



## **2021–2022 Family Policies & Procedures**

*including Comprehensive COVID-19 Reopening Plan*

### **Bayou Village School**

3701 Hardy St, Houston TX 77009  
info@bayouvillageschool.org | 713-864-2452

Entering our second year of navigating a COVID-19 pandemic as a school, the BVS Leadership Team is confident that the Reopening Plan for the 2021–22 school year, outlined below, meets the diverse needs of every family in our school community. As always, the health and safety of our students, families, faculty and staff are our primary concern and we continue to monitor the ever-changing situation of the COVID-19 pandemic. It is with the ideals of this holistic education and the creativity of our community that we follow the recommendations of the CDC (*Centers for Disease Control and Prevention*) reopening recommendations and DFPS (*Department of Family Protective Services*) licensing requirements, along with recommendations from the AAP (*American Academy of Pediatrics*) and any other mandates ordered by Harris County.

## ***Early Childhood Plan***

---

### **Class Sizes**

Our toddler, preschool and kindergarten classes will operate under normal class sizes, with each class limiting contact with their immediate class community and cohort.

### **Early Childhood Drop Off:**

Toddler and preschool drop off will be directly at your child's outside classroom door. Parents may not enter the classroom. Mixed Kindergarten students will be dropped off in the drive through and escorted to the playground by a staff member. Drop off is between 8:30-9:00. After 9am, drop off will be at the front office. Authorized pick up persons must wear a mask when congregating for drop off/interacting with the child's teacher.

### **Early Childhood Pick Up:**

Toddler and preschool pick up will be directly at your child's outside classroom door. Parents may not enter the classroom. Mixed kindergarten pick up will be done through the drive through. Pick up is between 3:00-3:15pm. Authorized pick up persons must wear a mask when congregating for pick up/interacting with the child's teacher.

### **Cohorts**

Classes will remain with their group and their teachers. We will avoid mixing the toddler, preschool and kindergarten classes outdoors on the playgrounds, as has typically occurred, especially at drop-off and pick-up times. We will avoid mixing classes for any indoor activities.

### **Facial Coverings**

Due to the [August 12, 2021 Harris County mask mandate](#), all students 2 years and up will be required to wear a face covering/mask until further notice while indoors. Facial coverings are not required to be used when students are eating, drinking, napping, or during outdoor activities. Parents of students who would prefer their child wear their mask outdoors can communicate this preference with administration and their child's teacher.

### **Increased Outdoor Time**

There is evidence that being outdoors significantly lowers the risk of COVID-19 spread. Traditionally, Waldorf preschools and kindergartens spend a significant amount of time outside. We intend to expand the amount of time our students spend outside. There will be increased cleaning/disinfecting of equipment (picnic tables, climbing equipment, swings, etc) to facilitate a safe environment.

### **Indoor Physical**

We will remove from classrooms any shared toys or other items that cannot be sanitized after each use or properly disinfected on a daily basis. Batches of toys may be separated out for use on certain days, rotated in and out on a daily/weekly basis to aid in disinfection. Additionally, it will be increasingly important for parents to be mindful of what their children bring to school.

### **Nap Time**

Nap materials (blankets, pillows, fleeces, etc.) will need to be taken home on a weekly basis (at least) in order to be properly washed and disinfected. Nap items will be stored in each classroom, separately.

## ***Grade School Plan***

---

### **Physical Distance**

A key aspect of risk mitigation in the teaching and learning environment is creating distance and space for students to be 3-6 feet apart while in the classroom setting when possible. This is a recommendation from the CDC (*Centers for Disease Control and Prevention*).

### **Drop off**

Drive-through drop off is available for grades students. 8:00am-8:30am will be drop off time. Students will be considered late after 8:30am and will have to check in the front office for tardy slip.

### **Pick Up**

Drive-through pick-up for grades students from 2:30 until 2:45 PM. Grades students will be released directly into the vehicle of a parent or authorized person.

## **Attendance**

Regular attendance is a vital element of the academic and social success of each child. Please make every effort to be on time and to minimize trips, appointments, and special events that require missing school. Grades students arriving after 9:00 AM must report to the Administrative Director, Chloe Rogers. Five(5) late arrivals will count as an absence from school. Parents of students with 5 late arrivals will be called for a meeting to work out a plan to assure timely arrival. Students with a total of 7 absences for the school year (either full day or due to late arrivals) will be required to repeat the grade. COVID related absences will be excused and not affect Grades promotion or attendance.

## **Increased Outdoor Time**

As outdoor time significantly decreases the risk of contracting or spreading COVID-19, our Grades children will also enjoy increased outdoor time which may include main lessons or other outdoor activities.

## **Facial Coverings**

Due to the [August 12, 2021 Harris County mask mandate](#), students 2 years and up will be required to wear a face covering/mask until further notice while indoors. Facial coverings are not required to be used when students are eating, drinking, napping, or during outdoor activities. Parents of students who would prefer their child wear their mask outdoors can communicate this preference with administration and their child's teacher.

## **Specialty Classes**

Specialty classes including art, spanish, games, eurythmy, handwork and music will return for the 2021-2022 school year. All specialty staff will be updated and follow protocols and procedures to mitigate the spread of the COVID-19 virus.

## **Field Trips**

Field trips are postponed until further notice. Virtual field trips may be offered by teachers through various platforms to meet the varying needs of students in different grade levels.

## **Class Plays**

Class plays will be held at school within the classroom and will be broadcast via ZOOM or other suitable platform for families and other classes to view the performances until further notice.

## ***Clothing/Dress Code***

---

We seek to preserve the wonder and innocence of childhood while supporting young people in developing the will, compassion, and intellect to serve and respond to the world around them. This is best accomplished when children are not preoccupied with appearances and can abandon themselves to the task of becoming a friend, neighbor, citizen, and thinker. To that end, our school has a plain-clothes dress code. Students' dress and appearance should be age-appropriate, free of media characters (examples: Mickey Mouse, Little Mermaid, Darth Vader, Thomas the Train, etc.), and should reflect:

- Neatness, cleanliness, modesty
- Appropriateness for weather and activities
- Respect for self and others

Clothing such as short shorts, spaghetti straps, and short skirts without shorts or leggings underneath are NOT appropriate for an average school day.

## **School Supplies**

Every student is expected to have:

1. **Slippers:** Lightweight, flexible-soled, plain, soft shoes or slippers that hug the foot for inside play.
2. **Sunhat:** A hat to be worn outdoors during autumn and spring that is comfortable to wear.
3. **Full rain gear:** Head-to-toe rain gear (boots, hat, long jacket/coat or a jacket and pants combination) to protect the child on rainy days.
4. **Change of clothing:** For a variety of reasons, your child may require a change of clothing (including socks and underwear). Please place the spare clothing in a labeled, plastic zip lock bag to be stored at the school.
5. **Nap/Rest supplies** (full day Early Childhood and 1st Grade students): A 19" x 15" nap mat and small blanket for nap time. A small stuffed animal or lovie (non-media oriented) is permitted, of course.

The above list of items will be stored at the school unless in need of cleaning. Please label everything you bring to school with your child's name to avoid confusion and loss. All items will be sent home weekly for sanitation.

## ***BVS Nut Awareness***

---

There are several students at Bayou Village School who are seriously allergic to peanuts and tree nuts. While many students and adults have sensitivities, the students who have serious nut allergies can have an anaphylactic reaction that may require medical attention and can be life-threatening.

Families whose children have severe allergies have worked out with their child, the school and their teacher what needs to be in place during school for their child's safety, particularly in the classroom.

As a school community, we ask that you respect the school's **peanut-free policy**, and join us in being "nut aware." Please do not bring snacks and food to share in general school areas that contain any peanut ingredients and please label any food that contains other nuts (or nut oils). With conscientious labeling, the student and family can stay clear of food they should not be in contact with.

In the course of a day, many of us use nuts for protein and nourishment. In classrooms *where there are not* nut allergies, but nuts are commonly eaten, please encourage and practice excellent hand washing. If a student just ate something with nuts in it, their hands can spread the oils and some of our allergic students will react from skin contact with nuts, as well as ingestion.

Many thanks for your help and awareness.

