



Pandemic Drop-Off Carpool Procedures for Teachers:

Outside Procedures

- Morning Carpool will start at 8:50am.
- 4 staff members will be on hand to remove children from cars (4 cars at a time)
- 1 staff member will be available to direct traffic
- All children will be screened in their car upon arrival. Each staff member outside will wear a mask during carpool screenings.
 - Screening Methods
 - Teachers will ask the parent/guardian to confirm that the child does not have a fever, shortness of breath, or a cough.
 - Teacher will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
 - Each staff member will have a non-contact infrared thermometer. Each person in the car will have their temperatures checked.
 - Teachers are to wait 5 seconds between readings. Foreheads are to be clear of hair or other debris prior to taking temperature.
 - A child with a temperature of 100.4 or above or has other signs of illness will not be admitted into the school. If a sibling is sick that is not in the program but has been around the family, WEE student will not be admitted to the program.
 - If a child does have a temperature of 100.4 or other noticeable symptoms, teachers are to inform the parents/guardians that our administrators will contact the parents at some point during the day to follow-up on policy and child's ability to return to school.
- Children will be escorted all the way to the door and handed off to the check in/hand cleaning station.

Inside Procedures:

- 2 staff members will be assigned to a check-in/hand cleaning station at the door.
- Each child is to wait for hand sanitizer (60% or higher alcohol content). Children are to rub their hands until completely dry.
- Both the check-in staff member and door staff member are to assist with this.

- Once a child has been checked in and given hand sanitizer, they are to go to their classroom.
- There will be one teacher in each classroom standing at the door waiting for the child to enter.
- All children in our K4 class and Kindergarten class are to wash their hands with soap and water once they enter the classroom.
- Morning work/routines should include minimal contact with each other.
- There should be a separate bucket of toys and items that are strictly for morning time routines.

Pick-Up Procedures:

- All children are to be packed up and ready to go by 12:45pm.
- Carpool pick-up will start at 12:50pm. All children are to stay in their classroom waiting for their number to be called.
- 4 staff members will be on hand to put the children in the cars. All outside staff members will wear masks.
- 1 staff member will direct traffic.
- 2 staff members will be assigned to the check-out/hand cleaning station at the door.
- All children will get hand sanitizer upon leaving the building.
- If a child becomes sick during carpool, they will be isolated in the school office and their parents will be contacted to pick them up after carpool is over.