**COVID-19 Policies and Procedures**

**Staff Addendum**

* Staff will follow all procedures and policies as outlined in the main document. Staff will also follow the policies and procedures as listed below.
* Staff will do everything, to the best of their ability, to reduce and minimize the spread of COVID-19, which will help protect the safety, health and welfare of students, staff and families of UCNS.

**• ARRIVAL**

* Staff member will come to the office to have their temperature taken and health assessed.
* Upon entrance to the building the staff member will wash hands immediately and sanitize the sink after use.
* Staff will follow all health procedures if temperature is 100 or over.

**• WASHING HANDS**

* Staff will monitor student to ensure proper handwashing. Use timers; 20 second minimum.
* If hand washing is not available, hand sanitizer will be used. Staff will keep the sanitizer out of the reach of the children.
* Staff will frequently and properly wash their hands.

**• CLEANING PROCEDURES**

* Multi-touch surfaces: an aide will use disinfecting wipes to wipe down door knobs, light switches, counter tops, chairs, cubbies, and any other frequently used surfaces throughout the day.
* Toys: Similar procedures to clean and sanitize toys as before. Staff will be responsible for cleaning the toys more often. If a child puts a toy in his or her mouth, staff will need to make sure that another child does not touch the toy, as much as possible.
* Playground: At the end of playground time, an aide will spray down with bleach water, the high traffic and touched areas, such as swings, the large playground structure, the tunnel, climbing structure, etc. Tricycles and riding toys will have to be disinfected if they are used.
* Bathrooms will be sprayed down with bleach water after a classroom uses the bathrooms.

**• USE OF PLAYGROUND**

* Water tables will not be used.
* Sandbox will not be used.
* UCNS students will be playing outside, as much as possible.
* Riding toys can be used, but will have to be disinfected after each playground time.

**• CLOTHING**

* Staff is responsible for changing children’s clothing if they get body fluids on them.
* If a staff member gets a student’s body fluids on them, then clothing must be changed. It is recommended that staff have several changes of clothing with them at work. Smocks and/or aprons can be used also to avoid having to fully change clothes.

**• SNACK TIMES:**

* Children will be spaced out as much as possible. Eating picnic style in the classroom is acceptable. No matter the seating arrangement, staff will make sure that they can see all the children and monitor for choking.
* Disposable plates and cups will be used for the rest of the year..

**• SEPARATE CHILD’S BELONGINGS:**

* Staff is responsible for keeping each child’s individual belongings separated as much as possible.