

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: <i>**Hand Sanitization stations are located at the entrance of each facility.**</i></p>		
1. Children will be brought to their classroom's designated individual entrance	Parent/Guardian or designee	Daily
2. Ring door bell and/or knock on the door, notifying staff of their arrival	Parent/Guardian or designee	Daily
3. Prepare each individual child's green file folder with the Sign in/out sheet, COVID-19 questions and the Child Plus report #1520 (Emergency Contact).	Family Advocate	On going
4. Every parent/guardian or designee will be asked the COVID-19 screening questions located in each child's individual sign in/out folder upon arrival. The child's temperature will be taken via forehead or wrist upon arrival. <i>**All responses are recorded on the form as appropriate.**</i>	Teaching Staff	Upon arrival
<p>IF YES to any of the questions or fever is 100.4 or above :</p> <ol style="list-style-type: none"> <i>1. The child must be sent home and not allowed into the center refer to CDC guidelines for re-entry</i> <i>2. The bottom section of the Sign in/out must be completed appropriately. The form must be emailed to the Health Services Manager promptly</i> <i>3. Call the Central Office and notify the Communications/Data Entry (Receptionist) of the child's name being sent home and reason for child's absence.</i> 	Teaching Staff	Ongoing
<p>IF NO to all questions and the child has no fever continue to step 5</p>		
5. Sign the child in with the name of the person dropping the child off and the staff accepting the child will put their first name initial and their full last name in addition to the arrival time. <i>**All staff will recommend, to the extent possible, that parents/guardians have the same designated person for pick up and drop offs.**</i>	Teaching Staff	Daily

Task	Person Responsible	Date to be completed
6. Upon entry into the classroom children will wash their hands	Teaching Staff	Daily
Departure of Children:		
1. Parent/guardian or designee will go to the classroom's designated individual entrance (same entrance as arrival)	Parent/Guardian or designee	Daily
2. Ring door bell and/or knock on the door, notifying staff of arrival	Parent/Guardian or designee	Daily
3. Pull the child's Green File and review the child's Child Plus #1520 Emergency Contact sheet to ensure it coincides with the ID of the person the child is being released too.	Teaching Staff	Daily
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.	Teaching Staff	Daily
5. Sign the child put with the name of the person picking the child up and the staff releasing the child will put their first name initial and their full last name in addition to the departure time.	Teaching Staff	Daily