



Oak Hills Church Preschool

COVID-19 Response Plan

Updated: August 2021

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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 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 School Handbook where applicable. **Please read through the policies and protocols carefully and please keep a copy handy for review as necessary. If you need an additional copy, please contact Kendra Kunkel, kendrak@oakhillschurch.com, 210-698-4685.**

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. The Texas Minimum Standards includes a checklist from the Governor's Strike Force to Open Texas, in which we have used to create these policies and protocols.

In addition, we will follow CDC Guidance for Child Care Programs that Remain Open for increased health and safety protocols. The areas of guidance the CDC and Texas Minimum Health Protocols addresses, and are specifically included in our Day School policies and procedures, are:

- ✓ Implement [social distancing strategies](#)
- ✓ Intensify [cleaning and disinfecting efforts](#)
- ✓ Modify [drop-off and pick-up procedures](#)
- ✓ Implement [screening procedures upon arrival](#)

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

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

- **Staying Home**

It is vital that ***you keep your child home if they are ill or acting in such a manner 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 the Preschool office if or when they start to feel sick. A doctor's note of clearance to return to school may be required. Please email (kendrak@oakhillschurch.com) to communicate any concerns.

- **If a Child or Staff Member Is or Becomes Sick**

If a child or staff member should become ill while at school, the director will escort them to the *quarantine isolation room* located across the mall in A107. 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 (more on this request below), be the person to pick up the ill child from school. Upon picking up, we ask that you use the side entrance closest to the indoor play space and to the A1 wing. This door is located off Summer Oaks as you enter the parking lot on the side of the building. An ill child must be picked-up within an hour of their first communication alert by one parent/caregiver. Additional cleaning and disinfecting will be completed of the effected classroom or space that an ill child or staff member has been present.

The children's temperatures will be taken at the start of every school day but may be taken at random times on any school day in continuing to monitor the health of the children during 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 the Preschool via email (kendrak@oakhillschurch.com) ***immediately and no later than*** 24 hours from the diagnosis. The CDC recommends the following procedures regardless of the level of community spread.

If a child or staff member are diagnosed, the Preschool will contact the San Antonio Metro Health Department and THHS Child Care Licensing for guidance on how to respond. These officials will help Oak Hills Church Preschool determine a course of action for our program and situation.

- ✓ If the Health Department and Child Care Licensing deem it necessary, the Preschool will close for the recommended time frame. Childcare centers do not necessarily need to close operations if they can close off affected classrooms.
- ✓ If the Health Department and Child Care Licensing recommend that the Preschool remain open, we will close off any classrooms and other rooms the person may have visited or used until they can be properly disinfected.

We will coordinate with local health officials to communicate plan of action and/or dismissal decisions for the possible COVID-19 exposure.

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 the following criteria have been met:

- ✓ At least 2 days (48 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 Preschool.

- **Allergies**

Do not assume that symptoms are seasonal allergies. As the Covid variants change and mutate many of their symptoms mimic allergies. Children or staff who show persistent signs of runny nose, coughing and other respiratory issues that may be due to seasonal allergies 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 symptoms your child may be experiencing that day. Please do not give your child fever reducing medicine if they have an elevated temperature and send them to school. Please have your child tested if symptoms persist or change.

- **Monitoring Absenteeism**

As we have in the past, the Preschool will continue monitoring absenteeism each school day. Please contact the school if your child is going to be out with absenteeism information. If we do not hear from you we will contact you to keep track of absences We will track the trends in absences for each class and the school overall.

- **Limiting Access to the Preschool**

The Preschool space is defined as the C1 wing, W classroom where Motor Skills is held, D1 kitchen and D1 classrooms if needed. We will be limiting the number of people allowed into the school in attempt to minimize the exposure to any infectious disease. Only the following will be allowed to enter the Preschool space during the school day:

- ✓ Preschool Staff (teachers and administrators);
- ✓ 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;
- ✓ Facilities staff who may be needed for cleaning an area or servicing an area in an emergency,
- ✓ Enrolled children (non-enrolled siblings or other children are not allowed); and
- ✓ Parents who have children enrolled and present at the operation. Parents should only enter the Preschool when necessary.

At the end of the school day parents and siblings will be allowed in the wing for pick up from the classroom on a staggered basis. Three classes inside the wing at a time, other classes will pick up from the playground or other outside entrances.

- ✓ Adults who enter the preschool wing for any reason you must be wearing a mask.

3 | Social Distancing Strategies

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**

The Preschool has always had small, individual class groupings which meet the New Modified Child Care Ratios (page 6) listed in the Minimum Standard Health Protocols published by the Governor's Task Force to Open Texas. The classes meet in individual classrooms and have the same children each class day which make for

stable grouping, and have the same regular teachers. The classes will remain in their classrooms each school day, except for outside playtime and Specials.

