



## **Covid-19 Updated Procedures**

In light of recent events, Creative Gardens has updated their staff and family policies regarding Covid-19. These new policies are in place to mitigate the possible exposure to staff and students due to the rise in cases in the United States.

### **Students/Families**

- 1. Students and Families that travel/take vacation will be required to quarantine for 10 school days before returning to Creative Gardens.**
  - a. Students/Families will be allowed to provide us with a negative Covid Test after 5 days (5 day quarantine) of return. Results will be given to Creative Gardens and dated no more than 1 day prior to return.
  - b. **Travel is defined by Virginia as:** those who travel to areas of widespread coronavirus transmission, or who participated in higher risk activities-such as going to larger gatherings (more than 25 people), including sporting events, as well as those who traveled on a cruise ship or river boats.
  - c. Creative Gardens will also include international travel.
  - d. Travel is not defined as travel for work.
  - e. Small/personal family travel is not included. Creative Gardens will require the completion of a travel questionnaire upon return.
  - f. Upon return from travel families must complete the Covid-19 Questionnaire before returning to the school. [Covid-19 Travel Questionnaire](#)
  
- 2. Students that register a temperature of 100.4 in our building and are symptomatic will be quarantined from their designated group.**



- a. Families will be notified that a student within close proximity of their child registered a fever or has developed symptoms.
- b. Staff or children with symptoms of COVID-19 (e.g., fever of 100.4 F or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea) must be excluded from child care facilities and isolated from others until criteria for ending isolation have been met.
- c. Students that registered temperature and have symptoms will be required to provide Creative Gardens of their negative result before returning to Creative Gardens after their quarantine period. Negative results must be dated no more than 1 day prior to return.

**3. Parents that work outside of the home will notify Creative Gardens if they have a positive result in their workplace.**

- a. Families that have a child in close proximity to the child of the parent will be notified that another parent had a positive result in a place of employment.
- b. Family will be required to quarantine/watch symptoms for 14 days or provide Creative Gardens with a negative Covid result before returning to Creative Gardens. Results must be dated no more than 1 day prior to return.

**4. HYBRID Students**

- a. If your child's school has a possible exposure or a positive Covid result in their home school, you must alert Creative Gardens.
- b. Children who attend the home school will be quarantined for 10 (school days) or must provide Creative Gardens with a negative Covid result before returning to Creative Gardens. Exception: Student can have written statement from home school stating that this child had no contact with the positive case.
- c. If you have a **sibling in our 100% Distance Learning** program, they must also quarantine or provide Creative Gardens with a negative Covid result.



- d. All families will be notified that another child's home school had a positive case or possible exposure.

**5. Parents must provide students(ages 4-12) with PPE/Mask that fits appropriately and encourage students to wear them for the entirety of the day.**

- a. Parents of students that ignore this procedure will be contacted and asked to remedy before return.

## **Staff**

**1. Staff that travels or has a family member that travels will be required to quarantine for 10 school days.**

- a. Staff will be allowed to provide us with a negative Covid Test after 5 days (5 day quarantine) of return. Results will be given to Creative Gardens and dated no more than 1 day prior to return.
- b. If staff chooses to travel(using definition below), they will be required to use their available leave or take LWOP during their quarantine period.
- c. **Travel is defined by Virginia as:** those who travel to areas of widespread coronavirus transmission, or who participated in higher risk activities-such as going to larger gatherings (25 people or more), including sporting events, as well as those who traveled on a cruise ship or river boats.
- d. Creative Gardens will also include international travel.
- e. Travel is not defined as travel for work.
- f. Small/personal family travel is not included. Creative Gardens will require the completion of a travel questionnaire upon return.
- g. Upon return from travel, employees must fill out the Covid-19 Travel Questionnaire. [Covid-19 Travel Questionnaire](#)



**2. Staff that registers a temperature of 100.4 and has symptoms will be sent home.**

- a. Creative Gardens will alert families of all students that were in contact with that employee.
- b. Staff or children with symptoms of COVID-19 (e.g., fever of 100.4 F or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea) must be excluded from child care facilities and isolated from others until criteria for ending isolation have been met.
- c. Staff members will be required to provide Creative Gardens with a negative Covid result. Results will be given to Creative Gardens and dated no more than 1 day prior to return.
- d. If a staff member is required to quarantine due to **outside of work** circumstances, they will be required to use their leave or take leave without pay.
- e. Employees will be paid **ONLY** if Creative Gardens deems the quarantine necessary due to possible exposure onsite.
- f. Staff members that receive positive results will be required to provide Creative Gardens with the positive result and will also be required to provide a negative result before returning to work.

**3. Staff members that have a spouse/family member that works outside of the home will alert Creative Gardens to any positive case or possible exposure.**

- a. Families that have a child in close proximity to the child of the parent will be notified that another parent had a positive result in a place of employment.
- b. Staff members will be required to quarantine for 14 days and provide Creative Gardens with a negative Covid result dated no more than a day prior to return.

**4. Staff members will wear a mask for the entire duration of their shift.**



- a. Staff members that choose not to comply will be subject to disciplinary action.

**5. Staff will limit movement through building and not commingle classes during the day.**

- a. This is a must for contact tracing and is non-negotiable.

**STAFF/STUDENTS when positive case is confirmed:**

Children and staff with close contact (more than 15 minutes) with others who are known to have Covid-19 should be excluded from the child care facility until criteria for ending quarantine has been met. If the employee or child tests negative during the quarantine period, they must continue to quarantine/watch for symptoms for the full 14 days.

**Additional Information:**

- Parents are welcome in the building. Please limit your time in the building to no more than 5 minutes.
- During high traffic hours 7:30-8:30 please walk to the vestibule for your temperature. Once your temperature is registered, please walk your child to class or let a staff member walk them.
- Maintain 6ft of distance when waiting for temperature scans at the door.
- Please do not congregate in the front waiting area. If you have a question for management, please do so via email or telephone. We would like to limit the amount of time in the building. **This is especially important during high traffic times.**