

## Prevent the Spread of COVID-19

**Snapshot: The health and safety of our children and staff continues to be our top priority as we plan and deliver programs. In order to prevent the spread of COVID-19, additional precautions have been implemented to our health and wellness protocols.**

### Who Can Get the Coronavirus

It is important to note that everyone can potentially get COVID-19. Children and adults are equally at risk for getting the Coronavirus, though children that have tested positive have reported milder symptoms. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness. Recent studies have shown that COVID-19 is also spread by people who are not showing signs or symptoms.

### Understanding How the Virus is Spread:

Current research suggests that the virus is spread mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouth or noses of people who are nearby. However, transmission is also possible by touching a surface or object that has the virus on it and then touching your mouth, nose or eyes.

Coronavirus can live on:

- Plastics for 2-3 days
- Glass for up to 96 hours
- Cardboard for up to 24 hours
- Steel for 2-3 days
- It is unknown how long the air inside a room occupied by someone with COVID-19 remains potentially infectious.

### Protecting Our Staff and Children:

The Centers for Disease Control and Prevention recommends the following behaviors to protect ourselves and others from getting COVID-19.

- Get vaccinated when eligible
- Stay home if sick or having symptoms of COVID-19
- Wash our hands often with soap and water for at least 20 seconds.
- When soap and water are not immediately accessible, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching our eyes, nose, and mouth with unwashed hands.
- Avoid close contact with others. Stay at least 6 feet from other people.
- Do not gather in groups.
- Cover our mouth and nose with a cloth face cover when around others. The cloth face cover is meant to protect other people in case we are infected and do not know it.
- Cover coughs and sneezes and throw used tissue in the trash. Immediately wash our hands with soap and water or hand sanitizer that contains at least 60% alcohol.
- Clean AND disinfect frequently touched surfaces at least daily.
- Engage in outdoor activities whenever possible.

## Healthy Hand Hygiene Behavior

**Snapshot:** Children and staff will wash their hands regularly throughout the day. All staff and children will be discouraged from touching their eyes, ears, mouth and face to prevent spreading the disease.

### Hands should be washed frequently throughout the day, including:

#### Children:

- Upon arriving at program and before going home at the end of the day
- Before and after eating
- After blowing nose or coughing or sneezing
- After using the bathroom
- After play time or touching any shared toys/program equipment
- After coming in contact with bodily fluids
- After playing outdoors
- After coming in contact with an animal

#### Staff:

- Upon arrival to work in program and before leaving at the end of the day
- Before and after eating
- Before and after preparing or handling food
- After blowing nose or coughing or sneezing
- After using the bathroom
- After coming in contact with bodily fluids
  - Before and after caring for a sick child
  - Before and after administering first aid
  - Before and after administering medication
  - After cleaning a spill
  - After assisting a child with a bathroom accident
  - After taking off gloves
- When returning inside from any outside activity
- After coming in contact with an animal
- After handling garbage

### Handwashing Procedure Using Soap and Water:

The following procedures will be followed when both staff and children wash hands:

- Wet hands with clean, running water, turn off tap
- Apply soap and lather your hands by rubbing them together with soap.
- Wash hands for at least 20 seconds
- Thoroughly wash the backs and fronts of hands
- Wash between the fingers and under finger nails
- Wash the wrists
- Rinse hands well under clean, running water
- Dry hands with paper towel and turn the water off using the paper towel
- Discard paper towel in trash can

## **Procedure for Cleaning Hands with Alcohol-Based Hand Sanitizer:**

There may be times when soap and water are not immediately available, hand sanitizing products with at least 60% alcohol may be used with staff supervision. Hands should be thoroughly washed with soap and water as soon thereafter as possible.

- Apply hand sanitizer to the palm of one hand
- Rub your hands together making sure hand sanitizer contacts all parts of your hands.
- Make sure you thoroughly wash the backs and fronts of hands
- Wash between the fingers and fingertips
- Continue to rub your hands together until your hands are dry (about 20 seconds).

**Store hand sanitizer out of reach of children when not in use.**

## **Hand Hygiene Stations:**

Hand hygiene stations will be set up and available for use in places where a sink with soap and water are not readily available. Hand hygiene stations will have box of tissues, hand sanitizer with at least 60% alcohol, paper towel and garbage can with liner. Each program site will need to assess the appropriate locations for the hand hygiene stations.

Recommended locations:

- Entrance to program for parent/guardian and child use at drop off and pick up.
- In program space for use after using a shared item such as a board game.
- Outside on the playground or playing field.

Please note: Using hand sanitizer does not replace the need to wash hands with soap and water. Hands should be thoroughly washed with soap and water as soon as possible.

## Physical “Social” Distancing Strategies

**Snapshot:** Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. While in program, we will practice physical distancing between groups to the degree possible, aiming for at least three to six feet between children and minimizing the amount of time children are in close contact with each other.

### Physical Distancing Strategies

We are dedicated to making sure every child has an amazing experience. With some modifications to our traditional programs, our children will have a program experience that is engaging, fun and complete with safe social interaction.

