



2020-2021 COVID-19 Program Information Guidance

Head Start Program

Early Education Services

Due to the COVID-19 Pandemic, the City of San Antonio Department of Human Services Head Start Program will follow the recommendations below during the 2020-2021 school year. The program is expected to make every effort to complete requirements within the established timeframes and document all efforts according to the ChildPlus Data Entry Guide.

- **Learning Options** – The City of San Antonio Head Start Program will offer remote and in-person instruction for the 2020-2021 school year. Both remote and in-person instruction must align with the Head Start Early Learning Outcomes Framework and the Texas Prekindergarten Guidelines. The program will follow guidance provided by the City of San Antonio Metro Health Department (Metro Health), Center for Disease Control and Prevention (CDC), the Texas Education Agency (TEA), and Edgewood and San Antonio ISD.
- **Home Visits** – The City of San Antonio Head Start Program requires teachers to complete two home visits for each child enrolled in the program according to the Benchmark Due Date Guide. During the 2020-2021 school year, teachers may complete a home visit by phone or virtual meeting. If a home visit is completed by phone or virtual meeting, the teacher is required to review information on the Home Visit form and include Completed by Phone on the signature block. Teachers should follow the ChildPlus Data Entry Guide to document completion or efforts to meet this requirement.
- **Parent/Teacher Conferences** – The City of San Antonio Head Start Program requires teachers to complete two parent/teacher conferences for each child enrolled in the program according to the Benchmark Due Date Guide. During the 2020-2021 school year, teachers may complete a parent/teacher conference by phone or virtual meeting. If a parent/teacher conference is completed by phone or virtual meeting, the teacher is required to review information on the Parent/Teacher Conference form and include Completed by Phone on the signature block. Teachers should follow the ChildPlus Data Entry Guide to document completion or efforts to meet this requirement.
- **Multi- Disciplinary Staffing (MDS/URS)** – The City of San Antonio Head Start Program requires the Education Service Providers to complete two MDS/URS meetings for each child enrolled in the program according to the Benchmark Due Date Guide. The MDS/URS meeting may be conducted by phone or virtual meeting. Every effort should be made to include administrative staff, teachers, and the Family Support Worker in the meeting. If the MDS/URS meeting is completed by phone or virtual meeting, a designated staff member must include the names of those in attendance and follow the ChildPlus Data Entry Guide to document completion.

- **Behavioral and Developmental Screenings** – The City of San Antonio Head Start Program uses the Ages and Stages Questionnaire (ASQ-3) as the developmental screening and Ages and Stages Questionnaire: Social and Emotional, Second Edition (ASQ: SE-2) as the behavioral screening. Teachers should complete the ASQ-3 and ASQ:SE-2 in collaboration with each child’s parent/guardian on or before the 45th calendar day after the child first attends the program or for any child that did not receive a developmental or behavioral screening the previous school year. Teachers should follow the ChildPlus Data Entry Guide to document completion or efforts to meet this requirement.
- **Child Assessment** – The CIRCLE Progress Monitoring System has been selected as the formal assessment tool for the 2020-2021 school year. The assessment will be administered three times during the school year, Beginning-of-the-Year (BOY), Middle-of-the-Year (MOY), and End-of-the-Year (EOY) for children participating in remote and in-person instruction. The City of San Antonio Head Start Program will follow guidance from TEA and the Edgewood and San Antonio ISD Testing & Evaluation Department regarding assessment windows and administration. Additionally, the City of San Antonio Head Start Program will analyze and aggregate available assessment data three times during the school year according to the Benchmark Due Date Guide.
- **CLASS** – The Classroom Assessment Scoring System (CLASS) is a teacher-child observation instrument that assesses the quality of teacher-child interactions in center-based classrooms that support children's learning and development in three domains: Emotional Support; Classroom Organization; and Instructional Support. The City of San Antonio Head Start Program conducts CLASS observations annually during the Spring Semester. The Spring CLASS Observation window is pending. The City of San Antonio Head Start Program will follow guidance from Metro Health, TEA, and Edgewood San Antonio ISD regarding campus visitation. The CLASS Observation Team will continue to meet through the school year and should complete the re-certification process to ensure their certification does not expire.
- **Tooth Brushing** – City of San Antonio Head Start Program will follow guidance from the Office of Head Start and the City of San Antonio Metro Health Department regarding tooth brushing. Tooth brushing in the classrooms is suspended until further notice. Education Service Providers should continue to discuss and model proper tooth brushing techniques and share resources on tooth brushing and supplies with families. In addition, staff should encourage parents/guardians to brush their child’s teeth with fluoride toothpaste before they start the school day, whether participating in remote or in-person instruction, and before bedtime.
- **Family Style Meals** – The City of San Antonio Head Start Program will follow guidance provided by Metro Health, Childcare Licensing, and Edgewood San Antonio ISD regarding meal service. When in-person instruction resumes, children and teachers should eat together and engage in conversation and learning during mealtime. Children should have individual trays/plates and should not serve themselves. Staff and children should wash their hands prior to and immediately after eating.
- **Toileting & Diapering** – A child cannot be denied enrollment, removed from the program, or forced to enroll in the remote learning option based on toileting needs or the use of diapers and/or pull-ups. The Education Service Providers will provide guidance related to toileting and diapering, including assisting a child when toileting needs occur, sanitation and hygiene practices, and provision of extra clothing, diapers, and wipes.
- **Naptime** – The City of San Antonio Head Start Program will follow guidance from Metro Health, Childcare Licensing, and Edgewood ISD San Antonio ISD regarding nap time. Children will be given the opportunity to rest or nap every day. Cloth face coverings are not recommended for children during naptime. Children’s naptime mats should be spaced out as much as possible, ideally 6 feet apart, placing children head to toe in order to

further reduce the potential transmission of germs. Each child's bedding should be kept separate from other children's bedding. Bedding that touches a child's skin should be cleaned weekly or before use by another child.

- **Disability Requirement** – The Office of Head Start requires that 10% of enrollment slots are occupied by children with a disability. Due to barriers related to COVID-19, the City of San Antonio Head Start Program will determine the percentage of children with a disability by using the number of children with an up-to-date Individualized Education Plan (IEP) and the total number of children enrolled in the program.
- **Classroom Volunteers** – The City of San Antonio Head Start Program will follow guidance from Metro Health, TEA, and Edgewood San Antonio ISD regarding classroom volunteers. Education Service Providers should offer parents/guardians and community members the opportunity to volunteer during virtually, such as a guest reader, leading an activity or virtual field trip, or planning online/virtual activities.
- **Student Observation & Informal Assessment** – The City of San Antonio Head Start Program requires teachers to implement a system to collect and document ongoing informal assessment used to evaluate a child's progress and inform instruction. During remote instruction, teachers should continue, to the best extent possible, collect information that helps them understand each child's status and progress. Parents/guardians, as feasible, can collect or photograph samples of children's work and share their observations of what children know and can do.
- **School Closures** – The City of San Antonio Head Start Program will follow guidance from Metro Health, CDC, TEA, and Edgewood and San Antonio ISD regarding school closures if a child or staff member is exposed to or tests positive for COVID-19.
- **Exclusion & Readmittance** – The City of San Antonio Head Start Program will follow guidance from Metro Health, TEA, and Edgewood and San Antonio ISD regarding exclusion and readmittance if a child is exposed to or tests positive for COVID-19.
- **Teacher/Student Ratio** – The City of San Antonio Head Start Program will follow guidance from Metro Health, TEA, and Edgewood and San Antonio ISD regarding physical distancing recommendations and class size. Two qualified staff are required in the classroom to ensure high quality and safe environments. One teacher or staff member may accompany a small group of children away from the group for a brief period of time, not to exceed a ratio of 1:10, to accommodate for program needs.
- **Masks & Face Covering** - The City of San Antonio Head Start Program will follow guidance from Metro Health, TEA, and Edgewood ISD and San Antonio ISD regarding face coverings for children and adults. Masks, face coverings, and face shields (as appropriate) will be distributed by the City of San Antonio Head Start Program and Edgewood and San Antonio ISD.

