

Before and After Child Care Safety Protocol

Opening and Check-In

1. WEXP staff will be present on site 30 minutes prior to program opening to sanitize high traffic areas (parent table, main door handles) and make sure we are prepared to receive children for the day.
2. WEXP staff personal belongings will be stored away from the main program spaces in a designated spot and kept separated from other staff's personal belongings.
3. WEXP staff will make sure all sign-in sheets and thermometers are accessible in the parent area before children begin arriving.
4. WEXP staff must ensure all COVID-19 related signage are visible.
5. Every staff member must have temperature taken upon arrival and anyone with a temp over 100.4 will be sent home immediately.
6. Every staff reporting for work will be screened for COVID-19 symptoms by responding to the following questions daily:
 - a. Have you been in close contact with a confirmed case of COVID-19?
 - b. Are you experiencing a cough, shortness of breath, or sore throat?
 - c. Have you had a fever in the last 48 hours?
 - d. Have you had a new loss of taste or smell?
7. Staff is required to wear masks throughout their shift. Staff will be provided a mask or can bring their own to wear.
8. Staff will periodically wipe down the iPads or other tech devices (using the cloth wipes and a disinfectant) during the check-in/out period.
9. During **AM Care program check-in**, each child's temperature is taken upon arrival prior to signing in. If anyone has a temp over 100.4, they will not be allowed entry into the program for the day. Children who are sent home must have a doctor's note clearing them to return to the program prior to reentry.
10. Parents will have to fill out the daily screening form to drop off for AM Care.
11. Parents must sign children in but cannot leave the door to enter the program. All children present must have basic emergency/contact form on file at the site.
12. During **After School Care program check-in from the school day**, each child's temperature is taken upon arrival prior to signing acceptance from the school to the program. If anyone has a temp over 100.4, they will not be allowed entry into the program for the afternoon. Parents will be called and the child will be quarantined from the group until the parent arrives.
13. If a child brings personal items into the program space for AM or After Care they will have to leave it in their designated basket in a designated area in the program or their lockers.
14. Once signed in, children will be sent to wash their hands prior to entering the program area/activities.

During Programming

1. Children will be grouped in close age groups and the ratio not to exceed 1:15 (staff to child).
2. Groups should conduct their activities/rotations in separate spaces and should never merge at any time.
3. The same staff will be assigned to the same group of children throughout the week to minimize exposure.
4. Rotations will be set up in 45 minute to 1 hour increments throughout the day and all staff and children will wash hands during every transition between rotations.
5. Director will not be included in ratio during programming hours in order to maintain the proper sanitization of program spaces.
6. Staff will utilize disinfectant wipes and/or sprays (i.e., Virex, HDQ, or Lysol) to clean surfaces and program supplies throughout the day.
7. Activities should be conducted with social distancing in mind. Staff should redirect children from getting too close to one another. When possible, use masking tape to create adequate space between the children when in lines for bathroom or during transitions.
8. Snacks/meals—all children and staff will wash hands prior to eating and after eating. All tables will be disinfected following the DHS two-step process before and after eating.
9. Snacks/meals—children will be seated at the tables with at least one open seat in between each child to minimize close proximity. Groups will rotate so no two groups will be eating at the same time.
10. At the end of the day, each participant and staff will be sent to wash their hands before leaving the program space.
11. Closing staff will remain at the site for 30 minutes after the program closes to make sure all program spaces are disinfected and ready for the next day.

When a Child Gets Sick

12. Any child that fails the pre-screen, will not be admitted to the program and will need a doctor's note to return.
13. In the event that a child gets sick during the program, they must be isolated to a separate space and their parent/guardian should be called to immediately to pick the child up.
14. Staff should clean and disinfect surfaces in the isolation room or area after the sick child has gone home.
15. Existing cleaning protocols should remain the same in all other areas.
16. The child will not be allowed to return until we receive a doctor's notice.

When a Staff Person Gets Sick

17. Staff must be transparent about not feeling well or if another staff person appears to not feel well.
18. Any staff that either fails the pre-screen, displays any symptoms of illness, or becomes ill/begins displaying symptoms of illness during work will be sent home and will not be allowed to return until we receive a doctor's note.
19. In order to return to work, any staff member who is ill or is displaying symptoms of illness must submit a statement to his/her Director from his/her attending health care provider that the employee's continued attendance poses no risk to the health of the employee, other employees or members and is in compliance with Tennessee Department of Health and CDC guidelines.