



School Age Program COVID-19 Safety Plan

The School Age Program will be following guidelines established by the CDC, DOH, OCFS and our agency to do our best to ensure staff and child safety during the pandemic. We will need everybody's commitment and care to establish the safest environment for staff and children. Updates will be made as new information arises.

Please review the following safety plan, with topics including

- Personal Protection Equipment
- Daily Health Screenings; Weekly Health Questionnaire and Temperature check
- Child Pick-Up and Drop Off Procedures
- Social Distancing best practices
- Hand Washing
- Daily Cleaning/Sanitizing

1. PPE

MASKS- All staff are required to wear a facial covering before entering the building. Masks must be worn at all times with the children and in all common areas including hall ways. The Club has purchase reusable/washable masks or you can choose to wear your own.

Children are not required to wear a mask, although they may if a parent prefers. Their mask would be provided by the parent

Gloves- are needed for sensitive skin when cleaning, and in the event of caring for a child with suspected COVID. Gloves should not be worn outside the Club and brought in as that brings in outside contaminants to point of touch areas. All staff and children will be handwashing upon arrival.

Face shields- should be used if interacting with a child if suspected Covid-19 symptoms arise during care, until they can be picked up by parent. Face shields (or goggles) can be reused. When dirty, use soap and water to clean off the shield on both sides, stand to dry.

Gowns- should be used to care for a School Age child if suspected of having COVID until a parent can pick up.

2. **Daily Health Screenings** Both Staff and Children may not attend the School Age Program while under a two- week quarantine, or if a member of their household is under quarantine. Temperature check/questionnaire will be done with Coordinator (Deb) or Office Manager (Lil).

I. Weekly Health Questionnaire: For Staff and Children each week

- a) Staff-Have the Weekly Health Questionnaire filled out to turn in your first day of work for the week. If you answer yes to any question, do not come in to work call Coordinator to advise of illness
Parents- Please have your child's screening form filled out for their first day of each weekly attendance.
If you answer yes to any question, do not come to the School Age Program. Follow up with Coordinator and follow the exclusions below before returning.
- b) Employees and Parents must report any changes immediately to the answers they provided on their completed questionnaire if something changes in their health/situation during the week of work.
- c) The questionnaire form must be completed every Monday or the first day of attendance in any given week.
- d) Coordinator will report any issues with the Safety Manager, CEO Gary Schutrum
- e) **Follow up communication with any staff or family who answer "yes" to any item on questionnaire:**

1. Tested Positive in the Last 14 Days by a Health Provider

- Return home and self- quarantine for 14 days prior to returning to work
- At the end of the 14-day self-quarantine and if symptom free, staff or child should have another virus test administered.
- If the test result is negative a second test should be obtained within 24-36-hour time period for staff members
- If the second virus test is negative, the staff member may return to the Program (Two negative test results)
- A child in the Program should have one test and a note from Primary Physician that they are ok to return to the Program.

2. Traveled by airplane, bus or train internationally or domestically. Traveled from a state deemed a hotspot by NYS and subject to a 14- day quarantine per NYS Executive Order (any method of travel)

- If employee or member child has traveled by mass transit within the past 14 days, staff or child in program must quarantine for 14 days prior to returning to the Program. Likewise, anyone traveling from a state deemed subject to quarantine by NYS. Coordinator, Deb Becker or Safety Manager, Gary Schutrum will follow-up with any staff or family that answered yes on a questionnaire.

3. Had close contact or cared for someone diagnosed with COVID-19 within the last 14 days.

Exposure to COVID-19

- CDC guidelines currently state (6-17-20) that anyone exposed to the COVID-19 virus with someone who tested positive must self-quarantine for 14 days from the time of the contact prior to returning to the School Age Program.

- If employee or child who was exposed to someone who tested positive has virus-like symptoms they should remain home and communicate their symptoms with their Primary Care Physician. (a) If symptoms do not improve the employee or child should have a Covid-19 test taken to determine if they are positive for the virus. (b) If they test negative, the employee or child may return if they are symptom free after the 14 days.
- See exposure below for further protocols if an employee feels they have been exposed to someone who has tested positive for the virus.

