

COVID-19 Protocol 2021-2022

Pick up from Home

1. All children will board the bus using Hand to Hand with the monitor. The monitor will load the bus from back to front, while keeping social distanced, see diagram A, B, and C. Siblings who live in the same household can be seated together.
2. Monitor should change their gloves after each child is seated.
3. When children are exiting the bus, they must be unloaded one child at a time. Monitor must unload the first child sitting at the front of the bus first. Each child must stay seated until their name is called. Once their name is called, the monitor will hand over the child using hand to hand to Head Start Staff.
4. Head Start Staff will take the temperature of each child as they get off the bus.
5. If there is bad weather, i.e. snow, rain, or cold temperatures, then staff will enter the bus, and then take each child's temperature while still seated in their seat. Once the staff has taken all of the children's temperatures and the temperature is recorded on the manifest, then they can proceed to take each child off the bus using Hand to hand.
6. Once all the children are off the bus and the Driver/Monitor/HS Staff must reconcile their total number of children and sweep the bus.
7. The Driver/Monitor must sanitize the bus using your School Districts cleaning protocol.
8. If doing a second or third run pick up, follow steps 1- 6.

Pick up From School

1. All children will board the bus using Hand to Hand with the monitor. The monitor will load the bus from back to front, while keeping social distancing, see diagram A, B, and C. The bus should be loaded by order of drop off, with the last to be dropped off at the back of the bus. Siblings who live in the same household can be seated together.
2. Monitor should change their gloves after each child is seated.
3. When children are exiting the bus, they must be unloaded one child at a time. Starting from the front of the bus with your first drop off. Each child must stay seated until their name is called. Once their name is called, the monitor will hand over the child using hand to hand with the parent/authorized personnel.
4. Once all the children are off the bus and the bus has returned to the bus garage after the final sweep, Driver and Monitor must clean and sanitize the bus using your School Districts cleaning protocol.

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Pick up From Home

Temperature Check

1. All Children being transported by school bus must have a temperature check. Temperature must be below <100.4 degree. Temperatures equal to or greater than >100.4 , will be denied access to the bus. Child with fever must be fever free for **72 hours without medication.**
2. Every child's temperature will be recorded on the manifest next to the child name.
3. The child will then board the bus using Hand to Hand with the monitor. The monitor will load the bus from the back to front, while keeping social distancing, (see diagram A, B, and C). Siblings who live in the same household can be seated together.
4. A child who has evidence of illness will not be allowed to board the bus, but if they have a sibling, who live in the same household and meets the protocol they may enter the bus.
5. Monitor should change their gloves after each child is seated.
6. When children are exiting the bus, they must be unloaded one child at a time. Monitor must unload the first child sitting at the front of the bus first. Each child must stay seated until their name is called. Once their name is call, the monitor will have the child hand to hand to Head Start Staff. Monitor/Driver will inform the teacher what the temperature of the child was at the time of pick up.
7. Once all the children are off the bus and the Driver/Monitor/HS Staff must reconcile their total number of children and sweep the bus.
8. The Driver/Monitor must sanitize the bus using your School Districts cleaning protocol.

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