



The Ashford Rise School™  
OF DALLAS



# COVID-19 Pandemic Response Guidebook

TOGETHER WE  
**RISE**

Updated 8/16/2020

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Dear Parents,

We believe the role of the YMCA is critical as families attempt to get back to a new normal. As always, the safety of our staff and children in our care is our highest priority. However, some of the protective measures that we can expect from adults are, for a variety of reasons, simply not possible for young children to practice in programs such as the Rise School. In some cases, children are too young to understand and practice these precautions and in other cases the precaution may create a safety concern, for example heat illness from wearing face coverings in the Texas heat. All these factors mean that while certain precautions against the spread of COVID-19 can and will be applied, our infection control measures will differ from those that may be suitable for other environments.

We are following guidance from the CDC including their guidance for Child-care settings, State and Local Health officials as well as implementing best practices identified in the HHSCCL, Health and Human Services-Child Care Licensing.

Some of the elements of our infection control plan include:

- Segmenting programs by groups/cohorts. This means we will intentionally keep small groups together and avoid “co-mingling” groups as much as possible.
- Encouraging social distancing through activity design and reminders;
- Regular and frequent scheduled hand hygiene;
- Enhance cleaning and sanitation protocols of curriculum items between use and/or groups;
- Staff face coverings when it is safe to do so and for specific tasks such as providing assistance to a child, serving food, etc.
- Altered drop off and pick up procedures where parents will be asked to stay in the car and/or not enter the facilities;
- Limiting access to the building or camp to participants and staff, parents will be asked to not enter program spaces;
- Encouraging parents to monitor children’s temperature prior to attending programs and daily health screening by staff prior to entering programs;
- Updated illness policy and partnership with parents to ensure only healthy children attend programs.

We request parents partner with us in keeping our staff and student healthy by monitoring the health of your children and not sending them to the program if they exhibit any symptom of COVID-19. If you child exhibits symptoms, you should seek COVID-19 testing promptly and report results to the YMCA given the implications for other children, families, and staff.

Please see the following operations guide for more details about procedures that will be implemented. 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. In order to ensure Rise is safe and secure for our children and families we would like to encourage careful review of the information. Rise 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
- Ongoing communication with families and employees will continue through email and BrightWheel.
- 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, Maude Pampel with any questions and or concerns regarding the pandemic response plan at [mpampel@ymcadallas.org](mailto:mpampel@ymcadallas.org) .

## **Physical Distancing Strategies**

Based on recommendations from the CDC, Rise will follow physical distancing strategies to include:

- Classrooms will include the same group of children each day, and 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 a playground area at any given time.
- Parents are limited to entering the building only when necessary.
- Visitors and volunteers will not be allowed into the classrooms during the health crisis.
- 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 3-6 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.
- Children will not share art materials to the extent possible. Each child will be given individual supplies rather than a shared central box.

## **PPE for Children and Employees**

- Children will use PPE as recommended by the CDC, NAEYC, and the American Academy of Pediatrics (AAP), with consideration for individual

physical and mental health needs of children. Currently children under ten years of age do not have to wear masks, but are recommended, and children under the age of two years should not wear masks. Children that bring PPE from home will be encouraged to wear PPE during the day, however if the child is resistant, the PPE will be removed and placed in a Ziploc bag. All PPE will be sent home at the end of each day.

- Rise Employees will use face shields or cloth masks and long sleeve smocks for protection when needed. Therapist, and personnel that will enter various classrooms daily will have additional smocks to avoid cross contamination from room to room.
- Employee PPE will be washed at the conclusion of each day either at Rise or employees will have the option to take home to clean
- Additional PPE including but not limited to goggles, disposable gown and masks as recommended for certain medical procedures.

## **Modifications to Daily Procedures and Plans**

### Arrival of Rise Employees

- All employees will be screened before entering our building. This screening includes temperature checks and questions on a Daily Health Check and Sign In/Out form.
- Some staff will be arriving at 9:00 and staying until 5:00 in-order to provide after-care for children

### Arrival of Children

- All children will be screened by staff before entering our building. This screening includes temperature checks and questions on our Daily Health Check and Sign In/Out on Bright Wheel.
- Children will arrive at Rise during typical drop off times 8:00-8:45 according to their assigned drop off time. Families that arrive after 8:45, please walk to the front door where a staff member will complete the health checks.
- Please see the Carpool handout for further details.
- Families will communicate information regarding feedings, sleep schedule and other important information via BrightWheel before 8:30am each day, if necessary, for their child.
- Lunch Boxes, Ziplock or brown paper bags may be used to bring the child's lunch. Please know these may be wiped or sprayed with bleach water for cleaning purposes. When possible, pack in disposable containers to reduce exposure and contamination.
- The use of backpacks is not suggested at this time. Items can be stored in the child's cubby if needed.

- During this health crisis, prior arrangements must be made for switching car seats. There will be minimal car seat storage in the Rise building at this time.

