

**COVID-19 Pandemic Policy & Procedures 2021-22**

# **Introduction**

Jubilee Junction (JJ) places special emphasis on the health and safety of our children, families, and employees and recognizes that no manual can cover all situations. JJ adopts this Policy in order to comply with guidance and regulations from federal, state, and local agencies. Our goal is to be transparent with our families in the operational pattern in response to COVID-19. JJ will continue to monitor developments and provide guidance to our families as needed. JJ will revise the Policy as necessary to comply with guidance and directives from federal, state, and local agencies.

# **Drop-off/Pick-up Procedures**

Both drop-off and pick-up of children will be completed outside of the JJ building. There may be special circumstances where a parent may need to enter the building upon approval from the Director. Please keep in mind that a parent is welcome inside the building at any time. In order to reduce the spread of germs and reduce traffic in hallways, we are keeping drop off and pick up of most classes at the JJ Entrances.

Students in the Lambs, Ducks, or Elephants classes will be dropped off in carpool line (West Entrance) and escorted by a JJ staff member to either their classroom or a designated area for their class. Students in the Mice, Bears, and Bunnies classes will need to be dropped off by a parent/guardian at the front door (South Entrance) and escorted to their classroom by a JJ staff member. Parents with a child in the Lambs, Ducks or Elephants class are allowed to either park in the JJ parking area and walk their child to the appropriate entrance or use the carpool line.

\*\*\*Due to the young age of our 1-year old classes and the location of these classrooms, parents with a child in the Bears or Bunnies class are welcome to drop off their child inside the building at the classroom door as long as the parent is masked and not experiencing any COVID symptoms or recommended to quarantine from COVID exposure. Older siblings will need to be dropped off with staff at the designated JJ entrances.

Additional plans will be prepared for bad weather days and communicated by REMIND text as necessary.

# **Health Screenings**

Any person entering the JJ building at any time must first be screened. This includes all employees, children, and any other person with legal authority to enter. Health screening questions are posted at all entrances and texted by the Remind app via text each school week to be reviewed.

Once children enter their classroom, their temperature will be checked and they will be required to wash their hands or sanitize their hands. Parents are encouraged to screen their child each day before school. Temperature checks at home are also encouraged.

Jubilee Junction reserves the right to take any child’s temperature at any time for any reason.

**Posted health screening questions include the following:**

1. Does your child have any of the following [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) that are not caused by another condition

* Feeling feverish or a measured temperature greater than or equal to 100 degrees Fahrenheit
* Cough (for children with chronic cough due to allergies or asthma, a change in their cough from baseline)
* Congestion or runny nose
* Shortness of breath or difficulty breathing (for children with asthma, a change from baseline)
* Muscle/body aches
* Headache
* Sore throat (not caused by seasonal allergies)
* New loss of taste or smell
* Nausea, vomiting, diarrhea (that cannot be contained in a diaper)

**IN THE PAST 14 DAYS HAS YOUR CHILD BEEN...**

1. Diagnosed with COVID-19 or a member of your household been diagnosed with COVID-19?
2. In contact (within 6 feet for 15 min or longer) with someone with COVID-19 or presumed positive for COVID-19?
3. Participated in travel or in contact with a person who has travelled to a country requiring a 14 day self-quarantine as designated by the CDC?
4. Instructed to quarantine by any public health organization or department?
5. Is anyone in your household currently waiting on the results of a COVID-19 test?

Jubilee Junction requires parents to disclose the following information as soon as possible and no longer than 24 hours if your child has been, within the last 14 days. This information can be shared by contacting the director by email or phone:

* Diagnosed with COVID-19
* In **contact** with someone recently diagnosed with COVID-19
* A participant or in **contact** with a participant in travel to a country requiring a 14-day self-quarantine [as designated by the CDC](https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html).

