



## COVID 19 PANDEMIC PLAN

**This plan is effective until further notice**

In response to COVID-19, the Centers for Disease Control and Prevention (CDC), the Texas Education Agency (TEA), and the Texas Health and Human Services Commission (HHS) provided specific Guidance to Childcare Facilities. St. John Early Childhood Center (SJECC) will operate based on best practices that are consistent with current recommendations in accordance with state law, state disaster declaration, and federal guidance.

### BUILDING ACCESS

- Before allowing entry into the building, all individuals should self-monitor and self-exclude themselves for any of the following signs or symptoms of possible COVID-19:
  - Any of the following new or worsening signs or symptoms of possible COVID-19:
    - Feeling feverish or a measured temperature great than or equal to 100.0 degrees F
    - Cough
    - Shortness of breath or difficulty breathing
    - Chills
    - Shaking or exaggerated shivering
    - Muscle Pain or body aches
    - Fatigue
    - Headache
    - Sore throat
    - Loss of taste or smell
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
  - In the previous 10 days has had contact with someone with a confirmed diagnosis of COVID-19 or is under investigation for COVID-19.
    - Close contact is defined as:
      - Being directly exposed to infectious secretions (e.g., being coughed on); or
      - Being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.
      - Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.
  - In the previous 10 days has travelled internationally to countries with widespread, sustained community transmission.

- In the previous 10 days has travelled domestically to any area recognized and proclaimed as a national COVID-19 “hot spot” by governing authorities, as these areas require a 10-day self-quarantine when entering Texas.
- Pickup and drop-off of children will continue to take place outside at this time.
- Volunteers and visitors to St. John events will be limited and monitored.

## **MASKS**

- Children are not required to wear masks, as this is not age appropriate.
- Masks are optional for staff personnel.

## **HYGIENE AND CLEANING PRACTICES**

- All children and staff should engage in hand hygiene at the following times:
  - Arrival to the facility and after breaks.
  - Immediately following any interaction or after using classroom toys and play stations.
  - Before and after assisting children with handwashing.
  - Before and after eating or handling food or helping children with their lunch/snack items.
  - Before and after administering medication or medical ointment.
  - Before and after diapering.
  - After using the toilet or helping a child use the bathroom.
  - After having contact with bodily fluid.
  - After coughing, sneezing, or blowing their nose
  - After playing outdoors.
  - After handling garbage.
- Hands will be washed with soap and water for at least 20 seconds.
- Children over 2 years old and staff may use hand sanitizer if hands are not visibly dirty when soap and water is not available – on the playground, before entering the building, or after time spent in shared spaces without running water.
  - Hand sanitizer stations are available at each school entrance and encouraged to be used by all staff and students entering the building.
  - Staff will supervise children when they use hand sanitizer to prevent ingestion.
  - Hand sanitizer stations will not be used in any classroom.
- Students and staff will avoid touching eyes, nose, and mouth with unwashed hands.
- Children and adults will cough and sneeze into a tissue, then throw it into a trash receptacle immediately, or cough and sneeze into their upper shirt sleeve at the inner elbow, completely covering the mouth and nose. They should wash their hands after coughing, sneezing, or blowing their nose.
- Staff will clean classrooms with a disinfectant three times a day – upon arrival, mid-day, and upon leaving. Toys, doorknobs, tables, chairs, electronic keyboards, cabinets, and shelves are some of the items included in this procedure. Disinfectants will be allowed to air dry.
- Every evening after closing, staff will disinfect common areas and frequently touched surfaces used by staff in the school – workroom, library, SonShine Room, doorknobs, light switches, etc.
- SJECC will use products that are recommended by the CDC as effective against COVID-19.
- Staff will be careful not to expose children in the near vicinity to cleaning and disinfecting materials, especially during the mid-day cleaning.
- Toys that cannot be cleaned and sanitized will not be used.

- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by a staff member by hand while wearing gloves. Toys will be cleaned with water and detergent, rinsed, sanitized, and air-dried.
- Machine washable cloth toys will be laundered often.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfecting procedures.

## CARING FOR CHILDREN

- Diapering
  - When diapering a child, staff will wash their hands and the child's hands before they begin.
  - SJECC staff will follow the CDC and Texas Department of HHSC safe diaper changing procedures. Steps include:
    - Prepare (includes putting on gloves)
    - Clean the child
    - Remove trash (soiled diapers and wipes)
    - Replace diaper
    - Wash child's hands
    - Clean up diapering station
    - Wash own hands
  - After diapering, staff will wash their hands and the child's hands, wash the diapering area with soap and water, and then sanitize the diapering area with an approved sanitizer.
  - If reusable cloth diapers are used, they will not be rinsed or cleaned in the facility. The soiled cloth diaper and its contents (without emptying or rinsing) should be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians.

