



# **SAFE OPERATIONS Camp & Child Care**

**Operations Playbook  
YMCA of Bucks County**



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## Table of Contents

1. Health and Safety Measures
  - a. Health Screening at Entry
  - b. Mask Protocol as per Governor Wolf & PPE Requirements
  - c. Additional Information on Participant PPE Requirements & Daily Temperature & Health Checks
  - d. Cleaning and Disinfecting/Sanitation Procedures
  - e. Hand Washing/Hygiene
  - f. Parent/Guardian Drop-off and Pick-up
  - g. Transportation
  - h. Personal Item Requirements
  - i. Physical and Social Distancing
  - j. Outside Play
  - k. Meals and Snack Time
  - l. Response to Symptoms
  - m. At Entry or During Care
  - n. YMCA Response to Positive Report of COVID-19
  - o. Returning After Suspected COVID-19 Symptoms
  - p. Isolation Area
  
2. Preparing to Reopen
  - a. Staff Training
  - b. Preparing the Facility for Children
  
3. New/Updated Daily Operations
  - a. Group Size and Ratios
  - a. Daily Schedule and Activities

**Purpose/Introduction:** While parents/guardians are at work, they will need safe, high quality care for their children. In offering this vital service to the community, YMCA of Bucks County has adapted a **layers of protection** model to minimize the risks of spreading COVID-19.

YMCA of Bucks County is committed to ensuring the health and safety of our children, families and staff in response to the COVID-19 pandemic. This safe operations playbook outlines the policies and procedures that will be implemented at our camp and child care centers. These standards are based on the current guidelines and recommendations set forth by the CDC (Center for Disease Control), OCDEL (Office of Child Development and Early Learning), DHS (Department of Human Services), Bucks County Health Department and state guidelines. These guidelines are fluid and will continue to adapt to new recommendations. They are subject to change.

## **Let Us Work Together to Protect our Children, Families and Community:**

**We kindly ask all parents/guardians to take your's and your child's temperature every morning prior to coming into care** and please remain home if your child has a fever or is feeling unwell (cough, aches, sore throat, stomachache, etc.); do not send your child into care if he or she has a fever. Families will receive a daily temperature and health check at drop-off, led by Y staff.

Again, if your child is unwell, please remain home. Do not provide your child with fever reducing medication prior to entering into care so as to pass the daily temperature and health check; as this places our program and community at risk, families who complete this practice will be released from the program immediately.

If your child is exposed to someone who has tested positive or is a suspected case of COVID-19 (that could be a family member, friend, neighbor, etc.) do not send your child into care. **\*\*Thank you for notifying your YMCA of Bucks County branch/program immediately to inform us so that we may best protect others and our greater community.**

- **Parents/Guardians: Please be prepared to remain home for 14-days (and symptom free for a minimum of 3-days) from the last point of contact with the individual who tested positive for COVID-19. Refunds/credits will be provided.**

### Also to note:

If your child has obvious symptoms of COVID-19 (fever, cough, shortness of breath) do not bring your child into care.

If your child or a member of your household has a confirmed case of COVID-19, do not bring your child into care.

**Per Bucks County Department of Health:** *Once a Bucks County resident has tested positive, they are interviewed by someone from this department. An isolation letter is sent via email, stating that they are hereby ordered into isolation, and must remain in their home until released by the Department. The family members are to remain quarantined on the property until released by this Department. An isolation and quarantine release letter is sent via email by this Department when it is determined that the isolation or quarantine is completed.*

*YMCA of Bucks County may not allow any person who was in isolation or quarantine to enter camp, child care, or the pool unless they provide the isolation or quarantine release letter from Bucks County Department of Health.*

Credits and/or refunds will be granted for days missed due to COVID-19.

