



## YMCA of Greater Brandywine

### Health and Safety Plan

Childcare Early Learning Center  
Operating Protocols- Summer 2020

These new protocols are designed for the YMCA to provide child care to our families with an increased focus on preventing the possible spread of COVID-19. We have evaluated all aspects of the operation and made adaptations to meet this goal. These guidelines are based on recommendations from the CDC and the State of Pennsylvania (as of May 26, 2020) and are subject to change.

#### General Guidelines

- Children may only bring essential items and/or change of clothes.
- Parents must wash and/or wipe down everything that comes home each night.
- Before coming to CELC, 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.
- **No Visitor Policy** - No visitors, including parents, will be permitted on site without prior approval. Tours for perspective children need to be scheduled in advance.
- All CELC children will observe stable group protocols as the standard for social distancing. A social group is a group of up to 10 children that stays together throughout the day. Mixing of stable groups is discouraged.
- Masks will be worn by the staff, and staff with children up to 2-years old will wear a smock which will be changed in the middle of the day.
- Any parent or child entering the CELC must go through the **Health Screening Process**, which is comprised of the Health Screening Questions, a visual inspection for symptoms, and a temperature check.

#### Registration

- All Documentation must be on file before the child attends.
- Childcare Registrars must make sure that everyone has completed all required paperwork (included ePACT) and all payments are complete.
- Emergency contact information needs to be complete - in the event a parent is exposed during a school day, another individual will need to pick up the child.

### **CELC Staff Screening**

- Upon arrival, staff will report to an identified check in location.
- Staff will receive a **temperature check**, which will be documented as completed. 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 with wipes. Gloves worn by the screener only need to be changed if they have contact with the staff person being screened.
- Staff are expected to self-monitor for signs and symptoms of COVID-19 and notify supervisor if any develop (fever or respiratory symptoms).

**ALL STAFF SCREENING WILL BE RECORDED  
and sent to HR on a daily basis.**

### **Arrival - Drop off /Sign in**

- Drive through drop off procedure will be used.
- In general, adults should NOT exit their car, except to unbuckle a child and they will wear a mask upon exiting the car. Modifications will be made at the branch level for entry with infants.
- Multiple stations may be needed at larger branches.
- One staff person (this staff member must be wearing a mask, gloves and eye protection) will approach the car window and:
  - Ask the parents the **Health Screening Questions (Appx. 1)**.
  - Take the child's **temperature** and **observe for any signs of illness**.
  - Log in the arrival time ([parent may have to sign them in using their own pen](#)) and the anticipated pick up time.
  - Ask if there is any medication to be dropped off.
- A second staff member will escort the child from the car into the CELC (this staff person must wear a mask). Staff should not touch the child unless necessary.
- Staggered drop off times will be implemented where possible.
- No payments or paperwork will be accepted at drop off.
- Child must wash their hands with soap and water for 20 seconds before entering the classroom.
- Parent need to have a pen in the car to sign in if needed.
- Arrangements will be made on a case-by-case basis for infants in car seats. Parents who accompany a child into the CELC will go through the **Health Screening Process**.

### **Departure/ Pick-up**

- Parents will use a designated phone number to text or call the CELC to inform the staff they are at the YMCA, then cars will enter a pick up line. No parents should park and get out of their car except to buckle children into seatbelts or car seats or pick up an infant.
- Child will be walked to the pick-up area.
- A designated staff member will assist the child to the car avoiding contact and maintaining 6 ft. physical distancing as best as possible.
- Parents (using their own pen) sign out the child.

- Staggered pick up times will be suggested.
- Parents who are picking up infants using a car seat must adhere to the **Health Screening Process** (temperature taken and wear a mask) upon entry to the CELC for pick-up.

### **Groups (per PA Dept. of Health Guidelines)**

- Group sizes should be kept within DHS ratios – not to exceed the maximum group sizes.
- Stable Groups should not commingle – staff assigned to a class will stay with that class as much as possible.
- Stable groups should include siblings when appropriate.
- Groups should limit movement to other spaces in the building and when other spaces are used, CELC staff should disinfect spaces upon leaving with VIREX.

### **Social Distancing/Stable Groups**

Social distancing requires a combination of several protocols.

- 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.
  - Spaces will be cleaned and disinfected between groups as appropriate (by CELC staff using *Bioesque Disinfectant*).
  - Staff must refrain from any unnecessary physical contact with parents and children including, side hugs, high fives, shaking hands and pats on the back.
  - All disinfecting during operating hours will be done by CELC staff.
  - Children will not be required to wear masks.
  - Cots and Cribs will be placed 6 feet apart where possible – children will sleep head to toe.
  - Classroom toys and equipment will be provided in bundles. All used items will go into an identified bucket for cleaning and disinfecting and new toys will be brought out.
  - Staff working with children 2 years and younger will wear smocks and change them half way through the day. These will be laundered by the Y.
  - Staff will be assigned to the younger children for feeding or diapering for the day where staffing levels permit.
  - Staff can only feed or assist a child with eating one at a time.

