



“PANDEMIC RESPONSE PLAN”

In response to COVID-19, Texas Health and Human Services Commission (HHS) provided specific Guidance to Childcare Facilities. Creative Corners School will operate based on best practices that are consistent with new requirements in accordance with state law, state disaster declaration, and federal guidance. We understand that each child, staff member, and situation is unique, and furthermore no manual can cover all situations. These policies and protocols will generally be followed to the greatest extent practicable, and will be adjusted as we continue to receive updated recommendations, and will supersede the policies listed in the Parent handbook where applicable.

SCHOOL CLOSURE PROTOCOLS

The decision to delay the start of school, or close once the school year has begun, will be made with the guidance of local and state health authorities, Child Care licensing, local school districts, and School Board. It is possible that Creative Corners School may remain open if the local ISDs decide to close (and vice versa), depending on the cause of closure. Creative Corners is governed by Child Care licensing and all guidance issued from them will be followed.

BUILDING ACCESS/COVID PRACTICES

- Any person, except the following, are prohibited from accessing Creative Corners School: LCUMC and Creative Corners School staff; janitorial staff, persons with legal authority to enter, including law enforcement officers, HHSC Child Care Licensing staff, and Department of Family and Protective Services staff; professionals providing services to children; children enrolled at the operation; and parents or legal guardians who have children enrolled and present at the operation.
- Pickup and drop-off of children is required to take place outside of the operation, unless it's determined that there is a legitimate need for the parent to enter an operation.
- Before allowing entry into the building, all individuals listed above will be screened which includes taking the temperature of each person upon arrival at the operation each day and participating in answering questions. Social distancing will be applied while screening. Persons will be denied entry who meet any of the following criteria.
 - A temperature of 100.4°F or above;
 - Signs or symptoms of COVID-19
 - respiratory infection (cough, shortness of breath, sore throat, body aches, low-grade fever)
 - GI symptoms (diarrhea or vomiting) within the past 72 hours
 - loss of taste or smell
 - headache
 - In the previous 14 days 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; or
 - In the previous 14 days has travelled internationally to countries with widespread, sustained community transmission;
 - In the previous 14 days has travelled domestically to any area deemed a national “hot spot” for COVID-19, as these areas require a 14-day self-quarantine when entering Texas.
- All students and staff will wash their hands upon entering the building.
- Tours of Creative Corners School will not be conducted at this time.

DROP-OFF PROTOCOLS

It is recommended that one parent or caregiver be designated to drop-off and pick-up the child at school each day. If possible, individuals over the age of 65 or those that are immunocompromised should not be the designated person, because they are more at risk for severe illness from COVID-19. It is important that parents check their child's temperature and assess them for symptoms before bringing them to school.

- The designated person dropping off the child will check in the child and complete the COVID-19 pre-check on the required app Creative Corners is using for a touchless sign in/out procedure.
- Families will be greeted in the car drop off area in front of the church.
- Each child will have temperature taken before the child may enter the school.
- We encourage each parent or caregiver dropping off their child to wear a mask.
- Child(ren) will be escorted by a staff member to his/her classroom.
- Late Drop-Off: It is essential for the efficiency of the drop-off process for parents and caregivers to be timely when dropping off; however, we understand there will be mornings when an emergency will arise delaying your arrival at school. If you are late, please stand outside the front doors and call the office at 281-332-8936 or ring the doorbell outside the front glass doors so a staff member can screen your child and escort them to his/her classroom. A child's enrollment may be discontinued for habitual tardiness.

PICK-UP PROTOCOLS

- Parents will not be allowed in the building to pick up children.
- Children will be picked up in the car line after school. Each child will receive a name card for parents to put in their car window so we can make this process more efficient after the first day of school.
- Families will be greeted by a staff member.
- A staff member will escort the dismissed child from the classroom to the car.
- Designated person (parent or other) will sign out student on the required app.
- Late Pick-Up: Creative Corners School will still follow the late pick-up policy that is outlined in the Parent Handbook. Please make every effort to be on time.

FACE COVERINGS

Creative Corners School recognizes it is difficult to maintain social distancing while working with small children.

- All people 10 years or older shall wear a face covering over their nose and mouth or face shield during drop-off and pick-up procedures.
- Face coverings may include face shields, homemade masks, scarfs, bandanas, or a handkerchief.
- Face coverings do not need to be worn:
 - When exercising outside or engaging in physical activity outside
 - When consuming food or drinks
 - Employees may use PPE in the classroom when it is required and as needed as long as it is done in a way that is developmentally appropriate.
 - All local and state orders regarding face coverings must be followed.
 - Parent may request their child wear a mask. The parent must provide the child a mask. Children under 2 years-old cannot wear a mask due to the potential suffocation danger.

