During this difficult and stressful time, we at UWM Children’s Learning Center want you to know that we value the safety and wellbeing of you and your family. For this reason, we have put in place several changes that will allow us to continue to provide safe environments and practices for our community of children, families, and staff. We ask that you take time to read through the following Center changes, expectations, and policies that will be in effect during the COVID-19 health crisis.

Enrollment & Hours of Operation
The Children’s Learning Center will reopen at approximately 33% capacity and will increase enrollment up to 50% beginning with the start of the fall semester. We will only be providing care on a full-day basis (no half-days) initially. This is to reduce the amount of drop-off and pick-ups during the pandemic.

We will continue to provide childcare Monday- Friday from 7:00am- 6:00pm. The Center will be closed all legal holidays according to the University calendar.

We will not be closing for a week in August as we typically do, but we will close for the UWM intermittent furlough day on August 21st.

Enrollment Forms

We are requiring all families to complete new enrollment forms (Health History, Emergency Care Plan, etc.) and return them to reception.

Class/Group Sizes:

- We will maintain the same groupings of staff and children from day to day
- The maximum group size, comprised of children and staff, will be 16
- Suite classrooms will be combined, with children and staff considered one group*  
- Groups will no longer combine for outdoor or gym times

*All suite classrooms will have one side of the suite assigned as the primary classroom. All drop offs / pick ups must occur on the assigned side of the room however, teachers can determine the best use of the entire suite space throughout the day to allow for physical distancing of children and staff. Families will be informed of which side of the suite is designated for drop off/pick up prior to the Center reopening.
Reopening group sizes-

**Infants:**
A total of 8 children in each group/suite. Ratio-1:2-3

**Toddlers:**
A total of 8 children in each group/suite. Ratio-1:3-4

**Preschool:**
A total of 10 children in each group/classroom. Ratio-1:5-6

**Kindergarten:**
A total of 12 children in each group/classroom. Ratio-1:6-7

**School-Age:**
A total of 12-14 children in each group/classroom. Ratio-1:8

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**Classroom/Group Teams**

Clover/Ivy Suite: Jazmyn Smith & Emily Hackney
Lilac/Daffodil Suite: Ellen Jacob & Erika Dowling
Snowdrop/Sunflower Suite: Emily Punzel & Jenny Proeber

Buttercup/Daisy Suite: Chrissy Boehm & Kaitlyn Johns
Monarch/Luna Suite: Anna Wieker & Jenny Poling
Cricket/Grassopper Suite: Darla Schroeder & Leah Kavanaugh
Dragonfly/Firefly Suite: Sami Gevaart & Laura Kucharski
Cedar Room: Closed

Oak Room: Carol Butchart & Amy Zippel
Aspen Room: Sam Palmisano & TBA
Maple Room: Curra LeFlore & Genevieve Sankey
Willow Room: Mary Beth Adams & Carmen Simpson

Fox Room (K4): Kelly Pope & TBA
Owl Room (K4/K5): Laura Schlosser & TBA
River Room: Closed
Linden Room: Closed
Lynx Room: Sarah Mesa & Rain Taylor

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**Staff Training**
Our initial staff training includes making sure all employees are aware of how COVID-19 is transmitted, the distance the virus can travel, how long the virus remains viable in the air and on surfaces, signs and symptoms of COVID-19, steps employees must take to notify their supervisor of signs and symptoms of COVID-19 and a suspected or confirmed diagnosis, and measures the employer and employees are taking to limit the spread of the virus (including PPE).

To begin the training process, staff must review the following:
- Information provided in this document
- Information from the Centers for Disease Control and Prevention:
- On-site Essential Employees
  - Staff must review the manual found at the link below and complete the agreement (a link to the agreement is embedded in the manual). Campus is in the process of developing/updating training for all professional and student employees who will be working onsite during the pandemic. More information will be provided later in August.

