

## WECP COVID-19 Updates

June 2020

Dear Families,

WECP's adapted PROCEDURES and Policies due to COVID-19 are below. These have been created and adapted by the Office of Campus Child Care & Family Resources as approved by UW-Madison Administration and with guidance from the CDC, Dane Co. Public Health and the Dept. of Children and Families. Please keep these tables handy for your reference and return the last page to WECP with your signature.

### WECP Table A - Drop Off / Pick Up

Families	WECP
<p>Each Family will have a <b>pre-scheduled drop off</b> beginning at 8:00am and a <b>pre-scheduled pick-up</b> starting at 4:15pm</p>	<p>We will try to accommodate all families' needs based on their work schedules, as best we can.</p>
<ul style="list-style-type: none"><li>• Before leaving your home in the morning, please make sure you and your child's hands are washed and your child is only wearing clothes appropriate for that day (no shoes, no coat, no other belongings other than lunch).</li><li>• Please make sure that YOU are wearing a mask during drop off at the center.</li><li>• Please do NOT enter the classroom and make sure that if other families are present, that you maintain at least 6 feet from all others at all times.</li></ul>	<p>All staff will be wearing personal protective equipment, so please prepare your child for this. This includes masks and gloves. Your child's classroom teacher will greet you at the playground door upon your knocking.</p>
<ul style="list-style-type: none"><li>• For morning drop off, each family will be walking their child to their PLAYGROUND, OUTSIDE door (these will be labeled), using the gated entrance in the NORTH WEST 82 parking lot and following the path around.</li><li>• When you arrive in the afternoon to pick up your child, please go to the outside playground door to receive your child.</li><li>• The teacher will meet you at the door upon you knocking. Please DO not enter the classroom.</li></ul>	<p>Classroom Teachers will do a brief health screening of your child (taking temp with an infrared thermometer - must be below 100.4) and receive them through the playground door. If a transition is needed, that should happen on the playground with you and the classroom teacher maintaining social distancing and wearing masks.</p>
<ul style="list-style-type: none"><li>• When you arrive in the afternoon to pick up your child, please go to the outside playground door to receive your child.</li><li>• The teacher will meet you at the door upon you knocking.</li><li>• Please DO not enter the classroom and maintain at least 6 feet between yourself and all others.</li></ul>	<p>Classroom teacher will hand your child and their lunch box to you outside of the playground door with a safe and loving "good bye".</p>

## WECP Table B - Other Updated procedures

<b>Hours of Operation</b>	<ul style="list-style-type: none"> <li>● June 29 - July 17: 8:30-4:30</li> <li>● July 20 - August 21: 7:30-5:30 (if things continue to go well at WECP, on Campus and in the community).</li> </ul>
<b>Snack</b>	<ul style="list-style-type: none"> <li>● Will remain basically unchanged, other than snack will be delivered to the classroom</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>● Please put an ice pack in your child's lunch, as we are no longer sharing common refrigerator space</li> <li>● We will not send home uneaten food, unless specifically requested by you to do so</li> </ul>
<b>Nap / Rest</b>	<ul style="list-style-type: none"> <li>● Will remain basically unchanged, other than we will keep bedding here and do the washing</li> <li>● Lovies - ideally, you have two - one for home and one for school. If not, we will have to make a plan</li> </ul>
<b>Gym Time</b>	<ul style="list-style-type: none"> <li>● Will remain basically unchanged, except that there will be no combining with other classrooms</li> <li>● Thorough sanitizing between classroom visits</li> </ul>
<b>Playground Time</b>	<ul style="list-style-type: none"> <li>● Will remain basically unchanged, except that no more than 3 classrooms (separated from one another) are able to be on the playground at one time. Schedules for playground times will be set up on a weekly basis with the hope of establishing a routine for each classroom that best meets their meal and nap times.</li> </ul>
<b>Overall Center</b>	<ul style="list-style-type: none"> <li>● No guests or visitors</li> <li>● 50% capacity in each classroom</li> <li>● No sharing of common spaces or combining classrooms</li> <li>● Staff completing deep sanitizing and cleaning throughout the day, hourly as needed</li> <li>● Masks and social distancing for all staff at all time while outside of the classroom</li> <li>● No field trips until further notice</li> </ul>
<b>Classroom Placements and number of staff and children</b>	<ul style="list-style-type: none"> <li>● The Star Room will be closed for the summer.</li> <li>● Each classroom will have 2 teachers + at least one support teacher for transitions, support during naps and meal time.</li> <li>● Your child will be familiar with at least ONE teacher in their classroom.</li> <li>● Each classroom has between 4-10 children (4-8 children for under 3 years old, up to 10 children for 3-5 year olds).</li> <li>● Currently we have 26-32 families enrolled for the summer months</li> <li>● Currently we have 76 families enrolled starting 8/27/20</li> <li>● All classrooms will be open starting 8/27/20</li> <li>● Sunshine will be moved to a new space near the front entrance</li> <li>● A new classroom for transitioning 2 year olds (Dew Drops) will be the former SS room</li> </ul>
<b>Dropping items/forms off</b>	<ul style="list-style-type: none"> <li>● Please place all items in a plastic bag if you need to drop things off.</li> <li>● Please place all documents and forms in an envelope or plastic bag for drop off.</li> <li>● Please do not send items to school with your child daily. We should have everything we need here,</li> </ul>

