

## Covid Operating Procedures

### Supplement to the NHCS Parent Handbook

#### For the overall health and safety of New Hope Students and Staff

Effective February 5, 2021

#### A. Health Checks

- a. All students and staff will have their temperature taken at the start of the day. Parents must attest during the sign in/drop off procedure, using the Procure Connect app, that their child and household family members are **not** having symptoms of fever, cough, shortness of breath or other breathing issues, nausea or vomiting, diarrhea, rash, or other up-to-date symptoms posted from the Tarrant County Health Department (TCHD) or CDC. These questions will be updated in the Procure app as needed – please read each question carefully.
- b. Students and staff will be monitored throughout the day for symptoms.
- c. Any signs/symptoms will be noted, action will be taken immediately.
- d. All ill students and staff will be sent home.
- e. Before anyone (staff/student) is allowed to return after an illness: he/she must attest to being symptom-free, without medication for 72 hours, are required to have a negative lab-confirmed Covid-19 test (rapid test is not acceptable) - before allowed to return to work/school. **However, if the CDC/Tarrant County Health Department (TCHD) posts different guidelines to follow, those updated guidelines will be followed, without official notification of the Operating Procedures. You will be notified by email and Procure app message of any changes/updates.**
- f. Allergies: If a staff person or student has a history of allergies, it is required to have the allergy history in writing. When allergy symptoms arise the staff member or student still need to quarantine and have a Covid-19 test with a lab-confirmed negative result (not a rapid test), to be allowed to attend work/school with allergy symptoms.
- g. Covid-19 testing – testing should be done at day 5 after exposure. A test before day 5 is not acceptable, according to the TCHD. If symptoms start, go right away for a Covid-19 test. Remember: a rapid test is not reliable, the test that takes 2-4 days to receive your results is a lab test and it is the only acceptable test by the TCHD.

#### B. Quarantine Information

- a. Quarantine time will be based on the up-to-date information from the CDC/TCHD. Reminder: Preschools/Daycares are governed by a different set of rules than an Independent School District or Corporations/Businesses. Therefore, our guidelines/rules may differ from other entities. **Please contact the director for quarantine timeframe and other information. Quarantine protocol depends on several factors.**

### C. Attendance

- a. Tarrant County Health Department requirement: if your child does not attend on his/her regularly scheduled day, you are required to inform the school of the absence and why.

### D. Personal Protective Equipment

- a. Staff - Masks will be worn at all times. Face Shields are optional yet encouraged. Social distancing practiced as best one can in a preschool setting.
- b. Parents
  - i. Required to wear a mask any time you might be in close proximity with another parent or a staff member, even if outdoors.
  - ii. If you are entering the building for an approved visit, your temperature will be noted and you will be required to wear a mask. If you are not able to wear a mask, your area and time to visit will be limited.

### E. Classes

- a. Chapel will be held in the Fellowship Hall with appropriate distancing between classes.
- b. Playground time is scheduled, one class per playground as best we can, though the CDC states the classes may be mixed outside.
- c. All-Day Care students, before school, will either go straight to class or be in the Fellowship Hall at separate tables, by class. Afternoon care students will be kept in classrooms for as long as possible, combining only when able to keep students appropriately distanced in the Fellowship Hall.

- F. Social distancing for the students will be practiced as much as we are able in a child care setting. We have added tables to each room to allow more distance when seated.

### G. Cleaning

- a. NHCS has purchased an electrostatic cleaning sprayer as advised by TCHD. This cleaning method will be performed throughout the building several times a week.
- b. Wiping/disinfecting: will be done frequently in high touch areas.
- c. Cleaning will be performed both at regular intervals and for specific situations. This includes toys as well as tables, chairs, floors, etc.
- d. Washing of hands by staff and students will also be performed more frequently, as well as arriving at the start of the day.
- e. Classrooms have been simplified.
  - i. Activities/centers in the classrooms have been reduced/decluttered
  - ii. Toys or items that cannot be easily sanitized have been removed.
  - iii. We have removed extra furniture from the rooms and added tables to allow for fewer students to sit at each table.

- H. Nap Items: Nap items are required to be in a bag. The preferred bag is a reusable shopping bag made of recycled PET/polyester, canvas, or nylon. A white trash bag or "Walmart" bag works too.

