



# **Creative Minds Learning Center**

COVID-19 Policies and Procedures

May 2020

Creative Minds Learning Center, LLC  
250 Mt. Lebanon Blvd, Suite 425  
Pittsburgh, PA 15234

As we prepare for the re-opening of Creative Minds Learning Center (“CMLC”), we are continuing to monitor the rapidly evolving public health situation around COVID-19, the new coronavirus. Based on currently available information, we have developed the following policies in addition to our existing guidelines.

These health and safety strategies are based on the guidelines provided by the Center for Disease Control and Prevention and can be found at [www.cdc.gov](http://www.cdc.gov). These policies will be in place during Allegheny County’s Yellow Phase. Please note these guidelines are subject to change and may be amended, as necessary.

### [Social Distancing and Transmission Mitigation Strategies for Child Care Centers, Guidelines per CDC](#)

The ***bold italicized*** statements represent CMLC’s planned action(s) to occur in parallel to the CDC Guideline listed.

- If possible, childcare classes should include the same group each day, and the same childcare providers should remain with the same group each day. ***Class size may be limited and capacity for re-enrollment will be largely based upon the age of the child, the size of their classroom, and the number of confirmed children attending.***
  - ***Social distancing will be practiced as much as possible, including at meal and nap times.***
- Cancel or postpone special events such as festivals, holiday events, and special performances. ***We will hold a virtual preschool graduation this year. Soccer Shots, yoga with Ms. Casey, Stretch ‘n’ Grow, and similar programs will not be occurring until further notice, unless they are done virtually.***
- Consider whether to alter or halt daily group activities that may promote transmission.
  - Keep each group of children in a separate room. ***CMLC will not combine classrooms at any time.***
  - Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising. ***Playground time will be staggered per classroom, with playground items being sanitized after each group by the designated Health and Safety Leader(s). Classroom activities will occur in micro-groups, with the fewest number of children that can be accommodated.***
  - If possible, at nap time, ensure that children’s naptime mats (or cribs) 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. ***We will***

***stagger nap items accordingly. Nap bedding and any personal belongings must be brought in enclosed in a Zip Lock style plastic bag. All items must fit into one bag and be labeled. Bedding will be sent home every Friday for laundering. Please note there will not be extra bedding for child's use that day if bedding is forgotten at home.***

- ***Under the guidance of the CDC and DHS, CMLC will not provide food for children. Snacks and lunches must come from home, be sealed separately for each meal, labeled with full name, and be completely disposable. CMLC will provide disposable cups and filtered water.***
- ***Consider staggering arrival and drop off times. When we have a confirmed number of children returning, along with their requested arrival and drop off times, we will create an assigned drop off and pick up window per age group. Parents will receive their designated time slots before the day of their child's return. We will only use two entrances, avoiding the use of public building hallways. Each drop off person will answer a series of health and safety questions regarding potential symptoms upon arrival per the process detailed below.***

### **Daily Health Screenings**

Applies to staff, children, and their household members, which states in part:

**ALL STAFF, FAMILIES, CHILDREN AND THEIR HOUSEHOLD MEMBERS MUST CONDUCT A DAILY HEALTH CHECK BEFORE ENTERING CMLC.**

- Should you or any household member have any of the following symptoms, we ask you to remain out that day and notify CMLC.
  - Fever of 100 F or higher, now or in the preceding 72 hours
  - Cough
  - Sore Throat
  - Muscle Aches
  - Difficulty Breathing
- Consistent with our revised Sickness Policy outlined in this document, the household will be required to remain out of the center for 14 days unless medical clearance is provided by a physician indicating that the presenting symptoms are associated with a known non-COVID-19 illness. The physician's note must not be from a family member.
- Temperature and health screenings will take place prior to entry to CMLC each day. CMLC Staff will be present at the designated entry for your child's classroom. Prior to entry, the Staff will ask the adult dropping the child(ren) off a series of questions regarding potential symptoms and take the child(ren)'s temperature using a touchless thermometer. If it is determined the child(ren) is currently displaying, or recently

displayed, any symptoms, they will be asked to remain out that day and return per the revised Sickness Policy.

- Designated Entry Areas are:
  - Suite 425 Door: Infants
  - Suite 417 Door: Young Toddlers, Older Toddlers, Preschool classes, school age, etc.
- Should any child or staff member exhibit symptoms during the day, additional screening, such as additional temperature checks, will be conducted. If a child meets any of the symptom criteria outlined above, they will need to be picked up within thirty (30) minutes of notification to the family per CDC guidelines. To reduce the risk of transmission of illness, if such a situation occurs and in accordance with CDC guidelines, your child remain isolated (with staff supervision) from all other children present, will be kept comfortable and will continue to be observed for symptoms until they are picked up.
- Only one pick up and drop off person per child will be admitted to CMLC during each drop off and pick up period.
- Each family will complete a temporary “Release Persons” form for their child(ren). This release person needs to be available to pick up a sick child within 30 minutes of notification from CMLC.
- Non-essential visitors are not permitted in CMLC during the Yellow Phase.