	<p>including extra clothes, a jacket, shoes. These items will stay at the center and be laundered / cleaned here as needed. We will NOT be sending items home.</p> <ul style="list-style-type: none"> <li>● REMINDER OF SUPPLIES NEEDED: (all items will be kept at WECP – PLEASE LABEL) <ul style="list-style-type: none"> <li>○ At least 4-6 outfits including socks</li> <li>○ Blanket and sheet, lovie as needed</li> <li>○ Sunscreen / medication</li> <li>○ Diapers/wipes/cream</li> <li>○ Jacket / sweatshirt</li> <li>○ Shoes / sandals</li> <li>○ Water bottle</li> </ul> </li> </ul>
<p><b>Your Child’s Day</b></p>	<ul style="list-style-type: none"> <li>● Overall schedule will remain basically unchanged (routine, meals, naps/rests, gym times).</li> <li>● Toys have been downsized and there will be less options daily, but options will vary day to day.</li> <li>● All unsanitizable items have been removed from classrooms</li> <li>● There will be direct teaching of “safe health habits and hygiene” and “pandemic, covid-19” overviews, responses and impacts on our life using children’s books.</li> <li>● Hourly cleaning and sanitizing will be happening throughout the center, including sanitizing all common areas in the center and between classroom use.</li> <li>● All children will have their own “caddy” (in addition to their classroom and hallway cubbies) containing their water bottle, art supplies and other items needed throughout the day.</li> </ul>
<p><b>Parent Communication</b></p>	<ul style="list-style-type: none"> <li>● Teachers will provide parents with a brief, verbal summary of your child’s day.</li> <li>● Teachers will inform you if there is a detailed event or situation that you need to be aware of and will email you immediately at the end of their day to let you know the details. Again with anything urgent, teachers will share immediately upon pick up.</li> </ul>

**WECP TABLE C - Response to COVID-19 Policy**

<p><b>When will the Centers Close due to COVID-19?</b></p>	<p><u><b>Confirmed Case of COVID-19 in the Center</b></u></p> <ul style="list-style-type: none"> <li>• A Center with a confirmed case of COVID-19 will follow the most current guidance from PHMDC, DCF and UW Health to determine the necessity of closing and for what period of time. If there is a case of COVID-19 in the Center, the Center will determine whether a short-term (less than one week) or long-term (two weeks or more) closure will be required for sufficient cleaning and disinfection.</li> <li>• Centers may need to close certain classrooms or the entire facility if there are not enough teachers able to report to work during the COVID-19 pandemic (e.g., due to illness, self-isolation, or quarantine requirements). The pandemic tuition policy will be put into place if Centers must close due to staff shortages related to COVID-19 pandemic. <b>(See BELOW)</b></li> <li>• The <a href="#">CDC's current guidance on length of closure is at least 2-5 business days</a> for all students and most staff after there is a confirmed person with COVID-19 in the center. PHMDC and/or UW-Madison will determine if longer school closures are necessary or if only specific classrooms need to be closed. PHMDC will use this time to trace close contacts of the case and determine if others could be at risk.</li> <li>• Families will be notified of positive COVID-19 cases while their child was in attendance, but Centers will maintain the confidentiality of the child, family, student, or staff involved as required by the Americans with Disabilities Act (ADA) and the Family Education Rights and Privacy Act (FERPA). Center Director's will also need to maintain confidentiality when reporting these cases to UW-Madison campus leadership.</li> </ul>
<p><b>If staff or children develop symptoms at work, or report a positive COVID-19 test, center staff are instructed to:</b></p>	<ul style="list-style-type: none"> <li>• Immediately contact the Center Director.</li> <li>• The Center Director immediately initiates a phone tree with department deans and/or directors and the unit's communications team.</li> <li>• Department deans and or directors will be responsible to contact Campus Occupational Health Officer at (608)263-2177 and <a href="mailto:eoh@uhs.wisc.edu">eoh@uhs.wisc.edu</a>.</li> <li>• If required, the Occupational Health Officer will coordinate with Campus Health and EHS and if cleaning is needed, coordinate with Physical Plant.</li> <li>• Upon guidance from campus leadership and UCOMM a formal communication will be released to the parents of children in the affected center. University Communications would be asked to facilitate conversations outside of the directly affected center.</li> <li>• All centers will have a drafted family notification template letter on file that will also be evaluated ahead of time by UCOMM. This letter also contains original parent contract language around COVID-19 procedures and financial policies."</li> <li>• Child will be isolated with a staff member in full PPE in a secluded location until they can be picked up.</li> </ul>

