



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

Communicable Disease Management Plan

Protocols:

- All staff must always wear a mask when with children or families. You must wear a mask if indoors and if you share an office space with others.
- If you are sick you need to let your manager/supervisor know.
- If you have a temperature of 100 +F &/or a cough you cannot 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 are not fully vaccinated, you will need to self-quarantine for 10-14 days from exposure. If you have not developed any symptoms OHA says you may end quarantine after 10 days without testing.
- 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 10-14 days from exposure and 24 hours after symptom free before returning to a work site. You may telework from home if your job allows you to do so or use PTO.
- If you are fully vaccinated and have been exposed, you are not required to quarantine if you have no Covid-19 symptoms. Fully vaccinated staff should monitor for symptoms for 14 days following exposures. If develop symptoms you need to follow the guidance for people with symptoms above.
- Any close contacts who themselves had a previous confirmed case or presumptive case verified by a test and completed their isolation are not required to quarantine if the new exposure happened within 90-days of symptom onset from their original case.
- Your supervisor will review your daily tracking logs and report any close contact personnel to the Director or Shawna Johnson, Early Childhood Director.
- They will gather the necessary forms and report to our Local Health Authority. They will determine who needs to be contract traced or not.

Daily logs:

- On workdays, staff must complete the daily health check form. A calendar reminder with the link has been emailed to all staff, to remind them to complete form everyday at 8am.
- [Daily Health Check Form](#)
- Staff that work at a school need to abide by the schools' policies for daily health checks in addition to Todos Juntos daily health checks.

- Staff must keep accurate attendance records each day of all youth/families that attend programs in person.
 - These records need to include:
 - Youth name
 - Times
 - Name of adult that picks up &/or drops off
 - Emergency contact for youth.
 - Names of all staff that interact with that class during the day.
 - Daily health check for each child noting if passed or failed. If it is an after school program and the child was in school all day, you do not need to ask the health questions since the parent has to do that prior to school each day. You do need to record if the child became ill during your class.
 - All record tracking documents must be kept for two years.

School-based Programs

With the constant changes in guidance and laws we will adhere to the Ready Schools, Safe Learners Resiliency Framework for 2021-2022 School Year.

Masks are mandatory for all children 5 year of age and older. If 5 and below, and are not yet in kindergarten masks are optional.

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.
 - 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.
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- Supervisors will have a designated area set up prior to programs start, that is for sick students.
 - Supervisors will train all staff on protocols for dealing with a child that gets sick during programs.
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- 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, we will provide contract tracing, report to, and consult with the local Health Authority.

- 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.

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.
- If this happens in a school based program, we will adhere to the schools procedures for contacting authorities.

Please sign the attached acknowledgement that you have been trained on the above procedures and will adhere to them to the best of your ability.

I, _____, have been trained and read Todos Juntos's Communicable Disease Management Plan. I am clear on expectations while running Todos Juntos's programs, and I will adhere to the procedures to the best of my ability.

X

Employee's Signature

X

Date

Name of Supervisor