## ***Lunch & Snacks***

---

Please send a healthy, nutritious lunch from home. No refrigeration is available, in which case lunchbox ice packs can be helpful to preserve food. Food that is to be eaten warm should preferably be sent in a thermos, however teachers are able to heat up food that is brought in a microwave-safe container, if needed. A healthy lunch would include ample food to sustain your child throughout their day. We suggest including

fruits, vegetables, and a protein/carbohydrate source (deli meat sandwich, for instance). These three items are typically sufficient for a complete meal.

A healthy nutritious morning snack will be provided by the school. Please check in and reference your child's classroom snack rhythm and any other needs.

**Please do not send candy, gum, soda, fruit juices, food coloring, highly processed foods, foods high in refined sugar, chocolate, or "junk" food, as these are not allowed at Bayou Village School, even during birthday celebrations.**

## **What NOT to Bring to School:**

Please be sure your children do not bring toys or other play things, purses, cough drops, candy, gum, lip balm, or other treasures of any kind to the school. Children love to exchange treasures with one another, but it is better if this activity takes place in your home with your approval.

We do encourage children to bring little gifts from nature for the nature table in their classroom.

Bayou Village School maintains a "zero tolerance" policy toward weapons on campus. Students are not permitted to bring or use the following items on campus, except as provided by the school and used under the direct supervision of a teacher: fire igniting equipment such as matches, lighter, or lighter fuels; aerosols; flammable substances; weapons or toys such as knives or guns. You are not permitted to bring or use any illegal items or substances on campus.

Additionally, Bayou Village School extends this zero tolerance policy to all weapons, defined as any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns. Devices or instruments having the appearance of a weapon including, but not limited to, weapons listed above which are broken or nonfunctional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. Knives, belts, combs, pencils, files, scissors, etc. shall be considered weapons if they are used to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

# Discipline Policy

---

Bayou Village School attempts to surround the children with a rhythmically consistent, safe, and nurturing environment. Therefore, the primary strategy for discipline is through redirection of the child to a healthier activity.

Discipline at Bayou Village School is rooted in respect for the individual, and our approach is pedagogical rather than punitive. If problems persist, the process outlined herein will be used to work with the child and family, with the aim to help each child develop the attitudes and skills to act responsibly.

The expectation is for each student to:

- Be courteous
- Be truthful
- Be respectful of their peers, teachers, staff, and all visitors
- Be compassionate, considering others' emotional and physical well-being
- Take care of their own property and that of others
- Use polite and socially acceptable language at all times
- Show good will by responding to requests and directions promptly and willingly
- Be tolerant of the differences of others

These behaviors are best learned through imitation, so we ask and expect that parents and caregivers also act in accordance to these expectations.

Discipline measures may include a verbal correction, a conversation, assigned work or writing, a time-out, restriction from activities, a warning, or another consequence the teacher feels appropriate.

The use of curse words and pejorative language is strictly forbidden, as are behaviors that threaten or cause bodily harm, which includes bruising, blood, and breakage of limbs. Defacement of property belonging to the school or to other students, stealing, and disrespectful conduct toward the physical self and space of other persons is also forbidden.

Teachers will write incident reports when bodily harm comes to students as a result of both play and conflict, and reserve the right to take additional action, including parent teacher conferences, behavior intervention plans, scheduled detentions in which the parent will also be present to supervise their child, taking part in restorative conduct that repairs a wrong or harm done to persons or property, and expulsion in cases where student conduct cannot be remedied to comply with community standards.



Rarely are children asked to leave the school, but in serious and repeated cases, a discussion with the parents to determine the right course of action will occur that may include permanent removal of the student from the school. This is a drastic scenario and a matter not left up to an individual. Decisions such as these are made by a group and only after thorough, thoughtful, and careful consideration.

Our community standards and disciplinary methods are informed by the work of Rudolf Steiner and developmentally appropriate restorative conduct and are fully compliant with the Americans with Disabilities Act, as well as other federal and state legislation regarding the rights of the child.

## **Additional School Policies**

### **Student Non-discrimination Policy**

Bayou Village School does not discriminate on the basis of race, color, religion, gender, gender expression, disability, sexual orientation, or national or ethnic origin in the Administration of its educational policies, enrollment, financial aid awards, or any other school-administered programs.

