

# COVID-19 Protocol as of 01/01/2022

My Time Kids Academy has implemented the following additional guidelines during the current phase of the Covid-19 Pandemic. These guidelines may change as additional information becomes available and/ or updated criteria are sent from state officials. We will update families of any future changes via BrightWheel. We are regulated by childcare licensing and asked to remain compliant with the health department. There are schools that disregard the advice of APH or do not report cases. We are not one of those schools and follow the guidelines from Austin Public Health and other health officials.

## What to Bring to School

**All personal items must be clearly labeled** with the child's first and last name. Items not labeled will be labeled by staff with permanent marker.

All children should bring the following items each day.

1. Arrive in outdoor weather appropriate clothing including closed toe shoes, **no flip-flops**.
2. Water bottle (spill-proof sport bottle style)
3. **Nut-free snack**
4. **Nut-free lunch**
5. Beach towel (older students that rest for 30min following lunch)  
Fitted crib sheet & small toddler size blanket (Caterpillar class that naps from 12:15- 2pm)
6. Sunscreen/ Insect Repellant (applied daily **by parent prior to arriving** at MTKA)
7. Backpack or bag to carry all of the items that go back & forth each day.
8. **NOTHING ELSE**

Further explanation of each item above:

Even though items must be stored in cubbies, there is potential for them to get mixed up. **Please label everything.**

- **Outdoor Weather Appropriate Clothing:** We will spend as much time as possible outside each day. Send rainboots for rainy days as we will go out when it is safe to do so. Closed toe shoes are required for safety. Flip flops are not conducive to safe play on our play structure or field. Water shoes with straps may be sent in for splash days to be worn during water play.
- **Sport Bottle of Water:** clearly labeled with child's first and last name to avoid confusion. Please refrain from sending water bottles with screw top lids- they frequently spill and flood school furniture. Water only- no juices, milks, or shakes are permitted. Water bottles will be sent home daily- please send a fresh one each day.
- **Nut-free Snack and Lunch:** We are a NUT FREE campus. Please include a note in lunch or snack if peanut alternatives have been sent such as sun-butter. Children should be able to open all containers with minimal assistance. Please provide utensils if needed for certain foods.
- **Beach Towel:** (all classes other than Caterpillar) The towel provides a tangible way for children to maintain social distance during quiet time after lunch each day. We will teach children how to spread out their towel so they are not touching anyone else's towel and to remain on their towel to keep an appropriate distance from others during quiet time. This towel will remain in their cubby all week and go home at the end of each week to be washed. Blankets, lovies, pillows or bulky nap mats are discouraged as we do not have the space to safely store them.
- **Fitted Crib Sheet & Small Toddler Size Blanket** (only Caterpillar class naps from 12:15- 2pm)  
These children nap on nap cots that must be covered in a fitted crib sheet to lay on and a small

toddler size thin blanket to cover up with. These students may bring a lovey (to remain at school) and use during class nap time. Please refrain from sending “the special” lovey or blanket that must go home each night as this increases the home to school transfer of germs.

- **Sunscreen/ Insect Repellent:** Applied daily by parent prior to arriving at MTKA. Teachers will have a basket to store personal sunscreen & insect repellent in order to have access for reapplication, if necessary, after lunch.
- **Backpack or Bag:** necessary for carrying everything to and from class/ school
- **NOTHING ELSE:** Every item that goes back and forth between school and home has the potential to transport germs. To limit the transport, please make sure that your child brings only essential items to school each day. Toys, stuffed animals, purses, backpacks/ bags or unnecessary items of clothing are not permitted.

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### **SOCIAL DISTANCING STRATEGIES**

