



Cleaning Protocols

- All employees have been told not to come to work if sick.
- Everyone who can carry out their work duties from home has been directed to do so.
- Symptom checks are being conducted before employees may enter the work space.
 - Temperature check
 - Wash hands before you begin
 - Fever greater than 99.0
 - Cough/Congestion/Respiratory Illness
 - Shortness of breath
 - Fatigue
- All desks or individual work stations are separated by at least six feet or blocked off.
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
 - Break rooms: After each group rotation
 - Bathrooms: After each group rotation
 - Programming Areas: After each group rotation
- Disinfectants and related supplies are available to all employees at the following location(s): Bathroom & Art Areas
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, and anywhere else inside or immediately outside where people have direct interactions.
- Soap and water are available to all employees at the following location(s):
 - Wash Hands for 20 secs
 - When first arrive & before leaving
 - Every staff & child wash hands first arriving & before leaving, and throughout the day at least in 45 minute intervals
 - After using the bathroom
 - Before & After eating food
 - After you cough or sneeze into your sleeve
 - Avoid touching your eyes, nose and mouth with unwashed hands
 - Avoid sharing personal items (cups, dishes, utensils, etc)
- Copies of this Protocol have been distributed to all employees.
- Disinfecting all high-contact surfaces frequently