

## Creative School Pandemic Action Plan

Sept. 2, 2020

In an effort to accommodate the needs of CS families and begin the school year, the following Action Plan has been created. This plan has been drafted using guidance from Governor Abbott's Open Texas Checklist for Child Care Operations, the Center for Disease Control (CDC) guidelines, Texas Health Department of State Health Services (DSHS)'s COVID-19 guidelines, Texas Health and Human Services (THHS) and Child Care 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.

### Health Checks – Staff, Child and Adult

- Daily Health Checks will be administered by staff wearing face mask, and gloves
  - Upon arrival - Temperature taken, visual inspection, staff/adult questionnaire
  - Mid-day (noon) for children attending LunchBunch, - Temperature taken, visual inspection
- Staff/Child will be denied entry or sent home if:
  - Temperature 100.4°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 he/she 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. Parents need to make sure your child's file contains up-to-date contact information throughout the school year.

### 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 10 days have passed since the symptoms first appeared.

2. the individual has improvement in respiratory symptoms (e.g. cough, shortness of breath); and
3. at least 24 hours have passed **since recovery** (resolution of fever without the use of fever-reducing medication)

### **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**, depending on the circumstances, Creative School will take other steps as necessary for the safety of other children and staff, reporting to the Dallas County Health Department and Child Care Licensing for further instruction, including notifying families and staff of possible exposure, and taking the necessary infection control measures as recommended by the County Health Department. Please make sure all contact information in your child's file is always current and up to date throughout the school year.

### **Reason for 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.

### **Confirmed case of COVID-19 of a student or staff member**

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

- 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

may not be able to offer virtual learning, depending on whether they are well enough to work.

## **Tuition Policy COVID-19**

### 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 the 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 school 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 exhibits 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.

- Unbuckle your child from their carseat.
- Based on the Covid-19 Screening questionnaire, staff will inquire if their child has any symptoms or meets any exclusion reasons while your child remains in your vehicle & their temperature is taken.
- Once cleared, your child is assisted out of the car and another staff member will escort him/her into the building.
- Designated staff member will assist the 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 and gloves throughout the day in a manner that does not scare or frighten children.
- Children may wear face masks if parents desire, but face masks for children are not required.

## **Mixing Classroom/Combining Classes**

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

## 2-Year-Old Rooms

- Young toddler rooms will have extra guidelines to follow while diapering. Guidelines are detailed on posters displayed by each diaper changing station.
- Nap mats, placed on cots 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 the family to launder.
- Nap cots will be disinfected daily.

## Additional Disinfecting Procedures

Using EPA registered disinfectant products, staff responsible for disinfecting will wear gloves.

- Classrooms will be disinfected:
  - Before the arrival of the students
  - Teachers will clean high touch areas mid-morning and noon
- Bathrooms will be cleaned before arrival of students, and 2 times during school day
- Playground equipment will be cleaned between classes
- Hallway and high-touch surfaces throughout building utilized by staff and classes be disinfected:
  - Before the arrival of the students
  - Mid-morning
  - At the end of the day
- Custodial personnel will perform nightly disinfecting within the classroom following CDC standards of disinfection protocol.

## Additional Adjustments

- Snacks provided by families on a 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 are not allowed. Parent Club will be planning methods to bring party supplies for classroom parties, while adhering to safety guidelines and rules.
- Sensory/Water Tables
- Checking out Library books
- Whole/Partial school enrichment activities (i.e. Tooth Fairy, Dino Man, African Drumming Demonstration, Creature Teacher, etc...)

- School functions including Thanksgiving Chapel Service, Christmas Program, Creative School Sunday and any function that includes a large gathering of people.

### **Daily Schedules**

Weekly schedules have also been adjusted to limit the exposure between classes, ultimately affecting the frequency of some class activities. Specials including Music and Movement, Spanish, Library and Chapel have been discontinued due to adhering to safe distancing guidelines.

The revised and updated **Parent Handbook contains further information** and is available on our website, [creativeschool.org](http://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.

**ACKNOWLEDGEMENT OF CREATIVE SCHOOL PANDEMIC ACTION PLAN**

This acknowledgement confirms that I received and read the Creative School Pandemic Action Plan. I understand the Creative School Pandemic Action Plan is not intended to cover every situation which may arise during the school year, but is a general guide to the goals, policies, practices, and expectations of Creative School as it relates to COVID-19.

I understand Creative School will comply with guidance and directives from the state and federal governments and agencies, including but not limited to CDC, DSHS, and Child Care Licensing, and may revise the Creative School Pandemic Action Plan as necessary.

I agree to comply with the Creative School Pandemic Action Plan for my child to attend Creative School . I further agree that if my child remains enrolled with Creative School following any changes to the Creative School Pandemic Action Plan, I thereby accept and agree to such changes.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Parent \_\_\_\_\_

Child(ren) Attending Creative School \_\_\_\_\_

**Please sign and return to the Creative School office.**

**Please note, this acknowledgment form must be completed and on file in the Creative School office before a child may attend.**