

**UNIVERSITY CHILDREN'S LEARNING  
CENTER  
COVID-19 GUIDE**



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## **Background Information**

Due to COVID-19, the UCLC was closed mid-March 2020 to August 5, 2020. UCLC is excited to re-open its doors and is ready to continue providing quality care and education to the families it serves. In order to re-open UCLC followed the recommendations set forth by North Dakota Child Care Aware and the North Dakota Department of Health. As a result, the following policies and procedures were developed.

UCLC plans to continue to follow the recommendations and guidelines as set forth by the US Centers for Disease Control and the North Dakota Department of Health. The content of this guide is reflective of the new COVID-19 guidance and recommendations as of February/March 2022.

## **Facial Coverings**

- Facial coverings will be worn at UCLC as recommended by the US Centers for Disease Control, the North Dakota Department of Health, and Grand Forks Count Childcare Licensing.
- UND Community and UCLC, strongly recommends that children ages 3-5 wear a mask when the community rate of spread of COVID-19 is at high risk.
- Children ages 2 and below are not recommended to wear a facial covering (updated 8.25.2021).
- Individuals (teachers, caregivers, parents, or any adult) choosing not to wear a face covering will not be allowed to enter the UCLC.
- Teachers will demonstrate consistent, correct mask use, and help remind children to do the same (when masks are required).

## **FOBS**

- To allow UCLC to minimize the number of individuals entering the Learning Center may limit entry into the learning center to only parents, siblings under the age of 12, and UCLC Caregivers if the community rate of spread is deemed high risk (update 3/2022).

## **Drop Off (updated 3/2022)**

- A UCLC Teacher will meet parents and children in the classroom, complete a health screening (see below), and take each child's temperature when the community rate of COVID-19 spread is deemed high risk.
- It is recommended that parents and/or family members use hand sanitizer upon entering the Learning Center, before signing in their child.
- Parents and/or family member are encouraged to help their child wash their hands and select an area in which to play.

## **Pick Up (updated 3/2022)**

- It is recommended that parents and/or family members sanitizer upon entering the Learning Center.
- Teachers are responsible for signing the child out

## **Daily Health Screening (updated 3/2022)**

**If the rate of COVID-19 spread is considered medium risk or greater UCLC may conduct daily health screenings, upon arrival, for COVID-19 symptoms for all UCLC employees and children.**

### *Teachers:*

- Upon arrival: Complete the health screening with the assistant director or designated individual, have their temperature taken, and wash their hands

### *Families and Children:*

- Upon Arrival: A UCLC team member may take the temperature of the child and parents may be asked to complete the health screening.

### *Health Screening Questions:*

1. Has your child had any known contact with someone who is exhibiting symptoms (temperature of 100.4, shortness of breath, or cough), exhibited symptoms themselves, or tested positive for COVID-19 in the last 14 days or since your child last attended?
2. Have you or your child had an onset of symptoms consistent with a viral illness such as cough, shortness of breath, or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell within the last 14 days or since your child last attended?

3. Have you, your child, or family member been tested for or diagnosed with COVID-19 in the last 14 days or since your child last attended?
4. Have you and/or your child traveled out of the country or internationally within the past 14 days?
5. Additionally, a UCLC employee will visibly observe each child at the time of the health screening. If a child displays two or symptoms of COVID-19 their family will be asked to take their child to a health **care** provider. To return to childcare, the child will have to have a note from their physician stating that he or she is well enough to return to childcare.

Instructions: If the answer to all 4 screening questions is “no”, the child may enter UCLC. If the answer is “yes” to any of the 3 questions, the child will not be permitted to enter the Learning Center and the parent will be directed to call their health care provider or visit the ND Department of Health website for further guidance. Please remember that a child with a fever of 100.4 or higher must remain at home until he or she has been fever free, without medication, for 72 hours. **UCLC will follow the protocols given to UND Employees (see below) for any “yes” answers to the health screening questions.**

*Sending a child home:*

**Special note:** In the event that a child develops any symptoms consistent with a viral infection while at UCLC, parents will be notified immediately. Parents or the designated individuals are expected to pick the child up within 30 minutes. UCLC will keep all children safe by creating a “safe space” for the ill child, which will be 6 feet from other children. If possible, UCLC will consider using a flattened cardboard box as a divider if the child is coughing. Upon the child’s pick up, a gloved UCLC teacher will put the disposable divider in the outdoor trashcan.