## SCHOOL/CLASSROOM/ADMINISTRATIVE CLOSURES

- We do not anticipate having to close entire classrooms or the entire school at this time. If we confirm a positive COVID-19 case in our school, we will immediately contact the local Health Department and follow recommendations issued by them.
  - SJECC will notify parents as soon as a recommendation is made by the local Health Department and the TDHHS if it affects an entire classroom or the entire school.
  - SJECC will NOT reveal names of positive COVID-19 test patients in accordance with the Health Insurance Privacy and Portability Act (HIPPA) and with the Federal Education Regulatory Privacy Act (FERPA), but SJECC administrators will notify families at the facility of the situation and the facility's response, as well as communicating any updates regularly with parents.
- ***St. John ECC will remain open in the event of local school district closures due to COVID-19, as SJECC is considered an essential business. Exceptions to this policy would come about if SJECC is ordered to be closed by state officials or the Texas Department of Health and Human Services.***

## REFUNDS – PANDEMIC POLICY

- Registration Fees are non-refundable. As soon as the registration process is complete, SJECC uses the monies collected to:
  - purchase the supplies necessary for our staff to provide your child a meaningful experience in the classroom.
  - Prepare/maintain our facilities – inside and outside – to ensure the children have a clean, safe, and engaging environment for learning.
  - pay staff members' salaries for setting up accounts, completing paperwork required by state licensing, providing copies for each child's folder, staff training hours required by state licensing, and the like.
- Tuition
  - Should SJECC need to close for Pandemic reasons, for less than two weeks during the month, full tuition will be due. By doing this, we will be able to continue to pay our staff to insure we maintain a highly qualified staff. If the center is closed two weeks or longer, 50% of tuition will be due.
  - Parents may give written notice to withdraw from the program if they feel it is in the best interest of their family. A Withdrawal fee of 50% of the tuition will be due upon notice. When you choose to withdraw from the program, there are no guarantees for available spaces in the program, should you choose to re-enroll.
  - Absentee credit – If your child is absent for three consecutive days due to a COVID-19 illness of the child, or of a person who lives in the same household, or of a classroom closure, you may request an absent credit equal to one half tuition for the days absent. Parents must request an absent credit in writing by email to the director, Tiffany Bunker at [tbunker@stjohn.tv](mailto:tbunker@stjohn.tv). Absent credits are not automatically given when the child is absent. Absentee credits are not valid in cases when the entire school is closed due to COVID-19 circumstances. (see first bullet point under "Refunds – Tuition".)
  - Tuition refunds are considered on a case-by-case basis and must be approved by St. John.

## QUARANTINE/ RETURN TO SCHOOL GUIDELINES

- In the event of any positive test result for COVID-19 of any staff, parent, or child, we will follow the latest recommendations of the local Health Department, in conjunction with the Texas Department of Health and Human Services
- Return-to-school conditions are based on current Centers for Disease Control and Prevention (CDC) guidelines and are intended to complement school policy. The following guidelines have been adapted for St. John Early Childhood Center. Return-to-school conditions may change based on new guidelines, symptoms, exposures, or results. Parent/guardian should notify the school and physician of changes to the student's symptoms, exposures, or results.

## STUDENTS

- Student identified as a close contact or students that have tested positive for COVID-19 should quarantine:
  - The length of time the child should stay out of an ECE program depends on whether the child has COVID-19 or another illness. In most instances, those who have COVID-19 can be around others after:
    - 10 days since symptoms first appeared **and**
    - 24 hours with no fever without the use of fever-reducing medications **and**
    - Other symptoms of COVID-19 are improving
  - Children who test positive for COVID-19 but do not have symptoms can be around others 5 days after their first positive COVID-19 test, **if** they are able to wear a mask around others for an additional 5 days. If not, they should continue the quarantine at home for the full 10 days.

## STAFF

- If Staff is identified as a close contact with a COVID-19 case, their course of action depends on their vaccination status:
  - For employees who are unvaccinated, haven't received a booster, or received their second dose of Moderna/Pfizer more than six months ago, or their single dose of Johnson & Johnson more than two months ago:
    - Quarantine at home for 5 days. After that, if they have not developed symptoms, they may return to work continuing to wear a mask around others for 5 additional days.
    - They should get a COVID-19 test on day 5, if possible.
    - If they develop symptoms, they should get a test and isolate at home.
  - For employees who have received a booster after receiving a two-dose Moderna/Pfizer vaccine or a single-dose Johnson & Johnson vaccine, or received their second dose of Moderna/Pfizer less than 6 months ago or their single dose of Johnson & Johnson less than 2 months ago:
    - Wear a mask around others for 10 days.
    - They should get a COVID-19 test on day 5, if possible.
    - If they develop symptoms, they should get a test and stay home.
  - Staff has presumptive or confirmed case of COVID-19:
    - Any employee that gets sick exhibiting symptoms that does not get tested will be assumed COVID-19 positive unless a doctor provides an alternate diagnosis. Employee should self-isolate at the onset of symptoms and may not return to work until they meet the applicable criteria stated below.
    - Any St. John employee that develops symptoms or is asymptomatic and tests positive for COVID-19 is to stay home and isolate until they meet the criteria stated below.
    - Employees with any of the above contact or testing scenarios may arrange to return to work upon providing release by their personal doctor. Employees are not to return to work until they have obtained approval from their supervisor.

- Criteria:
  - Isolate at home for 5 days.
  - If they have no symptoms or their symptoms are resolving after 5 days, they may discontinue isolation.
  - If they have a fever, they should continue to isolate at home until the fever resolves.
  - They may return to work after isolating for 5 days and do not have a fever but must wear a mask around others for 5 additional days.
  
- Student/Staff has been sent home from St. John ECC with a fever:  
Student/Staff must be free of symptoms (fever) for a period of 24 hours without using a fever-reducing medication AND have a rapid NEGATIVE COVID test result before returning to the classroom.

Our goal at SJECC is to keep our staff, families, and children safe. **Please notify us immediately if anyone in your household has had direct exposure to a COVID-19 patient or develops symptoms of COVID-19.** We ask that staff and families stay home should this occur, until such time as testing can be performed and test results received, or you have been released by your personal doctor.

We want to protect all our children, families, and staff. We have you in our hearts and prayers and thank you for your understanding.