Revised October 2021

COVID-19 Pandemic Response Guidebook

RISE Center

2020

-21

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# Introduction

RISE Center is committed to providing a safe and secure learning environment for children to learn and grow. As a NAEYC Accredited program RISE Center has procedures and plans in place that are implemented daily and reflect best practices in early childhood education and early childhood preschool education. Additionally, RISE Center has Health Care Plans and Procedures developed by our Lead Nurse that contribute to our secure and safe learning environment. RISE Center Staff receive yearly training on all procedures and plans. Plans and Procedures are monitored and reviewed regularly by leadership to ensure they reflect best practices and meet the guidelines and recommendations from The University of Alabama, NAEYC, CDC, AL Department of Public Health and Tuscaloosa City and County School Systems.

In response to the current COVID-19 Pandemic in our community there is a need for RISE Center to modify current procedures and plans when serving children. These modifications are a result of careful consideration including contributions from The University of Alabama Medical Center Task Force, RISE Lead Nurse, RISE Nursing Team, Lead Teachers, Teacher Assistants. Additionally, RISE families participated on the committee and the Dean of the College of Human Environmental supported the committee’s efforts.

The information contained in this Guidebook identifies the modifications and changes to our typical operating procedures and plans. This document will be modified as needed when additional or new information regarding the pandemic is evaluated and updated by the RISE Center Pandemic Response Committee. In order to ensure RISE Center is safe and secure for our children and families we would like to encourage careful review of the information. RISE Center will communicate additional pandemic response information with families and staff via email and our Bright Wheel Communication System.

Thank you in advance for your support and assistance as we aim to reduce the spread of this illness and keep everyone as healthy as possible. We look forward to watching your children continue to SHINE as we navigate through the pandemic impacting our community.

# Communication and Commitment to Plan

* Families and RISE Employees will complete COVID-19 Acknowledgement and Disclosure Agreement prior to returning to RISE Center (See attachment A)
* During the pandemic it is imperative that families monitor children very carefully for any symptoms of COVID-19. If families notice any symptoms of COVID-19 in their child, please contact your primary care physician immediately and also share symptoms with Kim Burke and/or Andi Gillen. This important information can be communicated via Bright Wheel or phone call to RISE Center. Immediately contacting RISE regarding your child’s symptoms is important to ensure the safety of the entire RISE program.

* The COVID Medical Team stresses the importance of keeping your child out of the classroom if they ever have close contact with an individual who is being tested for COVID-19 or has symptoms of COVID19. If a family member is being tested for COVID-19 families should refrain from bringing their child to school. Please contact Kim Burke and/or Andi Gillen to discuss your individual scenario and receive guidance on when your child will be able to return to RISE Center.
* All family members who eligible to receive a COVID vaccine are encouraged to get vaccinated in order to reduce the transmission of COVID among our younger children who are not eligible to be vaccinated at this time.
* RISE Employees follow UA Guidelines and Procedures for reporting to campus.

* Ongoing communication with families and employees will continue through email and BrightWheel from RISE Leadership.

* Daily communication between teachers and parents/caregivers will occur through video conferencing, Bright Wheel messages, phone calls and/or email*.*
* A BrightWheel Alert Message will be sent to families when an email is sent out so that they know to check their email when important and valuable information is shared. Information might be shared at varying times and days.
* Employees and families are encouraged to contact RISE Director Andi Gillen with any questions and or concerns regarding the pandemic response plan at agillen@ches.ua.edu.

#

# Physical Distancing Strategies

Based on recommendations from the CDC, AL Department of Public Health and The University of Alabama Medical Center - COVID Task Force, RISE Center will follow physical distancing strategies to include:

* Classrooms will include the same group of children each day, and if possible the same teachers will remain with the same group each day. Groups will not combine or move between classrooms during the school day.
* No more than one group will be allowed to occupy the playground or designated outside play spaces at any given time. There is to be a minimum of 20 minutes between each group to allow the equipment to be sanitized between uses.
* Arrival and departure locations are modified to avoid groups of people gathering in the center. Siblings will be allowed to arrive and depart from the same entry point. (Details outlined in Arrival and Departure Section of Guidebook)
* Parents and visitors will be allowed into the center on a limited basis. This is to maintain a safe and healthy learning environment. Leadership will monitor visits on an individual basis and carefully follow pandemic guidelines to ensure the safety of the children and employees at RISE Center.
* All sensory play is suspended (unless done in an individual bin) until further notice. Playdoh and other materials will not be shared.
* Mats and cribs will be placed 3 feet apart when possible and children placed in a head to toe formation. Rearrangement of individual classroom furniture during nap times will be considered to ensure physical distancing.
* The sharing of art materials will be limited. Each child will be provided their own supply box that contains markers, pencils, crayons, glue, scissors, etc.
* There will be no shadow students at RISE Center during the pandemic.
* A limited number of experienced volunteers will be supporting RISE classrooms. Volunteers will be assigned to the same group of children each day.
* University Students will be limited to interns, medical students and resident physicians.
* A reduced number of the “Summer Teen Volunteer Program” will be supporting RISE classrooms. Volunteers will be assigned to the same group of children each day.

