

## **DELC COVID19 FAMILY POLICY ADDENDUM Effective 6.10.2020**

### **Policy addendums and Exposure Waiver:**

All parents/guardians and staff members must sign an agreement to the policy addendums below and an exposure waiver prior to starting in June.

**Drop-off/Pick-Up Procedures:** PLEASE BE AWARE THAT PICK-UP AND DROP-OFF MAY TAKE LONGER DUE TO THESE REQUIRED PROCEDURES. WE MAY MOVE TO STAGGERED ARRIVAL TIMES IF WE FINDING THAT LONG LINES ARE AN ISSUE.

AS PER CITY OF DURANGO ORDINANCE, PARENTS ARE REQUIRED TO WEAR MASKS DURING DROP-OFF AND PICK-UP.

**Drop-Off:** Children will be signed in for the day by DELC staff at our main entrance on 3rd Avenue. Parents/caregivers will remain with the child until they are signed in and have cleared the daily Wellness Check (see below). Staff will escort children to their classrooms. Parents/caregivers are expected to line up at allotted distances marked on the sidewalk or remain in their car if they are able to park in the loading zone.

Staff will be available at the entrance from 8:00-9:00 a.m. Arrivals after 9:00 a.m. will need to call the school so a staff member can meet you outside for arrival procedures.

Staff will sign your child in and out to discourage the sharing of a pen. CCAP families will continue to sign in using the IPAD, and staff will disinfect in between families.

### **Pick-Up**

DELC staff will be at our main entrance from 3:00-3:30 every day. Parents/caregivers are expected to line up at allotted distances marked on the sidewalk. Staff will collect your child and their belongings and escort them outside to parents/caregivers. If you are picking up before 3:00 p.m. or after 3:30 p.m., please call DELC and a staff member will meet you outside with your child and their belongings.

### **Wellness Checks:**

All staff are required to fill out a Health Screening Form on a daily basis as well as complete one based on parent/caregiver input of every child at drop off. Upon arrival every day, each child and member of staff will have their temperature taken. Anyone with a fever of 100.4 degrees or higher will not be able to enter the building. Children and staff that have a temperature between 99.2-100.3 will be monitored consistently throughout the day.

**Illness Policy:** PLEASE BE AWARE THAT BASED ON THESE STRICT PROTOCOLS, CHILDREN MAY BE SENT HOME MORE OFTEN THAN YOU ARE USED TO.

Per San Juan Basin Health Department (SJBH), anyone with the following symptoms should not come to the center: headache, sore throat, congestion, fever (100.0), dry cough, recent inability to taste or smell, shortness of breath, ear aches, body aches, diarrhea, fatigue, vomiting or abdominal pain.

Anyone, staff or child, who develops the above symptoms during the day will be isolated in the Red Room until they can leave the center. **DELIC respectfully requests that parents pick up their child within an hour of DELIC calling that your child is exhibiting symptoms. Parents be sure your contact information is up to date and designate another emergency contact and phone number for us to contact if you are unable to get to DELIC within an hour.**

If any of these symptoms are present, the individual will be sent home immediately and excluded from the center until cleared by current San Juan Basin Health guidelines to return. The individual must be excluded until fever-free (without medication) for 72 hours and 10 days have passed since their first symptom unless a clear, alternative diagnosis from a medical provider is provided that the individual may return.

If anyone in your child's household is exhibiting the above COVID-19 symptoms but has not received a positive COVID-19 test, we ask that you keep your child home until it is confirmed that the household member does not have COVID-19.

Any staff, child, or member of their direct household who receives a positive result for COVID-19 is required to report that result to San Juan Basin Health Department and DELIC. The person who tested positive cannot return to DELIC until cleared by SJBH.

Anyone who has been exposed to a person who has received a positive COVID-19 test result must report that to the center and self-quarantine for 14 days. Being exposed is generally defined as being within 6 feet for more than 10 minutes with the sick person.

