

UADC Covid Response Policy
2020-2021 School Year

The following University Avenue Discovery Center (UADC) policy is for the 2020-2021 school year. We expect that this policy will change based on evolving guidance from city, state, and federal officials. We will communicate these changes as they occur via the email you have on file at UADC.

UADC shall follow Public Health recommendations pertaining to the COVID - 19 pandemic of 2019-2021. Families and staff will sign a pledge, agreeing to the parameters of UADC's COVID-19 Response Policy, 2020-2021.

Definitions:

High-touch surfaces as defined herein refers to the Center for Disease Control definition including: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Teaching level as defined herein refers to three levels: 1. Lead Teachers 2. Teaching Assistants and 3. Substitutes.

Baseline as defined herein refers to symptoms that are typical for an individual due to chronic illness. For example, watery eyes would be a baseline symptom for someone with severe allergies.

The CDC recommends wearing masks both indoors and outdoors when 6ft distance cannot be maintained. We ask that staff and families avoid large gatherings and public facilities (both indoor and outdoors) where face mask wearing AND 6ft distancing are not being practiced.

Due to COVID-19, family members should not enter the building or outside play areas unless there is an emergency. We are allowing minimal delivery drivers/technicians in the building at this time, when absolutely necessary (food deliveries, mail, MMSD observations, etc). All non-UADC/MMSD workers in the building must wear a mask and maintain 6ft+ distance from children at all times.

- I. Physical Distance and Personal Protective Equipment
 - A. Classroom size will be decreased by approximately 25-30%
 1. Buckaroo Classroom - 14 total (typically 18-20)
 2. Wizard Classroom - 15 total (typically 20)
 3. K-2 Enhanced Virtual Learning Classroom A - 15 total (typically summer camp classrooms are at 18-20)
 4. K-2 Enhanced Virtual Learning Classroom B - 15 total (typically summer camp classrooms are at 18-20)

- B. Classroom groups will maintain 6 ft social distance from each other, however children and staff within each group will not be required to maintain social distance at all times. For example, Wizard students will maintain 6 feet social distance from K-2 groups or Buckaroo students.
 - C. Attempts will be made by staff to maintain 6 feet social distance from each other, except in an emergency.
 - D. Attempts will be made to minimize staff exposure to COVID-19 at UADC or within work hours including:
 - 1. Planning time to be held in UADC classrooms, rather than offsite (unless there was permission given by administration to plan from home). Teachers can also utilize the Running Room to plan.
 - 2. When using walk-in storage closets, sign the time and date (sign-in posted on the door-way to each closet). Ensure you do not use this space within 1 hour of a staff person from a different classroom/department.
 - E. All children (Buckaroos on a 4-week trial) and all staff will wear masks at all times when indoors and outdoors, with the exception of food and water consumption, which must be done at 6ft or more from others, or when sleeping. Staff should wear disposable 3-layer masks. Under special circumstances (medical condition, skin irritation, other), staff can check in with administration about well-fitting three-layer cloth masks.
 - F. Families (caregivers and siblings) dropping off and picking up wear masks, and are required to maintain a distance of 6 ft or more between other students and staff
 - G. Shared spaces, such as the playground area and/or the Running Room, will be limited and the timing will be staggered between classes. Any equipment used will be disinfected in between group use, or covered in an EPA tested, non-chemical antimicrobial treatment.
- II. Enrollment
- A. Contracts require a 30 day notice for withdrawal from the program. If 30 day notice is not given upon withdrawal, deposits will be retained.
 - B. A section of the website (COVID Resources) will be devoted to funding options for families (city, shares, TASC, etc) as well as other assistance links.
- III. Classroom/Programming
- A. Teachers will continue to review hygiene and habits, encouraging: hands away from face, etc. Teachers frequently review handwashing steps, length of time, and give reminders after: nose blow, eating, hands-in-mouth, etc. This will be done at group times and one-on-one. Teachers will oversee handwashing and ensure proper handwashing according to training videos on CDC website [here](#).
 - B. Teachers will orient children to new school systems.
 - C. Field Trips/Programming
 - 1. Walking field trips to open air spaces will be allowed, such as to a local grassy area or park.

