University of Pittsburgh

University of Pittsburgh | Activity Area Plan
University Child Development Center (UCDC)

I. Overview

1. **Activity Area:** University Child Development Center (UCDC)
2. **Name of Activity Area Lead:** Mary Beth McCulloch, Director, UCDC
3. **Name of Individual Submitting Report:** Mary Beth McCulloch, Director, UCDC
4. **Date of Submission:** 3/25/21
5. **Revision of a previously approved Activity Area Plan?** Yes
6. **Summary:**
    a. During Elevated Risk and Guarded Postures, the UCDC could have up to 32 staff and teachers on-site, and up to 64 children enrolled at the center. During normal operations pre COVID-19, the UCDC had 41 teachers, 5 office staff members and 138 children. All teachers will return to the Center working an abbreviated in-person schedule, five days a week. The UCDC will operate up to eight classrooms during the Elevated Risk and Guarded Posture at the new full capacity. Common areas in the building will remain closed and no visitors or parents/guardians will enter the building. UCDC will reduce operational hours to 8:00 a.m. to 4:30 p.m. in order to allow for decreased density in the building, curbside check-in of the children, and for children to remain with the same teachers for the entire day without mixing of groups.
    b. The University Child Development Center will close under High Risk Posture. Communication protocol will be followed to inform all stakeholders of this closure.
    c. The University Child Development Center will extend the winter break closure to include a two-week quarantine period for all children, staff and families. They will be expected to quarantine beginning on December 27, 2020 in order to be able to return to UCDC on January 11th, 2021. The staff members will resume a Work from Home status and will engage in Professional Development experiences throughout the extended closure. Tuition will not be collected from families during the extension.
    d. Regarding travel – Refer to the University of Pittsburgh's Safe Travel and Guidance when considering quarantine after travel.
    e. A critical piece of re-opening the Child Development Center is having the appropriate amount of lead-time before reopening to contact and determine returning families. Once these families are identified, we will require two weeks to complete the transition process with the parent/guardian (complete required paperwork, attend a classroom and administrative Zoom meeting, have time to secure the required items for returning) and properly prepare children for the changes (physical distancing, mask wearing, new classrooms and/or teachers).
2. As the lead of this activity area, I, **Mary Beth McCulloch**, hereby confirm that UCDC will commit to following the University's Standards and Guidelines.

II. Functions in High Risk, Elevated Risk, and Guarded Operational Postures

1. High Risk Operational Posture

The University Child Development Center will close in High Risk Posture. Teachers and Administrative Staff will work from home throughout the closure. Virtual programming will continue for the children and families via Zoom, YouTube and Seesaw.

2. Elevated Risk and Guarded Operational Postures

a. Function 1 – Administrative and Business Operations

i. What: Administrative and Business Operations

ii. How: University Child Development Center Staff must adhere to all standards and guidelines in administrative and business operations as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene.

1. Face coverings
    a. Office and Administrative staff
        i. Can provide their own face covering or one will be provided by UCDC. We have a supply of cloth and paper face coverings available for anyone in our office if they do not have one of their own available to use.
        ii. Must wear a face covering at all times in the main office which is a shared space.
        iii. Will have the option to wear their face covering in private offices (Director and Education Coordinator), which are enclosed, private single occupancy spaces.
        iv. Must wear face coverings at all times in the public rest rooms, staff lounge, staff resource room, and hallways.
        v. Must wear their face covering at all times when on the University of Pittsburgh campus.
    b. Parents/Guardians
        i. Must wear a face covering throughout the entire child check in and pick up routines.
        ii. Must wear a face covering when picking up a sick child. They will contact the front office announcing their arrival and will be met at the side emergency exit door which is located ten feet from the Isolation Room.
    c. UCDC Teachers
        i. Can provide their own face covering or one will be provided by UCDC. We have a supply of cloth and paper face coverings available for anyone in our building if they do not have one of their own available to use.

ii. Must wear a face covering at all times in the building, on the playground and anywhere on the University of Pittsburgh campus.

d. University of Pittsburgh Staff
   i. If building access is required (food deliveries, ventilation needs, custodial needs, etc.), individuals must wear a face covering, use hand sanitizer, and complete a health screen with a temperature check upon arrival.

e. Outside Vendors/Deliveries
   i. No entrance will be permitted to outside vendors or delivery personnel

f. Signage has been posted on our front door requiring masks for entrance.

