



Christ Lutheran Learning Center

COVID-19 Response Plan

Updated: June 30, 2020

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The health and safety of our children, staff, and families is paramount. The below-listed policies and protocols are designed to help parents understand their role and the school’s role in providing a safe and healthy school environment. These policies and protocols will generally be followed to the greatest extent practicable, will be adjusted as we continue to receive updated recommendations, and will supersede the policies listed in the Parent Handbook where applicable. **Please read through the policies and protocols carefully and please keep a copy handy for review as necessary. If you need an additional copy, please contact Christ Lutheran Learning Center (CLLC), learningcenter@clcgtm.org, 512-863-4947.**

1 | Texas Minimum Standard Health Protocols

We will continue to operate within the guidelines of the Texas Minimum Standards for Licensed Child Care Providers, as we previously have done. The Texas Minimum Standards includes a checklist from the Governor’s Strike Force to Open Texas, in which we have used to create these policies and protocols.

In addition, we will follow CDC Guidance for Child Care Programs that Remain Open for increased health and safety protocols. The areas of guidance the CDC and Texas Minimum Health Protocols addresses, and are specifically included in our CLLC policies and procedures, are:

- ✓ Implement [social distancing strategies](#)
- ✓ Intensity [cleaning and disinfecting efforts](#)
- ✓ Modify [drop-off and pick-up procedures](#)
- ✓ Implement [screening procedures upon arrival](#)

All CLLC staff will take additional health and safety training related to COVID-19 through the Texas A&M Agri-Life Extension. These trainings include:

- ✓ Providing High Quality Experiences during COVID-19 for Emergency Child Care Settings
- ✓ Special Considerations for Infection Control during COVID-19

2 | Preventative Health Measures

- **Preparing Supplies**

CLLC has already begun purchasing and confirming the orders of needed supplies, such as non-contact infrared thermometers, gloves, and a commercial atomizer sprayer for disinfecting the preschool facility.

- **Staying Home**

It is vital that ***you keep your child home if they are ill or acting in such a manner which you believe they are becoming ill.*** We encourage you to check your child's temperature before leaving for preschool and for any symptoms associated with COVID-19 (described below). We will first rely on the social responsibility of each family to be as prudent as possible in sending their child to school only when healthy. It is important for each family and staff member to be as vigilant as possible in monitoring for symptoms and communicating with the CLLC office if or when they start to feel sick. A doctor's note of clearance to return to preschool may be required. Please email (learningcenter@clcgtm.org) to communicate any concerns you may have.

- **If a Child or Staff Member Is or Becomes Sick**

If a child or staff member should become ill while at preschool, he or she will be escorted to the preschool office. As stated in our Parent Handbook, a parent will be called for the child to be picked up. To the extent possible, we encourage the designated parent or child caregiver, who normally drops-off/picks-up (more on this request below), be the person to pick up the ill child from school. Upon contacting the parent, it will be determined whether the child will be picked up from the office or drop-off doors. An ill child must be picked-up within an hour of their first communication alert by one parent/caregiver. Additional cleaning and disinfecting will be completed of the affected classroom or space that an ill child or staff member has been present.

- **If COVID-19 is Confirmed in a Child or Staff Member**

If your child, a member of your child's household or person your child has close contact with (a nanny, etc.) is confirmed with COVID-19, you are required to inform CLLC via email (learningcenter@clcgtm.org) ***immediately and no later than*** 24 hours of the diagnosis.

If a child or staff member is diagnosed, building use will be suspended for a minimum of two weeks.

If contact with COVID-19 and no positive test, building use may be suspended for up to two weeks, and child/staff will self-quarantine.

Children or staff with new or worsening signs or symptoms of possible COVID-19 (see list under Screening below) may not return to school until the following criteria have been met:

- ✓ At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications;

- ✓ The individual has improved respiratory symptoms (e.g. cough, shortness of breath);
- ✓ At least 7 days have passed since symptoms first appeared; and
- ✓ Has received a doctor's note of clearance to resume participation at CLLC.

- **Allergies and Teething**

Children or staff who show persistent signs of runny nose, coughing and other respiratory issues that may be due to seasonal allergies or teething will be monitored closely throughout the day. Please inform the preschool during the daily screening process about any allergy or teething symptoms your child may be experiencing that day. Please do not give your child fever reducing medicine if they have an elevated temperature and send them to school.

