

Health and Safety Plan

Protocols are aligned with Austin Public Health guidance, the expired State of Texas emergency rules, HHS Child Care Regulation standards, CDC guidance, and Austin Community College requirements. When questions arise regarding suspected cases of COVID-19 or potential exposure, the center will consult with the APH Nurseline for further guidance 512-972-5560 childcareinfo@austintexas.gov.

Please note that protocols may change with additional information or an increase/decrease of cases locally.

COVID Policies and Procedures Package for Families

Hours of operation:

The program will operate with reduced hours until further notice in order to adequately staff the classrooms and complete additional sanitation. The hours of operation will be 7:30 am-5:30 pm.

Classroom Cohorting:

- The program will maintain classroom cohorts which will not exceed 10 children and 2 teachers and will remain together throughout the day.
- The classrooms will use the same outdoor area, but at separate times.
- The same staff will remain with their group. In the event that a teacher has to be out for the day, every effort will be made to staff with someone who is typically in that classroom

Arrival:

1. Arrival time is 7:30-9 am
2. Children will not be accepted unless they are in line or at the curb by 9 am
3. Complete COVID survey on ProCare app prior to arrival if possible
4. Complete daily sheet with important information for teachers to know at check in
5. Parents and children should maintain at least three feet distance from other families. Adults and children over two are respectfully asked to wear masks to protect young children who cannot yet be vaccinated
6. When it is your turn to check in, apply hand sanitizer to your hands and your child's hands, step onto the check on the footbath mat for 20 seconds
7. A staff member will review your survey, clarify any questions, and take your child's temperature (and yours if you are entering the building)
8. Reasons for exclusion from school include
 - Fever of 99.6 F or above
 - Signs or symptoms of respiratory infection such as cough, shortness of breath, sore throat, chills, muscle aches, loss of smell, loss of taste, vomiting, and/or diarrhea
9. All personal belongings must be marked with your child's full name. Personal belongs are limited to:

- nap bedding (crib sheet/light blanket/small pillow or a child size bedroll in large sealable plastic bags]
 - two extra sets of clothes
 - ~~one pair school shoes~~
 - lunchbox
 - one small lovie which will only be used at naptime (optional)
 - The nap bedding and lovie will remain at the center all week and be taken home to launder on Fridays. The lunch box must be sanitized daily. Extra clothing and shoes will be sent home if soiled. Please make sure they are replaced as we have limited extra clothing
10. Per Child Care Regulation, parents must be allowed access to the building. We are offering curbside drop off and pick up to cut down on traffic inside the building. If you choose to drop your child off at the classroom door, parents will be able to enter the building on a staggered schedule. ***Help us protect our vulnerable population who cannot yet be vaccinated by wearing a mask when entering the building.*** If you are dropping off at the curb, tell your child good-bye and a staff member will walk them to their classroom. Non-mobile infants should be brought in a carrier.
11. Parents choosing not to walk their children down to the classroom will hand off personal belongings to a staff member.

Departure:

1. Parents use the app to sign their child out.
2. Staff member will gather child's personal belongings (remembering bedding on Friday) and bring the child to the front desk where his/her temperature will be checked before handing them off to the parent on the front porch. If someone different is picking up the child, please notify staff through the app.

Meals and Snacks:

- The center will supply a morning and afternoon snack for all classrooms
- Snack will be served in individual servings rather than family style
- Parents will provide lunches in an insulated lunch box with blue ice
- The center will provide eating and drinking utensils for lunches and snacks
- Lunchboxes should be sanitized daily
- Parents who wish to breastfeed need to communicate with administrative staff to agree on a schedule. A private room will be available for the parent. A staff member will bring the child to the parent and return the child to their classroom.

Illness Policy:

- Temperature checks of will be taken of staff, children, and parents if they are entering the building will be taken at arrival, before and after naptime, and prior to departure.
- Children must have a temperature of 99.6 or below without the use of any fever reducers.