**\*Contact is defined as interactions within 6 feet of an infected person for at least 15 minutes over a 24 hour period**

# **Illness Exclusion**

Children should stay at home and will not be admitted into care if they have new or worsening of the following [COVID-19 symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html):

* Feeling feverish or a measured temperature greater than or equal to 100 degrees Fahrenheit
* Cough (for children with chronic cough due to allergies or asthma, a change in their cough from baseline)
* Congestion or runny nose
* Sore throat (not caused by seasonal allergies)
* Shortness of breath or difficulty breathing (for children with asthma, a change from baseline)
* Muscle/body aches
* Headache
* New loss of taste or smell
* Nausea, vomiting, diarrhea (that cannot be contained in a diaper

\*\*When children are ill (unrelated to COVID-19), they may not return to JJ until they are symptom free without medication for **24 hours.**

\*\*See section titled “COVID-19 Cases” for policies related to positive or presumed positive cases of COVID-19.

# **Travel**

Parents will notify Jubilee Junction anytime they have traveled or have had contact with someone who has traveled to/from any country that is declared “at risk” by the CDC. Both federal and state governments have issued mandatory self-quarantine for 14 days for travel to various countries. Please refer to [the CDC guidelines on travel](https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html) for a current list of places that require a 14-day quarantine.

Jubilee Junction has a right to exclude the child from care if they or a member of the household has traveled to an area or has had contact with anyone who has traveled to/from a place that has been identified by the CDC as “at risk”.

# **In School Procedures**

* Children in the Ducks & Elephant classes will be given individual boxes or bags of materials for special projects that cannot be readily sanitized. Children will be discouraged from sharing materials when possible. Materials that are shared, will be materials that can be regularly sanitized between use in the classroom. Or, children will wash or sanitize their hands before and after using shared materials.
* JJ will practice social/physical distancing by limiting movement of classes throughout the building. Classes will limit their time and keep their distance from other classes. Combining classes and mixing age groups is strongly discouraged unless absolutely necessary upon approval by the JJ Director. Classes will stay with their same teachers as much as possible. (Classes are defined by age groups. For example, the younger and older 1’s class is considered to be one class.)
* Classrooms used for Music or Bible will be sanitized between each group or Music & Bible will take place in the children’s regular classroom. These classes can also be taught outside in appropriate spaces and with appropriate weather.
* Upon arrival at JJ, all children will wash their hands for at least 20 seconds. If hand washing is not an option, the child will use hand sanitizer. Children will wash hands frequently throughout the day. Hand sanitizer will also be available in every classroom serving children 2 years and older. Children will wash and/or use sanitizer before and after playing on the playground as well as before and after meals.
* High touch areas will be sanitized on a regular basis through each school day. This includes areas like door knobs, cabinet handles, light switches, sink handles, countertops, tabletops, chairs, cubbies, etc.
* Children in the 1’s and 2’s classes will be spaced out as much as possible during rest time. When possible, children will also be placed in a head to toe pattern. Nap mats will be sent home weekly for cleaning.
* At this time all group gatherings and special events will be restructured and/or cancelled so that there is no mixing of class groups. (Examples: Open House, Parent Orientation, Meet the Teacher, Feast Day, Happy Birthday Jesus Party, Cowboy Day, etc)
* Children will not be allowed to bring personal items from home. Any sort of comfort item (blanket, stuffed animal) will need to be packed in the child’s bag and/or rolled in the child’s nap mat.
* Below is a list of approved items for JJ students:
  + Lunch box
  + Diapers
  + Filled sippy cup or water bottle
  + Nap mat/blanket (1’s & 2’s classes)
  + Change of clothes
  + Backpack that can hold ALL school items
  + Take home folder-provided by JJ at the start of school
  + Layers for cold weather or rainy days

\*\*\*Please remember that it is especially important for all items to be clearly labeled

# **Personal Protection Equipment/Masks**

Employees will be required to use face masks when gathered together for meetings and/or in the hallways, workroom, or any other area inside the building outside of their classroom. Teachers have the option to wear face masks when in their classroom teaching the children in their class.

