

Guidelines for Childcare after Safer at Home Order

Individuals should NOT enter Trinity if:

- You are showing symptoms of COVID-19 (fever, cough, or shortness of breath).
- You have been in contact with someone confirmed or suspected of having COVID-19 in the last 14 days.

Check in Procedures:

- For Rainbow, Butterfly, Sonshine and ECC Classrooms enter the building using the main doors (#1) into the main lobby. Little Lambs enter building by classroom outside door. Please only one person enter/exit at a time to help with social distancing.
- The outside main doors #1 will be open from 7:00 am to 12:00 pm Monday through Friday. These are the new summer office hours for the church and school offices. For the hours of 6:30-7:00 am and 12:00 pm-6:00 pm your security badge will unlock the outside main door #1 and unlock the inside security doors. The scanner is the black box on the railing by the main doors. Place your security badge on the scanner and the door will unlock. You must have your security badge to gain access to the building when the front office is closed. If you do not have your badge and the front office is closed, you may call your child's classroom. The entire class will have to come and open the door for you. As a teacher cannot leave, the children unattended and children cannot come by themselves to open the door. There will be a fee charged for not having your badge and needing the door opened for you.
- All children will have their temperature taken before allowed to stay at the center.
- Children will wash their hands and parents/guardians will wash hands or use hand sanitizer upon entering the classroom.
- Parents/Guardians must sign children in on the clipboard with the time and your printed name. It is crucial that this is done as record for who and when people are in the building. This will be a record for attendance along with contract tracing if needed for COVID-19 exposure.
- When leaving use separate exit door from the classroom.
- When leaving the building exit out by the Spiritual Life Center Doors. Not through the main lobby from where you entered. Little Lambs exit out through the outside classroom door. Please only one person exit/enter at a time to help with social distancing.

Meal/Snack Time:

- Cold lunch required as no hot lunch program is available. Please label lunch box and have an ice pack, utensils and something to drink included.
- Please bring a labeled water bottle for your child.
- Children will eat in their classrooms.

Nap Time:

- Space between sleep mats and cribs will be increased as much as possible.

Check Out Procedures:

- For Rainbow, Butterfly, Sonshine and ECC Classrooms enter the building using the main doors (#1) into the main lobby. Little Lambs enter building by classroom outside door. Please only one person enter/exit at a time to help with social distancing.
- The outside main doors #1 will be open from 7:00 am to 12:00 pm Monday through Friday. These are the new summer office hours for the church and school offices. For the hours of 6:30-7:00 am and 12:00 pm-6:00 pm your security badge will unlock the outside main door #1 and unlock the inside security doors. The scanner is the black box on the railing by the main doors. Place your security badge on the scanner and the door will unlock. You must have your security badge to gain access to the building when the front office is closed. If you

do not have your badge and the front office is closed, you may call your child's classroom. The entire class will have to come and open the door for you. As a teacher cannot leave, the children unattended and children cannot come by themselves to open the door. There will be a fee charged for not having your badge and needing the door opened for you.

- Parents/guardians will wash their hands or use hand sanitizer upon entering the classroom.
- Parents/Guardians must sign children out on the clipboard with the time and your printed name. It is crucial that this is done as record for who and when people are in the building. This will be a record for attendance along with contract tracing if needed for COVID-19 exposure.
- When leaving use separate exit door from the classroom.
- When leaving the building exit out by the Spiritual Life Center Doors. Not through the main lobby from where you entered. Little Lambs exit out through the outside classroom door. Please only one person exit/enter at a time to help with social distancing.

Illness Policy Temporary Changes:

- If your child has a fever of 100.0 degrees or higher they must be out of childcare for **72 hours** after the fever is gone without the aid of fever reducing medicine.
- If your child develops symptoms of COVID-19 (fever, cough, or shortness of breath) while in our care, you will be called for an immediate pick up.
- All children in the same family will be sent home and be out of childcare for the same time as the ill child.

Increased Sanitation and Hygiene Practices:

- Practice frequent handwashing
- Advise children, families and staff to avoid touching their eyes, nose and mouth with their hands.
- Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, pens, toilets, faucets and sinks.
- During naptime toys, shelves and play areas will be disinfected.

Please note that even with these new guidelines in place there is no guarantee to be able to protect you or your child 100% from the Coronavirus or any other contagious illness.

I have read and will follow these new guidelines in order to help protect everyone at Trinity.

Signature: _____

Date: _____