



BACK TO BUSINESS PLAN

At Aft3r we place a special importance and emphasis on our parents, students and staff members as individuals. We realize that no policy can cover all situations, but we have devised policies to have in place to aid in the reduction of the spread of infectious illnesses.

EMPLOYEE HEALTH SCREENINGS

All employees must report for duty at least 15 minutes prior to the start of their shift for daily health screenings.

DAILY HEALTH PRECAUTIONS

DISINFECTION OF ALL SURFACE AREAS WITHIN COMMON SPACE

- **ALL** Aft3r staff and students will be trained on proper hand hygiene, respiratory etiquette, and social distancing,
- All regularly touched surfaces, such as doorknobs, light switches, tables, chairs and restrooms will be cleaned and disinfected at least once per hour by Aft3r staff members,
- Any items that students or staff come into contact with will be cleaned and disinfected per state licensing requirements in an hourly basis, as well as, at the opening and closing of each business day,
- All staff members and students will have readily available access to hand sanitizer, disinfecting cleanser, soap and water,
- There will be an hourly cleaning checklist that will be maintained daily by Aft3r Administrative Staff members,
- There will be a closing cleaning checklist that will be maintained daily by Aft3r Administrative Staff members,
- All students will be issued individual learning materials and will be discouraged from sharing materials as much as possible.

Aft3r will post signage at the entry of, and throughout the common spaces of our commonly used areas that outline BEST HYGIENE PRACTICES for all staff and students.

AFT3R EMPLOYEES

Before entering the common areas within the workplace/school;

- Employees will wear face masks upon entry to the building,
- Employees will have temperature taken by Administrative Staff member. Temperature must be below 99.9, (state law is 101), degrees,
- Employees will wash hands with soap and warm water upon entry to the common space. They will follow hand washing with hand sanitizer application,
- Employees will wear disposable gloves while interacting with other students and/or staff members,
- Gloves will be washed and/or disposed of after each use.

Signs and Symptoms we will Screen for Daily;

- Feeling feverish, or having a measured temperature greater or equal to 100 degrees Fahrenheit
- Cough
- Shortness of breath, or difficulty breathing,
- Chills,
- Muscle Pain,
- Headache,
- Sore Throat,
- Loss of Taste or smell
- Diarrhea and/or vomiting,
- Known close contact with a person who has been lab confirmed to be positive for COVID-19.

Any **Employee or Student** exhibiting signs or symptoms of possible COVID-19 will be sent for testing. They must quarantine and cannot report to work until a negative test result is provided by a medical professional.

If any employee OR student tests positive for COVID-19 they may not return to work/After 3 program until all of the following are met;

- At least 3 days have passed without fever (without the use of fever reducing medications),
 - Improvement in respiratory symptoms,
 - At least 7 days have passed since symptoms first appeared,
- OR**
- The individual has obtained a medical professional's note clearing the individual to return based on an alternative diagnosis.

PARENTS AND STAFF MUST NOTIFY AFT3R ANYTIME THEY HAVE TRAVELED OUTSIDE OF THE UNITED STATES.

Aft3r has the right to exclude a child from Aft3r if they have recently traveled to a high-risk country as identified by the CDC.

A3 PROGRAM STAFF AND PARENT PICK UP OF STUDENTS

AFTER SCHOOL PICK UP OF STUDENTS:

- All students will be lined up and picked up in their designated areas by grade level,
- Before exiting common areas, students will have their temperature taken. Temperature must be below 99.0 to enter the After 3 program,

Once students are cleared;

- Upon entering the Aft3r common space, students will wash hands with warm water and soap and will follow up with application of hand sanitizer,
- After cleaning hands, students will be given face masks to wear.

STUDENT DISMISSAL/ PARENT PICK UP:

- Parents will pull up to designated pick up area at the school,
- Parents will not exit cars,
- After 3 staff carpool attendant will call Aft3r Site Director/Staff Member for pickup of student(s) by name,
- An Aft3r staff member will escort student(s) carpool attendant,
- Any Aft3r staff member that enters or exits building at any time will follow all outlined protocol for entry and exit to common areas.

RESTROOM USAGE:

- All students and staff members will wear masks outside of the common space,
- All students will be escorted to the restroom,
- At no time will there be more students than toilets in the restroom,
- Aft3r staff members will wear gloves to all restroom visits,
- Aft3r staff members will carry disinfectant spray and wipes and will wipe down all surfaces of the restroom after each use,
- Students and staff will be required to wash their hands inside the restroom and sanitize them upon reentry to the Aft3r common space.

