



# COVID-19 Policy

## Early Childhood Center & Extended Care

Monday, October 11, 2021

Changes from November 12, 2021 and January 5, 2022 are no longer included in this policy

Changes after shortened isolation & new quarantine guidelines effective January 20, 2022

<b>COVID-19 Plan Administrator</b>	<b>1</b>
<b>Masking Policy</b>	<b>2</b>
<b>Drop-off Procedures</b>	<b>2</b>
<b>Pick-up Procedures</b>	<b>2</b>
<b>Cleaning and Handwashing Procedures</b>	<b>2</b>
<b>Stay Home When You are Sick</b>	<b>3</b>
Typical illness exclusions	3
If a child / staff member or member of the household are experiencing COVID-19 symptoms or awaiting test results	3
If a child / staff member are experiencing one or more COVID-19 symptoms	3
<b>Definitions</b>	<b>4</b>
<b>If a Child / Staff Member Tests Positive for COVID-19</b>	<b>4</b>
Child Isolation (Koala, Ducky, Lamb, Whale, Kindergarten, Extended Care)	4
Staff Member Isolation	4
<b>If COVID-19 is in Your Home</b>	<b>5</b>
Who needs to quarantine	5
Who does NOT need to quarantine	5
<b>Quarantine is NOT required for Close Contact Exposure</b>	<b>6</b>
Students / staff are not required to quarantine after a close contact	6
If you and your family choose to quarantine	6
<b>Testing for Travel or Admittance to an Event</b>	<b>6</b>
<b>COVID Tuition Refund Policy</b>	<b>7</b>

### COVID-19 Plan Administrator

The Board of Directors approved this policy. If you have questions or concerns, please contact Josh Pratt, President at [JoshuaJasperPratt@gmail.com](mailto:JoshuaJasperPratt@gmail.com)

Please inform the director if your child is showing symptoms or if anyone has positive COVID-19 results in your home. Early Childhood Center: [Lisa.Johnson@oslcs.org](mailto:Lisa.Johnson@oslcs.org) or Extended Care: [Joe.Aurich@oslcs.org](mailto:Joe.Aurich@oslcs.org)

## Masking Policy

- \* Staff that are working in another classroom (not their primary classroom for breaks or subbing), must wear a mask.
- All staff and adult visitors are strongly encouraged to wear masks indoors.
- The CDC recommends that children, two years and older, wear a face mask.
  - Masking children will not be required for the Early Childhood Center, except for ...
    - The Kindergarten class when there is an outside guest/volunteer.
  - Extended Care Students are strongly encouraged to wear a face mask while they are indoors.
  - Any child (age 2-Kindergarten) who is sent to school with a face mask will be encouraged by the staff to properly wear it (except while eating or sleeping).

## Drop-off Procedures

### Infants:

Sign children in at Lobby at door #1. Leaving shoes in the hallway, parents can enter the classroom to drop off bottles, snacks, diaper bag, fill out a last feeding form, and give special instructions. Leave car seats outside in the hallway under the table. Please exit door #12 to ease congestion (unless the elevator is needed).

### Toddler-Kindergarten:

Sign children in at Lobby at door #1. Parents will help child(ren) put jackets, backpacks, toys, lovey and nap items in their lockers. Have your child go to the hallway restroom and have them use the restroom and wash their hands. Walk your child(ren) to the classroom door until the teacher comes to the door. Please stay outside the classroom. Exit door #12 to ease congestion (unless the elevator is needed).

### Extended Care:

Parents will remain just inside the classroom to sign in their child. Children will be sent to wash their hands before interacting with other children.

## Pick-up Procedures

### Infants:

Sign children out at Lobby at Door #1. Leaving shoes outside, parents can enter the classroom to pick up their child, diaper bag, remaining bottles and get updates.

### Toddler-Whales:

Upon arrival please stop at the classroom door and knock. A teacher will come to the door, call your child over and have them gather their items from their cubbies (if not already in their lockers).

### Kindergarten:

Student pick up will take place in the school lobby after Kindergarten. Any student not being picked up will be brought to Extended Care (with their face mask).

