

Since 1969

St. Peter's Episcopal School



Coronavirus Plan 2020-2021

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Interim Guidelines and Policies

Program Orientation

Child Care Licensing/ NAEYC Accreditation: It is our intent to offer a high quality experience for each child while following all guidelines and recommendations set by the Child Care Licensing Division (CCL) of the Texas Health and Human Services (THHS) and the National Association for the Education of Young Children (NAEYC) Accreditation of Early Learning Programs. THHS and NAEYC both recommend guidance and protocols from the Centers for Disease Control (CDC). St. Peter's uses best practices and will diligently follow the guidelines laid out by the CDC to protect our children/staff and their families in the midst of the COVID-19 virus. This plan is subject to periodic updates as new information is learned and new directives are provided by health officials and governing authorities.

Enrollment: In order to return to school, children must have their file up to date to include: current health form, shot records, phone numbers and email address. Please contact the School Office with any enrollment form updates during the school year.

Family Participation: The St. Peter's Parent Association (SPPA) in-person events, committees, fundraisers and meetings will be temporarily suspended. SPPA meetings can be held by Zoom. SPPA officers will continue to look for ways to support our students and staff and be in contact with families and the School Director. Please join the SPPA Facebook for their notifications.

Visitors will NOT be allowed on campus except for the following:

- Operation Staff – teachers, administrators and custodial staff.
- Persons with legal authority to enter: Law Enforcement Officials, CCL, THHS, DFPS, CPS, and NAEYC Assessors.
- Professionals providing services to children.
- Children enrolled in the school.
- Vendors required for maintenance/repairs.
- Parents/guardians, in the case of emergency only.

Curriculum

Group Time: Large group times will be avoided. Group time instruction will be divided up into smaller groups with children receiving direct instruction as usual. Each student will be provided a pencil box to store their regular supplies, Ex: glue, glue sticks, scissors, small play-doughs, writing tablets, etc. Our intent is to limit the use of shared supplies when possible.

Center Play: Teachers will modify the number of children allowed in a learning center at one time. Children will be encouraged to play with each other but with space between them. Teachers will modify

play to encourage at least 3 feet of space between children when possible.

Transitions: Times standing in line will be decreased. Children will be encouraged to spread out when transitioning from one place to another. They will also be encouraged to limit and avoid touching walls, doors, or each other. However, children will not be discouraged from being friendly, helpful or kind.

Outdoor Play: Children will be visiting the playground at least twice a day. Age groups will not overlap for outdoor times. We plan to incorporate more outside lessons and activities. We are fortunate to have two large playgrounds, a covered pavilion, butterfly garden, labyrinth and church garden area for outdoor stories, prayers, snacks, etc.

Special Activities: PE, Library, Music, Children's Chapel

Large school gatherings and field trips will be temporarily suspended. PE will be held more frequently outdoors, weather permitting. The Librarian and Music Teacher will visit classrooms for their lessons to avoid mixing groups. Children's Chapel will be streamed into the classrooms using the Smart Boards.

Program Policies

Communications: We encourage parents/guardians to contact the School Office to ask questions or check on your child. Please do not text/call the classroom teachers directly. Teachers will be focused on their class. The School Office will reach out to parents/guardians in the event of illness, incident, emergency, or to ask necessary questions about your child.

The Office will primarily communicate through the Constant Contact email and phone calls to relay messages. Occasionally flyers will be sent home in your child's backpack. In the event of an emergency, parents/guardians will be notified by phone. Please inform the School Office if your phone numbers change.

Supervision of Children

Ratios and Class Size: Our class sizes are already lower than State guidelines. Classrooms will follow CCL recommendations to best meet the needs of all the children and promote social distancing. Classes will not be combined unless it is an unavoidable emergency. When multiple teachers are in a classroom, they must be 6 feet apart at all times.

Children will only be with their assigned classroom. The School could reassign a child to another classroom in the event of an emergency or occupancy changes in enrollment. In an effort to maintain continuity of care, we will try to place your child with one or two friends from their previous classrooms.

Program Operation

Hours of Operation: St. Peter's will care for children between 7:30 am to 5:30 pm. The school staff will continue to work 7:00 am to 6:30 pm to clean, disinfect and replenish any necessary items in the classrooms.

Tuition Policy: Tuition will be due for all registered families, regardless of attendance. Families have half day and full day options. If a family decides not to bring their child at this time and not to pay tuition to hold their spot, they will be placed on our Priority Waitlist. However, the School will fill the spot and there is no guarantee of an opening when the child is ready to return to school.

