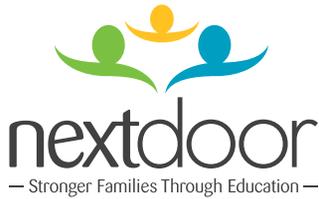




Parent Handbook

Next Door • August 2020





Dear Next Door Parent,

This is such an unusual time, and I know we all have different feelings about what's happening in our world. As our community begins to open up again, we know the importance of being here for our families – to provide the best early childhood education to your children, and to be a safe, reliable place for your children to be while your work and tend to other obligations.

We have spent a lot of time preparing for your return. I know that if we all work together we will get through this challenging time.

What's really important is that we all continue to do the things that will protect each other including:

- Wear a mask when you are out in public
- Practice social distancing and maintain a distance of six feet between yourself and others
- Wash your hands frequently and use gloves and hand sanitizer properly

If you decide to be out and about, please think about protecting each other so that we can keep Next Door as safe as possible. We are going to be living with this situation for a long time, so the more we can work together to reduce the risk, the safer we will all be.

As we return and see people that we haven't seen for a long time, share some heartfelt words instead of a hug. Thank you all for your concern and support for everyone at Next Door.

Dr. Tracey Sparrow
President

You can help keep everyone SAFE!

Whether you are at Next Door or in your home, there is no way to completely eliminate risk. At Next Door, we are doing our best to minimize the risks and ensure a safe environment. We do this by washing our hands frequently, wearing a mask, maintaining social distancing, limiting the people we interact with, and ensuring that our work area is cleaned and disinfected regularly. We also can minimize risk by doing these same things in our homes.

Decisions about Next Door's policies and procedures are being guided by recommendations and best practices from the Centers for Disease Control and Prevention (CDC), the City of Milwaukee Health Department, the Medical College of Wisconsin (MCW), the Office of Head Start (OHS), the Educare Learning Network (ELN), the Society of Human Resource Management, and Next Door's employment attorney. In addition, we appreciate all of the ideas and input all our Next Door staff and families have contributed to developing our plan.

While we are opening Next Door classrooms, we will closely monitor any developments in our community and anyone who has contact with our programs who is diagnosed. In this case, we may need to close our on-site programs briefly to ensure the safety of all individuals.

Next Door's efforts to ensure a SAFE environment include:

- Limiting the number of people in the building
- Limiting deliveries to official Next Door business (ex. no food deliveries)
- Designated, separate staff and family entrances
- Special drop-off/pick-up processes for children
- Limit of two parent/guardians designated for drop-off / pick-up
- Staff self-declaration of health status
- Daily staff COVID-19 exposure questions for all individuals entering the building
- Temperature checks for all individuals entering the building
- Restricting access to only designated rooms/areas
- Signage designating rooms/areas closed
- Updated classroom practices to help social distancing (ex. food service, naptime)
- Mask-wearing required for all adults
- Proper handwashing instructions posted
- Proper glove removal instructions posted
- Increased cleaning and sanitizing procedures

Important Information

Main phone number: 414.562.2929

Next Door Behavioral Health Hotline: 414.999.2784

Website: www.NextDoorMKE.org

Locations:

Next Door – 29th Street Campus
2545 N. 29th Street
Milwaukee, WI 53210
Families should use the
main entrance on 29th St.

Next Door – Capitol Drive Campus
5310 W. Capitol Drive
Milwaukee, WI 53216
Families should use the west door
(right-hand side) at the main entrance.

Hours of Operation: 7:30 am – 5:30 pm

Children's drop-off/pick-up time has been provided directly to each family.

COVID-19 Attendance Policy

Attendance and punctuality play an important role in the success of your child. Regular attendance supports your child's learning and keeps a consistent schedule and routine for your child. We have made modifications to our attendance policy due to COVID-19, that are outlined below

To ensure the safety of our children and staff, Next Door will not allow parents/guardians or other family members in our building during our initial reopening phase. Children will be accepted into our building by a staff member and escorted to their teacher and/or classroom.

Due to our COVID-19 screening process, families will be given a 30 minute window to check their child into the building. All children must be accepted into the building by 8:30am. If your family has a reasonable excuse for running late, please contact your Family Advocate to be accepted into the building.

If a student must be absent, please inform the staff of the reason for the absence by calling your child's classroom or Family Advocate. If your child is home due to COVID-19 related symptoms or someone in the home has tested positive please notify your family advocate immediately. Excused absences will not impact your child's enrollment in the classroom. In accordance with Child Care licensing, if we do not receive a call, we will be contacting you regarding your child's absence.

