



**Kids of the Kingdom Episcopal School
at the Episcopal Church of the Holy Spirit
COVID-19 Policy & Procedure Updates
May 18, 2020**

KOKES follows guidelines for schools/childcare centers provided by Texas Department of State Health Services, Childcare Licensing, Centers for Disease Control and Prevention, Metropolitan health district and other state and local officials. We will continue to monitor the ongoing COVID-19 situation and will communicate any changes that may affect KOKES policies, procedures and operating status.

KOKES is committed to providing a safe and healthy environment. We will continue following the state guidelines for childcare centers to help prevent the spread of any illness as stated in our KOKES Health Policy posted in the Parent Handbook along with enhanced measures recommended and required during COVID. The additional measures are as follows, but not limited to:

- **Children should stay home from school if they show ANY sign of illness.** KOKES staff will conduct Health Screenings, which include temperature checks upon arrival and as needed during the day. (See attached CDC/Childcare Licensing requirements for health screening.) Requirements for exclusion due to ANY illness will be modified during COVID.
- **Frequent and scheduled handwashing** will be required of all staff and children throughout the day: upon entering classroom; before/after each activity: art, centers, playground, etc.; before/after meals; before/after potty or diaper change; etc. Increase to the normal handwashing routines at KOKES.
- **Changes to Physical Environment:** KOKES will intensify all cleaning, sanitization, and disinfection efforts to include, but not limited to, removal of any items that cannot be sanitized after each use, toys are rotated and constantly cleaned/sanitized, hard surfaces cleaned throughout the day, and daily deep cleaning of all surfaces at start/end of the day. All cleaning products meet CDC guidelines for COVID and a professional cleaning service will clean afterhours multiple times per week.
- **Physical Distancing Strategies:** KOKES will adjust activities to limit sharing of items such as toys, belongings, supplies, and equipment. Physical distance strategies include extra spacing between cribs, nap mats, and seating at tables and circle time, and smaller groups at centers. Children will be assigned to small group classrooms that will remain the same each day/week. Teachers will be assigned to specific groups/classrooms. As permitted, groups will not be combined during the day.

KOKES staff will complete ongoing training on health and safety protocols including online COVID training. Staff must follow health policies and will not be permitted to work if they show signs of illness. All staff will sanitize their shoes daily, change clothes/smocks as needed, wear face coverings as required, and follow daily cleaning and handwashing schedule.

***These policies are effective immediately and considered an amendment to the current Parent Handbook. Policies are subject to change due to recommendations from local & state officials and/or due to the needs of the KOKES community.**

KOKES Health Policies for COVID-19

KOKES will continue to follow guidelines and recommendations from state and local officials, childcare licensing, and the CDC. We have put measures in place to help maintain a healthy and safe environment for children and staff at KOKES.

Arrival Procedures

Upon arrival, a health check will be completed on each child. If the child presents with a temperature above normal or signs of a possible illness, the child will be excluded from care. Children will be dropped off at the front door and escorted to class by a member of management or designated staff. Parents and other visitors will be subject to the health screening if entering the facility. Visitors will be limited to essential services only.

Illness Exclusion (Per State/CDC guidelines)

Children will not be admitted into care if they have any of the following symptoms:

- **Fever or Chills or repeated shaking with chills**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fatigue**
- **Muscle or Body Aches**
- **Headache**
- **Sore throat/Congestion**
- **New Loss of taste or smell**
- **Diarrhea**
- **Nausea/Vomiting**
- **Feeling feverish or a measured temperature greater than or equal to 100.0 degrees**
- **Other COVID symptoms as updated by the CDC**

***When children are ill, they must not return to the facility until they are symptom free without medication for 72 hours.**

***Parents should contact the KOKES office when their child is not in attendance. KOKES management is required to monitor absences and verify that the child is clear to attend prior to their return.**

***If your child is ill and shows signs of COVID-19, contact your Pediatrician for further guidance. If your child is tested for COVID-19 (even with a negative test result), contact your Pediatrician for guidance on returning to school. Parents must contact KOKES prior to returning to school if your child, or anyone in your home, has been tested for COVID. A note will be required.**

Parent Agreement:

Parents will immediately notify KOKES management if anyone in the household exhibits COVID symptoms, becomes aware of any person with whom the child/parent has had contact exhibits COVID symptoms, is advised to self-isolate, quarantine, has tested positive, or is presumed positive for COVID-19 or any other infectious illness.



