



Just Us Kids Child Development Center
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January 15, 2021

JUK PARENT HANDBOOK COVID-19 ADDENDUM

Note: This Addendum is being provided as a supplement to the Parent Handbook. This Addendum supersedes, where applicable, conflicting guidance in the Parent Handbook. This Addendum may be updated as circumstances require. In the event that the Center's licensing authority or any other relevant governmental authority issues guidance or requirements that contradict the procedures in this Addendum, the Center may immediately implement such guidance or requirements, provide notice to the families, and update this Addendum as soon as possible.

JUK COMMUNITY VALUES

- I. The policies below are all intended to facilitate reopening the Center to children and staff in a safe, thoughtful, and reasonable manner. We have all made, and will continue to make, adjustments in our daily lives, inside and outside of the Center, to keep ourselves, our families, our workplaces, and our communities safe. At the same time, no one is perfect, no policy is perfect, and no childcare center is perfect, and we understand that. But by returning to the Center, families and staff are all committing to do our best to follow [CDC guidelines](#)—including wearing a cloth face covering in public, practicing social distancing, and limiting close contact with people outside your household—and applicable state and local requirements beyond the procedures applicable to the Center stated below, because we are all relying on each other to stay safe.
- II. Accompanying this Addendum is a Health Precautions Agreement and Release of Liability, which all families must sign in recognition of these policies and our mutual rights and responsibilities. DC Health recommends that any individual at high-risk for experiencing severe illness due to COVID-19 consult with their medical provider **before** participating in child care activities. A complete list of conditions that might place an individual at increased risk for severe illness from COVID-19 is available [here](#).

ADJUSTED OPERATING PROCEDURES

- I. Operating Hours: 7:30 a.m. – 5:00 p.m.
 - a. To properly implement the Enhanced Health & Hygiene Protocols, staff require additional time at the beginning and ending of each day, resulting in the need to adjust operating and Contract Hours.
 - b. The Director may limit the number of families assigned to any particular set of Contract Hours if necessary for the orderly administration of the Center. Revised Contract Hours are as follows:
 - i. 7:30 a.m. – 4:00 p.m.
 - ii. 8:00 a.m. – 4:30 p.m.

iii. 8:30 a.m. – 5:00p.m.

Option	Core contract hours	Drop-off window	Pick-up window
1	7:30 a.m. – 4:00 p.m.	7:30—8:00 a.m.	3:30—4:00 p.m.
2	8:00 a.m. – 4:30 p.m.	8:00—8:30 a.m.	4:00—4:30 p.m.
3	8:30 a.m. – 5:00 p.m.	8:30—9:00 a.m.	4:30—5:00 p.m.

- c. Families should plan to arrive on time but will have a 30-minute window before the next arrival time. Any families who arrive late will need to wait until those already in line are checked in. If they arrive after the last time slot, then they will need to call the Center and wait outside until a staff member can come check them in. Families will have a 30-minute window to pick up their child. Parents are required to notify the Director at least 24 hours in advance if they need to drop off their child at an earlier or later time or pick up their child at an earlier time due to a doctor’s appointment or other scheduled conflicts.
- d. Contract Hour Violation Fees will be assessed, consistent with the Handbook, for unscheduled early or late drop-off and early or late pick-up, after a one-week adjustment period to this new schedule.
 - i. For unscheduled late drop-offs (due to traffic, Metro, etc.), parents are required to notify the Director as soon as possible via phone or email that they are still planning to arrive. Unscheduled late drop-offs will not be permitted past 10 AM.
 - ii. Because the Center now closes at 5:00 p.m., Late Pick-up Fees shall be assessed, consistent with the Handbook, beginning at 5:00 p.m.
 - iii. The Director, in their sole discretion, may waive any Contract Hour Violation or Late Pick-up Fees for circumstances beyond the Family’s control.