Continued Guidance – All guidance offered in this document is subject to change upon direction from Office of Head Start (OHS) or recommendations made by the CDC, State of Texas, and/or San Antonio Metro Health. This guidance supersedes current DHS Head Start established Procedures during the COVID-19 pandemic.



2020-2021 COVID-19 Program Information Guidance

Head Start Program

Health and Safety Services

Due to the COVID-19 Pandemic, the City of San Antonio Department of Human Services Head Start Program will follow the recommendations below during the 2020-2021 school year. The program is expected to make every effort to complete requirements within the established timeframes and document all efforts according to the ChildPlus Data Entry Guide.

- **90 Day Physical and Dental Exam** – Head Start staff must support parents/guardians to ensure their child is up-to-date on preventative annual physical/well-child visits for the 2020-2021 school year. Family Support Workers (FSW) should make every effort to obtain a copy of the child's most recent well-child/physical exam within 90 calendar days of the child's enrollment for the 2020-2021 school year. If a parent/guardian is not able to make an appointment due to COVID-19, the FSW should document this information in the Routine Contact Event in the Health Tab in ChildPlus. The FSW should continue to follow up with parent/guardian monthly. FSWs and the Education Service Providers should follow the ChildPlus Data Entry Guide on documenting their efforts to meet this requirement.
- **45 Day Hearing and Vision Screenings** – Completing the hearing and vision screenings is vitally important to ensuring a child's success in school. The hearing and vision screening may be completed in person on campus or obtained from the child's most recent well-child/physical exam. The City of San Antonio will follow guidance from the Education Service Providers' Health Services Department the Texas Education Agency. Education Service Providers and FSWs should follow the ChildPlus Data Entry Guide on documenting their efforts to meet this requirement.
- **30 Day Medical and Dental Home** – The City of San Antonio Head Start Program is required to determine whether a child has ongoing sources of continuous, accessible health care and health insurance coverage within 30 days of the child's enrollment for the 2020-2021 school year. Family Support Workers should continue to assist families in accessing medical and dental services and health insurance coverage. FSWs should follow the ChildPlus Data Entry Guide on documenting their efforts to meet this requirement.
- **Telehealth Services** – The City of San Antonio Head Start Program will accept screenings and annual well-child/physical exam completed by a healthcare provider through telehealth services. During the COVID-19 Pandemic, children should still receive the recommended immunizations and continue to schedule an annual physical exam/well-child visits with their medical and dental homes.

- **Lead Testing Clinics** – For the 2020-2021 school year, on-campus Lead Testing Clinics have been postponed until further notice. Select campuses may schedule limited Lead Testing Clinics during the 2020 Fall Semester based on the recommendation from the Education Service Provider Health Coordinator and University of Incarnate Word.
- **Metro Health Dental Clinics** – For the 2020-2021 school year, Metro Health Dental Clinics are cancelled until further notice. Education Service Providers should continue to promote effective oral health hygiene in the classroom. Select campuses may schedule limited Dental Clinics during the 2020 Fall Semester based on the recommendation from the Education Service Provider Health Coordinator and Metro Health.
- **Tooth Brushing** – The City of San Antonio Head Start Program will follow guidance from the Office of Head Start and the City of San Antonio Metro Health Department regarding tooth brushing. Tooth brushing in the classrooms is suspended until further notice. Education Service Providers should continue to discuss and model proper tooth brushing techniques and share resources on tooth brushing and supplies with families. In addition, staff should encourage parents to brush their child's teeth with fluoride toothpaste before they start the school day, whether participating in remote or in-person instruction, and before bedtime.
- **Nutrition Services** – The City of San Antonio Head Start Program will provide meals and snacks to children participating in remote and in-person instruction. Education Service Providers will follow guidance from the Nutrition Services Department and Childcare Licensing regarding meal service. During in-person instruction, children and teachers should continue to eat together and engage in conversation and learning during mealtime. Children should have individual trays/plates and should not serve themselves. Staff and children should wash their hands prior to and immediately after eating. Education Service Providers will accommodate special diets for children participating in remote and in-person instruction. Head Start staff should follow guidance from the Nutrition Services Department regarding documentation for special diets. FSWs should follow the ChildPlus Data Entry Guide on documenting their efforts to meet requirements related to nutrition services and special diets.
- **Health Event Follow-up, Tracking, and Data Documentation** – Monthly follow-up is required for any medical, dental, nutrition, or other health related concern or missing ChildPlus event that is identified by the City of San Antonio Head Start Program. Family & Community Services and Wellness Support staff should continue to contact families and provide support regarding health, wellness, dental, and nutrition related services, including health insurance coverage. Staff should encourage families to contact their medical home regarding health concerns and annual well-child/physical exams. The Health Content/T&TA Team will work with the Education Service Provider Health and Nutrition Coordinators and the Family and Community Support Team to identify priorities related to health and nutrition, including physicals/well-child exams, health concerns, special diets, etc.
- **Immunizations** – The City of San Antonio Head Start Program must comply with state immunization requirements, as well as any exemptions from vaccine requirements. Head Start staff will work with parents to help bring their child up-to-date on immunizations and preventative well-child visits, including the recommended influenza vaccine. Education Service Providers should maintain records of services provided and those that were suspended or not provided.

- **Wellness Assessment** – Head Start staff will not complete the 2020-2021 Beginning of the Year (BOY) Wellness Assessment. Due to the current situation regarding COVID-19, many families with children enrolled in our Head Start and Early Head Start Programs are facing additional hardships related to food insecurity and wellness. The City of San Antonio Head Start Program Health Services Advisory Committee (HSAC) will provide further guidance regarding the End of Year (EOY) Wellness Assessment.
- **COVID-19 Health Screening** – The City of San Antonio Head Start Program will follow guidance related to COVID-19 health screenings, including checking an individual's temperature, and sign-in, from the Centers for Disease Control and Prevention (CDC), the City of San Antonio Metro Health Department, and applicable guidance from the Texas Education Agency and school district regarding COVID-19 health screenings for staff, children, and visitors to a campus or other buildings and children receiving transportation services.

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2020-2021 COVID-19 Program Information Guidance

Head Start Program

Wellness Support Services

Due to the COVID-19 Pandemic, the City of San Antonio Department of Human Services Head Start Program will follow the recommendations below during the 2020-2021 school year. The program is expected to make every effort to complete requirements within the established timeframes and document all efforts according to the ChildPlus Data Entry Guide.

