# Table of Contents

**Introduction** ................................................................................................................................. 4

**Policies and Procedures**

Health and Safety Requirements ........................................................................................................ 4

Requirements for Sick Children ......................................................................................................... 5

Daily Health Screening and Temperature Checks - Children .......................................................... 5

Daily Health Screening and Temperature Checks - Staff .................................................................. 5

Requirements for Sick Staff .............................................................................................................. 5

Staff Alternative Work Arrangements .............................................................................................. 6

Vulnerable Staff Work Arrangements ............................................................................................... 6

Eligibility ........................................................................................................................................... 7

Process for Requesting and Implementing Alternative Work Arrangements ................................. 7

Alternative Work Schedules – Non-Vulnerable Employees ............................................................. 8

Staff Care of Children ....................................................................................................................... 9

Capacity and Types of Care ............................................................................................................. 9

Hours of Operation ........................................................................................................................... 9

Remote Instruction During Closures/Suspension of Operations ....................................................... 9

Drop-Off and Pick-up Procedures .................................................................................................... 10

Facial Covering Requirements ......................................................................................................... 11

Facial Covering Requirements and Safety Steps for Use ................................................................ 11

What Constitutes a Facial Covering? ................................................................................................ 11

Facial Covering for Children ........................................................................................................... 12

Wearing and Caring for One’s Facial Covering ............................................................................. 12

Social Distancing within the Center ................................................................................................ 12

Modification of Classroom Activities ............................................................................................ 12

Common Area Usage (Playground, Gross Motor, etc.) .................................................................... 12

Napping ............................................................................................................................................ 12

Staff Breakrooms and Use of Common Staff Areas ....................................................................... 12
It is the policy of the University of Nebraska-Lincoln not to discriminate based upon age, race, ethnicity, color, national origin, gender, sex, pregnancy, disability, sexual orientation, genetic information, veteran's status, marital status, religion or political affiliation.

**Food Service** ........................................................................................................................................... 13

**Service Style for Children** .................................................................................................................. 13

**Snacks** .................................................................................................................................................. 13

**Field Trips** ............................................................................................................................................. 13

**Travel Restrictions/Quarantine** .......................................................................................................... 13

**Facility Operational Plans**

**Engineering Facility Controls** ........................................................................................................... 13

**Custodial and Sanitation** ..................................................................................................................... 13

**Incident Response Plans**

**Responding to Illness and Confirmed Case of COVID-19** ................................................................. 14

**Isolation Areas** .................................................................................................................................... 14

**Cleaning and Disinfecting of Spaces** .................................................................................................. 14

**Confirmed Case of COVID-19** ............................................................................................................ 14

**Confirmed Case of COVID-19 – Return to the Children’s Center** ....................................................... 14

**Appendix and Forms**

**COVID-19 Pandemic Policy for New or Returning Families** .............................................................. 17

**COVID-19 Pandemic Policy for New and Returning Staff** ................................................................. 18

**Child Drop-Off Daily Screening Checklist** ......................................................................................... 19

**Daily Staff Health Screening Checklist** ............................................................................................... 20

**Daily Cleaning and Disinfecting Checklist** ......................................................................................... 21
Introduction

COVID-19 has completely changed the world around us and how childcare can be provided as the world works to manage the impacts. Guidance for safely operating the UNL Children’s Center is provided by a number of local, university, state and national sources:

- The Department of Health and Human Services is in the process of monitoring COVID-19 for the state of Nebraska and provides guidance on testing with local and federal partners, and providing guidance and resources to prevent, detect and respond to the occurrence of COVID-19 cases in Nebraska.
- The Centers for Disease Control and Prevention (CDC) has provided guidance for Child Care Programs that Remain Open. In concert with state and local health officials, guidance by the CDC allows centers to operationalize planning to safely care for our children.
- The Lincoln Lancaster County Health Department (LLCHD) guidelines that childcare centers in Lincoln will collectively follow.
- University of Nebraska-Lincoln Student Affairs has developed a Workplace Guidance document with the aim of providing guidance for Student Affairs staff members.
- Nebraska Early Childhood Professionals (NECP) is a collective group of Childcare Centers in the city of Lincoln and surrounding communities that collaborates to share best practices to ensure high quality care for all families.

