

RIDGEWOOD YMCA

COVID-19 Procedures for Fall Advantage Care 2020

Introduction

This document has been compiled by the Ridgewood YMCA with the assistance of the New Jersey Department of Health and Environmental Health & Engineering, Inc. in conjunction with the YMCA of the USA. As the current coronavirus health crisis is an ongoing, rapidly changing situation, the Ridgewood YMCA will continue to monitor publicly available information.

Our 2020 COVID-19 procedures include implementation of the following steps:

- Safety actions to implement Non-pharmaceutical Interventions
 - Promote healthy hygiene practices
 - Intensify cleaning, disinfection and ventilation
 - Ensure physical distancing and limited cohort sizes
 - Limit sharing
 - Additional staff training and education
- Health monitoring and pre-screening
 - Check for signs and symptoms
 - Plan for when a staff, child, or visitor becomes sick
 - Maintain healthy operations to monitor risk-reduction strategies are in use
- Community surveillance and response to COVID-19 positive persons and facility operations

Medical Considerations of the COVID-19 Experience in Children

A May 8, 2020, review of recently published medical and scientific papers concluded that: *“COVID-19 appears to affect children less often, and with less severity, including frequent asymptomatic or subclinical infection. There is evidence of critical illness, but it is rare. The role of children in transmission is unclear, but consistent evidence is demonstrating a lower likelihood of acquiring infection, and lower rates of children bringing infections into households.”*¹

Considerable attention is being focused by the medical community on the health of children experiencing a condition now termed as *pediatric multi-system inflammatory syndrome*, a rare disease affecting children that is potentially related to COVID-19. Government announcements, media accounts, and the medical literature are being tracked to provide current advice on this development.

Coronavirus, COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Even with the most stringent precautionary measures in place, participating in Ridgewood YMCA programs could increase the risk of contracting COVID-19. Ridgewood YMCA in no way warrants that COVID-19 infection will not occur through participation in childcare programs.

¹ DTFM COVID-19 Evidence Review, May 8, 2020, <https://dontforgetthebubbles.com/wp-content/uploads/2020/05/COVID-data-8th-May.pdf>

1.0 Communications Relating to COVID-19

The Ridgewood YMCA Camp Director and YMCA staff will be communicating regularly with students and their guardians to address questions and concerns relating to COVID-19, including:

Prior to the school semester:

- Providing documentation regarding rules and procedures for the 2020 Advantage Care Program.
- Providing answers to frequently asked questions regarding COVID-19 as it relates to childcare operations.

During the school semester:

- Instructing students and providing signage on how and when to wash/sanitize hands, coughing etiquette, mask and physical distancing requirements in designated situations.
- Instructing students and parents on what symptoms to look for and when to stay home.
- Assisting students in processing feelings and anxieties about COVID-19.

In the Case of a Confirmed or Suspected Case

- Contacting guardians if their child is experiencing symptoms.
- Following local health department guidelines for contact tracing.
- Notifying all guardians of students on site as to the number of cases, with respect to confidentiality, and if there is no reason to believe their child was exposed, as well as containment efforts.
- Sharing any plans that are made that would impact the program schedule.

Communication may be in the form of letters, emails, website notifications, and social media.

2.0 Emergency Procedures Relating to COVID-19

If any COVID symptoms arise in a student or staff, they are to be examined immediately by the Health Officer.

Symptoms that may appear 2-14 days after exposure to the virus:

- Cough
- Shortness of breath or difficulty breathing
- Or at least two of the following:
 - Fever of 100.4° or higher
 - Chills

- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If the Health Officer suspects COVID-19:

- Notify the guardian. Mask and isolate the student in a well-ventilated area within the designated healthcare location
- Guardian must pick up child.
- The student's cohort is masked and continues activities only at their base location once it has been thoroughly cleaned and disinfected. Parents are notified of possible exposure and encouraged to pick up students.
 - If results are negative, resume regular programming.
 - If results are positive, notify all families within the cohort by phone and arrange testing and/or pick-up of students within the cohort as well as those with contact of the cohort within 48 hours. Students in the cohort may not return for two weeks, unless they choose to have an antigen test performed and can provide a negative result. Send communication via email to all student families of positive result and any possibilities of exposure. Send staff member for COVID antigen testing and isolate until results are received
 - If negative – reassign staff
 - If positive – staff is sent home for recovery for 2 weeks

Follow up this process with full cleaning/sanitizing of any potentially exposed facilities/equipment (including fogging of buildings).

Determine refund/credit considerations for infected/impacted students based on the specific situation.

3.0 Student Check-in and Health Screening Procedures

Check-in guidelines will be distributed to parents prior to the start of the Advantage Care program to clearly outline expectations.

- Designate one or a few limited individuals for pick-up/drop-off who are not at higher risk for illness.
- Remain in your car for pick-up and drop-off. Your student will be transported to and from the vehicle.
- Expect sign in/drop off to take a few extra minutes.
- Minimize goodbye times to allow for the continual flow of traffic.
- If waiting in a line, use your hazards so other cars know to navigate around or wait behind you.
- Carefully navigate around other cars.

