

OTAC KID'S ACADEMY

Health & Safety Policy

With recommendations from the Virginia Department of Social Services (VDSS) and Centers for Disease Control (CDC), Guidance for Schools and Child Care Programs, the OTAC Team is pleased to present our Health & Safety Policy. We are taking extra steps to support the health and safety of your children, your family and our team.

Check-In

- Families will enter at the Hub Building, 321 Walker Drive. An OTAC Team Member will greet the children and parent/family member. A tailored screening process will be in place at the entrance where children and parents will remain while an OTAC Team Member will take the temperature of their child(ren) and asks the parent/family member the following questions:
 1. Has <child> been told by a public health official that they may have been exposed to COVID-19?
 2. Has <child> returned from International travel?
 3. Has <child> been in contact with someone who has traveled outside of United States and is now sick?
 4. Has <child> been in contact with someone known to have COVID-19?
 5. Has <child> had any of these symptoms: fever greater than 100, shortness of breath, difficulty breathing, fever/chills, or a cough?
- After cleared from screening, parent/family member will depart (parent will not be permitted at this time). Children will be escorted into the bathroom where their hands will be washed prior to entering the classroom/child care area.

Pick-Up

- See “Policies and Procedures” document for Pick-Up

Healthy Environment

- Children will be placed into small groups of **10** children (or fewer) with one team member
- Groups will not be combined
- Equipment will not be shared between classrooms/groups and will be cleaned between uses.
- OTAC Team will disinfect high-touch surfaces, such as door handles, light switches and faucets at least once daily.
- An enhanced deep cleaning will occur every night in all areas and on all touched surfaces.
- OTAC Team will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Children will wash their hands hourly between activities.
- Personal items such as book bags, toys, electronics, blankets, etc... should be left at home and will not be allowed in the program.

Snacks

- Children will have snack in designated area and social distance protocols enforced.
- All surfaces will be disinfected.
- Water will be provided in disposable cups or water bottle marked with child's name.

Child Health

- OTAC Team will receive education on COVID-19 symptoms in children as well as preventive measures.
- Children who start to experience symptoms of respiratory illness at child care will be isolated from other children until they can be picked up.

Face Coverings

Executive Order 63 requires individuals to wear face coverings in all indoor spaces, which applies to parents dropping off/picking up and visitors, **but does not apply to children or staff in child care programs.** Staff and children over age 2 are strongly encouraged to wear face coverings when feasible while indoors, especially if children are in close contact.

Team Health & Wellness

- Team will receive education on COVID-19 symptoms as well as preventative measures.
- Team will receive additional training on infection control and workplace disinfection.
- Team will be screened at the beginning of each shift and notify a supervisor of a fever >100.4
- Team will self-monitor for signs and symptoms of COVID-19 and notify a supervisor if any develop.
- Team will wash hands immediately upon entering the program, a minimum of every hour during each shift, and just before leaving.
- Team will not be permitted to work if they have a fever >100.4, are feeling ill or experiencing respiratory symptoms.
- Team will not share phones, devices, meals or utensils with anyone.

Communication

- Any updates to our processes or policy will be emailed to the key family contact.

OTAC Team will continue to monitor the implications of COVID-19 and its impact on our community. We will stay in close contact with VDSS, the CDC, and state and local officials and make changes to our processes and policies as the guidelines warrant. The safety of your children, your family, and our Team will always be our top priority at OTAC.

Emergency Contact Information

Name of Child/Children: _____

Parent 1 /Guardian 1

Name: _____ Cell Phone: _____
Address: _____ Home Phone: _____
Email: _____ Work Phone: _____
Employer: _____

Parent 2/Guardian 2

Name: _____ Cell Phone: _____
Address: _____ Home Phone: _____
Email: _____ Work Phone: _____
Employer: _____

Other Authorized Person 1:

Name: _____ Cell Phone: _____
Address: _____ Home Phone: _____
Email: _____ Work Phone: _____
Employer: _____

Other Authorized Person 2:

Name: _____ Cell Phone: _____
Address: _____ Home Phone: _____
Email: _____ Work Phone: _____
Employer: _____

Additional Persons' authorized to pick up child/children

First/Last Name: _____ Cell Phone: _____
Address: _____ Home Phone: _____
Email: _____ Make/Model of Vehicle: _____