Active planning and preparation utilizing these resources have led to the development of the operational plans and processes with two overarching goals: (1) safely caring for children to minimize risks associated with COVID-19 to our children, families and staff and (2) carefully adhering and following CDC, state, and local policies, guidelines and principles. In order for these priorities to be successful all individuals associated with the UNL Children’s Center must work together, maintain an open dialogue, and be flexible. This will help to ensure all members of our community are safe. Additionally, this document is intended to be fluid and will require adjustments and changes to policies/procedures, likely with limited notice, as the response to COVID-19 continues to evolve.

We realize this document is detailed, lengthy, and requires some focused consideration to read. Please do take the time to read carefully, ensure you understand it in its entirety, and reach out with any questions/concerns that may come up, now or as we move forward. We also realize that these new practices and habits will take some time to get used to. We are so grateful for your dedication to the health and safety of your family, the Children’s Center community, and the greater community of Lincoln.

Policies and Procedures

Health and Safety Requirements

The following processes and procedures have been put in place to minimize the risk for all children, staff, and members of the UNL Children’s Center Community while at the UNL Children’s Center. Families must agree
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that they will not bring children to the UNL Children’s Center if (1) the child is displaying any symptoms of COVID-19, (2) anyone in the child’s immediate family/household is displaying symptoms, or (3) the child or anyone in the child’s immediate family/household has had known exposure to COVID-19 within the last 14 days. Prior to sending a child to the UNL Children’s Center parent/guardian(s) must review and agree to the health and safety requirements below and sign the UNL Children’s Center COVID-19 Pandemic Policy for New or Returning Families.

Requirements for Sick Children – Sick children, including non COVID-19 illnesses, are not permitted to attend the UNL Children’s Center. Children with temperatures above 100.4 F must remain home and be symptom free without the use of medication for 72 hours prior to returning to care. Fever reducers will not be given to children within 24 hours on any day of attendance, regardless of reason for fever reducer.

Children with symptoms consistent with COVID-19 including, but not limited to, sustained cough, difficulty breathing or shortness of breath, unexpected sore throat, or respiratory illness are not permitted to attend the UNL Children’s Center. Children that become ill while at the UNL Children’s Center are required to be picked up within 60 minutes of notification. Children must remain home and be symptom free without the use of medication for 72 hours prior to returning to care.

Children with a confirmed case of COVID-19 or living in a household with a confirmed case of COVID-19 may not return to the UNL Children’s Center until the CDC conditions to return from COVID-19 isolation are met. Additional information on these requirements and the UNL Children’s Center incident response are found in a subsequent section of this document.

Daily Health Screening and Temperature Checks - Children – All parents will be required to complete and answer daily health questions regarding the current health of their child and the health of individuals within their household. All children will have their temperature taken as they enter the classroom and again before nap time. Teachers will use infrared touchless thermometers. This will be documented on daily reports in Tadpoles and retained for a minimum of 60 days.

Daily Health Screening and Temperature Checks – Staff – All staff will be required to complete and answer daily health questions regarding their current health and the health of individuals within their household. All staff will have their temperatures taken upon arrival at the front desk and again at nap time in their classroom. Part-time staff will have their temperatures taken at the beginning and end of their shift at the front desk. Staff health screen and temperature checks will be conducted by an administrative staff member or another fulltime teacher.

Requirements for Sick Staff – Staff with temperatures above 100.4 F, exhibiting symptoms consistent with COVID-19 including, but not limited to, sustained cough, difficulty breathing or shortness of breath, unexpected sore throat, or respiratory illness must remain home and be symptom free without the use of medication for 72 hours before returning to work or following UNL Campus requirements for returning to work, whichever is greater.
To reduce the spread of illness, student staff or full-time staff are required to find a sub that work in their classroom only. Substitutions from individuals not assigned to the classroom cohort are not permitted.

If a staff member not identified by LLCHD as a close contact for a known exposure to COVID-19 chooses to be tested, they are unable to return to work until they have received results. If test results are negative, they are able to immediately return to work. If results are positive we will follow protocol set in place for a confirmed case.

Staff with a confirmed case of COVID-19 or living in a household with a confirmed case of COVID-19 may not return to the UNL Children’s Center until the CDC conditions to return from COVID-19 isolation are met. Additional information on these requirements and the UNL Children’s Center incident response are found in a subsequent section of this document.

Staff Alternative Work Arrangements

The UNL Children’s Center will on a case by case basis work with staff members on alternative work assignments with the aim helping protect staff members identified as a vulnerable population by the CDC.

