



The Training Depot  
Childcare & Learning Center  
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#### Training Depot's Action Plan for COVID-19 2020

Training Depot has implemented a plan to ensure safety and address the current situation. Our cleaning crew & teachers are daily cleaning & disinfecting our classrooms & center. See below for our daily guidelines:

**OPENING:** We have returned to our normal opening & closing times of 6am to 6pm.

**ENTERING & SANITIZING:** We have limited access to our center; door codes are not to be used during this time. Our awning is no longer used for parents to park under (except for extreme weather conditions); please park in a parking place & come under our awning to line up (spaced apart) for our entry procedures. Our awning is now our 'entry station' for Training Depot. We have a temperature station set up at our doors with one or two of our staff taking the temperatures of each child and teacher as they arrive to school. As long as your child is not running a temp of 100 degrees or above, they will be able to attend school for the day. Any child or teacher that is running a temperature of 100 degrees or above, they will not be able to attend for the day or the day after. If the temperature is 99 degrees, the temperature will be taken once every hour as a precautionary measure. The thermometer is sanitized between each individual. Hands will be sanitized immediately upon arrival. After your child has been cleared to attend for the day, a teacher will escort them to class & they'll immediately wash their hands. Every child and staff person will wash their hands upon entering the classroom as well as several designated times throughout the day. As per TXHHS guidelines, we are doing our best to ensure that the only people that enter our center, are the children & the staff. We will have Soccer Shots & Tech4Kidz resume as soon as CCL deems it safe to do so. At that time, we will have the same coaches & teachers for these extra classes that we have always had; they will be required to follow the same procedures as our staff. They will also clean and sanitize between every group of children that come to them. Teachers will be wearing masks at drop off/pick up & during transition times.

**WORKING TOGETHER & HELPING KEEP EACH OTHER SAFE:** We are in close contact with the Center for Disease Control, our TX Health & Human Resources Reps, as well as our Childcare Licensing Rep to make sure we have a clear understanding of all the guidelines that we need to comply with to help ensure the safety of everyone connected with our center. According to CCL, as of now, we are able to resume normal classroom sizes as per State Standards; however, we are doing our best to keep our classes to smaller group sizes as much as possible.

Temperatures will be taken throughout our school day. If a child begins to run fever during the day, parents will be called & will need to come pick up their child immediately. The child running the temperature will be separated from the other children. Parents will be called at the 1<sup>st</sup> sign of a fever as opposed to our normal '3 readings of fever' before we call a parent. Then the child will be able to return in 48 hours as long as they have been fever free for 24 hours. This is different from our normal policy of returning symptom free in '24 hours'. Cases of diarrhea & vomiting will not follow our normal procedures which is 2 episodes of either of these. Now if a child has 1 episode of diarrhea or vomiting then the child goes home & can return 24 hours later as long as they are symptom free. If a child is having a severe cough, they will not be able to attend for the day & can only return after the severe cough is gone. If your child is experiencing shortness of breath or a sore throat, please keep them home for at least 48 hours or as long as your doctor deems necessary if longer than 48 hours.

If your child or a staff member has had any contact with an immediate family member that has contracted COVID-19, your child will not be able to attend for 14 days.

If your child or a staff member has had close contact with someone that has been lab-confirmed to have COVID-19, they will not be able to attend until the end of the 14 day self-quarantine period from the last date of exposure (with an exception granted for health care workers and critical infrastructure workers).

Your child will not be able to attend for 14 days if you or your child have travelled internationally where the coronavirus is widespread.

Our TD Hallway is partitioned off from any and all personnel working at our church or NCA. If they need to enter our hallway for any reason, they will have to wear a mask, wash their hands before entering as well as have their temperature taken to ensure safety.

We realize that with the new drop off & pick up procedures, communicating with your child's teacher is going to be more difficult. You are welcome to call Training Depot at 817.736.3117 & we will transfer you to your child's teacher. If you prefer, you can email the communication for your child's teacher to me at [rfowler@fwf.org](mailto:rfowler@fwf.org) and I'll print it off and give it to them.

**PICK-UP TIME:** Once again pick up time will consist of TD staff bringing your child to you. We will have staff stationed at the TD door between 4 & 6pm. If you come to pick up before 4pm or if no one is at the door when you arrive, please ring the doorbell. It is located on the upper right side of the TD doors. We will bring your child to you as quickly as possible.

IF COVID-19 is confirmed in a child or staff member at TD, these procedures will be followed:

- We will close off areas used by the person who is sick until the areas have been cleaned according to the CDC standards. ALL staff and parents with children enrolled in TD along with childcare licensing & the health department will be notified.
- When possible, open outside doors & windows to increase air circulation in the areas.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, & common areas.
- In the case of a child or employee who is diagnosed with COVID-19, the individual may return to Training Depot when all three of the following criteria are met:
  1. At least 3 days (72 hours) have passed since recovery (which means resolution of fever without the use of fever-reducing medications); and
  2. The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and
  3. At least 10 days have passed since symptoms first appeared; or
- In the case of a child or employee who has symptoms that ***could be*** COVID-19 & does not get evaluated by a medical professional or tested for COVID-19, the individual is ***assumed to have COVID-19***, & the individual may not return to Training Depot until the individual has completed the same three-step criteria listed above; or
- If the child or employee has symptoms that could be COVID-19 and wants to return to Training Depot 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.
- If the child or employee has a sibling or child at Training Depot, they must follow the same quarantine procedures as stated above or provide a medical professional's note clearing the individual for return to Training Depot.

If you have any questions, please feel free to contact our office staff at 817.297.7003 ext.114 or Renae at [rfowler@fwf.org](mailto:rfowler@fwf.org). Thanks so much & we greatly appreciate your help in keeping everyone safe!