- **Monitoring Absenteeism**

As we have in the past, CLLC encourages parents to contact the preschool office if your child will be absent that day. Our office phone is 512-863-4947 or send an email to learningcenter@clcgtn.org. We track the trends in absences for each class and the preschool overall.

- **Group Events**

For the time being, CLLC will not hold group events. This includes any school-wide functions where parents are invited. Individual class parties will still be held subject to current guidelines. This policy will be in place until further notice.

- **Limiting Access to CLLC**

We will be limiting the number of people allowed into the preschool in attempt to minimize the exposure to any infectious disease.

- **Masks**

Even though it is suggested by the CDC that masks be worn in situations where social distancing cannot be maintained, this is not always practical when caring for children of young ages (18 months to 4 year olds). With this in mind, parents or caregivers/CLLC Staff/CLC employees will follow the procedures listed below.

- ✓ **Parents/Caregivers:**

- All CLLC parents/caregivers must wear a mask during drop off and pickup times until CLC moves into Stage 4 of the CLC Pandemic Response Plan. (See attached table)

- ✓ **CLLC Staff:**

- All CLLC staff must wear a mask upon arrival to the preschool and until their screening/temperature check is completed.
- All CLLC staff must wear a mask during drop off and pickup times until CLC moves into Stage 4 of the CLC Pandemic Response Plan.
- CLLC staff will wear masks when moving around the building until CLC moves into Stage 4 of the CLC Pandemic Response Plan.
- Masks will be optional for CLLC staff while actively engaged with the children. CLLC staff will be asked to social distance as much as possible when on the playground, in the gymnasium, and other common areas in the facility.

✓ **Christ Lutheran Church Employees:**

- CLC employees will wear masks upon entering an area where children or CLLC staff are in attendance until CLC moves into Stage 4 of the CLC Pandemic Response Plan.

3 | Social Distancing Strategies

Since the grouping method allows for children within each group to intermingle, all stakeholders, especially parents and staff, must be aware that their actions play a critical role in reducing the risk of infectious disease transmission in our school community. Staff and parents are asked to maintain social distance when possible. If such distancing is not feasible, other measures such as face coverings, hand hygiene, cough etiquette, cleanliness and sanitation should be practiced.

- **Class Sizes and Classroom Space**

CLLC has always maintained small, individual class groupings which follow child care ratios required by the Texas Health and Human Services Commission (THHSC). The classes meet in individual classrooms, have the same children each class day which make for stable groupings, and have the same regular teachers. The children will remain in their classrooms each school day, except for outside/gym playtime and restroom visits. Enrichment classes (early morning drop off, extended care, music, chapel, and WOWmobile) will be held with appropriate modifications. Toys and materials that cannot be easily cleaned and sanitized will not be used.

- **Outside/Gym Playtime**

We will stagger the outside/gym playtime, so each group will have limited exposure to other classes. High-touched metal and plastic surfaces will be cleaned routinely.

- **Nap time**

Children's nap mats will be spaced out and positioned head-to-toe to further reduce the potential of viral spread. Parents are required to wash their child's bedding weekly.

4 | Parent Drop-Off and Pick-Up Protocols

- **Designated Parent/Caregiver**

It is recommended that one parent or caregiver be designated to drop-off and pick-up the child at school each day. If possible, older people such as grandparents or those that are immune-compromised should not be the designated person, because they are more at risk for severe illness from COVID-19.

- ✓ When weather permits, Drop-off of children will occur on the playground beginning at 8:00 a.m. for early drop-off or between 8:25 a.m. to 8:45 a.m. for all others.
- ✓ When it is raining, Drop-off will occur under the covered canopy beginning at 8:00 a.m. for early drop-off or between 8:25 a.m. to 8:45 a.m. for all others.
- ✓ When temperature is 50 degrees or lower (but not raining), Drop-off of children will be at the double glass entry doors by the security pad. Door will be opened by CLLC staff member.
- ✓ Each parent or caregiver must wear a mask when dropping off their child.

