



## Health and Safety Plan for Space Family Education Inc. during COVID-19 Outbreak 2/4/2022

*Space Family Education, Inc, in consideration of the current regulations and guidelines from the Centers for Disease Control, Texas Child Care Licensing, Harris County Health District, and Johnson Space Center, plans to address the safety of SFEI Children, Families and Staff during the COVID -19 Outbreak with the following additional Health and Safety Measures.*

### Federal and State Health Protocols

- The safety measures in this document follow the JSC COVID-19 Policy and the regulations of the Texas Minimum Standards for Child Care Centers and are subject to change as regulations and guidelines are updated.
- **2/4/2022** Updates to policy shall be:
  - Approved by the SFEI Board for Directors and Childcare Director
  - Reviewed by JSC Occupational Health

### Latest JSC Guidance revisions can be found at:

<https://director.jsc.nasa.gov/return-to-site/policies-and-guidance.html>

- Staff Members and children who are considered high-risk are encouraged to seek guidance from their health care professional before coming to SFEI during a COVID-19 outbreak.
- All SFEI Staff Members will complete 2 required COVID-19 health and safety training classes as well as job specific training.

### **Page 8: If a Child, Staff, or Household Member Develops COVID-19 or Similar Symptoms**

#### Preventative Health Measures

- All Staff, Children, Parents and JSC essential personnel will have their temperature taken and assessed for signs of illness before being allowed into the building.

Admission to SFEI will be denied for:

- Fever of 100.4 or higher as required in the Texas Child Care Licensing Emergency Rules for COVID19.
- Any sign or symptom of COVID-19; fever of 100.4 or higher, chills, cough, shortness of breath or difficulty breathing, sore throat, body aches, headache, new loss of taste or smell, diarrhea, fatigue, congestion or runny nose, nausea, vomiting.
- All Adults and school age siblings will wear a face mask when entering SFEI.
- All SFEI Staff will wear a KN95 or surgical type face mask at all times at SFEI. **11/1/2021**
- All Adults and school age siblings will use hand sanitizer when entering SFEI.

## **Preventative Health Measures cont.**

- Parents should spend 5 minutes or less in the building when dropping off and picking up their children.
- Children and staff will wash their hands when they first enter the classrooms
- Children will wash hands before leaving the center at pick up time.
- Before entering SFEI, Teachers, Administrators, Floaters and Kitchen Staff will wear KN95 or surgical masks. SFEI does not require children to wear face coverings.
  - If the Covid-19 data in our area meets the following thresholds, then Teachers, Administrators, Floaters, and Kitchen Staff must wear KN95 masks:
    - Total new cases per 100,000 persons in the past 7 days:  $\geq 100$  OR
    - Percentage of NAATs that are positive during the past 7 days:  $\geq 10\%$   
11/1/2021
- Kitchen Staff will wear surgical or KN95 masks while preparing and serving meals.
- Children, Teachers, Administrators, Floaters and Kitchen Staff will wash or sanitize their hands before entering and after exiting classrooms.
- Parents must be vigilant in watching for symptoms of illness and keep their children home when the child, parent or anyone in the household is feeling ill.
- Staff Members must not come to work or stay at work when feeling ill. Staff Members who are ill or quarantined will be offered two weeks of emergency paid sick leave.
- Children and Staff Members who become ill while at the center will be separated from well children and staff until they can be sent home. The far corner of the CCC Directors office will serve as the isolation area. Floaters will step in for ill Staff Members until a substitute can be found. The siblings of ill children will also be brought to the office and sent home. 8/2/2021
- In order to control exposure to SFEI children, families and staff, Staff Members and Parents shall comply with any and all state, county or local stay at home and social distancing orders.

## **Social Distancing Strategies**

- When possible, childcare classes will include the same group each day, with the same childcare providers, in the same classroom.
- Festivals, Performances, Holiday Events, Field Trips and Mixed Group Events are modified to meet current occupancy and social distancing guidelines.
- When possible, stagger playground and playroom time to limit interaction with other class groups.
- When possible, at naptime, increase the distance between cots and cribs to 6 feet. Children should be placed head to toe to further reduce the potential for viral spread. Cots and cribs are numbered/labeled for individual use.
- Minimize time standing in lines, keeping children at safe distances apart from each other.

