

Dear Parents,

Your child's health, welfare and safety are paramount when your child is at our school. We wanted to personally reach out and let you know what we are doing during this time to ensure your family's safety.

We are closely monitoring the guidance of the World Health Organization and the Centers for Disease Control and Prevention regarding the spread of the virus. Our focus is to ensure we meet our family's needs while doing our part to keep our families, our employees, and our community safe.

Items in blue were dictated by Childcare Licensing over the weekend and are in line with the executive order from Governor Abbott. The complete CCL mandate is attached.

Here are some highlights:

1. We have enhanced techniques used to clean classrooms several times every day. We are paying attention to high touch point areas, public areas, doors, door handles, locks and latches, light switches, table surfaces, telephones, and bathroom fixture handles. All cleaning is done with a hospital grade sanitizer.
  2. Classrooms will use the playgrounds one class at a time.
  3. Except for infants, parents are asked to wait outside when picking up or dropping off their children. Infant parents will be allowed to take their child to the classroom door but must not enter the classroom. Only one parent will be allowed at each drop off or pick up time and no non-enrolled siblings will be allowed to drop off, pickup up, or allowed in the building. We suggest, if possible, that only one adult pick up and or drop off for the foreseeable future. To plan for the day and prepare meals a child must be dropped by 9:30 am or the parent must call letting us know they will be late.
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1. Prohibit any person except the following from accessing an operation: operation 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 who have children enrolled and present at the operation.
  2. Before allowing entry into the operation, screen all the individuals listed above, including taking the temperature of each person upon arrival at the operation each day, and deny entry to any person who meets any of the following criteria:
  3. A temperature of 100.4°F or above; Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low-grade fever; 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. For updated information on affected countries, visit: <https://www.cdc.gov/coronavirus/2019-nCoV/travelers/index.html>

- Anyone entering the building will be required to use hand sanitizer, use social distancing of 6 feet or more, and sign an affidavit that they are in line with the above state requirements.
- 4. Require pick up and drop off children outside of the operation, unless you determine that there is a legitimate need for the parent to enter an operation.
- 5. Ensure that each child is provided individual meals and snacks. Do not serve family style meals.
- We are suspending any non-essential outside visitors or services.
- If a child shows any symptoms or is running a temperature of 99.5 or greater parents will be asked to pick the child up immediately. The child will also be isolated from other children. The child will not be able to return until temperature free for 24 hours and verified by the school. Children's temperatures will be taken once per day.
- We have created an advisory committee consisting of parents, first responders, medical doctors, college professors, and other professionals to help us set and revise our policies and procedures as circumstances change.

In addition, we are taking steps to ensure the welfare of our employees. This includes:

- If they are not feeling well or an immediate family member is not feeling well, we ask that they stay home to avoid passing it to others.
- Keep their hands clean and wash their hands properly, minimum of twice an hour. We ask that they use hand sanitizer regularly.
- Regularly wiping down and sanitizing the classrooms and their workspace.
- Maintain a healthy lifestyle (proper diet, sleep and exercise) to help keep their immune system strong.
- Importantly, if they have flu-like symptoms, they must consult a doctor and seek medical care. If not otherwise covered by insurance or other means the school will bear the cost of all test.
- Submit to a daily temperature check.

We look forward to seeing you and want to reassure you that we are taking every reasonable precaution to promote a safe and healthy environment. Your health and well-being are our highest priority and we truly appreciate the trust that you place in us when you chose a place for your child.