### **CELC Child Orientation for Children**

CELC orientation, on the first day, should include:

- Respect other people's belongings – avoid touching other people's backpacks, personal water bottles, and other children.
- Parent handouts will be prepared and shared regarding how we are going to discuss the need for social distancing at CELC so they can review with their children

## **Hand Washing for Staff and Children**

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

### **BEFORE:**

Eating, handling food or feeding a children  
Giving or applying medication  
Playing in water

### **AFTER**

Using the toilet, including diaper changes  
Being outside  
Handling bodily fluid – like runny noses, sneezing  
Playing in sand  
Handling 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.

## **Meals**

- Hands need to be washed before eating.
- If staff assists an individual, child they need to sanitizer their hands before eating or helping another child.
- Children will be encouraged to dispose of their lunch trash themselves

## **Staff and Training**

- The Child Care Director of each site is responsible to monitor that all staff are cleaning and disinfecting the CELC rooms and toys throughout the day.
- Staff will complete a COVID-19 specific training.

## **Cleaning and Disinfecting**

- Cleaning and disinfecting of frequently touched surfaces needs to occur throughout the day (suggest 10 am, lunch, and 2 pm), as the children use different space/tables/manipulatives. CELC staff will be using *Bioesque Disinfectant* during the day. All YMCA staff will disinfect areas.
- CELC staff will follow YMCA disinfecting protocol.
- Disinfecting supplies will be provided to CELC staff by Facilities staff.
- See Facility Cleaning Schedule (page 6).

### **Procedure for Cleaning & Sterilizing Toys**

1. **WASH**-Place toys in soap and water mixed bin or sink.
2. **RINSE**- in the water bin or sink.
3. **STERILIZE**-place toys in bleach and water solution bin (ratio is 1 tablespoon of bleach per 1 quart of water)
4. Let sit for 10 seconds in sterilizer solution.

5. DO NOT RINSE AFTER STERILIZING – this is what sanitizes the toys.
6. Place toys in empty bin or on a paper towel to dry.
7. Optional – after the RINSE, toys can be sprayed with a bleach solution and can dry.

### **Illness (suspected Covid 19)**

- Child or Staff person 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 after being occupied (**Appx. 4**) before disinfecting can occur.
- 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. The staff member will be sent home for self-quarantine.

The identified sick area 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 and should allow for extra ventilation (windows) when possible.

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

### **Enforcement**

- The Child Director is responsible to maintain the Area Disinfection Log and ensure all staff are disinfecting the CELC areas as planned.
- The Child Care Director 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 termination.



## YMCA of Greater Brandywine

### Health and Safety Plan

Summer Day Camp Health and Safety Guidelines  
Operating Protocols-Summer 2020

These new protocols are designed for the YMCA to provide camp experiences to our families with an increased focus on preventing the possible spread of COVID-19. We have evaluated all aspects of the operation and made adaptations to meet this goal. These guidelines are based on recommendations from the CDC, the American Camping Association, and the State of Pennsylvania (as of May 26, 2020) and are subject to change.

#### General Guidelines

- Campers may only bring essential items such as spray-on sunscreen, bathing suit, towel, peanut-free lunch, snacks, water bottle, hats, sandals/crocs, and a change of clothes for younger campers.
- Parents must disinfect everything that comes home in the backpack each evening.
- Before coming to camp, 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.
- No Visitor Policy - No visitors, including parents, will be permitted beyond their cars without prior approval.
- All Campers will observe stable group recommendations for social distancing.
- Masks will be worn by the staff per State of Pennsylvania requirements.
- Any parent or child entering the camp location must go through the **Health Screening Process**, which is comprised of the **Health Screening Questions**, a **visual inspection** for symptoms, and a **temperature check** and must wear a mask.

#### Registration

- Registration for the upcoming week closes on Wednesday at 10 pm.
- Childcare Registrars must make sure that everyone has completed all required paperwork (included ePACT) and all payments are complete.
- Calls will be made on Friday/Saturday notifying families that their child cannot attend unless all registration material is completed by Saturday at 5 pm.
- Emergency contact information needs to be complete - in the event a parent is exposed at work, another individual will need to pick up the child.

