

Greetings! Texas Health and Human Services Commission (HHS) provided specific guidelines to childcare facilities in response to COVID-19. Upbring Schools will operate based on best practices that are consistent with the new requirements in accordance with state law, state disaster declaration, and federal guidelines. The health, happiness and safety of your child are of the utmost importance. As we manage these uncertain times together, our goal is to:

- 1) Communicate well;*
 - 2) Work together to keep all families as safe and healthy as possible; and*
 - 3) Stay flexible with families returning to or starting at Upbring School.*
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Building Access

- 1) School hours are currently Monday to Friday - 7:30AM-4:30PM – we sanitize the building from 4:30-5:30PM each day. You will be informed when we resume our regular hours. We kindly ask that you arrive by 9:30 so our staff can turn their attention to the students. We will expand our hours when we feel it is safe and reasonable to do so.
- 2) Access to campus is limited – only children in care and their direct staff are permitted to enter our school building. Volunteers and non-essential visitors are not currently permitted. This restriction allows us to limit exposure to the virus as much as possible. Please note that this includes parents, who are currently only allowed curbside or front door drop-off/pick-up.
- 3) At drop-off you can expect **(Please see page 3 for drop off/pick up instructions and updated sick policy):**
 - To be greeted by a masked member of the Upbring team and asked a series of questions with the intent of ensuring that:
 - All members of the child’s immediate household have not traveled to high-risk areas or hot spots (countries or states) in the past 14 days. **If you plan to travel, please know that any travel outside of Texas will require a 2-week quarantine period upon return to Texas. Please communicate your travel plans with the Campus Administrator.**
 - Your child does not currently have signs or symptoms of a respiratory infection (cough, shortness of breath, sore throat, or low-grade fever), GI symptoms (diarrhea or vomiting), or rash
 - Your child has not been in contact with anyone who has signs or symptoms of a respiratory infection, such as a (cough, shortness of breath, sore throat, or low-grade fever) or GI symptoms (diarrhea or vomiting) in the last 14 days
 - No person in your child’s immediate household has had a fever or been in contact with someone who has a confirmed COVID-19 diagnosis, has been tested for COVID-19 in the previous 14 days
 - Your child will have their temperature taken to screen out fever over 100.4.
 - The staff will help your child with their lunch and other belongings and escort them to their classroom.
 - Children will wash their hands upon entering the classroom and throughout the day. Children who do not tend to put their fingers in their mouth may use hand sanitizer at times when soap and water are not readily available (i.e. on the playground).

Social Distancing and Limit of Cross-Contamination

- 1) To the extent that it is possible, staff will practice social distancing and wear facial protection with students and other staff members both in and outside of the classroom.
- 2) To limit the number of items coming into the building, each child will be given a labeled washable tote bag. We ask that families use these bags to transport their child's belongings and wash them *at least* once a week. You may send a change (or two) of clothes to be left at school in a zip lock bag. Lunches, water bottles, and naptime gear can be sent in their labeled tote. Blankets will be sent home on Fridays to be washed.
- 3) To help limit germs brought in from shoe debris, please designate a pair of shoes only to be used for school.**
- 4) Modified ratios and split groups depending on the age of the child
 - Groups have limited sharing of spaces, sharing of teachers, and merging with other classrooms
 - Modified ratios for children ages 2 and below - the children will be put into two groups (inside the same classroom) and assigned a caregiver
 - Children are encouraged to limit hugging, handholding, sharing items – this can present challenges with young children, so we do our best to create these boundaries in fun, engaging ways.
 - Children's nap mats are spaced out as much as possible, ideally 6 ft. apart and arranged head to toe.
 - No large group gatherings
 - We have ceased using group sensory tables (individual only)
 - To the extent possible, students are spaced further apart for eating, table activities, and circle time.
 - Weather permitting, additional outdoor play is scheduled (times are staggered)
 - Children over the age of 2 may wear masks and face coverings provided by parents
 - No outside food may be brought in to share with friends (birthdays)

Hygiene and Cleaning Practices

- 1) We have always been attentive to sanitizing requirements but have increased our sanitizing frequency at this time. You can trust that we are:
 - Sanitizing toys/items that touch a child's mouth or have been handled intensely by another child before other children encounter that toy. Toys will be cleaned with water and detergent, rinsed, sanitized with an EPA-registered disinfectant, and air-dried or cleaned with a mechanical dishwasher.
 - Children's books and other paper-based materials are not considered a high risk for transmission and do not need additional cleaning or disinfecting procedures.
 - Increasing the supervision and frequency of handwashing for students and staff.
 - Sanitizing tables, chairs, counters, shelves, doorknobs, cubbies, beds/cots, sheets, and floors more frequently.
 - Removing trash from the classroom several times a day.
 - Classrooms and areas of shared space are disinfected every night after closing.
- 2) All staff and children will engage in proper hand hygiene as recommended by the Center for Disease and Control (CDC) at the following times:
 - Arrival to the facility and after breaks

- Before and after preparing food or drinks 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 contact with bodily fluid
- After playing outdoors or in sand
- After handling garbage

Sick Policy Update:

The below sick policy has been updated in response to the rapidly rising number of COVID cases in Texas.

