**MEMORANDUM**

**TO:** Head Start Program

**FROM:** Tim Center

**RE:** UPDATED COVID POLICIES FOR HEAD START FOR 2021-22

**DATE:** July 31,2021

Reopening at full enrollment is the priority of the Region IV Office of the US Department of Health and Human Services. Recruitment and enrollment are underway and will continue into the school year. It is important to revisit and update current policies and procedures regarding the operation of Head Start Centers to ensure the health and safety of both children served and the staff.

***Vaccinations and Immunizations***

There is a COVID Vaccination declaration that provides the opportunity to share a copy of your COVID vaccination card. With proof of COVID vaccination, no temperature checks or face masks are required of staff in the office.

Unvaccinated staff will need to wear face masks in the workplace.

During heightened COVID transmission rates, face masks will be encouraged for everyone.

***Pre-Service***

Pre-Service will be conducted via ZOOM video teleconference with teaching staff in their classrooms. There will be an agency wide meeting of all staff on the first day. This will also be done via ZOOM.

***Student Drop-Off***

All parents will be asked to wear face masks when dropping their children at each classroom. Parents will not be permitted in the classroom. Teachers will use the iPads for sign in and live attendance.

***Classrooms***

Center-based staff will wear face-masks inside.

All students will be temperature checked. A fever indicated by a temperature of over 100 degrees will prevent admission to the classroom. The child may have their temperature checked later in the day for admission.

Students will wear face masks until the community outbreak declines and health professionals recommend it. The classroom bubble concept will be maintained to the extent possible.

CLASS and coaching observations will take place using proper social distancing when appropriate.

***Meals***

Meals will be prepared and delivered to classrooms. Family-style dining will resume once COVID transmission rates decline.

***Student Pick-up***

Parents must wear face masks when coming into the Center and retrieving their children from the classroom. Staff will use iPads for signing students out.

***Hygiene and cleaning***

Students should wash hands or use hand sanitizer when entering the classroom, before meals, and after using the bathroom.

Staff will continue to regularly use ZONO to sterilize and clean cots, manipulatives and more. Staff will continue to keep classrooms clean for all students.

Cleaning staff will use the foggers each evening for the first month.

These guidelines will be followed and evaluated on a monthly basis. Increased community vaccination rates and decreased transmission rates will contribute to relaxing of these precautions.