

# Tri Valley YMCA Playground

## Health and Safety Plan

### **Background**

This plan is designed to help the YMCA program area staff employ a thoughtful approach to offering an inclusive, playground experience in a way that ensures the health and safety of staff and participants and their families.

This plan is designed using guidance from the Office of Child Development and Early Learning (OCDEL), CDC, Department of Health and Caring for Children as defined in OCDEL Announcement C-20-06 Revised 7-8-2020.

### **PURPOSE:**

To provide YMCA facilities with a plan for operating a playground program during the Novel Coronavirus (COVID-19) pandemic. This guidance covers policies and procedures providers should implement during the COVID-19 pandemic. It also provides a plan on how to handle a positive COVID-19 case or exposure to a positive COVID-19 case in YMCA facilities.

### **Topics addressed in this plan include:**

1. Transmission and Symptoms of COVID-19
2. Practices, Policies, and Procedures for Consideration
3. Social Distancing in the Child Care Setting
4. Face Masks
5. Confirmed positive COVID-19 Cases and Exposure to COVID-19
6. Reporting
7. Additional Resources
8. Contact Information

## **TRANSMISSION AND SYMPTOMS OF COVID-19:**

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, prevention practices and environmental cleaning and disinfection are important principles that are covered below.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

# PRACTICES, POLICIES, AND PROCEDURES:

## Staff Training:

- All staff will be trained internally by the YMCA of Reading and Berks County's Management Team. Staff will be trained on the following topics during staff in-service days prior to providing care:
  - Pick up and Drop off policies
  - Cleaning Procedures
  - Social Distancing and Safety Protocols while providing care during Covid-19
  - Direct and Indirect Exposure to Covid-19
  - Mandated Reporting Training/Stewards of Children
  - First Aid/CPR/AED
  - Fire Safety
  - Minimum of 6 hours of required DHS training
  - Exposure Control/Blood-borne Pathogens

## Child Drop-off/Arrival Procedures:

This pandemic has changed the way we look at education and our daily practices and procedures in a group setting. Changes in Procedures and Practices have been developed to support the health and safety of children, families and our staff and to do all we can to remain open for families. The changes are meant to ward off Coronavirus and they are based on thorough research and guidance being recommended by experts such as the CDC.

## Drop Off and Pick Up Procedure and Child(ren)/Family Daily Health Screenings:

*In order to reduce direct contact and limit the risk for coronavirus transmission, the YMCA is restricting access to its facility. Accordingly, each location will designate a drop off and pick up area.*

- Families will be greeted at this pick up area by a staff member.
- Families will be required to wear masks when interacting with Staff during drop off and pick up, and will be asked to sanitize their hands upon arrival with provided hand sanitizer, located at the entryway.
- Daily Health Check Questionnaire:
  - Each morning participants will be greeted in the designated drop off area by a staff member to complete Daily Health Check Questionnaire (Appendix B) and temperature check.
  - Staff will ask students each question on the Health Check Questionnaire.
  - Staff Member will take the participant's temperature.
  - If a participant answers 'yes' to any of the questions in the Questionnaire or if either participant or sibling fails the temperature check (greater than 100.4 degrees F), the participant (and siblings) may not enter the program.
  - If there are no issues with the Health Check Questionnaire or temperature check, the Staff Member will:
    - Escort the participant along with his/her belongings into the program.
    - Take the participant to the nearest hand sanitizing location.
    - Direct/assist participant in cleaning their hands.
    - Store belongings in participant's appropriate location assigned location.
- All program areas will be sanitized before, during, and after use utilizing CDC recommended bleach/disinfection solution.

## Staff Policies for Entry to Work:

Our employees have chosen to work at the YMCA of Reading and Berks County and are responsible for avoiding exposure to the COVID-19 virus to the greatest extent possible. They are not only responsible for their own health, but the health of the children and families they care for, and the community in which they live. They are responsible for exercising proper hand washing and exposure precautions along with social distancing with every activity they partake in (grocery shopping, getting gas, going to the post office, etc.) We ask all employees

to be mindful of how their actions can affect the health of all within our programs.

