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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 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:
  - o 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 10 days and temperature checked daily before returning to program, and be symptom free for 24 hours.
  - o 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 10 days, and be symptom free for 24 hours.
- After asking questions, staff will use thermal scanner to scan for temperature and check off attendance for parent.
- 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.



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- 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.
- 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.
  - o 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.
  - o Contact the principal of the school you are working in and consult with janitorial staff of proper cleaning of area.
  - o 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
- CDC recommendations to inhibit the spread of COVID 19:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf>