



Pandemic Handbook

2021-2022

This handbook is to help guide in an emergency pandemic. This handbook is very fluid and may be adjusted based on the pandemic and emergency needs of the center. This handbook was written to help guide families and staff with open communication. WEE Center will adjust this handbook as needed due to State and Federal guidelines and will work with local health officials to ensure compliance with all required mandates and rules.

We will follow all rules, regulations and requirements as well as recommendations of the local, state and federal government for the health and safety of students, families and staff.

Hours

In the event of a pandemic, WEE Center hours may be changed to ensure proper ratios, stable groups and the health and safety of the children.

WEE Center may be closed for a period of days due to a staff shortage due to illness or quarantine, rulings from the Health Department or Governor.

Closing of the Center

If a child or staff member is diagnosed with COVID-19, WEE Center will close for 2-3 days for proper cleaning and sanitizing of the center in accordance with the CDC and Jefferson County Department of Health guidelines.

During this time it is understandable that absenteeism may increase in employees due to illness of themselves or a family member. In the event of a high number of absenteeism, WEE Center may have to close a certain classroom, classrooms or the school. WEE Center plans to monitor and respond to absenteeism at the workplace to provide consistency for families and children.

WEE Center and the FBCT Facilities Director will identify supply chains for critical goods and services. Some goods and services may be in higher demand or unavailable. If for some reason there is not adequate PPE for a child care center, cleaning supplies, paper supplies, WEE Center will close until proper supplies are obtained.

WEE Center will follow the actions requested of legislative, judicial, administrative, or other government bodies that effectively deny WEE Center's ability to conduct its normal school programming.

Finances

Tuition will be required in full in accordance to your tuition agreement signed upon registration. Any changes in a family's ability to pay during the pandemic must be communicated with the office.

Center Family/Staff Communication Plan

All communication with the families from the teachers will be conducted via email Brightwheel or other forms of electronic communication.

Communication with families from the administrators will be conducted via phone calls, emails, Brightwheel, and other digital communication.

Dropping off and Picking Up Children

Parents will drop off and pick up children at their assigned drop-off location. Parents will not be allowed to enter WEE Center for drop off or pick up. If parents need to speak with the directors they are to message via Brightwheel, call or email. Children should be dropped off and picked up at the hours assigned. If a child needs to be dropped off late or picked up early, the parent will need to call the office to arrange the time. If a child is

going to be absent for the day, the parent is to call, email, or message the office via Brightwheel to notify that the child will be absent and the reason why.

In accordance with the June 26 Mask Ordinance from the Jefferson County Health Department all adults must wear a mask when in the building until further notification. Per the same order children are not required to wear a mask. However, they are highly encouraged to bring a mask to school so they can learn about them as well as have them should the need arise. WEE Center will follow any future ordinances put in place regarding the wearing of masks.

If needed, drop off and pick up times will be staggered and families will be assigned to specific drop off times. Specific times will only be enacted if families are unable to maintain safe distances from one another.

Young children will be walked to their classroom and older children will be monitored by a WEE Center staff member walking to his/her classroom.

A WEE Center staff member will meet each parent in order for the parent to sign a child in and out for the school day via Brightwheel.

When a student arrives at school, students will be taken directly to the bathroom to wash their hands.

Communication with staff should be done via Brightwheel email, text or phone call to allow social distancing. We will make teachers available to keep all families updated and to answer/ address all the needs of the students in our care.

If the person dropping off or picking up the child has been exposed to COVID-19, traveled to an area that has many cases of COVID-19, has traveled out of state or traveled on an airplane, the person may not pick a child up for at least 14 days following the above mentioned facts.

Hours of operation may change due to allow proper staffing. Staffing during these times may be limited.

Student Supplies

Students will be given their own table supplies such as crayons, scissors, glue, etc.

Students should not bring toys from home.

The items being brought in and out of the school each day need to be at a minimum.

Classroom/Curriculum

Classrooms will practice "stable groups" which is same children, same staff, each day as long as possible

All events and parties will be closed to parents or postponed until a later time.

The playground is currently open to students. Classes will be given a scheduled play time.

No toys or other items from home will be allowed except for a nap mat and a lovey, if needed for naptime.

No soft toys, dramatic play materials, pillows or other soft items will be used in the classroom. Only toys that can be wiped down will be available to the children.

Children's books, like other paper-based materials such as mail or envelopes, are not considered as a high risk for transmission and do not need additional cleaning or disinfection procedures. We do encourage a light spray down of bleach throughout the day

During nap time, nap mats must be at least 6 feet apart and children must be laid head to toe.

All doors are to remain closed during the day.

Illness Policy and Monitoring

All children must be well to attend school. No cough, runny noses, fever, etc. If a child is sent home with a fever, the child must be fever free for 72 hours without medication to return to school.

Children will have their temperatures checked daily with a non-contact thermometer. Once will be upon arrival and then at 1:00 if they are registered to stay. Any child with a fever of more than 100.0 must remain out of school for 72 hours after the fever has broken without fever reducing medications. We will not allow a doctor's note for returning before the 72 hours.

Any child showing any concerning signs of respiratory issues: excessive coughing, tugging in the chest, wheezing, shortness of breath, etc. will be sent home and may not return until symptom free for 72 hours.

According to the Jefferson County Department of Public Health, "If someone is having COVID-19 symptoms, maintain social distancing of at least 6 feet. If facemasks are available, wear a facemask and/or apply a facemask to the sick individual." Facemasks will not be placed on children younger than age 2.

Students with a cough, fever or other signs of illness, such as COVID-19, will be required to be seen by a medical professional within 24 hours. Parents are required to contact the Directors within 24 hours to inform the school what the illness is so that the Directors may proceed accordingly.