- Daily prior to beginning work at our program, the Program Director will ask each staff to answer the following Daily Health Check Questionnaire (Appendix A) and will take each staff member's temperature.
- If the Center Director is not available for daily health screenings, a Program Director, Branch Executive, or Senior Staff Member will assume health screening responsibilities.
- Staff who answer no to all questions and successfully pass the temperature check may report to work as usual.
- Staff that either answer 'yes' to any question or fail the temperature check may not enter the program.
- Staff that may not enter the program shall keep in touch with the Director to share their health status and to determine appropriate time for returning to work.
- Staff will be asked to wash their hands upon their arrival to the program and throughout their shift.

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it's important that everyone practices healthy hygiene behaviors.

Staff members or teachers age 65 or older, or with serious underlying health conditions, are encouraged to talk to their healthcare provider to assess their risk and to determine if they should stay home.

Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have more severe illness. **If a child in care has underlying health conditions, a special care plan may be required from a physician. The YMCA will follow children's care plans for underlying health conditions such as an asthma action plan.**

THE YMCA plans to cover programs in the event of increased staff absences, utilizing substitutes and management staff.

#### **Additional Screening Procedures**

If a child or employee falls ill during the program, the YMCA will:

- Immediately isolate a student or staff member that develops fever, chills, shortness of breath, new cough, new loss of taste or smell, or other symptoms, and send them home as soon as possible.
- While waiting for a sick child to be picked up, a YMCA employee will stay with the child in a place isolated from others. If the child has symptoms of COVID-19, the YMCA employee will remain as far away as safely possible from the child (preferably 6 feet) while maintaining supervision. The YMCA employee will wear a cloth face covering.

*Persons who have a fever of at least **100.4 degrees Fahrenheit** or other signs of illness will not be admitted to the facility. The YMCA will encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.*

#### **Routine Disinfecting/Sanitization Procedures**

The YMCA will post signs in highly visible locations if possible (e.g., facility doors, lobby, restrooms) that promote everyday protective measures and describe how to stop the spread of COVID-19 such as by properly washing hands and properly wearing a cloth face covering. Signage for hand-washing and signage for face coverings will be supplied by the YMCA.

Caring for Our Children (CFOC) provides national standards for cleaning, sanitizing and disinfection of educational facilities for children, which the YMCA has adopted. Toys that can be put in the mouth will be

cleaned and sanitized. Other hard surfaces, doorknobs, and floors will be disinfected.

**Intensify cleaning and disinfection efforts:**

- The YMCA will develop a schedule for cleaning and disinfecting. See Appendix C.
- The YMCA will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, sink handles, countertops, chairs, and baskets using the appropriate bleach solution.
- The YMCA will use all cleaning products according to the directions on the label. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- All cleaning materials will be kept secure and out of reach of children.
- Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

**Clean and Sanitize Toys and Equipment:**

- Toys that cannot be cleaned and sanitized will not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a staff member wearing gloves--clean with water and bleach, rinse thoroughly, sanitize with an EPA-registered disinfectant, rinse thoroughly again, and air-dry.
- Toys that need cleaning will be set aside and placed in a dish pan with soapy water or put in a separate container marked for "soiled toys." Dish pan and water will be kept out of reach from children. Washing with soapy water is our ideal method for cleaning. Enough toys and materials will be available so that the items can be rotated through cleanings.

