




# **Approval of the 2022-2023 Head Start, EHS, and EHS-CCP EnvHS and PDM Policy Updates**



 <b>2022-2023 Head Start and Early Head Start Policy Index</b>			<b>Change Required?</b>	<b>Description of Revisions Required</b>
Environmental Health & Safety				
4		Health & Safety- Head Start Program	Yes	Updated to reflect Office of Head Start Mask Mandate.
4		Health & Safety- Earlu Head Start Program	Yes	Updated to reflect Office of Head Start Mask Mandate.
Program Design and Management (PDM)				
15		Staff Health Requirements- Head Start Program	Yes	Updated to reflect Office of Head Start Vaccine Mandate.
15		Health Requirements- Early Head Start Program	Yes	Updated to reflect Office of Head Start Vaccine Mandate.

**HEAD START**

	<b>DHS Head Start Program Policy</b>		
<b>EnvHS 4</b>			
<b>SUBJECT</b>	Health & Safety Practices		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	06/05/2011		
<b>Policy Council Approval: 7/28/20</b>	<b>Policy Council Revision: 7/28/20</b>	<b>Governing Body Approval: 8/13/20</b>	<b>Governing Body Revision: 8/13/20</b>
<b>PAGE: 1 of 1</b>			

**Policy:**

Education Service Providers will develop and implement procedures for children and staff to ensure protection from contagious disease. Procedures should include:

- Practices to control an infectious disease outbreak
- Notification of any reportable illnesses to include local or state public health agencies
- Training on accommodations that must be made for children with specific health and safety needs
- Practices to ensure confidentiality of children's health and safety needs
- Exclusion criteria
- Mask wearing and safety practices

A child cannot be denied enrollment based on a disability, illness, or chronic health condition or its severity.

Education Service Providers may temporarily exclude a child with an acute injury or illness from program participation for a short-term period when the child's needs cannot be readily accommodated or if they pose a significant risk to the health and safety to themselves or anyone that may come in contact with them.

The Office of Head Start requires all individuals two (2) years old and older to wear a mask during the following: indoors when Head Start services are provided; when two or more individuals are in a vehicle owned, leased, or arranged by the Head Start Program. For those not fully vaccinated, masks are required when outdoors in a crowded setting or during activities that involve sustained close contact with other people. A crowded setting or close contact is described as a situation where an individual is within six feet of another individual for 15 minutes or more.

Masks are not required when children and adults are eating or drinking, children are napping, and when children and adults are outdoors in a non-crowded setting or engaged in outdoor activities that do not involve sustained close contact with other people. There are additional exceptions for individuals who cannot wear a mask, or cannot safely wear a mask, because of: a disability as

defined by the Americans with Disabilities Act; individuals with special health care needs. The program should follow the advice of the individual's health care provider regarding the best types of face covering. This requirement is pending final judgement/court ruling [as of December 31, 2021](#).



The Head Start Program will follow guidance from the Office of Head Start (OHS) or recommendations made by the Centers for Disease Control and Prevention, State of Texas, the Texas Education Agency, the City of San Antonio Metro Health Department, School District Health Department, and/or Caring for Our Children National Health and Safety Standards Guidelines for Early Care and Education Programs when establishing procedures related to health and safety practices and the management of illness.

**Performance Standard:**

1302.47(b)(5)(vi); 1302.47(b)(7)(iii)

**References:**

Texas Department of State Health Services Communicable Disease Chart for Schools and Child-Care Centers

	<b>DHS, Head Start Program Policy</b>		
<b>PDM 15</b>			
<b>SUBJECT</b>	Staff Health Requirements		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	6/15/2011		
<b>Policy Council Approval: 5/25/21</b>	<b>Policy Council Revision: 5/25/21</b>	<b>Governing Body Approval: 5/27/21</b>	<b>Governing Body Revision: 5/27/21</b>
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**Policy:**

The Head Start Program, including the Recipient and Education Service Providers, will develop and implement procedures requiring 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 that staff do not pose a significant risk to the health or safety of others in the program. The annual/physical exam or approved health document must not be more than 12 months old and must include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Every five years after the initial hire date, staff must submit a copy of their most recent physical exam or approved health document. The physical exam or approved health document must not be more than 12 months old and must include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

The Head Start Program, including the Recipient and Education Service Providers, will develop and implement procedures to ensure regular volunteers complete appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

The Head Start Program, including the Recipient and Education Service Providers, will develop and implement procedures to ensure compliance with the Federal Law requiring all staff, volunteers, and contractors, whose activities involve contact with or provide direct services to children and families, to be fully vaccinated from COVID-19. This guidance is pending final judgement/court ruling as of December 31, 2021

The Head Start Program will develop and implement procedures related to COVID-19 Vaccine exemptions and testing requirements. Staff may request an exception from this mandatory vaccination requirement if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Staff also may be legally entitled to a reasonable accommodation if they cannot be vaccinated because of a disability, or if the provisions in this policy for vaccination, conflict with a sincerely held religious belief, practice, or observance.



