

# HG CLC COVID-19 ADDENDUM

We are excited to begin a new school year caring for children and families. As we do, we have some additional policies, procedures and strategies we have adopted to be able to do this with the best efforts to ensure the health and safety of children, families, staff and our community. It is our desire and commitment to do all we can to ensure a safe and healthy 2020-2021 school year!

HG CLC administration and staff in conjunction with the Texas Health Department, Texas State Licensing and the CDC recommendations have designed the following strategic plan for all children and staff in attendance. This plan may be adjusted at any time as the knowledge of COVID-19 grows, as state and federal requirements change, or as our experience deems change is necessary. Families will receive updates to this plan by email and printed letter sent home in backpacks.

Because of the easy manner of transmission within a community, the sustainability of our program relies on staff and families making wise decisions about limiting risks, including those that rely on decisions made outside the center. Please stay informed about all recommendations and requirements for the areas in which you live, work and play.

Families and staff must be aware of the facts regarding COVID-19 transmission and be willing to comply with infection control measures in our setting. These measures are based on the following strategies:

- Limit person-to-person contact in the community and in the center
- Practice intentional social distancing and wear a face covering
- Limit possible contamination brought into the center
- Effectively handle contamination throughout the day

Our HG CLC team of administrators and teachers will be monitoring, guiding, and supporting this plan. We know that teamwork and commitment -- which includes parents -- is key to protecting our children, families, staff and community during this time.

## GUIDELINES FOR ILLNESS

Any employee or child who has any of the following new or worsening signs or symptoms of possible COVID-19 will be sent home or not admitted for the day:

- cough
- sore throat
- shortness of breath or difficulty breathing
- loss of taste or smell
- diarrhea
- chills
- feeling feverish or measured temperature greater than or equal to 100 degrees F
- repeated shaking with chills
- muscle pain
- known close contact with a person who is lab confirmed to have COVID-19
- headache

Employees and children may not return to the center until **ALL** of the following criteria are met:

- 72 hours have passed since recovery (without the use of fever-reducing medications)
- The individual has improvement in respiratory symptoms
- And at least 10 days have passed since symptoms have appeared.

Employees and children may return to the center without completing the isolation period if they obtain a medical professional's note clearing the individual for return based on alternative diagnosis.

Staff and children who become sick during the day will be sent home as soon as possible. Children will be isolated until they are picked up. Families with multiple children, **All** children will be excluded from care if one of the children does not meet admittance criteria for health.

If staff members or families know they have had exposure to someone with a lab-confirmed case of COVID-19, someone experiencing symptoms of COVID-19, or someone under investigation for COVID-19, they should self-isolate and monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19. The school should be contacted immediately.

All confirmed COVID-19 cases will be reported to the Health Department and to our state licensing representative, they will advise further the steps and protocol to follow regarding temporary closure or exclusion. We will not refund tuition for closure due to COVID-19 or other illness.

*At this time, the County Health Department recommends waiting 7 days from date of exposure with a confirmed case of COVID-19 before getting tested so there is less chance for a false negative result.*

## **GUIDELINES FOR DROP-OFF & PICK-UP**

### **POLICY**

Children will be dropped off and picked up at the front north entrance to the church and parents will not enter the childcare center. If it is deemed necessary for a parent to enter the center, they will have to wear a face covering and will be screened for temperature and must complete the tracking form. Children will be screened and admitted on a daily basis. Families will be asked to wait outside on the front porch for admittance into the building. Extended AM & PM care families will need to buzz into the building. ***Please be patient with us and allow enough time for proper screening.***

### **PROCEDURE**

Drop-off: As you arrive at HG CLC you will be admitted by the drop-off staff into the building. Upon entering you will be asked to complete the following procedure....1)sanitize your hands and your child's hands 2)complete the tracking form 3)pause for temperature check and documentation... after all screening procedures are complete your child will say good-bye and join their class in the hall.

Pick-up: As parents arrive, they will be admitted by HG CLC pick-up staff into the building. You will need to state whom you are here to pick-up, at that point pick-up staff will walkie talkie teachers and have your children brought to the front door. Children will be waiting ready to go in the hallway for parents to arrive. Parents will need to bring their driver's license every day to ensure authorized persons are picking up children.