Vulnerable Staff Work Arrangements – Principles and Guidelines – Guided by the principles and guidelines for UNL, the UNL Children’s Center will consider alternate work arrangements following approved university processes on a case by case basis. Work schedule design for these individuals will follow the following university guidelines:

- Ensuring Equity and Utilizing Health and Safety Information – UNL seeks to emerge from the COVID-19 pandemic in a strong position to pursue our mission of teaching, research and service and places a high value on all of our employees, who are essential to our mission and integral to our community. Accordingly, policies and practices for remote and flexible work options are designed to protect the health and welfare of all members of our community. To ensure that these guidelines reflect the most current and accurate health and safety information, they are based in part on the guidance from the CDC regarding populations that are at risk if they contract COVID-19.

- Communication and Interconnectedness – Honest communications and respect for others will guide our efforts to maintain the health and well-being of faculty, staff, and student workers. Our culture of “Every Person and Every Interaction Matters” will be supported by regular communication about campus measures related to COVID-19 safety and the implementation of a variety of public health measures. Such communication and implementation are critical to ensure that staff, faculty, and student workers will feel safe while working on campus.

- Flexibility while Pursuing Mission – UNL should provide units with the flexibility required to support the health and safety needs of their faculty, staff, and student workers while still meeting their educational, research, and service missions. Such flexibility may include a
phased or gradual return to campus in which not all populations are expected to return at the same time and/or creative work assignments that enable faculty, staff, and student workers to work remotely in support of the university’s mission.

**Eligibility** - Employees eligible to be considered for an alternative work arrangement through Faculty/Staff Disability Services due to COVID-19 include those individuals that meet one or more of the following criteria:

- Individuals over the age of 65
- Individuals who have one or more of the following health conditions that may place them at higher risk for serious illness if they should contract COVID-19:
  - Chronic lung disease or moderate to severe asthma
  - Serious heart conditions
  - Immunocompromised conditions cause by an underlying disease or treatment, such as those arising out of cancer treatments, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, or prolonged use of corticosteroids or other immune weakening medications
  - Severe obesity (defined as having a body mass index (BMI) of 40 or higher)
  - Diabetes
  - Chronic kidney disease requiring dialysis
  - Liver disease
  - Pregnancy
- Individuals who reside with, or are the primary caregiver for, someone with one or more the health conditions specified above

**Vulnerable Staff Alternative Work Arrangement – Process for Requesting and Implementing Alternative Work Arrangements**

- Employees who want to be considered through Faculty/Staff Disability Services for an alternative work arrangement due to the COVID-19 pandemic based on any of the criteria set forth in the eligibility section document must submit their request using the Accommodation Planning Request form on the Faculty/Staff Disability Services website. Upon receiving the request, Faculty/Staff Disability Services will interact with the requesting employee and the employee’s supervisors, taking into consideration such factors as the employee’s essential job duties and the operational needs of the unit, to determine what alternative work arrangement, if any, will best accommodate the employee’s situation. Any health or medical information obtained by Faculty/Staff Disability Services as part of this process will be kept confidential to the fullest extent possible and will be disclosed only to the extent permitted under the law and necessary for the facilitation of the interactive process. If Faculty/Staff Disability Services determines that the employee is in need of an alternative work arrangement for one of the reasons set forth in the eligibility section of

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this document and further determines that the employee’s position is conducive to an alternative work arrangement, Faculty/Staff Disability Services will prepare a written temporary assistance plan that will detail the specifics of, and the work expectations associated with, the alternative work arrangements for the Fall 2020 semester. If either the employee or the unit disagrees with the plan prepared by Faculty/Staff Disability Services, they may request that Faculty/Staff Disability Services reconsider or modify the plan.

- If the position does not allow for the employee to work from an alternative work site, other work arrangements should be considered, such as a flexible work schedule, job sharing and alternative work duties, and reduced schedules.

- The University reserves the right to modify or cancel any alternative work arrangements at any time based on operational needs, failure of the employee to meet work expectations or responsibilities while on an alternative work arrangement, changes in the health and safety factors associated with the COVID-19 pandemic, budgetary constraints, or other business-related factors. The affected employee shall be given advance, written notice of any such modifications or cancellations.

