

COVID-19 Strategic Plan UAH Early Learning Center

COVID-19 / Pandemic Policy
UAH Early Learning Center
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Introduction

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- ***Recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.***

Knowing these facts, the ELC has implemented many new safety measures for families, children, teachers and staff to follow so that we do our part in reducing the spread of this illness and keeping everyone as healthy as possible.

Physical Distancing Strategies

Based on recommendations from the CDC, AL Department of Public Health, the World Health Organization and AL DHR Licensing, the UAH Early Learning Center will follow physical distancing strategies to include:

- Classrooms will include the same group of children each day, and the same teachers will remain with the same group each day. Groups will not combine or move between classrooms during the school day. However, groups will need to combine when Before School Care & After School Care begin. 1

- No more than one group will be allowed to occupy the playground at any given time. There is to be a minimum of 20 minutes between each group to allow the equipment to be 'sanitized' by the sunlight.
- Arrival and pick up times will be staggered to avoid groups of people gathering in the center. Siblings will be allowed to arrive and be picked up at the same time.
- Parents and visitors will not be allowed into the centers during the health crisis. This is to cut down on the spread of the virus. However, THERAPISTS will be allowed in the center with health checks.
- Family style dining is suspended during the health crisis.
 - Children's plates will be made by teachers and children will be seated as far apart as possible while still allowing for appropriate meal service and conversation.
 - Only disposable service items (plates, cups, forks, spoons, etc) and utensils should be used.
 - For the month of July, children will bring their own lunch. Please remember we are a NUT Free Facility.
- All sensory play is suspended (unless done in an individual bin) until further notice. Playdoh will not be shared.
- Cots / mats / cribs will be placed 3-6 feet apart when possible. If not possible, children will be placed to sleep head to toe.
- Children will not share art materials. Each child will be provided their own supply box/bag that contains markers, pencils, crayons, glue, scissors, etc.
- All 2020-2021 Beginning of the Year events will be held in a "virtual" format (orientation, meet the teacher, etc.)

Steps to Take If a Child, Parent or Staff Member Develops COVID-19 Symptoms

- Staff, Guardians, or children with a fever (100.4 F or higher), cough, or shortness of breath or at least two of the following symptoms will be excluded from the center until diagnosis, testing and a doctor's note to return:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
- Children or staff with household members who are known to have COVID-19 (or who have come into contact with a positive case) will also be excluded from the center for a minimum of 14 days. This period will be prolonged if the child or staff member develops symptoms.
- If a child or staff member develops symptoms while at the center, they are to be immediately separated from others. Parents have 45-60 minutes to pick up a sick child.
- Children and staff who have been sent home due to symptoms must have a doctor's note to return.

Positive Case of Covid-19 Within Center

- Employees and parents are required to notify the center immediately if there is a positive COVID-19 test result within their household or workplace.
- If we are notified of a positive COVID-19 test result for ANY parent, child, employee, or anyone they live with, we will immediately send out information on Brightwheel and contact UAH.
- **Centers with a confirmed case of COVID-19 WILL BE CLOSED.**
 - The center should immediately air out the facility for 24 hours and then follow the 'Cleaning Facility after Exposure' guidance.
 - Symptom free children and staff may be allowed to return after a 72 hour period.
 - The duration of the closure will be at the discretion of UAH.
- All parents will be notified immediately and asked to come pick up their children if any are on site.
- Most likely the Center will be closed for a period of 2-5 days. UAH Office of Health & Environmental Safety will provide guidance on closures due to Covid-19.

- All staff & families who have been in the facility within the last 14 days will be notified immediately.
- The identity of the individual who tested positive WILL REMAIN CONFIDENTIAL TO ABSOLUTELY EVERYONE unless **that individual** SPECIFICALLY REQUESTS that we inform those potentially infected.
- The facility will close for 24 hours from the time the last person leaves the building.
 - Prior to the last person leaving, the windows should be opened, and HVAC systems turned to 'off' and fans turned to 'on'. Call upper management for further guidance in the moment. Many factors could change this procedure.
- After 24 hours, employees who are not experiencing symptoms will be asked to report for cleaning and sanitizing.

Cleaning Facility After Exposure

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, or EPA-registered disinfectants are to be used.
- Employees are to wear disposable gloves and jackets for all tasks in the cleaning process, including handling trash.
- Gloves and jackets should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to wash hands after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons.

