



Circle C Child Development Center COVID-19 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. A school wide email is sent to families as soon as possible to notify of a case in the building.
 - b. The families in the affected classroom are notified separately by email.
 - c. Management notifies Travis County Health Department and Texas Child Care Licensing and follow their guidance.
 - d. 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. An email is sent to the entire school regarding the positive diagnosis.
 - b. The specific classroom receives 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 are 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 a confirmed positive may return to the classroom either after testing negatively or sheltering at home for 14 days.
 - f. The school will remain open.
 - i. Teachers will be paid, and tuition is due and will not be credited for this period. All 2019/2020 policies (that are listed in the Parent Handbook that all parents signed at registration) regarding tuition and enrollment, including the withdraw policy/process, will be followed.
 - g. 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 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.

Drop Off Routine

1. 7:00AM-8:00AM:
 - If you are dropping off during this time, please call (512)288-9792 and a staff member will come greet your child at the car.
2. 8:00AM-9:30AM:
 - There will tables set up at the front doors. Parents must wear a mask and bring their children to the doors where they will be greeted by a staff member. There will be markers on the sidewalk to ensure that social distancing is maintained.
 - **More detailed information will be emailed out next week.**
3. 9:30AM and after:
 - If you are dropping off during this time, please call (512)288-9792 and a staff member will come greet your child at the car.
4. At the car or table, a staff member completes the following health screening.
 - A child is denied entry if they do not meet all of the screening criteria, which include:
 - i. Temperature must be below 100F.
 - ii. Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
 - iii. Parents will be asked health screening questions:
 1. Has your child displayed any of the following symptoms?
 - 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



2. Have you or your child had close contact in the last 14 days with someone who has a confirmed diagnosis of COVID-19, someone who is under investigation for COVID-19, or someone who is ill with a respiratory illness?
3. Have you or anyone in your household traveled internationally within the last 14 days to countries with ongoing community transmission?
 - a. The child's hands will be sanitized prior to entering the building.
 - b. Staff member will walk the child to their classroom, where the teacher will welcome the child at the door and take the child to wash hands in the bathroom.
2. Families can help by:
 - a. 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.
 - b. Adults please wear a mask during drop-off and pick-up while in your car or outside.
 - c. Explain to your child what the new drop off and pick up routine will look like. (We know many people are worried about these new procedures, but to date all the children have done great with the new drop-off routine.)
 - d. Limit items brought to school - no toys please. Only send lunch box, water bottle, nap stuff and any lovie that your child needs to feel comforted.
 - i. Bring any school items in an easy to carry bag.
 - e. Please disinfect all items sent back and forth (i.e. water bottle, lunch box, lovie, etc.) every morning before returning to school.
 - f. Keep your child home if they or anyone in your household is not feeling well in any way.

Pick up Routine

Full Time Families:

1. Pull into a parking spot on either side of the building.
2. If all parking spots are taken, please slowly circle around until one becomes available.
3. Call the school and let us know you are here for pick up.
4. Preferred method: We ask that you call the school @ 512.288.9792 at least 5-15 minutes prior to arriving so teachers can prepare your child to leave for the day and gather their belongings.
5. You may also come to the door, ring the buzzer and we will bring your child out to you. Just please stay socially distanced from all adults and children.
6. Parents wait at their car while wearing a mask and a staff member will bring your child to you to maintain 6 feet of social distancing recommendations.

Part Time Families:



Each part time class will have a designated pick-up location. Teachers will be sending classroom specific information regarding the location and pick-up plan by August 14, 2020.

- Siblings will be able to be picked up from one location.
 - 2's and 3's pick-up time begins at 1:15pm.
 - Pre-K pick-up time begins at 1:25pm.
 - Pre-K 5-day extended care pick up will begin at 3:20pm.
1. Pull into a parking spot near your designated pick-up area.
 2. If all parking spots are taken, please circle around slowly until one becomes available.
 3. Parents will exit their cars once they see the class has come outside, line up in the designated areas while maintaining social distancing and wearing a mask. PLEASE no congregating while waiting.
 4. The teacher will release the student to their family. If you need to talk to the teacher regarding any issues or concerns, please email your teacher to set-up a time to talk over the phone. Teachers can **NOT** accommodate separate conversations during pick-up.
 5. Please exit the pick-up area **quickly** after your child is released to you to allow for safe and timely pick-up for all families. Our parking lots are not big and we need everyone to grab their child and head out.

General Parent Information

1. Masks will be worn by all staff at all times 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.
6. If emergency contact or pick-up information has changed, please notify the office immediately by calling the office at (512)288-9792.
7. Provide a MINIMUM of 3 full changes of clothes labeled with your child's name, including socks and underwear (an extra pair of shoes is also encouraged).
8. Parents should apply sunscreen to their child prior to drop-off.
9. During this time, we recommend parents send in aerosol sunscreen to minimize contact.



10. For children's birthdays: Feel free to send in birthday treats that comply with any allergies in the classroom and are **individually pre-packaged** such as popsicles, Rice Krispie treats, etc. We cannot do homemade foods at this time.

Classrooms and Transitions

1. Classroom group sizes have been adjusted for the time being to accommodate the state recommendations and to allow more space for children to socially distance.
2. 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.
3. Classes will not be mixing outside or inside.
4. Sensory and water tables will not be used at this time.
5. 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.
6. 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.
7. Children will be encouraged, to the point it is possible, to socially distance during circle time, center times, lunch, nap, etc.
8. 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. Children and staff MUST wash hands before and after snack and lunch.
2. The refrigerator is available if you choose.
 - o We recommend using ice packs and keeping food in lunchboxes, stored in cubbies or lunch shelf.



3. Water bottles MUST be labeled with first name, last initial and taken home every day to be cleaned and disinfected.
4. Parents should send easy to open lunch items to minimize handling for older children.
5. 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.
6. Efforts are made to space children out during meals and snacks.
7. We are no longer offering pizza days.

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.

Specials

- Specials are on hold for now. Information will be sent to families prior to the start of these programs.