- Class group numbers will remain stable and include the same children each day.
- Teachers will remain assigned to their group/classroom and only rotate to other classrooms if there is no other alternative.
- My Time Kids Academy will institute curb-side student morning drop off and afternoon pick-up to limit direct contact between parents and staff members. Staff members assigned to drop off and pick up shall wear a mask while performing these duties.
- Entry to the campus will be limited to the following persons at this time per licensing guidelines:
  - Operation staff
  - Persons with legal authority to enter, including law enforcement officers, Texas Rising Star staff, Licensing staff, and Department of Family and Protective Services staff
  - Professionals providing services to children enrolled with MTKA
  - Children enrolled at MTKA
  - Parents on an as needed basis. Parents are permitted access to their child at all times- masks must be worn. Temperature checks and health screen are required for entry at any time.
- Staff will observe social distancing measures while maintaining 6 feet of distance from other staff and parents.
- State officials are not requiring children in childcare centers to wear masks at this time. Everyone recognizes the challenges these guidelines present for young children and for extended periods of time. Children over the age of 6 must wear masks when present on our campus (with the exception of eating/drinking and exercise).
- MTKA staff will wear masks in the building and during curbside pick-up/ drop-off. Following state regulations, staff may go without a mask during recess/ field time or when they are able to maintain 6-foot social distancing. MTKA staff will keep their mask around their neck or on their person when it is not covering their nose and mouth as to have immediate access to it at all times.

- MTKA will limit activities that may promote transmission. Children's activities will be constructed with social distancing guidelines in mind.
  - Limit the mixing of children, such as staggered playground times and keeping groups separate for special activities such as art, music, and gymnastics.
  - Naptime cots are spaced out as much as possible, ideally 6 feet apart. Cots will be arranged alternate head-to-toe to further reduce the potential for viral spread.
  - Circle time will be spread out using seat markers on the floor.
  - Spacing children during table activities and meals.
  - Children encouraged to observe personal space of others.
  - Discovery Room will be used by one assigned class each morning and one assigned class each afternoon- surfaces and items will be disinfected between each class use.
  - Velcro dots placed on the floor (appropriately distanced) designating where to stand while waiting in hallways.

## **INTENSIFIED CLEANING/ DISINFECTING EFFORTS**

- All bathrooms shall be routinely cleaned multiple times each day.
- High- touch items and surfaces shall be routinely cleaned, sanitized- especially toys and games, doorknobs, light switches, front door key-pad, sink handles, countertops, nap cots, toilet training potties, desks/ tables, chairs, and cubbies.
- All cleaning products will be used according to the directions on the label. For disinfection, EPA-registered, fragrance-free household disinfectants will be used.
- EPA-registered disposable wipes shall be available to child-care providers and other staff members so that commonly used surfaces can be wiped down before use.

### Clean and Sanitize Toys & Materials

- Toys that cannot be cleaned and sanitized will be removed from access.
- Toys that children have placed in their mouths or that are otherwise contaminated by bodily fluids shall be set aside until they are cleaned by hand by a person wearing gloves with water and detergent, rinsed, sanitized with an EPA-registered disinfectant, rinsed again, and air-dried. Designated bins for this purpose are in each room of our building.
- Toys that need to be cleaned shall be placed in a separate container marked for "soiled toys." These toys shall be disinfected before being permitted back in the rotation of play items.
- All classroom materials that are used each day, shared or not, will be cleaned AND sanitized at the end of the day. When possible, they may be cleaned and sanitized immediately after use.
- To the extent possible, each child will have their own materials (scissors, crayons, glue etc.). If unable to provide individual materials such as math manipulatives or counters, children will use hand sanitizer prior to use.

### Clean and Disinfect Bedding

- Each child's bedding/ beach towels shall be kept separate and stored in individually labeled bins or bags within cubbies (Caterpillar class).
- Nap cots in napping classes shall be labeled for each child and disinfected after each use.
- Personal bedding/ beach towels shall be sent home each week to cleaned.

## Handwashing

Staff and children shall wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol shall be used if soap and water are not readily available. Children will be supervised when using hand sanitizer.

All children and staff shall engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food
- Before and after administering medication or medical ointment
- After using the toilet or helping a child use the bathroom
- Before & after sensory play
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage

## **DROP/ OFF PICK UP PROCEDURE**

My Time Kids Academy will **institute curb-side morning drop off and afternoon pick up** to limit direct contact between parents and staff members and adhere to social distancing recommendations by officials and limitations of entry to the campus. **Parents are asked to remain in the vehicle at all times.**

