

### **Covid-19 Procedures in place for Staff:**

1. Staff temperatures will be taken upon arrival to work and when returning to the building after leaving for a break or lunch period.
2. Staff must wear a mask and/or shield when interacting with adults in any capacity, during diaper changes and meal preparation. Aprons must be worn whenever you are with children.
3. Classrooms need to be sanitized after each transition. This includes wiping down desk area, light switches, toys, doorknobs, etc... Please see the Classroom Cleaning/Sanitation Schedule
4. Teachers need to remain in their classrooms except when taking the children outside, bathroom use, gathering materials, personal lunch or speaking with Administration. Visiting other classrooms will affect Tracing abilities if a case of Covid-19 is diagnosed. If you must go to another class, be sure you are wearing your mask and speak only from the doorway. DO NOT go all the way into the room.
5. It is recommended that we do what we can to keep classrooms at 10 people, including the staff. We will not be able to do this in all cases because of enrollment but it will be something we keep in mind as we move through this process.
6. Classrooms may not mix while going outside: Please see new outside schedule (a separate document). It is critical that you stay on schedule so that the playground can be cleaned between each class visit. If you have a team of three, one person should stay inside to sanitize classrooms. Once they join the group to take the children back into the building, one staff member should stay at the playground to sanitize it.

### **Staff Room:**

7. You must wipe down the area in which you use before and after every use. Do not put any food in the fridge. Please use a personal lunch box.
8. **MOST IMPORTANT- PLEASE KEEP THINGS CLEAN**
9. No more than TWO staff members at a time using staff room. During this time, you may want to find an alternative place to have your lunch e.g. outside, upstairs or any other area on the church grounds. Wherever you go, be sure you sanitize it when you first go in and again before you leave.

### **Hallway Bathroom use:**

10. If your classroom uses the bathroom and or yourself. Please be sure to wipe down the counters and faucets and Lysol spray the toilets.

**Classroom Bathroom use**

11. Spray and wipe down the bathroom after each use. Only one child at a time in the bathroom.

**Nap Time**

12. The children need to be 6 feet apart and/or sleeping head to toe. All nap time items should be sanitized and sent home on Fridays.

**Staff Waiver**

13. A staff waiver needs to be signed by each employee before returning to work

**Children's Meals**

14. Family style serving is strictly prohibited. The food must be kept separate from the children and served on individual plates. As a reminder, masks and/or shields must be worn as well as gloves when serving food.