If the child does NOT have COVID-19, the child may return once he/she has been fever free/symptom free without medication for 72 hours. If a child is tested for COVID-19, WEE Center must have a note stating that the child is negative for COVID-19.

If a child or teacher tests positive for COVID -19, WEE Center is required to close for 2-5 days to sanitize and clean all rooms. It is suggested that the rooms are allowed to sit for 24 hours before cleaning to allow all germs to settle on surfaces before cleaning. The teacher or child must remain out of school for a minimum of 14 days and must have a doctor's note to return to school. The other children in the classroom will be closely monitored for any signs of illness. At the first signs of illness, the children or teacher will be sent home immediately. The child must be picked up within 1 hour. If a parent of a child tests positive for COVID-19, the child(ren) (siblings) will remain quarantined at home for 14 days and must have a note from a doctor stating they are healthy to return to school. If a child is diagnosed and sent home and another child or person in the household is diagnosed during that time, the 14 days starts over. *Example: Child or teacher is sent home on Monday with symptoms. Classroom will be deep cleaned on Monday afternoon. If a positive diagnosis is received on Tuesday, then WEE Center is closed on Wednesday and Thursday and cleaning takes place on Wednesday. Center will reopen on Friday. If a positive diagnosis comes back on Wednesday, WEE Center is closed Thursday and Friday.*

Guideline for Onset of Illness at WEE Center

Child

If a child becomes sick during the day, the teacher will call the WEE Center office. The Directors will move the child to the illness room to wait for the parents to arrive. The Directors will contact the family and request an immediate pick up. The child MUST be picked up within 1 hour.

Employee

Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will be immediately separated from other employees, children, and families and sent home.

If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).

If WEE Center has a case of COVID-19

WEE Center will notify families and staff of the exposure. Due to privacy concerns and HIPPA, the name of the individual diagnosed with COVID-19 or other illness will not be shared.

WEE Center will report the confirmed case to the local health department and follow their specific guidelines.

WEE Center will determine the date of symptom onset for the child/staff member.

WEE Center will determine if the child/staff member attended/worked at the program while symptomatic or during the 2 days before symptoms began.

WEE Center will identify what days the child/staff member attended/worked during that time.

WEE Center will determine who had close contact with the child/staff member at the program during those days.

All areas used by the individuals with COVID-19 will be closed off.

WEE Center will close for a minimum of 2 days to clean and sanitize the entire center.

Health Screening Of Children and Staff

All children are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees

Child

Staff will wear a mask while checking a child's temperature.

Check each child's temperature upon arrival. A fever is considered 100.0 degrees

A non-contact thermometer will be used.

Staff member

Staff will also have their temperature checked upon arrival and recorded.

Cleaning and Sanitizing in the Event of COVID-19

The following will be cleaned on a daily basis (morning, as needed, afternoon):

Doorknobs; Door and cabinet handles; Light switches; Classroom Sinks and Handles;
Countertops; Toilets; Diaper Pails; Desks; Chairs; Cubbies; Playground structures; Copier;
Workroom counters; Drinking Fountains; Refrigerator (kitchen area); Floors mopped daily;
Carpets vacuumed daily

EPA Registered cleaning products only will be used in WEE Center.

Fragrance Free, if possible, will be used.

Hand washing

All children and staff will engage in routine hand washing throughout the day.

Alcohol based sanitizers

Use of an alcohol based hand sanitizer should only be practiced when soap and water method is not available. If a child needs to use an alcohol based sanitizer, an adult/staff member must be physically present to observe and guide the child in proper use. If a parent authorizes the use of hand sanitizer, a medication form for each child must be filled out.

Respiratory Hygiene

All staff should cough and sneeze with tissues or the corner of the elbow.

Encourage children when appropriate to cover coughs and sneezes with tissues or the corner of the elbow.

Health Checklist Before Bringing Your Child to WEE Center

Ask your child how he/she is feeling today? (Do not discredit what they are saying to you)

Is your child complaining about not feeling well? (Trust what they say)

Is anyone in your household sick?

Has your child had a fever of 100 degrees or higher in the last 24-72 hours? Has your child been fever free without medication for 72 hours?

Is your child hoarse or wheezing?

Is your child coughing, breathing fast, or having difficulty breathing?

Is your child's behavior unusual for this time of day?

Is your child clingy, acting cranky, crying or fussing?

Does the child appear listless, in pain, or moving with difficulty?

Does the child look pale or flushed?

Does your child feel hot to the touch?

Does your child have a runny nose?

Is your child pulling at his/her ears?

Does your child have mouth sores, drool excessively, or swallow with difficulty?

Has your child had diarrhea or loose, watery, unformed stools in the last 24 hours?

Does your child have a cough that interrupts normal play or sleep?

Does your child seem very tired and needs bed rest?

Has your child thrown up in the last 24-48 hours?

Does your child have white or yellow eye discharge with pink or red skin inside or around the eye or eyelid?

Does your child have an unexplained rash?

Many illnesses are contagious and can spread 24 hours before your child shows signs of illness.

Keeping Healthy

WEE Center will take every precaution for your child to stay healthy! Consistent handwashing and cleaning of the center will be performed many times during the day. Children will be required to wash their hands additional times during the day. This may cause a child's hands to become more raw than normal. We ask that you use lotion on your child's hands nightly to help keep the child's hands from becoming overly raw.

We need your help in keeping children and staff healthy. It is the responsibility of the parents to be open and honest with staff about any illnesses the child or parent may be experiencing.

During a time of a pandemic, WEE Center will only care for the allowed students in accordance with the state, federal and local government. Please be prepared for closures and half capacity rulings from the Health Department.