

COVID-19 Emergency Policy/Procedure

Word Performance Child Care Center must comply with the new health and safety requirements below set by Governor Northam and the VDSS Commissioner during this COVID-19 pandemic.

1. Families are encouraged to remain at home to care for their children if at all possible.
2. Outside visitors and volunteers are restricted from the program at this time.
3. Classroom settings will be limited to ten individuals per room, including staff.
4. If our program has large rooms, we understand that they may be divided into two rooms by creating clear barriers with cones, chairs, tables, room dividers, etc. to ensure a minimum of six feet between groups.
5. Social distancing will be practiced to the maximum extent possible while still allowing for the care of children.
6. Signage and other reminders are used to encourage all individuals to stay at least six feet apart.
7. Every effort is made to maintain the same groups from day to day to help reduce potential exposures.
8. Groups are not combined in the morning or afternoon.
9. Programming has been altered to increase distance between children, such as staggering outdoor play time, spreading children out within the classroom, and planning activities that do not require close contact between children.
10. Large group activities have been eliminated. Facility events or gatherings are limited to ten people or fewer.

11. Every effort is made to alternate drop off and pick up times for each small group to avoid a large number of people congregating outside or in front of the program building.
12. Individual play is promoted verbally and by physically rearranging classrooms if needed.
13. We are minimizing time children and staff spend standing in lines.
14. Children will eat snacks and meals in individual classrooms, or meal and snack times will be staggered so groups of ten or fewer are occupying the shared space at one time.
15. Family style dining will be discontinued; only employees will handle serving utensils and serve food to children to reduce the spread of germs.
16. We are taking temperatures and checking symptoms for staff and children upon entry each day and asking if medications were used to lower the child's temperature and if there are any household members with COVID-19.
17. If forehead or disposable thermometers are not available, the parent or guardian is asked to fill out and sign a form that reports their child's temperature as taken at home (or affirming the child does not have a fever) and any symptoms.
18. Regular health checks of staff and children are being completed to look for symptoms of sickness or fever.
19. Symptomatic individuals are separated from others until they are picked up from the facility.
20. Adequate supplies for good hygiene including clean and functional hand-washing stations, soap, paper towels and alcohol-based hand sanitizer are available.
21. Staff and children are washing their hands often with soap and water for at least 20 seconds upon arriving to the program, when entering the

classroom, before meals or snacks, after outside time, after toileting or diapering, after contact with any bodily fluid, and after play time and prior to leaving for home.

22. Staff and children are being reminded to avoid touching their eyes, nose, and mouth.
23. Surfaces in shared spaces such as lunch rooms and restrooms are being cleaned and sanitized after use by each group.
24. Objects and surfaces that are frequently touched are cleaned and disinfected.
25. For electric check-ins, alcohol wipes are provided so that screens and keyboards are frequently cleaned.
26. Employees and parents are asked to wash hands or use hand sanitizer before and after signing in and out.
27. We will notify the local health department and the licensing inspector if there is a confirmed case of COVID-19 at the center and will follow health department recommendations.
28. If the program changes operation hours or closes in response to an outbreak, we will contact the licensing inspector with closure details.
29. Any child or staff exposed to the coronavirus will have a 14-day waiting period before they are able to return to the program.
30. Children or staff who test positive must have a physician's note clearing them to return.
31. We will maintain orders or notices from local authorities if ordered to close prior to giving advance notice, as well as any communications from landlords or other program partners indicating closure.

By signing below, I certify that:

- ***I understand that WPC is only open to care for children of essential personnel.***
- *I will adhere to the health and safety requirements and actions required during the COVID-19 state of emergency (listed above)*
- *I will abide by all applicable regulations*
- *I understand that information contained on this form is subject to verification by the Virginia Department of Social Services.*

Parent/ Guardian Signature

Date