Staff training will continue over the next several weeks, to include the following:
- Supporting children’s social emotional well-being during the COVID-19 pandemic
- Supporting families during the COVID-19 pandemic
- Managing anxiety and stress during the COVID-19 pandemic

Arrivals/Departures:
**UWM is currently working to define a process for having employees, students, and visitors complete online symptom monitoring before coming to campus. Families and staff will receive an update when more information becomes available.**

**North West Quadrant Building Access**

You will need to enter the North West Quadrant through the glass doors by the circle drive. This set of doors are the only NWQ building entry point that will be unlocked until further notice. Please remember to wear a mask/face covering when you enter the NWQ and practice physical distancing.

**Arrivals/Departures Reception:**

When a designated adult arrives to the Center (with the child(ren) enrolled in the program) they will first stop to read the signs posted near the door at the main entrance. Signage will provide reminders of actions and behaviors expected inside the Center. Once inside the Center, a check-in process is completed at the reception desk. The receptionist will request to see a photo ID to confirm the adult dropping off is on the list of approved designees. The adult will also be asked to verify that they (and the child(ren) being dropped off in the program) are not experiencing any COVID-19 symptoms. Hand sanitizer will be available at reception for adults (and children 3 and older) to use prior to proceeding to the classroom.

**Arrivals/Departures Classroom:**

The drop off/pick up process will occur at the classroom door or just inside the classroom entrance. The sign in/out clipboard will be located near the door, inside the classroom entrance but may be placed out for you when you arrive. The parent/designated adult* will be asked to stand within a defined space to sign the child in/out. Staff will assist with retrieving and transferring the child’s belongings (lunch, nap lovie, etc) and will guide the child to the sink for hand washing.

*Updated 8-7-2020*
Staff will inform families of any specifics they need to know about the classroom procedures for arrivals/departures, including what to expect if arrival/departure occurs while the class/group is not in the room.

We are asking that children are dropped off as quickly as possible to limit the time staff spend interacting face-to-face. We continue to highly value the partnerships we have with families but will need to rely on other forms of communication (email, phone) to keep connected during the pandemic. Please limit in-person conversations to providing information that needs to be more immediately shared.

Suggestions of various transition routines/rituals will be shared with parents via email, phone call, newsletter, the Weekly Web, etc.

*Please note, a sibling enrolled in the program in a different classroom may be present with the parent/designated adult when they are dropping off or picking up at the classroom. The child should remain with their parent/designated adult, in the space allowed, during the drop off/pick up process.

Classroom/Programming:

Interest Centers
The number of children allowed in a classroom interest area will be limited. This will look different depending on the age of the children.

Materials
A limited number of materials will be made available in the classroom. Teachers will rotate materials more often.

Toys that cannot be cleaned and sanitized will be removed from the classroom.

Children will continue to have sensory and art materials available for more individualized use.

Meal Times
Families are required to send a lunch that does not need microwaving. Lunches can be stored in a refrigerator or at room temperature on a shelf in the kitchen.

Staff will limit the number of children seated together at a table.

Staff must wear gloves and a mask/face covering when prepping and serving food.
Teachers will continue to follow established procedures for meal prep. Cups and utensils will no longer be placed in the center of the table, instead as a place setting for each child. Milk and water will be poured from pitchers into each child’s cup as requested.

**Napping**
All classrooms will be required to have children nap in their classroom. This will be revisited when our child capacity increases.

Children are allowed to bring one ‘lovie’ that must fit in their cubby.

**Time Outside**
Classrooms/groups will not have shared time on the play yards. We split two of our play yards in half in order to allow for children to be grouped safely, but still have lots of time outdoors.
Outdoor play times are staggered to prevent bunching of groups at entry/exit points.

**Field Trips and Walks**
All field trips are suspended during the fall semester. Classrooms are able to take campus walks or visit Downer Woods. Physical distancing and mask/face covering requirements must continue to be observed.

**School Age Specifics**
We will not be providing care for children on published school closing days as we have done in the past. We will review scheduling options, reconsidering care for school closing days, prior to Spring semester.