Students can, but are not required to wear masks/face coverings in the classroom. Children 2 years of age and older will be required to have a face mask/covering that can stay either in their backpack or at school should a situation arise where different classes could be in close contact with each other. (ex. The hallway during carpool on days with inclement weather, emergency drills, etc).

\*\*\*Any parent or visitor entering the school building will be required to wear a face mask.

# **COVID-19 Cases:**

In cases where a child has a confirmed case of COVID-19, JJ will follow any required directives, recommendations, and guidelines from Dallas County Health Services (DCHS), CDC, and other relative state & federal agencies. JJ will implement necessary infection control measures and contact trace any close contacts the child or employee experienced while at JJ.

**If a Child Develops COVID-19 Symptoms at JJ**

If a child begins developing COVID-19 symptoms while at JJ, a member of the JJ staff will contact the child’s parent/guardian immediately.The child will be removed from his/her classroom and relocated to the sick isolation room. Here, a member of the JJ staff will remain with the child until he/she is picked up from the school. JJ will take other steps as necessary for the safety of other children and staff, including notifying families and staff of possible exposure, contact-tracing procedures, closing JJ and/or closing the classroom, and taking the necessary infection control measures. **Please make sure all contact information on the Enrollment Form is current and up to date at all times throughout the school year. If a child is sick, parents or an approved adult will need to be able to pick up the ill child within 30 minutes of being contacted.**

**Reporting COVID-19 Diagnosis**

In cases where a child or staff member has a confirmed case of COVID-19 while attending JJ, JJ will report the case within 48 hours of learning about the diagnosis to Trinity Fellowship Church leadership and JJ families.

With regards to the individual diagnosed with COVID-19, JJ will keep his/her identity confidential to the extent possible unless as required by law.

**Returning to Jubilee Junction**

In the case of a student or employee who is diagnosed with COVID-19, the individual may return to school/work when **all three** of the following criteria are met:

* and at least **10 days** have passed since symptoms first appeared
* at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications)
* the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath)

or

In the case of a student or 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 school until the individual has completed the same three-step criteria listed above

or

If the employee or child has symptoms that could be COVID-19 and wants to return to school/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.

# **COVID-19 Exposure:**

[WHEN TO QUARANTINE](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html)

In the case of a student who has had close **contact** with someone with COVID-19 but is not currently sick, they should quarantine (not come to JJ) and monitor their health for the symptoms during the 14 days after the **last day** they were in close contact with the infected individual.

* An exposed individual may return to JJ on day 11 if no symptoms are present during the 10 days after exposure
* An exposed individual may return to JJ on day 8 if a Rapid or PCR test is taken on days 5-7 from their last exposure and the result is negative.
* If the exposed individual has documentation of a lab confirmed case of COVID-19 within 90 days of exposure, the individual is not required to quarantine
* A fully vaccinated individual is not considered exposed to COVID 19 positive cases and will not be required to quarantine but will be asked to follow [CDC recommendations](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html) for exposure for someone who is fully vaccinated.

**\*Contact is defined as interactions within 6 feet of an infected person for at least 15 minutes over a 24 hour period**

# **Class & School Closure**

Should a child or teacher have a confirmed case of COVID 19, JJ will contact Dallas County Health Department (DCHS) and follow any required directives, recommendations, and guidelines. Every case is different and many factors contribute to the directives that will be given by DCHS. This could mean short term or extended closure of either a class or the school.

In the event that there are not enough staff members or subs to safely conduct a regular school day, Jubilee Junction will also remain closed.

During the time of any classroom or school closure up to 10 days, the JJ staff will strive to provide age appropriate educational and play ideas for home that reflect what would have been planned for the classroom. If there should be a closure lasting longer than 10 days, Jubilee Junction will continue to provide at home materials for up to 4 weeks. In the event that school should be closed any longer, JJ will evaluate the situation and announce additional plans.

**Tuition Policy**

Should Jubilee Junction need to close for an extended period of time (2 weeks or longer), regular tuition will be applied for the first two weeks of closure.

