

AUBURN UNIVERSITY HARRIS EARLY LEARNING CENTER COVID SPECIFIC POLICIES

UPDATED: 8/16/2021

We at the Auburn University Harris Early Learning Center are committed to serving our children and families in the midst of an unpredictable health pandemic.

As current infection rates rise with the presence of the COVID-19, we are continually working to adjust to the changing ever-changing terrain of the COVID-19 Pandemic. The Center abides by Auburn University's policies and regulations regarding COVID-19 and all CDC guidelines and recommendations.

Operating Hours:

In order for HELC to maintain each cohort of children without early morning or late afternoon grouping and also allow staff to properly plan and prepare each morning and clean/sanitize at the end of each day, operating hours will be 7:30 a.m. to 5:00 p.m... We will reevaluate this schedule as the business community begins to assess their return to working downtown.

Pick-up/Drop-off Procedures

This procedure change is for the safety of all persons present in the facility and to limit to the extent possible, everyone's risk of exposure. Family members are allowed to enter at the front of the building and bring their child to their classroom. Family members are not allowed within the classroom space to limit exposure. It is the family's responsibility to inform any emergency contact persons of this information should they need to drop off or pick up a child.

Daily Health Checks

For daily attendance, each staff member is required to affirm the health check posted at each entrance. Families are also required to affirm this for each child in attendance at HELC.

Procedures for Symptoms During the School Day

To enter HELC, each staff member and child must be free from illness especially any symptoms associated with Covid-19. If, during the day, a child becomes ill with any of the following symptoms, they will be separated from their peers and a family member will be contacted, and someone **MUST** pick up within **30 minutes** of being notified. (Emergency contact information will be required) :

- Cough
- Shortness of breath or difficulty breathing
- Fever of 100.4 degrees Fahrenheit or higher

- Chills
- Repeated shaking, with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Persistent pain or pressure in their chest
- New confusion or inability to awaken
- Bluish lips or face

Cleaning Procedure

Spaces are frequently sanitized. As much as practical and safe, windows at the Center will be opened to allow for maximum ventilation.

Handwashing Procedure

Children and staff will be required to wash their hands using health department hand-washing procedures throughout the day using warm water and rubbing with soap for at least 20 seconds. Practice of this at home is recommended to support this policy.

Masking Policy

HELC staff, families, and students will be expected to comply with Auburn University's masking policies as well as state/JCDH requirement for face covering. Any person within the HELC building ages 2 and up are required to wear a mask.

COVID-19 Safety Measures Outside of HELC

Outside of HELC, in order to control exposure in the community, families and staff are encouraged to comply with any and all state, county or local safety orders.

Notification Requirements for Symptoms, Exposures, and Positive COVID-19 Tests

Parents and staff members will be expected to immediately notify an HELC director if any person in a family has had contact with (work related, family, friends), exhibits any of the symptoms (listed in Number 4 above), is advised to self-isolate/quarantine, has tested positive or is presumed positive for Covid-19. Under any of these circumstances, the family will self-quarantine.

Contingency Plans for Positive Cases Reported at the Center

- We will quarantine only the impacted classroom(s) if there is a positive test for children or staff in that classroom or having close contact with individuals in that classroom. Closely managing contact and cross contamination is a key to this strategy.
- We will aim to keep the Center open for as many hours a day as we can safely staff rooms and follow the above protocols.

- If we have a critical mass or constellation of teachers, substitutes, or administrators out or exposed (more than our administrators and existing subs can cover), we will close the Center as a last resort.
 - We must meet accreditation and licensure guidelines for teacher-child ratios; we must provide employee breaks and lunches; we must follow the COVID-protocols above related to minimizing exposure and avoiding cross contamination.
 - It is not possible to specify a number of positive cases or proportion necessary for full closure given the emergent character of situation-specific contingencies.
- Harris Early Learning staff will inform families as soon as practical when classroom or facility closures are necessary.
- We follow Auburn University Human Resources guidance at the Harris Early Learning Center. In the interest of protecting employee privacy, we will not release identifiable health information about individuals or categories of employees. The small number of staff at Harris make it especially important to be mindful of privacy.
- In line with best-practice in the field, we protect the health information of children at the Center. We will not release identifiable health information about individual children.

Family Engagement

Family Representative Group (Previously known as the Parent Representative Group)

The Family Representative Group will be meeting in person with appropriate social-distancing and masking. These meetings will be limited to Classroom Family Representatives to decrease number in attendance. For non-classroom family representatives, the meeting will be open to viewing via Zoom.

Family/Teacher Conferences

Family/Teacher conferences can be held in person with appropriate social-distancing and masking or via Zoom.

Family Seminars

Family “Brown Bag” Seminars will be provided both in person with appropriate social-distancing and masking or via zoom

Summary

While present in the Center each day, children and staff will be in contact with other children, families and employees who are also at risk of community exposure. We understand that no list of restrictions, guidelines, or practices will remove 100% of the risk of exposure to COVID-19 or any other illness. Like many illnesses, the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. Each family/staff member play a crucial role in keeping everyone in the Center safe and reducing the risk of exposure by following the practices herein along with recommendations of local, state, and federal guidelines.

For further guidance visit <https://www.alabamapublichealth.gov/covid19/> or <http://auburn.edu/covid-resource-center/>

In signing this document, we agree to all above outlined policies, procedures, and expectations.

Guardian 1 Name (Print)

Guardian 1 Signature

Date

Guardian 2 Name (Print)

Guardian 2 Signature

Date