Anyone for whom a vaccine is medically contraindicated; for whom medical necessity requires a delay in vaccination; or who are legally entitled to an accommodation with regard to the COVID-19 vaccination requirements based on an applicable Federal law must undergo weekly testing for COVID-19.

Documentation of health exams, COVID-19 vaccination information, screenings, and/or tests must be kept on file.

**Performance Standard(s):**

1302.93; 1302.94

# ***EARLY HEAD START***

	<b>DHS Early Head Start Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 4</b>			
<b>SUBJECT</b>	Health & Safety Practices		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	01/03/2022		
<b>Policy Council Approval: 5/25/21</b>	<b>Policy Council Revision: 5/25/21</b>	<b>Governing Body Approval: 5/27/21</b>	<b>Governing Body Revision: 5/27/21</b>
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**Policy:**

Early Head Start (EHS) Service Providers will develop and implement procedures for children and staff to ensure protection from contagious disease. Procedures should include:

- Practices to control an infectious disease outbreak
- Notification of any reportable illnesses to include local or state public health agencies
- Training on accommodations that must be made for children with specific health and safety needs
- Practices to ensure confidentiality of children's health and safety needs
- Exclusion criteria
- Mask wearing and safety practices

A child cannot be denied enrollment based on a disability, illness or chronic health condition or its severity.

Early Head Start (EHS) Program Service Providers may temporarily exclude a child with an acute injury or illness from program participation for a short-term period when the child's needs cannot be readily accommodated or if they pose a significant risk to the health and safety to themselves or anyone that may come in contact with them.

The Office of Head Start requires all individuals two (2) years old and older to wear a mask during the following: indoors when Head Start services are provided; when two or more individuals are in a vehicle owned, leased, or arranged by the Head Start Program. For those not fully vaccinated, masks are required when outdoors in a crowded setting or during activities that involve sustained close contact with other people. A crowded setting or close contact is described as a situation where an individual is within six feet of another individual for 15 minutes or more.

Masks are not required when children and adults are eating or drinking, children are napping, and when children and adults are outdoors in a non-crowded setting or engaged in outdoor activities that do not involve sustained close contact with other people. There are additional exceptions for individuals who cannot wear a mask, or cannot safely wear a mask, because of: a disability as defined by the Americans with Disabilities Act; individuals with special health care needs. The

program should follow the advice of the individual's health care provider regarding the best types of face covering. This requirement is pending final judgement/court ruling.

Providers will create and implement procedures to ensure that appropriate staff is informed and trained on any accommodations that must be made for children with specific health and safety needs. Information about any child's health or safety needs should be kept confidential.



The Early Head Start Program will follow guidance from the Office of Head Start (OHS) or recommendations made by the Centers for Disease Control and Prevention, Child Care Regulation, the City of San Antonio Metro Health Department, and/or Caring for Our Children National Health and Safety Standards Guidelines for Early Care and Education Programs when establishing procedures related to health and safety practices and the management of illness.

**Performance Standard:**

1302.47 (b)(7)(iii)

**References:**

Texas Department of State Health Services Communicable Disease Chart for Schools and Child-Care Centers

	<b>DHS Early Head Start Program Policy</b>		
<b>PDM 15</b>			
<b>SUBJECT</b>	Health Requirements		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	1/03/2022		
<b>Policy Council Approval: 4/23/19</b>	<b>Policy Council Revision: 4/23/19</b>	<b>Governing Body Approval: 5/23/19</b>	<b>Governing Body Revision: 5/23/19</b>
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**Policy:**

The Head Start Program, including the Recipient and Education Service Providers, will develop and implement procedures requiring 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 that staff do not pose a significant risk to the health or safety of others in the program. The physical exam or approved health document must not be more than 12 months old and must include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Every five years after the initial hire date, staff must submit a copy of their most recent physical exam or approved health document. The physical exam or approved health document must not be more than 12 months old and must include appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

Additionally, the Head Start Program, including EHS and Education Service Providers, will develop and implement procedures to ensure regular volunteers complete appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

The Head Start Program, including Recipient and Education Service Providers, will develop and implement procedures to ensure compliance with the Federal Law requiring all staff, volunteers, and contractors, whose activities involve contact with or provide direct services to children and families, to be fully vaccinated from COVID-19. This guidance is pending final judgement/court ruling as of December 31, 2021.

