

## COVID-19 Centerwide Guidelines

1. Staff will park in the parking lot behind the Center. This will allow the front lot to be available for families for drop-off/pick-up.
2. Temperature check and wellness questions will be taken before entering the Center of all staff.
3. Whatever time your shift starts means that you are in your work area and ready to work at that time. This check-in procedure will take time, so please allow for that. Someone will be at the back door beginning at 7:15 a.m. to do the temperature check and ask the wellness questions, so you can be in your work area and ready to start at 7:30 a.m. Wait on the sidewalk and maintain 6 ft. physical distancing.
4. If your shift is after 7:30 a.m., call the Front Desk when you arrive and wait outside the Center. Someone will come to do the temperature check, before you enter the Center.
5. All staff will wear masks when in the Center. Two masks will be provided for each staff member.
6. Practice social/physical distancing of 6 ft., as much as possible in the classroom, but always when outside the classroom.
7. Intensify cleaning and disinfecting in all areas. Clean and disinfect frequently touched objects and surfaces, i.e. tables, door knobs/handles, light switches, phones, desks, computer keyboards, faucets.
8. Be more diligent with handwashing.
9. If you use it and it is used by others in your work area, then you clean and disinfect it.
10. Two smocks will be provided for each staff member. It is for your protection, but optional to wear. One clean smock is to be left in the Center to be put on over your clothes upon arrival. They are to be washed each time they are worn.
11. A pair of goggles will be provided for each staff member. This for your protection, but optional to wear, i.e. when diapering/toileting, holding a crying child, taking a temperature, or all day if desired.