



Spring Branch Presbyterian Academy

Protocols for Reducing Risk of COVID-19 Exposure **Addendum**

Note that the protocols are effective immediately until such time as notice is provided otherwise. These protocols and rules may change, at any time, upon written notice to staff and patrons. Changes and supplementations to these protocols shall be made in writing, posted online, and sent to parents by email.

These protocols are designed to protect and minimize the risk to your child(ren), our staff, and our community, and have been developed in consideration of the CDC's Community Mitigation Strategy for local COVID-19 transmission. Following these protocols is paramount to our campus staying open and safe. **Our goal is to help in the fight against COVID-19. Please remember the Academy has the right to override any policy below if it is in the best interest of the Academy, families, or teachers.**

ARRIVAL AND DEPARTURE OF CHILDREN

*****When dropping-off/picking-up your child – You are required to wear a mask.**

Parents/guardians may not enter the campus unless permitted by the administration staff on a situational basis. Masks are required while in the building.

Arrival - Parents/guardians will all drop off at the Academy School entrance (overhang), We will remove your child from the vehicle after a temperature check and release them to the staff member present and walk them to their classroom.

Departure - Staff members will return your child to you at your vehicle in the car rider line. Staff members will not place children into vehicles and will not buckle into car seats. This is the responsibility of the parent/guardian.

*****Please refrain from leaving your car seats at the Academy. It is difficult to remove and carry.**

ARRIVAL AND DEPARTURE OF STAFF

Staff and substitutes will immediately check in at the front office for a temperature check, screening, and hand wash prior to entering classrooms.

Staff members with an elevated temperature reading (above 100 degrees) or any other reported symptoms of possible infection (consistent dry cough, shortness of breath) will be asked to leave the premises immediately until proven non-COVID-19 related or return to work guidelines are satisfied.

DAILY CLEANING PROTOCOLS

A daily cleaning service will disinfect all areas of our school each evening.

Additional cleaning and sanitizing will take place during the school hours, including but not limited to:

- Wiping down classroom, playground, bathroom surfaces in between use
- Sanitizing toys, manipulatives, books, etc.
- Wiping commonly touched surfaces such as door handles, bathroom sinks, etc.

PERSONAL PROTECTIVE EQUIPMENT AND SAFETY PRACTICES

All staff members are required to wear a facemask during the school day. Children 2 yr old's-Pre-K are not required but are encouraged to wear a facemask during the school day. After schoolers K- 5th grade is required to wear a face mask during the time they are at the Academy.

Common areas will be scheduled to avoid multiple classes in the hallways or restrooms at the same time.

Handwashing and sanitizer will be used regularly throughout the school day.

Classrooms will be sanitized throughout the day, and in the evening all classrooms will be thoroughly cleaned. A final sanitation will be done before the classroom opens the next school day.

GUESTS AND VISITORS

No guests or visitors will be allowed on campus during Academy hours.

Individual situations may be approved via the school administration. Masks are required.

PROTECTION OF MEDICAL INFORMATION

Due to HIPPA protections, it is important that your child(ren) and our staff's medical information remains confidential. As such, note that the Academy is obligated to contact the Health Department/CDC for any confirmed cases of COVID-19. Aside from reporting a confirmed case to the CDC, our administration is committed to privacy and will not disclose any additional information regarding staff and children's medical information, for any reason.

DISCLOSURE OR RECENT TRAVEL

You will be asked to disclose information that will aid our administration to secure the health and safety of all children and staff. If any of this information changes, please notify our administration immediately.

You are asked to disclose the following:

1. Have you or anyone with whom you have direct and regular contact traveled outside of the US in the past two weeks? If so, where?
2. Have you or anyone with whom you have direct and regular contact been confirmed or presumed to be positive for COVID-19? If so, how long ago?
3. Does your child have any immunodeficiency, conditions that would compromise breathing capacity, or any other health issue that may cause added sensitivity to COVID-19 infection?

UPDATED CDC Recommended Guidelines

*****People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again if they do not develop new symptoms. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.**

Stay home for 14 days after your last contact with a person who has COVID-19.

Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19

If possible, stay away from others, especially people who are at higher risk for getting extremely sick from COVID-19

Options to reduce quarantine:

Your local public health authorities make the final decisions about how long quarantine should last, based on local conditions, and needs. Follow the recommendations of your local public health department if you need to quarantine. Options they will consider include stopping quarantine:

- **After day 10 without testing**
- **After day 7 after receiving a negative test result (test must occur on day 5 or later)**

After stopping quarantine, you should continue to watch for symptoms until 14 days after exposure. If you have symptoms, immediately quarantine.