### **Tuition**

Tuition will not be reimbursed for short-term closure for cleaning due to a potential COVID-19 exposure. Tuition will only be prorated for extended closure due to COVID-19.

**Practices to Limit Exposure:**

**Masks:** All staff will wear masks during working hours. Families can provide masks for children over 3 years of age if they choose. However, DELC reserves the right to remove a mask from any child who is not able to wear one safely. No child under the age of 3 can wear a mask.

As per City of Durango Ordinance, anyone picking up or dropping off is required to wear a mask.

**Group Size:** Groups will be kept to 10 children or smaller at all times. This includes recess and nap times.

**One Classroom:** Children will spend their day with the same kids in the same classroom. This includes staggered recess/bathroom times, nap/rest, and afternoon clubs. DELC will limit the changing of staff as much as possible. Families will be provided with a schedule of teachers present in the classroom.

**Classroom Materials:** For the time being, all soft toys that cannot be sanitized will be removed from classrooms (soft dolls, dress up, etc.). Sensory tables, sand tables, and water tables will not be used at this time. Individual sensory activities will be available for children.

**Water Bottles:** Individual water bottles will be kept in your child's personal cubby. Water bottles will be sent home daily to be cleaned and returned the next day.

**Handwashing:** All children and staff will wash their hands upon arrival and regularly throughout the day. Staff will supervise handwashing that involves at least 20 seconds of washing with soap before rinsing. While hand sanitizer will only be used on children if hand washing becomes unavailable, it will be available for staff in all classrooms and at the front entrance sign-in.

**Social Distancing:** Teachers and staff will encourage distancing, both in the classroom and on the playground, as much as possible. Due to the size of our classrooms and the age of our DELC population, it's important to understand that 6-foot distancing may not always be maintained.

**Snacks:** DELC will continue to provide one snack in the morning and one snack in the late afternoon if your child stays until 5:00PM. We will discontinue family style snacks where students serve themselves. All snacks will be prepared by staff and served to students. If you feel more comfortable packing your child's snack instead of receiving the school-provided snack, please let staff know and have the snack labelled separately in your child's lunchbox.

**Nap/Rest:** All families must provide a crib sheet that will be taken home weekly to be washed. Each child may bring one small stuffed animal, but please note they will only be able to access it during nap/rest times. All nap/rest items must fit into the provided bins without hanging over. PLEASE NO PILLOWS AT THIS TIME.

**Windows:** Windows will remain open in lieu of the air conditioning to increase ventilation dependent on high temperatures.

**Updated Sanitizing/Disinfection Policies:**

- High contact surfaces will be disinfected frequently (i.e. bathrooms, door handles, diapering areas, hallways)
- All toys used will be washed and dunked in a sanitizing bleach solution daily.
- Classroom surfaces touched by children (i.e. table and chairs) will be sanitized per CDPHS recommendations. Tables will be cleaned before and after using soap and water, rinsed with water, sprayed with sanitizing bleach, left on for 2 minutes and wiped off. Chairs will be assigned to the same student during the day (photo/name labels) and cleaned and sanitized daily at the end of the day.
- Nap mats will be assigned to the same child every day, and cleaned and sanitized after use.
- All staff will wear gloves per standard precaution requirements - preparing food, snack and lunch times, applying sunscreen, changing diapers/potty accidents, first aid, etc.

**Drop-In Policy:** DELC will only offer drop-in spots to families enrolled for the summer of 2020. Space must be available in the child's assigned classroom. Drop-in spots are not available for families that deferred enrollment until the Fall.

**Communication:**

Every child will be sent home with a daily report (similar to the current Purple Room version) listing snack, nap/rest times, diapering (if applicable), and three bullet points of how your child's day was. Teachers will send out weekly emails (in lieu of a monthly email) documenting learning and how they are connected to the Colorado Early Learning and Developmental Guidelines. Teachers will be available by phone or video chat (see your classroom teacher for specific availability) to maintain connection with families regarding any concerns, questions, etc. We will no longer be filling out books or the whiteboards outside classrooms as families will not have access to the school to see them.