### **Tolerance and Acceptance**

Bayou Village School expects all of its community members, staff, parents, and students, to respect, accept, and appreciate the rich diversity of the world's cultures, forms of expression, and ways of being human. Discrimination against or mistreatment of community members because of difference will not be condoned.

### **Diversity Statement**

Bayou Village School believes that diversity enriches the school community. We respect racial, cultural, national, ethnic, physical, religious, socio-economic, political, and philosophical differences as well as differences in age, sexual orientation, gender expression, and marital status in our students, Faculty, Administration, and families. We celebrate our individuality and encourage a climate of mutual interest and respect. Our commitment to diversity prepares our students to interact and communicate effectively with a spirit of understanding and compassion in an increasingly global society.

### **Discretion**

Children are impressionable, precious little imitators that do not yet have control or understanding of their emotions. To protect our students to the best of our abilities, we ask that adults and parents act with discretion and respect our children by holding sensitive and mature discussions in private, refrain from inappropriate language and behavior, resist the urge to use cell phones, and keep the best interests of not just

their own child, but the students as a whole, always in mind.

## **Media and Electronics**

Bayou Village School strongly discourages the use of electronic media by young children and encourages families to observe and think about the effects of media such as television, radio, movies, video games, computers, tablets, and cell phones, on their young children. As a school, we believe that young children should not be exposed to such media, and that, if they are, exposure should be limited and supervised by the parents.

Based on current research, our experience as classroom teachers, and our understanding of child development, we are moved to further educate ourselves and explore the influence of media on the learning process, and in our school. We invite you to be active participants in this, as Waldorf-inspired education is a partnership between parents and teachers.

We ask that parents act with wisdom and discretion when considering what your child is exposed to, and ask that screen time is limited to the utmost extent possible. As a community we are guided by the principles of open discussion, truthful reflection, and support of one another in achieving a healthy balance of family time to ensure enjoyment of media does not dominate our children's thinking, will, and emerging morality.

Our formal media statement can be found below:

### **Media Statement**

Bayou Village School is committed to promoting the healthy mental, physical, emotional, and social growth of children. Through cultivating each child's imagination, artistic sensibility, and capacity for independent and critical thinking, our approach to education attempts to support and build on the child's inherent capacities for learning. Maximizing a child's ability to learn requires his / her mental, emotional, and physical engagement at the highest level. It is with the goal of striving for the ideal learning environment that we question the use of electronic media for young children. For our purposes, electronic media includes television, DVDs, videos and video games, computers, MP3 players, and other similar sound devices. Such media are known to interfere with children's natural play instincts and inhibit the imagination. Media of this kind often introduces powerful, sophisticated, and complex images and sounds that can be overwhelming, inappropriate, and misleading. Additionally, current research suggests that the rapid succession of flickering images diminishes a child's capacities for attention and memory development, both of which are essential to learning. Media use is known to habituate a learning state that lacks full physical, emotional and sensory involvement. The influence of electronic media can also interfere with a child's ability to participate in the overall life of the

classroom. Regardless of content, it is said to cause a diminished development of the senses through passive viewing and listening. The effects of media's pre-programmed and synthesized sounds and images can cause stress, leaving little or no room for creative input. When natural learning modes are inhibited, a child can become disengaged, frustrated, or unable to concentrate. When a child is in an active learning process, there is participation, visible engagement, focus and enthusiastic response. We strive through the Waldorf approach to provide an environment in every classroom that nurtures this deep level of engagement and vitality in the learning process.

**School Policies on Electronics Usage**

Students

Students are not permitted to use cell phones, tablets, computers, and other personal electronic devices at BVS or at school events. Faculty and staff will confiscate such devices and they will be held in the Administration Office for parent pickup.

Parents, Faculty, and Staff

We ask that parents, Faculty, and staff refrain from using such devices around children, on school grounds and/or at school sponsored events. If you must use a cell phone for purposes other than taking photographs, please avoid using it where children are present.