If a student is absent for (3) three consecutive days without an excuse, has two late pick-ups or is below 80% attendance overall, your child will be placed into our virtual learning classroom where you will remain enrolled but will not attend our center unless notified in writing.

COVID-19 Child Exclusion Policy

The health and safety your child and our staff is of the utmost importance. We have made modifications to our child exclusion policy due to COVID-19, that are outlined below.

To ensure the safety of our children and staff, Next Door will provide a temperature screening of all children before entering the center. Children will not be accepted into our building if they have one or a combination of these symptoms.

Reasons for exclusion:

- Fever (100.4 degrees or higher) taken by mouth/armpit
- Sore throat
- New, uncontrollable cough (a cough worse than the child's normal or baseline cough)
- Vomiting 2 or more times in 24 hours
- Diarrhea 2 or more times in 24 hours
- New onset of a headache

If your child has any of these COVID-19-related symptoms, we will recommend that you contact your healthcare provider immediately and have your child tested for COVID-19. In order to have your child return to school after presenting with COVID-19 symptoms, the following must occur:

- If you choose to have your child tested for COVID-19...
 - POSITIVE TEST RESULT: Child must remain home for 10 DAYS after receiving the positive result AND must be fever-free without the use of fever-reducing medication for at least 24 hours prior to return
 - NEGATIVE TEST RESULT: Child can return to school with documentation of a negative test AND must be fever-free without the use of fever-reducing medication AND respiratory symptom-free for at least 24 hours prior to return
- If you choose NOT to have your child tested for COVID-19...
 - Child must remain home for 10 DAYS after the onset of symptoms AND must be fever-free without the use of fever-reducing medication AND respiratory symptom-free for at least 24 hours prior to return

In addition to COVID-19-related symptoms, other symptoms/signs of a communicable disease (as indicated by the WI Childhood Communicable Disease Chart) can lead to exclusion from school:

- Skin/rash disease symptoms
- Gastrointestinal disease symptoms
- Respiratory disease symptoms
- Eye, Ear, Nose, and Throat disease symptoms
- Meningitis symptoms
- Child cannot comfortably participate in classroom activities and/or the child requires care beyond that which the staff can provide

If you child has any of these symptoms that are NOT related to COVID-19, we may ask you to keep your child home until symptom and/or fever-free for at least 24 hours. Additionally, we may require a note from a healthcare professional stating that your child is no longer contagious.

You can help keep everyone SAFE!



You can help keep everyone SAFE!



Proper Handwashing

Handwashing remains the No. 1 tip for preventing the spread of Coronavirus (COVID-19). It's common sense and it works. However, it must be done properly and with soap and water. Proper handwashing not only reduces the spread of Coronavirus (COVID-19), it can prevent the spread of other viral illnesses such as cold and flu. Handwashing also reduces the risk of getting other easily spread infections.

Handwashing requires five steps:

- 1 Wet:** Put both your hands under clean, running warm water.
- 2 Lather:** Apply a generous amount of soap to the inside and back of your hands as well as your fingertips and thumbs. Wash your hands for at least 20 seconds (sing Happy Birthday) and don't forget to wash under jewelry and fingernails. Your fingertips are especially important as people often put their fingers on their face, nose, and eyes. This is how the virus spreads.
- 3 Scrub:** Rub both hands together and move your fingertips around both hands. You don't need a scrub brush. You don't need to make harsh, scrubbing movements.
- 4 Rinse:** Return both hands to the running warm water and gently wash away the soap.
- 5 Dry:** Completely dry the water from your hands. Using a disposable towel (paper towel) is best to avoid leaving germs on towels. Air dryers, commonly found in public bathrooms, are also effective.

When do I need to wash my hands?

Handwashing throughout the day is important, but even more important during an outbreak. Always remember to wash your hands in these situations:

- Before leaving the bathroom – both at home and in public bathrooms.
- Before, during, and after preparing food, especially raw food.
- Before eating food.
- Before and after caring for someone who is sick.
- Before and after treating a cut or wound.
- After changing diapers or cleaning up a child who has used the toilet.
- After blowing your nose, coughing, or sneezing.
- After touching garbage.
- After putting on your shoes.
- After using public computers, touching public tables and countertops, cash and coins, other people's phones, etc.

