# Stephen F. Austin State University
## Early Childhood Laboratory
### Covid-19 Reopening Procedures

#### PURPOSE
The purpose of this policy is to inform staff and authorized persons of the procedures required to reopen the Early Childhood Lab during Covid-19.

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<th>Covid-19 Reopening Procedures</th>
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<td>It is important to note that CDC recommendations do not supersede state standards.</td>
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</table>

**Clothing**
Children and teachers must have multiple changes of clothes, at least 3 full outfits for children. Children cannot share clothing or use ‘extra’ clothes from school at this time.

**Cleaning and Sanitizing**
- Clean playgrounds, in-between each group (the bars on the climber and swings)
- No bikes on the playground, could not disinfect in between each child
- Limit the use of discovery tables, wash hands before and after
- Bathrooms should be cleaned and disinfected 3 times per day
- Additional schedule for cleaning and disinfecting will be created for each classroom; for example, clean 2 centers every hour and rotate them
- Clean objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, paper towel dispensers, classroom sink handles, countertops, nap pads, tables, chairs, cubbies, and playground structures. (continue to wash cot sheets weekly)
- If a toy cannot be washed it cannot be used
- Clean each toy if placed in mouth
- If a child’s clothes are soiled with bodily fluids, must be changed immediately (spit up, etc.)
- Place all soiled clothes in plastic bag
- Children’s books and other paper materials should be rotated if used by one group in a cohort. They should not be used by any other cohort or group for at least 36 hours.
- Wash hands for at least 20 seconds with soap and water: when entering or reentering the building/classroom, after entering classroom from outside play, before serving food or bottles (with gloves), before and after diapering a child, before and after administering medication, after using the toilet or helping a child use a toilet, after coming in contact with bodily fluids, after handling animals or animal waste, after handling garbage, after assisting children with washing their hands
- If any person or child shows sick symptoms (listed below) additional cleaning and sanitizing will begin immediately following removing of the person or child
- Adjust the HVAC system to allow more fresh air in the building

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ECHL COVID-19 RE-OPEN PROCEDURES
JUNE 5, 2020
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Food
- No family style dining
- Snacks and meals will be provided for a food service fee
- Each teacher, and TA will provide their own snacks and lunch
- Do not allow children to share their food
- Food will be served on individually prepared, disposable plates with disposable utensils and cups
- No additional servings will be given and all items will be discarded after meal time
- Disposable water bottles will be available
  - First and last name in sharpie on each bottle and stored in individual cubbie
- Nothing can be re-served, pour and serve immediately, cannot store together
- Turn off water fountains – tape off water
- Birthdays and any celebrations cannot be celebrated with food

Masks
- Everyone will wear a mask except 0-2 year old’s
- Adults must wear mask at all times

Observers/Community
Observers will not be allowed into the building at this time to adhere to physical distancing guidelines. The teachers and curriculum and assessment coordinator will continue to record videos of group experiences, child interactions, etc. to have ready for observers to view online.

Parent Consent Form
There is a parent consent form for the parents to agree to the new guidelines before they can bring their children back to school at the end of the document. This will release liability from the Early Childhood Lab.

Parent Drop Off

- Drop off by classroom (ex. Staggered times PK 7:50, TI 8:00, etc.)
- Mandatory drop off at the South Entrance
- Teachers will all begin outside together to take children back to the classroom as they arrive.
- In the Pre-K rooms, after 1 child is in the room, one teacher will stay in the room and one teacher will go back and forth to get more children.
- In the Toddler and Infant Rooms, once they have 4 children, both teachers will stay in the room and designated staff will bring the children to them
- Parent will complete illness survey prior to arrival, daily
- Children over the age of 2 must have mask on upon arrival in the vehicle prior to window rolled down
- Temperatures of children will be checked inside their vehicle upon arrival with a thermal/no contact thermometer. The adult checking temperatures will be wearing a mask and gloves. The gloves will be discarded and changed after any contact. Hand sanitizer will be present with any assisting in this process. Once the temperature is recorded and below 100.0, the child will be transported to the building. Hand sanitizer will be used before entering the building, and hands will be washed in the handwashing sink at the entrance of each classroom upon entry.
  - Children/staff with 100.0 or higher cannot come to school
All people who enter the building need to be screened, including maintenance workers, law enforcement officer, etc.