2. UADC staff will have all children use UADC bathrooms prior to leaving for a field trip.
3. When there is a bathroom emergency on a field trip, we will use the closest and least crowded facility and prior to use, sanitize the door handle, toilet seat, sink handles, and paper towel handle with a product from EPA's N List.
4. As field trip venues re-open, administrative and teaching staff will weigh the safety of each venue on a case-by-case basis, surveying the parents of child attendees at least two weeks prior to any trip.

IV. Supplies

A. Food

1. Due to DCF recommendations on food service, UADC will be plating food individually. Community style service will be on hold until further notice.
2. Each group will eat within their classroom space, or a designated space separate from other groups.
3. Each classroom will have children sit 6 ft apart during mealtimes. This can be done using large tables or tv trays. An alternate option is to create partitions between children when eating closer together.

B. Supplies Required for Re-open

1. Gloves, disposable masks for children and staff members, EPA N List disinfectant (stored out of reach of children), handsoap, all purpose soap, functioning thermometers, and spray bottles will be continuously stocked and available to staff.
2. Teachers must restock their classroom from the main storage closet with all of the above items, and let administration know if they take the last of any item.

V. Training

- A. Prior to working on site, all staff will complete training led by administrative staff on;
 1. Sanitization methods pertaining to COVID - 19
 2. New distancing procedures and policies
 3. Hygiene pertaining to COVID - 19
 4. Caution and making the choice to stay home when symptomatic
 5. Sanitation procedures
- B. Difficult to sanitize or soft but not launderable toys will be removed from the classrooms.
- C. Sanitize high-touch surfaces with EPA qualified COVID-19 sanitization product.
 1. Staff will sanitize the classrooms two times per day morning and afternoon.
 2. Staff will sanitize in community spaces after drop off, bathroom visits by small groups, outdoor group time, and after pick up.
- D. Launder cloth items, such as soft toys which can be laundered, in classrooms daily (not including drapes).

- E. Sanitize floors with EPA qualified COVID-19 sanitization product.
- F. Wear disposable gloves when handling:
 1. Food/Food service utensils
 2. Laundry
 3. Garbage
 4. All tasks related to the cleaning process
 5. When in contact with a person who is ill
 6. See additional policy information on when to wear gloves under UADC handwashing procedure in Family Handbook
- G. Sanitize toys with EPA qualified COVID-19 sanitization products at the end of each day and after high level traffic (for instance, after a group activity with magna tiles).

VI. Staff

- A. The library and office seating areas are closed.
- B. Wait a minimum of one hour between use of the storage spaces including the art storage closet and back of the running room storage). Note the date and time of room-use on the sheet of paper posted to the door.
- C. Classroom teachers will need to use a space in their classroom as a planning space, or reach out to administration if in need of other options.
- D. K2 teachers will use the classroom restroom assigned to their group in the basement. Spray or wipe handles (flusher, door, sink, paper towel) with EPA N disinfectant after each use. Buckaroo, Wizard, Kitchen and Office Staff will use the restroom in the UADC office spraying the handles with EPA N disinfectant after each use.
- E. Mental Wellness Support
 1. Mindfulness activities will be available in the Library.
 2. Psychologist list from Quartz will be available in the Library.
- F. Screening procedures for Staff
 1. Staff will be required to wear a mask upon entering the church building.
 2. Staff will fill out a screening survey, including specific temperature reading, prior to their shift each day.
 3. Staff with any symptoms of COVID-19 will be sent home and asked to remain home for as long as is advised by the local health department. Staff will be asked to submit a physician's note upon return to work.
- G. Employment at UADC will be prioritized by teaching level, then seniority.
 1. While the PPP Loan is active, staff will be paid at their normal pay rate.
 2. Pay rates and hours after PPP Loan may be subject to change. Staff who cannot persist under hours changes, may take voluntary furlough.
- H. Classroom placement of staff will be determined by administrative staff based upon teaching level, then seniority. Staff preferences will be taken into account when possible.