### **Personal Health and Safety Practices for Teachers and Caregivers**

**(updated 3/2022-sections marked if deemed necessary refer to a rate of COVID-19 spread that is considered high risk)**

- Teachers and students are expected to bring their personal face covering (if deemed necessary)
- Place face covering on before entering UCLC (if deemed necessary).
- Wash hands upon arrival, before setting up the classroom
- Store personal items out of reach of children and other UCLC staff-use your designated personal space in the classroom, and storage locker in the UCLC teacher room
- Long hair should be worn up in a hair tie (if deemed necessary).
- Wash hand before and after meal service, before and upon returning to the classroom, after helping in the bathroom, after helping a child to wipe their nose, before and after sensory play, and frequently throughout the day
- Sanitizing wipes are available for wiping down chairs, computer equipment, UND owned phones, mouse, pens, and other equipment
- Children must remain with their assigned color family throughout the day-no “visiting” at this time
- Teachers developing symptoms consistent with a viral illness during their work shift: immediately notify the director or assistant director and remain in the classroom until arrangements can be made for substitute teaching staff
- Remember not to touch your face, rub your eyes, put your fingers in your mouth, or near your nose.
- Keep an extra set of clothing in your locker
- Teachers or caregivers this is found not following the COVID-19 protocols will be provided with education related to expectations; continued disregard for COVID-19 protocols will result in additional disciplinary action such as a written warning and/or possible termination of employment

### **UND Required Procedures for Employees**

In accordance with the guidance from the ND Department of Health (NDDoH) and Centers for Disease Control and Prevention (CDC), the following procedures must be followed by University of North Dakota employees. *Procedures were last updated May 29, 2020.*

**Employees who are well but who have a sick family member at home undergoing testing for COVID-19:**

- MUST notify their supervisor and monitor for symptoms. The employee may come to work if they are fully vaccinated. If the employee is not vaccinated for COVID, please quarantine pending those results.
- Employee’s workplace will continue to receive routine cleaning procedures.
- Employee’s coworkers are expected to continue to report to work as usual if asymptomatic.

Employees who are well but who have a family member at home diagnosed with COVID-19, and are fully vaccinated:

- Expected to continue to work if they do not display any symptoms of COVID-19.
- It is recommended that they test for COVID-19 immediately, and on day 5 or later.
- Employee's workplace will continue to receive routine cleaning procedures.
- Employee's coworkers are expected to continue to report to work as usual if asymptomatic.

Employees who are sick (updated 3/2022):

- Are recommended to test for COVID-19
- Will notify their supervisor and stay home.
- If employee is unable to work, they may use sick leave. (NDUS HR Policy 7).

Employees who appear to have symptoms upon arrival at work or who become sick during the day:

- Immediately inform their supervisor.
- Immediately be separated from others.
- Immediately be sent home.
- Workspace of a sick employee with symptoms of COVID 19 will be cleaned and disinfected.
- Employee's workplace common areas (bathrooms, breakroom, etc.) will be cleaned and disinfected.
- Employee's coworkers will continue to work as usual if asymptomatic.
- The ill employee may use sick leave. (NDUS HR Policy 7).

Employee is confirmed to have COVID-19 infections (updated 3/2022):

Individuals who have COVID-19 must isolate for at least 5 days. Isolation keeps someone who has the virus away from others.

- Symptomatic employee will self-isolate in their place of residence until the following three are met:
  - Employee has not had a fever (temperature greater than 100.4 degrees) for 24 hours without the use of fever reducing medications.
  - Employee's symptoms have improved (for example, employee's cough and shortness of breath have improved).
  - At least 5 days have passed since employee's first symptoms appeared.
- Asymptomatic (not experiencing any symptoms but have tested positive) employee will self-isolate in their place of residence for 5 days following the date of their positive test. Employees may return to work starting on day 6 and must wear a mask through day 10. Employee will submit an online report upon notification of positive results. If symptoms develop during the isolation period, length of isolation may be adjusted.
- Cases who have tested positive:
  - Are considered to have presumed immunity for 90 days following a positive COVID-19 test.
  - Should not retest for 90 days.
  - Are not required to isolate again unless told to do so by the NDDoH, a public health official, or a health care provider.
  - Additionally, individuals who tested positive within 90 days, and are identified as a close contact, are not required to quarantine again unless told to do so by the NDDoH, a public health official, or a health care provider.
  - Persons experiencing new symptoms within 90 days following a positive test should consult a medical provider.
- Employee's workspace will be cleaned and disinfected.
- Employee's workplace common areas (bathrooms, breakroom, etc.) will be cleaned and disinfected.
- Health Care Workers will follow the NDDoH Guidance for Health Care Workers Return to work procedure.
- Employer will inform employee's coworkers of their possible exposure to COVID-19 in the workplace but maintain confidentiality of the employee, as necessary.
- Close contact is defined by the NDDoH as:
  - Being within 6 feet of a COVID-19 case for a prolonged period (15 minutes or more cumulatively over a 24-hour period). Close contact can occur while caring for, living with, or sharing a health care waiting area or room with a COVID-19 case, or
  - Having direct contact with infectious secretion of a COVID-19 case (being coughed on).
- Employee's coworkers will self-monitor for symptoms (fever, cough, or shortness of breath).