- There will be a disinfecting station with a large bottle of hand sanitizer, gloves, and a trashcan.
- Infants may be transported in their car seats
- If anyone leaves, they must be rescreened when they return

**Parent Drop Off Questions**

- Have you or anyone in your household had any of the following symptoms in the last 21 days: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit?
- Have you or anyone in your household been tested for COVID-19?
- Have you or anyone in your household visited or received treatment in a hospital, nursing home, long-term care, or other health care facility in the past 30 days?
- Have you or anyone in your household traveled in the U.S. in the past 21 days?
- Have you or anyone in your household traveled on a cruise ship in the last 21 days?
- Are you or anyone in your household a health care provider or emergency responder?
- Have you or anyone in your household cared for an individual who is in quarantine or is a presumptive positive or has tested positive for COVID-19?
- Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19?
- To the best of your knowledge have you been in close proximity to any individual who tested positive for COVID-19?

**Parent Pick Up**

- Parents should call the main office. Pre-K teachers will bring child(ren) to the south drive door. For infants and toddlers designated staff will come and get child(ren) to be picked up through the front, main entrance. If there are siblings, in younger rooms, the Pre-K teachers will pick up the younger sibling(s).
- Parents will sign the children in and out each day with a QR code to avoid exposure from touching the iPads.

**Sick Policy**

- Do not allow an employee or child with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for health care workers and critical infrastructure workers).
- Do not allow employees or children with the new or worsening signs or symptoms listed below to return to work until:
  - In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared; or 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.
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 be infected and may not return to work until obtaining a medical professional’s note clearing the individual for return based on an alternative diagnosis.

- Send home any employee or child who has any of the following new or worsening signs or symptoms of possible COVID-19:
  - 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 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

- Any person or child showing symptoms will be removed from the classroom to a designated area immediately until he or she can be removed from the facility

- If confirmed case of Covid-19:
  - Call local health authorities, University Health Services, and Child Care Licensing
  - Close off all areas used by person who is sick
  - Wait at least 24 hours to disinfect

### Physical Distancing

- Children, teachers, and TAs will remain in the same group each day
- No motor room use
- No special events or parent volunteers
- Stagger playground use for pre-K playground
- Cots will be placed as far apart as possible (at least 6 feet apart) and head to toe
  - Cot sheets need to be kept in cubbies and then placed on cots every day at nap
- May not bring items from home (no share time for Pre-K) or lovies for nap (OR bring one lovie per week and MUST stay at school)
- Consider altering or not having group experiences
- Incorporate more outside time
- Maintain at least 6 feet of separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, respiratory etiquette, cleanliness, and sanitation should be rigorously practiced.
- Six feet between children is preferred but not always possible

### Teachers/TAs

- Must complete the following Covid-19 Childcare Courses
- SFA Proper Mask training
- Texas A&M AgriLife extension
  - Providing High Quality Experiences during COVID-19 for Emergency Child Care Settings
  - Special Considerations for Infection Control during COVID-19
- Long/medium length hair must be in a ponytail or updo
- Continue to comfort and hold anxious, scared, tired children
- Must have multiple changes of clothing
o Wear smock and mask daily and wash daily
o Change into new set of clothes if any bodily fluids are on clothes
o Sanitize anywhere any child secretions touches you
o The same substitute will stay in place for up to 14 days, the entire time a teacher is out due to an illness, no switching
o Check all children’s temperature as they wake up from nap
o Vulnerable/High Risk Groups
  ▪ Based on currently available information and clinical expertise, people 65 or older might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it is important that everyone practices healthy hygiene behaviors. If you have staff members or teachers age 65 or older, encourage them to talk to their healthcare provider to assess their risk and to determine if they should stay home. Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have severe illness. Please consult with your health care provider on what is appropriate for your child.
**Parent Consent Form**

