

Teaching Tree Policy and Procedures in response to COVID-19

Check in/out:

- There will be no access through the main entrance of the building.
- Staff will be checking in each child at the outside classroom doors with the app.
- If child is in good health to remain at Teaching Tree, you will check them in on the app. The adult dropping the child off must sign off on this.
- Teaching Tree will NOT be storing car seats during the day. Parents will be expected to take these with them when they drop off their child.
- Our overall goal is to have parents do the entire check-in and check-out procedure without entering the building. If a parent must enter the building for any reason, a mask must continue to be worn at all times.
- CCAP families must still visit the office periodically throughout the week to approve check ins/outs. Please mask up.

Face Masks:

- All Teaching Tree staff will be wearing face masks at all times during their shift unless they are outside and able to social distance and when they are eating at the table with the children.
- Children ages 3 years or older will be offered and encouraged to wear a face mask, provided by Teaching Tree. If the mask is creating discomfort or resulting in the child touching their face frequently, it will be reconsidered.
- *Children will not be forced to wear masks at any time.*
- Children ages 5-12 years old are required to wear masks while in care. Teaching Tree will do our best to encourage children 5 and up to wear their masks while inside (they are not required outside).
- Children will not be allowed to wear masks during nap time.
- Parents dropping off and picking up children **will be required to wear masks.**
- All staff and child masks will be washed on-site on a daily basis and kept in the building.

Group size & Social Distancing

- As of June 4th the state has allowed us to return to our regular maximum group sizing as we had prior to COVID.
- Staff and students will continue to practice 6-foot distancing where and when possible including :
 - seating children further apart from each other during meal times
 - Creating space between children when lining up
 - Positioning children further apart during group activities (story time, circle time, etc.)
 - Implementing additional outside time to allow for more space when appropriate
- Staff common areas will be closed (ie: staff lounge/ break room, conference room, teacher work areas, and administrative offices).

Naptime:

- Cots and cribs will be spaced out as much as possible.
- Children on cots will be placed head to toe in order to further reduce the potential for viral spread.
- Children are welcome to bring their blanket from home, but no soft toys for nap will be allowed at this time since we are still not allowed to have them per the health department.

Cleaning, Sanitizing, & Disinfecting:

- Staff will limit the toys in use to those that are easily cleanable, non-porous with smooth surfaces
- All toys that are soft toys and dress up clothing have been eliminated
- Sensory tables have been eliminated
- Any other item that is difficult to clean will not be used
- The outdoor sandboxes are temporarily closed
- Staff will continue sanitizing and disinfecting procedures that are already in place determined by the Health Department. These processes will be increased by staff disinfecting restrooms after every use
- Designating staff members to do extra cleaning, sanitizing, and disinfecting throughout the day
- On-site laundering on a daily basis to disinfect towels, washcloths, blankets, sheets, etc.
- To view more information on cleaning, sanitizing, and disinfecting procedures, click [here](#).

Handwashing:

- Teaching Tree will continue to use proper handwashing steps, outlined [here](#)

Kitchen & Food Safety:

- Teaching Tree will not be practicing family style serving (children dishing their own plates). Staff will prepare each child's plate using food service gloves.
- Children who are not on Teaching Tree's food program, but provide their own meals will drop their food off with the classroom staff. Parents will not be allowed in the kitchen to drop off meals. Be sure to include an ice pack that will keep your child's meals adequately cold in this lunch box that will remain in the classroom until the designated meal time arrives. Teaching Tree staff will not be cleaning or sanitizing food storage from home. If you choose to bring reusable items, please know that the dishes will be sent home dirty. Disposable baggies/saran wrap would be best for easy disposal.

