

## Woodlawn's Mother's Day Out Covid-19 Family Procedures

The health and well-being of our families and staff are our highest priorities at Woodlawn's Mother's Day Out Program.

### **Health Protocols for families whose children attend MDO:**

- Follow drop off and pick up procedures
- Maintain at least 6 feet of separation from other individuals.
- **Anyone age 10 or older must wear a mask at all times while on Woodlawn's campus.** If you want your child to wear a mask, we will do our best to keep the mask on your child when possible.
- All items need to be labeled like bags, blankets, cups, etc. to ensure no sharing of personal items happens.
- As you pack your child's lunch consider sending disposable containers to prevent the spread of germs and Covid-19.
- Everything that is sent with the child in the morning will be sent home at pick up like backpacks, nap mats, etc. You should disinfect all items at home before sending back to help not spread any germs or Covid-19.
- The hospitality team will be screening yourself and child at drop off for any of the following new or worsening signs or symptoms of possible Covid-19:
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
  - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
  - Known close contact with a person who is a lab confirmed to have Covid-19

### **Drop off Procedures:**

- The entrance to Mother's Day Out will be located under the covered walkway by the playground. The hospitality team will be outside of the glass doors ready to greet you!
- Please maintain 6 feet of distance between other families.
- You and your child will be screened by the hospitality team.
- Your child/children and their belongings will go with a member of our hospitality team to their classroom. NO parents will be entering the building to keep the number of germs as low as possible inside the building.
- All children will receive a name tag at drop off and we will have labels available for their belongings if they are not labeled ahead of time.

- Parents you will need to write down any information for the teacher and the hospitality team will make sure it gets to the correct place.
- All kids will sanitize their hands upon entry in the building and if walking with shoes will step into a tub with disinfectant to ensure no one is carrying germs in on their feet.
- Infant seats can be brought in with the infant, but strollers and car seats will not be able to be stored while the child is at MDO.
- There will be a sign in sheet at drop off for parents to sign and it will have contact information for each child as well as the recorded temperature for each child and parent.

#### **Pick Up Procedures:**

- The hospitality team will be waiting for you outside of the entrance doors to get your child's name and your child will be brought out to you with their belongings.
- Each family will be provided a laminated sign with child/children information that will need to be shown to the hospitality team to speed up the pickup process.
- The playground will not be open for public use.
- Each child will need to be signed out.
- Please keep 6 feet between families as best as possible.

#### **Classroom Procedures:**

- All children will wash hands once in the classroom.
- Hard surfaces will be disinfected twice during the MDO day. Once while the kids are playing outside of the room and once during rest time.
- All classes will stay together with the same teachers at all times. There will be NO mixing of groups.
- Playground time will be scheduled so only one class on each side of the playground per time slot to prevent no mixing of groups.
- Shared activities like sensory tables, water tables, etc. will be limited for the safety of all children.
- At naptime kids will be spaced out as much as possible and kids will be placed head to toe to further reduce the potential for viral spread.
- All kids will wash hands before and after snack and lunch.

#### **Field Trips:**

- The Four year old and Five year old classes will NOT be taking any field trips until the COVID-19 pandemic has ended.

#### **Staff Expectations:**

- All staff will be temperature checked and Covid screened before entering the building.
- All staff will have a mask on at all times except when eating or drinking.
- All staff will sanitize their hands when entering the building and will wash hands when entering the classroom.

**If a child has an onset of COVID-19 symptoms while at MDO:**

- The child will be isolated immediately, and the guardians will be contacted.
- The guardians will have 30 minutes to pick up the child from Woodlawn. When arriving to campus please call 512-582.2511 and your child will be brought to you at the glass doors under the covered walkway.

**If COVID-19 is confirmed in a child or staff member:**

- All families that have come in contact with the child or staff member will be notified.
- We will contact CDC and follow their recommendations as far as how long to close the class.
- A child's account will be credited for the days a class is closed per CDC recommendation. Teachers will be paid for the days a class is closed per CDC recommendation.
- The A/C system that our children's area use will allow us to close one room at a time and not close the entire program due to a positive COVID case. Each room has its own air system and the air is not shared between classrooms.