



## **Our COVID-19 Response**

Springfield Area Parent Child Center has been taking the COVID-19 pandemic very seriously from the day we closed to the public on March 19, 2020. We've worked hard to balance the needs of our staff with the needs of the community. Early on, we identified that our goals through this crisis are as follows:

1. *Staff Well Being*
2. *Community Well Being*
3. *Consumer/Participant Well Being*

With these goals in mind, we have been staying up to date with guidance from state and health officials to continuously define our safety protocols. We are committed to remain diligent in this effort. Though we have been closed to the public, our programs continue to operate in virtual, creative and safe ways.

PlayWorks Child Center will be opening at 75% capacity beginning the week of August 10, 2020. You can view their specific protocols [HERE](#).

Below is an overview of our current protocols for staff. If you would like more details or have questions/concerns, please email us at [sapcc@sapcc-vt.org](mailto:sapcc@sapcc-vt.org) or call 802-886-5242.

### **Contact Tracing**

- Staff planning to enter the building for any reason will login to the SAPCC Building Access calendar, place their name on the day and time they are planning to be in the building, and will update as necessary if changes occur.
- Contact with people outside of the building (home visitors, playgroup, etc.), will be tracked by individual programs via calendars and/or sign-in sheets.

### **Health Checks**

- Staff will arrange a time with their supervisor to do a virtual or in-person health check prior to coming to the center.
  - Temperature must be below 100 degrees
  - Must answer "no" to the following questions:
    - Have you or anyone in your household experienced a fever over 100 degrees in the last 72 hours?
    - In the last 72 hours have your or anyone in your household experienced any of the following

symptoms: cough, shortness of breath, chills or shaking, headache, muscle pain, sore throat, new loss of taste or smell.

- Have you or anyone in your household traveled out of state/country (longer than a brief shopping trip) in the last 2 weeks?
- Have you or anyone in your household had contact with anyone diagnosed with COVID-19?
- If the answer to any of these questions is “yes” please contact your primary care physician to receive guidance prior to returning to work/engaging in in-person gatherings.

### **Health Safety Protocols**

Anyone entering the building will:

- Wear a mask in the center at all times, unless you are the only person in a given space for the time you are there.
- Sanitize/wash hands thoroughly upon entering, often while in the building, and prior to leaving.
- Wipe down any work spaces with a Clorox wipe before/after use.
- Adhere to social distancing by keeping at least 6 ft of space between you and other people.
- Touch points will be reduced with hands-free hand sanitizer machines at entryways, contactless thermometers, and reducing shared workspaces and devices as much as possible.

### **Physical Distancing**

- There will be at least one member of the leadership team on site daily.
- Any other staff who are able to do their work virtually will only be in the building as needed to limit the number of people on site.
- Everyone must follow the guidelines for the max number of people allowed in each space as posted near the entrance of each room.
- Adhere to social distancing by keeping at least 6 ft of space between you and other people.
- Move office equipment (postage machine, mailboxes, etc.) to alternate areas to limit crowding in one space.

### **Personal Protective Equipment (PPE) and Cleaning**

- Masks (for those who may need to enter the building and don't have one), gloves, hand sanitizers, disinfecting hand soap and cleansers will be fully stocked and used per CDC guidelines.
- Sneeze shields installed at the front desk.
- Professional sanitation will occur throughout the building at least three

times per week, with regular cleaning/disinfecting being done by staff throughout the day each day.