



## NCDS COVID-19 POLICY

### 1. Purpose

The primary concern of Northway Christian Day School (NCDS) is the health and well-being of our children, families, and staff. Therefore, NCDS adopts this Policy to comply with OSHA 3990 Guidance on Preparing Workplaces for COVID-19, Dallas County's Executive Order(s), Governor Abbott's Open Texas Checklist for Child Care Operations, CDC guidelines, Texas Health Department of State Health Services (DSHS)'s COVID-19 guidelines and Texas Health and Human Services (THHS) Child Care Licensing, relating to children and families. This Policy provides NCDS families with NCDS' preparedness and response plan, infection prevention measures, and health screening measures. Our goal is to be transparent with our new operational pattern in response to COVID-19. NCDS will be implementing a similar policy for its staff. NCDS will continue to monitor developments and provide guidance to our families as needed. NCDS will revise this Policy as necessary to comply with any guidance and directives from the state and federal governments and agencies, including but not limited to OSHA, CDC, DSHS, THHS Child Care Licensing, and other organizations (including Northway Christian Church).

### 2. Drop-off/Pick-up Procedures

Both drop-off and pick-up of children to and from NCDS will be completed outside of the building. NCDS will restrict entry into the building to the following individuals:

- NCDS staff and employees
- Persons with legal authority to enter, including law enforcement officers, Licensing staff, Department of Family and Protective Services staff and licensed education professionals providing services to individual children
- Children enrolled in NCDS
- Parents who have children enrolled and present at NCDS **only** on an as needed basis

### 3. Health Screenings

The following individuals must be screened every day before entering NCDS:

- NCDS staff and employees
- Persons with legal authority to enter, including law enforcement officers, Licensing staff, Department of Family and Protective Services staff, and licensed education professionals providing services to individual children
- Children enrolled in NCDS
- Parents who have children enrolled and present at NCDS **only** on an as needed basis

Health screenings will include both a temperature check and health questionnaire. These **MUST** be completed for all children and staff. If a parent must enter the building, he/she must also complete a health screening. Any individual will be denied entry if he/she has experienced any new or worsening of the following COVID-19 symptoms within the last 14 days:

- Feeling feverish or a measured temperature over 100°
- Cough
- Shortness of breath/difficulty breathing
- Chills
- Repeated shaking
- Muscle pain/aches

- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea

Additionally, the health questionnaire will ask if your child has been, within the last 14 days:

- Diagnosed with COVID-19
- In **contact** with someone recently diagnosed with COVID-19
- Exposed to anyone who had **contact** with someone recently diagnosed with COVID-19
- A participant in international travel to a country requiring a 14-day self-quarantine as designated by the CDC

**Contact: Interactions within six (6) feet of an infected person for at least 15 minutes.**

In addition to the initial temperature check and screening, NCDS reserves the right to take any child's temperature at any time for any reason.

#### 4. If a Child Develops COVID-19 Symptoms at NCDS

##### Addressing the Symptomatic Child

If a child begins developing COVID-19 symptoms while at NCDS, a staff member will contact the child's parent/guardian immediately. The child will be removed from his/her classroom and relocated to the sick isolation area. Here, a member of the staff will remain with the child until he/she is picked up from NCDS. Depending on the circumstances, NCDS will take other steps as necessary for the safety of other children and staff, including notifying families and staff of possible exposure, contact-tracing procedures, closing NCDS and taking the necessary infection control measures. Please make sure all contact information on the Enrollment Form is current and up to date at all times throughout the school year.

##### Reporting COVID-19 Diagnosis

In cases where a child has a confirmed case of COVID-19, NCDS will report the case within 48 hours of learning about the diagnosis, to the following groups:

- DSHS
- THHS Child Care Licensing
- NCDS families and employees
- Northway Christian Church

With regards to the child diagnosed with COVID-19, NCDS will keep his/her identity confidential to the extent possible unless as required by law.