4. Exhibited suspected coronavirus symptoms in the last 14 days

- Employee with suspected symptoms will be sent home to evaluate their symptoms.
- Employee may return to work when symptom free
- If symptoms continue staff or child should consult with their primary care physician
- If symptoms continue after primary care guidance, employee or child should have a virus test. If results are positive follow procedures for a positive COVID-19 test below.
- If the test is negative, the employee or child may return when symptom free
- If staff or child in Program answers yes to any of the questions on the screening form, has signs or symptoms of the COVID-19 virus or tests positive/negative their health situation will remain private and confidential.

II. Daily Temperature Check

- Take your temperature at home before your shift and notify your supervisor if you have an elevated temperature over 100.4 or other sign of illness. You may not work while ill.
- Face coverings should be worn by both parties, put on before entering building
- A temperature check must be done before entering the classroom in the Coordinator's office each day, first thing. CDC exclusion temperature is 100.4.
- Face masks will be worn while taking staff temperature with infrared forehead thermometers
- Staff temperature will be logged on back of staff's questionnaire each day weekly with an "X" or check mark to indicate that it was taken and showed an acceptable temperature, (rather than writing out temperature) and put in COVID monitoring log/binder.
- If reading is above 100.4, staff will be asked to retake their temperature with an oral thermometer provided to confirm reading
- If oral reading is confirmed at 100.4 or above the staff member will not be permitted to work and will be sent home.
- Employees who had a temperature reading over 100.4 degrees can return to work the next day to have their temperature scanned as long as they did not use fever reducing medications. Employees should take temperature at home before returning to work so that they have a good understanding of what it is before returning. If fever reducing medication is used, an employee is required to stay home a minimum of 3 days before returning to work. If their temperature/symptoms do not improve they should consult their primary care physician and seek their advice regarding treatment. An employee may return to work once their fever subsides and they have no related symptoms
- If a staff person shows symptoms of COVID-19 during work, they must be removed from the workplace and the previous protocols followed.

III. General Guidance for COVID-19 EXPOSURE

- All COVID-19 exposure policies have been reviewed by legal counsel and approved by the board of directors of the Boys & Girls Club of East Aurora
- The Board of Directors approved reopening within the CDC's and DOH guidelines and protocols.
- An employee who has been exposed to anyone who has tested positive for the COVID-19 virus during the past 14 days must stay home from work and will not be permitted to attend work on site regardless of whether you are showing any signs or symptoms of the virus. They must be self-quarantined for a period of 14 days and have no signs or symptoms of the virus prior to returning to work.
- Exposure will be defined as coming into contact with a person who tested positive for the virus for a period of 15 minutes or more, closer than 6" apart.
- If another staff person has worked closely next to someone who was exposed to the virus, that staff person will be isolated from other staff and children, the Erie County Department of Health Coronavirus Hotline will be consulted at 716-858-2929, and their guidance followed. If ECDOH is not readily available, that individual will be sent home until the DOH can be consulted, and contacted by Coordinator about DOH guidance
- If a child or staff member has been exposed, DOH will be consulted to see if the classroom participants will need to self-quarantine for 14 days

3. Pick Up/Drop Off Procedures

Drop off: During the initial reopening phase, families will be given the Parkdale cell phone # and our # to call for a staff person to pick up their child and do a health/temperature check. Parents should park Club side and wait as their child exits their car, is met by staff and temperature is taken. Parent needs to wait for all clear from temperature check to depart. Parents will be notified when previous procedures for drop off can be returned. Extra time will need to be planned into morning routines for families so these procedures can take place.

- a) All children must have their temperature checked curbside upon arrival
- b) Parents must turn in the weekly screening form the first day of each week's attendance. See Daily Health Screenings, Weekly Health Questionnaire to review exclusions for any question answered yes on the screening form, including air travel**
- c) Infrared forehead thermometer should be used to take child's temperature
- d) Masks should be used to take the temperature
- e) If child's temperature is under 100.4, indicate to the parent's they are cleared to go
- f) Children should have their temperature marked as taken on the back of their weekly screening form with an "X" or check mark to indicate it was taken and is in the acceptable range.
- g) Members with a temperature over 100.4 can return to take their temperature the next day as long as they did not use fever reducing medications. Again, Parents should take their child's temperatures at home first. If member uses any fever reducing medications, they are required to stay home a minimum of 3 days before returning. If their temperature/symptoms do not improve parents will be encouraged to consult their primary care physician and seek their advice for treatment. Member may return to the Program once the fever subsides below 100.4 and they have no other related symptoms.
- h) If a child develops COVID related symptoms while in care, retake temperature and monitor. If temperature rises over 100.4, child should be isolated with a staff member to the best of our ability.**

Parents need to be called for immediate pick up of child. If child is suspected of having COVID 19, staff should wear gown, gloves and mask, N95 if available, while waiting for parent. One staff person should be designated to wait with child if possible. After the child is picked up, PPE should be properly disposed of, hands washed and new mask put on.