#### Group Size and Interactions:

- There must be enough space for groups to split into no more than 17 children/1 staff for campers entering grades 3-5 and 12 children/1 staff for campers entering grades K-1.
- Each 4K Wrap program will have a limit of 10 children and one assigned 4K lead teacher.
- Children will be assigned to a group and will remain with that group throughout the day. Children will not move between groups. Children from the same family may be assigned to the same camp group depending on age.
- Groups will stay together during the day and interaction with other groups will be limited as much as possible.
- Staff will be assigned to a group and will remain with that group throughout the day. Ideally, staff will not move between groups.
- Groups will have their own program space and there will be limited movement between shared spaces such as the gymnasium or outdoor program space.

#### Program Delivery:

- Each group will have its own, self-contained program space. Program options can include: arts and crafts, games, manipulatives and building, music, science, quiet area, technology etc. (See section on program modifications for additional information.)
- Each child will have their own individual storage container. This container might be a laundry basket or school locker and will be labeled with child’s name. Children should use the same storage area each day.
- Children and staff will eat snack and lunch in their program space.
- A separate room will be available if a child gets sick and needs to rest or be isolated away from group.
- Program space will be organized so there is increased distance between children in each program area. *Example: Encourage increased distance between children at arts and crafts table.*
- Limit sharing of program items, and if things are shared, clean items in at the end of each day. *Example: Have multiple sets of Magna-Tiles in program. Rotate sets of magnet tiles into program allowing for cleaning these items at the end of each day.*
- Stagger use of outdoor program space and gymnasium so groups are not comingled.
- Schedule bathroom breaks so there is no overlap with other groups and wait time in hallway is minimized.

#### Program Restrictions at this Time:

- Outside presenters will be allowed on a limited basis.
- No group cooking projects. (See program modification section for individual cooking projects.)
- Most soft items such as blankets, pillows, dramatic play clothing will be removed from program.
- Program restrictions may change as Public Health requirements are updated.

## Cloth Face Coverings

**Snapshot: COVID-19 is spread through respiratory droplets produced when an infected person coughs, sneezes or talks. Covering mouth and nose with cloth face coverings protects children and staff in the event that a child or staff member is sick and does not know it.**

**When Public Health mandates that face coverings be worn, Wisconsin Youth Company children and staff will follow that mandate.**

We now know that a significant number of individuals with confirmed coronavirus lacked symptoms or were “asymptomatic” prior to being diagnosed with coronavirus. In addition, people who eventually developed symptoms, “pre-symptomatic”, transmitted the virus to others before showing symptoms. The virus can spread between people interacting in close proximity even if those people are not exhibiting any symptoms at that time.

### **Cloth face coverings should:**

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Preferably, include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

**If a face covering mandate is not in place, staff will still be required to wear protective cloth or disposable face coverings in the following circumstances:**

- Checking children into program
- Assisting with a sick child
- Preparing for snack and lunch
- Using products for cleaning and disinfecting program supplies or space
- When in the storm shelter and physical distancing is not possible

**If a face covering mandate is not in place, children will still be required to wear protective cloth or disposable face coverings in the following circumstances:**

- If parents request that this happens during health review process
- When they are sick and in isolation waiting for parent/guardian pick up
- When in the storm shelter and physical distancing is not possible

**When children and staff are outside, and practicing physical distancing, the protective cloth face coverings will not be required.**

**Protective cloth face coverings will not be worn during active/physical activity.**

## Child and Staff Health Screening for Preventing COVID-19

**Snapshot: To prevent exposure to COVID-19 in program, staff and children will complete a health screening assessment prior to attendance in program every Monday. Upon entry to program every day, staff and children will have their temperature taken and recorded on screening form. Staff and children will be monitored daily for signs and symptoms of COVID-19.**

### Child Daily Drop Off Health and Wellness Screening and Assessment-Dane Region

**Children who have a fever of 100.4° or above or other signs of illness will not be admitted to program.**

- Parents will complete the health and wellness screening assessment each Monday prior to child attending program.
- Staff will welcome child upon arrival to program.
- Staff will confirm that the “Child Health and Wellness Assessment” form has been completed by parent online prior to the start of program. These will be updated each day with a temperature check upon arrival to program. (See Dane Child Health and Wellness Assessment form.)
- Staff will use a digital thermometer to take child’s temperature and verify they are not experiencing any symptoms of COVID-19.
- Health Supervisor will stand behind physical barrier (plastic tabletop partition) OR use face shield to protect face if the child begins sneezing or coughing.
- Health Supervisor will make a visual assessment for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue or extreme fussiness.
- Health Supervisor will conduct temperature screening each day prior to entry to program. Health Supervisor will:
  - Perform hand hygiene-Use hand sanitizer with at least 60% alcohol and put on disposable gloves.
  - Check the child’s temperature, reaching around the partition or wearing face shield.
  - Make sure your face stays behind the barrier at all times during the screening.
  - Disinfect the thermometer between temperature checks using a disinfectant wipe if the thermometer touched the child’s forehead. You can reuse the same wipe as long as it remains wet.
  - If you did not have physical contact with the child, and you are using a non-contact thermometer, you do not need to change gloves before the next check.
  - Once all children are checked in, take off gloves and wash hands thoroughly with soap and water.
- Document results of temperature check and verification of health screening for each child.