### **Social Distancing Strategies cont.**

- Only individual use of water and sensory tables at this time.
- Increase the distance between children during table work.
- Keep learning center groups small.
- Plan activities in the classroom that do not require close physical contact between multiple children.
- All classes will eat all meals and snacks in their classrooms. Each child will be served an individual meal or snack. Second helpings will be served by the teacher. When possible, keep one open seat between each child at mealtimes.

### **Modified Drop In Policy**

- Summer 2022 Drop In children must enroll for an entire month (June and July), and will be placed in age appropriate rooms based when space is available. [2/4/2022](#)
- School Year Drop In child must be the sibling of and live in the same household as a currently enrolled child
- School Year Drop In child will attend the same SFEI classroom as their younger sibling, in Rooms 6-9, provided there is space available
- Drop In child must be in grade 2 or less
- Drop In child must pass SFEI COVID screening and be current on vaccinations
- Parents must request a drop-in spot 2 weeks ahead of time

## Modified Child Care Ratios

**Table 1**

Room Number	TDFPS New		SFEI 8:30-4:00	
	Staff-to-Child Ratio	Maximum Group Size	Staff-to-Child Ratio	Maximum Group Size
Room 0	1 / 4	8	1 / 3	6
Room 1	1 / 5	10	1 / 3.5	10
Room 2	1 / 7	14	1 / 4	13
Room 3	1 / 8	16	1 / 5	13
Rooms 4 & 5	1 / 10	20	1 / 8	15
Rooms 6 & 7	1 / 10	20	1 / 9	17
Rooms 8 & 9	1 / 10	20	1 / 10	20

*\* Group sizes should be stable, with the same children and caregivers in the same group every day. These groups can be in the same room, as is current practice, but the separation of the two groups should be emphasized.*

*\* Floating staff members are allowed under this modified class size table. To the extent possible, these floating staff members should float in the same rounds with the same students every day.*

### Enhanced Hygiene Practices

- Continue vigilant hand washing: Before entering the classroom, before eating, after eating, after playing outside, after using the restroom, after toileting/diapering, after cleaning/wiping noses/drool, after having hands on face, after handling garbage, after cleaning, after taking off gloves.
- Closely supervise children to ensure that any toy they put into their mouth is immediately set aside, out of the reach of the children, to be disinfected before using again.

## **Enhanced Cleaning and Disinfecting Measures**

- Meals and Snacks will be served in the classrooms. Kitchen Staff will deliver individual meals and the classroom teachers will serve the children.
- Dishes and utensils will be thoroughly cleaned and sanitized by the kitchen staff between use.
- Classroom tables will be thoroughly cleaned and disinfected after meals and snacks.
- Disposable cups will be used at all classroom, common area and playground water fountains.
- Increase cleaning and disinfection to 4 times per day (9 am, 12pm, 3pm, 5:15pm) wipe to remove soil, spray with disinfectant and allow to air dry all areas touched by children and adults including doors, light switches, phones, tables, chairs, toys, shared classroom supplies and restroom fixtures.
- Disinfect all learning materials, toys and shared classroom supplies between groups.
- Use individual sets of blocks, writing materials, art supplies, playdough and sensory materials.
- Toys and materials that cannot be cleaned and sanitized will not be used.
- Children's books and other paper materials should be rotated once used by one group in a classroom. They should not be used by any other group for at least 36 hours.
- Front Desk Staff will disinfect hallway and lobby phones, tablets, touch screens, remote controls, and keyboards with alcohol-based wipes 3 times daily. (10 am, 3 pm and 5:30 pm)
- Each child's bedding is stored separately and washed weekly or before use by another child. Cots and cribs are labeled for each child and disinfected weekly.
- Infants, toddlers, and their caregivers should have multiple changes of clothes on hand.
- Infant and toddler caregivers should keep long hair tied up off their shoulders.
- Infant and toddler caregivers should wash with soap and water their hands, neck and anywhere touched by a child's secretions.

### **Modified Drop Off Procedures**

- All Adults and school age siblings will wear a face mask when entering SFEI.
- All Adults and school age siblings will use hand sanitizer when entering SFEI.
- Parents should spend 5 minutes or less in the building when dropping off and picking up their children.
- All Children and Parents will have their temperature taken and assessed for signs of illness before being allowed into the building.
- Parents will use hand sanitizer before entering SFEI
- Children will wash hands when they first arrive in the classroom.

Admission to SFEI will be denied for:

- Fever of 100.4 or higher as required in the Texas Child Care Licensing Emergency Rules for COVID19.
- Any sign or symptom of COVID-19; fever of 100.4 or higher, chills, cough, shortness of breath or difficulty breathing, sore throat, body aches, headache, new loss of taste or smell, diarrhea, fatigue, congestion or runny nose, nausea, vomiting.
- Full Screening Procedures below
- After passing the Health Screening, Parents will walk their children to the classroom door.