### **Health Screening at Entry**

- It is required that all staff, children and members of the vehicle have their temperature taken upon entry each day using a Hands Free Thermometer. The parent/guardian must be present when taking the temperature of the child.
- Temperature may not exceed 100.4 F. If a temperature reads above 100.4 F, then we will wait 5 minutes and try again. If the temperature again reads above a 100.4 F then staff have a right to decline entry.
- Staff, children or members of the vehicle who respond affirmatively when asked about the following shall not be admitted to the center:
  - Have medications been used to lower the child's temperature?
  - Have you or anyone in your household had a fever in the past 24 hours; temperature over 100.4?
  - Have you or anyone in your household had a cough or shortness of breath that is new or worse than your baseline?
  - Have you or anyone in your household been in contact or cared for a person with a lab confirmed case of COVID-19 in the past 14 days?
  - Have you or anyone in your household experienced a loss of taste/smell?
  - Have you or anyone in your household experienced cold/flu-like symptoms (sore throat, chills, muscle pain, etc.)?
- **YMCA of Bucks County staff reserves the right to decline entry for any child and/or members of the vehicle who looks and/or sounds unwell.**

### **Mask Protocol as per Governor Wolf & PPE Requirements:**

***Inside for children and staff:*** All children and staff are required to wear masks while inside the child care center and/or branch facility. Masks may be taken off while:

- ❖ Eating/Drinking
- ❖ Napping
- ❖ Physical Activity
- ❖ During "10-minute face covering breaks"
- ❖ While masks are off, staff are to guide safe social distancing

***Outside for children:*** Face masks do not need to be worn while outside and when practicing social distancing.

***Outside for staff:*** Staff will remain in masks as they are consistently caring for children who spontaneously play and approach staff at less than six feet of distance. However, staff can take a mask break while outside, IF they can safely keep 6 feet of distance from children and/or fellow staff within their care.

Staff are required to wear additional PPE such as gloves when assisting children with self-care needs (first aid, etc.), cleaning and/or moving items to protect the spread of germs. Staff must wash hands after removal of gloves. Face shields will be provided for any employee checking in children and completing daily temperature and health checks.

### **Additional Information on Participant PPE Requirements & Daily Temperature & Health Checks:**

- All children and members of the vehicle are required to complete a daily temperature and health check. This will occur during our curbside drop-off procedures.
- **Per the CDC**, *“CDC recommends that people, including teachers, staff, and students, wear cloth face coverings in public settings as able when around people who live outside of their household, especially when other social distancing measures are difficult to maintain.”*
- **Per Governor Wolf**, *“Schools may allow students to remove face coverings when students are: eating or drinking when spaced at least 6 feet apart; or when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or at least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.”*
- All families are required to pack a mask for their child for staff to apply if/when needed. For children who do not have a mask with them, the Y has masks in stock.
- YMCA of Bucks County staff will design activities that promote social distancing, but when this is difficult, Y staff will ask children to apply their masks.
- When children are less than 6 feet apart while entering or exiting the facility or while transitioning to/from other activities, Y staff will ask children to apply their masks.
- When children are receiving one-on-one service or support, Y staff will ask children to apply their masks.
- YMCA of Bucks County respects all families and their individual health choices during COVID-19. We will support all families who want their child to wear a mask throughout the day and Y staff will support the child in the practice of wearing the mask.
  - Our programs and curriculum will continue to be based upon YMCA core values of caring, honesty, respect and responsibility. Kindness and inclusion will also be a significant theme in our return to care.

