



**Empowering youth and their families to be successful at school, at home, and in their communities.**

### Todos Juntos Covid-19 Safety Protocols and Procedures

Procedures if you are ill:

- If you are sick you need to let your manager/supervisor know.
- If you have a temperature of 100 +F &/or a cough you can not work on site or do home visits. Staff must be symptom free 24 hours after fever is gone prior to returning to a work site.
- If you expect that you have been exposed to Covid-19 and choose to not be tested, you will need to self quarantine for 10 days from exposure.
- If you choose to be tested, the quarantine time may be shortened, if you take the test between days 5 and 7 of your quarantine period, AND you are asymptomatic, AND the Covid-19 test comes back negative.
- If you test positive for Covid-19, we must follow the OHA guidelines. You must self quarantine for 10 days from exposure and 24 hours after symptom free before returning to a work site. You may telework from home or use PTO. You are to give Supervisor your tracking logs and they are to report to director.

Precautions :

- <https://www.cdc.gov/niosh/npptl/pdfs/PPE-Sequence-508.pdf> Please read and become familiar with the CDC guidelines for proper use of PPE equipment.
- On work days that you are on-site or do home visits, you must complete the daily health check form. You may scan the QR code attached to go to the form or go to the link.
- [Daily Health Check Form](#)
- Avoid touching your face (eyes, nose, mouth).
- Cover your cough and sneezes with a tissue and throw away, then wash your hands with soap and water for 20 seconds. If no water is available, you must use hand sanitizer that is at least 60% alcohol per CDC guidelines.
- Keep 6 ft apart from others. If working inside per Gov. Brown's mandate you must wear a mask or face covering. Todos Juntos will supply disposable masks to staff or you may choose to wear your own.
- Todos Juntos will update requirements according to State Guidelines as necessary.

Daily logs for Staff:

- Staff that work at a school need to abide by the schools policies for daily health checks.
- Staff running programs that are not associated with a school need to complete the Todos Juntos, [Daily Health Check From](#).

## Home Visits:

- If your position requires home visits meet outside of the persons home, wear a mask, and if you feel more comfortable you may wear gloves. If your service requires you to enter the home, you must wear a mask at all times, provide your client with a mask if they do not have one, carry sanitizer with you and ask all questions prior to entering. Dispose of all PPE into a ziplock bag immediately after exiting home. Do not enter a home that looks unsanitary or you feel unsafe for any reason.
- Use hand sanitizer prior to delivering any supplies and after. When get to a place with water wash with soap and water for 20 seconds.
- Prior to entering a person's place, you need to ask them the Covid-19 health screening questions.
- You must use the Daily Home Visit log and record all places you visit for work. These logs
- Maintain safe social distancing of 6 ft at all times.
- Supply each client with their own pen if a pen is used during your home visits. Make sure all welcome materials and resources are not shared and new per client.

## Programs:

We will be using the Youth Programs [Statewide Reopening Guidance](#)

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All Programs in schools will also use the [Safe Schools Guidance](#).

All Early Childhood Programs will also use the [Childcare and Early Education Guidance](#).

### Covid-19 Program policies and safety procedures:

We will be using the Youth Programs Statewide Reopening Guidance effective Oct. 5, 2020

All Programs in schools will also use the Safe Schools Guidance.

All Early Childhood Programs will also use the Childcare and Early Education Guidance.

We will be using the OHA Guidance for school aged summertime day camps for all Summer programs.

- All students must be pre-registered for any programs. No drop ins.
- Registration forms will include safety protocols for parents.
- Stable groups per staff member will be allowed per the youth program guidance.
- Prior to entering program, staff will meet parents at vehicle or have a designated student drop off site.
- Staff will go over health questions prior to program and allow parents to self report for their child daily. If it is an after school program and the child already was screened they do not need to be rescreen that same day
- After asking questions, staff will use thermal scanner to scan for temperature and check off attendance for parent. **Per update to ELD Guidelines parents can attest to their child's temperature as of January 2021 update.**
- Program staff must keep daily logs for each stable group to include:
  - o Child Name
  - o Drop off/Pick up time
  - o Adult contact

- o Adult who dropped off and picked up
  - o All staff that interacted with stable group.
  - o Log must be maintained for a minimum of 4 weeks after end of programs.
  - o Registration paperwork must contain all student contact information and include staff names.
- Students will be taught how to properly wash hands with soap and water for 20 seconds on first day and will wash hand upon arrival each day of program. They will wash hands before going home as well.
  - Anyone who has entered the facility that is diagnosed with Covid-19, report to and consult with the IPHA.
  - You must report any clusters of illness among students and staff to the IPHA.
  - Programs: All students will have own supplies, all areas and supplies will be sanitized with approved sanitary methods per CDC Guidelines., before and after use daily. Supplies will be kept in Ziploc bags with students name clearly marked.
  - During programming if you are indoors staff must wear masks or face shields at all time. If outside and social distancing can be maintained they may choose to remove mask but must properly use prior to re-entry.
  - Students need to adhere to social distancing the best they can. Young students need to be taught on the first day of program what is expected and include this in the welcoming part of program each day. Staff will go over not touching face, hand washing, social distancing, and all rules.
  - Student pick up: Staff will take student to parent's vehicle, check with list of approved people to pick up child and check off attendance that they are picked up. Log time and name of person picking up. Parents are not allowed to enter building. Older students that do not need parent pick up will be escorted to entrance.
  - If new fever is present they will be sent to designated school area for isolation and parent called, then protocol will be followed.

What if someone gets sick during the program?

- If staff or student develops a new cough (unrelated to existing condition such as asthma, or allergies) fever, shortness of breath, or other symptoms of Covid-19 during the program, isolate them away from others immediately, give them a mask, and send them home as soon as possible.
- While waiting for a sick child to be picked up, a staff member should stay with the child in a room isolated from others. Wear gloves and mask. Remain as far away as safely possible from the child while remaining in same room.
- Contact the principal of the school you are working in and consult with janitorial staff of proper cleaning of area.
- Record when sent home and why on class record log, who was in contact with the ill person.

I, \_\_\_\_\_, have been trained and read the safety protocols, I am clear on expectations while running Todos Juntos programs, and I will abide by the above Safety Protocols.

X

Employee's Signature

X

Date