



COVID-19 PREVENTION HEALTH & SAFETY PLAN

Dear Parents:

On behalf of *Tech Generation Learning Center*, we would like to explain the health safety procedures we have in place to keep After School students and staff as safe as possible while participating at our learning center. Our center follows the *Centers for Disease Control (CDC)* and *Mississippi State Department of Health (MSDH)* guidelines for health and safety during the COVID-19 pandemic. The center's Director and staff will ensure the following safety precautions are followed on a daily basis.

- ✓ *Clean and Sanitize the Center daily* before students arrive
- ✓ *Students will not share food or materials* to prevent the spread of germs
- ✓ Center Tables, Chairs, Floors, Kitchen, Laptop Computers, & Arcade Games will be *cleaned and sanitized daily*
- ✓ After School Students will use ear buds for laptop computers *that only they can touch and handle to prevent spreading germs.*
- ✓ *Check students and staff temperatures daily* (w/infrared forehead thermometers) before students can proceed to their After School classrooms
- ✓ *If a staff member is found to have a fever*, the staff member will be sent home immediately and cannot return to work without a doctor's clearance.
- ✓ *If a child is found to have a fever*, he or she will immediately be separated from the rest of the students and sent to the Center's Sick Room. Parents will be notified to come and pick up the child as soon as possible.
- ✓ The child with the fever *cannot return to the center without a doctor's clearance.*
(These steps are in place to prevent the spread of the COVID-19 virus.)



- ✓ *Students and Staff will wash hands everyday as soon as they enter the center* and before meals and snacks are served.
- ✓ *Students will wear masks daily* to prevent the spread of germs (provided by parents)
- ✓ *Staff will wear masks and latex gloves daily* when interacting with students
- ✓ *Entrance Doors will be locked while children are present* to prevent unauthorized entry into the building for health and safety reasons
- ✓ We will practice *Social Distancing by keeping students 6 feet apart*
- ✓ *After Homework Time*, tutors will check each student's homework one student at a time. Other student will remain in their seats until their teacher/tutor calls them.
- ✓ *Students will be brought to parent cars by a staff member for check-out* (call when you arrive at the center to pick up your child, please do not come inside.
- ✓ *Parents will sign out students at their cars*, the sign out sheet will be brought outside.
- ✓ *The center will sponsor a free snack and supper daily* for After School Students.
- ✓ For Summer Camp children, *Breakfast, Lunch and Afternoon Snack will be served*
- ✓ The center will be open daily for the After School program from **2:00 PM to 6:00 PM Monday-Friday**. Parents are asked to pick up their after school children at **5:30 PM** to allow time for cleaning & sanitizing to take place for the next day.

Seats are limited due to CDC Guidelines for social distancing purposes. **Groups will be kept to 10 per classroom including the tutor.** Parents who wish to enroll their child (ren) should contact the Director as soon as possible. **Email: techgenerationlc@gmail.com**

Thank you,

FROM THE OFFICE OF THE EXECUTIVE DIRECTOR

TECH GENERATION LEARNING CENTER