# PPE for Children and Employees

* Children will use PPE as recommended by The University of Alabama, CDC, ADPH, NAEYC, and the American Academy of Pediatrics (AAP), with consideration for individual physical and mental health needs of children. Children that bring PPE from home will be encouraged to wear PPE during the day. All PPE will be sent home at the end of each day.
* The CDC, ADPH and AAP are currently recommending that children 2 years and above wear face coverings. RISE Center highly supports and encourages these recommendations.
* Face coverings must be worn in all clinical areas on campus whether the employee is vaccinated or not. UA defines a clinical area as areas that have interactions with patients or exposure to blood or body fluids. The University also requires that face coverings must be worn in areas that have significant contact with children under the age of 12 whether the employee is vaccinated or not**. The face coverings must cover the nostrils and mouth**. Additionally, RISE Center will require face coverings indoors where and when distancing is not possible regardless of vaccination status. Physical distancing of at least 3 feet is still required.
	+ The exceptions to this guideline include fully vaccinated individuals:
* **briefly** removing their mask and wearing a faceshield in moments of targeted specific therapy activities.
* removing masks when outside in play areas and more than 3 feet away from children
* removing their mask or wearing a faceshield in large group instruction settings including circle time, story time and large group therapy activities that allow social distancing between teachers and children when it is important for children to see their facial expressions and mouth movements. A barrier will also be used during these activities.

It is important for families and staff to understand that face shields alone do not protect against transmission of the virus as much as universal face masking. It is also important to understand that from a developmental standpoint our children at RISE Center need to see faces, facial expression, and moving lips in order to help with their overall early childhood development. Merging these two important factors, RISE Center and The University of Alabama want to ensure that families and staff are aware of this risk.

* Each classroom will have a clear partition to utilize during large group music therapy activities.
* Therapist, nurses, and personnel that will enter various classrooms daily will have additional smocks to avoid cross contamination from room to room.
* RISE employees that come in contact with blood or bodily fluids will utilize a long sleeve smock or change of clothes to limit spread and contamination.
* Employee PPE will be washed at the conclusion of each day either at RISE Center or employees will have the option to take home to clean.
* All RISE Employees will be trained and fitted for N-95 Masks by The University of Alabama. Employees will wear N-95 Masks when directed by the COVID Medical Team or when an individual determines it is best to do so.
* Nurses will wear additional PPE including but not limited to goggles, disposable gown and N-95 masks as recommended for certain medical procedures.
* RISE Center staff interested in wearing additional PPE including but not limited to goggles, disposable gown, hair covering, shoe coverings should notify a member of RISE Leadership to receive training from UA and be provided with additional PPE.

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# Modifications to Daily Procedures and Plans

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## **Arrival of RISE Center Employees**

* On arrival all employees will have their temperature checked before reporting to work for the day.

## Employees will arrive at designated Bus Lane Entrance and Staff Entry Side Door as scheduled to report to work. Social distancing will be maintained.

## **Arrival of Children**

* All children will be screened by nurse or RISE staff before entering our building. This screening includes temperature checks and questions on our Daily Health Check and Sign In/Out on Bright Wheel. (See Attachment B for Specific Details) Families will complete the BrightWheel Screener and temperatures will be checked before children are removed from their car seats or enter the building with a parent or caregiver.
* Children will arrive at RISE during typical drop off times 7:45am-8:30am. Families that arrive after 8:30am will pull up to the main entrance of RISE Center.
* Nurses and RISE Employees will be stationed at each entrance for temperature screening of RISE children and families.
* Entrance Assignments:
	+ Front Entrance : Families in Toddler A, Preschool A and Preschool C
	+ Bus Lane Entrance Car Pool: All Classes
	+ Playground Entrance: Families in Infant, Waddler, Toddler B and Preschool B
* Procedure Details for Car Drop off procedures:
	+ Families will pull up to the designated drop off location utilizing name tags provided by RISE in the windshield for easy identification.
	+ Temperature Scan will be completed on children before exiting vehicle
	+ RISE Staff will verify with parent/caregiver that the health check has been completed
	+ Families will use BrightWheel scan to sign children in each day at drop off. See Bright Wheel Instruction Sheet (See Attachment B)
	+ Child will be removed from vehicle and escorted to class by RISE staff member
	+ Following drop off children will be escorted to their classroom by RISE staff member where they will be taken to wash hands
* Procedure Details for Walk In Option for Arrival
	+ For in person drop off/pick up you would park in the RISE Center parking lot and utilize their child’s assigned entrance, either the front entrance or the playground entrance.
	+ Siblings can enter through the same entrance .
	+ In person drop off times for parents/guardian are 7:45am-8:20am to ensure teachers can start the classroom day promptly at 8:30am
	+ If dropping off after 8:30 this will continue as before at front entrance. Pull up and call the front desk and someone will come out to meet you.
	+ Check in/out process will continue as usual using brightwheel. The health screen questionnaire will be updated to include parents/caregivers who will be entering the building to walk their child inside.
* Face coverings are required indoors on UA campus regardless of vaccination status.
* All family members/guardian entering RISE Center will have their temperature assessed before entering.
* Hand sanitizers are available at entry points for families to utilize
* Teachers will greet parents/caregivers at the door of the classroom to receive the child and their belongings. Teachers will continue to assist with handwashing on arrival once children enter the classroom.
* **Parents/guardian will limit their time in the building to 10 minutes or less.** A conference with the Lead Teacher can be scheduled and is encouraged if more time is needed. This will help minimize close contact exposure.
* Families will communicate information regarding feedings, sleep schedule and other important information via BrightWheel before 8:30am each day, if they are not walking their child in the building.
* Lunch boxes are permitted, and children will carry lunch boxes to classrooms.
* The use of backpacks is not suggested at this time. However, if necessary, they will be permitted.

