



RETURN TO CAMPUS PLAN September 1, 2020

We all share the responsibility of The Mustard Seed community's health and wellness. The Mustard Seed remains committed to providing a safe and loving children's ministry at St. Luke's Episcopal Church. Mustard Seed families will be asked to commit to supporting the health, wellness, and safety protocols, and must agree to keep children home when they are not feeling well, have COVID-like symptoms or have been potentially exposed. The Mustard Seed is following the CDC, Texas Health and Human Services, and Diocesan guidelines for reopening Child Care Centers.

Daily Health Screening

- Temperature checks upon arrival for staff and children. Anyone with a temperature of 100.0 or higher will not be allowed to attend school.
- Any employee or child who has any of the following new or worsening signs or symptoms of possible COVID-19 will not be allowed to attend school: Cough - Shortness of breath or difficulty breathing - Chills - Repeated shaking with chills - Muscle pain - Headache - Sore throat - Loss of taste or smell - Diarrhea - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit – Known close contact with a person who is lab-confirmed to have COVID-19
 - Employees or children with the new or worsening signs or symptoms listed above will not be allowed to return to school until all three of the following criteria are met: At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and a negative COVID-19 test or a medical professional's note clearing the individual for return based on an alternative diagnosis.
 - Any employee or child who is lab-confirmed to have COVID-19 or been in close contact to a person who is lab-confirmed to have COVID-19 must not return to school until the end of a 14-day self-quarantine period from the last date of exposure.

Require Sick Children and Staff to Stay Home

- Communicate to parents the importance of keeping children home when they are sick.
- Communicate to staff the importance of being vigilant for symptoms and staying in touch with the director if or when they start to feel sick.
- Children and staff who come to The Mustard Seed sick or become sick while at school will be sent home as soon as possible.
 - Sick children will be kept separate from well children until they can be picked up
 - A parent or caregiver must pick up the sick child within one hour of being notified
 - The well children will move to an outdoor space or another indoor location, so the room can be disinfected with Lysol, Clorox or another disinfectant. Exterior windows will be opened for increased ventilation.
- Sick staff members or children will not be allowed to return to school until they have met the criteria to discontinue home isolation listed in the section above.

Preventative Health Measures

- All Mustard Seed staff will be required to view a two-hour online training, provided by the state, on preventing the spread of COVID-19. Their certificate of completion will be kept in their employment file located in the church office.
- All staff will have a training on the first day back to work, before children start school, on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Frequent handwashing (upon entering the classroom, before and after handling food or drinks, diaper changes and assisting children with the potty, etc.). Hand sanitizer will be available for children older than 24 months, when soap and water is not readily available (limited use during outdoor play).
- Our already high standards for cleaning will be intensified with more frequent cleanings throughout the day of high-touch surface areas. Including a thorough deep-clean after children have gone home. Increased frequency of carpet cleaning.
- Soft-surface and other hard to clean items will be removed from the room.
- Manipulatives will be placed in containers for the children to select and play with. After the child is done playing with the manipulative, the toy will be placed back in the container, and put away until it can be cleaned.
- Children will have their own art supply box, instead of sharing items.
- Children will not be allowed to bring toys back and forth from home. Parents are welcome to provide a toy that brings comfort to their child, “a lovie”, that can be kept in the classroom. If this is a soft toy, it will be laundered frequently by The Mustard Seed staff.
- No shared food or drinks. Students’ water bottles will be labeled with their first and last name.

Social Distancing

Engaging in play is an integral part of a child's development. If such distancing is not feasible, other measures such as hand hygiene, cough etiquette, cleanliness, and sanitation will be rigorously practiced. We will do our best to adhere to the following protocol:

- Minimize time standing in lines, keeping children at safe distances apart from each other.
- Limit the use of water tables and sensory tables, and have children wash or sanitize their hands before and after using these play stations.
- Increase the distance between children during table work and while eating.
- Incorporate more outside activities, where feasible.
- We will do our best to not intermix the two Mustard Seed classes (or with any SLES class) in areas outside of the classroom, e.g. playground, Chapel or music-and-movement.
- At this time, we will not have indoor group gatherings with parents and students.

Protective Equipment

- Staff will at all times wear either a mask or protective face shield.
- Staff will wear an outer layer top, i.e. medical scrubs, apron, lab coat, etc., that can be swapped out if secretions get on it.
- Children in the older classroom, The Noah's Ark room ages 2 – 3, will be encouraged to wear mask when in close proximity to their classmates indoors. The children are young, so this will be a learning opportunity for their teachers' to educate them on the proper way to wear a mask. Some of the children will already be used to wearing face mask while out in public, but we understand that this may not be the case for all children. We do not want this to be a traumatic experience for the child, so the wearing of face mask will be encouraged, but not strictly enforced. Mask will not be worn while outdoors on the playground or front lawn.

Drop-off and Pick-up

- Drop-off and pick-up will occur outside of the building using a carpool line. A staff member will take the child's temperature when greeting the child upon arrival and before their parent or caregiver leaves.
- The two classes' drop-off and pick-up times will be staggered by 15 minutes.
- Child and staff will wash hands when entering the classroom.
- If a child is dropped off or picked up outside of curbside time periods, parents are required to wear a mask inside the building and asked not to come inside the classroom.
 - Only staff, students, our state licensing representative and professionals providing services to a child will be allowed in the classroom. For example, speech or occupational therapist (this is typically an hour visit in the classroom with the child one to two times a month). Any non-Mustard Seed staff must show employment identification and will be screened and required to wash hands. They will be asked to try and keep a distance from children other than the one they are there to visit with.

If a Lab-Confirmed COVID-19 Case Occurs

- Texas Health and Human Service and our child care licensing representative will be contacted to report the presence of COVID-19 in our facility. They will advise on re-opening procedures.
- Mustard Seed parents will be notified that there is a confirmed case, but names will not be disclosed.
- Areas used by the person who is sick will be closed off.
- Outside windows will be opened to increase air circulation in the areas.
- Wait up to at least 24 hours to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as classroom, bathroom, and common areas.