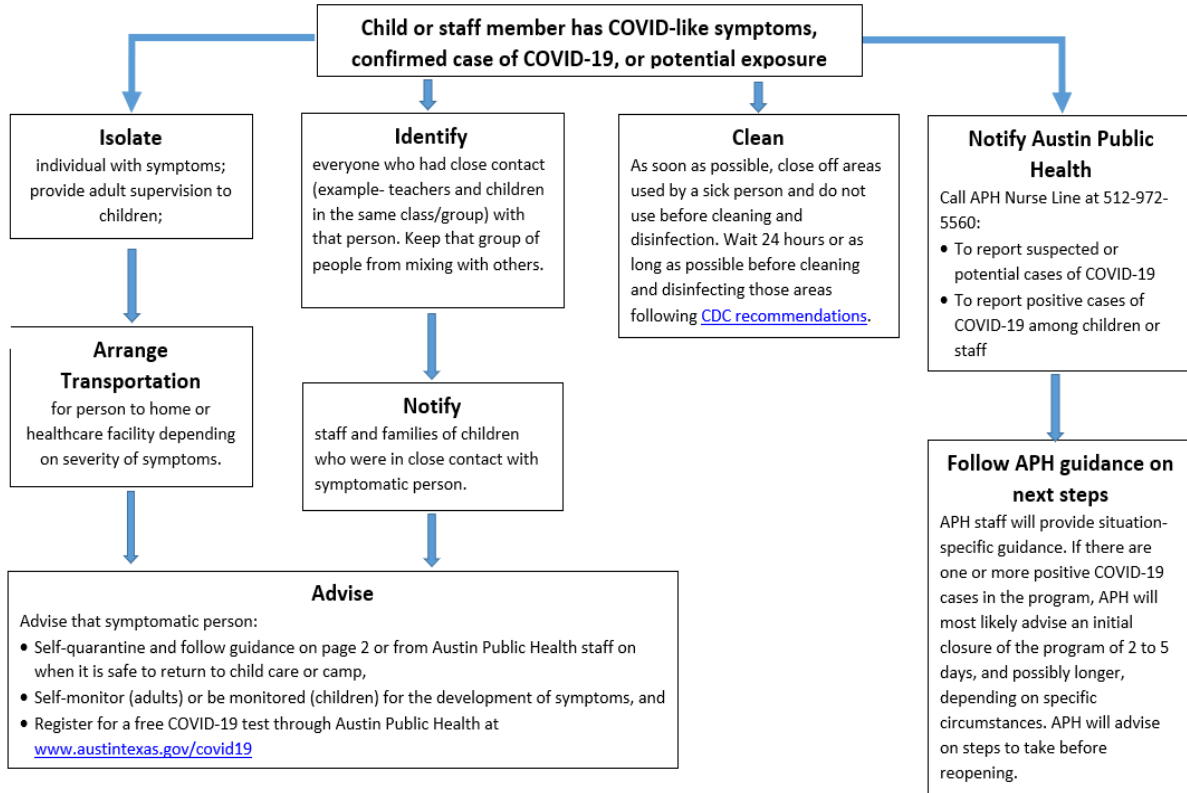


# **Sun, Moon, and Stars Learning Center**

## **COVID 19 Procedures**

**August 2020**

**Hours of operation: 8am-5pm**



**Please refer to the new guidelines as per the City of Austin (Dated: 6/1/2020)**

With new developments and the continual changing status of COVID-19, we here at Sun, Moon, and Stars Learning Center wanted to give you a full update on all procedures we have implemented and will be implementing as of June 1, 2020 for the foreseeable future. We will continue to follow the strictest of policies and procedures into June. The governor’s orders of May 18<sup>th</sup> seem too relaxed to me as a parent, so SMS decided to continue with STRICTEST Shelter in place procedures.

HHSC Child Care Licensing prohibits any person except the following from accessing our operation: SMS staff; persons with legal authority to enter, including law enforcement officers, HHSC Child Care Licensing staff, and Department of Family and Protective Services staff; professionals providing services to children; children enrolled at SMS.

## **Tuition:**

The monthly tuition is due on the first of each month. There is a late fee of \$5/day after the 5th. We are not offering a prorated fee if you are starting late in the month. SMS is not offering a discount if a child/ family is required to follow a 14 day or less of quarantine due to a possible exposure (here or away), vacation, travel (local or international). We are following the best practices/procedures in the given situation and SMS cannot be held responsible if a child/staff contracts Covid-19 due to a possible exposure here at SMS from a student or staff.