Children/Staff who have had close contact with a person with symptoms or diagnosed with COVID-19

- Children who have symptoms should stay home. Parents should notify Director immediately.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
- If an employee is confirmed to have COVID-19 infection, fellow employees will be notified of their possible exposure to COVID-19 in the workplace. Confidentiality will be maintained as required by the Americans with Disabilities Act. Fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).
- Employees should not return to work until the criteria to end home isolation is met as instructed in consultation with healthcare providers and state and local health departments.

Criteria to Discontinue Home Isolation

- If a test will not be administered to determine if you are still contagious, children and staff can return to the ELC after these **three** things have happened:
 - No fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when cough or shortness of breath have improved)
AND
 - at least 14 days have passed since symptoms first appeared
AND
 - you have a doctor's note stating you may return
- If a test is administered, children or staff can return to the ELC after these **three** things have happened:
 - No fever (without the use medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when cough or shortness of breath have improved)
AND
 - Received two negative tests in a row, 24 hours apart.

Facility Safety Measures

Key Hygiene Practices

- Wash your hands often with soap and water for at least 20 seconds.
- Use hand sanitizer that contains at least 60 percent alcohol (or EPA Approved). IF children use hand sanitizer, a medication form needs to be signed by guardian. Medication forms should be on file.
- Avoid touching your eyes, nose and mouth.
- Wear cloth face coverings or clear face shields.
- Cover your cough or sneeze with a tissue, throw the tissue in the trash, and wash hands thoroughly. If tissues are not available, cough or sneeze into your elbow.

Arrival of Children

- Stagger arrival and pick up times.
- The same parent or designated person should drop off and pick up the child every day.
- If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for [severe illness from COVID-19](#).
- Parents should arrive in their designated window of time, wearing a face covering. Enter in the East hall near the gym/library.
- Parents and children will be temperature checked upon arrival. Children will not be allowed to stay if **either the parent or child** exhibits any of the following:
 - Fever over 100.1 (37.83C)
 - New cough of any kind
 - Shortness of breath
- A Health Questionnaire will be completed at arrival. Parents will sign in their child via Brightwheel and exit at the gym door.
- Parents can bring a new pair of shoes to be left in the child's classroom during this health crisis to be worn inside the classroom only.
- IF a Parent is going to arrive after 8:20, they should call the center upon arrival to be met at the lobby door by the intake person.
- Children should arrive with face coverings (if over the age of 3, at parent's discretion) to be worn throughout the day.
- Children will be escorted to their classroom by a staff member after or using hand sanitizer. Upon arrival to their classroom, they will be greeted by classroom staff, change shoes and wash hands.

Arrival of Employees

- All employees and Therapists are to be temperature checked before they may clock in for their shift.
- All employees must wear a face covering when children are present in the classroom, excluding mealtimes. The face covering must cover the nose and mouth to qualify as 'wearing'. Employees may choose to wear clear face shields provided by UAH. Employees can bring a new pair of shoes to wear in the classroom or use shoe covers.
- Cooks and maintenance personnel must wear a face covering at all times. Shoe covers are encouraged.
- Employees are to clock in as normal – using hand sanitizer before and after touching the time clock

Departure of children

- Children will be dismissed at staggered times from the main lobby doors.
- Designated departure staff members will get the child and the child's belongings from the classroom.
 - Teachers are to have children wash their hands or use hand sanitizer before leaving the classroom.
 - Teachers are to ensure that each child's belongings are sent home each day.
 - Face coverings that the child has worn must be sent home with the child daily.
- Parent will sign out child on Brightwheel.
- Children will be brought outside the door to greet parents.
- Be sure to communicate any special circumstances with parents as needed.

Departure of Employees

- Ensure that all trash is taken to the dumpster and your classroom is properly shut down prior to leaving for the day.
- Staff will take turns for 'laundry duty' and rotate cleaning of gym & sensory room items.
- At least one change of clothes is recommended each day.
 - Teachers should change out of the clothing they wore during their shift immediately when they get home or before they leave for the day.
 - Soiled jackets and face covering should be put into the laundry.
 - Masks should be washed in hot water.
- Wash hands immediately after handling laundry