- Employee’s coworkers will continue to work unless notified by the positive case, the NDDoH, a public health official, or a medical provider to stay home.
- Employees that are a close contact but are vaccinated do not have to quarantine unless they begin to develop symptoms of COVID-10.

An employee has a fever and/or respiratory symptoms but was not tested:

- Employee will self-isolate in their place of residence until the following three are met:
- Employee has not had a fever (temperature greater than 100.4 degrees) for 24 hours without the use of fever reducing medications.
- Employee’s symptoms have improved (for example, employee’s cough and shortness of breath have improved).
- At least 5 days have passed since employee’s first symptoms appeared.

Employee is tested and results indicate employee does not have COVID-19:

- Employee can return to work once the following 2 criteria are met:
- Employee has had no fever (temperature greater than 100.4 degrees) for at least 24 hours without the use of fever reducing medications.
- Employee’s other signs and symptoms of illness are improved.

Employee has completed the COVID-19 isolation period, has met the following criteria, and is prepared to return to work:

- Employee has not had a fever for at least 24 hours (temperature greater than 100.4 degrees) without the use of fever reducing medications.
- Employee’s other symptoms have improved (for example, cough and shortness of breath have improved).
- At least 5 days have passed since employee’s first symptoms appeared.

**Recommended Procedures for Closures and Exclusions childcare as determined by Childcare Aware and the North Dakota Department of Health**

What if UCLC sends a child home that appears sick?

- the classroom of the sick employee or child will be cleaned, sanitized, and disinfected, prior to the beginning of the next workday

UCLC employee or child is diagnosed with COVID-19(Updated 3/2022)

- Excluded from UCLC at symptom onset for 5 days (or test collection date if there are not symptoms), AND
- Must be fever free (without the use of fever reducing medication) for 24 hours and symptom improvement in order to return.
- Asymptomatic (people who don’t present with any symptoms) the individual must be excluded 5 days from date of collection
- Must wear a mask upon return to UCLC from day 6 through day 10.
- UCLC will close off the areas used by person who has been diagnosed with COVID-19
- UCLC will open the classroom windows in order to increase circulation in the in the exposed room
- UCLC clean and disinfect.

What if a parent or family member of a child tested positive (updated 3/2022)?

- Family member excluded at home for a 5-day period from symptom onset or from date of positive test collection date, and not entering UCLC. Must be symptom free and fever free for 24 hours before considering entrance to UCLC, after the 5<sup>th</sup> day. Individuals returning to UCLC after recovering from COVID-19 must wear a mask from day 6 through day 10.
- All close contacts are recommended to test for COVID-19 immediately.
- Child is considered close contact and would be excluded from childcare for 5 days from the last time they were exposed to a case.
- Child may return to care and wear a mask from day 6 from last day of exposure through day 10.
- Child’s symptoms of COVID-19 must be monitored through the 14th day after exposure.

What does it mean is someone is identified as a close contact?

- Someone who is around that person for a prolonged period of time-within 6 feet for 15 minutes of time or longer

What if a teacher is identified as being in close contact with an individual with COVID-19 (not living in their household)?

- Fully vaccinated, no exclusion is necessary; wear a mask from day 0 through day 10 from last date of exposure; monitor for symptoms
- Not vaccinated: Exclude themselves for 5 days from the last time they were exposed to a case; wear a mask from day 6 through day 10; monitor for symptoms.
- Recommended to test for COVID-19 immediately.

What is a parent of a child identified by Public Health to be considered to be close contact to an individual with COVID-19(updated 3/2022)?

- The child, if he or she is not exposed to this individual, can still attend childcare
- The parent must be quarantined at home and may not come inside UCLC to drop off their child for 5 days from the last time exposed to the case, unless the parent and the infected person were both wearing a mask at all times during the exposure.
- Parent must wear a mask if returning to UCLC between day 6 through day 10 of last exposure.

What if the UCLC uses a float staff or a visitor tours the whole center and they are diagnosed with COVID-19 (updated 3/2022)?

