

## LASER Emergency Program Guidelines and Protocols

With the closure of schools, childcare is even more important to parents and to our communities than ever. Childcare plays an essential role for parents who don't have work flexibility, including those who work in healthcare, critical infrastructure, grocery stores, pharmacies and other services we all need. To support this need, LASER Childcare will reopen as an Emergency Program with strict guidelines listed below.

- LASER will post COVID-19 signs at the entrance and exit.
- All staff and children will have regular health checks (bodily temperature and respiratory symptom screening) upon arrival and before leaving the site. Checks will be given during the program if children/staff are experiencing fever or any symptoms related to COVID-19. This information will be documented on a daily basis.
- Any equipment used for the daily health checks will either be disposed or disinfected in between each usage and at the end of the day. Staff handling the equipment will wear gloves while working with this equipment.
- All LASER staff will wear a mask during their work hours.
- If staff or children are running a fever of 100° F [37.8° C] or greater, have a cough, and/or difficulty breathing, or other COVID-10 symptoms, they will be sent home and told to contact their healthcare provider. They cannot return to site for at least 7 days after symptom onset AND 3 days (72 hours) being free of symptoms (without the use of fever-reducing or other symptom-altering medicines, e.g. cough suppressants).
- If staff are sick, having symptoms, or are running a fever (100° F [37.8° C] or greater), or tested positive for COVID-19, they need to notify their supervisor immediately.
- Social distancing requirements (described as keeping at least 6 feet away from others), will be implemented at all times and during all activities, meetings, etc. The foreseeable exception is when staff are conducting the thermometer check. If there is an emergency situation where a staff needs to be in a close proximity with a student, e.g. students running away, students bleeding, etc., the Site Director can make an exemption to this rule for the safety of the students.
- There will be no more than 10 people in each room, including staff and students.
- Staff are not allowed to have any physical contact with one another or with the students. Student are not allowed to have any physical contact with one another. Examples include high fives, fist bumps, handshakes, hugs, etc.
- All employees are required to maintain excellent personal hygiene habits, such as washing hands repeatedly, and avoiding touching one's face, eyes, and mouth. For a full list of requirements for staff and students, please refer to the LASER Emergency Program Hygiene sheet. Staff will instruct students to follow the same guidelines.
- We strongly recommend staff to change into different clothes between work and home to reduce the opportunity of germs to move between places.
- Parents are not allowed in the rooms for drop off and pick up. They need to stay outside of the building and notify staff of their arrival by ringing the bell or knocking on the door. The drop

off/pick up sheet will be signed by a LASER Counselor. Our plan for curbside drop off and pick up limits direct contact between parents and staff members and adhere to social distancing recommendation.

- Since we are serving a small population, we don't anticipate the drop off and pick up times will be a challenge. However, if we see the need, we will consider staggering drop off times and pick up times.
- No visitors are allowed in the rooms during LASER operation times. School custodian and staff are not excluded unless there is an emergency situation decided by the Site Director.
- Staff are required to notify their Supervisor if they have traveled to a CDC reported restricted areas (please reach out to us if you need a list of CDC reported restricted areas) and if they had contact with an COVID-19 infected person to stay home and self-quarantine.
- Staff are required to notify their Supervisor if they have been in contact or are caring for someone exposed to the Coronavirus.
- In the event there is a confirmed COVID-19 case among staff or children, LASER will contact the CDC or state and local health department immediately. LASER will inform employees and parents about the confirmed case, without disclosing the name of the infected and without disclosing confidential medical information of the infected. All people who closely interacted with the infected will be asked to contact their healthcare provider, stay home for 14 days, complete a COVID-19 test if possible. Based on the situation, LASER might consider closing temporarily. LASER will wait as long as practical (preferably up to 24 hours) before beginning cleaning and disinfecting areas used by the person infected with COVID-19. This will help reduce the potential for exposure to respiratory droplets. Here are more detailed guidelines: <https://www.kingcounty.gov/depts/health/communicable-diseases/disease-control/novel-coronavirus/childcare/positive-cases.aspx>

**Guidelines are not limited to the above and can be expanded/revised at the discretion of the Executive Director.**