II. Drop-Off Procedure

- a. Per OSSE Guidance, parents/guardians may not enter the Center upon arrival and will be required to wear face coverings during drop-off and pick-up. Families will need to wait outside the D Street entrance on the markers indicated to move through the check-in procedure during drop-off.
- b. To the extent feasible, JUK requests that the same parent attend pick-up and drop-off every day (and not have any additional accompanying adults or children) to limit the number of people that staff members are interacting with on a daily basis.
- c. The check-in procedure for each family will take several minutes each. A JUK staff member—who will be wearing a cloth face covering and gloves—will check-in one child at a time following the OSSE health screening guidelines, including the following:
 - i. Parents/guardians will be asked about whether the child has experienced one or more of the following symptoms in the last 24 hours that has not been previously evaluated by a healthcare provider:
 1. Fever
 2. Cough
 3. Nasal congestion or runny nose
 4. Sore throat
 5. Shortness of breath
 6. Diarrhea
 7. Nausea or vomiting
 8. Fatigue
 9. Headache
 10. Muscle Pain
 11. Poor feeding or poor appetite

- 12. Loss of taste or smell
- 13. Or any other symptom of not feeling well.
- ii. Parents/guardians will be asked if they or their child have been in close contact within the past 10 days with a person who confirmed to have COVID-19 or a person who is awaiting COVID-19 test results. **If any close contact is awaiting a COVID-19 test, the child MUST stay home until a final result is received consistent with the Return Criteria herein.**
- iii. JUK Staff will perform a temperature check upon the child to confirm that the individual's temperature is less than 100.4 degrees Fahrenheit.
- iv. JUK Staff will visually inspect each child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- v. Children are permitted to enter if they show no signs of illness and have not been in close contact with anyone who has COVID-19 or is awaiting COVID-19 test results. Children will sanitize their hands upon entering. JUK staff will escort children to their classrooms, where they will wash their hands for 20 seconds immediately.
- vi. **Any child meeting "Yes" for any of the above criteria in the program's daily health screen, or registering a temperature above 100.4 degrees Fahrenheit, shall not be admitted.** ¹ Such families shall be instructed to call their health care provider to determine next steps, and may return once the Return Criteria herein have been satisfied.

III. Pick-Up Procedure

Per their set schedule, as parents/guardians arrive and wait in the designated area outside the D Street entrance, a staff member will bring the child(ren) from the classroom(s) to the Lobby for dismissal. Families **must** arrive to pick-up within their 30 minute window as specified above, so as to not overlap or overcrowd any spaces.

IV. Visitors

Nonessential visitors are NOT permitted in the Center. Essential visitors will be subject to the same screening requirements as all other individuals entering the Center, and will be required to review the health and hygiene protocols and sign an acknowledgment of the same.

ENHANCED HEALTH AND HYGIENE PROTOCOLS

I. Cloth Face Coverings Policy

- a. The Center will follow guidance from its licensing authority and other governmental authorities, as required, regarding the use of face coverings. Based on current orders and guidance, children age 2 and older must wear cloth face coverings while at the Center.
- b. When face coverings are required, families are expected to bring **at least five clean cloth face coverings EACH day**, as the face coverings will be removed before meals and nap time and replaced with a clean, unused face covering afterward. We request that parents who wish to have their children wear face coverings at the Center practice with their child for long stretches of the day at home.

¹ If the runny nose is circumstantial (e.g., after playing outdoors in cold weather) and temporary (subsides within 30 minutes), and the individual is not experiencing other COVID-19 symptoms nor other criteria for exclusion, the individual does not need to be excluded.