- I. Only staff and a limited number of others will be allowed in building. Tours are being conducted in person at the end of the work day. This policy does not negate the Minimum Standards rule that a parent has the right to enter the school to observe their child. Should you wish to do so, we ask that you strictly follow all COVID-19 protocol and adhere to the policy as written in our parent handbook. If staff members are out and we are tightly staffed your visit may need to wait until we have an extra staff person in the building for operating properly.
- J. Touch Free Drop off and Pick Up - Using the Procare Connect Mobile App
- a. All-Day Care students will be dropped off and picked up outside the building at the school entrance, the south door, per the attached document, titled: All-Day Care Drop-Off and Pick-up.
  - b. School Only students will be conducted at/in the church entrance in a organized manner, per the attached document, titled: School Only Drop-Off and Pick-Up.
- K. Parent Participation  
General volunteering will not be permitted. Open Door policy still in effect. Limited access for non-staff adults with appropriate PPE and screening.
- L. Special Events  
Each traditional event will be evaluated, then will either happen as planned/scheduled, be modified, or cancelled. You will be notified of the status.
- M. Tuition payments
- a. Please consider signing up for Tuition Express ACH. Once registered, your payment will be drafted monthly or bi monthly by a school administrator. This is for a checking account.
  - b. Other options are check and cash. – place cash in an envelope, drop envelope or check in brass box at the door or give to the Director.
  - c. You may pay using the myprocare.com parent portal. In addition to payments, you can view your personal information, account ledger, and generate statements and reports for flex spending and taxes. Access to myprocare.com: To register, simply go to myprocare.com and use the same email address that you provided to New Hope.
- N. In response to a staff member or student in attendance testing positive for COVID-19, we will follow the current TCHD and CDC protocol. We will notify the appropriate agencies and follow their instructions regarding:
- a. Notification to our families
  - b. Exclusion of infected person from work/school
  - c. Cleaning/disinfecting – whole building electrostatic cleaning
  - d. Whether to close part or all of the school and for how long
  - e. Criteria for returning to work/school, etc.
- O. Payment of tuition in the event of a class or whole school closure-

These are unprecedented times and we are very aware of the challenge that our families face when we must close, whether for weather, illness, or any other unexpected event. Weather

closures have historically been a common reason to close; our policies state that full tuition is due if closed for weather. Please continue to be prepared to pay full tuition for up to one week of unexpected closure due to COVID, weather or similar event. We will require a reduced tuition payment for subsequent closures: 50% tuition will be due for the 2<sup>nd</sup> and the 3<sup>rd</sup> week, and 15% for the 4<sup>th</sup> week. We are placing a priority on protecting our students, staff, and families from being impacted in this manner to avoid having to take these measures. It is important, however, for you to be aware of how you will be affected should we need to execute this plan. If a child misses class due to Covid full tuition is still due.

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### **All-Day Care Drop-off and Pick-up:**

Please wear a mask and observe social distancing

*During this time, it is imperative that each person who picks up your child is ON your list of approved persons for pick-up.*

#### Drop-off:

- Location: School Side Entrance, south door, park as normal in front near the door. Please wear a mask to escort your child to the door.
- **Time: 7:00 – 8:20am.** If not here by 8:20, please park and drop-off at the church entrance following the School Only Drop-off procedures. *Please plan accordingly, all school staff will be at the church doors or in a classroom and unable to assist you at the school door.*
- School begins at 8:30am. Please plan to have your child delivered no later than 8:35am. We are staffed VERY tightly due to the financial impact of more stringent guidelines from the TCHD/CDC and increased costs related to COVID-19. Our staff will have other assigned duties starting at 8:35am. Professional appointments (Doctor/Dentist, etc.) are, of course, an exception.
- PPE - we encourage you to wear a mask while waiting, and practice social distancing.
- Please have your child completely dressed and shoes on and have your child's belongings completely packed and ready for delivery.
- If no one is at the door when you arrive call the school office to let us know you are here. If no one answers the phone, please call again and knock on the door.
- Have your Procure Connect App open on your mobile device, tap the QR code icon in the top right corner and follow the prompts to sign-in. Please verify your sign-in process all the way to the end, signature, and tap "DONE" and then you will receive the message "complete".
- We will check your child's temperature and deliver to class.

