A screenshot of a cell phone

Description automatically generated

COVID-19 PUBLIC HEALTH EMERGENCY

SPECIAL WORK CONDITION ACKNOWLEDGMENT

AND DISCLOSURE (Most Restrictive 7/1/20 update)

EMPLOYEE VERSION:

Please read and initial each statement below.

1. I understand that to enter upon the facility premises I must be free from COVID-19 symptoms. I must immediately notify a member of the management team. If I am experiencing any of the following symptoms or if I have had any of the symptoms at any time outside of working hours.

Symptoms include,

* + - fever of 100.4 degrees Fahrenheit or higher
    - dry cough
    - Shortness of Breath
    - Chills
    - Loss of taste or smell
    - Sore Throat
    - Muscle aches

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. You will need to be symptom free without symptom reducing medications for 72 hours before returning to the facility.

1. I understand that I may be eligible for PAID leave under the Families First Coronavirus Response Act (FFCRA) for certain qualifying reasons and that I am responsible for providing my employer with the appropriate supporting documentation related to the qualifying reason in order to use the FFCRA Paid Time Off. Additional information is posted [INDICATE WHERE YOU HAVE THE REQURIED DOL POSTER HUNG].
2. I understand that my temperature will be taken every 2 hours throughout the day while on facility premises.
3. I understand that I must wear a mask at all times while in the facility and on facility premises. (OPTIONAL, may be required by some states in order to operate. Children 2 years of age and under should not wear a mask. Children eating, napping or swimming should not wear a masks.)
4. I understand that the facility has adopted enhanced cleaning procedures and I will comply with and complete all cleaning and disinfecting tasks as assigned each day.
5. I will wash my hands using CDC recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.
6. I understand that I must bring a pair of shoes to the facility that will ONLY be worn inside this facility and will be left here each evening. I MUST remove the shoes I wear coming to work at the entrance of the facility, change into my work only shoes, place my outside shoes in the designated area and wash my hands immediately. I will also spray my work shoes prior to leaving the facility each day with fabric sanitizer and leave them to dry overnight. This may not be done near children and the sanitizer must be returned to a locked cabinet.
7. I understand that outside of work, in order to control my exposure in the community, I will comply with any and all state, county or local stay-at-home orders, will limit contact outside of work to persons living in my household and will only go out to stores to shop for essential items like food, medicines and toiletries and will follow any recommendations from the CDC that limits my risk for exposure including wearing a mask in all public areas and remaining 6ft from all other people.
8. I WILL NOT gather with anyone that does not live in my household. I WILL NOT go to any gym, movie theater, nail or hair salon, park, beach, or other community location that is not for the purpose of getting food, medicines, toiletries or other life sustaining necessities until such time as it is determined by state and local health officials that the COVID-19 Public Health Emergency is over.
9. I will immediately notify [CENTER NAME] management if I become aware of any person with whom I have had contact exhibits any of the symptoms listed in Number 1 above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19.
10. I understand that to limit the exposure risk for everyone in the center I will not travel to any country, state, county or city that is considered to be a “hot spot” for COVID-19 infections. Further, I will not allow travelers from locations considered “hot spots” to visit/stay in my home. I will be required to change or postpone any planned travel arrangements to a “hot spot” location even if those plans had been previously approved. I understand that infection rates and risk change and areas deemed to be in control of COVID-19 infections can quickly become “hot spots.”
11. I understand that PTO/Vacation/Personal Time may not be approved during this Public Health Emergency due to the need for more staff to cover ratios and enhanced cleaning routines. PTO will not be approved any more than two weeks in advance during this Public Health Emergency so the administration can make the safest decisions for the community as possible.
12. I understand that while working in the facility each day I will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein. I understand that these guidelines can and will be updated and changed related to developments and updates to the Public Health Emergency on the national, state, and local level and based on best practices, CDC guidance and licensing recommendations and/or requirements. Further, I acknowledge my employer has the right and responsibility to enact and enforce policies and procedures to keep all employees, children and their families as safe as possible.

I, certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by [CENTER NAME] will result in disciplinary action up to and including termination. I acknowledge that my employment will be terminated if it is determined that my actions, or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19.

Employee Signature Date

Management Team Witness Date

COVID-19 PUBLIC HEALTH EMERGENCY

SPECIAL PROGRAM ATTENDANCE

ACKNOWLEDGMENT AND DISCLOSURE

FAMILY/CHILD VERSION: This should be initialed and signed by BOTH parents.

Please read and initial each statement below.

