



Circle C Child Development Center COVID Protocols

To help ensure we are operating with the utmost safety as we re-open, we have revised and updated our policies and procedures. We ask all staff and families to be familiar with and follow these guidelines for the safety of all. Our management and operations team studied recommendations from the state of Texas, Texas Child Care Licensing, our accrediting body-the National Association for the Education of Young Children (NAEYC), and the Centers for Disease Control to develop these protocols. We have included revisions based on the latest recommendations from the Texas Health and Human Services Commission. For some recommendations, our School already meets or exceeds the recommendations such as cleaning and diapering procedures and staff/student ratios.

This is a living document. We will continue to update our protocols and train our staff in accordance with new guidance from Center for Disease Control and state of Texas.

Our policies and protocols are developed to prevent the spread and transmission of the COVID-19 virus. However, because of the nature of this disease and how it spreads, we cannot guarantee or completely mitigate the risk. For your reference, our COVID-19 resources are available on our website <https://thechilddevelopmentcenter.org/>.

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 school as soon as possible.
 - b. The families in the affected classroom are notified.
 - c. The classroom is deep cleaned and disinfected the same day.
2. If a child or staff member tests positive for COVID-19:
 - a. Each classroom will receive a classroom specific letter with a plan of action in accordance with the Austin Public Health recommendations and requirements.
 - b. Management notifies Travis County Health Department and Texas Child Care Licensing and follow their guidance.
 - c. The positive child or staff member must follow the "Quarantine Policy" as stated below to return.

COVID Information for Staff & Families

1. COVID Symptoms in staff or children:
 - a. If at school, the child or staff member is removed from classroom:
 - i. The child is monitored in the isolation room.
 - ii. Parent must pick-up within 20 min.



- b. If at home, the child or staff member is to remain at home and notify school.
- c. Specific classroom is notified.
- d. We cannot identify teacher or child by name.
- e. The "COVID Specific Cleaning Policy" is implemented.
2. Confirmed positive for COVID in staff or child:
 - a. Each classroom will receive a classroom specific letter with a plan of action in accordance with the Austin Public Health recommendations and requirements.
 - b. Children and teachers that had close contact with a confirmed positive case in a specific classroom are required to shelter at home for 14 days (counting from the first day they were exposed) and monitor for symptoms.
 - i. Close contact is defined as anyone who was within 6 feet of an infected person for a total of 15 minutes or more in a 24-hour period. An infected person can spread COVID-19 starting from 48 hours (or 2 days) before the person has any symptoms or test positive for COVID-19.
 - c. The school will remain open.
 - i. Teachers will be paid, and tuition is due and will not be credited for this period. All 2020/2021 policies (that are listed in the Parent Handbook that all parents signed) regarding tuition and enrollment, including the withdraw policy/process, will be followed.
 - b. The "COVID Specific Cleaning Policy" is 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. Open outside doors to increase air circulation.
 - c. Clean and disinfect all areas used.
 - d. Area is opened after cleaning is completed.
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 positive child or staff member may not return to our facility until they have met the following criteria:
 - i. At least 24 hours have passed since recovery-resolution of fever without fever-reducing medications.
 - ii. 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 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 after sheltering at home for 14 days.

General Parent Information

1. Masks will always be worn by staff inside and outside.
2. We do not require masks for children.
3. Per State recommendation, all staff completed a 3-hour training regarding COVID -19 public health recommendations from Texas AgriLife Extension School.
4. Prior to starting, all parents must sign and return:
 - a) The "COVID-19 Public Health Emergency Program Attendance Acknowledgment and Disclosure" (Waiver).
 - a. <https://thechilddevelopmentcenter.org/covid-19-parent-agreement/>
 - b) "The Circle C Child Development Center COVID-19 Protocols" acknowledgment (this document).
 - c) "Circle C Child Development Center Parent Handbook" Acknowledgement.
5. All staff have signed a COVID-19 Staff Waiver prior to working at the school.

Classrooms and Transitions

1. The teaching teams will remain consistent each day.
 - o If extra help is needed in a classroom or a teacher takes off, we will pull from a small consistent group of substitutes/staff.
2. Classes will not be mixing outside or inside.
3. Classroom bathrooms will be monitored, and teachers will ensure proper handwashing is always being followed.
 - o Classrooms with shared bathrooms will only be used by one classroom at a time and disinfected in between each use.
4. Naptime (if applicable) - children will be placed alternating head to toe on nap mats and spaced as much as possible.
 - o Nap mats will be cleaned daily with an approved disinfectant.
5. Children will be encouraged, to the point it is possible, to socially distance during circle time, center times, lunch, nap, etc.
6. Temperatures of children and staff will be taken every 2-3 hours.

Cleaning

1. We utilize a professional cleaning company to do a thorough cleaning of the entire building nightly that use an approved disinfectant.



2. We contracted with a professional cleaning company to have a weekly electrostatic disinfecting spray done to the entire building.
3. We use a diluted bleach solution recommended by the Center for Disease Control for cleaning by the teachers and staff throughout the day.
4. Classroom teachers continuously clean classroom furniture, toys, and other surfaces after each use.
5. Objects/surfaces such as doorknobs, light switches, classroom sink handles, countertops, and cubbies are cleaned and disinfected throughout the day.
6. Bathrooms are regularly cleaned throughout the day.
7. Playground: High touch surfaces made of plastic and metal, such as grab bars and railing are cleaned routinely after each group uses the playground and throughout the day.
8. Common areas are cleaned throughout the day.

Lunch/Snack

1. CDC provides pre-packaged individual serving snacks.
 - o Parents are welcome to send their own individual serving snacks if preferred.
 - o If you would like a copy of the monthly snack schedule, please let your teacher know.
2. Efforts are made to space children out during meals and snacks.

Playgrounds/Outside Time

1. We have staggered and frequently scheduled outdoor times for all classes throughout the day.
2. The playgrounds are zoned giving each class a large area to play without mixing with other classrooms.
 - o They get to play in different zones throughout the day.
3. Each zone and toys are sanitized following each class' use/turn.
4. Fortunately, our "natural" playgrounds are perfect for this scenario and studies show that being outside is the best environment to cut down on the transmission of this virus.