



# HS/EHS Work Duties

Guidance for staff during COVID-19 changes

**Communication during this uncertain time is of utmost importance. Do not hesitate to contact your supervisor with questions or if further instruction is needed.**

## ON-SITE WORK

### **CLEANING CLASSROOMS:**

#### Hard Surfaces

All hard surfaces need to be wiped with Clorox/water (1/2 bleach cup to 1 gallon water); do not wipe the surface dry, let it air dry. Step back and really look at your classroom.

- Cubbies/lockers-- inside and out
- Toy shelves inside and out
- Book-nook (edges-sides-mat)
- Table tops
- Table legs
- Door knobs
- Doors
- Classroom floor

#### Bathrooms

- Toilet
- Floor (use different mop here than on the classroom floor)
- Walls
- Sink
- Faucet

#### Manipulatives, Blocks, etc

- Fill your sand/water table ~1/2 full of bleach water and
- put every toy that can be submersed through the water
- swish it around

- let it stay for a few minutes
- Take them out – lay them out and let them air dry
- or use the dishwasher to clean/sanitize toys (if available)

### Toothbrushes & Storage Container

- Throw the current brushes away
- New toothbrushes and toothpaste will be delivered
- Sanitize toothbrush holder with bleach water
- Let air dry

## REMOTE WORK

### **CONTACT FAMILIES & CHILDREN:**

You will need to stay in touch with your families at least twice a week

#### Contact Parents About:

- Encourage them to complete the 2020 Census - this is very important!!  
Can be completed online [my2020census.gov](https://my2020census.gov), by phone, and by mail. *We have a contest for parents to be entered to win a gift card if they complete our online pledge after completing their census. Link will be on social media*
- How are they? Are they well?
- Assure them that we are here to assist as we can
- Refer them for services they may talk about
- Tell them that you will be in touch with them a few times a week to check on them

#### WEEKLY - You Will Need to :

- Provide parents with a packet of ideas and things to do with their child. We have a printout of several free websites we will get to you to go into the packet.
- Include an art project that you would have done in the classroom; provide the supplies. You may also want to
- Include in the packet some writing sheets so they can still practice writing their names, or cutting sheets. Don't send out all at once, spread them out. We don't want them overwhelmed.
- You may need Wal-Mart/Dollar General bags to use for the packets. If you have some please bring them to your classroom to use and we will gather up what we can as well.
- Be creative and video yourself reading a story to the kids or singing one of their favorite songs. Send the video (we are assuming it will be with your phone) to either [Kathy Castleberry](#) or [Amber Freeman](#). It will be posted on our Facebook page. The kids will be happy to see you on their screen.

#### **Document Contact with Families in ChildPlus:**

- Family Services tab -> Add Event -> Routine Contact -> Initial date will be the date you first contact them -> Description put COVID-19 -> Service Area will be Family -> Issue will be General -> Source of Information use Staff -> Family Outcome leave blank for now -> Caseworker is



- Your Name.
- Event notes: Click the clock and write a general description of your conversation and any questions the family had. You will only "ADD" once, every other time you contact the family you will click on the entry in the services tab go directly to the Event Notes click the clock and enter your conversation.

### **Lesson Plans:**

The Building theme lesson plans have been sent out to you, this is something you can work on during this time.

### **Professional Development Training:**

Some of you have your Portfolios and/or CCEI courses to finish. This is the perfect opportunity to get those finished!! Contact Deb Hook [d.hook@incacaa.org](mailto:d.hook@incacaa.org) or Kristi Shivers by email [k.shivers@incacaa.org](mailto:k.shivers@incacaa.org)

We will send emails to you to keep you "in the know" about what we are doing, give you the latest information and updates, and provide guidance during this time.

**STAY TUNED FOR MORE UPDATES**

