

# **Policies and Procedures for operating Gateway Early Childcare Center**

## Daily Drop off and Pick up Procedures

- We will allow one family at a time to exit their vehicle and bring their child(ren) into the building
- We will take the temperature and do a brief checklist of each ECC student.
- Each child will have their hands washed and sanitized before entering the classroom
- Parents should sign their children in using their own pen
- Hours of operation will be 6am – 5pm

### **1. Promoting Social Distancing**

- We will limit capacity to 12 individuals per room under age 4 and 22 individuals per room 4 and over including staff
- We will encourage students and adults to distance
- We will refrain from activities that promote touching or require close physical contact
- We will stagger outside play time one classroom at a time
- We will divide large rooms to ensure 6 feet between groups
- We will keep groups of children together with consistent staff - We will feed children in their classrooms

### **2. Infection Control and Sanitation Practices**

- We will practice frequent hand washing with soap and water and will use sanitizer after
- We will advise children to avoid touching their face and cover coughs and sneezes with tissues
- We will sanitize the bathrooms and common areas frequently and will use an Electrostatic sprayer to disinfect.
- Classrooms and Toys will be disinfected daily

### **3. Symptomatic Individuals or General Sickness**

- A child with a temperature of 100.4 or higher will be required to be picked up immediately
- At the first signs of a fever or other illness, a child must stay home for 72 hours or until they have a note from a physician stating that they may return
- We will designate an isolation room for sick children
- We will seek direction from VDH if we are notified of any positive cases of COVID and will follow their recommendations