In addition, we will not provide busing service for Shorewood families this year. Though we greatly value the partnerships we have with Shorewood families and we hope to continue these partnerships, it did not make sense for us to include the expense of this service in our budget at this time. Again, we will re-evaluate options in the future.

Linden Room is closed until further notice. Lynx Room will be serving children grades K4 and up.

**Physical Spaces**

*Main entrance/Reception:*
- Plexiglass has been installed at the reception desk.
- Traffic flow will be managed with signs and floor markings.
Hallways and Stairwell:

- Please ‘stay to the right’ in hallways and on the stairs.
- Children must be with an adult at all times when in the Center.
- Signs will be posted in highly visible locations throughout the Center to remind about mask wearing, physical distancing, handwashing, etc.

Elevator:

- Only two people allowed in the space at one time
- Floor markings will indicate standing space to account for physical distancing
- Signs with capacity limit will be posted

Lactation Rooms:

- Lactation rooms will be kept active and equipped with sanitation items.
- Signage about sanitation and “use at own risk” will be installed.
- Users are expected to sanitize surfaces before and after using the space.

Gyms:

- All gyms are closed until further notice

Activity Rooms:

- All activity rooms are closed until further notice

Breakout Spaces:

- All hallway breakout spaces are closed until further notice

Parent Resource Room:

- CLOSED until further notice

Center Isolation space:

- The Physical Therapy Room on the lower level will be a space where a child with illness symptoms can wait for a parent/designee to pick the child up

Cleaning and hygiene

- Personal hygiene and protective measures (regular handwashing, cover coughs and sneezes, avoid touching hand, nose, and mouth, etc.) are required.
- We will continue comprehensive cleaning practices in classrooms and throughout the center
- Frequently touched surfaces including tables, doorknobs, light switches, countertops, handles, railings, desks, phones, keyboards, writing
utensils, faucets, and sinks, will be cleaned and disinfected more frequently by UWM Children’s Learning Center and Facilities staff.

- Hand sanitizer will be available at the reception desk for adults (and children 3 and older)

To prevent the spread of COVID-19:

- Children and staff are expected to wash their hands upon arrival to the program, before meals and snacks, after outdoor play, after using the bathroom, prior to going home, after nose blowing or assisting a child with blowing their nose, coughing, or sneezing, etc.
- We encourage families to practice frequent handwashing at home and adhere to other guidance provided by the Centers for Disease Control and Prevention
- Children and staff who develop symptoms of COVID-19 while at the program will be separated from others and remain isolated until they are able to leave the center
- Children, staff and other visitors to the program with symptoms of COVID-19, or who have been exposed* to others with COVID-19, or have a positive COVID-19 test result will be asked to stay home

* Exposure
If within the past 14 days you were in close contact with a person who is positive for COVID-19, stay home and follow the guidance from your health care provider and local public health department
Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?
* Close contact includes being less than 6 feet of the person with a confirmed case of COVID 19 for 15 minutes or more, living with a person who has COVID-19 or having direct contact with infectious droplets/secretions of a COVID-19 case, i.e. being coughed on, kissing, sharing utensils or other objects.

COVID Response plan:

The Children’s Learning Center Director is responsible for handling all questions and reporting about COVID-19 concerns.

Once more specialized training is provided, Program Coordinators will handle COVID-19 related questions and concerns for the staff and classrooms they supervise. An update will be provided to families and staff when this transition takes place.

The Director will manage a centralized system for tracking symptoms and cases and will provide guidance and support as needed to families and staff.

Children will be monitored for symptoms of COVID-19, including classroom temperature checks twice daily using a no-contact infrared thermometer.

Updated 8-7-2020
**Isolation procedure in case of a child with COVID symptom(s) onsite:**

1) When a staff observes (e.g. runny nose) or confirms (e.g. fever) that a child has a symptom of COVID-19, they will first take the child to the classroom isolation space.

2) Next, the staff will contact their Program Coordinator. If the Program Coordinator is unavailable, they will contact the Director or Associate Director.

