

Task: Conducting Daily Health Checks and Excluding Children from Short-Term Center Participation

| Task | Person Responsible | Date to be Completed |
|---|--------------------|-----------------------------|
| <p>1. Conduct daily health checks on all children upon arrival and departure of the center and throughout the day.</p> <p>Children and staff with the following symptoms or conditions will be excluded until either the condition subsides or proof from a medical provider is obtained indicating the child/staff is no longer contagious and can return:</p> <ul style="list-style-type: none"> *Upset stomach with diarrhea (runny, watery or bloody stools) or vomiting (more than one time) within the past 24 hours; *Runny nose, sniffles, unusual cough affecting their ability to function in the classroom; *Fever 101 degrees or higher; *Unusual pain affecting their ability to function in the classroom; *Indications of signs of a communicable disease or an unexplained rash; *Lice, nits, scabies; *Cuts or openings on the skin that are pus filled or oozing and cannot be covered by a bandaide; *Short term injury/accident | <p>All Staff</p> | <p>Daily</p> |
| <p>2. Contact Parents/guardians and others on the emergency card as appropriate when a child appears to have signs/symptoms as listed above.</p> | <p>Teachers</p> | <p>as identified</p> |
| <p>3. Contact Central Office to notify the receptionist that a child was sent home early, the time sent home and the reason for leaving early.</p> | <p>Teachers</p> | <p>When child sent home</p> |