

## **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 (if applicable).
2. When entering the building all service providers must:
  - a. *Wear a mask in public areas of building (hallways, offices, bathrooms, etc)*
  - b. *Wash/sanitize their hands upon entering the building*
  - c. *Self-screening stations are set up within the building with COVID-19 questions and thermometers*
  - d. *Designated staff will sign the provider into the building or provider may sign themselves in (depending on site)*
  - e. *Once approved by designated staff, the provider may proceed into the building*
  - f. *Sneeze guards are available for session, as preferred*
3. Depending on service providers comfort level, they may retrieve the child from the classroom or ask a site staff for assistance in bringing child to the designated meeting space.
  - a. *If you are comfortable going in to the classroom to retrieve the child, please:*
    - i. *Wash/sanitize hands, you may enter the classroom while wearing a mask. Ask child to wash their hands prior to leaving the classroom. Please let the teaching staff know you are retrieving child.*
  - b. *If you are not comfortable going in to the classroom to retrieve the child, please:*
    - i. *Go directly to the designated meeting space (ensure a staff member has seen you and knows you're there to see child). Teachers/staff member will wear a mask, wash child's hands, and bring child to the therapy room. After dropping child off, teacher/staff member will wash her hands, and return to the classroom/office.*
4. Once done with the session, the service provider may walk the child to the classroom and hand the child off to the teacher. Or, ask a staff member to bring the child back 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 returning to the classroom the child will be directed to wash his/her hands.
7. In the designated meeting space there will be a bleach bottle and paper 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.
8. After the service provider has left, efforts will be made to clean any other surfaces in the building that the provider may have touched; light switches, hand rails, door knobs, etc.

*Each site operates differently. This procedure may fluctuate slightly from site to site.*