



# Meadowbrook School

## COVID-19 Pandemic Plan

Updated: July 19, 2020

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The health and safety of our children, staff, and families is paramount. The below-listed policies and procedures are designed to help parents understand their role and the school's role in providing and maintaining a safe and healthy school environment. And we would like to partner with you as we start school. These policies and procedures will be followed to the greatest extent possible, 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 and keep a copy available for review as necessary.

First, our goal is to open school on campus on September 1 with distance learning as the alternative for class instruction should the need arise. We will not be offering concurrent classroom and distance learning instruction, although we have some accommodation strategies for COVID related absences.

### 1 | Health Protocols

Meadowbrook will be guided by local, state, and national data from OSHA 3990 Guidance on Preparing Workplaces for COVID-19, Dallas County's Executive Order(s), Governor Abbott's Open Texas Checklist for Child Care Operations, CDC guidelines, Texas Health Department of State Health Services (DSHS)'s COVID-19 guidelines, and Texas Health and Human Services (THHS) Child Care Regulations.

Our goal is to be transparent with you regarding COVID-19 issues. We will continue to monitor updates and provide guidance to our families as needed. Meadowbrook will revise this Policy as necessary to comply with any guidance and directives from the state and federal governments and agencies.

The areas of guidance the CDC and Texas Minimum Health Protocols address that are specifically included in our school policies and procedures, are sourced from the following CDC guidelines:

- ✓ [social distancing strategies](#)
- ✓ [cleaning and disinfecting efforts](#)
- ✓ [drop-off and pick-up procedures](#)
- ✓ [screening procedures upon arrival](#)

The staff is taking additional health and safety training classes related to COVID-19 this summer through the Texas A&M AgrilLife Extension. These classes are:

- ✓ Special Considerations for Infection Control during COVID-19
- ✓ Providing High Quality Experiences during COVID-19 for Emergency Child Care Settings

## 2 | Preventative Measures

- **Parental Support Outside School Hours**

Since the Meadowbrook method of teaching allows for children to intermingle, parents and staff should be aware that their actions at school and at home play a critical role in reducing the risk of disease transmission in our school community. Staff and parents are asked to follow CDC and local social distancing guidelines outside of school hours to decrease the risk of exposure for your child and thus your child's class.

- **Staying Home if Child Is or Acts Ill**

It is vital to **keep your child home if he/she is ill or acting in such a manner that you believe he/she is becoming ill**. We want to depend on you to honor each other in sending your child to school only when healthy and to be as vigilant as possible in monitoring for symptoms and communicating with the administration office. Please do not give your child fever reducing medicine and send them to school if they have an elevated temperature. In some cases, documentation of clearance to return to school may be required. Please email ([amy@meadowbrook-school.com](mailto:amy@meadowbrook-school.com)) if you have any questions. Or you can always call the office.

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

If a child should become ill while at school, an administration team member will stay with them in a separate room near the office where social distancing requirements are met, until a parent can pick them up. We will treat all febrile and respiratory infections as a potential infection. If possible, we encourage the designated parent or child caregiver, who normally drops-off/picks-up be the person to pick up the ill child from school. An ill child should be picked up as soon as possible and hopefully within *30 minutes* of hearing from the office. If a staff member should become ill while at school, she will notify the administration office and exit the school. Cleaning and disinfecting of the room will be completed immediately by a designated staff member.

- **If COVID-19 is Confirmed in a Child or Staff Member**

If your child, a staff member, a member of your child's household or person with whom your child has had close, prolonged contact, such as a nanny, is confirmed with COVID-19, please notify Meadowbrook via phone call or email ([amy@meadowbrook-school.com](mailto:amy@meadowbrook-school.com)) *immediately and no later than 24 hours* of the diagnosis. The CDC defines close, prolonged contact as unmasked contact within 6 feet for greater than 15 minutes.

The office will contact the Dallas County Health Department and Child Care Regulation for guidance on how to respond.

Children or staff with confirmed or presumed positive COVID-19 may not return to school until all four criteria from the Texas Department of State Health Services have been met:

- ✓ 10 days since onset of symptoms AND
- ✓ 72 hours since last fever > 100.4 without the use of Tylenol or ibuprofen AND
- ✓ Improvement in respiratory symptoms AND
- ✓ Documentation of clearance to resume participation at school from a physician.

To return to school, your child must meet the above criteria OR have a negative COVID-19 test.

