YDC Covid-19 Preparedness & Response Plan
Target Reopening date: July 6, 2020

Return to Direct Student Programming

YDC/PAL is committed to providing a quality program for our youth and takes the health and safety of our students and employees seriously. With the suspension of direct instruction, and spread of COVID-19, YDC/PAL has developed plans for the continued health and safety of our youth based on information and guidance from Federal, State, MDE, the CDC, OSHA, LARA, local health department, and other agencies.

The purpose of these new policies and procedures is to create a safe environment for both staff and students while still creating a safe haven for your youth to grow socially, emotionally, and intellectually.

Contact Information:
Kariann Johnson
Summer Day Camp Program Coordinator
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(269) 254-7594 – Cell Phone
(269) 639-2489 – Main Office

Staff

Each day when staff members arrive:

- Temperature Check (thermometers will be cleaned/disinfected after each use)
- Staff will answer the following questions. If they answer yes to any question or have a temperature above 100 degrees, they will be sent home immediately.
    - Are you experiencing any symptoms of COVID-19?
    - Have you been in contact with anyone that has had a positive case of COVID-19?
- If a staff member becomes ill and needs to be sent home, we will first see if we can safely move students around to maintain appropriate staff to student ratios. If that is not possible, the program director will call in another staff member, until that staff member arrives, the program director will resume their group and responsibilities.
- Staff will be required to wear a mask daily. YDC/PAL will provide each employee with one face covering at the start of employment.

Staff Training

Each staff member will be tested for COVID-19 and trained on the following prior to returning to work.

- COVID-19 transmission, distance the virus can travel, how long the virus remains viable in the air and on surfaces.
    - https://www.cdc.gov/coronavirus/2019-ncov/
- COVID-19 signs and symptoms
    - https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html
- Steps staff must take to notify their supervisor of signs and symptoms of COVID-19 and a suspected or confirmed diagnosis
- Safely caring for children during COVID-19
    - https://eclkc.ohs.acf.hhs.gov/video/caring-children-group-settings-during-covid-19
- Preventing and managing infectious diseases in Early Education and Child Care
    - https://shop.aap.org/pedialink-child-care-courses/#
- Providing social and emotional resources for the staff and children's wellbeing

- Enhanced routine schedule for cleaning, sanitizing, and disinfecting
- Youth Development Companies Preparedness & Response Plan and their role

Face Coverings
Your child will be required to wear a face covering to attend the program. YDC will take every appropriate measure to encourage and ensure that your child wears and leaves their face covering on while at the program. YDC is not responsible for any lost or stolen face coverings.

Children that are transported on a bus will be required to wear a mask. If you would rather your child not be transported on a bus, please don't send them to the program that day.

Drop Off/Pick Up
When you arrive at the Summer Day Camp, please pull up to the cone outside of the gym doors. A staff member will greet your child and take their temperature and ask a few questions. As long as they get the all clear, the staff member will sign them in. Please note that if your child has a fever or you answer yes to the following questions, you should keep your child at home.

- Has your child been in close contact with a person who has COVID-19? (If yes, you and your family should self-quarantine for 14 days.)
- Has your child felt unwell in the last 3 days? (persistent cough, temperature, difficulty breathing, cold, diarrhea and/or vomiting)

At pick up, please pull up to the cone outside of the gym doors. A staff member will bring your child out to you and have you sign them out. Please be sure to remain in your car during this process.

Drop off/pick up times will be staggered to limit the number of individuals and create a more timely and smooth transition for both parents and children. Please communicate with your program director for specific needs.

Used Spaces
We have arranged the space available to allow for small group sizes (no more than 10-12 kids in each group) and will allow for age appropriate social distancing. This will be their home base. At the home base, youth will sit at a single desk, desks will be arranged facing the same direction. We have removed all supplies/materials that are not easy to sanitize and disinfect daily. If any supplies are put into a child's mouth or are used by a child that has been exhibiting symptoms of COVID-19, we will immediately be removed and disinfected appropriately.

Larger play spaces, like the playground, will be used only in small groups and will be disinfected and sanitized at the beginning and end of each day.

Before and after the use of space, each group will disinfect/sanitize the space and materials that were used.