Extended care AM & PM: Children that attend our extended care program will be escorted by our front desk administrator to/from extended care to meet their parent at the front desk.\*

*\*The only exception to this procedure is infant drop off and pick up, (children 12 months and under.) Parents of infants will be allowed to enter the childcare center only after they are screened and are wearing a face covering.*

## **GUIDELINES FOR CLASSROOM OPERATIONS**

### **POLICY**

HG CLC classrooms will be self-contained groups that will not mix or combine with other classrooms for any activities (example: playground play, chapel, music and movement). All activities, except for outdoor play will happen in the classroom. All children and staff will be required to wash hands upon entering the classroom, after diapering and toileting, before and after eating or feeding a bottle, or whenever necessary to prevent the spread of contagious disease/illness. All adults and teachers will wear mask throughout the day and children ages 2 years and up will **practice** wearing mask when social distancing is not possible, when someone outside of their classroom groups visits the classroom or when traveling through the building. All staff will have extra clothing to change into whenever necessary due to contamination. Extended care AM & PM groups will combine due to the low number of children in each group.

### **PROCEDURE**

After drop-off children will walk to their classrooms with their teachers and leave their backpack in the hallway along the wall. Children will pick up their cubby box that will include their mask, water-bottle and individual, age appropriate classroom supplies. Children will put their cubby box in their cubby and wash their hands. Children 2 years and up will get their mask and meet on the carpet for morning meeting. Children will gather and practice wearing mask at morning and afternoon meetings, chapel and as they travel to the playground and back through the building. Children will eat lunch in the classroom as usual, no sharing food and nut free if applicable, just more spread out. All children will rest after lunch on their individual nap mat that they will

leave at the center and will be sanitized daily and laundered on a weekly schedule. At the end of our HG CLC day children will travel back to the church hallway with their teachers and wait for parents to arrive.

## **GUIDELINES FOR ENHANCED SANITATION & CLEANING**

### **POLICY**

All classrooms have daily sanitization schedules. High contact items are cleaned and sanitized or disinfected frequently throughout the day. Toys or materials that are mouthed are removed to the sink and sanitized. All other areas and equipment are cleaned a minimum of twice a day. All soft, cloth items have been removed from our classrooms per the recommendations of the CDC and DHS.

### **PROCEDURE**

We use different cleaning products for different equipment and surfaces all these products are EPA registered and are used carefully according to directions on the label. Bathrooms are cleaned and disinfected after each use.

Some classroom materials are rotated in and out of classrooms to assist with effective reasonable sanitization that does not interfere with classroom learning. Books and supplies are not used by any other group for at least 36 hours.

## **GUIDELINES FOR WHAT TO BRING TO SCHOOL EACH DAY & WHAT WILL STAY**

On the first day please bring...

**Nap mat**-stored at school in an XX large zip lock bag in each child's cubby-laundered at school-stays at school all year

**Water bottle** (labeled with full name)-stored in individual cubby box-washed and sanitized daily-stay at school all year

Each day bring...**Backpack, Lunch box, Completed Daily Sheets, Communication for teachers, Extra cloths in a gallon zip lock bag**

**We will communicate information several ways...Email, Text, Homeroom App, Teacher Call-In Time**

**.... please make sure we have the most updates information so that you are informed about all that is happening at HG CLC.**

While safety is our highest priority during this public health crisis, we are also committed to a joyous learning environment for children. Children will continue to play, laugh, explore, and create as a testament to our human resiliency. Social distancing and living during a pandemic, for children, is difficult and these concepts are unnatural and abnormal, God made us to be social and live in community so we feel compelled to teach children to navigate and participate in the world we now live in-OUR NEW NORMAL. It is our job and calling to teach children to be successful and mentally, socially and spiritually knowledgeable. Feeling prepared and knowledgeable helps children feel confident and secure about who they are and the world around them.

Our entire team is grateful for your trust and support. We are committed to providing the best learning environment for your children. Thank you for sharing them with us, we are honored and blessed to serve you and your family.

## **Parent Acknowledgment**

*A copy of the HG CLC Parent Handbook and COVID-19 addendum can be viewed online at [www.hunterglen.org/clc/](http://www.hunterglen.org/clc/)*

## **HG CL Parent Handbook Statement & Addendum**

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date) I have read the above addendum to the Parent Handbook and I agree to abide by the policies and procedures stated in the HG CLC Parent Handbook and COVID-19 Addendum.

\_\_\_\_\_ (Child's name) \_\_\_\_\_ (Child's name) \_\_\_\_\_ (Child's name)