

# University Baptist Church

## Preschool - 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.
- A preschool volunteer will screen each child upon arrival following the screening process procedure.
- Sign your child in using the Brightwheel app on your personal device. Scan the QR code on the check in iPad, answer the screening questions, and sign your signature.
- A preschool volunteer will escort your child to his/her class.
- Please limit direct contact with preschool volunteers as much as possible.
- Access to the preschool will be limited to UBC staff, volunteers, and preschool children.
- Families will not have access to the preschool.
- Visitors must be approved by the Preschool Director or Preschool Coordinator 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 a preschool volunteer will walk your child to your car.
- The preschool volunteer will sign your child out once your child has been escorted safely to you.

### Food Preparation

- Snacks may be provided during care.
- Bottles, baby food, and snacks for children with allergies may be provided by the family.

### Personal Items

- Please bring the following items for your child:
  - full change of clothes
  - diapers, if needed
  - spill proof cup with water
- Please do NOT bring toys from home.

### Screening Process

#### Volunteers & 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

A preschool volunteer 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.
- 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 volunteers 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 be 10 children or less.
  - Students will remain with the same group of teachers and students throughout their stay. They will not change class groups.
  - Groups of children will not mix for playground time or other special activities.

### Cleaning, Sanitizing, & Disinfecting

- The preschool will be cleaned during care after each use by preschool volunteers and UBC staff following the Cleaning, Sanitizing, and Disinfecting Schedule. This schedule is available upon request.

