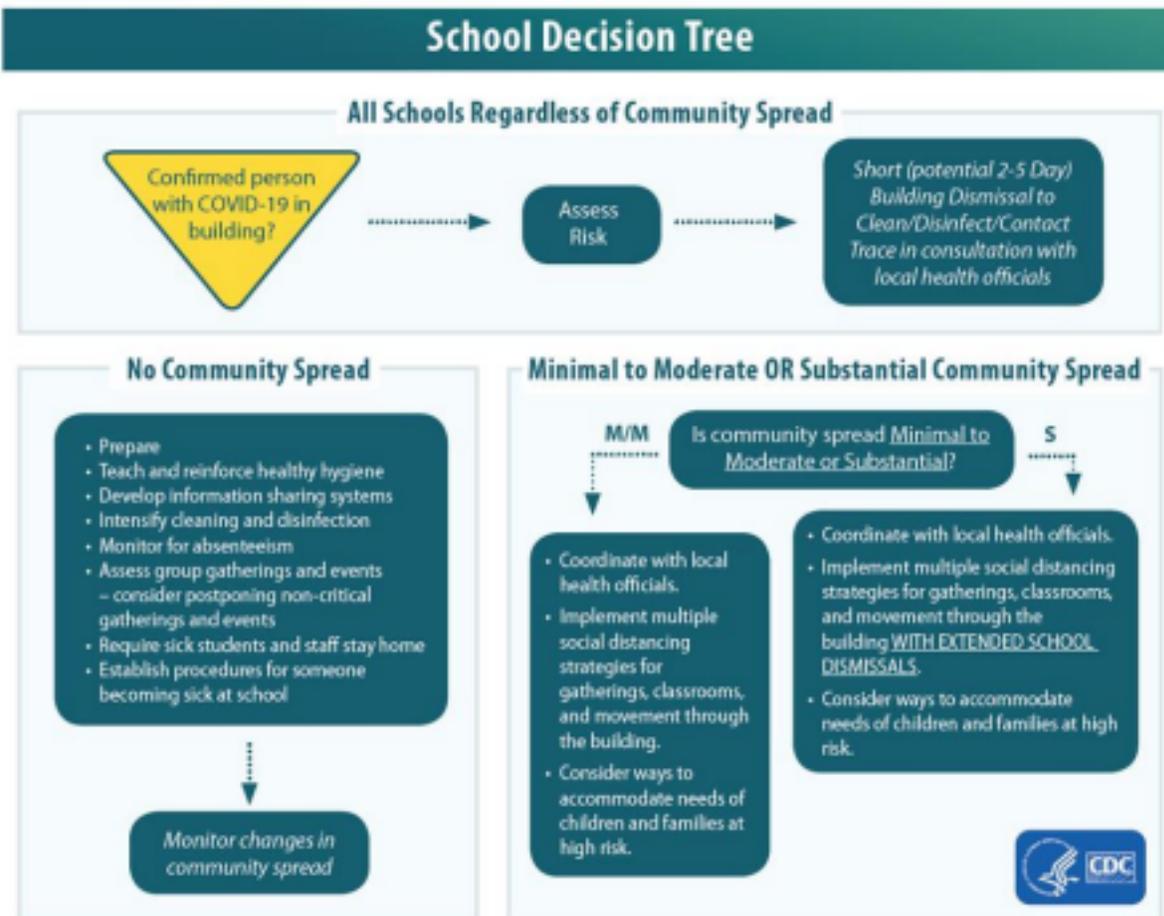


CORONAVIRUS BUSINESS CONTINUITY PLAN

Apostle's Learning Center is following the CDC's guidelines and recommendations to continue to operate during the pandemic. In the event of moderate or substantial community spread, ALC will work with the health department and the CDC.

- Health Department hotline for COVID: 1-844-442-2681
- CDC: 1-800-232-4636



Vulnerable/High Risk Groups

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions may be at higher risk for severe illness from COVID-19. To protect those at higher risk, it's important that everyone practices healthy hygiene behaviors.

Teachers/staff members aged 65 or older, or with serious underlying health conditions, are encouraged to talk to their healthcare provider to assess their risk and to determine if they should stay home.

Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have more severe illness. If children with underlying health conditions are enrolled, ALC Management needs to be aware of the situation and will discuss the ability to follow children's care plans for underlying health conditions such as an asthma action plan.

Parents of children with disabilities should also have their needs discussed with ALC Management to

ensure the child is receiving the support that is needed.

For the health and safety of our community, we ask parents and employees to continue to limit your social circles when possible and stay home if you or your family members are not feeling well.

Given the access restrictions, the most effective way to ask questions or connect with our staff will be via email – please feel free to reach out via email to jasmine@apostleslearning.com or phillis@apostleslearning.com and our staff will respond as soon as possible. Please know that if you do not get a response with our normal speediness, then it is only because our staff are busy keeping everyone as safe as possible.

Action Plan for COVID19 Cases

Suspected Cases

1. ALC requires children and/or employees to get tested if the person has a fever and any other symptoms of COVID-19. If it is a child, and their doctor has confirmed in writing that there is another diagnosis such as ear infection, teething, strep throat, etc. that child may return to school.
2. Children and/or employees are to stay home until results have confirmed positive or negative standings.
 - a. If the COVID-19 test results are negative, the child and/or staff member may return to school/work the next business day.
 - b. If the COVID-19 test results are positive, the child and/or staff member cannot return until **the full 10-day quarantine period has been satisfied and there are no other symptoms.** If symptoms improve, a negative test result can be submitted. ALC will immediately close the **classroom and send any additional staff and/or children home that were "close contacts"** for 5-10 days and Virus Busters will come on site and clean the building. (See instructions under Confirmed Cases.)
 - c. **All negative tests must be PCR.**

Confirmed Cases:

1. Once a child or ALC employee notifies ALC of a positive case, the center will immediately notify parents and send **all CDC defined "close contacts"** home.
2. As soon as possible, any classrooms that are in a shared space will be separated. Where possible, all windows and doors will be opened to increase air circulation. Rooms and areas that were used by the child or staff member will be closed off.
3. **The classroom will be closed for 5-10 days to disinfect the building.** The length of time will be based on the timing of the disinfection process. Parents will be provided an update on the reopening timeline as soon as the disinfection process is started.
4. ALC management will contact Virus Busters to clean & disinfect school
 - a. When possible, there will be a 24 hour waiting period before cleaning and disinfection begins. This is to allow respiratory droplets to settle.
 - b. Virus Busters will clean and disinfect all areas used by the person who is sick, such as bathrooms, and fellowship hall.
5. The child and/or employee must **satisfy the full 10 day quarantine period before and not have any symptoms before** returning to the center. If symptoms improve, a negative test can be submitted.

If ALC has a cluster of confirmed cases, the school may be closed for a 10 day period to fulfil the required **quarantine period.** ALC will work with the public health officials to contain a potential outbreak; and will follow the guidelines that are provided at the time. **The ALC Management and Board reserves the right to follow or introduce new procedures as advised by authorities.**

Children or ALC Teacher/Staff with Quarantined Family Members:

1. Children, teachers/staff that have been exposed to family or friends that tested positive for COVID-19 should self-quarantine for 5-10 days with a negative PCR test taken after a minimum of 5 days but returning at day 7.
2. If any symptoms arise during the self-quarantine, the child and/or employee should follow the directions for Suspected Cases.

The Management Team:

The ALC Management team will be able to maintain the school if one person gets Covid-19. Another teacher will be trained to step in and assist with the front office if this occurs so we can maintain a smooth working environment.

Classrooms:

ALC Management team has developed plans to cover classes in the event of increased staff absences. Coordinate with other local childcare programs and reach out to substitutes to determine their anticipated availability if regular staff members need to stay home if they or their family members are sick.

In the worst case scenario if two teachers in the same room have Covid-19, we would close the impacted classroom(s) for a period between 5-10 days. We would have the building professionally cleaned. Parents will be directed to keep their child home to see if symptoms arise.

Tuition Payment Policy:

Parents will be responsible for paying full tuition during the time ALC is closed due to coronavirus cases. Parents will be responsible for full tuition if they decide to keep their child home to see if any symptoms arise. A 50% discount on tuition will apply on any closures lasting beyond 2 consecutive weeks. The discount is applied per incident and is applied on the third consecutive week of the closure.

