



COVID-19 Response Plan

Updated: August 20th, 2020

The health and safety of our children, staff, and families is very important to us. The below-listed policies and procedures are designed to help parents understand their role and the school's role in providing a safe and healthy school environment. These policies and procedures will be adjusted as we continue to receive updated recommendations, and will supersede the policies listed in the School Handbook where applicable. **Please read through the policies and protocols carefully and please keep a copy handy for review as necessary. If you need an additional copy, you can find it on the COVID-19 Response Plan tab on our website: www.milwoodbaptist.com/preschool**

1 | Preventative Health Measures

- **Preparing Supplies**

Milwood Preschool has already begun purchasing and confirming the orders of needed supplies, such as non-contact infrared thermometers, hand sanitizer, gloves, masks, disinfecting wipes, cleansers, and spray.

- **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 (described below). We will first rely on the social responsibility of each family to be as prudent as possible in sending their child to school only when healthy, but our second step is to screen each child and family upon drop-off. It is important for each family and staff member to be as vigilant as possible in monitoring for symptoms and communicating with the Milwood Preschool Office if or when they start to feel sick. A doctor's note of clearance to return to school may be required. Please email (preschool@milwoodbaptist.com) to communicate any concerns.

- **If a Child or Staff Member Is or Becomes Sick**

If a child should become ill while at school, the teacher will escort them to the *office*. As stated in our Parent/Student Handbook, a parent will be called for the child to be picked up. To the extent possible, we encourage the designated parent or child caregiver, who normally drops-off/picks-up (more on this request below), be the person to pick up the ill child from school. Upon picking up, we ask that you use the front entrance closest to the Preschool Office. An ill child must be picked-up within an hour of their first communication alert by one parent/caregiver. Additional cleaning and disinfecting will be completed of the effected classroom or space that an ill child or staff member has been present.

Should a staff member become ill while at school, they will inform the Director and leave as soon as possible. Disinfecting measures will be completed in the effected classroom and the Director or Assistant Director will assume that teachers position for the rest of the day or until a suitable replacement may be found.

- **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 has close contact with (a nanny, etc.) is confirmed with COVID-19, you are required to inform the Preschool via email (preschool@milwoodbaptist.com) **immediately and no later than** 24 hours of the diagnosis.

If a child or staff member are diagnosed, Milwood Preschool will contact the Travis County Health Department for guidance on how to respond.

Children or staff with new or worsening signs or symptoms of possible COVID-19 (see list under Screening below) may not return to school until the following criteria have been met:

- ✓ At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
- ✓ The individual has improved respiratory symptoms (e.g. cough, shortness of breath);
- ✓ At least 10 days have passed since symptoms first appeared; and
- ✓ Has received a doctor's note of clearance to resume participation at the Day School.

- **Allergies and Teething**

Children or staff who show persistent signs of runny nose, coughing and other respiratory issues that may be due to seasonal allergies or teething will be asked to obtain a doctor's note of clearance to participate in school. This note will be dated, filed in the office, shared with your child's classroom teachers, and kept for 2 months. If symptoms are persistent after two months, we will ask that you obtain another doctor's note of clearance to continue participating in school. Please inform the school during the daily screening process about any allergy or teething symptoms your child may be experiencing that day. ***Please do not give your child fever reducing medicine if they have an elevated temperature and send them to school.***

- **Group Events**

As of today, (June 24th) group events are being planned for the Spring of 2021. We will separate classes into smaller groups to reduce the risk of spreading germs and hold these events outdoors on the back lawn. These events include, but are not limited to: Fry's Fun Farm and Austin Reptile Show.

- **Limiting Access to the Day School**

We will be limiting the number of people allowed into the school in attempt to minimize the exposure to any infectious disease. Only the following will be allowed to enter the Milwood Preschool hallways:

- ✓ Preschool Staff (teachers and administrators);
- ✓ Persons with legal authority to enter, including law enforcement officers and Department of Family and Protective Services staff;
- ✓ Enrolled children (non-enrolled siblings or other children not allowed); and
- ✓ Parents who have children enrolled and present at the operation. Parents should only enter the Preschool when necessary.