### Extended Care:

Parents will remain just inside the classroom and wait as their child gathers their personal items.

## Cleaning and Handwashing Procedures

Cleaning procedures follow the Minnesota Department of Health's recommendations for the Early Childhood Center continue: Frequent washing of toys, tables are washed and sanitized before all meals and when visibly soiled, bathrooms are sanitized at least twice a day and when visibly soiled, classroom light switches, door handles and drinking fountains are sanitized throughout the day. Borrowed classroom items are washed after each use or if any toy is in a child's mouth. Frequent handwashing by staff is required after certain tasks. Children's handwashing is encouraged after the playground, before eating and other times throughout the day.

## Stay Home When You are Sick

### Typical illness exclusions

Please notify the OSS immediately if your child has been diagnosed as having a contagious disease, flu symptoms, a virus, etc. We will notify parents in writing when children have been exposed to communicable diseases.

Please DO NOT send your child to OSS ill. If your child becomes ill in our care, we will inform you and expect him/her to be picked up promptly. The length of time an individual should be excluded from a program will vary depending on the illness or disease. Please keep a child home:

- who is experiencing respiratory distress; active cough; thick discharge from nose
- with chicken pox unless lesions are crusted over and the child is no longer contagious
- who has vomited in the last 24 hours
- who has contagious conjunctivitis (pink eye) or pus draining from eye
- who has three or more loose stools in 24 hours
- who has a bacterial infection (like strep or impetigo) and not been on antibiotics for 24 hours
- who has unexplained lethargy
- who has lice, ringworm or scabies that is untreated and contagious
- who has a 100-degree or higher temperature of undiagnosed origin in the last 24 hours
- who is unable to participate in activities without unreasonable discomfort
- with a reportable illness as specified by the Health Department.

### If a child / staff member or member of the household are experiencing COVID-19 symptoms or awaiting test results

- Stay home and your family should isolate until test results have come in.

### If a child / staff member are experiencing one or more COVID-19 symptoms

- If symptoms begin during the day, the child or staff member must go home
- Stay home, evaluate and get tested if symptoms are still present after 48 hours (PCR test OR 2 negative rapid/at home tests)
  - Fever
  - Cough
  - Shortness of breath
  - Chills
  - Headache
  - Muscle pain
  - Sore throat
  - Fatigue
  - Congestion or runny nose
  - Loss of taste or smell
  - Nausea
  - Vomiting
  - Diarrhea

---

## Definitions

### Close Contact:

Spending a total of 15 minutes or more in a 24-hour period within 6 feet or less of people with COVID-19.

### Quarantine:

Staying home and away from others when you may have had close contact with (exposure to) the virus.

### Isolation:

Staying home and away from others when you test positive, feel sick, or have symptoms of COVID-19.

---

**NOTE: Anyone awaiting test results, in quarantine (from a household contact), or isolation (tested positive) should not enter the building.** If you need to pick up another child, call ahead to make arrangements, and staff can bring your child(ren) to your vehicle.

**PLEASE NOTE: The following Student Isolation and Quarantine Policy have been personalized for Our Savior School.**

---

## If a Child / Staff Member Tests Positive for COVID-19

### Child Isolation (Koala, Ducky, Lamb, Whale, Kindergarten, Extended Care)

If your child tests positive for COVID-19

- The day symptoms began is day zero
  - If asymptomatic (no symptoms), day zero is the day of the test
- Stay home for 10 days (monitor symptoms and isolate from household)
- If no fever for 24 hours, symptoms improve or are asymptomatic, **return on Day 11**

### Staff Member Isolation

If a staff member tests positive for COVID-19

- The day symptoms began is day zero
  - If asymptomatic (no symptoms), day zero is the day of the test
- Stay home for 5 days (monitor symptoms and isolate from household)
- Get tested on day 5 (PCR test OR 2 negative rapid/at home tests)
- If no fever for 24 hours, symptoms improve or are asymptomatic, **return on Day 6**
  - Mask and monitor for symptoms through **day 10**

# If COVID-19 is in Your Home

## Who needs to quarantine

If someone in your household tests positive for COVID-19, the child / staff member must stay home and quarantine for 7 days. Try to separate and mask from the infected person as much as possible.