## **Departure of children**

* Children will be picked up between 2:00pm and 2:30pm during the pandemic.

* Procedures for Carpool Pick Up at RISE Center
	+ Vehicle will arrive at Bus Lane Entrance with RISE Identification Card displayed in front windshield on left hand side.
	+ Staff will pick up the child and the child’s belongings from the classroom.
	+ Teachers will ensure that each child’s belongings are sent home each day.
	+ PPE that the child has worn must be sent home with the child daily.
	+ Parent/Caregiver will sign out child on BrightWheel. If there is a question or challenge regarding a Child’s Pick-Up List and permission, drivers will be asked to park in the RISE Parking Lot and walk to the front entrance of RISE to resolve and ensure safety of child.
	+ Children will be brought outside the door to greet parents near vehicle. Parents and Caregivers must secure children in car seats. RISE Employees are not permitted to secure children in car seats.
* Procedures for Walk In Option Pick Up at RISE Center
	+ For in person drop off/pick up you would park in the RISE Center parking lot and utilize your assigned entrance, either front entrance or playground entrance
	+ Siblings can enter through the same entrance.
	+ In person pick up times for parents/guardian are 2:00pm-2:20pm to ensure teachers can end their classroom day at 2:30pm
	+ Face coverings are required indoors on UA campus regardless of vaccination status.
* All family members/guardian entering RISE Center will have their temperature assessed before entering.
* Hand sanitizers are available at entry points for families to utilize
* Teachers will bring children to the door to meet parents/caregivers with their belongings. Family members are asked not to open the classroom door to ensure the safety of all children in the class.
* Parent/Guardian will sign out child on Bright Wheel.
* **Parents/guardian will limit their time in the building to 10 minutes or less.** A conference with the Lead Teacher can be scheduled and is encouraged if more time is needed. This will help minimize close contact exposure.
* If picking up after 2:30pm this will continue as before at front entrance. Pull up and call the front desk and someone will come out to meet you.

## **Arrival and Departure of children utilizing Bus Transportation**

## Parent/Caregiver will check children in via Brightwheel just before child is placed on the school bus. This will ensure the daily health check is completed prior to arrival at RISE Center.

* RISE Center staff will check child’s temperature at arrival prior to entering the building.
* Parent/Caregiver will check children out via Brightwheel when they arrive home on the bus.

## **Lunch and Snack Time**

* All staff members preparing or handling food are required to wear a mask.
* See through, acrylic partitions will be placed on tables during lunch time to provide additional protection for children when seated at the table

Naptime

* White towels will can be used as a barrier between nap mat and child. If used they must be washed every day.
* Sleeping Bags will not be permitted during pandemic
* Individual blankets will be kept separate when stored and not in use.
* Crib sheets will be washed at the end of each day

## **Additional Key Hygiene Practices**

## **Hand Washing**

* RISE Employees and children continue to promote and follow current guidelines for handwashing as defined by the CDC, ADPH, and NAEYC
* Hands will be consistently washed by employees and children when leaving a classroom and entering a classroom.

Holding and Comforting Children

It is important to comfort crying, sad, or anxious infants, toddlers and children. They often need to be held and experience close physical contact to calm and regulate their emotions. To the extent possible when diapering, feeding, or holding very young children:

* Wash your hands, neck, and anywhere touched by a child’s secretions following interaction.
* Change the child’s clothes if secretions are on the child’s clothes.
* Change your clothing items or button-down smock, if there are secretions on it, and wash your hands again.
* Infants, toddlers, and staff will have multiple changes of clothes on hand in the center.