- **Morning Drop Off:** \*\*\*Please observe staggered arrival times\*\*\*
  - Honey Bees & Bumble Bees, Firefly 9:00am
  - Caterpillar, Butterfly and Busy Bee 9:10am
- Park in spaces facing the MTKA building and wait for a staff member to conduct health screening from the passenger side of window of your vehicle. You may have to wait a moment in order to park in one of these spaces. For safety reasons, we will not be collecting children from vehicles parked elsewhere in our parking lot.
  - Remain in vehicle.
  - Daily Screening to include: questionnaire, temperature checks, visual health screening (see screening protocol section below)
- Parents will scan check in code using their personal cell phone in order to “check in” their child. This is to avoid contact with school iPad and limit transmission.
- Staff will collect children from **the passenger side** of the vehicle to promote efficiency and avoid congestion between vehicles. Parents may have to turn in seat to unbuckle children without exiting the vehicle.
- Hand hygiene stations (hand sanitizer) will be set up inside the entrance of the school. Students must apply upon entry- staff will dispense to avoid high contact.
- Curbside staff member will pass child off to staff member inside of the building. After your child has been escorted inside by staff, please depart from the parking space to allow others to park.
- Families with children in more than one drop-off category shall arrive at the 9:10am drop-off time.

- **Afternoon Pick Up:** \*\*\*Please observe staggered pick-up times
  - Honey Bees & Bumble Bees, Firefly 2:00pm
  - Caterpillar, Butterfly, BusyBee 2:10pm
  - After-Care: please call 512-291-7730 when you arrive to reach the MTKA office. They will escort your child to your car.
  - Please be on time as staff must still return to the building to complete cleaning and disinfection duties for the day before they may leave.
- Park in spaces facing the MTKA building with your NAME CARD **clearly visible** in the front window. You may have to wait a moment in order to park in one of these spaces. For safety reasons, we will not be walking children to vehicles parked elsewhere in our parking lot.
- Curb-side staff will radio call for the staff member inside to escort your child to the front door.
- Please wait for a curb-side staff member to escort your child to the **PASSENGER** side of your vehicle. **Children will load the vehicle from the rear passenger door regardless of the location of their car seat.**
  - At this time, please scan the “check out code” and then wait for staff to leave before you exit the car in order to secure your child in their car seat. Please scan check out code FIRST.
- Parents will scan check in code using their personal cell phone in order to “check out” their child. This is to avoid contact with school iPad and limit transmission.

### **SCREENING PROTOCOLS- STAFF & CHILDREN**

Staff or students with a temperature of 99.6°F or above (contactless or tympanic) or other signs of illness will not be admitted to the facility nor permitted to return until they are symptom free for 48 hours without the aid of medication. Please be on the alert for signs of illness in your children and keep them home when they are sick or or ANYONE in your household is exhibiting symptoms. **All students and staff will be screened upon arrival to school each day as well as throughout the day at scheduled times.**

- Please take your child’s temperature before coming to MTKA to ensure they do not have a temperature of 99.6’ or higher. Children will be screened again upon arrival using thermometers belonging to MTKA. The readings from our thermometers will be the final temperature logged for the day. Temperatures that register as a fever (99.6°F or higher) will be confirmed by a second staff member.
- Staff will make a visual inspection of the child for signs of illness to include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, excessive runny nose, or extreme fussiness- as well as the list of symptoms in the MTKA Parent Handbook. Please refer to the chart at the end of this document for specific protocols to be followed should symptoms be present at morning drop- off or arise after the child has been admitted to the program day.
- Staff and children will undergo a health screening “re-check” each day after lunch and before rest. These temperatures will be logged in the class temperature log each day. Staff or students with a temperature of 99.6°F or above (contactless or tympanic) or other signs of illness will immediately be brought to the office- parents contacted for immediate pick up (staff sent home). Should the parents not be able to pick up the child within 30 minutes of the phone call, the emergency contact person will be called to pick up the child. The child or staff sent home will not be permitted to return until symptom free for 48 hours pending the “return to school” options listed in the policies/ protocols included below.

Any employee or child who has any of the following new or worsening signs or symptoms of possible COVID-19 shall be sent home immediately at the discretion of the Director on Duty. If parents are unable to promptly pick up the child, the emergency contact person on file will be contacted to do so:

- Cough (new, consistent or worsening)
- Runny nose (clear or colored mucos)
- 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 99.6 degrees Fahrenheit (contactless or tympanic)
- Known close contact with a person who is lab-confirmed to have COVID-19

**Please note:** Test results submitted must PCR or Rapid Antigen tests from a medical professional/ facility and include: findings, type of test performed/ administered, date and medical facility contact information, medical professional's signature or stamp. Results from home test kits, self-test kits provided by employers, and self-administered test will not be accepted due to inaccuracies in testing and outside variables.