#### Departure of children

- Children will be picked up between 2:20pm and 2:40pm during the pandemic.
- Children will be dismissed at designated door. Children will wash hands before leaving their classroom.
- Please arrive at you pick-up time.
- PPE that the child has worn must be sent home with the child daily.
- Parent/Caregiver will sign out child on BrightWheel.
- Children will be brought outside the door to greet parents near vehicle. Parents and Caregivers must secure children in car seats.
- For the detailed procedure please refer to the Carpool Handout.

#### Diapering and Toileting

- One diaper change at a time in designated changing areas in classrooms or bathroom.
- As much as possible, classrooms are limiting the use the shared toileting areas. Only one classroom will occupy the area and staff will thoroughly clean when finished.
- Markings on changing room floor surrounding the sink to maintain social distance.
- All toilets and changing pads will continues to be sanitized between each use.

#### Lunch and Snack Time

- Only the staff member on kitchen duty will enter and distribute food during children's designated eating time.
- Guidelines from Health and Human services request that children bring their own snacks and lunch
- Snack: If you would like to provide a week's work of individually packaged snacks, these can be kept in your child box.
- If sending snacks daily, please label snack to help the teachers identify from lunch items.
- Please consider items that don't need additional heating and handling. If you need ideas, please let us know.

### Naptime

- Staff will continue to keep each child's bedding separate and store in individually labeled areas.
- Cots will be disinfected at the end of each day
- Each child will need a nap-mat that will be brought on Monday and sent home on Fridays, please no additional bedding items.

### **Additional Key Hygiene Practices**

#### Hand Washing

- Rise Employees and children continue to promote and follow current guidelines for handwashing as defined by the CDC, HHSC 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:

- Wear a button provided smock and, if possible, wear long hair up off the collar in a ponytail or other updo.
- 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 button-down smock, if there are secretions on it, and wash your hands again.
- Contaminated clothes should be placed in designated laundry basket and washed at the end of each day.
- 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.
- Toys set out on shelves will be limited. Once they have been used by a child they will be placed in a red bin for cleaning and another set of toys will be ready to set out.

- Materials will not be shared between classrooms at RISE during the pandemic.
- All sensory play will be done in individual bins during the pandemic. Playdoh and other materials will not be shared.

#### Modification to Cleaning

- Disinfecting solution to be kept in employee restrooms for spray down after each use.
- Classrooms should be sprayed with disinfecting solution and wiped clean in morning and afternoon for sanitizing.
- Dirty laundry in classroom to be placed in bins 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

- Therapists will use materials available within each classroom when working with children or have materials that will be sanitized before use of another classroom.
- 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.
- A set therapy schedule for specific classrooms will be implemented to limit the possibility of cross contamination.
- Small group instruction and Large group instruction will be provided inside classrooms and/or in outside settings.
- Children will be spread out when participating in large group instruction as needed to maintain physical distances.
- A designated area will be used for evaluations and one-on-one therapy.
  - All surfaces cleaned with bleach water or disinfecting solution
  - Therapists will avoid use of any non-washable items such as toys and therapy materials that cannot be disinfected.

#### Classroom Aids

- At this time many of our classroom aids are remaining home due to underlying conditions. We will update you on their return and additional training will occur.

## **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 scheduled 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**

### The febrile child (temperature registering 100.4 or greater)

- See and/call your primary care physician for guidance
  - If the child tests NEGATIVE for COVID and they are diagnosed with another febrile illness, the MD can write a note to the school with the MD's guidelines on when they are allowed to return to school.
  - Quarantine for 10 days without a doctor's note AND must be fever free without meds for 24 hours.

### A child with a known COVID-19 exposure

- If the exposure is a HOUSEHOLD contact or someone they were NOT socially distancing with (within 6 ft for 15 minutes), then the CDCs symptom-based strategy should be followed, and the child should be quarantined for 14 days after onset of symptoms AND be symptom-free and fever-free for 72 hours without fever reducing medication.

### A child or employees who tests COVID-19 POSITIVE

- Automatic quarantine for 10 days AND must be symptom-free and fever-free without fever reducing medication for 24 hours.
- All students in staff in close contact with the individual must adhere to a 14-day quarantine period before returning to Rise.
- All staff and employees will be notified as soon as possible when a confirmed case of COVID is reported.
- RISE will follow contact tracing guidelines provided by Health Department and YMCA Risk Management Department 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 mask, goggles and gown and would be given outside or isolated room
- Parents notified and child picked up immediately and contact physician.

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

- The child will be immediately taken to an isolation area, the assessment room where a nap mat can be put as needed.
- The family will be notified to pick up child within 45 minutes
- Children will remain in the isolation area until their family arrives.
- RISE will follow guidelines provided by YMCA Risk Management Department when responding to individual incidents.

If an employee exhibits symptom of COVID-19 at Rise

- Employees who present with fever and/or other symptoms of COVID-19, or with known exposure will follow health and safety protocol and will not be permitted at work

**Conclusion**

The leadership of Rise and the YMCA 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 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. 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. The plan to serve children face-to-face at Rise may be modified if needed to ensure the health and safety of our children and employees. We welcome your feedback and questions regarding our plan to begin serving children again at Rise. Please do not hesitate to contact our director Maude Pampel [mpampel@ymcadallas.org](mailto:mpampel@ymcadallas.org) 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.