2. PPE and COVID-mitigation supplies
   a. Administrative staff should wear PPE if a child becomes ill during the school day and they need to be escorted to the Isolation Room until a parent/guardian arrives to pick them up (PPE includes gloves, face covering, goggles and/or face shield and a disposable medical gowns). Staff have been trained on use of PPE by Environmental Health and Safety.
   b. UCDC staff (*Greeter*) must wear cloth face covering, gloves and goggles and/or face shield during the morning curb-side check in process.
      i. Greeter must check the temperature of all children while the child is in their car, secured in their car seat. Greeter must also ask COVID related questions to each family. Greeter must also look for flushed cheeks, rapid or difficult breathing, fatigue, or extreme fussiness of the child.
      ii. Greeter must check the temperature of all staff members before entry into UCDC. Greeter must also affirm that the staff member has completed the University of Pittsburgh's health self-attestation online. If they haven't completed it prior to entry, the Greeter must have them complete it on their mobile device before gaining entry into UCDC.
   c. UCDC staff (*Runner*) must wear a cloth face covering, gloves and gown or scrubs during the check in process. Runner will escort the child to their classroom after the child has gone through the temperature screen and health check.

Runner must change their gloves and wash their hands (or hand sanitize) after every child.

3. Personal hygiene
    a. Office and Administrative Staff must wash their hands frequently and thoroughly (i.e., between fingers and surfaces of palms) with soap and water for at least 20 seconds. They must also thoroughly dry their hands with a paper towel. If soap and water are not available, they must use antibacterial gel with 70% alcohol and cover all surfaces of their hands and rub them together until dry. Office and administrative staff must practice hand hygiene before touching their face, before preparing/eating food, after coughing or sneezing, before and after touching high-contact surfaces, and before and after putting on a face covering or mask, and after using the restroom or spending time in a common area.
        i. Hand washing signs have been posted in all public restrooms.
        ii. No-touch hand sanitizers have been installed in the building.
        iii. Hand sanitizer is available in all common spaces and at every employee's desk.
        iv. All staff have watched the University recommended YouTube video training on hand washing and sanitizing procedures.
    b. Face Coverings
        i. Office staff must avoid touching face, eyes, nose, or mouth, excluding to grasp ear loops or ties of their face covering.
        ii. Office staff must wash hands or use hand sanitizer after removing face covering or mask.
        iii. Office staff must launder cloth face coverings routinely at home.
    c. An office staff or administrative staff must sanitize all high-touch areas in the main office and throughout the building every hour during the day.
    d. Office staff and Administrative staff must cover their nose or mouth with the inner angle of their arm when coughing or sneezing or use a disposable tissue that should be disposed of immediately, after which they will wash their hands or hand-sanitize.
4. Physical Distancing
    a. Elevator must be used by one individual at a time.

b. Six-foot distancing markers and signs have been placed in the main lobby and in front of the elevator on the upper level and in front of the elevator on the lower level.
c. Shared restrooms will be single use. One sink and one toilet in each restroom has been labeled as "not in operation." Staff have been instructed to lock the door when using a restroom to ensure solitary usage.
d. There will be two office staff members in the main office each day, seated at least six feet apart.
e. A Plexiglas shield has been installed at the front counter in the main lobby.
f. Chairs have been removed from the shared main office space to ensure physical distancing.
g. The Director's and Education Coordinator's offices will be used by one person at a time. It will be sanitized between uses. A floor marker has been placed outside the door indicating that an individual should stand outside the door.

5. Gatherings
    a. The UCDC conference room is closed and no meetings or gatherings will take place in this space. Signage has been added to the door to inform that this space is closed.
    b. All staff meetings will continue to be conducted via Zoom or Microsoft Teams.
    c. The UCDC resource room will be limited to three occupants which will allow for the required six feet of physical distancing at all times and signage has been added. Chairs have been removed from the workstations to allow for the required six-foot distancing.
    d. The UCDC staff lounge will be used by one person at a time only. UCDC staff will also be able to take their break in their classroom's observation booth or outside.
    e. The UCDC kitchen will be limited to one person in that area at a time and signage has been posted.
    f. The UCDC laundry room will be limited to one person in that area at a time and signage has been posted.
6. Interior ventilation
    a. The University Child Development Center's ventilation and airflow system was cleaned and tested by Facilities Management.
7. General cleaning and disinfecting
    a. UCDC Administrative staff must clean frequently touched surfaces and objects within their workspace frequently using

an EPA-approved disinfectant for the virus that causes COVID-19 including their desk, phone, computer and chair, including before use.

   b. All UCDC staff must disinfect the bathroom surfaces using an EPA-approved disinfectant for the virus that causes COVID-19 before and after usage.
   c. Disinfecting wipes must be safety stored in each office space for regular use.