II. Physical Distancing and Hygiene During the School Day

- a. The Center is adjusting classroom configurations to expand the physical distance between children, where feasible. For example, cribs, cots, and tables will be 6 feet apart. Children will have individual play “stations” to the extent feasible.
- b. The Center is reducing class sizes per OSSE guidance; as of July 14, until further notice, no more than 12 people (including staff) will be assigned to the same classroom. One additional adult can briefly be added to the group if necessary. The Center is also reducing the mixing of and interaction between classes, and refraining from excursions to locations where people may be congregating.
- c. The Center has always had robust practices surrounding handwashing, teaching mouth-covering during sneezes and coughs, and disinfecting toys and surfaces throughout the day. Such practices will continue with increased vigilance, and the frequency of disinfecting will increase under these enhanced protocols. Specifically:
 - i. Any shared items will be cleaned immediately after individual use.
 - ii. Program staff will clean high-touch surfaces, including knobs, doorways, and light switches regularly throughout the day. Cots and toys will be cleaned or sanitized after each use.
 - iii. Children and staff will wash hands for 20 seconds upon entering the building and classrooms; after blowing noses; before and after using the bathroom or diapering; before and after administering medicine; before and after handling food or feeding a child; after handling trash or trash cans; after handling phones, computers, or other electronics; after handling toys; after coughing and sneezing; before and after eating; and whenever necessary.
 - iv. Bathrooms will be sanitized after each use.
- d. Meals will be served individually. Although the Center believes it is important to learn how to eat “family-style,” under the current circumstances serving individual meals reduces the contact between children. All surfaces will be cleaned before use. Staff and children must wash hands before and after meals. Staff will handle utensils and serve food to reduce the spread of germs. Staff will wear gloves during meal or snack prep and service. Staff will sit with groups during meals and snacks to ensure physical distancing.
- e. The Center also commits to making adjustments to classroom activities to practice social distancing, including:
 - i. Eliminating large group activities;
 - ii. Limiting the number of children in each space;
 - iii. Increasing the distance between children during table work;
 - iv. Planning activities that do not require close physical contact between multiple children;
 - v. Limit item sharing;
 - vi. Removing items that cannot be washed or sanitized from the classroom;
 - vii. Minimize time standing in line; and
 - viii. Maximizing outdoor time on the Patio.

III. Staff Health and Hygiene Standards

- a. JUK staff are subject to the same check-in procedures and screening criterion to enter the center as children are. Staff will **NOT** be permitted to enter JUK if they have a fever or any of the symptoms outlined above.
- b. Staff will be required to wear cloth face coverings at all times while on the clock.
- c. Staff are required to sign a similar acknowledgment, indicating that they are following CDC guidelines and relevant state or local regulations.

IV. Exclusion and Illness-Dismissal Criteria

Exclusion and Return Criteria²

- a. While the Center always endeavors to be vigilant regarding children's health, at this time an even more strict zero-tolerance policy is required for any symptoms of illness.
- b. Parents are expected to keep their children home if sick. Children **must stay home** if they have a temperature of 100.4 degrees Fahrenheit or higher, or **any** of the following symptoms:
 - i. Fever (subjective or 100.4 degrees Fahrenheit) or chills
 - ii. Cough
 - iii. Nasal congestion or runny nose³
 - iv. Sore throat
 - v. Shortness of breath or difficulty breathing
 - vi. Diarrhea
 - vii. Nausea or vomiting
 - viii. Fatigue
 - ix. Headache
 - x. Muscle or body aches
 - xi. Poor feeding or poor appetite
 - xii. New loss of taste or smell
 - xiii. Or any other symptom of not feeling well.
- c. Parents also **must** keep their children home if:
 - i. The child or any close contact are confirmed to have COVID-19.
 - ii. The child or any close contact are awaiting COVID-19 test results.
 - iii. Note: DC Health recommends that children should get tested for COVID-19 if anyone in their household has symptoms of COVID-19, even if the child themselves does not have symptoms.
- d. Symptomatic children will not be allowed to return to the Center until:
 - i. They complete the appropriate isolation period:
 1. 24 hours **after** the fever has resolved without the use of fever-reducing medication (e.g., Motrin, Tylenol) and respiratory symptoms have improved;
AND
 2. At least ten days after symptoms first appeared, **whichever is later**; OR
 - ii. They have a negative PCR COVID-19 test, and meet standard criteria to return to child care after illness; OR
 - iii. They provide an alternate diagnosis from a healthcare provider and are cleared to return to the Center.
- e. If any child has been in close contact in the last 10 days with a person who has tested positive for COVID-19, then the child **must not enter** the facility until:
 - i. If the close-contact is a household member, and the child is able to isolate from the COVID-19 positive individual, then they may return to care after quarantine of at least 10 days from last exposure to the COVID-19 positive individual, or as instructed by DC Health.
 - ii. If the close-contact is a household member, and the child is unable to isolate from the COVID-19 individual, they may return to care after quarantine of at least 10 days from the end of the COVID-19 positive individual's infectious period, or as instructed by DC Health.