Tours of the Preschool program will not be conducted during school hours without health checks being done first. Touring families will not be allowed to enter the classrooms.

Since the grouping method allows for children within each group to intermingle, all stakeholders, especially parents and staff, must be aware that their actions play a critical role in reducing the risk of infectious disease transmission in our preschool community. Staff and parents are asked to maintain at least 6 feet of separation from other individuals. If such distancing is not feasible, other measures such as face coverings, hand hygiene, cough etiquette, cleanliness and sanitation should be rigorously practiced.

- **Class Sizes and Classroom Space**

Milwood Preschool has always had small, individual class ratios which fall below even the *new* Modified Child Care Ratios (page 6) listed in the Minimum Standard Health Protocols published by the Governor’s Task Force to Open Texas. The classes already meet in individual classrooms that do not share space with other groups, have the same children each class day which make for stable grouping, and have the same regular teachers. The classes will remain in their classrooms each school day, except for outside playtime. As possible, classroom arrangement will include additional tables so children can have better separation when doing table work or eating. Toys and materials that cannot be easily cleaned and sanitized will not be used and extra rugs, blankets, and pillows will be removed from the classrooms. In order to reduce spreading of germs, we will not have class-shared sensory (water/sand) tables and bins until further notice.

- **Outside Playtime**

Children in the 2 year-old and younger classes traditionally play on the enclosed playground, so they are already separated from other classes. We will stagger the outside playtime, so each group will use the space individually.

- **Music Classes**

Our music teacher will visit each designated classroom so that the children are not traveling to a shared space. The Music teacher will keep a 6ft or more distance from the children to help minimize the potential of spreading an infectious disease. Any materials will be disinfected before use with another class.

- **Naptime**

Children’s nap mats will be spaced out, and as possible, at least 6 feet apart, and positioned head-to-toe to further reduce the potential of viral spread. As always, the mats are disinfected after each use. Cribs are disinfected after each use and a clean sheet, provided by the preschool, is used each school day.

- **Masks & Signage**

Masks will be used during the drop-off and pick-up periods, and, when necessary, used in the classrooms when needed to help provide a socially distanced environment. Milwood Baptist Church will also have signage around the building reminding persons to social distance and hand wash frequently.

3 | Parent Drop-Off and Pick-Up Protocols

- **Designated Parent/Caregiver**

It is recommended that one parent or caregiver be designated to drop-off and pick-up the child at school each day. If possible, older people such as grandparents or those that are immune-compromised should not be the designated person, because they are more at risk for severe illness from COVID-19.

- ✓ Each child and family be will screened before the child can be dropped-off for school. Please see details about the screening process below.
- ✓ Each parent or caregiver dropping off their child must wear a mask. Children above age 2 are not required to wear a mask but are encouraged to do so if they are willing. Adult masks will be available for those that do not have one.

- ✓ As recommended and to provide the best opportunity to socially distance, Milwood Preschool will have a staggered drop-off schedule. The schedule will be announced on or before September 1st.
 - ✓ Hand-sanitizer is available at all sign-in sheet areas, and spread out throughout the building for convenient use.
 - ✓ Late Drop-Off: It is essential for the efficiency of the drop-off process for parents and caregivers to be on time when dropping off; however, we understand there will be mornings when an emergency will arise delaying your arrival at school. If you are late, please go to the Preschool Office so an director can check your child into school and escort them to his/her classroom. A child's enrollment may be discontinued for habitual tardiness.
- **Pick-Up Protocols**
 - ✓ Each parent or caregiver picking up their child must wear a mask. Children are not required to wear a mask but are encouraged to do so if they are willing. Adult masks will be available for those that do not have one.
 - ✓ As recommended and to provide the best opportunity to socially distance, Milwood Preschool will have a staggered pick-up schedule. The schedule will be announced on or before September 1st,
 - ✓ Late Pick-Up: The Preschool will still be following the Late Pick-Up policy that is outlined in the Parent/Student Handbook.
 - ✓ We encourage you not to linger in the foyer, parking lot, or on the playground before or after Preschool.
- **Communication**
 - ✓ Since we will be losing the regular face-to-face contact we normally have during the drop-off and pick-up process, please be sure to become familiar with our Facebook and Instagram pages. This will be the main source of direct parent/teacher communication. We highly value clear and frequent communication with parents and teachers and will do our best in these new circumstances to maintain the level we are used to as a school.
Facebook: Milwood Preschool (closed private group)
Instagram: @milwoodpreschool