- UCLC will investigate and contact Public Health, as needed, to help determine the next steps.
- UCLC will cohort classrooms as much as possible. Teachers and Caregivers will be dedicated to specific color families if they have not received the COVID-19 vaccination. Children will stay and play with their own group of children in their own classroom. Color families will use the gym or outdoor space at alternating times and wipe down equipment with disinfecting wipes as much as possible.

How will UCLC communicate incidences of exposure to COVID-19 or close contact to an individual with COVID-19 (updated 3/2022)?

- UCLC will work in cooperation with the North Dakota Department of Health in conjunction with Childcare Licensing, Childcare Aware, and the Grand Forks Public Health Department.
- Families of children that have had close contact with an individual, at UCLC, that tests positive for COVID-19 will be notified following UCLC's current policy for notification of a highly contagious disease, i.e. Strep Throat, Hand Foot and Mouth Disease.
- UCLC will post signs notifying parents of the occurrence of their child's exposure to COVID-19, as a close contact
- UCLC will contact parents by email, communicating the occurrence of their child's exposure to COVID-19
- UCLC will maintain the privacy of the individual diagnosed with COVID-19, but will reveal which classroom with which the individual was associated
- UCLC will close the classroom for the recommend period, as determined by its governing agencies, which may vary based on the current status of the COVID-19 research and recommendations.

### **Screening/Testing**

- Routine screening and testing is not offered on site.
- Routine testing is offered by the University of North Dakota at the Pollard Athletic Center and Wilkerson Commons. Information is available online. Please see the UCLC director for more information.
- UCLC does have COVID-19 home test kits for individuals aged 2 and older available upon request. Contact the UCLC director or assistant director. No demographic information is required.

### **Vaccination (updated 3/2022)**

- UCLC will promote COVID-19 vaccinations by providing families with information about local agencies that provide this service.
- UCLC will post vaccination information in each parent sign-in area of the Learning Center.

### **Ventilation**

- HVAC system is monitored and maintained by the University of North Dakota. Updates were made to they system in 2020.
- Teachers are encouraged to crack open their windows to bring fresh air into the room, especially when an individual has been diagnosed with COVID-19 or another high contagious disease.
- Classrooms may increase ventilation by circulating air with the use of a fan.

### **Personal Health and Safety Practices for Children**

- A family members and teachers will help children wash their hands upon entering the classroom, after using the bathroom, before and after meals, after any personal hygiene tasks, and after outdoor play.
- Children will remain in their color family. Visiting other classroom will not be allowed at this time.
- Long hair should be worn up to prevent it from touching the child's face, eyes, mouth, and nose.
- Keep personal items at home, such as toys, books, stuffed animals, etc.
- Children will be reminded throughout the day not to touch their faces, rub their eyes, put their fingers in their mouth, or near their nose.
- Children will be reminded throughout the day to not touch their friend's faces, eyes, mouth, or nose.
- UCLC team will confer and develop a system to manage the number of children in the learning centers throughout each classroom and the cubby space during transition to and from the outdoors.

### **Daily Cleaning**

- UCLC will ensure the practices listed below by having teachers complete a daily checklist, which will include the task, the time, and the initials of the person who was responsible for the work.
- UCLC will post, in plain sight, the instructions for sanitizing and disinfecting in each classroom, and the kitchen.
- UCLC Greeter will daily disinfect the entry surfaces (i.e. door handles, equipment used for daily health screening, etc.) before UCLC opens
- Daily, before UCLC is open for care the UCLC teacher will ready the classroom by: consult the daily cleaning checklist, preparing a bottle of disinfectant spray and a bottle of sanitizer spray, preparing a half gallon bucket of hot soapy water, washing the tables with soapy water followed by **sanitizing** spray when the surface has dried, and drying the disinfected surface after one minute of contact time to ensure the safety of children.
- The bucket of soapy water will be changed at a minimum of 3 times a day, once after each meal service.
- Daily, UCLC teachers and caregivers will **sanitize** the food contact surfaces before and after meals. These surfaces include the food cart, the dirty dish buckets, the meal tables, and food preparation areas.
- Daily, after each meal one teacher from each UCLC classroom will **disinfect** classroom doorknobs, light switches, and sinks, faucets and faucet handles, toilet stall door latches, and toilet handles.
- UCLC will remove mouthed toys and put them in a sealed container until a time at which the teacher can safely **sanitize** the items.
- A designated UCLC PM teacher will use the electrostatic sprayer to disinfect hard surfaces and sanitize toys throughout the Learning Center at the end of each workday. This will be completed after 5:30 PM or after all children have been picked up, whichever comes first.
- UCLC will strongly urge each classroom to open their window for 15 minutes every morning at 7 AM and every evening at 5:15 PM.
- UCLC Administrative staff and teachers will sanitize keyboards and electronics after their lunch break and at the end of their workday