## **Child Health and Wellness Screening and Assessment-Waukesha Region**

**Children who have a fever of 100.4° or above or other signs of illness will not be admitted to program.**

- Staff will complete the health and wellness screening assessment each Monday as child enters program.
- The health and wellness assessment will be updated each day with a temperature check upon arrival to program/at the beginning of lunch. (See Waukesha Child Health and Wellness Assessment form.)
- Staff will make a visual assessment and verify child is not experiencing any symptoms of COVID-19.
- Health Supervisor will complete the health and wellness assessment and conduct temperature screening. Health Supervisor will:
  - Perform hand hygiene-Use hand sanitizer with at least 60% alcohol and put on disposable gloves.
  - Check the child's temperature wearing face shield.
  - Disinfect the thermometer between temperature checks using a disinfectant wipe if thermometer has touched the child's forehead. You can reuse the same wipe as long as it remains wet.
  - If you did not have physical contact with the child, and you are using a non-contact thermometer, you do not need to change gloves before the next check.
  - Once all children are checked in, take off gloves and wash hands thoroughly with soap and water.
- Document results of temperature check and verification of health screening for each child.

## **Staff Daily Health Screening and Assessment**

Staff will complete the health screening assessment every Monday prior to reporting to work. Upon reporting to work every day, staff will have their temperature taken and verify they are not experiencing any symptoms of COVID-19. This information will be recorded by the Health Supervisor on the screening form. Staff members who are sick with any illness or are exhibiting signs or symptoms of COVID-19 like illness, have tested positive for COVID-19 or suspect that they have been exposed to the virus should stay home and call their supervisor for next steps in returning to work.

**Staff who have a fever of 100.4° or above or other signs of illness upon arrival at work will not be admitted to program.**

## Illness at Program

**Snapshot: A health and wellness screening assessment will be completed for children and staff prior to their arrival to program on Mondays. When they arrive to program, a temperature check will be completed. In addition, children and staff will be monitored throughout the day for signs and symptoms of COVID-19.**

### Symptoms of COVID-19 and Daily Monitoring:

The symptoms of COVID-19 are similar in adults and children. However, children with confirmed COVID-19 have generally presented with milder symptoms. Reported symptoms for children and adults include cold-like symptoms that may appear 2-14 days after exposure to coronavirus. Each child that attends program will undergo a health and wellness assessment at check in and be monitored throughout the day for the following symptoms:

- Fever
- Runny Nose
- Cough
- Shortness of breath
- Chills
- Muscle pain
- Headache
- Sore Throat
- New loss of taste or smell

Nausea, vomiting, and diarrhea have also been reported as symptoms of COVID-19.

### Sick Child

If a child becomes sick while in program, the following procedures will be followed:

- Health supervisor will move child from program and isolate child in a separate location to limit exposure to others.
- If the child is showing signs or symptoms of COVID-19, health supervisor will put on cloth face covering, gloves, gown and face shield. Health supervisor will spend time with the child to assess the extent of the illness.
- If possible, put a cloth face covering on the child to limit the possibility of spreading the illness.
- Health supervisor will check child's temperature with a "non-contact" thermometer. If the child's temperature is elevated and they are exhibiting signs and symptoms of COVID-19 or other communicable disease, parents/guardians will be called for an immediate pick up. It is preferred that an alternate entrance be used for child pick up away from children and program activities.
- Child can rest on the mat provided in the sick child kit while they wait for pick up.
- Health supervisor will remain with the child until parents/guardians arrive for pick up.
- Request parent/guardian let us know how child is doing and to inform the Camp Director immediately if the child is diagnosed with COVID-19.
- After child's departure, health supervisor will clean and disinfect contents of sick child kit.
- Once child has been picked up and items in sick child kit have been disinfected, health supervisor will remove and discard of PPE and immediately wash their hands with soap and water.
- Health supervisor will document in medical behavior log.

## **Sick Staff Member**

If a staff member becomes sick while in program, the following procedures will be followed:

- If a staff member is not feeling well, isolate them from the group and send them home immediately.
- The health supervisor or Camp Director can collect anything that belongs to that staff member and give it to them prior to departure.
- Request staff member let us know how they are doing and to inform the Program Director immediately if they have been diagnosed with COVID-19.

## **Child or Staff Member Eligibility to Return to Program After Suspected COVID-19 Symptoms:**

Wisconsin Youth Company will follow the current public health guidelines in determining when it is safe for a child or staff member may return to program.

## **Confirmed Staff or Child COVID-19 Diagnosis:**

**If a child or staff member tests positive for COVID-19:**

- The staff member must inform their program director immediately upon learning of the diagnosis.
- The parent/guardian of child must notify the Camp Director immediately upon learning of the diagnosis. The Camp Director will then notify the Program Director.
- The Summer Program Director or Risk Management Director will contact the local public health department **and** the Department of Children and Families within 24 hours of learning of the diagnosis.
- Wisconsin Youth Company will follow the guidance of the local health department in determining when it is safe for child or staff to return to program.
- Wisconsin Youth Company will follow the guidance of the local health department and Department of Children and Families for next steps in regards to program facility closure, procedures for sanitizing and disinfecting and eligibility for return to program.
- Wisconsin Youth Company will immediately notify staff and families of any confirmed staff or child cases of COVID-19.
- Camp Director will make entry in medical behavior log.