**How to clean and disinfect**

*The following information will be provided to our staff members regarding cleaning:*

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on level of use.
- High touch surfaces include:
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- Recommend use of water and bleach.  
Follow the instructions on the label to ensure safe and effective use of the product.  
Many products recommend:
  - Keeping surface wet for a period of time.
  - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Always read and follow the directions on the label to ensure safe and effective use.
  - Wear skin protection for potential splash hazards
  - Ensure adequate ventilation
  - Use no more than the amount recommended on the label
  - Use water at room temperature for dilution (unless stated otherwise on the label)
  - Avoid mixing chemical products
  - Label diluted cleaning solutions

- Store and use chemicals out of the reach of children
- You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm.
- Diluted household bleach solutions will be used on all surfaces.
  - Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
  - Unexpired household bleach will be effective against coronaviruses when properly diluted. Follow manufacturer’s instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
  - Bleach Formulas

**SANITIZING SOLUTION**

- 2 tsp. (Clorox Bleach) to 1 gallon water
- WASH AND RINSE IF SOILED, SPRAY SOLUTION - ALLOW TO SIT FOR 2 MINUTES
- RINSE WELL and AIR DRY
- **SOLUTION MUST SIT FOR 2 MINUTES**

**DISINFECTING SOLUTION**

- ½ Cup (Clorox Bleach) to 1 gallon water
- PREWASH IF SOILED, SPRAY SOLUTION - ALLOW TO SIT ATLEAST 5 MINUTES
- RINSE WELL and AIR DRY
- **SOLUTION MUST SIT FOR ATLEAST 5 MINUTES**

- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.
- For soft surfaces such as carpeted floor, rugs, and drapes
  - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
  - Launder items (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
- OR
- Disinfect with a bleach and water solution.
- Vacuum as usual.
- For electronics, such as tablets, touch screens, keyboards, and remote controls
  - Consider putting a wipe able cover on electronics.
  - Follow manufacturer’s instruction for cleaning and disinfecting.
    - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.
- Wear disposable gloves for all tasks in the cleaning process, including handling trash.
- Wash your hands often with soap and water for 20 seconds.
- Wear PPE at all times.
- Always read and follow the directions on the label to ensure safe and effective use.
- Additional key times to wash hands include:
  - After blowing one’s nose, coughing, or sneezing.
  - After using the restroom.
  - Before eating or preparing food.
  - Before and after providing routine care for another person who needs assistance (e.g., a child).
- Outdoor areas, like playgrounds and parks generally require normal routine cleaning, but do not require disinfection.
  - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.

- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcover (mulch, sand) is not recommended.

#### **Cleaning and disinfecting the facility if someone is sick**

- The YMCA will close off areas used by the person who is sick.
  - YMCA does not necessarily need to close operations, if they can close off affected areas.
- The YMCA will open outside doors and windows to increase air circulation in the area, if possible.
- The YMCA will wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, we will wait as long as possible.
- The YMCA will clean and disinfect all areas used by the person who is sick, such as bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- We will ask the school custodian to vacuum the space if needed. They will use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
- Once area has been appropriately disinfected, it will be opened for use.
  - Employees without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - The YMCA will continue routine cleaning and disinfection. This includes everyday practices that we normally use to maintain a healthy environment.

## **SOCIAL DISTANCING IN THE PROGRAM SETTING:**

If possible, cohorts WILL include the same group each day, and the same YMCA employees will remain with the same group each day. The YMCA will limit the mixing of children, keeping groups separate for special activities such as art, music, and exercising. The YMCA will cancel or postpone special events such as festivals, holiday events, and special performances.

#### **Program Activities and Social Distancing:**

- The YMCA will use social distancing (6 feet apart) within groups as much as possible.
- The YMCA will adhere to cohort groups. Playground, bathroom, and multiuse spaces will be staggered to keep groups separate.
- Each child's belongings will be separate from others in an assigned space.
- Each child will be assigned labeled art supplies, writing utensils, and manipulatives to minimize sharing. Items will be disinfected at the end of the session.
- Activities will be planned that do not require close physical contact between multiple children.
- No toys/items from home will be permitted, except school age backpacks.

## **Face Coverings:**

All YMCA staff and program participants are required to wear face coverings.

## **Confirmed Positive COVID-19 Cases & Exposure To COVID-19:**

The following pertains to all YMCA staff, program participants and their families.

#### **Confirmed positive COVID 19-cases:**

- If an individual tests positive for COVID-19 he/she should not enter the program and must notify the Child Care Director immediately.