- i) Same protocol for an employee who has a confirmed case would be followed if a child has a confirmed case. DOH will be contacted immediately and their advice taken. The child's room or the Program would need to be closed for 24-48 hours for deep cleaning and possible 14-day self-quarantining
- j) DOH would give all clear to reopen

Pick up of child- parents will call to have their child escorted down to them. They will wait outside for staff to bring out. Child should carry out own belongings whenever possible.

4. Smaller Group Sizes –Social Distancing Best Practices

- a) Classroom size will be limited to 15 children to maintain the current guidelines of gathering size
- b) staff mixing between rooms is limited as much as possible, mainly to the start and end of day
- c) Although social distancing of 6 feet in child care is impossible and not required, efforts must be made to limit contact. No high fives or pats on the shoulder, for example. This should be explained to the children in an appropriate non scary way.
- d) The ability to not wear face masks and stay six feet apart only pertains to our Program space indoors and our green space behind the Club. Therefore, we will be unable to take the children to any other location, including a walk or Hamlin Park while those restrictions are in place.
- e) All employees will enter and exit facility form the rear MP gym door or side alley door.
- f) All employees must wear a mask before entering the Club
- g) Individual art kits with child's name on it will be used, provided by the Club
- h) Only one staff person should be in the Middle Office at a time. Everything touched should be wiped down before leaving. If someone is already in the middle office, you will need to wait by the front desk or try back later. To make this easier, time sheets will be kept in Deb's office and filled out at temperature check. Any copying you need to have done can be given to Deb to complete when middle office is available.
- i) **Field Trips-** we will be unable to run field trips this summer due to social distancing, bus mandates and availability of venues. All off site visits to the park, theater, etc. will not be allowed at this time.
- j) Club Use/Visitors will be limited. The front doors will remain locked and used for deliveries and for staff performing child drop off temperature check and end of day escorted pick up. If Staff comes in close contact with a delivery person at the front desk, repairman, or the like, please indicate in your phone notes as a log in the event contact tracing is needed.

5. Hand washing: For both staff and children, handwashing should be done with soap and water for 20 seconds. Hand sanitizer of at least 60% may be substituted when soap and water is unavailable. This should occur:

- a) Immediately upon arrival once temperature has been taken

- b) After using the restroom
- c) After sneezing, coughing or nose blowing
- d) Before and after eating
- e) Any time a reentrance has occurred following an out of classroom activity; after going to the gym, playing in the green space out back, using the game room, etc.

6. Daily Cleaning/Sanitizing:

- a) Recommended Cleaning- Rich Glenn and Clean-X Janitorial will clean the facility each evening beginning June 8. It is recommended we wipe down the classrooms every two hours with warm soap and water.
- b) Point of touch areas such as door knobs, remote controls, keyboards, and classroom sink handles will need to be cleaned regularly. Staff should turn on and off sink faucets for group hand washing.
- c) Cloth toys that cannot be sanitized, such as puppets should not be used during this restricted time.
- d) According to CDC, children's books, like other paper materials are at a low risk for infection and don't need to be sanitized.
- e) Second staff person should stay behind after group exits an outside room, such as game room, to wipe down equipment used.
- f) Computer Lab keyboards and Star Room keyboards and remotes in both rooms should be wiped down between each use.
- g) Staff will monitor and tend to any other areas of sanitizing need and communicate to fellow staff members' needs.
- h) Every two hours classroom windows should be open for at least 15 minutes to promote ventilation.
- i) Cleaning will follow all appropriate CDC and DOH guidelines

7. Moving forward: These Procedures are meant as a base. We may see the need to add things, or hopefully loosen protocols as things become normal. It will take all of our input and efforts to best keep the children in our care and staff healthy!