### **Modified Pick Up Procedures**

- All Adults and school age siblings will wear a face mask when entering SFEI.
- All Adults and school age siblings will use hand sanitizer when entering SFEI.
- Parents should spend 5 minutes or less in the building when dropping off and picking up their children.
- Children will wash hands before leaving the center at pick up time.

## Screening Procedures

- All Staff and Children will have their temperature taken by SFEI Administrative Staff and assessed for signs of illness before being allowed into the building.
- SFEI Administrative Staff have completed the Special Considerations for Infection Control During COVID-19 training, a course from the Texas A&M Agrilife Extension.
- A no touch thermometer will be used.
- Parents and Staff will be asked the following screening questions: [2/4/2022](#)

Q1: Has anyone in your household been diagnosed or tested positive for COVID-19?  
Screening Person will note response. If yes, access to the CCC will be denied.

Q2: Does anyone in your household have a sign or symptom of possible COVID19; fever of 100.4 or over, chills, cough, shortness of breath or difficulty breathing, sore throat, body aches, headache, new loss of taste or smell, diarrhea, fatigue, congestion or runny nose, nausea, vomiting?  
Screening Person will note response. If yes, access to the CCC will be denied.

Q3: Is your/your child's temperature 100.4 or greater?  
Screening Person will take temperature and note outcome. If yes, access to the CCC will be denied

**If a child or staff member does not pass the screening, they will not be allowed into the Childcare Center.**

### **Notifying SFEI 2/4/2022**

- If a child or staff member tests positive for COVID-19 and the child or staff member was at SFEI within 5 calendar days of positive test or symptom onset (whichever occurred first), the SFEI Director shall be notified as soon as possible  
**SFEI: 281-483-4734 - After Hours: 832-727-4252**
- If a child or staff member develops symptoms of COVID-19 within 5 calendar days of being at SFEI, the SFEI Front Desk shall be notified as soon as possible.  
**SFEI Front Desk 281-483-4734 [spacefamilyjsc@gmail.com](mailto:spacefamilyjsc@gmail.com)**
- If a child or staff member has been identified as a close/tracing contact or has known exposure to COVID19 and the child or staff member was at SFEI within 5 calendar days of being notified as a close contact, the SFEI Front Desk shall be notified as soon as possible.  
**SFEI Front Desk 281-483-4734 [spacefamilyjsc@gmail.com](mailto:spacefamilyjsc@gmail.com)**
- If a Household Member of a child or staff member tests positive for COVID-19 and the child or staff member was at SFEI within 5 calendar days of positive test of the household member, the SFEI Director shall be notified as soon as possible  
**SFEI: 281-483-4734 After Hours: 832-727-4252**

### **SFEI Reporting (2/4/2022)**

- If a SFEI Staff Member has been on site within the 48-hour period before symptoms started, the SFEI Director will immediately notify JSC Occupational Health.
- All enrolled families will be notified of symptoms of a communicable disease or diagnosis of a communicable disease, including COVID-19, at SFEI if the child or staff member has been at SFEI within 5 days of symptom onset.
- The SFEI Director will contact JSC Occupational Health, the Harris County Health District and Child Care Licensing to report the presence of COVID-19.
- Using proper PPE, SFEI staff will give areas visited by the ill person a thorough cleaning and disinfecting. Outside doors will be opened and fans will be used to increase fresh air circulation in the area when possible. Details can be found under Deep Cleaning and Disinfecting the CCC.



## Quarantine and Isolation Requirements 2/4/2022

Based on 01/27/22 revision of JSC and WSTF COVID-19 Requirements and Procedures

### Quarantine Requirements

- a. Calculating Quarantine: The date of your exposure is considered day 0. Day 1 is the first full day after your last contact with a person who has had COVID-19.
- b. Quarantine scenarios and return requirements are listed in Table 2 below.
- c. Close Contact is defined as someone who was within 6 feet of a person infected with or has symptoms of COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

