

# AUCP Parent Manual

## COVID-19 Addendum 2022-2023

Now that the majority of our school population is eligible to be fully vaccinated, AUCP will operate in a manner closer to our “normal” school year, utilizing both our indoor and outdoor spaces to serve our children. We are aware that Covid-19 has not gone away, however, and will still work to keep our families and community safe. As such, we will align many of our covid policies closely with Arlington Public Schools, with some specific differences. Our covid policies are explained in this addendum to the Parent Manual. Please read the addendum in its entirety and let us know if you have questions.

Please note that AUCP reserves the right to adjust these policies if the Board determines it is necessary to do so. We will also continue to partner with UUCA in our decision-making, as we aim to keep the broader community safe.

### **IMPORTANT UPDATES**

#### **Co-op Responsibilities and Adult Vaccination Status**

AUCP strongly encourages all adults in our community to get the Covid-19 vaccine and will require all co-ops to be vaccinated for Covid-19 (and provide proof of vaccination). For those that remain unvaccinated, please reach out to Diann to discuss non-classroom co-oping duties to support our school and community.

#### **Student Vaccination Status**

AUCP strongly encourages all eligible students to get the Covid-19 vaccine. Vaccination is not required, but we will collect proof of vaccination as some quarantine/masking/etc. rules may apply differently to vaccinated and unvaccinated students as outlined later in this document. AUCP reserves the right to require vaccinations at any point during the school year.

#### **Tuition/Withdrawal Policy**

All tuition and withdrawal policies outlined in the Parent Manual will remain the same, with the following addition related to the Covid-19 pandemic: If school is required to close temporarily for any event beyond our control including stay-at-home orders due to the pandemic or any other emergency issued by the Governor of Virginia or Federal Government, as well as school closings due to inclement weather, a positive COVID-19 case, or any other pandemic related reason, tuition will not be refunded. We will, however, make every effort to refund it for long term closures.

#### **Dismissal**

In addition to the reasons outlined in the Parent Handbook, AUCP does reserve the right to exercise immediate termination of a child's enrollment due to failure of the parents or any person to comply with Covid-19-related policies/procedures established by AUCP. *Please note that a child struggling to keep a mask in place during times that masks may be required does NOT qualify as a failure to comply*

## Notifications & Closure

In the event of widespread COVID-19 illness or exposure, AUCP will notify and consult with local health officials, UUCA staff, AUCP staff, and affected families, while maintaining confidentiality. In the event of a large-scale outbreak either within the school or in the local community, and/or if metrics reach thresholds set forth by the AUCP Board or UUCA, AUCP will cancel class until it is safe to resume in-class learning.

### MASKS AT AUCP

In accordance with the CDC and VDH’s updated health guidance for early childhood education settings, as well as guidance from the VDOE (state licensing agency), masking requirements at AUCP will be dependent on Community Levels (see chart below).

Please note that accommodations may be made in certain instances, and families should reach out to Diann to discuss this further. A doctor or therapist’s recommendation may be required.

It will be recommended that Adults in the Panda class mask outside at both Medium and High Community Levels, since our youngest friends do not have the option to mask themselves. If the Panda class is eating inside, the adults should do their best to keep distance between themselves and the children while unmasked.

AUCP is committed to inclusive, welcoming classrooms, and students will not be separated or grouped based on mask preferences. AUCP will support families who would like their children to remain masked. AUCP will continue to review and adjust our policies in accordance with guidance from the CDC, VDH, and VDOE, and our licensing agencies..

Mask Guidance	Low Community Level	Medium Community Level	High Community Level
<b>Staff/Co-opers</b>	Optional Outside Optional Inside	Optional Outside Recommended Inside	Recommended Outside Required Inside
<b>Vaccinated Student</b>	Optional Outside Optional Inside	Optional Outside Recommended Inside	Recommended Outside Required Inside
<b>Unvaccinated Student</b>	Optional Outside Optional Inside	Optional Outside Required Inside	Recommended Outside Required Inside
<b>Panda Class Adults</b>	Optional Outside Optional Inside	Recommended Outside Required Inside	Recommended Outside Required Inside

[Check the current Community Level in Arlington County](#)

## Additional Mask Information & Rules

### When masking is required

When masking is required at High Community Levels, all adults will be required to mask. This includes parents and other caretakers picking up and dropping off students if they are coming inside. For children, we will require that children two and older use face coverings. We will approach compliance with patience, understanding, and reinforcement to help them build this competency. Children should have their masks on at drop-off. Children should bring at least one extra mask with them.

Children will be responsible for putting on and taking off their masks. Teachers will remind children of proper mask usage, but will not assist children with putting on or taking off the mask unless the child requests or needs assistance. We will encourage the child to change his or her mask should it be wet or in need of changing.

