

WKUCCC

Healthy Restart

Handbook

Updated 8/20/20



WESTERN KENTUCKY UNIVERSITY CHILD CARE CENTERS

125 Jones Jagers
1906 College Heights Blvd. #11098
Bowling Green, KY 42101-1098
270.745.4042 | wku.edu/ccc

Parent Drop-Off and Pick-Up

Families will be assigned a time for drop off and pick up, in order to ensure proper social distancing and to make it easier for cars to navigate the parking lots at our centers. We encourage parents to closely check their time expected for arrival and to advise if they will be late arriving. Please keep the pick-up list up to date.

At the end of the day we will monitor the Parent parking lot and we hope to deliver your child to you, or to meet you back in the area where your child entered in the morning. Check with center staff for more specific directions. Please avoid sending others to pick up your child, especially as we get our new processes perfected. A photo ID will be needed, so if you or any other people on the pickup list need a photo ID, let your family worker know so we can provide one.

Please try to be on time for drop off and pick up. Any late arriving families will need to arrange for a late drop off by 8:45am. The latest drop off time will be 8:45am.

Good Morning Health Check

As we have in the past, staff members will do a quick morning health check on your child at drop off or at your bus pick up point. We will be staggering arrival times to promote social distancing. This year the morning health check will include checking your child's temperature and asking parents a few short health questions. Children who have a fever of 100.40 (38.00C) or above or other signs of illness will not be allowed to attend or to remain at our center. We encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.

Take your child's temperature before coming to the center. We ask that parents/guardians take their child's temperature before coming to school. If you do not have a thermometer, we can provide you one to use at home.

What If I Forgot to Take My Child's Temperature?

If a child comes to school before having a temperature check, staff will need to treat your child as if the child is sick. Masks, gloves, face shields, and gowns (Personal Protective Equipment or PPE) are usually needed, and let's try to keep them to use just for sick children. Please work with us to keep this process safe, fast and efficient. Again, if you do not have a thermometer, just ask for one. Children with any fever will be closely monitored, although the Center for Disease Control recognizes 100.4 degrees as an absolute stay at home number for both you and your child.

We are happy to take your temperature too, as time permits, and if you have a fever, please head home with your child.

What to Expect at the Health Check

A health check station will be set up at your child's center. When possible, the station will be located inside the building but outside your child's classroom. In some locations, the health check stations will be located on a porch, breezeway, or under an awning. In small entryways, only one family will be permitted inside at a time. It is always best to be outside in fresh air, so we hope to enjoy as many "outside" opportunities as possible, weather permitting.

Staff will be wearing masks and gloves but are not required to wear other personal protective equipment (PPE) if parents can maintain distance of 6 feet and your child has already had a temperature check at home. For that reason, we urge you to take temperature at home (or even in your car) and stay back until the health check is completed. Spaces will likely be marked off to show parents where to stand with their child. If you actually must enter the building, you are required to at a minimum use hand sanitizer and wear a mask (some rare medical exceptions allowed). Staying six feet apart is also the goal.

Staff will use a non-contact (temporal) thermometer or alternate with a disposable covering to check your child's temperature. To keep kids safe, the thermometer will be cleaned with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each health check when inadvertent contact occurs. To speed up the health check process, staff who do not have physical contact with the child will not need to change gloves before the next check.

Staff doing the morning health check will take your child's temperature and ask questions recommended by the Centers for Disease Control, which include:

- Have you or your child been in close contact with a confirmed case of COVID-19 within the past 14 days?
- Is your child experiencing a cough, shortness of breath, sore throat, or stomach symptoms?
- Has your child had a fever in the last 72 hours? Have you had a loss of taste or smell?
- Has your child been vomiting or had diarrhea in the last 24 hours?

Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Since it is so easy to take the temperature, parents are welcome to have theirs checked also! If parents have a fever of 100.4 or more, we ask that they leave immediately and make appropriate plans for their child as they should not return to the center for 72 hours.

When does your child need to stay home?

