**Precious One’s Covid Preparedness Procedures Plan**

**Employees**

* Upon arrival to center must have temperature read before given authorization to enter the facility.
* All employees will be required to enter through the front door entrance.
* Employees must have their temperature read and logged at every 2 hour intervals.
* Shoes must be changed upon arrival to center to another set of sanitized shoes that must be kept at work.
* Masks are to be worn for the entire duration of the day.
* Should any employee display flu like symptoms, have a fever, or call out due to symptoms or sickness they must provide doctor’s clearance for return.
* Hand washing will be done frequently throughout the day
* Gloves are to be worn for every diaper change.
* Masks provided by POCC will be kept at POCC in individual labeled Ziplocs to be worn when working.
* Communication kept open between all employees and admin regarding sickness. If feeling unwell to stay at home.

**Parents & Families**

* Parents will wait in designated area outside section for a teacher to come and receive child. A teacher will also escort child outside upon departure.
* Parents and families will not be permitted to enter the facility.
* Persons dropping off and picking up children are to have their temperature read and logged daily.
* Each child will have their temperature read upon arrival at every two hour intervals. To be logged daily.
* Frequent hand washing will be done throughout the day.
* Parents will be responsible for providing extra shoes to be kept for in school use only. Children will be changed into school shoes upon arrival.
* Any child displaying flu like symptoms or have a fever will need to get a doctor’s clearance to return.

**Center Operations**

All exits and entrance door knobs will be sanitized every fifteen minutes.

Light switches and handles on all doors and cabinets to be sanitized throughout the day

All surfaces frequently touched will be sanitized throughout the day.

POCC regular cleaning procedures to continue daily.

* Mopping, sweeping, vacuuming
* Disinfecting and sanitizing of all surfaces
* Bathrooms to be cleaned with bleach/water ratio at the end of each

Toys to be limited and cleaned and sanitized daily.

* All toys with clothlike material, felt, legos, blocks, etc that can easily be contaminated with bodily fluids and not easily sanitized to be removed at this time.
* Toys will be separated into morning and afternoon bins so that they can be rotated to be sanitized.

Children to be kept in their separated groups throughout the day and social distancing practiced and monitored.

Children’s cots labeled and used only by specific child.

Children to take naps in cots/cribs six feet apart and implementation of head to toe pattern regulated.

Any child displaying symptoms of sickness while at the center be brought to isolation room and parent called to pick up.

Isolation room to be cleaned thoroughly after each use

* Removal of all bedding and sheets to be washed
* Door knobs and light switches disinfected
* All toys sanitized
* Carpet vacuumed.

**In the event of positive case**

* POCC will inform all families and required agencies.
* The section the child is in will be closed off and sanitized and clean thoroughly.
* Children will be required to get health clearance to return upon being informed of positive case.