**Payment Policy  
for Unplanned  
COVID-19  
Related Center  
Closures or  
other Pandemic**

**\*This Policy will go into effect on August 17th, 2020**

On occasion the center may need to close due to circumstances beyond our control (i.e., national or local emergencies or spike in COVID-19 cases), and without much warning. During these situations we will initiate an emergency closure protocol. Such situations will impact tuition. Families are responsible for tuition payments to the center in which the child is enrolled for closure of a duration between a minimum of 1 and maximum of 30 consecutive business days. During each of the first 10 business days of closure, families will be responsible for their full tuition payment. Should the center be closed beyond 10 consecutive business days, 50% of regular tuition payment will be due for the next 11-20 consecutive business days of closure. Should the center be closed beyond 20 consecutive business days, 25% of regular tuition payment will be due for days 21-30. If families have overpaid due to this change in tuition rates, a refund or credit will be issued.

If the campus child care center is closed more than 30 days, program administrators will assess the specifics of the situation to determine the need to charge partial tuition for families to maintain their enrolled status. Factors impacting the assessment may include projected length of the closure, demand for virtual learning opportunities, and potential limits on group sizes upon enrollment.

If the campus child care center has been open for at least six consecutive months prior to a closure due to pandemic, we will start the pandemic tuition policy on day one. If there are intermittent closures due to the pandemic within a six month period, we will continue the pandemic tuition rates from the prior closure, e.g. if the child care program had been closed for 12 days, was able to re-open for two months but then had to close again, we would start at day 13 of the tuition pandemic rates.

<b>Number of Consecutive Business Days Center is Closed</b>	<b>Amount of Tuition Due</b>
<b>1-10</b>	<b>100%</b>
<b>11-20</b>	<b>50%</b>
<b>21-30</b>	<b>25% provide virtual learning content</b>
<b>31+</b>	<b>*Program will asses further the specifics of closure</b>

**All contracted enrollment spaces will be maintained during a closure period as long as all financial commitments to the Center are fulfilled.**