Modification to Classroom Materials and Supplies

* Materials and supplies that cannot be easily wiped down and cleaned will be stored and removed from classrooms. This includes but is not limited to smaller rugs, seating and cushions.
* Children will have individual supply boxes and will not share materials
* When feeding see through, acrylic partitions will be placed on tables to provide protection for children when seated at the table.
* Limited materials will be shared between classrooms when necessary and will be cleaned between uses.
* All sensory play is suspended (unless done in an individual bin) during the pandemic. Playdoh and other materials will not be shared.

Modification to Cleaning

* Classrooms should be sprayed with Virex in morning and afternoon for sanitizing.
* Dirty laundry in classroom to be placed in trash container with hands free lid. Bin will be labeled “Dirty Laundry”. Clean Laundry and Dirty Laundry will be kept in designated containers and not be intermixed.

RISE Therapists Activities and Participation

* When possible therapists will use materials available within each classroom when working with children. Items brought into classrooms will be cleaned after each use.
* Therapists will wear specific smocks designated for each classroom to limit the possibility of cross contamination.
* Therapists will wash their hands prior to, when entering and exiting classrooms.
* Designated areas will be used during individual evaluations and therapy activities
	+ All surfaces cleaned with virex after each use
	+ Therapists will avoid use of non-washable items such as toys and therapy materials that cannot be disinfected
	+ Twenty minutes will expire between use of designated areas by therapists

REACH Employee Participation

* REACH employees will have temperature checked before entering the building.
* Weekly REACH lunch will be suspended until further notices.
* At arrival REACH Employees will immediately report to their assigned classroom. If REACH Employees arrive before their scheduled shift they will wait in their classrooms until their day begins.
* With support and assistance from their lead teacher and team members REACH Employees will be responsible for following the modifications to daily routines and procedures outlined in the Pandemic Guidebook.

# Scheduling Plan

* It is important to adhere to schedules as strictly as possible during the health crisis.
* Lead Teachers and Therapists will develop a schedule for playground time, therapy time and other classroom activities. Each classroom will follow their daily schedule as closely as possible.
* Only one classroom will be permitted in the hallways of RISE at one time and employees are asked to maintain appropriate social distancing during non-emergency periods of time.
* Areas on the playground will be sectioned off for use of activities included, but not limited to, free play, music therapy, and other various outside activities.

**Modifications to Health Plans and Procedures**

As agreed, to in The Family COVID 19 Disclosure and Acknowledgement, families will communicate via Brightwheel individual scenarios.

 *In the event I or my child (a) test positive for COVID-19; (b) show any of the CDC recognized symptoms of COVID-19, including those mentioned in paragraph three above; (c) are advised to self-quarantine or self-isolate by a public health official or our medical provider, including any medical professional employed by or acting on behalf of UA; or (d) become aware that I or my child has been in close contact to a person that exhibits any of the symptoms identified by the CDC, including those listed in paragraph three above, is advised to self-isolate or quarantine, has tested positive, or is presumed positive for COVID-19, I will immediately notify the Facility Director (or designee). (See Attachment A)*

The febrile child (child with a temperature registering 100.4 or greater)

* Families can contact their primary care physician for guidance. A return to school note from the physician is required before your child can return. In addition, a child must be afebrile for 24 hours without the use of fever reducing medication before returning to school. Siblings attending RISE are able to return once the afebrile child has been cleared by the physician.
* Families can quarantine for 10 days without a doctor’s note and must be afebrile without meds for 72 hours. Siblings attending RISE must also quarantine. Families should confirm return date with Lead Nurse, Kim Burke prior to returning to school.

A child with a known COVID-19 exposure that is not a household contact

* If the exposure is someone they were NOT socially distancing with (within 6 ft for 15 minutes), then the ADPH’s symptom-based strategy should be followed, and the child should be quarantined for 10 days after onset of symptoms AND be symptom-free and afebrile for 72 hours without fever reducing medication.
* The Leadership of RISE will follow contact tracing guidelines provided by The University of Alabama when responding to individual incidents.

A child with a known Household COVID-19 exposure (This includes someone a child lives with and they are unable to totally isolate from including guardians, parents, siblings, any individual residing in the same household)

* Automatic additional quarantine for 10 days starting from the last day of isolation from the household positive contact.
* It is important for families to understand that this guideline will apply to the most recent household positive individual.

A child who tests COVID-19 POSITIVE

* Automatic quarantine for 10 days AND must be symptom-free and afebrile without fever reducing medication for 72 hours.
* The Leadership of RISE will follow contact tracing guidelines provided by The University of Alabama when responding to individual incidents.

A child with a known history of asthma or reactive airway disease when symptoms develop unexpectedly

* Rescue inhaler only with PPE to include N95 mask, goggles and gown and would be given outside or isolated room
* Parents notified and child picked up immediately. Contact physician for guidance.