- ✓ Parent/Caregiver and child will maintain social distance from other families until it is their turn to be checked in for the day. CLLC staff will monitor social distancing and give a reminder when needed.
- ✓ Each parent/caregiver and child will be screened with a temperature check using a non-contact infrared thermometer. If the parent/caregiver or child has a temperature of 100.0 degrees Fahrenheit or higher, the child may not attend preschool for at least 72 hours so the child can be monitored for any potential symptoms while at home. Each child's hands will be sanitized after the screening/temperature check.
- ✓ Each child will be escorted to his/her classroom by a CLLC staff member.
- ✓ Classroom teachers will sign your child in each day.
- ✓ Late drop-off: It is essential for the efficiency of the drop-off process for parents/caregivers to be on time 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 ring the door bell on the security system outside the entrance doors to let us know you have arrived. A CLLC staff member will come to the entrance to screen the parent/caregiver and child with a temperature check and escort him/her to the classroom.

- **Pick-Up Protocols**

- ✓ Each parent or caregiver must wear a mask when picking up their child.
- ✓ For children leaving at 2:00 p.m., check-out stations will be set up for you to pick up your child. The check out stations will be: Link doors (Lambs & Frogs); Elevator doors (Turtles) and Narthex doors (Bears). CLLC staff will sign your child out each day.
- ✓ For children enrolled in extended care and leaving between 2:30 p.m. - 4:30 p.m., parents/caregivers will call on the security system outside the entrance doors and wait for your child to be escorted to you. CLLC staff will sign your child out each day.
- ✓ Late Pick-Up Fee: CLLC will still be following the Late Pick-Up policy that is outlined in the Parent Handbook.

These protocols will be in effect until Christ Lutheran Church (CLC) moves into Stage 4 of the CLC COVID-19 Response plan. Stage 4 will be in effect after three consecutive weeks with five or less COVID-19 cases per week in Williamson County. (See attached table)

5 | Screening: Staff, Children, and Parents

- **Who Will be Screened**

The following individuals will be required to be screened every day:

- ✓ CLLC Staff;
- ✓ Persons with legal authority to enter, including law enforcement officers, Licensing staff, and Department of Family and Protective Services staff;
- ✓ Professionals providing services to children;
- ✓ Enrolled children; and
- ✓ Parents who have children enrolled and present at the preschool.

- **Screening Procedures:**

Each person will be screened for the following:

- ✓ Temperature check: Using a non-contact infrared thermometer, each person's temperature will be checked. If a child has a temperature of 100.0 degrees Fahrenheit or higher they may not attend preschool for at least 72 hours and must be fever and medication free for at least 72 hours before returning to preschool. *In addition, if the parent or caregiver dropping the child off at preschool has a temperature of 100.0 degrees Fahrenheit or higher, the child may not attend preschool for at least 72 hours so the child can be monitored for any potential symptoms while at home.*
- ✓ Symptoms of COVID-19 that will be monitored each school day include: Cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or measured temperature >100.0 degrees Fahrenheit, or has had known contact with a person that is lab-confirmed to have COVID-19.
- ✓ Review of a child's close contacts and if any of them have a lab-confirmed case of COVID-19. If so, the child or staff member may not return to preschool until the end of the 14 day self-quarantine period from the last date of exposure. If a parent believes that they or their child has had close contact to someone with COVID-19 but are not currently sick, they should 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.
- ✓ Please be familiar with the CLLC Health Policy Statement listed in the Parent Handbook along with the COVID-19 health policies in this document. We will be enforcing our policy of exclusion if your child has any of the listed symptoms. We appreciate your diligence and understanding when we must exclude a child because they have an illness symptom present.

- **Travel Alerts**

- ✓ If anyone in a child's household or a close personal contact (e.g. nanny) travels on an airplane, please monitor your family for any possible development of symptoms. The parents should consider keeping their child home for 5 days as an added precaution to other families.
- ✓ Parents and children returning from travel to areas with community spread of COVID-19 must follow the guidelines they have received from the local health officials.
- ✓ Any parent returning from CDC Level 3 international travel area must notify the school in writing (learningcenter@clcgtn.org) and the child should be kept home for 7 days. Children and staff who have traveled to a CDC Level 3 international travel area will be excluded for 14 days.
- ✓ Please stay up-to-date with the recommendations from the Centers for Disease Control – Travel information website.

6 | Enhanced Cleaning and Disinfecting Measures

- **Cleaning Products and Supplies**

- ✓ CLLC uses an EPA approved product for use against SARS-CoV-2 (COVID-19) for cleaning and disinfecting.
- ✓ CLLC will disinfect each classroom each morning before classes begin with a commercial atomizer sprayer.

