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|  | **Peppermint Stick Children’s Center**1124 N Cedar Lake Rd. Round Lake Beach IL 60073 / 847.546.116040 S. Whitney St Grayslake IL 60030 / 847.223.0611 |

Memo for Staff

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| To: | Peppermint Stick Employees |
| From: | Ms. Tiffany & Ms. Karen |
| Date: | March 3, 2020 |
| Re: | Coronavirus |
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What you can do to help reduce the spread of coronavirus-

Coronavirus is spread by

* Coughing or sneezing
* Unclean hands
	+ Touching your face after touching contaminated objects
	+ Touching objects after contaminating your hands

To help stop the spread of germs:

1. Wash your hands when arriving at the center and have the children do the same when they arrive. Plus wash before and after eating, serving foods, diapers, wiping noses etc.
2. Cover your mouth and nose with a tissue when you cough or sneeze.
3. Put your used tissue in a waste basket and go wash.
4. If you don’t have a tissue, cough or sneeze into your upper sleeve, not your hands. Teach the children to cough or sneeze like a vampire.
5. 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.
6. 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 bucket for sanitizing dishes should also be made fresh for each dishwashing session.
7. 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.
8. Routinely clean frequently touched surfaces. Discourage children from sharing food, plates, cups, or utensils.
9. Remember that schools are not expected to screen students or staff to identify cases of COVID-19. The majority of respiratory illnesses are not COVID-19. If a community (or more specifically, a school) has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps.
10. As always, inform the director if you or a child in your care are sick. If you or a child’s temperature is 101 degrees or higher, you will be sent home. You should maintain a normal temperature (98.6 degrees) for at least 12 hours before returning to school. If you have a fever and a cough stay home.
11. Separate sick infants, children, and staff from others until they can go home. When feasible, identify a “sick room” through which others do not regularly pass or a child will be isolated to a “sick” cot within the classroom to maintain proper supervision.
12. Please refer parents to speak with a director if they have concerns. Peppermint Stick has protocols in place for handling an outbreak of illness. If you would like more information please speak with a director.

5:30- Sanitizing Protocol

Odoban bottles will be used. Please do not mix with bleach.

After cleaning the room from debri and clutter. Floor will be mopped with odoban and everything will be sprayed with odoban and left to air dry.