



COVID-19 Related Policies and Procedures



Dear Clayton Family,

Over the past month, a tremendous amount of work has gone into planning for a joyful and safe arrival back to campus.

These resources are intended to be reference tools for you when you have a question about how a process or procedure should be completed. Know that these procedures will evolve so this will be a living set of documents. You can access the most updated version of these materials at this link as well:

<https://tinyurl.com/ClaytonCovidGuide>

Thank you!

Your Clayton Reopening Task Force and Education Services Subcommittee

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Staff and Family Arrival



Staff Arrival June 1st – June 14th

Subject to change as new guidelines are released

If staff become ill, they are expected to follow the usual attendance call in procedure. In these circumstances your supervisor and/or mentor coach need to be notified as soon as possible if you are ill and will not be attending work.

1. Staff arrival will begin at **6:45am** and continue through **9:00am**
2. **Staff are to park in the East or West Parking Lots located behind the Training Center and behind the Discovery Garden. We will be using the Main Front Educare Parking Lot and the Rear Staff Educare Parking Lot for families.**
3. There will be a table set up at the back Educare staff entrance with a Welcome Committee Member (WCM) that is dressed in appropriate PPE. The WCM will greet staff and ensure safe distancing with cones set up 6 feet from the table and subsequent markers each 6 feet apart to ensure social distancing.
 - a. As the staff wait in line, they will be expected to apply hand sanitizer and wear a mask (self-provided or provided by Clayton).
 - b. When they approach the front of the line the WCM will ask them a few brief questions to ensure health and safety of the staff member and their household regarding COVID.
 - c. Then an infrared thermometer reading will be taken...CDC guidance
 - i. ***Persons who have a fever of 100.4° (38.0°C) or above or other signs of illness should not be admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Screen children upon arrival, if possible.***
 - ii. ***If temperature of 99.2–100.3 – monitor throughout the day***
 - d. If the Staff member has any signs, symptoms, or a temperature of 100.4 or above they will not be admitted to work that day.
 - e. They are to return to their car or remain distanced from other staff and contact their supervisor and HR for next steps.
 - f. If the Staff member is clear of signs, symptoms, and a temperature of 100.4 then the WCM will begin the process of giving staff appropriate PPE for their day.
 - g. Staff will be provided a mask, gloves, and smock to wear while they are in the building in addition to foot covers (with nonslip grips) for classroom staff.
 - h. Staff will be expected to put on the mask, gloves, and smock immediately so they may enter the building.
 - i. Classroom staff may carry their foot covers and put them on as they enter their classroom after applying some more hand sanitizer that will be located outside each classroom.
 - j. Staff are expected to report to their classroom or work area as soon as possible within entering the building and continue to maintain a safe distance of 6 feet from other staff throughout the day.
4. If staff become ill or have signs and symptoms of COVID throughout the day they are to contact their supervisor and/or mentor coach immediately to discuss leaving work. HR will need to be contacted for next steps.
5. If staff become ill or have signs and symptoms of COVID and need a safe place there will be a designated teacher workroom for isolation.
6. If children become ill throughout the day the Assessment Room will be used to keep child safe and isolated from others until their family is able to pick them up. A WCM will wait with them to ensure they are safe and cared for.



Child Drop Off Procedure for June 1st – June 14th

Subject to change as new guidelines are released

- 1) Drop Off will begin at 7:30am and will continue through 9:00am
- 2) Families can park in the Main Educare Front Parking Lot or the Rear Educare Staff Parking Lot.
- 3) There will be a small station with a Welcome Committee Member waiting near each exterior playground classroom. A Welcome Committee Member (WCM) will be prepared to greet the families. There will be cone markers that are set 6 feet back from each table and subsequent cones each 6 feet apart to ensure social distancing of children, families, and the WCM during drop off.
 - a) The WCM will first greet the family
 - b) This will be followed by a few brief questions to ensure health and safety of the household regarding COVID.
 - c) Then an infrared thermometer reading of the adult and child(ren) will be taken...CDC guidance
 - i) **Persons who have a fever of 100.4 (38.0C) or above or other signs of illness should not be admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Screen children upon arrival, if possible.**
 - ii) **If temperature of 99.2–100.3 – monitor throughout the day**
 - d) If the child and/or family has any signs, symptoms, or a temperature above 100.4 they will not be admitted to school for that day and will be guided to health supports if needed.
 - e) If the child and family are clear of signs, symptoms, and a temperature of 100.4 then the WCM will begin the process of checking the child and family in.
 - i) If a child has a temperature of 99.2 – 100.3 then the child will be monitored throughout the day. The WCM will give the family the guidance that their child has an elevated temperature and will be monitored, but they can be admitted into the school with the most updated contact information for the family in the event they need to be contacted.
 - f) The WCM will then support the family with hand sanitizer and signing their child in to CCAP via an IPAD. The IPAD will be cleaned with disinfectant by the WCM before and after each use.
 - g) Once a child and family have been screened and the child is signed in to CCAP then the family proceeds to the classroom door where the teachers will greet them.
 - h) If the family has a stroller or car seat, the WCM will put those items in trash bag provided, close it, and put a label with child's name.
 - i) The teachers will greet the child and sign the child in. This is a great time for the teacher, child, and family to be encouraged to have a Conscious Discipline I Love You Ritual and remind the child(ren) that the family will be picking them up in the same place in the afternoon.
 - j) When the child is ready to enter the classroom, they will be guided to wash their hands and then be supported with the appropriate PPE (mask for children age 3 and up) and nonslip booties/grip socks.
- 1) At 9:00am the WCM in partnership with other WCM:
 - a) will take any strollers/car seats to storage shed located in playgrounds and place items for storage until end of day.
 - b) will clean up their stations, exit, and close the playground gates.
 - i) Families dropping off later than 9:00am will then be expected to park in the main front parking lot where a support team member will assist with late arrival check in. There will be safe practices and social distancing cones in the Main Educare Front Parking Lot for families that drive and or walk/take the bus.



Child Pick Up Procedure June 1st – June 14th

Subject to change as new guidelines are released

- 1) Child Pick Up will occur in a very similar manner as Child Drop Off. Child Pick up will begin at 3:30pm and continue through 4:00pm.
- 2) There will be a small station with a Good-bye Committee Member (GCM) waiting near each exterior playground classroom.
 - a) GCM will remove strollers/car seats from outside storage shed and be prepared to greet the families and ensure safe distance practices are followed remaining 6 feet apart and provide a mask if needed.
- 3) The GCM will ensure family is on approved list for pick up. The GCM will support the family with hand sanitizer and signing out from CCAP.
- 4) The GCM will use the walkie to notify classroom of family arrival. Teacher will prepare child to greet family.
- 5) The family will then go to the exterior classroom playground door, where a teacher will greet them and reviewing their child's day and anything new that may need to be reviewed. This is also a wonderful time to engage in a parting Conscious Discipline I Love You Ritual before the family leaves for the day.
- 6) At 4:00pm the CCM will clean up their stations, exit, and close the playground gates. Families picking up later than 4:00pm will then be expected to park in the Main Front Educare Parking Lot and a support team member will assist with late pickups. There will be safe practices and social distancing cones in the lot for families that drive and or walk/take the bus.



School Day Procedures



Care Routine Expectations

Staff Expectations/Non-negotiables:

- Adults wear masks at all times
- Adults maintain physical distancing with other adults inside and outside the classroom
- Take children's temperature before and after nap
- Ensure children are spaced 6' apart during nap time – and placed head to toe
- Wash your hands and student's hands upon entering the classroom, before/after mealtime, etc.
- All fabrics should be removed from the classroom.
- No sensory play materials may be used

General CI Philosophy during this time:

- The safety and health of staff, children, and families is our utmost priority during this pandemic. Staff need to prioritize physical health/safety over other typical classroom priorities (i.e. sensory experiences, fine motor activities, promoting independence of some skills, connection rituals)
- The mental and physical well-being of the adults in the classroom is foundational. The students will be more regulated when the staff are more regulated, so staff need to be aware of their own anxiety level and take steps to support themselves appropriately.
 - o This may mean the practice in one classroom looks slightly different than the practice in another classroom – as teachers will prioritize the actions that create the safest space from themselves and their students.
 - o Co-teachers need to discuss their own emotions, anxieties, and priorities to ensure that all staff in one classroom understand the procedures, routines, and priorities that will be in place.

