



## Entering & Exiting a Facility or Site

### Overview

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**Purpose** The purpose of this policy is to establish a main entrance and exit to a Facility or Site to allow for social distancing and temperature screenings to reduce the amount of exposure to a potential health risk.

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**Reference** The policies and regulations referenced are:

- Center for Disease Control Guidelines
- Head Start Performance Standards §1302.47

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**Policy Overview** Use one-way in and one way out preferably through a main entrance. Adhere to the tape/floor markings on the ground that has been pre-measured for safety and social distancing before entering the facility or site.

Supervisors are responsible for identifying the identified entrance and exit.

Any person entering an employee area in a facility is required to have their temperature checked.

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## Entering the Site

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### Policy: Main Entrance

Use one way in and one way out preferably through the main entrance and adhere to the tape/footsteps floor markings on the ground that has have been pre-measured for safety and social distancing before entering the facility or site to practice “Social Distancing” and to measure temperatures.

Supervisors are responsible for identifying the identified entrance and exit.

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### Parents Drop off/Pick up

Use the following for parents drop off/pick up.

Step	Action								
1	Have parents remain at the door and not enter the building until their appointment.								
2	<p>Establish if the person is willing to wear a face covering.</p> <p><b>Warning:</b> children under 2 should not wear a face covering for safety purposes.</p> <table border="1"> <thead> <tr> <th>If the person...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>Is not wearing a face covering</td> <td>Politely ask them to wear one as per the regulation.</td> </tr> <tr> <td>Does not have a face covering</td> <td>Offer them a facemask to wear.</td> </tr> <tr> <td>Refuses to wear a face covering</td> <td> <ul style="list-style-type: none"> <li>Do not refuse services, but do not allow them into the office or site.</li> <li>Offer them services via phone, zoom, face time or other options.</li> </ul> </td> </tr> </tbody> </table>	If the person...	Then ...	Is not wearing a face covering	Politely ask them to wear one as per the regulation.	Does not have a face covering	Offer them a facemask to wear.	Refuses to wear a face covering	<ul style="list-style-type: none"> <li>Do not refuse services, but do not allow them into the office or site.</li> <li>Offer them services via phone, zoom, face time or other options.</li> </ul>
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Is not wearing a face covering	Politely ask them to wear one as per the regulation.								
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Refuses to wear a face covering	<ul style="list-style-type: none"> <li>Do not refuse services, but do not allow them into the office or site.</li> <li>Offer them services via phone, zoom, face time or other options.</li> </ul>								
3	<ul style="list-style-type: none"> <li>Require parents to sign in at the door.</li> <li>Ensure that pens are rotated and cleaned after each use or a new pen (or their own pen) is used after each use.</li> </ul>								
4	<ul style="list-style-type: none"> <li>Require parents to complete the COVID 19 Questionnaire.</li> <li>Inform the parent of the importance of disclosing any symptoms and/or exposure.</li> </ul>								

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## Entering the Site, Continued

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### Policy: Temperature

Each person entering a facility or site and child attending school must have their temperature checked before entering the building in the employee areas. If staff visits another site, their temperature will be checked again entering the new site.

Visitors are not required to have their temperature checked if they stay outside the employee areas. .

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### Consent

Obtain a screening consent form before taking a child's temperature.

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### Thermometer stations

The items on the stations for the temperature check are:

- Gloves
  - Thermometer
  - Hand sanitizer
  - Masks
- 



### Taking temperatures

Use the following to check a person's temperature.

Step	Action
1	Put on gloves and a mask.
2	Take the person's temperature.
3	Is the temperature 100.4° F (38° C) or higher? • If <b>Yes</b> , go to Step 4 • If <b>No</b> , go to Step 5.
4	Take the person aside and take their temperature again. Is the temperature still 100.4° F (38° C) or higher? • If <b>Yes</b> , – The person cannot enter the building – Have employees call their Supervisor for instructions – Go to Step 5 • If <b>No</b> , go to Step 5.
5	Recite the temperature to the assigned staff who logs it in.
6	Wash your hands after taking the temperature.
7	Change your gloves before the next use.
8	Disinfect the thermometer between each check.

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## Entering the Site, Continued

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**Person refuses** Use the following if a person refuses to have their temperature taken.

If the refusal is by a (an)	Then ...
Employee	Follow County procedures.
Visitor	Do not allow them in employee areas.
Child	Ask for assistance from the parents.