- ✓ All restrooms that are used by the children or staff will be disinfected each morning before the children arrive by a CLLC staff member. Restrooms will be disinfected again during the children’s nap time by a CLLC staff member.
- ✓ The classrooms will be supplied with disinfectant wipes and hand sanitizer. These items will only be used by staff and kept out of reach of children.

- **Cleaning and Sanitizing Toys, Materials and Surfaces**

- ✓ Classroom teachers and aides will collect toys throughout the school day that have been put in a child’s mouth (or that are otherwise contaminated) and will sanitize them at the end of the school day.
- ✓ Classroom teachers and aides will be cleaning and sanitizing other toys and surfaces frequently throughout the day.
- ✓ Each classroom teacher will focus on cleaning and sanitizing surfaces such as doorknobs, light switches, classroom sink handles, counter tops, tables, chairs, cubbies, and toilet areas connected to the classroom.
- ✓ CLLC aide will focus on cleaning and sanitizing high-touch areas on the playground each morning before the children arrive.
- ✓ A cleaning checklist will be maintained to record the date, time, and person that disinfected the restroom and playground each day.

7 | Healthy Hand Hygiene

Hand washing is the number one method of stopping the spread of an infectious disease in a school community. CLLC has always placed high value on good hand washing practices, and we will be placing even more emphasis now. Each classroom is equipped with a child-size sink to make it easier for children to wash their hands themselves, but teachers will supervise as necessary to ensure good hand washing techniques are being used. The teachers will emphasize correct hand washing procedures so that the children can develop the healthy habit of frequent and correct hand washing. Children and staff will wash or sanitize their hands multiple times throughout the school day; including, but not limited to: upon entering the preschool, after using the restroom or diaper changing, before and after eating, and after outside playtime.

8 | Preparing Your Child to Return To/Start School

Many children have some form of separation anxiety when beginning preschool or being away for an extended break. After months of spending lots (and lots) of time with you during a period where there has been some level of stress and anxiety when outside interacting with other people, we expect that this may cause some transition difficulties. Please refer to the CLLC website (<http://cllcpreschool.org/first-day-of-pre-school/>) for helpful hints concerning separation anxiety and items needed for the first day of school.

We are planning to have our annual “Open House” in August with a few changes. These meetings will be by appointment only for each family to come in individually to meet the child’s teacher and see the classrooms. In place of a group parent meeting to discuss policies and procedures, the information will be available via a slideshow through a link on the website before school begins.

9 | Christ Lutheran Church

Christ Lutheran Church and CLLC have agreed to immediately notify one another if someone on either staff or an immediate constituent has contracted COVID-19 so that we can determine if there was any potential for cross contamination.

10 | CLLC 2020-2021 School Calendar

Even though CLLC follows the Georgetown ISD school calendar for holiday, teacher in-service, bad weather days, and emergencies, there may be changes during this COVID-19 pandemic. Our intent at this time is for CLLC to remain open unless child care facilities are required to close by the Texas Governor. If GISD chooses to modify their school hours and/or move to At-Home-Learning exclusively, CLLC will continue to remain open with normal hours. Please refer to our Parent Handbook for our school calendar. As stated in the CLC COVID-19 Pandemic Response Plan Phase Table (see attached), if there is an increase in the number of cases or deaths in Williamson County, an exposure or positive Covid-19 test of a CLLC employee, CLLC parent/caregiver or enrolled child, the CLLC calendar will be adjusted as needed as we continue to receive updated recommendations.

11 | Financial Responsibility Policy

The following additions and changes to each family's financial responsibility are being added and shall be confirmed upon this document being signed.

- Should the community be ordered to shelter-in-place and the school must close, the current month's tuition will not be eligible for a refund or credit. If the school closing happens on the fifth of the month or sooner, that month's tuition must still be paid.
- When school resumes, tuition will be reinstated (prorated accordingly) and due upon the first day back to school.
- Pro-longed personal absence because of COVID-19 illness or related reasons (i.e. a child must quarantine with their household) will not be eligible for refunds or credits.
- If CLLC is advised by the local health authorities to close for a quarantine or if CLLC decides to close for 24 hours, the tuition for that period will not be eligible for a refund or credit.

12 | Covid-19 School Attendance Waiver

*** See separate attachment to this document.