- **Wellness Consultations** – Head Start staff must support parents/guardians and staff to ensure wellness needs are met. When wellness needs are identified, members of the Wellness Team (Family Wellness Specialists and Coordinator of Wellness Services) will provide consultations to address and resolve needs. Consultations will occur by phone or virtual meeting while physical meetings are not feasible during the 2020-2021 school year. Staff will follow the ChildPlus Data Entry Guide on documenting their efforts related to the provision of consultation services.
- **Permission for Wellness Services** – Obtaining parental/guardian consent for child observations remains necessary to ensure parental involvement in the provision of wellness services. Parents will be given multiple options to complete and return the Head Start Permission for Services form for such services including mail in, contact free drop off, and contact free pick up. Family Wellness Specialists (FWS) and Family Support Workers (FSW) will provide support to parents in the form of phone, text, and ChildPlus message reminders. Staff will follow the ChildPlus Data Entry Guide on documenting their efforts related to the provision of consultation services.
- **Classroom Observations** – The City of San Antonio Head Start Program is required to provide classroom observations to identify and address wellness concerns. The Wellness Team will follow school district guidance regarding visitors to a campus and/or classroom. In addition, when possible, observations will occur virtually during both remote and in-person instruction and other opportunities to observe children until further notice. Staff will follow the ChildPlus Data Entry Guide on documenting their efforts.
- **Wellness Referrals** – The City of San Antonio Head Start Program is required to ensure that children and families receive information and referrals related to mental wellness needs. FWS will continue to provide targeted referrals to parents for such resources and will work to assist parents in making self-referrals with FWS assistance whenever possible, and when not possible will continue to facilitate referrals for the family at the family's request. Prior to sharing information with a community provider of services, a signed release form must be completed. FWS may obtain signatures mailing the form to the parent with a pre-paid postage envelope, contact free drop off, or contact free pick up. Staff will follow the ChildPlus Data Entry Guide on documenting their efforts.

- **Parent Education** – The City of San Antonio Head Start Program is required to provide parents/guardians with opportunities to increase their knowledge of parenting skills and issues related to social and emotional development and functioning. Ready Rosie will remain the foundational parenting education curriculum. Mental Wellness Team members will also implement the Triple P tiered parenting curriculum using virtual platforms. Staff will follow the ChildPlus Data Entry guide on documenting their efforts.

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2020-2021 COVID-19 Program Information Guidance

Head Start Program

Family and Community Support Services

Due to the COVID-19 Pandemic, the City of San Antonio Department of Human Services Head Start Program will follow the recommendations below during the 2020-2021 school year. The program is expected to make every effort to complete requirements within the established timeframes and document all efforts according to the ChildPlus Data Entry Guide.

FAMILY AND COMMUNITY SUPPORT SERVICES:

- **Family Engagement Approach** – To minimize the gathering of large groups of people and to stay compliant with recommendations made by the Center for Disease Control (CDC), the State of Texas and City of San Antonio Metropolitan Health District, face-to-face engagement opportunities will be limited. The Head Start program continues to recognize parents/guardians as their children’s primary teachers and nurtures and will continue to implement intentional strategies to engage parents/guardians in their children’s learning and development and support parent-child relationships, including specific strategies for father engagement. Family Support Workers (FSWs) will host meetings and engagement opportunities virtually until face to face opportunities can be reintroduced safely.
- **Parent Communication** – The Head Start program develops relationships with parents/guardians and structures services to encourage trust and respectful communication. Ongoing two-way communication between staff and parents/guardian is used to create welcoming program environments that incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and community.

All Head Start staff will ensure continuous communication between families and themselves. Family engagement services will be conducted in the family’s preferred language or through an interpreter, to the extent, possible, to ensure families have the opportunity to share personal information in an environment in which they feel safe.

FSWs will communicate with parents through weekly check-ins regardless if they are receiving in-person instruction or virtual learning. Check-ins may occur face to face at the schools during drop off or pick up time, through telephone, or email dependent upon the FSWs onsite schedule

and the parent's preferred method of communication. Communication will be documented in ChildPlus.

- **School Communication** – The Head Start program recognizes the importance of ongoing communication between the Grantee and Education Service Provider staff. Ongoing communication between the Grantee and Education Service Provider helps to develop a sense of knowledge, trust and respect that allows all staff to work easily together to ensure that each child and family are receiving the full amount of benefits that Head Start has to offer.
- **Parent Connection Committee Meetings and Parent Engagement Activities** –In order to minimize the gathering of large groups of people and to stay compliant with recommendations made by the Center for Disease Control (CDC), the State of Texas and City of San Antonio Metropolitan Health District, face-to-face engagement opportunities will be limited and may be conducted virtually.

Head Start Grantee will work with the Education Services Provider to ensure the establishment of a Parent Connection Committee (PCC) comprised exclusively of parents/guardians of currently enrolled children at each school as early in the program year as possible.

Parent Connection Committee (PCC) Meetings and on-site family activities that will be conducted virtually until face-to-face opportunities can be reintroduced safely.

- **Parent Activities to Promote Child Learning and Development** – The Head Start Grantee and Education Services Provider share responsibility with parents/guardians for their child's early learning and development. FSWs support families by providing engagement strategies that are designed to foster parental confidence and skills in promoting children's learning and development.

All families enrolled in the program receive monthly School Readiness Home Learning Activities regardless if they are receiving in-person instruction or virtual learning. Activities provided are taken from Ready Rosie, Creative Curriculum and Conscious Discipline and are intended to support the parent child bond and enhance their learning experiences.

The Head Start Program also offers opportunities for parents/guardians to participate in a research-based parenting curriculum that builds on parent /guardian's knowledge and offers them the opportunity to practice parenting skills to promote children's learning and development. The program's chosen parent curriculum remains Ready Rosie. Parents will continue to receive weekly videos via text message or email. Face to face workshops are suspended until they can be reintroduced safely. Staff will attempt to provide workshops virtually.

- **Family Meetings** – When a child is accepted into the Head Start program, staff meets with the family to complete a family meeting. The family meeting is an integral part of the enrollment process and allows an opportunity for staff to learn more about the family and the family to

learn more about the Head Start Program. Face to face family meetings are suspended at this time until they can be reintroduced safely.

FSWs will contact families and complete the family meeting by phone or virtually. All forms requiring signatures will be explained during the meeting. Forms needing signatures will be placed in a large envelope and left for the family at the child's classroom. All forms must be received back within 10 days of the child's entry date. If signatures are not obtained within 10 days, FSW will seek further guidance from their supervisor and/or Health Management Analyst. Forms requiring signatures include:

- Release of Information
- Permission for Services
- University of the Incarnate Word Consent (signature may be obtained at a later time)
- San Antonio Metropolitan Health District (signature may be obtained at a later time)

For all other forms completed during the family meeting that do not require a parent signature, including the Family Meeting Form and Partnership Agreement, the following statement will be added to the signature block:

"Completed by phone due to COVID-19 crisis"

If a family has opted to receive virtual learning and is unable to pick up a packet from the center a home visit may be conducted by following the guidelines written in the Home Visit Procedures. Safety guidelines will follow all CDC, the State of Texas and City of San Antonio Metropolitan Health District recommendations concerning COVID-19. All family meetings must be completed in accordance to the program's Data Entry and Benchmark Due Date Guide.

