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**COVID-19 Policy Regarding Employees**

**If an employee is in contact with someone they don’t live with who tests positive for COVID-19:**

The employee is to notify the Executive Director ASAP and recall the “timeline” as best as possible. The employee then will need to be tested or quarantine for 14 days. They can return with their most recent negative test result or with a doctor’s note clearing the employee for work. Families will be notified of the “timeline” of the possible exposure and what class the employee works in. We will not shut down a room or the Center, and employees may get tested if they want to. Children may be tested if their parents chose to do so.

**If an employee is in close contact with someone they live with who tests positive for COVID-19:**

The employee is to notify the Executive Director ASAP and recall the “timeline” as best as possible. The employee will need be tested for COVID-19 and be cleared by a doctor before returning – this will probably require a 14-day quarantine at their doctor’s discretion. We will notify parents at the center that an employee was in close contact with a positive case, and we will let them know what classroom the teacher works in. The staff who have been in close contact with the employee will be tested, as well as any other coworker who requests it. We will shut down the room(s) that the employee works in until all other staff in the room(s) are cleared. Children may be tested if their parents chose to do so.

**If an employee tests positive with COVID-19:**

The employee is to notify the Executive Director ASAP and recall the “timeline” as best as possible. The employee is to stay home and quarantine and follow their doctor’s instructions. They can return when cleared by a doctor with a note and their most recent negative COVID test. We will shut down the room(s) that the employee works in until all other staff in the room(s) are cleared. If the employee works in multiple rooms, the entire Center may close for an undetermined amount of time to test all employees and clean the Center. Children may be tested if their parents chose to do so.

**If there is a COVID-19 outbreak:**

If more than two employees and/or children are COVID-19 positive, we will shut down the entire center for two weeks. All employees can return to work with negative COVID tests and/or are cleared by their doctor. A deep cleaning will be done before reopening as well. Children may be tested if their parents chose to do so.

**First Years Exclusion Policy for Employees:**

All employees follow the First Years Temporary Exclusion Policy.

**First Years Confidentiality:**

* Employees cannot discuss who the teacher(s) or child(ren) are that are positive amongst themselves or with anyone outside of FYCC.
* You can say which rooms are affected.

**COVID-19 Testing First Years Employees**:

* An employee who wants to take a COVID test can take the time off to do so at any time, even if there is no known exposure at FYCC.
* Employees receiving a test can be paid up to three 8-hour days while waiting on results with proof of test date and results date. This is known as our COVID Sick Pay.
* First Years will not compensate employees for time off during a personal COVID-19 diagnosis. Employees may use their sick leave and vacation days for anytime off needed due to a persinak COVID-19 diagnosis.

**COVID-19 Vaccine:**

All First Years employees are required to receive the COVID-19 vaccine when we reach their tier and can find availability.

* First Years will pay for time off to receive the vaccine up to two hours.
* First Years will help employees find a location if needed.
* First Years will cover any costs pertaining to the vaccine.
* You can provide a note from your doctor for exemption.

*I have read and understand the COVID-19 protocols for employees. I understand that failure to notify if I am COVID positive, failure to comply with the vaccine mandate, and failure to keep information confidential can result in unpaid suspension or termination of my employment with First Years Children’s Center.*

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 **Alec Smith**  **Date**

**\*FYCC does not require children to be tested for COVID-19; this decision is to be made between parents and their family doctor in doing what is best for their child’s health. We will always provide all information that we can without violating family and employee privacy.**

**\*\*This is FYCC’s flexible guidelines, and all closures are subject to change and will depend on variants and the recommendations of Kitsap Public Health and the CDC.**

**\*\*\*FYCC will not reimburse families for days not attended due to COVID-19. If you are struggling financially, please reach out to inquire about our scholarship options.**