## Cleaning and Disinfecting Program and Facility Considerations

**Snapshot: To minimize the transfer of coronavirus at program, cleaning and disinfecting methods will be employed to reduce risk of exposure to children and staff. Wisconsin Youth Company will follow the guidance provided by the Centers for Disease Control and Prevention in choosing appropriate products, implementing routine schedules and following recommended methods for cleaning and disinfecting programs and facilities.**

### Definitions of Cleaning and Disinfecting:

**Cleaning:** Cleaning with soap and water physically reduces the number of germs, dirt and impurities from surfaces or objects. Cleaning doesn't necessarily kill germs but it reduces the amount of them.

**Sanitizing:** Sanitizing uses chemicals to reduce the number of germs or viruses on surfaces to a safe level. Sanitizing is most often used for dishwashing, cleaning food contact surfaces and toys that a child may put in their mouth.

**Disinfecting:** Disinfecting uses chemicals to kill germs and viruses on surfaces. It does not mean that it removes dirt or germs, it just means that it kills the germs or viruses on the surface or object.

**Note: All disinfectants sanitize but not all sanitizers are capable of disinfecting. We will be using appropriate disinfectants at program.**

### Preparation for Cleaning and Disinfecting Programs and Facilities:

- Cleaning and disinfecting supplies will be kept out of the reach of children in locked storage.
- Products used for cleaning and disinfecting will be stored in a place away from food and bulk supplies used for food service. Cleaning products will be kept on the lower shelf of a cabinet.
- Staff will work in cooperation with facility staff to coordinate cleaning and disinfecting schedules for program space and common areas such as bathrooms. Ensure that the cleaning/disinfecting of program space happens when children are not in the area to reduce the risk of exposure to cleaning chemicals.
- Staff responsible for cleaning and disinfecting program areas will be trained in:
  - Manufacturer's instructions for cleaning and disinfecting products
  - Appropriate use of personal protection equipment such as masks/eye protection/gloves
  - Product preparation
  - Methods for applying products
  - Contact time for product to be effective
  - Expiration dates for products used in cleaning and disinfecting
- Safety Data Sheets can be used to obtain health and safety information.

## **Cleaning Products and Procedures:**

- For cleaning, a detergent/soap and water solution will be used to clean surfaces.
- For disinfecting, an EPA-approved product to use against coronavirus will be used to disinfect surfaces.
- Staff members preparing spray bottles with detergent or disinfectant must wear eye protection and gloves and follow the manufacturer's instructions for that product.
- If the manufacturer recommends dilution: Use the manufacturer's instructions and fill spray bottle with the appropriate amount of water and solution. Fill water first, then solution. A funnel (dedicated to a specific solution) can be used to reduce spills and splashing.
- Disinfectants will be used within the time frame outlined in the manufacturer's instructions.
- Staff will label the bottle with the contents using a permanent marker.
- Manufacturer's instructions and Safety Data Sheets will be provided to all staff carrying out cleaning responsibilities.

**Note: Whenever available, "ready to use" products will be used for cleaning and disinfecting.**

## **Cleaning and Disinfecting:**

### **General Guidelines:**

- Clean and disinfect only when children are not in the vicinity to reduce the risk of their exposure to the cleaning chemicals.
- If surfaces are dirty, they should be cleaned first using soap and water prior to disinfection.
- Use cleaning and disinfecting products in a well-ventilated space.
- High touch areas should be cleaned and disinfected more frequently throughout the day. These include tables, doorknobs, light switches, countertops, door handles, cell phones, keyboards, toilets, sinks, hand sanitizer bottles. See cleaning schedule for specifics.
- Staff will wear appropriate PPE when using cleaning products. Appropriate handwashing procedures will be followed after removing gloves.

### **Non-Porous Surface:**

- Staff will wear eye protection and gloves when cleaning and disinfecting surfaces.
- Clean First: Using a detergent cleaning solution, spray 6 to 8 inches from the non-porous surface and wipe with clean paper towels to reduce dirt and germs on surface.
- Make sure the surface is dry before applying disinfectant.
- Disinfecting: Cover the cleaned area with the disinfecting solution. Follow manufacturer's instructions for applying, length of contact time on surface and rinsing. Special note: If using disinfecting wipes, pay attention to the manufacturer's label for how long the surface must remain wet to be effective.
- After cleaning/disinfecting is complete, remove protective eye wear, remove and dispose of gloves and wash hands for at least 20 seconds with soap and water.

### **Soft or Porous Surface:**

- CDC recommends removing or limiting use of soft and porous materials, such as area rugs, pillows or dramatic play clothing as they are difficult to clean and disinfect.
- Vacuum carpets to remove dirt and clean with a cleaner appropriate for soft porous surfaces.

