

Concordia Place & Concordia Day Parent Manual Addendum – Health & Safety Protocols for Families

Concordia is committed to creating a safe, healthy environment for those we serve and our team members who serve them. In addition to the policies and procedures in the Concordia Parent Manual, this Parent Manual Addendum outlines important health and safety protocols. Before your child can attend, please carefully read this document and sign the acknowledgements on the last page.

Classroom Sizes – Phase 3 and Phase 4

Per Governor Pritzker’s Recover Illinois Plan, classroom sizes are reduced in Phase 3 and Phase 4.

	After 4 weeks of Operations Or After Providing Emergency Services	First 4 weeks of Operations
Infants	8	8
Toddlers	12	10
Two’s	12	10
Preschool	15	10
School-Age 365 *	15	15

* School-Age 365 is offered only at Concordia on Whipple and Concordia on Seeley

Children’s Health Precautions

- Teachers will assess children’s general well-being when they arrive and throughout the day. They will monitor for signs of illness, such as: change in their normal behavior, appearance, or body functions, feeling warmer than usual, or complaints of pain or unpleasant sensations.
- Teaching staff will take and record children’s temperatures twice daily in the morning and afternoon.
- Masks
 - Children under 2 may not wear a mask at any time.
 - Children over 2 are required to wear a mask when entering/exiting the building and in the hallways. Children over 2 will also wear a mask in the classroom “to the extent practical.”
 - Families may provide their child’s mask, or alternatively Concordia can provide a mask for a child to wear during the day if needed or if a family forgets a mask.

Classroom Operations

- Classrooms will not be combined during the day. In general, children and teachers will not move between classrooms during the day.
- Concordia staff will model, teach and reinforce handwashing and healthy hygiene as is age appropriate (covering coughs/sneezes, disposing of tissues, keeping fingers away from eyes, nose, and mouth.)
- Children’s belongings must be in a bag or backpack labeled with their name. No loose items can be brought in from home.
- No outside toys or items, other than a blanket, pillow, one naptime item, two sets of clothing in individual Ziploc bags, and a jacket are permitted. Sleeping buddies need to stay in the child’s bag or backpack in their cubby except for naptime.

- Pacifier use should be limited to naptime if possible. If child needs it all day long, families will provide a clip to keep it attached to the child. Pacifier should be stored in Ziploc bag in cubby when not in use.
- Children need to wear clean, indoor shoes inside the classroom. Children will be required to leave “school shoes” at Concordia at all times. Children will wear “outside shoes” when they arrive at Concordia, and our staff will change their shoes before entering the classroom. Before going home for the day, children will put their “outside shoes” back on.

Classroom Schedule & Routines

- Daily Schedule
 - Teachers will continue to follow the daily schedule for activities, nap, and meals.
 - Teachers will facilitate developmentally appropriate activities for their classroom.
- Nap
 - Teachers will launder Concordia’s sheets daily. Children’s bedding and stuffed toys will be sent home every night to launder or replace with something clean the next day.
- Diaper Changing & Toileting
 - As an additional safety measure, staff and children must wash hands BEFORE starting the diaper change process.
- Meals
 - Children will be seated as far apart as possible for table activities and meals.
 - Meals and snacks will not be served family-style. Teachers should serve children individually.
 - Children will not brush teeth after lunch for the time-being. All toothbrushes that were left at Concordia have been discarded. When tooth brushing resumes, families will provide new toothbrushes.
 - Sippy cups, water bottles used during meals/snacks will be washed and sanitized in our kitchen after each meal. If you would like to, families may take sippy cups/water bottles home each day to be brought back clean the next day.
- Classroom Materials
 - Children will want to play together and share toys. After a period of playing closely and sharing toys, children will wash their hands.
 - Children are not allowed to play with sensory items (like playdough) or to play in the sand and water tables.
 - Soft toys, dress-up clothes, puppets, and other similar soft items will be removed from classrooms.
 - Teachers will limit the number of children in any given classroom area.
 - Toys will be isolated after they are used by a child or group of children. At the end of the day, toys that have been used will be cleaned and sanitized before use the following day.
- Gross Motor
 - Weather permitting, teachers may take children on walks in the neighborhood. They will use a vinyl walking rope instead of holding hands and will sanitize the rope after each walk. If the buggy is used, it will be sanitized after each use.
 - Children are not allowed in the play-lots or indoor gross motor areas, unless the equipment is sanitized between each group of children. Classrooms will not be combined in gross motor areas.

Drop Off & Pick Up Procedures

Out of an abundance of caution for the time being, Concordia is only conducting **drop-off and pick-up procedures outside of the center**. This avoids physical interactions between teachers and parents, limits foot traffic and bottlenecks inside our facilities, minimizes touching of door handles.