## **Cleaning and Disinfecting/Sanitation Procedures**

- YMCA of Bucks County will ensure increased disinfection/sanitation of high volume surfaces such as doorknobs, tables and bathrooms. Toys or materials that are difficult to sanitize such as stuffed animals have been removed from the program. There will be no clutter or anything of abundance.
- Toys should be cleaned daily, if used (weekly if unused), in soap and water and then disinfected/sanitized.
- Hospital grade EPA approved disinfecting solution or an equivalent such as bleach/water solution will be used to sanitize equipment and surfaces. Staff will be required to sanitize areas before and after use including classroom equipment and furniture, as well as outdoor playground equipment.
  - If used, bleach spray bottles will be emptied and left open to air out near the sink areas in preparation for the next morning's mixing of a fresh bleach solution.
- If groups of children are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering the area.
- All facilities and child care centers will be stocked with cleaning supplies and equipment that will be easily accessible in classrooms and other areas of the center. Supplies include but are not limited to gloves, paper towels, soap and water solution, and hospital grade disinfectant or bleach and water solution.
- Effective preparation and use of disinfectants is necessary to properly disinfect/sanitize materials and surfaces. If using a bleach dilution, NEW bleach solution MUST be prepared every morning prior to the welcoming of children into classrooms. Spray bottles should be clearly labeled with the mix instructions if not already done so.
  - The proper mix of bleach and water is: 5 tablespoons (1/3 cup) bleach per gallon of water or 4 teaspoons bleach per quart of water
- Hospital grade EPA approved disinfectants that are approved for use by YMCA of Bucks County will also be available. Staff must follow the directions on the label for correct dilution and use.
- All materials and surfaces must be cleaned with soap and water prior to the application of the disinfecting solution. Disinfecting solutions must sit on materials per application instructions prior to wiping. This instruction should be included on the spray bottle as well.
- Throughout the day, and following every use, tables and materials should be cleaned with soap and water, then disinfected/sanitized. All wiping should be done with disposable paper towels and gloves. Both should be disposed of after each use.
- At the end of each day, all surfaces and materials should be cleaned and disinfected/sanitized one last time. Items should be taken off the floor and stored on tables for optimal night-time floor cleaning.

- After each day of care provided, a professional cleaning company will clean and disinfect/sanitize the rooms that were used to minimize the risk of spread and use an electrostatic sanitizing machine as directed.

### **Hand Washing & Hygiene**

- YMCA of Bucks County will provide adequate supplies for good hygiene including clean and functional handwashing stations, soap, paper towels, minimum 60% alcohol-based hand sanitizers, and lined trash cans.
- Children and staff are to avoid touching their eyes, nose or mouth as much as possible especially with unwashed hands.
- YMCA of Bucks County will ensure frequent hand washing with warm soap and water for 20 seconds and address during the following times: During sign in/out, before/after an activity, before/after meal/snack, before/after outside time and after using the bathroom.
- If soap and warm water are not available, staff will assist a child in applying an alcohol based hand sanitizer with a minimum 60% alcohol. Hand sanitizer will not be left in reach of children.
- Staff supervision will be provided to children to ensure they are practicing effective handwashing.
- When possible, children and staff should cover coughs or sneezes with a tissue, then throw the tissue in the trash. Children and/or staff should wash their hands with soap and water for at least 20 seconds after blowing their nose, coughing or sneezing. If soap and water are not available, use a hand sanitizer that contains a minimum 60% alcohol.

### **Parent/Guardian Drop-off and Pick-up**

- All drop-off and pick-up will be curbside only.
- All campsites and child care centers will have drop-off and pick-up hours. If a parent/guardian will be arriving outside of the designated hours, they will need to contact the center via phone and wait for a health and safety champion to come outside and complete the required health screening.
- Parents/guardians will follow cones and signage to a designated drop-off location **where they will remain in their vehicle**. The same process will be followed for pick-up.
- Parents/guardians of INFANT participants in childcare only, will park their vehicle and bring the child and their belongings to a designated area in the lobby for drop-off. **All parents/guardians will be required to wear a mask and use hand sanitizer before entering the facility.**
- To prevent commingling, we strongly encourage the same parent/guardian to complete drop-off and pick-up.
- Parents/guardians will be asked for an estimated pick-up time for that day, and that should be noted for a planned and uneventful pickup without the parent/guardian entering the building (excluding infants). For infants: staff will record when the child last ate and how much (to allow for staff to plan the child's schedule for the day)

- **All parents/guardians will receive a detailed summary of drop off and pick up guidelines, including timing and procedures prior to beginning care**
- Upon completion of the screening with success, the child will be checked in and escorted to their camp group or classroom by staff.

### **Transportation**

- Limit students on school buses and vans to two students to a seat with the understanding that all individuals must wear face coverings while on the bus. Additional masks will be available for any student who forgets to bring one with them.
- Children from the same family should sit together but if not possible, implement a buddy system with whom the child should always sit with.
- Students should sit in the same seat every day.
- Increase ventilation on vehicles by opening windows pending weather.
- After each run, busses are to be cleaned and disinfected/sanitized.

