

## COVID-19 Procedures

### Transportation:

- Brownwood ISD will continue to bus students to Latch Key (upon confirmation on August 11<sup>th</sup>).
- If parents are not comfortable with student riding the bus, they may drop off their child(ren) between the times of 3:25 and 3:40 at designated location in the front parking lot. They can not be dropped off earlier or later. Parents may not get out of the vehicle at this time, it is strictly a drop off.

### BISD Virtual Students:

- Latch Key will allow students enrolled in Brownwood ISD's virtual learning to attend Latch Key. These students must meet the same criteria as those attending face to face learning. Parents must be working or going to school during afterschool hours.
- Virtual Students may be dropped off between the times of 3:25 and 3:40 at designated location in the front parking lot. They cannot be dropped off earlier or later. Parents may not get out of the vehicle at this time, it is strictly a drop off.

### Waiver:

- All families enrolled in Latch Key must sign and return the COVID-19 waiver by 5:30 on September 1<sup>st</sup>.

### Screening:

- Everyone that enters our building (students, staff, and director) will have to go through a screening process before entering.
- Temperatures will be taken and recorded for everyone entering. Anyone over 18 that enters will also be ask screening questions.

### Masks:

- We will follow Brownwood ISD's lead on this issue and require 4<sup>th</sup> through 6<sup>th</sup> grade to wear masks when close to others. Masks will not be provided except in emergency situations.
- When able to social distance masks will not be required. Our plan is to minimize mask use as much as possible since they will be having to wear them so much as school but realize there will be a need for them at some points during our afternoon.
- We will have face shields for all students to use to allow freer movement.
- Our staff will wear masks all afternoon to help protect your children.

### Social Distancing:

- Our priority is to keep your children safe!
- Our children will remain with their class of students the entire day, they will not mix with other class in classrooms or outside.
- This is to help limit the number of families exposed to one another.

### Handwashing:

- Students will be required to wash hands when arriving from school (this is no different than previous years).
- We will have more frequent handwashing as needed.
- Staff will maintain a bottle of hand sanitizer to keep in their classroom to use as needed.

### Classroom supplies:

- Each student will have a box with their own supplies in it so that we are not cross contaminating.
- Each classroom will have their personal supply of outdoor balls and jump ropes.
- These items will help reduce the chance of infecting others.

### **Classroom set-up:**

- Our classrooms will be set up a little bit different this year to help with social distancing and not wearing masks.
- We will have dividers on the table that allow the children to interact with one another while being in their own space.

### **Parent pick up:**

- According to State Licensing we are only allowed to let our staff and children in our building unless the director deems it necessary.
- There will be a sign out table at the entrance of the building where you will sign your children out and our staff will bring your children to you from their classrooms. This is not ideal but necessary for our license to operate.
- Parents are encouraged to wear a mask when picking up their children.
- Please stand at a respectable distance from other parents.
- They cannot be dropped off earlier or later. Parents may not get out of the vehicle at this time, it is strictly a drop off.

### **Visitors:**

- We will not allow visitors in the building!
- Girl Scouts and Cub Scouts leaders will be allowed in following the screening procedures mentioned above.

### **Cleaning & Disinfecting:**

- Our staff will clean regularly throughout the day following activities (snack time, homework time, crafts, and end of the day). They will clean with our regular cleaning products. When students are no longer in the classroom for the day we will go in and spray with a disinfectant spray. This spray will be on all tables, chairs, backpack hooks and any touch points throughout the entire building and restrooms.
- Bathrooms will be policed at regular intervals.

### **In the event that COVID-19 enters our building:**

- We will make every effort to protect our children! That is our #1 priority.
- In the event that someone in the program has tested positive with COVID-19 we will immediately let you know so you can protect your family.
- We will follow Brownwood ISD's lead on this event as well.
- Any individual, including teachers, staff, students or other campus visitors/volunteers, who either a) are lab-confirmed to have COVID-19 or b) experience symptoms of COVID-19 **must** stay at home throughout the infection period, and cannot return to the campus until the school screens the individual to determine if the below conditions for campus re-entry have been met.
- Any individual, including staff, students or scout leaders, who either a) are lab-confirmed to have COVID-19 or b) experience symptoms of COVID-19 **must** stay at home throughout the infection period, and cannot return to the campus until the school screens the individual to determine if the below conditions for campus re-entry have been met.
- In the case of **an individual who is diagnosed with COVID-19**, the individual may return to school when **all three** of the following criteria are met:
  - 1) at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
  - 2) the individual has improvement in symptoms (e.g., cough, shortness of breath); and
  - 3) at least ten days have passed since symptoms first appeared.

# FOR PARENTS/GUARDIANS

## Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and has significant person-to-person spread. As a result, federal, state, and local governments and federal and state health agencies have recommended social distancing measures and have, in many locations, required ongoing prohibitions on the congregation of groups of people of various sizes.

Pearl Griffin Memorial Latch Key Program has put in place preventative measures to reduce the spread of COVID-19. These include, but are not limited to staff and member screening upon arrival and throughout the day, increased cleaning and sanitizing measures, implementation of social distancing practices and small groups with limited interactions. However, Latch Key **cannot guarantee** that you or your child(ren) will not become infected with COVID-19. Further, attending Latch Key **could increase** your risk and your child(ren)'s risk of contracting COVID-19.

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By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I, as well as my extended family and those I may come in contact with elsewhere, may be exposed to or infected by COVID-19 by attending Latch Key and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at Latch Key may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Latch Key employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself, as well as my extended family and those I may come in contact with elsewhere, (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at the Latch Key or participation in Latch Key programming ("Claims"). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless Latch Key, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of Latch Key, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Latch Key programs.

I give my permission for the Latch Key staff to comfort my child(ren) in an appropriate manner if needed.

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Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

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Name of Parent/Guardian \_\_\_\_\_ Name of Student Participant(s) \_\_\_\_\_