

# University Baptist Church

## ELC Summer 2020 - Health Protocols

### Drop Off Procedures

***Please be on the alert for signs of illness in your children and keep them home when they are sick.***

- Pull into the circle drive, exit your car, and proceed to the preschool porch.
- Hand hygiene stations with hand sanitizer will be set up. Please clean both your child's hands and your own.
- An ELC Staff Member will screen each child upon arrival following the screening process procedure.
- Sign your child in using the Brightwheel app on your personal device by scanning the QR code (located at the screening station) and signing your signature.
- An ELC teacher will meet you at the gate and escort your child to his/her class.
- Please limit direct contact with ELC staff as much as possible.
- Access to the ELC will be limited to UBC staff and ELC students.
- Families will not have key fob access to the building.
- Visitors must be approved by the Director and screened before entry.

### Pick Up Procedures

- Place your child's name card in the passenger window and drive into the circle drive.
- Exit your car and prepare to receive your child.
- As you arrive an ELC Staff Member will walk your child to your car.
- The Staff Member will sign your child out once your child has been escorted safely to you.

***If possible, please have the same parent or designated adult drop off and pick up the child every day.***

***If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.***

### Food Preparation

- Snacks will be provided by the ELC and served twice during the day.
- Lunch will NOT be served during the summer session.
- Bottles, baby food, and snacks for children with allergies may be provided by the family.

### Screening Process

#### Teachers & Staff

- Upon arrival all teachers will be screened, will wash their hands, and put on a smock. Teachers will wear masks while indoors and when they are unable to maintain appropriate social distance (6 feet or more).

#### Students

An ELC Staff Member wearing a mask, a pair of disposable gloves, and a smock will screen children on the preschool porch.

#### The screener will:

- Make a visual inspection of the child for signs of illness, which could include:
  - flushed cheeks
  - rapid breathing or difficulty breathing (without recent physical activity)
  - fatigue, or extreme fussiness
- Confirm that the child is not experiencing coughing or shortness of breath.
- Use a non-contact thermometer to take the child's temperature and document the temperature in Brightwheel (add health check activity).
- Clean the thermometer with an alcohol wipe between each screening reusing the same wipe as long as it remains wet.
- Change gloves before the next check if they had physical contact with an individual during the previous screening.

### Social Distancing

- We will limit direct contact between parents and staff members and adhere to social distancing recommendations.
- We will limit the number of people each individual has contact with by doing the following:
  - Each group of children will meet in a separate classroom.
  - Students will not change class groups during the day and will remain with the same group of teachers and children each day.
  - Groups of children will not mix during the school day for playground time or other special activities.

### Personal Items

- Please send a full change of clothes, in a ziplock bag, with your child's name on the bag. We will store these in the classroom.
- If your child is in diapers, please send a bag of diapers for them. We will store these in the classroom.
- Each day, please bring a spill proof cup with water.
- Please do NOT bring toys from home.

