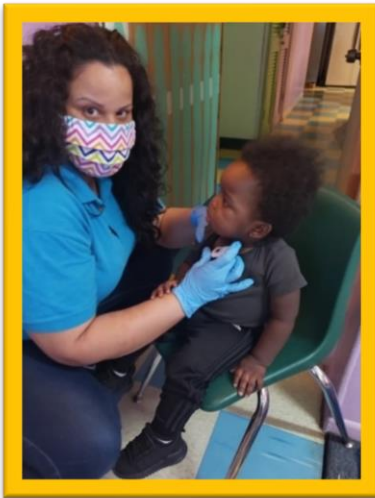


# Arrival & Departure

PHASE 1



## Overview

Arrival and departure are very important transitional periods in a childcare setting for both families and staff members. They serve as the beginning and conclusion of a productive day in childcare for young children. Arrival enables caregivers to connect with the parent/guardian as well as child and provide emotional support to children who are finding it difficult to leave their family member(s). Additionally, arrival time is a perfect time for the caregiver to conduct a health and wellness check of the child. Likewise, departures should be smooth and pleasant ensuring children have the assurance that their friends and teachers will be here when they return the next day.

During this time of uncertainty, it is even more vital that caregivers develop and maintain healthy habits for the well-being of all individuals on site. The Center for Disease Control and Prevention (CDC) encourages every childcare program to have a plan in place to protect staff, children, and their families from the spread of the Coronavirus/COVID-19.

1

### Staggered Arrival & Departure

Offer curbside drop-off and pick-up for families

2

### VISUAL INSPECTION

Look to see if the child shows signs of illness (e.g. flushed cheeks, rapid or difficulty breathing, etc.)

3

### TEMPATURE

Individuals with a fever of 100.4 degrees or above should not be admitted to the facility

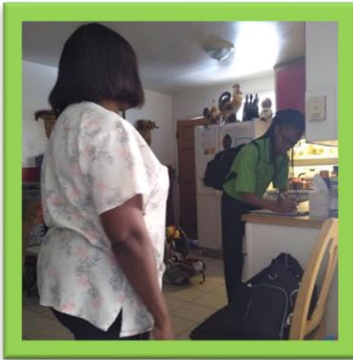
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### RATIO

Maintain an adequate ratio of staff to ensure safety

## Checklist:

### ✓ Staggered Arrival and Drop-Off



- Have child care providers greet children outside as they arrive.

- Designate a staff member to be the drop off/pick up volunteer to walk all children to their classroom, and at the end of the day,

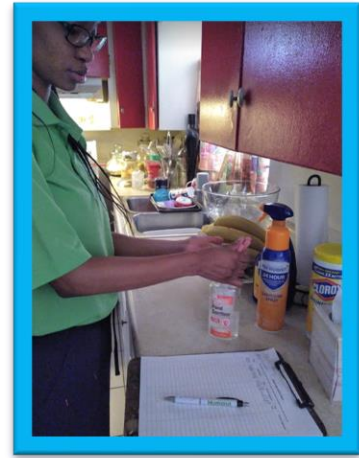
walk all children back to their cars.

- Infants could be transported in their car seats. Store car seat out of children's reach.

✓ **Hand Hygiene Stations**- Set up a hand hygiene station at the entrance of the facility, so that children can clean their hands before they enter. Wash your hands with soap and water for 20 seconds. **Alternative** (if not available)- Provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets. Please supervise child usage of sanitizer and keep out of reach.



✓ **Sign-in Stations** – Provide sanitary wipes for cleaning pens between each use.



### ✓ Conduct a Health and Wellness Check

– Visually inspect each child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

✓ **Conduct a Temperature Screening** – Persons who have a fever of 100.4<sup>0</sup> (38.0<sup>0</sup>C) or above or other signs of illness should not be admitted to the facility.

- If performing a **temperature check on multiple individuals**, ensure that you use a **clean pair of gloves for each child** and that the **thermometer has been thoroughly cleaned** in between each check.

## Encourage Families if possible...

- ✓ Parents should be on the alert for signs of illness in their children and to keep them home when they are sick. If possible, screen children upon arrival.
- ✓ The same parent or designated person should drop and pick up the child every day.
- ✓ Older Families such as grandparents or those with serious underlying medical conditions should not pick up children because they are at risk for severe illness from COVID-19.