

BC Early Learning Center (ELC) Usage Plan

Revised on September 11, 2020

The safety and health of all students and employees is Bellevue College’s highest priority. The following document outlines processes for physical distancing and safety in on-campus ELC operations at Bellevue College. Processes are based on health and safety requirements in Proclamation 20-12.1¹.

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¹ [Governor’s Proclamation 20-12.1](#)

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Role and Responsibilities

Campus COVID-19 Supervisor

BC’s Vice President for Administrative Services will serve as the college’s designated campus COVID-19 supervisor and is responsible for monitoring and updating the Safe Back to School Plan.

Site Supervisors

The Director of the Early Learning Center (ELC) is the designated site supervisor for the ELC. The COVID-19 site supervisor is responsible for working with the campus COVID-19 supervisor, the Flu Team and Public Safety to comply with the Safe Back to School Plan and enact measures to mitigate the spread of COVID-19. The site supervisor is responsible for overseeing the setup of classrooms/offices, signage, and floor markings in the ELC. They are also responsible for overseeing the set-up of the Health Screening Station and enforcing the COVID-19 job site safety plan.

Employee Supervisors

The Director and Assistant Director are the designated employee supervisors. The employee supervisor ensures direct reports receive the provided COVID-19 safety training, follow COVID-19 safety measures, and routinely clean their workspace and shared equipment after each use. They will maintain housekeeping schedules which will include frequent cleaning and sanitizing on commonly touched surfaces. Supervisors are responsible for approving employee’s requests

to come to campus and validating their employees completed the online health assessment every day they are on campus. Supervisors may be scheduled as health screening station personnel at health screening stations.

Health Screening Station Personnel

Site supervisors, department supervisors, other supervisors and area staff will rotate as health screening station personnel. They are responsible for checking in students and employees as they arrive on campus for class, services, or work, where required.

Department Representative

The Program Manager is the department representative responsible for ordering and storing PPE supplies and cleaning kits for their department for employee and student/customer use.

Employees and Students

All employees and students are required to submit a daily [online health assessment](#) via the webpage prior to reporting to the campus (exception: students living on campus do not need to submit complete a daily online health assessment if they are only going in and out of student housing). Every individual on campus must do the following:

- Practice physical distancing.
- Wear a face mask.
- Follow all instructions regarding the use, maintenance, and disposal of PPE.
- Those who are sick or experiencing even mild symptoms of illness that can't be attributed to another condition (e.g., allergies), must stay home, or go home if symptoms manifest while on campus. If symptoms develop while the employee/student is not working, the employee/student should not return to work/class until they have been evaluated by a healthcare provider.
- Follow state rules and guidelines for self-quarantine.
- Agree to complete an online health assessment daily prior to their scheduled shift/class.
- Report any COVID-19 symptoms, test results, or close contact with a COVID-positive person to covidreporting@bellevuecollege.edu.

Visitors, Customers, Vendors, Consultants

The College is limiting building access to those who are on campus for official business. All visitors who need to enter a building for official business must be signed in by a site supervisor using a paper health assessment or confirmed verbal answers to screening questions and follow the above employee requirements. The log of the visit will be maintained via health screening station digital records.

Visitors/customers will complete an online health assessment before arriving for their scheduled appointment or before entering the ELC for their scheduled appointment

Education and Training

The employer is responsible for educating workers about coronavirus and how to prevent transmission Employees are responsible for completing the Safety Training and COVID-19

Education Course before returning to the workplace and provide a completion certificate to their supervisor. Employees are responsible to read and agree to follow Bellevue College COVID-19 policies before returning to the workplace

- All employees and students/customers are required to wear masks as described in the Department of Health guidance.
- All employees are required to wash hands at the start and end of each shift and break.
- Employees and students/customers must maintain minimum six-foot separation in all interactions by minimizing staff and customer traffic. When physical distancing is not possible, barriers will be in place (e.g. registers and customer service counters).
- Breaks and work shifts will be staggered.
- Regularly-scheduled employees who need a reasonable accommodation for any of the requirements in this document should contact HR.

ELC Safety and Health Requirements

Before any activity (e.g., instruction, practice, assessment) or service (e.g. transactions) can occur with students on campus, programs must organize and prepare to perform activities using physical distancing where possible and with appropriate PPE and other safety measures outlined here and in accordance with standards for the individual profession or field.