### **Mealtime Procedures (Classrooms)**

- One teacher will oversee handwashing to ensure the children are using proper handwashing techniques.
- Tables will be **sanitized** before and after each use
- UCLC Teachers will plate food for children. Teachers should offer children each meal component, as they are plating the food.
- Children will sit in every other chair, as much as it is possible.
- Children should be excused to "clean up" one at a time to promote social distancing.
- UCLC teachers will offer children water throughout the day, using disposable cups for children over 3 years of age. Reusable water bottles may be used for children under the age of 3 and must be stored in or above their cubby space and sent home to be washed and sanitized every night.

### **Mealtime Procedures (Kitchen)**

- Before and after each meal food surfaces are washed with hot soapy water and sanitized
- After each meal the food carts, dirty dish buckets, and dirty cutlery buckets will be washed with hot soapy water and sanitized



- After each meal all doorknobs, appliance handles, faucet and faucet handles will be washed with hot soapy water and disinfected

### **Nap Procedures**

- On the first day of care at the Learning Center, families must provide their child with a clearly labeled nap bucket, with lid.
- Nap buckets will be sent home weekly to be laundered, unless the items become soiled
- Children will be placed at least 6 feet apart during naptime.
- Children will be positioned head to foot in their color family nap space.

### **Classroom Environment Considerations**

- Prior to re-opening UCLC will: purchase required items to ensure the safety of families and employees, disinfect and sanitize the Learning Center, remove toys with soft surfaces; prepare a “dirty clothes bin” for dress-up clothes (must be washed after each use), secure a prominently labeled “germ bucket” for each classroom, post hand hygiene materials in each color family and adult bathroom, prepare social stories related to various aspects of COVID-19 and health and safety practices.
- Personal belongings: extra clothing will be stored in a child’s cubby inside a Ziploc bag, naptime supplies will be stored in a bucket with a lid, toys and other personal belongings should remain at home. Items such as a car seat or other personal items should be discussed with the classroom teacher before it is brought into the classroom environment

### **Playground Policies**

- UCLC will incorporate outside air as much as possible
- UCLC will stagger groups of children using the outdoor classroom. One teacher is designated to coordinate this effort. One teacher is designated to **disinfect** railings and highly used areas before leaving the outdoor classroom.
- The outdoor classroom sheds are stocked with hand hygiene products. Tissues, hand sanitizer, and disposable baby wipes are placed in an easily accessible location. Hand sanitizer is kept out of the reach of children.
- The UCLC toddler and preschool outdoor classrooms will secure an outdoor garbage can or bag, readily available for use.

### **Communication about COVID-19**

- UCLC will educate staff and families: regarding the signs and symptoms of COVID-19, and regarding the importance of hand hygiene and other prevention practices for the prevention of COVID-19 by means of face-to-face communication, email communication, and social media communication.
- UCLC will post signs for adults and children regarding covering one’s cough and frequent hand hygiene.
- UCLC will provide parents and staff with UCLC’s COVID-19 health and safety policy changes.
- UCLC will post COVID-19 screening questions and COVID-19 Exclusions guidelines at the two UCLC entry doors, and in each classroom.
- UCLC will communicate all COVID-19 expectations to all new employees before they care for children.
- UCLC will regularly check-in with each classroom team, ensuring that COVID-19 policies are being followed according to the outlined plan.

### **Social and Emotional Care during COVID-19**

- UCLC will conduct daily wellness checks on staff and children to monitor social/emotional health
- Teachers will speak to children, a minimum of once daily, about handwashing.
- UCLC teachers will make sure their classrooms contain items that promote social and emotional awareness and health (books, photographs, and health occupations materials such as a dr.’s kit)
- UCLC teachers will communicate and post their daily schedule for children and parents. The schedule is posted in the classroom and on each classroom’s private Facebook page.
- UCLC team members will listen to children and respond to them as they talk about their feelings, ask questions about wearing facial coverings, etc.
- UCLC will post pictures of people wearing facial coverings (pictures of their teachers wearing facial coverings would be ideal)

- UCLC team members will comfort crying, sad, and/or anxious children. Yes, children can be held while they are being comforted. Remember to practice social distancing, when possible, and to use proper hand hygiene when the child is ready to rejoin the classroom activities.