General Guidance for Care:

- Be mindful of material usage – everything that is used on a given day needs to be disinfected at the end of that day and may even need to be disinfected after each child's use if mouthed.
 - o Consider avoiding materials that are porous or have many pieces that need to be watched (i.e. fine motor materials)
- Encourage small group and independent play... but we know children travel in herds, so be mindful of having as much teacher interaction as possible to engage children in less physically close play.
- Children 3 and older should wear masks at all times
- Use single serve Dixie cups for water (instead of water bottles)
- Put mouthed materials in the yuck bucket immediately after child has used them (to the best of your ability).

Physical care (hugs, picking students up, putting students on your lap, rocking students): It is important to comfort crying, sad, and/or anxious children.

- o Provide these to students whenever they need them
 - o Allow child to child hugs/contact to happen naturally
 - o Do not feel the need to create opportunities for this type of physical connectedness (i.e. don't suggest playing Ring around the Rosie, going to give your friend a hug)
 - o Wash your hands after you've had an extended physical interaction with children.
- Outdoor shoes and vests/smocks will be provided for students to utilize while in the classroom. If these are helpful to you and your students can transition in/out of these materials reasonably well, utilize them. If these create an added step of physical touch/stress for the child/caregiver, do not feel obligated to utilize them.
- Diaper changes/toileting:
 - o Staff should wear a different pair of gloves for each child's diaper change.
 - o Staff should thoroughly wash their hands between all diaper changes.
 - o Generally, staff should take students into the bathroom to change/toilet one at a time.
 - o Classrooms should try to ensure only 1 student/teacher in the bathroom at all times.

School Day 101



Welcome back! We missed you!

Staff Expectations and Non-Negotiables

- Wear masks and smocks at all times
- Adults maintain physical distancing from other adults at all times while in the building and on campus
- Children over the age of 3 MUST wear a mask at all times-excluding nap/meal times
- Take temperatures as directed by health and wellness team

General CI Philosophy and care expectations

- Wash hands often- upon entering the classroom, after each transition, after prolonged contact with a child
- Teachers are not required to physically distance from children
- Ratios- Infant/Toddler 1:5 and Preschool 1:10
 - Please ensure you have someone ECT qualified if they are scheduled alone with children.
 - 1 teacher (7:00-2:00) 2 teachers (9:00-4:00)
- Encourage small group and independent play
 - Lesson plans will be individualized for each child to support physical distancing
 - Use visuals and limit the number of children in each space to encourage physical distancing between kids
 - Allow child to child hugs to happen naturally-however, do not encourage them
 - Using mats to ensure children have personal space to play and eat

General CI Philosophy and care expectations

- All materials used must be sanitized each day
 - Avoid use of porous materials and anything that has many small pieces that would need washed.
 - Be minimal with how many materials you have on shelves, have others elsewhere that you can rotate in while they are being sanitized
 - Two sets of books so they can be rotated on a daily basis
- All surfaces in the room should be sanitized throughout the day
 - after completion of the school day the cleaning crew will sanitize the room
- Lena vests (EHS) and Oversized t-shirts (HS) will be provided for children as an extra protective barrier and should be worn and washed daily.

Cleaning and Disinfecting Procedures

- Laundry
 - Face coverings and smocks are laundered daily and need to be dried on the highest temperature
 - Nap materials are laundered once a week
- During free play monitor usage of materials and sanitize after usage
- If toys are mouthed they need to immediately go into a yucky bucket to be sprayed – there will be a support team available to help with sanitizing

Daily Schedule and Approach to the day

- Spend as much time outdoors as possible
- Zoning to ensure physical distancing
- No Sensory Materials –
 - Licensing and CDC expectation
 - play dough, finger paint, water tables, etc.
- Use only Dixie cups for water

Room Arrival and Transitions

- Children will be signed in and out by teacher upon arrival and departure from the classroom daily
- Name to face for all transitions
- Washing hands
 - Upon entering the classroom
 - Before and after meals

Meal Times

- Wash and sanitize as normal- including chairs
- Children will be served individually- No family style dining
- Placemats will be used for children to define their space
- Multiple tables will be used for meal times to ensure physical distancing while eating
- Masks should be removed for meal times- stored in their cubby

Nap

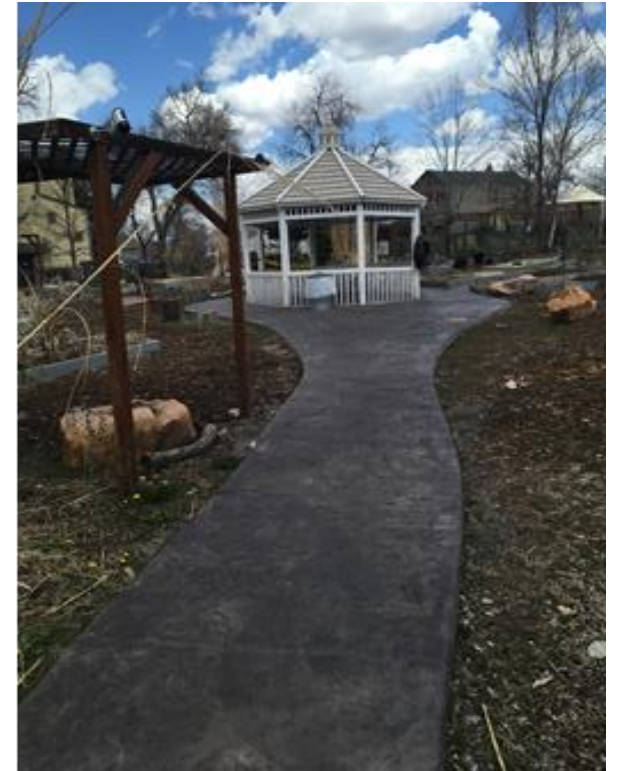
- Shelves should be turned away from children to protect sanitized materials
- As each child finishes eating a teacher will individually place cots down and make the child's bed
- Masks will be removed for nap time and stored in the child's cubby- then put back on immediately when they wake up
- After nap teachers remove nap materials, place in cubby, and sanitize cots- spray thoroughly and allow to air dry

Toileting and Diapering

- Diaper changes/toileting:
 - Staff should wear a different pair of gloves for each child's diaper change.
 - Staff should thoroughly wash their hands between all diaper changes.
 - Staff should take students into the bathroom to change/toilet one at a time.
 - Classrooms should try to ensure only 2 people are in the bathroom at the same time (1 student/teacher or two students)
 - Spraying toilets and sinks in-between children and wait the allotted amount of time for children to use the bathroom again - 2 Minutes
- Monitor to ensure proper handwashing

Guidance for Outdoor Time

- Outdoor time is HIGHLY encouraged
- All climbers and equipment will be fenced off
- Bikes can be used – bikes and helmets must be cleaned with bleach solution between each child's use and between each class
- Only one group per space
 - Play grounds will have a schedule
 - Other available areas can be used at any time:
 - 3 Garden areas
 - Large Grassy area
 - Pump Track
 - Classroom Yards
 - Walks around campus
- Buggies? (EHS)



Misc.

- Printing - use walkie for support team to make copies at front copier, they will be dropped off outside of the classroom.
- **Multi-purpose room & staff lounge** available for breaks/lunch for 12 individuals
 - 1-2 microwaves provided
 - Marked off eating spaces
 - 8 people at individual tables in MPR
 - 4 people at individual tables in the staff lounge
 - Disinfecting materials will be available to sanitize all areas after use



