



**CAMPUS LEARNING CENTER
COVID-19 HEALTH & SAFETY PROTOCOLS
August, 2020**

The following outlines the safety protocols and actions now implemented at the university's Campus Learning Center.

Daily Actions and Expectations:

- All parents/guardians will wear a face mask when in the Campus Learning Center.
- Every child and staff member that comes into the Center will have their temperature taken:
 - Staff/Work Study Students – when entering the Center.
 - Child - when they arrive in the classroom.
- Staff will be required to wear a cloth or clear face mask over their nose and mouth. Face shields or goggles are acceptable to wear in addition to the appropriate face mask. Staff will be instructed to practice mask usage, regular hand hygiene and avoid activity that increases risk of exposure (large gatherings).
- Parents of the children at the Center are to self-monitor themselves and other family members in the household and report any potential COVID-19 exposure outside the Center.
- The staff and children in the toddler room will be kept separate and/or physically distanced, as much as possible, from staff and children in the preschool room.
- Meals:
 - Breakfast will be served at the toddler tables for the toddlers and the preschool tables for the preschoolers. The children will go to their classrooms as soon as they are done eating breakfast.

- The toddlers will start eating lunch at 11 am and leave 10 minutes before the preschool children come in. This will allow time to sanitize the eating area before the next group enters the room.
- Snacks:
 - Snacks will be served at 2:15 pm for the toddlers. Preschoolers will be served after the toddlers are finished, and the tables are cleared and sanitized.
- The preschool room and the toddler room will each have a separate restroom to utilize throughout the day.
- At the end of the day when the toddler teacher leaves at 4:30 pm, the toddlers will play in the circle time room next door with a staff member and students. The preschoolers will stay in the preschool room.

If there are one or more positive cases of COVID-19:

- If a child or staff member tests positive for COVID-19, the SD Department of Health will contact the infected individual and ask them to self-isolate for 10 days from the positive test date.
- The person or persons must have symptom resolution including being fever free without fever-reducing medication for 24 hours prior to release from self-isolation.
- Students and staff who have been deemed as close contacts to the COVID-19 positive individual (less than 6 feet for 15 minutes or greater) will be instructed to quarantine for 14 days. Parents/family members of quarantined students will not need to quarantine but should monitor symptoms and contact their physician if symptoms develop.
- The CLC will:
 - deep clean and disinfect appropriate areas
 - ensure the individual does not return until self-isolation is complete and is asymptomatic
 - communicate general message to families while maintaining privacy
 - continue to communicate with all parents on a regular basis
 - report positive cases to Employee Health or Campus Safety for contact tracing
- In turn, we ask that you have alternate childcare plans in place or ask your supervisor if you may work from home in the event we have to close the Center.
- Augustana students will be assigned to a room to work with a specific age group throughout the semester. A log of every student and their respective room assignment(s) will be kept daily. The students work in two-hour shifts in between classes allowing us to monitor which students and children are in contact.
- Symptoms of COVID-19 and the difference between those symptoms and other cold or flu symptoms are posted on the front of the inside door to the Center. Please become familiar with this information

to ensure you have the critical knowledge to self-monitor effectively.

- Additional information about COVID-19 and other university protocols are listed on the Augustana web site [here](#).