Late pick up fee: SMS closes at 5pm. We understand that with reduced hours it's difficult for some parents to make it on time so please schedule a phone meeting with Shalini to discuss this. There will be a charge of \$2/minute after 5pm.

**New Enrollments:** A registration fee of \$300 and the full first month's tuition is required upfront to confirm enrollment. This fee is non-refundable. SMS requires a 4 week termination of childcare services notice. Disenrollment for any period of time requires the new student enrollment procedure. Upfront payment of \$300 registration fee along with your first month's fee before enrollment is guaranteed.

Your child must be current on immunizations and a physician's statement of health is required before the start date. The admission is not guaranteed without these two documents.

**NOTE:** Our communication today is to present and explain the Community Commitment we are asking you all to adhere to so we all can safely navigate around this pandemic. Please read the document carefully and make sure that you understand and agree with the requirements and policies. We feel more than ever that we have a responsibility to each other to make safe choices so that we may come out of this historic time safe and healthy. SMS has the right to terminate enrollment immediately for not complying with our policies and procedures during the Covid-19. We reserve the right to terminate services without a four weeks notice if the safety and health of our students and staff members is involved.

### **General Guidance**

SMS will exclude children, staff, parents and guardians from child care sites if they are showing symptoms affiliated with COVID-19 (i.e. cough, fever, shortness of breath, or are at high risk due to underlying health conditions). Limit outside visitors. The person testing positive will be asked to stay out for 3 days from the day the person is fever free. A doctor's note is also required for return to care. SMS will immediately close the room where a child/teacher tested positive for Covid-19 and inform all parents in the group and email instructions for exclusion. The room will be closed based on potential exposure and sanitized completely.

### **People at Increased Risk for Serious Complications of COVID-19**

SMS will exclude Persons who are older, pregnant, or who have underlying health conditions, including those with compromised immune systems or respiratory conditions like severe asthma, are at higher risk to develop complications from this virus. These individuals should not provide child care or visit child care facilities.

SMS cannot be held responsible for a family member contracting Covid-19 who is older, pregnant, or who have underlying health conditions, including those with compromised immune systems or respiratory conditions like severe asthma, are at higher risk to develop complications from this virus. You are using care for your child at SMS at your risk and you are fully aware of the complications and risks from the virus..

### **General Preparedness and Planning**

We want to encourage everyone to take general [everyday preventive actions](#) to prevent the spread of this, or any respiratory illness.

[Wash hands](#) often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.

Always wash hands with soap and water if hands are visibly dirty.

Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.

- [Clean and disinfect frequently touched surfaces.](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html) HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html" HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html" HYPERLINK "https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html"ntly touched surfaces.
- [Cover cough and sneezes.](#)
- Cover your mouth and nose with a [cloth face covering](#) when you have to go out in public. It is required for all staff members at all times.
- Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.

**Daily Communication with your teacher:** Parents are requested to communicate directly with your child's teacher. You can send hand written notes each morning during drop off in their lunch bag. You will be receiving a daily log on your child's day for Sunshine, Moondrops and Twinkle stars classes. You can request a phone meeting with your child's teacher if you have any questions or concerns.

### **SMS current hours of Operation:**

**Open from 8 am to 5 pm**

## Drop-off and pick-up guidelines

Per HHS COVID-19 Guidance to Childcare Providers, pick up and drop off of children must occur outside of the operation, unless you determine that there is a legitimate need for the parent to enter. If the center is located within another building, pick up and drop off should take place outside of the building.

**Drop off hours are 8-9am only. After 9am there can be a minimum wait of 15 minutes based on staff availability for parking drop off.** Our teachers get busy at 9am with important routines like restroom time and circle time and we apologize for the wait in the parking for drop off after 9am. Drop off on the playground could pose difficulties in meeting the requirements of ensuring children remain in stable groups of no more than ten persons and that groups do not mix.

**Bad weather day drop off and pick up procedure:** On a bad weather day ie. thunder, lightning, rain parents are required to walk to the respected building door and wait for the class teacher for drop off/pickup. The parking gates will remain open from 8am-9pm and again from 4:30-5pm and a parking monitor will be placed at a safe spot to guide parents. We are not allowing parents inside the buildings so please wait at the door to be helped. SMS staff will assist families with two or more children so please call us at (512)650-7687 and we will assist you.

## Parent Drop-Off at SMS

All health checks (or pictures of) must be texted daily to 512-650-7687, **BEFORE** the child is dropped off. We ask for full honesty and transparency on the health checks to ensure we have a safe and healthy environment for all students, parents, and staff.

