

ACE Learning Center COVID-19 Policies and Procedures



This packet includes the following information:

- A. Daily Health Check Protocol for Staff, Children, MTSU Students, and Essential Visitors
- B. Illness and Covid-19 Policies and Procedures
- C. Classroom Assignments
- D. Arrival Procedures for Staff, Children, and MTSU Students
- E. Pick-up Procedures
- F. Personal Protection Equipment
- G. Handwashing Protocol
- H. Diapering Protocol
- I. Sanitizing Toys and Bedding
- J. Mealtimes
- K. Naptime Procedures
- L. Outdoor Procedures
- M. Tuition
- N. Miscellaneous
- O. Additional Information/Resources



A. Daily Health Check Protocol for Staff, Children, MTSU Students, and Essential Visitors

A daily health check will be required for all staff, children, MTSU students, and essential visitors prior to coming to ACE Learning Center each day. If your child or anyone in your household has any of the symptoms listed below in the past 24 hours, unrelated to any other condition, the child will not be allowed to attend until symptom free for 24 hours.

According to the Center for Disease Control, people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. *The CDC has identified these symptoms, if unrelated to any other condition, as possible indicators of having COVID19:

1. Fever of 100.4 F or higher, now or in the preceding 48 hours
2. Chills
3. Repeated Shaking w/ Chills
4. Cough
5. Difficulty Breathing or Shortness of Breath
6. Fatigue
7. Muscle or body aches
8. Headache
9. Sore Throat
10. New Loss of Taste or Smell
11. Congestion or runny nose
12. Nausea or vomiting
13. Diarrhea
14. Other symptoms as updated by CDC

*<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

We strongly encourage families to notify the director of positive COVID-19 testing results by reaching out to Christy Davis at Christy.Davis@mtsu.edu

ACE Learning Center will keep all personal health information confidential in compliance with HIPAA

B. Illness and Covid-19 Policies and Procedures

Consistent with MTSU's COVID-19 Policy the following steps will be taken for anyone who enters ACE Learning Center (<https://www.mtsu.edu/covidtaskforce/docs/Charting-Our-Course.pdf>)

Steps for Screening for COVID-19 and Staying/Going Home

IF	THEN
If a child has symptoms that might be COVID-related while at the center	Parents will be contacted immediately and you are expected to pick up your child within one hour. We will keep your child comfortable in our isolation area and monitored by a staff member wearing Personal Protection Equipment.
If your child receives a negative COVID test result and has no symptoms	Your child may return to the center with a negative test result AND has been symptom-free for 24 hours (without medication for a fever).
If your child receives a positive COVID test result and has no symptoms	Your child must remain home for at least 10 days from the date of the test. The 10 days starts the day after the positive test. <i>Your child may return to the Center on Day 11 if they have remained symptom-free.</i>
If your child receives a positive COVID test result and is experiencing symptoms	Your child must remain at home for at least 10 days from the start of symptoms and be symptom-free for 24 hours. The 10 days starts the day after symptoms start. <i>Your child may return to the Center on Day 11 if they have been symptom-free for 24 hours.</i>

Regarding the testing status of others

IF	THEN
If your child has been in close contact (defined as within 6 feet for more than 10 minutes without wearing a face covering) with someone who has tested positive for COVID-19	Your child must remain home for either 10 days (PREFERRED), starting the day after the last contact with the person who was infected. <i>Your child may return to the center on Day 11 if they have no symptoms. or remain home for 7 days and provide a negative COVID test (antigen or PCR) on or after day 7. Your child may resume contact with others on Day 8 if you have no symptoms.</i>
If someone your child lives with receives a positive COVID test result and they continue to share space with that person	Your child must remain at home for either 10 days from the start of their symptoms PLUS an additional 10 days (PREFERRED) after the person is no longer ill (20 days total). The child may resume contact with others on Day 21 if you have no symptoms. Or 10 days from the start of their symptoms PLUS an additional 7 days and provide a negative COVID test (antigen or PCR) on or after day 17 . <i>Your child may resume contact with others on Day 18 if you have no symptoms.</i>
If your child has been in the presence of someone who has tested positive for COVID-19, but has not been in close contact (defined as within 6 feet for more than 10 minutes without wearing a face covering)	Your child does not need to quarantine and may come to the Center.

Updated December 8, 2020 in accordance with information released by the Center for Disease Control and MTSU.

Any questions you might have about your child's health should be answered by a medical professional. If your child is tested for COVID-19, follow the guidelines for remaining at home as listed in the chart above. (see health department website below)

Anyone sent home with possible COVID-19 symptoms, must provide medical clearance by a physician indicating that the presenting symptoms are not associated with the COVID-19 illness or any other communicable disease and a date that they may return to the Center.

The director will notify families if we become aware that your child has come in direct contact with someone who tests positive for COVID-19. We will not identify this person by name. This information is provided so that you can take needed steps or precautions.

