



## COVID-19 Policy

(9 March 2022)

Magnolia Preparatory Academy (MPA) will actively assess and implement protocols needed to maintain the safety and health of our students, their families, and our staff as we navigate through the COVID-19 pandemic.

Due to the dynamic nature of the COVID-19 pandemic, as well as the periodic changes in local health regulations and guidelines, our COVID-19 policy may change from time to time. MPA will notify the families of all MPA students each time there is a change in our COVID-19 policies.

A copy of the most current COVID-19 policies will always be available at <https://www.magnoliaprepacademy.com/covid-19>. These policies are based on recommendations and guidelines from Texas Health and Human Services, Harris County Public Health Department, state licensing agencies, and the Center for Disease Control (CDC).

*Disclaimer: Despite the following precautions, children, families, or staff may still come in contact or be exposed to any illness or disease at our facility. Magnolia Preparatory Academy is not responsible for possible exposure or contracting any illness or disease.*

### Drop-Off Procedures

The drop off procedures at Magnolia Preparatory Academy depend on the community spread levels as defined by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>).

1. If Harris County community spread level is classified as low/green or medium/yellow, there will be no COVID-specific restrictions during drop-off.
2. If Harris County community spread level is classified as high/red, Magnolia Preparatory Academy will follow any restrictions specified by the CDC.

### Mask (Face Covering) Policy

The mask (face covering) policy at Magnolia Preparatory Academy depends on the community spread levels as defined by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>).

1. If Harris County community spread level is classified as low/green or medium/yellow, there will be no COVID-specific mask-requirement.
2. If Harris County community spread level is classified as high/red, Magnolia Preparatory Academy will follow CDC mask guidance.

### Precautionary Practices

1. All staff has and will continue to receive training about preventing the spread of COVID.
2. Upon entering the classroom, children and staff members will immediately wash their hands. Hand sanitizer is also provided throughout the building for adults entering the building.

3. MPA will help children learn proper mouth covering when coughing or sneezing.
4. Children exhibiting symptoms of COVID-19 will be removed from their class and closely monitored by a member of management until their parent arrives.

### **Disinfecting Policies**

MPA cleans and disinfects our facility around the clock and only utilizes cleaning solutions proven to be effective in killing the COVID-19 virus.

1. MPA will deploy additional staff to ensure proper disinfection of all frequently touched items and areas (toys, books, pencils, crayons, door handles, etc.)
2. Hand sanitizing stations are available at all entrances.
3. Staff will remove any item that a child places in their mouth until it can be cleaned and disinfected.
4. Personal items will be sent home daily to be washed or disinfected.
5. If an individual tests positive for COVID-19, the classroom where the individual resides must be deep cleaned before the class can resume attending.

### **Parent Responsibilities**

1. Parents and children entering the building must be well and cannot exhibit COVID-19 symptoms during dropping off.
2. Parents must keep their child home if they have a fever of 100 degrees or higher or have any other signs and symptoms of illness.
3. Ill children must be kept home until they complete the requirements for returning to school (see below).
4. Parents must notify the school of any illness.
5. Parents or other designated persons must be available to pick up an ill child from school within 30 minutes of a phone call.
6. Any child or parent with close contact with someone diagnosed with a COVID-19 must provide a negative test or self-quarantine for 14 days and complete the requirements for returning.
7. Any child diagnosed with COVID-19 must follow the guidelines laid out by the Harris County Health Department to return to school. The management team will notify the family of the COVID-19 positive individual of the most up-to-date Health Department requirements.

### **Exclusion and Return Policies During COVID-19**

Any child that develops symptoms of COVID-19 while at school will be sent home immediately, and the following steps will be taken:

1. Parents will be notified immediately and instructed to pick up their child. The child will be isolated until they are picked up from school.
2. The parents of all students in the classroom with the child who developed COVID-19 symptoms will be notified by phone.
3. All areas where the ill child had contact will be disinfected while the remaining students are removed from the classroom.
4. The classroom will be reopened after being disinfected.

## Exposure to COVID-19 and Related-Mitigating Requirements

Before returning to Magnolia Preparatory Academy,

1. MPA students and staff members that test positive for COVID-19 must:
  - i. Self-quarantine for a period of 5 days, **AND**
  - ii. Be fever free for 24 hours without the use of fever reducing medications, **AND**
  - iii. Obtain a negative COVID-19 test
- a. If an individual tests positive after 5 days of self-quarantine, they will be required to continue isolation until they can obtain a negative test **OR** continue to isolate until 10 days have elapsed since the positive test.
2. MPA students and staff members that have a household member who tested positive to COVID-19 must:
  - i. Self-quarantine for a period of 5 days, **AND**
  - ii. Be fever free for 24 hours without the use of fever reducing medications, **AND**
  - iii. Obtain a negative COVID-19 test
- a. If an individual tests positive after 5 days of self-quarantine, they will be required to continue isolation until they can obtain a negative test **OR** continue to isolate until 10 days have elapsed since the positive test.
3. MPA students or staff members who have been in close contact with an individual who is not a member of their households and who tested positive to COVID-19 must provide a physician's statement stating they are not contagious and may return to school.
4. MPA students or staff members who exhibit COVID-19 symptoms (listed below) must provide a physician statement stating they are not contagious and may return to school.

## Confirmed Case of Illness at School

The following procedures will be followed if any child or staff member at MPA tests positive for COVID-19.

1. All parents of children enrolled in the classroom of the COVID-19 positive individual will be informed immediately and asked to pick up their children as soon as possible.
  - a. All children and staff members who have been in direct contact with the individual who tested positive will be required to provide a negative COVID-19 test before returning to school.
2. MPA will notify the local health department and follow their recommendations which may include deep cleaning, self-quarantine, classroom closure, or school closure.
3. MPA will notify the Department of Family and Protective Services with the individual's information as required by Childcare Licensing.
4. All MPA families will be notified of the confirmed case by email.
5. All areas where the COVID-19 positive individual was present will undergo a deep disinfectant cleaning.
6. The classroom and/or school will reopen as directed by local health officials.

## School Closure

Although unlikely, Magnolia Preparatory Academy may be closed due to the following reasons:

1. By order of the Harris County Health Department
2. Adequate staffing is not available to maintain minimum required ratios
3. A stay-at-home order is issued by local officials

## COVID-19 Tuition Policy

MPA recognizes that exposure to COVID-19 can create uncertainties for our families as well as for our school. Therefore, to assure continued operations, MPA will implement the following COVID-19 tuition policy:

1. The tuition of any student who tests positive for COVID-19 will remain unchanged during the entire self-quarantine period (no proration).
  - a. **Upon completion of self-isolation and the student's return to school, the family of the student who was diagnosed with COVID-19 will receive a 50% discount for each full week of school they missed due to COVID-19. The discount will be applied to the first regularly scheduled tuition payment upon the students return to school.**
2. If Magnolia Preparatory Academy is required to close its operations due to COVID-19 (individual classrooms or the entire school) by the Harris County Public Health Department for a period of 2-weeks or less, regular tuition and other fee amounts will continue to be due on regular due dates.
3. If Magnolia Preparatory Academy is required to close its operations due to COVID-19 (individual classrooms or the entire school) by the Harris County Public Health Department for a period which is longer than 14 days, the tuition of all affected students will be prorated by 50% for all weeks after the fourteenth day of closure.
4. Tuition must be paid as scheduled for your child to remain enrolled at MPA.
5. Past payments for tuition, registration fees, supply fees are non-refundable. **However, the registration and supply fees will be waived if a child is withdrawn from MPA during the COVID-19 pandemic and re-enrolled during the same Katy ISD academic year.**