

Parent/Student Handbook Addendum

2020-2021

COVID-19

Procedural Revisions

UNIVERSAL ENTRY/EXIT PROCEDURES

In order to reduce the risk of bringing covid-19 contamination into the facility only persons with business necessities shall be allowed access. This includes teachers, registered children, staff, professionals providing services to the children and certain persons with legal authority to enter. All persons entering will complete the following tasks:

- 1) The persons temperature will be checked. No one with a temperature greater than 100.0 °F (37.8 °C) will be permitted access to the facility.
- 2) Person or guardian will certify the entrant hasn't had exposure to someone known to be infected with covid-19 and is not suffering from the posted list of ailments that are possible indications for being infected.
- 3) All persons will sign in/out in the log book or via the electronic system if registered.
- 4) Access will be limited to staff, persons with legal authority to enter, professionals providing services to children, children enrolled at the operation and parents with children enrolled and present in the facility.
- 5) When exiting the facility remember to sign out.

CHILDREN DROP-OFF (section 3)

- 1) Guardian will park in one of the marked parking spaces in the parking lot.
 - a. (Note: persons over 65 such as grandparents and others with high COVID risk factors should consider whether they ought to perform drop-off or pick-up functions).
- 2) Guardian to bring child to monitoring shield. Here a staff member will verify the child's temperature is below 100.0F. Persons with a temperature higher than this will not be allowed entry.
- 3) The Guardian will then certify the child's exposure and health symptoms are satisfactory per the posted requirements. If using the electronic system, this will register the presence of the child into the center.
- 4) The child will then apply the hand sanitizer and will be assisted through the doorway. Facemask is required for anyone entering the building over 10 years of age.
- 5) The staff member will then bring the child into the facility and at the swinging gates turn over to their teacher.
- 6) The Workforce Registration Machine will be located outside the door, where parents who are required to register with Workforce can swipe their card and complete that process.
- 7) Upon returning from turning over the child, the staff member will sanitize the thermometer and any other areas that were touched or potentially exposed during the drop off process.

- 8) If additional guardians are waiting to drop off, they should keep the social distancing requirement of 6 feet between them and other guardians while waiting for the safety check.

CHILDREN PICK-UP

- 1) At 3:00 PM a staff member will be in the receiving area to facilitate the picking up of the children. Pick-ups should be planned as close to 3 as practical so the teacher can begin cleaning the room for the next day.
- 2) Pick-ups at different times should be scheduled/arranged with the center ahead of time.
- 3) Those participating in the afterhours pick up program must pick up before 5PM. Students in this program may be stationed in the same room with children from another age group. In that case their positioning will be planned so that the potential for cross contamination amongst age groups is minimized. Records will be maintained of the attendance in case future exposure tracking is required.
- 4) When the approved guardian arrives to pick up the child, he/she will park in a designated spot in the parking lot, log on the school app or use the log sheet to sign out the child.
- 5) The guardian will then approach the door and wait for their child.
- 6) The staff member will alert the child's teacher to the presence of the parent.
- 7) The teacher will turn the child over to the staff member who will bring him/her to the door and turn over to the guardian.
- 8) Workforce registered children shall be carded out by the guardian at this time.

GENERAL POLICY ENHANCEMENTS

- 1) Bringing of items from home is extremely discouraged. Exceptions shall be cleared with the director prior to arrival.
- 2) The use of volunteers in the facility will be limited and must be approved by the director.
- 3) Tours of the facility by prospective parents will be conducted outside the normal operation hours.
- 4) Group activities will be minimized. Christmas pageant and graduation ceremonies are not to be planned while the COVID-19 protocols are in effect.
- 5) Teachers will be exercising enhanced distancing and contact avoidance procedures. Please prepare your children for the change and support our staff in this effort.
- 6) During COVID-19 procedural implementation, PE uniforms will not be required. Children may wear blue shorts and tee shirts consistent with their age group color except that K5 may wear the yellow shirts from last year.