Illness monitoring & plan for students or staff who are sick:

- In addition to temperature taking at drop-off, temperatures will be monitored at the following times throughout the day: 11:00, 3:00.
- Students or staff who have fever and respiratory symptoms must be excluded from Teaching Tree until at least 72 hours after they no longer have fever or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) and without the use of a medication that reduces fever.
- Ill children and staff will be separated from others until they can be picked up or go home.
- Ill children will be cared for in the nurse's room, adjacent to the Assistant Directors' office.
- Parents (or designated pickup person) must arrive for pickup no longer than 30 minutes after notified of a sick child. Updated emergency contacts must be filled out prior to bringing back your child in order to ensure we can get a hold of you and you or another contact can pick up within 30 minutes.
- If you have questions about when to keep your child home, please see the following resource [here](#) or call the center before bringing your child to Teaching Tree.

Pick-up & Check-out procedure:

- Children will be picked up at their classroom's outside door.
- A teacher will bring your child out to you.
- If it has been a minute and no one has come out to you yet, please feel free to knock on the classroom door or call the center at (970) 493-2628 ext. 0 and someone will help you.
- Parents (or designated pick-up person) will sign them out directly from the classroom.
- Your child(ren) may be on a playground when you pick up in the afternoon. Please check your child's classroom first and then go to the playground if they are not in their room.

Closure Guidance Around Positive Cases of COVID-19:

- Teaching Tree is not expected to screen students and staff for COVID-19. The majority of respiratory illnesses are not COVID-19. If a community or school has cases of COVID-19, the health department will help identify those individuals and follow up on next steps.
- IF TEACHING TREE HAS A CONFIRMED CASE OF COVID-19, WE WILL WORK IN PARTNERSHIP WITH THE LOCAL HEALTH DEPARTMENT TO DETERMINE POSSIBLE CLOSURES AND BE IN COMMUNICATION WITH PARENTS ON NEXT STEPS

We are asking that if your child has **ANY** illness symptoms that you **must** contact either Delanie Stevens (dstevens@teaching-tree.org) or Jennifer Van Cleave (jvancleave@teaching-tree.org) at Teaching Tree and get the okay before bringing your child for the day. This includes a seemingly simple runny nose. This will give us time to assess the situation and make the determination of whether your child's illness situation is one that

allows us to care for your child in their current condition, needs to be seen by a doctor, get a COVID-19 test, or be excluded from care for the recommended 72 hours.

We are also asking that you contact us and let us know of any symptoms that your child had over the weekend or for those of you that do not come every day, that you let us know if your child had any symptoms during their days off from Teaching Tree. The sooner you can let us know of any illness symptoms whether through a phone call or an email, the sooner we will be able to make the determination. Please email both Delanie and Jennifer if it is after hours or on the weekend and we will do our best to get back to you as soon as possible. Please give as much information as you can regarding the symptoms so that we can use that information in our determination.

If you report illness symptoms at the time of check in, you may be asked to take your child home while we evaluate your child's situation. There are times that we need to contact the Health Department to get their input as well.

We know how inconvenient this can be for parents that are back at work, but we have got to make sure that we are doing everything that we can to ensure the safest and healthiest environment for children, families and staff in order to continue to keep our doors open and do what we do best!!

Symptoms that need to be reported include:

1. Fever
2. Cough
3. Shortness of breath or difficulty breathing
4. Fatigue
5. Muscle or body aches
6. Headache
7. Loss of taste or smell
8. Sore throat
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea

If your child has illness symptoms:

- Our policy will remain that staff and children still need to stay home for 72 hours with any symptoms that require an exclusion (see below for clarification). This is an extra precaution that Teaching Tree has put into place to ensure health and safety of our school family.
- Teaching Tree is no longer able to accept alternative diagnoses. Meaning if your child has a fever and was diagnosed with strep/ear infection/hand food and mouth, etc. then

they still have to remain out of care and be symptom free for 72 hours until they can return.

- If a child/staff has a COVID like symptom and there is high suspicion that they have had EXPOSURE – **THEY WILL HAVE TO BE OUT FOR 10 DAYS**. AND SYMPTOM FREE FOR 72 HOURS BEFORE RETURNING
- If a child/staff has a COVID like symptom and there is low suspicion they have been exposed they will need to be out for 72 hours.
- If a child/staff have a COVID test come back positive they need to be out for 10 days and symptom free for 72 hours before returning.