SOCIAL DISTANCING

- Staff will comply with social distancing standards when waiting on screening, taking bathroom breaks, and eating lunch.
- Staff will be encouraged to comply with social distancing and wear facial protection when going to a public place.
- To assist students to maintain social distance, Creative Corners School will:
 - Keep each group of children in a separate room.
 - Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
 - Ensure, if possible, that children's naptime mats are spaced out as much as possible, ideally 6 feet apart. Consider placing children head to toe in order to further reduce the potential for viral spread.
 - They should monitor their health and the child's health for fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the individual with COVID-19.

STUDENT PRACTICES

- Students' hands will be washed upon entering the building and throughout the school day, as needed.
- No outside personal items such as toys or show-n-tell may be brought into the center with the exception of items needed for diapering, food, bottles/sippy cups, and change of clothing. These items should be in a large zip lock bag with the student's name on it.
- Small groups will be kept together throughout the day, and we will not combine groups. In addition, we will maintain the same groups from day to day.
- Social distancing will be practiced by keeping a distance of six feet and not sharing items (pens, paper, electronics, etc.) as much as possible. Wash hands immediately following any interaction and sanitize shared items.
- No large group activities under any circumstances.

- Limit the use of water tables and sensory tables, and have children wash their hands immediately after using these play stations.
- Minimize time standing in lines, keeping children at safe distances apart from each other.
- Plan activities that do not require close physical contact between multiple children.
- Increase the distance between children during table work.
- Incorporate additional outside time and open windows frequently.
- Stagger outdoor times to limit interaction.
- Children over 2 years of age may wear face coverings that parents provide.
- No outside food may be brought in to be shared with friends.
- Children will have individual set of crayons, markers, and other art supplies.
- All toys will be washed and sanitized after each use.
- High touch areas on the playground will be sanitized after each use.

CHANGE OF CLOTHES

- All children need 3 complete outfits (tops, bottoms, underwear, and socks) in 3 separate gallon sized bags, labeled with your child's name. Stored in the child's backpack.
- Emergency mandates requires that all children and staff members to change any clothing with secretions on them. Children are not allowed to wear other children's clothing.
- Any contaminated clothing or bibs will be placed in a sealed plastic bag to be sent home with the child.

HYGIENE AND CLEANING PRACTICES

- All children, staff, and volunteers should engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - Students and staff will have set times to wash their hands
 - Before and after preparing food or drinks
 - Before and after eating or handling food, or feeding children
 - Before and after administering medication or medical ointment
 - Before and after diapering
 - Before and after using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - After playing outdoors or in sand
 - After handling garbage
- Assist children with handwashing, including infants who cannot wash hands alone.
 - After assisting children with handwashing, staff should also wash their hands
- Hands will be washed with soap and water for at least 20 seconds.
- Children over 2 and staff may use hand sanitizer if hands are not visibly dirty when soap and water is not available.
 - Staff will supervise children when they use hand sanitizer to prevent ingestion.
 - Hand sanitizer will be stored out of reach of students.
 - Students will be closely supervised to ensure that they do not ingest alcohol-based hand sanitizer.
- Students and staff will avoid touching eyes, nose, and mouth with unwashed hands.
- Children and adults will cough and sneeze into a tissue, then throw it into a trash receptacle immediately, or cough and sneeze into their upper shirt sleeve at the inner elbow, completely covering the mouth and nose.
 - All persons will wash their hands after coughing, sneezing, or blowing their nose.
- Classrooms, offices, and common areas will be wiped down and sanitized throughout the day, including frequently touched surfaces and objects. Toys, doorknobs, handrails, faucets, electronic keyboards and touchscreens, tables, chairs and cabinet edging are some of the items included in this procedure.
- Staff will be careful not to expose children in the near vicinity to cleaning and disinfecting materials.
- Plush Toys that cannot be cleaned and sanitized will not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by a staff member by hand while wearing gloves. Toys will be cleaned with water and detergent, rinsed, sanitized with an EPA-registered disinfectant, and air-dried or cleaned a mechanical dishwasher.
- Cloth toys will not be available to children.
- Toys will not be shared with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfecting procedures.
- All nap mats will be sent home to launder every week.
- After dismissal, staff will clean toys by washing with soap and water, rinsing, spraying with bleach solution, rinsing again, and air drying or use the electromagnetic disinfectant fogger.