Licensing and Accreditation Standards Review

All rules governing childcare shall be upheld.

Ratios for children must be followed. These rulings continue to change, it is essential to check the Washington State Department of Children, Youth, and Families (DCYF) website in order to understand the most current rules for operations.

When reopening, plan for an in-depth staff review of already-required licensing rules and accreditation standards: hand washing, washing and sanitizing, exclusion, and universal precautions. Consider which additional precautions will be employed to prevent spread of COVID-19 outlined in the next section. Some rules and accreditation standards will have to be altered during this time period (i.e. suspending family style meal service and tooth brushing, increase mat distance while napping. See Classroom).

Risk Sharing Guidance

Consider sharing risk guidance from the Centers for Disease Control and Prevention (CDC) with staff and families, and ask that all – including those who have members in their household with compromised immune systems, respiratory problems, hypertension, diabetes, heart problems, chronic kidney disease, or cancer - sign a document stating they are aware of the risks associated with COVID-19 (see sample in appendix).

Exclude Ill and High-Risk Individuals

Children (any age) or employees who have a temperature of 100.40F or higher, shortness of breath, cough or other potential COVID-19 symptoms that can't be attributed to another

condition should stay home and not return to campus until they are cleared to do so by a health authority or receive a negative result on a COVID-19 test.

Child care providers and staff in high-risk categories, including those age 60 or over, those with compromised immune systems, those with underlying health conditions, and those who are pregnant, should stay home or be excluded from daily operations. Individuals should consult their health care provider for guidance.

- Children at high risk for severe complications from COVID-19, such as those with compromised immune systems or respiratory conditions like severe asthma, should stay home. When in doubt, have parents consult the child’s doctor for guidance.
- Children who have family members in high-risk categories should be encouraged to stay at home to avoid spreading the disease to vulnerable individuals.

Safety and Physical Distancing

Physical distancing is one of the most effective methods for preventing the spread of COVID-19. The ELC will implement measures to ensure the six (6) foot distancing rule is maintained throughout the ELC. Distance markers will be placed throughout ELC areas to assure minimum six-foot physical distancing requirements are maintained.

Location or Building Access

The ELC entry point for families and students is the front entrance of the Q-building on 145th Place, accessed by walkway from parking lots 20 & 21. Employees will enter from the back of the ELC, Q-building from parking lot 9.

Check-in Process

Students and employees should complete an online [Health Screening Questionnaire](#) the morning of the day they are scheduled to come to campus. Students and employees who have symptoms of illness should stay home and not come to campus. Students and employees should plan to arrive 30 minutes prior to scheduled class time to have their temperature taken² and screen into the building. Signage will indicate six (6) -foot distance for parents, family members, volunteers, or visitors to wait for health screening.

Facility Entry

Post at entry: Keep-Sick-Children-Home-COVID-19 Poster from PHSKC, and floor marking or Physical Distancing to demark six foot spacing for entry.

The ELC will arrange distance markers in lobby area and outside of the building to eliminate choke points and reduce crowding. The ELC will post signage about maintaining physical distancing. The ELC will place plexiglass barriers for employees who meet with parents, family members, volunteers or visitors.

² [DOH Guidance to Protect Workers](#)

No parents, family members, volunteers or visitors will enter classrooms.

All employees will wear a [face mask](#). The College will provide one face mask per day for each employee.

Health Screens and Temperature Monitoring

Take temperature before leaving home. 100.4 or higher or signs of illness stay home.

- Employees/workers should ensure they are fever-free and asymptomatic before leaving home and reporting for work. Staff must follow College guidance contained in the Safe Back to School Plan regarding symptoms, daily health assessments and self-quarantine.
- Families need to take their and child's temperatures at home, **if anyone has a fever of 100.4 or higher, DO NOT come to childcare and must stay home.**
- Anyone coming to the Q-Building must follow ELC protocol.

Health Screening Station

A health screening station will be located at the front entrance of the Q-building for families and students. And at the back entrance of the Q-building for Staff. Families will receive directions to the station prior to their arrival in the form of their appointment confirmation e-mail.

Health screening stations are staffed during regular hours of operation by health screening station personnel with a mask (gloves are optional). Employees doing health screening should take appropriate contact precautions.