8. Cleaning and disinfecting for Facilities Management and Auxiliary Services
   a. Facilities Management must disinfect highly touched surfaces in the common areas of our building hourly using an EPA-approved disinfectant for the virus that causes COVID-19. This includes handrails, door glass and handles, backs of chairs, and all the frequently touched materials in the shared Resource Room, Lounge, Kitchen and Laundry Room.
   b. Entire Center must be deep cleaned by Facilities Management and Auxiliary Services prior to re-opening.
   c. Facilities Management must clean the staff bathrooms twice a day.
   d. Facilities Management must properly disinfect all contacted surfaces following facilities maintenance and repair.
   e. Facilities Management must clean the entire Center each night.
9. Cleaning after a COVID-19 positive case, as outlined in the University Standards and Guidelines on Cleaning, Disinfection and Hygiene:
   a. EH&S must be notified
   b. The Department of Health must be notified and we will take their order to either close a classroom, close the entire Center, or remain open depending on the individual case.
   c. The Department of Human Services must be notified
   d. Classroom must be closed for 24 hours before cleaning
10. Chemicals for proper disinfection
   a. Offices must be provided with disinfectant wipes for regularly cleaning of frequently touched surfaces. Facilities Management has supplied UCDC with the disinfectant wipes and they will be stored in the paper storage room.
   b. Disinfectant wipes must be stored locked up and out of the reach of children

iii. Number of People/Positions required on campus: In all risk postures, we will require one administrative staff and two office staff. There will also be up to 32 staff and 64 children at full capacity.
iv. Building(s): University Child Development Center

b. Function 2 – Classroom Operations

i. What: Classroom Operations
ii. How: University Child Development Center Staff must adhere to all standards and guidelines in classroom functions as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene. UCDC children ages 24 months and older must wear face coverings. UCDC children must be taught proper hygiene practices. UCDC children must be taught physical distancing and attempt to adhere to it, as possible and feasible.

1. Face coverings
    a. All staff must wear face coverings while in the classroom.
        i. Staff must remove face coverings in the classroom when eating in which case they must be seated six feet apart from other individuals. (Office of Child Development and Early Learning, PA Order, CDC)
        ii. The face coverings should be placed on a paper towel labeled with their name next to their eating space or worn around their neck.
    b. All children over the age of two must wear face coverings while in the classroom.
        i. Children must only remove face coverings in the classroom when eating or napping. When eating, they must be seated six feet apart from other individuals. (OCDEL, PA Order, CDC)
        ii. The face coverings must be placed on a paper towel labeled with their name next to their eating space.
        iii. Face coverings must be removed for nap time. They must be placed in a paper bag labeled with the child's name and stored under their cot, so they are able to immediately place it back on after nap.
        iv. As per OCDEL: guidance on the masking of young children (updated 7/7/2020) as a reference to understand the nature of a young child.
            1. Childcare staff are required to wear cloth face coverings. Children 2 years old and older are required to wear a face covering as described in the Order of the Secretary of the Pennsylvania Department of Health Order for

Universal Face Coverings, unless you fit one of the exceptions included in Section 3 of the Order.

2. If a parent, guardian, or responsible person has been unable to place a face covering safely on the child's face, they should not do so.
3. If a child 2 years old or older is unable to remove a face covering without assistance, the child is not required to wear one.
4. The Department of Health recognizes that getting younger children to be comfortable wearing face coverings and to keep them on may create some difficulties. Under these circumstances, parents, guardians, licensed child care providers in community-based and school settings or responsible persons may consider prioritizing the wearing of face coverings to times when it is difficult for the child to maintain a physical distance of at least 6 feet from others who are not a part of their household (e.g., during carpool drop off or pick up, or when standing in line at school). Ensuring proper face covering size and fit and providing children with frequent reminders and education on the importance and proper wearing of cloth face coverings may help address these issues.

c. Face covering must be worn in the hallways and throughout the drop off and pick up procedures by children, families and staff.
d. Face coverings must be provided by UCDC if a staff member or child forgets their face covering for the day. UCDC has a supply of child sized face coverings.

