

Education and Early Childhood Services

Task: Arrival/Departure of Children During COVID-19

Task	Person Responsible	Date to be Completed
<p><i>During the COVID-19 pandemic HREC will reduce the possible spread of communicable diseases in effort to keep children, families and staff safe daily.</i></p>		
<p>Arrival of Children:</p>		
<p><i>*Hand Sanitization stations are located at the entrance of each facility.*</i></p>		
<p>1. Children will be brought to their classroom's designated individual entrance.</p>	<p>Parent/Guardian or designee</p>	<p>Daily</p>
<p>2. Ring door bell and/or knock on the door, notifying staff of their arrival.</p>	<p>Parent/Guardian or designee</p>	<p>Daily</p>
<p>3. Prepare COVID Clipboard with COVID-19 Monitoring Form.</p>	<p>Teaching Staff</p>	<p>Ongoing</p>
<p>4. Every parent/guardian or designee will be asked the COVID-19 screening questions upon arrival. The child's temperature will be taken via forehead or wrist upon arrival.</p>	<p>Teaching Staff</p>	<p>Upon arrival</p>
<p>5. Print child's name, date, and time on COVID-19 Monitoring Form, then circle the appropriate "Yes/No" on form.</p>	<p>Teaching Staff</p>	<p>Upon arrival</p>
<p>If YES to any of the questions or fever is 100.4 or above:</p>		
<ul style="list-style-type: none"> • The child must be sent home and not allowed into the center; refer to CDC guidelines for re-entry. • Call the Central Office and notify the Health Services Manager of the child's name being sent home and reason for child's absence. • Log Health Event into ChildPlus (COVID/Sickness Event). 		
<p>If NO to all questions and the child has no fever continue to step 6.</p>		
<p>6. Sign the child in with the name of the person dropping the child off.</p>	<p>Parent/Guardian or drop off designee for the child</p>	<p>Daily</p>
<p><i>*All staff will recommend, to the extent possible, that parents/guardians have the same designated person for pick-up and drop-offs*</i></p>		
<p>7. Upon entry into the classroom, children will wash their hands.</p>	<p>Teaching Staff</p>	<p>Daily</p>
<p>Departure of Children:</p>		
<p>1. Parent/Guardian or designee will go to the classroom's designated individual entrance (same entrance as arrival).</p>	<p>Parent/Guardian or designee</p>	<p>Daily</p>
<p>2. Ring door bell and/or knock on the door, notifying staff of arrival.</p>	<p>Parent/Guardian or designee</p>	<p>Daily</p>
<p>3. Pull the child's ChildPlus CP 1520 Emergency Contact sheet to ensure it coincides with the ID of the person the child is being released to.</p>	<p>Teaching Staff</p>	<p>Daily</p>
<p>4. Once the adult is verified to have "Release to Rights", ask the adult to wait outside the entrance of the classroom for their child.</p>	<p>Teaching Staff</p>	<p>Daily</p>
<p>5. Sign the child out with the name of the person picking the child up.</p>	<p>Parent/Guardian or designee</p>	<p>Daily</p>