

University Baptist Church

ELC - COVID 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.