3) The Program Coordinator, Director, or Associate Director will take the child to the center isolation space and contact the child’s parent/designated adult to arrange for the child to be picked up.

**Procedure in case of a staff with COVID symptom(s) onsite:**

Until further notice, all staff that have a symptom of COVID-19 while onsite should report directly to the Center Director or Associate Director.

**Absence Coverage:**

In order to keep staff with the same group of children, we will not be utilizing a staff flex pool as we had in the past. Absence coverage will be provided by staff currently assigned to a classroom/group - by asking student staff to pick up extra hours, having a Lead Teacher come out of plan time and into ratio and/or utilizing state ratios.

Program Coordinators may be expected to provide absence coverage in their classrooms when a Lead Teacher is out or when other efforts to cover classroom needs are not successful.

**Policy Updates**

**Designation of Two Adults for Drop-off and Pick-up:**

To limit the number of people entering the Children’s Learning Center, we require families to designate two people who are responsible for all child drop-offs and/or pickups for the entire Fall 2020 semester.

During drop-off/pick-up, only one adult at a time will be allowed to enter the center with the child(ren) enrolled in our program. We will be verifying that an individual is one of the two designees before they are allowed to proceed to a classroom within the center. Designees will therefore need to have ID with them when they arrive.
Please have plans in place to ensure persons designated below are available to pick up on a daily basis, and in the event of an illness or other situation that requires the child(ren) to be picked up at an unplanned time.

**Masks/Face Coverings:**

A mask or face covering must be worn by adults and children 3 and older* at all times (indoors and outdoors).

*All children in preschool and school-age classrooms are required to wear a mask or face covering. Children in toddler classrooms will be required to wear a mask/face covering once they are 3 years of age.

**Exceptions for the mask requirement include:**

- Anyone who meets the Centers for Disease Control and Prevention’s guidelines for those who should not wear face coverings due to a medical condition, mental health condition, developmental disability, or are otherwise covered under the Americans with disabilities act.
- Children will be allowed to remove their mask when eating or drinking, and while napping.
- Staff may remove their mask when they are alone in a personal office space, or when they are eating or drinking in the classroom.

**COVID-19 Illness (policy in effect until further notice):**

Families and employees are expected to inform the Center of any COVID-19 symptoms or exposure, or a positive test result.

The Center will be tracking reported symptoms and cases, so we are aware of when we can welcome a child or employee back to the program. If a child or employee is excluded from the program due to having COVID-19 symptoms, a positive COVID-19 diagnostic test result, or Close Contact with someone with COVID-19, the family or employee is expected to communicate any updates with the Center Director or Associate Director. In order for the child or

*Updated 8-7-2020*
employee to return to the program, the indicated number of days must lapse or necessary documentation, as stated in the policy, must be provided in advance.

Children and employees will be asked to stay home or return home if any of the following applies:

- Have tested positive for COVID-19
- Have come in Close Contact with others who have a confirmed case of COVID-19
- Are awaiting a COVID-19 test result after experiencing symptoms or exposure
- Have any COVID-19 symptoms unrelated to a pre-existing health condition, currently defined by the Centers for Disease Control as:

  o Fever (temperature at or above 100.4°F/38°C)
  o Shortness of breath or difficulty breathing
  o Cough that is unexplained
  o Fatigue that is unexplained
  o Nausea or vomiting
  o Diarrhea (multiple episodes of loose or watery stools)
  o Chills with or without shaking
  o Muscle pain that is unexplained
  o Runny nose or nasal congestion (new or worsening from baseline)
  o Sore throat
  o Loss of taste or smell
  o Headache that is unexplained

This list does not include all possible symptoms. We will continue to follow CDC guidance as more information is learned about COVID-19 and updates are provided.