Food Service
Each group will eat in their home room, with in their small group. Desks will be set up 6 feet apart, facing the same direction to allow for age appropriate social distancing. All food supplied from the food service department will be individually packaged for each child. If you would prefer, you may provide your child with their own food. Please plan for lunch and two snacks.

Students and staff will be required to wash hands before and after eating. All table tops will be sanitized before and after meal times.

Staff will be required to use gloves when helping children will their food (i.e. opening package, straws, etc.)

COVID-19 Communications
Designated COVID-19 Point of Contact: Program Director & Program Assistant

If you suspect that your child is experiencing symptoms of COVID-19 or anyone in your household has had a confirmed case of COVID-19 please contact the Program Director immediately.

All reports of those who are ill with COVID-19 symptoms, the program director will contact the local health department and our local licensing consultant for the next steps that need to be taken. After communications with them, the Executive Director will determine if individual classrooms or the entire program needs to be closed.

If classrooms or a program needs to be closed due to COVID-19, families will be contacted verbally by the Program Director. A remind message will also be sent out and signs will be posted at the facility.

YDC/PAL understands your privacy and will be sure to observe confidentiality when communicating with local health departments, LARA, staff, and families.

Isolation for Youth Experiencing COVID-19 Symptoms
During the program staff will monitor the health of each child in their group. If a child experiences symptoms of COVID-19 (fever, persistent cough, trouble breathing, change in smell or taste, and diarrhea) the child will be isolated from their group, taken to the front office (away from other individuals), and parents/guardians will be contacted for immediate pick up. This area will be labeled the Isolation area. The Program Director will be the point of contact for all COVID-19 related illness. The child must be fever free for 72 hours (with no medicine that reduces fever), other symptoms have improved, and at least 10 days has passed since symptoms first appeared before they can return to the program.

Hand Washing
Proper hand washing procedures will be posted at all sinks to support proper hand washing.
Staff and Children will wash their hands for 20 seconds with soap and water in the following situations

- When they arrive at the program
- Before and after meal times
- Before and after each activity or rotation

Hand sanitizer and tissue will also be available in each used space, including the playground.

Cleaning and Disinfecting
At the start and end of the program all surfaces will be cleaned and disinfected daily. This includes, but not limited to, sinks, bathrooms, doorknobs, tabletops, chairs, and shared items.)

To help prevent the spread of COVID-19 only one child will be allowed to use the restroom at a time. The bathrooms will also be cleaned and sanitized multiple times a day (after each bathroom break).

Before and after each rotation, the space will be cleaned and disinfected. This includes, but is not limited to, table tops, furniture, and any materials that were used during that rotation. Students will not share resources (supplies, games, blocks, puzzles, etc.)

We encourage all items from home, stay at home. If a child needs to bring a lunch bag, that is it. All other items should be left at home. If a child needs to bring something to the program, they will be given a space in their homeroom to keep their belongings. (We will be sure to keep belongings of each student at least 6 feet apart.) All items from home will be sent home to be cleaned daily. YDC is not responsible for any lost or stolen items that are brought from home.

Visitors / Guests
At this time, YDC, will not be permitting visitors (parents, guardians, family members) in the program.

All guests or private contractors of YDC will adhere to the same steps that staff follow to help prevent the spread of COVID-19. Families will be notified prior to any guest or private contractor interacting/or offering programing to any children. If you would rather your child not be in contact with said guest or private contractor, please contact the Program Director prior to sending your child to the program that day.

Support Children's Social Emotional Needs
YDC will provide families and staff with resources to prepare for the transition back to programming and during programming as well. Resources will be posted on our family board and employee information board. A hard copy will be made available upon request from any staff member or family.

Some recommended shared resources:

- Visit www.cdc.gov/Talkingwithchildrenaboutcovid-19
- Visit www.brighthorizons.com
- Visit www.zerotothrive.org
    - Right from the home page you can download Georgie and the Giant Germ
    - Right from the home page you can read Helping Young Children Through COVID-19

Disclaimer / Confidentiality
YDC/PAL will always adhere to the latest Executive Order issued by our local Governor.

To the extent permissible and in accordance with applicable law, the confidentiality of all medial conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee or student has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. Notwithstanding the foregoing, YDC/PAL reserves the right to inform other employees and stakeholders that an unnamed person has been diagnosed with COVID-19 if the other person(s) might have been exposed to the disease so they may take measures to protect their own health.