**DELC'S RESPONSIBILITIES**

- Continue to provide high quality care of young children in an environment that is warm, safe, and inviting. This includes the continued planning and execution of developmentally appropriate learning experiences catered to each child's individual needs
- Institute all policies and procedures for safe opening set forth by San Juan Basin Health and the State of Colorado. This includes all the policies stated above.
- Ensure all staff and any adult entering the building is wearing a mask.
- Supervise safe use of masks for children over 3. DELC reserves the right to remove a mask from any child who is not able to wear one safely.
- Adhere to all cleaning/sanitizing/disinfecting procedures to maintain a healthy environment for children and staff
- Notify families if there is a COVID-19 positive confirmed case or exposure in the school.

**FAMILY'S RESPONSIBILITIES**

- Keep children home who are showing any signs of illness or who have household members that are exhibiting COVID-19 symptoms.
- Notify DELC if you have COVID-19 confirmed case or exposure in your household immediately.
- Pick up your child from DELC within the hour of DELC calling if they begin showing symptoms during the school.
- Follow DELC's arrival/departure procedures, including being on time, wearing a mask for drop-off and pick-up, maintaining safe distances of 6-feet, and not entering the building.
- Families can provide masks for children over 3 years of age if they choose. However, DELC reserves the right to remove a mask from any child who is not able to wear one safely. No child under the age of 3 can wear a mask.
- Increased cleaning and disinfecting procedures begin at 3:30PM in the Rainbow Room and 5:00PM in the Purple Room, Green Room, and the Sun Room. It is imperative that all children are picked up no later than 3:30pm for 3:30 contracts and 5:00pm for 5:00pm contracts as staff cannot start cleaning until students have vacated their classroom. **As such, we will continue to follow the \$3 per minute charge for late pick up. After a total of 3 late pick up incidents, you will be charged a \$100 fee.**

I agree to adhere to the DELC COVID-19 Addendum and Responsibilities as well as all current DELC Family Policies. These policies are subject to change based on updates from the San Juan Basin Health Department, the Colorado Department of Public Health and Safety, and the Office of Early Childhood Licensing Division.

Parent Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **FAMILY WAIVER AND RELEASE FROM LIABILITY**

(A copy of this form within will be maintained on file for each child)

In signing this form, I understand and agree to the following terms and conditions related to care of my child at Durango Early Learning Center, henceforth referred to as the Center.

Child(ren) Name: \_\_\_\_\_

Due to the state of emergency resulting from the COVID-19 virus, the Center has adopted a policy that persons who are older than 60 or have underlying health conditions of heart disease, lung disease, kidney disease or diabetes not volunteer or work at this time. In addition, we are asking all families to agree to the following terms and release the Center from any liability associated with transmission of the virus.

### **Transmission minimization efforts at the center will including:**

- Wear protective gloves
- Practice social distancing between volunteers, staff and children - 6' recommended.
- Hand washing frequently and between all transitions and changes of activity
- Frequent sanitation of learning materials and learning environment
- Access to the Center limited to employees

### **Currently not showing signs of the virus:**

My child(ren) and I are not currently showing signs of the virus and to my knowledge have not been in direct contact with someone who is showing signs of the virus. I do not have a fever, am not coughing or having difficulty breathing in the last 2 weeks. \_\_\_\_\_ initials

I agree to notify the Center if my child, any member of my household, or myself tests positive for COVID-19 or comes into contact with an individual with a confirmed exposure to COVID-19. \_\_\_\_\_ initials

### **Risk acknowledgement and Release of Liability**

I acknowledge the risks of being exposed to COVID-19 while accessing care at the Center, which include serious illness or death. I am choosing of my own free will to participate in care at the Center. I hereby release and forever discharge Durango Early Learning Center, its representatives, officers, agents, and employees of and from all actions, claims or demands for injuries, damages or loss resulting from my access to care.

Parent Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_