**LRECC Guidelines and Protocols (updated Jan. 2022)**

**These Procedures and Protocols are suggested by the STL County and CDC in conjunction with doctors from our DOBA committee for our child center.** Please be aware this document is updated as needed per the Director, the STL County and the CDC. Updated information will be sent as needed.

* Hours of operation**,** 8:00 am - 5:30 pm
* It is important that everyone assess themselves and/or their children prior to coming to the building each day.
* It is important that everyone be responsible to each other and, to prevent any illnesses, take as minimal risks as possible when away from the building.
* Every person (5+) who enters the ECC must be fully vaccinated and have a vaccination card on file.
* If a child or a staff member travel outside the country, they will need to quarantine and have a negative test result after waiting 3-5 days, in order to return

**Staff Arrival and Health Screening**

* All ECC staff members must be fully vaccinated.
* Staff member will wear a mask when at work.
* Before the staff member leaves their home, s/he will do a self-assessment to answer the following:
* If you answer yes to any of the following symptoms, and the symptoms cannot be explained by another preexisting illness or condition, or if you have been exposed to someone who has tested positive for COVID-19 or is having symptoms and is awaiting testing, do not come to school. (Check all that apply)
* Temperature > 100.4 Fahrenheit
* Chills or feeling feverish
* Shortness of breath
* Cough
* Headache
* Fatigue-feeling tired
* Muscle or body aches
* New loss of taste or smell
* Sore throat
* Nausea or vomiting
* Diarrhea
* Congestion or runny nose, not caused by allergies
* Direct contact with confirmed Covid case
* Feeling well, no symptoms
* If you have had a direct exposure, you cannot attend school for 10+ days.

**AM Drop-Off Procedures for Children**

* **Health Screening** must be answered each morning at home and entered in Tadpoles:
* If you answer yes for your child with any of the following symptoms, **DO NOT COME TO SCHOOL**
	+ Fever, Chills or feeling feverish
	+ Cough of any kind
	+ Shortness of breath
	+ Headache
	+ Fatigue-feeling tired, fussy (out of the ordinary)
	+ Congestion or runny nose, not caused by allergies
	+ Muscle or body aches
	+ New loss of taste or smell – not eating or drinking
	+ Sore throat
	+ Nausea or vomiting
	+ Diarrhea
	+ **Direct contact / exposure with confirmed Covid case**. Or, **If anyone your child has been direct contact with has any symptoms**, please do not send your child until it is determined if your child was exposed to Covid.
	+ **Anyone in the house is being tested** for Covid.
* **Early Drop Off** – 8:00 am – (only those registered for early care) - Health screening completed at home and then child will be taken to their classroom. Drop off Adult should park in the parking lot and must wear a mask when entering the building.
* **Regular AM Drop-Off** – 8:30-8:50 am –
	1. Drop-Off Person will park in lot and walk child to check in space in front of ECC door.
	2. OR if totally ready to open door and walk to check in space, carpool lane can be used.
	3. Only one family will be allowed at check in space at a time. All others should wait at their cars or at a distance.
	4. We will greet and transition children from their adults to their classrooms.

**Pick-Up Procedures for Children**

* **IN-PERSON PM PICKUP: 3:15-3:25** – **NOT AVAIALBLE AT THIS TIME** –
* Child’s Adult may choose to wear a mask and walk into the building, walk to their child’s class and pick up their child. (This may be changed depending on the pandemic and community). Anyone entering the building for afternoon pick up must park in the lot.
* **CARPOOL: 3:30-Until the last car in line**
	+ You may choose to use the carpool lane.
	+ We use What’s App to announce who should be brought to the exit door.
	+ Child’s Adult pulls up.
	+ Child will be requested.
	+ Staff person will help to collect the child’s belongings from the hall and escort the child out of the building and to the car.
	+ The driver should be wearing a mask and will get out of the car to secure the child in their seat and pull away.

**Health Requirements that Limit Attendance**

* **Positive COVID-19 test** – may return when the following criteria are met:

	+ - **If vaccinated** student /staff member will stay home and can test on day 5. If the result is negative they can return to school with a mask and Symptoms greatly diminished or ceased and with no use of medication for 2 days.
		- **If unvaccinated** student will stay home the full 10 days from the date of the onset of first symptom (or per recommendation of local health official
		- Symptoms greatly diminished or ceased and with no use of medication for 2 days.
* **Exposure to a positive case of COVID-19** = Primary exposure (person has active symptoms or you are with that person without a mask and in close proximity, less than 6 feet for more than 15 minutes).
	+ - **If vaccinated** student /staff member will stay home and can test on day 5. If the result is negative they can return to school with a mask.
		- **If unvaccinated** student will stay home the full 10 days from the date of the onset of first symptom (or per recommendation of local health official
* **COVID-19 symptoms** - If employee or child are exhibiting any listed symptoms, said person should contact their doctor and depending on the test result, stay home for 10 days from onset of symptoms. Stay home for 10 days from onset of symptoms and return when (without the assistance of medication) symptoms have ceased or diminished.
* **If anyone living at the home is exhibiting symptoms** and is going to the doctor or getting a test please wait to send your child to school to be sure the person in question does not have COVID-19.
* **Fever only** - Child may return after being fever free / symptom free, without medication, for 2 days /48 hours.
* If a **child begins to display symptoms of illness during the school day,** requiring exclusions, s/he will be moved to a designated seclusion room. This room will be supervised by a staff member, to reduce potential exposure to the group. Child must be picked up within 30 minutes. We will call the emergency number listed for the child if primary person listed is not contacted within 15 minutes. The child must follow the exclusion guidelines before being re-admitted to the center, including resubmitting the re-admittance survey.
	+ Staff in exclusion room will wear full PPE
* If a **staff member begins to display symptoms of illness**, they will immediately leave. They must follow the exclusion guidelines before being allowed to return to work, including resubmitting the re-admittance survey.

**Tuition Scenarios due to Attendance Disruption**

* Should a family be uncomfortable returning . . .
	+ Continue to pay ½ tuition to hold spot.
	+ Un-enroll and re-register at a later time if space permits.
* If there is a temporary closure (up to 10 days), due to confirmed case. . .
	+ Families will not be issued a reimbursement for this short closure (much like our policy for inclement weather, etc.)
* If there is a long term closure, (beyond 10 days) . . .
	+ Families will be not be issued a refund for the pro-rated portion of the current month; **rather those funds will be applied to tuition upon re-opening.**