**Alternative Work Schedules – Non-Vulnerable Employees**

- Employees who do not fall within any of the criteria specified within the eligibility section, but who nevertheless would like to be considered for an alternative work arrangement for the Fall 2020 academic semester due to the COVID-19 pandemic may submit a request to their supervisor. These may include populations identified by the CDC as people who need extra precautions, including those who are breastfeeding, are experiencing homelessness, are in a racial or ethnic minority group, are in a newly resettled refugee population, or have childcare or senior care obligations that have arisen due to the COVID-19 pandemic. Upon receiving such requests, supervisors are expected to interact with the employee, the unit’s administration and Human Resources to assess whether the employee’s position is conducive to an alternative work arrangement and, if so, what arrangement will best accommodate the employee’s situation. Any alternative work arrangement that is reached must be detailed in the [COVID-19 Alternative Work Arrangement Request Form](#) that is reviewed and signed by both the employee and the supervisor and then forwarded to Human Resources. If the employee disagrees with the arrangement being proposed, the employee may request that Human Resources further review the arrangement.

- If the position does not allow for the employee to work from an alternative work site, other work arrangements should be considered, such as a flexible work schedule, job sharing and alternative work duties, and reduced schedules.

- The University reserves the right to modify or cancel any alternative work arrangements at any time based on operational needs, failure of the employee to meet work expectations or responsibilities while on an alternative work arrangement, changes in the health and safety factors associated with the COVID-19 pandemic, budgetary constraints, or other business-related factors.
related factors. The affected employee shall be given advance, written notice of any such modifications or cancellations.

Staff Care of Children

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: staff can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.

- Staff should wash their hands, neck, and anywhere touched by a child’s secretions.
- Staff should change the child’s clothes if secretions are on the child’s clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child care center.
- Staff should wash their hands before and after handling infant bottles. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

Capacity and Types of Care

Due to social distancing requirements and directed public health measures by the City of Lincoln, Lancaster County, or the State of Nebraska the UNL Children’s Center capacity and ability to serve all members of our center may be limited. The UNL Children’s Center will strive to provide comprehensive care to all of our families but adjustments to type of care (full-time, part-time, virtual) will be required. When possible, the UNL Children’s Center will attempt to provide full-time (5 days a week) care to all families. However, based on demand, capacity requirements, and staffing levels adjustments to care options/capacities may be required. The UNL Children’s Center will attempt to provide a minimum of two weeks’ notice if center-wide care type adjustments become necessary.

Hours of Operation

Due to staffing restrictions, directed public health measures, or other causes hours of operation may need to be adjusted. The UNL Children’s Center will attempt to provide a minimum of two weeks’ notice if reduction of hours are necessary.

Remote Instruction During Closures/Suspensions of Operations

If the center needs to close or suspend in-person care, it is our intent to provide virtual learning opportunities through zoom meetings, YouTube channels, videos, at-home activities, etc. Remote instruction may be available while the center is open and operational on a limited capacity. Families will continue paying normal
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tuition during a closure for a minimum of two weeks. If the closure is greater than two weeks in length, the amount of tuition payments will be reviewed and may be adjusted.

Drop-Off and Pick-up Procedures

Modifications of drop-off and pick-up procedures are required for appropriate social distancing and to minimize the risk of the spread of exposure. The following procedures have been put in place and must be followed when dropping off or picking up children. Every effort will be made to make the drop-off and pick-up process as efficient as possible but it is very likely that this process will take additional time. Please plan accordingly. We appreciate your patience in an attempt to keep our community as safe as possible.

