

# NUECES COUNTY COMMUNITY ACTION AGENCY

101 South Padre Island Drive, Corpus Christi, TX 78405-4102 (361) 883-7201 Fax: (361) 883-9173

Alma A. Barrera  
Chief Executive Officer

TO: Enrolled Head Start Families

FROM: Cynthia Davila, Director of the Birth-to-Five Head Start Program

DATE: September 21, 2020

RE: Face to Face Instruction on selected Head Start Sites

Nueces County Community Action Agency students will return to campus in phases beginning on October 5, 2020. The criteria used to determine the locations to reopen on October 5<sup>th</sup> were based on parent response to polling and surveys. The agency collected data showing interest in face to face instruction. Based on the results at these 7 locations, 50% or more of our Birth to Five Head Start families showed significant interest in returning to the campus for face to face instruction.

The seven centers to open are:

- Centro De Ninos
- La Armada
- Promesa
- Little Hornet
- Northwest
- Cliff Maus
- Spirit of Hope

Our next phase for return is projected for January 4, 2021 when another selection of sites to open will be chosen based on the same criteria. Our last phase for return is projected for March 1, 2021. NCCAA will continue to offer remote instruction to families who prefer virtual learning throughout the remainder of the school year.

We continue to work with local and state officials to plan a safe, productive school year for our families, children, teachers, and staff. Children, families and staff returning to campus will need to complete a **daily screening**. All facilities will be cleaning, disinfecting, and sanitizing on a schedule throughout the day in accordance with licensing regulations. In addition, when children are dismissed at the end of each day staff will again clean and sanitize the entire room to prepare for the following day. In order to ensure appropriate time for cleaning and sanitizing the hours of service will be 7:30am - 2:00 pm.

Children aged 3 and over, and all staff will be required to wear a mask. Children that are 2 years of age will have face masks provided if parents choose for their child to wear PPE gear. NCCAA is providing an isolation area for any child that may become ill during the day. There will be policies and procedures provided to every family member via Facebook and the agency website (nccaatx.org). In addition a printed copy can be provided at a parent's request, to ensure your awareness of the practices the agency has put in place for the safety of our families, children, and staff.

Thank you

Cynthia Davila, Director of the Birth-to-Five Head Start Program

cc: Alma Barrera, Chief Executive Officer



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**Alma A. Barrera**  
Chief Executive Officer

PARA: Las familias inscritas en el Programa Head Start  
DE: Cynthia Davila, Directora del Programa 0-5 Años de Head Start  
FECHA: Septiembre 21, 2020  
ASUNTO: Instrucción Presencial en Centros Seleccionados

El retorno de los estudiantes a los Centros Head Start de la Agencia de Acción Comunitaria del Condado Nueces (Nueces County Community Action Agency) se realizará en fases, comenzando el 5 de octubre del 2020. El criterio utilizado para determinar los centros que reabrirán el 5 de octubre, 2020 se basó en las respuestas de los padres de familias a las encuestas realizadas. La agencia recaudó la información que reflejaba el interés de los padres de familia por instrucción presencial. Estos resultados indican que en siete (7) de nuestros centros, 50% o más de las familias inscritas en el Programa Head Start muestran un interés significativo por regresar a la escuela y participar en instrucción presencial.

Los siete (7):

- Centro De Niños
- La Armada
- Promesa
- Little Hornet
- Northwest Campus
- Cliff Maus
- Spirit of Hope

Nuestra siguiente fase de reapertura está proyectada para el 4 de enero del 2021, cuando se realice otra selección de los centros que reabrirán en esa fecha, basados en el mismo criterio. Nuestra última fase de reapertura está planeada para el 1 de marzo del 2021. NCCAA continuará ofreciendo educación a distancia (virtual) durante todo el ciclo escolar para las familias que así lo prefieran.

Continuamos trabajando con las autoridades locales y estatales en la planeación de un año escolar seguro y productivo, para nuestras familias, niños, maestros y personal. Los niños, familias y personal que regresen a los centros deberán someterse a una **revisión diaria**. Todas nuestras instalaciones serán limpiadas y desinfectadas durante el transcurso del día, siguiendo un horario establecido, y en base a las regulaciones de la agencia de licencias para centros de cuidado infantil. Además; al finalizar el día, después de que los niños se hayan ido, el personal realizará una limpieza y desinfección exhaustiva para preparar el salón para el siguiente día. Con el propósito de garantizar suficiente tiempo para la limpieza y desinfección del salón/centro, las horas de clases serán de 7:30 a.m. – 2:00 p.m.