Your child will need to stay home if they have any of the following ailments or symptoms:

- Fever 100.4 or above in the last 72 hours
- Shortness of breath/difficulty breathing
- Cough, sore throat, chills, muscle aches, loss of taste or smell
- Vomiting or diarrhea within the last 72 hours
- Contagious illness such as flu, pink eye, ringworm, scabies, chicken pox, measles, shigella, strep throat, impetigo, or other contagious diseases.
- Untreated head lice
- In need of a breathing treatment using nebulizer (Due to COVID-19, we are unable to administer treatments using a nebulizer.)
- Unable to go outside and/or participate in class due to cold or another ailment.

Sick Child

Center staff will check child temperatures throughout the day. If your child begins running a temperature of 100.4 or greater, or if your child shows any symptoms of COVID, your child will be taken to an isolated area in the center to await pick-up. A staff member wearing personal protective equipment (PPE) will be assigned to stay with your child until you arrive for pick-up.

If your child becomes ill, we will contact you by phone so that you may pick up your child within 1 hour. It is very important that your emergency contact information be kept up to date. Please let your family service worker or other staff member know if there have been any changes in your contact information. If we are unable to contact you, we will begin calling the individuals you have listed on your child's emergency contact list. If you list a grandparent, uncle, aunt, cousin, friend, or neighbor, please make sure we also have their updated contact information. Please inform those listed on your child's emergency contact list that you have identified them as being able to pick your child up from school should they become ill.

When you arrive to pick up a sick child, call the center to let them know you are in the parking areas. The staff caring for your child will be happy to escort your child to your car.

Positive COVID-19 Cases

We are required to report all positive cases to the Kentucky Department of Childcare Licensing and the local health department. Should a child or staff test positive for COVID-19, we will send home a letter (hand delivered or in the mail) informing parents that someone at the center has tested positive. In the event that a staff or child tests positive for COVID-19, we will follow the guidance from the local health department and the CDC.

Contact information for children and staff that have been in close contact with the individual testing positive for COVID-19 will be shared with the local health department. If a child comes in close contact with someone with COVID-19, the health department will likely ask that your child be quarantined for 14 days.

Close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient (infected person) is isolated.

Parents, Volunteers, and Other Visitors

At this time, parents, volunteers, and other visitors are not allowed to enter the classroom. If your child has separation issues, we will do everything we can to reassure your child. We are happy to work with parents on a plan to make the process easier for all. We hope this requirement does not last all year. We love to have our parents and volunteers visit!

Due to the restrictions on visitors to our centers, we are encouraging alternate types of volunteering. Here are some ideas:

- Remote Learning Volunteers: Families who are in the remote learning group should fill out an Inkind form each week to track the time spent on Head Start activities. These activities can be counted as volunteer hours.
- We need participants in our parent groups and Policy Council.
- Parents can be of great help in keeping up with community resources and also in letting other parents know about our program. Please suggest postings for our social media and community resource lists.

Parent Communication

Maintaining good family/staff communication is key during this time. We encourage our parents and families to contact us with questions and/or concerns. Teachers will have a supply of business cards providing the Component Coordinator's direct contact information. In compliance with the *Governor's Healthy At Work* guidelines, WKUCCC Offices will comply with restrictions regarding in person communication. However, teachers and administration will continue to communicate and assist in an effort to provide the best and safest services, and to meet the needs of children and families. The WKUCCC Office number is 270-745-4042.

WKUCCC Staff will continue to provide educational messages sharing community resources and events with families. During the Pandemic there will also be information relayed regarding local and/or school food programs as well as other COVID-19 resources.

Each classroom teacher will support family communication through media applications. These will be free communication portals available for downloading. Once invited by teacher, families can receive updates on their child's classroom as well as stories about their children's learning experience and individual stories of their child's experiences. Please refrain from posting pictures on social media as we must still continue to respect confidentiality of our children and families.

Sign In/Out

Teachers will be responsible for signing children in and out during drop off and pick up times. Individuals who come to pick up children will still need to be on the pick-up list and bring a photo ID at the specific pick up time. Our enrolment process will include your permission on the signature form that will allow staff to sign your child in and out of the center.