When should I use hand sanitizer?

When soap and water are not available, the next best option is to use an alcohol-based hand sanitizer. Alcohol-based hand sanitizer (containing at least 60% alcohol) is helpful in protecting against the spread of germs and viruses. This includes when taking public transportation and it's difficult to get to a bathroom (airplane, train, bus). Carrying a travel size bottle of hand sanitizer makes it easy to disinfect your hands in these situations.

Apply a generous drop of hand sanitizer to the palm of your hand and rub it across both hands, front and back, and fingertips.



Face Coverings

How to Put on Mask

- Wash your hands with soap and water for at least 20 seconds. Dry your hands with a clean paper towel and throw the paper towel away.
- Check the mask for any defects such as a tear or missing tie or ear loop. Throw away any that are defective.
- Make sure the exterior side of the mask is facing out, away from your face.
- Place the mask on your face with the stiff, bendable edge (if your mask has one) at the top by your nose.
- If the mask has ear loops, put one loop around each ear.
- If the mask has ties, pick up the mask by the ties and tie the upper ties behind your head with a bow.
- Once the mask is in place, use your index finger and thumb to pinch the bendable top edge of the mask around the bridge of your nose.
- If the mask has a lower tie, then once the mask is fitted to the bridge of your nose, tie the lower ties behind your head with a bow.
- Make sure the mask is completely secure. Make sure it covers your nose and mouth so that the bottom edge is under your chin.
- Wash your hands.

How to Take Off Mask

- Wash your hands before removing the mask.
- Do not touch the inside of the mask (the part over nose and mouth). It may be contaminated from your breathing, coughing or sneezing.
- Untie or remove the ear loops and remove the mask by the straps.
- If the mask is disposable, throw the mask in a garbage can lined with a plastic bag.
- If the mask is reusable, place the mask in a plastic bag until you are ready to wash. Dispose of the plastic bag when you wash.
- Wash your hands.

How to Hand Wash A Mask

The five Next Door-branded masks that you were given are **HAND WASHABLE** only. To hand wash your Next Door masks, use a hand wash or regular laundry detergent. First, wet the mask and rub vigorously with soap so you have a lather. Many recommend soaking the mask in hot water and soap for 30 minutes to ensure you've killed all the germs. Line-dry or dry flat. If you are using your own reusable cloth or homemade mask that can be machine washed, place it in a pillowcase or laundry bag to keep the ties with the mask.

You can help keep everyone SAFE!



How to properly remove gloves



1 Grasp the outside of one glove at the wrist. Do not touch your bare skin.



2 Peel the glove away from your body, pulling it inside out.



3 Hold the glove you just removed in your gloved hand.



4 Peel off the second glove by putting your fingers inside the glove at the top of your wrist.



5 Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.



6 Dispose of the gloves in a garbage can lined with a plastic bag. Do not reuse the gloves.



7 Wash your hands immediately after removing gloves.

Community Resources

Behavioral Health Virtual Care

Behavioral health virtual visits at home
www.liveandworkwell.com/content/en/public.html

The Sanvello Mobile App

On-demand help with stress, anxiety, and depression
www.sanvello.com

Mental Health America National

<https://mhanational.org/covid19>

Milwaukee County Transit System

www.ridemcts.com/about-mcts/covid-19

Community Advocates Help for Renters

Rent HelpLine: 414.270.4646 or renthelp@communityadvocates.net

Domestic Violence Services

In an Emergency Situation: 911
Milwaukee Women's Center's 24/7 Crisis Line: 414.671.6140
Sojourner Family Peace Center 24-Hour Hotline: 414.933.2722

Food Pantries

For a list of food pantries in the greater Milwaukee area, visit www.NextDoorMKE.org/foodpantries

Managing Your Finances Through These Tough Times:

<https://fyi.extension.wisc.edu/toughtimes/covid-19-financial-resources>

COVID-19 Resources

City of Milwaukee Health Department

www.city.milwaukee.gov/coronavirus

Centers for Disease Control and Prevention (CDC)

www.cdc.gov/coronavirus

Federal Resources

www.coronavirus.gov or www.usa.gov/Coronavirus

World Health Organization

<https://www.who.int>

COVID-19 Diagnostic Testing

Milwaukee Community Health Centers

If you do NOT have a doctor and have ANY of the following symptoms:

- Fever
- Headache
- Vomiting
- Cough
- Fatigue
- Loss of smell
- Shortness of Breath
- Body or muscle aches
- Loss of taste
- Sore throat
- Nausea

Call your nearest Milwaukee Health Center or 211

Diagnostic testing is by appointment only



If you have symptoms, call your nearest health center to see if you need to be tested before going to a clinic.