Cleaning and Sanitizing

- High touch surfaces are to be cleaned and sanitized no less than 3-5 times per day. This can be done more often if needed. High touch surfaces are doorknobs, light switches, countertops, faucet handles, tables, etc.
- Toys that cannot be cleaned and sanitized are to be removed from all classrooms. These include things such as stuffed animals, pillows, cloth dolls, dress up clothes, etc.
- Toys that children have placed in their mouths or that are otherwise contaminated should be set aside in a "yuck bucket" until they are cleaned 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.
- All children's face coverings, blankets and extra clothes are to stay at the center to reduce the transmission of Covid-19 from home to school. All blankets/nap mats should be kept separated in a child's cubby.
- Set aside toys that need to be cleaned. Place in a separate container marked for "soiled toys." These are to be cleaned and sanitized before being placed back in use. Rotate toys through cleanings.
- Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils. Have extra sets of these to use while cleaning.

- Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- Using gloves all day everyday could instill a false sense of security. Therefore, gloved hands will be reserved for the following times
 - Universal Precautions
 - Diaper changing
 - Nose blowing
 - Handling soiled items
 - Garbage removal
 - Food service gloves are to be used for food service as usual
 - Cleaning/Disinfecting/Sanitizing

Diapering, Feeding, or Holding a Child

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible when diapering, feeding, or holding very young children:

- Wear an over-sized button-down, long sleeved shirt and wear long hair up off the collar in a ponytail or other updo.
- Wash your hands, neck, and anywhere touched by a child’s secretions.
- Change the child’s clothes if secretions are on the child’s clothes. Change your button-down shirt, if there are secretions on it, and wash your hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and staff should have multiple changes of clothes on hand in the center.
- Teachers should wash their hands before and after handling infant bottles prepared at home or prepared in the center. Bottles, bottle 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 bottlebrush, soap, and water.

Group Size

The current Alabama State Department of Human Resources, Daycare Licensing requirement does not limit the group size due to Covid-19. Class sizes are small at the ELC. Please refer to your family handbook for classroom staff to student ratios.

- At nap time, ensure that children’s cots (or cribs) are spaced out as much as possible, ideally 3-6 feet apart. If the full 6 feet is not possible, ensure that children are placed head to toe at nap time. This will reduce the potential for viral spread.

Hand Washing

Handwashing posters should be posted at every hand washing sink within the center. All children and staff should engage in hand hygiene at the following times

- Arrival at the center or classroom
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals
- After playing outdoors or in sand
- After handling garbage

- After blowing one's nose, coughing, or sneezing
- After using the restroom
- Before coming in contact with any child
- After touching or cleaning surfaces that may be contaminated
- After using shared equipment like toys, scissors, iPad, etc
- All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds
 - Turn water on and wet hands, remove from water
 - Add soap to hands and create friction to make bubbles
 - Scrub for 20 seconds, sing Happy Birthday or ABC's
 - Rinse hands under running water
 - Dry hands with single use paper towels
 - Turn off faucet with paper towels

Hand Sanitizers

Use of an alcohol based hand sanitizer should only be practiced when soap and water method is not available. Children must be supervised when they use hand sanitizer to prevent ingestion. A medication form must be signed by the child's guardian in order for Hand Sanitizer to be used.

Communication Plan

- Regular communication will continue through Brightwheel App, email, and our Facebook Pages.
- Ensure that all contact information for families and employees is accurate and current.
- ELC Director is happy to address any concerns on an individual basis. (deana.aumalis@uah.edu)

Scheduling Plan

It is important to adhere to schedules as strictly as possible during the health crisis.

- Center director/administrators will prepare a weekly schedule ***in advance*** for each week of operations during the health crisis. This schedule should clearly define the following:
 - names and ages of each group of children for the week
 - teacher(s) assigned to each group
 - classroom assigned to each group
 - teacher's work schedule
 - children's schedules
- Center administrators will monitor and respond to absenteeism.
 - If a child is scheduled for the day, but not present, parents must be contacted and the reason for the absence must be documented on the current schedule.
 - Scheduled children and staff will be compared to actual attendance by upper management to assist in monitoring absenteeism.

Important Things to remember...