LUNCH & SNACK TIME

- All staff and students will wash and sanitize hands,
- Staff members will wear mask and glove when serving any food,
- Student will remove masks for eating and drinking only,
- Used masks will be discarded into disposable trash bags and sealed,
- Clean masks will be issued at conclusion of snack time,
- All students will bring their own pre-packed meals snacks, or will utilize meals served by HISD,
- Snacks brought into program must be pre-packaged, and individually wrapped,
- All cups, spoons, plates etc., will be disposable to prevent possible cross contamination,
- Sharing of food is never permitted in Aft3r due to the many risks involved in that practice,
- Snack times will be staggered and spread out over the campus so that no more than 15 students are eating in one place at a time.

OUTDOOR PLAY TIME

- All outdoor play time will be restricted to a maximum of 30 minutes at a minimum of once per day and a maximum of twice per day (After 3 will adhere to State Licensing cold/heat indicators for outdoor play).
- Groupings will not contain more than 10 to a group and those groups will be safely distanced from each other by at least 6 feet,
- Aft3r will provide jump ropes, cones, corn-hole, hula hoops, plastic bowling, small balls and chalk for outdoor games,
- All Aft3r games will be closely supervised and well organized at all times. (There will not be any children wandering or running around freely).
- All outdoor play items will be placed in a tub after play time. They will be sanitized at the close of each day.

LIMITING POTENTIAL EXPOSURE to OTHERS

It is our hope that by closely following all of the health and safety practices outlined above, that the risk of exposure to other occupants would be greatly reduced, if not diminished altogether.

- By conducting health screenings at student drop off before The Lab School and/or Aft3r @ Home and at pick up from Aft3r ASP, we will greatly reduce exposure to surface areas and other building occupants.
- Not allowing parents to exit cars at drop off and pick up will drastically reduce any potential for additional exposure.
- By monitoring restroom usage and disinfecting restroom after usage, we will greatly reduce or diminish exposure to others using the restrooms with Aft3r.
- By practicing smaller groupings and social distancing procedures, we will greatly reduce the potential risk of exposure to others.

IN THE EVENT OF EXPOSURE AND/OR A RESURGANCE IN COVID-19

If a staff member or student tests positive for COVID-19 Aft3r will put the following plan into effect;

Aft3r Administrative Team will notify;

- HISD school campus administrator, and/or Owner of Lab School Property
- All parents of enrolled students.

CONTINUED ACTIONS:

- Any staff members and/or students that may have been exposed to the infected person will be placed on mandatory leave and quarantine as required by the State of Texas, State Licensing and the CDC,
- Aft3r Licensing and Compliance Manager will notify State Licensing of the exposure.
- Aft3r will conduct a deep cleaning and sanitation of all areas and materials (same day).

If any employee OR student tests positive for COVID-19 they may not return to work/camp until all of the following are met;

- At least 3 days have passed without fever (without the use of fever reducing medications),
 - Improvement in respiratory symptoms,
 - At least 7 days have passed since symptoms first appeared,
- OR**
- The individual has obtained a medical professional's note clearing the individual to return based on an alternative diagnosis.

IN THE EVENT OF PROGRAM CLOSURE due to PANDEMIC REASONS

- Full tuition will remain due for the first 2 weeks of program,
- If program is closed for more than 2 weeks, parents will not be held liable for tuition remaining due,
- Parents may give 2 week notice of intent to withdraw student if they feel it is in the best interest of their family.

PARENT DISCLOSURE STATEMENTS

Please read, sign and return on or before the first day of the Aft3r program start date.

I understand that outside of care in order to control my child’s exposure in the community, I will comply with any and all state, county or local stay home orders.

I will immediately notify Aft3r management if I become aware of any person with whom my child or I have come in contact with exhibits any of the symptoms listed on the daily health screening, if I am advised to self-isolate, quarantine, test positive, or are presumed positive for COVID 19 or any other infectious illness.

Further, I will immediately notify Aft3r if anyone in my home or place of employment is presumed positive, or tests positive for COVID 19 or any other infectious illness, whether or not I have had direct contact with that person or not.

Parent Printed Name

Parent Signature

Date