

GLC/GLDS COVID-19 Policy

Initial: 04/26/2020

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Revised: 11/03/2020

Policy Owner: GLC Council

Author: Alicia Tezel, Leah Clark, Nancy Fox, Elizabeth Frail

Scope: This policy applies to Grace Lutheran Church (GLC) and Grace Lutheran Day School (GLDS)

Purpose: Grace Lutheran Day School follows a strict set of infection prevention protocols determined by the CDC and Health Department. This policy is designed to protect staff and clients from COVID-19. This policy will be reviewed and updated as guidelines from the CDC change.

Policy:

1. There will be a sign on the Day School doors instructing parents to stop and review three questions regarding coronavirus. Parents will be asked to drop off and pick up children at the GLDS doors and should limit direct contact between parents and staff members, and adhere to social distancing recommendations. A staff member will check the child's temperature and ask the screening questions while remaining socially distanced from the parent.
2. All staff will have their temperature taken upon arrival to work. Staff with temperatures of 100.0F and higher will be sent home. All staff of GLC and GLDS, students, parents and anyone needing access to the Day School will be screened and denied entry to any person who meets any of the following criteria:
 - (1) Fever or signs or symptoms of a respiratory infection to include
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea, vomiting or abdominal pain
 - 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
 - (2) Contact in the last 14 days with someone who has a confirmed diagnosis of COVID-19, someone who is under investigation for COVID-19, or someone who is ill with a respiratory illness; or

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(3) International travel within the last 14 days to countries with ongoing community transmission. For updated information on affected countries visit: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html>.

3. All children will have their temperature taken upon arrival. Children with temperatures of 100.0F and higher will be sent home. Communicate to parents the importance of keeping children home when they are sick. Ask parents/guardians to take their child's temperature either before coming to the facility or upon arrival at the facility. Upon their arrival, stand at least 6 feet away from the parent/guardian and child. Ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
4. Hand hygiene stations should be set up at the entrance of the facility, so that children can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets. Keep hand sanitizer out of children's reach and supervise use.
5. Keep sick children and staff separate from well children and staff until they can be sent home.
6. Staff sent home because of illness will self-monitor using the 14-day symptom checklist and contact their manager daily. The checklist can be found at [14 Day Temperature and Symptom Log for Contact Tracing](#).
7. Staff will not be allowed to return to work until they have been fever-free for 24 hours and 10 days from the first day of illness and symptoms have improved whichever is longest. Alternatively, staff may return to work following two negative tests, 24 hours apart.
8. Staff sent home with symptoms of COVID-19 will be referred to the San Antonio COVID Testing Center: [List of Testing Locations in Bexar County - City of San Antonio](#)
9. **Staff will wear a face mask at all times except when eating or drinking. Correct wearing of a face covering includes covering the mouth and nose.** When eating or drinking, staff should be socially distanced at least six feet apart and place their face mask back on as soon as they are done. If you are in a closed office space alone, you do not have to wear your mask.
10. Staff should wear glasses instead of contact lenses when feasible.

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11. Staff will wash their own hands and the children's hands upon arrival for at least 20 seconds and frequently as needed thereafter. Children will have hands sanitized before and after outside playtime.
12. Staff will clean and disinfect frequently touched surfaces, high-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets and keyboards. This should occur before and after mealtimes, at the end of the day and when obviously soiled. Alcohol wipes would be the most ideal for these cleanings.
13. Classes should include the same group each day, and the same childcare providers should remain with the same group each day as feasible. If cohorting is necessary all attempts should be made to cohort with the same students.
14. Special events such as festivals, holiday events, and special performances will be cancelled or presented in alternative media.
15. Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities. Children will sanitize hands immediately before and after playground use.
16. At nap time, ensure that children's naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. Place children head to toe in order to further reduce the potential for viral spread.
17. Infants could be transported in their car seats. Store car seats out of children's reach.
18. Toys that cannot be cleaned and sanitized should not be used.
19. Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
20. Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
21. Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

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22. Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.
23. Teachers can protect themselves by wearing an oversized button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
24. Teachers should wash their hands, neck, and anywhere touched by a child's secretions.
25. Teachers should change the child's clothes if secretions (urine, stool, vomitus or mucus) are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
26. Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
27. Infants, toddlers, and their providers should have multiple changes of clothes on hand.
28. Teachers should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.
29. Teachers should ensure children wash hands prior to and immediately after eating.
30. Teachers should wash their hands before preparing food and after helping children to eat. Any GLC/GLDS employee that is under investigation for COVID-19 and has had a COVID-19 PCR test, may not attend GLC/GLDS or any function sponsored by GLC/GLDS until they receive their results. If positive, the employee must comply with Contact Tracing and self-isolate at home for at least 10 days after the positive test result.

Training: GLDS must ensure that all caregivers take the Special Considerations for Infection Control during COVID-19 training through the Texas A&M AgriLife Extension.

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References: Texas Dept of State Health Services Checklist for Child Care Centers - [Protocols for Child Care Centers](#), CDC [Guidance for Child Care Programs that Remain Open](#), Texas Health and Human Services Commission [RULES FOR CERTAIN DAY CARE OPERATIONS IN RESPONSE TO COVID-19](#)

This policy has been developed using criteria and minimal health standards provided by the CDC and Texas Department of State Health Services, as well as the Texas Health and Human Services Commission. This policy will be updated as guidelines during the pandemic change. This policy supersedes all previous GLC/GLDS policies regarding COVID-19.

I have read and understand the above policy. I agree to comply with rules and requirements set forth in this policy regarding COVID-19.

Employee printed name

Date

Employee signature