### **Electronics:**

- When cleaning electronics such as tablets, keyboards, cell phones, walkie talkies, remote controls, wipe off any visible dirt and then use an alcohol-based wipe to disinfect the item.

### **Toys:**

- Minimize the potential for the spread of germs in the program space by removing toys that are not easily cleanable such as pillows, stuffed animals, dramatic play clothes.
- Rotate the toys that are out at any one time so that they can be adequately cleaned and sanitized. Example, have two sets of Magna-Tiles. One can be out for the children to use and the other set can be cleaned and disinfected ready to be rotated back into program use.
- Clean and disinfect toys more frequently, preferably when children are not present.

**Outdoor Spaces:**

- The CDC recommends that outdoor playgrounds require normal routine cleaning but do not require disinfection: “Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.”
- Cleaning and disinfection of wooden surfaces such as play structures, benches, tables is not recommended.

**4K Wrap-School Year Only**

- Rest Items: All rest items brought into program space must be stored in sealed container. On the child’s last day of attendance each week, the rest items need to be sent home to be washed and returned the following week.
- Rest Mats: Rest mats must be sprayed down after each use following the procedures for cleaning and disinfecting soft surfaces.
- Extra Clothes: Must be stored in zip lock bag with child’s name.

## Personal Protection Equipment (PPE) and Cleaning Supplies

**Snapshot: Critical to keeping staff and children safe is the use of personal protection equipment and cleaning supplies throughout the delivery of program, in supporting the health and wellness of campers and in cleaning and disinfecting program supplies and space.**

**During this pandemic, cleaning supplies and personal protection equipment is in high demand and short supply.**

We ask that you do the following things:

- Use supplies as you need them for the safety of our children and staff. No short cuts in keeping people safe.
- Use supplies for their intended purpose and follow manufacturer's safety data sheets.
- Use appropriate gloves and masks for the product you are using.
- Keep all chemicals in a safe place and out of the reach of our children. This includes disinfectant wipes, bleach, hand sanitizer etc.
- Keep supplies in a secured closet or cabinet.

### **Cleaning Supplies:**

- **Soap and Water:**  
Children and staff will wash their hands regularly throughout the day. (See healthy hand hygiene section.) All staff and children will be discouraged from touching their eyes, ears, mouth and face to prevent spreading the disease.
- **Hand Sanitizer:**  
There may be times when soap and water are not immediately available. Hand sanitizing products, with at least 60% alcohol, may be used with staff supervision. Hands should be thoroughly washed with soap and water as soon thereafter as possible. Examples: When children are on the playground, soap and water may not be immediately available so they can use hand sanitizer to clean their hands. Once group goes back inside, children will need to wash hands with soap and water. Keep unsupervised hand sanitizer out of the reach of campers.
- **Disinfectant Wipes:**  
Disinfectant kills nearly all germs on a hard, non-porous surface when applied correctly. In some cases, cleaning a surface must be completed prior to disinfecting. Example: In preparation for snack, the first step is cleaning the table with a soap and water solution and the second step is disinfecting the table with a disinfectant wipe. In addition, disinfectant wipes will also be used to disinfect thermometers after each use.
- **Alcohol Wipes:**  
Alcohol wipes will be used to disinfect program equipment such as laptops and administrative supplies like cell phones and walkie talkies.

If supplies become difficult to find, appropriate cleaning substitutions will be made.

## **Personal Protection Equipment**

- Face Shields-Three available at each site for health supervisor in COVID-19 PPE Kit
- Covered Medical Waste Disposal Bin-One available in camp health center.
- Disposable Safety Gowns-Five available at each site for health supervisor in COVID-19 PPE Kit
- Disposable Surgical Masks-Available for all staff.
- Nitrile Exam Gloves-Available for all staff.
- Non-Contact Thermometers-One per site. For use at camper check in. Prefer more when we get them.
- Contact Digital Thermometer-One per site.

**Please see the attached information from the CDC on the appropriate way to put on and remove personal protective equipment.**

## Site and Facility Considerations

Snapshot: All spaces used by Wisconsin Youth Company should be reviewed for the following criteria prior to children being on site. Site and Facility considerations should be shared with facility that will be providing space prior to securing rental.

### Facility Considerations

Many Wisconsin Youth Company facilities are used by the general public or other individuals. Staff should meet with facility personnel prior to accessing space to determine public use and if the facility will meet required criteria.

### Available Space

Wisconsin Youth Company operates most programs out of school or community center facilities. Facility spaces should meet the following criteria:

- There must be enough space for groups to split into no more than 17 children/1 staff for campers entering grades 3-5 and 12 children/1 staff for campers entering grades K-1.
- If multiple groups are split within the same space, there must be clearly defined divisions between the groups. Children and staff must not intermingle between spaces.
- There must be a room available that can be used to quarantine a child if they develop COVID-19 symptoms.
- There must be severe weather and civil disturbance locations large enough to fit up to 50 children/5 staff. These locations must not be utilized as emergency locations for any other individuals. If possible, each group of students should have their own designated emergency location.
- There must be bathrooms available for Wisconsin Youth Company children and staff that are not accessible by the general public. If possible, each pod should be assigned a bathroom. If this is not possible, bathrooms can be used for up to a group of 50.
- There should be a bathroom designated to staff use.
- Program spaces must have enough space for children to eat lunch and keep adequate distance from one another. Staff should designate off-limit locations and promote social distancing through place cards or other means.
- A cabinet or room location will be designated to keep cleaning supplies secure and out of the reach of children.

