



COVID-19 Response Plan

Updated: December 29, 2020

All additions are highlighted; all deletions are struck through.

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The health and safety of our children, staff, and families is paramount. The below-listed policies and protocols are designed to help parents and staff understand their role and the school's role in providing a safe and healthy school environment. These policies and protocols will generally be followed to the greatest extent practicable, will be adjusted as we continue to receive updated recommendations, and will supersede the policies listed in the Staff and Parent Handbooks where applicable. **Please read through the policies and protocols carefully.**

1 | Texas Minimum Standard Health Protocols

We will continue to operate within the guidelines of the Texas Minimum Standards for Licensed Child Care Providers, as we previously have done, as well as follow guidelines from the CDC and CCISD.

All Weekday staff will take additional health and safety training related to COVID-19 through the Texas A&M AgriLife Extension. These trainings include:

- Providing High Quality Experiences during COVID-19 for Emergency Child Care Settings
- Special Considerations for Infection Control during COVID-19

2 | Preventative Health Measures

Staying Home

It is vital that ***you keep your child home if they are ill or acting in such a manner in which you believe they are becoming ill.*** We encourage you to check your child's temperature before leaving for school and for any symptoms associated with COVID-19 (described below). We will first rely on the social responsibility of each family to be as prudent as possible in sending their child to school only when healthy, but our second step is to screen each child and family upon drop-off. It is important for each family and staff member to be as vigilant as possible in monitoring for symptoms and communicating with Weekday if or when they start to feel sick. A doctor's note of clearance to return to school may be required.

Plans for Sick Child or Staff Member

- If a child should become ill while at school, one teacher will escort them to the quarantine isolation room and notify someone in the Weekday office. As stated in our Health and Safety policy in our School Handbook, a parent will be called for the child to be picked up. To the extent possible, we encourage the designated parent or child caregiver, who normally drops-off/picks-up be the person to pick up the ill child from school. An ill child must be picked-up within half an hour of their first communication alert by one parent/caregiver. Additional cleaning and disinfecting will be completed of the effected classroom or space in which an ill child has been present.
- If a teacher should become sick while at school, the teacher will be asked to return home. A substitute teacher will be assigned to the classroom.
- Temperature checks will occur randomly throughout the day.

If COVID-19 is Confirmed in a Child or Staff Member

If your child, a member of your child's household or person your child has close contact with (a nanny, etc.) is confirmed with COVID-19, you are required to inform Weekday via email (weekday@ubc.org) ***immediately and no later than*** 24 hours of the diagnosis.

If a child or staff member are diagnosed, Weekday will contact the Harris County Health Department and Child Care Licensing for guidance on how to respond.

Children or staff with new or worsening signs or symptoms of possible COVID-19 (see list under Screening below) may not return to school **until all four of the following criteria have been met:**

- At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
- The individual has improved respiratory symptoms (e.g. cough, shortness of breath);
- At least 10 days have passed since symptoms first appeared; **and**
- Has received a doctor's note of clearance to resume participation at the Weekday.

Allergies and Teething

Children or staff who show persistent signs of runny nose, coughing and other respiratory issues that may be due to seasonal allergies or teething will be asked to obtain a doctor's note of clearance to participate in school. This note will be dated, filed in the office, shared with your child's classroom teachers, and kept for 2 months. If symptoms are persistent after two months, we will ask that you obtain another doctor's note of clearance to continue participating in school. Please inform the school during the daily screening process about any allergy or teething symptoms your child may be experiencing that day. Please do not give your child fever reducing medicine if they have an elevated temperature in order to send them to school.

Monitoring Absenteeism

As we have in the past, Weekday will continue monitoring absenteeism each school day. We track the trends in absences for each class and the school overall.

Group Events

For the time being, Weekday will not hold group events. This includes any school-wide functions or any individual class parties where parents are invited.

Limiting Access to Weekday

Weekday space is defined as the hallways and classrooms behind the doors of the Learning Center building. We will be limiting the number of people allowed into the school in attempt to minimize the exposure to any infectious disease. This is mandated by Texas Department of Health and Human Services Child Care Regulation (CCR). Only the following will be allowed to enter the Weekday space:

- Weekday Staff (teachers and administrators);
- Persons with legal authority to enter, including law enforcement officers, Health Department Staff, Fire Marshal, and Department of Health and Human Services Childcare Licensing staff;
- Professionals assisting with emergency repairs (plumbing, electrical, etc)
- Professionals providing services to children;
- Enrolled children (non-enrolled siblings or other children not allowed); and
- Parents will only be allowed in the building with prior authorization from a Director or Assistant Director, and only in case of emergency. This is mandated by CCR.
- UBC Church Staff, with appropriate face covering.

