SAMPLE

COVID-19 PUBLIC HEALTH EMERGENCY

SPECIAL WORK CONDITION ACKNOWLEDGMENT

AND DISCLOSURE

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. If, during the course of the day, any of the following symptoms appear I must immediately notify a member of the management team.

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

I understand that many of these symptoms can also be related to non-COVID-19 related issues, I 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. I will need to be symptom free for 72 hours before returning to the facility.

1. I understand that I must wear a mask at all times while in the facility and on facility premises.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. **\_\_\_\_\_\_\_\_\_I understand that persons with COVID-19 symptoms**who were directed to care for themselves at home may return when

At least 3 days (72 hours) have passed *since recovery* meaning:

* + fever free without the use of fever-reducing medications **and**
	+ improvement in respiratory symptoms (e.g., cough, shortness of breath) **and**
	+ at least 10 days have passed *since symptoms first appeared*

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 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

SAMPLE

COVID-19 PUBLIC HEALTH EMERGENCY

SPECIAL PROGRAM ATTENDANCE

 ACKNOWLEDGMENT AND DISCLOSURE

FAMILY/CHILD VERSION: This should be initialed and signed by ALL custodial parents/guardians.

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 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 or special circumstances 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 picked up from the facility within 30 minutes of being notified.

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 [CENTER NAME] is taking every precaution to keep my child healthy, utilizing the Office of Public Health guidelines. These include:
* Requiring staff to take everyday precautions to prevent the spread of respiratory illness such as COVID-19 such as washing hands often, cleaning and disinfecting frequently touched surfaces, avoiding close contact, covering coughs and sneezes and covering mouth and nose with face masks.
* Requiring sick children and staff to stay home.
* Isolating children who become sick (before they are picked up) followed by cleaning and disinfecting processes.
* Implementing social distancing strategies.
* Changing parent drop-off and pick-up processes.
* Screening children and staff upon arrival.
* Intensifying cleaning and disinfecting efforts.
* Ensuring proper diapering techniques are followed.
* Ensuring proper washing, feeding, and holding of children.
* Ensuring healthy hand hygiene of children and staff including using CDC-recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.
* Ensuring healthy food preparation and meal service.
* Addressing vulnerable/high risk groups.
1. 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.
2. 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, and CDC recommendations.
3. 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 1 above, is advised to self-isolate, quarantine, or 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.
4. 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 I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.
5. **\_\_\_\_\_\_\_\_\_I understand that persons with COVID-19 symptoms**who were directed to care for themselves at home may return when

At least 3 days (72 hours) have passed *since recovery* meaning:

* + fever free without the use of fever-reducing medications **and**
	+ improvement in respiratory symptoms (e.g., cough, shortness of breath) **and**
	+ at least 10 days have passed *since symptoms first appeared*

I, certify that I have read, understand, and agree to comply with the provisions listed herein.

Child’s Name: DOB:

Guardian/Parent’s Name:

Guardian/Parent Signature Date

Guardian/Parent’s Name:

Parent Signature Date

Management Team Witness Date