



These procedures are designed to provide school-age care to our families with an increased focus on preventing the possible spread of general illness and COVID-19. We have evaluated all aspects of our operations and made adaptations to meet this goal. These guidelines are based on recommendations from the CDC and the State of Pennsylvania and are subject to change.

General Guidelines

- Before coming to the Y, parents must screen their children for fever (over 100.4) coughing, runny nose, sore throat, diarrhea, or excessive tiredness or irritability and if a child is displaying symptoms, they should not come to the Y.
- Children may only bring essential items.
- Parents must wash/wipe down/disinfect everything that comes home in the backpack each evening.
- **Per PA State requirements:**
 - Masks must be worn by all children over the age of 2.
 - Masks will be worn by the staff at all times.
- Any parent or child entering the YMCA must go through the Health Screening Process, which is comprised of the Health Screening Questions, a visual inspection for symptoms, and a temperature check.
 - Any parent entering the YMCA must wear a mask.
 - Masks for children **are required.**

Daily Health Screening

STAFF

- Upon arrival, staff will report to an identified check in location.
- Staff will receive a temperature check.
 - Temperature may not exceed 100.4. If it does, staff will not be permitted to work and will be sent home.
- After the screening, staff will be directed to the hand washing station to wash their hands using soap and water.
- The thermometer needs to be disinfected between each use.
- Staff are expected to self-monitor for signs and symptoms of COVID-19 and notify supervisor if any develop (fever or respiratory symptoms).

CHILDREN

- Children will be screened with visual inspections and temperature checks as they enter the program each day,
 - Temperature may not exceed 100.4. If it does, children will not be permitted to participate and will be sent home.
- After the screening, children will be directed to wash their hands with soap and running water vigorously for 20 seconds.
- During the program day, a child displaying signs and symptoms of COVID-19, a temperature of 100.4 or higher will be isolated from the group, in the care of a staff member at all times.
 - A parent will be called to pick-up the child within 45 minutes.
 - In these situations, the areas used by the child will be disinfected within 24 hours.
 - Any illnesses will require a doctor's note to return to the program.



Social Distancing/Stable Groups

Social distancing requires a combination of several procedures.

- Children will be required to wear their mask at appropriate times of the day when social distancing is not feasible.
- Social Distancing in the Drop-off & Pick-up time will be accomplished by physical demarcations among age groups within a space.
- Stable Groups, throughout the day, will function as a cohort of children and staff that stay together.
- Staff will maintain the 6 ft. recommended distancing from each other, whenever possible.
 - Groups should enter program areas when those areas have been vacated by other groups and disinfected prior to the new group using the space by Staff using YMCA supplied products.
 - Children and staff should remain at least 6 feet apart at all times.
 - Staff must refrain from any physical contact with parents and children including, but not limited to; side hugs, high fives, shaking hands and pats on the back.
 - Seating areas will be set up so stable group seats are appropriately spaced (minimum of 6 feet apart), and surfaces will be cleaned and disinfected after the program closes each day by the Facility Staff using YMCA supplied products.

Orientation

Orientation will include:

- A discussion on the need to be attentive to social distancing and social engagement.
- Social distancing – maintaining safe spaces between others and “stable group” concept.
- Handwashing areas and disinfecting stations – how to wash your hands - 20 seconds minimum using soap and water and appropriate use of disinfectant.
- Continued reinforcement to keep hands away from face.
- Sneezing and Coughing etiquette – cough or sneeze into your folded elbow or into a tissue.
 - Tissue needs to be disposed of in a trash can and hands need to be washed immediately.
- Respect other people’s belongings – avoid touching other people's backpacks, personal water bottles, and not touching other children, etc.

Hand Washing for Staff and Children

Hands should be washed upon arrival at Camp, moving between locations, at the end of the day as well as:

BEFORE

- Eating
- Handling food
- Giving or applying medication
- Playing in water

AFTER

- Using the toilet
- Being outside
- Blowing nose, coughing or sneezing
- Handling food or garbage
 - Schedule will also include “as needed” washing times.
 - Ensure that all hand washing lasts for at least 20 seconds.
 - Hand washing with soap and water is preferred to hand sanitizer.
 - Hand sanitizer is an option but must be maintained in a safe manner and can only be used on clean hands.
 - Even after using hand sanitizer, hands should be washed with soap and water as soon as possible.