#### Exclusion from Work- Staff:

Employees with the new or worsening signs or symptoms listed above may not return to until:

- The individual may return to work when **all three** of the following criteria are met:
  1. at least 2 days (48 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
  2. and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath);
  3. and at least 10 days have passed since symptoms first appeared: or –
- In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above;  
**OR –**
- If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

STAFF that have been exposed or possibly exposed to a positive case and are not exhibiting COVID-like symptoms will be required to:

- monitor for symptoms from home for 5 full days,
- test on Day 5 from exposure to someone with suspected or confirmed COVID-19.

Based on PCR or Rapid Antigen test results from a medical professional/ facility:

Staff may return to work after a negative test on Day 5, as long as they remain symptom free and commit to strict mask use when on campus for a full 10 days from the exposure date. Should symptoms arise or a positive test result, the staff member must isolate for a minimum of 10 days and may not work during this time- based on current Austin Public Health recommendations.

\*Austin Public Health & My Time Kids Academy recognize an individual as “fully vaccinated” when the last dose/booster was administered 14-days prior to the exposure date or within previous 6 months.

### Exclusion from Care- Child:

If a parent believes that they or the child has had close contact to someone with COVID-19 but are not currently sick or exhibiting symptoms, 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.

- In the case of a child diagnosed with COVID-19, the individual may return to school when **all three** of the following criteria are met:
  1. at least 2 days (48 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
  2. and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath);
  3. and at least 10 days have passed since symptoms first appeared;

\* MTKA will consult with APH to determine exact return to school date.
- If the child has symptoms that could be COVID-19 and wants to return to school before completing the above self-isolation period, the individual **must obtain a medical professional’s note** clearing the individual for return based on an alternative diagnosis. Notes for allergies are valid for 30-days.
- In the case of a child exhibiting symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and may not return to school until the individual has completed the same three-step criteria listed above.
- In the case of a child who has been exposed to an individual with a positive case of COVID-19, the individual is assumed to have COVID-19, and may not return to school until the individual has completed a 14-Day quarantine. MTKA will consult with APH to determine exact return to school date.

STUDENTS that have been exposed or potentially exposed to a positive case and are not exhibiting COVID-like symptoms will be required to:

- monitor for symptoms from home for 7 full days,
- test on Day 6 or 7 from exposure to someone with suspected or confirmed COVID-19.

Based on PCR or Rapid Antigen test results from a medical professional/ facility:

- Negative- student may return to school- after 7 day isolation, must remain symptom free. -OR continue to isolate for 10 full days.
- Positive- student must isolate for 10 days, if not exhibiting symptoms after Day 10 from exposure, the student may return to school. If positive & exhibiting symptoms, MTKA will consult with APH to determine exact “return to school date”.

## **TEMPORARY CLOSURE PROTOCOLS:**

Upon receiving confirmation of a positive case (child or staff), MTKA will:

- Contact the Health Department for guidance and plan
- Notify Childcare Regulation
- Notify MTKA families
- Implement the requirements/ directives cited by the Health Department and Childcare Regulation
- Please note, MTKA may choose to implement a plan that goes OVER and BEYOND the requirements given to us from officials.

## **My Time Kids Academy will:**

- ❖ Operate in accordance with applicable State Health Department rules, including Health and Human Services Commission (HHSC) emergency rules applicable to the set for licensed child-care facilities
- ❖ Provide a safe environment- to the best of our ability- for all staff and children in attendance. This may involve requesting a child be picked up if exhibiting symptoms listed in this document and/ or our parent handbook. Your promptness is appreciated and expected in this instance.
- ❖ Provide daily sanitation, HEPA filtration air filters & weekly professional sanitization by 4 Sons Germ Control in addition to precautions listed in previous sections.