### **Personal Item Requirements**

- No toys or stuffed animals from home will be permitted.
- For child care:
  - Nap blankets MUST be taken home every Friday and washed. They will be stored in the classroom during the week in a manner that will not contaminate other surfaces/materials.
  - If nap blankets are unable to be taken home, it will be put in a large plastic bag and labeled with the description and child's last name.
  - All lunches are to be packed in disposable wrap, in disposable bags and with disposable utensils.
- For camp, please pack lunch in a disposable bag with disposable utensils, placed in a washable cooler with an ice pack to keep cool. Cloth coolers are not recommended.

### **Physical & Social Distancing**

Though complete physical distancing is difficult to achieve in a camp and child care environment, YMCA of Bucks County is committed to implementing protocols strategies to minimize chances of COVID-19 transmission. These will include, but are not limited to the following:

- Non-essential visitors will not be permitted.
- Throughout the day, groups or "huddles" are not to exceed 25 individuals and the ratio will be 1 adult:9 children.
- Groups or "huddles" will maintain the same to prevent commingling to help reduce the risk of any potential exposures.
- Social distancing between groups will be maintained by a minimum of 6 feet by utilizing large rooms such as a gymnasium.
  - Large rooms can be divided into two using a clear barrier such as cones, chairs or tables to ensure a minimum of 6 feet between groups

- Games and activities that require close physical contact will be avoided.
  - Teachers and counselors will create activities that encourage social distancing whenever possible and when this is not possible staff reserve the right to ask children to wear masks.
- Children will only be permitted to share sports equipment, items or toys that can be cleaned and disinfected/sanitized. If items are shared, staff will remind children not to touch their face and wash their hands with warm soap and water for 20 seconds after use. If soap and water are not available, they will use a hand sanitizer that contains a minimum of 60% alcohol.
- Rainy day policies are designed specifically to promote social distancing between groups
  - YMCA of Bucks County has made a significant capital investment in the purchase of tents; children will remain outside and socially distanced underneath the tents as long as the inclement weather DOES NOT include thunder and/or lightening.
  - In times of thunder and/or lightning, all children will immediately move inside and masks will be applied. YMCA of Bucks County will provide masks to any child who does not have a mask.
  - While inside, children will remain within their groups, not to exceed 10, and spread out amongst our gymnasium, studios and empty classrooms.
  - YMCA of Bucks County has also purchased the necessary materials for children to remain safely engaged while waiting out the storm, including individual art packages, etc.
- Large group activities such as field trips have been removed from the curriculum
- Children will be given assigned seating by labeling tables and chairs.
- Each child will have their own set of art supplies such as crayons, markers, glue, etc.
- For child care:
  - Nap mats will be placed at least 6+ feet apart and children will be placed head to toe.
  - Each child will receive a bag of books for the week that will be rotated out of use each week and replaced with books that haven't been used in the past week.

## **Outside Play**

- Outdoor play will be offered in staggered shifts and will allow for time in between groups to clean and disinfect/sanitize.
- If multiple groups are outside at the same time, they will have a minimum of six feet of open space between outdoor play areas or visit these areas in shifts so that they are not congregating.
- Children and staff must always wash hands with soap and water for 20 seconds before and after outdoor play time. If soap and water are not available, they are to use an alcohol based hand sanitizer with a minimum 60% alcohol.

## Meals and Snack Time

- Follow existing food safety practices as required by DHS found in PA Code Title 55 Chapter 3270, codes 161-166.
- Meals and snacks will be provided within the “family groups” to avoid congregating in large groups or outside where they can be physically distant; groups at a minimum 6ft. apart.
- When eating in shifts, staff will stagger meal times and arrange tables to ensure that there is at least six feet of space between groups.
- Family style meals are prohibited.
- For child care, all lunches should be packed in disposable wrap, in disposable bags and with disposable utensils.
- For camp, please pack lunch in a disposable bag with disposable utensils, placed in a washable cooler with an ice pack to keep cool. Cloth coolers are not recommended.
- All staff and children are required to wash their hands with warm water and soap for 20 seconds before and after meal/snack time. If soap and water are not available, they are to use an alcohol based hand sanitizer with a minimum 60% alcohol.
- Staff are required to clean and disinfect/sanitize tables and chairs after each group.