Table 2 Quarantine Scenarios	Return To Work Requirements (Employee)	Return To School Requirements (Child)
<p>1. Employee or child has been identified as a close/tracing contact or has a known exposure to COVID-19 (not a household member) and <b>HAS NOT HAD</b> a laboratory confirmed case of COVID-19 in the past 90 days (confirmed by laboratory viral test, NAAT).</p>	<p>a. Stay home and quarantine for at least 5 full days.                      b. Employee must get tested on day 5 (NAAT).                      (1) If positive, follow Isolation Requirements.                      (2) If negative, continue to wear a KN95 or surgical mask while on site for a total of 10 days after exposure.</p>	<p>a. Stay home and quarantine for at least 5 full days.                      b. Child should get tested on day 5 (NAAT).                      (1) If positive, follow Isolation Requirements.                      (2) If negative, return to SFEI.                      c. If unable to get tested, stay home a total of 10 days after exposure.</p>
<p>2. Employee or child has a member of their household who has tested positive and/or has symptoms of COVID-19 and the employee or child <b>HAS NOT HAD</b> a laboratory confirmed case of COVID-19 in the past 90 days (confirmed by laboratory viral test, NAAT). (This assumes that the household member and employee or child are still sharing the same residence).</p>	<p><u>Calculating the Start of Quarantine</u></p> <p>Situation A: If the household member tests positive (NAAT or Antigen), and remains asymptomatic, the quarantine period (day 0) for the employee <b>starts</b> 5 days after the household member’s last positive test.</p> <p>Situation B: If the household member is symptomatic and tests positive (NAAT or Antigen), the quarantine period (Day 0) for the employee <b>starts</b> after the infected household</p>	<p><u>Calculating the Start of Quarantine</u></p> <p>Situation A: If the household member tests positive (NAAT or Antigen), and remains asymptomatic, the quarantine period (day 0) for the child <b>starts</b> 5 days after the household member’s last positive test.</p> <p>Situation B: If the household member is symptomatic and tests positive (NAAT or Antigen), the quarantine period (Day 0) for the child <b>starts</b> after the infected household contact</p>

	<p>contact recovers (24 hours with no fever without use of fever-reducing medications and other symptoms of COVID-19 are improving) and 5 days after the symptoms first started.</p> <p>Situation C: If the household member is symptomatic and has NOT been tested, the quarantine period (Day 0) for the employee <b>starts</b> after the infected household contact recovers (24 hours with no fever without use of fever-reducing medications and other symptoms of COVID-19 are improving) and 5 days after the symptoms first started.</p> <p><u>Return to Work Requirement</u>  a. For each of the situations, follow the Quarantine return requirements (Table 2 1.a-c.).</p> <p>b. If the household member has symptoms and receives a negative NAAT, the employee may return to work assuming they themselves are asymptomatic.</p>	<p>recovers (24 hours with no fever without use of fever-reducing medications and other symptoms of COVID-19 are improving) and 5 days after the symptoms first started.</p> <p>Situation C: If the household member is symptomatic and has NOT been tested, the quarantine period (Day 0) for the child <b>starts</b> after the infected household contact recovers (24 hours with no fever without use of fever-reducing medications and other symptoms of COVID-19 are improving) and 5 days after the symptoms first started.</p> <p><u>Return to School Requirement</u>  a. For each of the situations, follow the Isolation return requirements (Table 2 1.a-c.).</p> <p>b. If the household member has symptoms and receives a negative NAAT, the child may return to school assuming they themselves are asymptomatic.</p>
<p>3. Employee or child who has been identified as a close/tracing contact or has a known exposure to COVID-19 and HAS HAD a confirmed case of COVID-19 (confirmed by laboratory viral test, NAAT)</p> <p>Policy will be re-evaluated as COVID-19 variant data changes.</p>	<p>Quarantine not required.</p> <p>(1) Employee shall monitor themselves for COVID-19 symptoms for 10 days following an exposure and if symptoms do occur, follow Isolation Requirements.  (2) Shall wear a surgical or KN95 mask while on site for at least 10 days.</p>	<p>Quarantine not required.</p> <p>(1) Parents shall monitor child for COVID-19 symptoms for 10 days following an exposure and if symptoms do occur, follow Isolation Requirements.</p>

## Isolation Requirements

a. Calculating isolation: Day 0 is your first day of symptoms or a positive viral test. Day 1 is the first full day after your symptoms developed or your test specimen was collected.

b. Home isolation scenarios and return to work requirements are listed in Table 3 below.