**Green Building-** You will drop off at the front entrance door

**Red or Grey Buildings-** You will drop off at the large corridor gate.

**Yellow Building-** You will drop off at the back gate.

## Parent teacher communication:

Parents are encouraged to send in hand written communication notes to the teacher directly each morning in their lunch bag. You will be receiving a weekly update email from your class teacher every Friday.

## Transition to the next class:

Due to the Covid-19 we are not allowing visits to the next class for transition. We can set up a virtual meet the teacher to assist with this important change.

We ask that you stay in your seat, in the car. A staff member in your child's daily group, with personal protective equipment (PPE) on, will come to greet and screen the child before removing them from the car. This includes:

- Asking the parent/guardian to confirm that the child's health check was sent via text to (512) 650-7687.
- Asking the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- Making a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Checking the child's temperature

Anyone who have a **fever of 99.6 or above**, or other signs of illness will not be admitted to the facility. This is the threshold set by the City of Austin Health Authority. To help keep our community safe, be on the alert for signs of illness in your children and to keep them home when they are sick.

Once the staff member takes the child out of the car, the thermometer will be immediately wiped down with an alcohol wipe (or isopropyl alcohol on a cotton swab) that contains at least 60% alcohol between each child. The child will then have their hands washed for 20 seconds in the bathroom with soap and water. The staff member will take any and all bags/belongings to be sprayed and disinfected.

**Parents are required to wear a mask and to maintain at least 6 ft. of distance from employees during drop off and pickup.** Only teachers that are in the child's building during school hours can help with pick-up and drop-off, Teachers that do not share the same room with that child cannot help them.

## Health Screening at Entry

**Per HHS guidance, deny entry to any person who meets any of the following criteria:**

- A temperature over 99.6°F (Note, while HHS guidelines specify 100.4°F or above, operators should follow the 99.6°F temperature threshold set by the City of Austin Health Authority). Ask if medications were used to lower an individual's temperature and if there are any household members with COVID-19.
- Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low-grade fever;
- In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness; or
- In the previous 14 days has travelled internationally to countries or locally with widespread, sustained Community transmission. For updated information on affected countries, visit: [www.cdc.gov/coronavirus/2019-nCoV/travelers/index.html](http://www.cdc.gov/coronavirus/2019-nCoV/travelers/index.html).

## Social Distancing

- Limit the number of children at each learning center or station in the classroom to one or two at a time, if possible.
- Incorporate more individual work into the classroom.
- Increase the distance between children in circle time, meals and snacks, or during table work
- Plan activities that do not require close physical contact between individual children
- Increase spacing between nap mats to six feet if possible. If that is not possible, space nap mats as far apart as possible and place children in a toe-to-toe or head-to-toe arrangement
- Adjust the HVAC system and open windows to allow for more fresh air to enter classrooms.
- Eliminate large group activities.
- Limit the number of children in each program space.
- Limit item sharing, and if items are shared, remove, and clean and disinfect the items before returning them for use with the children. Remind children to not touch their faces and wash their hands after using these items.
- In infant rooms, use a separate blanket to hold each baby and use individual blankets on the floor. Avoid getting close to babies' and toddlers' faces when holding them.
- Limit use of water or sensory tables and wash hands immediately after any use of these tools.
- Minimize time standing in lines for children, such as during bathroom breaks or lunch lines.
- Avoid gathering in larger groups for any reason. Outside time and lunch should be taken with a stable, consistent small group (no large gathering or combining groups).
- Restrict field trips.
- Restrict trainings, staff meetings and gatherings.

### **Cloth Face Coverings**

Face masks are required for all employees at all times at SMS. See CDC recommendations on the use of cloth face coverings in public settings where other social distancing measures are difficult to maintain. According to CDC information on the use of cloth face coverings, they should not be placed on young children under the age of 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

**SMS does not require face coverings for kids.** Cloth face coverings should NOT be put on babies and children under the age of two because of the risk of suffocation. **SMS will not allow a face mask for children under three. Teachers will try their best to support children (three and above) whose parents want them to wear one as long as the child is happy and willing to keep it on.**

### **Children and Teachers in the Classroom**

**Groups are of 10-14 (age based) or less students.** Students are in the same groups each day with the same two teachers. **If needed the teacher will switch the classroom. We are not able to guarantee a fully quarantined teacher as their families are working outside.**

There are two categories of groups for children to be placed in; Quarantined and Non-Quarantined. We have assigned buildings based on this. There will be minimum to zero contact between the groups. Each group will function independently with the same set of assigned teachers, indoor and outdoor areas, restrooms, pickup and drops off slots. Office staff will support the teachers using phones and surveillance cameras. Each group to use a two- way radio (walkie talkie) to communicate and to avoid direct contact.