### [Revised Sickness Policy in Response to COVID-19](#)

The health and well-being of our families and staff are our highest priorities. In the interest of limiting the opportunity for transmission of the virus within CMLC and our communities, we are taking the following precautionary measures in addition to our standard Sickness Policy:

Your household must remain out of CMLC if any member of your household has (or has been in close contact with anyone who has):

- (a) A suspected or confirmed case of COVID-19 (for example – close contact at work, religious service, social gathering); **or**
- (b) Traveled:
  - Internationally.
  - Domestically, from an area which is experiencing widespread community transmission of COVID-19 (*for example, but not limited to, New York, New Jersey and Connecticut*); **or**

- From any area which is the subject of similar travel restrictions under applicable state and local guidance.

14 days after the last potential exposure, your household may return **provided the following three criteria have been met:**

- (a) At least 7 days have passed since any household member first experienced symptoms, **and**
- (b) Symptoms have improved for any household member that experienced symptoms (for example, cough or shortness of breath has improved); **and**
- (c) The household has been fever-free for at least 72 hours without the use of fever-reducing medicines.

Please note, depending on the circumstances we may require you to obtain medical clearance before return to CMLC will be allowed.

**HOUSEHOLD MEMBERS:** include individuals who may not live in the household but may be staying there or are otherwise present in the household on a regular basis (e.g. relatives, nannies, caregivers, home health workers, contractors, etc.) and includes anyone with pick up or drop off privileges at the center.

**CLOSE CONTACT:** is defined by the CDC as (1) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time and can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case, or (2) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). Considerations when assessing close contact include the duration of exposure and the clinical symptoms of the person with COVID-19.

**FOR MEDICAL PROFESSIONALS:** If contact occurs while wearing recommended personal protective equipment or PPE (e.g., gowns, gloves, NIOSH-certified disposable N95 respirator, eye protection), that contact will NOT be considered close contact for purposes of this policy.

### [Additional Updates and Guidelines](#)

CMLC will be adding the following to our normal operations:

- Teach and reinforce washing hands and covering coughs and sneezes among children and staff. Teach and reinforce use of cloth face coverings among all staff.
- Staff will be wearing masks. Face coverings are most essential at times when social distancing is not possible. Staff will be frequently reminded not to touch the face covering and to wash their hands frequently. Information will be provided to all staff on proper use, removal, and washing of cloth face coverings. **We are not requiring masks**

**for children currently. If you want your child to wear a mask, please contact Emilie Stock or Sammi Whittaker to discuss.**

- We will have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), and tissues.
- We will post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.
- Intensify cleaning and disinfection.
- Incorporate Health and Safety Leaders. One or more CMLC employees will be designated as our Health & Safety Leader. They will be responsible for ensuring that all new social distancing, cleaning/disinfecting and other guidelines are being followed appropriately.
- The Health and Safety Leaders and staff members are responsible for:
  - Clean, sanitize, and disinfect frequently touched surfaces (for example, playground equipment, door handles, sink handles, drinking fountains) multiple times per day. and shared objects between use.
  - Avoid use of items (for example, soft or plush toys) that are not easily cleaned, sanitized, or disinfected.
  - Safe and correct application of disinfectants and keep products away from children.
  - Increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. We will not open windows and doors if doing so poses a safety or health risk (for example, allowing pollens in or exacerbating asthma symptoms) to children using the facility.

### **Scheduling and Tuition Information**

During Allegheny County's stay in the Yellow Phase, children are not required to return to the center *or return to their previous schedule* on May 18, 2020 (or adjusted re-opening date). Each child's spot will continue to be held at this time whether returning on the re-opening date or not.

We will be as accommodating as possible with scheduling during the Yellow Phase but the ability to accommodate all interim schedules is not guaranteed. During this time, we will

consider the smaller than normal ratios, social distancing guidelines, and the number of children and staff attending when we approve interim schedules for children. These interim schedules are meant to be temporary, and therefore will not require a hold fee at this time to hold your child's regular schedule once Allegheny County moves to the Green Phase.

If we are unable to continue to hold spots for any reason, such as CMLC is in financial distress or Allegheny County enters the Green Phase, CMLC will provide reasonable notice (as soon as we know, you will know) so families can adjust their plans for child care as needed. Should this occur, families can choose to put their child back on their regular schedule, remain on their interim schedule while paying the full-time tuition amount to hold the full time spot, or allow the interim schedule to become their new permanent schedule as capacity allows.

\*If, after notice of payment needed to hold a spot, a family chooses to stay on their interim schedule, they will forfeit a "hold spot" for any increase in days/times.

### **Tuition Payments:**

Your reoccurring invoices will begin on the Monday of the week your child returns to CMLC. All payment schedules will begin with a bi-weekly schedule. For example, if your child returns on May 20<sup>th</sup>, your invoice will be for the dates of 5-17-20 to 5-30-20. Should you wish to switch to a monthly payment schedule, we will be able to adjust your invoice dates as of the 1<sup>st</sup> of June or the 15<sup>th</sup> of June. (The same will be true for any family starting at a different time, i.e.: switch to monthly at the 1<sup>st</sup> or 15<sup>th</sup> of the month)

Your first invoice will be due at drop-off on your child's first day of return.

Any family with outstanding payments will not be able to return until they are paid in full.

Drop-In services are suspended.

CMLC is currently assessing the impact of all the new guidelines and potential changes, such as the reduction of meal items, as well as the increase in needed supplies such as foot covers, thermal no-touch thermometers, masks, gloves, hand sanitizer, laundry service and will inform you of any required tuition adjustments.