

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

As of October 2020

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. Concordia developed this addendum using guidance from the Centers for Disease Control and Prevention (CDC), Chicago and Illinois Departments of Public Health, and input from Illinois Department of Children and Family Services (DCFS) licensing requirements, other regulatory bodies, and our operating experience.

Before your child can attend, please carefully read this document and sign the acknowledgements on the last page.

<i>Updated October 19, 2020</i>	Staff to Child Ratio*	Maximum Class Size (Children)*
Infants	1:4	8
Toddlers	1:5	14
Two's	1:8	14
Preschool	1:10	17
School-Age 365 **	1:20	20

*Staff to child ratios and class size are lower at some sites due to space or other guidelines

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

Summary of Children's Health Precautions

- Children have their temperature taken upon arrival.
- Parents/guardians answer a series of screening questions for attendance that day.
- Teachers assess children's general well-being when they arrive and throughout the day. They monitor for signs, such as change in their normal behavior, appearance, or body functions, feeling warmer than usual, or complaints of pain or unpleasant sensations.
- A team member takes and records children's temperatures twice daily, in the morning and afternoon.
- Concordia follows guidance for face coverings as it may change from time to time. Currently:
 - Children under 2 years old do not wear a mask at any time.
 - Children age 2 and older and able to medically tolerate a mask are required to cover their nose and mouth with a mask. Masks are removed while eating or drinking, during nap time, when classrooms are outdoors, and physical distancing is maintained.
 - Families may provide their child's mask; Concordia can provide masks if needed or if a family forgets.
 - Concordia team members wear face coverings per CDC and DCFS guidelines.

Classroom Operations

- Classrooms are not combined during the day. In general, children and teachers do not move between classrooms during the day.
- Concordia team members 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. Only a blanket, pillow, one naptime item, extra clothing, and a jacket are permitted from home. Sleeping buddies need to stay in the child's bag or backpack in their cubby except for nap time.
- Pacifier use should be limited to nap time 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 a Ziploc bag in cubby when not in use.
- Because children ages birth to five spend time on the floor crawling, playing, circle time, etc., they need clean "indoor shoes" dedicated for the classroom.
 - Children arrive in their "outside shoes" and team members help them change to their "inside shoes" before entering the classroom.
 - If the children go outside during the day, they change into their outside shoes.
 - Before going home, children change back to their "outside shoes" and wear these home.
 - The "indoor shoes" remain at Concordia.

Classroom Schedule & Routines

- Daily Schedule
 - Teachers continue to follow the daily schedule for activities, nap time, and meals.
 - Teachers facilitate developmentally appropriate activities for their classroom.
- Bedding
 - Teachers launder Concordia's sheets regularly. Children's other bedding and stuffed toys are sent home regularly to be laundered or replaced with clean items the next time the child returns to school.
 - If a child is sent home with an illness, the bedding and stuffed toys are sent home with them. These need to be laundered or replaced with clean items when the child returns to school.
- Diaper Changing & Toileting
 - As an additional safety measure, team members and children must wash their hands BEFORE and after the diaper change process.
- Meals
 - Children are seated as far apart as possible for table activities and meals.
 - Meals and snacks are served family-style. Teachers serve children individually.
 - Children do not brush their teeth after lunch until further notice.
 - Sippy cups/water bottles used during meals/snacks are washed and sanitized daily in our kitchen. Families may indicate their preference to take them home to wash and return each day.
- Classroom Materials
 - Children want to play together and share toys. After a period of playing closely and sharing toys, teachers instruct children to wash their hands.

- Children are not allowed to play with sensory items (like playdough) or in the sand and water tables as a group. Teachers may provide children with individual sensory experiences using individual plates, bowls, or trays.
- Soft toys, dress-up clothes, puppets, and other similar soft items have been removed from classrooms until further notice.
- Teachers limit the number of children in any given classroom area.
- Toys are isolated after they are used by a child or group of children. At the end of the day, toys that have been used are cleaned and sanitized before use the following day.
- Outdoor Walks
 - During walks in the neighborhood, children use a walking rope instead of holding hands.
 - If the buggy is used, teachers sanitized it after each use.
- Indoor and Outdoor Gross Motor Spaces
 - There is at least 30 minutes in between groups using indoor and outdoor gross motor areas.
 - Classrooms are not be combined in gross motor areas.
 - Playground toys, such as balls, bikes, etc. are not shared between groups.
 - Children and teachers must wash their hands when returning to the classroom.