4 | Screening: Staff, Children and Parents

- **Who Will be Screened**
The following individuals are required to be screened every day before entering the facility:
 - ✓ Milwood Preschool Staff;
 - ✓ Milwood Baptist Church Staff that would be working in or around the Preschool facility (e.g. pastors, office administrators, visitors, etc);
 - ✓ Persons with legal authority to enter, including law enforcement officers and Department of Family and Protective Services staff;
 - ✓ Professionals providing services to children;
 - ✓ Enrolled children; and
 - ✓ Parents who have children enrolled and present at the preschool. Parents should only enter the preschool when necessary.
- **Screening**
Upon dropping your child off, each person will be screened for the following:
 - ✓ Temperature check:
Using a non-contact infrared thermometer, each person's temperature will be checked. For children, we will follow the requirement listed in the Parent/Student Handbook; which is, if a child has a temperature of 100.4* or higher they may not attend school for at least 72 hours and must be fever and medication

free for at least 72 hours before returning to school. *In addition, if the parent or caregiver dropping the child off at school has a temperature of 100.4* or higher, the child may not attend school for at least 72 hours so the child can be monitored for any potential symptoms while at home.*

- ✓ Symptoms of COVID-19 that will be monitored each school day include:
Cough, shortness of breath or difficulty breathing, chills, repeating shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or measured temperature >100.4* Fahrenheit (for children), has had known contact with a person whom is lab-confirmed to have COVID-19.
- ✓ Review of a child’s close contacts and if any of them have a lab-confirmed case of COVID-19. If so, the child or staff member may not return to school until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for health care workers and critical infrastructure workers.) If a parent believes that they or their child has had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19.
- ✓ Please be familiar with the Preschool’s Illness policy listed in the Parent/Student Handbook. We will be enforcing our policy of exclusion if your child has any of the listed symptoms. We appreciate your diligence and understanding when we must exclude a child because they have an illness symptom present.

- **Travel Alerts**

- ✓ If anyone in a child’s household or a close personal contact (e.g. nanny) travels on an airplane, please notify the school in writing (preschool@milwoodbaptist.com) so we can monitor for any possible development of symptoms. The parents should consider keeping their child home for 5 days as an added precaution to other families.
- ✓ Parents and children returning from travel to areas with community spread of COVID-19 must follow the guidelines they have received from the local health officials (Texas recommendation – 10 days).
- ✓ Any parent returning from CDC Level 3 area or international travel area must notify the Day School in writing (preschool@milwoodbaptist.com) and the child should be kept home for 7 days. Children and staff who have traveled to a CDC Level 3 area or international travel will be excluded for 14 days.
- ✓ A parent who travels to a CDC Level 3 area or international travel area and does not notify the Day School in writing may forfeit their child’s spot in preschool, with no refunds or credits issued.
- ✓ Please stay up-to-date with the recommendations from the Centers for Disease Control – Travel information website.

5 | Enhanced Cleaning and Disinfectant Measures

- **Cleaning Products and Supplies**

- ✓ Milwood Preschool uses Lysol wipes, Lysol anywhere spray, and an EPA registered disinfectant, which is approved for use against SARS-CoV-2 (COVID-19). The staff will be trained how to use it effectively and safely. For instance, knowing how long the product must remain on the surface to be effective and using it safely around children.
- ✓ Teachers will disinfect each classroom at the end of the day after the children have left.
- ✓ The classrooms will be supplied with disinfectant wipes and hand sanitizer with at least 70% alcohol content. These items will only be used by staff and kept out of reach of children.