- Creative Corners School will use EPA approved cleaning products effective against COVID-19. Staff will be trained how to use it effectively and safely.
- Classrooms will be disinfected every morning and afternoon.

CARING FOR CHILDREN

- Diapering
 - When diapering a child, staff will wash their hands and the child's hands before they begin.
 - Creative Corners staff will follow the CDC safe diaper changing procedures. Procedures will be posted in all diaper changing areas. Steps include:
 - Prepare (includes putting on gloves)
 - Clean the child
 - Remove trash (soiled diaper and wipes)
 - Replace diaper
 - Wash child's hands
 - Clean up diapering station
 - Wash own hands
 - After diapering, staff will wash their hands and the child's hands, then disinfect the diapering area with a 10% bleach water solution. If the surface is dirty, it will be cleaned with detergent or soap and water prior to disinfection.
 - Only disposable diapers will be used in the facility.

WASHING, FEEDING, OR HOLDING A CHILD

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To every extent possible, when washing, feeding, or holding very young children:

- Staff can protect themselves by wearing a smock, or long-sleeved shirt, and by wearing long hair up off the collar in a ponytail or other updo.
- Staff will wash their hands, neck, and anywhere touched by a child's secretions.
- Staff will change the child's clothes if secretions are on the child's clothes. They should change the smock, or button-down shirt if there are secretions on it, and wash their hands again.
- Contaminated clothes will be placed in a plastic bag.
- Infants, toddlers, and their caregivers will have multiple changes of clothes on hand in the childcare center.
- Staff will wash their hands before and after handling infant bottles prepared at home or prepared in the facility.
- Parents are responsible for washing bottles, nipples, and sippy cups every evening.
- All children will eat individually prepared meals sent from home in the classroom.
- Food preparation will not be done by the staff.
- Sinks used in the classroom located by the changing stations are for washing hands will not be used to wash serving utensils, bottles, sippy cups, etc.
- Children will wash hands prior to and immediately after eating.
- Staff will wash their hands before serving food and after helping children to eat.
- At this time Creative Corners School will not be providing snacks. Each child will need to provide an individual snack each day, packed separately from their lunch, along with a labeled water cup. You will be notified in writing if this policy changes.
- At this time Creative Corners School will not be offering Chick-Fil-A and Pizza lunches. Send a nutritious lunch including drink with your child each day. We are asking that each container be LABELED with your child's name so they can be easily identified if separated from your child during lunchtime. Please consider packing your child's lunch in disposable containers so they may be trashed each day.

STAFF PRACTICES

- All staff will undergo background, pre-service training, and COVID-19 training.
- Staff will participate in daily screening procedures and will comply with building access and illness procedures.
- Staff will wash their hands upon entering the building.
- Staff who become symptomatic during the day will be sent home, and those who exhibit symptoms at night will notify the Director as soon as possible and will stay at home from work.
- Creative Corners School will monitor the absenteeism of staff.
- Creative Corners School will hire staff members or substitute teachers to assist in covering classrooms in the event of staff illness.

ACTIONS TO CONSIDER IF A CHILD, STAFF, OR PARENT HAS CONTACT WITH A POSSIBLE COVID-19 PATIENT BUT HAS NO SYMPTOMS

If staff members or parents believe that they or their child have had close contact to someone with COVID-19 but is not currently sick, they should not go to work or school and should avoid public places for 14 days.

- They should monitor their health and the child's health for fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the individual with COVID-19.

ACTIONS TO TAKE IF A CHILD, STAFF, OR PARENT TESTS POSITIVE FOR COVID-19 BUT DO NOT HAVE ANY SYMPTOMS

- Isolation may be discontinued when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and they have had no subsequent illness.
- For 3 days following discontinuation of isolation, these persons should continue to limit contact and stay 6 feet away from others, and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where others are present.

ACTIONS TO CONSIDER IF A CHILD, STAFF, OR PARENT HAS SIMILAR SYMPTOMS, DEVELOPS OR TESTS POSITIVE FOR COVID-19

If a child or staff member develops symptoms of COVID-19 (fever of 100.4 or higher, cough, or shortness of breath) while at Creative Corners School:

