

Sunshine Cottage Guidance for COVID-19

(The following guidance focuses on steps that the school can, and in some cases must, take to plan for prevention, mitigation and response to positive COVID-19 cases on campus. The school will not plan on a one-size fits all response in the event of a positive case, but rather will coordinate with public health officials to make the appropriate decision.)

TEA REQUIREMENT: Providing Notice

Sunshine Cottage is providing notice to parents, families, and the community regarding back-to-school plans and instruction through this initial document. As further required, one week prior to the start of school, a plan to prevent COVID-19 will be distributed via Blackbaud to all families and posted on the school website. Preliminary information is posted in these guidelines and is subject to change based on state and local decisions.

COVID-19 Response Team – Sunshine Cottage has developed a COVID-19 Response Team to respond to concerns and communicate the school’s decisions. Members of the team and email addresses are noted below:

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| Mark E. Eads | Executive Director | meads@sunshinercottage.org |
| Fred Hayes | Principal | fhayes@sunshinercottage.org |
| Bertie Ghans | Nurse | bghans@sunshinercottage.org |
| Mary Bueno | Human Resources | mbueno@sunshinercottage.org |
| Lisa Lopez..... | Parent Infant Program Director | llopez@sunshinercottage.org |
| Cindy Escobedo | Educational Resource Director..... | cescobedo@sunshinercottage.org |
| Otis Hernandez | Maintenance Supervisor | ohernandez@sunshinercottage.org |

TEA REQUIREMENT: Prevent and Mitigate

Sunshine Cottage must identify and implement practices to prevent the virus from entering the school and to reduce the likely spread inside the school; therefore, school practices and guidelines have been established for various areas noted below.

Health and Safety Guidance

- **Social and Emotional Well-Being** – Students’ social and emotional well-being are a top priority. Together, schools and families can support children during this challenging time. With the endless COVID coverage, it is natural for children to experience some changes in behavior and mood. We will continue to work closely with families and students to ease the stress. Keeping routines predictable, sharing COVID facts that are age-appropriate, making time to listen and share feelings, and reaching out to us for support are all important. We are here for our children and their families.
- **Masks** – Schools are expected to comply with the Governor’s Executive Order for wearing masks or face shields. All adults are required to wear masks when in the building, classroom, and/or office with others. Exceptions to this requirement include lunch breaks with appropriate social distancing. Classroom teachers may use face shields and social distancing when providing direct instruction in the classroom. During classroom monitoring and circulations, masks are required.
- Students are required to wear masks when arriving to campus, moving out of the classroom, and leaving the campus. It may be impractical for students to wear masks or face shields while participating in outdoor activities such as P.E. or recess. It is highly recommended that masks be rotated and thoroughly cleaned daily. Sharing of masks with other family members is extremely risky and discouraged.

- **Handwashing/Sanitizing** - Students and staff are required to use hand sanitizer when entering the building, classroom, and/or office. Frequent handwashing and sanitizing will also be incorporated in the daily schedules. Classrooms and other common areas within the school will be thoroughly disinfected daily and deep cleaning schedules will be regularly conducted.
- **Temperature Checks/Screening** – Per Center for Disease Control (CDC) guidelines, initial monitoring of symptoms begins at home. Individuals who are feeling ill, including symptoms like fever, cough, shortness of breath, sore throat, abdominal pain, fatigue, muscle aches, or headache, should stay at home and consult with a medical professional regarding school participation.

Temperatures will be taken for each student before leaving their car. If a student's temperature is at or above 100°, the student will not be allowed to exit the car.

- Teachers and staff are required to self-monitor. The self-screening should include teachers and staff taking their own temperature. Teachers and staff must report to the school system if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below. Additionally, they must report to the school system if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined at the end of this document, and, if so, must remain off campus until the 14-day incubation period has passed.
- **Social Distancing** – Staff and students will maintain six feet of social distancing in indoor and outdoor settings, to the extent possible. Classrooms will be arranged to allow for six feet of space between seating areas, as feasible, and transitions will be limited. Staggered school start and dismissal times will be used.
- **Personal Protective Equipment** – Staff and students will be provided with a mask and face shield, plus they may provide their own masks.
- **Students with Health Conditions** – Parents and families know their child's needs. While we are taking all measures to ensure each student's safety, parents must place their child's health needs first. Remote learning options are discussed later.
- **COVID-19 Cases** – Sunshine Cottage will take all safety precautions. However, if a student or staff member tests positive, the student or staff member will shift to remote learning for a minimum of 10 days (includes weekends). The student or staff member must remain there until all three of the following conditions are met: (1) 24 hours fever free, (2) no other symptoms, and (3) 10 days since test results. If a student or staff member has been in close contact with someone who has tested positive, the student or staff member will move to remote instruction for a minimum of 14 days. Staff and students who test positive and/or were directly exposed will not be permitted to return to school until they are cleared by a medical professional. While this may cause an added burden on families, our goal is the health and safety for all students.
- **Travel – Out of Country Travel** (travel that takes you out of the borders of the United States of America) – Any individual who travels out of the country will be required to quarantine and must utilize virtual instruction for 14 days after return.
- **Travel – Out of State** (travel that takes you out of the borders of the state of Texas) – An individual who travels out of the state will be required to stay home a minimum of 5 days upon arrival home, unless it is a state that has travel restrictions. If travel was to a state that has travel restrictions, you will be required to stay home 14 days. Currently, there are no travel restrictions within the state.

