

NEW LIFE COMMUNITY CHRISTIAN SCHOOL COVID-19 POLICY

In light of the COVID-19 global pandemic, our school must have protocols in place to protect our students and staff in every way possible, guide our response when COVID-19 directly impacts our community and communicate what we believe to be the best policies and practices which will enable us to love one another well in the midst of these difficult circumstances. Living within these guidelines is part of a call to image Christ in his self-sacrificial love for us as is commanded by the apostle Paul in Philippians 2.

Six months into this pandemic, we know much more about the disease than we did earlier this year, but there remains much that is unclear or unknown about the disease.

Due to changing recommendations, these precautions may change at any time.

For the purpose of this document the following resources were used as primary guidance.

Texas Health and Human Services-Child Care Licensing:

<https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing>

CDC-Guidance for Child Care Programs:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

The American Academy of Pediatrics:

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

SYMPTOMS OF COVID-19

The following are symptoms consistent with COVID-19. These symptoms may appear 2-14 days after exposure to the virus. Consider whether you have begun to experience any symptoms in a way that is not normal for you, and if you have experienced any of these symptoms, we ask that you would not come to campus.

- Feeling feverish or having a measured temperature greater than or equal to 100.0 degrees Fahrenheit.
- Loss of sense of taste or smell
- Cough
- Difficulty breathing or shortness of breath
- Headache
- Chills, shaking, or exaggerated shivering
- Sore throat
- Significant muscle pain or ache
- Diarrhea

Members of our community who have begun experiencing any of the above symptoms should not come to campus and should contact the Assistant Director in the office that day: Samantha Medore or Sarah Young at 281-288-7744. All medical information will remain confidential.

PREVENTION

NLCCS is committed to making every effort to run the school in such a way as to prevent exposure to COVID-19 and other illnesses for our students and staff. In addition to our normal cleaning and hygiene practices we have implemented all the additional practices in the document entitled *Protocols for Preventing COVID-19 at NLCCS*. Our practices are focused on these four types of preventative measures:

Safe Social Distancing- Student work spaces have been spread out, group sizes reduced to encourage physical distancing, pick up and drop off have been moved to outside of the building, and no adults are allowed into the building without prior arrangement and a legitimate purpose.

Healthy Hygiene and Handwashing-Students are instructed in hand washing and it is practiced frequently for all students and staff throughout each day. Every surface in every classroom and every toy in the building is cleaned daily.

Masks and Face Shields-all adults on campus are required to wear face coverings while with other people.

Screening everyone daily, before they are allowed on campus.

*For more details about every measure we are taking see *Protocols for Preventing Covid-19 at NLCCS*.

TEMPORARY POLICIES IN RESPONSE TO PUBLIC HEALTH EMERGENCY

- **Health Screening** - Everyone entering the facility will have a temperature check and health screening completed before admittance; persons age 10 and older will be required to wear a mask.
- **No blankets, pillows, stuffed animals, or other toys** should be brought to school from home. We will provide every child with a nap blanket and nap mat, all blankets will be washed and sanitized after every use.
- **Parent Involvement - Parents will not be allowed to enter the facility** unless there is a legitimate reason to enter. Health screening and temperature check will be conducted before admittance and a mask will be required. Volunteers for special events will either be modified or cancelled depending on current health and safety protocols.
- **Classroom Visitation - Parents will not be allowed in classrooms.** This includes birthday celebrations and holiday parties. You may still send in treats to celebrate.
- **Arrival and departure will be conducted outside the building.** Teachers will sign children in/out each day. We will begin accepting children for drop-off at 7:00am and continue to man our drop off point until 9:30am. Please call the office if your child will arrive later than 9:30am. We will begin afternoon car line pick-up at 3:00pm.

A written parent handbook will be given to every family. It is also available on our website. You will be notified of any policy changes in writing by email and by a paper copy sent home with your child.

CLOSE CONTACT

This document refers to ‘close contact’ with an individual who is lab-confirmed to have Covid-19. Close contact is defined by the CDC as follows: *being directly exposed to the infectious secretions (i.e. being coughed on even while wearing a mask or face shield); or being within 6 feet of an infected person for a cumulative duration of 15 minutes or more.* If either occurred at any time in the last 14 days at the same time the infected individual was infectious, the person is deemed to have been in close contact.

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

Any individual who:

- (a) registers a temperature of more than 100.0 degrees
- (b) provides a pre-screening affirmative response
- (c) is lab-confirmed to have COVID-19
- (d) experiences any other of the symptoms of COVID-19

must stay at home throughout the infectious period. These individuals cannot return to campus until the school director screens the individual to determine whether the conditions for campus re-entry have been met. (see “IF COVID-19 IS CONFIRMED IN A CHILD OR STAFF MEMBER WE WILL:” section below).

Individuals—including teachers, staff, or other campus visitors—who have had close contact with someone who is lab-confirmed to have COVID-19, as defined in this document and as determined by the appropriate public health agency, should stay at home throughout the 14-day incubation period and will not be allowed on campus during this time. The 14-day incubation period only applies to persons directly exposed to someone who is lab-confirmed to have COVID-19, not second-hand exposure.

All visitors, vendors, and contractors are required to wear a mask when entering on-campus buildings. Teachers and staff are required to wear a face shield or some type of mask while in classrooms.