Tours of Weekday will not be conducted during school hours.

3 | Social Distancing Strategies

Since the grouping method allows for children within each group to intermingle, all stakeholders, especially parents and staff, must be aware that their actions play a critical role in reducing the risk of infectious disease transmission in our school community. Staff and parents are asked to maintain at least 6 feet of separation from other individuals. If such distancing is not feasible, other measures such as face coverings, hand hygiene, cough etiquette, cleanliness and sanitation should be rigorously practiced.

Class Sizes and Classroom Space

Weekday's ratios have always been lower than Licensing's Minimum Standards. Although Licensing is not requiring us to lower our ratios, at this time we are further reducing the maximum allowable children per class according to our standards. We will continue to have two teachers in every classroom.

Classroom Space

Weekday has current procedures already in place that reflect some of the new licensing regulations, such as: classes meet in individual classrooms that do not share space with other groups; classes have the same children each class day which make for stable grouping; and classes have the same regular teachers. We are also adding additional procedures regarding classroom space. The classes will remain in their classrooms each school day, except for outside playtime. As possible, classroom arrangement will include additional tables so children can have better separation when doing table work or eating. Toys and materials that cannot be easily cleaned and sanitized will not be used and extra rugs, blankets, and pillows will be removed from the classrooms. To reduce sharing of materials, the children will have individual sets of crayons, markers and other art supplies, and we will not have class-shared sensory (water/sand) tables and bins.

Daily Schedule

- **Playground:** We have 3 different, age-appropriate playgrounds, and will be assigning individual playground times and locations to each class. We will stagger the outside playtime, so each group will use the space individually. High-touched metal and plastic surfaces will be cleaned routinely. Each class will have their own bag of outside play toys so that each group is not sharing these items. In addition to playground time, all classes will have the opportunity to go on buggy rides or walks around the UBC facility and campus.
- **Specials:** For the first semester of the school year, Weekday will not be having Specials classes in order to minimize the number of staff entering each class. Dependent upon the status of the pandemic, this will be reassessed before the beginning of the Spring semester. Specials teachers will be utilized in other ways for the Fall semester.
 - If Specials return in the Spring semester, the teachers for our "Specials" classes will visit each designated classroom so that the children are not traveling to a shared "Specials" classroom anymore. The "Specials" teachers will wear a face covering to help minimize the potential of spreading an infectious disease. Any materials will be disinfected before use with another class.
- **Naptime:** Children's nap mats will be spaced out, and as possible, at least 6 feet apart, and positioned head-to-toe to further reduce the potential of viral spread. As always, the mats are disinfected after each use. A clean sheet and blanket will be provided by Weekday each day; sheets and blankets will be washed daily. **Please do not bring cloth mats from home.**

4 | Parent Drop-Off and Pick-Up Protocols

Drop-Off/Pick-Up

- Children should not bring a backpack or bag into the building. Please send a change of clothes and any necessary diapers, etc in a plastic bag (zipper close or grocery bag).
- Designated Parent/Caregiver: It is recommended that one parent or caregiver be designated to drop-off and pick-up the child at school each day. If possible, older people such as grandparents or those that are immune-compromised should not be the designated person, because they are more at risk for severe illness from COVID-19.
- Drop-Off:
 - Drop-off of children will occur at doors at each end of the LC hallway, beginning at 8:45am and will end at 9:05am.
 - The 3- and 4-year old classes will drop off on Glenshannon in the handicap parking lot. The 1-, 2- and 2 ½- year old classes will drop off in the Chapel area parking lot. Your child will be screened (including a temperature check and COVID-19 screening questions), and taken to their teachers in their classroom. Teachers and children will wash their hands upon entry to the class.
 - Please have your car pick-up tag visible.
 - Older siblings will be dropped off with their youngest sibling.
 - Late Drop-Off: It is essential for the efficiency of the drop-off process for parents and caregivers to be on time when dropping off; however, we understand there will be mornings when an emergency will arise delaying your arrival at school. If you are late, please call the Weekday Office so an administrator can check your child into school and escort them to his/her classroom. A child's enrollment may be discontinued for habitual tardiness.
- Pick-up:
 - Pick-up will occur at the Chapel door and door at the end of the EB hall beginning at 1:50pm.
 - Only those persons authorized to pick up a child may do so. Car pick-up tags issued by Weekday MUST be visible in order to pick up your child. If you do not have a car pick-up tag visible, you will need to get out of line to have your license checked.
 - Early Pick-up: We understand there will be times when an emergency will arise necessitating an early pickup from school. If you need to pick your child up early, please call the Weekday Office so an administrator can walk your child to your vehicle.