To prevent the possible spread of COVID-19, please help us by keeping your child home if they show any of the following symptoms and because these symptoms are prominent COVID indicators at this time, a Dr's note will be required for your child to return to care. If any symptoms develop while your child is in school, they will be sent home:

- Fever of 100.4 degrees or higher in the previous 24 hours
- Cough or symptoms of a respiratory illness. If you feel the cough is due to allergies or asthma, you must bring a note from your child's physical stating they are non-contagious and can be re-admitted to school.
- Other symptoms include the following:
 - Muscle Pain/Body Aches
 - Rash
 - Headache
 - Loss of Taste or Smell
 - Sore Throat
 - Diarrhea/Vomiting

Pick up/Drop Off (USAS):

Following these guidelines, we will all stay safe in the parking lot.

Masks are REQUIRED for adults at drop-off and pick-up.

Drop Off

- Please bring your child(ren), one at a time, to the blue line to have their temperature taken. A caregiver will indicate to the parent when it is their turn.

Pick Up

Only two cars at a time can pick up their children

- The caregivers will meet you along with your child at the blue line. Please walk up to the line to collect your child.
- Please help us by discouraging your children to run to you or meet you at your car. We do not want any child inadvertently running into the parking lot.

- **Please do not pull around another car to exit the parking lot unless directed by a staff member.** If you are second in line, wait until the first car is loaded and buckled before exiting the lot. We want to avoid any collisions.
- For infants, the caregivers will hand you the car seat and the baby separately. For safety reasons, we kindly ask that you place and buckle your child into the car seat.
- To help the line move smoothly, please place your family name card on the dashboard so our team can quickly identify your vehicle.

COVID-19 Pandemic FAQ's

What can our family expect in terms of communication from Upbring regarding COVID-19 reports and responses?

The whole school can expect to be notified via email when a caregiver, student or a student's parent/guardian or another household member tests positive for COVID-19. The classrooms directly affected will be notified individually as well. We are required by Austin Public Health to report any caregiver or student who tests positive. They will help determine the required quarantine period. This ranges depending on several factors.

It's important to note that one of the most consistent factors regarding this pandemic is the actuality that it is a very fluid situation. Upbring (as a whole) and the schools receive constant updates to what is being learned about the illness. This information is generally followed by adjustments to protocols that were previously put into place. Therefore, **what is stated as an official protocol one day, may very well be different the next day.** Please understand that this is what leads to different responses to situations as we move through this pandemic together.

Nothing is stagnant – **we appreciate your patience and understanding as we all go through this learning process together.**

How does Upbring determine next steps for quarantining or temporarily shutting a classroom or the whole school?

Our responses are based on the most recent directives from the CDC, state and local health organizations, and childcare licensing. The decisions made always take into consideration the health and well-being of our students, staff, and families. We are required by Austin Public Health to report any caregiver or student who tests positive. They will help mandate the required quarantine period. This ranges depending on several factors.

What are some reasons why Upbring would choose to temporarily close a classroom?

This could be for several reasons. These include:

- A caregiver who works directly with the students tests positive for COVID 19, is symptomatic or has a test pending
- A student tested positive or is presumptively positive

We will not be able to disclose which of these reasons cause the closing of the classroom, but we will be able to communicate if a staff or student does test positive or is presumptively positive.

What information can Upbring disclose about the staff or student who has a confirmed case or has a test pending?

Staff and campus families frequently have very specific questions when a room is identified as needing to be quarantined. These questions include, but are not limited to:

- What was the caregiver's schedule? People want to know how long they (or their child) were potentially exposed.
- Do any of the individual's family members exhibit symptoms of COVID or have any of them been diagnosed with COVID?
- What were the person's symptoms?
- When was the person tested?

All this information would be privileged as PHI (personal health information) and cannot be provided to the individuals inquiring.

We will be able to tell you- "after a thorough review of the individual's whereabouts prior to diagnosis and in speaking with the individual directly, your exposure occurred between x day and x day."

Know that **we are** actively tracking and tracing the individual's steps prior to their diagnosis and will be contacting staff and families directly with a secondary notice if they were exposed. In conjunction with Austin Public Health, Upbring administration, CDC guidelines, and child-care licensing, the next steps will be determined.