If ANYONE at the ELC comes down with Covid-19

- ELC will notify families and staff of exposure
- ELC will report the confirmed case to the UAH Office of Health & Environmental Safety, Dean of the College of Education, Provost and Department of Public health and follow specific guidelines as mandated
- Attempt to determine the date of symptom of onset for the child/employee
- Determine if the child/employee attended/worked at the center while symptomatic or during the 2 days before symptoms began

- Identify what days the child/employee was present at the center during that time
- Determine who had close contact with the child/employee at the center during those days. Use the Child/Staff Movements Form
- Close off areas used by the individuals diagnosed with Covid-19
- Exclude the children and staff who are determined to have had close contact with the affected child/employee for 14 days after the last day they had contact with the affected individual
- Follow Cleaning/Disinfecting/Sanitizing Protocol
- Close ELC to students for 2-5 days. This initial short-term dismissal/closing allows time for the health officials to gain a better understanding of the Covid-19 situation impacting the center. This allows the local health officials and UAH to help the ELC determine appropriate next steps, including whether an extended dismissal/closure is needed to stop or slow further spread of Covid-19.

IMPORTANT INFORMATION FOR STAFF:

- Bring into the center as little as you possibly will need for the day.
- Staff must wear a mask or clear face covering (provided) all day excluding meal times and/or break time
- Enter and have temp. checked, logged and health questionnaire answered
- Use hand sanitizer before leaving lobby
- Clock in and use hand sanitizer again
- Place your personal items in a locker and hand sanitize or continue to classroom
- Change shoes to "classroom shoes" before entering the classroom
- Place personal items in cabinet with a lock and immediately wash hands
- Remember to do your best to "social distance" with other adults within the ELC

ADDITIONAL INFORMATION:

IF for some reason there is not adequate PPE for a child care center, cleaning supplies, paper supplies, the director will close the center with UAH approval until proper materials have arrived.

- Currently, the best defense to Covid-19 is hand washing. Therefore, using gloves all day/everyday could become a false security. Wearing gloves will be reserved for the following times: when dealing with bodily fluids/using universal precautions, diaper changing, nose blowing, cleaning, handling food and garbage removal.
- The Director or her designee will communicate often with other departments that enter the building about the importance of sick employees staying home and they will need to have a temperature check and answer a health questionnaire. All who enter the building must wear a mask, use hand sanitizer upon entry and exhibit social/physical distancing.

We greatly appreciate your understanding and flexibility during this difficult time. We will get through this together!

Plan for Opening the UAH Early Learning Center

PHASE 1

June 29-July 2

RISE Program & PALS Programs ONLY

RISE & PALS entry will be the east hall door near the library. One parent allowed to accompany student (no siblings). Outside the entry door and in the entry hall will be marked every 6 ft. for social distancing. Parents must wear a face mask for arrival. Parents must be responsible for holding their child's hand while waiting for morning check in. Temperature check will be conducted by staff for parent and child with a non-contact thermometer, health check questions answered by parent, parent will sign child in with no contact via Brightwheel App. Staggered arrival times for classrooms will be scheduled to limit the number of families arriving at any given time.

If a parent or child has a fever of 100.4 or higher or does not pass the health check, s/he will exit through the door to the outside gym and return home. A doctor's note will be required to allow the child's return to school.

Children will be walked to their classroom by a teacher assistant or staff member.

- 3 hours of attendance (with staggered times ranging from 7:45 am to 11:45 am)
- Snack served in classroom
- No food service provided in Phase 1 opening
- Playground equipment can be used by one class per day. Classes will rotate use of indoor play space, gym, mud kitchen and playground.
- Speech Therapist will serve one room each day to decrease the spread of germs between rooms.
- All Staff must wear masks or clear face shields, jacket over clothing, shoe covers.
- Upon entering classroom: Each child must provide a pair of shoes that stays at the ELC. Upon entry, these shoes will be worn while at the ELC. Shoe covers are not available for students.
- Students over the age of 2 ½ years can wear a mask if parents request.
- Students will not be allowed to bring a back pack from home. They can bring in a plastic Ziploc bag that will be wiped down with cleaner upon arrival.
- Hand hygiene stations will be set up at the entrance so children can clean their hands before entering the building. A sink with soap and water is not available, so we will provide hand sanitizer with at least 60% alcohol, while being careful children don't inhale the sanitizer. Once the child arrives in his/her classroom, hands will be washed with soap and water.
- Additional hand washing and cleaning procedures will be used.

