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**Child Safety Protocols for Grace Place Learning Center —Design Document**

<b>Subject</b>	<b>Topics to Include</b>
<b><i>Business Purpose</i></b>	<p>To be compliant with state standards, Grace Place Learning Center must provide annual child safety compliance training for their employees. This training includes:</p> <ul style="list-style-type: none"> <li>● general safety inside the building and classroom</li> <li>● general safety when on the playground</li> <li>● recognizing common communicable diseases</li> <li>● sanitizing and other processes to prevent the spread of communicable diseases</li> <li>● knowledge of Bloodborne pathogens, including how they are transmitted, processes for handling blood and bodily fluid, and prevention of the spread of Bloodborne pathogens</li> </ul> <p>Currently, the training is given as a packet for employees to read over, and there has been no measurable assessment. The packet is wordy and does not keep employees' attention. Grace Place supervisors want the training to be more engaging for their employees to insure knowledge transfer of the important material. Supervisors also want a way to assess their employees to determine if more training is necessary.</p> <p>By the end of the training, Grace Place Learning Center employees will be cognizant of important safety measures for the children that attend the learning center, as well as measures to keep themselves safe in the case of illness and disease.</p>
<b><i>Target Audience</i></b>	<ul style="list-style-type: none"> <li>● New employees are required to complete this module upon hire.</li> <li>● All employees will complete the module annually for a refresher.</li> </ul>
<b><i>Training Time</i></b>	15-20 minutes
<b><i>Training Recommendation</i></b>	<p>The training will be presented as an asynchronous eLearning Module and be easy to access when needed. The module consists of scenario-based learning with knowledge checks and an assessment. The module will be available at any time for new hires to complete, as well as, for employees to complete annually. Since Grace Place employees are hourly, the module will be taken while on the clock using a provided computer.</p> <p>A job aid showing the 7-steps for handling blood and bodily fluids will be posted in each classroom.</p>

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<b><i>Deliverables</i></b>	<ul style="list-style-type: none"> <li>● 1 Storyboard outlining Child Safety Protocols for Grace Place Learning Center training module</li> <li>● 1 eLearning course developed in Articulate Storyline with voiceover narration <ul style="list-style-type: none"> <li>○ 2 avatars, 1 older and the other younger</li> <li>○ 3 sections, each part presenting a safety protocol: <ul style="list-style-type: none"> <li>■ physical premises</li> <li>■ communicable diseases</li> <li>■ Bloodborne pathogens</li> </ul> </li> <li>○ 1 Knowledge Check after each section, for a total of 3 Knowledge Checks</li> </ul> </li> <li>● 1 Job Aid: “7 Response Steps When Handling Blood and Bodily Fluids”</li> </ul>
<b><i>Learning Objectives</i></b>	<p>The learner will be able to:</p> <ul style="list-style-type: none"> <li>● identify best practices for maintaining a safe environment for children.</li> <li>● explain how to prevent the spread of common communicable diseases in a daycare setting.</li> <li>● define a Bloodborne pathogen.</li> <li>● order the steps to take when handling blood or bodily fluids.</li> </ul>

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<b><i>Training Outline</i></b>	<p>The eLearning module is outlined as follows:</p> <p><b>Welcome</b></p> <p><b>Introduction</b></p> <p><b>Objectives</b></p> <p><b>Topic 1: Physical Premises Safety</b></p> <ul style="list-style-type: none"> <li>● Classroom Safety</li> <li>● Playground Safety</li> </ul> <p><b>Knowledge Check - 2 questions</b></p> <p><b>Topic 2: Communicable Diseases</b></p> <ul style="list-style-type: none"> <li>● Common childhood illnesses <ul style="list-style-type: none"> <li>○ Influenza</li> <li>○ Chicken Pox</li> <li>○ Stomach Flu</li> <li>○ Others - Roseola, Croup, Conjunctivitis, Impetigo</li> </ul> </li> <li>● Prevention of the spread of communicable diseases <ul style="list-style-type: none"> <li>○ In the classroom</li> <li>○ 4-step sanitizing process</li> <li>○ Disinfecting solution</li> <li>○ Handwashing for caregivers</li> <li>○ Handwashing for children</li> </ul> </li> </ul> <p><b>Knowledge Check - 2 questions</b></p> <p><b>Topic 3: Bloodborne Pathogens</b></p> <ul style="list-style-type: none"> <li>● Transmission <ul style="list-style-type: none"> <li>○ Transmission definition</li> <li>○ Transmission In the workplace</li> <li>○ Transmission through the skin</li> <li>○ Transmission through mucous membranes</li> <li>○ Non-transmission</li> </ul> </li> <li>● Response <ul style="list-style-type: none"> <li>○ 7-step response protocol</li> </ul> </li> <li>● Prevention</li> </ul> <p><b>Knowledge Check - 1 question</b></p> <p><b>Assessment - 8 questions</b></p> <p><b>Results</b></p> <p><b>Conclusion</b></p>
<b><i>Evaluation Plan</i></b>	<p>The quiz consists of 8 questions that assess each objective.</p> <p>The learner must make an 80%-100% to pass the module. Learners may retake the quiz if they do not meet the module passing requirements.</p>