

SENDCAA Head Start Birth to Five Outside Service Providers Covid-19 Procedure

1. When arriving to one of our sites, please buzz into the building.
2. When entering the building all service provider must:
 - a. Wear a mask
 - b. Wash their hands upon entering the building
 - c. We will have our Site Supervisor/Family Support Coordinator take their temperature, and fill out our program's screening questions. The Site Supervisor/Family Support Coordinator will sign them into the building.
 - d. Once approved by Site Supervisor/Family Support Coordinator the visitor may proceed into the building.
3. The service provider will go directly to the therapy room. There will be hand sanitizer available for the therapist to use.
4. Upon the service provider's arrival, staff will notify teachers. Teachers will wear a mask, wash child's hands, and bring child to the therapy room. After dropping child off, teacher will wash her hands, and return to the classroom.
5. Early Head Start children will not be wearing masks, due to the CDC's recommendation of children under the age of 2 not to wear face coverings.
6. Once done with the session, the service provider will call the teacher on the walkie talkie in the room to pick up the child. The teacher will wear a mask when talking in person with the therapist.
7. Once returning to the classroom both the teacher and child will wash their hands.
8. In the therapy room there will be a bleach bottle and towels. The service provider will spray down the table, chairs, and any other surface area they may have touched. The contact time that the bleach solution must sit on surfaces for at least one minute. The therapist can leave after spraying down the therapy room.
9. After the service provider has left, a staff member will clean any other surfaces in the building that the therapist may have touched; light switches, hand rails, door knobs, etc.
10. At this time we will not allow any outside guests to use our bathroom facilities. Outside service providers will be able to use the bathroom to wash their hands only.