## Response to Symptoms of COVID-19:

- If your child is exposed to someone who has tested positive or is a suspected case of COVID-19 (that could be a family member, friend, neighbor, etc.) do not send your child into care.
- If your child has obvious symptoms of COVID-19, do not bring your child into care.
- If your child has a confirmed case of COVID-19, do not bring your child into care.
- If a child is sent home sick, the Bucks County Department of Health (BCDH) must be notified if COVID-19 is suspected.
- If a member of the household is known to have COVID-19 or anyone who is positive for COVID-19, a letter from the Bucks County Department of Health stating that they are released from isolation or quarantine is required prior to attending care.
  - **Parents/Guardians: Please be prepared to remain home for 14-days (and symptom free for a minimum of 3-days) from the last point of contact with the individual who tested positive for COVID-19. Refunds/credits will be provided.**

- **Per Bucks County Department of Health:** *Once a Bucks County resident has tested positive, they are interviewed by someone from this department. An isolation letter is sent via email, stating that they are hereby ordered into isolation, and must remain in their home until released by the Department. The family members are to remain quarantined on the property until released by this Department. An isolation and quarantine release letter is sent via email by this Department when it is determined that the isolation or quarantine is completed.*
- *YMCA of Bucks County may not allow any person who was in isolation or quarantine to enter camp, child care, or the pool unless they provide the isolation or quarantine release letter from Bucks County Department of Health.*
- Credits and/or refunds will be granted for days missed due to COVID-19.

#### **At entry or during care:**

- For the health and safety of all, any staff or child showing a fever of over 100.4 F or higher will not gain access into the program. If a fever develops during care, the staff or child will be excluded from participating in the program and the parent/guardian will be asked to immediately pick up their child.
- Additional symptoms that will prompt exclusion from the program include persistent cough and/or shortness of breath.
- If a member of the household is known to have COVID-19 we ask that those children not attend care for the 14 days after the last day they were in close contact with the sick person.
- If symptoms arrive after the child checks into the program, staff will immediately separate the child from those that are well and arrange for him/her to be picked up immediately. The child will be masked and isolated and a trained medical staff will stay with the child. **Note: Failure to answer a call from the Y and/or pick-up of the child immediately, will result in a warning (first incident of sudden illness) followed by termination from the program (second incident of sudden illness). Please ensure the Y has the most accurate parent/guardian contact (immediate contact) and/or emergency contact information (second contact).**
- While home, if symptoms persist or worsen, families should call their health care provider for further guidance.
- Please refer to our current camp and child care handbook for information regarding all illnesses and care.

## **YMCA Response to Positive Report of COVID-19**

When Y staff discover that an individual child/employee has contracted COVID-19, and has been in any of our facilities/program in the past 14 days, the following steps will occur:

1. Y staff and families will immediately report suspected and/or confirmed cases to the COVID Coordinator immediately: Janet Felder, VP of Human Resources: [jfelder@ymcabucks.org](mailto:jfelder@ymcabucks.org) and/or the program director.
2. **The YMCA will immediately contact Bucks County Department of Health** to provide them with the information of the individual along with any other applicable information.
3. The YMCA will receive instructions from Bucks County Department of Health which may include leading an interview with the individual/s to determine the days they were in the facility/program, including times, areas, etc. Upon discovery of all individuals involved, see #1.
4. The area of the facility in which the individual was present will go into an immediate shutdown. If it is determined the individual truly remained in one area, that area will be immediately cleaned, disinfected and sanitized before reopening (a minimum of 24 hours prior to reopening); if possible, outside air will also be applied.
5. Pending the example, there may be times a member, employee, or participant will "touch" multiple parts of a facility; when this occurs, for this, we are recommending an entire facility closure for the above 24-hour period and a notification to our members/staff without sharing the identity of the individual.
6. Those participating within the same group and/or area of the person who contracted COVID-19 can return to the Y under what Bucks County Health Department refers to as a "modified quarantine." This means for a minimum of 14 days, the impacted group continues the daily temperature and health check and is closely monitored for symptoms, adheres to no commingling, and immediately communicates any related symptoms to the COVID Coordinator.
  - a. The Y will provide a credit and/or refund to any family who has been impacted by COVID-19 whether within or outside of our program.
7. **Per Bucks County Department of Health:** *Once a Bucks County resident has tested positive, they are interviewed by someone from this department. An isolation letter is sent via email, stating that they are hereby ordered into isolation, and must remain in their home until released by the Department. The family members are to remain quarantined on the property until released by this Department. An isolation and quarantine release letter is sent via email by this Department when it is determined that the isolation or quarantine is*