- Immediately escort the individual to the quarantine isolation room until the ill individual can leave the facility.
 - Staff must advise the employee or child's parent or caregiver to inform the facility immediately if the individual is diagnosed with COVID-19.
 - Creative Corners School will utilize the CDC guidance on how to disinfect the building or facility if someone is sick.
 - The isolation area in the facility will be cleaned and disinfected after the child has gone home.
- If Creative Corners School experiences a confirmed case of COVID-19 among our students or staff, Creative Corners School will follow the advice of the local health officials.
 - Creative Corners School will ...
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in the areas.
 - Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle before cleaning and disinfecting.
 - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
 - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection are not necessary.
 - Continue routine cleaning and disinfection.
 - Symptom-free children and staff should not attend or work at another facility, as this would potentially expose others.
 - Creative Corners School will undergo a thorough cleaning and disinfecting and will continue to monitor for ill individuals.
- For any of these circumstances, Creative Corners School will notify parents of other children at the facility of the situation and the facility's response, as well as communicating any updates regularly with parents.
- The individual must not enter the facility for at least seven days after the onset of the first symptoms.
- Every effort will be made for classrooms to be closed for the minimal amount of time.

RETURNING TO A CHILD CARE FACILITY AFTER COVID-19 OR SIMILAR SYMPTOMS

If individuals had COVID-19 symptoms and were under isolation, the individual may return under the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications; **and**
- resolution of symptoms (e.g., cough, shortness of breath, vomiting, diarrhea, etc.); **and**,
- At least 10 days have passed since symptoms first appeared.

In addition, the following criteria are needed to be sent to the Director prior to returning:

- COVID-19 results; **or**
- Medical release note.

ALLERGIES AND TEETHING

Children who show persistent signs of runny nose, coughing, and other respiratory issues that may be due to seasonal allergies or teething will be asked to obtain a doctor's note of clearance to participate in school. This note will be dated,

filed in the office, shared with your child's classroom teachers, and kept for 2 months. If symptoms are persistent after two months, we will ask that you obtain another doctor's note of clearance to continue participating in school. Please do not give your child fever reducing medicine if they have an elevated temperature and send them to school.

GROUP EVENTS

For the time being, Creative Corners School will not hold group events. This includes school-wide functions or any individual class parties where parents are invited. We will monitor local guidelines and make adjustments as the local official declare it safe to do so.

COMMUNICATION

We will be using a touchless sign in and sign out system this year. Teachers will also use the same system to communicate with parents on a daily basis. Monthly newsletters will be sent with this system as well. We will be sending more information before the first day of school. The program is an app (Procare) that parents will use on their phone or tablet. This will be the main source of communication for Creative Corners and parents.

PANDEMIC TUITION POLICY

As we open the school year Creative Corners-- will be implementing the following tuition policy in the case of closings as required by the Texas Health & Human Services (HHS) or the Galveston County Health Department (GCHD). These will also apply in the case of classes or individuals being placed in quarantine because of exposure. Keep in mind, your tuition holds your child's spot in a particular classroom with a particular teacher.

Should the start of the school year be delayed tuition will not be due until the first day of classes and will be pro-rated on the number of school days offered for the first month of school (not to be less than 25% of the monthly tuition fee)

Should the community be ordered by the state of Texas, HHS or the GCHD to shelter for **PANDEMIC** reasons and *schools must close* after the school year begins:

- Full tuition will be charged for the starting month of the closure.
- Tuition will be pro-rated if the closure continues into the next month, based on how many school days the closure effects. (The maximum pro-rated rate will not be less than 25% of the monthly tuition fee.)
- Example: Closure begins October 15th and facility reopens Nov. 6th, full tuition will be charge for October and November will be at a pro-rated rate.
- IF an extended closure is required, (equal to or longer than one full month of school) a reduced monthly tuition rate of 25% will be charged.
- IF you choose to withdraw your child you must give a 30- day notice and there will not be a refund for those 30 days. The student may re-enroll at a later date if a spot is available. Withdrawals must be submitted in writing.
- When classes resume, tuition will be reinstated (pro-rated accordingly) and due upon the first day back at school, not to be less than 25%.

School Contact during a closure:

- Director will relay all necessary information via a weekly email.
- Lead teachers will send weekly email with classroom updates.
- In the event of a closure lead teachers *may* transition to a virtual classroom for the Pre-K 3, 4 and Kindergarten classes. MDO classes will not have virtual lessons.
 - The virtual classroom may include but is not limited to:
 - Weekly emails with suggested activities.
 - Virtual "face to face" meeting options.
 - Various other activities created by the lead teacher that are appropriate for the age group and to keep the continuity of the curriculum

Quarantine of an *individual/student* is required because of exposure or illness:

- IF a student is quarantined at home because of a COVID-19 exposure or illness no refund or credit will be given.
- IF a class must quarantine because of an exposure in the classroom there will be no refunds or credits given.