Please refer to Procedure: Re-Enrollment and New Enrollment Process Change – COVID-19 for further details regarding forms.

- **Family Partnership Services** – The Head Start Program collaborates with families in a family partnership process that identifies needs, interests, strengths, goals, services and resources that support family well-being, including family safety, health, and economic stability. This process must take into consideration each family's readiness and willingness to participate in the process and must be engaged in jointly with parents.

Beginning of Year (BOY) Assessments – FSWs will complete the BOY Assessment by phone or virtual meeting. Face to face meetings are suspended until they can be reintroduced safely. All assessments must be completed in accordance to the program's Data Entry and Benchmark Due Date Guide.

- **End of Year (EOY) Assessments** – FSWs will complete the EOY Assessment by phone or virtual meeting. Face to face meetings are suspended until they can be reintroduced

safely. All assessments must be completed in accordance to the program's Data Entry and Benchmark Due Date Guide.

- **Goals** – FSWs will continue to work with each family to offer and develop an individualized goal that includes strategies for success, time frame, and community resources available. The Goal form will be completed by phone or virtual meeting and the following statement will be added to the signature block:

“Completed by Phone due to COVID-19 crisis”

All goals must be completed in accordance to the program's Data Entry and Benchmark Due Date Guide and scanned, attached and saved into ChildPlus.

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2020-2021 COVID-19 Program Information Guidance

Head Start Program

Program Design and Management

Due to the COVID-19 Pandemic, the City of San Antonio Department of Human Services Head Start Program will follow the recommendations below during the 2020-2021 school year. The program is expected to make every effort to complete requirements within the established timeframes and document all efforts according to the ChildPlus Data Entry Guide.

- **Governance** – The City of San Antonio Head Start Program will follow City of San Antonio guidance and will host virtual Policy Council and Parent Committee Meetings during the pandemic. The Office of Head Start has determined that digital signatures and electronic records are recognized equivalents of an official paper files. The program will continue to provide information, reports and training to our governing bodies (Policy Council and the Community Action Advisory Board) during the COVID-19 pandemic. Governing bodies play an important role in our program’s decision-making processes and play an active role informing budgetary and other decisions impacting all aspects of program design and service delivery in an effort to best meet the needs of enrolled children and families. The City of San Antonio Head Start Program’s governing bodies will be continually updated on changes and challenges as our program navigates through COVID-19.
- **Professional Development** – The Office of Head Start requires staff to receive 15 hours of professional development. The City of San Antonio Head Start Program will continue to provide ongoing training and professional development to support staff in fulfilling their roles and responsibilities.
- **Coaching** – The City of San Antonio Head Start Program will implement a research-based coordinator coaching program for staff, including teachers leading remote and in-person instruction. Education Service Providers should develop and implement a plan to continue coaching while limiting exposure of other adults to children and teaching staff. To reduce the risk of spreading COVID-19, remote or virtual coaching for individuals or groups is recommended.
- **Criminal Background Checks** –The safety of children is of the highest priority to the City of San Antonio Head Start Program. Per guidance from the Office of Head Start, our program will comply with current requirements in the Head Start Act, Section 648A(g). This states that grantees must complete a criminal record check prior to hiring of new staff member. Despite the current closures of many state and local fingerprinting offices, a name-based check will be completed using an internet-based background check service. The comprehensive background check requirements found in the Head Start Program Performance Standards (HSPPS), which include fingerprinting, are scheduled to go into effect Sept. 30, 2021.
- **Health Screenings** – The City of San Antonio Head Start Program requires identified program staff to submit a copy of their most recent physical exam or approved health document within 30 business days of hire to ensure staff do not pose a significant risk to the health and safety of others in the program. Due to the risk of COVID-19, the health screening must be completed prior to the employee coming into ~~in-person~~ contact with children, families, and staff. The staff member may begin working virtually, even if they are not able to get the required health screenings.

- **CDA Credential Requirements** – The Office of Head Start requires teaching assistants to have, at a minimum, a Child Development Associate (CDA) Credential within two years of hire. Due to restricted or closed campuses related to COVID-19, staff may be unable to meet the requirements to apply for CDA Credential. Education Service Providers should maintain a list of staff working towards meet this requirement.

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2020-2021 COVID-19 Program Information Guidance

Head Start Program

Program Monitoring

Due to the COVID-19 Pandemic, the City of San Antonio Department of Human Services Head Start Program will follow the recommendations below during the 2020-2021 school year. The program is expected to make every effort to complete requirements within the established timeframes and document all efforts according to the ChildPlus Data Entry Guide.

- During the COVID-19 Pandemic, the City of San Antonio Department of Human Services Head Start Program will utilize the 2020-2021 COVID-19 Program Information Guidance documents for each service area as guidance for monitoring projects.
- A Program Monitoring calendar for SY 2020-2021 has been developed to identify each service area monitoring project and timeframe. The Program Monitoring calendar is subject to change due to issues related to COVID-19.
- A Monitoring checklist for each services area will be used in the ChildPlus data system to complete monitoring projects. Monitoring checklists will be updated to align with COVID 20-21 Program Information Guidance.
- Monitoring projects will consist of child file review and an on-site review when deemed necessary.
- Ongoing Monitoring may consist of service area interviews by phone, virtual meetings, or in-person when deemed necessary.
- The Education Services Providers will receive Safe Environment Monitoring visits to ensure the COVID-19 Re-opening Safety Plan of Action protocols are enforced. Monitoring will be conducted to ensure that hand washing, social distancing, and screenings are done. During site visits, facilities, classrooms, and playgrounds will be reviewed for Environmental Health and Safety.
- When on site, the Monitor will request to review documents in a separate room to promote physical distancing and safety, dependent on the COVID-19 climate at the time of monitoring.
- The Education Service Providers are responsible for maintaining child assessment data entry, collecting ASQ's from parents and data entry, and ensuring classroom daily checklist are completed.
- Education Service Providers may be asked to email classroom lesson plans, schedules, classroom checklists, sign-in logs and/or any other additional documentation needed to complete a monitoring review.
- Head Start and Services Area Managers will continue to respond to any noted findings during ongoing monitoring through the ChildPlus Data system.

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2020-2021 COVID-19 Program Information Guidance

Early Head Start –Child Care Partnership

Early Education Services

During the 2020-2021 program year, what are the Head Start requirements related to education, disabilities and wellness services to ensure the health and safety of children, families, and staff during the COV-19 Pandemic.

While Early Head Start-Child Care Partnership (EHS-CCP) child care centers are providing center based and remote services during the COVID-19 Pandemic, the City of San Antonio Department of Human Services Early Head Start Program will follow the recommendations below:

Home Visits

Due to physical distancing guidelines, teachers may complete home visits by phone or virtual meeting. Teachers must review the information on the Home Visit form and complete the form according to the *Virtual/Phone Home Visit Completion Guide*.

If the parent requests an in-person home visit, home visits should be completed at the child care center or a safe place agreeable to the parent and teacher. Teachers must collaborate with their Center Director to ensure all health and safety guidelines are followed including face mask and physical distancing requirements.

