



# Colonial Hills United Methodist School

## COVID-19 Response Plan

Updated September 13, 2021

The health and safety of our children, staff, and families is paramount. The policies and protocol listed below are designed to help parents understand their role and the school's role in providing a safe and healthy school environment. These policies and protocols will generally be followed to the greatest extent practicable, will be adjusted as we continue to receive updated recommendations, and will supersede the policies listed in the School Handbook where applicable.

### TEXAS MINIMUM STANDARDS HEALTH PROTOCOLS

We will continue to operate within the guidelines of the Texas Minimum Standards for Licensed Child Care Providers, as we previously have done. At this time, the Texas Department of State Health Services (DSHS) has developed a health recommendation checklist for child care centers we will follow.

We will also follow CDC Guidance for Child Care Programs for increased health and safety protocols. The areas of guidance the CDC and Texas Minimum Health Protocols addresses, and are specifically included in our CHUMS policies and procedures, are:

- ✓ Implement [social distancing strategies](#)
- ✓ Intensify [cleaning and disinfecting efforts](#)
- ✓ Modify [drop-off and pick-up procedures](#)
- ✓ Implement [procedures for drop-off and pick-up](#)

### PREVENTATIVE HEALTH MEASURES

- SUPPLIES: CHUMS has already purchased needed supplies, such as gloves, hand sanitizer, cleaning and disinfecting products, and masks.
- FACE MASKS: Face masks *will be required of all staff members at this time. Face masks are not required of students (2 and older) and parents but are strongly encouraged, especially if you are unvaccinated and as long as our city is not in the "green zone" ([Progress & Warning Indicators - City of San Antonio](#) ).* Those choosing to have their child wear a mask during the day will take them off for mealtimes, outdoor activities, Motor Skills, and naptime. Please communicate with your child's teacher if your child will be wearing or not wearing a mask during the day.

Any situation that would require the mixing of children from different classes (i.e. Early Bird) or any larger gathering inside the school (i.e. Meet the Teacher, Halloween parade) will require all adults and children over 2 years of age to wear a mask.

- **STAYING HOME:** It is vital that **you keep your child home if they are ill or acting in such a manner which you believe they are becoming ill.** We encourage you to check your child's temperature before leaving for school and for any symptoms associated with

COVID-19. We will rely on the social responsibility of each family to be as prudent as possible in sending their child to school only when healthy. It is important for each family and staff member to be as vigilant as possible in monitoring for symptoms and communicating with the school office if or when they start to feel sick. If someone in your immediate household has been tested for COVID-19 and is awaiting the results, please do NOT bring your child to school until you have received a negative result. A doctor's note of clearance to return to school may be required.

- **IF A CHILD OR STAFF MEMBER BECOMES SICK**

If a child or staff member should become ill while at school, a staff member will take them to room 4 in the Education Building, our designated isolation room. As stated in our Parent Handbook, a parent will be called to pick up the child. An ill child must be picked-up *within 30 minutes* of their first communication. A staff member who becomes sick will be sent home immediately and a substitute teacher will take over their class. Additional cleaning and disinfecting will be completed of the affected classroom or space that an ill child or staff member has been present.

- **IF COVID-19 IS CONFIRMED IN A CHILD OR STAFF MEMBER**

If your child, a member of your child's household, or person your child had close contact with (a nanny, etc.) is confirmed with COVID-19, you are required to inform the school office **immediately and no later than** 24 hours of the diagnosis.

If a child or staff member are diagnosed, CHUMS, pursuant our protocol, will contact San Antonio Metro Health and Child Care Licensing for guidance on how to respond. Parents of children who may have come in contact with the affected individual will be contacted as well.

The length of time the child should stay out of child care depends on whether the child has COVID-19 or another illness. In most instances, those who have COVID-19 (positive test) can be around others after:

- ✓ 10 days since symptoms first appeared **and**
- ✓ 24 hours with no fever without the use of fever-reducing medications **and**
- ✓ other symptoms of COVID-19 are improving.

Children who test positive for COVID-19 but do not have symptoms can be around others 10 days after their first positive COVID-19 test.

