

**YMCA of Greater Brandywine
Learning Center
Health and Safety Plan**

These new protocols are designed for the YMCA to provide Childcare 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, PA Department of Education, Chester County Public Health and the State of Pennsylvania (as of August 5, 2020) and are subject to change.

General Guidelines

- Students 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 Learning Center, parents must screen their children for fever (100.4 or higher) 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 prospective students need to be scheduled in advance.
- All students will observe stable group protocols as the standard for social distancing. 6 feet spacing will be utilized when appropriate. A stable group is a group of children that stays together throughout the day, typically the classroom group. Mixing of stable groups is discouraged.
- Masks or face shield will be worn by the staff and students.
 - Children who meet an Exception that is outlined by the PA Mask Order do not need to wear a mask or face covering if they choose not to. Staff are required to wear a mask or face shield.
 - Individuals who cannot wear a mask due to a medical conditions, or disability.
 - Individuals who would be unable to remove mask without assistance.
 - Individuals who are communicating or seeking to communicate with someone who is hearing-impaired or has another disability, where the ability to see the mouth is essential for communication.

Children are not required to show documentation that an exception applies.

- Any parent or student entering the building must go through the **Health Screening Process**, which is comprised of the Health Screening Questions, a visual inspection for symptoms, and a temperature check.
- Signage will be posted on how to use protective measures and spread of COVID-19.
- Staff will provide families with resources how to practice safe hygiene.

Registration

- All Documentation must be on file before the students attends.
- Childcare Registrars must make sure that everyone has completed all required paperwork (including 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.

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 be 100.4 or higher. If it is, 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 only if it accidentally contacts a person's skin. Gloves worn by the screener only need to be changed if they have contact with the 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 SCREENINGS 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 or face shield upon exiting the car.
- Multiple stations may be needed at larger branches.
- One staff person (this staff member must be wearing a mask, gloves and Face Shield) will approach the car window and:
 - Ask the parents the **Health Screening Questions (Appx. 1)**.
 - Take the students **temperature** and **observe for any signs of illness**.
 - Log in the arrival time and the anticipated pick up time.
 - Ask if there is any medication to be dropped off.
- Parents will be required to sign their child in and out of the program and are requested to bring their own pen.
- A second staff member will escort the child from the car into the building (this staff person must wear a mask or face shield). Staff should not touch the child unless necessary.
- Staggered drop off times will be implemented where possible.
- Health screening questions will only be verbally asked on Mondays and then followed up on the following days of the week
- To remain HIPA compliant staff can not directly ask anyone if they have been diagnosed with COVID-19.

- No payments or paperwork will be accepted at drop off.
- Student must wash their hands with soap and water for 20 seconds before entering the classroom.
Parents who accompany a child into the building will go through the **Health Screening Process.**

Departure/ Pick-up

- Parents will use a designated phone number to text or call the site to inform the staff they have arrived then cars will enter a pick-up line. No parents should park and get out of their car except to buckle student into seatbelt.
- Student will be walked to the pick-up area.
- A designated staff member will assist the student 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.
- Staff member approaching parent for ID check should wear a faces shield, gloves and face mask.

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 comingle – staff assigned to a class will stay with that class as much as possible.
- Stable groups should include siblings when appropriate at a ratio of 1:12.
- Groups should limit movement to other spaces in the building and when other spaces are used, staff should disinfect spaces upon leaving with VIREX.
- Stable groups should avoid passing other groups in hallways.

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 students and staff that stay together.
- Students and Staff will maintain the 6 ft. recommended distancing from each other, whenever possible.
 - Spaces will be cleaned and disinfected between groups as appropriate (by 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 program staff.
 - Bathrooms will be disinfected 2x per day by Facilities staff using BNC-15.
 - Classroom toys and supplies 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 can only feed or assist a child with eating one at a time.

Learning Center Student Orientation

Student orientation, on the first day, will include:

- A discussion on the need to be attentive to social distancing and social engagement.
- A discussion on the importance of wearing a face mask or face shield and the proper way to wear mask and face shield.
- 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 building, moving between locations, at the end of the day as well as:

BEFORE:

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

AFTER

Using the toilet
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, staff need to sanitize their hands before eating or helping another student.
- Students will be encouraged to dispose of their lunch trash themselves.
- Students in stable groups may remove their mask when they are 6 ft-apart to eat lunch.
- Stable groups should eat alone in their own classroom.

Recreation

- Free play will be encouraged to be outside.
- Free play will be done in stable groups.
- If swimming there must be a DHS lifeguard on duty.
- Swimming will be done in stable groups.
- Mask will still be required with the exception of swimming.

Staff and Training

- The Childcare Director of each site is responsible to monitor that all staff are cleaning and disinfecting the classrooms and supplies 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 students use different space/tables/manipulatives. Staff will be using *Bioesque 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.
- See Facility Cleaning Schedule (page 6).

Procedure for materials, supplies & Cleaning & Sterilizing

1. Students will provide their own academic school materials and headphones
2. Student supplies will be individually stored.
3. Any share supplies follow these procedures.
 - **STERILIZE** Spray supply with VIREX and let stand for 10mins. Dry if needed.

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 if not already on.
- 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.

Illness (confirmed COVID -19)

- If there is a confirmed COVID-19 case in the program area the Y will activate it emergency response plan that includes.
 - Contact Chester County Health Department.
 - Contact Department of Human Services
 - Directly contact staff and families that were deemed in close contact of said person with confirmed COVID-19 to initiate 14 day quarantine.
 - Send general letter out to program center to those who were not deemed in close contact.

*Close contact definition as defined by the CDC: within 6ft of someone for more than 15 minutes).

*If family has to quarantine due to exposure at Y program family will not be charged for days missed due to quarantine.

Enforcement

- The Childcare Director is responsible to maintain the Area Disinfection Log and ensure all staff are disinfecting the Learning center areas as planned.
- The Childcare 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.
- The Pandemic Team consist of Branch Exec, Childcare Directors and Association support.

Appendix 2
Health Screening Questionnaire
For ECLC, Day Camp, Learning Centers and Members

The following questions are to be used to screen *child/parent* before the start of each day in camp, ECLC, Learning Centers, Members.

If any individual has a temperature of 100.4 degrees or higher they are not permitted to enter the Program Area. If any individual answers YES to any of the symptoms below (or any **2** from question 3), they may not enter the YMCA.

Question 1: Have you been in contact with anyone with COVID-19 in the past 14 days?

Question 2: In the past 24 hours, have you experienced a persistent cough or shortness of breath.

Question 3: In the past 24 hours, have you had any of the following symptoms (2 or more symptoms precludes entry to the YMCA):

- a) New loss of taste/smell
- b) Body aches
- c) Sore throat
- d) Fever
- e) Chills
- f) Diarrhea
- g) Repeated shaking with chills
- h) Muscle pain
- i) Headache

Question 4: In the past 14 days have you traveled for extended stay (more than 48hrss) to a state within the CDC Hot Spot?

1. Currently all travel outside of the United States
2. Current States: Alabama; Arizona; Arkansas; California; Florida; Georgia; Idaho; Iowa; Kansas; Louisiana; Mississippi; Nevada; Oklahoma; South Carolina; Tennessee; Texas; Utah; *view CDC website for most up to date list

Members coming into the YMCA will not be asked the screening questions but asked if they read the screening questions and if they answered yes to any one question. If they answered yes to any question they should not enter the YMCA. Members will be Temp Checked.

ECLC, Learning Centers and Day Campers will be temp checked each day and asked screening questions on Monday. Following days they will be asked if their response has changed from the previous day.