

River Valley ADR/Summer Updated Policies and Procedures in response to COVID-19

Purpose

The safety and well-being of our children, families, and staff are very important. As the outbreak of coronavirus (COVID-19) continues to expand, the United States has also increased its testing capacity and officials will detect more cases across the country. The information now available suggests that most COVID-19 cases are mild. Nonetheless, it is important that we are diligently implementing and following practices to keep us all safe at the facility while also minimizing the disruptions to our day-to-day operations.

These policies and procedures are being written to serve as the planned processes for the reopening and ongoing daily operations of River Valley All Day Release while preventing to the maximum extent possible the spread of COVID-19. Although they are not all inclusive, we're continuing to closely monitor the situation and additional changes and addendums to the policies and procedures will be made as new information and guidelines are released regarding COVID-19.

All policies and procedures included herein align with local, state, and national recommendations and guidelines as well as executive orders of the WV Governor. For up to date information regarding COVID-19 including recommendations and guidelines, we recommend visiting the specific coronavirus websites of the CDC the Centers for Disease Control and Prevention ([cdc.gov](https://www.cdc.gov)) or The World Health Organization ([who.int](https://www.who.int)). Additional information can also be found at the West Virginia Department of Health and Human Services (dhhr.wv.gov).

These policies and procedures are in effect until further notice. You will be provided a copy as an addendum to your Family/Employee Handbook.

Policy: *Preventing the spread of COVID-19*

Purpose: This policy is designed to address the necessary steps being taken in order to prevent to the maximum extent possible the spread of COVID-19. It is based on guidelines and recommendations of the West Virginia Department of Health and Human Resources, Bureau of Public Health and the Center for Disease Control (CDC). The policy and procedures contained herein are not all-inclusive and subject to modification as new information or guidelines regarding COVID-19 are made available.

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SECTION I: STAFF MEMBERS

1. Staff members will be required to be COVID tested

All staff members will be tested for COVID prior to returning to work upon reopening of the center. In addition, staff members will be COVID tested as required.

2. Staff members will be required to stay home in the event they become ill

Staff members who are experiencing cold, flu-like symptoms including but not limited to a fever (100°F or above), cough, shortness of breath, gastrointestinal upset, new loss of taste/smell, muscle aches, or any of the other signs of illness associated with COVID-19 will not be permitted to enter the facility. They will be asked to contact their healthcare provider to see if they should be tested for COVID-19.

If a staff member tests positive for COVID-19, they will be excluded from the facility for a minimum of 14 days from symptom onset. Prior to their readmittance into the center they must be fever free for 3 days (with no fever-reducing medications) AND have significant improvement in symptoms AND have clearance from their healthcare provider to return to work. Individuals who have not had any symptoms after at least 14 days have passed since the date of their first positive COVID-19 test and who have had no subsequent illness may be readmitted to the childcare facility.

In the event that a staff member has cold, flu-like symptoms as previously indicated but it is determined by their healthcare professional that they should **not** be COVID tested, they must be fever free for a minimum of 24 hours (with no fever-reducing medications) AND have significant improvement in symptoms OR have clearance from their healthcare provider to return to work.

3. Staff members will stay home in the event they have had contact with a potentially infected person

Staff members who have had contact with a confirmed case of COVID-19 will refrain from entering the center for a period not to exceed 14 days unless they become symptomatic. In the event that a staff member begins to exhibit symptoms as listed previously, they will be asked to contact their healthcare provider to see if they should be tested for COVID-19 and the above procedures will go into effect. (See 1 for more information)

4. Staff members will refrain from coming to the workplace after travel to an infected city or high-risk country

Staff members will notify the Director in the event they plan to travel or have traveled out of the tristate or to any city that has confirmed cases of the virus, whether the trip was business-related or for personal travel. If determined to be necessary, the staff member may have to refrain from entering the center for a period not to exceed 14 days unless they become symptomatic. In the event that a staff member begins to exhibit symptoms as listed previously, they will be asked to contact their healthcare provider to see if they should be tested for COVID-19 and the above procedures will go into effect. (See Section I, Number 1 for additional information)

5. Staff members will be screened daily

Staff members will be screened daily prior to starting their shift before they are permitted into the childcare facility. This screening process will include the use of the Daily Screening Form (FORM 1) and a temperature check. If the staff member has or develops the following symptoms: fever 100 degrees or above, cough, shortness of breath, gastrointestinal upset, new loss of taste/smell, muscle aches or any of the other signs of illness associated with COVID-19, they will be sent home. They will be asked to contact their healthcare provider to see if they should be tested for COVID-19 and previous procedures will go into effect (See Section I, Number 1 for additional information).