- **CLOSE CONTACTS OF PERSON WITH COVID-19**

Whether and for how long to stay home for people who have been exposed to a person with COVID-19 depends on vaccination status.

Children and unvaccinated staff who had close contact with someone who has (suspected or confirmed) COVID-19, especially if a household member is COVID-19 positive, should stay home (quarantine) for 14 days after their last exposure to that person. Close contact is defined as within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period. Some local health entities might choose to use testing to shorten quarantine.

People who are fully vaccinated and do not have COVID-19 symptoms do not need to quarantine after an exposure to someone with COVID-19. It is recommended that fully vaccinated people who have come into close contact with someone with suspected or confirmed COVID-19 be tested 3-5 days after exposure, and to wear a mask in public indoor settings for 14 days or until they receive a negative test result.

Should CHUMS receive different guidance from the Health Department, that protocol will take the place of the information in this document.

- **MONITORING ABSENTEEISM**  
CHUMS will monitor absenteeism each school day. Please be in the habit of communicating with the school office if your child will not be at school and the reason for the absence if it pertains to illness so other children in the class can be closely monitored for signs of illness.
- **GROUP EVENTS**  
CHUMS will determine if group events can be held safely on campus prior to the date of the event. While we do have scheduled events on our school calendar, we may choose to reschedule or cancel them based on current health conditions in our community.
- **LIMITING ACCESS TO THE SCHOOL**  
CHUMS consists of the Gym, Education Building, Kinder Building, and School Office. We will be limiting the number of people allowed into the school in attempt to minimize the exposure to any infectious disease when school begins. This may be adjusted as health conditions improve.

## **PHYSICAL DISTANCING STRATEGIES**

- **CLASS SIZE AND CLASSROOM SPACE**  
CHUMS individual class groupings will adhere to ratios that fall below our State Minimum Standards. As much as possible, the classes will meet in individual classrooms that do not share space with other groups, have the same children each class day, and have the same regular teachers.

## **CLASSES**

- **CLASSROOMS**  
Shared materials will be sanitized on a regular basis. Classroom doors (Gym/Education building) will remain open throughout the day to allow better airflow.
- **SPECIALS CLASSES and CHAPEL**  
Motor Skills and Music are the specials for CHUMS and Little CHUMS students. Shared items will be sanitized between use.

Chapel will be held in the Worship Center for CHUMS students with classes spaced out among the pews.

- LIBRARY  
Each class will have an opportunity to visit Frankie's Library or Frankie's Little Library. Only one class will be permitted in the library at a time. Children will wash their hands prior to entering as well as before they return to their classroom.
- OUTSIDE ACTIVITY  
Outside activities will be encouraged, when possible, weather permitting. This may include games, art, bubbles, story time, snack, lunch, Science, Field Day, etc. We will stagger playground time, so each group will use the space individually. Children will wash hands before and after outside play.
- NAPTIME (Little CHUMS)  
Children's nap mats will be spaced out to further reduce the potential of viral spread. As always, the mats are disinfected after each use.

## PARENT DROP-OFF AND PICK-UP PROTOCOLS

- DROP-OFF PROTOCOLS
  - ✓ Drop-off of child/ren will occur in the front of each building (Gym, Education Building, Kindergarten Building).
  - ✓ Check-in stations will be set-up for you to drop your child off, then they will be escorted by a staff member to his/her classroom.
  - ✓ Stations will open at 8:40 AM. **You must arrive by 9:00 AM.** Please observe social distancing while in line and **keep your children with you at all times.**
  - ✓ Check-In: At each station, the parent or caregiver will sign the child in on the appropriate sign-in sheet. The child will use hand sanitizer prior to being escorted to their classroom.
  - ✓ It is rerecommended that each parent or caregiver dropping off their child wear a mask.
  - ✓ Late Drop-Off: It is *strongly discouraged* to drop your child off past 9:00 AM. Check-in stations require extra staff to safely and effectively transition your child into school.
  - ✓ The school office will be closed during drop-off.
- PICK-UP PROTOCOLS
  - ✓ Arrive no later than 12:10 PM for midday pick up or 2:30 PM for end of day pick up.
  - ✓ Little CHUMS parents/caregivers will pick up their child in front of the Education Building. Please wait for a staff member to bring your child to you.
  - ✓ CHUMS parents/caregivers will pick up their child in front of the Gym. Please wait for a staff member to bring your child to you.
  - ✓ Kindergarten parents/caregivers will pick up their child in front of the Kindergarten building.
  - ✓ It is recommended that each parent or caregiver picking up their child wear a mask.
  - ✓ Please observe social distancing while waiting in line and **keep your children with you at all times.**
  - ✓ Late Pick-Up: It is *strongly discouraged* to be late picking up your child. While we do understand that unforeseen circumstances do occur, it is very important to plan accordingly to limit this situation from happening.

