

## **Art Experience Health and Safety Policy Changes Fall Schedule 2020**

Dear Parents and Families,

Given the COVID-19 (Coronavirus) crisis that is spreading through our country, we want to assure you that we are monitoring the situation closely. Based on information we have at this time, we will begin our Fall Program at Art Experience Studio, with some changes.

Effective immediately and for the foreseeable future, we will be taking extra precautions to ward off Coronavirus. We are taking these extra steps to support the health and safety of your children, your family and our staff.

### **Please take note of the following changes to our policies and procedures:**

#### **Drop Off and Pick Up:**

- Only 1 parent or family member is allowed to drop off or pick up. If there is a sibling, they can come together. Parents and or family members are only allowed to drop off at studio door. Please do not enter the building. If there are any office matter's, please ask the staff member at the check in desk or email Lee-Jean or contact her by phone.
- Prior to entering the studio, please contact the office if one or more of the following has occurred. (This will include staff.):
  - If anyone you live with or if you have had close contact with someone that has been diagnosed with COVID-19 within the past 14 days.
  - If you or anyone in your household have a fever, cough and / or shortness of breath.
  - If you or your child(ren) have any other signs of communicable illness such as a cold or flu.
- Upon arrival, please stand 6 feet apart from other families.
- A staff member will be available at the check in station to take temperatures, answer questions, and do a head to toe check for any signs of illness.
- Both parent's and children will be required to check their temperature before entering the studio. Anyone with a temperature of 100.4\* or higher or other signs of illness will not be allowed to enter the studio.
- There will be 2 hand sanitizing stations - 1 at the check in desk at the studio entrance, and 1 inside next to the white board.
- Children and Adults will need to disinfect their hands before checking in.
- In the event that a parent or family members needs to enter the studio, they will be required to wear face masks.
- The Sign In clipboard will be located at the check in table.

#### **Healthy Environment**

- We will separate children into smaller groups that fall within state or local guidelines.
- No more than 10 people are allowed in the studio at one time, including staff members.
- Children will not share the same art supplies during class time, and all materials will be sanitized between classes.
- Staff will be responsible for giving out materials (i.e. canvases, pencils, pouring paint, etc..)
- iPads and other devices provided by the studio will only be operated by a staff member. Children are welcome to bring their own to use for art references.
- All used art supplies will be disinfected at the end of the day.
- Centers will be divided and no more than 2 or 3 at a table.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, tables, chairs, faucets, and toilets after every use.
- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces.

- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and will use them as needed.
- Staff will wash/scrub their hands and children's hands a minimum of hourly (noted by the CDC as the most effective preventive measure).
- Students may bring a water with a spill proof lid to class. (We will not provide water or snacks until it is safe to do so.)
- No food will be permitted in the studio during class time.
- Tours will be given by appointment only and not during class hours.
- Children and Staff will be required to wear face masks at all times.
- Doors will remain open during class time to maximize air flow. (Depending on the weather, children may need to bring a jacket to class).

### **Child Health & Staff Health**

- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- Children or staff who start to experience symptoms of respiratory illness, including a fever of >100.4 while at the school, will be isolated from other children and staff until they can be picked up or sent home.
- Children and staff must remain at home in isolation and not return to school for a minimum of 10 days after onset of symptoms AND until symptoms have improved AND they are free of fever for at least 72 hours without fever-reducing medication.
- A health care provider's note is NOT required for children and employees who are sick with acute respiratory illness to stay at home or to return when they have recovered. Healthcare providers are extremely busy and may not be able to provide documentation in a timely way, given the demands of patients care.
- If a child or staff member was at school when symptoms emerged and/or within two days (48 hours) of becoming symptomatic, we are required to contact the Department of Public Health provided below to assure appropriate steps.

### **Steps if child or staff test positive for COVID-19**

- We will contact the department the Department of Public Health Acute Communicable Disease Program for guidance on steps we will need to take to minimize risk for children and staff.
- They will let us know and discuss if and how long we may need to close for appropriate cleaning and other steps.
- We will identify children and adults who may have had close contact of the ill individual for more than 10 minutes or those who may have had unprotected direct contact with body fluids of the ill individual starting 2 day (48 hours) before symptoms appeared.
- Children and staff will need to self-quarantine for 14 days from the date of the contact.
- Parents and staff will be informed of a confirmed case of COVID-19. It is not legal to share the name of the infected individual.

### **Staff Health & Wellness**

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share their phone, devices or meal or utensils with one another or children.
- Staff will check their temperature before leaving their home and when entering the school. They will notify the director if >100.4 as well as self-monitor for signs and symptoms of COVID-19 and notify the director if any develop (fever or respiratory symptoms).
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving as well as every hour throughout the day.

## **Communication**

- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify each family by email.

Thank you for your understanding and patience as we implement these new procedures. Our goal is to minimize disruption while at the same time keeping you, your family and our staff healthy and well.

Sincerely,  
Art Experience Staff

## **Consideration for Art Experience Studio's Infectious Diseases Response Plan**

Art Experience's primary concerns are for the health and safety of staff and the children in our care. We all must share the responsibility of engaging in preventive practices and refraining from coming to work when symptomatic as identified by the Center for Disease Control ("CDC") for that infectious disease.

### **Methods to prevent the spreading of an acute respiratory illness**

- Staff will be reminded to adhere to CDC prevention practices for cough and sneeze etiquette and hand hygiene. Appropriate supplies will be available in the school, including hand soap and alcohol-based hand sanitizer (60-95% alcohol).
- Staff should clean high-touched surfaces at least once daily with disinfectant.
- Staff and children are expected to stay home and contact their physician if they suspect they have been infected with the infectious disease.
- Staff should not return to work until they no longer require medication to manage their fever and cough. During a pandemic situation, you are not required to provide a note from your health care provider to validate your return to school.
- Staff who are well but have a sick family member at home with the infectious disease should notify the Director and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

### **Preparing for an Outbreak**

- Director will maintain a staff and child list of contact.
- Director will be aware of the critical functions within their area and identify essential duty staff to support those tasks in the event of an outbreak. In all instances, there should be a person identified as a back-up in the event of the essential duty staff/point of contact is not available. In general, there should be staff cross-trained to perform essential functions so the school can maintain its operations even when key staff are not present.
- Staff that come down with symptoms while at work should notify their Director immediately and prepare to leave the studio. If necessary, staff should take measures to avoid coming in contact with other staff and children.
- If an employee is confirmed to have the infectious disease, Directors should inform fellow staff and families of their possible exposure to the infectious disease in the school but will maintain confidentiality as required by the Americans with Disabilities Act (ADA).

### **When an outbreak occurs**

- Art Experience Studio will follow emergency guidelines as announced by the CDC. If those guidelines are announced after business hours, and include the need to close the school, the

Directors will inform staff and parents by email to ensure staff and parents are notified. The main office phone line will be updated on the studio closure status.

- In the case of an outbreak, Art Experience Studio will convert exclusively to distance learning.

### **Returning to the School**

Once the closure is lifted, staff and parents will be informed by the studio when to return.