

## Appendix I

### COVID-19 Policies

The following policies will be in place until further notice and will become part of the WZD Handbook. By signing you acknowledge that you will abide by the following.

1. Parents/Guardians are to remain outside the door during drop-off and pick-up. Please keep the door closed while your child(ren) is/are gathering artwork, jacket/coat, and outside toys/devices.
2. No outside stuffed toys/animals, blankets, or pillows.
3. Your child(ren)'s temperature will be taken every morning at drop off. If your child has a temperature of 100.4°F, they will be refused entry and will need to be fever free for 48 hours before they can return to care.
4. Shoes are to remain outside. Each child will have their own container for outside shoes.
5. Your child(ren) is/are required to wash hands upon entering. Provider will assist when necessary.
6. If ANY member of your family, living in the same household or you frequently visit, has a fever and/or COVID-19 concerns or has been exposed to anyone that has tested positive for COVID-19, your child(ren) will need to stay home for a minimum of 14 days. There will be no reduction in tuition during this time.
7. If ANY member of your family, living in the same household or you frequently visit, is quarantined, your child(ren) will need to stay home and quarantine as well for a minimum of 14 days. There will be no reduction in tuition during this time.
8. If at any time during a 14-day period of quarantine any member of your family, living in the same household, becomes positive or shows symptoms of COVID-19 will need to quarantine for an additional 10 days from onset of symptoms or positive test results.
9. Facility Closing/Quarantining: We will only be closing if a child in care or a household member of a child in care or the provider's children/provider test positive for or are awaiting test results for COVID-19.
  - a. A notice will go out on our Facebook group page should this occur.
  - b. Tuition will be due at ½ your tuition rate and will be due as usual on tuition due days (Friday).

- c. If you cannot or will not pay ½ your tuition rate to hold the spot(s), I will be unable to guarantee I will have openings when the facility is allowed to reopen, and you would like care to resume.
- 10. Facility Remaining Open: We will be remaining open unless mandated to close.
  - a. If you choose to bring your child(ren), tuition will be due as usual.
  - b. If you choose to keep your child(ren) home and wish your spot(s) to be held, ½ your tuition rate will be due as usual on tuition due days (Friday).
  - c. If you choose to keep your child(ren) home and cannot or will not pay ½ your tuition rate to hold the spot(s), I will be unable to guarantee I will have openings when you would like care to resume.
- 11. Mandated to Close: If mandated to close by DHS, The City of Oklahoma City or The State of Oklahoma the following will apply.
  - a. A notice will go out on our Facebook group page should this occur.
  - b. Tuition will be due at ½ your tuition rate on a bi-weekly schedule on Fridays.
  - c. If you cannot or will not pay ½ your tuition rate to hold the spot(s), I will be unable to guarantee I will have openings when the facility is allowed to reopen, and you would like care to resume.
- 12. Providing Meals: I will continue to provide meals for as long as I can. However, should it become increasingly hard to find the basic menu/meal items, I will require parents to provide 2 meals and a snack for their child(ren) while in care. A notice will go out on our Facebook group page should this occur.
- 13. Symptoms of Coronavirus (COVID-19): If children are showing any of the following symptoms, please keep them home as they may be sent home and cannot return for 48 hours.
  - a. Fever (100.4°F)
  - b. Cough
  - c. Shortness of Breath/Difficulty Breathing
  - d. Chills/Shaking with Chills
  - e. Muscle Pain
  - f. Headache
  - g. Sore Throat
  - h. New loss of taste or smell
  - i. Nausea/Vomiting
  - j. Diarrhea

For more information, please visit the CDC's and AAP websites at:

- Centers for Disease Control and Prevention (CDC):  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- American Academy of Pediatrics (AAP):  
<https://www.aap.org/en-us/Pages/Default.aspx>