

Creative School Pandemic Action Plan

Version: July 31, 2020

In an effort to accommodate the needs of CS families and begin the school year, the following Action Plan has been created. More information will follow in the next few weeks including a revised Parent Handbook.

This plan has been drafted using guidance from the CDC, Texas Health & Human Services Department and Childcare Licensing to maintain the safety of our students, families and staff. These guidelines are frequently changing at both a local and national level and we plan to monitor the changes and adjust our policies accordingly. Please see below for our tentative minimum protocols regarding reopening our facility and the 2020-2021 school year.

Health Checks – Staff, Child and Adult

- Daily Health Checks will be administered & recorded
 - Upon arrival - Temperature taken, visual inspection, staff/adult questionnaire
 - Mid-day (noon) - Temperature taken, visual inspection
- Staff/Child will be denied entry or sent home if:
 - Temperature 100°F or above
 - Signs or symptoms:
 - Cough
 - Shortness of breath
 - Difficulty breathing
 - Chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness
 - In the previous 14 days has travelled to areas with widespread, sustained community transmission.

If a student becomes ill during the school day, parents will be called to pick up the child immediately. The student will be moved to a separate room & monitored by a designated staff member until a parent (or authorized person) arrives.

Requirements for Return to School

In the event a staff member or child is diagnosed with COVID-19, the individual may return to school when the following three criteria are met:

1. at least 72 hours have passed **since recovery** (resolution of fever without the use of fever-reducing medication)
2. the individual has improvement in respiratory symptoms (e.g. cough, shortness of breath); and
3. at least 10 days have passed since the symptoms first appeared.

Symptoms Not Evaluated by a Medical Professional

In the event a staff member or child exhibits symptoms related to COVID-19 (such as those listed above) and is not evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19 and may not return to school until the individual completes the same three-step criteria listed above; or

If a child or employee has symptoms that could be COVID-19 and wants to return to Creative School before completing the above self-isolation period, the individual must submit a medical professional's note clearing the individual for return based on alternative diagnosis.

If a child or staff member is diagnosed with COVID-19, Creative School will make a report to the Dallas County Health Department and Childcare Licensing for further instruction.

School Closure

Creative School may be closed in whole or in part at any time due to:

- COVID-19 exposure within the school or classroom
- Adequate staffing not available to maintain minimum required teacher/child ratios due to illness
- Stay-at-home orders are implemented in response to outbreak and community spread.

Tuition Policy COVID-19

Closures due to confirmed case of COVID-19 of a student or staff member

Upon receiving confirmation of a COVID-19 diagnosis by students or staff:

- Contact the Dallas County Health Department and provide information including; date of diagnosis, last day of attendance and steps taken at school to minimize infections.
- Based on the report and the current number of cases, the Dallas County Health will inform of steps to follow, including days to close classroom/school and the number of days to quarantine those individuals who were exposed. Depending on exposure, quarantine may last up to 14 days.
- The purpose of the quarantine is to isolate individuals who have been exposed and allow them to monitor their symptoms, and to maintain separation from others in an attempt to reduce the spread of COVID -19. In support of this objective, during quarantine, teachers will not conduct virtual learning when they should be focusing on monitoring their own health.

Extended Closures due to COVID-19 outbreak and community spread.

In the event of a protracted school-wide closure due to COVID -19 the following changes will be implemented:

- Will utilize the inclement weather days to add up to 5 days to school calendar.

- If closure exceeds the number of inclement weather days, extend the school year beyond May 15, 2021, the current last day of school. Up to 10 school days, can be used to make up for missed days during school closure.
- If the number of days missed during closure, exceeds the days which can be made-up using the above two methods, the Creative School Steering Committee will meet to consider potential alternatives and adjustments, including, but not limited to tuition discounts and/or refunds.
- After a 1-week closure, teachers will implement virtual learning protocol, using age-appropriate and developmentally appropriate practices.