Clayton Early Learning Food Service Re-Opening Operating Procedures

1. Our school hours are **7:30am to 4:00pm**. Our meal windows have slight changes to lunch and snack times.
 - a. **Breakfast (8:00am – 9:30am)** Breakfast will continue to be delivered at 8:30am
 - b. **Lunch (11:00 am – 12:30pm)** Lunch will continue to be delivered at 11:30am
 - c. **Snack (2:45pm – 3:45pm)** Snack will be delivered at 2:45pm**Some delivery time may vary due to ensure all classrooms can use playgrounds as usual**
2. Paper products will be used for all meal service with the exception of baby bottles and things needed to support infants and special diets accommodations for all children.
3. Silicone placemats have been purchased for all children in the classroom. These placemats are to be used to ensure children have a visual of where they should be seated to ensure a safe distance. The children should be seated six feet apart during meals and snacks. These placemats can be wiped down, sanitized, and disinfected with the same procedure that is used for cleaning tables after meals. These can then be stored in the classroom out of reach from children.
4. Family style dining will remain suspended until we are cleared to resume this practice safely. Classroom staff are to plate children's food and keep all food out of reach of children on the classroom countertops to ensure safe food handling during this time.
5. Classroom staff should continue to make the eating environment as positive and as possible. Encouraging, but never forcing children to sample and eat food.
6. We will be operating on menus that will be delicious, nutritious, and made in our kitchen. The menus will be provided at the beginning of the week for staff to view, share with families, and record temperatures. Although the meals and snacks will be tailored for easier prep work and to ensure safe distancing among the kitchen staff there will still be plenty of food for children to have seconds. We will continue to plan our menus so children will be welcomed with extra fully bellies coming off the weekend and heading into the weekend.
7. Calls made to the kitchen are to be minimal unless there is an urgent need.
8. **All Early Head Start Classrooms need to send their milk/formula needs in by COB Thursday each week so we can ensure we have enough in house for the next week to minimize trips to the grocery store. This will now need to be completed in email form to support safe workplace guidelines. The email can be sent to xxxxx.**
9. Additional snacks needed for infants will be given at the beginning of each day and is to be discarded at the end of the day. There is to be no food left in any classroom at the end of the day except for milks in the EHS refrigerators.
10. The Kitchen team will be preparing food wearing the appropriate PPE with additional sanitizing and disinfecting practices. When meals leave the kitchen a team member will deliver the meals/snacks to each classroom. They will disinfect the metal carts placed outside the classroom and place the meal/snack on the cart for the classroom team to bring in and serve.
11. When meal service has concluded classrooms will place used infant bottles, plates, or food containers (if used for the meal) in their bins and place outside the classroom on the metal racks for the kitchen team to pick up, clean, and return.

Staff other than the kitchen and operation teams should not be in the kitchen during this time. Playdough, food activities, and storing food in the kitchen refrigerator will be temporarily discontinued until further notice to ensure food and staff safety. Hydration stations will also be discontinued until we can resume this practice safely. We look forward to once again serving children in this new time and working in partnership with an amazing Clayton Team.



Support Teams



Welcoming committee and support team schedule

Dear Clayton Family,

In order to best support our children, families, and teaching staff in a safe and smooth return to campus, we have developed a set of non-classroom-based roles that will help the days to run as smoothly as possible. We are incredibly grateful for the flexibility of the group of people filling these roles as you will be an absolutely essential part of our successful gradual reopening.

This plan is valid beginning June 1 and will evolve over time.

There are 3 different types of roles:

- 1) Staff welcome committee
- 2) Family welcome and farewell committee
- 3) School day supports committee

A brief overview of each of these roles is as follows. Please note that these are subject to change and will certainly evolve as we learn what works best to support our community!

Staff welcome committee (6:30-9)

- Arrive by 6:30 AM to set up staff wellness screening station by back employee entrance to Educare facility
- Conduct self-screening
- Conduct and document screenings as staff arrive
- Close down station at 9am
- Return to regular duties off campus

Family welcome and farewell committee (7-4:30)

- Arrive by 7am for wellness screening
- Set up welcome station outside of classrooms
- Conduct and document wellness screenings and sign-ins for families as they arrive
- Close down screening station at 9am
- Conduct regular duties between 9am and 3pm and have a 1-hour lunch
- At 3pm, prepare farewell station
- Conduct dismissal procedures until 4:00
- Close the farewell station

School day support committee (8:45-5)

- Arrive by 8:45am for wellness screening
- Serve as support for teachers and classrooms via walkie talkie support, doing things such as:
 - Printing
 - Providing PPE
 - Ad hoc needs
- Screening and checking in late arrivals
- Sanitize items in the classroom yucky bucket throughout the day



- Ensure sanitized classrooms before leaving for the day
- Supporting late pick up in the classrooms as needed. This may include MCs

The school day support committee will operate on an A/B schedule, being on site every other day and working on regular duties offsite during the other days.

JUNE 1-12 TEAMS (7 classrooms)

Staff welcome	Family welcome & farewell	School day support A team (June 1,3,5,9,11)	School day support B team (June 2,4,8,10,12)
1 person	7 people	5 people	4 people

To ensure we have substitute support for these roles, individuals playing any of the support roles should be prepared to step in to play any of the other support roles.

Employees who are going to be absent must call the attendance line no later than 6:00 a.m.

- Employees must also contact their supervisor no later than 6:00 a.m.
- For teaching staff, the lead teacher must be called by 6:00 AM and notified of the absence. The lead teacher will then arrange for the opening and closing shift to be covered for the classroom unless pre-approved by a Mentor Coach.
- Absences must be properly accounted for on a daily basis in Paylocity.

Other on-site roles

- Any staff screening that will need to be done after 9am will be done by xxxx
- Other C&I team members on site at various times will include: 4 people
- 2 staff will sub for support roles
- There are many other individuals who will provide on-site support beginning June 15 or later. Roles will be evolving and determined as we get closer to that date.

Office space/seating

- Space will be provided for all team members who need to work on site during the day who do not have a safe office space.

Preparation and training:

- Each person named here as playing an on-site role must participate in Zoom-based training on Th,Fri, Tues (May 21,22,26). Anyone likely to be working on any June date should as well.
- All individuals with space to be cleared of personal items will need to be on site on Wednesday, May 27 to remove their personal items
- Each person named for a June 1 on-site role must participate in an on-site preparation day on Thursday, May 28. Plan for being on site from 8-4 but know that guidance may be updated to a narrower time frame depending on preparation needs.
- See attached training schedule for details and contact your supervisor with questions

Thank you so much - we will be in touch!



WELCOME/GOOD-BYE Committee Role Description

Thank you so much for being a part of the Welcome/Good-Bye Committee to enable our school to reopen in June!

Arrival and absences

You should be at the school from 7:15 am- 4:15 pm (1-hour lunch) every day.

If you are going to be absent you must call the attendance line no later than 6:00am.

- You must also Text Welcome committee supervisor no later than 6:00am.
- Employees must also contact their supervisor no later than 6:00am.
- Absences must be properly accounted for daily in Paylocity.

Key duties

Your general duties will consist of:

- Arriving by 7:15am for wellness screening

Welcome (7:30am-9:00am)

- Gather supplies from Welcome/Good-bye Committee Cubicle (Cubicle across from laminator)
 - Supplies include in Portable Caddy:
 - Disinfecting bottle, IPAD, paper towels, cones, gloves, masks, hand sanitizer, thermometer, clip board, Walkie, marker, trash bag, tape
 - Folding Table
- Be ready to Welcome children and families at 7:30am outside playgrounds

Good-Bye (3:00pm-4:00pm)

- Gather supplies from Cubicle
 - Portable Caddy
 - Folding Table
- Be ready to great families picking up their children at 3:30pm

Classroom assignments

East wing= names listed here

West wing= names listed here

Procedure

Refer to Child Drop off & Pick up procedure

Office space/seating

- Space will be provided for all team members who need to work on site during the day who do not have a safe office space.



Support team role description

Thank you so much for being a part of the support team to enable our school to reopen in June!

For June 1-12 you will be in 2 teams:

School day support A team (June 1,3,5,9,11)	School day support B team (June 2,4,8,10,12)
5 people	4 people

Arrival and absences

You should be at the school from 8:45-5pm on the days that you are providing support. On June 1 and June 2, please plan to arrive at 7:30 so that we can have “extra hands” on site to provide support for families for whom this process will be new. Thank you!

If you are going to be absent you must call the attendance line no later than 6:00 a.m.

- Employees must also contact their supervisor no later than 6:00 a.m.
- Absences must be properly accounted for daily in Paylocity.

Key duties

Your general duties will consist of:

- Arriving by 8:45am for wellness screening
- Serving as support for teachers and classrooms via walkie talkie support, doing things such as:
 - Printing
 - Providing extra PPE
 - Ad hoc needs
- Screening and checking in late arrivals
- Supporting early dismissals
- Supporting late pick up in the classrooms as needed
- Using gloves to fill the water pitchers from the cooler in the break rooms (to eliminate sanitation concerns from using personal water bottles)
- Sanitize items in the classroom yucky bucket throughout the day
- Ensure sanitized classrooms before leaving for the day

We will review each of the procedures listed above during our training day to ensure that you know where materials that you need are such as:

- Walkie talkie
- PPE resources
- Procedure for late arrivals and early dismissals
- Cleaning and sanitization supplies



Classroom assignments

Cleaning procedures

- Collect yucky buckets and sanitize 1-2x/day
- Communicate with classroom teachers at the end of the day to understand what toys are “to be sanitized”
- Sanitize own personal desks/workspace (including handles, etc.) at the end of each workday
- Consider use of UV light and how this could be used when they arrive (there will be 3)

On the days that you are not a support team member you should do your job from home or other scheduled work site as per usual.