All Home Visits must be completed by the established due date on the City of San Antonio Benchmark Due Date Guide and entered in ChildPlus according to the ChildPlus Due Date Data Entry Guide.

Parent Conferences

Due to physical distancing guidelines, teachers may complete parent conferences by phone or virtual meeting. Teachers must review all information on the Parent Teacher Conference form and complete the form according to the *Virtual/Phone Parent Teacher Conference Completion Guide*.

If the parent requests an in-person parent conference, parent conferences must be completed at the child care center. Teachers must collaborate with their Center Director to ensure all health and safety guidelines are followed including face mask and physical distancing requirements.

All parent conferences must be completed by the established due date on the City of San Antonio Benchmark Due Date Guide and entered in ChildPlus according to the ChildPlus Due Date Data Entry Guide.

Developmental and Behavioral Screenings

The Early Head Start Program uses the Ages and Stages Questionnaire (ASQ-3) as the developmental screening and Ages and Stages Questionnaire: Social and Emotional, Second Edition (ASQ: SE-2) as the behavioral screening. The developmental and behavioral screenings are completed in collaboration with each child's parent/guardian on or before the 45th calendar day of the child's entry date.

The ASQ: 3 and the ASQ:SE-2 can be completed by providing the questionnaire to the parent or through telephone/virtual interview with the parent. Center staff must collaborate with parents to ensure ASQ-3 & ASQ: SE-2 questionnaires are completed on or before the 45th calendar day of the child's entry date. ASQ-3 & ASQ: SE-2 questionnaires must be entered in ChildPlus according to the ChildPlus Data Entry Guide.

Teachers must continue to follow up with parents to provide support, and address any needs or concerns related to development and/or behavior. If the parents express concerns with their child's development and/or behavior, a referral must be offered to the parent.

For children who score with concerns on the ASQ:SE-2 and are participating in remote services, the EHS-CCP Mental Wellness Contractor will reach out to parents/guardians to address any concerns the parent may have related to development and/or behavior.

Multi-Disciplinary Staffing (MDS/URS)

The Multi-Disciplinary Staffing can be conducted through virtual, phone or in-person meetings for this program year. If the MDS is completed through in-person meeting, staff must ensure all health and safety guidelines are followed including face mask and physical distancing requirements. The Multidisciplinary Staffing must include the Center Director, teachers, and the Family Support Worker in the meeting.

If the MDS is completed through virtual or phone meetings, indicate the event was completed by virtual/phone meeting on the MDS Signature Form and include the names of those in attendance.

All MDS must be completed by the established due date on the City of San Antonio Benchmark Due Date Guide and entered in ChildPlus according to the ChildPlus Due Date Data Entry Guide.

Children who enroll in the EHS-CCP Program before January 31, 2021, will have two MDS completed by the end of the program year.

CLASS

The 2020 Fall CLASS Observation Window is pending. The CLASS Observation Team should complete the re-certification process to ensure their certification does not expire.

Family Style Meals

Children and teachers should continue to eat together and engage in conversation and learning during mealtime. Children should be served individual trays and should not serve themselves. Children and teachers must ensure that all health and safety guidelines are being followed including physical distancing to the best extent possible.

Fidelity Observations

BOY & EOY Fidelity Observations must be completed for the 2020-2021 program year by the established due date on the City of San Antonio Benchmark Due Date Guide. Peer Coaches will review data from fidelity observations and set goals to support teachers in their understanding of Creative Curriculum and implementing curriculum with fidelity.

Individual Professional Development Plans (IPDP)

Individual Professional Development Plans must be completed according to the City of San Antonio Benchmark Due Date Guide. Center Directors should review the IPDP with each employee to guide professional development.

A copy of the completed IPDP must be provided to the SMA for Education Services for all teachers who do not have a current CDA.

Child Classroom Files

Teachers must ensure that child classrooms files are kept for children who participate in center-based and remote services. The child classroom files must be kept up to date with current information including parent/guardian input, documentation from home visits and parent teacher conferences, developmental and behavioral screeners, formal assessment summary information (BOY, MOY, and EOY), IFSP/IEP (if applicable), transition activities (if applicable), and work samples.

Individualization

Teachers must continue to provide individualized activities to meet each child's unique characteristics, strengths and needs, taking into consideration the cultural and linguistic background, pattern of development and learning for children participate in center-based and remote services.

Individualized caregiving and/or activities should be provided to children using information from IFSP/IEP (if applicable), parent/guardian input, educational assessments, behavioral and developmental screeners, teacher observations and medical/dental evaluations and treatments.

Teachers must document individualized caregiving, and/or activities for all children on the Teaching Strategies Child Planning Form.

Educational Assessments

The Early Head Start Program uses the Early Learning Accomplishment Profile (E-LAP) and the Learning Accomplishment Profile 3rd Edition (LAP-3) as the formal educational assessments. E-LAP/LAP-3 will be completed for children participating in center-based and remote services. Additional guidance will be provided to ensure E-LAP and LAP-3 are completed with fidelity for all children.

Teachers must review assessment data and follow up with parents to discuss any needs or concerns related to development.

Children who receive Intervention Services

Currently, some intervention services are being provided through telehealth services. If a parent reports that their child is unable to participate in telehealth services due to not having access to technology, center staff must inform the Senior Management Analyst for Education Services.

The Senior Management Analyst and Family Support Worker will collaborate with the parent to assist the family in obtaining access to technology.

Wellness Observations

The Early Head Start wellness contractor will complete classroom observations for wellness referrals received for children who participate in centers based services. The wellness contractor will follow all health and safety guidelines while at the child care centers.

Continued Guidance

All guidance offered in this document is subject to change upon direction from Office of Head Start (OHS) or recommendations made by the CDC, State of Texas, and/or San Antonio Metro Health. This guidance supersedes current DHS Head Start Procedures during the COVID-19 pandemic.



2020-2021 COVID-19 Program Information Guidance

Early Head Start- Child Care Partnership Program

ERSEA

During the 2020-2021 program year, what are the Head Start requirements related to Early Head Start – Child Care Partnership (EHS-CCP) Eligibility, Recruitment, Selections, Enrollment, Attendance (ERSEA) to ensure the health and safety of children, families, and staff during the COV-19 Pandemic.

To ensure the health and safety of children, families, and staff during the COVID-19 Pandemic, the City of San Antonio Department of Human Services EHS-CCP Program will follow the recommendations below:

Eligibility – 2020-2021 applications will be completed by phone. In place of parent signatures staff will replace with “PHONE” in ChildPlus on the ERSEA modules to include: Student Residency Questionnaire, Home Language Survey, and Statement of Income (if applicable). Staff will capture their own original signature. Refer to Phone Applications –COVID 19 Procedures.

Recruitment – EHS-CCP staff will continue to recruit families through promotion with our Service Providers, Community Agencies, social media, and ESD, a third party digital marketing company.

Selections – will be conducted virtually to include at a minimum 3 staff members who may include, Head Start Senior Management Analyst (SMA), EHS-CCP ERSEA Management Analyst and EHS-CCP Disability SMA.