The child or staff member should quarantine for 14 days if they have close, prolonged contact with a known COVID-19 patient.

- **Allergies**

Children or staff who show persistent signs of runny nose, coughing and other respiratory issues due to seasonal allergies will need to obtain documentation of clearance to participate in school. If symptoms are persistent after two months, you will need to obtain a subsequent documentation of clearance to continue participating in school. Please tell staff during the daily screening about any allergy symptoms your child may be experiencing that day.

- **Preparing COVID-19 Appropriate Supplies**

Meadowbrook is purchasing supplies, such as non-contact infrared thermometers, gloves, masks, eye protection, and touchless soap and hand sanitizer dispensers.

- **Educational Options for Students Affected by COVID-19**

Ideas being considered for our children who have to miss include live streaming, learning materials sent home, and Zoom interaction with teachers. More to come as the year unfolds!

- **Group Events**

For the time being, Meadowbrook will not hold group events. This includes any school-wide functions, and any individual class parties, if held, will be considered non-parent events.

- **Limiting Access to the School**

Only the following will be allowed to enter the school:

- ✓ Meadowbrook staff (teachers and administrators);
- ✓ Persons with legal authority to enter, including law enforcement officers, Licensing staff, and Department of Family and Protective Services staff;
- ✓ Professionals providing services to children;
- ✓ Enrolled children (non-enrolled siblings or other children may not enter);
- ✓ Parents. However, parents will only minimally be allowed to enter the building. Also, only 1 parent will be allowed entrance to the building.

Tours of the school will not be conducted during school hours.

### 3 | Social Distancing Strategies

- **Class Sizes and Classroom Space**

To minimize exposure, the children will remain in the same classroom each school day. They will not be with other classes during the school day. Toys and materials that cannot be easily cleaned and sanitized will not be used. The children will have individual sets of crayons, markers and other art supplies, and there will be no shared sensory materials (such as shared playdoh and sand) that cannot be sanitized. When children arrive, they will wash their hands with soap and water. Between use of shared learning tools, children will sanitize their hands.

- **Playground Time**

Outside playtime will follow a staggered schedule, and each class will have a designated time. High touch metal and plastic surfaces will be disinfected after use by each class (including the picnic tables and handrails) by a designated staff member.

- **“Specials” Classes**

The teachers for our “specials” classes, which include music, PE, and drama will hold their classes outside as much as possible. The “specials” teachers will wear a mask and eye protection to help minimize the potential of spreading infectious disease.

## 4 | Parent Drop-Off and Pick-Up Protocols

- **Designated Parent/Caregiver**

If possible, one parent or caregiver should be designated to drop-off and pick-up the child at school each day. If possible, older caregivers, such as grandparents or immune-compromised loved ones, should not be the designated person, because they are more at risk.

- **Drop-Off Protocols**

- ✓ Drop-Off of children will occur as in previous years through a carpool system.
- ✓ Carpool times will be staggered by class to minimize combining groups of children.
- ✓ Each child will be screened before the child is dropped off. Please see details about the screening process in Section 5. Drivers and family members may be screened.
- ✓ As children arrive, small groups will be taken to their classroom by a staff member.
- ✓ Late Drop-Off: please try to be on time when dropping off. If you are late, please call the administration office from your car in the regular carpool location so that an administrator can screen your child and escort them to his/her classroom.

- **Pick-Up Protocols**

- ✓ Pick-Up of children will occur as in previous years through the carpool line. Children will be staggered and socially distanced in different locations while they wait for pick up.
- ✓ Late Pick-Up: Meadowbrook will still be following the Late Pick-Up policy that is outlined in the Operational Policies and Procedures, such as pick up within 15 minutes of dismissal.

- **Communication**

Since we will not have as much of the regular face-to-face contact we normally have during the drop-off and pick-up process, the teachers and administration are available for phone calls and emails to answer any questions or concerns you might have. You can let your teacher know which type of communication you prefer. We highly value each of you and want to offer compassionate and helpful support with each of you in these complex times.