### Drop-off/Pick-up Locations

Each program should have a designated drop-off and pick-up location approved by risk management director or program director. Locations should be clearly visible with signage. Drop-off and pick-up should take place outside of the facility if manageable. Alternatively, drop off and pick up could take place indoors near the entrance doors. Entrance doors should remain open during drop-off and pick-up, if possible.

### Access to Program Space for Parents

Parents are only able to access program space in case of emergency. If a parent is required to access the program space, they will be asked to keep their access brief and wear a mask. It is not advised that adults over 60 years of age, are pregnant or have underlying health conditions, including those with compromised immune or respiratory conditions enter the program location at any time.

## **Access to Program Space from Non-Program Participants**

Program space should not be accessed by non-program participants other than individuals that work at the facility and have reason to enter the space (i.e.. Cleaning, sanitization or emergency). If access is needed, it is preferred that facility personnel enter the space outside of program hours. If they must access space during program hours, Wisconsin Youth Company requests that these individuals wear a mask.

## **Emergency Shelter Locations**

On a site-by-site basis, emergency shelters for severe weather and civil disturbance will be designated to allow for some level of physical distancing. If possible, a separate shelter should be designated for each pod.

## **Drinking Fountains**

Drinking fountains in schools, community centers and neighborhood centers will be off limits.

Staff and children are encouraged to bring their own water bottles from home labeled with their name. Water bottles may be filled at a “water bottle filling station” but not at a drinking fountain. Encourage families and staff to clean and sanitize water bottles at the end of each day.

Drinking stations will also be made available with igloo water coolers, disposable cups and garbage cans. Staff and campers will not re-use disposable cups.

## **Air Conditioning**

If available, air conditioning units should be used within each pod room. The floor around air conditioners should be marked with painter’s tape to ensure that children do not get close to them.

## **Signage**

Facilities should be clearly marked with signage indicating COVID-19 procedure reminders. Additionally, directional signage should be used as needed.

## **Outdoor Space**

Children and staff should spend as much time outdoors as possible. Each pod should have a designated outdoor space. This designated space must not be the playground. While outdoors, children and staff should keep distance from one another as much as possible. Only one pod may use the playground at a time.

## **COVID-19: Drop Off and Pick Up Procedures**

Snapshot: In order for programs to reopen as safely as possible, our program has established new practices and guidance for daily drop off and pick up of children. During these periods of time many people come in and out of our building. These procedures will help to ensure the safe delivery of program and adequate social distancing occur to reduce the spread of communicable disease.

### **Parent/Child Entry into Program Locations**

Each program will have a designated area for families to drop off and pick up their children. This space will vary at each location based on the facility and layout. Parents are not permitted to enter the program space, except in case of an emergency. Only one family is permitted within the drop off/pick up space at one time. If waiting behind another family, it's advised that families maintain a 6 ft distance. Spaces will be marked on the walkway for each program to help families maintain appropriate spacing.

### **Child Drop Off Procedures and Wellness Check**

Every Monday, parents will complete an online health screening assessment for their child prior to their arrival at program. Upon arrival to program, children and parents will be greeted by a staff. Staff will use a digital forehead thermometer to take the child's temperature and verify they are not experiencing any symptoms of COVID-19. This will be recorded on a daily screening form. For full day programs, parents are asked to wait for their child to be screened for signs of illness. Once child check in is complete, the program staff will direct the child to their group, either a room or designated space within the program room.

Children who have COVID-19 symptoms, a fever of greater than 100.4° F, cough or sore throat will not be admitted to the program. Wisconsin Youth Company will follow current public health guidelines to determine when it is safe for a child to return to program.

**\*\*Waukesha Region-Every Monday, staff will complete the health screening assessment as children enter program from summer school. Staff will use a digital forehead thermometer to take the child's temperature and verify they are not experiencing any symptom of COVID-19. This will be recorded on a daily screening form.\*\***

### **Child Pick Up Procedures**

During pick up times, parents can opt to call the program phone or send a text to the program cell phone to ensure that their child is ready and reduce contact with others upon pick up each day.

At program sites where there is an out-of-ratio staff available to manage the sign out process, parents can enter the designated area, pick up their child and staff will sign child out of program.

There may be times when staff are not available to manage the sign out process. In these instances, the program site cell phones will have both P1 and P2 phone numbers pre-programmed into the phone. Children may be released to parents when these phone numbers are displayed on the site cell phone. Please remember, children will remain in our sight lines until parent has confirmed that they have the child. Once parent has confirmed they have their child, staff will sign child out of program.

If an unknown number is used to call the program site for a child pick up, staff will check the site registration laptop to confirm the phone number is an authorized pick-up person.

This extended pick up and drop off process will take additional time and we ask for everyone's patience.