- **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 cleaned” bin to be sanitized at the end of the day.

- ✓ Staff will be cleaning and sanitizing other toys and surfaces frequently throughout the day.
 - ✓ The Preschool Director will focus on the Preschool hallways and classrooms each school day and will be focused on cleaning and sanitizing surfaces such as doorknobs, light switches, classroom sink handles, counter tops, toilet areas, tables, desks, chairs, and cubbies.
 - ✓ Classroom restrooms will be cleaned at least three times a day with Lysol wipes.
- **Cleaning and Sanitizing Bedding**
 - ✓ Clean sheets for nap cots and cribs will be provided and laundered by the Preschool. These sheets are changed out each school day. Each child in the baby class uses the same crib all year long.
 - ✓ Blankets and “loveys” will be kept in the child’s backpack in their cubby. They will be stored in the backpack after nap time instead of the cabinets inside the classroom. If you cannot afford to purchase a KinderMat from Target, Walmart, or Amazon, then your child’s nap mat will be sprayed down with a fabric friendly disinfectant and left to dry for the appropriate time before being put away in the cabinets. All other plastic KinderMats will be wiped down with Lysol wipes before being put away.

6 | Caring for Infants, Toddlers and Preschoolers

- **Holding, feeding and helping**

The hardest part about social distancing is the thought that we will not be able to give the snuggles and hugs like we are used to. However, we know it is still important to comfort crying, sad and anxious children; so, in order to provide the safest environment possible for our children and staff, the teachers will wear face masks or shields, to the extent possible, when in close contact with the children. If a staff member is not able to wear a face covering, they will exercise the best respiratory practices, like covering their mouth if they have to cough, not talking directly in the child’s face as much as possible, and washing their and the child’s hands as soon as able.

7 | Healthy Hand Hygiene and Face Mask Wearing

- **Handwashing: Frequency**

Handwashing is the number one method of stopping the spread of an infectious disease in a school community. Milwood Preschool has always placed high value on good handwashing practices, and we will be placing even more emphasis now. Each classroom is equipped with a child-size sink to make it easier for children to wash their hands themselves, but teachers will supervise as necessary to ensure good handwashing techniques are being used. The teachers will have lessons about handwashing included in their curriculum so that the children can develop the healthy habit of frequent and correct handwashing. 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, and after outside playtime.

Bottles of hand sanitizer will be spread out throughout Milwood Baptist Church and we encourage everyone to use some before entering common areas to drop-off or pick-up your child.

- **Handwashing: Method**

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. Milwood Baptist Church has “touchless” automatic soap dispensers in their four main bathrooms. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 70% alcohol will be used if soap and water are not readily available. (For example: when transitioning from crafts to centers or centers to circle time)

- **Face Mask Wearing**

The staff will wear face masks at drop-off, pick-up and in between to the extent possible.

8 | Food Preparation and Serving

- **Snacks**

Snacks will be prepared for individual serving and, as always, they will be served in the child's individual classroom. Staff will wear gloves when preparing and serving food to the children.

- **Lunch**

Please reference the policy in the Parent/Student Handbook for complete details about providing a lunch for your child. We are also asking that EACH serving container (top and bottom) be labeled with your child's name or initials so they can be easily identified if separated from your child during lunchtime. Children should not bring food to share with others.

- **Water**

Please provide a water bottle that is clean with fresh water for your child each school day. Clearly label the bottle with your child's name in a manner that it will not rub or come off. Teachers will refill water bottles as needed while wearing gloves to avoid spreading germs at fountains and sinks.

9 | Preparing Your Child to Return To/Start School

Many children have some form of separation anxiety when beginning school or being away for an extended break. After months of spending lots (and lots) of time with you during a period where there has been some level of stress and anxiety when outside interacting with other people, we expect that this may be a difficult transition.