Enrollment –

- To ensure the safety of children, families and staff, the EHS-CCP will prioritize enrollment for returning children. Full enrollment may not be met at centers that are impacted by COVID-19. The EHS-CCP program will strive to reach full enrollment and will continue to enroll new children as capacity and safety allows.
- The established selection criteria will be used to enroll and prioritize children on the waitlist. All programs are encouraged to revisit their selection criteria to ensure it is relevant to the current health crisis.
- Classroom sizes will be reduced to the extent possible to ensure physical distancing is a priority and based on local and state guidance in response to the pandemic. Two teachers in a classroom are still required for the reduced classroom size.
- Parents will be provided the options of In Person and Remote Services. Parents may choose to alternate options with advance notice to program staff to ensure adequate staffing and safety is met for in-person services.
- The program continues to prioritize children with disabilities.
- Child Care Service Providers may have adjusted operating hours.

Attendance –

- The EHS-CCP will continue to track and analyze attendance for in-person and remote based services.
- The EHS-CCP staff will work to reengage families with extended absences.
- Children will remain enrolled in the EHS-CCP program until the family has notified program staff the child will not return.

Continued Guidance – All guidance offered in this document is subject to change upon direction from Office of Head Start (OHS) or recommendations made by the CDC, State of Texas, and/or San Antonio Metro Health. This guidance supersedes current DHS Head Start Procedures during the COVID-19 pandemic.



2020-2021 COVID-19 Program Information Guidance

Early Head Start-Child Care Partnership Program

Family and Community Services

Due to the COVID-19 Pandemic, what are the Head Start requirements related to the Early Head Start- Child Care Partnership (EHS-CCP) program services for Family and Community Support Services?

During the COVID-19 Pandemic, the City of San Antonio Department of Human Services Early Head Start-Child Care Partnership (EHS-CCP) Program will follow the recommendations below. The program is expected to make every effort to complete requirements within the established timeframes and document all efforts according to the program's Data Entry and Benchmark Due Date Guide.

FAMILY AND COMMUNITY SUPPORT SERVICES:

Family Engagement Approach – To minimize the gathering of large groups of people and to stay compliant with recommendations made by the Center for Disease Control (CDC), the State of Texas and San Antonio Metro Health, face-to-face engagement opportunities will be limited. The EHS-CCP program continues to recognize parents/guardians as their children's primary teachers and nurturers and will continue to implement intentional strategies to engage parents/guardians in their children's learning and development and support parent-child relationships, including specific strategies for father engagement. Family Support Workers (FSWs) will host meetings and engagement opportunities virtually until face to face opportunities can be reintroduced safely.

Parent Communication – The EHS-CCP program develops relationships with parents/guardians and structures services to encourage trust and respectful communication. Ongoing two-way communication between staff and parents/guardian is used to create welcoming program environments that incorporate the unique cultural, ethnic, and linguistic backgrounds of families in the program and community.

All EHS-CCP staff will ensure continuous communication between families and themselves. Family engagement services will be conducted in the family's preferred language or through an interpreter, to the extent, possible, to ensure families have the opportunity to share personal information in an environment in which they feel safe.

FSWs will communicate with parents through weekly check ins regardless if they are receiving center based or remote services. Check-ins may occur face to face at the center during drop off or pick up time, through telephone or email dependent upon the FSWs onsite schedule and the parent's preferred method of communication. Communication will be documented in ChildPlus.

Center Communication – The EHS-CCP program recognizes the importance of ongoing communication between the Grantee and Provider staff. Ongoing communication between the Grantee and Provider helps to develop a sense of

knowledge, trust and respect that allows all staff to work easily together to ensure that each child and family are receiving the full amount of benefits that EHS-CCP has to offer.

FSWs and Directors will continue to meet weekly either in person, while maintaining social distancing guidelines and safety protocols, or virtually to discuss any issues, concerns or simply to provide updated information.

Parent Connection Committee Meetings and Parent Activities –In order to minimize the gathering of large groups of people and to stay compliant with recommendations made by the Center for Disease Control (CDC), the State of Texas and San Antonio Metro Health, face-to-face engagement opportunities will be limited.

DHS Early Head Start CCP Grantee will work with the Provider to ensure the establishment of a Parent Connection Committee (PCC) comprised exclusively of parents/guardians of currently enrolled children at each site/center as early in the program year as possible.

Parent Connection Committee (PCC) Meetings and on-site family activities will be conducted virtually until face-to-face opportunities can be reintroduced safely.

Parent Activities to Promote Child Learning and Development – The EHS-CCP Grantee and Provider share responsibility with parents/guardians for their child's early learning and development. FSWs support families by providing engagement strategies that are designed to foster parental confidence and skills in promoting children's learning and development.

All families enrolled in the program receive monthly School Readiness Home Learning Activities regardless if they are receiving center based or virtual services. Activities provided are taken from Ready Rosie, Creative Curriculum and Conscious Discipline and are intended to support the parent child bond and enhance their learning experiences.

The EHS-CCP Program also offers opportunities for parents/guardians to participate in a research-based parenting curriculum that builds on parent /guardian's knowledge and offers them the opportunity to practice parenting skills to promote children's learning and development. The program's chosen parent curriculum remains Ready Rosie. Parents will continue to receive weekly videos via text message or email. Face to face workshops are suspended until they can be reintroduced safely. Staff will attempt to provide workshops virtually through live and recorded methods.

Family Meetings – When a child is accepted into the program, staff meets with the family to complete a family meeting. The family meeting is an integral part of the enrollment process and allows an opportunity for staff to learn more about the family and the family to learn more about the EHS-CCP Program. Face to face family meetings are suspended at this time until they can be reintroduced safely.

FSWs will contact families and complete the family meeting by phone or virtually. All forms requiring signatures will be explained during the meeting. Forms needing signatures will be placed in a large envelope and left for the family at the childcare facility. All forms must be received back within 10 days of the child's entry date. If signatures are not obtained within 10 days, FSW will seek further guidance from their supervisor and/or Health Management Analyst. Forms requiring signatures include:

- Release of Information
- Permission for Services
- University of Incarnate Word Consent (signature may be obtained at a later time)
- San Antonio Metro Health (signature may be obtained at a later time)

For all other forms completed during the family meeting that do not require a parent signature, including the Family Meeting Form and Partnership Agreement, the following statement will be added to the signature block:

“Completed by phone due to COVID-19 crisis”

If a family has opted to receive virtual services and is unable to pick up a packet from the center a home visit may be conducted by following the guidelines written in the Home Visit Procedures. Safety guidelines will follow all CDC, the State of Texas and San Antonio Metro Health recommendations concerning COVID 19. All family meetings must be completed according the program’s Data Entry and Benchmark Due Date Guide.

Please refer to Procedure: Re-Enrollment and New Enrollment Process Change – COVID-19 for further details regarding forms.

Family Partnership Services – The EHS-CCP Program collaborates with families in a family partnership process that identifies needs, interests, strengths, goals, services and resources that support family well- being, including family safety, health, and economic stability. This process must take into consideration each family’s readiness and willingness to participate in the process and must be engaged in jointly with parents.

