

Parent Manual Addendum – Health & Safety Protocols for Families

As of July 2021

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.

Children's Health Precautions

- Teachers assess children's general well-being when they arrive and throughout the day. They monitor for symptoms, such as change in normal behavior, appearance, or body functions, feeling warmer than usual, or complaints of pain or unpleasant sensations.
- 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, and when classrooms are outdoors if physical distancing is maintained.
 - Families may provide their child's mask; Concordia can provide masks if needed.
 - Concordia team members wear face coverings per CDC and DCFS guidelines.

Classroom Operations

- Classroom capacities and staff to child ratios have returned to pre-pandemic standards. Please see your center's Parent Manual for details.
- 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 and sneezes, disposing of tissues, etc.).
- Children's belongings must be in a bag or backpack labeled with their name.
- Pacifier use should be limited to nap time if possible. If a child needs it all day long, families will provide a clip to keep it attached to the child.
- Because children ages birth to five spend time on the floor crawling, playing, circle time, etc., your child's classroom may ask you to keep clean "indoor shoes" at school.

Classroom Schedule & Routines

- 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.
- Meals
 - Children are seated as far apart as possible for table activities and meals.
 - Children do not brush their teeth after lunch until further notice.
- Classroom Materials
 - 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 sanitize it after each use.
- Indoor and Outdoor Gross Motor Spaces
 - Classrooms are not 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 they are 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 our support staff during drop-off and pick-up. DCFS requires that everyone who comes to the center for drop-off and pick-up wear a face mask.
- Location:
 - Until further notice, Concordia conducts **drop-off and pick-up outside the center or at a designated location outside the classroom.** This avoids lengthy 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 center's director. As a precaution, at this time parents are not permitted to enter their child's classroom. If you must enter the center, DCFS requires that you review the self-screening questions before entering the building.
- Drop-off and Pick-up Schedule:

Families may be required to sign up for a drop-off and pick-up time to help manage the flow of people at the center and physical distancing, and 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. At some centers and in some age groups, the only way that Concordia can maintain required group sizes and ratios is to strictly manage drop-off and pick-up schedules. If you are scheduled for a drop-off or pick-up time:

 - 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 you are dropping off late (after your scheduled time), please contact the center 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:**
Parents or guardians answer a series of screening questions for attendance that day. In order to attend, all of the following must be true:
 - Your child and everyone in the household are not experiencing any COVID-19 symptoms.
 - Your child has not traveled to any state or country that is subject to travel restrictions.
 - Your child and everyone in the household have not been exposed to COVID-19.
 - Your child and everyone in the household are not awaiting COVID-19 test results.
 If the drop-off or pick-up location at your center is outside of the facility, a team member will take your child to their 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 notifying the teacher, telling your child, 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, regardless of vaccination status.
 - Maintain a 6-foot distance as a guide for safe social distancing 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 children in the classroom and maintaining 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, throughout, 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, phones, keyboards, and computer mice.

Pandemic Protocols

Every protocol listed below is essential to reducing the risk of COVID-19 at our centers. Failure to follow these guidelines (including withholding information about your child's symptoms or test results)

jeopardizes your enrollment at Concordia. Keeping our children and team members safe requires full cooperation from every family.

What if a child experiences pandemic symptoms* at Concordia? During a pandemic, when children exhibit pandemic symptoms at Concordia, regulations require they be 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 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 or 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 a child has ...	a positive COVID-19 diagnosis	COVID-like symptom(s)	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	COVID-19 testing is REQUIRED to return to school. Must be 48 hours fever-free without fever-reducing medication AND other symptoms have improved	Stay home for 14 days after last exposure to the COVID-19 case. If symptoms develop, use guidance in the middle column. If symptoms do not develop, negative COVID-19 test does not eliminate 14-day quarantine.
Documentation that must be provided to Concordia is ...	Release from isolation letter provided by health department or doctor	Negative COVID-19 test result and release from isolation letter provided by health department or doctor	Release from quarantine letter or health department notification

***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, unless they are vaccinated, in order to reduce the risk of exposure to 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/php/contact-tracing/contact-tracing-plan/overview.html>.

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 or modified by Concordia from time to time, as deemed 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.

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 or association 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