- **Outside Playtime**

We will stagger the outside playtime, so each group will use the space with only one other class.

- **“Specials” Classes**

The “Specials” teachers will wear a clear face shield to help minimize the potential of spreading an infectious disease. These teachers will try to keep children at distance to keep all safe. Music will take place in the A1 large group gathering area.. Motor Skills will take place in W105 upstairs. The room will be sprayed with the electrostatic sprayers, purchased by the facilities team, with an EPA approved disinfectant. Life Skills will use classrooms C1 wing and the C1 kitchen. The kitchen will be disinfected between classes. Any materials will be disinfected before use with another class.

4 | Parent Drop-Off and Pick-Up Protocols

- **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 Protocols**

- ✓ Drop-Off of children will occur at a couple of different entrance locations. Each class will have a designated drop off time and location and the same pick up time, either 8:30/12:30 or 8:45/12:45. This schedule will be given out closer to start of school.
- ✓ We will operate a car pool where you drop off your child with the classroom teacher. Caregiver will sign the children in on the class roster. The children will wait as a class and then travel to their classroom together where they will wash their hands upon arrival.
- ✓ Check-In: We will check all students into the Rock once they are in their classrooms using the classroom sign-in sheet.
- ✓ Each child and family will be screened before the child can be dropped-off for school. Please see details about the screening process below.
- ✓ Each parent or caregiver dropping off their child must wear a mask. Children above age 2 are not required to wear a mask but are encouraged to do so if they are willing.
- ✓ As recommended and to provide the best opportunity to socially distance, the Preschool will have a staggered drop-off schedule. The schedule will be announced closer to the start of school.
- ✓ 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 contact the Preschool office so an administrator can come meet you and check your child into school and escort them to his/her classroom. Please do not make late drop off a habit, as, it is difficult for the class and can make the success of your child’s day difficult.

- **Pick-Up Protocols**

- ✓ Pick-Up of children will at the childn’s classroom either inside the wing or from the outside playground door. Please confirm your location with your teacher. If you pick up your child from within the wing you must wear a face mask.
- ✓ Check-Out: Caregiver that picks up the child will sign them out on the classroom roster.

- ✓ As recommended and to provide the best opportunity to socially distance, the Preschool will have a staggered pick-up schedule.
- ✓ Late Pick-Up: The Preschool will still be following the Late Pick-Up policy that is outlined in the School Handbook.

- **Communication**

- ✓ Since we will have limited face to face contact, please be sure to watch for Group Me communications, newsletter, notes sent home in totes and emails you receive from the teacher. The teacher will 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 as a school.

5 | Screening of Children and Parents

- **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 100.4* or higher they may not attend school for at least 48 hours and must be fever and medication free for at least 48 hours before returning to school. *In addition, if the parent or caregiver dropping the child off at school has a temperature of 100.4* or higher, the child may not attend school for at least 48 hours so the child can be monitored for any potential symptoms while at home.*
- ✓ Symptoms of COVID-19 that will be monitored each school day include:
Cough, shortness of breath or difficulty breathing, chills, repeating shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or measured temperature >100.4* Fahrenheit (for children), has had known contact with a person who is lab-confirmed to have COVID-19.
- ✓ Please be familiar with the Preschool's Health/Illness policy listed in the School 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.

- **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 (kendrak@oakhillschurch.com) 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 the Preschool in writing (kendrak@oakhillschurch.com) 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 10 days.
- ✓ Please stay up-to-date with the recommendations from the Centers for Disease Control – Travel information website.

6 | Enhanced Cleaning and Disinfectant Measures

- **Cleaning Products and Supplies**

- ✓ The Preschool uses a cleaner from [State Chemical, NDC](#) for cleaning and disinfecting during the school day which is EPA approved for use against SARS-CoV-2 (COVID-19). The staff will be trained how to use it effectively and safely. For instance, knowing how long the product must remain on the surface to be effective and using it safely around children.
- ✓ The classrooms will be supplied with disinfectant wipes and hand sanitizer with at least 60% alcohol content. These items will only be used by staff and kept out of reach of children.

- **Cleaning and Sanitizing Toys, Materials and Surfaces**

- ✓ We will collect toys throughout the school day that have been put in a child's mouth (or that are otherwise contaminated) and place them in the "to be cleaned" bin to be sanitized at the end of the day.
- ✓ Staff will be cleaning and sanitizing other toys and surfaces frequently throughout the day.
- ✓ Classroom restrooms will be cleaned as needed during the day and sanitized at the end of the day.

8 | Healthy Hand Hygiene and Face Mask Wearing

- **Handwashing: Frequency**

Handwashing is the number one method of stopping the spread of an infectious disease in a school community. The Preschool has always placed high value on good handwashing practices, and we will be placing even more emphasis now. Each classroom is equipped with a child-size sink to make it easier for children to wash their hands themselves, but teachers will supervise as necessary to ensure good handwashing techniques are being used. The teachers will be building 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, before and after eating, and after outside playtime.