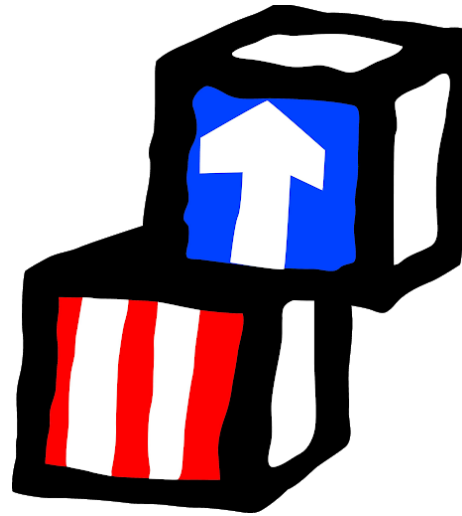
Los niños mayores de 3 años, y todo el personal del centro, requerirán el uso de cubre bocas. Los niños menores de 2 años recibirán un cubre bocas si los padres así lo desean. NCCAA proporcionará un área de aislamiento para cualquier niño que pueda sentirse enfermo durante el día. Todas las familias tendrán acceso a las reglas y protocolos a seguir, vía Facebook y a través de nuestra página de internet ([www.nccaatx.org](http://www.nccaatx.org)). Asimismo, se proporcionará una copia impresa a las familias que lo soliciten, para asegurar el completo entendimiento de las prácticas que nuestra agencia ha implementado para la seguridad de las familias, los niños y el personal.

Gracias

Cynthia Davila, Directora del Programa 0-5 Años de Head Start

cc: Alma Barrera, Directora Ejecutiva





**Birth-to-Five Head Start  
Re-entry Procedures  
for Children Returning  
2020**

Nueces County Community Action Agency is committed to providing a healthy and safe environment for all staff, children, and families. The Re-Opening plan covers the following topics: social distancing, cleaning and disinfecting efforts, drop-off and pick up procedures, and screening procedures upon arrival. The plan has been developed in compliance with CDC and Texas Child Care Licensing Minimum Standards recommendations.

The Birth-to-Five Head Start Program will re-open in phases.  
Phase One will begin on October 5<sup>th</sup> and continue through December 18<sup>th</sup>, 2020.

In Phase One, in-person services will begin at centers having 50 percent or more of all enrolled families expressing a desire to return to class.

Additional centers will re-open to provide face to face services according to the following timeline. The re-opening centers will be announced as the decisions are made based on the analysis of parent demand.

Phase Two will begin on January 4<sup>th</sup>, 2021.  
Phase Three will begin March 1<sup>st</sup>, 2021.

The following centers will provide face to face services beginning October 5<sup>th</sup>, 2020:

1. Centro De Ninos
2. Cliff Maus
3. La Armada
4. Little Hornet
5. Northwest Campus
6. Promesa
7. Spirit of Hope

If there are additional families at these centers expressing a desire to return to class after Oct 5<sup>th</sup>, they will be allowed to start in the classroom on November 2<sup>nd</sup>, 2020.

Families enrolled in centers that are re-opening, and request to remain as virtual learners will receive instructional videos from the staff that continue to teach virtually.  
The Education and Curriculum Coordinator will be providing further details via Zoom training.

#### **New Parent Orientation and Virtual Class Tour:**

For all families enrolled to receive face to face services will participate in a New Parent Orientation; the Site Base Manager and Family Advocate will present NPO relating to Covid 19 together via Skype or Zoom. The Family and Community Partnership Coordinator will provide training to the SBM and FAs.

In addition the teacher will provide a virtual classroom tour that will be uploaded to the Nccaa Education YouTube page. The Ongoing Monitoring Coordinator will provide training to the staff

### **Training:**

All Center staff will be trained on the procedures before the start of in-person services. In addition to the re-opening procedures, the staff is required to receive training through the Texas A&M AgriLife extension.

The following training is required:

- Providing High-Quality Experiences during COVID-19 for Emergency Child Care Settings
- Special Considerations for Infection Control during COVID-19

All staff was instructed to view the required training during the Fall Annual Training (July). All staff hired since July will be informed during New Staff Orientation (education component). Site Base Managers are responsible to ensure that staff has viewed the training, certificates are filed in the staff compliance record, and sign-in sheets submitted to T/TA Specialist. The T/TA Specialist will input the training into ChildPlus.

### **Vulnerable/High-Risk Group**

The agency continues to take all necessary precautions, as mandated by the CDC and the Health Department. To provide a safe work environment, according to recommendations, NCCAA encourages all staff who are 65 and older or have an underlying health condition to visit their health care provider if they have any concerns about their safety. If you do so, please contact HR after your appointment.

### **Preventative Health Measures:**

All sick children and staff are required to stay home.

Staff will continue to follow the current Human Resource policies in place regarding COVID-19. Staff is informed of the policies through EWS, Agency COVID- 19 Preparedness Plan, and agency emails.

If the staff becomes ill while at the center, they are expected to report it to their manager immediately, as well as the Human Resource Manager.

