

Staff COVID-19 Policies and Guidelines

First Presbyterian Child Development Center

September 2020

The following protocol is in addition to all currently mandated protocols for the care and health of children.

COVID-19 Symptoms/Exclusion

- Any staff member who is showing signs/symptoms of any kind of illness or may have been exposed to COVID-19 is not allowed in the facility. The symptoms of COVID-19 can include fever/chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
- Staff members are asked to be on alert for any symptoms of COVID-19 and to remain at home if they are showing signs of illness.
- Staff members must remain at home for 14 days if they have a fever of 100.4 or higher and are experiencing any symptoms of COVID-19 or if they have been exposed to anyone who is showing symptoms or who has recently tested positive for COVID-19.
- Staff members who have been in close physical contact (6 feet or closer for at least 15 minutes) or who live with someone who has been tested for COVID-19 due to an exposure and is awaiting test results should remain at home until the results are received. Should the individual test positive, the staff member should remain at home as noted above. If results are negative, the staff member may return to the CDC.
- Any staff member who answers yes to any of the daily screening questions (below) or who develops symptoms while at work must leave CDC and remain at home for 14 days.
- At screening, if a staff member has a temperature of 100.4 or higher, they will be excluded from the facility. If no other symptoms or possible exposures to COVID-19 are present, the staff member may consult with the director regarding a return to the center when they have been fever free, without fever reducing medications, for 72 hours.

Arrival Procedures:

- Staff should arrive at the main CDC entrance (black & white hallway). Please do not attempt to enter the building through any other door.
- Each staff member must complete a daily health screening including a temperature check **before** entering the building.
- Staff must wear a mask that covers both the mouth and nose and maintain a physical distance of six feet during entry procedures.
- A designated staff member (Daria/Sarah) will greet each staff member outside the building as they arrive to perform a daily health screening. Maintaining a physical

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distance of six feet with the staff member, the designated screener, wearing a face covering, will ask the following questions:

- *Have you experienced any of the following symptoms with the past 48 hours: fever/chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?*
 - *Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory confirmed COVID-19 (a positive COVID-19 test) or with anyone who has any symptoms consistent with COVID-19?*
 - *Are you or anyone with whom you live, work or have had close physical contact (6 feet or closer for at least 15 minutes) currently awaiting the results of a COVID-19 test administered because of a potential exposure?*
 - **AN AFFIRMATIVE RESPONSE TO ANY OF THESE QUESTIONS MEANS THE STAFF MEMBER SHOULD GO HOME AND NOT ENTER THE CDC.**
- The designated screener will make a visual inspection of the staff member for signs of infection such as flushed cheeks or visible fatigue. They will also check the staff member's temperature using a touchless thermometer.
 - Results of all screenings for each staff member must be recorded and filed.
 - Each staff member's hands must be cleaned at the door with hand sanitizer before entering the building.
 - Health screenings may be repeated periodically throughout the day on both staff and children to check for any new developing symptoms.

In the Building/Classroom:

- We will only allow children and staff who are required for daily operations and ratio inside the building and classrooms.
- In classrooms, maintain social distancing of 6 feet (as much as possible) and maintain proper ratio of staff to children.
- Teachers and staff are restricted to one classroom with one group of children each day.
- At naptime, children's cots/cribs must be 6 feet apart when possible and children placed head to toe to reduce the potential for spread of disease. Cots are only permitted to be 3 feet apart when 6 feet distancing is not possible.
- Follow proper handwashing/hygiene (as posted at the sinks), avoid touching face, nose, and eyes. Cover coughs/sneezes at all times.

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- All staff must wear face coverings at all times. Face coverings must cover both the nose and the mouth.
- All staff must wash hands before touching any child.
- Water play and sensory play (rice, beans, sand or playdough, etc.) are prohibited.

On the Playground:

- Only **ONE** class will be allowed to be on the playground at a time. **ABSOLUTELY NO EXCEPTIONS.**
- All playground equipment is to be thoroughly sprayed and cleaned with sanitizing solution by the class' staff members both **BEFORE AND AFTER** entering the playground.
- No one will be allowed to play in the sand boxes.
- Hand sanitizing products (60% alcohol or higher) may be used in lieu of handwashing when outdoors if hands are washed upon coming back inside. Hand sanitizer must be stored out of reach and cannot be used for diapering or mealtimes.

Kitchen:

- No staff other than the CDC Dietician will be allowed in the kitchen until the dietician is gone for the day.
- Staff may then use the sink/dishwasher to clean and sanitize toys. Please make sure the dishwasher is properly shut off after using.
- All meals and serving items will be brought by the dietician to the classrooms. All staff and teachers must wash hands before dispensing food to children.
- Staff is not to leave the building for lunch, they should bring food with them. (Outside food from restaurants or home is permitted) Staff should only use the refrigerator next to the CDC washer/dryer. There will not be a microwave available for staff use.

Sanitation Practices:

- Classroom staff members must clean, sanitize, and disinfect frequently touched surfaces and objects throughout the day and at closing. Staff must maintain documentation of time/cleaning performed.
- All soft toys that cannot be easily cleaned must be removed from the class. Those that can be must be machine washed daily at warmest temperature possible and dried completely.
- Any toys or items that cannot be cleaned/disinfected are not allowed (books are not at high risk for transmission and do not require any extra disinfecting/cleaning).

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- Remove any toys that a child puts in their mouth, coughs on or sneezes on immediately. These must be disinfected before returning them to the classroom.
- Wash linens daily using the warmest temperature setting and dry completely. Ensure that laundry baskets/carts are cleaned/disinfected for transporting laundry.
- All CDC staff and children must remain in the portion of the building designated for CDC use. No staff or children are permitted to come upstairs or go in other portions of the church facilities.

Children/Staff Developing Symptoms:

- If any staff member develops any symptoms of COVID-19, the staff member must inform the director and then make arrangements to leave the center immediately.
- If any staff suspects that a child has developed symptoms, they must immediately ask one of the directors to check the child's temperature and for other symptoms and document the results.
- If any child develops any symptoms of COVID-19, the child must be sent home as soon as possible. While waiting to be picked up, the child should be isolated in another room with a caregiver until a parent arrives.
- The caregiver must maintain a 6-foot distance (as much as possible) between them and the child while still ensuring visual supervision.

Departure Procedures:

- All children will remain in the classroom until a parent arrives.
- Parents/Guardians should pull into the front row parking spaces facing the drive thru, call CDC to inform us of arrival, and wait at the cones by the CDC entrance (on foot, practicing social distancing and staying 6 feet apart at all times).
- All parents will be required to wear a mask. Face coverings must fully cover both the nose and the mouth.
- If there is not a CDC staff member at the door when a parent arrives, the parent should call the CDC at 336-226-7055. We will then bring the child out and the parent will take the child the vehicle.

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I understand that there is a ZERO tolerance policy for anyone found not following these policies. Any departure from these policies will lead to immediate termination of employment.

Employee's Signature: _____ Date: _____

Director's Signature: _____ Date: _____