Table 3 Home Isolation Scenarios	Return To Work Requirements (Employee)	Return To School Requirements (Child)
<p>1. Employee or child has <b>tested positive</b> for COVID-19 (Antigen or NAAT)</p> <p>Note that for future Quarantine Scenarios for exception with prior infection, a confirmed laboratory viral test is required.</p>	<p>a. At least 3 days have passed since recovery (72 hours with no fever without use of fever-reducing medications and other symptoms of COVID-19 are improving) and,</p> <p>b. At least 10 days have passed since symptoms first appeared and,</p> <p>c. At least 20 days since discharge if hospitalized or if history of immunocompromised state</p> <p><b>OR</b></p> <p>d. For persons who never develop symptoms, isolation and other precautions can be discontinued 5 days after the date of their first positive test for COVID-19.</p> <p>Then continue to wear a mask (KN95 mask onsite) for an additional 5 days for a total of 10 days.</p>	<p>a. At least 3 days have passed since recovery (72 hours with no fever without use of fever-reducing medications and other symptoms of COVID-19 are improving) and,</p> <p>b. At least 10 days have passed since symptoms first appeared and,</p> <p>c. At least 20 days since discharge if hospitalized or if history of immunocompromised state</p> <p><b>OR</b></p> <p>d. For persons who never develop symptoms, isolation and other precautions can be discontinued 10 days after the date of their first positive test for COVID-19.</p>
<p>2. Employee <b>or child</b> exhibits symptoms of COVID-19 or the flu but has <b>not taken a COVID-19 test</b> (and has not been hospitalized)</p>	<p>a. At least 3 days have passed since recovery (72 hours with no fever without use of fever-reducing medications and other symptoms of COVID-19 are improving) and</p> <p>b. At least 10 days have passed since symptoms first appeared.</p>	<p>a. At least 3 days have passed since recovery (72 hours with no fever without use of fever-reducing medications and other symptoms of COVID-19 are improving) and</p> <p>b. At least 10 days have passed since symptoms first appeared.</p>

<p>3. Employee <b>or child</b> exhibits symptoms of COVID-19 or the flu (and has not been hospitalized) but had a <b>negative COVID-19 test</b> (NAAT)</p>	<p>a. At least 3 days have passed since recovery (72 hours with no fever without use of fever-reducing medications and other symptoms of COVID-19 are improving) and,  b. At least full 5 days have passed since symptoms first appeared,</p> <p>Then continue to wear a mask (KN95 or surgical mask onsite) for an additional 5 days for a total of 10 days.</p>	<p>a. At least 3 days have passed since recovery (72 hours with no fever without use of fever-reducing medications and other symptoms of COVID-19 are improving) and,  b. At least full 5 days have passed since symptoms first appeared</p>
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## Deep Cleaning and Disinfecting the CCC

Designated SFEI Staff will receive training on and perform deep cleaning as assigned in case of a confirmed or presumed positive case of COVID-19. The cleaning and disinfecting procedures are outlined below:

- Under the following scenarios, SFEI Staff will perform Deep Cleaning and Disinfection:
  1. A child or adult tests positive for COVID-19 within 48 hours of leaving the JSC Child Care Center
  2. A child or adult becomes symptomatic while at or within 48 hours of leaving the JSC Child Care Center
- Cleaning and Disinfecting Procedures:
  - Close off areas used by the person who is sick
  - Open outside doors to increase air circulation in the area.
  - Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
  - Cleaner will wear disposable gloves, long sleeve overshirt or disposable gown, face mask and goggles.
  - Pre-clean heavily soiled areas using a sponge and a solution of 4oz Multi-Q disinfectant per 5 gallons water.
  - Apply a solution of 4oz Multi-Q disinfectant per 5 gallons water to disinfect all hard surfaces with a spray bottle. According to the manufacturer label for this product, a 10-minute contact time is required to kill viruses including coronavirus.
  - Clean and disinfect all areas used by the person who is sick; all classroom surfaces, doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, teacher desks, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls should also be cleaned and disinfected.
  - All toys and craft supplies should be disinfected by spraying with Multi-Q and must remain wet for 10-minutes. Toys that will be mouthed must be rinsed and allowed to air dry after the 10-minute Multi-Q contact time.
  - Children's books and other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. These items should be stored until such time as the disinfection process is finished.
  - All bedding, dress up clothes, fabric dolls, etc. should be washed and dried on high heat.
  - Vacuum all carpets and rugs with a vacuum equipped with high-efficiency particulate air (HEPA) filter.
  - Once area has been appropriately disinfected, it can be opened for use.
  - Workers without close contact with the person who is sick can return to work immediately after disinfection.
  - If more than 48 hours since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue Enhanced Cleaning and Disinfecting Practices.