Check-in staff greeting cars will be wearing masks and gloves. Parents will not handle pens.

Advantage Care check-in will be conducted from vehicles. This will identify cars so staff know where to direct cars & will serve as pick-up authorization for the end of the day. If the card cannot be produced at check-out, staff will ask for a photo ID.

Upon arrival, each student will be asked COVID-19 screening questions such as:

- *Have you been in close contact with anyone who has been diagnosed with, tested for, or quarantined as a result of COVID-19?*
- *Have you traveled nationally or internationally within the last two weeks?*
- *Have you been experiencing any COVID-19 symptoms within the last two weeks?*
 - *Cough*
 - *Shortness of breath or difficulty breathing*
 - *Or at least two of the following:*
 - *Fever of 100.4° or higher*
 - *Chills*
 - *Repeated shaking with chills*
 - *Muscle pain*
 - *Headache*
 - *Sore throat*
 - *New loss of taste or smell*
- *Have you taken any fever reducing medication this morning?*

3.1 Student Drop-Off and Further Screening

Students will exit vehicles at the YMCA main entrance, staff will meet students, take temperatures and ask a series of screening questions. If they pass the screening, students will be given a squirt of hand sanitizer and sent to their cohort's meeting area. Students will not be permitted to visit other tables or friends in other cohorts, except at a safe distance, though this rule may be lifted as New Jersey moves through the stages of opening and cohort sizes are increased.

Belongings will be stored in these locations, separated from each other.

Advantage Care Staff will be checked in each morning with a temperature check.

Anyone having a temperature reading above 100.4° will not be permitted to stay on the premises. Students and staff must be symptom-free for 48 hours, cleared by a doctor, or have a negative test result in order to return.

If a guardian must exit their vehicle for any reason a face mask is required, particularly if entering the facility.

4.0 Facilities Management

In preparation for the start of the fall semester, the Ridgewood YMCA Maintenance Team will perform an operational inventory of all rooms and spaces that may occupy persons during the Advantage Care program, including check of:

- Doors
- Windows
- Exhaust and ceiling fans
- Stand, box, and window fans
- Water heaters and boilers

During program operation, ventilation in camp buildings will be maximized by keeping windows open and fans positioned to optimize air flow.

4.2 Aquatic Operations

Swim in our indoor pools may take place during the program hours. There is no current evidence that COVID-19 can be spread to people through water. Students participating in swim maintain social distancing protocols while on the pool deck, and capacity is strictly limited.

- Efforts to maintain physical distancing will not impact existing Ridgewood YMCA and American Red Cross safety protocols.
- There will be routine cleaning and disinfecting of high touch areas such railings and doors.
- Shared items and equipment will be limited, and any items used will be cleaned and disinfected following their use.

5.0 Food Service

The Ridgewood YMCA will not be providing food service as part of the Advantage Care program this fall. Students who will be on-site during lunch hours will need to bring a packed lunch. Students are also welcome to bring snacks.

We are a tree nut-free facility.

6.0 Cleaning and Disinfecting

Cleaning & disinfecting procedures will be utilized to reduce transmission risk to students & staff. All staff will be trained on proper procedures for cleaning and disinfecting various supplies & equipment used by students.

- Bathrooms: High touch surfaces will be cleaned & disinfected multiple times a day. Each common-space bathroom will receive a full cleaning every morning and afternoon.
- Tables will be cleaned & disinfected at the beginning and end of every day as well as before & after mealtimes.

Plastic Surfaces

1. Spray down table/chairs with soap & water solution. Immediately wipe off.
2. Spray down table/chairs with disinfectant solution. Follow directions on bottle for disinfecting surfaces.
 - a. Ex: Lysol= Spray down surface, let sit for 2 minutes, wipe off solution.
3. Tables/ Surfaces food touches: Spray table with soap & water solution again & immediately wipe off.

Wooden Surfaces

1. Must be covered with plastic tablecloth (pinned/taped down to be tight/smooth)
2. Spray down table with soap & water solution. Immediately wipe off.
3. Spray down table with disinfectant solution. Follow directions on bottle for disinfecting surfaces.
 - a. Ex: Lysol= Spray down surface, let sit for 2 minutes, wipe off solution.

Program Areas

Program area equipment/supplies will be cleaned & disinfected as directed by CDC and manufacturer guidelines. They include the use of soap & water and disinfectant wipes & sprays. Surfaces are sprayed with disinfectant spray. Surfaces must be visibly wet for 3 minutes & let to air dry. Do not wipe.

Program areas are fogged nightly with silver and hydrogen peroxide solution also used in hospitals and which is shown to be effective in killing the coronavirus.

Crayons/"Soft Surfaces"

1. Wipe off any visible dirt with damp/soapy towel.
2. Spray all sides with disinfectant spray & let air dry

7.0 Activities

Student cohorts will have a designated space separate from other cohorts. Cohorts will be spread out at least 6 ft apart from each other.

Any instructors that work with multiple groups are required to wear cloth face masks. Posters demonstrating proper coughing techniques, hand washing etc. will be displayed throughout the facility. Students will be asked, at a minimum, to sanitize their hands before & after all activities.