The Head Start Program will develop and implement procedures related to COVID-19 Vaccine exemptions and testing requirements. Staff may request an exception from this mandatory vaccination requirement if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Staff also may be legally entitled to a reasonable accommodation if

they cannot be vaccinated because of a disability, or if the provisions in this policy for vaccination, conflict with a sincerely held religious belief, practice, or observance.



Anyone for whom a vaccine is medically contraindicated; for whom medical necessity requires a delay in vaccination; or who are legally entitled to an accommodation with regard to the COVID-19 vaccination requirements based on an applicable Federal law must undergo weekly testing for COVID-19.

Documentation of health exams, COVID-19 vaccination information, screenings, and/or tests must be kept on file.

**Performance Standard(s):**

1302.93; 1302.94

**HEAD START**

	<b>DHS Head Start Program Policy</b>		
<b>EnvHS 4</b>			
<b>SUBJECT</b>	<del>Management of Illness</del> <u>Health &amp; Safety Practices</u>		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	06/05/2011		
<b>Policy Council Approval: 7/28/20</b>	<b>Policy Council Revision: 7/28/20</b>	<b>Governing Body Approval: 8/13/20</b>	<b>Governing Body Revision: 8/13/20</b>
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- Mask wearing and safety practices

A child cannot be denied enrollment based on a disability, illness, or chronic health condition or its severity.

Education Service Providers may temporarily exclude a child with an acute injury or illness from program participation for a short-term period when the child's needs cannot be readily accommodated or if they pose a significant risk to the health and safety to themselves or anyone that may come in contact with them.

The Office of Head Start requires all individuals two (2) years old and older to wear a mask during the following: indoors when Head Start services are provided; when two or more individuals are in a vehicle owned, leased, or arranged by the Head Start Program. For those not fully vaccinated, masks are required when outdoors in a crowded setting or during activities that involve sustained close contact with other people. A crowded setting or close contact is described as a situation where an individual is within six feet of another individual for 15 minutes or more.

Masks are not required when children and adults are eating or drinking, children are napping, and when children and adults are outdoors in a non-crowded setting or engaged in outdoor activities that do not involve sustained close contact with other people. There are additional exceptions for individuals who cannot wear a mask, or cannot safely wear a mask, because of: a disability as

defined by the Americans with Disabilities Act; individuals with special health care needs. The program should follow the advice of the individual's health care provider regarding the best types of face covering. This requirement is pending final judgement/court ruling as of December 31, 2021.

The Head Start Program ~~Education Service Providers~~ will follow guidance from the Office of Head Start (OHS) or recommendations made by the Centers for Disease Control and Prevention, State of Texas, the Texas Education Agency, the City of San Antonio Metro Health Department, School District Health Department, and/or Caring for Our Children National Health and Safety Standards Guidelines for Early Care and Education Programs when establishing procedures related to health and safety practices and the management of illness.



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<b>PDM 15</b>			
<b>SUBJECT</b>	Staff Health Requirements		
<b>REFERENCE</b>	Program Design and Management		
<b>EFFECTIVE</b>	<del>6/15/2011</del> <u>1/03/2022</u> <del>6/15/2011</del>		
<b>Policy Council Approval:</b> 5/25/21	<b>Policy Council Revision:</b> 5/25/21	<b>Governing Body Approval:</b> 5/27/21	<b>Governing Body Revision:</b> 5/27/21
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The Head Start Program, including the Grantee-Recipient and Education Service Providers, will develop and implement procedures to ensure regular volunteers complete appropriate screenings or tests for Tuberculosis or other communicable diseases as recommended by a healthcare professional.

The Head Start Program, including the Recipient and Education Service Providers, will develop and implement procedures to ensure compliance with the Federal Law requiring all staff, volunteers, and contractors, whose activities involve contact with or provide direct services to children and families, to be fully vaccinated from COVID-19. This guidance is pending final judgement/court ruling as of December 31, 2021.

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<b>ENVIRONMENTAL HEALTH AND SAFETY 4</b>			
<b>SUBJECT</b>	<del>Management of Illness / Conditions of Short Term Exclusions and Admittance</del> <u>Health &amp; Safety Practices</u>		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	<del>8/1/2016</del> <u>01/03/2022</u>		
<b>Policy Council Approval: 5/25/21</b>	<b>Policy Council Revision: 5/25/21</b>	<b>Governing Body Approval: 5/27/21</b>	<b>Governing Body Revision: 5/27/21</b>
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