Bottles of hand sanitizer and "touchless" stands of hand sanitizer will be spread out through the Oak Hills Church building. And we encourage you to use them if you have to enter the building for any reason.

- **Handwashing: Method**

When handwashing, the teachers will have the children wash with soap and water for at least 20 seconds and then use a paper towel to dry their hands. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.

- **Face Mask Wearing**

The staff will wear face masks at drop-off, pick-up and in between to the extent possible. In the classroom the teacher will wear a clear face shield so that her facial expressions and emotions are visible to the children. Children are not required to wear face masks but if a parent requests that they do so we will encourage them to keep their mask on when possible. All other adults (parents, necessary visitors, etc.) in the Preschool will be required to wear a mask unless otherwise unable to because of health reasons.

9 | Food Preparation and Serving

- **Snacks**

Snacks will be provided by parents. The snacks must be individual servings or in the case of a box of crackers, unopened and sealed. Snacks will be prepared for individual serving and, as always, they will be served in the child's individual classroom. Staff will wear gloves when preparing and serving food to the children.

- **Lunch**

Please reference the policy in the School 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 will not be allowed to share food with others.

- **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" packet 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" prior to the start of school, watch for communication. These meetings will be a good time to meet your child's teachers and see the classrooms. The adults must wear a mask, children are advised to but not required to wear a mask for these meetings. The classroom teacher will be wearing a shield so the students can see her face. Invitations will be coming in the mail for these meetings.

11 | Oak Hills Church

Oak Hills Church and the Preschool have agreed to immediately notify one another if someone on our staff or an immediate constituent has contracted COVID-19 so that we can determine if there was any potential for cross contamination.

12 | Financial Responsibility Policy

The Preschool Commitment signed upon confirming their 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 will also sign the acknowledging receipt of the Parent Handbook.

- If the school must close as the result of a federal, state, or local law or order, we will not attempt virtual learning.. When the community is allowed to reopen we will start school again and we will reinstate tuition (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. The CDC recommends at least 48 hours symptom free and without fever reducing medication before returning to school. If symptoms worsen or they test positive for COVID, they must follow all CDC guidance before returning to school.
- If the Preschool is advised by the local health authorities to close for a quarantine or if Oak Hills Church Preschool decides to close for 24 hours, the tuition for that period will not be eligible for a refund or credit.
- Withdrawal Policy listed in the Preschool handbook remains the same.

13 | Covid-19 School Attendance Waiver

The novel coronavirus known as SARS-CoV-2, (“COVID-19”), has been declared a worldwide pandemic by the World Health Organization, and declared a national health emergency by the White House and the Department of Health and Human Services. Additionally, Governor Greg Abbott has declared a state of disaster in Texas as a result of COVID-19. There have been several thousand confirmed cases in Bexar County. COVID-19 can infect people of all ages. While the risk of serious illness or loss of life is greatest in those 65 years of age and older and/or are immune compromised, persons in every age group can get COVID-19 and some will have a severe illness. A couple of variants have entered the scene and though we have not seen as many deaths they seem to spread more quickly.

We should all be thankful that, with rare exceptions, COVID-19 is not claiming the lives of our children. However, we can never forget that a child with a mild or even asymptomatic case of COVID-19 can spread that infection to others who may be far more vulnerable.

COVID-19 is spread from person to person through contact that is close enough to share droplets generated by coughing, sneezing, speaking and even just breathing. COVID-19 can also be spread by touching objects where contaminated droplets have landed. Because of this easy manner of transmission, an infant, child, or young person who is infected with COVID-19 can spread the infection to others they come in close contact with, such as members of their household, teachers, or other caregivers. We have learned that infected persons with mild or even no symptoms can spread COVID-19.

These facts are vitally important when considering returning to the Oak Hills Preschool environment and should be considered by each parent before returning their children to our programs. Oak Hills Church and Preschool are taking specific measures, as recommended by the CDC and Texas health authorities, to promote a safe environment, but each family has to understand the inherent risk of their child participating in any kind of group care. We do not expect young children to effectively social distance from other children in their small class. Preschool aged children will, for example, continue to play in proximity to one another, share toys, or touch surfaces that may not be sanitized. Young children also need help from their teacher that require close contact, for example, putting on clothing items, putting their lunchbox away, or need help with restroom. Young children may also seek, and emotionally benefit from, comfort when sad or anxious. While our staff will generally not initiate hugs, it is expected that children will need hugs at times, thus, there will be some physical contact between teacher and children. To the extent possible, the teachers will remain with the same groups of children. However, there will inevitably be times when, for example, the teacher is out sick and a substitute will step in to cover them.

