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# COVID-19 STAY SAFE POLICY

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AND PROCEDURES RECOMMENDED BY CDC

*JANUARY 1, 2021*

# **COVID-19 STAY**

## **SAFE POLICY**

## **& PROCEDURES**

We are in accordance with the CDC guidelines and preventive measures to ensure children and staff are safe and healthy while keeping our facility COVID-19 free.

The Cares Clubhouse administrative team has implemented new safety measures to ensure children and staff remain healthy while attending daycare. Our team has exceeded the recommended safety guidelines and preventive measures to help keep our facility clean and safe for your child's enjoyment and well-being. Upon arrival, children are asked to remove their shoes and place inside of a plastic bag, children must wear their masks, temperatures are checked, hands are washed, and parents will sign their children in/out outside of the home.

Our team members make cleanliness and safety our top priority to help prevent the spread of COVID-19. We wash and sanitize our countertops, bathroom toilet seats after each child use, wash and spray the toilet handle after each child's use, disinfect the sink knobs after each child's use, and apply a mild alcohol-

based hand sanitizer to children's hand for an added protection against germs.

Our facility has been rated a 5 star for cleanliness and sanitization by the parents of She Cares Clubhouse. We use cleaning products in accordance with the CDC guidelines to ensure we are keeping germs to a minimum within our facility.

She Cares Clubhouse also ensure each child's temperature is taken and recorded 3x per day. We take the child's temperature once in the morning at drop off, during noon time before lunch, again after nap time, and during pick up dismissal time. Every child's temperature recordings are written on a separate daily log to maintain children's privacy. Parents will have the opportunity to view the fun and engaging activities their child participated in as well as their child's daily temperature recordings.

We also encourage our children to wear masks and maintain a 6ft social distancing during learning centers and play time. Our staff have arranged the daycare to meet the 6ft distance guideline recommended by CDC. In our learning centers, we accommodate one child at a time to comply with the 6ft. social distancing and a face mask or covering is worn during these center visits. We provide hand sanitizer to children before and after each center has ended. We wash and disinfect the tables and chairs between each child, and spray the area using Lysol disinfectant spray. After each learning center, children will be escorted to the restroom to wash their hands using a hands-free soap dispenser and warm water temperature regulated and approved within state guidelines.

At She Cares Clubhouse, our administrator and team members have allowed playtime to look and feel as normal as possible.

During outdoor time, the administrator provides each team member a sanitation station to use to wipe and spray the swings, slides, balls, and other play equipment prior to children going outside to help prevent the spread of germs and infectious diseases. We ensure that all children have washed their hands and given a small amount of hand sanitizer prior to going outside. While outside, each team member can supervise and monitor 2 children at a time to prevent large playful gatherings. Children and team members of She Cares Clubhouse are still required to wear a protective face mask/covering while outside. However, it is not recommended by CDC guidelines to wear a face mask while outside playing, but this is one of many steps we took to ensure our children and team members are safe and healthy.

We are pleased to announce that She Cares Clubhouse has been operating a COVID-19 free childcare business for 8 years. We are proud to have put in place more disinfectant and cleaning procedures alongside our current sanitation practices.

All She Cares Clubhouse team members must have a COVID-19 negative test on file and must take one every month to ensure we are as COVID-19 free as possible. Every team member must wear a protective face mask/covering during working hours. Our team members will wear face mask during lessons, individual tutoring, and playful gatherings.

The team members and children at She Cares Clubhouse will wash their hands and apply hand sanitizer every 20-25 minutes and in between lessons.

# She Cares Clubhouse CLEANING SCHEDULE

## BATHROOM

The bathroom is washed, cleaned, sanitized, and disinfected 4x per day. We wash the bathroom door handles after each child use, we wash and spray the sink and knobs before and after each child use, and we wipe the toilet seats and handles the same way. We provide a hands-free soap dispenser and paper towel dispenser to ensure a more effective germ-free approach. Floors are mopped daily with hot water and Clorox bleach.





## TOYS

Toys are washed and disinfected 4x daily. Our team washes all toys before arrival, during nap time, after lunch, and at dismissal. We spray the toys in between each child use. At the end of the day, we place all toys in a large bucket filled with hot water and bleach and left to soak for about 30 minutes before washing and rinsing it. Once the toys are completely air dry, we spray it down with Lysol. All the toys are placed back in the toy area for the next business day. This step is repeated 4x daily.

Toys that cannot be washed are removed from the daycare. We only place toys for children that can be washed, sanitized, and disinfected to help prevent the spread of germs and to help keep our facility clean and COVID-19 free.



## **BEDDING/COTS**

The bedding and cots are washed in hot water using a plant-based laundry detergent once per day. We wash the blankets and cot sheets immediately after napping. We wash the cots down using a scrubber brush, Clorox bleach, Dawn dish detergent, and Lysol disinfectant spray. We take every precautionary measure to minimize germs. All blankets and cot sheets are the sole responsibility of the She Cares Clubhouse team members and administration. We do not allow any blankets or stuff animals to be brought into the facility.



## **KITCHEN**

Our kitchen is washed down and sanitized 4x per day. We clean the kitchen in the morning, during nap time, after snacks, and at the end of the day. We wash and clean the refrigerator door handles and remove everything from the refrigerator to give it a deep cleaning. The cleaning of the refrigerator is done daily by an assigned team member. There is a log that must be filled out with the assigned team member's initials indicating each component of the kitchen has been cleaned. The administrator will check to see if cleanliness is deemed satisfactory. All food is discarded every Friday and restocked for the following week.





## Daily Screening Protocol for She Cares Clubhouse

Date: \_\_\_\_\_ Name: \_\_\_\_\_

**Instructions:** This form is to be used by staff and parents to screen all children upon arrival and prior entry into the childcare facility.

**If ALL the questions have been answered NO,** then the children may attend childcare. Should any of these symptoms appear during the business day, then the parents will be notified to pick their child up within 1 hour.

**If ANY of the questions have been marked YES,** then the children will not be permitted to attend our program.

Does the child or staff member display any of the below symptoms?	Yes	No
Sore throat		
Cough		
Headache		
Fever		
New loss of smell/taste		
Any other signs of illness		
Fatigue/drowsiness		
Rapid breathing or difficulty breathing		
Has the child had any contact with someone within the previous 14 days with a confirmed COVID-19 case?		
Is the staff and child cleared to enter the facility?		

Staff signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

She Cares Clubhouse and its team members are strictly enforcing these guidelines which are set forth by the CDC.

✚ If any child or staff member encounter an individual who is COVID-19 positive will need to quarantine for 14 days.

- ✚ If the child or staff member show symptoms but not otherwise been exposed will remain at home until symptoms subdue.

**~RECEIPT OF ACKNOWLEDGEMENT~**

I have **received**, **read**, **signed**, and **dated** this policy on \_\_\_\_\_ and I fully understand my obligations as a parent while my child is attending She Cares Clubhouse.

I \_\_\_\_\_ (**parent's name**), agree to the terms and conditions of this policy and agree to inform the director of my family being exposed to COVID-19. I \_\_\_\_\_ have **accepted the terms**, **policy**, and **guidelines** set forth by the administrator, Mrs. Britton, and I will abide by all rules to ensure She Cares Clubhouse remains safe and free of COVID-19.

**Provider Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parents Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parents Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