## **4K Wrap-School Year Only**

At the end of PM 4K wrap, children will depart in one of the following ways:

- 1- Remain with staff and transition to the after school program
- 2- Take school provided transportation home
- 3- Parent pickup from either car line or parent area outside of the building

## **Adult Visitors**

Only one Parent is permitted per family at drop off and pick up. Adult visitors are advised to use caution at drop off and pick up at the program. It is not advised that adults over 60 years of age, are pregnant or have underlying health conditions, including those with compromised immune or respiratory conditions enter the program location.

Adults who have symptoms of COVID-19 in the past 48 hours, have been in contact with someone with COVID-19 in the last 14 days, or have returned from travel to areas with community spread of COVID-19 as defined by the CDC in the last 14 days may not visit or pick up/drop off a child at the program location. Independent arrival is not permitted for before school or summer programs. Independent departure will be permitted. (See Independent Departure)

## **Upon Entry**

Hand sanitizer will be available for Parents at the designated pick up/drop off area. Parents are encouraged to maintain handwashing hygiene. Program staff will sign the child in and out of the program daily. Upon entry to the program, children will be directed to wash their hands thoroughly for a minimum of 20 seconds.

## **Personal Belongings**

Each child will have their own designated laundry basket, locker or coat hook for storage of personal belongings. Children should only bring essential personal items to program each day and all items must be taken home at the end of the day. Additional items such as toys from home will not be permitted. Personal storage spaces will be disinfected at the end of each program.

## Program Modifications Due to COVID-19

**Snapshot: Using Centers for Disease Control and Prevention and public health recommendations, we will modify program delivery in order to keep children and staff safe and reduce the spread of COVID-19. Staff will assess program risk and implement strategies for maintaining healthy, fun and engaging program operations and environments.**

### General Guidelines for Program Modifications Due to COVID-19:

- Incorporate physical distancing within groups to the extent possible, aiming for a least three to six feet between children and minimizing the amount of time children are in close contact with each other.
- Arrange program space so there is increased distance between identified program areas.
- Minimize the potential for the spread of germs in the program space by removing soft items that are not easily cleanable such as pillows, soft nerf balls, dramatic play dress up clothes etc.
- Limit item sharing.
- Have multiple sets of shared items available for each group so that while one set is being used the other set can be washed and disinfected. Example: Magna-Tiles
- Plan activities that do not require close physical contact between multiple children.

### Arts and Crafts:

To reduce shared arts and crafts supplies, each pod will have their own craft supplies such as markers, glue, scissors etc. These shared items will be cleaned and disinfected daily.

Craft activities can be adapted to reduce the amount of sharing of items when possible. Example: An activity like Perler beads could be adapted by giving each child a bowl of beads with their pattern. These are their beads to use versus sharing a large bin of Perler beads made available to the whole group. Children should be encouraged to wash their hands with soap and water before and after using a shared item like Perler beads.

### Manipulative and Building Areas:

Children will be sharing items such as Magna-Tiles, Zoobs, Legos etc. Remind children to not touch their faces. Children should be encouraged to wash their hands with soap and water or hand sanitizer after using program items. These program items will need to be cleaned and disinfected daily.

### Social/Emotional Sensory Kits:

In the health review process, there may be children that have been identified as needing a "social/emotional kit". Children that need sensory toys on a regular basis, will have their own social/emotional kits with items specific to their needs. A social/emotional sensory kit will also be available at each program for use on an as needed basis. Toys that are easily cleanable are preferred for these kits. Items such as playdoh or kinetic sand are not easily cleanable and should be avoided. If these items are used, staff will label the item with the specific child's name and keep it for their future use. Items used will be cleaned and disinfected at the end of the day. Other sensory toys will be available, as needed, and will be cleaned and disinfected after each use.

**Electronics:**

Each pod may have a designated area for children to use laptops. Laptops will be cleaned with alcohol-based wipes or electronic-approved sprays containing at least 60% alcohol to disinfect in between uses.

**Cooking Projects:**

Projects involving food can be implemented as long as each child has their own individual items to use. For example, if the project is ants on a log, staff should prep bowls for each child with celery, soy butter and raisins. Children and staff should wash hands prior to starting the project and once it is complete. Children should keep their masks on as they create their project and remove their mask when it is time to eat. Students should be spaced out to maintain 3-6 feet between each other.

To reduce the spread of COVID-19, no group cooking projects will be allowed at program. This includes projects where children are adding ingredients or mixing ingredients as a group.

**Outside Time:**

Spend as much time outside as possible! Take activities that are often considered "indoor activities" outside. Have arts and crafts supplies like sidewalk chalk available, take board games outside or set up a quiet area for reading. Plan theme related activities so they can happen outside if possible.

Designate a place outside for each pod to have its own space. An outdoor space for each pod could include a permanent or temporary shelter, picnic table, handwashing/hand sanitizing station, igloo water cooler with disposable cups, rolling cart with program supplies.

**Playgrounds and Outdoor Playing Fields:**

Pods should rotate playground use to ensure that only one pod is on the playground at a time. Please remember to have children and staff wash hands as soon as everyone is inside.

**Gymnasium:**

Offer pods time in the gymnasium in staggered shifts. Play games and plan activities that are not "high contact". Limit the use of shared equipment. Clean and disinfect shared equipment in between uses.