Campuses and Classrooms

- **Visitors, Drop-off, and Pick-Up** – All visitors must be scheduled via an appointment. Sanitizing will occur after each parent meeting. The number of visitors in the school will be limited to ensure that students are safe; therefore, alternative meeting options may be scheduled, including virtual meetings.
- Traditional campus events such as Popsicle Social, Sunshine Nights, etc., have been suspended. Once the COVID situation has flatlined, we will reevaluate how to proceed with these activities. We will use other means to keep parents and families up-to-date and engaged in their child's learning, including online platforms.
- **Classroom Configurations** – Sunshine Cottage will arrange student learning spaces six feet apart, as feasible.
- **Restrooms and Water Fountains** – Students' physical needs are extremely important. Social distancing and hand washing will remain the priorities during restroom breaks. Because water dispensers have shared surfaces, these will be disabled/turned off. Students will be provided with other options for hydration. Further information will be communicated prior to the start of the school year.
- **Materials and Supplies** – Students will be expected to use their own materials and supplies which will be kept in individually-assigned boxes. Sharing of materials will not be allowed.
- For early childhood classrooms, nap mats will be spaced out according to physical distancing guidelines and will be sanitized daily.
- **Backpacks and Other Personal Items** – Student backpacks should be cleaned and sanitized each night. Every effort should be made to minimize personal items brought from home. All supplies will be kept in the classroom to minimize contact, and additional information will be sent regarding the classroom supply list.
- **Additional Instructors in Classrooms** – In certain instances, additional staff members may be assigned to classrooms to instruct specific students. These individuals will sanitize prior to entering and exiting the classroom, and masks will be required as they interact with students using social distancing.
- **Field Trips** – We will refrain from scheduling field trips and other social events until further notice.

Instructional Models

- **Face-to-Face Instruction and Remote/Virtual Learning** – While Sunshine Cottage is taking multiple precautions to protect both students and staff in school operations, we continue to offer parents the option for either face-to-face or remote/virtual learning. In both instances, students are expected to participate and remain engaged in high quality instruction. Each of these options is described below:
 - ✓ **Face-to-Face Instruction** – Students attend school daily, as with the regular school year, and follow safety, sanitation, and social distancing expectations.
 - ✓ **Remote/Virtual Learning** – Students participate in classroom instruction via remote/virtual learning and are expected to complete and submit assignments as communicated by the remote/virtual learning teacher(s). This home-learning model is an extension of the classroom and includes the same high-level expectations for participation and assignments as face-to-face.
- Monitoring student learning and progress remains integral to the success of the students. This includes attendance, grades, formative/summative assessments, and other monitoring systems that help teachers know how students are making progress. Attendance is mandatory for any instructional model.

- Some remote/virtual instruction will be delivered through a synchronous instruction that does not require having the instructor and student engaged at the same time. In this method, students learn from instruction that is not necessarily being delivered in-person or in real time. This type of instruction may include various forms of digital and online learning, such as prerecorded video lessons or game-based learning tasks that students complete on their own, and pre-assigned work and formative assessments made available to students on paper. Most times teachers will provide direct online instructions.
- **Attendance** – Attendance will be taken each day for both face-to-face **and** remote/virtual learning to ensure that students are actively engaged. During remote/virtual instruction, students are expected to participate and fully engage as communicated by the teacher to receive attendance credit.
- **Grading** – Sunshine Cottage has its own grading policies. This policy must require a classroom teacher to assign a grade that reflects the student’s relative mastery of an assignment. Sunshine Cottage grading policies are published annually in the Student Handbook. Progress reports and report cards, along with parent conferences, will be used to communicate each student’s progress and performance.
- **YMCA After-School Program** – The time for YMCA after-school program will be 2:15 p.m. – 5:30 p.m. The main office number is 210-924-2277, and the website is www.ymcasatx.org. Pre-registration will be required. This program will follow the same sanitation and social distancing requirements established during the regular instructional day. The YMCA after-school-program is only available for face-to-face students.

TEA REQUIREMENT: Respond

Sunshine Cottage must identify and implement responsive actions to address the situation if there are lab-confirmed cases in a school.

Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School.

1. *If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA). 5*
2. *The schools will close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.*
3. *Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, the school will notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate on any on campus activities.*