Communication

Parents may communicate with teachers by sending notes in with their child. The teacher will also be available for phone appointments to answer any questions or concerns you might have. We highly value clear and frequent communication with parents and teachers and will do our best in these new circumstances to maintain the level we are used to having as a school.

5 | Screening: Staff, Children and Parents

Who Will be Screened

The following individuals are required to be screened every day before entering the facility:

- Weekday Staff;
- UBC Staff that would be working in or around the Weekday area (e.g. janitors, accounting staff or front entrance receptionists);
- Persons with legal authority to enter, including law enforcement officers, Licensing staff, and Department of Family and Protective Services staff;
- Professionals providing services to children;
- Enrolled children; and
- Parents who have children enrolled and present at the school if they are entering the Weekday area. Parents should only enter the Weekday area when necessary.

Screening

Upon dropping your child off, each person will be screened for the following:

- Temperature check: Using a non-contact infrared thermometer, each person's temperature will be checked. For children, we will follow the requirement listed in the School Handbook; which is, if a child has a temperature of 99.5* or higher they may not attend school for at least 72 hours and must be fever and medication free for at least 72 hours before returning to school.
- Symptoms of COVID-19 that will be monitored each school day include:
 - New cough, shortness of breath or difficulty breathing, sore throat, diarrhea or vomiting, feeling feverish or measured temperature >99.5* Fahrenheit (for children), has had known contact with a person is lab-confirmed to have COVID-19.
- Please be familiar with Weekday's Health Policy listed in the Parent Handbook. We will be enforcing our policy of exclusion if your child has any of the listed symptoms. We appreciate your diligence and understanding when we must exclude a child because they have an illness symptom present.
- Licensing requires: An operation must screen all persons and children according to CDC guidance before allowing entry into the operation, including checking the temperature of each person and child upon arrival at the operation each day and denying entry to any person (staff or child) who has had close contact, as defined by the CDC, with someone who has a confirmed diagnosis of COVID-19 or someone who is under investigation for COVID19 unless the local or state health authority has determined the person's presence at the operation would not put others at risk: www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact

Travel Alerts

- If anyone in a child's household or a close personal contact (e.g. nanny) travels on an airplane, please notify the school in writing (weekday@ubc.org) so we can monitor for any possible development of symptoms. The parents should consider keeping their child home for 5 days as an added precaution to other families.
- Parents and children returning from travel to areas with community spread of COVID-19 must follow the guidelines they have received from the local health officials.
- Any parent returning from CDC Level 3 area or international travel area must notify Weekday in writing (weekday@ubc.org) and the child should be kept home for 7 days.

~~Children and staff who have traveled to a CDC Level 3 area or international travel will be excluded for 14 days.~~

- A parent who travels to a CDC Level 3 area or international travel area and does not notify Weekday in writing may forfeit their child's spot in preschool, with no refunds or credits issued.
- Please stay up-to-date with the recommendations from the Centers for Disease Control – Travel information website.

6 | Enhanced Cleaning and Disinfectant Measures

Sanitation

- Weekday will continue our practice of disinfecting toys throughout the school day that have been put in a child's mouth (or that are otherwise contaminated).
- Staff will be cleaning and sanitizing other toys and surfaces frequently throughout the day.
- Weekday will disinfect each classroom at the beginning and end of the day, as well as establish a cleaning schedule for bathrooms during the day.
- Hand-washing time will be built into each classroom's schedule at regular intervals.
- Hand sanitizer will be supplied with at least 60% alcohol content and will only be distributed by staff and kept out of reach of children.
- Diapering procedures will be updated to add extra hand-washing steps in addition to those previously required; procedures will be posted in all diaper changing areas.
- Clean sheets will be provided for cribs daily. Clean sheets and blankets will be provided for nap mats daily. Sheets and blankets will be laundered by UBC daily.
- An outside cleaning company will come in 3-4 times per week to clean the rooms.
- An electrostatic sprayer will be used with a germicide each evening to sanitize the classrooms and other times, as needed.

7 | Caring for Infants and Toddlers

Holding, feeding and helping

An important part of what we do is to comfort crying, sad and anxious children; in order to do this while still providing the safest environment possible for our children and staff, the teachers will wear face coverings, to the extent possible, when in close contact with the children. If a staff member is not able to wear a face covering, they will exercise the best respiratory practices, like covering their mouth if they have to cough, not talking directly in the child's face as much as possible, and washing their and the child's hands as soon as able.

The staff in the 2-year-old and younger classes will wear a protective clothing cover, like a smock, wear their hair pulled back and wear no HANGING jewelry. All the staff will be required to bring a change of clothes to school each day so they can change into clean clothes, if or when needed. All families will be asked to provide at least two extra changes of clothes for their child.

