

Health & Safety Procedures for All Staff

In an effort to protect the health and safety of our community, we ask that you please carefully read the following expected procedures. In accordance with recommendations from the CDC and the RIDOH, we ask that every staff member abide by these guidelines. If you have any questions or concerns, please contact Anna Johnson. Thank you for your cooperation!

1. Please ensure that prior to working with students, you are **not sick** and **do not have a temperature above 100.0°** or any other symptoms of COVID-19.

You will not be able to enter the building if anyone you have come in contact with has been exposed to COVID-19 in the last 14 days.

2. **Sign yourself in** when you arrive in the building. There is a table in the front lobby with a sign in sheet, thermometer, hand sanitizer and cleaning supplies.

3. When it is time for you to meet your student for his/her session, please **wear your mask** and **retrieve the student from their car in the front driveway**. Students should also be wearing their masks when entering the building.

4. Once the student is in the building, **both of you should use the hand sanitizer**, you will then **take his/her temperature and sign them in**. Please use the wipes to clean the pen after use so it is clean for the next person using it.

5. You will have a designated room for the student you are working with. Once you enter the room, the student may remove their mask if they want. **Teachers should keep their masks on at all times.**

6. Before and after working with a student, **disinfect and sanitize all high touch areas in the classroom** – table tops, light switches, door knobs, handles and materials. The classroom needs to be disinfected in between each provider coming in and out of the room.

7. Once the session is complete, **have the student wash or sanitize his/her hands and put his/her mask back on** and **exit through the main lobby**. Then **sign the student out** and **walk them to their car** to dismiss them and check in with the family member. All families members have been asked to wear a mask during any check ins.

8. Once you are finished for the day, please also sign out at the front lobby.