We are planning to have our annual "Open House" on Thursday, September 3rd. This will be for families to come and to meet your child's teachers and see the classrooms. You will receive your "Open House Meeting Time" on or before September 1st.

10 | Milwood Baptist Church Staff and Employees

Milwood Baptist Church and Milwood Preschool have agreed to immediately notify one another if someone on either staff or an immediate constituent has contracted COVID-19 so that we can determine if there was any potential for cross contamination.

11 | Financial Responsibility Policy

Milwood Preschool's Registration Form signed upon confirming their child's spot is still in effect. However, the following additions and changes to each family's financial responsibility is being added and shall be confirmed upon this document being signed by the parent who originally signed the Milwood Preschool Registration Form.

- Should the community be ordered to shelter-in-place and the school must close, the first 30 days will not be eligible for a refund or credit.

- Pro-longed 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.
- If Milwood Preschool or AISD is advised by the local health authorities to close for a quarantine of 2 weeks or less or if Milwood Preschool decides to close for 24 hours, the tuition for that period will not be eligible for a refund or credit.
- Tuition will NOT be collected in the event that local health authorities call for a shelter-in-place for more than a two week period.

12 | Covid-19 School Attendance Waiver

The below waiver must be signed on or before September 1st, 2020 and mailed or emailed to the office for your child(ren) to be allowed to attend Milwood Preschool.

Director Email: preschool@milwoodbaptist.com

Registration Email: registration@milwoodbpatist.com

Mailing Address

Milwood Baptist Church
Milwood Preschool
12217 Cassady Drive
Austin, TX 78727

The virus that causes COVID-19 can infect people of all ages. While the risk of serious illness or loss of life is greatest in those 65 years of age and older and/or are immune compromised, persons in every age group can get COVID-19 and some will have a severe illness.

We should all be thankful that, with rare exceptions, COVID-19 is not claiming the lives of our children. However, we can never forget that a child with a mild or even asymptomatic case of COVID-19 can spread that infection to others who may be far more vulnerable.

COVID-19 is spread from person to person through contact that is close enough to share droplets generated by coughing, sneezing, speaking and even just breathing. COVID-19 can also be spread by touching objects where contaminated droplets have landed. Because of this easy manner of transmission, an infant, child, or young person who is infected with COVID-19 can spread the infection to others they come in close contact with, such as members of their household, teachers, or other caregivers. We have learned that infected persons with mild or even no symptoms can spread COVID-19.

These facts are vitally important when considering returning to the Milwood Preschool environment and should be considered by each parent before returning their children to our program. Milwood Baptist Church, and Milwood Preschool are taking specific measures, as recommended by the CDC and Texas health authorities, to promote a safe environment, but each family has to understand the inherent risk of their child participating in any kind of group care. We do not expect young children to effectively social distance from other children in their small class. We expect that infants, toddlers, and preschool aged children will, for example, continue to play in proximity to one another, share toys, or touch surfaces that may not be sanitized. Young children also need help from their teacher that require close contact, for example, putting on clothing items, putting their lunchbox away, or need help with restroom and diapering needs. Young children may also seek, and emotionally benefit from, comfort when sad or anxious. While our staff will generally not initiate hugs, it is expected that children will need hugs at time, thus, there will be some physical contact between teacher and children. To the extent possible, the teachers will remain with the same groups of children. However, there

will inevitably be times when, for example, the teacher needs to take a break or is out sick and another teacher will step in from another group to cover them.

All of these factors mean that while Milwood Baptist Church and Milwood Preschool will take certain precautions recommended to combat the spread of COVID-19, these measures will differ from those suitable for other social, business and commercial settings that adults may be more familiar with.