- If for some reason you need access to the center, please talk to your site director. Per DCFS regulations at this time, parents are not permitted to enter their child's classroom. If you will be entering the center, DCFS requires that we take and record your temperature. If it is over 100.4°F, you will not be allowed to enter the facility.
- It is extremely important that all families adhere to their scheduled drop-off and pick-up time. This is necessary to manage the flow of people at the center and maintain physical distancing.
- We ask for your patience and understanding that the health and safety of the children and our staff is our top priority. Staggered drop off and pick up schedules, health screenings and creating social distance boundaries will mean longer times before parents can drop off and pick up their children.
- People are required to wear a face covering at pick-up and drop-off.
- During drop-off and pick-up, there will be no handshaking or physical contact between parents, staff, and other adults.
- No personal strollers or car seats will be permitted in centers.
- Drop-off and pick-up will take place at the front door (or an alternate entrance). Tape will be placed at 6-foot intervals as a guide to maintain physical distance.
- Before a child can be dropped off, the following procedure will take place:
 - A staff member will review a health screening poster for verbal confirmation that your child and everyone in your household is health.
 - If your child has a temperature over 100.4°F or any symptoms of illness, your child cannot be dropped off.
 - The person dropping off will use a personal pen to sign in. (No tablets will be used at this time.)
- After this procedure takes place, your child will be escorted to the classroom by a staff member one at a time.
- The classroom teacher will take your child to wash his/her hands, and all belongings will be stored in or on top of a cubby, not touching other children's belongings.
- When you (or another authorized pick-up person) arrive for pick up, you will ring the door buzzer and wait outside until your child is brought to you.
- Teachers will complete a daily note for each child to be given to you at the end of each day. You may also communicate with your teacher via email or Tadpoles app (at Concordia on Milwaukee), but please know that response times may be delayed due to our enhanced health and safety protocols.

Facility Operations and Cleaning Protocols

- Concordia has always contracted with janitorial crews at each center for nightly cleaning, and this continues with enhancement
- Overnight janitorial crews follow these protocols and procedures:
 - Clean and sanitize all classroom furniture including tables, chairs, sinks, faucets and faucet handles, countertops, cubbies, cots or cribs, bookshelves, vinyl wall coverings, gates, door handles, changing areas, bathrooms, and any other identifiable high-touch surfaces or equipment.

- Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
- Teachers have additional cleaning and sanitizing responsibilities at the beginning and end of the day, including increased frequency of toy sanitizing.
- We use EPA-approved sanitizing spray on classroom and common area surfaces, including: countertops, elevator buttons, and lobby furniture. Frequently throughout the day, we also sanitize high-touch surfaces, such as: door handles, light switches, keyboards, and computer mice.
- All area rugs have been removed from classrooms. Carpeted areas in classrooms are sanitized nightly by our janitors and deep cleaned monthly.

COVID-19 Protocols

What are the symptoms of COVID-19? Fever, cough, shortness of breath, chills, repeated shaking with chills, headache, sore throat, new loss of taste or smell. Human coronaviruses can sometimes cause lower-respiratory tract illnesses, such as pneumonia or bronchitis.

When will children, staff, and families be excluded due to COVID-19? Any child or staff member suspected of having COVID-19, diagnosed with COVID-19, or having been in contact with persons suspected of or diagnosed with COVID-19 shall be excluded from the center until written documentation is provided by a physician that the child or staff member is no longer communicable and may return to childcare.

Family members or other designated drop-off and pick-up people should not come to Concordia if they are suspected of having COVID-19, diagnosed with COVID-19, or having been in contact with persons suspected of or diagnosed with COVID-19.

How is "close contact" defined, and what should children, staff, or parents do if they have been in close contact with someone who has been diagnosed with COVID-19? "Close contact" means being within six feet of a person for more than 15 minutes or having direct physical contact, like shaking hands. If there was close contact, the person should self-quarantine (stay home and watch for symptoms) for 14 days.

- Notify Concordia immediately.
- Start the 14-day count from the day you last had contact with the diagnosed person. Day 0 is the day you were last in contact with the person.
- Watch for fever, cough, and shortness of breath, and milder symptoms of COVID-19, including headache, muscle aches, nasal congestion, sore throat, diarrhea, and loss of taste or smell.
- Don't leave home except to get medical care.
- Call ahead before visiting a health care provider or emergency department.
- If possible, stay in a specific room in your home and use a separate bathroom.
- Stay at least six feet away from others in your home at all times. Don't share household items.

If a child, parent, or staff member has had indirect exposure to someone diagnosed with COVID-19 (i.e. person has been exposed to someone who has been exposed to someone else diagnosed with COVID-19) they should self-assess to determine if they are exhibiting any symptoms and contact their medical provider.