- Health screening stations will have a plexiglass screen to separate the screening personnel from the individual(s) being screened.
- The station will have a copy of the Safe Back to School plan and the building specific plan. In addition, health screening stations will all have cleaning supplies, hand sanitizer, a touch-free thermometer and extra masks.
- Health screening station personnel will verify that employees and students completed an online health assessment and non-student customers complete a printed health assessment form.
- Health screening station personnel will then have a temperature reading taken with a touchless thermometer prior to entering the store. Individuals whose temperature is above 100.4 degrees will be asked to leave campus immediately.

Self-Reporting Directions

- People who interacted closely with a confirmed case but do not have symptoms should stay home for 14 days, look for symptoms, and contact their healthcare provider if symptoms develop.
- If parents have COVID-19 symptoms, the child will not be admitted to the program and should return home with the parent.

Take Employee and Child Temperatures prior to entrance

- ELC will setup a check-in station at the front entrance, in accordance with College guidance. All staff and children entering the building will process through the check-in station and will have their temperature taken via a no-touch temporal thermometer. Staff and Children's temperatures are taken before entering ELC. (Admin temps are taken upon arrival inside ELC). Anyone with a temperature over 100.4 degrees will not be allowed in the building.
- ELC staff must wear a mask when conducting health screens for children; gloves and face shields are optional.

Health Screen upon Arrival Staff and Children:

All information must be recorded and dated on the intake health screen form. All daily information must be recorded on a symptom tracking report for DCYF.

Google Form:

Ask Employee/person bringing child:

- Do you have a fever (100.4F or higher) or sense having a fever?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new shortness of breath that you cannot attribute to another health condition?
- Do you have a new sore throat that you cannot attribute to another health condition?
- Do you have new muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
- Do you have a headache that you cannot attribute to another health condition?
- Do you have a new loss of taste or smell that you cannot attribute to another health condition?
- Have you had a positive test for Covid-19 in last 14 days?
- Have you or a member of your household been advised to self-quarantine for confirmed or suspected COVID-19 in last 14 days?
- Have you or a member of you household been caring for a person with confirmed or suspected COVID-19 in last 14 days?

Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

If the answer to any of the above questions is "yes" or if the employee/child shows physical signs of illness, the employee/child will not be admitted to the program.

Employees and Children with symptoms consistent with COVID-19 should remain home for **at least** 10 days and 72 hours after fever resolves and symptoms improve. Time at home could be reduced with a negative COVID-19 result, reduced to 72 hours after symptoms resolve.

Arrivals and Departures

Physical Distancing, limits to access and reduced class sizes

Maintain 6-foot physical distancing.

Direct families to stay in vehicle until there is a space to line up; allow those walking or bussing to proceed ahead of those in vehicles.

- No parents, family members, volunteers or visitors will enter classrooms.
- Request the same person drop off and pick up the child, when feasible, every day.

Class size limited to 22-if square footage permits (as of June 29): This includes staff and children.

Use the same teachers for the same room. No float staff.

- Administration will not enter rooms. Except in an emergency.
- If staff are absent and cannot meet ratios, close classroom.

Staggered Arrival and Departure Times

Teachers will greet children at classroom door at drop off/pick up.

Arrivals will be staggered to limit contact and allow for time needed for health screens.

- Drop-off is between the hours 7:30-9 for preschool and 7:30-10 for toddlers.
- Check-in personnel screen children, notify classrooms of child's arrival and one parent will escort child to the classroom door (walkie-talkies are very handy for this portion of the day).
- Front doors are locked at 10 am-no drop offs after that time. No pickups prior to 3 pm.
- Teachers wash children's hands upon arrival and prior to going home.

Signing In and Out

Attendance: Staff must track which children are in care, on which days, and which staff members are present with each group. This will make identification of close contacts easier should a case of COVID-19 arise in the childcare setting.

Staff will sign children in and out on classroom sign in sheets for classroom use.

Admin are signing in and out and tracking who drops off and picks up on AM health screen and then enters times in Procure.

Handwashing

Follow current protocol with these additions:

- Monitor all handwashing to meet the process and 20 second rule. Add times for washing and ensure all times required under usual practices.
- Children and staff wash hands before and after diapering.

- Children and staff wash hands when arriving and leaving each day
- Childcare providers should wash their hands, neck, and anywhere touched by a child's secretions.
- Childcare providers should wash their hands before and after handling infant bottles prepared at home or prepared in the facility.
- Hand Sanitizer in emergency backpacks for staff use only

Wear gloves and wash after:

- Handling laundry
- Checking in groceries
- While cleaning and sanitizing
- Wiping noses (if outside, use a baby wipe and wash, as soon as you can)
- Use a new pair of gloves when putting on diaper cream/ointment.