<p><b>Enrollment Priority during Limited Capacity due to COVID-19</b></p>	<p>In the event that classroom capacity limits are put on the center to maintain safety of children and families, either due to group size restrictions set forth by Forward Dane or due to staff shortages, enrolled children will be prioritized by the family's essential employee status and UW affiliation. <b>At time of signing the contract, families are responsible for obtaining a letter from their employer(s) indicating their precise priority status. If Centers do not have a letter on file for a family, the family will fall into Priority Group #4.</b> Considerations such as classroom assignment, teacher:child ratios, and group size limits will also be taken into account when making final decisions regarding who will receive child care. Should there be a teacher shortage, families will be notified as soon as possible in the same manner as Inclement Weather days (See Family Handbook for details).</p> <p>The list below is in order of priority for which children already enrolled in the Center would get care in the event of a limit on capacity or teacher shortage.</p> <ol style="list-style-type: none"> <li>1. <b>Priority Group #1:</b> <ol style="list-style-type: none"> <li>a. <b>UW Madison - Children of UW Essential Employees:</b> employees with responsibilities critical to maintaining essential functions and services on campus, including, but not limited to, completing the academic semester and supporting students who are engaged in ongoing classes, providing housing and dining services to students who remain in residence halls, life/safety, hazardous research and animal care, and Physical Plant. Essential employees often need to report to campus to fulfill essential function duties. Depending on the specific situation and who is needed for the preservation of life and property, essential employees may or may not be called in, but the designation of essential employees should be determined ahead of time.</li> <li>b. <b>DCF - Children of Tier 1 Individuals:</b> employees, contractors, and other support staff working in health care</li> </ol> </li> <li>2. <b>Priority Group #2:</b> <ol style="list-style-type: none"> <li>a. <b>DCF - Children of Tier 2 Individuals:</b> employees, contractors, and other staff in vital areas including but not limited to military; long term care; residential care; pharmacies; child care; child welfare; government operations; public safety and critical infrastructure such as sanitation, transportation, utilities, telecommunications; grocery and food services; supply chain operations; and other sectors as determined by the Secretary of the Department of Children and Families.</li> </ol> </li> <li>3. <b>Priority Group #3: Children of UW Students, Staff, &amp; Faculty that do not meet Essential Criteria:</b> Children will be selected by lottery considering age/group size/ratio requirements and staffing availability</li> <li>4. <b>Priority Group #4: Children of Community Families:</b> Children will be selected by lottery by age/group size/ratio requirements and staffing availability</li> </ol>
<p><b>Parent resources and Links</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Incidence of COVID-19 in the community</a></li> <li>• <a href="#">CDC COVID-19 Stakeholder call for Schools and Child Care</a></li> <li>• <a href="#">CDC recommendations for discontinuation of home isolation and voluntary home quarantine</a></li> <li>• <a href="#">CDC Cleaning Guidelines</a></li> <li>• <a href="#">Public Health of Madison &amp; Dane County Forward Dane Phase Assignment</a></li> <li>• <a href="#">DHS, reporting communicable disease</a></li> <li>• <a href="#">UW Madison COVID-19 Updates and Phases of Reopening"</a></li> <li>• <a href="#">Smart Restart plan</a></li> <li>• <a href="#">Managing Child Care Businesses during COVID-19</a></li> <li>• <a href="#">COVID-19 symptoms.</a></li> <li>• <a href="#">COVID-19 testing sites in Dane County.</a></li> <li>• <a href="#">(CDC's video on Donning and Doffing PPE or CDC's video on PPE</a></li> <li>• <a href="#">mask</a></li> <li>• <a href="#">wash hands</a></li> </ul>

June 22, 2020

Dear WECP Families,

In order to reopen as safely as possible during the COVID-19 pandemic, our program has had to establish new policies and procedures. Our policies and procedures are informed by campus experts and consideration of The UW Campus Child Care programs are working together with experts on campus to ensure that, whenever possible, we are following the recommendations of the following: University of Wisconsin Madison, the Governor's office, the WI Department of Children and Families, Public Health of Madison and Dane County, and the Centers for Disease Control and Prevention. These new policies are effective beginning on the date the Center opens on June 29th, 2020. *As the COVID-19 pandemic evolves, these policies and procedures may be revised and you will be notified of any updates at that time and you will be updated in writing.*

WECP is working hard to keep your children safe, but it will take everyone in the Center community doing their part to keep everyone in this community healthy. We are all in this together! Please take time to read through the following statements regarding the Center's updated policies and sign the bottom of this form to indicate your agreement to abide by these policies and procedures.

The following list is true for my family:

1. I agree to monitor my child for possible symptoms of COVID-19, especially if someone in our household has been exposed.
2. I agree that the adult dropping my child off at the Center is also self-monitoring for COVID-19 and will refrain from coming to the Center if they are showing possible symptoms of COVID-19 or has been exposed to someone with a confirmed case.
3. I agree to report to the Center administrative team if my child has a positive COVID-19 test result or if my child has been exposed to a person with a confirmed case of COVID-19 (closer than 6 feet exposure for longer than 15 minutes).
4. I have read the COVID-19 Policy Addendum and agree to follow all policies and procedures, including the new COVID-19 related tuition policies.
5. I agree to follow the recommendations of Public Health of Madison and Dane County and my child's health care provider in regards to self-isolation and program attendance. I agree to provide the Center with documentation from my child's doctor when required.
6. I acknowledge the steps the Center is taking to prevent the spread of COVID-19, but recognize that my child is at greater risk for COVID-19 exposure by attending group child care, and I assume all responsibility should my child contract COVID-19 while in the program.
7. I understand the COVID-19 situation is fluid and the Center's COVID-19 policies and procedures are subject to change due to program needs and the recommendations of the Public Health of Madison & Dane County, the University of WI-Madison, the Wisconsin Department of Children and Families, the state of Wisconsin, and the Centers for Disease Control and Prevention. I acknowledge that the program will provide me with written updates of these changes.
8. I understand failure to follow these new COVID-19 safety guidelines and policies may result in termination of child care services.

I have read the statements above (and the associated documents) and agree that my family will follow all of these policies and procedures.

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Parent/guardian signature

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Date

WECP thanks you for helping us keep you and your child(ren) and our teachers safe and healthy during this time!