Based on your current social contact with the outside world we will maintain two categories of groups for children to be placed in; Quarantined and Non-Quarantined.

- **Quarantined:** Children whose household members are **not** going out to work out of the house and are self-quarantining at home (low risk). All members in the house are following the same. Leaving home only to run essential errands i.e.: groceries, gas, wellness check etc. SMS staff has family members working away from home so we will not enforce this policy for our staff. Staff is required to communicate directly with the Director on the work status and type of work with the Director so we can place the low risk staff members with this group.

If your child is spending time in two or more households (Family friends, Grandparents or parents living separately) all members in those household must be self-quarantined.

**NOTE:** There is limited space in both groups so you will be notified upfront if your status is of fully quarentined and your child is placed in a non quarentined group.

- **Non-Quarantined:** Children who have a household member who is going outside of the house to work, such as essential workers (high risk).
- Families traveling for work or recreation by air or road and staying overnight at hotels or air bnb
- Families travelling for work or recreation to the beach, RV'S and camping grounds.
- Visitors or Visiting family or friends who are not quarantined.
- Working even for few hours a day/week outside the house following social distancing is consider as non-quarantined.

### **SMS will not offer care for 14 days in the following situation**

\*Parents travelling for work or leisure by AIR, road and stay overnight anywhere (Hotel, Private rental Cabin, beach house, Air B&B, Etc.) other than a relative's house you will not be able to bring your child to SMS until you have self-quarantined at home for at least 14 days.

\*The family coming in contact with visitor, relatives and friends who have travelled in past 14 days by air, road, overnight stay in hotels, air b&b or any public place.

**Note: There will be no tuition discount for any temporary suspension in services/ closure related to COVID19. WE WOULD LIKE OUR FAMILIES TO UNDERSTAND THE RISK of contracting the virus. We will continue to follow the best possible measures and cannot guarantee that there will be no case since the virus is difficult to trace can enter the center through attending families and staff members.**



I do expect full transparency on symptoms if any from families, staff here and to immediately report to Shalini to avoid further spread.

### **Switching Groups:**

- If you are working from home currently (Low Risk) but are planning to return to work outside of the house (High Risk), **we require at least a 48-hour notice BEFORE** you switch to working outside of the house! **You are required to email Mrs. Shalini or Mrs. Neelu with the email subject Urgent; 'Changing Work Status'.**
- **If you plan to change the group from high risk to low risk can be done by quarantining for 14 days.**
- **If you have been enrolled and would like to return your child to the center, we require a 48-hour notice.** This is to give us time to determine and verify which group (Quarantined or Non-Quarantined) your child will be placed in.

These are extremely important, and for the safety of our students, staff, and center

### **IMPORTANT Class groups for August:**

We are doing our best to maintain our original set of class groups by age. We will do everything we can to keep teams together and children in their currently assigned classrooms. We will also do our best to maintain the age group for all children but this will depend on our enrolled students.

Green house back room: **Sunshine Non-Quarantined** group will be with Ms. Leti and Ms. Flor. These two teachers will have infants ages 6 weeks through 23 months old. For the month of June, we have 4-5 students planning to attend. Drop off/pickup at the side door using ADA ramp.

Green House front rooms: **Sunshine Fully Quarantined** group will be with Ms. Rusul and Ms. Benny. These two teachers have a total of 9 students enrolled and the age range is from 6 weeks to 12 months. Drop off/pickup at the main entry door (regular entrance) to the green house.

Grey House: Non Quarantined **Moondrops One** group will be with Mrs. Koko and Ms. Alexandria. These two teachers will have a total of 10 children. Drop off/pickup will happen at the right side of the big sliding gate.

Grey House: Non Quarantined **Twinkle Stars One** group with Ms. Donna and Ms. Sawsan. These two teachers will have a total of 12 students. Drop off and pickup will happen at the right side of the big sliding gate.

Red House: **Galaxies and Moon Explorer's (ages 3, 4, and 5 year olds) Non-Quarantined High and Medium risk** group will be with Ms. Aileen. The teacher will have a total of 12 students. This includes kinder age students who are offered remote learning here at SMS. Drop off/pickup will occur at the sliding gate left gate. We will split the group into two with 10 students per group between Aileen. Ms. Sawsan will assist with drop off.