Late Pick Up Policy: St. Peter's closes to students promptly at 5:30 pm in order to allow staff to thoroughly clean and disinfect the classrooms. We ask you pick up your child before 5:30 pm. Please notify the School Office as soon as possible in the event of an emergency.

Arrival and Departure

Drop Off Procedures: Drop off will be under the covered carport area.

- The carpool line will open at 7:30 am for Early Birds.
- All families must use the carpool line to drive thru to deliver their child to school. Please do not walk up.
- Teaching staff will check your child's temperature and ask about your child's overall health.
- Once your child is cleared, teaching staff will unload and escort your child to their classroom.
- The classroom teacher will sign your child into school.
- Carpool will remain open from 8:15 to 8:45 am for classroom drop off.
- Parents/Guardians are asked to wear masks during drop off and pick up. Staff will be wearing masks and gloves during carpool.
- Please allow time for this process, we appreciate your patience.

Pick Up Procedures: Pick up will be under the covered carport area.

- Carpool will open at 11:40 am to 12:05 pm for half day students.
- All families must use the carpool line to pick up their child from school. Please do not walk up.
- During after school care hours, staff will be positioned to walkie-talkie the School Office to prepare your child for carpool delivery.
- ASC teaching staff will sign out your child and deliver them to the carpool line.
- Staff will buckle up your child into their car seat.
- Please allow time for this process when picking up your child. We appreciate your patience.

Clothing/Supplies: Send all belongings (diapers, wipes, extra clothes, jacket, etc.) in a Ziploc or sealed bag labeled with your child's name. Please only send items they need for the week.

Treasures: Please refrain from allowing children to bring any toys, books or personal items from home. At this time, "Show and Tell" items are discontinued. Children who use "loveys" to help regulate emotions at naptime, may bring their item as long as they are clean and small enough to fit inside a gallon size sealed bag and wrapped/sealed in their bedding. These items must be clean, safe, cannot be shared and used only at rest time.

Health Practices

Daily Screenings: All School staff will be screened upon arrival before beginning work. Any staff that does not pass a screening will be sent home for at least 72 hours, unless they are released by their doctor to return to work. If symptoms worsen or they test positive for COVID-19 they will follow all CDC guidelines before returning to work.

Children and staff will be screened for Coronavirus symptoms every day at arrival. Any staff taking temperatures will wear gloves and a mask. Children and staff will not be allowed to stay if they have any of the following symptoms or criteria.

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with Chills
- Muscle Pain
- Headache
- Sore Throat
- Loss of taste or smell
- Diarrhea
- Fever 99.6 degrees or higher
- In the previous 14 days had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with respiratory illness.
- In the previous 14 days has travelled out of state or to an area with widespread, sustained community transmission.

Parents/Guardians may not leave their child until they have been screened. Any child that does not pass a screening will need to stay home 3 days or 72 hours unless they are released by their doctor. A note from the doctor will be required before returning to school. If symptoms worsen or they test positive for COVID-19, they must follow all CDC guidance before returning to school.

Return to School Checklist: Students/staff that have lab-confirmed COVID-19 tests can return to school when all three of these conditions are met:

1. Three days or 72 hours have passed since the recovery with no fever reducing meds and
2. Improvement in symptoms and
3. Ten days have passed since symptoms first started.

Illness at School

- If a child spikes a fever or develops symptoms from the list above the child must be picked up immediately.
- The child must be out of school for 3 days or 72 hours, symptom-free and fever free and without fever-reducing medication.
- If fever or symptoms do not subside, the child must be seen by their physician and a doctor's note is required in order to return to school.
- Parents/Guardians are responsible to monitor the health of their child and not bring them to school if they are displaying symptoms of COVID. These absences should be reported to the School Office by 10:00 am.

Snack and Meal Policies: Morning snacks are provided by families and we are requesting all items be pre-packaged. If sending fruits and vegetables, they will be thoroughly washed by our staff. All lunches must be disposable, so please pack your child's lunch in a paper sack for easy disposal. Please label your child's lunch with their first and last name. Children will have dedicated places for their items. ASC Snacks are provided by the School and will be prepackaged and individually wrapped for each child. If not, teachers will serve snacks using gloves, masks and utensils.

After School Sleeping Arrangements: Children will be placed on their sleep mats at least 6 feet apart during rest time. Teachers have arranged rooms to provide barriers and supervision while children are asleep. Nap mats will be cleaned daily.