Child safety and well-being is the priority at our school, always. Participation in the programs of the Early Childhood Lab, like any other activity that exposes an individual to others, has always presented a risk that one might come in contact with a contagious disease or virus. Currently, the most notorious risk is exposure to COVID-19. Symptoms common to COVID-19 include fever, cough, chills, muscle pain, sore throat, and shortness of breath. In rare instances, COVID-19 can lead to severe respiratory problems, kidney failure, or death. The Early Childhood Lab has instated additional measures to ensure all classrooms are clean and sanitized. Observers will not be given access to the building at this time. The Director will make arrangements with custodial staff to provide additional sanitation procedures for all Early Childhood Lab equipment and furniture. The teachers will be cleaning and sanitizing additional items on a regular schedule. Children will be assigned a specific classroom and must interact only with those children. This will decrease the amount of people inside each classroom. Sinks remain in all classrooms and will continue to be used often and according to guidelines. No fever reducing medication may be used. Only asymptomatic Crisis Intervention Teams (having none of the previous symptoms) may be allowed in the school. Anyone exhibiting any of the symptoms noted above must leave school immediately, and are not allowed to return until they are free of such symptoms and have received clearance to return from a doctor.

For adults in the school, the Early Childhood Lab is confident that if certain measures such as cloth face coverings, respiratory etiquette, frequent hand washing, and environmental cleaning and sanitizing are widely observed, the school can be reopened safely. However, some of the protective measures that can be expected from adults, such as wearing cloth face coverings and maintaining distance from one another, are, for a variety of reasons, simply not possible for infants and children to practice at school.

For example, a group of toddlers cannot be expected not to engage in interactive play or share toys. Parents or guardians should monitor the health of their child and not send them to the program if they are displaying any symptom of COVID-19. Parents or guardians should seek COVID-19 testing promptly and report results to the program given the implications for other children, families, and staff. Individuals aged 65 or older are at a higher risk of COVID-19. Parents or guardians should protect any vulnerable persons who are members of the same household or come into frequent, close contact with infants and children who attend the Early Childhood Lab.

While present in the Early Childhood Lab, you are required to practice Physical Distancing Requirements. This includes maintaining at least a six-foot distance from other individuals, washing hands with soap and water for at least 20 seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high touch surfaces, and not shaking hands. Visit https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html for further information.

By participating in the Early Childhood Lab programs, you acknowledge and accept the risks associated with you or your child potentially being exposed to a contagion, including COVID-19. You agree that the university’s health and safety protocols, including any disclosure, distancing, or temperature monitoring requirements. No university or childcare center can guarantee a contagion-free environment. Your signature below indicates you have read this document carefully and understand the safety measures that must be followed while your child is on SFASU Campus during the COVID-19 pandemic. By signing this consent, you acknowledge that you hereby assume full responsibility for your own safety and health, and that of your child’s, while present on the SFA campus.

I, ______________________________ (print name), having fully read this agreement, voluntarily and knowingly execute this informed consent to adhere to these guidelines and bring my child to the Early Childhood Lab in order to provide care for my child as of the date written below.

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**Consent to Return to ECHL Forms**

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ACKNOWLEDGMENT AND RELEASE AGREEMENT

This Acknowledgment and Release Agreement ("Release") is entered into as of the date of signature ("Effective Date") between Stephen F. Austin State University, a Texas public institution of higher education located in Nacogdoches, Texas ("University") and the adult parent or guardian named below ("Guardian"), on behalf of such Guardian and the minor participant ("Minor") named below.

1. Activity. Guardian desires Minor to enter the University campus and participate in the programs of the Early Childhood Lab ("Activity") on University’s campus.

2. Acknowledgment of Risk. Guardian acknowledges that the nature of the Activity may expose Minor to hazards or risks that may result in personal injury, illness, or death, caused by: (a) engaging in the Activity or events associated with Activity; (b) traveling via any means of transportation to or from the Activity or during the duration of the Activity; (c) exposure to or use of materials, tools, supplies, equipment, machinery, or other items that are associated with or utilized during the Activity or related activities; or (d) exposure to other dangerous conditions associated with the Activity. Guardian further acknowledges that while University will follow federal, state and local guidelines concerning the operation of the Activity in light of COVID-19, that attendance at the Activity inherently carries a risk of possible exposure to COVID-19, which may result in serious illness or death.

3. Representations of Guardian. Guardian represents: (a) Guardian is at least eighteen (18) years of age; (b) Guardian has the requisite capacity and legal authority to execute this Release on behalf of Guardian and Minor; (c) Minor is physically and mentally able to participate in all aspects of the Activity or related activities; and (d) Minor is able to be in the presence of, as well as use, the materials, tools, supplies, or equipment or other items associated with or utilized during the Activity or related activities.

4. Conduct and Compliance with Laws and Policies. Guardian represents Minor will comply with all applicable federal, state, and local laws, and University operating policies and direction in Minor’s conduct while engaging in the Activity.

5. Release of University. Guardian understands and agrees that University cannot be expected to control or avoid all risks, including risks of exposure to communicable illness, associated with participation in the Activity and related activities; therefore, in consideration of the benefits Guardian and Minor will receive through Minor’s participation in the Activity on University’s campus, Guardian, on behalf of Guardian and Minor, does hereby RELEASE, PROTECT, INDEMNIFY, AND HOLD HARMLESS, UNIVERSITY AND ITS AFFILIATES, REGENTS, EMPLOYEES, AGENTS, AND VOLUNTEERS FROM AND AGAINST ALL CLAIMS AND CAUSES OF ACTION (INCLUDING COSTS AND ATTORNEY FEES) FOR ANY AND ALL DAMAGE TO PROPERTY, PERSONAL INJURY, ILLNESS, DEATH, AND THOSE THAT OTHERWISE OCCUR, ARISING OUT OF ANY ACTIVITIES CONDUCTED BY, WITH, OR UNDER THE AUSPICES OF THE UNIVERSITY, WHETHER CAUSED BY MINOR’S NEGLIGENCE, OR THE NEGLIGENCE, GROSS NEGLIGENCE, WILLFUL MISCONDUCT, OR ACTS OR OMISSIONS OF UNIVERSITY OR ITS AFFILIATES, REGENTS, EMPLOYEES, AGENTS, VOLUNTEERS, OR OTHER PERSON RELATED THERETO.

6. Emergency Medical Treatment. Guardian consents to any emergency medical treatment for Minor that may be required as a result of accident or illness arising out of participation in the Activity or related activities; provided, the cost of any such treatment, including any measures taken in response to isolation from suspected COVID-19 symptoms or other possible exposure requiring isolation, will be Guardian’s sole responsibility. Guardian acknowledges that University does not provide health and accident insurance for participants engaged in the Activity or related activities.

7. Indemnification. GUARDIAN, INDIVIDUALLY AND ON BEHALF OF MINOR, AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS STEPHEN F. AUSTIN STATE UNIVERSITY, AND ITS RESPECTIVE AFFILIATED ENTERPRISES, REGENTS, ATTORNEYS, EMPLOYEES, REPRESENTATIVES, AND AGENTS, AGAINST ANY AND ALL LIABILITY, CLAIMS, SUITS, LOSSES, COSTS, AND LEGAL FEES CAUSED BY, ARISING OUT OF, RELATED TO, OR RESULTING FROM ANY ACT OR OMISSION OF MINOR’S PARTICIPATION IN THE ACTIVITY OR THEIR RESIDENCE AT A STEPHEN F. AUSTIN STATE UNIVERSITY HOUSING FACILITY DURING THE ACTIVITY, INCLUDING BUT NOT LIMITED TO THE NEGLIGENCE ACTS OR OMISSION OF ANY ACTIVITY EMPLOYEE OR OTHER PARTICIPANT, ANY INDIRECT EMPLOYEES OR VOLUNTEER EMPLOYEES OF THE ACTIVITY, THE UNIVERSITY OR ANY STAFF OR FACULTY OF THE UNIVERSITY, OR ANY LIABILITY ARISING FROM THE MINOR BEING EXPOSED TO OR TESTING POSITIVE FOR COVID-19 WHILE ON THE CAMPUS OF STEPHEN F. AUSTIN STATE UNIVERSITY.