Red House: **Galaxies and Moon Explorers (ages 3,4 and 5 year olds) Fully Quarantined and medium risk** group will be Mr. Christian and Mrs Miranda. These two teachers currently have a group of 13 children. This group is a mixed group of quarantined low risk and medium risk families. The A/C air is shared with the non Quarantined group.

Yellow House: **Twinkle Stars Fully Quarantined** group (2 year olds) with Ms. Candice and Ms. Sadie. These two teachers will have a total of 12 students. Pick up/drop off will happen at the small back gate by the pond.

Yellow house: **Moondrops Fully Quarantined** group (1 year olds) with Ms. Sandra, Ms. Nora and Ms. Stephanie. These three teachers will have a total of 10-13 students. Pick up/drop off will happen at the small back gate by the pond.

### **What is allowed in the Classroom**

**August update: We now allow nap blankets, a small size soft lovie and cloth lunch bags at school**

Our priority is always on the health and safety of our students. Therefore, until further notice, the following items will **not be allowed in the school**:

- We will adjust classroom temperatures to provide a comfortable environment for our students during nap time.
- Nap sheets, and pillows

- Each student will be designated a crib/mat from that classroom to use daily.
- Each is sprayed and disinfected every day to ensure cleanliness.
- Students on mats are placed 6 feet apart and sleep in an alternating pattern of head to feet in order to further reduce the potential for viral spread.
- Toys. Students will not be allowed to bring in any toys during this time. Show and share will be modified to process art of what the child would have brought in. The students will then show and share the picture that they color!

### **Playing inside the Classroom**

When the weather does not allow us to be outside in the fresh air we will play inside our classrooms.

- Play areas will be spread out through the classroom to maintain distance.
- Only toys that can be cleaned and disinfected everyday will be permitted for the students to play with.
- 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 should be set aside until they are cleaned by hand by a person wearing gloves. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Toys will not be shared with other groups of students.
- Toys that need to be cleaned will be place in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy warm water is the ideal method for cleaning.

### **Outside the Classroom:**

Children will be allowed to a single designated play area throughout the day. These play areas will be disinfected twice daily; during naptimes and after all students have gone home.

- We will stay outside as much as the weather permits to take full advantage of the fresh air. We will limit outdoor time if the temperature is over 95° or under 45°.
- Outside activities include scavenger hunts, storytelling, hide and seek, yoga, dancing, and art!
- Offer outdoor play in staggered shifts. If multiple groups are outside at the same time, they should have a minimum of six feet of open space between outdoor play areas or visit these areas in shifts, so they are not congregating. Always wash hands immediately after outdoor playtime.

- Incorporate additional outside time.
- Encourage physical activity that allows for adequate social distancing and doesn't rely on materials that will need disinfecting.

## **Caring for Infants and Toddlers**

**Parents are encouraged to send in hand written communication notes to the teacher directly each morning in their lunch bag.**

### **Diapering**

When changing a child, [staff will wash their hands](#) and wash the child's hands before they begin, and wear gloves. Following safe diaper changing procedures. Procedures are posted in all diaper changing areas. Steps include:

- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands

After diapering, staff will wash their hands (even if they were wearing gloves) and disinfect the diapering area. If the surface is dirty, it will be cleaned with detergent or soap and water prior to disinfection.

### **Washing, Feeding, or Holding a Child**

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Staff protect themselves by wearing personal protective equipment (PPE), a long-sleeved shirt, and by wearing long hair up off the collar in a ponytail or other updo.

- Any soiled clothes will be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and their providers must have multiple changes of clothes on hand in the child care center.

## **Healthy Hand Hygiene Behavior**

- All children, and staff will engage in hand hygiene at the following times:
  - Arrival to the facility and after breaks
  - Before and after preparing food or drinks
  - Before and after eating or handling food, or feeding children
  - Before and after administering medication or medical ointment
  - Before and after diapering
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After handling animals or cleaning up animal waste
  - After playing outdoors or in sand
  - After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- We will assist children with handwashing, including infants who cannot wash hands alone.
  - After assisting children with handwashing, staff will also wash their hands.

## **Lunches**

- Child care providers will wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding will be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and warm water.
- Food preparation will not be done by the same staff who diaper children.
- Sinks used for food preparation will not be used for any other purposes.
- Caregivers will ensure children wash hands prior to and immediately after eating.
- Caregivers will, as always, wash their hands before preparing food and after helping children to eat.
- If on the pavilion for lunch we will only allow four students to sit at the tables together at a time.