SECTION II: SCREENING

1. All individuals will be screened prior to admittance into the childcare facility

Anyone entering the center will be screened daily prior to their admittance into the childcare section of the center. All parents, children, and Vendors will be asked to sanitize their hands prior to entering the building.

Please note that the number of people to be in the lobby is limited to no more than 6 (including staff) so it may be necessary for you to wait outside until such time that you are permitted to enter through the main door.

Upon entry to the building, a screening will be conducted to include a Daily Screening Form and temperature check. Screenings will be conducted by a staff member that will be in appropriate protective gear including gloves, mask, and either goggles or protective face shield.

In the event the individual being screened has the following symptoms: fever 100 degrees or above, cough, shortness of breath, gastrointestinal upset, new loss of taste/smell, muscle aches or any of the other signs of illness associated with COVID-19, they will be sent home. They will be asked to contact their healthcare provider to see if they should be tested for COVID-19.

1a. Vendors

Vendors will be asked that any deliveries be left outside of the building when possible. In the event that a vendor must enter the building, he/she will be screened as indicated above. Once they are screened and cleared, they will only be given admittance past the glass door if they have masks, gloves, and shoe covers to properly protect themselves and others. If they do not have these items, they will be made available to them.

1b. Children and Family Members

Children will be screened each day upon their arrival to the center. The screen will include a Daily Screening Form and temperature check. This process will be noninvasive and with limited contact. Parents will not need to be screened due to new drop off and pick up procedure (See SECTION 4, Number 1). If it is determined that a parent **MUST** be admitted past the glass door, they will be screened. Parent/guardian(s) will only be given admittance past the glass door if they have masks, gloves, and shoe covers to properly protect themselves and others. If they do not have these items, they will be made available to them.

In the event the child being screened has the following symptoms: fever 100 degrees or above, cough, shortness of breath, gastrointestinal upset, new loss of taste/smell, muscle aches or any of the other signs of illness associated with COVID-19, they will be sent home. Parents/Caregivers will be asked to contact their healthcare provider to see if the child should be seen and/or tested for COVID-19.

If a child tests positive for COVID-19, they will be excluded from the facility for a minimum of 14 days total from symptom onset. Prior to their readmittance into the center they must be fever free for 3 days (with no fever-reducing medications) AND have significant improvement in symptoms AND have clearance from their healthcare provider to return to work. Individuals who have not had any symptoms after at least 14 days have passed since the date of their first positive COVID-19 test and who have had no subsequent illness may be readmitted to the childcare facility.

In the event that a child has cold, flu-like symptoms as previously indicated but it is determined by their healthcare professional that they should **not** be COVID tested, they must be fever free for a minimum of 24 hours (with no fever-reducing medications) AND have significant improvement in symptoms AND have clearance from their healthcare provider to return to childcare center. Please remember that in addition to the symptoms associated with COVID-19, do not bring your child to the childcare center if he/she is exhibiting:

- Fever of over 100 degrees
- Vomiting/Diarrhea
- Undiagnosed skin rash
- Inflamed eyes or drainage from eyes
- Lice or nits
- Any illness which prevents a child from participating in routine activities, including outdoor play

During this time, we cannot stress the importance of adhering to the above protocols. **PLEASE DO NOT GIVE YOUR CHILD TYLENOL OR MOTRIN TO REDUCE THEIR FEVER AND BRING THEM TO CHILDCARE.** If it is determined that this has been done, we will ask that you pick up your child and he/she will be discharged from the center and not be allowed to return.

In the event that a child's household member has tested positive for COVID-19, the child will need to be kept home in quarantine for 14 days after the last time they could have been exposed to the family member with COVID-19. Individuals who have not had any symptoms after at least 14 days have passed since the date of their exposure and who have had no subsequent illness may be readmitted to the childcare facility.

2. Individuals will be screened for symptoms when sick

If a child develops any of the following symptoms: fever 100 degrees or above, cough, shortness of breath, gastrointestinal upset, new loss of taste/smell, muscle aches or any of the other signs of illness associated with COVID-19, **they will be sent home.** A staff member will call the child's parent/guardian(s) first. If they cannot be reached, staff will call the persons listed in the Emergency Information section of the Enrollment Form, and then persons listed on the Authorized Pick Up List until someone can be reached. Should the staff contact a parent/guardian, and the parent/guardian is unable to pick up the child, it is then the responsibility of the parent/guardian to arrange for their child to be picked up by someone on the Authorized Pick Up List.