##### Infection Prevention Measures

In cases where a child has a confirmed case of COVID-19, NCDS will:

- Follow any required directives, recommendations and guidelines from DSHS
- Follow any required directives, recommendations and guidelines from THHS Child Care Licensing, CDC, OSHA, and other relevant state and federal agencies and organizations
- Implement necessary infection control measures
- Contact-trace, any close contacts the child or staff/employee experienced while at NCDS

##### Return to NCDS

For any child with confirmed or suspected COVID-19, NCDS will follow the procedures below as to when the child can return to NCDS.

In cases where a child has a confirmed case of COVID-19, the child will:

- Self-quarantine for a total of 14 days
- Return to NCDS when the following three (3) criteria are met:
  1. Three days (72 hours) have passed since resolution of fever without fever reducing medication
  2. Improvement in respiratory symptoms (cough, shortness of breath)

### 3. Ten (10) days have passed since COVID-19 symptoms first appeared

In cases where a child who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the child is assumed to have COVID-19, and the child may not return to NCDS until the child has completed the same three step criteria listed above. If the child has symptoms that could be COVID-19, and wants to return to NCDS before completing the above self-quarantine period, the child's parent/guardian must obtain a medical professional's note clearing the child for return based on an alternative diagnosis.

## 5. Travel

Both the federal and state government have issued mandatory self-quarantine for 14 days for international travel to various countries. If your child has traveled to any of these countries, your child is required to self-quarantine for 14 days. Please refer to the current CDC guidelines on international travel for current list of countries requiring 14-day self-quarantine.

At this time, there is no mandatory self-quarantine for travel within the United States. Should the federal or state government institute a mandatory self-quarantine, NCDS will follow any mandatory self-quarantine guidelines.

## 6. In-School Procedures

- NCDS will implement social/physical distance policies whereby classroom schedules will be limited in their movement throughout the building.
- When your child arrives at his/her classroom, he/she will wash hands with warm, soapy water for at least 20 seconds.
- Throughout the day, children will wash their hands frequently with warm, soapy water for at least 20 seconds. NCDS will also have hand sanitizer available in classrooms serving children 24 months and up. Children will wash hands and/or use hand sanitizer before and after playing on the playground.
- NCDS staff will regularly sanitize (twice daily) high touch areas in the classroom. This includes high touch areas such as: door/cabinet handles, light switches, classroom sink handles, countertops, nap mats, tabletops, chairs, cubbies, etc. After hours, NCDS custodial staff will be providing another round of cleaning, sanitizing and disinfecting.
- Meals/snacks: NCDS will not provide school lunches. Each child will need to bring their own lunch from home. Individually wrapped snacks will be provided once a day by NCDS. Food for any celebrations, including birthdays, must be store bought and individually wrapped for each child.

## 7. Face Coverings/Masks

Children attending NCDS can, but are not required, to wear a face covering/mask. Though, our NCDS Staff is required to wear a face covering/mask as they move about inside the buildings. If an NCDS staff member is outside and practicing at least six (6) feet of social/physical distance, they are allowed (but not required) to remove the face covering/mask. If an NCDS staff member is seated in the classroom and practicing at least six (6) feet of social/physical distance from children or using a barrier, they can, but are not required, to remove the face covering/mask.

## 8. DISD Consideration for Closures

NCDS will be flexible in relation to DISD closures related to COVID-19. It is possible that one or the other will be open while the other is closed. NCDS will continue to follow DISD closures as they relate to inclement weather.

Communications about closures of NCDS will be sent to NCDS families and staff via email and text message.

## 9. Protracted Closures Resulting from COVID-19

In the event of a protracted closure as a result of COVID-19, the NCDS Board will meet to discuss and consider potential alternatives and/or adjustments to current NCDS policies, including but not limited to the following:

**\*UPDATED\* 2020-21 School Year Tuition and Refund Policy in response to COVID-19. If NCDS has a protracted closure due to COVID-19 and we miss:**

- Less than a total of 20 scheduled school days – neither refunds nor discounted tuition will be given.
- Between 21 and 39 scheduled school days – a 25% or 50% discounted tuition credit will be offered to families who request financial assistance in writing.
- Over 40 days – all families will receive a 50% discounted tuition credit and have the option to withdraw from online learning without penalty. Written notice must be provided 30 days prior to next tuition payment.