

# COVID-19 Operation & Programming Plan

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 practices and environments for our community of children, families and staff. We ask that you take time to read through the following Center expectations and policies that will be in effect during the COVID-19 health crisis.

In accordance with guidance provided by the City of Milwaukee Health Department, the Wisconsin Department of Children and Families, the American Academy of Pediatrics and the Centers for Disease Control and Prevention we have implemented the following to promote health and safety:

## **Monitoring for Illness:**

- UWM Symptom Monitoring (<https://wwwdev.uwm.edu/coronavirus/symptom-monitor/>) is used for daily health screening of children, staff and any other adults entering the Center. This reporting should occur before coming to Campus.
- Children will be monitored for signs or symptoms of COVID-19 daily.
- If a child becomes ill while in our program, they must be picked up within one hour of the program contacting you. (For further information about how child illness will be handled, please see the Child COVID-19 Illness Policy and When Child or Staff Develops COVID-19 Symptoms While Onsite.)

## **Cleaning and hygiene:**

- We require personal hygiene and protective measures (regular handwashing, cover coughs and sneezes, avoid touching hand, nose, and mouth, etc.).
- Signs are posted in highly visible locations to remind of handwashing, mask wearing, etc.
- Hand sanitizer is available to adults at the reception desk. It is not necessary for children to use sanitizer – they will be washing their hands with soap and water upon arrival in the classroom.
- We maintain continued daily comprehensive cleaning practices in compliance with childcare licensing and accreditation standards. We have increased frequency of disinfecting high-touch surfaces and materials.
- Classrooms avoid use of items that are not easily cleaned, sanitized or disinfected.

## **Communications:**

- Families (and staff) will be notified directly via email of any confirmed cases of COVID-19 only when the case occurs in their child's classroom.
- The Center will post the number and location of positive COVID-19 cases on our website ([uwm.edu/children](http://uwm.edu/children)) under 'COVID-19 Dashboard' (updated Monday for week prior).
- COVID-19 updates are sent to families and staff through weekly newsletters, 'The FoCuS' (families), 'Center Connections' (full-time staff) and 'Staff Static' (student staff).

## **Staffing considerations:**

- The Children's Learning Center Director is responsible for handling all employee-related questions and reporting about COVID-19 concerns. The Director will manage a centralized system for tracking symptoms and cases and will provide guidance and support as needed to staff. The Associate Director will be responsible for employee-related questions and reporting in the Director's absence.
- Staff are required to complete UWM Onsite Essential Employee Training.

## **Policies:**

- A mask or face covering must be worn indoors by adults and children 3 and older. Staff and children 3 years and older should keep an extra mask/face covering at the Center.

*Exceptions for the mask requirement include:*

1. 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.
  2. Children may remove their mask when eating, drinking or napping.
  3. Staff may remove their mask when they are alone in a personal office space or when eating or drinking in the classroom.
- Child COVID-19 Illness Policies and Employee COVID-19 Illness Policies remain in effect. The most up-to-date version can be found on the Center's website at [uwm.edu/children](http://uwm.edu/children).
  - **COVID-19 Credit for Closure:** During these unprecedented times, the Children's Learning Center may need to close unexpectedly due to the COVID-19 pandemic.

*There are three primary reasons pandemic-related closures would occur:*

1. A classroom closes due to a positive case of COVID-19.
2. The entire Center closes due to a spread of COVID-19.
3. One or more classrooms close due to staffing concerns (Any COVID-19 related symptoms, Close Contact, or positive test result requires staff are absent from the Center.)

In the event we determine it necessary to close any portion of the Children's Learning Center due to a positive COVID-19 case, spread of COVID-19, or pandemic-related staffing concern, impacted families will be issued 100% credit.

1. When a positive case is identified in a classroom of children, the classroom may remain open for those children who have not been exposed or are up to date on their vaccine\*. If your child IS exposed in that classroom, 50% credit will be issued for days excluded from program.

If the pandemic has changed your plans for enrollment, you will need to complete a cancellation form. If you wish for your child to return at a later date, a \$50 holding fee will be charged and you will need to reapply. Payment of the holding fee will allow you to maintain your family's continuing status when reapplying.

## **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 may be asked to leave the Center.

**\*Please visit the CDC website to determine if you are up to date on your COVID-19 vaccine:  
[cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date](https://cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date)**