Bedding will be sent home on Wednesdays and Fridays to help with sanitation and overall classroom cleanliness. If a child's bedding gets dirty during nap; drool, sweat, or an accident, it will be sent home to be cleaned. Please send your child back to school with clean bedding. A small crib sheet and small blanket are preferred, please do not send sleeping bags and large pillows. Large sleeping items are difficult to individually seal and limit exposure to germs.

Diaper Changing and Potty Training: Children who are potty training will need to bring extra clothes for accidents; each outfit must come in a sealed gallon size bag. Children may not have loose clothing in their cubbies and backpacks. Children will have dedicated places for these items.

Hand Washing

- All children and adults will wash hands often with soap and water.
- If soap and water is not available, hand sanitizer will be used. Hand sanitizer is a temporary fix. Hands will be washed with soap and water as soon as possible.
- Hands will be washed at arrival and upon entry to a classroom or the building.
- Hands will be washed after using the restroom.
- Hands will be washed after blowing one's nose, coughing, or sneezing.
- Hands will be washed after playing outdoors, including walks and visits to PE room.
- Staff will wash before putting on facemasks.

- Staff will wash before and after diapering or helping in toileting.
- Staff will wash after cleaning and sanitizing.
- Staff will wash after handling or contact with bodily fluids.
- Staff will wash before and after preparing and serving food or feeding a child.
- Staff will wash before and after providing routine care for a child who needs assistance.
- Staff will wash before and after administering medication or ointments.
- Staff will wash after handling garbage.
- Hand sanitizer will be available at school entry and all rooms without a sink (PE, Library, Office).
- Hand sanitizer will be used on the Elementary Bus Run, before students board bus.

Sanitation Policies

Daily Classroom Sanitation: In addition to the daily cleaning by custodial staff, teachers will arrive early and stay later to sanitize and disinfect the following:

- Changing tables, surfaces and classroom items/toys.
- Pens, clipboards, walls, countertops, bathrooms, mirrors, windows, door handles and latches, light switches, desks, chairs and other highly touched areas.
- To stock items used daily, such as diapers, wipes, and extra clothes. Teachers will only put out what will be used daily to limit exposure from classroom operations.

Teachers will also stay later to disinfect classrooms thoroughly by doing the following:

- Clean and disinfect tables, shelves, bookcases, floor mats, and other furniture.
- Clean and sanitize toys, books, puzzles, blocks and other classroom supplies that staff or children touch.
- Clean and sanitize all mouthed toys using the 4-step process.
- Sweep and clean up floors.
- Every Friday, after hours, disinfectant foggers will be set off in all classrooms.
- Our school owns an electrostatic sprayer. We are ready to treat any room or area with a quaternary disinfectant. The City Environmental Health Specialist has personally tested and approved this device.

Items that cannot be cleaned thoroughly have been removed from the classrooms. All fabric/cloth items and toys will be removed. The number of materials in the classroom will be reduced for daily sanitation. All mouthed toys will be removed immediately and placed in the "Wash Me" tubs to be sanitized later.

Staff will never spray aerosols, vacuum or use harsh cleaning supplies around the children. Cleaning of classrooms will occur before school but, major cleaning (fogging on Fridays, carpet cleaning, using disinfecting and bleach solutions) will occur after hours for the protection of our young developing children. St. Peter's strives to use eco-friendly products when possible.

Sanitation Procedures

Clean and Disinfect the Facility

Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant. Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces. More frequent cleaning and disinfecting may be required based on level of use.
- Highly touched surfaces include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- The School uses a disinfectant that meets EPA criteria for use against SARS-COV-2; the cause of COVID-19. Instructions will be followed on the label to ensure safe and effective use of the product. Many products recommend: keeping surface wet for a period of time. We allow items to air-dry.
- Diluted household bleach solutions may also be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation.
- Apply and leave solution on the surface for at least 1 minute. To make a bleach solution, mix: 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water. Bleach solutions will be effective for disinfecting up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

Soft Surfaces

- For soft surfaces such as carpeted floor, rugs, and drapes; clean the surface using soap and water or with cleaners appropriate for use on these surfaces. Vacuum as usual.

Electronics

- For electronics, such as tablets, touch screens, keyboards, and remote controls; follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol; dry surface thoroughly.

Cleaning Outdoor Areas

- Outdoor areas, like playgrounds, generally require normal routine cleaning, but do not require disinfecting.
- Highly touched surfaces made of plastic or metal, such as swings and railings will be cleaned routinely between groups.
- Toys and other outdoor materials will be cleaned and disinfected daily between groups.