CDC continues to endorse quarantine for 14 days and recognizes that any quarantine shorter than 14 days balances reduced burden against a small possibility of spreading the virus. CDC will continue to evaluate new information and update recommendations as needed. See Options to Reduce Quarantine for Contacts of Persons with SARS-CoV-2 Infection Using Symptom Monitoring and Diagnostic Testing for guidance on options to reduce quarantine.

The Academy's COVID-19 Policy

DAILY SCREENING

Please let us know if your child has any of the following symptoms. If concerns arise, they will be addressed accordingly. And you may be asked to have your child examined by a doctor.

Symptoms to watch for:

- **Fever or chills**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fatigue**
- **Muscle or body aches**
- **Headache**
- **New loss of taste or smell**

- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will update this list as we learn more about COVID-19.

People with COVID-19 have had a wide range of symptoms reported – from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

CONFIRMED COVID-19 PROCEDURES

In the event a child/teacher test positive for COVID-19, the classroom will be immediately closed, and all children/teachers will be sent home. Parents/Guardians are expected to pick up a sick child no more than one hour from receiving notice from our Academy School staff. An email will then be sent to update parents on the following procedures.

Childcare licensing and our Health Department Inspector will be notified in which they will guide the process to continue safe practices. Each confirmed case is examined then a plan of action is formed determining the best procedure to move forward. When dealing with a confirmed case we take into consideration the following.

- The recommendations of the Health department.
- Where was the exposure, on campus/ off campus?
- When was the last time the confirmed case was on campus?
- What are the symptoms?

When a plan of action has been made an email is sent to the parents of the confirmed classroom explaining how we are going to proceed, return dates and any relevant information will be provided at this time.

TESTING FOR COVID-19

We strongly encourage all parent to get your child/ren tested when an exposure is present. For the Academy to manage this situation with the best possible solution knowing if your child is positive/negative helps us provide a safer environment. Testing will also help you get your child/ren back to school sooner and your household back to normal faster. Below is an overall view of what our new policy is. This is based on the CDC guidelines.

In the event a positive COVID-19 case, the following action plan will fall into place.

- The earliest you may test your child/ren will be on the 5th day after exposure.
 - If the results are **negative** your child/ren will be able to return to school on the 7th day.
 - If your child/ren results are **positive** – your child/ren will be required to quarantine for 14-days. After the 14-days, your child/ren will be allowed to return with a doctor's note releasing your child. The Academy will not require a 2nd test to return.
 - If you choose not to get your child/ren tested, they will be required to do a 10-day minimum quarantine. During this time, you will need to monitor them, and if any symptoms present themselves you will need to get them tested. You will be notified of return date.

- Children and Teachers who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again if they do not develop new symptoms.
- Our local public health authorities make the final decisions about how long quarantine should last, based on local conditions and needs. We will follow the recommendations of our local public health department. The public health department has the final say.
- Take-home activities will be provided if our classroom or school is forced closed.

FEE SCHEDULE AND TUITION

As stated in the parent handbook

IV. FINANCIAL POLICIES

A. Payment Procedures

Tuition is due each month the child is enrolled in our program whether they are present or absent. The Academy is operated as a non-profit ministry to the children of our community. The monthly tuition charges are for the space in our program and not for the periods of attendance.

Our Board regulates all tuition, registration, and supply fees. Rates are reviewed annually. Changes or increases in tuition are carefully considered. It is our desire to announce changes in tuition as early as possible, usually 1-2 months in advance.

The Academy school intends to continue with our regular tuition schedule.

If you are experiencing financial difficulties due to Covid-19. Please notify the Director.

If you have any questions, I will be glad to assist you. I can be contacted by email sbpcl@swbell.net or phone 713-464-6660.

Renee Henry
Academy Director



Acknowledgement of Notice of Protocols for Reducing Risk of COVID19 Exposure

- I have reviewed the Protocols for Reducing Risk of COVID-19 Exposure document.
- I understand and agree to follow the policies and procedures explained.
- I understand that my failure to follow these protocols may result in the dismissal of my child/ren at the Academy.
- I understand the protocols may change and adapt as regulations continue to change.
- I understand that I will be notified via email and school posting if any protocols change.
- I understand my Financial responsibility to the Academy.

Printed Name

Signature

Date

Please complete the following information.

Name of child(ren):

Please print, sign, and return to the Academy.