Office space/seating

- Space will be provided for all team members who need to work on site during the day who do not have a safe office space.

Daily Cleaning Procedures

Teachers should:

- Sanitize throughout the day and, at minimum, once in AM and once in PM:
 - Door handles
 - Tables
 - Shelving
 - Sinks
 - Countertops
 - Other high-touch surfaces
- Begin to sanitize classroom materials and toys in the afternoon
- Communicate with support staff at the end of the day about what materials and toys are “to be sanitized”
- Sanitize outdoor equipment (shared or dedicated to specific classroom) as it is used/after each time outdoors

Support staff should:

- Collect yucky buckets and sanitize 1-2x/day
- Communicate with classroom teachers at the end of the day to understand what toys are “to be sanitized”
- Sanitize own personal desks/workspace (including handles, etc.) at the end of each workday
- *Consider use of UV light and how this could be used when they arrive (3)*

Night crew:






- We have upgraded our cleaning protocols for Educare Denver in response to COVID-19. Our cleaning crew is using the CDC guidelines to combat infectious diseases. Items that are being cleaned/sanitized daily with a bleach dilution solution as per CDC are:
 - Entrance door and hallway door handles
 - Receptionist area counter and tables
 - Conference room tables
 - Restroom: all fixtures and tile areas, counter tops, basins, toilet bowls, urinals, toilet seats, mirrors, entrance doors
 - Lunch/Break rooms: sinks and counters, microwaves, tables
 - Counters/sinks in classrooms
 - All high touch areas
 - All lobby furniture
 - Any area that people would touch while in the facility with the exception of desks
 - Walls in hallways where people/children touch



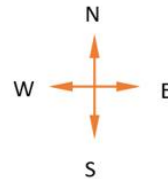
Other Training Resources

What If I...?		What Do I do?	Who to Contact?	Next Steps?	When May I Return to Work?
Have a Fever...	While @home in the morning?	*Follow normal call-in procedures and stay home	Supervisor & HR	HR will explain process to isolate and benefits available	Fever free for 72 hours w/out medication & 10 days after onset of symptoms
	When I arrive @work?	*Return home	Supervisor & HR		
Experience COVID-19 Symptoms...	While @home in the morning?	*Follow normal call-in procedures and stay home	Supervisor & HR		
	While I am @work?	*Contact supervisor to arrange for coverage in role and return home	Supervisor & HR		
Was exposed to or believe I was exposed to COVID-19...			HR		
COVID-19 Symptoms May be a combination of:	*Cough *Shortness of Breath *Body Aches *Fever *Fatigue *Chest Tightness		HR Team: <i>individuals and #s</i> MAIN: xxx.xxx.xxxx		

Educare Map

	Adult isolation room
	Child isolation room
	Pumping room
	Welcoming committee storage
	Relocated offices

Staff only





COVID-19 Protocols & Communications Training

Agenda

- (15 min) COVID case protocols
- (15 min) Emergency protocols
- (15 min) Parent communications
- Misc topics/updates
- Open Q&A

Staff COVID Protocols

What If I...?		What Do I do?	Who to Contact?	Next Steps?	When May I Return to Work?
Have a Fever...	While @home in the morning?	*Follow normal call-in procedures and stay home	Supervisor & HR	HR will explain process to isolate and benefits available	Fever free for 72 hours w/out medication & 10 days after onset of symptoms
	When I arrive @work?	*Return home	Supervisor & HR		
Experience COVID-19 Symptoms...	While @home in the morning?	*Follow normal call-in procedures and stay home	Supervisor & HR		
	While I am @work?	*Contact supervisor to arrange for coverage in role and return home	Supervisor & HR		
Was exposed to or believe I was exposed to COVID-19...			HR		
COVID-19 Symptoms May be a combination of:	*Cough *Shortness of Breath *Body Aches *Fever *Fatigue *Chest Tightness		HR Team: <i>list here</i> MAIN: xxx.xxx.xxxx		

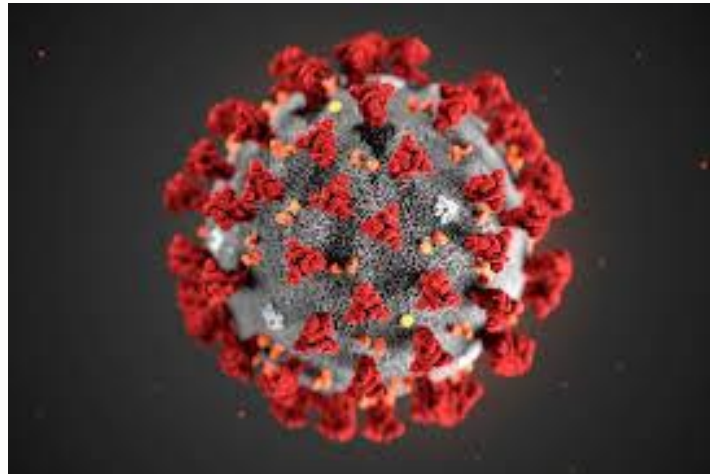
Child COVID Protocols

- If a child or their family member is experiencing symptoms, the child will not be able to attend school
- If a child has a fever between 99.2 and 100.3 they will be allowed to come to school and will be monitored more frequently throughout the day
- If a child develops symptoms during the day they will be taken by a support team member to the isolation room and a family member contacted for immediate pick up
 - Cough
 - Shortness of Breath
 - Body Aches
 - Fever
 - Fatigue
 - Chest Tightness

In case of a confirmed COVID case...

We will partner with the local public health department to take the appropriate steps to prevent additional exposures. This will include, at minimum,

- Notifying potential and likely contacts that they may have been exposed
- Closure, if the public health department believes it would promote others' well-being



Fire Drills

- Fire drill if the classroom has 2 teachers
 - one teacher will lead the class the second teacher will follow keeping 6 feet intervals
- Fire drill if the classroom has three teachers
 - one teacher will lead the class the second will take the middle and the third teacher will follow keeping 6 feet intervals
- Fire drills (pre- school / toddlers)
 - 1 teacher will lead from a 6 foot distance
 - The other teacher/s will release the other children one at time in 6 feet intervals
 - Reminding children to keep their distance
 - Once all children have been staggered out of the classroom the last teacher will follow at an 6 foot interval
 - Classroom will return after the all clear sign has been given



Other Emergency Drills

- Tornado drills
- Classroom will be notified per classroom extension
 - This is an tornado drill move to appropriate safe location
 - Classroom will move to bathroom and distance themselves
 - Classroom will return after the all clear sign has been given
 - Depending of the size of the class the drill may be conducted 2 or 3 times per class, to ensure all children participate in the drill and we are safe as possible during the process
- Lock out
 - Continue social distancing
 - Secure your perimeter
 - Don't go out the classroom or building
 - Go back to normal business after all clear sign has been given
- Lock down
 - Continue social distancing
 - Secure your perimeter
 - Light out and out of sight
 - Go back to normal business after all clear sign has been given
 - Depending of the size of the class the drill may be conducted 2 or 3 times per class, to ensure all children participate in the drill and we are safe as possible during the process

Parent Communications

- Parent orientations are Tues and Weds of this week for June 1 starts
- The key information being shared includes:
 - Drop off and pick up procedures
 - Health and safety measures in classroom
 - Attendance and call in procedures remain the same.
 - CFEs are their main contact person - and CFEs will remain with their current caseloads
 - Emphasis on adhering to pick up and drop off schedules