RELATED HEALTH CARE POLICIES

- Children who do not feel well should not be sent to school. Children should be kept at home during the infectious period of a cold and anytime there is a fever.
- Children should be free of fever and/or vomiting for at least 72 hours without medication before returning to school or you may seek a physician’s written documentation of diagnosed illness and we will follow protocol for that specific illness in regard to re-admittance. (Prior to this pandemic, children could return if they had been free of fever or vomiting for 24 hours without medication. That policy has been revised to 72 hours.)
- Children with diarrhea should be kept at home.

IF COVID-19 IS CONFIRMED IN A CHILD OR STAFF MEMBER WE WILL:

- Contact our local health authority to report the presence of COVID-19 in our facility. We will follow their guidance on closure and re-opening procedures and timelines.
- Contact Child Care Licensing to report the presence of COVID-19 in our facility.
- Contact parents to report the presence of COVID-19 in our facility.
- Close off areas used by the person who is sick.
- Wait up to 24 hours or as long as is possible before cleaning and disinfecting to allow respiratory droplets to settle before cleaning.
- Clean and disinfect all areas used according to CDC guidelines.

In the case of a staff member or child who was diagnosed with COVID-19, the individual may return to the facility when all three of the following criteria are met:

- At least 3 days (72 hours) have passed since recovery without medications
- The staff member or child has improvement in COVID-19 symptoms
- At least 10 days have passed since symptoms first appeared

In the case of a staff member or child who has symptoms that could be COVID-19 and is not evaluated by a medical professional or tested for COVID-19, the person is assumed to have COVID-19 and may not return to the facility until they meet the same three-step criteria listed above.

If the staff member or child has similar symptoms that could be COVID-19 and wants to return to the facility before completing the 14 day isolation period, the person must obtain written documentation from a medical professional clearing them to return based on an alternative diagnosis.

If the staff member or child does not have symptoms, but is known to have close contact with a person confirmed to have COVID-19 they are assumed to be at high risk for spreading the virus and are required to self-isolate and monitor their health during the 14 days after the last day contact was made. The director or assistant director will screen individuals after the incubation period has concluded, and if the individual did not experience Covid-19 symptoms during that period, the individual will be allowed back on campus. If the individual experienced symptoms, they must stay at home until the conditions outlined above have been met.

NLCCS RESPONSE TO LAB-CONFIRMED CASE

NLCCS has established the following guidelines should a confirmed case arise in our school or if a student becomes ill while at school.

- 1) If an individual who has been at NLCCS is lab-confirmed to have COVID-19, NLCCS Director will notify Harris County Public Health and Environmental Services, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act and Family Educations Rights and Privacy act.

- 2) NLCCS will close off areas which have been used by the individual with the lab-confirmed diagnosis until the non-porous surfaces in those areas can be disinfected, unless more than three days have already passed since that person was on campus.
- 3) NLCCS will notify teachers, staff, and families of all students in the school if a lab-confirmed COVID-19 case is identified among students, teachers, staff, or approved visitors who participate in any campus activities in a manner consistent with confidentiality requirements and school notification requirements for other communicable diseases.
- 4) The Director and School Board will assess the suspected or actual diagnosis and may elect to dismiss parts or all of the school for a short-term period of time to gain a better understanding of the COVID-19 situations impacting the school. This will also allow local health officials to help our school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

DISRUPTION OF SERVICES

NLCCS has a traditional school year calendar beginning in August and ending in May and a Summer Program Calendar which runs from June to mid-August. In regard to public health emergency closures, the NLCCS Board will evaluate our school impact as well as our community impact in determining NLCCS closures. Every decision will be made with the utmost care and consideration for the wellbeing of our students and staff.

As a general guide:

- If there is a positive case of COVID-19 in our staff or students, we will follow the direction of the local health authorities on specific class or whole school closure. The health authority's direction will also determine the amount of time for the closure.
- If Klein closes due to positive cases in their schools, NLCCS may **or may not** follow their lead. The NLCCS Board will determine if it is isolated campuses or if there is a community outbreak that would put NLCCS students and staff at risk. **It is our strong desire to stay open to serve the families in our community so we will only close if we perceive there to be an imminent danger of community spread in our immediate vicinity or if ordered to do so by local authorities.**
- If due to the change of spread in the community, requirements from child care licensing, or the governor mandating a stay at home order, the NLCCS Board will determine if the school can stay open as an essential business and continue to operate safely within all regulations or if we need to close for the safety of our students and staff.

If a closure is more than 1 week, staff will provide remote learning activities, and/or zoom classes to students at a frequency appropriate for their age and stage.

If a closure is more than 2 consecutive weeks, beginning in week 3 NLCCS will continue to provide remote learning and lesson plans to families who are interested in participating for a fee equivalent to ¼ of each student's normal tuition. In this situation, teachers will be compensated for only the hours they

actually work. The school will remain closed until it is deemed safe to re-open. Public health closures will not be added to the end of the school year or made up at any later date.

TUITION POLICY FOR DISRUPTION OF SERVICES

Tuition refunds will not be granted for disruption of less than 2 weeks. In case of extended closure, reduced tuition will be charged to all families who remain enrolled unless they withdraw from the program. The 30-day notice policy will be suspended if the school is closed for more than 2 weeks.

The NLCCS Board reserves the right to evaluate potential tuition refunds based on the length of time and services that are provided during disruption. The board reserves the right to modify this policy based on current health and safety protocols.