**April 8, 2020 - Emergency Center Protocol**

**Staff Meeting 10 am**

**Notes**

**Arrival**

1. Child and parent ( and Staff) will be instructed to stay in the office. Staff will take parent and child temperature. (100.4 or higher for either and the child can not stay or return for 72 hours fever free). Children will then be assigned to a room for the day. They will wash hands and be escorted to the class.

**Departure**

1. Parent arrives for pick up and will remain in the office. DIrectors will inform the teacher of childs departure to get the child ready to leave. Director will escort the child to the office to exit the building.

**Classroom Rules -**

1. Children must stay in assigned rooms for the day. Butterflies will wash and use the bathroom in the back.
2. Teachers must also stay in the classroom. Directors will give bathroom breaks or teachers may use the bathroom if a second teacher is already in the room. Please do not walk around the school and enter other classrooms unless absolutely necessary.
3. Indoor and outside is not available. Please plan a large motor activity within the classroom. If there is equipment you would like made available that is not currently in your classroom, we can make arrangements after closing at night for someone to bring it in for the next day.
4. Please no slime/playdough, water or sand play until further notice. This is to reduce the spread of germs.
5. Media, music and movie rules will be relaxed. After meals and snacks it might be helpful to use to capture the attention of children so you can sanitize properly.
6. Peppermint Stick Gloves are to be used for high contamination times such as dealing with bodily fluid, (Diaper changing, nose wiping) and food handling. use of gloves do not replace the need for cleaning your hands. Gloves are hard to purchase and we have extra but not enough to have staff wear all day long. Wearing all day long is not advised by CDC. Washing hands frequently and not touching your face is the best defence.
7. If a child appears to not feel well after being admitted to the center for the day, please notify the director right away. Look for irritability, lethargy, loss of appetite, fever, cough and runny nose. Children will be monitored more frequently for signs of illness.
8. Children who refuse to wash hands or comply with this routine- please notify the director so we may have a discussion with the parents.
9. Remove any toys that consistently go in the mouth.

**Advised Hygiene-**

1. **Avoid touching your eyes, nose, and mouth with unwashed hands.**
2. Maintaining good personal hygiene significantly reduces the risk of cross-contamination and transmission of contagious infections.
3. Hands are the main pathway of germ transmission during health care. Good and effective hand hygiene is therefore one of the most important steps to avoid the transmission of harmful germs and prevent health care associated infections.
4. Avoid hand and/or wrist jewelry as well as piercings (that can come in contact with germs)
5. Avoid long nails, nail polish and fake nails
6. Always keep hair short, or fixed and beards and mustaches short
7. Always use proper coughing and sneezing techniques
8. long sleeves are not recommended – not longer than the elbow
9. If you have an open wound, always use a water resistant band aid so that hands can be wash and disinfected

**Cleaning and Sanitizing -**

1. Make sure supplies are within easy reach in the classroom, including tissues and no-touch trash cans. Make sure you have gloves, soap, paper towels and soap/bleach spray bottles available at all times.
2. Have a bin in the classroom that you can put contaminated toys in that can be washed at a later time. Make sure to label the bin.
3. Make sure to follow table sanitizing procedures when using soap spray bottles to remove debris and bleach spray bottle to sanitize. In order for the bleach to work effectively, it should sit on the surface for at least one minute. For best results let it air dry, do not wipe it dry. Also make sure your bottle of bleach solution is fresh daily. Bleach solution loses its effectiveness over time and should be made fresh daily. Kitchen buckets for sanitizing dishes should also be made fresh for each dishwashing session.
4. Routinely clean frequently touched surfaces. Discourage children from sharing food, plates, cups, or utensils.

**Closing cleaning-**

Clean debri and clutter from room

Odoban will be used to mop and spray room

Clean toys that were put in the bin for sanitizing.