Who?	Format	Topic(s)	Zoom Recording/pre-reads
All school staff	Review pre-recorded video & submit any questions in advance via google docs (all to be shared Monday)	<ul style="list-style-type: none"> Staff and family campus arrival procedures (Nutrition, Health & Wellness Specialist) Child dismissal procedures (Nutrition, Health & Wellness Specialist) Foodservice & meal time procedures (Nutrition, Health & Wellness Specialist) Mental health - trauma informed training (Early Childhood Mental Health Liaison) 	<p>Mental Health/Trauma Informed PRE-RECORDED VIDEO LINK Health and Safety docs and videos:</p> <p>DOCUMENTS TO BE REVIEWED:</p> <p>VIDEOS TO BE REVIEWED:</p> <ul style="list-style-type: none"> How to Wear a Mask: https://www.youtube.com/watch?v=PwYapjQUVmo How to use an Infrared No-Touch Thermometer: https://www.youtube.com/watch?v=FKPmOtdQgr8
EHS staff	Discussing pre-submitted questions on Zoom	<p>Health and Safety Procedures</p> <ul style="list-style-type: none"> Staff and family campus arrival procedures Child dismissal procedures Foodservice <p>(Nutrition, Health & Wellness Specialist)</p>	redacted
HS staff	Content sharing and discussion on Zoom	<p>Mental Health Practices</p> <ul style="list-style-type: none"> self & supporting each other (Early Childhood Mental Health Liaison) 	No recording
EHS staff	Content sharing and discussion on Zoom	<p>Mental Health Practices</p> <ul style="list-style-type: none"> self & supporting each other (Early Childhood Mental Health Liaison) 	No recording
HS staff	Discussing pre-submitted questions on Zoom	<p>Health and Safety Procedures</p> <ul style="list-style-type: none"> Staff and family campus arrival procedures Child dismissal procedures Foodservice <p>(Nutrition, Health & Wellness Specialist)</p>	redacted

EHS staff	Content sharing and discussion on Zoom	School Day 101 <ul style="list-style-type: none"> Changes and adaptations (Director of CI and Mentor Coaches) 	redacted
HS staff	Content sharing and discussion on Zoom	School Day 101 <ul style="list-style-type: none"> Changes and adaptations (Director of CI and Mentor Coaches) 	redacted
EHS staff	Content sharing and discussion on Zoom	Protocols and Communication <ul style="list-style-type: none"> COVID case protocols (HR) Emergency protocols (School operations) Parent communications (Director of Family Engagement) Open Q&A (ES leadership team) 	redacted
HS staff	Content sharing and discussion on Zoom	Protocols and Communication <ul style="list-style-type: none"> COVID case protocols (HR) Emergency protocols (School operations) Parent communications (Director of Family Engagement) Open Q&A (ES leadership team) 	redacted
All with personal items to remove in infant and toddler classrooms	In person	Removal, move of all personal items	
All with personal items in CoC and preschool classrooms	In person	Removal, move of all personal items	
All June 1 start staff	In person	Classroom setup and dry run to prep for June 1 (CI leadership)	
All June 15 start staff	In person	Classroom setup, review of operational changes, and dry run to prep for June 15 (CI Leadership)	
All June 29 start staff	In person	Classroom setup, review of operational changes, and dry run to prep for June 29 (CI Leadership)	



Classroom Roster (format, content redacted)

Teaching team names

Child's previous class	June 1 class	ChildName	ChildBirthdate	Child ID	Planned arrival time	Planned departure time	CFE name
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Frequently Asked Questions



FAQs ABOUT REOPENING

What official sources are informing Clayton's decision-making process during the coronavirus situation? Clayton has complied fully with *Stay at Home* orders issued at both the State and City level. Decisions about closing on March 13 as well as the development of a plan to gradually reopen have relied exclusively on confirmed facts as provided locally by the Colorado Department of Public Health which provides the strictest criteria. We are also working closely with our Head Start and Early Start partners, and the Colorado Office of Early Childhood. An internal task force was launched on April 24, 2020, to drive recommendations about a reopening strategy that balances our absolute commitment to health and safety, with the needs of our families, specifically parents who need and want to get back to work. Clayton conducted thorough surveys of parents and staff to obtain definitive data on which our decisions are based.

Why is Clayton reopening? The decision to begin reopening, and to prioritize the reopening of the school is based on our survey data, which indicated that more than half of our parents are eager to get back to work as soon as possible, and cannot do so without reliable and safe care for their children. This was confirmed when 72% of families who were offered a June 1 spot, accepted and chose to send their child back to school.

How much of Clayton's operations are opening? Why not everything? How did you determine what to open first? The decision to prioritize the reopening of the school is based on our survey data, which indicates that more than half of our parents are eager to get back to work as soon as possible, and cannot do so without reliable and safe care for their children. Just as importantly we must optimize for the **health and safety** of our community. We are concentrating our resources and focus on safely reopening our school. Bringing individuals back to campus whose presence is not critical for in-person support of school would not be aligned to the goal of keeping our community as safe as possible.

How will your typical focus on early childhood development change in this scenario? Many things at our Educare Denver school -- and across our campus for that matter -- will be different than what we knew before. We're not about to let go of our high-quality standards for early childhood development, but for the near term it is essential to focus on a modified approach that provides **safe and reliable child care** as a first step toward a return to normal. Our modified school day will begin at 7:30 am, and end at 4:00 pm with three teachers assigned to each classroom to work seven-hour shifts (including breaks) on campus. The schedule is designed to meet the needs of our working families, while also allowing our staff space for reflective supervision as well as time to access mental health supports as needed during their typical eight-hour days. Classroom activities will be modified to ensure as much distancing as possible between children, with individual play spaces and materials for each child. Outdoor activities will be encouraged. Health and hygiene practices such as frequent hand washing and sanitizing will be continued and ramped-up, while new practices like mask wearing for adults and children three and older, and individual meals rather than family-style dining will be instituted.



Does Clayton have an adequate supply of PPE for staff and children? Clayton has identified reliable sources for PPE and is well-stocked for reopening on June 1. Specific PPE items needed for safe reopening include gloves, masks, and shoe coverings -- including items sized for small children -- as well as hand sanitizer and no-touch thermometers.

Will Clayton's classroom child-teacher ratios change? Yes, social distancing and early childhood licensing requirements will allow a maximum of ten children, ages three to five, and eight children ages birth to three, along with three members of our teaching staff, in each classroom at one time. As of June 4, licensing requirements have shifted to allow for rooms to have as many children as they are licensed for and we are evaluating how and when we will make adjustments in our classrooms.

Does Clayton's reopening plan include its community-based, home-based, and Play and Learn Programs? Not at this time.

Even as restrictions begin to lift, many people are still struggling? What has Clayton done to support its especially vulnerable population of children and families? In direct response to the crisis and to ensure we were supporting our children and families in every way possible, *Clayton Cares* launched on April 10. Mile High Early Learning joined our effort on April 17, establishing a second distribution site to allow all of our families to access the location most convenient for them. In partnership with Food Bank of the Rockies, Denver Food Rescue, Revolution Foods and the Denver Food Emergency Network, Clayton and Mile High Early Learning have been providing hundreds of boxes of non-perishable and perishable goods and thousands of prepared meals and lunches to our children and families at a weekly drive-through distribution. Clayton has also provided diapers, wipes, household supplies, toys, books and at-home learning kits specially designed for children, ages zero-to-three, and ages three-to-five. On average, Clayton Cares serves 129 families and 311 children every Friday. Funding has been secured to continue this effort throughout the summer.

Our team of Child Family Educators have continued to be in close contact with families during the time while campus has been closed, connecting families to supports and sharing information back with Clayton about the needs of its families. As the campus reopens, in order to maintain trusted relationships and continuity, CFEs will remain connected to the same caseload of families with whom they regularly work, even if the children's classroom assignments have changed.

How has this disruption impacted Clayton's long-term financial position?

Clayton Early Learning is a fiscally stable, 501(c)(3) non-profit organization, that operates with funding from a variety of federal, state and local sources, both public and private. Our organization is the beneficiary of the George W. Clayton Trust and its investment portfolio, which ensures the long-term viability of our mission. With ongoing support from our federal, state and local funding partners, Clayton has been able to retain 100% of our staff, with full compensation and benefits to sustain their remote work throughout our closure. While we have



experienced some changes to income streams due to COVID19, we are confident in our ability to sustain our mission for the children and families we serve.

How many of the teaching and ed support staff returned to work at Educare Denver on June 1? Forty teaching and support staff returned to work at the Educare Denver school on June 1. Additional staff will transition from remote work environments on June 15, and again on June 29. An additional ten to 15 staff have remained on-campus during the closure, or returned by June 1. Most of our team is continuing a remote-first work plan to ensure the safest environment possible.

What specific mental health supports are being implemented for children, parents and staff in conjunction with the reopening plan?

For our children and families -

- Clayton's mental health team created bi-lingual social stories for parents to read with children to prepare them for coming back to school.
- Our mental health team has provided support throughout this crisis, and will continue with telehealth counseling with therapists from the Denver Children's Advocacy Center for parents in our program. In addition, mental health consultants from Denver Health work in partnership with our own full time mental health liaison to provide support to families.