State Guidance to Child Care Providers for COVID-19:

KOKES follows guidelines for schools/childcare centers provided by Texas Department of State Health Services, Centers for Disease Control and Prevention, Metropolitan health district and other state and local officials. Recent guidelines for health screening, visitors, and drop off/pick up are described below.

Based on state law, federal guidance, and Governor Abbott's disaster declaration, the Texas Health and Human Services Commission (HHSC) is updating requirements for day care operations to assist them in protecting children in their care from COVID-19.

HHSC Child Care Licensing (CCL) urges all current providers to immediately implement the following guidance, which is consistent with the new requirements:

- **Prohibit any person except the following from accessing an operation: operation staff; persons with legal authority to enter, including law enforcement officers, HHSC Child Care Licensing staff, and Department of Family and Protective Services staff; professionals providing services to children; children enrolled at the operation; and parents who have children enrolled and present at the operation.**

- Before allowing entry into the operation, screen all of the individuals listed above, including taking the temperature of each person upon arrival at the operation each day, and **deny entry to any person who meets any of the following criteria:**

1. A temperature of 100°F or above;
2. Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low-grade fever;
3. In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness; or
4. In the previous 14 days has travelled internationally to countries with widespread, sustained community transmission. For updated
5. information on affected countries, visit: <https://www.cdc.gov/coronavirus/2019-nCoV/travelers/index.html>.

- Require pick up and drop off of children outside of the operation, unless you determine that there is a legitimate need for the parent to enter an operation.

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KOKES HEALTH SCREENING PROCEDURES

KOKES Staff will conduct the above health assessment upon child's arrival, outside of the Welcome Center. A parent or guardian will be asked health screening questions upon drop off daily. **NOTE: If your child is sick with ANY illness or has been sick in the past 24 hours, or is not feeling well, please do not bring them to school. If anyone in your home is currently sick, with ANY illness, please do not bring your child to school. The guidelines for childcare state that your child must feel well enough to participate in the normal daily activities to attend school. As always, KOKES is committed to providing a safe and healthy environment, but we must work together to help protect our children, families, staff and community. Exclusion time for illness will be modified during COVID. Children must be symptom free for 72 hours before returning to school.**

KOKES Drop Off Procedure begins at 7:00 a.m.: Parents/Guardians will need to park, exit your vehicle and bring your child to the front of the Welcome Center to meet KOKES Staff. Staff will immediately conduct a temperature check/health screening outside of the Welcome Center with the parent present. **Parents will need to wear a mask if they need to help with the temperature check (infants-two's).**

Please practice physical distance strategies as you wait to drop off your child. As needed, we will implement a staggered drop off schedule as recommended by the CDC. **If a staff member is not outside, please call the office at 210-688-9171.** Please be patient as we implement these new policies. Staff will be moving about the campus and escorting children to/from classes and may briefly be away from the phone.

KOKES Pick Up Procedure by 5:30 p.m.: Parents will need to park and then call the Welcome Center at 210-688-9171. A KOKES staff member will bring your child outside to the front of the Welcome Center. Parents will need to exit their vehicle to greet their child on the sidewalk in front of the Welcome Center. Please practice physical distance strategies while waiting to pick up your child. Staff will be moving about the campus and escorting children to/from classes and may be briefly away from the phone.

***Safety First:** Please take your child's hand and walk them to/from the car. Do not allow children to run on the sidewalk near the parking spaces or enter into the parking lot unattended.

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