What will happen if a child develops COVID-19 symptoms while at Concordia? The child will be isolated with a staff member in an empty, unused area (such as the staff lounge or an office). Concordia will notify the child's family to **immediately** pick up your child.

- During this time, staff must continue wearing a face covering while waiting with the symptomatic child and will also attempt to put a mask on the child (only if the child is older than 2 years old, per CDC recommendations.)
- A staff member will complete a Symptom's Checklist form. The child's parent or pick-up person will need to sign the original, and a copy will be provided to the family.
- You must notify Concordia immediately if your child or anyone in your household is diagnosed with COVID-19.
- Concordia staff will notify families of the other children in the classroom and give them the option to pick-up their children earlier than planned. Concordia cannot identify which child in the classroom is ill.

What will happen if children, staff, or parents are diagnosed with COVID-19? If a parent, child, or employee test positive for COVID-19, they need to notify Concordia immediately. The family needs to provide Concordia of the positive diagnosis date and what treatment course they are following (i.e. self-quarantine or hospitalization). The diagnosed staff or child will need a new physical exam dated within 60 days of their return to the child care center. We will report the information to DCFS licensing and the local health department for guidance. It is likely that all members of the infected child's classroom would be considered close contacts.

If Concordia learns of a COVID-19 diagnosis prior to programming start the next day, we will attempt to notify all families and staff of that classroom to not come to the center and contact their medical provider immediately.

If Concordia experiences a confirmed case of COVID-19, we will contact local health officials to determine the plan for quarantine and program closure if necessary. The extent and duration may be dependent on level of exposure, outbreak levels in the community and severity of illness in infected individuals. Symptom-free children and staff should not attend or work at another facility, which would potentially expose others.

If the infected individual with confirmed or suspected COVID-19 spent minimal time (i.e. 10 minutes or less) in close contact with those in the child care facility, the facility may consider a thorough cleaning and disinfecting and to continue to monitor for ill individuals.

When can someone return to the center after suspected COVID-19 symptoms or diagnosis? If someone has symptoms of COVID-19 or is a close contact of someone with COVID-19, he/she can return to the child care facility once the following conditions are met:

- If individuals have fever, cough or shortness of breath and have not been around anyone who has been diagnosed with COVID-19, they contact their medical provider for guidance and stay home away from others until 72 hours, or longer dependent on the advice of their medical provider, until after the fever is gone and symptoms get better. If symptoms worsen, the person should contact his/her healthcare provider for further guidance.
- If an individual is diagnosed with COVID-19, they must remain out of the facility for a minimum of 14 days after receiving the positive diagnosis. They may return upon written authorization from their medical provider.

How is Concordia assisting in stopping the spread of COVID-19? Since COVID-19 can be spread before symptoms occur or when no symptoms are present, case investigation and contact activities will be swift and thorough. We have designated the assistant director at each childcare center to assist the local health department with contact tracing and monitoring of absenteeism. More information on contact tracing and monitoring can be found at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/case-investigation-contact-tracing.pdf>.

ACKNOWLEDGMENTS

Child(ren) Names:

HEALTH & SAFETY PROTOCOLS

We have fully read and understand the foregoing parent manual addendum and agree to abide by these terms, conditions, and procedures as they are printed here and as they may be added to and/or modified by Concordia from time to time, as it deems necessary, to respond to the health and safety of all those it serves and to incorporate the most current public health recommendations.

Parent/Guardian Name

Parent/Guardian Signature

Date

COMMUNICABLE DISEASE AND WAIVER OF CLAIMS (“RELEASE”)

The undersigned, in my capacity as parent or legal guardian, hereby acknowledge the health risks and dangers associated with the transmission of the COVID-19 virus and other communicable diseases, and recognize that exposure to the COVID-19 virus, or other communicable diseases, could occur while my child is in the care of the Concordia Place or Concordia Day (Concordia).

As such, and in consideration for child care services to be provided by Concordia, the undersigned, for myself and my minor children enrolled in the program fully assume all of the risks associated with participation in the program, including the possibility of COVID-19 community spread, or other communicable diseases.

I, as parent and/or legal guardian, have read and fully understand and acknowledge the contents of the release and agree that I am voluntarily waiving, releasing, indemnifying and discharging Concordia and its officers, directors, employees and volunteers from any and all liability, damages, and each and every action (collectively, “claims”) by participation in and/or associated with the program including, but not limited to exposure or transmission of the COVID-19 virus or other communicable diseases.

I represent that I have full authority to sign on behalf of my child(ren) and that my signature binds each other person having authority to make decisions on behalf of the child(ren).

Parent/Guardian Name

Parent/Guardian Signature

Date