Therefore, as a parent or guardian, I agree that I will monitor the health of my/our child(ren) and not send them to the Milwood Preschool if my child(ren) are displaying any symptom of COVID. I agree not to send my child(ren) to Milwood Preschool if my child (or any of his or her siblings), or any other member of our household or any other person with whom we have been in close contact, are showing symptoms of COVID-19. I agree to seek COVID testing promptly and report results to the Preschool office given the implications for other children, families, and staff. Likewise, I understand that parents or guardians should protect any vulnerable persons who are members of the same household or come into frequent, close contact with infants, children and youth who attend Milwood Preschool.

I understand that participating in Milwood Preschool or accessing the Milwood Baptist Church facilities could increase the risk of contracting COVID-19. Milwood Baptist Church can in no way assure, guarantee or warrant that COVID-19 infection will not occur though participation in our program or by accessing our facilities.

I understand that I may and should consult my family's health care providers about the risks of COVID-19 and participation in the Milwood Preschool program and to do so as conditions surrounding COVID-19 change.

By signing below, I acknowledge receipt of the Milwood Preschool COVID-19 Response Plan and, particularly, this Covid-19 School Attendance Waiver (the "Waiver and Release"). I am 18 years of age or older, of sound mind, and understand and agree to the terms of this Waiver and Release. I have been afforded the opportunity to review the contents of this Waiver and Release with an attorney of my choosing if I believed it was necessary to do so, and am under no legal obligation whatsoever to enroll my child(ren) in the Milwood Preschool program or to continue to do so.

I understand and acknowledge that participation in Milwood Preschool may expose me, members of my family, or those with whom I have close contact to COVID-19 and to a risk of COVID-19 infection. I understand that medical research regarding the potential for infection with and harm caused by the COVID-19 is ongoing, and that no widely-accepted vaccine against or cure for COVID-19 is currently available.

As a result, I understand that the potential risks associated with exposure to or infection with COVID-19 are not fully known, but may include significant and serious illness, bodily injury, disfigurement, temporary or permanent disability, and/or death. Nevertheless, having considered the risks of participation in the Programs, including those outlined in this Waiver and Release, I have determined that I desire for my child(ren) to participate in the Milwood Preschool program, of my own free will and out of my voluntary desire for my child(ren) to have the benefit of the Program. Accordingly, for good and valuable consideration, including without limitation the opportunity to participate in the Program, I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN THE PROGRAM, INCLUDING WITHOUT LIMITATION THE RISK THAT I, MY CHILD(REN), FAMILY OR OTHER PERSONS WITH WHOM I MAY COME IN CLOSE CONTACT, MAY BE EXPOSED TO OR BECOME INFECTED WITH COVID-19. I HEREBY, FOR MYSELF AND MY CHILD(REN) AND MY AND THEIR RESPECTIVE HEIRS, SUCCESSORS, AND ASSIGNS, AND ALL THOSE CLAIMING BY OR THROUGH ME OR MY CHILD(REN), WAIVE, RELEASE, AND AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS MILWOOD BAPTIST CHURCH AND ITS AGENTS, EMPLOYEES, MINISTERS, TEACHERS, TRUSTEES AND VOLUNTEERS (COLLECTIVELY, "INDEMNITEES") FROM AND AGAINST ANY LIABILITY, LOSS, EXPENSE, OR OTHER DAMAGE—INCLUDING PERSONAL INJURIES, PROPERTY DAMAGE, DEATH, COSTS OF COURT, AND ATTORNEY'S FEES—ARISING FROM, RELATING TO, OR IN CONNECTION WITH THE PARTICIPATION OF MY CHILD(REN) IN THE PROGRAM, **INCLUDING THOSE WHICH ARISE OR ARE ALLEGED TO ARISE FROM THE NEGLIGENCE OF ANY INDEMNITEE.**

I have read, understand, and agree to the above COVID-19 Response Plan and the Release and Waiver contained in the Covid-19 School Attendance Waiver.

Parent/Guardian Signature

Today's Date

Parent/Guardian Name

Names and ages of child(ren) attending: _____

PARENT/GUARDIAN #2 (IF APPLICABLE)

Parent/Guardian Signature

Today's Date

Parent/Guardian Name