VII. PTO, FMLA/FFCRA

- A. Staff can carry over up to 60 hours of PTO time that was accrued between June 2019 and May 2020. These hours can be carried over until May 31, 2021. This is a temporary adjustment to current policy that states a maximum of 40 hours can be carried over at the end of each fiscal year.
 - 1. UADC will follow FFCRA guidelines and restrictions pertaining to COVID sick leave or childcare needs related to COVID closures. Employees will receive:
 - a) Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
 - b) Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.
 - 2. Administrative staff will find substitutes if the absence is COVID related.
 - 3. Vacation – Staff who use any PTO hours towards vacation will need to find substitute teachers to fill the hours they are absent. Co-teachers in the same classroom cannot take vacation days in the same period.
 - 4. 300 extra PTO hours will be set aside in a bank for all staff to use if they have COVID symptoms, or test positive for COVID, and they've run out of PTO hours and FFCRA hours.

VIII. Drop-Off Procedures

- A. Families must submit their pick-up/drop-off schedule ahead of time. This schedule will be used to stagger pick-up/drop-off and maintain social distance.
 - 1. Notify the center 48 hours in advance of any changes in your regular drop off schedule. We will adjust as staffing and drop off/pick up slot availability allows.
- B. Families must maintain social distancing while dropping-off/picking-up.
 - 1. Wait in the entryway only during inclement weather. Highly recommended to come prepared with an umbrella or wind breaker in cases of heavy rain/snow boots and snow gear in cases of heavy snow.
 - 2. If waiting behind another family, maintain 6-foot distance.
- C. Only one drop-off/pick-up person should accompany the child.

- D. We ask adults (and children accompanying them) dropping-off and picking-up to wear a face mask.
- E. A staff member will greet you, ask screening questions, screening child temperature, and accompany the child to the classroom door.
- F. Only children and assigned staff are permitted in the classrooms.
 - 1. Parents and caregivers will be admitted to classrooms only in case of emergency.
- G. Screening
 - 1. Explain the drop-off procedures to children ahead of time. Make sure they understand that family members will be staying outside of the classroom, and that a teacher/administrator will be taking their temperature and bringing them to their classroom.
 - 2. The administrative staff member will explain the screening procedures and ask several questions. Questions may include inquiry about symptoms of both the child and family members living in the house, as well as any recent travel of any member of the household.
 - 3. The staff member will take the child's temperature and ask screening questions.
 - 4. Children and staff will be screened additionally throughout the day based on observable COVID symptoms and/or additional guidance from the local health department.
- H. Exclusion Criteria
 - 1. We follow exclusion criteria consistent with Wisconsin State Licensing for Daycare Centers and Public Health Madison and Dane County. This exclusion criteria guidance is in practice at UADC as of September 29, 2020. This guidance is in addition to our general illness policies found in the UADC Family Handbook stated as follows, "Children [and staff] will be required to stay home for a minimum of 24 hours if they have two loose stools in one day, vomiting, or after starting antibiotics or treatment for strep throat, conjunctivitis, impetigo, any nits or lice found in hair, etc (see [communicable disease chart](#) for full details on illness requiring exclusion). Children [and staff] must be fever-free (below 100.4 degrees Fahrenheit) for 24 hours before returning to UADC."
 - 2. After following typical UADC Family Handbook policy, if a student or staff member receives a COVID negative test result, as long as they are not a close-contact, the child or staff member may return to school.
 - a) Should a child or staff member be a known close contact to a person with a positive COVID-19 test, the exclusion criteria is as follows:
 - (1) Individuals must quarantine for 14 days after the last contact with the COVID-19 positive person. If the exposure is a household member and the case cannot properly

isolate away from others at home, the last days of contact may be the last date of isolation for the case.

