

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 and objects. Cleaning does not 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 surfaces and objects.

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 locked 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 Environmental Protection Agency (EPA) approved product to use against coronavirus will be used to disinfect surfaces.
- Staff members preparing spray bottles with detergent and/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 cloth 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 a 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.

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 on program days when lunch is served. 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. Hand sanitizer will be used if staff handwashing is not possible.
- 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. Hand sanitizer will be used if staff handwashing is not possible.
- Children wash their hands before and after meals using soap and water.

Removing Face Coverings Prior to Eating:

If face coverings are required to 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 pouch labelled with individual's first and last name.
- After eating, children and staff should wash hands and put their face covering back on.
- Plastic pouches should be stored in a place that minimizes the potential for contamination.

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. When facilities allow, spaces will be marked on the walkway for each program to help families maintain appropriate spacing.

Child Drop Off Procedures and Wellness Check

Upon arrival to program, children will be greeted by a staff. 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.

If a child is displaying symptoms of COVID-19, staff will conduct a health screening with that child. Children who have COVID-19 symptoms, a fever of greater than 100.4° F, cough or sore throat will need to be isolated from other children while staff make arrangements with the child's parent for pick up. Wisconsin Youth Company will follow current public health guidelines to determine when it is safe for a child to return to program.

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 process may 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.

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 children 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 in COVID-19 PPE Kit
- Disposable Safety Gowns-Two available in COVID-19 PPE Kit
- Disposable Surgical Masks-Available for all staff.
- Nitrile Exam Gloves-Available for all staff.
- Non-Contact Thermometer-One per site.
- 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 will 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 children entering grades K-5 and 13 children/1 staff for children in 4K.
- 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 space 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 children would 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 group 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 room for children to eat lunch/snack and keep adequate distance from one another. Staff will designate off-limit locations and promote social distance 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 will have a designated drop-off and pick-up location approved by risk management director and 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 encourages 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 group.

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 children will not re-use disposable cups.

Air Conditioning

If available, air conditioning units should be used within each room. The floor around air conditioners should be marked with painter's tape to ensure that children do not go 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 group 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.

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, cloth 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 group 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 group 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 group to have its own space. An outdoor space for each group 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:

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

Gymnasium:

Offer groups 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.

Extra-Curriculars:

Extra-curricular activities such as Girl Scouts, sports practices, Girls on the Run etc. may be offered this school year. Once parents complete the appropriate form, children in our program can be signed out of after school programs to attend these extra-curricular activities. Children will not be signed back into program after attending an extra-curricular in order to reduce the potential exposure to COVID-19.

Guest Presenters and Community Volunteers:

At this time, guest presenters and community volunteers will not be permitted in program to start the school year. However, if schools or neighborhood centers allow guest presenters and volunteers in their buildings, exceptions may be considered with the permission of the Program Director.

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 self-monitor for signs or symptoms of COVID-19 on a daily basis prior to the arrival to program.

Staff Health Screening

Staff will self-monitor their symptoms to verify they are not experiencing any symptoms of COVID-19 prior to arriving at program each day. Staff should notify supervisor if they are experiencing any symptoms of COVID-19. Staff should also 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 program manager and leave program immediately. The program manager 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 limit contact and practice social distancing 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.

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 Responsibilities:

Snapshot: Site Supervisors will oversee the arrival of children and staff each day and monitor the well-being of all individuals throughout program. In addition, the Site Supervisor will be responsible for maintaining oversight of program space cleanliness and ensuring cleaning procedures are being followed.

Additional responsibilities of Site Supervisor:

Health and Wellness:

- Manage inventory of PPE (personal protective equipment) supplies
- Ensure check in/check out process is being followed and proper social distancing is maintained at drop off and pick up
- Assess the symptoms of a sick child and supervise child waiting for parent pickup

Cleaning:

- 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.
- Follow guides and checklists for the following cleaning procedures:
 - Opening program
 - Closing program
 - Program materials and space
 - Common use area
 - Snack and Lunch