*completed. YMCA of Bucks County may not allow any person who was in isolation or quarantine to enter camp, child care, or the pool unless they provide the isolation or quarantine release letter from Bucks County Department of Health.*

8. Furthermore: **We will always comply with local health officials. Families will receive an isolation release letter from the Bucks County Health Department which allows them back to care.**

**Please note our universal health procedures established prior to COVID-19 and as per DHS.**

**A child may be sent home or may not be admitted into care at the center for the following situations:**

- Minimum temperature of 100.4 degrees. Note: Children need to be fever free (without fever reducing medication) for 24 hours prior to returning to care.
- A behavior change making the child unable to participate; for example sluggish, sleepy and/or inconsolable.
- If stool is not contained in the diaper.
- Exceeds 2 or more loose stools; or stools are abnormal for that child.
- Vomiting 2 or more times while at school. May return 24 hours after vomiting has stopped.
- Bronchitis, which is an upper respiratory infection with severe coughing and mucous. May return as per direction of doctor's note.
- Severe cold with fever, coughing, sneezing, and nose drainage. May return when symptoms are gone or with the direction of a doctor's note.
- Whooping Cough. May return as per direction of doctor's note.
- Rashes that have oozing/open wound. May return after the rash has disappeared or as per direction of doctor's note.
- Impetigo. May not return until treated and as per direction of doctor's note.
- Scabies. May not return until treated and as per direction of doctor's note.
- Ringworm. Red circular patches on skin and heads. Must consult a physician and may not return for 24 hours and as per direction of doctor's note.
- Chicken Pox. May not return until pox have healed and as per direction of doctor's note.
- Measles. May not return for at least five school days, rash has disappeared, and with direction of doctor's note.
- Mumps. May return after fever and swelling are gone and with the direction of a doctor's note.
- Head lice. May return once the child has been treated. Staff will check the child before readmitting.
- Children receiving antibiotics may return after 24 hours of medication or at the direction of a doctor's note.

### **Isolation Area**

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- A designated isolation area will be used for children who develop symptoms during the day and are waiting to be picked up by a parent/guardian.
- The isolation area will be away from other children. Children should be kept comfortable while staff remain physically distant.
- The child will be masked and a trained medical staff will stay with the child until they are picked up by a parent/guardian.
- Staff monitoring this area when a child is sick, will be required to wear appropriate PPE including mask, gloves, face shield and protective gown.
- The isolation area will be cleaned and disinfected/sanitized after the child leaves the facility or child care center.

**The Department of Human Services requires whenever there is an illness that is infectious or contagious that we notify all the families.**

Certain diseases are reportable to the Board of Health and may result in your child not being able to attend child care until cleared by a physician.

## **Preparing to Reopen**

### **Staff Training**

- All staff are to complete the "Welcome Back" return to work packet which includes offer letter/recall to work, schedule, job description addendum (includes health and safety protocol per department), policy revisions, common FAQ and disclosure statement which requires staff signature.
- Prior to a shift, staff will be required to attend a mandatory, virtual departmental training; dates will be provided in the staff recall letter.
- Trainings will include but are not limited to: personal protective equipment (PPE), new protocols for disinfection/sanitation, policy revisions and updated guidelines due to COVID-19.

### **Preparing the Facility for Children**

- Staff should approach the return of children to camp and childcare in the same mindset as we would plan the first day. Children will take time to adapt back into the setting and adjust to the changes made to the environment. Schedules and routines will be vital from day one. However, staff should be prepared to be flexible as per their social emotional and intellectual needs.
- All facilities need to consider which rooms will be used, based on projected enrollment, space and furnishing needs.
- Classroom arrangements will be revised to accommodate changes in maximum group size and to allow for physical distancing. There should be enough tables and chairs to permit adequate spacing at play time.
- If/when children are inside, rooms will be ventilated with fans or by opening

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windows.

