



ALABAMA COUNCIL ON HUMAN RELATIONS, INC.
Child Development Program
P.O. Box 3770 - 950 Shelton Mill Road
AUBURN, AL 36831-3770 Phone (334) 821-8336

BACK TO SCHOOL COVID INFORMATION - HEAD START 2021-22

Note: Head Start children will be required to wear a mask on the bus and at the program. ACHR will provide each HS child with 3 washable masks, which will be labeled with the child's name. Parent will be responsible for keeping masks washed and sending child to school every day with a mask.

To Help Classrooms and Centers Stay Open

Keep safety and social distancing in mind for your child, yourself, and your family. Have all family members over 3 years of age wear masks when around people outside your immediate family. This will help your Head Start child to be ready to wear masks on the bus and at school. Where each of you go and what you do can affect your HS child and all persons in your household as well as other Head Start/Early Head Start children, families and staff. We truly are all in this together.

Before Sending or Bringing a Child to School

We recommend parents take their child's and their own temperature at home before leaving the house. Children and adults with temperatures of 100.4 or greater (not taking Tylenol or other fever reducer) will not be allowed on the bus or in the school. Children and adults with fever or other COVID symptoms ([Symptoms of COVID-19 | CDC](#)) should contact their health care provider for advice. *If you/your child have symptoms or fever, PLEASE do NOT bring child to center.*

If your child or immediate family member begins to have COVID symptoms at night or on the weekend, parent/guardian should call the center ASAP to report the child's name and classroom. Child should not come to school. See more details in attached procedures.

Arrival- Walk-in and Bus

Front doors will not be unlocked until 8 a.m. Please be patient. Drop-off will take longer due to COVID screening and other changes to the sign-in process. Observe physical distancing waiting in line at screening station, using markings on sidewalk as your guide. To minimize the number of different adults being in/out of centers, it is best for the same adult to drop off and pick up child at the center daily, preferably a parent. Only the adult and enrolled child/ren may come to the door or enter the building. Other adults should remain in the parking lot; do NOT leave a child alone.

Adults and Head Start children (not Early Head Start) must wear masks covering both mouth and nose at the bus door, on the bus and at the centers. Both adult and child temperatures will be taken at the front door or bus. A series of COVID screening questions will be asked. Those who do not pass may not ride the bus or enter the center.

Walk-in: Once both adult/child pass screening, adult continues sign-in process. Adult gets a squirt of hand sanitizer. Adult takes a pen to use at classroom door. Before entering hallway to classroom, adult signs child into center on tablet using scan card. Adult escorts child to classroom, holding child's hand. Do not allow child to run free. At doorway of classroom, parent signs child in with pen received at front door. Child enters classroom and washes hands. Parents MAY NOT go into the classroom or linger in the hallway or building. Adult leaves building through front door, dropping pen into used pen basket.

Picking Up Children at the Center

It is best for the same adult to drop off and pick up a child daily, preferably a parent. Only authorized adults listed on child's Pre-Admission Form may pick up a child. Adults must provide photo IDs. Adult

must wear mask covering mouth and nose and go through COVID screening/temperature-taking prior to going past the front entrance. Only the authorized adult comes to the door or enters building. Authorized adult enters building after successful COVID screening. Adult gets a squirt of hand sanitizer, takes a pen to use at classroom door. Adult signs child out on tablet using scan card. Office staff verify adult is authorized to pick up child/ren and gives adult release pass to take to classroom door, show teacher, and leave in teacher's basket. Adult signs child out in classroom doorway and child is released to her/him. Adult picking up child MAY NOT go into the classroom or linger in the hallway or building. Adult drops pen in used pen basket and escorts child out of building, holding

Page 1 of 2

his/her hand. Child is not allowed to run free in building or parking lot. Adult transports child in an approved, properly installed child car seat.

Attendance

If a child is required to quarantine based on the guidance of public health officials (5 days), absences will be excused and if whole class or center is closed for quarantine, virtual contacts will be made with family/child. All other child absences will continue to be subject to attendance policies received in orientation packet.

Meals, Snacks, and Celebrations

Meals and snacks will be served to children by classroom staff instead of children serving themselves and touching common serving spoons. Classroom tooth-brushing is suspended. Please have your child brush teeth at home at least twice a day. No outside food or snacks may be brought into the classroom for group consumption.

This includes no outside treats for children's birthdays. Additionally, class parties involving food are suspended. However, we will still find ways to celebrate each other and enjoy our time together!

Volunteers/Visitors

To limit numbers of different adults in centers/classrooms, only approved/vaccinated volunteers arranged through ACHR will be permitted. No visitors permitted.

Field Trips and Resource Visitors

Resource visitors are suspended. Only planned, outdoor walking nature field trips near the center will be permitted.

Child Grouping and Classroom Set Up

As much as is feasible, children will remain with their classroom group and teachers during each day and not mix with other classrooms. Rugs and shelving allow for spaces where children do not have to sit close together. Furniture will be moved to increase spaces for group activities. Social distancing will be encouraged indoors and outdoors. Keep in mind this is very difficult for young children. Staff will speak kindly and explain why it is safer right now to sit and play farther apart from one another than they might like. Children will sit as far apart as possible during meals and snacks, with sets of tables pulled apart. Items not easily sanitized (e.g. play food, dress up clothes, stuffed animals/puppets, toothbrushes, and blankets) will remain removed. Activities may be planned with some of these items but only used by one child before being sanitized. Some individual materials will be kept in labeled pencil boxes in the children's cubbies. The infant teacher will wear a sanitary covering while feeding an infant, then put it in the laundry.

Sanitizing and Cleaning

ACHR has purchased additional cleaning, sanitizing supplies and gloves. All janitorial staff received specific training related to COVID sanitation. Teachers and janitorial staff will clean throughout the day with emphasis on frequently touched surfaces, bathrooms, sinks, tables, doorknobs, light switches and

mouthed objects. Each classroom teaching team has an EPA approved cleaner to clean classroom surfaces during the day and prior to leaving. Janitors will be following behind teachers' cleaning efforts to ensure everything is properly sanitized and disinfected. Cleaning and disinfecting chemicals are kept in a locked cabinet away from children's access. Sanitizing of furniture, rugs, classroom materials and buses using new child safe sanitizing spray mist will be done at night or on weekends when no children or teachers are in the centers.

Staff and children will wash hands often during the day using our new hands-free faucets, soap, paper towel dispensers, and trashcans. Water fountains will not be used. Single use cups are available for drinking water.

COVID/Illness Procedures

Due to the pandemic, *it is essential that parents keep program informed of up-to-date phone numbers.* If a child becomes ill or shows symptoms while at the center, child will be isolated from other children and supervised by health staff/designee. Parent will be contacted and expected to pick up child within 30 minutes.

ACHR COVID procedures describe what the program and families will do based on whether a child, family member, or staff person has symptoms, suspected COVID, or a confirmed COVID case. They also describe at what point a child or classroom/bus load of children, or staff person may have to be quarantined and what is necessary for their return.