For our staff -

- *Hands That Hold* – Parent Support Group for EHS caregivers
- Through a partnership with CU Denver, education services staff are able to set up individual, couples, or family therapy AT NO COST. A side note if you plan to seek family therapy is that they can only offer this service for children 9 and older as their telehealth capacity for play therapy is lower at this time. Clayton staff may take advantage of this opportunity by calling 303-315-7270, and please mention that you are setting up an appointment as a part of the University's effort to support early childhood centers at this time of transition and change.

As ECE experts, what are some strategies you have developed to maintain protocol compliance with babies, toddlers and preschoolers? Our children will return to a different school environment than they remember from just a few months ago. To reduce stress and trauma as they transition back to school, our team of wellness, mental health, and family support specialists have developed *social stories* to help familiarize children with new health and safety procedures to lessen fear and anxiety. Preparing them to see their teachers wearing masks, for example, being comfortable with temperature checks, and understanding that they may have a different teacher than they had before, will support a smooth and healthful transition. Teachers will also be wearing their pictures with smiling faces on their shirts to help children to remember the smiling face beneath the mask.

How have you determined which children would receive priority for returning to school?



A need-based system to determine the order in which children will return to school has been reviewed by our Policy Council and approved by the Board of Trustees. For families we serve year-round, the factors we took into consideration are:

- Parents who are working or in school
- Single parent households
- Children with higher socio-emotional needs, such as those experiencing homelessness
- Children with an IEP or ISFP
- Families with multiple siblings who attend Clayton
- Children who will transition to kindergarten in the fall.

What will happen in the event any Clayton staff, children who have returned to school or their immediate families become ill with a suspected or confirmed case of COVID19? Will the entire operation be shut down? For how long? Any decision involving another closure of the school will be made if the Colorado Department of Public Health (CDPH) advises it would promote others' well-being. We may also opt to close for a period of 24 hours for a thorough cleaning and disinfecting of the premises. Exposed persons will be asked to self-isolate until definitive test results confirming positive or negative are available. Parents and staff will be notified In the event of possible exposure.



FAQs FOR PARENTS:

/we responded to the survey and indicated we need child care so we can get back to work. Does that mean we can plan on returning June 1st? Because of new social distancing requirements that limit the number of children that can be together (ten 3 to 5 year-olds; eight 0 to three year-olds) we will be unable to open the entire school at once. Clayton is gradually reopening its campus, starting with a partial reopening of the Educare Denver school on June 1, 2020, and increasing capacity on June 15 and again on June 29.

Will my child have the same teacher and be with his/her classmates? While not guaranteed, every effort has been made to ensure that your child has familiar faces with whom to connect when returning to school. Safety protocols limiting the number of children in each classroom, along with adjustments for staff availability left us no choice but to redesign class groups.

Will my child remain in the same classroom until September? Your child will remain in the same classroom until the new school year begins in September. No transitions from Early Head Start to Head Start will occur until that time.

Will our family work with the same CFE? Yes, in order to maintain trusted relationships and continuity of supports, CFEs will remain connected to the same families with whom they regularly work, even if children's classroom assignments have changed.

How will regular classroom activities change? When we begin to welcome your children back to school, things will be different than when we left in March. We must make changes to many parts of our typical school day including how children are dropped-off and picked-up, how we will supply you with the proper protective gear, and teach you how to use it correctly. During this time, the activities that children do will be modified to maximize wellness, but the loving and caring environment that we have always provided will remain constant.

What mental health services and supports are available from Clayton for our family? Our mental health team has provided support throughout this crisis, and will continue with telehealth counseling with therapists from the Denver Children's Advocacy Center for parents in our program. In addition, mental health consultants from Denver Health work in partnership with our own full time mental health liaison to provide support to families.

Will the Clayton Cares drive-through distribution continue? Yes, our weekly drive-through distribution of food, supplies and at-home learning kits will continue through the summer. We will continue to send our parents a reminder text message each week to confirm details. *External emergency food and health resources are posted on the homepage of our [website](#).*

/my child/spouse is exhibiting symptoms. If a child or their family member is experiencing symptoms, the child will not be able to attend school that day. Please contact Kristen Wilford Adams as soon as possible. Kristen is available by phone at 303-393-5612, and by email at kwilford@claytonearlylearning.org for assistance.

- If a child has a fever between 99.2 and 100.3 they will be allowed to come to school and will be monitored more frequently throughout the day



- If a child develops symptoms during the day they will be taken by a support team member to the isolation room and a family member contacted for immediate pick up. Symptoms that will trigger isolation and removal from school include:
 - Cough
 - Shortness of Breath
 - Body Aches
 - Fever of 100.4
 - Fatigue
 - Chest Tightness

What will happen in the event any Clayton staff, children who have returned to school or their immediate families become ill with a suspected or confirmed case of COVID19? Will the entire operation be shut down? For how long? Any decision involving another closure of the school will be made if the Colorado Department of Public Health (CDPH) advises it would promote others' well-being. We may also opt to close for a period of 24 hours for a thorough cleaning and disinfecting of the premises. Exposed persons will be asked to self-isolate until definitive test results confirming positive or negative are available. Parents and staff will be notified in the event of possible exposure.

Where can we get medical treatment?

If you or anyone in your family experience symptoms **away from school**, please seek medical attention by calling or emailing your primary care provider.

- You can also call the Denver Health Nurse Line at 303-739-1211 for assistance. It is staffed 24 hours a day, every day. They can advise you about specific health concerns, as well as provide information about obtaining care at one of their family health clinics located through metro Denver.
- An additional health care resource is the Telehealth and Nurse Lines from the Colorado Department of Public Health. Their referrals to online health care are available in both English and Spanish, and will work with ALL insurance including Medicaid. Co-pays will be waived for all COVID19 related services.
<https://covid19.colorado.gov/telehealth-and-nurselines>

Also, and very importantly, we need and want to know how you and your children are doing during this period of time, and in fact, we are required to keep local and federal health organizations informed of suspected and confirmed cases of the coronavirus within our community. As always, your personal information will be treated with the highest level of privacy and dignity. If you, your child(ren), or others in your immediate family are feeling ill, know that you have been exposed, or have tested positive, **please reach out to Kristen Wilford Adams as soon as possible. Kristen is available by phone at 303-393-5612, and by email at kwilford@claytonearlylearning.org**

What procedures will be in place to make sure my child's health is protected while at Clayton? A team of approximately 20 Clayton staff members have been working through numerous details of our health-and-safety-first reopening, representing all areas of our organization. Prior to our first phase of reopening on June 1, this *task force* will have been engaged in an extensive planning process for five weeks, covering everything from detailed staff training, the procurement and proper use of PPE, social distancing requirements, daily health screenings, and new procedures for virtually everything that happens at school. Although we



are opening with exceptionally rigorous protocols, we expect to continue to refine our practices as new information from local health authorities becomes available.

Will staff be required to wear masks? Yes, adults will be required to wear masks and practice social distancing from other adults.

Will children be required to wear masks? Children ages three and above will be required to wear masks at all times with the exception of meals and nap time. Children under three will not be required to wear masks. We recognize that this will be an adjustment for children, requiring gentle patience and persistence.

How will Clayton staff ensure that families are forthcoming about health reporting during check-in? In addition to temperature checks for the child and the person bringing the child to school, we ask that we all support the health and wellbeing of everyone at school with complete honesty. If a child's temperature is normal when checked at drop-off, but elevates during the day, the child will be removed from the classroom and held in the sick child area while their parent is contacted. A child with a temperature of 100.4 or higher must be picked-up.

How will staff comfort children in times of stress? While our staff will be careful to maintain appropriate distance from their adult peers, we know that caring for young children requires close contact. Staff will continue to provide comfort and support to children as they always have -- by holding, rocking, and hugging them. Frequent hand washing and changing of PPE will always follow any physical contact.

If I don't feel comfortable sending my child back to school now, do I risk losing our spot in the future? No, once enrolled in our Head Start and Early Head Start programs, you cannot lose your child's slot because you are unable or choose not to return at this time.

Will we have to provide our own masks, gloves? Clayton has secured an ongoing supply of PPE, and will provide everything your child will need at school. Parents will be expected to wear masks when dropping off/picking up their children, and we will have masks available for this purpose. Details around our supply and use of PPE will be covered during the required parent reorientation sessions.

How will meals be served to ensure safety? Children will be seated with increased distance from one another at each table, and meals will be served individually by teachers on disposable plates rather than our typical family-style dining. We will continue to provide high quality meals, freshly prepared in our own kitchen and addressing all special dietary needs.

Have attendance policies changed? Regular attendance is expected, with the exception of absences excused by illness of the child or their family.