- Temperature of Staff and children will be taken every 2-3 hours as recommended.
- Daily information will be sent by staff through the Brightwheel app.
- Staggered pick up times for each classroom will be implemented.
- Pick up will occur at the lobby doors with parents remaining outside.
- Parents will use the non-contact Brightwheel app to sign out their child daily.
- No visitors will be allowed at the ELC.
- Teachers/Staff will have extra time in the afternoon for cleaning. Teachers are ultimately responsible for the cleaning and disinfecting of their classrooms.
- Teachers/Staff may telework the additional hours using this time to complete NAEYC Accreditation evidence for classroom portfolios, become familiar with Alternative Communication Devices, Data Collection and other areas of Professional Development as discussed with Director.
- Teachers will complete Individualized Intervention Plans that may have expired during the school closure.

The ELC is closed on Friday, July 3rd in honor of Independence Day.

UPDATED Illness Policy:

The following is guidance from ADPH and CDC:

- Students with any respiratory symptoms (cough, runny nose, sore throat, shortness of breath) or fever must be excluded.

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. Students will need to be symptom free, without any medications, for 72 hours before returning to the facility.

- **It is extremely important that you keep your children home when they are sick.**
- If a child were to become sick while at school, they would be taken out of the classroom immediately and be secluded in an area where no other children are present. One staff member will stay near the child until a parent or guardian arrives. We ask that parent arrive to the lobby area and remain outside until child is brought to them. Parents **MUST** arrive to pick up their sick child within 45-60 of phone call.

Staff will be vigilant in looking for symptoms and staying in touch with administration if or when they start to feel sick. Should this be the case, they will leave immediately.

PHASE 2

July 6-10

RISE Program & PALS Programs ONLY

ALL Same policies & procedures from Phase 1 with the additions/changes in Bold Bullets

RISE & PALS entry will be the east hall door near the library. One parent will be allowed to accompany student (no siblings). Outside the entry door and in the entry hall will be marked every 6 ft. for social distancing. Parents must wear a face mask for arrival. Parents must be responsible for holding their child's hand while waiting for morning check in. Temperature check will be conducted by staff for parent and child with a non-contact thermometer, health check questions answered by parent, parent will sign child in with no contact via Brightwheel App. Staggered arrival times for classrooms will be scheduled to limit the number of families arriving at any given time.

If a parent or child has a fever of 100.4 or higher or does not pass the health check, s/he will exit through the door to the outside gym and return home. A doctor's note will be required to allow the child's return to school.

Children will be walked to their classroom by a teacher assistant or staff member.

- **6.5 hours attendance (8:00 am – 2:30 pm)**
- **Nap mats/blankets stay in individual child's cubby when not in use for nap**
- **Children may bring in a lunch from home (no peanuts or nut products allowed)**

PHASE 3

July 13-17

RISE Program & PALS Programs ONLY

ALL Same policies & procedures from Phase 2 with the additions/changes in Bold Bullets

RISE & PALS entry will be the east hall door near the library. One parent allowed to accompany student (no siblings). Outside the entry door and in the entry hall will be marked every 6 ft. for social distancing. Parents must wear a face mask for arrival. Parents must be responsible for holding their child's hand while waiting for morning check in. Temperature check will be conducted by staff for parent and child with a non-contact thermometer, health check questions answered by parent, parent will sign child in with no contact via

Brightwheel App. Staggered arrival time for classrooms will be scheduled to limit the number of families arriving at any given time.

If a parent or child has a fever of 100.4 or higher or does not pass the health check, s/he will exit through the door to the outside gym and return home. A doctor's note will be required to allow the child's return to school.

Children will be walked to their classroom by a teacher assistant or staff member.

- **Before School Care (BSC) begins (7:00 am - 8:00 am)**
- **Before school care drop off will be from 7:00 am - 7:30 am at the front lobby doors. Director will greet and do health check of parent/child and BSC teacher assistant will walk the child to class.**
- **Physical Therapist will begin seeing individual students.**
- **Occupational Therapist will begin serving students.**

Phase 4

July 20-24

July 27-31

RISE Program & PALS Programs ONLY

ALL Same policies & procedures from Phase 3 with the additions/changes in Bold Bullets

RISE & PALS entry will be the east hall door near the library. One parent allowed to accompany student (no siblings). Outside the entry door and in the entry hall will be marked every 6 ft. for social distancing. Parents must wear a face mask for arrival. Parents must be responsible for holding their child's hand while waiting for morning check in. Temperature check will be conducted by staff for parent and child with a non-contact thermometer, health check questions answered by parent, parent signs child in with no contact via Brightwheel App. Staggered arrival times for classrooms will be scheduled to limit the number of families arriving at any given time.