## **Camp Staff Screening upon Morning Arrival**

- Upon arrival, staff will report to an identified check in location.
- Staff will receive a **temperature check**, which will be documented as completed. 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. Gloves worn by the screener only need to be changed if they have contact with the staff person being screened.
- Staff are expected to self-monitor for signs and symptoms of COVID-19 and notify supervisor if any develop (fever or respiratory symptoms)

**ALL STAFF SCREENING WILL BE RECORDED  
and sent to Human Resources on a daily basis.**

## **Arrival - Drop off /Sign in**

- Drive through drop off procedure will be used.
- No adults should exit their car and must wear a mask if they do so.
- Multiple stations may be needed at larger branches.
- One staff person will approach the car, and ask the **Health Screening Questions (Appx. 1)**, then take the **camper's temperature** and **observe for any signs of illness**. Then staff will log in the arrival time and the anticipated pick up time, ask if there is any medication to be dropped off. This staff member must be wearing a mask, gloves and eye protection.
- The campers will then be escorted to their group, by a staff person. Groups may not congregate by the drop off areas.
- Staff should not touch the child unless necessary.
- Staggered drop off times will be implemented where possible.
- No payments or paperwork will be accepted at drop off.
- Staff are expected to monitor children for signs and symptoms of illness and notify the supervisor immediately and notify the director if any child develops signs or symptoms of illness.

## **Departure/ Pick-up**

- Cars will enter a pick up line and will call ahead using the designated phone number. No parents should park and/or get out of their car.
- Child will be called to the pick-up area using radio communication.
- Staff members will assist the child to the car avoiding contact and maintaining 6 ft. physical distancing as possible.
- The staff person will log in the departure time and name of the adult picking the camper up.
- Staggered pick up times will be suggested.

## **Groups (per PA Dept. of Health Guidelines)**

- No group may be larger than 10 (including the camp counselor).
- Stable groups should remain the same for the entire week, and preferably, multiple weeks.
- Stable groups should not commingle with any other groups.
- Stable groups should include siblings when appropriate.

## **Social Distancing/Stable Groups**

Social distancing requires a combination of several protocols.

- 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 camp areas when those areas have been vacated by other groups and disinfected prior to the new group using the space by Camp Staff using YMCA supplied products (**Virex**).
  - Camper Groups and staff should remain at least 6 feet apart at all times.
  - Staff must refrain from any physical contact with parents and campers 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 camp closes each day by the Facility Staff using YMCA supplied products (**BNC 15**).

## **Camper Orientation**

Camper orientation, on the first day, 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 campers, etc.
- Parent handouts need to be prepared and shared regarding how we are going to discuss the need for physical distancing using stable groups at camp so they can review with their children.



## **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 or feeding a children  
Giving or applying medication  
Playing in water

### **AFTER**

Using the toilet, including diaper changes  
Being outside  
Handling bodily fluid – like runny noses, sneezing  
Playing in sand  
Handling 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 Accommodations**

- Use the largest indoor space possible.
- Campers inside, will remain in their stable groups. Social distancing between groups should be maintained. Seating areas should be designed with this in mind.
- During inclement weather situations, Camp Staff will need to monitor and disinfect surface areas used by campers using YMCA supplied products (**Virex**).
- Branches 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.

## **Outdoor Accommodations**

- 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 Camp 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 camp day following YMCA protocol using YMCA supplied products (**BNC 15**).

## **Program Plans (see below)**

Arts and crafts  
Nature and environmental education  
Character development and team building  
Theme activities  
Community service  
Science  
Drama  
Field Games/Physical Activity  
Summer Learning Loss  
Water Fun - Swimming

- 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 campers/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).
- Identify Camp Directors and other Camp staff to help develop activity plans and resources with adaptations for different age groups in each of the programmed areas.

## **Meals**

- Hands need to be washed before and after eating.
- Campers and staff need to sit in stable groups, with 6 feet between groups.
- If staff assist an individual camper, they need to disinfect their hands before eating or helping another camper.
- All campers need to dispose of their lunch trash themselves.
- Campers will wash down their picnic table with soap/water after eating, which will be supplied by Facility Staff each morning.

## **Staff and Training**

- The Camp Director is responsible for monitoring adherence to YMCA COVID-19 protocols.
- Staff will complete a COVID-19 specific training.

## **Cleaning and Disinfecting**

- Cleaning and disinfecting needs to occur on a regular basis during the day, after a group vacates and room, using VIREX, and at the end of the day.
- Campers will disinfect the lunch tables with soap/water after they finish eating. The supplies will be furnished by Facility Staff daily.

- Camp staff will follow YMCA disinfecting protocol.
- End of day disinfecting needs to be documented.
- Disinfecting supplies will be provided to Camp staff by Facilities staff.

### **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 (Appx. 5).

- 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. Staff member will be sent home.

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)

Parents will need to be directed to this area and not follow the daily pick up instructions and they will have their temperature taken and must wear a mask into the YMCA.

### **Enforcement & Monitoring**

- The Camp 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 Branch Executive and other YMCA staff will spot-check and monitor compliance with the Disinfection Log schedule and other protocols.
- 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 termination