

New Guidelines in reference to COVID-19

Screening:

All staff will be screened before they are allowed to enter the daycare. Any staff member with a temperature over 100.4 will not be able to work and will be sent home immediately. Please leave ample time for screening before the start of your shift. I will be at the daycare by 645 to begin screening staff. If you are chronically late and not leaving enough time for screening, you will be written up. Three write ups and you will be terminated. We cannot have rooms without workers at the beginning of shifts. You must be on time.

Drop-Off Procedures:

- As of May 26 , parents will not be allowed in the daycare for any reason.
- Each child will be screened at drop off by me
- There must be a designated person in the room that always has the walkie and is listening to it. Once a child passes the screening I will walkie the room and have you come and get the child and escort them to the room. If you are alone in the room, another staff member will bring the child to you.
- All communication to the parents must be done via Brightwheel. It will become very important to communicate any needs (diapers, formula, food, changes of clothing) via Brightwheel since you will not see the parent face to face. If you feel you must have a one on one conversation with a parent please let me know and I will set a time to call.
- Parents in the Infant and Baby Room will have been instructed to enter the information that is normally written on the daily sheets into Brightwheel.
- If an Infant arrives in their Infant Seat, the seat should be wiped down after the infant is in the room and before the seat is placed in the carseat room.

Diapering/Feeding:

According to the new CDC Guidelines released this month, the same person cannot diaper or toilet the children and feed the children. This means that you must designate one person as the diapering person and one person as the feeding person. It should not be the same person diapering/toileting everyday you should switch off. This does not apply to children who are drinking bottles, only children that are spoon fed. The designated feeding person will also be the person who passes out snacks.

- You must wear gloves on both hands when diapering.
- You must wash your hands and change your gloves between each child.
- The changing pad must be sanitized between each child as well.

- When feeding children, you must also wear gloves. You do not have to change gloves between children unless you are coughed on or saliva from the child gets on your gloves.
- In the older classrooms where you do not have to spoon feed the children, you must wear gloves when passing out snacks.
- Children must provide their own utensils. If they have something in their lunch and do not have a utensil, we will not provide one. This applies to the Older Twos, Threes and Fours. In the younger rooms, you must designate a spoon for each child and label it with their initials. We cannot share spoons.
- Spoons and pacifiers must be sanitized at the end of the day just like bottles.
- Water Bottles and Cups and bottles must stay on site and not travel back and forth between home and the center. All Water Bottles and cups must be washed at the end of the day.

Naptime:

- Ideally, cots should be placed 6 feet apart, but since this is not possible in most rooms they should be placed head to feet so that if a child coughs they are coughing on someone's feet and not their face.
- Bedding must be removed daily and placed in cubbies, this is because bedding cannot come in contact with each other.
- If a child has drooled on their bedding it should be laundered before the next day.
- All bedding must be laundered at WeeOnes and will not travel back and forth.
- Cots should be sprayed down with Lysol spray at the end of the day
- Use naptime to clean, clean toys, wash dishes
- Phones should not be out during naptime until the Naptime Cleaning list is complete. If I see your phone and you are not complete, I will take it.
- Lead teachers should use naptime to communicate to parents since they will not be seeing you.
- Lovies should not travel back and forth between home and daycare and must stay at daycare the entire time.

Pick-Up:

- One person in the room will be the designated "runner" to take children to their parents. This person should have the walkie with them at all times and be listening for me to radio.
- If you are alone in your room at pickup, I will come and get the child and bring them to their parents.

- Before you go out to the playground please make sure all of the child's belongings are in the backpack and ready to go so that all I need to do is come and get the backpack and give it to the parent.
- Any accident or incident reports that need to be signed should be placed at the welcome desk before you go outside.
- Parents picking up at the playground should not be on the playground they should pick up and leave.
- If an infant travels in their infant seat, please place the child into the infant seat before bringing them to the front.
- If your room is empty before 6pm and you have completed the end of the day cleaning list, I will ask you to stay and be a runner.
- If you are closer, please plan on being at work until 615pm. There is a lot to do and you will probably not be leaving early.

Sickness:

If you have a temperature above 100.4, a cough, or trouble breathing you must stay home or will be sent home. Please do not wait until the last minute to call out, with all of the new procedures in place, I need everyone on time and working. I must hear from you by 10pm the night before or I will expect you at work the next day.

Exposure:

- Please have at least two spare tops with you at all times. If you get coughed or sneezed on or if a child spits up on you, you MUST change your tops. No exceptions. It is fine to leave something in the room so that you always have it, but you must be able to change clothes.
- If someone in your household is diagnosed with COVID-19 you must let the Director know immediately. She will assess whether you will be able to come to work or not.
- If someone on staff or a child in the room is diagnosed with COVID-19 the following procedure will take place:
 - The room will be closed for 24 hours
 - Everything that is in the room will stay in the room.
 - After 24 hours the room will be cleaned and disinfected and then staff and children will be allowed back in the room.