² Staff are subject to equivalent exclusion and return criteria.

³ If the runny nose is circumstantial (e.g., after playing outdoors in cold weather) and temporary (subsides within 30 minutes), and the individual is not experiencing other COVID-19 symptoms nor other criteria for exclusion, the individual does not need to be excluded.

- f. If any child has been in close contact in the last 10 days with a person who is awaiting a COVID-19 test result, then the child **must not enter** the facility until the close contact tests negative. If the close contact tests positive, then they should seek guidance from their healthcare provider or DCHealth and must follow the guidance of IV.e above regarding their return.
- g. A child must stay home if they have traveled in the last 14 days to any place other than Maryland, Virginia, or a low-risk state, country, or territory, unless they received a negative COVID-19 PCR test after limiting dialing activities for at least three to five days after returning from travel.⁴
- h. Note: Children with pre-existing health conditions that present with specific COVID-19– like symptoms should not be excluded from entering the building on the basis of those specific symptoms, if previously evaluated by a health care provider and those specific symptoms determined to not be due to COVID-19. In this circumstance, families must notify the Director at least 24 hours prior to the child’s arrival at the Center, and bring a health provider’s note upon physical arrival.

Illness-Dismissal Criteria

- i. If a child develops a fever or other signs of illness, the Center will follow the above exclusion criteria and OSSE Licensing Guidelines regarding the exclusion and dismissal of children.
 - i. In the event a child meets such criteria and/or guidelines, the Center will immediately isolate the child from other children, notify the child’s parent/guardian of the symptoms and that the child needs to be picked up *as soon as possible* within a 1-hour pick-up window after notification, and immediately follow cleaning and disinfecting procedures for any area and toys with which the child was in contact.

Note: Failure to adhere to these Exclusion and Dismissal policies may result in immediate expulsion from the Center and forfeiture of the security deposit.

Communication with Families

- i. In the event of a confirmed COVID-19 case at the Center, the Center will notify DCHealth and follow their directives regarding closing, cleaning, disinfection, and sanitization.
 - i. If it is during the day when the COVID-19 case is confirmed AND the positive individual is in the building, the individual and their cohort will be dismissed as soon as practical. The cohort will remain in their classroom and follow routine procedures while they await pick-up.
- j. Families of children in close contact with an individual diagnosed with COVID-19 will be notified and directed to quarantine per DC Health directives.
- k. All families will be notified that there was a confirmed case of COVID-19 at the Center, what steps will be taken to clean and disinfect the Center, and when the facility will reopen.

BI-WEEKLY AUDIT

The Center will institute a bi-weekly audit to ensure that the practices described in this addendum are being followed.

POLICY FOR FUTURE COVID-19-RELATED CLOSURES

⁴ A list of low-risk states should be found at coronavirus.dc.gov/phasetwo and a list of low-risk countries and territories (i.e. below Level 3 risk) should be found on the CDC’s website.

The Board and Director will monitor changes in guidance from all of the DMV jurisdictions, including the counties immediately around DC, and absent extenuating circumstances the Center will close if any revert back to Phase 1 or issue shelter-in-place orders, or if DOJ reverts to pre-Phase 1. If this is necessary, JUK will begin remote instruction via Zoom or other video-conference technology, including circle times and lesson plans/art projects, as soon as possible.

Regular tuition will continue to be charged, as provided in the Handbook, to help maintain the viability of the Center, unless the Board determines that a reduction can be made due to the receipt of other funding.