**FESTIVALS and OTHER SCHOOL-WIDE EVENTS**

Parent-teacher conferences	Zoom
Lantern Walk	Celebrated with the child’s class during the school day.
Fall Festival	Celebrated with the child’s class during the school day.
Advent Spiral	Possibly celebrated with the child’s class during the school day.
WinterFaire	TBD
May Faire	Dependent on public health mandates. Could be celebrated in the child’s classroom during the school day OR community-wide.
School-wide field trip	Dependent on public health mandates. Could be celebrated in the child’s classroom during the school day OR community-wide.

## Campus Closure and Calendar Adjustments

First Day of School: August 31st, 2021

Last Day of School: June 2nd, 2022

\*Group events subject to change as we continue to navigate the COVID-19 pandemic.

### School closure and holidays:

Labor Day - School Closed	<b>September 6</b>
Staff In Service - School Closed	<b>October 15</b>
*Fall Festival - Early Dismissal @ Noon	<b>October 29</b>
Fall Break	<b>November 22-26</b>
Winter Break	<b>December 20 - December 31</b>
MLK Day - School Closed	<b>January 17</b>
Spring Break - School Closed	<b>March 14-18</b>
Chavez-Huerta Day - School Closed	<b>March 28</b>
Easter Break	<b>April 15-18</b>
Grades Conference - No School for Grades students	<b>April 22</b>
*May Faire - Early Dismissal @ Noon	<b>May 6</b>
Staff In Service - School Closed	<b>May 13</b>
Memorial Day-School Closed	<b>May 31</b>

## Faculty and Staff

Direct communication with your teacher via school associated email is the preferred method of contact, school email addresses listed below as well as phone messages or notes left with the Administrative Director are also appropriate.

### **Toddler(Sweet Peas) Lead Teacher**

Jessica Almazan (On-site)

Email: [jessica.almazan@bayouvillageschool.org](mailto:jessica.almazan@bayouvillageschool.org)

### **Preschool (Sunflowers) Lead Teacher**

Noemi (Mimi) Estrada (On-site)

Email: [mimi.estrada@bayouvillageschool.org](mailto:mimi.estrada@bayouvillageschool.org)

### **Preschool (Buttercups) Co-Lead Teachers**

Sophia Lopez and Angela Freeman (On-site)

Email: [buttercupclass@bayouvillageschool.org](mailto:buttercupclass@bayouvillageschool.org)

### **Mixed Kindergarten (Honeysuckles) Lead Teacher**

Elizabeth Rojas (On-site)

Email: [elizabeth.rojas@bayouvillageschool.org](mailto:elizabeth.rojas@bayouvillageschool.org)

### **Mixed Kindergarten (Moonflowers) Lead Teacher**

Jenna Arbogast-Truver (On-site)

Email: [jenna.arbogast@bayouvillageschool.org](mailto:jenna.arbogast@bayouvillageschool.org)

### **2nd Grade**

Natasha Bashir (On-site)

Email: [natasha.bashir@bayouvillageschool.org](mailto:natasha.bashir@bayouvillageschool.org)

### **3rd Grade**

Bharathi Gunasekaran (On-site)

Email: [Bharathi.Gunasekaran@bayouvillageschool.org](mailto:Bharathi.Gunasekaran@bayouvillageschool.org)

### **1st and 4th Grade**

Marcada Claybon (On-site)

Email: [marcada.claybon@bayouvillageschool.org](mailto:marcada.claybon@bayouvillageschool.org)

### **Spanish, art, and floating teacher assistant**

Tracey Garcia (On-site)

Email: [tracey.garcia@bayouvillageschool.org](mailto:tracey.garcia@bayouvillageschool.org)

## Administration

### Administrative Director

Chloe Rogers (On-site)

Email: [info@bayouvillageschool.org](mailto:info@bayouvillageschool.org)

### Enrollment Director

Maryoceane Guy (On-site)

Email: [enroll@bayouvillageschool.org](mailto:enroll@bayouvillageschool.org)

### Accounting Administrator

Hannah Alsdorf (Remote)

Email: [hannah.alsdorf@bayouvillageschool.org](mailto:hannah.alsdorf@bayouvillageschool.org)

### Office Manager

Natalie Beasley (On Site)

Email: [natalie.beasley@bayouvillageschool.org](mailto:natalie.beasley@bayouvillageschool.org)

## Faculty Cloth Face Coverings and Face Shields

Cloth face coverings that cover a person's mouth and nose, help prevent spread of respiratory droplets produced when an infected person is talking, sneezing, or coughing.