- Only parents/guardians are allowed into the center. One parent/guardian may accompany children into the center or pick them up. This means siblings, grandparents, friends, etc. will not be allowed to come in with a parent/guardian. Please plan accordingly, as young siblings cannot be left in the car alone while dropping off or picking up.
- All parents/guardians dropping off or picking up are required to wear a face covering their mouth and nose while they are in the UNL Children’s Center. You will not be allowed in the Children’s Center if you are not wearing a face covering, or if it is not covering your mouth and nose.
- Six foot social distancing floor decals are placed throughout the UNL Children’s Center to ensure proper social distancing. Please use these spots and avoid passing individuals during drop-off, pick-up, and while in the UNL Children Center. If there are no available spots outside of the center’s entrance, please wait in your car until a spot becomes available.
- Follow the direction of traffic flow by entering the building at the main entrance, take your child to his/her classroom, exit the building through the playground doors, exit the playground through the north gate down the stairs, follow the sidewalk back to the parking lot. The back door will be locked at all times. If you need back in the building you will need to walk around to the front door.
- Parents may not enter your child’s classroom. Wait until your child’s teacher greets you near the door while maintaining social distancing of 6 feet. Let your child walk into the classroom or ask the teacher to take the child from your arms.
- You will find hand sanitizer at multiple locations throughout the building. Please use hand sanitizer upon entry and before exiting through the playground doors during drop-off and pick-up.
- Please do not allow playing in the hallways or common shared areas during pick-up and drop-off.
- Siblings are prohibited from entering classrooms other than their own.
- Please bring a minimal amount of items (e.g., a single change of clothes, small box of diapers, etc.) for your child. Please bring only a week supply at the beginning of the week for items that are needed.
- Storing of car seats and strollers during the day will not be permitted.
- Please leave nap time items (e.g., blankets, pacifiers) at school and your child’s teacher will wash them.
- If you pick up your child on the playground, please ensure you are distancing yourselves 6 feet from other individuals. Teachers will try to bring any belongings that need to go home out on the playground with your child.
• We realize there are certain circumstances that may need exceptions. Please reach out with your concerns and accommodations will be made if necessary.

Facial Coverings Requirements

The CDC recommends wearing cloth facial coverings in public settings where other social physical distancing measures are difficult to maintain, as cloth facial coverings may slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. An overarching principle to which the University of Nebraska–Lincoln ascribes is that Every Person and Every Interaction Matters. This facial covering policy has been established because we respect and care for ourselves and every person that we encounter on campus.

Facial Covering Requirements and Safety Steps for Use

In accordance with CDC guidelines and UNL policy, all members of the University of Nebraska-Lincoln community including faculty, staff, student, and visitors (including contractors, service providers, and others) are required to wear facial coverings when indoors on the UNL campus, with the following exceptions:
- When eating; however, social distancing practices must be observed
- When alone in a room
- When alone in a motor vehicle
- When an alternative is necessary as indicated by a medical professional during patient care
- When in one’s assigned apartment or residence hall room
- When the task requires the use of a NIOSH-approved respirator
- When pertaining to children under the age of 2 years

Facial coverings are also required in outdoor settings on the UNL campus if safe social distancing and gathering practices are not possible unless subject to an exception. This policy shall remain in effect until further guidance is provide from the Office of the Chancellor.

What Constitutes a Facial Covering?

There are no universal design standards for facial coverings. However, the covering must extend from the bridge of the nose to below the chin.
- Reusable cloth facial coverings are acceptable, as are disposable paper masks.
- Upon request and approval* a face shield is an acceptable alternative.
- Regardless of the type used, a facial covering should not be designed with an exhalation valve.

*Individuals whose unique and individual circumstances require an alternative face covering, as indicated by a medical professional during patient care, may request one. To request an alternative, students should contact the Office of Services for Students with Disabilities. Faculty and staff should contact Faculty/Staff Disability Services.

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Facial Coverings for Children

The Lincoln-Lancaster County Health Department requires all individuals age 5 and older to wear a face covering over their mouth and nose while indoors unless the individual maintains at least 6 feet of separation at all times from anyone who is not their household member. It’s recommended children over the age of 2 years old wear face coverings if capable. Children under the age of 2 years old shall not wear face coverings due to risk of suffocation. Face coverings shall not be worn at naptime.

Wearing and Caring for One’s Facial Covering

Each individual is responsible to care for their own facial covering. Disposable facial coverings are to be discarded as ordinary refuse after a single day’s use. Reusable cloth facial coverings should be washed regularly. Reusable facial shields should be cleaned thoroughly with soap and hot water after each day’s use. Facial coverings that are visibly soiled or in poor condition should not be used. Instruction for properly caring for and donning (putting on) and doffing (taking off) a facial covering is provided at the Environmental Health & Safety website.

Social Distancing within the Center

Modification of Classroom Activities – We will encourage social and physical distancing as much as possible within the classroom. We will require additional handwashing when necessary. Materials that are harder to disinfect will be removed from the classroom or limited to different usage. Water play and sensory play such as rice, beans, sand or playdough activities can occur as long as children wash hands before and after and the sensory tables are emptied and washed daily. Tooth brushing will not occur until further notice.