If a parent or child has a fever of 100.4 or higher or does not pass the health check, s/he will exit through the door to the outside gym and return home. A doctor's note will be required to allow the child's return to school.

Children will be walked to their classroom by a teacher assistant or staff member.

- **After School Care begins (2:30 pm - 5:45 pm)**
- **Pick Up at front lobby door with same procedure as stated above as check out.**

Phase 5

August 3-7

August 10-14

RISE Program & PALS Programs

Phase in students enrolled in First Class Pre-K

ALL Same policies & procedures from Phase 4 with the additions/changes in Bold Bullets

RISE, PALS, First Class Pre-K entry will be the east hall door near the library. One parent allowed to accompany student (no siblings). Outside the entry door and entry hallway will be marked every 6 ft. for social distancing. Parents must wear a face mask for arrival. Parents must be responsible for holding their child's hand while waiting for morning check in. Temperature check will be conducted by staff for parent and child with a non-contact thermometer, health check questions answered by parent, parent signs child in with no contact via Brightwheel App. Staggered arrival times for classrooms will be scheduled to limit the number of families arriving at any given time.

If a parent or child has a fever of 100.4 or higher or does not pass the health check, s/he will exit through the door to the outside gym and return home. A doctor's note will be required to allow the child's return to school.

Children will be walked to their classroom by a teacher assistant or another staff member.

- **Food Service will begin from Sodexo.**
- **All plates, utensils, etc. will be disposable.**
- **All condiments will be in individual packets.**
- **Meals will be eaten in classrooms, not cafeteria.**

Phase 6

August 17---

All Programs within the Early Learning Center Return to Campus.

ALL same policies and procedure from Phase 5 will continue with the addition of Community Action Partnership of North Alabama (CAPNA) Head Start and Early Head Start classrooms.

- CAPNA Staff, Students and Families will follow all policies and procedures of UAH and the Early Learning Center.
- CAPNA will implement procedures to mirror that of RISE, PALS and First Class Pre-K at the East hall front entrance.

Medically Fragile Children & Asthma Action Plans

Children who display underlying complex health conditions—seizures, chronic lung disease, heart conditions, immunocompromised **MUST** have a medical action plan on file in the ELC office that is signed by pediatrician, parent and director.

IF any child or staff tests positive for COVID-19, the center must be closed for 72 hours for cleaning and positive case reported immediately to Alabama Department of Public Health (ADPH) for contact tracing. The UAH Office of Environmental Safety will be contacted immediately.

Timeline:

June 3-5	Teachers return to the ELC to prepare their classrooms and engage in professional training
June 8-19	Teachers on two-week vacation
June 22-26	Teachers prepare for the children’s return, learn new protocols and procedures
June 29-July 2	Children attend the ELC for 3 hours per day (times range from 7:45 am to 11:45 am).
July 3	ELC closed in observance of Independence Day.
July 6-10	Children return for a full school day—6.5 hours (8 am to 2:30 pm); staggered drop off and pick up times. No before or after school care. Snack provided. Children bring their own lunches.
July 13-17	Children attend a full school day—6.5 hours (8 am to 2:30 pm); staggered drop off and pick up times. Before School Care (7-8 am) starts. Snack provided. Children bring their own lunches. No After School Care.
July 20-31	Children attend a full school day—6.5 hours (8 am to 2:30 pm); staggered drop off and pick up times. Before School Care and After School Care (2:30-5:45 pm) available. Snack provided. Children bring their lunches.
August 3-	Sodexo Food Service will begin.

- Full tuition will be charged for July. The Before School Care and After School Care charges will be prorated according to the dates each is provided.

GUIDELINES FOR CHILD DAY CARE FACILITIES

In addition to the Safer at Home Order's mandates and Guidelines for Safeguarding All Businesses, the following practices are strongly recommended for all child day care facilities.

These recommendations have been developed in conjunction with the recommendations from the Occupational Safety and Health Administration's Guidance on *Preparing Workplaces for COVID-19*, and guidance from the Centers for Disease Control and Prevention (CDC): *Guidelines for Disinfecting Your Facility and Child Care Programs During the COVID-19 Pandemic*. Child care facilities and providers should refer to these guidelines prior to reopening as well as any guidance or regulations provided by their respective state licensing boards, including Alabama Department of Human Resources: Alabama Administrative Code, Chapters 660-5-25 through -27.