2. PPE and COVID-mitigation supplies
   a. Administrative staff should wear PPE if a child becomes ill during the school day and they need to be escorted to the Isolation Room until a parent/guardian arrives to pick them up (PPE includes gloves, surgical masks, face shield/goggles and disposable medical gowns).

b. UCDC staff (*Greeter*) must wear a cloth face covering, face shield/goggles and gloves during the morning curb-side check in process.

3. Personal hygiene
    a. Children and teachers must wash their hands frequently and thoroughly (i.e., between fingers and surfaces of palms) with soap and water for at least 20 seconds. They must also thoroughly dry their hands with a paper towel. If the sink is in use or otherwise unavailable, they must use antibacterial gel with 70% alcohol and cover all surfaces of their hands and rub them together until dry. Hand hygiene will be practiced as much as possible, and children and adults must wash hands before touching their face, before preparing/eating food, after coughing or sneezing, before and after touching high-contact surfaces, and before and after putting on a face covering or mask.
    b. Face coverings
        i. Personal face coverings must be changed as they are soiled by staff and children.
        ii. Staff face coverings must be laundered each day by the staff member.
        iii. Teacher must avoid touching face, eyes, nose, or mouth.
        iv. Teachers must wash hands or use hand sanitizer after removing face covering or mask.
        v. Children's face coverings must be laundered each day by the child's family.
4. Check in procedures
    a. Staff and children's temperature must be taken upon arrival and mid-day using a touchless infrared thermometer. Anyone with a temperature above 100.4 will be sent home.
    b. Upon check in, families must be asked COVID related health questions and an informal visual health check will take place for each child by the *Greeter*.
    c. Once inside UCDC, the child will be escorted to their classroom by the "runner" and must change into their indoor shoes, leaving their outdoor shoes in a dirty shoe bin inside of their individual bin which is located outside of the classroom. Once inside the classroom, they must wash their hands before beginning play.
    d. Before entering UCDC, staff must complete the University's online health attestation each day.

5. Physical distancing
    a. The classrooms have been redesigned to eliminate any natural group play and instead, new activity areas have been created to promote individual play.
    b. Tables have been rearranged in order to provide physical distancing when children are seated at a play station. Chairs have been removed to indicate the acceptable seating.
    c. Physical distancing markers have been added to the classroom dictating where children will stand when waiting in line and/or participating in other activities that require physical reminders of where to sit/stand.
    d. Group sizes have been reduced by about 50% in order to allow for physical distancing in our classrooms. Preschool classrooms will have no more than ten children and toddler classrooms will have no more than six children.
    e. Cots must be placed six feet apart during naptime (no masks will be worn due to suffocation risk).
    f. Bathroom capacity has been reduced to one child in the bathroom at a time.
        i. One toilet has been closed to ensure solitary usage.
        ii. Physical distance markers are on the floor outside of the bathroom allowing six feet of physical distance (our child-sized, classroom bathrooms do not have doors due to supervision requirements).
    g. Signage has been added to every classroom reminding teachers of physical distancing.
    h. Developmentally appropriate visual aids have been placed in every classroom reminding children of physical distancing. These will be used as a teaching tool for children to understand physical distancing as it relates to their classroom environment.
    i. Drop off procedures:
        i. Parent/guardian and child must remain in their vehicles until they have answered all of the COVID related health questions and their child had their temperature taken. Once they are through the screening process, they may exit their car to get their child out of the vehicle.
        ii. Teachers and staff must use the physical distancing markers on the sidewalk along the building when waiting for their turn to be checked into UCDC.
    j. Pick up procedures:

i. Parents/guardians must call the office when they are in the parking lot if a staff member is not in the parking lot to receive them. They must also display a placard with their child's name (provided by UCDC).
ii. The office staff must alert the classroom via the Walkie Talkie system and inform them to get the child ready to go home (change into outdoor shoes, wash hands).
iii. A "runner" will pick the child up from the classroom and deliver them to their car, maintaining six feet of physical distance at all times. The staff member must sign the child out.

