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Sheri Wilson, JD, CCAP, NCRT, Executive Director



July 06, 2020

Dear Burlington Parents and Guardians of Head Start and Early Head Start Children,

I am writing to update you on the status of the program and the progress made on renovations and moving into the Corse building. We continue to work to make the new building ready for children and we are getting closer every day. We are to some degree at the mercy of our contracted help and they have been restricted by the pandemic and thus are behind on our timelines. The building, so far, looks amazing and when it is completed will be exceptional.

Most of the major renovations are complete and now we are in the finishing-touches phase. We do still have work to do and we still need to have the building inspected and licensed. We are doing our best to get this accomplished as quickly as schedules allow.

At this time, it is unlikely that any Summer Head Start option will be possible. Depending on the timing of the work completion, inspections, and licensing, Early Head Start may or may not be able to start again before August. If we are able to restart for this term, it will end August 6 to allow for the transition into the 2020-21 program year.

We continue to monitor the COVID-19 pandemic in our state and local area. When we are able to open, some restrictions will be in place to ensure the safety of your children and our staff. The following page has the specific precautions we employ when picking up and dropping off children for either program.

We will keep you updated as things change and progress. As restrictions change in our local area, we will continue to evaluate our procedures to ensure the health and safety of our children, families, and staff. Thank you for your patience and understanding in this uncertain time.

We look forward to seeing you soon!

Matthew LeClere, Ed.S.  
Director Head Start/Early Head Start  
Community Action of Southeast Iowa

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## **1. DROPOFF**

All children will be met, at the designated entrance door, of the facility by a staff member. Staff will take each child's temperature upon entering the facility. Parents/guardians and the public will not be allowed in the building until further notice.

## **2. CHILD AND FAMILY SICKNESS AND SYMPTOMS**

Parents will be required to answer two questions daily related to child and family symptoms:

- 1) Has your child or anyone in your household had the following symptoms in the last 24 hours: Temperature of 100.4° or above, new onset or worsening cough, or shortness of breath?  
\*\* The health department recommends visiting a primary care physician to determine the source of a fever. Child must be fever free for 24 hours without aid of fever reducing medication.
- 2) Has your child been exposed to anyone who has tested positive for COVID-19?  
\*\*If the parent answers 'yes' to one or both questions, the child will be unable to participate in center-based programming that day.

## **3. CHILD OR STAFF WITH SYMPTOMS DURING PROGRAM DAY**

If a child becomes sick during the program day, s/he will be kept in a separate room until parents arrive to pick-up the sick child.

## **4. PICK-UP**

When picking up your child, either use the buzzer at the designated entrance or, if there is no answer, call the posted phone number to let them know which child you are there to pick up. A staff member will bring your child to the designated entrance to meet you.

## **5. GROUP SIZES**

Classes will be limited to no more than 10 children in each classroom.

## **6. CLEANING AND DISINFECTING**

We will follow a strict cleaning and disinfecting protocol throughout all classrooms and buildings.

## **7. HANDWASHING**

All children and staff will wash hands using proper handwashing techniques when entering the building and regularly throughout their day. Hand sanitizer will be provided when handwashing sinks are not available.

## **8. MASKS AND OTHER PROTECTIVE GEAR**

Masks and gloves will be made available for staff.

## **9. SOCIAL DISTANCING**

Classrooms will include the same group of 10 or less children and 2 – 3 providers each day.

## **10. CONFIRMED COVID-19 CASE**

If a positive case is identified within a classroom, the health department will be contacted and provide further determinations including program/classroom closure. **It is likely** that we will be instructed to close that affected classroom for 14 days.