These recommendations do not change the Minimum Standards promulgated by the Alabama Department of Human Resources (DHR).

In addition to the sanitation requirements established by the state licensing board and the Alabama Department of Public Health, which should be strictly followed, it is recommended that these minimum standards be incorporated:

Promote healthy hygiene practices:

- Teach and reinforce washing hands and covering coughs and sneezes among children and staff.
 - Face coverings are most essential at times when social distancing is not possible. Staff should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to all staff on proper use, removal, and washing of cloth face coverings.
- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, paper towels, and tissues.
 - In order to use hand sanitizer on children, a facility must use DHR's Authorization for Administering Medication/Medical Procedures form (DHR-CDC-1949). This form must be completed and signed by the parent/guardian. All medications, in addition to hand sanitizers, and other sanitizing products, shall be kept under lock and key or combination lock, in a separate location away from toxic chemicals and other harmful items.

Health and safety actions:

- Intensify cleaning, sanitation, disinfection, and ventilation.
 - Clean, sanitize, and disinfect frequently touched surfaces (for example, playground equipment, door handles, sink handles, drinking fountains) multiple times per day and shared objects between use.
 - Avoid use of items (for example, soft or plush toys) that are not easily cleaned, sanitized, or disinfected.
 - Social distancing. Use increased spacing, small groups, and limited mixing between groups.
 - Ensure that classes include the same group of children each day and that the same child care providers remain with the same group each day, if possible.

- Space out seating and bedding (head-to-toe positioning) to six feet apart if possible.
- Stagger arrival and drop-off times or put in place other practices to limit direct contact with parents as much as possible. Parents should drop off and pick up children at the door whenever possible.
- Restrict nonessential visitors, volunteers, and activities involving several groups at the same time.
- Cancel all field trips, inter-group events, and extracurricular activities involving more than one classroom at a time.
- Avoid immediate contact (such as shaking or holding hands, hugging, or kissing).
- Limit the number of children playing together in outdoor spaces.
- Designate seating and table space for each child.
- Limit sharing.
 - Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas and have them taken home each day and cleaned, if possible.
 - Adjust activities and procedures to limit sharing of items such as toys, belongings, supplies, and equipment and clean and disinfect between use.
 - If food is offered at any event, have pre-packaged boxes or bags for each child. Avoid sharing foods and utensils.

Protection of employees and children:

- Train all employees on health and safety guidelines.
- Take steps to limit risk of exposure to children and employees at higher risk for severe illness, such as people with diabetes, heart disease, and other chronic conditions, and people 65 or older.
- Screen children and employees each day upon arrival for history of exposure and symptoms, including temperature checks. Facilities must use DHR's Authorization for Administering Medication/Medical Procedures form (DHR-CDC-1949). The form must be completed and signed by the parent/guardian before a child's temperature is checked.
 - Any child or employee with a temperature of 100.4 degrees or above should not be permitted to attend and should immediately be sent home. Children or employees who are sent home with a fever should receive medical clearance from a physician before returning.

Ongoing monitoring:

- Children who are sick should be separated and cared for by a staff member until a parent can arrive. Parents should be notified immediately of any illness and should pick the child up within 60 minutes of the notification. Rooms and materials used to care for sick children should be thoroughly disinfected after use. CDC recommends waiting 24 hours before cleaning and disinfecting, if possible.
- Encourage anyone who is sick to stay home.
- Monitor child and employee absences, and have a pool of trained substitutes and flexible leave policies and practices for employees who may become ill.
- Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures.

Cleaning, DISINFECTING and SANITIZING

Cleaning Surfaces:

- Wipe the surface clean of any loose material.
- Clean the surface using fresh, warm water and either soap, detergent or cleanser and a cleaning cloth.
- Wipe the surface with fresh water to remove soap and other residue.

DISINFECTING Surfaces:

A DISINFECTANT is a chemical substance APPROVED by the EPA authority for use in the DISINFECTION of non-food or non-mouth contact EQUIPMENT and surfaces. (Examples of non-food and non-mouth contact surfaces include: diapering surfaces, potty chairs, restrooms, and surfaces contaminated with bodily fluids.)