Should JJ need to be closed for an additional 4 weeks, 50% tuition is due. Should school need to be closed longer, JJ will evaluate the situation and consider pausing tuition payments until school is able to be reopened.

Per our regular withdrawal policy, parents may give a 30-day notice to withdraw from the program if they feel it is in the best interest of their family. Regular tuition will be due during the 30-day notice period. A full registration fee will be required to re-enroll in the program after the pandemic.

**JUBILEE JUNCTION COVID-19 ACKNOWLEDGEMENT & DISCLOSURE (2021-22)**

Please read and initial each statement below.

1. \_\_\_\_\_\_\_\_ I understand that to enter upon the facility premises my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear my child will be separated from the rest of the children in the school and remain with a JJ staff member. I will be contacted, and my child MUST be picked up from the facility within 30 minutes of being notified.

Symptoms include,

* + - Fever of 100.0 degrees Fahrenheit or higher
    - New or worsening cough
    - Shortness of breath or difficulty breathing
    - Congestion or runny nose
    - Fatigue
    - Chills
    - New loss of taste or smell
    - Sore throat
    - Headache
    - Muscle or body aches
    - Nausea, vomiting, diarrhea (that cannot be contained to a diaper)

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. Your child will need to be symptom free without any medications for 24 hours before returning to the facility.

1. \_\_\_\_\_\_\_ I understand that my child’s temperature could be taken throughout the day while on facility premises.
2. \_\_\_\_\_\_\_ I understand that outside of care, in order to control my child’s exposure in the community, I will comply with any and all CDC recommendations, state, and local restrictions and recommendations regarding limiting/reducing my risk and my child’s risk for exposure.
3. \_\_\_\_\_\_\_ I will immediately notify Jubilee Junction staff or director if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed in Number 1 above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19.
4. \_\_\_\_\_\_\_ I understand that while present in the facility each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I have read, understand, and agree to comply with the provisions listed in the Jubilee Junction COVID-19 Policy. I understand the Policy is not intended to cover every situation, which may arise during the school year, but is a general guide to the goals, policies, practices, and expectations of Jubilee Junction as it relates to COVID-19.

I understand that JJ will comply with guidance and directives from the state and federal government and agencies and may revise the Policy as necessary.

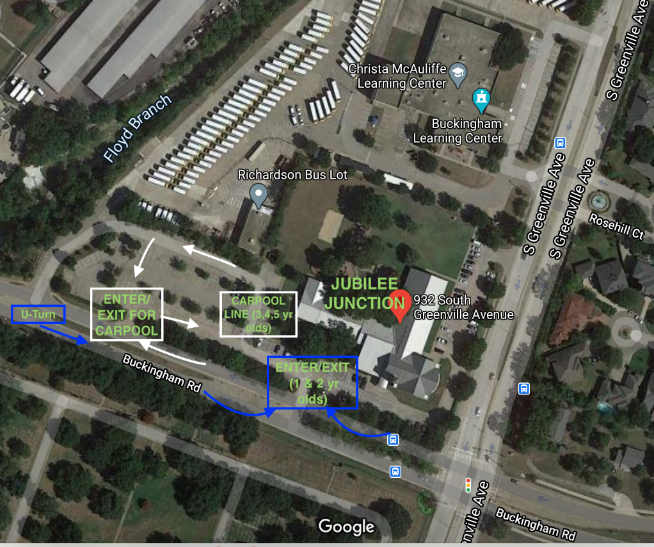
I agree to comply with the Policy for my child to attend JJ. I further agree that if my child remains enrolled with JJ following any change to the Policy, I thereby accept and agree to such changes.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**CARPOOL/DROP OFF & PICK UP MAP**



Carpool line closes at 9:45 am for morning carpool and at 2:40 PM for afternoon carpool. If you arrive late for morning or afternoon carpool, please park on the South side of the church building and use the main JJ entrance/South Door.