- Children must not have any signs or symptoms of respiratory infection such as cough, shortness of breath, sore throat, chills, muscle aches, loss of smell, loss of taste, vomiting, and/or diarrhea.
- In the event of any of the above symptoms, the child will be separated from the group to be cared for by a staff member in a separate area.
- Children must be free of symptoms for 48 hours without medication before they can return to school. If symptoms persist, please contact your health care provider. Children may return to school with a note from their health care provider or results of a negative test.
- If your child or anyone in the family is exposed or tests positive for COVID, you must notify the center immediately. We are required to contact Austin Public Health for guidance and Child Care Regulation in the event of a positive case.
- All staff and families in the affected classroom(s) will be notified with instructions for the required course of action.

Screening Questions:

Families will complete the COVID screening survey on the communication app prior to signing their child in for the day.

Sanitation:

Cleaning, sanitizing, and disinfecting will be done throughout the day with special emphasis on high touch areas (for example, door knobs, trash cans). A thorough environmental sanitation will be completed at the end of each day. Teachers have planned curriculum and prepared the environment to limit hard to sanitize items. In some cases, individually labeled boxes or containers of toys or sensory materials will be provided to children.

Naptime:

- Nap bedding must consist of no more than crib sheet/light blanket/small pillow or a child size bedroll
- Nap bedding and lovies will be stored in large sealable plastic bags when not in use, and sent home on Fridays for laundering

Families Responsibilities Prior to Attending:

- Must have ALL enrollment paperwork completed, signed and turned in prior to their child’s first day of attendance, including the Health Form and Immunization Record
- Will be required to attend a virtual orientation before their child can attend (current and new parents)
- Agrees to create a consistent schedule and orient their child to mask wearing and handwashing prior to attending (Wearing Masks Story; Wearing Masks Tip Sheet)
- Must download the app the center will be using for communication with families

Family Communication with the Center:

Classroom teachers will complete daily sheets and communicate other important things about your child’s day through the app. Because teachers must supervise children closely and limit their time on the app, parents should communicate important information by calling 512-223-5200 or emailing childlab@austincc.edu.

Notification of COVID Cases:

- In the event of a potential or confirmed exposure the center will notify families without identifying the child or their family. The center will also report to Austin Public Health and follow their recommendations. Child Care Regulation and ACC will also be notified.
- Families will also notify the center in the event of a potential or confirmed exposure outside the center, including at a sibling's school or a household member's school or workplace

Staffing:

Classrooms will function as a cohort, with the same children and staff together indoors and outdoors. Classrooms will not be combined with other classrooms indoors or outdoors. Additional hourly staff will be part of that cohort for breaks, sanitizing, and substituting when full-time staff are out.

PPE

- To protect our vulnerable young children who cannot yet be vaccinated, please wear a mask when entering the building (we will provide a mask if you do not have one)
- Children 2 years and up are respectfully asked to wear masks indoors
- Staff will wear masks indoors
- Staff may remove masks outdoors unless they are holding a child or less than 3 feet from a child, for example, administering first aid
- Children need three masks each day labeled with their first name and last initial
- Masks must be laundered daily

Visitors

- No visitors are allowed inside the building, with the exception of breastfeeding mothers with prior arrangements, parents at drop off/pick up, and a limited number of students participating in field work in the same cohort each week
- The program is required to allow some inspectors to enter (for example, Child Care Regulation, Health and Fire Department Inspectors, Workforce Solutions). Inspectors and students will be asked to wear masks.

Required Postings:

A copy of the center's Health and Safety Plan will be given to each family.

References:

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#anchor_1613686601848

<https://www.cdc.gov/coronavirus/2019-ncov/communication/toolkits/childcare.html>

<https://www.austintexas.gov/page/child-care-providers>

https://www.austintexas.gov/sites/default/files/files/Health/City%20of%20Austin-Travis%20County%20Guidance%20for%20Open%20Child%20Care%20Programs_5.21.2021.pdf

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

ACC Children's Lab School COVID-19 Acknowledgement Form

I have received and read the ACC Children's Lab School COVID-19 packet.
I understand the guidelines and agree to follow them. I also understand
these guidelines were put into place in the best health interest of the
children, staff, and families of the ACC Children's Lab School.

Child's Name: _____

Parent/Guardian
Name: _____

Parent/Guardian
Signature: _____

Date: _____

Please complete, sign, detach and return this form with your enrollment paper work.