Prior to using a DISINFECTANT, wipe the surface clean of any loose material. **Follow manufacturer's label** for DISINFECTING process. Surfaces SHALL be DISINFECTED by using one of the following methods along with **required strength and appropriate contact time**:

- Surface application of an EPA APPROVED DISINFECTANT solution from a properly labeled and APPROVED spray container.
- The use of EPA APPROVED DISINFECTING disposable wipes.
- ❖ **The use of reusable cloths is prohibited in removal of bodily fluids and DISINFECTING diapering surfaces.**

A means of testing solution strength SHALL be provided and used to determine the proper strength if manually mixing a solution. (Examples: chlorine test strips if using a bleach solution, quaternary test strips if using a quaternary ammonia solution, etc.) Note: If manually mixing, DISINFECTING solution SHALL be made daily and more often as needed.

Examples of EPA APPROVED DISINFECTANTS include: Lysol Brand DISINFECTING Wipes, Clorox Brand DISINFECTING Wipes, bleach/water solution, using common, unscented house-hold bleach.

SANITIZING Surfaces

A SANITIZER is a chemical substance APPROVED by the EPA for use in the sanitization of food EQUIPMENT and utensils; and mouth contact surfaces. (Examples of food and mouth contact surfaces include: high-chair table surfaces, dining areas, and toys having reasonable expectations to be placed in the mouth.)

Prior to using a SANITIZING solution, wipe any loose material from the surface. **Follow manufacturer's label** for SANITIZING process. Surfaces SHALL be SANITIZED by using one of the following methods along with **required strength and appropriate contact time**:

- Wiping the surface with a cloth or disposable towel soaked in an EPA APPROVED SANITIZER solution.
- Surface application of an EPA APPROVED SANITIZER solution from a properly labeled and APPROVED spray container.
- Submersing the articles in an EPA APPROVED SANITIZER solution.

A means of testing solution strength SHALL be provided and used to determine the proper strength if manually mixing a solution. (Examples: chlorine test strips if using a bleach solution, quaternary test strips if using a quaternary ammonia solution, etc.) Note: If manually mixing, SANITIZING solution SHALL be made daily and more often as needed.

Common EPA APPROVED SANITIZER: bleach/water solution of 50-200 ppm chlorine bleach, using common, unscented house-hold bleach may be used.

IMPORTANT INFORMATION: *The concentration of bleach solutions sold in stores has changed in many areas of the country. The new bleach solution available in many stores is now >5.25% sodium hypochlorite solution (higher than the formerly available bleach solution that generic bleach recipes were based on). It is no longer possible to provide a generic bleach recipe for SANITIZING and DISINFECTING in child care programs. **When using an EPA-registered product, follow label instructions for use.***



EARLY LEARNING
CENTER

AUTHORIZATION FOR ADMINISTERING
DAILY TEMPERATURE CHECKS AND HAND SANITIZER

Dear Parent/Guardian,

Your written permission is required to administer temperature checks and apply hand sanitizer to your child's hands. Please complete the following information:

Child's Name: _____

- Temperature checked with infrared no contact thermometer throughout the day as needed.
- Hand sanitizer used in conjunction with hand soap throughout the day to clean hands.

Signature of Parent/Guardian and Date

Diana Aumale's

Signature of Administration and Date

UAH Early Learning Center

COVID-19 DAILY SCREENING

Week of _____

Child's Name: _____

Arrival Temperature:

Monday	Tuesday	Wednesday	Thursday	Friday
_____	_____	_____	_____	_____

Please initial that each of the following statements are TRUE.

1. My child is well and has had no symptoms of any illness including NO demonstration of the following symptoms (cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or a new loss of taste or smell) in the past 48 hours.

_____	_____	_____	_____	_____
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2. My child has not had any medications in the past 48 hours that could potentially mask or minimize symptoms of illness.

_____	_____	_____	_____	_____
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3. Those in my household have not traveled internationally within the past 14 days to restricted countries or areas (Level 3). For updated information on restricted countries, visit the CDC website at www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html.

_____	_____	_____	_____	_____
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4. My child has not had any direct contact with anyone currently being screened or tested for COVID-19, under quarantine due to exposure of COVID-19, received a positive test results for COVID-19 or experiencing the identified symptoms of COVID-19 (ex. fever, cough, shortness of breath, etc.).

_____	_____	_____	_____	_____
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M: Guardian's Signature _____ Date _____

TU: Guardian's Signature _____ Date _____

W: Guardian's Signature _____ Date _____

TH: Guardian's Signature _____ Date _____

F: Guardian's Signature _____ Date _____