## 5 | Screening: Staff, Children and Parents

- **Who Will be Screened**

The following individuals are required to be screened before entering the facility each day:

- ✓ Meadowbrook Staff
- ✓ Persons with legal authority to enter, including law enforcement officers, Licensing staff, and Department of Family and Protective Services staff
- ✓ Professionals providing services to children
- ✓ Enrolled children
- ✓ Parents

- **Screening**

Upon dropping your child off, he or she will be screened for the following:

- ✓ Temperature check:  
Using a non-contact infrared thermometer, the child's temperature will be checked. 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. Other persons in the car may be screened as well.
- ✓ Symptoms of COVID-19, including:  
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 measured temperature >100.4\* Fahrenheit.
- ✓ Review of close contacts and if any have had a lab-confirmed case of COVID-19.

Meadowbrook's Health/Illness policy is listed in the Operational Policies and Procedures.

- **Travel Alerts**

For the safety of the Meadowbrook community, stay up to date with the recommendations from the CDC Travel information website and please practice safe guidelines.

## 6 | Cleaning and Disinfectant Measures

- **Cleaning Products and Supplies**

- ✓ Meadowbrook uses EPA approved disinfectants and sanitizers for use against COVID-19. The staff will be trained how to clean effectively and safely.
- ✓ The classrooms will be supplied with disinfectant wipes and hand sanitizer with at least 60% alcohol content.

- **Cleaning and Sanitizing Toys, Materials and Surfaces**

- ✓ A staff member will daily focus on cleaning and sanitizing high touch surfaces.
- ✓ Touchless hand sanitizer stations will be available in classrooms.
- ✓ Between AM and PM classes, classrooms will be thoroughly sanitized.
- ✓ Restrooms will be cleaned twice a day.
- ✓ If there is a confirmed COVID-19 case in a classroom, Meadowbrook will follow the CDC's recommendations for disinfecting the classroom.

## 7 | Caring for Children

- **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 as we are accustomed to and enjoy doing. 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. Remember to add extra hugs at home since ours may be more limited this year!

## 8 | 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. Meadowbrook has always placed high value on good handwashing practices, and we will be placing even more emphasis now. Teachers will supervise to ensure good handwashing techniques are being used. The teachers will be building lessons about handwashing into their daily 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, before eating and after outside playtime. We hope you will continue teaching your children good handwashing at home too.

- **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. We have "touchless" automatic soap dispensers. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.

- **Face Mask Wearing**

The staff will wear face masks at all times. Based on survey results and CDC guidelines for children under 10, your child may wear a mask but will not be required, forced, or pressured to wear one. Adults will be *required* to wear a mask at all times while on campus, except when eating or drinking.

## 9 | Food Preparation and Serving

- **Snacks**

Snacks will again be provided by the parents, but they need to be in individually sealed packages. Snacks will be served outside (barring inclement weather). More information concerning snacks will be provided by room parents.

- **Lunch (Kindergarten only)**

Each serving container (top and bottom) should 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 at lunchtime.

- **Lunch Bunch and Enrichment**

Unfortunately, Lunch Bunch and Enrichment will not take place beginning the 2020-2021 school year to avoid combining children from different classrooms. We will reassess this decision after 60 days. We want to start the year and see how things go before we start these classes.

- **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. Water bottles will be kept in children's tote bags instead of a class basket as in the past, so be sure they do not leak.

## 10 | 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, starting school could be a surprising transition. In August you will receive information on class placement, resources for smoothly transitioning to your child to preschool, details about what your child will need to bring to school, etc.

"Parent Nights" will be held at the end of August. These meetings will be held virtually (more information coming soon).

## **11 | Financial Responsibility Policy**

The Meadowbrook contracts and policies signed through FACTS are still in effect. Because of COVID-19, our structure and style of teaching will look differently from previous years. Whether a student is in class or distance learning, teachers and staff will be working every day, and the teachers are the heart of any educational program. Teachers have been hired, and supplies have already been purchased, based on spring budgeting and student enrollment. In any school, the budget is predominantly teacher salaries. Therefore, our tuition policies remain the same with some minor considerations.

- In an effort to continue to meet our financial responsibilities, as well as to be sensitive to the challenging decisions that COVID-19 places on families, Meadowbrook's financial policy has added that, "Tuition is non-refundable, but in the event that a child's spot can be filled by a qualified candidate, tuition will be refunded."
- Should there be a protracted closure, the school tuition refund policy and distance learning program will be reviewed and evaluated. Understanding the longevity of a pandemic, distance learning is the only option for a school, and if so, it has to be maintained by a teaching staff.
- 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.
- Meadowbrook School, as it has for the last 50 years, will continue to operate financially, academically, and relationally with integrity and accountability to our families.