Personal Protection Equipment (PPE)

Employee Clothing

On March 31, 2020, CDC recommended the following: It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. When washing, feeding, or holding very young children:

- Childcare providers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other up do.
- Childcare providers should wash their hands, neck, and anywhere touched by a child's secretions. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine. Providers should have multiple changes of clothes on hand in the childcare center.
- Change clothing and consider showering before having contact with family members or members in your home unit.

Children Clothing

- Childcare providers should change the child's clothes if secretions are on the child's clothes.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants and toddlers should have multiple changes of clothes on hand in the childcare center.

Cloth Face Masks

Employees and children over 5 years old are required to wear a face mask. Children over age 2 are encouraged to wear a cloth face mask.

- Avoid touching your face and mask.
- Masks need to be cleaned, daily.

- See tips for children wearing masks.
- NO masks for children under age 2 and no mask while sleeping.
- Persons dropping off and picking up children must also wear masks.
- Masks are provided for employees.

Temperature Taking

- Wear mask or stand behind plastic shield
- Wear gloves between each child/employee, if using touch thermometer
- Sanitize the thermometer between each person, if using a touch thermometer. No touch thermometers, wipe with an alcohol swab between persons, can reuse wipe as long as it is wet.

Plastic Shields for Offices

- Plastic shields will be in place at the front desk.
- Limit to 2 persons in Lisa, Pam and Ellen's office.
- Shared office limit 1, maintaining distancing.

Location and Activity Specific Information

Elevators

The ELC will place floor markers for physical distancing inside and outside the elevator. The ELC will post signage to limit passengers.

Narrow Stairwells

The ELC will post signage and place floor markers to divide up versus down and establish traffic flow patterns.

Classroom

Suspend the following activities:

- Tooth brushing
- Family Style meal service
- Water and sensory tables for 2 or more
- Shared playdough
- **Remove toys that are not easily cleanable** (such as stuffed animals and pillows) and rotate the toys that are out at any one time so that they can be adequately cleaned and sanitized, between use.
- **Children's belongings:** bring as few items from home as possible. No backpacks, bring extra items in a disposable bag at the beginning of week, not back and forth each day.

Physical Distancing

Incorporate physical distancing within groups to the degree possible, aiming for at least three to six feet between children and minimizing the amount of time children are in close contact with each other.

Limit/omit group experiences. Reduce size of group activities to support physical spacing.

- Try adapting projects children normally do in the classroom to an outdoor setting. For example, try doing circle time or art projects outside in order to increase distance between each child.
- Divide areas, i.e. the block area, into quadrants of 6 feet square to encourage physical distancing.
- **Add individual work activities** and space children apart.
- **Focus on single use materials** to allow cleaning between use. Reduce the amount of shared toys and/or clean between use.

Spend more time outside, rotate groups to prevent overlap or sharing spaces. Equipment and materials need to be cleaned and sanitized between prior and after use and in between groups (and individual children when possible).

- having separate equipment (balls, jump ropes, etc.) for each group or clean, sanitize, and disinfect outdoor toys between use by different groups
- not using outdoor play structures, such as climbers and slides, as they do not encourage distancing between children and are difficult to clean and sanitize. DOH does not recommend using play structures such as climbers or slides.

Transitions

- No group should crossover in public spaces (hallway) and outdoor spaces.
- Develop alternatives to lining up for handwashing, preparing to go outside

Meal Service

- Sack lunches will be provided.
- Children and adults should be spaced and seated apart to support physical distancing.
- Administrative Staff will Deliver Carts to Classrooms. Wash hands prior to delivery and wear gloves.
- Plastic utensils and paper products will be used as much as possible.
- No family style meal service or children setting tables
- Teachers will disperse sack lunches. Serving requires using utensils or food service gloves. Remove gloves before eating.
- Teaching Staff or Administrative Staff will return carts to the kitchen. Gloves should be worn and hands washed after delivery.
- Water jugs: Keep Out of reach of children. Staff wash hands and serve water to children. Remember to offer water throughout the day. (This was guidance from health district)

Napping

- NO blankets, pillows, backpacks or comfort toys from home. School sheets and blankets, only.
- Place mats 6 feet apart and head to toe placement.
- Clean and Sanitize mats, DAILY.
- Launder sheets and blankets once a week unless soiled, use gloves to remove sheets and blankets.

