

## **Red Oak ISD After the Bell Parents Handbook COVID-19 Addendum**

As Red Oak ISD plans for the 2020-21 school year and a safe return to school on Thursday, August 20, 2020, we know that we must be prepared to provide the excellent education that our community expects. In the midst of the unknowns of COVID-19 and guidance from the Texas Education Agency (TEA) on the requirements to reopen schools this fall, ROISD's top priority has and always will be the safety and well-being of our students, families, and staff.

### **Contact Information**

- ❖ During the re-enrollment process all information will be updated so we can have the most up to date contact information for your students. During this time it is imperative that the program has two emergency contact numbers, in order to be able to reach you quickly in case of emergency.

### **Screening**

- ❖ At the beginning of each week you will be asked to complete a Health Assessment form for your student via email. The screening will include checking for these symptoms including fever, cough, and shortness of breath, gastrointestinal symptoms, new loss of taste/smell, muscle aches or any other symptoms of illness. Also, household contact with COVID-19, or travel activity as required by the Center for Disease Control (CDC).
- ❖ Throughout the week we ask that if any of the symptoms start that you contact us as soon as possible
- ❖ Individuals who decline to complete the screening will not be permitted to enter the program.
- ❖ Before entering into the program the staff will screen children for any symptoms
  - If a child does not pass the screening, parents and guardians will be notified the child must be picked up
- ❖ Staff will also be completing the same screening procedure on a daily basis

### **Drop Off Procedures**

- ❖ Students who have completed all required screening will enter the program, place personal belongings in an individual basket and wash their hands
- ❖ After the Bell will follow ROISD policies for facial coverings.
- ❖ The students will be placed in small groups, those groups will not have close contact with other ATB groups.

### **Pick Up Procedures**

- ❖ In accordance with Health and Human Services Emergency Rules for Childcare, parents must complete the pick-up and drop-off of children outside of the operation.
  - Should the parent/guardian have legitimate need to enter the site you (parent/guardian) will be screened as provided above.

- ❖ Parents will notify ATB via remind or phone call at least 10 minutes prior to arrival
- ❖ Upon arrival, please place ATB name tags in the window visible to ATB supervisors.
- ❖ Students will exit the building under visual supervision of authorized pick up and ATB supervisor.

## **PPE**

- ❖ After the Bell staff are required to wear face mask
- ❖ Staff will wear gloves for following activities; food preparation, screening, administering medication or as they choose to wear them. Handwashing is also required before and after these activities.

## **Programming Measures**

- ❖ Learning centers have been redesigned to minimize sharing and also to promote social distancing.
- ❖ Students will be grouped in close age groups and the ratio not to exceed 1:10(staff to child)
- ❖ Items that cannot be easily washed (stuffed animals, pillows, etc.) as well as rugs have been removed.
- ❖ Shared items and sensory items that cannot be disinfected (playdough, sand etc.) have been removed and will be replace with individual sensory experiences.
- ❖ Rotations will be set up in 45mins to 1 hour increments throughout the program. All staff and children will be washed during every transition and between rotations
- ❖ There will be spaces between activities to rotate between, always leaving extra space open in between rotation for cleaning
- ❖ During snack time students will be seated at the tables with at least two open spaces in between each student and they will wash hand before and after snack time
- ❖ Activities will be conducted with social distancing in mind. The staff will redirect the students from getting to close to one another.
- ❖ Students will receive their own tote box with items that are just for them i.e crayons, scissors, glue, playdough

## **Handwashing**

- ❖ Handwashing is the most effective way to stop the spread of germs. Students and staff will wash their hands with soap and water for no less than 20 seconds and they will dry them with a paper towel. They will have to do this with the following activities:
  - Upon entry into the program space
  - When coming into the cafeteria from outside
  - After sneezing, coughing or nose blowing
  - After using the restroom
  - Before handling food
  - After touching or cleaning surfaces that may be contaminated
  - After using shared equipment
  - Before and after administering medication
  - After contact with face mask
  - Between changes of gloves

## **Cleaning Procedures**

- ❖ The After the Bell staff will ensure that all equipment is properly sanitized or disinfected to prevent the spread of the COVID-19. Our goal for safe cleaning is using the safest amount of cleaning, sanitizing or disinfecting product.

- The sanitizing and disinfecting solution that is used in our After the Bell program is the Alpha-HP surface cleaner, soap and water.
- Manufactures instructions are followed
- The program will intensify our cleaning and sanitizing practices, we will be paying extra attention to frequently touch objects and surfaces, including door knobs, bathroom, sinks, game system and tablets.
- We will clean and disinfect toys and activities items used by the students more frequently than usual
- There will be a table for cleaning and disinfecting toys during transition.

### **Illness polices and isolation procedures**

- ❖ After the Bell staff will be monitoring the students throughout the time they are in the program for symptoms including fever, cough, shortness of breath, diarrhea, nausea, vomiting, etc. Students who appear to be ill or exhibiting signs of the illness must be separated from the group and isolated until the parent/guardian picks them up from the site. A staff member will use a non-contact thermometer if a child is suspected of having a fever of 100.0 or above
  - If a student appears to be having severe symptoms we will call 911 immediately and then we will call a parent/guardian.
  - The student that has been isolated will be made comfortable and properly supervised by a staff member wearing PPE until the student is picked up.
  - Children experiencing symptoms will follow the ROISD policy for returning to school and ATB.

### **COVID-19 Exposure of Staff and Children**

- ❖ After the Bell will follow ROISD procedure for notification and subsequent actions if a child or staff member is exposed to COVID-19

This document is subject to change based on the latest guidance from the Center for Disease Control (CDC), the department of Public Health, Red Oak ISD and Texas Education Agency.

Please contact the Program Coordinator or The Child Care Director if you have any questions.

Program Coordinator: Crystal Jackson 972-617-4660 ext.7

Childcare Services Director: Tia Wilson 972-617-4660 ext.2

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I understand the policies and protocols may change based on the public health data, information from CDC, HHS, and ROISD. I will adhere to the Red Oak ISD After the Bell program COVID-19 Addendum added to the provided Parent Handbook.

**Students Name:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_