Example:

Your child has an illness symptom

Has your child been exposed to anyone who has tested positive for COVID-19?

If Yes-they must be excluded from care for 10 days and a COVID test will be required. AND SYMPTOM FREE FOR 72 HOURS BEFORE RETURNING

If No- They still need to remain out of care and be symptom free for 72 hours before returning.

Many of you have had travel plans recently or in the near future and questioned whether travel is possible without a 14 day quarantine upon returning home. As it stands right now, families may travel within the United States and return to Teaching Tree without a 14 day quarantine. If that should change, we will let you know as soon as we find out that information

Someone in your family has an illness symptom

Does your child need to stay out of care?

Short answer – it depends. Seek guidance from Delanie or Jennifer.

Delanie – dstevens@teaching-tree.org or 970.493.2628 ext 202

Jennifer – jvancleave@teaching-tree.org or 970.493.2628 ext 201

Long answer – If any member of your family is being tested for COVID-19, then your child needs to refrain from coming to Teaching Tree until those results are in. Furthermore, Teaching Tree is not able to accept the rapid test result per Health Department recommendations. Only a PCR test will be valid in the eyes of Teaching Tree.

A letter explaining the what would happen in the event of a positive case here at Teaching Tree:

July 20, 2020

Parents,

In our effort to be completely straight forward and transparent during the pandemic, we want to pass on some information on what would happen if there is a positive COVID-19 case at Teaching Tree.

As we are hearing about businesses in our community closing due to exposure to COVID-19, we want you to have the latest information so that you are able to be prepared. The information that we have received has come from the Larimer County Health Department as of July 20, 2020. As we have all experienced through the last couple of months, things can change quickly.

If a child/family/staff member were to test positive for COVID-19, our first step would be to alert the Larimer County Health Department. Depending upon the circumstance, we may be asked to close immediately. Executive Order D2020 035 issued on April 14, 2020, mandates that if a facility has a positive or suspected case of COVID-19 in a child, parent of a child, or staff member at the child care, the facility must close the facility or affected portion of the facility for no less than 24 hours, implement protocols for responding to COVID-19 pursuant to CDPHE guidance and in partnership with their local public health agency. Discussions with the health department will determine the need to close the whole facility or just a portion. There is a possibility, depending on the situation, that only the classroom that contained the positive test would have to close for cleaning and disinfecting. However the staff and children must isolate for 10 days from the first day they started having symptoms (or in the absence of symptoms, 10 days since the date they were tested) plus 72 hours fever-free and with having an improvement in symptoms.

If a classroom has a positive case, in most cases everyone who came in contact with the child/staff that has tested positive would need to be isolated, but the Health Department would base the need to isolate individuals upon their contact tracing interviews.

As a reminder, we do ask during our morning health checks if there has been exposure to anyone who has tested positive for COVID-19. If there has been exposure, please let us know before your morning drop off so that we can contact the Health Department to collaborate with them on whether your child will be able to attend. If exposure is a result of a positive COVID test in a household member, your child will need to isolate for at least 10 days.

Each situation and case of COVID is unique and the Health Department will be contacted if we should encounter any and all expo-sure and positive tests. They will guide us through the process and steps that we will need to take. With that, they are experiencing high demands within the community and the hope is that they will provide guidance quickly since we are an essential business.

We are doing our due diligence to ensure a healthy environment and maintain cleanliness and safety of the children and staff to avoid illness being brought into Teaching Tree. If we all do our part, we can make this happen. Thank you for your continued sup-port in wearing masks during drop off and pick up and keeping your child home when not feeling well.

Best,

Jennifer Van Cleave

We know this updated, comprehensive COVID-19 guideline is extensive. If you need any clarification, please reach out to us. This pandemic and all the struggles that come with it can be overwhelming but we are all in this together. We really appreciate all of our families and thank you for partnering with us to keep our center safe and healthy during this unprecedented time.