Infants

- Infant rooms, use a separate blanket to hold each baby and use individual blankets on the floor.
- Avoid getting close to babies and toddlers' faces when holding them. Infants are placed on blankets and not directly on carpet.
- Arrange for nursing babies to be escorted to the parent to nurse in a car or location outside of the center. (Separate policy created for breastfeeding).

Other

- Open windows frequently or adjust the HVAC system to allow for more fresh air to enter classrooms

Kitchen

May need to request families provide additional items for special diets, in the event ELC cannot source.

Physical Distancing

- Limit staff entering the kitchen.

Handwashing/Gloves

- Wash hands before and after handling groceries/deliveries.
- Wear gloves for deliveries.

Food

- Wash produce with soap and water.
- Wipe down cans and cartons before opening.

Employee Breaks

Breaks/Lunches

- Encourage staff to go outside, use car when available
- Limit staff in break room/Stagger break times
- Wash hands when entering and leaving break room. Also wash hands again when entering classroom
- Remove Shared dishes and utensils
- Clean and sanitize surfaces touched during break (added 3 step bottles to breakroom)

- Assign staff to do additional cleaning and sanitizing to break room

Restrooms

- Custodial will clean and sanitize nightly or sooner if needed. Bleach solution will be provided in each restroom.
- The ELC will place floor markers inside and outside doors for line distancing. Signage outside restrooms will require masks and limit occupancy. Signage inside will describe proper handwashing steps and safe disposal of waste.

Staff Emotional Well-Being

Administration will

- Monitor staff mental states.
- Frequently, remind staff about the importance of self-care
- Use flexible scheduling, when possible

Closure Decisions

Report to Coronavirus Call Center:

- Any single, mild case,
- Group of children or staff (cluster) with suspected or confirmed COVID-19 infections, and/or
- If anyone is hospitalized or death due to respiratory or COVID-19 symptoms.

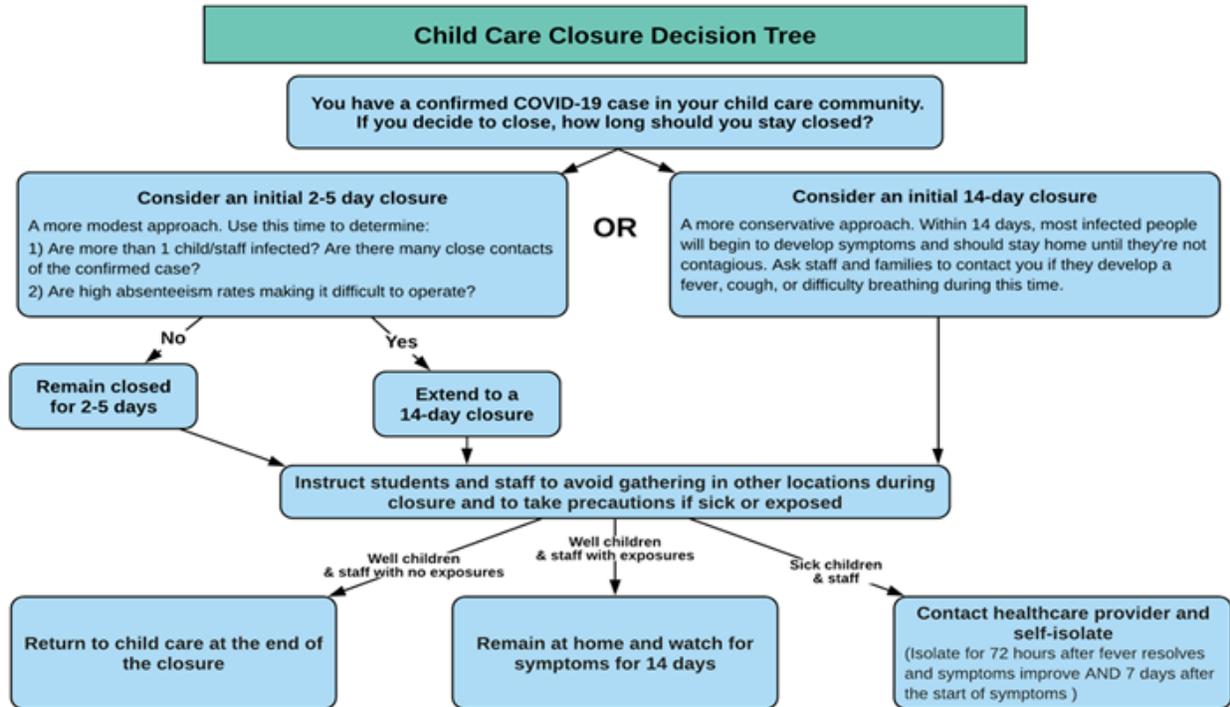
Close

Confirmed case of teacher or child with COVID-19.