k. Communication needs
i. Teachers must use the classroom phone to contact the office or the administrative staff for all needs.
ii. All meetings will be replaced with virtual meetings via Zoom and MS Teams

6. Gatherings
a. Group time/story time has been altered and takes place in a format allowing for six feet between children and adults. Books and lessons must be shared in alternative forms allowing physical distancing including sharing large books that can be seen from a distance, participating in activities that allow physical distancing and providing individual materials for children as opposed to ones for shared usage.
b. Field trips will not occur at any risk posture.
c. Classroom walks have been eliminated due to the inability to physical distance on walks.
d. The small and large gyms will not be used at any risk posture.
e. Classrooms will not combine with other classrooms at any risk posture.
f. Special events that require visitors or the need to combine classrooms will not occur at any risk posture.
g. Classroom groups will only be comprised of a maximum of twelve at all risk postures (ten children and two teachers).

7. General cleaning and disinfecting
a. Hourly disinfecting of frequently touched surfaces must take place in each open classroom by one of the team of teachers using an EPA-approved disinfectant for the virus that causes COVID-19.

b. Disinfecting wipes must be safety stored (in a locked cabinet as per the DHS standards) in all of the classrooms for the teacher's use.
c. Toys/children's materials must be disinfected after used by a child using an EPA-approved disinfectant for the virus that causes COVID-19.

8. Cleaning and disinfecting for Facilities Management and Auxiliary Services
    a. Classrooms must be deep cleaned by Facilities Management and Auxiliary Services prior to re-opening.
    b. Classroom must be cleaned by Facilities Management and Auxiliary Services every night as a continuation of practices pre COVID-19.
9. Chemicals for proper disinfection (EPA-approved)
    a. Classrooms must be provided with a new, daily supply of bleach/water solution for disinfecting surfaces (when children are not present)
    b. Classrooms must be provided with disinfectant wipes for required hourly disinfectant of frequently touched surfaces.
    c. Disinfectant wipes must be stored out of the reach of children.

iii. Number of People/Positions Required on Campus:
1. Two teachers will be present for every open classroom. This will be a maximum of 32 UCDC staff present in Elevated Risk and Guarded postures.
2. At full capacity, 64 children will be present at UCDC at any given time.
3. In Elevated Risk and Guarded postures, we will require one administrative staff and two office staff.

iv. Building(s): University Child Development Center

c. Function 3 – Playground Operations

i. What: Playground Operations

ii. How: University Child Development Center Staff must adhere to all standards and guidelines in playground functions as they relate to Face coverings, PPE and Personal Hygiene, Shared Spaces, and Cleaning, Disinfection and Hygiene. UCDC children ages 24 months and older must wear face coverings. UCDC children must be taught proper hygiene practices. UCDC children must be taught physical distancing and attempt to adhere to it, as possible and feasible.

1. Face coverings
    a. All staff must wear face coverings while on the playground.
        i. Staff must only remove face coverings on the playground when eating in which case they must be seated six feet apart from other individuals. (OCDEL, PA Order, CDC)
        ii. Face coverings that are worn by staff must be removed on the playground when eating. The face coverings should be placed on a paper towel labeled with their name next to their eating space or worn around their neck.
    b. All children over the age of two must wear face coverings while on the playground.
        i. Children must only remove face coverings on the playground when eating, in which case they must be seated six feet apart from other individuals. (OCDEL, PA Order, CDC)
        ii. The face coverings must be placed on a paper towel labeled with their name next to their eating space.
2. PPE – See Function 2 for PPE requirements for UCDC
3. Personal hygiene
    a. Children and teachers must wash their hands in our portable outdoor sink frequently and thoroughly (i.e., between fingers and surfaces of palms) with soap and water for at least 20 seconds. They will also thoroughly dry their hands with a paper towel. If the portable sink is in use or otherwise unavailable, they must use antibacterial gel with 70% alcohol and cover all surfaces of their hands and rub them together until dry. Hand hygiene will be practiced as much as possible, and children and adults must wash their hands before touching their face, before preparing/eating food, after coughing or sneezing, before and after touching high-

contact surfaces, and before and after putting on a face covering or mask.

