

Fall 2020

WCA COVID-19 Protocols

The Center for Disease Control, Governor Abbot's office, the Department of Family and Protective Services, the North Texas Conference of the United Methodist Church and Dallas County have all issued guidelines for childcare center operations occurring on church campuses. After much discernment and prayer, here are the protocols that will be in place at WCA for the safety of the children, the staff, the parents and families:

- We will have four points of entrance and exits to the building. (1) Narthex entrance for the Toddlers and Two's. (2) FLC entrance for threes and fours. (3) Side office door by the Infant Rooms for the infants. (4) The WCA entrance for Kindergarten. We will begin accepting children at 8:45 am and we will start dismissal at the end of the academic school day at 1:45 pm.
- All extended day children will need to come to the WCA main entrance for drop off and pick up.
- All children age 3 and up must be wearing a face covering when they enter the building. They will need to keep this face covering on through-out the day unless they are eating food, on the playground, or in the gym for P.E.
- There will be a check-in station on the inside of each point of entrance. At this station there will be a sign-in sheet, a thermometer, extra gloves and masks. Each adult who is responsible for checking in the children will be wearing a mask and gloves. They will be the only person handling the thermometer and the pen to document the child's name and their temperature. That person will be responsible for conducting a visual scan of the child to check for visible signs or symptoms of a respiratory infection, cough, shortness of breath etc. If the child has a temperature lower than 100.0, then he/she will be allowed to enter the building. The child will then sanitize his/her hands. (Hand washing with soap and water is the preferred method, so if they enter the building by the FLC doors, they may wash their hands in the restrooms.) The parent will leave the child with the WCA staff, and the child will be taken to his/her classroom by a designated "float" or specials teacher.
- Once the child/float arrives at the classroom door, one teacher will be responsible for taking care of the children already in the classroom, and one teacher will check the child in for the day. The teacher who is checking the children in will remain at the door. She will have a mask and gloves on and she will be responsible for signing each child in as they arrive.
- The process for pick up will require an allocated staff member to be stationed at each point of entrance beginning at 1:45 pm. One float staff will need to be stationed by each entrance as a "runner" to bring children from their classrooms to their parents. A walkie talkie will be used to communicate who needs to be picked up.

Daily Classroom Protocols:

- Each teacher will take the online COVID-19 free course provided by Texas A&M Agrilife Extension for childcare centers prior to beginning of the Summer session.
- Each class will stay with the same people all day. There will be no mixing of students at any point.
- If the class has more than 10 children enrolled, they will do their best to separate the children into two groups while they are in the classrooms. Each of the two teachers will work with half of the class to minimize the amount of people each child may come in close contact with during the school day.
- Each teacher will be responsible for sanitizing their classrooms using a disinfecting solution that is registered by the EPA. She will also use the four-step sanitizing process that is outlined in the state minimum standards. (1) Clean with water and soap. (2) Rinse with water. (3) Sanitize with an EPA registered disinfectant. (4) Allow to air dry.
- In the restrooms, there will be extra sanitizing solutions that must be used after each class uses the restroom. The teachers will be responsible for the spraying of the solution prior to leaving the restroom.
- Each child will provide their own food for lunch and their own bedding for naps.
- Each class teacher will be responsible for wiping down the equipment on the playground after the class has used it. Only the high-touch surfaces that are made of plastic or metal, such as grab bars or railings should be cleaned. There will be a bucket with gloves, rags and cleaning solution stationed by the playground (out of children's reach)
- Toys that cannot be cleaned or sanitized should not be used.
- If possible, at nap time, try to space out the nap mats so that their heads are 6 feet apart.
- Do not use water tables, sensory tables and have children sanitize their hands after using any play stations.
- Specials teachers will be required to wipe down any equipment/furniture/door handles/manipulatives etc. that are used by any given class. If the special is a physical activity, then one teacher will need to remain with class so that she can be available to help with the children while the specials teacher maintains a safe (at least 6 feet) distance from the class. These teachers will wear a face shield instead of the face mask while they are teaching a class. (PE/Music).
- Infant and toddler rooms will need to have extra guidelines for diapering. These guidelines will be posted by the diaper changing stations.
- Teachers will need to be responsible for sanitizing the toddler toilets and sinks after each use.
- Children's books, or other paper-based materials are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- Keep all children's personal belongings as separated as possible throughout the day.
- Teachers will be responsible for communicating to parents on a regular basis. There will be a formal communication at least once a week from the classroom teachers.

Daily Program Protocols:

- Staff will be screened for COVID-19 symptoms when they come to work and enter the building.
- All staff will be required to wear a face mask at all times when in the WCA building. If you are in a room with no other people, then you may remove your mask.
- Staff will sanitize their hands once they have signed in and have taken their own temperature.
- Throughout the day, there will be float staff that will sanitize door handles, stair rails, etc.
- The float staff will remove toys from the classrooms that have been handled by children to disinfect them and then return them to the classrooms. A plastic laundry basket will be placed outside each door for these items to be placed in to be sanitized.
- The office staff will also be involved in this daily process to ensure that all of the classes are covered.
- The director will be responsible for communicating with parents the importance of keeping their children home when they are sick.
- If a child becomes sick while he or she is at school, the parent will be contacted, and he/she will be removed from the classroom.
- If COVID-19 is diagnosed at the center, either a staff member or child, the director will contact the local health department and will follow all guidelines set forth by the health department for possible closures.
- **Staff will be required to wear a mask at all times while in the building and in the classrooms.**
- Staff need to attempt to maintain at least 6 feet of separation from other individuals while they are in common areas.
- The director will be responsible for sending all enrolled families the Minimum Standard Health Protocols: Checklist for Child Care Families, prior to the session start date. This will ensure that they are prepared for all of the new procedures that we have in place.
- Parents will be directed to make all payments for tuition through a locked mailbox that will be posted outside of the WCA entrance to the Church building.

The most important protocols are to WASH YOUR HANDS on a regular basis and KEEP YOUR HANDS AWAY FROM YOUR FACE

Printed Name: _____

Signature: _____

Date: _____