- IF it is recommended by HHS or GCHD that Creative Corners close for up to two weeks for students and staff to quarantine at home, that period will not be eligible for a refund or credit.

When children are ill, they must not return to the facility until they are symptom free without medication for 72 hours.

COVID-19 PROTOCOLS FOR POTENTIAL AND/OR CONFIRMED INFECTION IN STAFF OR STUDENTS

- GCHD and Child Care Licensing will be notified immediately
- All parents will be notified of the confirmed case with the school and if their child has had direct contact with the infected person.
- HIPAA regulations will be followed so that information such as a child's name and personal information will not be divulged
- CDC disinfection protocols and timelines will be followed
- All closing and re-opening procedures and guidance will be issued by GCHD and will be followed.
- **When a child or employee returns to Creative Corners: (the following guidance is directly from Child Care Licensing and the CDC)**
 - In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria have been met:
 - At least 3 days (72 hours) have passed since recovery (resolution of fever without fever-reducing medications.)
 - AND the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath)
 - AND at least 10 days have passed since symptoms first appeared.
 - In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above.
 - If the employees have symptoms that could be COVID-19, and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
 - Employees or children with known close contact to a person who is lab-confirmed to have COVID-19 will not be returned to return to school until the 14^{-day} self-quarantine period from the last date of exposure.

Cleaning and Disinfection Measures

- Increased frequency of cleaning, sanitizing and disinfecting all surfaces
- All soft toys (stuffed animals) will be removed from children's use
- Toys will not be shared between classrooms, once a child has played with a toy it will be washed and disinfected before another child may play with it.
- All bathrooms will be cleaned through- out the day

Snacks, Lunches and Water Bottles

- Lunches, snacks and water bottles will be provided by the parent each day.
- All should be marked with the child's name and will be kept in the child's back pack.
- Please provide disposable lunch and snack containers and water bottles when appropriate and possible.

Student personal belongings

- Children need 3 complete outfits in 3 separate gallon size bags labeled with the child's name in their backpack
- Emergency mandates require that all children and staff members change any clothing with secretions on the. Children are not allowed to wear other children's clothing.
- Any contaminated clothing will be sealed in a plastic bag and returned home.
- Please do not send any unnecessary personal belongings to school.
- Please do not send stuffed animals or any other cloth toys to school with the child.

- Parents should supply a vinyl kinder-mat for naps. The mats should have your child’s name on it. They will be disinfected before and after use daily. If a parent would like to send two king size pillowcases to cover the mat, make sure your child’s name is clearly on them. They will be washed at the facility daily. No cloth mats will be used at this time.
- If your child brings a blanket for nap time it should be a small child’s blanket that can be put in their backpack daily to be laundered at home each evening. No pillows will be allowed during nap time at this time.

Common daily practices and protocols:

- No mixing of classes.
- Playground and gym time will be staggered among classes.
- Bathrooms will be sanitized before and after each child.
- Any bedding sent for naps will be returned each day to be washed before returning it. No pillows are allowed at this time.
- Social distancing in classrooms will be increased as much as possible.
- Physical distancing will be practiced where it is practical and developmentally appropriate.
- Staff and any other adults entering the facility will be required to wear a face mask.
- Shields will be used by staff when necessary
- Adults must all wear face masks during arrival and dismissal.
- Parents may request children above the age of two wear face masks, they should be labeled with the child’s name.
- All local and state orders regarding face masks will be followed.
- Chapel will be held in individual classrooms so there is not a need to mix classes.
- All special events including field trips are temporarily suspended.
- No classroom parties or outside food to be shared with a large group will be allowed at this time.

Disclosure Statements

- Travel
 - Parents/guardians must notify Creative Corners administration any time they have traveled outside the Houston area.
 - Creative Corners reserves the right to exclude a child from care if they or a member of the household has traveled to a location that has been identified by the CDC to be a “high risk” area
- I understand that outside of care, in order to control my child’s exposure in the community, I will comply with all state, county and local stay orders.
- I will immediately notify Creative Corners if I become aware of any person with whom my child or I have had contact, exhibits any symptoms listed above, is advised to isolate, quarantine or has tested positive or is presumed positive for COVID-19 or any other infectious illness.

Please detach and complete the following and return electronically to [Creative Corners](#) or to your child’s teacher the first day of school*.

I have read and understand the PANDEMIC protocols.

Student Name: _____ Class: _____
 Student Name: _____ Class: _____
 Student Name: _____ Class: _____

Parent Signature: _____ Date: _____

****Students will not be allowed to attend classes until this is returned***