- (2) If during the quarantine period, the individual becomes symptomatic, the individual must remain home for at least 10 days since the first symptoms began AND be fever free for 24 hours AND have general improvement of symptoms.
- b) If a child or staff member is NOT known to be a close contact to a positive COVID-19 case but is symptomatic, the advice regarding exclusion criteria is as follows:
- (1) Symptoms are considered consistent with COVID-19 when **one** of the symptoms marked with a (*) or **two** of the other symptoms are present above baseline for that individual.
 - (a) Cough*
 - (b) New loss of taste or smell*
 - (c) Shortness of breath or difficulty breathing*
 - (d) Congestion or runny nose
 - (e) Fever or chills
 - (f) Nausea or vomiting
 - (g) Diarrhea
 - (h) Headache
 - (i) Fatigue/Muscle or body aches
 - (j) Sore Throat
 - (2) If a child or staff member exhibits any one of the (*) symptoms, or two of the other symptoms in close succession or simultaneously, one of the following must occur prior to returning to UADC:
 - (a) The child/staff must remain home for at least 10 days since the symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND have overall improvement of symptoms.
 - (b) If the child/staff is diagnosed with another condition that explains the symptoms (i.e. strep throat, influenza, etc.), the child/staff can return when they have completed the exclusion period for the diagnosed disease as listed in the [Wisconsin Childhood Communicable Diseases Wall Chart](#) or UADC Family Handbook.
 - (c) The child/staff must be tested for COVID-19 and have a negative result AND be fever free for 24 hours without the use of fever-reducing medications.

- (3) Should a child or staff member exhibit only a fever with no other symptoms, they must remain home for 24 hours after the fever has resolved, but are not required to have a COVID test.
 - c) Children who begin exhibiting the above symptoms while at school will be isolated in the office with a staff member and parents/guardians will be notified immediately and expected to pick up the child within one hour.
 - (1) Children will be asked to remain home until the criteria in 2(a-c) have been met.
 - d) Staff who begin exhibiting the above symptoms while at school will be sent home and asked to remain home until the criteria in 2(a-c) have been met.
3. A child or staff member can return to UADC after a positive COVID diagnosis when the following conditions are met:
 - a) It has been 10 days since the onset of symptoms OR if asymptomatic, 10 days from the date a nose swab sample was taken that resulted in a positive test
 - b) AND child or staff member has been fever free for at least 24 hours
 - c) AND there is a general improvement of other symptoms
4. We recommend siblings/household members of students who are a close-contact remain off-site until the student with a close-contact has a negative COVID result.
5. 6-7 days after exposure is a commonly suggested waiting period to get a COVID-19 test. We suggest reaching out to your healthcare provider to confirm the best timeframe for your family COVID testing.
6. Here is more information about where to get tested:
<https://publichealthmdc.com/coronavirus/testing>
7. For the immediate future we ask that every attempt be made to limit the amount of different adults that pick up and drop off a child at UADC.
8. In an attempt to ensure the health and well-being of all members of our community, when at all possible, we ask that adults who meet the following criteria not pick-up/drop-off a child at this building:
 - (1) Older than 60 years old,
 - (2) Pregnant,
 - (3) Have underlying health conditions, including those with compromised immune systems or respiratory conditions like severe asthma.
 - (4) Have aforementioned symptoms of COVID-19 in the past 48 hours,
 - (5) Have been in contact with someone with COVID-19 in the last 14 days, or

(6) Have returned from travel to areas with community spread of COVID-19 as defined by the CDC in the last 14 days

9. If a child or staff member is diagnosed with COVID-19, or are a close-contact of someone diagnosed with COVID-19, they must alert UADC administration.

IX. Air filtration

- A. Starting in October of 2020 the classrooms and office will use air filtration systems highly rated on Consumer Reports to clean viral particles from the air. Use these on the medium setting (two lights/taps, via a large circular button).
- B. Staff in each space must label the washable air filter(s) and ensure they are sent down to Chef Michelle to wash each Friday before noon.

X. Closure

- A. Should a member of the staff or a child in care be diagnosed with COVID-19 the center will follow advice from Public Health on guidance for closure, while also reserving the right to make additional quarantine requests for staff and families, as deemed necessary.
 1. UADC asks that staff and families notify administration immediately if anyone in the household is diagnosed with COVID-19 or is exposed to anyone who has tested positive for COVID-19.