**Parent Pick-Up. Pick up time is between 4:00-5:00pm**

- Parents MUST call the center (512-650-7687) at least 5 minutes before they come to pick their child up. This is to give the office enough time to notify the teacher, and to give the teacher time to collect the student's things and take them potty/ change diaper once more.
- Parents MUST call (512-650-7687) again when they are in the parking lot. If you do not call their will be no way to communicate to the teachers of your group to bring your child to you.
- The parent will be reminded by the office personal of which entrance/exit to pick their child up from.

Yellow Building- Back Gate

Red and Grey Buildings- Large Green Corridor Gate

Green Building- Front Door

- The same staff members who collected the students in the mornings will also bring them out to the parents.
- Parents will be allowed to collect their child at their car, to buckle them in themselves.
- For the safety of our staff and other students, you are highly encouraged to wear a face mask when you come to pick up, especially if you are going to be within 6 feet a staff member.
- **If you are late to pick-up there is a \$2 per minute per child late fee.**

**\*\*Note** that we have noticed that the majority of parents want to pick their children up from 4:30pm-5:00pm! This has led to long lines and even waiting times in the SMS parking lot. However, parents are encouraged to temporarily park at the Seton Clinic or the Austin Regional Clinic (ARC) and walk to the SMS parking lot to pick-up your student. **If you have concerns about walking with your child or waiting in the SMS parking lot we highly encourage you to pick up before 4:30pm!**

### **Actions to Consider if a Child, Staff or Child's Household Member Develops COVID-19 or Similar Symptoms:**

- Call 9-1-1 for medical emergencies including chest pain, seizure, difficulty breathing, etc.
- Staff or children with fever (higher than 99.6°F per the City of Austin Health Authority's threshold), cough, or shortness of breath should be excluded from entry to child care facilities and stay away from others. If in the facility, please separate the individual from all others until the ill individual can leave the facility. The ill individual (if a child, the child's parent or guardian) should contact their health care provider for immediate assistance. Children with household member(s) with confirmed COVID-19 should also be excluded from the child care facility.
- If a child or staff member develops symptoms of COVID-19, immediately separate the individual from others and send the ill person home. Other employees and children should be monitored to see if they

develop any symptoms. Exhibit A of the Stay Home-Work Safe Order provides specific requirements for those individuals suspected to have COVID-19. Follow CDC guidance for schools and child care.

- If a teacher develops symptoms of COVID-19 while caring for children, another teacher or substitute should provide care so the ill teacher can immediately leave the facility.

● Facilities experiencing a confirmed case of COVID-19 among their population should consider closing temporarily (as advised by local health officials). The duration may be dependent on staffing levels, outbreak levels in the community or severity of illness in the infected individual.

Symptom-free children and staff should not attend or work at another facility, which could potentially expose others. Facilities should undergo a thorough cleaning and disinfecting and continue to monitor for ill individuals. The CDC has guidance on cleaning and disinfecting facilities with suspected or confirmed cases of COVID-19.

● If the infected individual with confirmed or suspected COVID-19 spent minimal time (i.e. 10 minutes or less) in close contact with those in the child care facility, the facility may consider closing for 2-5 days to do a thorough cleaning and disinfecting and to continue to monitor for ill individuals.

● For any of these circumstances, the child care program should notify parents of other children in the group of the situation, describe how the program is responding and continue to communicate updates to families.

#### **If someone is or becomes sick in the center.**

- We will have an isolation area (such as front office or a secluded area within the classroom) that can be used to isolate a sick child.
- We will follow CDC guidance on how to [disinfect your building or facility](#) if someone is sick.
- The sick person will not be allowed to return to SMS for 72 hours **and** must have a clearance from a doctor.
- If a fever of 99.6 or higher persists over 72 hours (that is three full days of no fever without the use of medicine that reduces fevers) we will require said staff/student to get a COVID-19 test.
- If COVID-19 is confirmed in a child or staff member:
  - The building that the sick person was in will be immediately closed. All students and staff from that building will be sent home for an isolation (2-5 days) and can return back with a doctor's note. 14 days in case the person testing positive for COVID-19 was asymptomatic.
  - **All parents and staff in the room must be notified that day.**
  - Open outside doors and windows to increase air circulation in the areas.

- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.