While waiting for the child to be picked up by authorized person, the child will be removed from the classroom and supervised by a staff member in a room isolated from

others. Upon arrival of the parent/guardian, the caregiver will take child out to meet them in the lobby instead of parent/guardian entering beyond the glass door.

The parent/guardian will be asked to contact the child's healthcare provider to see if they should be seen and/or tested for COVID-19.

Prior to their readmittance into the center they must be fever free for at least 24 hours (with no fever-reducing medications) AND have significant improvement in symptoms AND have clearance from their healthcare provider to return to childcare center.

SECTION III: WHEN A CONFIRMED CASE OF COVID-19 IS IN THE FACILITY

In the event there is a confirmed case of COVID-19 in the facility, the local health department will be notified immediately.

If the individual with a confirmed case of COVID-19 has been in the facility within 48 hours before becoming symptomatic or being confirmed as having COVID-19, all staff and students will be dismissed from the facility and the following steps will be taken:

- Parents/caregivers will be notified that a case of COVID-19 has been detected in the facility and asked to come and pick up their children.
- All areas of the facility that were used by the person who is sick will be closed.
- After at least 24 hours, all areas used by the sick person such as offices, bathrooms, classrooms, and common areas will be cleaned and disinfected.
- The center will be closed for 2 to 5 days to thoroughly clean and disinfect as well as to allow the health department to determine a better understanding of situation including additional steps needed to stop or slow the spread of COVID-19 within the facility.
- Communication with parents/caregivers will be ongoing during the time of closure.
- Health Department officials will engage in an investigation to determine and identify close contact with the sick individual. **River Valley All Day Release will be required to provide the names, addresses, and phone numbers of all individuals that were potentially exposed to the sick individual.**

NOTE: The Health Department can direct individuals to self-quarantine and monitor symptoms for up to fourteen days.

- If additional illnesses are detected and there is evidence of transmission within the facility as determined by the local health department, the facility will dismiss for fourteen days in order to stop transmission within the childcare facility. During this time, individuals will be encouraged to self-quarantine.

SECTION IV: EVERYDAY PREVENTATIVE MEASURES

1. Staff Members

All staff members will be expected to wear a cloth face covering while in the building. Staff members will be required to have at least three (3) changes of clothes available to them within the center to be worn only while in the center. They will also be asked to wear their hair in a ponytail or other type of updo.

2. Hand Hygiene

All who enter the center will be expected to practice good hand hygiene primarily by washing hands with soap and water for at least 20 seconds. However, if hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available. Hand sanitizer will not be used on infants' hands.

Hand hygiene practices will be utilized at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage

3. Cleaning Practices

In an effort to prevent the spread of COVID-19, cleaning and disinfecting of frequently used and touched surfaces and objects will be intensified.

A routine cleaning schedule (See FORM 2) will be utilized to clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This includes but is not limited to doorknobs, light switches, classroom sink handles, countertops, toilets, cribs, changing tables, desks or tables, chairs, cubbies, and other classroom equipment.

All cleaning supplies will be utilized according to the directions on the label for the purpose of cleaning, sanitizing, and disinfecting. The cleaning supplies are EPA-approved for the use against the virus that causes COVID-19. All cleaning materials and supplies will be kept out of the reach of children.

When surfaces are visibly dirty, they will be cleaned using a detergent or soap and water prior to disinfection. Manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products will be used. EPA-registered disposable wipes will be provided to allow childcare providers to wipe surfaces down frequently.

3a. Toys and Furnishings

Toys and furnishings that cannot be cleaned and sanitized will not be used in the classroom. This includes machine washable cloth toys. Items more likely to be placed in a child's mouth, such as play food, dishes, and utensils, may not be used. Decisions regarding toys and furnishings present in the classroom will be made by Teachers, Site Supervisor, and Directors in accordance to the recommendations and consideration of the DHHR and CDC.

Toys and furnishings that need to be cleaned will be removed from the classroom and placed in a separate container marked for "soiled toys" until such time that they can be properly cleaned and disinfected.

Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

SECTION V: Daily Operations

1. Parent Drop-Off and Pick Up

In order to reduce direct contact and limit the risk for coronavirus transmission River Valley All Day Release is restricting parent/family access to its entryway. Accordingly, families **WILL NOT** be permitted to enter the child's/children's classroom or other areas in the building during drop off and pick up. Further, families may not bring additional siblings into the program unless they are being cared for by our program. A staff member will greet each family in the entryway and the subsequent procedures will be followed:

- Families will be greeted at the entryway door by a Staff member. No more than six people will be permitted in the reception area at a time including staff.
- Upon arrival for drop off and pick up, parent/family member will use the hand sanitizer provided by Staff at the entryway door.
- Families will not be allowed into the child's/children's classroom.
- Families will not be required to wear masks when interacting with Staff during drop off and pick up however it is recommended.
- Screening:
 - Each morning before Drop Off, each family will be greeted at the door by a staff member assigned to complete the Daily Screening Form with family before child(ren) will be admitted to the program.
 - Staff will ask family each question on the Daily Screening Form in order to avoid having the parent/caregiver touch the document and pen/pencil.
 - Staff Member will take the child's/children's temperature. Parent/caregiver will not have temperature check and screening unless it is deemed necessary for them to enter past the glass door.
 - Once the screening is complete, if there are no issues with the Daily Screening Form and temperature check, the Staff Member will:
 - sign child in for the day in order to avoid having parent/caregiver touch the document and pen.
 - escort the child to the nearest handwashing location.
 - direct/assist child in washing their hands.
 - take child's lunch and belongings and store it in child's cubby or other appropriate location.
- Upon arrival to pick up your child, family member will use hand sanitizer.

- Staff member will greet you at the entryway door and bring your child and his/her belongings to you.
- Staff member will sign child out for the day.

NOTE: Staff members will be signing child(ren) in upon arrival and out upon departure in order to avoid having parent/caregiver touch the document and pen. Upon the last day your child is in care of the month, parent/caregiver will be asked to review signature sheet and sign at the bottom. The pen(s) used will be disinfected between signers.

In addition, it is recommended that individuals who are at higher risk for severe illness from COVID-19, such as individuals over the age of 60 years or those with serious underlying medical conditions, should not drop off or pick up children. If possible, the same person should do the drop off and pick up each day.

2. Ratio, Group Size, and Capacity

The total number of children in the facility will be limited based on the discretion of the Executive Director, Program Director, and/or Site Supervisor in order to support social distancing guidelines of 6 feet between children and staff where practical. Group sizes will be no larger than ten including staff members. Every effort will be made to have the same staff assigned to specific children each day when possible.

3. Classroom Practices

To prevent the spread of COVID-19 only staff necessary to maintain ratio compliance and quality care will be inside of classrooms. Staff will always be required to wear a cloth facial covering while in the classroom. Children ages nine and over **are required** to wear a mask while in care; however, for those younger than age nine, it is up to the discretion of their parent/caregiver. Activities will be geared toward small groups or individual activities. Children will be provided with individual packets and supplies for activities in order to prevent sharing and reduce risk. There will be an increased focus on outdoor activities when possible. Field trips or outings to areas with large crowds will be cancelled. In addition, no outside guests or volunteers will be permitted in the classrooms. Items that cannot be cleaned and disinfected according to CDC guidelines will be removed from the classroom. **Personal items such as bags, blankets, pillows, cell phones and toys will not be permitted in the classroom as they can be a source of transmission.**

4. Food and Nutrition

To prevent the spread of COVID-19, only kitchen staff will be permitted in the kitchen. Intensified cleaning procedures will be utilized in the kitchen area according to CDC guidelines and cleaning routine. Staff members will practice good hand hygiene according to guidelines prior to preparation and serving of food and after helping children eat. Gloves will be worn during preparation, serving, and assisting children at meal or snack times. Snacks will be pre-prepared and individually wrapped. Family style dining will be discontinued at this time and staff will serve meals and snacks. Children will be required to practice good hand hygiene prior to and immediately after eating. In addition, space will be created between each child by having children sit every other chair when possible.