In the event of COVID-19 exposure at ACE:

- Decisions on length of time a classroom or the program is closed will be determined on a case by case basis with the minimum time being 48 hours from exposure. All impacted families will be notified of such closure
- The areas exposed will be closed for 24 hours before anyone can enter the room
- After 24 hours, all areas that have been exposed to COVID will be thoroughly cleaned by the University Janitorial Team
◦ Toys will be thoroughly cleaned by ACE staff after University cleaning has been completed

C. Classroom Assignments

- All children will be assigned to a specific classroom; there will be no mixing of children from different classrooms throughout the day
- Classroom teacher and co-teacher are assigned to one classroom; support staff will be assigned as well to limit the interactions with others outside of classroom assignments
- A log of all people (children and adults) in each classroom will be kept to identify any contacts made during the day

D. Arrival Procedures for Staff, Children, MTSU Students, and Essential Visitors

Staff, MTSU Students, and Essential Visitors:

- will complete a daily health check prior to entry into the Center
- will enter building with PPE and wash hands
- will sign in and complete health screening log located at front desk (staff will take their temperature with a touchless thermometer)

Children:

- Each child will remain in his/her vehicle until an ACE staff member completes the daily health check including body temperature
- Individuals dropping children off will take child out of vehicle once requested by staff member
- Staff member will complete sign-in of child for the day
- Each classroom teacher will assist in drop-off process of first child dropped off for their classroom and the last child picked up
- Staff member will assist children in putting daily items in labeled cubbies or on hook
- Classroom teacher will assist as needed to wash child's hands

- Classroom teachers will ensure that all individuals who enter the classroom are signed in on the classroom sign-in/out log

E. Pick-up Procedures

- Parent will call ACE Learning Center at 615-898-2458 upon arrival to ACE
- Parent will remain in his/her car until staff member walks child to car
- Staff member will sign out child for the day

F. Personal Protection Equipment (PPE)

Staff will wear PPE in building at all times unless they are:

1. Behind a protective shield and not working with children
2. In a private office
3. Outside

MTSU students and essential visitors will wear PPE in building at all times unless they are:

1. Outside

Children in the RED Room will wear masks* in building at all times unless they are:

1. Eating
2. Playing Outside
3. Napping

*Masks will be encouraged; however, children will not be forced to keep a mask on. Staff have prepared activities to promote wearing masks.

- Provide a minimum of 2 masks with child's name clearly labeled
- Masks must be washed daily before returning to school; children who come in with soiled masks will be sent back home until they are cleaned
- Parents of children in the blue room (older than 2.5 years of age) may send their child in a mask; teachers will encourage children to wear the mask, but not force them to do so



G. Handwashing Protocol

All staff, children, MTSU students, and essential visitors will continue to follow the following handwashing procedures:

- Arrival to ACE
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors
- After handling garbage

Hands will be washed with soap and water for at least 20 seconds

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english508.pdf>

H. Diapering and Bathroom Protocol

Diapering procedures will remain the same except for all staff will wear a mask during diaper changes

- We ask that parents drop off their children in a clean diaper
<https://www.cdc.gov/healthywater/pdf/hygiene/Diapering-procedureschildcare-508c.pdf>
- The toilets will be cleaned between each use to limit contact with bodily fluids

I. Sanitizing Toys and Bedding

Toys

- Toys that cannot be cleaned and sanitized will not be available until further notice
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned and sanitized
- Staff will have enough toys readily accessible so that toys can be rotated through cleanings
- Children will not be allowed to bring any toys from home except a naptime love as needed

Bedding

- All bedding will continue to be kept in separate bins for each child
- Cots will be wiped down daily before storing away
- Bedding will be washed a minimum of one time a week or as needed

J. Mealtimes

- All individuals will continue to wash their hands before and after handling food; adults assisting with meals will wear gloves
- Children will be socially distanced during mealtimes
- Snacks and lunch will be brought from home by child in a paper bag including disposable fork and/or spoon if needed. Accommodations will be made as necessary
 - Unused portions will not be returned home. Staff will document amount child ate on their daily log.
 - Snacks and lunch must continue to be peanut free and healthy
 - Items will not be placed in refrigerator; please appropriately wrap a cold pack if needed
 - Sacks must be labeled with child's full name and date
 - Children must bring a labeled water bottle each day
 - Water bottles must be washed before returning the next day.
 - Water will be available throughout the day

K. Naptime

- Rest mats will be arranged to maximize distance between children
- Children will be positioned in a head to toe order
- Naptime screens will be placed in between children as needed to minimize the spread of germs
- Rest mats will be disinfected after each use before being put away after naptime

L. Outdoor Procedures

- Children will continue to come to school wearing closed toe shoes and clothing that is comfortable to play outside. Staff have plans to spend more time outdoors in staggered shifts
- Staff will take classroom activities outside to help minimize the spread of germs
- Heavy traffic areas and equipment will be wiped down after each group has gone inside