- The Child Care Director will notify HR and Director of Early Education.
- The individual must quarantine for 14 days.
- Follow the “Discontinuing at home isolation” guidance below for timelines on returning.
- The childcare program will close for a period of 48 hours following the confirmed positive COVID-19 case so that the facility can be cleaned and disinfected properly.
- The Branch Executive/Director/HR will inform employees, the Governor Mifflin School District, program participants and parents of enrolled children of their exposure.

**Exposure to a person who tests positive for COVID-19:**

Exposure is defined as being within 6 feet of the individual who tests positive for COVID-19 for a period of 15 minutes or more. It also means coming into direct contact with droplets from a COVID-19 positive individual. Persons who test positive are considered infectious 48 hours before the onset of symptoms.

- Persons testing positive but do not have symptoms are considered infectious 2 days after exposure (if known) or starting 2 days before test date (if exposure is unknown).
- If a staff person, household member, or a child is exposed to an individual who tests positive for COVID19:
  - It is strongly recommended and highly encouraged that they self-quarantine for a period of 14 days based on the CDC guidance.

**Becomes ill during program hours:**

If an individual becomes symptomatic, he/she is sent home and is expected to quarantine and follow the “Discontinuing at home isolation” guidance below for timelines on returning.

**Discontinuing at home isolation:**

There are different strategies for discontinuing home isolation. Options include a symptom based (i.e., time-since-illness-onset and time-since-recovery strategy) or test based strategy.

**Symptom-Based Strategy**

Individuals with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed since symptoms first appeared.

**Test-Based Strategy**

Individuals who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
- Negative COVID-19 test results from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens).

**For Persons Who Tested Positive but have NOT had COVID-19 Symptoms in Home Isolation:**

**Time-Based Strategy**

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based or test-based strategy should be used.

**Test-Based Strategy**

- Negative COVID-19 results from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens). The symptom-based, time-based, and test-based strategies may result in different timeframes for discontinuation of isolation post-recovery.

Any individual who becomes ill should contact their medical provider for advice or testing. For any individual who has been exposed to COVID-19 as described above, or who tests positive for COVID-19, follow the information outlined above.

**Reporting:**

In all instances the any cases of COVID-19 will be reported to the following parties:

- YMCA Human Resources
- YMCA Director of Early Education
- PA Department of Human Services
- PA Department of Health
- Governor Mifflin School District

All direct and indirect exposure Covid-19 cases will be reported. The Director of Early Education will contact DHS and the Department of Health for further guidance for each possible case. The Director of Early Education will communicate to the District and families regarding guidance made by the Department of Health. The YMCA will utilize the Remind App to communicate all closure, quarantine, and any necessary schedule changes with families.

**Additional Resources:**

**Office of Child Development & Early Learning  
Announcement C-20-06 Revised**

<https://files.constantcontact.com/3e3d36fe201/f1dc7cca-6c70-4e4e-b60a-3bbabc353fa2.pdf>

**Guidance for Child Care Programs that Remain Open**

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

**Contact Information:**

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## YMCA SUMMER CAMP Staff Daily Health Check

<b>Name:</b>	<b>Phone:</b>
<b>Signature:</b>	<b>Date:</b>

Symptom List A - 1 or more	Symptom List B - 2 or more	
Temperature of 100.4 or higher in last 24 hours	Runny nose or congestion	Change in taste or smell
Cough	Sore throat	Nausea and/or vomiting
Shortness of breath	Chills	Headache
Difficulty breathing	Muscle pain	Diarrhea
Positive Covid 19 test results within the last 14 days	Low grade fever >98.99	Rash

**Do you or anyone in your household:**

1. Have you experienced 1 or more symptoms from group A in the last 24 hours?   **YES / NO**  
*a. If answer is yes, employee is sent home until symptom free for 72 hours, if employee is tested for COVID 19, they may not return until the test results are confirmed with HR.*
2. Have you experienced 2 or more symptoms from group B in the last 24 hours?   **YES / NO**  
*a. If answer is yes, employee is sent home until symptom free for 72 hours, if employee is tested for COVID 19, they may not return until the test results are confirmed with HR.*
3. Have you been in close contact or cared for a person with a lab confirmed case of COVID-19 in the past 14 days.   **YES / NO**

Temperature upon arrival: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

By signing above, I understand that any “Yes” answer above may require an assessment and approval to enter a YMCA of Reading and Berks County facility.

