

## **SWLC COVID POLICIES AND PROCEDURES**

Until such time that a vaccine or other government announcement and direction regarding COVID-19 procedures are made available, SWLC has instituted the following policies and procedures:

### **BUILDING ENTRANCE AND ATTENDANCE**

1. All persons entering the building must wear a mask. This includes current and former staff, parents, and vendors.
2. All persons entering the building must have their temperature checked and logged. This includes current and former staff, parents, and vendors.
3. Staff are not to have visitors at any time in the building; please ask rides, friends, family members, to wait for you outside at a prearranged time before or after your shift. Visitors waiting outside as well as staff and families arriving and departing should practice social distancing while on SWLC property.
4. All children will have their temperature checked and logged upon arrival; and again during the naptime hours of 12:30-2:30.
5. Children age 6 and older must wear a mask.
  - 4a. \*DCYF does not require us to eliminate (disenroll or deny attendance) to children who opt out of mask wearing.
  - 4b. SWLC will utilize social distancing for those children opting out, provided we have the capacity and ratio ability to do so.
  - 4c. Children opting out require a signed opt out slip from their parent. *HIIPA rules*

*prevent SWLC from requiring a stated reason why a child may have a medical reason to opt out.*

5. Masks may be removed for eating and drinking

### **CHILD DROP-OFF AND PICK-UP**

1. Families should drop off their child in the reception area; but may walk to the hallway and reception intersection to watch their child go into class. The front desk will alert the classroom that the child is on the way.
2. Families should pick up children from the reception area, but may wait at the hallway and reception intersection to greet their child. The front desk will contact the classroom staff when it is time for a child to leave, and they will send them up to the reception area.

### **HOSPITALITY AREA**

1. Social Distancing is to be practiced when using the hospitality area
2. Please make individual snack selection before touching
3. Please make Keurig pod selection before touching
4. Sanitizing wipes will be placed in the hospitality area to wipe down the Keurig and Water machine before and after use. Front desk will monitor this, but your assistance is appreciated.
5. Staff setting up the hospitality area each day must wear gloves in addition to their mask.
6. Napkins, stir sticks, lids, and cozies will be assembled with each cup
7. Bulk creamer will not be used; only individual

## **COMMON AREA SANITATION**

1. Contactless drop-off and pick up will be available with the Procure App (signature capture may still be required pending DCYF guidance)
2. We encourage anyone concerned with touch contact to wear gloves
3. SWLC will wipe down and sanitize common areas such as the front doors and desk area several times a day, and particularly after high traffic.

## **FAMILY ENGAGEMENT**

1. Health Check data (temps/other) will be shared with parents via 1 of 2 platforms:
  - a. Kid Reports
  - b. Procure App for families
2. Important notifications regarding practice or policy changes will be shared with parents via 1 to 3 platforms:
  - a. Kid Reports
  - b. Procure App for families
  - c. Email