### **Returning to a child care facility after suspected COVID-19 symptoms**

If a staff member or child has symptoms of COVID-19 or is a close contact of someone with COVID-19, they can return to the child care facility if the following conditions are met:

● If individuals have fever, cough or shortness of breath and have not been around anyone who has been diagnosed with COVID-19, they should stay home away from others until 72 hours (3 days) after the fever is gone and symptoms resolve. If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19.

● If an individual is diagnosed with COVID-19, they must remain out of the facility for a minimum of 7 days after the onset of first symptoms. They may return under the following conditions:

- o If they had a fever, 3 days after the fever ends AND they see an improvement in their initial symptoms (e.g. cough, shortness of breath);

- o If they do not have a fever, 3 days after they see an improvement in their initial symptoms (e.g. cough, shortness of breath);

OR

- o 7 days after symptom onset

## **Staff procedures**

### **People at Increased Risk for Serious Complications of COVID-19**

SMS will exclude staff who are older, pregnant, or who have underlying health conditions, including those with compromised immune systems or respiratory conditions like severe asthma, are at higher risk to develop complications from this virus. A staff member with the mentioned conditions must immediately notify the Director and stay home.



SMS cannot be held responsible for a staff member contracting Covid-19 who is older, pregnant, or who have underlying health conditions, including those with compromised immune systems or respiratory conditions like severe asthma, are at higher risk to develop complications from this virus. You are working at SMS at your risk and you are fully aware of the complications and risks from the virus. Please talk to the Director if you are not comfortable working during this pandemic. You must stay home and safe until you feel safe enough to return to work.

All policies and procedures that apply to enrolled SMS families apply to the staff members, full time and part time.

### **General Preparedness and Planning:**

Take [everyday preventive actions](#) to prevent the spread of respiratory illness.

- [Wash hands](#) often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.
- Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.
- [Clean and disinfect frequently touched surfaces.](#)
- [Cover cough and sneezes.](#)
- Cover your mouth and nose with a [cloth face covering](#) when you have to go out in public.

### **Entering the workplace:**

**Once Staff has entered Sun, Moon, and Stars they are not to leave the property. This is to be absolute in our care and protection of our students.**

- The building you are assigned to will determine how you enter and exit the property and where you will pick up and drop off students in your groups;

Yellow Building- Back Gate

Red and Grey Buildings- Large Corridor Gate

Green Building SS1&2 Rooms - Front Door

Green Building SS3 Room – SS3 Ramp Door

- At your door, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Check your temperature. If your temperature is 99.6 or above, or other signs of illness will not be admitted to the facility. This is the threshold set by the City of Austin Health Authority.
- Wash hands with soap and water for at least 20 seconds.

- Spray/ disinfect all personal belongings.
- Put on required PPE (personal protective equipment). A facemask, eye protection (glasses, goggles, disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves.
- On your personal time cards hand write what time you clocked in. Until further notice staff will keep their time cards in their designated classrooms. This is for your safety, to avoid staff overcrowding the front office in the mornings and afternoons.

### **Parent Drop-Off:**

Drop-Off will occur from 8 am-9 am Monday through Friday. Be sure to remind parents to stay in their seat, in the car. **You will only greet and collect students from your daily group, and only from your designated point of entry.** With personal protective equipment (PPE) on, you will come to greet and screen the child before removing them from the car. This includes:

- Asking the parent/guardian to confirm that the child's health check was sent via text to 512-650-7687. You cannot take the child from the car unless they confirm have sent it.
- Asking the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- Making a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Take the child's temperature.
  - If performing a **temperature check on multiple individuals**, ensure that you use a **clean pair of gloves for each child** and that the **thermometer has been thoroughly cleaned** in between each check.
  - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.
- Anyone who have a fever of 99.60 or above, or other signs of illness will not be admitted to the facility. This is the threshold set by the City of Austin Health Authority.
- Immediately wipe the thermometer down with an alcohol wipe (or isopropyl alcohol on a cotton swab) that contains at least 60% alcohol between each child.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
- If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.

## Toys

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, and air-dry or clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys should not be used at all.
- Do not share toys with other groups.
- Set aside toys that need to be cleaned. Washing with warm soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- **Students will not be allowed to bring in any toys during this time.** Show and share will be modified to process art of what the child would have brought in. The students will then show and share the picture that they color!
- Any Playdough or Slime must be on an individual mat or plate clearly marked with the child's name. **Hands must be washed before and after any sensory play!** After, the sensory item can be saved in a Ziplock bag marked clearly with the student's name.

## Outside Play

We will stay outside as much as the weather permits to take full advantage of the fresh air.

