

# Parent Manual Addendum: Health & Safety Protocols for Families

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As of January 2023

Concordia Place 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 Place 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.

Please carefully read this document and sign the acknowledgements on the last page.

## 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 child's enrollment at Concordia Place. Keeping our children and team members safe requires full cooperation from every family.

### What if a child experiences [COVID-19 symptoms](#) at Concordia Place?

Your child will be isolated from their classmates, as space and staffing allow. 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.

- Concordia Place 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-up people are unable to pick up your child within 2 hours of reaching someone, you may be assessed a 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.
- 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 Place immediately if your child or anyone else in your household is diagnosed with COVID-19.

### Isolation Guidance

*Regardless of vaccination status*, if your child is experiencing COVID-like symptoms:

- Isolate at home. Notify Concordia Place immediately.
- A negative COVID-19 test ([any viral test](#), including rapid or PCR) is required to return to Concordia Place. Follow procedures below if your child tests positive.
- Your child must be 24 hours fever-free without fever-reducing medication *and* other symptoms have improved.

If your child is diagnosed with COVID-19:

- Isolate at home for least 10 days from onset of symptoms or test date (if no symptoms were present). A doctor's release to return to school does not shorten the 10-day isolation period.

- Your child must be 24 hours fever-free without fever-reducing medication *and* other symptoms have improved.

### What about others in the household?

You need to alert Concordia Place about 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. It is extremely important that your child is separated from anyone in the household who is ill, as this will impact their ability to attend school.

### Quarantine Guidance for Close Contacts

Each exposure is unique, with its own timeline for quarantine and testing. You will receive an email and/or notification through our communication app with the specific date of exposure and testing requirements.

Age Group	Quarantine & Testing Requirements
Infant and Toddler Classrooms	No quarantine required unless symptoms develop. Rapid testing is required every day for 10 days (exposure is Day 0).
Twos, Preschool, and School-Age Classrooms	No quarantine required unless symptoms develop. Strict masking is required until 10 days after exposure. Testing (rapid or PCR) is required immediately after exposure and on Day 5.

If an exposed child experiences any COVID symptoms, they must stay home until they have tested negative 2 times in 48 hours (24 hours apart). This is based on the additional risk of being exposed to COVID, and our experience that often individuals can test negative early in their infection. After 2 negative tests (24 hours apart), a child may return to school as long as they have been fever-free for at least 24 hours (without the use of fever-reducing medication) and other symptoms have improved.

### 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 Place immediately and include the timeline of symptoms and test date. Concordia will notify known close contacts of any positive COVID-19 case as soon as possible via email, communication app, and phone, if necessary.

If Concordia experiences a confirmed case of COVID-19, we follow current reporting requirements for DCFS licensing and the local health department. All children in the classroom who were present on the exposure day(s) will be considered close contacts. The local health department can provide guidance on quarantine and other precautions, if necessary.

### How is Concordia Place assisting in stopping the spread of COVID-19?

COVID-19 can be spread when no symptoms are present, up to two days before symptoms occur, and up to two days before an asymptomatic individual tests positive. Case investigation and communication will be swift and thorough. We have designated the directors at each center to assist the local health department with contact tracing and monitoring of absenteeism.

## Children's Health Precautions

For your child to attend Concordia programs, you must be able to answer "no" to the following questions. If any answer is "yes," or you're unsure, please speak with center leadership before dropping off your child at Concordia Place.

- Is your child or anyone in the household experiencing any COVID-19 symptoms?
- Has your child traveled to any community, state or country that is subject to travel restrictions?

- Has your child been exposed to COVID-19?
- Is your child or anyone in the household awaiting COVID-19 test results?

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 Place 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.
- Masking requirements for team members and children age 2 and older are determined at the center-level based on current community spread and other center-specific factors.
- 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 Place team members model, teach and reinforce handwashing and healthy hygiene as is age appropriate (covering coughs/sneezes, disposing of tissues, etc.).

### Drop Off & Pick Up

Please follow signage and specific communications from your center's leadership about drop-off and pick-up locations. Center-specific policies help us avoid lengthy physical interactions between teachers and parents, limit foot traffic and bottlenecks in our facilities, minimize touching of door handles, etc. 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.

### 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 may not be entering classrooms, you are exposing our staff during drop-off and pick-up.
- Please follow updated signage and center-specific communications regarding masking during drop-off and pick-up.

### Teacher Communications

While lengthy in-person conversations between parents and teachers are not possible at this time, you may use our other communication tools (email or parent app). 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.

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.

## Acknowledgements

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Child(ren) Names:

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### 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.

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Parent/Guardian Name

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Parent/Guardian Signature

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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 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).

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Parent/Guardian Name

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Parent/Guardian Signature

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Date