Parents will be informed, and continually reminded of the policies through Parent Orientation (COVID-19), social media, posters at the centers, and communication apps.

If a child becomes ill while at the center the staff will follow the current agency procedures for an ill child and the child will be isolated in the classroom using the quiet area and clear partitions until the child is picked up.

The classroom will be cleaned and disinfected after the child has gone home.

If COVID-19 is confirmed in a child or staff member the Health Department and Child Care Licensing will be notified. The agency will follow the guidance of the entities in regards to

classroom/center quarantines and or closings. The center/classroom will be cleaned and disinfected.

If an enrolled child test positive- the following will be implemented:

At a minimum, the classroom of the enrolled child will be quarantined for 14 calendar days and must have a doctor's release or a negative result to return.

If the child is enrolled in an open concept classroom all classrooms sharing the open concept will be quarantined for 14 calendar days and must have a doctor's release or a negative result to return.

Virtual services will be provided to any quarantined children.

ALL staff medical concerns must go through Human Resources, who will provide protocol to follow.

**Social Distancing Strategies:**

1. Access to the center will be limited to:

- Staff
- Persons with legal authority (licensing, CPS, law enforcement)
- Professionals providing service to children (ECI, ISD, milk delivery)
- Children
- Emergency Services

Parents will not access the center.

2. Employees will maintain at least 6 feet of separation from other individuals. If distancing is not feasible other measures such as hand hygiene, cough etiquette, cleanliness, and sanitation will be rigorously practiced.

3. Classes should contain the same children every day with the same teachers/CDS

4. Classroom arrangement should allow for social distancing and parallel play.

5. Children will be provided an individual set of classroom materials stored in a labeled zipper bag in their cubbies consisting of various art materials (crayons, markers, playdough) that are not shared.

6. Children will not be asked to stand in lines, and when sitting at the table will have space between them.

7. Only one class at a time will use the playground; high touch areas such as grab bars/railings will be cleaned regularly.

8. At nap time cots/cribs will be spaced out as much as possible, ideally 6 feet apart. Children should lay alternating head to toe. Clear Partitions will be used if needed

**Class Size and Ratio Requirements:**

Nueces County Community Action Agency Birth-to-Five Head Start will follow the recommended Minimum Standard Health Protocol Ratios (attached). These ratios are intended to support the state's policy of social distancing.

If a child has an SNA assisting them as a result of their IFSP/IEP the aide does not count as a caregiver for the ratio. The SNA counts as a "child" for purposes of figuring out the allowable number of children in each group or classroom setting.

**Personal Protection Equipment:**

- Staff are required to wear a face mask at all times and are encouraged to also wear face shields at all times (at a minimum, shields must be worn during the health screening process). All staff will wash hand before putting a mask on, after adjusting their mask, and after removing their mask.
- Staff will wear gloves during screening and at any time when contacting bodily secretions.
- Parents are required to wear a face mask.
- Children ages 2 and up are required to wear a mask except during outdoor play and nap time. When masks are not worn; they will be stored in an individual labeled zipper bag.
- Any family requesting (Mask Request Form) a child younger than two years old, to wear a mask will need to provide a doctor recommendation on an Individualized Health Care Plan (IHCP).
- Staff and or Parents may provide their own mask upon completion of a Mask Acknowledgment Form.
- Staff/children with a special concern regarding wearing a mask must have an IHCP in place and complete a Mask Waiver Form. Staff requesting a medical Mask Waiver must communicate with Human Resources.
- Service Providers such as NCCAA Health Staff, Education Mentors and Coaches, ECI, and LEA will follow PPE protocol that is applicable to their position. The agency will provide appropriate PPE and the services providers will change full PPE prior to changing groups and or classrooms.

**Parent Drop-off and Pick-up:**

Center doors will remain locked to the outside (accessible from the inside only via quick release bars) at all times.

The drop-off and pick-up of children will be completed outside of the facility.

Parents will escort the child to the door of the center/classroom and the staff will complete a health screening of the child. The screening will include the health questionnaire and temperature check.

Centers with exterior doors will have staff available to check children in and walk them to their assigned classroom (IT Caregivers, Family Advocate, Site Base Manager, Classroom Staff).

Children will be signed in and out of the center/classroom through the ChildPlus Scanning Application.

Children must wash hands upon arrival into the classroom.

The agency will provide blankets for nap time. The children will be asked to refrain from bringing personal items from home.

The families will be asked to provide:

- Two changes of clothing clearly labeled and sealed in a zipper bag.
- Medical necessities if applicable
- Breast milk if applicable

For child pick-up at centers with exterior doors:

The parents will be issued the classroom cell phone number. The parents will call the classroom cell phone to notify the staff that they have arrived for pick-up; center staff (IT Caregivers, Family Advocate, Site Base Manager, Classroom Staff) will be available to check children out and walk them to the parents.