Drop-off/Pick-up restrictions? Drop off and pick up procedures have been changed to include daily health screenings and limit access to the building only to children, teachers and staff. Specific procedures will be shared in detail with parents during their required reorientation sessions.

What if I am late to pick-up my child at the end of the day? Please be on time when picking up your child at the end of the day. We cannot begin to clean and sanitize the classrooms until children have left the building, and we need your cooperation to provide a healthy environment



for the next day. Late fees will be charged as usual, and more than one late occurrence will result in an invitation to return to remote learning.

Visitors? No visitors or tours will be permitted to Educare Denver, or other campus buildings until further notice.

What's available for at-home learning if I can't or don't choose to send my child back to school at this time? Throughout June, remote learning will continue with the support of Clayton teachers who are returning to on-campus work later in the month.

Will my child play outside? Yes, in fact we will spend quite a bit of time outdoors. While the playground equipment will not be available, we will encourage learning through active play with classmates. The Moonbeam Gardens were recently planted and children will continue experiential learning in that outdoor environment, as well.

Why have some children been allowed to return to school, and not others? Because of new health and safety guidelines that specify smaller class sizes, our typical capacity has been modified to safely accommodate as many children as possible. We have implemented a need-based system to determine the order in which children will return to school which has been reviewed by our Policy Council and approved by the Board of Trustees. For families we serve year-round, the factors we took into consideration are:

- Parents who are working or in school
- Single parent households
- Children with higher socio-emotional needs, such as those experiencing homelessness
- Children with an IEP or ISFP
- Families with multiple siblings who attend Clayton
- Children who will transition to kindergarten in the fall

How long can we expect this plan of operations to last?

We will continue this plan of operations indefinitely, and until we receive specific guidance from official sources including:

Colorado Department of Public Health (CDPH)
State of Colorado Emergency Management, Governor Jared Polis
City and County of Denver, Mayor Michael Hancock
CDC (Centers for Disease Control)
Head Start/Early Head Start
Colorado Office of Early Childhood

What if Clayton is required to close again? How will we be notified and how much notice will we get? Any decision involving another closure of the school will be made if the Colorado Department of Public Health (CDPH) advises it would promote others' well-being. Exposed persons will be asked to self-isolate until definitive test results confirming positive or negative are available. Parents will be notified in the event of possible exposure. To ensure you are able to receive important notices quickly, please double check that you are set-up to receive text messages from Clayton. To opt-in, please text *CELparent* to 33222. You will receive an immediate text message confirming you are correctly signed-up.

Will Clayton have any options for back-up childcare if another closure happens quickly? Unfortunately, we do not have the ability to provide short term backup care.



FAQs ABOUT RETURNING TO WORK AT CLAYTON

How will I/my team be reintegrated to regular on-campus and away from remote work?

All team members have been surveyed regarding their ability to safely return to work June 1. A small team from our educational services area will return to campus to reopen Educare Denver on June 1, with more staff to be added on June 15 and again on June 29. Training for all returning staff, including some on-site training sessions will take place in advance of opening. Most other areas of Clayton operations will continue on a remote-first work plan, with some variance for department specific requirements. Everyone returning to campus on June 1, or later in the summer, will be required to practice social distancing, wear masks when not in a private office, and conduct daily temperature checks and wellness screenings.

During this time of transition, other Clayton buildings on campus will have very limited to no access, and the majority of our teams will continue operating remotely.

What about my income and benefits? As we continue to move out of our COVID emergency response phase, we have already announced that all staff will be fully compensated through June 30. As an organization, we take great pride in the fact that we were able to retain 100% of our staff with full salary and benefits, providing a sense of security for you and your families during the crisis. We are doing everything we can to return to more normalized organizational practices, and will no longer be providing monthly updates regarding our ability to pay salaries. This is not cause for alarm, nor does not mean you won't be paid. It simply means that in terms of employment, salaries and benefits, we are returning to business as usual. This is a natural shift back to typical business practice, and is in fact a positive sign that we are emerging out of crisis mode.

I am healthy and willing to come back to work, but I have my own children at home to care for. Is Clayton offering any on-site care for the children of staff? We are aware of the scarcity and high cost of child care currently available during this crisis. In light of this, we have identified funding allowing us to offer a one-time **\$1,000 child care subsidy to any team member that is being asked to return to on-campus work in June, and is the parent or guardian of a child who needs care.** This subsidy will be provided directly to the employee and is not linked to the use of any particular care option. In addition, we have partnered with Camp Galileo to operate a summer day-camp on our campus to provide a high-quality and convenient option for Clayton employees at a discounted rate.

How do I know it will be safe to go back to work? Our cautious and gradual reopening is guided by rigorous new protocols to increase safety. We have procured a large stock of PPE (Personal Protective Equipment), including gloves, masks, shoe coverings and no-touch thermometers. All staff will undergo extensive training before returning to in-person work. We



will also have robust, ongoing cleaning and disinfecting procedures in place for all of our buildings before they are reopened and on an ongoing basis.

What if I observe another employee not following safety standards? Our new protocols are designed to keep everyone safe, and we all need to work cooperatively to learn these new habits. Safety first, always, but let's be kind and patient with each other as we make this transition. If you believe there is an ongoing non-compliance issue, please contact your supervisor and Human Resources.

For questions regarding individual employment situations, and personal health and safety on the job, please refer to the following information from Human Resources:

<i>What If I...?</i>		<i>What Do I do?</i>	<i>Who to Contact?</i>	<i>Next Steps?</i>	<i>When May I Return to Work?</i>
<i>Have a Fever...</i>	<i>While @home in the morning?</i>	<i>*Follow normal call-in procedures and stay home</i>	<i>Supervisor & HR</i>	<i>HR will explain process to isolate and benefits available</i>	<i>Fever free for 72 hours w/out medication & 10 days after onset of symptoms</i>
	<i>When I arrive @work?</i>	<i>*Return home</i>	<i>Supervisor & HR</i>		
<i>Experience COVID-19 Symptoms...</i>	<i>While @home in the morning?</i>	<i>*Follow normal call-in procedures and stay home</i>	<i>Supervisor & HR</i>		
	<i>While I am @work?</i>	<i>*Contact supervisor and arrange for coverage in role and return home</i>	<i>Supervisor & HR</i>		
<i>Was exposed to or believe I was exposed to COVID-19...</i>			<i>HR</i>		



COVID-19 Symptoms <i>May be a combination of:</i>	<i>*Cough</i> <i>*Shortness of Breath</i> <i>*Body Aches</i> <i>*Fatigue</i> <i>*Chest Tightness</i>	HR Team: <i>Staci Johnson, x210</i> <i>Helen Benson, x227</i> <i>Amy Stanford, x223</i> MAIN: 303.355.4411
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FAQs FOR PARENTS:

How we responded to the survey and indicated we need child care so we can get back to work. Does that mean we can plan on returning June 1st? Because of new social distancing requirements that limit the number of children that can be together (ten 3 to 5 year-olds; eight 0 to three year-olds) we will be unable to open the entire school at once. Clayton is gradually reopening its campus, starting with a partial reopening of the Educare Denver school on June 1, 2020, and increasing capacity on June 15 and again on June 29.

Will my child have the same teacher and be with his/her classmates? While not guaranteed, every effort has been made to ensure that your child has familiar faces with whom to connect when returning to school. Safety protocols limiting the number of children in each classroom, along with adjustments for staff availability left us no choice but to redesign class groups.

Will my child remain in the same classroom until September? Your child will remain in the same classroom until the new school year begins in September. No transitions from Early Head Start to Head Start will occur until that time.

Will our family work with the same CFE? Yes, in order to maintain trusted relationships and continuity of supports, CFEs will remain connected to the same families with whom they regularly work, even if children's classroom assignments have changed.

How will regular classroom activities change? When we begin to welcome your children back to school, things will be different than when we left in March. We must make changes to many parts of our typical school day including how children are dropped-off and picked-up, how we will supply you with the proper protective gear, and teach you how to use it correctly. During this time, the activities that children do will be modified to maximize wellness, but the loving and caring environment that we have always provided will remain constant.

What mental health services and supports are available from Clayton for our family? Our mental health team has provided support throughout this crisis, and will continue with telehealth counseling with therapists from the Denver Children's Advocacy Center for parents in our program. In addition, mental health consultants from Denver Health work in partnership with our own full time mental health liaison to provide support to families.