Common Area Usage (Playground, Gross Motor, etc.) - Playground, outdoor spaces, and gross motor areas will have a schedule to ensure group size regulations are followed. Playground usage will be limited to one classroom group at a time per playground section. There will be a 15 minutes window in between groups to ensure classes do not cross paths. Sandboxes will be closed. Children and staff will be asked to use hand sanitizer when entering and exiting these areas. Children and staff will wash hands when entering the classroom.

Napping – Increased spacing between children at nap time to spread children out as much as possible. Children will nap a minimum of 6 feet apart when possible and will be placed head to toe. Cots will be labeled for each child’s exclusive use throughout the week. Cots must be sanitized daily and disinfected weekly. Nap items will be limited to one blanket per child. Blankets will be washed once a week and stored in personal bags or cubby bins.

Staff Breakrooms and Use of Common Staff Areas - All staff will be required to keep a 6 foot distance when taking breaks. Staff members can continue to take breaks in the breakroom and resource rooms, outside, in their cars etc. Staff utilizing the space must clean and disinfect areas following use. Cleaning and disinfecting of these spaces will be done frequently by administrative staff as well.
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Food Service

*Service Style for Children* – During meal time, children will be spaced apart appropriately. Food will be served individually with no family style dining. Teachers and children must wash their hands before and immediately after eating. Teachers will use gloves and serve onto plates and deliver individually. When a child is done eating, teachers will use gloves to clear for the children to ensure children aren’t gathered at the trash can at the same time and not near each other’s dirty dishes.

*Snacks* - For the foreseeable future, the Children’s Center will not be providing snack at the front desk. However, your child will have the option to have a second snack in their classroom.

Field Trips

Field trips off-site will not occur during the summer, and will be reassessed for the fall. This includes walks through the Whittier building, walks to nearby playgrounds or parks, etc. Classrooms are permitted to go on walks around the neighborhood.

Travel Restrictions/Quarantine

UNL Children’s Center staff, parents/guardians, and children returning home from international travel should self-quarantine and self-monitor for 14 days upon return/arrival. During this self-quarantine period, children from that family are not permitted to attend the UNL Children’s Center and staff are not permitted to work on-site. Please visit Nebraska Department of Health & Human Services website for additional information: [http://dhhs.ne.gov/Pages/COVID-19-Traveler-Recommendations.aspx](http://dhhs.ne.gov/Pages/COVID-19-Traveler-Recommendations.aspx)

Facility Operational Plans

Engineering Facility Controls

Engineering Controls are controls that place a barrier between a person and the virus. Engineering controls can help remove and/or reduce the droplet/aerosol spread of viral particles. They are not dependent on a person’s knowledge, practice, or compliance; therefore, they reduce the opportunity for error.

Working with UNL Facilities, HVAC controls in all buildings will be set to balance occupant comfort and adequate introduction of fresh air in accordance with ASHRAE standards. Filters will be replaced prior to the UNL Children’s Center reopening and systems will be closely monitored by UNL Facilities continuing with regular air handling maintenance (e.g., cleaning, inspection, subsequent filter changes, etc.).

Custodial and Sanitation

To aid in cleaning and sanitation standards, the UNL Children’s Center will be removing items that are hard to clean and increasing cleaning frequency of shared items. The following additions/modifications to current cleaning schedules and processes will be made.
• Staff will routinely clean, sanitize and disinfect surfaces and objects that are frequently touched, especially toys and games at least every four hours. This will include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, cots, etc.
• All cleaning materials will be kept secure and out of reach of children. Cleaning products will not be near children, and staff will ensure that there is adequate ventilation when using these products to prevent children from inhaling fumes.
• When possible, soft, fabric toys and items that can be hard to clean and sanitize will be removed from all classrooms. Machine washable toys that are not removed will be laundered after use.
• Toys that children place in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned and sanitized by a staff member.
• According to the CDC, children’s books, like other paper-based materials such as mail or envelopes, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.
• The playground will be limited to one classroom per session. There will be 15 minutes between scheduled groups on the playground.

**Incident Response Plans**

**Responding to Illness and Confirmed Case of COVID-19**

**Isolation Areas** – If a child becomes symptomatic throughout the day, we will have an isolation space to ensure no contact with others. The child will be closely cared for by a staff member and parents will be contacted immediately. Parents are expected to pick up their child no later than one hour after notification. Children must remain home and be symptom free without the use of medication for 72 hours prior to returning to care.