### **Screenings:**

The following individuals must be screened every day before entering the facility:

- Operations staff
- Persons with legal authority to enter, including law enforcement officers, Licensing staff, and Department of Family and Protective Services staff
- Professionals providing services to children
- Children enrolled at the operation

Staff will be screened by the Automatic Screener Equipment provided by the agency; the staff must go through the automatic screener before accessing any other area of the center.

All others will be screened before entering the building, by completing the questionnaire and temperature check.

Send home any employee or child who has any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain - Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab-confirmed to have COVID-19



Staff or children with new or worsening symptoms will not be allowed into the center. Children should be symptom-free for 24 hours without medications. The agency will follow the current sick child procedures.

If a staff or child has a confirmed case of COVID 19:

Staff will follow Human Resource policies for return to work.

Children must have a release from the doctor to return.

Nueces County Community Action Agency will follow all Child Care Licensing and Nueces County Health Department recommendations for confirmed cases regarding quarantine and center/classroom closures.

If staff or child has been exposed to someone who has COVID 19:

Staff will follow Human Resource policies.

Families will be asked to follow the CDC recommendation of quarantine for 14 days since the last contact.

### **Enhance Cleaning and Disinfecting Measures:**

The program will follow the CDC guidance for cleaning and disinfecting. Cleaning products will not be used near children and cleaning products will only be used with adequate ventilation.

Cleaning and disinfecting will be completed daily including regularly as needed throughout the day for frequently touched surfaces.

Portable air purifiers will be used in each classroom.

All bathrooms will be cleaned and disinfected at a minimum of three times per day.

1. During Circle Time
2. During Nap Time
3. At the end of the day

All cleaning products used for disinfecting are approved for COVID 19 and will be kept out of the reach of children.

### **Clean and Sanitized Toys:**

Only toys that can be cleaned and disinfected will be used in the classroom.

Cloth toys will only be used by one child at a time, and only one child will be allowed to use this toy for the day.

Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned and disinfected by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.

Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.

Set aside toys that need to be cleaned. Place in a dishpan with soapy water or put in a separate container marked for "soiled toys." Keep dishpan and water out of reach from children to prevent the risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.

Three basins will be provided for every classroom to ensure the multistep process of cleaning and disinfecting is followed:

1. Clean
2. Rinse
3. Sanitize
4. Dry
5. Disinfect

### **Cleaning and Disinfect Bedding:**

All cribs and cots will be labeled with the child's name. All bedding will be washed based on exposure to bodily secretions at a minimum weekly.

All blankets will be kept in the child's cubbies when not in use.

### **Diapering:**

Routine agency diaper changing procedures will be implemented and posted at the centers. Diaper changing areas will be cleaned and sanitized after every use.

Due to COVID 19, the agency will only use disposable training pants for potty training. The agency will not potty train using underpants only.

### **Washing, Feeding, and Holding a Child:**

Classroom staff will need to protect themselves from bodily secretions when feeding, holding, and washing young children. All long hair will be required to be put up in a ponytail, and staff will not be allowed to wear jewelry.

Staff should wash their hands, neck, and anywhere touched by a child's secretions. The agency will provide an overly large button-down long-sleeved shirt for staff to cover their clothes.

Child Care providers should change the child's clothes if secretions are on the child's clothes. They should change their clothing if there are secretions on it and wash their hands again.

Contaminated clothes should be placed in a plastic bag or washed in a washing machine.

Infants, toddlers, and their providers should have multiple changes of clothes on hand in the center. Children will not be allowed to wear another child's clothing.

Classroom staff should wash their hands before and after handling infant bottles prepared at home or in the facility.

Bottles, bottles caps, nipples and other equipment used for bottle feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottle brush, soap, and water.

### **Healthy Hand Hygiene:**

All children, staff, and volunteers should engage in hand hygiene at the following times:

1. Arrival to the facility and after breaks
  2. Before and after preparing food or drinks
  3. Before and after eating or handling food, or feeding children
  4. Before and after administering medication or medical ointment
  5. Before and after diapering
  6. After using the toilet or helping a child use the bathroom
  7. After coming in contact with bodily fluid
  8. After handling animals or cleaning up animal waste
  9. Before and after playing outdoors or in sand
  10. After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
  - Supervise children when they use hand sanitizer to prevent ingestion. Assist children with handwashing, including infants who cannot wash their hands alone.
  - After assisting children with handwashing, staff should also wash their hands.

Place posters describing handwashing steps near sinks.

### **Food Preparation:**

- The agency will provide meals through contactless delivery
- The driver will set the food just outside the door, knock on the door to notify the classroom staff that the food has been delivered
- The classroom staff should be aware and ready to receive the food to ensure that the delivery driver remains on schedule.
- All meals will be served cafeteria-style
- Once the meal has been served and all dishes have been gathered the delivery case will be set outside the door for pick up.