- Staff and families who were not exposed (i.e. did not interact closely with the infected person) should still look for symptoms.
- Vacate at least 24 hours before cleaning. College using 72 hours before cleaning.
- Follow public health departments' guidance for length of closure.

Possible case of teacher or child with COVID-19.

- The person sick with COVID-19 spent time in the childcare setting and interacted closely with others while ill. Close interactions include being within 6 feet of a confirmed case for about 10 minutes, or if someone with COVID-19 coughed on you, kissed you, shared utensils with you, or you had contact with their body secretions.
- High rates of absenteeism among staff/children makes it difficult to provide quality care.



Note: Decision Tree from King Co health, may differ in other areas of the state

ELC Standard Cleaning Preparations³:

Masks, gloves and anti-viral cleaning products are provided to both employees and students/customers at the entrance of the ELC and work stations.

Cleaning

Use the 3-step method to clean, rinse, and disinfect.

- Cleaning removes germs, dirt, food, body fluids, and other material.
- Cleaning increases the benefit of sanitizing or disinfecting.
- Sanitizing reduces germs on surfaces to levels that are safe.
- Disinfecting kills germs on surfaces of a clean object.
- Clean and sanitize high touch areas multiple times a day: sinks, door handles, light switches, backs of chairs, restrooms, tables.
- Cleaning and Disinfecting is required on all surfaces and toys at the end of the day.
- Custodial disinfects area each night.
- Higher bleach concentration is in place for disinfecting. Do not use when children are in space.

Toys

Limit shared materials to those you can easily clean, sanitize and disinfect. Clean and sanitize hands-on materials and equipment often and after each use. Individual labeled containers or

³ [Cleaning and Disinfecting Your Facility](#)

bins can be used for each child. Examples include sensory bins, art supplies, etc. Use separate bins of toys for each infant or toddler, as they tend to put toys in their mouths.

Some items cannot be cleaned and sanitized. This includes things like playdough and sensory or water tables, stuffed animals, and dress up cloths. These items should be removed from the program unless they are individually assigned and labeled. Rotate toys that are out at any one time, so they can be cleaned and sanitized. Books and other paper-based materials are not high risk for spreading the virus.

- Toys that cannot be cleaned and sanitized should not be used.
- Toys in mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves or wearing gloves cleaned in a mechanical dishwasher.
 - Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be [laundered](#) before being used by another child.
- End of day, clean and sanitize all materials, tables, chairs and shelves.
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Classrooms and Outdoors

- Use the 3-step method to clean, rinse, and disinfect high-touch parts of playground equipment (handrails, swings, tricycles, etc.) before and after group use, especially between groups. If this is not feasible, shift to different outdoor activities.
- Structures do not require disinfecting (as of July 2020); loose parts continue cleaning and disinfecting.

Laundry

- Wear gloves when handling soiled laundry and when moving from washer to dryer.
- Use good hand hygiene-washing hands when handling laundry.
- Do not shake dirty laundry; this minimizes the possibility of dispersing virus through the air.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be [laundered](#) before being used by another child.
- Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed.
 - Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags.
 - Cots and mats should be labeled for each child.
 - Bedding that touches a child's skin should be cleaned weekly or before use by another child.

High Touch Areas

Clean and sanitize high touch areas multiple times a day: sinks, door handles, light switches, backs of chairs, restrooms, tables, handrails.

ELC Contact Information

- Campus COVID-19 Supervisor – Dennis Curran, Vice President of Admin Services
- Site Supervisor – Lisa Miller, Director
- Employee Supervisor – Lisa Miller, Director; Pam England, Assistant Director
- Department Representative – Elisabeth Bothwell, Program Manager
- Human Resources – hr@bellevuecollege.edu

Additional Forms

- Google doc: COVID-19 Questionnaire Revised-used for check-in and health screen documentation for DCYF