



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

Todos Juntos Covid-19 Safety Protocols

Staff

- If you are sick you need to let your manager/supervisor know.
- If you have a temperature of 100.4F or a cough you can not work on site or do home visits. Staff must be symptom free for 10 days and until 48 hours after fever is gone prior to returning to a work site. If tested for Covid-19 and negative may return 48 hours after symptom free.
- If staff have been or think they have been exposed to Covid-19, staff must self quarantine for 14 days from date of exposure if not tested. We recommend a Covid test, if tested and negative staff may return to work after providing proof of negative test results or 48 hours after symptom free. Staff may telework during self quarantine or use PTO if available.
- <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 take your temperature the night before and before entering site. If you have a temperature of 100.4 F or above, you are not allowed to enter site. You need to record your temperature on a log. Contact your manager by phone to notify them. You must give ample time to allow arrangements for any groups you have.
- 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 other staff at all times. 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.
- No sharing of food during staff meetings is allowed.
- Todos Juntos will update requirements according to State Guidelines as necessary.

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:
 - Have you or anyone in your household been sick in the last two weeks? If so, reschedule or drop items on door step, use teleconferencing when possible.

- Do you or anyone in your house have a temperature of 100.4F?
- Have you been around anyone that has or suspects to have Covid-19?
- 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. Use gloves when putting resources and welcome folders together.
- You must keep a log of all client's visited, with names, people in home, date, and time.
- If any client reports they have or have come in contact with anyone with Covid19 you must report them to your supervisor who will then contact the Local Public Health Authority (LPHA) for guidance.

Programs:

We will be using the OHA Guidance for school aged summertime day camps for all Summer programs. For programs during the school year we will use, for Early Childhood programs, the Early Learning Divisions' Safety Procedures and Guidance for Childcare and Other Early Care and Education Programs operating during Covid-19 guidance. For programs for K-12 we will operate under the guidance of the school districts that we are housed in and the ODE ad ELD.

- All students must be pre-registered for any programs. No drop ins.
- Registration forms will include safety protocols for parents.
- Stable groups of no more than 10 students per staff member will be allowed.
- Prior to entering program, staff will meet parents at vehicle.
- Staff will ask parents the following onboarding questions:
 - Has your child or anyone your child has been in contact with had a fever, cough, chills, muscle pain, loss of smell or taste, sore throat, or difficulty breathing in the last 72 hours? If yes, they can not leave vehicle and need to stay home for 2 weeks and temperature checked daily before returning to program, and be symptom free for 72 hours.
 - Have you or a member of your household been exposed to Covid-19 or believe to have been? If yes, they need to stay home for two week period, and be symptom free for 72 hours.
- After asking questions, staff will use thermal scanner to scan for temperature and check off attendance for parent. Pass or fail will be recorded no temps to maintain privacy.
- Program staff must keep daily logs for each stable group to include:
 - Child Name
 - Drop off/Pick up time
 - Adult contact
 - Adult who dropped off and picked up
 - All staff that interacted with stable group.
 - Log must be maintained for a minimum of 2 years after end of programs.
 - 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 or containers 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.
- Any programming offered in an In-School or After-School setting after students have already been cleared by school protocol will not need to ask onboarding questions. They will be scanned for fever. 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.

References for staff and families:

- Clackamas Public Health Administration Numbers: [Clackamas Health contacts.pdf](#)
- Video on effective handwashing. It is in Spanish with English subtitles also. <https://www.youtube.com/watch?v=2YuDWCX3OkM>
- CDC recommendations to inhibit the spread of COVID 19: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf>
- This is a really nice children's book in Spanish that teaches pre-K and 1-2nd grade children about the Corona virus pandemic. https://pixelatl.com/es-MX/contenidos/FB06E116-D4B8-47DC-A15E-286BDAA71448/Los_dias_en_que_todo_se_detuvo.html
- Handwashing video - 59 seconds https://www.youtube.com/watch?v=nEzJ_QkT14
- The importance of wearing masks in English with Spanish subtitles - 3:47 minutes <https://www.youtube.com/watch?v=uP7dAVB6ceA>

Staff Acknowledgment of Safety Protocols and Rules of Operation during Covid

I, _____, have 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