- **Beginning of Year (BOY) Assessments** – FSWs will complete the BOY Assessment by phone or virtual meeting. Face to face meetings are suspended until they can be reintroduced safely. All assessments must be completed according the program’s Data Entry and Benchmark Due Date Guide.
- **End of Year (EOY) Assessments** – FSWs will complete the EOY Assessment by phone or virtual meeting. Face to face meetings are suspended until they can be reintroduced safely. All assessments must be completed according the program’s Data Entry and Benchmark Due Date Guide.
- **Goals** – FSWs will continue to work with each family to offer and develop an individualized goal that includes strategies for success, time frame, and community resources available. The Goal form will be completed by phone or virtual meeting and the following statement will be added to the signature block:

“Completed by Phone due to COVID-19 crisis”

All goals must be completed according the program’s Data Entry and Benchmark Due Date Guide and scanned, attached and saved into ChildPlus.

Continued Guidance – All guidance offered in this document is subject to change upon direction from the Office of Head Start (OHS) or recommendations made by the CDC, State of Texas, and/or San Antonio Metro Health. This guidance supersedes current DHS Head Start Procedures during the COVID-19 pandemic.



2020-2021 COVID-19 Program Information Guidance

Early Head Start-Child Care Partnership Program

Health, Nutrition and Dental Services

During challenges related to the COVID-19 Pandemic, what are the Head Start requirements related to health services?

To ensure the health and safety of children, families, and staff during the COVID-19 Pandemic, the City of San Antonio Department of Human Services Early Head Start- Child Care Partnership (EHS-CCP) Program will follow the recommendations below. The program is expected to make every effort to complete requirements within the established timeframes and document all efforts according to the ChildPlus Data Entry Guide.

While adhering to these procedures is vitally important, the program will not be penalized in the 2020-2021 program year if they are unable to meet these requirements within the required timeframes, due to challenges related to the COVID-19 pandemic. Centers are expected to make every effort to complete these requirements within the timeframes, and should document those efforts.

- **Forms for Applications-** Applications are being completed via phone. In place of parent signature staff will replace with “Phone” in ChildPlus on the health modules to include: Child Health History, Nutrition Assessment, TB Questionnaire, and Health Acknowledgement. (Refer to Phone Applications – COVID-19.)
 - The Permission for Services module will be completed at the time of application, in place of parent signature staff will replace with “Phone” and save but not attached. The Family Support Worker (FSW) will have the parent/ guardian sign a hard copy Permission for Services form when they return to the sites. The form will then be scanned, attached and saved in ChildPlus.
 - The Release of Information Form will require a parent/ guardian signature on the hard copy form. The FSW will have the parent sign a hard copy Release of Information form when they return to the sites. The forms will then be scanned, attached and saved in ChildPlus.
- **30 Day Medical/ Dental Home and Insurance** – The EHS-CCP program is required to determine whether a child has ongoing sources of continuous, accessible health care and health insurance coverage within 30 days of a child’s enrollment for the 2020-2021 program year. The FSW will continue to assist families in accessing medical and dental services and health insurance coverage when needed. The FSW’s will follow the ChildPlus Date Entry Guide on documenting their efforts to meet this requirement.
- **45 day Hearing and Vision screenings** – Completing the hearing and vision screenings are vitally important to ensuring a child’s success in school. Completing these screenings will be challenging in the 2020-2021 program year, particularly for children who are receiving virtual services. All efforts will be made to complete in-person hearing and vision screenings on site, but will depend on the COVID-19 guidance from The City of San Antonio, Metro Heath, CDC, TEA, and Office of Head Start.

- The program will continue to obtain written consent from parents for all health and developmental screenings they administer.
- In the event that hearing and vision screenings do not occur the following note will be added to the hearing and vision events in ChildPlus:
 - *This child was enrolled on or after August 17, 2020 and due to COVID-19, the 45 day Federal Head Start requirements for _____ has not been met and is postponed until further notice. (in the blank fill in: hearing, vision and/or ASQ's)*
- **90 Day Well Child Exam** – EHS-CCP staff will support parents/guardians to ensure their child is up-to-date on preventative well-child visits, for the 2020-2021 school year.
 - Family Support Workers (FSW) with the assistance of the Health MA will make every effort to obtain a copy of the child's most recent well child exam within 90 calendar days of the child's enrollment for the 2020-2021 school year. Staff should follow the ChildPlus Date Entry Guide on documenting their efforts to meet this requirement.
 - If a child is not up to date FSWs will follow up with the parent and document in ChildPlus every 30 days.
 - Due to the COVID-19 crisis, children enrolled for the 2020-2021 program year may not have a 90 day well child exam. (i.e.: no immunizations, special diet, or care plan needed) The following note will be added to ChildPlus, if needed:
 - *This child was enrolled on XX/XX/XX, due to COVID-19, the 90 day Federal Head Start requirement was not met.*
- **Immunizations** –The program will work with parents to help bring their child up-to-date on immunizations and preventative well child visits as quickly as possible.
 - Family Support Workers (FSW) with the assistance of the Health MA will make every effort to obtain a copy of the child's most recent immunization records. Staff should follow the ChildPlus Date Entry Guide on documenting their efforts to meet this requirement.
 - If a child is not up to date FSWs will follow up with the parent and document in ChildPlus every 30 days.
- **A Parent/ Guardian not comfortable with taking their child(ren) to their Health Care Professional** – The EHS-CCP Program will take actions that are feasible, reasonable, and safe in terms of continuing to provide services and implementing management and oversight systems. We will communicate with parents to understand the importance of keeping the child up to date on well child exams and immunizations.
- **Telehealth Services** – The City of San Antonio will accept screenings and annual well-child exams completed by a healthcare provider through telehealth services. During the COVID-19 Pandemic, children will need to receive the recommended immunizations and continue to schedule any well-child visits with their medical and dental homes.
- **Hemoglobin and Lead Testing Clinics** – For the 2020-2021 program year, on campus Lead Testing Clinics have been postponed until further notice. Select centers may schedule limited Lead Testing Clinics during the 2020 Fall Semester based on the recommendation from the EHS-CCP Staff, Center staff, and University of Incarnate Word.
- **Metro Health Dental Clinics** – Completing dental screenings are vitally important to ensuring a child's success in school. Completing these screenings will be challenging in the 2020-2021 program year, particularly for children

who are receiving virtual services. All efforts will be made to complete in person dental screenings on-site, but will depend on the COVID-19 guidance from The City of San Antonio, Metro Health, CDC, TEA, and Office of Head Start.

- **Tooth brushing** – The City of San Antonio EHS-CCP Program will follow guidance from the Office of Head Start and City of San Antonio Metro Health Department regarding tooth brushing. Tooth brushing in the classrooms is suspended until further notice. Child Care Centers should continue to discuss and model proper tooth-brushing techniques with props such as dental puppets and share resources on tooth brushing and supplies with families. In addition, encourage parents to brush their child’s teeth with fluoride toothpaste before they start the school day, whether in-person or remote instruction, and before bedtime.
- **Family Style Meals** – For the 2020-2021 program year, children and teachers should continue to eat together and engage in conversation and learning during mealtime. The City of San Antonio will follow guidance from the Office of Head Start, Metro Health, USDA/CACFP, and Childcare Licensing regarding meal service. Children should have individual trays/plates and should not serve themselves. Staff should ensure children wash hands prior to and immediately after eating. Child Care Centers will develop a plan to distribute food to children participating in remote learning services. (i.e. Essential needs days)
- **Health Event Follow-up, Tracking, and Data Documentation** – Required monthly follow-up for any medical, dental, nutrition, other health related missing event or concern identified by the EHS-CCP Program or as indicated on screenings, health assessments, or well child exams is required for the 2020-2021 school year.
 - FSW’s and Child Care Center staff should continue to contact families and provide support regarding health, wellness, dental, and nutrition services, including health insurance coverage. Staff should encourage families to contact their medical home regarding health concerns and well child exams.
 - The EHS-CCP staff, and Center Staff will work together to identify priorities related to health and nutrition, including well child exams, immunizations, health concerns, special diets, etc.