4. Physical distancing
    a. The shared playground has been divided into four different areas to allow four different groups to use it without intermixing groups (no intermixing of groups as per the CDC).
    b. A schedule has been created to allow each group to use the playground without passing in the hallways or using the same area on the playground.
    c. When lining up to leave the playground, children must use the physical distance markers to ensure adequate spacing.
    d. Children will be encouraged to engage in gross motor activities that allow for physical distancing and congregating will be discouraged.
5. Gatherings
    a. Classroom groups that use the playground will have a maximum of twelve people (children and teachers combined). This group of twelve will stay in their playground area to avoid mixing with the other groups.
    b. The entire playground will have a maximum of 56 people, divided into groups that must never exceed twelve people.
6. General cleaning and disinfecting
    a. Hourly disinfecting of frequently touched surfaces (playground equipment, tables, portable sink, benches, swings and any other synthetic materials) must take place by one of the team of teachers on the playground while in use by a group using an EPA-approved disinfectant for the virus that causes COVID-19.
    b. Disinfecting wipes must be safety stored (in a locked cabinet as per the DHS standards) in the locked storage shed on the playground for the teacher's use.
    c. Toys/children's materials must be disinfected after used by a child using an EPA-approved disinfectant for the virus that causes COVID-19.
7. Cleaning and disinfecting for Facilities Management and Auxiliary Services
    a. Playground must be deep cleaned by Facilities Management and Auxiliary Services prior to re-opening.
    b. High touch surfaces including all playground equipment, tables, benches, portable sink, swings and other synthetic materials on the playground must be cleaned after each

group by Facilities Management using a garden sprayer containing an EPA approved disinfectant.

iii. Number of People/Positions Required on Campus: Same as above
iv. Building(s): University Child Development Center

III. Transitions between Operational Postures

As risk levels increase and decline:

The University Child Development Center will close under High Risk Posture. Communication protocol will be followed to inform all stakeholders of this posture and as much notice as possible will be given.

The University Child Development Center will reopen when moving from High Risk to Elevated Risk and communication protocol will be followed to inform all stakeholders of this change giving as much notice as possible.

In the event that there is a confirmed case of COVID-10 at UCDC, the classroom staff and children who were in close contact with the affected individual (this includes that entire cohort of children and all teachers of that group) must quarantine for 14 days. Parents/guardians would be notified immediately via a phone call or the One Call automated system of the need to pick up their child and quarantine for 14 days.

IV. Stakeholder Outreach

Key Stakeholder of our activity area are:

1. Families/Parents/Guardians
2. University Child Development Administrative Staff and Teaching Staff
    i. Internal communications will be done promptly using our One Call automated system and via a second message through our Constant Contact email system.
    ii. We will have virtual weekly staff meetings via Zoom to discuss what is working well, address any needs or concerns, and plan for the next week.
    iii. The classroom teachers will communicate with parents/guardians via their classroom communication system, Seesaw. Seesaw allows the classroom teachers to send messages directly to parents/guardians using the classroom iPod and iPad. They will also plan to meet with parents/guardians weekly via Zoom, as our interactions will be limited due to the parents/guardians not being able to enter the building. It will be imperative for the classroom teachers to maintain communication and engage with parents/guardians on a regular basis.

3. OHR, Nichole Dwyer (for communication approval)
    i. We will continue to meet regularly with our RC, via Team Meetings, to keep them informed of our status and share any concerns or needs.
    ii. We will continue to vet critical parent communications through Nichole Dwyer for approval and comment.
4. Compass Catering Department
    i. For coordination of delivered snacks and lunches for children
5. Facilities Management
6. Environmental Health and Safety
    i. The University Child Development Center will communicate our operational postures with internal departments via emails and phone calls to inform them of any changes or concerns or needs.
7. Department of Human Services
8. Department of Health
    i. The University Child Development Center will contact DOH when there is a confirmed case of COVID-19 and adhere to their direction to close a classroom, close the Center, or remain open.
9. Office of Child Development and Early Learning
10. Center for Disease Control
    i. As we resume operations in all postures, we will continue to monitor the requirements for Child Care Facilities and adjust our practices, policies and procedures as guidance changes.
    ii. All adjustments in programming will be communicated immediately to parents/guardians, staff, administration via One Call and Constant Contact.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Senior Vice Chancellor for Business and Operations David DeJong, or Acting Vice Chancellor of Human Resources, Mark Burdsall.

Mary Beth McCulloch will monitor compliance in the activity area and Jamie Wincovitch will monitor compliance in the activity area in Mary Beth McCulloch's absence.