

General Preparedness and Planning- Learning CREW

To help ensure we are operating with the utmost safety when we open, please see the below procedures. We need all staff and families to follow these procedures. Please note that these procedures may be changed or modified as needed and we thank you for your flexibility.

COVID Notifications to Parents

1. If a child or staff member is showing symptoms of COVID-19 while at home:
 - a. The child or staff member should remain at home and notify The Child Development Center as soon as possible.
 - b. The families in the affected group are notified.
 - c. The group space will be deep cleaned and disinfected.
2. If a child or staff member tests positive for COVID-19:
 - a. A program wide email will be sent to families as soon as possible to notify of a case in Learning CREW.
 - b. The families in the affected group will then be notified separately by email.
 - c. Management will notify Travis County Health Department and Texas Child Care Licensing and follow their guidance.
 - d. The child or staff member must follow the "Quarantine Policy" as stated below in order to return.

COVID Information for Staff & Families

1. COVID Symptoms in staff or children:
 - a. If at school, the child or staff member will be removed from the group:
 - i. The child will be monitored in a designated area.
 - ii. Parent must pick-up within 20 min.
 - b. If at home, the child or staff member is to remain at home and notify the school.
 - c. Specific group will be notified.
 - d. We cannot identify teacher or child by name.
 - e. The "COVID Specific Cleaning Policy" will be implemented.
2. Confirmed positive for COVID in staff or child:
 - a. An email will be sent to the entire program regarding the positive diagnosis.
 - b. The specific group will receive a second email notifying them of the positive case in their class.
 - c. Children and teachers that had close contact with a confirmed positive case in a specific classroom will required to shelter at home for 14 days (counting from the first day they were exposed) and monitor for symptoms.
 - d. Close contact is defined by the Health Department as anyone that has spent more than 10 minutes within six feet of an infected individual as well as anyone that spent 30 minutes or more in the same enclosed classroom with an infected individual.

- e. As long as they are symptom free, teachers and children from the classroom with an infection may return to the classroom either after testing negatively or sheltering at home for 14 days.
- f. The program will remain open.
 - i. The affected group will receive a credit for any missed days. Due to various scenarios, refunds will be handled on a case by case basis.
- g. The "COVID Specific Cleaning Policy" will be implemented.

COVID Specific Cleaning Policy

1. When a child or classroom teacher shows signs of COVID-19 while in attendance:
 - a. All areas that were used by the child or staff member will be closed.
 - b. Outside doors will be opened to increase air circulation.
 - c. All areas used will be cleaned and disinfected.
 - d. The area will be opened after cleaning is complete.
2. When a child or classroom teacher tests positive for COVID-19:
 - a. We open outside doors to increase air circulation.
 - b. We clean and disinfect all areas used.
 - c. Electrostatic cleaning is completed.

Quarantine Policy

1. In accordance with the Center for Disease Control, the State of Texas, and Texas Child Care State Licensing:
 - a. The child or staff member may not return to our facility until they have met the following criteria:
 - i. At least 3 days (72 hours) have passed since recovery-resolution of fever without fever-reducing medications.
 - ii. Improvement in respiratory symptoms.
 - iii. At least 10 days have passed since symptoms first appeared.
2. If an employee has symptoms that could be COVID-19 but does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19 and may not return to work until they meet the same three-step criteria listed above.
3. If a staff member or a child has had close contact with someone with COVID-19 but are not currently showing symptoms, they may return to the classroom either after testing negatively or sheltering at home for 14 days.

COVID-19 Specific information

- Minimum Standards require us to report communicable diseases, including COVID-19, to the Texas Department of State Health Services (DSHS). Minimum Standards also require us to notify all parents in writing and within 24-48 hours or as soon as possible of becoming aware that a child or employee has contracted an illness deemed notifiable by the DSHS.

Drop-Off Routine

- **Kiker Elementary:**
 - Pull into the bus drop-off area at the back of Kiker (off Dahlgreen).
- **Baldwin Elementary:**
 - Pull into the circle drop-off area at the front of Baldwin.