Wellness Assessment – Early Head Start-CCP staff will not complete the 2020-2021 Beginning of the Year (BOY) Wellness Assessment. . Due to the current situation regarding COVID-19, many families with children enrolled in our EHS-CCP Program are facing additional hardships related to food insecurity and wellness. Further guidance will be provided by the program’s Health Services Advisory Committee regarding the End of Year (EOY) Wellness Assessment.

- **Health Screening** – The Child Care Centers will follow guidance related to health screenings, including checking an individual’s temperature, and sign-in, from the CDC, Metro Health, TEA, CCL health screenings for staff, children, and visitors to a campus or other buildings and children receiving transportation services.

Continued Guidance – All guidance offered in this document is subject to change upon direction from Office of Head Start (OHS) or recommendations made by the CDC, State of Texas, and/or San Antonio Metro Health. This guidance supersedes current DHS Head Start established Procedures during the COVID-19 pandemic.



2020-2021 COVID-19 Program Information Guidance

Early Head Start-Child Care Partnership Program

Program Monitoring

Due to the COVID-19 Pandemic, what are the Head Start requirements related to the Early Head Start-Child Care Partnership (EHS-CCP) program services for Monitoring Services?

During the COVID-19 Pandemic, the City of San Antonio Department of Human Services Early Head Start-Child Care Partnership (EHS-CCP) Program will utilize the Program Information COVID Guidance documents for each Service Area as guidance for monitoring projects.

The Program Monitor will be expected to use the Program Information COVID Guidance while completing all monitoring projects.

A Program Monitoring calendar for 2020-2021 has been developed to identify each Service Areas monitoring project and timeframe. The Program Monitoring calendar is subject to change applicable to COVID – 19.

Monitoring checklist per Services Areas will be used in the ChildPlus data system to complete monitoring projects. The monitor will document on the checklist if changes are needed to align with the Program Information Guidance.

Monitoring projects will consist of a desk review and on site review when deemed necessary of child files using the ChildPlus data system.

Ongoing Monitoring may consist of Services Area interviews by telephone, WebEx sessions and in person when deemed necessary.

EHS-CCP Providers will receive unannounced Safe Environment visits to ensure the COVID Re-opening Safety Plan of Action protocols are enforced. Monitor will ensure hand washing; social distancing and screenings are done. During the site visits as permitted the monitor will observe facilities, classrooms and playgrounds for the environmental health and safety component of the program.

When on site, the monitor will request to review Curriculum to Fidelity tools, Human Resources files and other documents in a separate room to promote physical distancing and safety, dependent on the COVID climate at the time of monitoring.

Classroom child files, including those files with Special Diets and Individual Family Service Plan (IFSP) may be requested and placed in the office area or a separate room for the monitor to review.

EHS-CCP Providers will still be responsible for maintaining Curriculum to Fidelity tools; E-Lap data entry, collecting ASQ's from parents and data entry and ensuring classroom daily checklist are completed.

Providers may be asked to email classroom lesson plans to the monitor for review, instead of the monitor visiting the classrooms.

Interviewing Director/Teachers for Education Services may occur by telephone and or WebEx sessions dependent on the COVID-19 climate at the time of monitoring. Monitor will coordinate with the EHS-CCP Provider to schedule.

EHS-CCP Providers and Services Area Managers will continue to respond to any noted findings during ongoing monitoring through the ChildPlus Data system.

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2020-2021 COVID-19 Program Information Guidance

Early Head Start- Child Care Partnership Program

Safe Environments

Due to the COVID-19 Pandemic, what are the Head Start requirements related to the Early Head Start-Child Care Partnership (EHS-CCP) program services for Safe Environment Services?

During the COVID-19 Pandemic, the City of San Antonio Department of Human Services Early Head Start-Child Care Partnership (EHS-CCP) Program will work with the Child Care Service Providers to support their use and practices for the Reopening Safety Protocols as required by the Health and Human Services Texas Child Care Licensing and CDC for child care facilities. EHS-CCP Program staff will frequently visit websites for updates.

Screening

The following individuals must be screened every day before entering the facility:

- Operations staff;
- Persons with legal authority to enter e.g., law enforcement officers, Head Start staff, and Department of Family and Protective Services staff;
- Professionals providing services to children;
- Children enrolled at the operation; and
- Parents who have children enrolled and present at the operation. Parents should only enter when necessary.

Parent Drop-Off and Pick-Up

- The pick-up and drop-off of children should be completed outside of the operation, unless the operation determines that there is a legitimate need for the parent to enter. Should the parent have a legitimate need to enter the operation, the parent must be screened by the operation as outlined in this document.
- Hand hygiene stations should be set up at the entrance of the facility, so that children can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets. Keep hand sanitizer out of children's reach and supervise use. If possible, place sign-in stations outside, and provide sanitary wipes for cleaning pens between each use.
- Consider staggering arrival and drop off times and plan to limit direct contact with parents as much as possible.
 - Have teachers or classroom staff greets children outside as they arrive.
 - Designate a parent to be the drops off/pick up volunteer to walk all children to their classroom, and at the end of the day, walk all children back to their cars.
 - Infants could be transported in their car seats. Store car seat out of children's reach.

- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older family members such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk.
- Stagger arrival and drop off times.
- Plan arrival and drop off outside the facility.
- Provide hand sanitizer for sign-in/out.
- Limit direct contact with parents/guardians.
- Designated parent or person should not be a 'vulnerable' person.
- Refrain from hugging and shaking hands.

Screen Children Upon Arrival

Persons who have a fever of 100.4° (38.0°C) or above or other signs of illness should not be admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Screen children upon arrival.

There are several methods that facilities can use to protect their workers while conducting temperature screenings. The most protective methods incorporate social distancing (maintaining a distance of 6 feet from others) or physical barriers to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

Staying Home when Appropriate

- Educate staff and families about when they/their child (ren) should stay home and when they can return to school.
- CDC's criteria can help inform when employees should return to work:

Signs and Messages

- Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).

Maintaining Healthy Environments

Intensify cleaning and disinfection efforts:

- Facilities should develop a schedule for cleaning and disinfecting surfaces and objects that are frequently touched, especially toys. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet tables, chairs, cubbies, and playground structures. Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- All cleaning materials should be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for “soiled toys.” Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children’s books, like 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.

Diapering

When diapering a child, wash your hands and wash the child’s hands before you begin, and wear gloves. Follow safe diaper changing procedures. Procedures should be posted in all diaper changing areas.

After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area with fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.

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