**Cleaning and Disinfecting of Spaces** – The UNL Children’s Center will follow guidance from UNL Environmental Health and Safety regarding cleaning and disinfecting areas with known or suspected of having been continuously used or occupied by a person infected with COVID-19 for greater than 30 minutes and restrooms used by persons known or suspected of being infected with COVID-19.

If a child or staff member becomes ill and is sent home during the course of the day, that classroom space will be vacated for the remainder of the day. The classroom will remain closed and will be deep cleaned by UNL Custodial Services or a hired qualified contractor. The classroom group will meet at an alternate location during the closure of their classroom space and return to upon cleaning and disinfecting. If an alternative space is not available, care will not be provided for that classroom until an alternative space is available or the original room is cleaned and disinfected.

**Confirmed Case of COVID-19 Case** – In the event of a confirmed case of COVID-19 by a member of the UNL Children’s Center that has continuously used or occupied spaces in the UNL Children’s Center, guidance by the [CDC for K-12 and Schools and Child Care Programs](https://www.cdc.gov) will be closely followed.
• **Notification Process** – The Lincoln Lancaster County Health Department will be contacted immediately.

• **Dismissal of Center Operations and Closure** – If notification occurs during open hours of operation, the UNL Children’s Center will close immediately and all parents/guardians will be notified and required to pick up their children within 60 minutes. The UNL Children’s Center will consult with the Lincoln Lancaster County Health Department on closures of classrooms of the center and appropriate disinfecting and reopening procedures per local and CDC guidelines.

• **Notification** - Notification and contact tracing will follow the approved UNL Campus COVID-19 Campus Notification process. Communication to all staff, students, and parents will occur in a timely manner based on the approved UNL campus process.

• **Clean and Disinfect** - The UNL Children’s Center will be cleaned and disinfected during the time UNL Children Center is closed following CDC guidelines. Following the closure and cleaning and disinfecting, the UNL Children’s Center will reopen for individuals that are not directly impacted by COVID-19 or were identified as a close contact, requiring quarantine per the Lancaster County Health Department.

**Confirmed COVID-19 Case – Return to the UNL Children’s Center** - Individuals that have confirmed COVID-19 must follow the CDC recommendations for discontinuing isolation prior to returning to the UNL Children’s Center. Either the symptom-based or test-based strategy will be used for individuals returning that were not hospitalized.

• **Symptom-based strategy** – Persons with COVID-19 who were directed to care for themselves at home may discontinue isolation and return to the UNL Children’s Center under the following conditions:
  o At least 3 days (72 hours) have passes since recovery defined as a resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
  o At least 10 days have passed since the symptoms first appeared.

• **Test-based strategy** – Persons with COVID-19 who were directed to care for themselves at home may discontinue isolation under the following conditions:
  o Resolution of fever without the use of fever-reducing medications and
  o Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
  o Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected more than 24 hours apart (total of two negative specimens).
Appendix and Forms
COVID-19 Pandemic Policy for New and Returning Families

The UNL Children’s Center has established new policies and procedures to minimize the risk and in order to reopen as safely as possible. However, the risk to have contact with individuals, who have been exposed to (but not limited to) COVID-19 does exist and it is impossible to eliminate the risks to individuals at the UNL Children’s Center. In order to reduce the risk to the highest extent possible, these policies are effective beginning June 15.

In addition to these official policies and procedures, an overall commitment to safety and wellbeing of our UNL Children’s Center community is strongly encouraged and greatly appreciated. All families are asked to carefully adhere to all state directed public health measures and campus directives, and to practice caution with potential personal exposure to COVID-19. As a close-knit group of families, efforts by all members of our community will help prevent any potential spread of the virus within the UNL Children’s Center.

Please read each item below, sign, and return to the UNL Children’s Center on your child’s first day.

I/We, _______________________________, parent(s) of __________________________ wish to begin attending on _______ _______. In order to reduce the risk of COVID-19 exposure for all families and staff at the UNL Children’s Center, my family and I agree to the following:

