



COVID 19 Guidelines

The below information is based on state guidelines that apply to all childcare and day camp programs statewide from 2020. ****This may be updated based on guidance from the CDC or local health department****

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Childcare_and_Summer_Camps_Summary.pdf

Virus Prevention

HEALTH SCREENING

- Before allowing entry into the operation, we will screen all individuals entering the building, including taking the temperature of each person upon arrival at the operation each day, and deny entry to any person who meets any of the following criteria:
 - A temperature of 100.4°F or above;
 - Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, or low-grade fever;

HAND WASHING, HAND DISINFECTING & HYGIENE

- Each staff member and club member must wear a mask throughout the day.
- Staff members and students should wash their hands before and after the following activities:
 - Immediately after entering the building.
 - Before entering a program area
 - After leaving a program area when shift is over
 - After using the restroom
 - Before/After eating and drinking
 - After coughing or sneezing into your hands

- How to Wash - The procedure for hand washing recommended by the Centers for Disease Control (CDC) for both children and adults is:
 - Wet your hands with clean running water and apply soap
 - Rub your hands together to create a lather and scrub them well; be sure to scrub the backs of your hands, between your fingers, and under your nails
 - Continue rubbing your hands for at least 20 seconds (to help time yourself: hum the “Happy Birthday” song twice)
 - Rinse your hands well under running water
 - Dry your hands using a clean towel or air dry
 - Use a paper towel to turn off the faucet
- Cintas has installed 16 Hand Sanitizer stations and Hand Sanitizing Wipe Stations throughout the building for use.
- We will have designated hand disinfecting times along with handwashing times, including entry, recess, dismissal.
- We have also invested in new disinfectant sprayers that will be used several times a day to disinfect each program area.

SOCIAL DISTANCING

- Staff will observe social distancing from youth when applicable. Youth will be assigned their own table or seated at opposite ends of large rectangular tables when applicable.
- Staff will use designated floor markings to maintain spacing when lining up.
- We have created floorplans to ensure proper walking throughout the building including directional arrows and signs. Our front stairwell will be used just for going upstairs while the back stairwell will be used just for going downstairs.
- Only one member at a time will be able to use the bathroom.

CLEAN AND DISINFECT

- We will Clean AND disinfect frequently touched surfaces throughout the day, at shift changes, and at the end of a program period. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- Staff will clean and disinfect workspaces after each program period scheduling 10 minutes before the group rotation to allow for cleaning.
- Staff will clean and disinfect all common areas including bathrooms, game rooms, cafeterias, multipurpose rooms, kitchens, vestibules, at the beginning of a shift, before/after meal services, and at the end of a shift.
- We have also invested in Sanitizer sprayers to use on all surfaces to make sure they are disinfected before the start of the day, during recess and before the start of Afterschool.

STAFF OR YOUTH WITH COLD/FLU-LIKE SYMPTOMS

- Staff and youth must complete a daily health screening.
- If staff or youth may be required to stay home.
 - Staff will notify shift supervisor, Club Director, and Director of Operations if a youth or staff person presents with any symptoms during the health screening.

- Staff and members will be observed for cold/flu symptoms throughout the day. Staff members will be required to end their shift if a temperature above 100 degrees develops.
- If a staff or youth are found to have a fever while in programming, that program area will immediately be closed for deep cleaning and disinfected. Program space or facility may be closed for multiple days or extended period for time.
- Members will be moved to an isolated supervised area (Outside Directors Office), keeping a safe distance away from other members and staff while waiting for parent/guardian pick-up.

CONFIRMED CASES OF COVID-19

If confirmation has been made that a staff/member/parent has tested positive for Coronavirus:

- Immediate notification will be made the site supervisor and Area Director, who will then contact the Director of Operations & Executive Director. The CEO and Senior Leadership team will work together to coordinate communication and/or provide notice to appropriate county health officials. The CEO will circle back to the Club to communicate next steps.
- If a positive case of COVID-19 is confirmed, the organization will follow the direction of the Westchester County Health Department regarding cleaning and the reopening of the facility.