- ✓ Should you need to pick up your child earlier than 12:10 PM or 2:30 PM, please contact the school office so that we can arrange to have your child ready for you.
- ✓ The school office will be closed during pick-up.

## **ENHANCED CLEANING AND DISINFECTING MEASURES**

- **CLEANING AND SANITIZING TOYS, MATERIALS, AND SURFACES**
  - ✓ We will continue our practice of collecting toys throughout the school day that have been put in a child's mouth (or that are otherwise contaminated) and place them in the "to be disinfected" bucket to be sanitized at the end of the day.
  - ✓ Staff will be cleaning and sanitizing other toys and surfaces frequently throughout the day.
  - ✓ Cleaning and sanitizing surfaces such as doorknobs, light switches, classroom sink handles, counter tops, toilet areas, tables, desks, chairs, cubbies, will occur daily.
  - ✓ Restrooms will be cleaned and disinfected at least two times a day, or as needed.

## **HANDWASHING**

Handwashing is the number one method of stopping the spread of an infectious disease in a school community. CHUMS has always placed high value on good handwashing practices, and we will be placing even more emphasis now. Teachers will supervise as necessary to ensure good handwashing techniques are being used. Children and staff will wash or sanitize their hands multiple times throughout the school day; including, but not limited to, upon entering school, after using the restroom or diaper changing, before and after eating, before and after Motor Skills and Music, and before and after outside playtime.

When handwashing, the teachers will have the children wash with soap and water for at least 20 seconds and then use a paper towel to dry their hands. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol may be used under close supervision if soap and water are not readily available.

## **COMMUNICATION**

Should CHUMS need to communicate important information to you, we will be utilizing the Remind text notification system. Other communication may include a printed notice in your child's tote bag, a phone call, or a text message.

## **FINANCIAL RESPONSIBILITY POLICY**

Colonial Hills United Methodist School is a 501(c)(3) corporation and is 100% dependent on tuition received to create their yearly budget. However, the following changes to each family's financial responsibility are being added and shall be confirmed upon your signature acknowledging receipt of our Parent Handbook.

- Should the community be ordered to shelter-in-place or if we are under orders to close, the first 30 days will not be eligible for a refund or credit. CHUMS will commence a

distance learning program for our Kindergarten class after one week of closure. Enrichment opportunities will be offered for our other age groups during this time. Tuition will be due in full for the month.

- Should the school remain closed beyond one month, tuition for our Kindergarten class will be discounted 25% of your regular monthly payment for the remainder of the closure.

Parents may still choose to continue to pay at 100% which will greatly benefit our teacher who will continue to provide distance learning for your child.

- Children in our Little CHUMS, Pre-K 3's and Pre-K 4's will not be receiving distance learning beyond the first 30 days.
- If school does resume, tuition will be reinstated (prorated accordingly) and due upon the first day of back to school.
- Prolonged personal absence because of COVID-19 illness or related reasons (i.e. a child must quarantine with their household) will not be eligible for refunds or credits. Tuition will be due in full.
- If CHUMS is advised by the local health authorities to close for a quarantine or if CHUMS decides to close for 24 hours, the tuition for that period will not be eligible for a refund or credit.
- Our withdrawal policy of 30 days written notice will remain the same.
- Any pre-paid tuition will not be eligible for a refund or credit.