- Drive down to the "STOP HERE" sign and wait for a staff member to greet you. Staff members will be waiting outside from 8:00am – 8:20am.
- If you arrive after 8:20AM, we will have a specific number for you to call when arriving. This information will be sent out prior to August 18th.
- All parents will remain in their vehicle during drop-off with your child and their belongings to adhere to social distancing recommendations.
- Masks are required for parents during drop-off and pick-up.
- We will have name tags for each family to display in order to assist us with identifying who is in each car. **Please prominently display these in your windshield for both drop-off and pick-up.**
 - These will be sent home on the first day of Learning CREW.
- We are happy to assist your child with getting out of the car. If you prefer, you may help your child out and wait for us in front of your vehicle.
- A designated staff member will meet the child at the car.
 - Child's temperature will be taken with a touchless thermometer and parents will be asked health screening questions.
 - If a child has a fever of 100F or higher or exhibits any signs or symptoms of COVID-19 they will be sent home.
 - These symptoms include:
 - Fever of 100F or higher
 - Dry cough
 - Shortness of breath
 - Chills
 - New loss of taste or smell
 - Sore throat
 - Muscle aches or body aches
 - Headache
 - Nausea, vomiting, or diarrhea
 - Congestion or runny nose
 - The child's hands will be sanitized prior to entering the building.
 - A staff member will walk the child to their group meeting area.
- Families can help by:
 - If possible, older people such as grandparents or those with serious underlying medical conditions should not drop-off or pick-up children because they are more at risk.
 - Keep your child home if they or anyone in your household is not feeling well in any way.

Supplies:

- Limit items brought to school - no toys please. Only send lunch box, water bottle, and any required AISD Virtual Learning supplies/equipment, including headphones (once virtual learning begins).
- Bring any items in an easy to carry bag.
- Please disinfect all items sent back and forth (i.e. water bottle, lunch box, etc.) every morning before returning to school.
- Learning CREW will provide all the supplies not related to AISD virtual learning.
- Parents will need to provide any materials necessary to complete AISD activities including device, headphones, printed assignments, and other supplies once virtual learning begins.

Pick-up Routine

- **Kiker Elementary:**
 - Pull into the bus drop-off area at the back of Kiker (off Dahlgreen).
- **Baldwin Elementary:**
 - Pull into the circle drop-off area at the front of Baldwin.
- Drive down to the "STOP HERE" sign.
- Please be sure to have your car sign visible in the front window (these will be given out on the first day).
- Wait for a staff member to bring your child(ren) to you.
- Staff members will be waiting outside for pickup during the following times.
 - Half Day: from 1:30PM-2:00PM
 - Full Day: from 5:00pm – 6:00pm.
 - Should you need to arrive before 1:30 or 5:00pm, we will have a specific phone number for you to call when you are outside. This information will be sent out prior to August 18th.

General Parent Information

- Per State recommendation, all staff completed a 3-hour training regarding COVID -19 regarding public health recommendations from Texas AgriLife Extension School.
- All parents must have signed the COVID-19 Public Health Emergency Program Attendance Acknowledgement and Disclosure prior to their child attending Learning CREW.
- If emergency contact information has changed, please let the office know immediately.
- We recommend that you leave one full set of extra clothes in your child's backpack for emergencies.
- Parents should apply sunscreen to their child prior to drop-off.
 - During this time, we recommend parents send in aerosol sunscreen to minimize contact.
- Children will be encouraged, to the point it is possible, to socially distance.
- Temperatures of children and staff will be taken every 2 - 3 hours

Masks/Face Shields

- We will follow the specific guidelines set by each campus. Face Shields are required for Pre-K-2nd grade or they can wear masks if parents prefer. Masks will be required for 3rd-5th grade. Masks/face shields are not recommended or required during outdoor play.

Cleaning

- Learning CREW staff will continuously clean classroom furniture, toys, and other surfaces after each use with an approved disinfectant.
- Objects/surfaces such as doorknobs, light switches, classroom sink handles, countertops, and cubbies will also be cleaned and disinfected throughout the day.
- Bathrooms will be regularly cleaned throughout the day.
- Campus janitorial staff will cleaning each night per AISD policies.

Lunch/Snacks

- Children and staff MUST wash hands before and after snack and lunch.
- Water bottles MUST be labeled with first name, last initial and taken home every day.
- Parents should send easy to open lunch items to minimize handling.
- Learning CREW will provide pre-packaged individual serving snacks in the morning and afternoon.
 - If your child has an allergy, please make sure all necessary paperwork is filled out and on file with The CDC.
 - If your child has an allergy, please provide their snacks if necessary.
- Efforts will be made to space children out during meals and snacks.

Playgrounds/Outside Time

- Outdoor times for all groups throughout the day based on the various virtual learning schedules.
- The outdoor area will be "zoned" so each group will have a large area to play in without mixing with other groups.
 - They will get to play in different zones throughout the day.
- Each zone and toys will be sanitized following each use/turn.