Will the Clayton Cares drive-through distribution continue? Yes, our weekly drive-through distribution of food, supplies and at-home learning kits will continue through the summer. We will continue to send our parents a reminder text message each week to confirm details.

External emergency food and health resources are posted on the homepage of our [website](#).

/my child/spouse is exhibiting symptoms. If a child or their family member is experiencing symptoms, the child will not be able to attend school that day. Please contact Kristen Wilford Adams as soon as possible. Kristen is available by phone at 303-393-5612, and by email at kwilford@claytonearlylearning.org for assistance.

- If a child has a fever between 99.2 and 100.3 they will be allowed to come to school and will be monitored more frequently throughout the day
- If a child develops symptoms during the day they will be taken by a support team member to the isolation room and a family member contacted for immediate pick up. Symptoms that will trigger isolation and removal from school include:
 - Cough
 - Shortness of Breath
 - Body Aches
 - Fever of 100.4
 - Fatigue
 - Chest Tightness

What will happen in the event any Clayton staff, children who have returned to school or their immediate families become ill with a suspected or confirmed case of COVID19? Will the entire operation be shut down? For how long? Any decision involving another closure of the school will be made if the Colorado Department of Public Health (CDPH) advises it would promote others' well-being. We may also opt to close for a period of 24 hours for a thorough cleaning and disinfecting of the premises. Exposed persons will be asked to self-isolate until definitive test results confirming positive or negative are available. Parents and staff will be notified in the event of possible exposure.

Where can we get medical treatment?

If you or anyone in your family experience symptoms **away from school**, please seek medical attention by calling or emailing your primary care provider.

- You can also call the Denver Health Nurse Line at 303-739-1211 for assistance. It is staffed 24 hours a day, every day. They can advise you about specific health concerns,



as well as provide information about obtaining care at one of their family health clinics located through metro Denver.

- An additional health care resource is the Telehealth and Nurse Lines from the Colorado Department of Public Health. Their referrals to online health care are available in both English and Spanish, and will work with ALL insurance including Medicaid. Co-pays will be waived for all COVID19 related services.

<https://covid19.colorado.gov/telehealth-and-nurselines>

Also, and very importantly, we need and want to know how you and your children are doing during this period of time, and in fact, we are required to keep local and federal health organizations informed of suspected and confirmed cases of the coronavirus within our community. As always, your personal information will be treated with the highest level of privacy and dignity. If you, your child(ren), or others in your immediate family are feeling ill, know that you have been exposed, or have tested positive, **please reach out to Kristen Wilford Adams as soon as possible. Kristen is available by phone at 303-393-5612, and by email at kwilford@claytonearlylearning.org**

What procedures will be in place to make sure my child's health is protected while at Clayton? A team of approximately 20 Clayton staff members have been working through numerous details of our health-and-safety-first reopening, representing all areas of our organization. Prior to our first phase of reopening on June 1, this *task force* will have been engaged in an extensive planning process for five weeks, covering everything from detailed staff training, the procurement and proper use of PPE, social distancing requirements, daily health screenings, and new procedures for virtually everything that happens at school. Although we are opening with exceptionally rigorous protocols, we expect to continue to refine our practices as new information from local health authorities becomes available.

Will staff be required to wear masks? Yes, adults will be required to wear masks and practice social distancing from other adults.

Will children be required to wear masks? Children ages three and above will be required to wear masks at all times with the exception of meals and nap time. Children under three will not be required to wear masks. We recognize that this will be an adjustment for children, requiring gentle patience and persistence.

How will Clayton staff ensure that families are forthcoming about health reporting during check-in? In addition to temperature checks for the child and the person bringing the child to school, we ask that we all support the health and wellbeing of everyone at school with complete honesty. If a child's temperature is normal when checked at drop-off, but elevates during the day, the child will be removed from the classroom and held in the sick child area while their parent is contacted. A child with a temperature of 100.4 or higher must be picked-up.



How will staff comfort children in times of stress? While our staff will be careful to maintain appropriate distance from their adult peers, we know that caring for young children requires close contact. Staff will continue to provide comfort and support to children as they always have -- by holding, rocking, and hugging them. Frequent hand washing and changing of PPE will always follow any physical contact.

If I don't feel comfortable sending my child back to school now, do I risk losing our spot in the future? No, once enrolled in our Head Start and Early Head Start programs, you cannot lose your child's slot because you are unable or choose not to return at this time.

Will we have to provide our own masks, gloves? Clayton has secured an ongoing supply of PPE, and will provide everything your child will need at school. Parents will be expected to wear masks when dropping off/picking up their children, and we will have masks available for this purpose. Details around our supply and use of PPE will be covered during the required parent reorientation sessions.

How will meals be served to ensure safety? Children will be seated with increased distance from one another at each table, and meals will be served individually by teachers on disposable plates rather than our typical family-style dining. We will continue to provide high quality meals, freshly prepared in our own kitchen and addressing all special dietary needs.

Have attendance policies changed? Regular attendance is expected, with the exception of absences excused by illness of the child or their family.

Drop-off/Pick-up restrictions? Drop off and pick up procedures have been changed to include daily health screenings and limit access to the building only to children, teachers and staff. Specific procedures will be shared in detail with parents during their required reorientation sessions.

What if I am late to pick-up my child at the end of the day? Please be on time when picking up your child at the end of the day. We cannot begin to clean and sanitize the classrooms until children have left the building, and we need your cooperation to provide a healthy environment for the next day. Late fees will be charged as usual, and more than one late occurrence will result in an invitation to return to remote learning.

Visitors? No visitors or tours will be permitted to Educare Denver, or other campus buildings until further notice.

What's available for at-home learning if I can't or don't choose to send my child back to school at this time? Throughout June, remote learning will continue with the support of Clayton teachers who are returning to on-campus work later in the month.

Will my child play outside? Yes, in fact we will spend quite a bit of time outdoors. While the playground equipment will not be available, we will encourage learning through active play with



classmates. The Moonbeam Gardens were recently planted and children will continue experiential learning in that outdoor environment, as well.

Why have some children been allowed to return to school, and not others? Because of new health and safety guidelines that specify smaller class sizes, our typical capacity has been modified to safely accommodate as many children as possible. We have implemented a need-based system to determine the order in which children will return to school which has been reviewed by our Policy Council and approved by the Board of Trustees. For families we serve year-round, the factors we took into consideration are:

- Parents who are working or in school
- Single parent households
- Children with higher socio-emotional needs, such as those experiencing homelessness
- Children with an IEP or ISFP
- Families with multiple siblings who attend Clayton
- Children who will transition to kindergarten in the fall

How long can we expect this plan of operations to last?

We will continue this plan of operations indefinitely, and until we receive specific guidance from official sources including:

Colorado Department of Public Health (CDPH)

State of Colorado Emergency Management, Governor Jared Polis

City and County of Denver, Mayor Michael Hancock

CDC (Centers for Disease Control)

Head Start/Early Head Start

Colorado Office of Early Childhood

What if Clayton is required to close again? How will we be notified and how much notice will we get? Any decision involving another closure of the school will be made if the Colorado Department of Public Health (CDPH) advises it would promote others' well-being. Exposed persons will be asked to self-isolate until definitive test results confirming positive or negative are available. Parents will be notified in the event of possible exposure. To ensure you are able to receive important notices quickly, please double check that you are set-up to receive text messages from Clayton. To opt-in, please text *CELparent* to 33222. You will receive an immediate text message confirming you are correctly signed-up.

Will Clayton have any options for back-up childcare if another closure happens quickly? Unfortunately, we do not have the ability to provide short term backup care.



Facts & Figures

FACTS AND FIGURES SNAPSHOT: REOPENING EDUCARE DENVER

	PRE-COVID	JUNE 1	JUNE 15	JUNE 29
Classrooms	16	7	+5 = 12	15
Children	192	62	+44 = 106	
School staff on site	78	40		
Teacher - Child ratios	3 adults: 16 kids 3 -5 y/o 3 adults: 8 kids 0-3 y/o	3 adults: 10 kids 3-5 y/o 3 adults: 8 kids 0-3 y/o		
School hours	7:30 a – 6:00 p	7:30 a – 4:00 p	7:30 a – 4:00 p	7:30 a – 4:00 p
Temp checks per day	Only as needed	62 x 3 child checks 40 adult checks = 226 per day		
COVID specific staff training hours	N/A	10.5 hours per teacher/support staff	10.5 hours per teacher/support staff	10.5 hours per teacher/support staff
Hugs per day	Unlimited	Unlimited	Unlimited	Unlimited