Program Areas

Arts & Crafts: Students are welcome to bring their own basic supplies (pack of crayons, markers, etc.). Supplies will be provided and cleaned & disinfected between users.

Swimming: Students must come to the YMCA with a bathing suit, towel, goggles and flip flops. Children who need assistance swimming are required to bring a US Coast Guard approved personal flotation device. Equipment sharing will be kept to a minimum and equipment will be sanitized after each use.

Sports: All equipment needing to be cleaned & disinfected will be put in a designated location. At the end of the day this equipment will all be cleaned & disinfected.

Other Activities

Rainy Days: Indoor locations are specified for each cohort for inclement weather. These locations allow for social distancing between cohorts. Cohorts will participate in individual activities or group games that allow for social distancing (trivia, name that tune, etc.).

Individual Cohort Activities: Activities will be determined based on age group. Activities may include above-listed camp activities as well as group games, scavenger hunts, board games, dances and more, based on the preferences of the group. Activities will incorporate social-emotional development and teamwork.

8.0 Students & Staff

Cohorts

As stated in the WHO/CDC guidance, in the current phase of reopening, groups of cohorts of up to 50 persons (students and staff) can assemble for discrete activities. Keeping cohorts separate by six feet from other cohorts serves to prevent these groups from mixing and optimizing infection prevention and control.

At the Ridgewood YMCA, our cohorts will consist of 1 staff and a maximum of 10 students.

Using the cohort strategy, contact tracing can be undertaken promptly by trained professionals in coordination with local and state health resources, with isolation and surveillance implemented in short order. The combination of NPIs and the cohort approach can support the development of effective communicable disease management plans for the 2020 Advantage Care program.

The following outlines how we will be grouping students to reduce possible spread of infections and to allow for more rapid identification of suspected or confirmed COVID-19.

- Students will be organized into the smallest practical group sizes (“cohorts”), and cohorts will be consistent throughout the semester as much as possible. While in these cohorts, students and staff are not required to wear masks, but will be encouraged to do so when indoors.
- Cohort sizes will comply with state and/or local requirements for proper staff to student ratios and minimum staffing requirements.
- Staff will be trained in small groups and virtually prior to the start of the season as to new procedures regarding cohort sizes, social distancing, mask requirements, emergency procedures and cleaning and disinfecting.
- At the start of the program, mixing of cohorts will be extremely limited, but this may extend into larger gatherings as New Jersey moves through the stages of reopening. Larger gathering would extend to a maximum of 50, and strongly favor outdoor gathering spaces.
- Programmatic changes will be implemented to minimize mixing, and increase physical distancing between cohorts. Facial coverings (as age and developmentally appropriate) will be utilized when distancing cannot be accomplished.

8.1 Students & Staff with Pre-Existing Medical Conditions

Primary care providers are in the best position to make a professional judgement based upon an individual’s health status and their suitability for the camp environment at this time. If you are concerned about your child’s health condition(s) and level of risk, please consult your primary care physician.

8.2 Behavior Expectations & Management

It is the YMCA's goal to provide a healthy, safe, and secure environment for all participants. Children who attend the program are expected to follow the behavior guidelines based on the four core values and to interact appropriately in a group setting.

Behavior Guidelines:

- We will CARE for ourselves and for those around us
- HONESTY will be the basis for all relationships and interactions
- People are RESPONSIBLE for their actions
- We RESPECT each other and the environment

At times students may behave inappropriately. Some of their behaviors may even be injurious to themselves or others. In order to preserve the safety of the children, these behaviors must be controlled. Due to the increased concern over the spread of COVID-19 this fall, behavior issues that put the community at greater risk will not be tolerated.

The YMCA reserves the right to suspend any child from the program if necessary. If your child continuously displays inappropriate behavior (i.e. fighting, stealing, abusive language, running away, germ aggression, etc.) she/he may be dismissed from participating in the Advantage Care program indefinitely.

9.0 Transportation

The Ridgewood YMCA will not be providing transportation to and from our facility.

10.0 Cancellation & Refund Policy

Written notice must be received at least 1 week prior for any enrollment changes or program withdrawal.

- If the YMCA or a Government or a Health Agency cancels a program, the customer will receive a full credit or refund upon request. The timeline for fulfillment of refunds is likely to be slow.
- Not attending the program (as opposed to cancelling prior to the start of the program) does not entitle you to a refund in any cases.

- Balances must be paid by the 25th of the month prior.
- If your student is waitlisted and no space becomes available or you need to cancel, you will receive a full credit or refund upon request. The timeline for fulfillment of refunds is likely to be slow.

*Please keep in mind that the Ridgewood YMCA is a non-profit charitable organization, and we ask that, in the case of cancellation, you please consider making a donation to our youth-serving and community-building organization.

Our Mission

The Ridgewood Y offers programs and community connections that positively impact lives through youth development, healthy living and social responsibility, building spirit, mind and body for all.

The Ridgewood Y is a nonprofit charitable organization that serves youth, adults, and families founded on Christian principles and committed to strengthening our community since 1902, as part of a worldwide YMCA.