

Shasta Head Start  
COVID-19 Home Visit and Conference Guidelines

Meetings with parents are important and required by Head Start Performance Standards. During this time our meetings with parents will look different than usual. Staff are currently prohibited from conducting meeting in families' homes. The following procedures will allow staff to meet with parents while doing our best to keep children, families, and staff safe.

**Meeting with Parents On-site**

- Staff will attempt to complete meetings and paperwork with parents over the phone whenever possible. Parent signatures can be obtained at drop off, pick up, or staff can schedule a brief on-site meeting. When this is not possible staff may meet with parents at the center.
- Parents are discouraged from bringing additional people, including children, with them to meetings unless necessary due to lack of child care. If a parent must bring their children, both parents and children will be screened.
- Parents and children will be screened using the parent screening process prior to entering the center. Meetings will be rescheduled if anyone does not pass the screening.
- Parents and visitors will be asked to use hand sanitizer or wash hands upon entry to the center and wear a face covering. Children are encouraged to wear face coverings but not required. Children 2 and under should not wear masks.
- Meetings should be held in a space that allows for 6 feet of distancing and good ventilation. Classrooms that are not in use or outside spaces may be a good option. Face coverings will be worn by staff and parents.
- High touch surfaces (tabletops, pens used for signing) should be disinfected after the meeting.