

SEQUATCHIE VALLEY HEAD START POLICIES AND PROCEDURES

EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

Procedure: ED 86	Effective Date: Fall 2020 Prepared 8-7-20 as draft 3	See CDC guidance
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SUBJECT: Arrival

Procedures during Covid-19 to include health check.

Comments

- Children and parents who want to enter the building on an “emergency basis” are subject to these procedures and additional cleaning of the space visited may be required.
- Masks are required for all adults and highly recommended for children.
- We are trying to keep small groups of children and adults together to avoid the spreading of illness-if one class has an ill participant and that class did have others visiting in it, they will be the only staff and children likely to be exposed and sent home for two weeks.
- CDC guidance may change as the spread of illness lessens and we look forward to allowing guests and parents into our space in the future. We regret having to avoid gathering and visiting and helping each other, but it is a tool in staying well.
- Use your mask (over nose and mouth, and if you use a gaiter device make sure two layers of fabric cover your nose and mouth) and stay apart at least six feet as much as possible for good measure.

Staff Health Check Procedure

1. Staff will perform a self-health check upon entering the building.
2. Staff will read the health questionnaire (See below) before leaving home for work. If there is a positive answer to any question, staff members should call their team leader for further direction. If you answer no to all questions, continue to the health check station.

3. Staff are required to have on a mask before entering the building. When entering the building, stop at the health check station. Sanitize your hands using the supplied product.
4. Use a tissue to pick up the thermometer. Take your temperature. If your temperature is at or above 100.4, return to your car and if the car was hot, try to cool and attempt the temperature check again assuming you feel well. If still showing fever, exit the premises and advise your team leader. If you have a temperature under 100.4 you may clock in. If you have a different type of thermometer that may be more accurate in hot weather than the touchless type, you may use it.
5. Dispose of tissue in the trashcan and reapply hand sanitizer.
6. When you have passed the health check, you may log in to ADP to clock in for the day. Staff must sanitize the electronic device before moving to the next step if they are using a device that others use. PH7Q on a cloth will be used to clean our electronic devices.
7. After sanitizing the device with the supplied product, sign-in/out using your own pen or a clean pen. Move to your work station after washing hands following proper technique.

Staff Health Check Station

1. Staff should enter through the same door. The health check station should be located on a small table near the staff entrance and situated as to not to block the exit. The table is considered a high touch area and should be disinfected frequently using Fightbac or PH&Q disinfectant. Staff should avoid laying their personal belongings on the table during the health check to prevent the spread of germs.
2. The staff health check station should contain the following items: signage displaying information about Covid-19 (provided by HSO); the Covid 19 health questionnaire; hand sanitizer; a temporal thermometer; a box of tissues, a small trash can, and disposable masks.

Family-Child Health Check Procedure

1. Staff will generally perform a child health check prior to children entering the building. Details may vary depending on weather and building design. The appointed staff member and a secondary person will be available during arrival.

2. Families will have an arrival window to keep parking lots and screening locations from becoming congested. We hope that our temperature check is only a **recheck**, as we are asking parents to go through the questions and temperature checks before they leave home. Parents may request a low cost thermometer to use at home, we have small inventory.
3. Staff should offer to check the temperature of all adults as a courtesy check . Children will not be able to enter the center if they are in the care of a feverish driver. Parents who enter the building (past a screening zone) are subject to the full staff check described.
4. **Supplies-** Staff will have supplies ready to include masks to offer children, a temporal thermometer, hand sanitizer, extra gloves, alcohol wipes, a small trash can, and the attendance roll or electronic device to check children in. A cart or small table can be set up to hold needed materials. Staff may also use a fanny pack or utility belt to hold some of the needed items.
5. **Attendance** - As staff members will be signing children in via the Childplus App it will be necessary to sanitize the device between uses if more than one staff member is using the same device. All electronic devices will be sanitized using PH7Q sprayed on a paper towel or cloth. Do not spray disinfectant directly on any electronic device.
6. **What to Wear-** It is recommended that staff don gloves, mask of their choice, long sleeve shirt/lab jacket and goggles or **if they wish-** full personal protective equipment. Staff are not required to wear full personal protective equipment (PPE) if parents can maintain a distance of 6 feet and the child has already had a temperature check at home, and staff are comfortable with the likelihood that the child is well.
7. The staff will review the latest CDC health check questionnaire (See below) with the parent. If any question is answered yes, **stop** and send the child home. **Change PPE** and/or clothing items such as overshirt, gloves, mask, if you were in close contact with the parent or child.
8. Take the child's temperature. If the temperature is at or above 100.4, **stop** and send the child home or if the car was hot, you may offer to do a recheck of the temperature after the child cools off outside. **Change PPE** and/or clothing items such as overshirt, gloves, mask, if you were in close contact with the parent or the child. If a child or adult has been sitting in a hot car, an elevated temperature may occur, and it is fine to allow time to cool down before the temperature is rechecked.
9. It has been suggested that an ear thermometer be available if you have one at your center. The ear thermometer with a protective tip may be used if you suspect the temporal thermometer is reading incorrectly.

10. Clean the thermometer after each health check with an alcohol wipe. If using the back-up ear thermometer, dispose of the tip and clean the thermometer. The wipe may be used multiple times if it is still wet and the thermometer has not touched a surface as they are designed to work without touching the skin.
11. If the above steps indicate the child may stay, sign the child into the center using the ChildPlus Mobile app. Ensure sign-in occurs in front of the parent.
12. Hand the child over to the secondary person “the runner.” Secondary person will hold the child’s hand while walking to the classroom, engaging in conversation. The runner should offer a choice to the child of a cloth mask to wear for the day. The child may pick out the mask they wish to wear.
13. The secondary person will take the child to the classroom door and let the teacher know the child has arrived. Make eye contact with the teacher and wait for a verbal cue to indicate she or he accepts responsibility for the child.
14. The teacher should assist the child with hand washing when upon arrival to the classroom.

Arrival Questions

1. Have you been in close contact with a confirmed case of COVID-19?
2. Are you experiencing a cough, shortness of breath or sore throat?
3. Have you had a fever in the last 48 hours?
4. Have you had a new loss of taste or smell?
5. Have you had vomiting or diarrhea in the last 24 hours?

Staff Arrival Procedure



Before entering the building, review the Covid-19 Questionnaire.



If you answer yes to any of the 5 questions, do not enter the building. Call your supervisor.



If you answer no to all 5 questions, you may enter the building and proceed to the health check station.



All adults are required to have a mask on when entering the building. A box of disposal masks should be made available for visitors that do not have a mask.

Staff Health Check Procedure

1. Apply sanitizer



2. Use tissue to pickup thermometer



3. Take your temperature



4. Throw tissue in trash



5. Reapply sanitizer



Temperature 100.3 or below



Proceed to computer to clock in.

Temperature 100.4 or above



Return to your car and call your supervisor.

Clock in Procedure



1. Clock in to ADP.



2. Clean keyboard and mouse with PH7Q disinfectant. Spray disinfectant onto rag or paper towel. Do not spray directly the device.



3. Use your own pen to sign in. Staff may also set out cups for clean and dirty pens for staff use.

4. Proceed to your work station and be sure to wash your hands when entering the room.