8 | Healthy Hand Hygiene and Face Coverings

Handwashing: Frequency

Handwashing is the number one method of stopping the spread of an infectious disease in a school community. Teachers will build in additional lessons about handwashing into their daily curriculum so that the children can develop the healthy habit of frequent and correct handwashing. Children and staff will wash or sanitize their hands multiple times throughout the school day; including, but not limited to, upon entering school, after using the restroom or diaper changing, before and after eating, and after outside playtime.

Face Coverings

- Each parent or caregiver dropping off or picking up their child must wear a face covering if they leave their vehicle. Children above age 2 are not required to wear a face covering but can if a parent so chooses. Adult face coverings will be available for those that do not have one.
- The staff will wear face coverings at drop-off, pick-up and in between to the extent possible. Children over 2 years old can wear one but will not be required, forced, or pressured to wear one. Children under 2 years-old will not wear a face covering due to the potential suffocation danger. All other adults (parents, necessary visitors, etc.) in the Weekday hallway will be required to wear a face covering unless otherwise unable to because of health reasons.

9 | Food Preparation and Serving

Snacks

Snacks will be prepared for individual serving. Staff will wear gloves when preparing and serving food to the children.

Lunch

- Please reference the policy in the Parent Handbook for complete details about providing a lunch for your child. We are also asking that EACH serving container (top and bottom) be labeled with your child's name or initials so they can be easily identified if separated from your child during lunchtime. Children should not bring food to share with others.
- Lunches should be sent in a disposable plastic bag. Reusable ice (ice packs) will be returned at the end of the school day. Please use a new bag each day.

Water

Please provide a water bottle that is clean with fresh water for your child each school day. Clearly label the bottle with your child's name in a manner that it will not rub or come off.

10 | Preparing Your Child to Return To/Start School

Many children have some form of separation anxiety when beginning school or being away for an extended break. After months of spending lots (and lots) of time with you during a period where there

has been some level of stress and anxiety when outside interacting with other people, we expect that this may be a difficult transition. In August you will receive a "Welcome to School" email which will have resources for smoothly transitioning to your child to preschool, have details about what your child will need to bring to school, etc.

We are planning to have our annual Meet the Teacher on Monday, August 24th. We will set up Zoom calls and you will receive an invitation to join your "class" the week prior to Meet the Teacher.

11 | Financial Responsibility Policy

Weekday contracts signed upon confirming each child's spot is still in effect. However, the following additions and changes to each family's financial responsibility is being added and shall be confirmed upon this document being signed by the parent who originally signed the Weekday Ministries contract.

- Should the community be ordered to shelter-in-place and the school must close, the first month will not be eligible for a refund or credit. Weekday will commence to an online learning platform similar to what was established in March 2020. The online learning will conclude at the end of the first month of stay-at-home order.
- When school may resume, tuition will be reinstated (prorated accordingly) and due upon the first day of back to school.
- Pro-longed personal absence because of COVID-19 illness or related reasons (i.e. a child must quarantine with their household) will not be eligible for refunds or credits.
- If Weekday is advised by the local health authorities to close for a quarantine, the tuition for that period will not be eligible for a refund or credit and Weekday will commence to an online learning platform. For any subsequent quarantine closures, specific to Weekday, families will be eligible for a credit for future tuition.
- The "Contract Change and Withdrawal Policy" listed in Weekday Contracts remains the same.

12 | Communication Protocols

Weekday has established the following protocols for communicating about confirmed cases of Covid or exposures.

Exposure

1. If a child or teacher is exposed to a lab-confirmed case, the child will be asked to quarantine per CDC guidelines. Although it is not required by the CDC, the Health Department or Licensing, Weekday will notify the parents and teachers in that class of the exposure without using the person's name. Weekday is not required to contact any of the above agencies in this case.
2. If an administrative staff member is exposed, they will be asked to quarantine based on CDC guidelines. Although not required as stated above, Weekday will inform the entire program of the quarantine. The administrative staff member will be identified if written permission is given by that person.

3. If a child or staff member is exposed to an exposure to a positive case, no action will be taken unless symptoms develop per CDC guidelines.

Confirmed Case

1. If a child or teacher tests positive for Covid, Weekday will report the case to the Harris County Health Department and our Child Care Licensing Representative; we will follow their instructions on any shutting down classes and/or the program. Weekday will inform the entire program about the positive case and identify which class the child or teacher attends (without using the person's name). We will ask the class to quarantine if the positive case was in that class within 48 hours of the first sign of symptoms (or within 48 hours of a positive test if no symptoms).
2. If a director or assistant director tests positive, Weekday will inform the entire program about the positive case. We will ask anyone in contact with the positive case within 48 hours of the first sign of symptoms (or within 48 hours of a positive test if no symptoms) to quarantine.