1. I understand that during this COVID-19 Public Health Emergency I will NOT be permitted to enter the facility beyond the designated drop-off and pick-up area. I understand that during drop-off and pick-up I MUST wear a mask at all times. I understand that this procedure change is for the safety of all persons present in the facility and to limit to the extent possible everyone’s risk of exposure. I understand that it is my responsibility to inform any Emergency Contact persons of the information contained herein.
2. I understand that IF there is an emergency requiring me to enter the facility beyond the designated drop-off and pick-up area I MUST wash my hands before entering, remove my shoes and wear a mask. While in the facility I must practice social distancing and remain 6ft from all other people, except for my own child.
3. I understand that to enter upon the facility premises my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear my child will be separated from the rest of the people in the center, I will be contacted, and my child MUST be pick-ed up from the facility within [NUMBER OF MINUTES] minutes of being notified. If my child, or a member of our household is experiencing any of the following symptoms, my child will be excluded from the program.

Symptoms include,

* + - fever of 100.4 degrees Fahrenheit or higher
    - dry cough
    - Shortness of Breath
    - Chills
    - Loss of taste or smell
    - Sore Throat
    - Muscle aches

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. Your child will need to be symptom free without any medications for 72 hours before returning to the facility.

1. I understand that my child’s temperature will be taken every 2 hours throughout the day while on facility premises.
2. I understand that my child will be encouraged to wear a mask at all times while in the facility and on facility premises. (OPTIONAL, may be required by some states in order to operate. Children 2 years of age and under should not wear a mask. Children eating, napping or swimming should not wear a masks.)
3. I understand that my child will be required to wash their hands using CDC recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.
4. I understand that I must bring my child a pair of shoes to the facility that will ONLY be worn inside this facility and will be left here each evening. I MUST remove my child’s shoes at the entrance of the facility. Staff will have the child put on their “center only shoes” once the child washes their hands and goes into the classroom. At pick up, Staff will remove the child’s “center only shoes” and the child will be brought to the entrance where I will put on my child’s outside shoes prior to leaving the facility. The children’s “center only shoes” will be sanitized by staff each night.
5. I understand that outside of care, in order to control my child’s exposure in the community, I will comply with any and all state, county or local stay-at-home orders, will limit my child’s contact outside of care to persons living in my household. I will not take my child out to stores unless it is absolutely necessary and then only to shop for essential items like food, medicines, and toiletries. I will follow any recommendations from the CDC that limits my child’s risk for exposure including wearing a mask in all public areas and remaining 6ft from all other people.
6. My child and I WILL NOT gather with anyone that does not live in our household. I will only have contact with persons at my place of employment, and there I will practice all recommended social distancing, exposure limiting practices recommended by the CDC and by my employer. My child and I WILL NOT go to any gym, movie theater, nail or hair salon, park, beach, or other community location that is not for the purpose of getting food, medicines, toiletries or other life sustaining necessities until such time as it is determined by state and local health officials that the COVID-19 Public Health Emergency is over.
7. I understand that to limit the exposure risk for everyone in the center my child will be excluded from the program for 14 days upon return if my child or anyone from our household travels to any country, state, county or city that is considered to be a “hot spot” for COVID-19 infections. Further, if travelers from locations considered “hot spots” visit/stay in our home, my child will be excluded from the program for 14 days from the last day of their visit/stay. I further acknowledge that tuition will be due in full during any 14 day period the child is not permitted to attend the program as the child is still enrolled in the program.
8. I will immediately notify [CENTER NAME] management if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed in Number 3 above, is advised to self-isolate, quarantine, has tested positive, or is presumed positive for COVID-19. Further, I will immediately notify [CENTER NAME] management if anyone from my place of employment is presumed positive or tests positive for COVID-19 whether or not I have had direct contact with that person. \*This is not a HIPPA/Privacy violation as we are not requiring you to disclose the identity of the person.
9. I understand that while present in the facility each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that my family and I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein. I understand that these guidelines can and will be updated and changed related to developments and updates to the Public Health Emergency on the national, state, and local level and based on best practices, CDC guidance and licensing recommendations and/or requirements. Further, I acknowledge that the center administrators have the right and responsibility to enact and enforce policies and procedures to keep all employees, children and their families as safe as possible.

I, certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by [CENTER NAME] will result in termination of services. I acknowledge that care for my child will be terminated if it is determined that my actions, or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19.

Child’s Name: DOB:

Parent/Guardian’s Name:

Parent/Guardian Signature Date

Parent/Guardian’s Name:

Parent/Guardian Signature Date

Management Team Witness Date