No insurance, income, or immigration restrictions.

Call 211 to help get connected.

Milwaukee Health Center Diagnostic Testing Sites

North Side Health Centers

Milwaukee Health Services, Inc.
Call: (414) 372-8080 | www.mhsl.org
2555 N. Dr. Martin L. King Junior Drive, 53212 OR
8200 W. Silver Spring Drive, 53218

Outreach Community Health Centers
Call: (414) 414-727-6320 | www.ochc-milw.org
210 W. Capitol Drive, 53212

Progressive Community Health Centers
Call: (414) 882-2040 | www.progressivechc.org
3522 W. Lisbon Avenue, 53208

South Side Health Centers

Gerald I. Ignace Indian Health Center
Call: (414) 383-9526 | www.gliihc.net
930 W. Historic Mitchell Street, 53204

Sixteenth Street Community Health Centers
Call: (414) 672-1353 | www.sschc.org
2906 S. 20th Street, 53215 OR
1032 S. Cesar E. Chavez Drive, 53204



Testing Resources

COVID-19 Testing

The following are current known information about testing for COVID-19. Be sure to call ahead or look online for current hours and qualifications. Some locations may require authorization before testing. All information is current as of May 2020.

FREE Milwaukee COVID-19 On-the-Spot Testing

No appointment necessary. Walk up or drive up.

Monday – Saturday (Closed Sunday), 11:00 am - 8:00 pm

Midtown Center, 5825 W. Hope Ave., Milwaukee

UMOS, 2701 S. Chase Ave., Milwaukee

City of Milwaukee Health Department

www.city.milwaukee.gov/coronavirus

If you have symptoms, call your healthcare provider or call 2-1-1 (Monday – Friday 8:00 am - 7:00 pm and Saturdays 9:00 am - 1:00 pm) to determine if you need a test.

Walgreens

www.walgreens.com – Click “Coronavirus Questions?”

Drive-thru COVID-19 testing is available at select locations in Wisconsin.

Use the site to determine if you are eligible for testing and to find locations.

Advocate Aurora Health

COVID-19 Online Resource Center

www.advocateaurorahealth.org/coronavirus-disease-2019

At these locations, testing requires authorization. If you think you’ve been exposed or are experiencing symptoms, start with their COVID-19 Symptom Checker or call 866.443.2584.

Ascension Health

www.ascension.org/covid-19

COVID-19 tests at Ascension facilities are only available following receipt of an order from a medical professional. COVID-19 test orders are not available through the toll-free helplines or Ascension Online Care.

Froedtert & Medical College of Wisconsin

www.froedtert.com/coronavirus

If you think you’ve been exposed or are experiencing symptoms, call their hotline at 414.805.2000.

ProHealth Care

www.prohealthcare.org/covid-19

People who think they may have COVID-19 should discuss their symptoms with their physician or call ProHealth’s Coronavirus Hotline at 262.928.4499.

Coping with CORONAVIRUS (COVID-19)



CONNECT

Social distancing is an act of caring for others. By staying home (except when food shopping or seeking medical care) you can limit the spread of the virus, and help your family, friends, neighbors and community stay healthy.

We all need social contact, and in these unique times it is even more important to reach out to others. As you connect, remember to laugh, smile and talk about a range of things. Showing your humanity in times of struggle will bring out the best in others.

- Let others know how much you value or care about them
- Share something about yourself or learn something about them
- Spend quality time with those in your home. For example, play a game, dance or sing, paint
- Find creative ways to connect virtually to share stories, games, activities
- Consider important acts of kindness, such as donating blood or giving thanks to others

OPPORTUNITIES

Take this time to reflect on how you have been living your life. Reassess and commit to your values and the areas of life that are important to you. Build your resilience by putting time and energy into things that matter to you.