A child with G-tube, Health Care Plan modified

* Child will be removed from classroom group when accessing G-Tube. A clear barrier can be used if available so the child can continue to participate.
* Nurse will wear goggles, N95 and gloves when accessing G-Tube

If a child exhibits symptom of COVID-19 in the classroom

* Should a child show signs of illness the child will be immediately taken to the identified isolation area. The isolation area is located in the new addition of RISE and contains a nap mat and sink for handwashing.
* A nurse will be notified, and a health assessment performed, including temperature check
* The family will be notified to pick up child within 45 minutes
* Children will remain in the isolation area until their family arrives. They will then exit the building via the playground exit and will be picked up at designated parking spots closest to the door.
* The Leadership of RISE will follow contact tracing guidelines provided by The University of Alabama when responding to individual incidents.

Classroom Closure - Early Return Option for Families at the RISE School

* If there is an individual who tests positive for CV19, then that individual will have to quarantine at home for a total of 10 days starting from the day of symptom-onset or from the day they tested positive if they are asymptomatic.
* For the early return option, the entire classroom will be shut down for a **total of 5 days** from the day the individual tested positive and/or individual symptom onset.
* Parents will have an option for their child to return back to the classroom once it reopens in 5 days under ALL of the following circumstances:
	+ - They have remained asymptomatic the entire 5 days since the classroom closure.
		- They get tested with an at-home testing kit (rapid antigen nasal swab) and test negative on the 5th day.
			* RISE nurses will perform the test on the children the day before the classroom is to reopen.
			* Families will sign a consent form for testing prior to having their child tested by a RISE nurse
			* Testing will be conducted at designated times on the 5th day at RISE Center. Families will be notified via Brightwheel and email.
				+ We are looking at testing 2:45 PM -5:00 PM on the 5th day.
				+ If you are unable to bring your child to get tested during the designated time, then please call the Rise office to set up a testing time convenient for you and your family.
			* If your child tests positive, they will have to have a PCR test done at University Medical Center to confirm they are positive.
		- There MUST be enough UA employed teachers who are cleared to return within these 5 days to meet the proper teacher to child ratio needed.

Without enough teachers, the classroom cannot be reopened regardless of the children’s negative at-home tests.

Classroom coverage might consist of leadership, floaters, substitutes and/or a RISE therapists.

* + - * If at ANY time that a child in the exposed classroom develops symptoms, that individual will be required to leave the classroom or continue staying at home (if they did not choose the early-return option) and they must contact their pediatrician immediately informing them that they have been exposed and are symptomatic.
	+ Regardless of what their pediatrician advises, any child with symptoms that was exposed will be required to stay home for AT LEAST a minimum of 10 days depending on their individual scenario and symptoms.
		- * The parents also have the option of keeping their child out for the full 10 days after the child was exposed to an individual with CV19.
			* It is critical that the parents understand the risk that their child could still contract CV19 if they choose this early return option.

If an employee exhibits symptom of COVID-19 and/or has exposure to COVID 19

Employees who present with fever and/or other symptoms of COVID-19,  have been exposed to COVID19 or to someone with COVID19 like symptoms or have tested positive for COVID19  are expected to communicate this information  with the UA COVID19 Support Hotline 205-348-CV19 to begin the process of scheduling an appointment for exposure and symptomatic  testing  currently available by appointment at the University Medical Center. The hotline is open 8:00am – 6:00pm Monday through Friday and from noon – 6:00pm on the weekends

* In order to ensure the safety of RISE children and staff these steps will be followed during working and non-working hours and as promptly as possible.
1. Notify Director, Andi Gillen **and** Lead Nurse, Kim Burke via text that you have contacted the COVID19 Support Hotline

Andi Gillen 205-914-6655

Kim Burke 205-393-4932

1. Kim Burke and Andi Gillen will communicate via email with Dr. Luker and Dr. Gregg if there is a positive case after 6:00pm or any COVID related event that needs attention from the COVID Medical Team.
2. Be available to respond and communicate with UA COVID Case Managers and RISE Leadership if needed to update your health situation. Respond **promptly (preferably within an hour if possible)** to text messages, phone calls and emails. Communicate changes to health conditions with UA COVID Case Managers and Director Andi Gillen as needed so its impact on RISE Center can be evaluated. Follow guidance from UA COVID Medical Representatives regarding your health condition, quarantine guidelines and return to campus.
* The Leadership of RISE will follow contact tracing guidelines provided by The University of Alabama COVID Medical Team when responding to individual scenarios.