### Types of masks when masking is required

We recommend that adults (and children when possible) upgrade their masks to N95s, KN95s, KF94s or KN95s. If children are unable to wear these masks, then cloth masks need to have 3 or more layers of cotton/breathable fabric. Masks must fully cover both the nose and mouth, fit securely under the chin, and fit snugly against the side of the face. Masks with exhalation valves are not adequate, nor are neck gaiters.

#### DO choose masks that



Have two or more layers of washable, breathable fabric



Completely cover your nose and mouth



Fit snugly against the sides of your face and don't have gaps



Have a nose wire to prevent air from leaking out of the top of the mask

### Eating at AUCP

AUCP will continue to try to eat lunch outdoors this year, which allows for those who are more comfortable being masked inside to stay masked inside. We will eat indoors based on the children's needs and weather conditions. If we choose to use the inside for lunch, children will be spaced out as much as possible.

## **Covid-19 Illness Policy**

AUCP's illness policy as outlined in the Parent Manual must be followed, along with the covid-19 related additions described in this section.

### **Daily Health Screening Upon Arrival**

AUCP teachers are all professionally trained on how to conduct a Daily Health Screenings upon a child's arrival at school. On-time arrival to class is an important part of this procedure, so parents should make every effort to arrive at AUCP on time so that teachers can conduct these screenings effectively. This practice will be even more stringent due to covid-19.

- Upon arrival, an AUCP staff member will do a visual check for symptoms and may go through a verbal checklist with the parent/caregiver;
- Children exhibiting any COVID-19 or any other symptom of a potentially contagious illness will not be admitted for the day.

### **Covid-19 Illness**

If a staff member or student becomes sick with COVID-19, they should contact Diann at 703-731-8724 and/or [diannvaughan@comcast.net](mailto:diannvaughan@comcast.net) to confirm/receive proper guidance for when they can return to AUCP. Please note that criteria may evolve throughout the school year, but as of August 2022 the criteria are outlined below.

Individuals who test positive will **isolate for days 0-5\* regardless of vaccination status** and return on Day 6\* if they meet the criteria listed below (**\*NOTE:** The first day of symptoms (or the positive test if asymptomatic) is counted as Day 0) :

- Fever-free for 24 hours without fever-reducing medication AND
- Symptoms are improving or have gone away completely AND
- Able to wear a well-fitting mask for days 6-10 after the end of the 5-day isolation period, in accordance with [Centers for Disease Control and Prevention \(CDC\)](#) guidance
  - If unable to properly wear a mask when around others, the individual will isolate for 10 days and return on day 11, unless two antigen tests (48 hours apart) are negative, which would allow for earlier return to school.

### **Covid-19 Exposure guidance**

AUCP is implementing the following guidance in order to protect our community. If an adult or child has been exposed to someone with Covid-19, we encourage careful monitoring and getting tested when possible.

Please notify Diann at 703-731-8724 and/or [diannvaughan@comcast.net](mailto:diannvaughan@comcast.net) if you have been exposed to someone with Covid-19. Below is a table of who needs to quarantine about exposure and who doesn't.

<b>Your Vaccination or Infection Status</b>	<b>Your Steps to Take</b>
<p>If you: Are <a href="#">up to date</a> on vaccines or have had confirmed COVID-19 within the last 90 days (meaning you tested positive for COVID-19 using a <a href="#">viral test</a>) and recovered</p>	<p><b>Days 0-10:</b> The date of your last exposure is Day 0. You do not need to quarantine (stay home) unless you develop symptoms. You must wear a mask at AUCP both inside and outside through Day 10. (Panda families should reach out to Diann to discuss testing as an option.) Watch for fever of 100.4°F or greater, cough, shortness of breath, or other <a href="#">COVID-19 symptoms</a>. If you develop symptoms, get tested immediately and stay home. If no symptoms, testing on Day 5 is recommended.</p>
<p>If you: Are NOT <a href="#">up to date</a> on vaccines or had confirmed COVID-19 more than 90 days ago (meaning you tested positive for COVID-19 using a <a href="#">viral test</a>), and recovered</p>	<p><b>Days 0-10:</b> The date of your last exposure is Day 0. AUCP is requiring the following:</p> <ul style="list-style-type: none"> <li>● Days 0-5 – Quarantine (stay home).</li> <li>● Get tested ASAP after the exposure is identified and again on Day 5.</li> <li>● Day 6 – If you have no <a href="#">COVID-19 symptoms</a> as well as a negative test, you may return to AUCP. You must wear a mask both inside and outside at AUCP on Days 6-10.</li> </ul>

**Other important information & Covid-19 layered prevention strategies**

**Positive Case Notifications**

AUCP is required to communicate with members when there is an instance of a communicable disease. Typically we post any instances on the AUCP bulletin board identifying the disease, the class, and the date. For covid cases, AUCP will electronically notify a class that has a positive case, identifying the "Day 0" so families can closely assess their child and also make decisions surrounding attendance. (As a reminder, students who test positive are allowed to return to school on Day 6 provided symptoms are not present and they wear a mask.)