<https://www.health.state.mn.us/diseases/coronavirus/schools/playground.pdf>

M. Tuition

- Tuition is due as usual at the first of the month
- No more than one month's tuition payment will be accepted until further notice
- Tuition will not be prorated if the Center is temporally closed for COVID-19 related reasons or your child is out sick (see metrics for possible reasons to close due to COVID-19 related incidences)

N. Miscellaneous

- Routine cleaning will continue throughout the day
- Therapists will not be allowed at ACE at this time; ACE will notify parents when therapists can resume therapy in the building
- Conferences will be held via Zoom, email, or phone call
- FWS students and Practicum students will be assigned to a specific room to reduce the spread of germs
- Children will be socially distanced during circle time
- Refer to MTSU Early Learning Programs COVID-19 closure metrics regarding the potential of closure
- Staff will bring a change of clothes in case they come in contact with bodily fluids

O. Additional Information/Resources

Social Stories

- https://globalhealth.emory.edu/includes/documents/sections/programs/covid-19_helpers_bacon_lee_eghi.pdf
- <https://paautism.org/resource/wearing-mask-social-story/>
- <https://www.mcbdds.org/765/Social-Stories-Helping-People-Understand>
- https://www.ucucedd.org/wp-content/uploads/2020/04/I-Can-Wear-aMask-Social-Story_FINAL.pdf
- https://challengingbehavior.cbcs.usf.edu/docs/Wearing-Masks_Story.pdf

ACE routines and transition handout

Social Distancing Greetings

- https://challengingbehavior.cbcs.usf.edu/docs/Greeting-Board_EN-SP.pdf

Social Emotional Development Resources

- https://challengingbehavior.cbcs.usf.edu/docs/FeelingFaces_chart_ENSP.pdf
- https://challengingbehavior.cbcs.usf.edu/docs/TurtleTechnique_steps.pdf
- https://challengingbehavior.cbcs.usf.edu/docs/TuckerTurtle_Story.pdf
- <https://challengingbehavior.cbcs.usf.edu/docs/Smell-Blow.pdf>

Tennessee Department of Health

<https://www.tn.gov/content/dam/tn/education/health-&-safety/TDH%20Recommendations%20for%20Management%20of%20COVID19%20in%20Schools.pdf>

Considerations for Opening or Closure MTSU Early Learning Programs

All criteria below will be monitored and considered when making a decision regarding the pending opening or closure of ACE Learning Center.

- Percentage of positive cases in the community and on MTSU's Campus
- Child absentee rate in the center
- Absentee rate of employees
- COVID like illness trends in the center
- Guidance from the state and local government
- Guidance from the CDC
- Guidance from MTSU

If the decision is made by MTSU to move from in-person on campus classes and activities to all virtual classes and activities, the Early Learning Programs will close for the duration of this decision.

*The following metrics are in alignment with MTSU's COVID policies and Rutherford County Schools' plans for school building closure. These metrics will be considered in any decision to close the ACE Learning Center. Length of closure will be determined on a case by case basis.

If the County has a high spread rate, 2,658 or more active cases, and **one** of the following indicators, we will not open, or the center will close if currently open

- Increasing # of County cases over a 14-day period
- One active case of COVID-19 in children, students or staff
- Absentee rates from documented illness of ACE staff exceeds ability to staff classrooms

If the County has a moderate spread rate, 1,659-2,657 or more active cases, and **two** of the following indicators, we will not open, or the center will close if currently open

- Increasing # of County cases over a 14-day period
- One active case of COVID-19 in children, students or staff
- Absentee rates from documented illness of ACE staff exceeds ability to staff classrooms

If the County has a low spread rate, 1-1,658 or more active cases, and **three** of the following indicators, we will not open, or the center will close if currently open

- Increasing # of County cases over a 14-day period
- One active case of COVID-19 in children, students or staff
- Absentee rates from documented illness of ACE staff exceeds ability to staff classrooms

*Information from the following websites was used to develop this plan:

- <https://www.mtsu.edu/coronavirus/keydecisions/index.php#indicators>
- <https://www.rcschools.net/apps/news/article/1259512>
- https://covidactnow.org/us/tn/county/rutherford_county/?s=888174



Acknowledgement of Receipt of ACE Learning Center COVID-19 Policies

As a parent/legal guardian of a child enrolled in the MTSU ACE Learning Center, I understand that our nation and community is in the midst of a coronavirus pandemic. By sending my child back to the Center, I accept that risks are present, and that my child may become ill as a result of interacting and spending time with others.

The ACE Learning Center has outlined their procedures and policies to protect the health and safety of children and staff during the pandemic. I understand the procedures, have asked questions if needed, and commit to supporting the program by following all policies that are applicable to my child and family.

The ACE Learning Center has outlined the tuition policy. I understand that tuition is due each month and that it will not be refunded should my child be absent due to illness or closure of the Center.

Parent/Legal Guardian Signature

Date