**Little Fisher’s Day Care and **

**Early Learning Center LLC**

***Staying healthy and safe together is our #1 goal***

**COR2 operations procedures**

*Opening & Morning shift: 6:45am-12:45pm (2 people)*

* Make bleach solutions daily in labeled bottles and place them in classrooms, kitchen, bathrooms and the entrance area. Keep them out of reach of children. \*4 teaspoons bleach per quart of water. At 8:45am, 10:45am & 12:30pm: sanitize bathrooms, doors, switches, tables, toys, bottles. & high touched area. Ensure adequate ventilation!)

*Afternoon shift: 12:30-5:00pm**(2 people)*

* At 2:30 pm & 4:45 pm: sanitize mats after nap, bathrooms, doors, tables, toys, bottles, & high touched area

*Closing person: till 6pm*

* Mop the floor, sanitize kitchen and all the toys with bleach solutions in the spray bottles, discard the solution at the end of the day)

All the caregivers

* Sanitize changing tables and toilets after each use.
* Change children’s clothes and store in the bag if soiled.
* Frequent hand washings.
* If you are feeling sick, report immediately.
* Please be aware that bleach solutions can discolor your clothes.
* Use resource room to sanitize & dry toys. Use the fan to dry them. Spray the bleach solutions while children are NOT around. Wipe the solution from the surface after 1 minute.
* If children are around, please wear gloves, soak a cloth in the bleach solution, and wipe high touch area and objects.
* After answering the phone, wipe the receiver.

Sanitize the dining table with bleach solution before children come to the table, and wipe off. Wear gloves to help children with their lunch and snack. Handwashing before and after.

* Store the lunch bag 1 foot away from each other or in their back pack.

Thank you for your cooperation and hard work!!