Enhanced Teacher Benefits Policy

For 2021, Teachers will be provided ten (10) paid time off days to be used for COVID illness.

Teachers will receive additional training on how the coronavirus presents in children, as well as safety practices. This will allow the teachers to recognize signs and symptoms to keep the classroom safe.

Action Plan for Preventing the Spread of COVID-19

While there is concern for a potential outbreak of the coronavirus in Georgia, ALC has modified operating procedures. These changes have been made to mitigate the spread of the virus, as well as enhance the safety of the environment of our teachers, staff, and children.

Parent Drop-Off and Pick-Up

Upon arrival parents will take their temperature as well as their child's temperature, check their child(ren) in, and drop them off in their classroom. Teachers, staff, and parents are required to wear a mask upon entering the building.

Temperature Screenings

All children, visitors, and employees will have their temperature checked upon arrival. Anyone with a temperature above 100.4 degrees will not be allowed into the building. Children may return when they have provided a negative PCR test. For example, if a child had a fever and ear infection, we would need the note stating that the child has an ear infection and is safe to return to the facility. Parents are to be on the alert for signs of illness in their children and to keep them home when they are sick.

We are also checking temperatures in the middle of the day to ensure that all children are remaining healthy while at school.

Healthy Hygiene Behavior

ALC is continuing to monitor supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces. If there is difficulty in obtaining these supplies, the ALC Management team should contact the board to assist.

The ALC Staff is taking everyday preventive actions to prevent the spread of respiratory illness. These efforts include:

- Increased hand washing with soap and water.
- Hand sanitizer is available at the front desk and common areas.
- Enhanced cleaning and disinfecting frequently touched surfaces.
- Everyone is to cover coughs and sneezes.
- Masks are required for adults in high traffic areas.

Masks

Masks are to be worn by any adult entering the building at all times with the exception of outside time.

Clean and Disinfect

ALC follows national standards for cleaning, sanitizing and disinfection of educational facilities for children. These efforts have been intensified in an effort to reduce the risk of an outbreak. During the day, the staff routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.

Bedding (sheets, pillows, blankets, sleeping bags) that can be washed are utilized for naptime. Each child's bedding is kept separate, and stored in individually labeled bins, cubbies, or bags (allowed by Bright from the Start). Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child. Blankets and cups are taken home daily for parents to wash and sanitize.

Additionally, ALC added air scrubbing machines in each classroom. These machines will stay on throughout the day to maintain a clear air environment for the children. Microbial lights/fogging machines are also being purchased to assist with the nightly cleaning routine. This will help maintain a clean environment to help prevent the spread of viruses.

If a child becomes sick while at school, the child is moved to an isolation area (such as a cot in a corner of the classroom) that can be used to isolate a sick child. The isolation area and surfaces will be cleaned and disinfected once the child has been picked up.

Social Distancing Strategies

Social distancing focuses on remaining out of congregate settings, avoiding mass gatherings, and maintaining distance from others when possible. ALC is taking the following actions to promote social distancing:

- Visitors must pre-schedule appointments and are limited to specific areas once they have entered the building.
- Mystery Reader and other classroom volunteer programs are postponed until further notice.
- All special events such as festivals, holiday events, parades, and special performances that cannot accommodate adequate space are canceled until further notice.

- Temperature screening procedures upon arrival
- Maintaining adjusted ratio of staff to children to ensure safety. Adjusted staffing plans have been created to assist when staff or teachers need to take precautionary sick days.

- Where possible, classes include the same group each day, and the same teachers are remaining with the same group each day.
- Where possible, all group activities are designed to limit risk exposure that may promote transmission.
- Each group of children spend their day in a separate classroom.
- When possible, limiting the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
- At nap time, children's naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. Children are placed head to toe in order to further reduce the potential for viral spread. • When possible, administrative staff will telework from their homes.

Food Preparation and Meal Service

Meals are served in classrooms by the teachers. We encourage family style meals but our children will not participate in the distribution of food.

Teachers wash their hands before and after assisting children to eat. Teachers also ensure children are washing hands prior to and immediately after eating.

ALC follows applicable federal, state, and local regulations and guidance to safe preparation of food.