## Food Service Modifications Due to COVID-19

**Snapshot: Staff handling food will practice standard food safety hygiene practices. To reduce the exposure to COVID-19, only individually wrapped, pre-packaged snack items will be served.**

### Snack and Lunch:

- Individually wrapped, pre-packaged items will be served for snack in the morning and afternoon.
- Milk and water will be available at snack and lunch. Disposable cups will be used for beverages.
- Disposable single use items such as spoons, cups, paper plates will be used for snack and lunch food service. Food items should not touch the surface of the table. Please use plates, cups and napkins when serving single serve food items.
- Children and staff will bring their own lunches to summer camp. Lunches must not require refrigeration or microwaving.
- Children and staff may not share food or utensils from their lunches.
- To ensure safety of children with food allergies, Wisconsin Youth Company requests that children and staff bring nut-free lunches.
- Children and staff will eat snack and lunch in their indoor or outdoor assigned space and should sit at least 3-6 feet apart from each other. It is preferred that the same children sit near each other at snack and lunch if possible.

### Procedures for Snack and Lunch Preparation:

- Staff will wash their hands with soap and water before putting on gloves to clean and disinfect tables for meals.
- Staff will wear a cloth face covering/disposable mask and gloves when cleaning and disinfecting the snack/lunch tables. Staff will wear a face covering to complete this task even if a Public Health face covering mandate is not in place.
- Tables where snack will be served will be cleaned and disinfected using a two-step process before and after snack/lunch are served.
  - Step one: Clean with soap/water solution.
  - Step two: Disinfect with Clorox/Disinfectant wipe or bleach/water solution.
- Staff will wash hands with soap and water after removing gloves.
- Children wash their hands before and after meals using soap and water.

### **Removing Face Coverings Prior to Eating**

If Public Health is mandating that face coverings be worn inside, children and staff will be able to remove their face covering while eating. Children and staff should wash hands prior to removing their face covering. When the face covering is being removed, they should only touch the strap(s) to remove the face covering from their face. The face covering should be placed in a plastic sandwich box labelled with individual's first and last name. After eating, children and staff should wash hands and put their face covering back on.

## **COVID-19: Staffing Procedures**

Snapshot: The health, wellness and safety of all employees at Wisconsin Youth Company continues to be of utmost importance to us. Additional precautions will be put in place to reduce the spread of COVID-19. Program staff will be monitored for signs or symptoms of COVID-19 daily.

### **Staff Health Screening**

Every Monday, staff will complete a health screening assessment that will include a temperature check upon arrival to program. Staff will also complete a daily temperature check and verify that they are not experiencing any symptoms of COVID-19. Staff should notify supervisor if they have traveled or been in contact with someone that was showing signs of COVID-19.

Staff are not permitted to work if showing signs of fever (above 100.4), cough, or trouble breathing. If a staff member does show COVID-19 symptoms including fever, cough and shortness of breath, the staff member will contact the camp director and leave program immediately. The camp director will communicate this information to the program director.

### **Staff Schedules-Specific Group Assignment**

Staff will be assigned one group to work with for the duration of their shift. Staff should not engage with children in other groups, unless it is an emergency. Each staff will be given a communication device (2-way radio or cell phone) at the beginning of their shift that can be used to contact other program staff.

Each program staff that is working longer than 6 hours will be relieved for a 30-minute unpaid break during their shift. Breaks should be taken in an area that is not used for program.

### **Absenteeism**

All time-off requests should be submitted in writing through the payroll app. Time-off will be approved on a first-come, first-serve basis and only if a substitute is available. With the goal of consistent staffing to reduce exposure to COVID-19, time off requests should be requested a minimum of two weeks in advance.

When staff miss work due to having symptoms consistent with COVID-19, a fever of higher than 100.4°F, cough or shortness of breath, Wisconsin Youth Company will use current public health guidelines to determine when it is safe for staff to return to work.

## **Additional Positions: Health Supervisor and Cleaning Specialist**

Snapshot: Program site will designate a staff to be the health supervisor at program. This person will oversee the arrival of children and staff and monitor the well-being of all throughout the day. Program site will designate a staff to be the cleaning specialist. This person will be responsible for examining the cleanliness for the entire site throughout the entire day.

### Additional responsibilities of the Health Supervisor:

- Manage inventory of PPE (personal protective equipment) supplies
- Test and clean thermometers prior to the start of program
- Ensure check in/check out process is being followed and proper social distancing is maintained at drop off and pick up
- Take child and staff temperatures upon arrival to program and document on appropriate form
- Assess the symptoms of a sick child and supervise child in “health center” waiting for parent pickup

### Additional responsibilities of the Cleaning Specialist:

- Manage inventory of cleaning supplies. Secure additional supplies as needed
- Ensure cleaning procedures are followed and documentation is complete
- Ensure appropriate cleaning products are being used and follow guidelines of manufacturer.
- The cleaning specialist will follow guides and checklists for the following cleaning procedures:
  - Opening program
  - Closing program
  - Program materials and space
  - Common use area
  - Snack and Lunch