Visitors

All persons are prohibited from entering the center except:

- Creative School staff
- Lovers Lane or Walnut Hill Church staff
- Persons with legal authority to enter, including law enforcement officers, HHSC Child Care Licensing staff, and Department of Family and Protective Services staff
- Children enrolled at the center
- Parents who have children enrolled and present at the center
 - Parents will be admitted when necessary
 - All procedures under Health Checks – Staff & Students apply to parents
 - Parents will wear masks, maintain social distancing and remain 6 feet from other people, except their own child.

Parent Disclosure Agreement

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

I will notify the Creative School office immediately if I become aware of any person with whom my child or family has had contact with, who then exhibit any of the symptoms listed above, is advised to self-isolate/quarantine or has tested positive or is presumed positive for COVID-19.

Parents who travel out of the country will notify Creative School if they have traveled. Creative school reserves the right to exclude a child from care if they or a member of the household has traveled to a country/state the CDC has been identified as “high risk”.

Drop-off/Pick-up

Students will be dropped-off/picked-up in a designated carpool line per age group as listed in the *Arrival/Dismissal Procedures* found in the **Parent Handbook**. Please fully review the Parent

Handbook for detailed Arrival and Dismissal procedures per age group and location, including late arrival and early/alternate pickup.

- Upon morning arrival, health check will be performed while your child remains in your vehicle & recorded by Creative School staff.
- Once cleared, parent will assist child out of the car and staff will escort child to the building.
- Designated staff member will assist child with hand sanitizer and escort the child to the appropriate classroom where they will wash hands.
- Parents will not be allowed to walk into the building for student drop-off or pick-up.

Personal Protection Equipment

- A mask and gloves will be worn while conducting Daily Health Checks.
- Employees will use masks, face shields, smocks or gloves throughout the day in a manner that does not scare or frighten children.

Mixing Classroom/Combining Classes

Staff is to not combine classes within classrooms or mix groups. Unless given approval by Director, mixing groups is strongly discouraged. Schedules will be modified to allow classes to occupy playground, a single class at a time.

Nap Time for 2-Year-Olds

- Nap mats will be placed with maximum space between each child.
- Parents will be asked to provide a nap mat each day, which will be returned to family to launder.
- Nap cots will be disinfected daily.

Additional Disinfecting Procedures

- Classrooms will be disinfected:
 - Before the arrival of the students
 - Each time the class leaves the room
 - At the end of the day
- Bathrooms will be cleaned & disinfected 3 times per day
- Playground equipment will be cleaned between classes
- Hallway will be disinfected:
 - Before the arrival of the students
 - Lunch time
 - At the end of the day
- Maintenance Crew will perform nightly deep cleaning within the classroom following CDC standards of disinfection protocol.

Additional Adjustments

- Snacks provided by families on rotating basis must be in individual packaging. No shared snacks. See *Morning Snack Guidelines* in the **Parent Handbook** for full details regarding revised protocols for snacks and birthday treats.
- Water Fountains will not be available for use.
- Hand Sanitizer will be available at every entrance and in every classroom. Handwashing will be continued regularly throughout the day.

Temporarily Discontinued Activities

- Show and Tell
- Soft toys and dress-up clothes in the classroom
- Classroom parties with visitors, including birthday celebrations with parents
- Sensory/Water Tables
- Checking out Library books
- Whole/Partial school enrichment activities (i.e. Tooth Fairy, Dino Man, African Drumming Demonstration, Creature Teacher, etc...)

Weekly enrichment schedules have also been adjusted to limit the exposure between classes, ultimately affecting the frequency Chapel, and Library.

The revised and updated **Parent Handbook with further information** will be published August 1st. It will be emailed to the main contact as listed on your student application and available on our website, creativeschool.org. All parents are required to read the **Parent Handbook** in full and sign the *Parent Handbook Policy and Procedure Review* prior to the start of the school year.