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**Sick room** Separate sick infants, children, and staff from others until they can go home. When feasible, identify a “sick room” through which others do not regularly pass.

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**Children entering once school starts** Once children are ready to enter the building, staff will:

- Take their temperature
- Take one child at a time to their classroom to avoid group contact.

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**Policy: opening the site for readmission** PSD Administration determines readmission criteria based on a consultation with the San Bernardino County Public Health Department.

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## Exiting the Site

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### Exiting the building after school

When parents return to pick up their children, they must wait outside/at the door adhering to the markers that are at least 6 feet apart.

Use the following for having the child leave to go home.

Step	Action
1	Use the walkie-talkies to alert the classroom teacher to gather all of the child's belongings.
2	Ensure staff goes to the classroom to retrieve children to bring them to the front area to their parents, one child at a time (we want to avoid as much contact in a group).
3	Ensure Parents leave through the main entrance/exit site.


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# Screening Consent Form

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## Screening consent form

The following is the Screening Consent form needed to obtain consent to take a child's temperature.



Preschool Services Department  
Screening Consent Form  
2019-2020

Child's Name: \_\_\_\_\_ Center: \_\_\_\_\_

With your permission, a number of routine screenings will be performed while your child is enrolled in the Early Head Start Program.

The purpose of these screenings is to:

- Assess the general health and development of your child, and to
- Identify any health and/or development concerns.

If the screenings indicated that further evaluation, medical examination, or treatments are needed, we will contact you and assist you in the follow-up process if needed.

I give my permission to the San Bernardino County Preschool Services Department to perform or obtain the following:

- Medical Release
- Vision Screening (Eyes)
- Hearing Screening
- Dental Screening (includes tooth brushing with fluoride toothpaste)
- Height/Weight Screening
- Developmental Screening / ASQ 3
- Social/Emotional Screening / Ages & Stages (ASQ-SE)
- Desired Results Developmental Profile (DRDP 2015)
- Daily Health Checks, including temperature checks

I understand that:

- I have a right to receive a copy of this authorization.
- To the extent permitted by law, I have a right to inspect or obtain a copy of the health information that I am authorizing to release. I understand that I may be charged a fee for a copy of my health information.
- Information used or disclosed pursuant to this authorization could be subject to re-disclosure by the recipient and, if so, may not be subject to Federal or State laws protecting its confidentiality.

This authorization expires on the following date or event: \_\_\_\_\_  
(This authorization will be invalid without a specific expiration date or event. The expiration date shall not exceed 12 months from the date of signature. )

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Early Head Start Staff


Preschool Services Department 662. S. Tippecanoe Ave. Sn Bernardino, CA 92415-0630

# COVID 19 Questionnaire

## COVID 19 Questionnaire

The following is the COVID 19 Questionnaire.

662 S. Tippecanoe Avenue, San Bernardino, CA 92415-0630 | Phone: 909.383.2078 Fax: 909.383.2080  
www.SBCounty.gov



**Preschool Services Department  
Administration**

**Phalos Haire  
Director**

Date: \_\_\_\_\_

Child/Staff Name	Caregiver Name

**Potential COVID-19 Exposure Questionnaire**

The California Department of Public Health (CDPH) has provided guidance to “Establish procedures to ensure students and staff who become sick at school or arrive at school sick are sent home as soon as possible.” Quarantine time frames are at 10-20 days. Also, “There may be a benefit to reducing asymptomatic transmission and reinforcing physical distancing from the use of face coverings.”

For the safety of the children, staff and all visitors of the site, anyone visiting a preschool site is required to complete this questionnaire and if allowed onto the site, all persons will wear a mask according to County policy and direction from CDPH. Please answer the following questions

1. Have Child/Staff exhibited any symptoms such as cough, fever, or trouble breathing?  
 Yes     No
2. Have Child/Staff been exposed to someone exhibiting cough, fever, or trouble breathing?  
 Yes     No
3. Have Child/Staff been in close contact with someone who tested positive with COVID-19, also known as the Corona Virus?  
 Yes     No
4. I acknowledge that I must wear a mask in the facility?  
 Yes     No
5. I acknowledge that my temperature must be taken prior to entering the facility? **NOTE: For staff or child only.**  
 Yes     No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PSD Staff Only	
Supervisor Approval to not exclude	Date of Approval

07.20.2020