A child or employee can return to the Children’s Learning Center after experiencing COVID-19 symptoms:

- At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement in symptoms; AND, at least 10 days have passed since symptoms first appeared.
- OR Resolution of fever without the use of fever-reducing medications AND improvement in symptoms; AND documentation of two negative tests (conducted at least 24 hours apart).
• OR A healthcare professional determines your symptoms are not COVID-19 related and provides documentation stating the illness is not COVID-19 related.

A child or employee can return to the Children’s Learning Center after testing positive for COVID-19:

• At least 10 days have passed since the date of the first positive COVID-19 diagnostic test AND no symptoms have developed since the positive test

• OR Documentation is provided of two negative tests (conducted at least 24 hours apart)

If the child or employee develops symptoms, then the guidance for returning to the Children’s Learning Center after experiencing COVID-19 symptoms should be used.

A child or employee can return to the Children’s Learning Center after having Close Contact with someone with COVID-19:

• Child and employees should self-quarantine and not return to the Center for 14 days if they have had Close Contact with a person diagnosed with or determined by a healthcare professional as clinically compatible with COVID-19. They may return to the Center after 14 days only if they have not developed symptoms or tested positive during that time.


If a child or employee tests positive for COVID-19:
The Milwaukee Health Department, the Wisconsin Department of Children and Families Bureau of Early Care Regulation and Campus leadership will be contacted. UWM Children’s Learning Center will follow their guidance to determine appropriate next steps, including whether a short-term closure of the facility is needed to assess the COVID-19 situation and to clean and disinfect the Center.

If an individual in a classroom is identified with a positive test for COVID-19 the classroom will be closed, cleaned, and everyone in that classroom should be quarantined for 14 days initially.

The UWM Children’s Learning Center will post and notify families of any confirmed staff or child cases of COVID-19. The privacy of individuals will be respected, and no specific health or personal information will be shared.
Credit for Closure:
In the event we determine it necessary to close the Center due to a positive case or outbreak of COVID-19, families will be informed immediately. Credit will be issued for 50% of charges when the Children’s Learning Center is closed for more than 3 business days and less than 10 business days. The credit will be distributed to anyone enrolled on a day in which the Center is closed due to COVID-19. Should a closure last for an excess of 10 business days, families will receive full credit for all charges beginning the 11th business day.

Cancellation:
Our cancellation policy is not changing (please refer to the Family Handbook). Continuing priority status and deposit may be affected. Please contact Cheri Zylka for any questions @ czylka@uwm.edu

Policy/Procedures Compliance
All Children’s Learning Center COVID-19 policies and procedures have been adopted to keep our community of children, families, and staff safe and healthy. Every member of our community is expected to follow our policies and procedures. Any concerns will be reported to the Director or Associate Director. Any adult not complying with our policies and/or procedures will be asked to change their behavior. In the event that the adult refuses to follow through on the request to change the behavior, they will be asked to leave the Center.

Miscellaneous

Mask Breaks
Staff will be providing children ‘mask breaks’ throughout the day. We will ensure the child has 6 feet distance between them and other children during break times. Staff will have children sit at a table with a cup of water for indoor breaks and outdoor breaks will take place on the play yard away from active play.

Drinking Fountains and Bottle Filling Stations:
Drinking fountains will be closed, but the bottle filling stations will remain open. Teachers will inform their classroom families how children will have access to water throughout the day.

Strollers/Car Seats:
Strollers and/or car seats may be used, if needed, for drop off/pick up at the center. We ask that you please not store a stroller or car seat on site unless necessary.

Updated 8-7-2020
**Extra Clothing and Mask/Face Coverings**

Staff and children will need to change clothing with bodily secretions on them. Families should send their child(ren) with a supply of extra clothing. Staff will have the option of wearing a smock and should keep an extra set of clothing at the center.

Staff and children 3 years and older should keep an extra mask/face covering at the center.

**Signing a child in/out**

Families will continue to use the classroom sign in/sign out record as they have in the past. Hand sanitizer will be available at reception and classroom writing utensils will be regularly disinfected.

**Campus Partnerships**

For now, all campus partnerships that require in-person communication or interaction at the Center are on hold.