

## Parent Drop-Off and Pick-Up

- Designated staff will sit outside (if possible) or answer the door and then step outside.
- Designated staff should wear protective equipment (face mask, eye shield, gloves) before exiting the door. This can serve to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
- A hand hygiene station will be set up at the entrance of the facility, so that children and staff can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol. Keep hand sanitizer out of children's reach and supervise use.
- **PROCEDURE:**
  - Staff will greet children and families outside as they arrive.
  - Staff will make visual inspection of the child.
  - Staff will take child's temperature. Children who have a fever of 100.4 or above or other signs of illness (excessive coughing/sneezing, lethargic, rapid breathing, runny nose with yellow/green mucus) **SHOULD NOT** be admitted to the facility. **NO EXCEPTIONS!!**
  - If no signs of illness is shown, staff will 'check in' child on the tablet and parent will electronically sign the child in.
  - Staff will sanitize the child's hands before escorting the child to their classroom. Wash the child's hands with soap and water for 20 seconds (sing alphabet song). If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
  - Staff will sanitize their hands. Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.

\*\*If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.\*\*

**\*\*If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.\*\***

**\*\*NO CHILD SHOULD BE ADMITTED AFTER 9:30AM. ALL FAMILIES WILL BE ADVISED TO ALLOW TIME TO DROP OFF THEIR CHILD BEFORE 9:30AM. PLEASE DIRECT THEM TO REFER TO THE LATE ARRIVAL POLICY IN THE PARENT HANDBOOK AND/OR TO CONTACT NICOLE JEFFERIES.\*\***