**Classroom Airflow**

The classrooms have a mass airflow unit, which allows for significant control of the fresh air intake. This is a school-specific system that admits outside air based on CO2 levels. The air damper responds to the number of occupants, adding more outside air as numbers increase. The damper has been put under computer control so it can be opened even further if we wish. UUCA has also installed Merv-13 filters, AUCP has Corsi-Rosenthal filters, and there is a CO2 monitor.

## **Enhanced Cleaning**

We will continue to clean surfaces as we regularly do with a bleach/water solution. We will also implement enhanced cleaning procedures that include frequently disinfecting heavily-used toys and frequently-touched surfaces.

- Disinfecting (EPA approved disinfectant against COVID-19) frequently-used surfaces including door handles, bathroom fixtures, toilets, etc.;
- At the end of the day, heavily-used toys will be submerged in soapy water (e.g., most plastic toys) or sprayed/wiped down with a disinfectant)

## **Increased Handwashing**

Hand hygiene has always been an emphasis at AUCP, and we will continue with handwashing upon entering AUCP, before and after eating, after any bodily fluids (ie – blowing nose, going to the bathroom, fingers in mouth/nose). We will also have handwashing stations and hand sanitizer available on the playground for additional/frequent hand washing.

## **UNDERSTANDING OF RISKS**

I understand that while present in the facility each day my child will be in contact with children and AUCP staff who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

- I will not hold Arlington Unitarian Cooperative Preschool, its staff, or members, or Unitarian Universalist Church of Arlington liable if I, my child, or anyone in my family become infected with COVID-19.
- I will immediately report any cases of COVID-19 or possible exposure to COVID-19 within my family to the preschool administration.

## **Our Responsibility to Each Other:**

***A healthy preschool is our shared responsibility. In the spirit of caring for each other, we must each do our part to reduce the spread of the virus. We are asking all families and staff to take a pledge to promote health and safety practices that mitigate the spread of COVID-19.***

**AUCP PARTICIPANT AGREEMENT,  
CONSENT, WAIVER, AND RELEASE OF LIABILITY**

I desire for my child(ren) and me to participate in the Arlington Unitarian Cooperative Preschool (AUCP) (the “Activity”). I represent that:

- I am aware that my compliance to AUCP’s Parent Handbook and any COVID-19 Addendum and any other rules and regulations applicable to the Activity is necessary to ensure the safety of AUCP, including its staff, students, visitors, and the general public;
- I will notify AUCP’s Program Director immediately if I begin experiencing any symptoms of COVID-19, or if I otherwise believe that I may have COVID-19.

In consideration for my participation in the Activity, I agree as follows:

**1. Assumption of Risk.** I fully understand that there are dangers, inherent and otherwise, in engaging in the Activity during the COVID-19 pandemic. I further understand that my participation in the Activity may expose me to the risk of personal injury or death and/or result in the contraction of COVID-19 and transmit it to others. I hereby acknowledge that I am participating of my own free will in the Activity and I agree to assume the full risk of any injuries, including death, and/or damages and/or losses of any kind, regardless of severity, that may occur in connection with my participation in the Activity.

**2. Waiver and Release of Liability.** I, intending to be legally bound for myself and my heirs, personal representatives, next of kin, and anyone who might make a claim on my behalf, hereby waive, release, and discharge AUCP and UUCA and their officers, agents, employees, and volunteers from any and all claims for damages and/or liability, whether caused by any active or passive negligent act or omission of the AUCP, UUCA, or their officials, officers, agents, employees, and/or volunteers, or otherwise related to my participation and promise not to sue AUCP, UUCA, or their officials, officers, agents, employees, and/or volunteers, for any damages I incur in connection with the Activity. This release and waiver extends to all claims of every kind or nature whatsoever, foreseen or unforeseen, known or unknown.

**3. Compliance with All Rules.** I agree to obey all rules and regulations applicable to the Activity and the Parent Handbook COVID-19 Addendum provided by the AUCP staff and volunteers during my participation in the Activity.

**4. Miscellaneous.** I acknowledge and agree that this Agreement is binding upon my heirs, assigns, and legal representatives. I agree that this Agreement is intended to be as broad and inclusive as is permitted by Virginia law. I further agree that this Agreement is severable and that if any clause is found invalid, the balance of the Agreement will remain in effect, valid, and enforceable.

I HAVE READ THIS AGREEMENT AND WAIVER AND RELEASE OF LIABILITY, KNOW, UNDERSTAND AND AGREE TO BE BOUND BY ITS CONTENTS, AND SIGN IT OF MY OWN FREE WILL. If a participant is under the age of 18, a parent or legal guardian must read and sign this Agreement, thereby agreeing to be bound by its terms and verifying that he/she is the parent and/or legal guardian of the minor.

Child Participant’s Full Legal Name: \_\_\_\_\_

Parent Participant’s Full Legal Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_