Conclusion

The leadership of RISE acknowledges that information regarding the current pandemic is ever changing and evolving. We are grateful for the guidance and direction we receive from various entities at The University of Alabama that ensure we have accurate and evidence-based responses to our community’s current situation. We consider this Pandemic Response Guidebook a fluid document and we anticipate modifications and changes as we navigate through the beginning of the school year and begin serving children at our facility. We are committed to ensuring our RISE families and employees are updated and aware of these changes and aim to communicate clearly and efficiently when changes are made.

As we continue to serve children in person at RISE Center our plan may be modified if needed to ensure the health and safety of our children and employees. Modifications will be made following consultation with The University of Alabama Medical Task Force, the Dean of the College of Environmental Sciences and the RISE Pandemic Response Committee.

We welcome your feedback and questions regarding our plan. Please do not hesitate to contact our director Andi Gillen agillen@ches.ua.edu with comments, feedback and questions.

As always, we look forward to watching your children SHINE and appreciate our family’s commitment to following the modifications to our typical procedures and plans at RISE Center.

Attachment A

UA CHILDREN’S PROGRAM & RISE CENTER

**EMPLOYEE COVID-19 DISCLOSURE AND ACKNOWLEDGMENT**

Please read and initial each statement below.

1. **Symptom Free**. I understand that to enter upon the CDRC – Children’s Program premises and the RISE Center premises (hereinafter “Facility”), **I must be free from COVID-19 symptoms**. If, during the course of the day, I experience any of the symptoms identified on the CDC [website](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) and/or on UA’s COVID Prevention and PPE [website](https://healthinfo.ua.edu/prevention-and-ppe/), I understand that I must immediately notify the Director of The Children’s Program or the Director of the RISE Center (or their designee). Employees must communicate symptoms with the UA COVID19 Support Hotline for further instruction. I understand that the Director may be required to notify a limited number of appropriate University employees as set forth on UA’s COVID Prevention and PPE website, and if I test positive at any point, UA will provide exposure notification without sharing my private medical information.

Symptoms on the CDC [website](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) may change and are not all inclusive, but include the following:

|  |  |
| --- | --- |
| Fever of 100.4 degrees Fahrenheit or higher | Chills |
| Dry cough | Shortness of breath or difficulty breathing |
| Fatigue | New loss of taste or smell |
| Sore throat | Muscle or body aches |
| Headache | Congestion or runny nose |
| Nausea or vomiting | Diarrhea |

While we understand that many of these symptoms can also be related to non-COVID-19 related issues, we must proceed with an abundance of caution during this Public Health Emergency. Typically, a person develops symptoms 5 days after being infected, but symptoms can appear as early as 2 days after infection or as late as 14 days after infection, and the time range can vary.

1. **Temperature**. I understand that my temperature will be taken upon arrival to the Facility. If I begin to experience symptoms, I agree to have my temperature taken, if required by the Facility.

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1. **Face Covering**. Until otherwise instructed, I understand that face coverings must be worn in all clinical areas whether the employee is vaccinated or not.  Clinical areas are areas that have interactions with patients or exposure to blood or body fluids. Face coverings must also be worn in areas that have significant contact with children under the age of 12 whether the employee is vaccinated or not**. I understand that Face coverings must cover my nostrils and mouth and** vaccinated individuals may elect not to wear a face covering when in non-clinical areas.  Vaccinated individuals may elect to not wear face coverings when meeting in groups.  Physical distancing of at least 3 feet is still required. Unvaccinated individuals must wear face coverings when in CCHS buildings and RISE Center.  The honor system will apply here, as it is the individual’s responsibility to prevent potential transmission by other means if they are not vaccinated.

I understand that I must comply with the most restrictive applicable requirements regarding face coverings from the [CDC](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html), [Alabama Governor](https://governor.alabama.gov/assets/2020/07/Coronavirus.MaskOrderFAQ.0720na.pdf), [Alabama Department of Public Health](https://www.alabamapublichealth.gov/legal/assets/order-adph-cov-gatherings-071520.pdf), [Tuscaloosa City](https://www.tuscaloosa.com/covid19), local University ([Face Coverings and PPE FAQs](https://healthinfo.ua.edu/return-plan-faq/)) and Facility’s requirements regarding face coverings while in and on the Facility’s premises. It is my responsibility to seek guidance from my supervisor if I am unsure of what the most stringent face covering requirements are. I further understand that until otherwise instructed by UA officials, if I am elsewhere on campus, I must wear a mask in open office spaces, at on-campus gatherings and other on-campus settings where social distancing is difficult to maintain, or as otherwise required by state or local ordinance and/or University policy. I understand that masks will not be required if I am alone in my private office, if I am in my vehicle or if I am outdoors and off the Facility’s premises where social distancing is possible.