Using Y Indoor Facilities

- Use the largest indoor/classroom space possible.
- Children inside, will remain in their stable groups.
 - Social distancing between groups should be maintained.
 - Seating areas should be designed with this in mind.
 - Children must wear masks at all times when moving throughout the building and when social distancing is not feasible.
- During inclement weather situations, Staff will need to monitor and disinfect surface areas used by children using YMCA supplied products.
- Each location will develop a written plan on spaces to be used including the maximum capacity for each space for both regular programs and emergency weather situations.

Using Y Outdoor Facilities

- Stable groups need to remain apart from other groups.
 - Groups should not commingle with other groups.
- Seating areas used during regular programming will follow stable group spacing.
- Surfaces need to be disinfected by Staff after a group vacates an area before being used by the next group.
- Facilities Staff will disinfect all outdoor tables and chairs at the end of the day.

Program Plans

- Areas should be free of clutter and unnecessary supplies and equipment.
- Soft surfaces should be removed and avoided when they can be.
- Seating should be at least 6 feet apart.
- Tables need to be of a surface that can be cleaned and disinfected.
- Supplies should not be shared by children/staff and any supplies used should be cleaned and disinfected (i.e. scissors, markers).
- Disposable items should be used when possible (i.e. Popsicle sticks in small cups of paint instead of glue bottles).
- Staff will develop activity plans and resources with adaptations for different age groups in each of the programmed areas.

Meals

- Children must bring lunch and snacks daily.
- Hands need to be washed before and after eating.
- Children and staff need to sit in stable groups, with appropriate spacing between children and stable groups.
- If staff assist an individual, they need to disinfect their hands before eating or helping another child.
- All children need to dispose of their lunch trash themselves.
- Staff will wash down their table with soap/water after eating, which will be supplied by Facility Staff each morning.
- Staff will not be heating up lunches until further notice.



Cleaning and Disinfecting

- Cleaning and disinfecting of frequently touched surfaces will occur throughout the day as the children use different space/tables/manipulatives.
- YMCA staff will be using appropriate disinfectant during the day. All YMCA staff will disinfect areas.
- Staff will follow YMCA disinfecting protocol.
- Disinfecting supplies will be provided to staff by Facilities staff.
- Procedure for Cleaning & Sterilizing Toys
 - WASH-Place toys in soap and water mixed bin or sink.
 - RINSE-in the water bin or sink.
 - STERILIZE-place toys in bleach and water solution bin (ratio is 1 tablespoon of bleach per 1 quart of water)
 - Let sit for 10 seconds in sterilizer solution.
 - DO NOT RINSE AFTER STERILIZING –this is what sanitizes the toys. Place toys in empty bin or on a paper towel to dry.
 - Optional –after the RINSE, toys can be sprayed with a bleach solution and left to dry.

Illness (suspected COVID-19)

- Child or Staff person with signs of any illness will be removed to an identified sick area. Staff will be trained on the location and usage of the identified space during training. If it is used/occupied by suspected person w/ COVID, then the room must be left vacant for 24 hours before being disinfected, after being occupied.
- Symptoms will be evaluated including temperature check.
- Based on symptoms, the child will be asked to put on a mask.
- Children may not be left alone in the sick area.
- Parents will be asked to immediately pick up their child (within 45 minutes of notification).
- The staff member will be sent home for self-quarantine.
- In the event, a child or staff member tests Positive for COVID-19, the YMCA will contact the local Health Department, follow all instructions and guidance, and notify anyone who may have had contact or possible exposure.

The identified sick area ideally needs to be located near an outside door where parent pick up is easily accessible, and the sick child does not need to travel through the building. Attempt to provide extra ventilation (windows) when possible.

Parents will need to be directed to this area and not follow the daily pick up instructions.

Enforcement

- The Site Director is responsible for all cleaning and disinfecting protocols, as well as to maintain the Area Disinfection Log and ensure all staff are disinfecting the camp areas as stipulated.
- The Health & Safety Officer, Branch Executive and other YMCA staff will spot-check and monitor compliance with the Disinfection Log schedule.
- Staff who are observed not following and enforcing policy/procedure will be retrained as soon as possible. Failure to follow or enforce the COVID-19 Protocols may result in disciplinary action up to and including employment termination.