Handwashing:

Handwashing is the number one way to prevent the spread of germs. Hands should be washed for 20 seconds with warm water and soap. Hands should be washed at the following times, no exceptions:

- **Staff:**
 - When entering the room. If you leave the room for any reason and come back in, you must wash your hands.
 - When changing diapers: before you begin, after each child and when you finish
 - When feeding: before you begin, after each child and when you finish
 - Before and after preparing food
 - After using the bathroom or helping a child use the bathroom
 - After coming into contact with any bodily fluid including drool, spit up, mucous, urine or feces.
 - After coming inside from playing on the playground
 - After handling trash
- **Children:**
 - When entering the room at the beginning of the day
 - Before and after diapering, wipe hands with a baby wipe
 - After using the toilet, help them wash their hands for 20 seconds, they must be supervised while washing hands
 - After wiping their nose, or anytime they pick their nose
 - After returning from the playground
 - Before and after eating
 - Anytime they come into contact with any bodily fluid
- Hand Sanitizer may be used only if soap and water is not accessible.

Cleaning and Sanitizing of Toys:

Other than handwashing this is the number one way to prevent the spread of germs. There can be no shortcuts taken with this and if you are found to not be cleaning properly you will be written up.

- At the beginning of the week, decide which toys will be played with that week and close all other toys.
- Until further notice the following centers will not be used: Dress Up, Stuffed animals and play food. You may open housekeeping if you would like, but you must remove all play food and utensils from the center. This is to prevent the urge to put things in the mouth.
- All toys must first be washed in warm water and dish detergent, wiped with a Clorox wipe if needed and then sprayed with disinfecting spray. They must then be laid out to dry. This will become part of the naptime and end of the day cleaning procedures...

- If a child puts a toy in their mouth, that toy must be removed from play until it is properly cleaned and sanitized.
- If a child sneezes or drools on a toy, that toy must be removed from play until it is properly cleaned and sanitized.
- If a child drools or spits up in a jumper or bouncy seat it will be out of commission until all cloth is washed and the plastic is cleaned with a disinfectant wipe.
- When cleaning toys or dishes you must wear gloves at all times.

Cleaning and Sanitizing of Hard Surfaces:

Hard surfaces include: tables, chairs, high chairs and cubbies

- Tables should be washed first with soap and water, wiped down with a Clorox wipe and then sprayed with sanitizer after lunch and at the end of the day.
- If a table becomes dirty because of an activity it should also be washed at that time as well
- Chairs should be washed first with soap and water and then sprayed with sanitizer after lunch and at the end of the day.
- Highchairs should be washed with soap and water, wiped with a Clorox Wipe and sprayed with sanitizer after each use and again at the end of the day.
- Cubbies should be washed with soap and water and sanitized at the end of the day on Fridays.
- You may use Clorox wipes occasionally but only after soap and water is used. The Spray sanitizer must be used most of the time.

Cleaning of Dishes:

- Bowls should be washed with warm soapy water after each use
- Water Bottles should be washed with warm soapy water at the end of the day
- Bottles should be washed between each use with warm soapy water and then sanitized at the end of the day
- Pacifiers should be kept at daycare and not go between home and daycare and should be washed with warm soapy water and sanitized at the end of the day. .
- Spoons should be labeled with the child's name and washed in warm soapy water after each use. This only applies in the Infant and Baby Room, otherwise spoons should be provided by the parents and go home each day.

Mixing of Children:

Until further notice children should not combine classrooms unless absolutely necessary. If your room empties early and you have completed the end of the day check list you may be asked to help out in another room. Again, please plan to stay until 6pm every day.

Also, since it is the summer and we have more flexibility with the playground we will not have more than one class on the playground at a time in the morning. We will figure out a schedule at a future time

Naptime Cleaning List

All items on this list must be complete before you can be on your phone. Everyone should help with this list, it should not be left to just one person.

- Wash all dishes from lunch
- Wipe down tables and chairs with warm soapy water
- Spray down tables and chairs with Sanitizer
- Sweep floor
- Wash any toys that have been in someone's mouth with warm soapy water and sanitize them.
- If your room has certain toys that are cleaned on certain days do those as well
- Pack all belongings in backpacks that can be packed to help with after nap routine
- Clean any high chairs, Bumbos, or jumpers that need to be cleaned
- Wipe down changing table pad with soapy water and then spray with sanitizer
- Fill water bottles for the rest of the day
- Communicate any needs or issues on Brightwheel

- Prep any projects for the next day
- Refill any supplies that are low

As Children Wake Up:

- Remove bedding from cots and place on top of child's cubby
- Aide children in going to bathroom and supervise washing of hands
- Place all belongings in backpacks to help with pickup

End of the Day Cleaning List

All items on this list must be completed each day before you leave. Some of these things can be completed with children in the room as long as there is someone actually sitting and playing with the children. Do not start the list if you are the only one in the room.

- Wash all dishes, including water bottles and cups in warm soapy water and lay out to dry
- Wipe down tables with warm soapy water then spray with sanitizer
- Wipe down chairs with warm soapy water then spray with sanitizer
- Wash toys for the day in warm soapy water then spray with sanitizer
- Sweep and Swiffer floor, including under tables
- Sanitize all bottles
- Sanitize all pacifiers
- Do a supply check and Brightwheel any needs (diapers, foods, formula, breast milk, clothing, PullUps)

Cubbies should be wiped down with warm, soapy water and sprayed with sanitizer on Fridays.

Beginning of the Day Checklist

All items on the list should be completed at the beginning of the day

- Fill water bottles and place in cubbies
- Put away any toys or dishes that have been laid out to dry
- Put cots back in storage place until naptime
- Place toys out in centers for the day