These droplets can land in the mouths or noses of people who are nearby or be inhaled into their lungs. To reduce the spread of COVID-19, the CDC recommends that people wear double layered cloth face coverings especially when social distancing measures are difficult to maintain.

Staff/Faculty will wear cloth face coverings at all times while on campus, with limited exceptions:

- When alone in a private office;
- When outdoors and maintaining at least six feet distancing from others.
  - Teachers may use a face shield instead of a cloth face covering when they are teaching in front of the class (indoors or outdoors) if they are at least six feet away from the students.
- All cloth face coverings will be worn over the nose and mouth.
- Staff/Faculty and students will wash or sanitize hands before putting on a cloth face covering.

# Hand Hygiene and Respiratory Etiquette

## Frequent Hand Hygiene

Each learning space will have an adequate supply of hand sanitizer with at least 60% alcohol.

- Students and staff/faculty will have access to a sink with soap and water indoors or hand sanitizing stations outdoors.
- Students and staff/faculty can bring in their own personal hand hygiene dispensers for use at any time; hand sanitizer should contain at least 60% alcohol.
- Opportunities for hand hygiene will be incorporated into the school day, especially at times of transitions from one space to another, before snack or lunch, and between class periods.

## Respiratory Etiquette

- Refrain from touching eyes, nose, or mouth with unwashed hands.
- Cough and sneeze into the elbow, sleeve, or a tissue, and throw away used tissues immediately and perform hand hygiene.

## Food Handling

- All Staff/Faculty and students are required to pack in and pack out all food and eating utensils. No sharing of food, drinks, and utensils will be allowed.
- Parents/guardians/caretakers must provide food in clean, labelled containers.
  - All students must store food in clean, labelled containers in a bag under or on the back of their chair, or cubbies for EC, and must wash hands before and after eating.

## Hygiene and Cleaning and Disinfection of Facilities

*All employees responsible for the cleaning and disinfection guidance and procedures concerning supplies and frequency of cleaning at BVS.*

Periodic quality assurance reviews will be conducted by the Administrative Director, to ensure the safety of students and staff.

**All frequently touched surfaces will be cleaned as often as possible and at a minimum each day:**

- Before and after all change in class cohort use and meetings.

- School hardware will be cleaned prior to and after each school day, before and after recess.

- When classes are in session, custodial staff will disinfect doorknobs, handrails and water fountains.
- Cleaning staff will wear disposable gloves for all tasks in the cleaning process, including the handling of trash.
- Gloves will be carefully removed to avoid contamination of the wearer and the surrounding area.
- After removing gloves, cleaning staff shall wash hands immediately for at least 20 seconds with soap and water.

## Health and Safety Protocols

Guidelines and practices to reduce risks associated with the pandemic will be required over the foreseeable future. These practices demand the collaboration and cooperation of all BVS employees, students and families which represent our community. To that end, all individuals are individually and collectively accountable for the wellbeing of our school community, and individual and collective actions by each member will serve to support and maintain our collective health.

### **MONITORING: Screening, testing, containment**

Protocols and procedures for mandatory health screenings, including temperature checks, of students, faculty, and staff to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus.

**Daily Health Screenings:** All employees, students and people entering the school buildings must be screened for signs of illness. Any designated, trained employee may perform the screening. **Temperatures** will be screened daily by the class cohort teacher or staff prior to entering their classroom, and rechecked midday.

**Symptoms** must be checked daily prior to leaving for school in the morning by students, faculty, and staff. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache



- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## **Employees**

All employees will check their temperature daily at home before arriving at school. Employees will further be tasked with completing a daily risk assessment as follows: BVS employees must report to the Administrator and not come to work if one of the following applies:

- They have a temperature of 100.0 or higher.
- They have any symptoms of Covid-19.
- They have knowingly had close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
- They have tested positive through a diagnostic test of COVID-19 in the past 14 days.
- They have travelled or lived with someone who has travelled either internationally.