- Toys or materials that are difficult to sanitize such as stuffed animals are being temporarily removed from the program. There will not be clutter or anything of abundance. All toys, manipulatives and craft supplies should be wiped down immediately.
- Each child will have their own set of art supplies such as crayons, markers, glue, etc.
- Each child will receive a bag of books for the week that will be rotated out of use each week and replaced with books that haven't been used in the past week
- All classrooms should employ the use of a "Dirty Toy Bin" for frequent cleaning and disinfecting/sanitizing throughout the day.
- The daily schedule including curriculum, meals and naps will be re-designed to accommodate time for hand-washing, cleaning and disinfection/sanitizing of surfaces and materials, as well as to help the children learn and adjust to physical distancing in the classroom.
- A drop-off/pick-up area will be designated and staff will be equipped with appropriate PPE and a Hands Free Thermometer
- A designated isolation area for sick children will be identified and equipped with the appropriate PPE.

Virtual information sessions may be provided to present appropriate information and address any questions. Facility tours will occur virtually over the summer. For any reason a new family must visit the center prior to the first day of care, the family must wear masks, and complete a temperature and health check prior to entry, and wash hands upon entry.

## **New/Updated Daily Operations**

### **Group Sizes and Ratios**

- Groups or "huddles" are not to exceed 25; 1 lead counselor/teacher & 2 support counselor/teacher
- Groups or "huddles" are not to commingle with others

### **Daily Schedule and Activities**

- Children and staff will remain physically distant whenever possible.
- Classrooms, activities and sharing of materials will remain limited when possible.
- Play areas will be established for one-at-a-time use or table activities enabling three to six feet of space between children individually working with materials.
- Each child will have their own set of art supplies such as crayons, markers, glue, etc.
- Each child will receive a bag of books for the week that will be rotated out of use each week and replaced with books that haven't been used in the past

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week

- Shared materials will be avoided wherever and whenever possible. Materials that are shared will be cleaned and disinfected/sanitized between uses.
  
- Toys or materials that are difficult to sanitize such as stuffed animals are being temporarily removed from the program. There will not be clutter or anything of abundance. All toys, manipulatives and craft supplies will be wiped down immediately.
- Groups will be assembled by age and not mix throughout the day. We will strive to keep siblings together. Groups will move individually through the building best they can for restroom trips and outside time.
- Outside Time
  - The playground should be used by one group at a time and must be disinfected/sanitized in between groups. If more than one group is using the playground they will be separated by at least six feet with a physical barrier.
  
- Naptime
  - Cribs and nap mats will be placed at least 6+ feet apart and children will be placed head to toe.
  - Nap blankets MUST be taken home every Friday and washed. They will be stored in the classroom during the week in a manner that will not contaminate other surfaces/materials.
  - If nap blankets are unable to be taken home, it will be put in a large plastic bag and labeled with the description and child's last name.
- Meals and Snacks
  - During meal and snack times, prior-existing food handling requirements are in play in accordance to childcare licensing requirements, including the use of gloves and/or utensils ALWAYS when handling children's food.
  - For child care, all lunches should be packed in disposable wrap, in disposable bags and with disposable utensils.
  - For camp, please pack lunch in a disposable bag with disposable utensils, placed in a washable cooler with an ice pack to keep cool. Cloth coolers are not recommended.
  - All staff and children are required to wash their hands with warm water and soap for 20 seconds before and after meal/snack time.
  - Staff must clean and disinfect/sanitize tables and chairs after each group.
  - Family style meals are prohibited.
  - Staff changing diapers should not prepare lunch.
  - Staff will not eat with children.
  - Staff will stagger meal times and arrange tables to ensure that there is at least six feet of space between groups.
- Child Comforting: Throughout the day, especially for infants, waddlers and toddlers, physical comfort will need to be provided. Gloves and masks will be worn whenever staff physically encounter children within six feet.

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- Restroom Use: Toilets and faucets require increased cleaning and disinfection/sanitation between use.