Drop Off & Pick Up

- Reducing the Spread:
 - Not only is it important that you do not bring your child to Concordia when he/she is not feeling well, **YOU should not come to Concordia if you are not feeling well.**
 - Although you are not entering the classrooms, you are exposing the drop-off and pick-up team members.
 - Those team members come into contact with all of our children and their family members. In a pandemic, the health of all those around us is impacted by our decisions.
- Location:
 - Until further notice, Concordia conducts **drop-off and pick-up outside the center or at a designated location outside the classroom.** This avoids physical interactions between teachers and parents, limits foot traffic and bottlenecks in our facilities, minimizes touching of door handles, etc.
 - If you feel you need to enter the center, please talk to your site director. Per DCFS licensing regulations, at this time parents are not permitted to enter their child's classroom. If you must enter 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.
- Drop-off/Pick-up Schedule:

Families sign up for a drop-off and pick-up time to help manage the flow of people at the center and physical distancing, but also ensure appropriate staffing in the classrooms. During a pandemic, movement of team members between classrooms is limited and classrooms cannot be combined at any time; the only way that Concordia can maintain required group sizes and ratios is to strictly manage drop-off and pick-up schedules.

 - Please do not be late for your scheduled pick-up time. When pick up is late, it puts stress on team members, working longer days and sometimes unexpected overtime.

- Please do not try to drop off your child before your scheduled time. Concordia may not be able to accept your child. If a team member comes early to cover a classroom, it may also involve scheduling changes and longer days.
- If you are dropping off late (after your scheduled time), please contact the site to let us know. You may call, email, or send a message through Tadpoles/ClassDojo.
- If your drop off or pick up is not your scheduled time, Concordia may assess its Early/Late Pick Up fee. See the Parent Manual for details.
- Drop Off Process:
 - Children have their temperature taken. If your child has a temperature over 100.4°F or any symptoms of illness, your child cannot be dropped off.
 - Parents/guardians answer a series of screening questions about your child's health, those your household, recent travel, etc.
 - A team member takes your child to his/her classroom; you do not enter the center.
- Pick Up Process:

When you arrive to pick up your child, please wait patiently at the designated pick up point as pick up involves going to/from the classroom, notifying the teacher, telling your child, changing your child's shoes, and gathering any belongings.
- Additional items to note:
 - All adults and children age 2 and older must wear a face covering during pick up and drop off.
 - Maintain a 6-foot interval as a guide to a safe physical distance between families.
 - Parents cannot leave personal strollers or car seats at Concordia.

Teacher Communications

- Teachers complete a daily note for each child through the Tadpoles app. You can view your child's daily note through the app, email, or website.
- You may also communicate with your teacher via email, Tadpoles app (or ClassDojo for School-Age 365 families). Please know that response times may be delayed as your teaching team is focused on engaging the classroom due to our enhanced health and safety protocols.

Facility Operations and Cleaning Protocols

- Concordia contracts with janitorial crews at each center for nightly cleaning; during a pandemic situation, this continues with enhancement. They include 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.
- Carpeted areas are sanitized nightly and deep cleaned monthly. Area rugs have been removed from classrooms.
- Teachers have additional cleaning and sanitizing responsibilities at the beginning, end, and throughout 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, phones, keyboards, and computer mice.

Pandemic Protocols

What if a child experiences pandemic symptoms* at Concordia? During a pandemic, when children exhibit pandemic symptoms at Concordia, regulations require they are isolated. For the sake of your child and the Concordia team, it is critical that they are picked up quickly. For this to happen, it is even more important in a pandemic to make sure your emergency contact information is current and you have a plan for authorized pick-up people.