### **Actions to take if any of the above applies:**

- If you are symptomatic you should immediately seek testing and any necessary medical help as well as self-quarantine.
- If you are symptomatic you must immediately alert all people you have been around, so your contacts can be traced, and these people can be alerted to self-quarantine.
- If you are symptomatic you should immediately contact the Administrator.
- If you had close contact with a person suspected or confirmed to have COVID-19 you should immediately self-isolate at home for 14 days.

## **Students and Families**

Daily prior to arrival at school, all students, parents, or guardians will be asked to respond to a COVID-19 symptoms checklist survey via brief email or text to ensure the student has no possible COVID-19 symptoms.

### **Daily health screening questions:**

In the past 24 hours have you or an immediate family member living with you experienced any of the following:

- Feverish or appearance of fever (flushed cheeks)
- Coughing
- Sore throat
- Shortness of breath/difficulty breathing
- Headache
- Stomach Ache/nausea/vomiting/diarrhea
- Muscle pain
- Unusual fatigue

- New loss of taste or smell

Each student will have their temperature checked daily before entering school by their cohort teacher or other trained BVS faculty or staff.

We are asking families for their commitment to keep children home from school **if a child or any member of the immediate family** have any of the following symptoms or if any of the following applies:

- An elevated temperature of 100.0 or higher
- Any symptoms of Covid-19
- You have had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days
- You or an immediate family member have travelled in the past 14 days to a high risk area
- If you or an immediate family member are symptomatic you should immediately seek testing and medical attention and self-quarantine.
- If you are symptomatic you should immediately alert everyone you have been around, so your contacts can be traced, and the people can be alerted to self-quarantine.
- If you or any immediate family member are symptomatic you must immediately alert the school administrator as well as your child's teacher.
- If you or any immediate family member had close contact with a person suspected or confirmed to have COVID-19, you and your family should immediately self-quarantine at home for 14 days.

Students and employees must stay home if they have one or more of the above symptoms, are feeling sick, or if an immediate family member has found themselves in a high risk situation for having been exposed to COVID-19, as well as after the recovery from illness for sufficient amounts of days so the risk for transmission is reduced.

### **When individuals should stay home**

If the individual has symptoms, they should stay home until:

- At least 3 days have passed since recovery (resolution of fever without the use of fever reducing medications and improvement in respiratory symptoms)
- AND either:
  - a. At least 10 days have passed since symptoms first appeared
  - b. OR they have two negative results, spaced at least 24 hours apart, based on authorized COVID-19 diagnostic tests by a medical professional.

Otherwise, if the individual tested positive in a diagnostic COVID-19 test but does not get symptoms, they should stay home until:

1. At least 10 days have passed since the positive result in the diagnostic test (assuming

no symptoms appeared during that time)

2. OR they have two negative results, spaced at least 24 hours apart, based on authorized COVID-19 diagnostic tests by a medical professional.

## **Exposed Individuals**

Requirements that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department.

**If a student, faculty, or staff becomes sick at school, the following steps will be taken:**

- The individual shall be sent to the isolation room space with their mask/face covering accompanied by a designated escort with proper facial covering. A faculty or staff member will be present at a 6 foot distance.
- Administration will call the student's parent/legal guardian to pick the student up as soon as possible. To this end, parents must always keep their phones ready throughout the school day.
- The individual should not return to school until he/she/they no longer tests positive for COVID19.
  
- If an individual is sent home due to illness symptoms other than a respiratory illness or influenza, he/she/they should remain home until symptom free for at least 72 hours (3 days) without the use of medication, and may return to school with a form from a health care provider stating that the individual is not contagious and free of COVID-19, and was diagnosed with a disease other than COVID-19 (strep throat, influenza, common cold, etc).
- If a person cannot supply such a note, they must remain home for 14 days before returning to school.
- Children with underlying respiratory symptoms which cause coughing, such as reactive airway disease, allergies or asthma, must have a doctor's note certifying that they have been diagnosed with a disease which leads to coughing. This note must be in their file in the Office and the teachers of that student must be made aware.

## **Contact Tracing**

When someone either tests positive for COVID-19 or has been identified as a close contact of household member to someone who has tested positive:

Class members and teachers who were in contact with the individual will be informed following Health Department regulations

- BVS will alert the Department of Family and Protective Services to seek guidance as needed in situations where a student or teacher is diagnosed with a positive COVID-19 test. If a student in any given class is confirmed to be COVID-19 positive, then the class cohort and teacher/s will self-quarantine at home for the following two weeks and the school community will be alerted.

