

Staff COVID-19 Policies and Guidelines First Presbyterian Playschool September 2020

The following protocol is to be followed by all First Presbyterian Playschool staff for the health and safety of everyone until further notice.

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 Playschool.
- Any staff member who answers yes to any of the daily screening questions (below) or who develops symptoms while at work must leave the Playschool 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:

- All staff should report to Playschool at 8:30 am. Staff should only use the entrances at Maple Avenue or the patio door to the Southeast Educational building. Avoid all other entrances to FPC buildings.
- 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.

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- A designated staff member (Tracy) will greet staff outside the Maple Avenue entrance as they arrive. Maintaining a physical 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 PLAYSCHOOL.**
- 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. Temperature screenings may be repeated throughout the day.
- Results of all screenings for each staff member must be recorded and filed.
- Staff should wash hands immediately upon entering the building and use hand sanitizer or wash hands when entering classrooms or storage areas.

In the Building/Classroom:

- Each child's hands must be cleaned at the door with hand sanitizer before entering the building.
- We will only allow children and staff who are required for daily operations inside the building and classrooms.
- In classrooms, storage areas, and the FPP office area, maintain physical distancing of 6 feet (as much as possible). If possible, maintain physical distancing during snack time, group time and while waiting in line.
- Teachers are restricted to one classroom with one group of children each day.
- Assistants that work in multiple classrooms must wash their hand when entering a classroom.

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- Follow proper hand washing/hygiene (as posted at the sinks) and avoid touching face, nose and eyes. Cover coughs/sneezes at all times.
- Staff must wear face coverings at all times. Face coverings must cover both the mouth and the nose.
- All staff must wash hands before touching any child.
- Water play and sensory play (rice, beans, sand) are prohibited.
- All FPP staff must remain in the portion of the building designated for FPP use. This includes upstairs.
- CDC staff will be taking their lunch breaks in Calvin Hall. Maintain physical distance when going through that area.

Kitchen:

- No staff other than the CDC dietician will be allowed in the kitchen at any time. There is no access to the microwave or toaster oven in the kitchen.
- Staff are allowed to bring food from home or from a restaurant at arrival. Staff members are not allowed to leave the facility and return with food.

Sanitation and Cleaning of Classrooms:

- Classroom staff members must clean, sanitize, and disinfect frequently touched surfaces and objects throughout the day and at closing.
- 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).
- 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.

On the Playground:

- Only one class will be allowed 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. Until farther notice, the Rainy Day room is closed to all classes.
- No one will be allowed to play in the sand boxes.

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- 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.

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 Playschool immediately.
- If any staff suspects that a child has developed symptoms, they must immediately ask the director 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 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 will remain in the car line until a staff member brings the child out.
- Staff will maintain physical distancing when turning the child over to the Parent/Guardian.
- The Parent/Guardian must wear a face covering when exiting the vehicle and while placing the child in the car seat.
- Face coverings must cover the nose and mouth.

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: _____

Revised 30 September 2020