- When your child exhibits symptoms at Concordia, Concordia first contacts parents/guardians to pick up the child. If you do not answer or return the call within 10 minutes, Concordia attempts one more call. After that, Concordia starts contacting the emergency contacts.
- If you, your emergency contacts, or authorized pick-ups are unable to pick-up your child within 2 hours of reaching someone, you may be assessed an Early/Late Pick Up fee. However, do not wait 2 hours to pick up your child. To minimize risk and exposure to Concordia staff and other children, you must pick up your child as soon as possible. (See the Parent Manual for details.)
- While your child is home, you must monitor your child's symptoms, keep Concordia updated on their symptoms, and follow the return to school procedures below. Notify Concordia immediately if your child or anyone else in your household is diagnosed.

What if a child is experiencing pandemic symptoms* at home? If a child or team member is home and experiences any pandemic symptoms, please notify Concordia immediately about the symptoms and onset. Also contact your doctor for guidance. Whenever you are in contact with your doctor, request documentation as you will need to provide something in order to return to Concordia. (See the chart below)

What about others in the household? You need to alert Concordia to anyone in the house that is experiencing symptoms, has been exposed, suspected of having, or diagnosed with COVID-19 so that we can determine if any actions need to be taken.

Exclusion & Return to Concordia Guidance

The chart below outlines different scenarios for individuals, the guidance as to when they could return to Concordia and what documentation is required.

If an individual has ...	a positive COVID-19 diagnosis	COVID-like symptoms and exposure to positive COVID-19 case	COVID-like symptoms and a negative COVID-19 test	COVID-like symptoms and alternative diagnosis	COVID-like symptoms, no test AND no alternative diagnosis	No symptoms, close contact* to confirmed or probable COVID-19 case
The guidance to return to Concordia is ...	Stay home at least 10 days from <u>onset</u> of symptoms. Must be 48 hours fever-free without fever-reducing medication AND other symptoms have improved	Stay home at least 10 days from onset of symptoms. Must be 48 hours fever-free without fever-reducing medication AND other symptoms have improved	Stay home until symptoms have improved. Must be 48 hours fever-free AND 24 hours free of any other symptoms.	Stay home until symptoms have improved. Must be 48 hours fever-free AND 24 hours free of any other symptoms.	Stay home at least 10 days from onset of symptoms. Must be 48 hours fever-free AND 24 hours free of any other symptoms.	Stay home for 14 days after last exposure to the COVID-19 case. If symptoms develop, use guidance in the first column. Negative COVID-19 test does not eliminate 14-day quarantine.

And required documentation that must be provided to Concordia is ...	Release from isolation letter provided by health department or doctor	Release from isolation letter provided by health department or doctor	Negative COVID-19 test result	Doctor's note stating alternative diagnosis	Signed/dated letter from individual or guardian (if minor) stating symptom free	Release from quarantine letter or health department notification
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***Pandemic COVID-19 Definitions**

This Parent Manual Addendum was created to address a pandemic situation in general and the COVID-19 situation in particular. Below are the definitions per CDC guidelines as of this publication date.

Close Contact: The CDC defines “close contact” as being within six feet of a person for more than 15 minutes (cumulatively within 24 hours) or having direct physical contact, like shaking hands.

COVID-19 Symptoms: The [CDC](#) list of possible symptoms includes fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, chills, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, and diarrhea.

What happens when children or Concordia team members are diagnosed with COVID-19? If a child or team member tests positive for COVID-19, they need to notify Concordia immediately and include the timeline of symptoms, exposure date, diagnosis, and course of treatment (i.e. self-quarantine or hospitalization).

Concordia will notify known close contacts of any positive COVID-19 case as soon as possible. If Concordia learns of a COVID-19 diagnosis prior to programming start the next day, we will attempt to notify all families and team members of that classroom to not come to the center, and to contact their medical provider immediately.

If Concordia experiences a confirmed case of COVID-19, we report the information to DCFS licensing and the local health department for guidance. It is likely that all members of the infected child or team member’s classroom would be considered close contacts, including siblings in other classrooms. The local health department will 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 team members from the classroom will not attend or work at another center, which would potentially expose others.

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 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 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