All of these factors mean that while Oak Hills Church Preschool will take certain precautions recommended to combat the spread of COVID-19, these measures will differ from those suitable for other social, business and commercial settings that adults may be more familiar with.

Therefore, as a parent or guardian, I agree that I will monitor the health of my/our child(ren) and not send them to the Oak Hills Church Preschool if my child(ren) are displaying any symptom of COVID-19. I agree not to send my child(ren) to the Preschool if my child (or any of his or her siblings), or any other member of our household or any other person with whom we have been in close contact, are showing symptoms of COVID-19. I agree to seek COVID testing promptly for my child if he/she has been exposed to someone who is COVID-19 positive and is experiencing symptoms. I will report results to Oak Hills Preschool given the implications for other children, families, and staff. Likewise, I understand that parents or guardians should protect any vulnerable persons who are members of the same household or come into frequent, close contact with children who attend Oak Hills Church Preschool.

I understand that participating in the Oak Hills Church Preschool program or accessing our facilities could increase the risk of contracting COVID-19. Oak Hills Church Preschool can in no way assure, guarantee or warrant that COVID-19 infection will not occur though participation in our programs or by accessing our facilities.

I understand that I may and should consult my family's health care providers about the risks of COVID-19 and participation in the Oak Hills Church Preschool program and to do so as conditions surrounding COVID-19 change.

By signing below, I acknowledge receipt of the Oak Hills Church Preschool COVID-19 Response Plan and, particularly, this Covid-19 School Attendance Waiver (the "Waiver and Release"). I am 18 years of age or older, of sound mind, and understand and agree to the terms of this Waiver and Release. I have been afforded the opportunity to review the contents of this Waiver and Release with an attorney of my choosing if I believed it was necessary to do so, and am under no legal obligation whatsoever to enroll my child(ren) in the Oak Hills Church Preschool program or to continue to do so.

I understand and acknowledge that participation in the Oak Hills Church Preschool Program may expose me, members of my family, or those with whom I have close contact to COVID-19 and to a risk of COVID-19 infection. I understand that medical research regarding the potential for infection with and harm caused by the COVID-19 is ongoing, and that no widely-accepted vaccine against or cure for COVID-19 is currently available.

As a result, I understand that the potential risks associated with exposure to or infection with COVID-19 are not fully known, but may include significant and serious illness, bodily injury, disfigurement, temporary or permanent disability, and/or death. Nevertheless, having considered the risks of participation in Oak Hills Church Preschool, including those outlined in this Waiver and Release, I have determined that I desire for my child(ren) to participate in the Preschool, of my own free will and out of my voluntary desire for my child(ren) to have the benefit of Oak Hills Preschool. Accordingly, for good and valuable consideration, including without limitation the opportunity to participate in the Preschool, I **HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN THE PRESCHOOL, INCLUDING WITHOUT LIMITATION THE RISK THAT I, MY CHILD(REN), FAMILY OR OTHER PERSONS WITH WHOM I MAY COME IN CLOSE CONTACT, MAY BE EXPOSED TO OR BECOME INFECTED WITH COVID-19. I HEREBY, FOR MYSELF AND MY CHILD(REN) AND MY AND THEIR RESPECTIVE HEIRS, SUCCESSORS, AND ASSIGNS, AND ALL THOSE CLAIMING BY OR THROUGH ME OR MY CHILD(REN), WAIVE, RELEASE, AND AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS OAK HILLS CHURCH AND ITS AGENTS, EMPLOYEES, MINISTERS, DIRECTORS, OFFICERS, TEACHERS, INSURERS AND VOLUNTEERS (COLLECTIVELY, "INDEMNITEES") FROM AND AGAINST ANY LIABILITY, LOSS, EXPENSE, OR OTHER DAMAGE—INCLUDING PERSONAL INJURIES, PROPERTY DAMAGE, DEATH, COSTS OF COURT, AND ATTORNEY'S FEES—ARISING FROM, RELATING TO, OR IN CONNECTION WITH THE PARTICIPATION OF MY CHILD(REN) IN THE PROGRAMS, INCLUDING THOSE WHICH ARISE OR ARE ALLEGED TO ARISE FROM THE NEGLIGENCE OF ANY INDEMNITEE.**

COVID-19 SCHOOL ATTENDANCE WAIVER SIGNATURE PAGE

I have read, understand, and agree to the above COVID-19 Response Plan and the Release and Waiver contained in the Covid-19 School Attendance Waiver.

Parent/Guardian Signature

Today's Date

Parent/Guardian Name

Names and ages of child(ren) attending: _____

PARENT/GUARDIAN #2 (IF APPLICABLE)

Parent/Guardian Signature

Today's Date

Parent/Guardian Name