- Routines are comforting and reinforce a sense of control. Keep up your daily schedule for waking up, personal care, eating, sleeping and other activities
- Think about ways you can adapt the things you normally enjoy doing. For example, if you are used to going to the gym, what exercises can you do at home?
- Allow yourself to grow during this time by learning or doing something new

TAKING CARE OF YOUR MENTAL HEALTH

- Adult telehealth services through MCW Psychiatry - call 414-955-8900
- Child telehealth services through MCW Child Psychiatry - call 414-266-2932
- For mental health and other community resources, dial 211

Download here:
mcw.edu/covid-19

May 1, 2020

Coping with CORONAVIRUS (COVID-19)



PRACTICE HEALTHY HABITS

You can prevent and treat health problems and improve your well-being by eating healthy, exercising, getting restful sleep, having positive relationships, managing stress and avoiding misuse of substances such as alcohol or drugs.

- Have two weeks of food, medication and general supplies on hand
- Find a new recipe or make food from scratch
- Go for walks or runs outdoors
- Focus on what is happening in the moment, and find healthy ways to take breaks and recharge mentally and emotionally
- Gather your news once a day from a trusted, concise news source
- Focus on what you can control and what you can do to make a positive difference during this time. Remember you cannot control how others think, talk, feel or act.

EXPRESS EMOTIONS

During times of distress it is normal to experience a range of emotions. Respect how you and others are feeling. Remember, feelings aren't right or wrong, they just are. When you recognize your feelings, you can choose how to respond, rather than just reacting.

- Keep a journal or diary about your circumstances, how you feel and what you can do to positively cope
- Schedule a "daily check-in" with yourself to notice your emotions
- Take selfies or draw pictures of yourself to capture how you are feeling
- Call a crisis line if you need professional help immediately

MEDICATION NEEDS

- Make sure you have enough medication. Stay on top of refills so you don't run out.
- Contact your pharmacy to see if they will deliver your medication or can fill a prescription for a 90 day supply.

Download here:
mcw.edu/covid-19

May 1, 2020

Grief and CORONAVIRUS (COVID-19)



TYPES OF GRIEF

Grief is a natural response to loss. As we continue to navigate life during the COVID-19 pandemic, loss is being experienced in many ways. There is no right way to grieve and grieving takes time.

- **Primary loss** includes loss of a loved one or a major life change (loss of a job, divorce, homelessness, etc.)
- **Secondary loss** may not be obvious and could include a perceived or real loss of freedom, loss of companionship, support services, recreational, school and spiritual activities, family gatherings, etc.
- **Anticipatory loss** may appear with the anticipation of an unknown future such as someone who has a family member who has COVID-19 and/or COVID-19 complications.



SYMPTOMS OF GRIEF

Grief manifests itself in emotional/psychological symptoms as well as physical symptoms.

Emotional/Psychological

- Disbelief
- Trouble accepting the loss
- Anger
- Sadness
- Sense of guilt
- Fear
- Social withdrawal
- Avoidance
- Difficulty concentrating and thinking clearly
- Difficulty making decisions
- Loss of interest
- Feelings of disconnectedness

Physical

- Fatigue
- Nausea
- Trouble breathing
- Weight loss/weight gain
- Aches and pains
- Difficulty falling or staying asleep
- Restlessness

Download here:
covid19.mcw.edu

May 8, 2020

Grief and CORONAVIRUS (COVID-19)



STRATEGIES FOR COPING WITH LOSS

Remember that everyone grieves in their own way and in their own time. Below are some helpful strategies for coping.

- Acknowledge your pain
- Be kind to yourself
- Exercise regularly, eat healthy and practice good sleep habits
- Honor your loss
- Focus on healing
- Accepting help
- Ask for support
- Engage in activities that bring you joy/peace
- Keep a journal
- Talk to those who bring comfort when you're ready
- Seek support from family, close friends, spiritual leaders, therapists, etc.
- When others reach out, be honest and clear



WHEN TO GET HELP

Reach out to a licensed professional if you feel any of the following:

- Feeling like life isn't worth living/thoughts of suicide
- Wishing you had died with your loved one
- Guilt over the loss or for failing to prevent it
- Feeling emotionally numb
- Difficulty trusting others
- Unable to perform your normal daily activities
- Difficulty planning for the future and feeling that life is unbearable

WHERE TO GET HELP

- Adult telehealth services through MCW Psychiatry - call 414-955-8900
- Child telehealth services through MCW Child Psychiatry - call 414-265-2932
- For grief counseling and other community resources, dial 211
- In the U.S.: Crisis Call Center at 775-784-8090

Sources: National center for PTSD, Center for the Study of Traumatic Stress, The Center for Complicated Grief, Harvard Medical School Special Health Report, Mental Health of America Wisconsin

Download here:
covid19.mcw.edu

May 8, 2020



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