



Effective Date: 6/01/2020

PERFORMANCE OBJECTIVE: To protect all children, families, and staff from contagious disease, including COVID-19

OPERATIONAL PROCEDURE: To prevent the spread of COVID-19.

Classroom sizes will be kept appropriately small according CDC recommendations to keep everyone protected.

Staff required to stay home and parents are required to keep their child at home or to notify their home visitor if any of the following conditions exist:

- **Elevated Temperature:** Family will be contacted with any fever of 100.4 and above if child attends Early Head Start, Head Start, or have a meeting with their home visitor.
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Chills**
- **Muscle pain**
- **Sore throat**
- **New loss of taste or smell**

Upon entry into the Early Childhood Center/Head Start or Early Head Start Buildings, staff and families will protect themselves. This includes but not limited to the following:

- **Facial masks**
- **Sanitizing their hands (Using Sanitizer or washing immediately)**
- **Temperature will be taken**
- **Simple questionnaire will be completed each day**

Facial masks will be provided to staff, children over the age of 2, and the family member during pick up and drop off if needed.

Facial masks will be highly encouraged to be worn by children in the preschool setting.

Social distancing will be encouraged during school hours.

- Appropriate sleep distance will occur during nap times if applicable.
- Appropriate distance while eating will occur.

Disinfecting of space used includes but not limited to:

- Disinfecting of each classroom will occur after each class and on an as needed basis.
- Disinfecting of the playground will occur after each class use.
- Disinfecting any multipurpose room after each use will occur.
- Disinfecting of any school buses will occur after each use.

If a child becomes ill with any of the above symptoms, the child will be removed from the classroom using a mask and safety precautions. The child will be taken to a designated safe and clean room and the family will be notified to immediately pick up their child. If COVID testing is deemed necessary by the child's physician, the guardian will then notify their teacher or the Health Coordinator of COVID testing status.

If staff becomes ill with any of the above symptoms, the staff member will remove themselves from all public areas. Making sure to wear a mask and limit what they are touching on their way out of the building. If COVID testing is deemed necessary by the staff's physician, the staff will then notify their supervisor or the Health Coordinator of COVID testing status.