

Emergency Operations Plan (School Age)

This plan includes strategies to reduce the spread of a wide variety of infectious diseases (COVID-19, influenza, etc.). Guidelines are in conjunction with the CDC and local health agencies. All staff will be trained around safe practices such as cleaning/disinfecting effectively as well as other healthy hygiene practices.

Health and Safety:

- Face Coverings
 - All staff will be required to wear a cloth face covering over their nose and mouth at all times.
 - All adults dropping children off at the program will be required to wear a cloth mask within the program or public spaces where other individuals are present.
 - Children will be required to wear a face covering when social distancing is not possible.
- Screening:
 - Children will be screened daily upon arrival to the Before School program. Staff will self-screen prior to leaving their homes.
 - Anyone with COVID-19 symptoms, reporting close contact with someone suspected or confirmed with COVID-19 or those reporting travel risk factors will not be allowed into the program.
 - Symptomatic individuals will be instructed to contact their health care provider to be tested for COVID-19 and self-isolate at home. They will not be able to return to the program until at least 10 days have passed since symptoms first appeared AND at least 24 hours have passed since recovery and being fever-free without fever reducing medications.
 - Asymptomatic individuals reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should self-quarantine for 14 days from their last exposure or return from travel.
- Healthy hygiene:
 - Staff will encourage children to practice frequent hand hygiene.
 - Children will be required to wash their hands when arriving to the program, before and after snack, after outside time, before and after going to the bathroom, after handling any bodily fluid (sneezing, coughing, etc.) and any other time staff thinks is appropriate.
 - Hand washing stations will be accessible at the program. If soap and water are not available, hand sanitizer with a concentration of at least 60% alcohol will be available.

- Hand sanitizers will be set up at the parent drop off/pick up area as well as throughout the program including outside.
- Staff and children will take everyday safety precautions to prevent the spread of illness such as washing their hands frequently with soap and water, cover coughs and sneezes, etc.
- Signs will be posted in the program regarding healthy hygiene practices to help reduce the spread of germs.
- Cleaning/disinfecting:
 - Staff will routinely clean, sanitize and disinfect frequently touched surfaces and objects including toys and games, door handles, light switches, countertops, etc. Tables will be wiped down before and after each use. Staff will wear gloves when cleaning and will follow the disinfectant manufacturer's instructions.
 - If a child becomes sick at the program, he/she will be isolated from the other children and staff, given a mask to wear, and the parent/legal guardian will be called and asked to pick up immediately.
 - Staff will clean and disinfect all surfaces in the isolated room/area as well as all areas used by the sick child or staff after the sick child/staff has gone home or up to 24 hours if possible.
 - If there is a potential/confirmed case of COVID-19 at the program, the school and the parents will be notified.
 - All cleaning supplies and sanitizers will be kept out of reach of children.
- Social Distancing:
 - Children will be divided into small groups to help stop the spread of germs.
 - Increased outside time.
 - The same group of staff and children will be kept together throughout the day.
 - Different groups may use the same indoor/outdoor space when space is large enough, but groups will be kept separate and not allowed to interact.
 - Children and staff will be reminded to maintain a distance of at least 6 feet from others whenever possible. Posters, signs and markings will be up for reminders as well.
 - Games and activities will be designed to allow for social distancing and child safety.
 - Children will have their own case of art supplies.
 - Each child's backpack will be separated and on a vinyl dot each day.
 - Any used equipment/supplies will be cleaned and disinfected after usage.
 - Food, drink and utensils will not be shared.
 - During breakfast, snack or table activities, children will be spaced 6 feet apart from one another whenever possible.
- Drop off/Pick up:
 - To ensure the health and safety of our children and staff, parents will be asked to remain outside and ring a buzzer for drop off/ pick up procedures.

- For morning programs, a staff member will greet you at the door and screen your child following our screening procedure. Staff will sign your child in and escort them to the program.
- For afternoon programs, a staff member will greet you at the door, check your ID, and then escort your child out to you. We will sign your child out.