8. Guardian, on behalf of Minor, expressly assumes all risk of injury and illness from Minor’s participation in the Activity and residence in a University Residence hall during the Activity.
9. **Notification in Event of Positive COVID-19 Case.** In the event that Minor (a) tests positive for COVID-19 while Minor is participating in Activity or within fourteen (14) days prior to Activity, or (b) has been in close contact with someone that tests positive for COVID-19 during the Activity or within fourteen (14) days prior to Activity, then Guardian shall immediately notify their Activity contact, take immediate action to quarantine the Minor, remove Minor from the University immediately, and assist University in identifying any other persons on the University campus who may have come in contact with Minor during their participation in the Activity. University shall not be responsible for any refund of Activity fees due to Minor being removed from Campus due to the implementation of COVID-19 measures prior to the completion of the Activity.

10. **Compliance with Further Guidelines.** Due to the changing nature of the COVID-19 pandemic, Guardian will monitor and comply with further CDC and other federal, state, and local guidance; modifications to University operating procedures; and directives of University relating to protection of the health and safety of the University community.

11. **Miscellaneous.** This Release shall be construed in accordance with the laws of the State of Texas. If any term or provision of this Release is held invalid or unenforceable, the validity or enforceability of the remaining provisions shall not be affected. Guardian expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Texas. The sole proper place of venue for any dispute arising out of this Release shall be in Nacogdoches County, Texas. By their signature below, Guardian now agrees to be bound by the terms of this Release for the duration of the Activity or related activities, whether such Activity began prior to, on, or after the Effective Date.

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**Minor:**

<table>
<thead>
<tr>
<th>Minor's Printed Name</th>
<th>Minor’s Cell Phone Number (if any)</th>
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**Guardian, individually and on behalf of Minor**

<table>
<thead>
<tr>
<th>Guardian’s Signature</th>
<th>Guardian’s Relationship to Minor</th>
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</table>

<table>
<thead>
<tr>
<th>Guardian’s Printed Name</th>
<th>Guardian’s Cell Phone Number</th>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Guardian’s Alternate Phone Number/Email</th>
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**Emergency Contact (Other than Guardian):**

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<tr>
<th>Printed Name</th>
<th>Emergency Contact Phone Number</th>
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<table>
<thead>
<tr>
<th>Relationship to Minor Number/Email</th>
<th>Alternate</th>
<th>Emergency</th>
<th>Contact</th>
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</table>
**Teacher/TA Consent Form**

Teacher safety and well-being is a priority at our school, always. The Early Childhood Lab has instated additional measures to ensure all classrooms are clean and sanitized. Observers will not be given access to the building at this time. The Director will make arrangements with custodial staff to provide additional sanitation procedures to maintain all Early Childhood Lab equipment and furniture. The teachers will be cleaning and sanitizing additional items on a regular schedule. Children will be assigned a specific classroom and must interact only with those children. This will decrease the amount of people inside each classroom. Handwashing sinks will continue to be used often and according to guidelines.

An employee exhibiting any symptoms common to COVID-19 as outlined in the Sick Policy above may not come to school. No fever reducing medication may be used. Only asymptomatic, Crisis Intervention Teams (having none of the previous symptoms) may be allowed in the school. Anyone exhibiting any of the symptoms noted above must leave school immediately, and are not allowed to return until they are free of such symptoms and have received clearance to return from a doctor.

While present in the Early Childhood Lab, you are required to practice Physical Distancing Requirements. This includes maintaining at least a six-foot distance from other individuals, washing hands with soap and water for at least 20 seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high touch surfaces, and not shaking hands. Visit [https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html) for further information.

My signature below indicates I have read this document carefully and understand the safety measures that must be followed. By signing this consent I agree to follow all university protocols, as may be amended.

________________________________  __________________________________
NAME                                  DATE