## **Quarantining**

- The individual should not return to school until the individual no longer tests positive for COVID-19 and their doctor affirms through a medical note or Department of Health clears said student to return to school. The cohort cannot return without each student bringing in evidence of a negative COVID-19 test which must be taken no sooner than 10 (ten) days after the initial exposure has occurred.
- Siblings of a sick family member may not attend school during that time.
- The individual should not return to school until the individual no longer tests positive for COVID-19 and their doctor affirms through a medical note to return to school. The cohort cannot return without each student bringing in evidence of a negative COVID-19 test which must be taken no sooner than 10 (ten) days after the initial exposure has occurred.

## **Confidentiality**

BVS employees are required to maintain confidentiality; however, we request that the family reaches out directly to any potentially exposed families so contact tracing and self-isolation can be implemented by them.

## **Hygiene, Cleaning and Disinfection: Confirmed case of COVID-19 protocol**

Adherence to, and promotion of, hygiene, cleaning and disinfection guidance set forth by DFPS and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification of such areas.

Areas used by a sick person will be closed off and will not be used until after cleaning and disinfecting. Cleaning staff will wait at least 24 hours before cleaning and disinfecting. Health officials and close contacts will be notified immediately. If a laboratory confirmed case of COVID-19 was symptomatic while in the school setting, custodial staff will perform cleaning and disinfection of frequently touched areas throughout the school. Areas used by the person who is sick will be closed off. Open outside doors and windows will be opened to increase air circulation in the area. All areas used by the person who is sick such as offices, bathrooms, common areas will be cleaned and disinfected. The space will be vacuumed with a vacuum equipped with

high-efficiency particulate air (HEPA) filter.

Once an area has been appropriately disinfected, it can be opened for use. Necessary school closure or partial school closure to accommodate the cleaning/disinfecting will be initiated. The CDC recommends a 2-5 day building dismissal to clean, disinfect, and contact trace in consultation with local health officials in the event there is a case in a school.

In addition, close contacts of the infected individual should stay at home for 14 days after their last interaction with that person. A “close contact” is defined by the CDC as an individual who spent time closer than six feet away for at least 15 minutes with the person who had symptoms or tested positive and has not yet met the criteria for returning to school. Note that some hospitals do not consider it a ‘close contact’ if both people are wearing masks. BVS may go by a similar standard-- not consider a “close contact” if both individuals were wearing a mask.

Identifying close contacts will be simplest in the case of cohort groups, then, when an individual from the class group becomes sick, the whole class can stay home and move to remote education for 14 days after the exposure.

## **Resources:**



3701 Hardy Street  
Houston, TX 77009  
713.864.2452  
[info@bayouvillageschool.org](mailto:info@bayouvillageschool.org)

### Acknowledgement and Acceptance of Terms Parent/Guardian

I, \_\_\_\_\_, am a parent/guardian/employee and acknowledge that on \_\_\_\_\_ I received and reviewed the Bayou Village School Family Policies and Procedures. I further acknowledge and agree that I have read the Policy in its entirety and agree to abide by the contents thereof. If I am a parent, I further agree that I will instruct my/our child(ren) as to what is expected of them concerning the Policy prior to my/our child(ren) attending school for the 2021/22 academic year.

**Guardian Signature** \_\_\_\_\_

Date \_\_\_\_\_



3701 Hardy Street  
Houston, TX 77009  
713.864.2452  
[info@bayouvillageschool.org](mailto:info@bayouvillageschool.org)

## COVID-19 LIABILITY WAIVER

I, \_\_\_\_\_ , release Bayou Village School from all liability in the event that I, my child(ren), or any members of my family contract the COVID-19 virus. I am knowingly and voluntarily placing my child in the care of Bayou Village School and understand that my child will be placed in a classroom with other children and adults.

CHILD(REN)'s Name(s) (print)

\_\_\_\_\_

\_\_\_\_\_  
Signature of PARENT/GUARDIAN

\_\_\_\_\_  
Date

