



Let's Get Back to Work – Employee Communications

Template to Welcome Staff

Subject: It's time to welcome families back!

Dear [Program Name] Staff:

The last few months have no doubt been a very trying time for all of us. As our state has begun re-opening, many families depend on safe and high-quality child care in order to go back to work. I know many of us are eager to get back to work too. We will begin welcoming our children and families back [soon/date], and I am excited to be back together as a staff again.

In order to create the safest and healthiest environment possible, we are implementing new guidelines as recommended by the Centers for Disease Control and state of Indiana. Please read below to learn what we'll be doing differently. Each of us has a part in this effort and we can't do it without everyone involved.

- New arrival and pick up procedures – To limit the number of people inside our facility, we will have a new front door arrival and pick-up policy. A member of our staff will meet families at the front door and take children inside, and then bring children back to families at the end of the day.
- Self-screenings – We are relying on each staff member to screen themselves for any symptoms of illness, such as fever, sore throat, cough, congestion and diarrhea. We ask that you not come to work if you are ill or experiencing any of these symptoms.
- Temperature checks and health assessments – Upon arrival each day, we'll be taking the temperatures of all staff members and children to check for a fever. We'll also conduct a short verbal health assessment to check for any symptoms of illness.
- Fever-free policy – If anyone has a temperature over 100.4 degrees, they are required to stay home until they are fever free for at least 72 hours (3 days) without being given fever-reducing medications AND have had improvement in their symptoms AND at least 10 days have passed since their symptoms first appeared.
- Personal protective equipment – All [program name] staff members will wear face coverings and we recommend children ages 2 years and above wear face coverings as well. [insert whether you will provide them for staff and families, or if they should bring their own.]
- Social distancing – We'll practice social distancing with both staff and children. We ask that you keep a safe social distance from other staff members in common areas. We will keep children in smaller groups with the same children and teacher each day to help limit exposure. This group will stay together for meal times, outdoor play and other activities. We are making adjustments within the facility to keep



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children six feet apart when they are seated for independent learning, napping and meal times.

- Cleaning procedures – We are increasing our cleaning and disinfecting of the facility, doing a deep cleaning each evening and frequently wiping down and cleaning toys, common areas and surfaces. Materials that cannot be cleaned will no longer be used. We'll ask for your help with this and go over more specific cleaning procedures in person.
- Personal hygiene – Please be mindful of handwashing and hand sanitizing and do them more frequently, especially before and after meals, before and after helping children with their masks, after helping children with the restroom or diapering and after handling any contaminated clothing or toys. We will have hand sanitizer readily accessible throughout the facility.
- Vulnerable staff members – We are working with staff members who are in a vulnerable or high-risk population to offer work that will minimize their exposure to others.

If you have any questions or concerns, please reach out to me at any time.

Sincerely,
[Provider director name]