# YMCA SUMMER CAMP Child Daily Health Check

<b>Name:</b>	<b>Phone:</b>
<b>Signature:</b>	<b>Date:</b>

Symptom List A - 1 or more	Symptom List B - 2 or more	
Temperature of 100.4 or higher in last 24 hours	Runny nose or congestion	Change in taste or smell
Cough	Sore throat	Nausea and/or vomiting
Shortness of breath	Chills	Headache
Difficulty breathing	Muscle pain	Diarrhea
Positive Covid 19 test results within the last 14 days	Low grade fever >98.99	Rash

**Do you or anyone in your household:**

1. Have you experienced 1 or more symptoms from group A in the last 24 hours? **YES / NO**
  - a. *If answer is yes, child is sent home until symptom free for 72 hours. If child is tested for COVID 19, they may not return until the test results are confirmed with the Center Director.*
2. Have you experienced 2 or more symptoms from group B in the last 24 hours? **YES / NO**
  - a. *If answer is yes, child is sent home until symptom free for 72 hours. If child is tested for COVID 19, they may not return until the test results are confirmed with the Center Director.*
3. Have you been in close contact or cared for a person with a lab confirmed case of COVID-19 in the past 14 days. **YES / NO**

**Note:** Any questions answered "YES" must be discussed with your child's Center Director for further direction.

STAFF will take Family member and Child's Temperature daily upon Drop Off	Temperature Must be below 100.4°F
Adult Family member Name:	
Child's Name:	
Child's Name:	
Child's Name:	
Child's Name:	

Time of Arrival: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

By signing above, I understand that any "Yes" answer above may require an assessment and approval to enter a YMCA of Reading and Berks County facility.

## Routine Schedule for Cleaning, Sanitizing, and Disinfecting

Areas	Before Each Use	After Each Use	Daily (At the End of the Day)	Weekly	Monthly	Comments
<b>Food Areas</b>						
Food preparation surfaces	Clean, Sanitize	Clean, Sanitize				Use a sanitizer safe for food contact
Eating utensils & dishes		Clean, Sanitize				If washing the dishes and utensils by hand, use a sanitizer safe for food contact as the final step in the process; Use of an automated dishwasher will sanitize
Tables & highchair trays	Clean, Sanitize	Clean, Sanitize				
Countertops		Clean	Clean, Sanitize			Use a sanitizer safe for food contact
Food preparation appliances		Clean	Clean, Sanitize			
Mixed use tables	Clean, Sanitize					Before serving food
Refrigerator					Clean	
<b>Child Care Areas</b>						
Plastic mouthed toys		Clean	Clean, Sanitize			
Pacifiers		Clean	Clean, Sanitize			Reserve for use by only one child; Use dishwasher or boil for one minute
Hats			Clean			Clean after each use if head lice present
Door & cabinet handles			Clean, Disinfect			
Floors			Clean			Sweep or vacuum, then damp mop, (consider micro fiber damp mop to pick up most particles)
Machine washable cloth toys				Clean		Laundry

Areas	Before Each Use	After Each Use	Daily (At the End of the Day)	Weekly	Monthly	Comments
<b>Child Care Areas</b>						
Dress-up clothes				Clean		Laundry
Play activity centers				Clean		
Drinking Fountains			Clean, Disinfect			
Computer keyboards		Clean, Sanitize				Use sanitizing wipes, do not use spray
Phone receivers			Clean			
<b>Toilet Areas</b>						
Handwashing sinks & faucets			Clean, Disinfect			
Countertops			Clean, Disinfect			
Toilets			Clean, Disinfect			
Floors			Clean, Disinfect			Damp mop with a floor cleaner/ disinfectant