#### Pick-up:

- **Time: 2:40 – 5:30pm (or 6:00 pm, check posted times).** You may pick-up at the school entrance during these times. If you arrive during the School Only pick-up time (2:20-2:35pm), you will need to follow the School Only Pick-up procedures at the church entry.
- Late pick-up fees will be charged at 5:31pm (or 6:01 pm, check posted times) per Parent Handbook, Financial Policies, Penalty Fees.
- **Call the school when you arrive.** We then deliver your child to the door.
- A staff member will escort your child(ren) and belongings to the door.
- Please have your Procure Connect App open, scan, and sign your child completely upon arrival.

### **School Only Drop-off and Pick-up:**

Please wear a mask and practice social distancing

*During this time, it is imperative that each person who picks up your child is ON your list of approved persons for pick-up.*

#### Drop-off:

- Location: Church Side Entrance, west doors, park in the parking lot and come to the church doors. Please observe 6-8 feet spacing while waiting to drop-off.
- **Time: 8:25-8:40am.** If not here by 8:40, please park at the school entrance following the All-Day Care Drop-off procedures. You may have to wait as all staff have assignments and not necessarily near the door.
- Please plan to have your child delivered no later than 8:35 am. We are VERY tightly staffed due to the financial impact of more stringent guidelines from the TCHD/CDC related to COVID-19 and rising costs of cleaning supplies. Our staff will have other assigned duties starting at 8:35am. Professional appointments (Doctor/Dentist, etc) are, of course, an exception.
- Have your child fully dressed and shoes on and have your child's belongings completely packed and ready for delivery.
- PPE - we encourage you to wear a mask while waiting in line and require a mask before entering the building and practice social distancing.
- Have your Procure Connect App open on your mobile device, tap the QR code icon in the top right corner and follow the prompts to sign in. Please verify your sign in process all the way to the end, signature, and tap "DONE" and then you will receive the message "complete".
- New Hope staff will be inside the church lobby to take your child's temperature and deliver to his/her classroom teacher. Children will wash hands in their classroom upon arrival.
- You may proceed through the church lobby and exit through the second set of lobby doors.

#### Pick-up:

- **Time: 2:20 – 2:35pm.** Pick-up at the church doors.
- Park in the lot, scan QR code posted on the church door and follow all prompts to sign-out completely.
- If wearing a mask you may enter the church lobby to pick up and exit the second set of lobby doors. Remember to observe the 6-8 feet social distancing rules if there is a line
- If you arrive past 2:35 pm please pick up on the school side and follow the All-Day Care procedures. We will strictly adhere to our late pick-up policy and assess the appropriate fee starting at 2:36pm
- As stated for drop-off, on time pick-up is very important. There will not be a class for your child to join, so he/she will receive care in the school lobby while waiting. We are very tightly staffed so providing this extra care will take a staff member from other assigned duties.

## Policy Revision Acknowledgement

I acknowledge that I have received the Covid Supplement to New Hope's Parent Handbook/Operational Policies, effective February 4th, 2021 and will adhere to these policy revisions. I understand that, in addition to this document, the following policies have been modified and that they supersede the 20-21 Parent Handbook until notified otherwise by the New Hope administration.

- Health Checks
- Covid-19 information, including testing and quarantine time
- Attendance Protocol
- Personal Protective Equipment - masks
- Classes
- Social Distancing
- Cleaning
- Bags for nap items
- Limited Access to building
- Touch-free Drop-off and Pick-up – Procure mobile app
- Parent Participation
- Special Events
- Tuition payments – ACH Tuition Express, checks, and cash preferred
- Response to Covid exposure as set forth by the CDC and TCHD
- Financial Policy
- All-Day Care Drop-off and Pick-up procedures
- School Only Drop-off and Pick-up procedures

Additionally, I am aware of the protocols that my child(ren), the New Hope staff and the parents, guardians, and authorized adults will be expected to follow while at New Hope. These items include, but are not limited to, appropriate use of PPE, social distancing, and enhanced health/safety procedure for cleaning and hand washing.

Child Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_