5. Communication

River Valley All Day Release will continue to monitor and stay informed regarding COVID-19 to determine continued best practices and to attempt to continue to minimize risk to our children, families, and staff. As circumstances change, it is our goal to keep our families informed or changes in policies, procedures, and practices as we continue to navigate through the challenges of COVID-19. We recognize the importance of communication and will strive to use as many means possible to ensure that you are aware of things happening at the center. Communication tools that may be utilized include but are not limited to:

- Phone calls (Please make sure we have your current phone number on file)
- Social Media
- Email (Please make sure we have a current email on file)
- Parent letters

Please feel free to contact the Director or Site Supervisor with any questions or concerns. We are happy to talk with you and appreciate your constructive feedback.

6. Vulnerable Populations

We understand older adults and any individuals who have underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk anyone entering the building will be expected to adhere to previously identified protocols including but not limited to screening, wearing PPE, and practicing good hand hygiene. In addition, individuals 65 or older, or with serious underlying health conditions will be encouraged to speak with their healthcare providers to assess their risk and determine if they should remain at home.

The Director and/or teacher will speak to parents of children who have been determined to have underlying medical conditions regarding risk. Care plans for children who have been determined to have underlying medical conditions will be followed.



Daily Screening Form

FORM 1

Instructions: Childcare providers should use this tool to screen children and staff daily upon arrival and prior to entering the childcare facility. The questions below should also be used to guide the ongoing monitoring throughout the day.

Does the child or staff member have any of the following symptoms?

- | | | |
|--|------------------------------|-----------------------------|
| Temperature of 100°F or above | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| New cough that cannot be attributed to another health condition | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| New shortness of breath that cannot be attributed to another health condition | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| New sore throat that cannot be attributed to another health condition | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Gastrointestinal symptoms (diarrhea, nausea, vomiting) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| New nasal congestion or new runny nose | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| New loss of smell/taste | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| New muscle aches | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Any other sign of illness | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Contact with someone in the previous 14 days with confirmed diagnosis of COVID-19 or someone who is ill with a respiratory illness | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

STAFF will take Family member and Child's Temperature daily upon Drop Off:	Temperature Must be below 100.4° F
Adult Family member Name:	
Child's Name:	
Child's Name:	
Child's Name:	
Child's Name:	

If ALL of the above responses are NO, the child or staff member may attend the childcare facility. If the child or staff member shows signs of any of the above symptoms during the day, the facility will call the child's parent/guardian to come pick them up or the staff member will immediately leave the facility.

If ANY of the above responses are YES, the child or staff member SHOULD NOT BE ALLOWED to enter the childcare facility. Individuals should be encouraged to consult with their healthcare provider for further guidance.

The childcare facility should strictly enforce the guidelines below with regard to child and/or staff re-entry following illness or exposure.

- If a child or staff member has a positive test for COVID-19 or their doctor tells them that they probably have COVID-19, they should stay home and away from others for a minimum of 10 days from the first day symptoms appeared AND be fever-free for 72 hours (with no fever-reducing medications) and have significant improvement in their other symptoms.
- If a child or staff member tests negative for COVID-19 or their doctor tells them that they do not have COVID-19, they should stay home until at least 72 hours after the fever is gone (with no fever-reducing medications) and symptoms get better.
- If a child or staff member has had close contact with someone with COVID-19 but is not currently sick, the child or staff member should stay home and monitor for fever, cough, and shortness of breath during the 14 days after the last day of contact with the person sick with COVID-19. They should NOT go to work or attend the childcare facility and should avoid public places for at least 14 days.

Staff Signature /Date



River Valley All Day Release Daily Cleaning Routine

FORM 2

Please initial under the task once the task has been completed. Only the person completing the task should initial box.

Food Areas

	BEFORE USE (Breakfast)	AFTER USE (Breakfast)	BEFORE USE (Lunch)	AFTER USE (Lunch)	BEFORE USE (Snack)	AFTER USE (Snack)	DAILY (END OF THE DAY)
Food Preparation Areas (includes carts)	Clean, Sanitize	Clean, Disinfect	Clean, Sanitize	Clean, Disinfect	Clean, Sanitize	Clean, Disinfect	
Tables/Highchair Trays	Clean, Sanitize	Clean, Disinfect	Clean, Sanitize	Clean, Disinfect	Clean, Sanitize	Clean, Disinfect	Clean, Disinfect
Countertops and Sink	Clean, Sanitize	Clean, Disinfect	Clean, Sanitize	Clean, Disinfect	Clean, Sanitize	Clean, Disinfect	Clean, Disinfect
Appliances		Clean, Disinfect		Clean, Disinfect		Clean, Disinfect	Clean, Disinfect
Bottles, Utensils and Dishes		Clean, Disinfect		Clean, Disinfect		Clean, Disinfect	Put Away If Dry
Refrigerator/Freezer (Outside)							Clean, Sanitize