1. **Cleaning & Disinfecting**. I understand that the Facility has adopted enhanced cleaning and disinfecting procedures and I will comply with and complete all cleaning and disinfecting tasks as assigned each day.
2. **Handwashing**. I understand that I am required to wash my hands using CDC [recommended handwashing procedures](https://www.cdc.gov/handwashing/index.html) throughout the day using warm running water and rubbing with soap for at least 20 seconds.
3. **Compliance with University of Alabama System and UA COVID-19 Health and Safety Plans.** I understand that the University of Alabama System has published a [Comprehensive Health and Safety Plan](https://uasystem.edu/comprehensive-health-and-safety-plan/), and UA has created a [Return Plan website](https://healthinfo.ua.edu/returnplan/), which contains rules and protocols relating to the COVID-19 pandemic. See UA [Return Plan FAQs website](https://healthinfo.ua.edu/return-plan-faq/). Requirements include, but are not limited to, the continued, accurate, and timely use of the [UA Healthcheck](https://www.ua.edu/healthcheck/) COVID-19 symptom assessment tool; completion of a UA-required web-based training course about the virus; submission to return-to-campus [COVID-19 testing](https://healthinfo.ua.edu/testing-information/facultystaff/) and potential sentinel testing; the observance of social distancing guidelines; maintenance of personal hygiene requirements; use of personal protective equipment; compliance with event passport requirements; compliance with isolation or quarantine requirements; and voluntary encouragement to participate in a forthcoming Exposure Notification Tool. **I agree to comply with all COVID-19 Health and Safety Rules and Requirements implemented by the University and University of Alabama System, which may be revised from time to time.**
4. **Encouragement to Socially Distance.**  In the event an infected person has been on Facility premises, I understand that the Facility, following [CDC Guidance for Child Care Programs](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html), is advised to discourage employees, children and their families from gathering or socializing anywhere with individuals outside their household, particularly if not wearing a mask and not maintaining 6 feet distance from another.
5. **Mandatory Notification to Facility’s Director (or designee)**. In the event I (a) test positive for COVID-19; (b) show any of the CDC recognized symptoms of COVID-19, including those mentioned in paragraph one above; (c) am advised to self-quarantine or self-isolate by a public health official or my medical provider, including any medical professional employed by or acting on behalf of UA; or (d) become aware that I have been in close contact to a person that exhibits any of the symptoms identified by the CDC, including those listed in paragraph 1 above, is advised to self-isolate or quarantine, has tested positive, or is presumed positive for COVID-19, I will immediately notify the Facility’s Director (or designee). I agree to accurately report my symptoms to the UA COVID 19 Support Hotline. If I am asked to leave the campus, I agree not to return to campus until I have received written clearance from Employee Health.
6. **Acknowledgement**. I understand that COVID-19 is an extremely contagious disease that can lead to severe illness or even death. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. Based upon my personal knowledge and available information, I understand that there is an inherent risk of exposure to COVID-19 in any place where people are present, including this Facility. I understand that I will be in contact with children, families and other employees who are also at risk of community exposure. I further understand that despite the efforts being made by the University and this Facility to limit such exposure or infection, working in this Facility may nonetheless expose me (and ultimately members of my household) to a risk of contracting COVID-19. I acknowledge that even if I and UA and this Facility all use reasonable care in our actions, there is still a risk that I may become exposed to or infected with COVID-19 while I am on UA grounds or property or on Facility premises, or while I am taking part in UA activities or business. I also understand that I play a crucial role in keeping everyone in the Facility safe and reducing the risk of exposure by following the practices referenced herein.

I, certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by The University of Alabama or the Facility, may result in disciplinary action, up to and including termination.

Employee Signature Date

Administrator Signature Date

UA CHILDREN’S PROGRAM & RISE CENTER

**FAMILY COVID-19 DISCLOSURE AND ACKNOWLEDGMENT**

FAMILY/CHILD FORM: This should be initialed and signed by BOTH parents.

Please read and initial each statement below.

1. **Restricted Access to Facility**. I understand that during this COVID-19 Public Health Emergency I will have limited access to enter the Children’s Program or RISE Center or their premises (hereinafter referred to as “Facility”) beyond the designated drop-off and pick-up area. I understand that this procedure change is for the safety of all persons present in the Facility and to limit, to the extent possible, everyone’s risk of exposure. I understand that it is my responsibility to inform any Emergency Contact persons of the information contained herein.
2. **Adult Handwashing, Face Mask, Social Distancing**. I understand that IF there is an emergency requiring me to enter the Facility beyond the designated drop-off and pick-up area, I MUST wash my hands before entering or use hand sanitizer and wear a mask that completely covers my nostrils and my mouth. While in the Facility I must practice social distancing and remain 3 feet from all other people, except for my own child.
3. **Temperature**. I understand that my child’s temperature will be taken upon arrival to the Facility. If my child begins to experience symptoms, I agree to my child’s temperature being taken, if required by the Facility.
4. **Symptom Free**. I understand that to enter upon the Facility premises my child must be free from COVID-19 symptoms. If, during the day, any of the symptoms on the CDC [website](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) appear in my child, then my child will be separated from the rest of the people in the center. I will be contacted, and my child MUST be picked up from the Facility within 45 minutes of being notified.