Cleaning and Sanitation

WKUCCC will continue to follow the National Association of Young Children (NAEYC) cleaning schedule as we have followed in the past. The schedule calls for routinely cleaning, sanitizing, and disinfecting surfaces and objects that are frequently touched, especially toys and games. We will also be cleaning objects/surfaces such as doorknobs, light switches, keyboards, electronic devices, and other high touch surfaces often, using Center for Disease Control (CDC) guidance. We have temporarily removed carpets and soft toys that cannot be easily cleaned product that will kill the COVID-19 is a real airborne danger, and fortunately is relatively easy to clean on surface.

Hand Hygiene

WKUCCC will continue to teach children good hand hygiene. Teachers will assist children with handwashing, including infants who cannot wash hands alone. Our staff will continue to follow the **CDC guidelines for handwashing** along with other CDC recommendations to the extent feasible.

If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol may be used if soap and water are not readily available. Hand sanitizer does not take the place of good handwashing. However, we have placed hand sanitizer stations throughout our centers as an extra resource. Our staff will supervise children when they use hand sanitizer to prevent ingestion. Hand sanitizer dispensers and bottles will be kept out of reach of children.

Classrooms Strategies to Prevent the Spread of COVID-19

We have put measures in place to keep children and staff safe in the classroom. As we only have 10 children in Head Start classroom and 8 children in an Early Head Start classroom, there will be plenty of room for children to spread out and play. What a great chance for individual attention! Usually there will be three teaching staff in the room and the children will be exposed only to those adults and those classmates to the extent possible.

- Requiring all staff to have a daily health screening before beginning their day. Staff with a fever of 100.4 and above or displaying COVID symptoms will not be allowed to remain at the center.
- Screening all children. All children will have a daily health screening before entering the classroom. Children with a fever of 100.4 and above or displaying COVID symptoms will not be allowed to remain at the center.
- Providing thermometers to parents that do not already have one. Asking parents to take their child's temperature before coming to the center. However, teaching staff will take your child's temperature before entering the center.
- Adding tape on the floor to mark distance to help children to be physically distant but stay socially connected.
- Requiring all staff and visitors to wear a mask and to practice social distancing where possible.
- Providing each child with their own container of art supplies, and sensory items, encouraging children to use their own materials.
- Limiting the number of children allowed to play in a play center and sanitizing toys after each use to the extent possible. As we have always done, should a child place a toy in their mouth, the toy will be added to the "yuck bucket" to be sanitized before being returned to the classroom.
- Continuing to assist children with handwashing and providing small amounts of hand sanitizer to the older children as needed. Hand sanitizer will be kept out of reach of all children.
- Spreading children out at mealtimes. We have additional tables to allow children to be physically distanced at mealtime. Early Head Start teachers will wear gloves when feeding bottles and baby food to babies.
- Discontinuing family style meals. All food coming to the classroom from our kitchen will be preplaced and covered with plastic wrap. We will no longer allow children to serve themselves at mealtimes.
- We will not be brushing teeth at our centers this year. We do encourage parents to allow their child time for tooth brushing at home. We will be sending home reminders about the importance of promoting good oral health. If your child needs a toothbrush, please let us know.

- Enjoying the outdoors! With fresh air and more space between children, the risk of COVID-19 goes down. Children and teachers will spend a significant amount of the day outside. Please dress your child daily for outdoor play.

Home Visits

Home visits are important because they help us get to know you and your child. They give your child's teacher a chance to see your child in the most comfortable place. Children are happier at the center if they have seen you and their teacher together first. Home visits are not an inspection. We want to visit all our families, so please think of home visits as a way to get to know each other. Our rules and regulations require these visits unless you wish to prohibit them.

This year, in order to ensure proper social distancing and provide extra ventilation, home visits will occur outdoors, if possible, or virtually if no outdoor setting is available.

Parent Conferences

We will continue to conduct three parent conferences during the school year. Normally, our center staff meets in-person with each family to discuss goals and progress for both children and the families. This year, these meetings will occur virtually or in a way in which social distancing can be maintained.

Please note that we are creating this handout “at the last minute” as we are revising our policies as the Center for Disease Control sends out new guidance based on science and best practices. Let us know if you need additional information for other family members.



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