MONTHLY: Clean out fridge and freezer _____

Bathrooms

	AFTER EACH USE	DAILY (END OF THE DAY)
Handwashing Sinks/ Faucets	Clean, Disinfecting	Clean, Disinfecting
Toilets (Seat, Handle, Bowl, Outside)	Clean, Disinfecting	Clean, Disinfecting

***The cleaning and disinfecting of these areas must be completed after EACH use of a child or staff. These items do not have to be signed after each time the area is cleaned and disinfected. However, Staff must initial that it was completed on the final cleaning/disinfecting at the end of the day.

Sleeping/Rest Areas

	AFTER USE	DAILY (END OF THE DAY)	WEEKLY
Mats		Clean and Sanitize	Clean and Disinfect
Pillows and Seats	Clean and Disinfect	Clean and Disinfect	

***The vinyl pillows and seats must be cleaned and disinfected after EACH use of a child. These items do not have to be signed after each cleaning. However, Staff must initial that it was completed on the final cleaning/disinfecting at the end of the day.

Child Care Areas

	AFTER USE	DAILY (END OF THE DAY)	WEEKLY	EXTRAS
*Plastic Toys	Remove If time allows, item will be cleaned and disinfected. If not, it will remain out of classroom until such time that it can be.	Clean and Disinfect		AFTER EACH USE
*Wooden Toys	Remove If time allows, item will be cleaned and disinfected. If not, it will remain out of classroom until such time that it can be.	Clean and Disinfect		AFTER EACH USE
*Dramatic Play	Remove If time allows, item will be cleaned and disinfected. If not, it will remain out of classroom until such time that it can be.	Clean and Disinfect		AFTER EACH USE
Doors, Handles, Cabinet Handles, and Light Switches	Clean and Disinfect between 11:00- 11:30 am and 2:00-2:30 pm.	Clean and Disinfect		
Floors	After Each Meal (3 Times) Cleaned and sanitized	Cleaned and Disinfect		Spot Clean as needed
Machine Washable Toys	Remove If time allows, item will be cleaned and disinfected. If not, it will remain out of classroom until such time that it can be.	Launder		
*Play Activity Centers	Clean and Disinfect	Clean and Disinfect		AFTER EACH USE
Electronics (remotes, phones, etc.)	Clean and Disinfect	Clean and Disinfect		
Trash Cans		Take Trash out, Spray inside with disinfectant spray, wipe handle with disinfecting cleaner.		

*Toys, Pacifiers, Dramatic Play Areas, and Play Centers are to be cleaned after EACH use of that item by a child. These items do not have to be signed after each cleaning. However, on the final cleaning at the end of the day, staff must initial that it was completed.

To Be Placed in Client File

River Valley All Day Release Family Handbook Signature Page

This Signature Page serves as the contract between me and All Day Release, a program of River Valley Child Development Services, concerning all information included within the addendum to the Family Handbook called:

River Valley All Day Release Updated Policies and Procedures in response to COVID-19

I understand I may be asked to sign additional Signature Pages as updates, amendments, and future revisions are incorporated within RVCDS. The Family Handbook and this addendum are available to me for review anytime, in print and online.

My signature below places into effect this contract, understanding of, and acceptance of the addendum to the Family Handbook called *River Valley All Day Release Updated Policies and Procedures in Response to COVID-19*.

- I have received the addendum to the Family Handbook, and I will keep in my possession each current version as long as my child is enrolled in the River Valley All Day Release Program.
- I have read the addendum to the Family Handbook, and I was given the opportunity to ask questions.
- I agree to abide by the addendum to the Family Handbook.
- Although the program carries liability insurance, this insurance does not include medical coverage for expenses incurred as a result of an accident or injury. These expenses are my responsibility.

 Parent/Guardian Signature

 Date

 Program Director Signature

 Date

To Be Placed in Client File

Employee Handbook Signature Page

River Valley All Day Release Updated Policies and Procedures in response to COVID-19

My signature below indicates that I have received a copy of the addendum to the Employee Handbook called *River Valley All Day Release Updated Policies and Procedures in Response to COVID-19*. My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and rules indicated.

Please date, print and sign your name and forward this form to your supervisor.

Employee Printed Name

Employee Signature

Date

***Copy to be placed in Employee's File