- I will not bring/store unnecessary items into the building. This includes the storing of car seats and strollers.
- I will not enter the classrooms, except for preauthorized circumstances as defined by the Director.
- If I bring my child, it is because everyone in our home is healthy and symptom free, with no known exposure to COVID19.
- I will wait for my child to be screened for signs of illness daily.
- Fever reducers will not be given to my child on any day of attendance, regardless of reason for fever reducer
- If my child shows signs of illness during care, I, or another authorized person, will retrieve my child immediately, and no longer than 60 minutes of receiving a call.
- I will wait my turn to enter the UNL Children’s Center, and practice proper social distancing while on premises. I realize this requires additional drop-off and pick-up time, and will plan accordingly.
- I understand that only one parent/guardian is permitted per family at drop-off and pick-up.
- I will answer the daily screening questions honestly and to the best of my ability to help keep my child, the staff, and the community safe.
- I will wear a cloth face covering at all times while in the UNL Children’s Center, including during drop-off and pick-up.
- I understand this situation is fluid and subject to change per state, other local authority, and program needs.
- I have read, understand, and agree to all process and procedures in the UNL Children’s Center COVID-19 Response Manual.
- I understand failure to follow these new safety guidelines may result in termination of care.

_____________________________ _______________________________
Parent Signature Parent Signature
COVID-19 Pandemic Policy for New and Returning Staff

The UNL Children’s Center has established new policies and procedures to minimize the risk and in order to reopen as safely as possible. However, the risk to have contact with individuals, who have been exposed to (but not limited to) COVID-19 does exist and it is impossible to eliminate the risks to individuals at the UNL Children’s Center. In order to reduce the risk to the highest extent possible, these policies are effective beginning June 1.

In addition to these official policies and procedures, an overall commitment to safety and wellbeing of our UNL Children’s Center community is strongly encouraged and greatly appreciated. All staff and families are asked to carefully adhere to all state directed public health measures and campus directives, and to practice caution with potential personal exposure to COVID-19. As a close-knit group of families, efforts by all members of our community will help prevent any potential spread of the virus within the UNL Children’s Center.

Please read each item below, sign, and return to the UNL Children’s Center on your first day. In order to reduce the risk of COVID-19 exposure for all families and staff at the UNL Children’s Center, I agree to the following:

- I will not bring/store unnecessary items into the building.
- If I come to work, it is because everyone in our home is healthy and symptom free, with no known exposure to COVID19.
- Prior to going to my classroom, I will complete daily staff screening and temperature check.
- I will answer the daily screening questions honestly and to the best of my ability to help keep myself, the children, the staff, and the community safe.
- I will not use fever reducers on any day I come to work, regardless of reason for fever reducer
- If I show signs of illness during work, I will contact the administrative team immediately.
- I will wear a cloth face covering at all times while in the UNL Children’s Center.
- I understand this situation is fluid and subject to change per state, other local authority, and program needs.
- I have read, understand, and agree to all process and procedures in the UNL Children’s Center COVID-19 Response Manual.
- I understand failure to follow these new safety guidelines may result in HR action.

_____________________________

Staff Signature
Child Drop-Off Daily Screening Checklist

The following questions will be asked and recorded of parents for each child upon drop-off. Children will not be permitted to remain at the UNL Children’s Center if the answer is YES to any of these questions.

- This child has had a fever (temperature of 100.4° or higher) within the past 72 hours.
- This child has symptoms consistent with COVID-19 including, but not limited to, sustained cough, difficulty breathing or shortness of breath, unexpected sore throat, or respiratory illness are also not permitted to attend the UNL Children’s Center.
- This child has taken any fever reducing medications like acetaminophen or ibuprofen in the past 24 hours.
- This child or anyone in the child’s immediate family/household has had known exposure to COVID-19 within the last 14 days.
- This child is free of symptoms or other communicable illness, and is healthy enough to engage in daily activities including outdoor play.
Daily Staff Health Screening Checklist

The following questions will be asked and recorded of each staff upon arriving each day. Staff will not be permitted to remain at the UNL Children’s Center if the answer is YES to any of these questions.

- Staff member has had a fever (temperature of 100.4° or higher) within the past 72 hours.
- Staff member has symptoms consistent with COVID-19 including, but not limited to, sustained cough, difficulty breathing or shortness of breath, unexpected sore throat, or respiratory illness are also not permitted to attend the UNL Children’s Center.
- Staff member or anyone in the staff member’s immediate family/household has had known exposure to COVID-19 within the last 14 days.
- Staff member has taken any fever reducing medications like acetaminophen or ibuprofen in the past 24 hours.

Current Temperature Reading/Time: __________

2nd Temperature Reading/Time*: ______________

Anyone with a current temperature of 100.4° F or greater may not be admitted to the center.

*2nd reading for staff working over 6 hours.
## Daily Cleaning and Disinfecting Checklist

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