- Children will be allowed to a single designated play area throughout the day. These play areas will be disinfected twice daily; during naptimes and after all students have gone home.
- We will never go outside if the temperature is over 95° or under 45°.
- If on the pavilion only allow three students to sit in a triangle at the tables together at a time.

## Caring for Infants and Toddlers

### Diapering

When changing a child, [wash your hands](#) and wash the child's hands before you begin, and wear gloves. Follow safe diaper changing procedures. Procedures should be posted in all diaper changing areas. Steps include:

- Prepare (includes putting on gloves)

- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands

After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.

### **Washing, Feeding, or Holding a Child**

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Child care providers can protect themselves by wearing personal protective equipment (PPE), a long-sleeved shirt, and by wearing long hair up off the collar in a ponytail or other updo.

- Child care providers should wash their hands, neck, and anywhere touched by a child's secretions.
- Child care providers should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child care center or home-based child care.

### **Healthy Hand Hygiene Behavior**

- All children, and staff should engage in hand hygiene at the following times:
  - Arrival to the facility and after breaks
  - Before and after preparing food or drinks
  - Before and after eating or handling food, or feeding children
  - Before and after administering medication or medical ointment
  - Before and after diapering
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After handling animals or cleaning up animal waste

- After playing outdoors or in sand
- After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Assist children with handwashing, including infants who cannot wash hands alone.
  - After assisting children with handwashing, staff should also wash their hands.

### **Lunches**

- Child care providers should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and warm water.
- Food preparation should not be done by the same staff who diaper children.
- Sinks used for food preparation should not be used for any other purposes.
- Caregivers should ensure children wash hands prior to and immediately after eating.
- Caregivers should wash their hands before preparing food and after helping children to eat.
- If on the pavilion only allow three students to sit in a triangle at the tables together at a time.

### **Staff Lunches**

- Once Staff has entered Sun, Moon, and Stars they are not to leave the property.
- Staff must remain in their class/ overflow class while maintaining 10 feet distance from all others. Or may use their car for lunch.
- All staff will be in pairs of two. This is to allow the teachers to remain in their class for restroom and lunch breaks.
- Any food delivered should be in a closed bag/box and be sprayed and disinfected before it comes into the building.
- Wash your hands after you sanitize any delivered food containers.
- Staff must thoroughly wash their hands for 20 seconds with soap and warm water before clocking back in.

### **Naps**

- Students are not allowed any blankets, sheets or pillows. Staff can adjust the classroom temperature based on your student's needs.

- Each student will be designated a crib/mat from that classroom to use daily.
- Students on mats should be placed 6 feet apart and sleep in an alternating pattern of head to feet in order to further reduce the potential for viral spread.
- Any bedding that touches a child's skin should be sprayed and disinfected with a bleach water solution that is made every morning to ensure cleanliness. After, mats are to sit out for 10 minutes to allow the bleach water solution time to fully disinfect the child's mat.

### **Intensify cleaning and disinfection efforts:**

- [Routinely clean, sanitize, and disinfect](#) surfaces and objects that are frequently touched, especially toys and games.
- Throughout the day staff are responsible for spraying and cleaning objects/surfaces in their rooms with high frequency use such as doorknobs, light switches, classroom sink handles, countertops, desks, tables, chairs, and soiled toys **every two hours**.
- All cleaning materials should be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling any harmful fumes.

### **Parent Pick-Up**

- Parents will call the center 10-15 minutes before they come to pick their child up. The office will contact the teachers in the group via walkie talkie. This is to give the teacher time to collect the student's things and take them potty/ change diaper once more.
- Once a parent has arrived the office will again communicate through the walkie talkies so that the staff member can take the child to that buildings designated exit to the parking lot.
- The same staff members who collected the students in the mornings will also bring them out to the parents.
- Parents will be allowed to collect their child at their car, to buckle them in themselves.

### **If someone is or becomes sick.**

- Plan to have an isolation area (such as a mat in a corner of the classroom) that can be used to isolate a sick child.
- Be ready to follow CDC guidance on how to [disinfect your building or facility](#) if someone is sick.
- If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation area after the sick child has gone home.

- The sick person will not be allowed to return to SMS for 72 hours **and** with clearance from a doctor.
- If COVID-19 is confirmed in a child or staff member:
  - The building that the sick person was in will be immediately closed. All students and staff from that building will be sent home for a 2-14 day home isolation based on instructions by the city's health department.
  - **All parents and staff must be notified that day.**
  - Open outside doors and windows to increase air circulation in the areas.
  - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
  - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.