Cleaning Indoor Areas

- Custodial staff will clean and disinfect community spaces.
- All staff follow instructions of disinfecting solutions; wear disposable gloves and masks for all tasks in the cleaning process.
- Gloves and masks should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water; lathering for 20 seconds.
- Always wash immediately after removing gloves and after contact with a person who is sick.
- If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol must be used. Staff and children will wash hands immediately when soap and water is accessible.

Communicable Disease/Reducing the Risk of Spreading Infection

- Gloves will be used at drop off and pick up, when changing a diaper, helping in toileting, handling bodily fluids, wiping a nose, taking temperature, serving food, feeding an infant, handling trash, cleaning and sanitizing.
- Cover coughs and sneezes in your elbow and then wash your hands.
- Try to avoid touching your face.

Emergency Response Plan

Isolation Protocol

If a child or staff become sick at school:

- The child/staff will be immediately moved to an isolation area until they can be sent home. A tent in the School Office will serve as an isolation area for sick children that are waiting to be picked up. Staff members will wait in the back of the School's Library.
- A child displaying symptoms may be asked to wear a face mask while isolating in the office.
- Children will be cared for by one teacher during this time.
- The child's belongings will be set on the sidewalk at the carpool line. The staff's belongings will be taken to their car.
- Other students will be removed from the classroom and taken to an alternate location on campus (Ex: playground, nature walk, Library, empty classroom)
- Once the child or staff have left the facility, isolation areas will be thoroughly cleaned, disinfected and ventilated.

COVID-19 Outbreak Procedures

If a child/staff is suspected to have or is confirmed to have COVID-19 while at the center or recently in the facility, the CDC recommends the following procedures regardless of the level of community spread:

- Coordinate with local health officials and CCL. Once learning of a COVID-19 case of someone who has been in the center, the School Office will immediately contact the San Antonio Metro Health

Department and THHS CCL and follow their instructions. These officials will help the School Director to determine the best course of action for our program's safety and situation.

- If the Health Department and CCL deem it necessary, St. Peter's School will close for a recommended time frame. St. Peter's will probably not close because we are able to close-off affected areas and move students to an alternate area.
- If the Health Department and CCL recommend the School remain open, the School Director will close off any classrooms, playgrounds, and other areas the child/staff may have visited or used. At this time, the School is not mixing groups.
- If the Texas Governor and Health Department officials declare a state of emergency and school closures are mandated, our School Board will work to protect our young students, their family members and our staff. The School will implement virtual lessons to maintain connection with our young students until we are allowed to safely return to school.
- The School Office will communicate with our staff and families. We will coordinate with local health officials to communicate a plan of action and/or dismissal decisions of the possible COVID-19 exposure.
- The School Office will call parents/guardians to inform them of the outbreak in their child's classroom. The School Director will call parents/guardians directly to either pick up their child or to allow them to stay and be moved to a clean classroom. Regular pick up procedures will be in place.
- The School Office will send emails to all school families concerning an exposure. The Office will message all families to explain outbreak location, communications with local health officials and CCL, and their plan of action moving forward. **It is our intention to be as transparent as possible for the protection of all;** therefore, a family may make a personal choice to keep their child home while test results are pending. A staff member pending test period, test results and treatments will be reported to School families for the protection of all.

Clean and Disinfect Thoroughly

- The School will close off areas used by the child/staff with possible COVID-19 and wait up to 24 hours or as long as practical before beginning cleaning and disinfecting to minimize potential exposure to respiratory droplets.
- Open all outside doors and windows to increase ventilation.
- Custodial staff will clean and disinfect all areas (e.g., classrooms, bathrooms, and common areas) used by the ill child/staff/person focusing on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water before disinfecting. Vacuum the space if applicable.
- If more than 7 days since ill child/staff/person visited the school, additional cleaning and disinfecting may be deemed not necessary.
- Continue routine cleaning and disinfecting. This includes everyday practices the School normally uses to maintain a healthy environment.
- Once the area or classroom has been appropriately disinfected and ventilated, it can be opened for use.

- Teachers and children without close contact with the ill child/staff/person and have followed the appropriate procedures and protocols may return to their usual routine.

Message from the School Director

Our staff is committed to serving your family through Christian love and providing a high-quality experience for your child during COVID-19. All of the rules in this handbook are subject to change based on the latest health findings provided by our health officials and governing authorities. We look forward to the time all family members can return to campus.

Please feel free to contact the School Office and I will be glad to personally speak with you to address your concerns and answer your questions.

Thank you for choosing St. Peter's Episcopal School,
Janet Boutin, School Director

