

North West After School Post-Quarantine Operating Procedures

In an effort to prevent the spread of COVID-19 during our operation, North West After School will be implementing the following procedures, based on the recommended CDC guidelines:

Morning Drop-Off

During morning drop-off, a staff member will be stationed outside the Children's Entrance to sign in children. All students will have their temperature checked at this time and any student with a temperature of 100 degrees or higher will not be admitted into the facility. Students will be signed in by our staff with the time and current temperature recorded and will be provided with hand sanitizer before entering the classroom. Sign-in staff will be equipped with gloves and a facial mask and will sanitize the thermometer between each screening.

Class Sizes & Daily Rotations

Students will be grouped with the same group of children each day. Each group will have a maximum of 10 students per teacher and will remain in separate classrooms, rotating through each activity separately from other groups. Young children will have a scheduled nap time each day in a large room where nap mats can be spread out as far as possible. Blankets and pillows must be taken home at the end of each day and nap mats will be sanitized immediately following nap time.

Regular Hand Washing Times

Our staff will have scheduled hand washing times throughout the day to ensure proper hygiene. Each class will be provided with hand sanitizer to use during regular activities and will wash hands with soap and water before and after eating snack, lunch or any cooking activity. Students will also be required to wash hands after using the restroom or after coughing, sneezing or blowing their nose.

Afternoon Pick-Up

Parent pick-up will now be offered curbside to limit contact inside the building. Each student will be assigned a pick-up number, which will be displayed in the vehicle so we can dismiss children as efficiently as possible. If a person does not have a pick-up number displayed, a staff member will verify a photo ID with the authorized pick-up list prior to dismissing the child. Parents will not be permitted inside the building. Once identification has been verified, the child will be walked out to the vehicle by a Northside staff member. If a person attempting pick-up is not listed on the child's authorized pick-up list, our staff will call the child's parent or guardian for verification before the child will be released.

Student Belongings

Each child will have a designated spot in the classroom for their belongings and will need to take their items home daily to avoid cross-contact. This includes blankets and pillows for nap, bookbags, electronics, etc. After each activity, staff will make sure all student's belongings are packed away so they can be ready to go as soon as they are dismissed.

Illness

If a child becomes ill while at our facility, a parent or emergency contact will be immediately contacted to pick up the child. While awaiting pick-up, that student will be isolated beside the Front Desk under supervision. Upon pick-up, the isolation area will be immediately disinfected. If multiple children are waiting for pick-up, they will be isolated at least 6 feet apart. Staff members who become ill while at work will be immediately sent home and a substitute will come in to take over that class.

Cleaning and Disinfecting

At the end of each work day, staff will use disinfecting wipes to sanitize all desks or tables, chairs, light switches and door handles. Sanitizing spray will be used to disinfect classroom materials, toys and other commonly used items. In addition to regular classroom cleaning, a professional cleaning company will come three times per week to sanitize common areas such as bathrooms and entryways.

Students will be able to use outdoor playground equipment as long as weather permits and all teachers will spray sanitizing spray over the entire area after each use.

Our facility will no longer use classroom water bottles but instead will request students to bring a water bottle from home, which will be sent home with them at the end of the day. Disposable cups will be provided for students who do not have a water bottle from home, which will be discarded after each use.

Staff Screening

Staff will be screened with the same procedures as children, with an initial temperature check upon arrival each day. Staff will have their temperature recorded and will be unable to come into work if they have a temperature of 100 or higher. Any staff member's child who comes with them to work will also be subject to temperature screening upon arrival. In the event that a staff member is unable to come into work, a substitute will be provided, who will also be subject to temperature screening prior to working.