- Close contact date is day zero
- Stay home for 7 days and monitor for symptoms
- Test at day 5 (PCR test OR 2 negative rapid/at home tests on day 5 and 7)
- **Return (symptom free) on Day 8**
  - Monitor for symptoms through **day 10**
  - Masks are encouraged
- If symptoms develop or there is a positive test result, refer to Isolation on p. 4

## Who does NOT need to quarantine

1. If you are fully vaccinated and boosted (when recommended), you do not need to quarantine. Try to separate and mask from the infected person as much as possible.
  - Close contact date is day zero
  - Monitor for symptoms through **day 10**
  - Test at day 5 (PCR test OR 2 negative rapid/at home tests on day 5 and 7)
  - Masks are encouraged
  - If symptoms develop or there is a positive test result, refer to Isolation on p. 4
    - **If you got Johnson & Johnson vaccine:** All Minnesotans age 18 and older should get a booster shot at least 2 months after their first dose.
    - **If you got Moderna vaccine (age 18 and older):** All Minnesotans age 18 and older should get a booster shot at least 5 months after their primary series of COVID-19 vaccine.
    - **If you got Pfizer vaccine (age 12 and older):** All Minnesotans age 12 and older should get a booster shot at least 5 months after their primary series of Pfizer COVID-19 vaccine. People who are 12-17 years old can only receive the Pfizer vaccine as their booster dose.
  - **NOTE:** if you are not boosted, you are still considered up to date, but are lacking a significant amount of protection
2. If child / staff member has had COVID-19 in the past three months, you do not need to quarantine. Try to separate and mask from the infected person as much as possible.
  - Close contact date is day zero
  - Monitor for symptoms through **day 10**
  - Test at day 5 (PCR test OR 2 negative rapid/at home tests on day 5 and 7)
  - Masks are encouraged
  - If symptoms develop or there is a positive test result, refer to Isolation on p. 4

## Quarantine is NOT required for Close Contact Exposure

### Students / staff are not required to quarantine after a close contact

Quarantine is not required if you have had a close contact or if there was a positive case in the classroom or outside of the classroom

- The close contact cannot be in your home
- The close contact as a beginning and end, such as an exposure at school, a sporting event, or social gathering

### If you and your family choose to quarantine

After a close contact or a positive case in the classroom, here are some quarantine options

- **5 Day Quarantine** (optional)
  - Close contact date is day zero
  - Stay home for 5 days and monitor for symptoms
  - Test at day 5
  - **Return (symptom free) on Day 6**
    - Monitor for symptoms through **day 10**
    - Masks are optional
- **7 Day Quarantine** (optional)
  - Close contact date is day zero
  - Stay home for 7 days and monitor for symptoms
  - Test at day 5
  - **Return (symptom free) on Day 8**
    - Monitor for symptoms through **day 10**
    - Masks are optional
- **10 Day Quarantine** (optional)
  - Close contact date is day zero
  - Stay home for 10 days and monitor for symptoms
  - Test at day 5
  - **Return (symptom free) on Day 11**
    - Masks are optional

---

## Testing for Travel or Admittance to an Event

Minnesotans who have no symptoms, are not living in a household with someone who has symptoms, and not a close contact of a confirmed COVID-19 case, do not need to stay home or be quarantined while awaiting testing results.

---

## COVID Tuition Refund Policy

*Approved by Board of Directors on 12/15/2020*

*Adjustment approved by Education Committee with quarantine changes 1/5/2022*

*+Adjustments approved by the Board of Director 1/19/2022*

- Refunds will be issued for school days absent (not counting weekends or holidays)
  - + If a classroom is closed for a full day due to lack of staffing
- Refunds will be issued as soon as possible, depending on the timing of the closure/quarantine and your billing cycle.
- Refunds will not be issued
  - if you had previously informed the school you would not be present
  - + if you or your student are waiting for test results or sick with COVID-19
  - + if you are quarantined because of a close contact in your home
  - + if the classroom is open and you are choosing to keep your child home to quarantine