# My Time Kids Academy

## Guidelines for Excluding Children & Staff with Illness

(Revised 1/01/2022 COVID-19)

Symptom/Diagnosis	When person will be sent home/excluded	When person may return
<b>Child/Staff Has any COVID Symptoms</b> <ul style="list-style-type: none"> <li>• <b>Fever = or &gt; 99.6°F</b></li> <li>• <b>Cough/ Runny Nose</b></li> <li>• <b>Shortness of Breath</b></li> </ul>	Immediately	When child has been symptom free, without fever reducing medication for 48 hours, and 10 days have passed since first symptom appeared. Current advice from APH may require more. See criteria in protocols above.
<b>Child/Staff Has Been in Contact with someone under Quarantine for a suspected case of COVID-19</b>	Cannot attend until 14 days after contact or after contact person has been tested and proven to be NOT positive.	See Return to School COVID chart. 7-Day isolation and negative test required. Current advice from APH may require more. See criteria in protocols above.
<b>Child/Staff Has Been in Contact with someone with a confirmed case of COVID-19</b>	Cannot attend until 14 days after last contact	See Return to School COVID chart. 7-Day isolation and negative test required. Current advice from APH may require more criteria. See criteria in protocols above.
<b>Family/child has traveled internationally or to area/ region considered COVID “hot spot” in the last 14 days by plane</b>	Vaccinated child may return 5 days after travel symptom-free with a negative test  Not vaccinated- child may return after 10 days symptom-free with a negative test	Child may return 5 days after travel symptom-free with a negative test
<b>Chicken Pox</b>	When lesions are noticed or present	When all lesions are dried and crusted. Typically takes 6+ days
<b>Cold Symptoms- see COVID</b> <ul style="list-style-type: none"> <li>• <b>Runny Nose</b></li> <li>• <b>Stuff Nose</b></li> <li>• <b>Sneezing</b></li> <li>• <b>Watery eyes</b></li> <li>• <b>Cough</b></li> </ul>	If accompanied by Fever => 99.6°F (see fever criteria above)	When exclusion criteria are resolved, minimum of 48 hours/ 2 full days. Doctor’s note pin-pointing alternative diagnosis required.
<b>Diarrhea</b>	More than one occurrence in 4 hour period while at MTKA- or 2+ occurrences in 24 hours	When diarrhea subsides for 48 hours. If sent home from MTKA, may not return the following day.
<b>Diaper Rash</b>	If sores are oozing and leak body fluid outside the underwear coverage area	When exclusion criteria is resolved
<b>Hand, Foot &amp; Mouth Syndrome</b>	Immediately when lesions are noticed or present	When exclusion criteria is resolved for 24 hours and with a doctor’s note stating the child is not contagious. May not return until sores/ symptoms are gone. Open sores have healed.

<b>Head Lice</b>	When nits/eggs are noticed or present	When exclusion criteria is resolved. A written note from a physician stating that they have been checked and are completely lice/nit free is required before returning to My Time for school, camps, or events
<b>Irritability</b>	If irritability cannot be redirected and/or prevents child from being able to participate	When child is able to be redirected
<b>Itching</b>	If itching is suspected to be caused by any of the following: Scabies, Impetigo or Ringworm	When exclusion criteria are resolved and with a doctor's note stating the child is not contagious
<b>Lethargy</b>	If lethargy prevents participation or requires greater attention than can be provided without compromising ratios	When exclusion criteria are resolved
<b>Mouth Sores</b>	When sores cause drooling- see also HFM criteria	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious. Sores healed.
<b>Pink Eye (Conjunctivitis)</b>	When discharge from either eye is noticed  Pinkish/red swollen or irritated eyes	When exclusion criteria are resolved or with a doctor's note stating the child is not contagious, unless, at least 5 days has passed and no visible sign of infection
<b>Rash</b>	When unidentified rash is noticed and is accompanied by: <ul style="list-style-type: none"> <li>• Behavior change</li> <li>• Fever of 99.6°F or higher</li> <li>• Has oozing/ open wound</li> <li>• Child is unable to participate</li> <li>• Sudden onset, concern</li> </ul>	When exclusion criteria are resolved AND with a doctor's note stating the child is not contagious. Rash must be healed fully. Director's discretion.
<b>Strep Throat</b>	If child has a positive strep culture	After at least 24 hours of antibiotic medicine. If sent home from MTKA, may not return the following day.
<b>Vomiting</b>	After 1 occurrence at MTKA	When vomiting subsides for 48 hours. If sent home from MTKA, may not return the following day.

**\*\* The above protocols are in immediate effect as of 1/1/22 and are subject to change based upon recommendations from Austin Public Health & Childcare Licensing, as well as, current “stage” of COVID pandemic levels. Enrolled families will be notified via BrightWheel of any updates or changes.**