Symptoms on the CDC [website](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) may change and are not all inclusive, but include the following:

|  |  |
| --- | --- |
| Fever of 100.4 degrees Fahrenheit or higher | Chills |
| Dry cough | Shortness of breath or difficulty breathing |
| Fatigue | New loss of taste or smell |
| Sore throat | Muscle or body aches |
| Headache | Congestion or runny nose |
| Nausea or vomiting | Diarrhea |

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. Typically, a person develops symptoms 5 days after being infected, but symptoms can appear as early as 2 days after infection or as late as 14 days after infection, and the time range can vary. Please take these symptoms seriously. Please review our updated Illness and Return to School policy in the RISE COVID19 Pandemic Response Guidebook.

1. **Child Face Mask**. I understand that my child (over the age of 2 years) may be given a mask to wear should they display symptoms listed in paragraph 3, while waiting to be picked up by their parent or Emergency Contact.
2. **Child Handwashing**. I understand that my child will be required to wash their hands using CDC [recommended handwashing procedures](https://www.cdc.gov/handwashing/index.html) throughout the day using warm running water and rubbing with soap for at least 20 seconds.
3. **Encouragement to Socially Distance.**  In the event an infected person has been on Facility premises, I understand that the Facility, following [CDC Guidance for Child Care Programs](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html), is advised to discourage employees, children and their families from gathering or socializing anywhere with individuals outside their household, particularly if not wearing a mask and not maintaining 3 feet distance from another.
4. **Mandatory Notification to Facility Director (or designee).** In the event I or my child (a) test positive for COVID-19; (b) show any of the CDC recognized symptoms of COVID-19, including those mentioned in paragraph three above; (c) are advised to self-quarantine or self-isolate by a public health official or our medical provider, including any medical professional employed by or acting on behalf of UA; or (d) become aware that I or my child has been in close contact to a person that exhibits any of the symptoms identified by the CDC, including those listed in paragraph three above, is advised to self-isolate or quarantine, has tested positive, or is presumed positive for COVID-19, I will immediately notify the Facility Director (or designee).
5. \_\_\_\_\_\_ **Closing for Disinfecting Period.** I understand that if a case of COVID-19 should be diagnosed among any child, staff member, or family member who has entered our building, the program may, following CDC guidelines, need to close for a disinfecting period of time, which depending on the circumstances, may be two or more 2 days. I should be prepared to find alternative child care.
6. **Acknowledgement**. I understand that there is an inherent risk of exposure to COVID-19 in any place where people are present, including this Facility. I understand that my child, while present in the Facility each day, will be in contact with children, families and other employees who are also at risk of community exposure. I understand that COVID-19 is an extremely contagious disease that can lead to severe illness or even death. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I further understand that despite the efforts being made by the University and this Facility to limit such exposure or infection, my child’s presence in this Facility may nonetheless expose my child and/or me (and ultimately other members of our household) to a risk of contracting COVID-19. I acknowledge that even if my child and I, and UA and this Facility, all use reasonable care in our actions, there is still a risk that my child or I may become exposed to or infected with COVID-19 while we are in or on this Facility’s premises. I also understand that I play a crucial role in keeping everyone in the Facility safe and reducing the risk of exposure by following the practices referenced herein. I understand that any failure to follow the practices referenced herein may result in my child’s removal from the program.

I certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by the Facility will result in my child’s possible dismissal from the program.

Child’s Name: DOB:

Parent’s Name:

 \_\_\_\_\_

Parent Signature Date

Parent’s Name:

Parent Signature Date

Administrator Signature Date

**Attachment B**

For Drop Off and Pick Up families will use be using Brightwheel to check our students in/out. The procedure is outlined in the video link below. Parents are responsible for making sure **all their child’s approved pick ups** have downloaded the Brightwheel app (when they receive an invitation), created an account, and found their 4-digit check in code. This will facilitate the morning and afternoon procedure.

We are happy to provide a contact free way to check your child in! If you have any questions, please contact Kim Potter at 348-7931 or kpotter@ches.ua.edu

How To Check In/Out Your Child Contact Free

<https://youtu.be/GDkrYbQYJTU>

**Parents also need to update their Contact list in the Brightwheel app.** Approved pick-ups from last year that are no longer relevant need to be removed and if a contact has not been added, that needs to be done before the start of the school year.

To add a Contact:

* Open the app
* Select your child’s Profile
* Scroll down to Contacts and choose the + sign.
* Select what kind of contact you are entering and then input the information

To delete a Contact:

* Open the app
* Select your child’s Profile
* Scroll down to Contacts and select the contact you wish to delete
* Select Remove