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Greater Somerset County YMCA School Age Child Care Opening Guide



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INTRODUCTION

Greater Somerset County YMCA is committed to ensuring the safety and health of our youth, families, and employees in response to the COVID-19 pandemic. This guide outlines the processes and procedures to be implemented during the opening of our School Age Child Care (SACC) programs. The contents of this document supersede all other stated Greater Somerset County YMCA School Age Child Care policies and procedures. These standards are based on the current guidelines and recommendations set forth by the Centers for Disease Control (CDC), New Jersey Department of Children and Families (NJDCF) Child Care Licensing, as well as the State and local Health Departments, and are subject to change at any time as new information and resources become available.

Effective June 15, 2020, pursuant to Executive Order 149, all childcare programs operating in the State of New Jersey must comply with the following requirements.

Summary of Health & Safety Requirements

- Staff and Children are screened for fever and COVID-19 symptoms prior to entering the facility and/or SACC program area
- Staff and Parent of child care required to complete daily Health Assessment Questionnaire
- SACC program staff will reinforce use of face cloth coverings among children, where appropriate and staff
- Limited close person-to-person contact
- Parents and outside visitors are prohibited from entering the building and/or SACC program area
- Response Procedures for COVID-19 Symptoms or Exposure are in place
- Any staff member or child who is exhibiting 2 or more symptoms of COVID-19 or is sent home with a fever of 100.4 or higher is required to submit a doctor's note in order to return

HEALTH & SAFETY MEASURES

Personal Protective Equipment (PPE)

All staff will be required to wear a face mask when interacting with members, program participants, general public and other staff members. Masks must be worn properly.

Children over the age of 2 will be encouraged, when feasible, to wear masks.
(5.29.20 NJDCF)

Cleaning and Disinfecting

Staff will be required to sanitize areas before and after use including SACC program area equipment and furniture.

The frequency of cleaning and disinfecting of toys, equipment, and surfaces, especially doorknobs, light switches, countertops, and restrooms will be increased to minimize the potential for the spread of germs. Children's belongings will be separated from others' and in individually labeled containers, cubbies, or areas. Adequate supplies will be provided to limit use of supplies and equipment to one group of children at a time and clean and disinfect between use. Children will avoid sharing all personal items. 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.

Cleaning crews will clean and disinfect all indoor and outdoor areas daily after operating hours.

(CDC Camp Guidance)

Cleaning Supplies and Equipment

The SACC program area will be stocked with cleaning supplies and equipment that will be readily available but inaccessible to children. Supplies include gloves (gloves required for cleaning), paper towels, soap and water solution, and disinfectant.

An EPA-approved disinfecting solution or equivalent will be used to sanitize equipment and surfaces. The effective preparation and use of disinfectant is necessary to properly sanitize materials and surfaces. If using a bleach dilution, NEW bleach solution MUST be prepared every morning prior to the welcoming of children into SACC program areas. 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

EPA-approved disinfectants that are approved for use by the Y may 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.

Ventilation

- SACC programs must ensure that their indoor facilities have adequate ventilation, including operational heating, ventilation, and air conditioning (“HVAC”) systems where appropriate.
- Recirculated air must have a fresh air component
- Open windows if air conditioning is not provided
- Filter(s) for air conditioning units must be maintained and changed according to manufacturer recommendations
(DOH Standards)

Health Screening at Entry

All SACC programs shall screen staff and children for fever and other COVID-19 symptoms prior to entry to the program each day. **Children and staff with a fever in excess of 100.4 degrees Fahrenheit, exhibiting other symptoms of COVID-19, or that have exposure to person known to have COVID-19 during the preceding 14 days shall not be allowed to enter the facility.**
(5.29.20 NJDCF)

Temperature screening

Daily temperature and symptom checks of staff and children will be upon entry. Temperature may not exceed 100.4 F. If a temperature reads above 100.4 F, staff will reattempt one time.

Person taking temperature must be behind a physical barrier, wear mask and gloves. Thermometer must be cleaned in between each use.

Temperature Daily log report must be completed and submitted on by 11:00am each day. (5.29.20 NJDCF)

Results must be documented when signs and symptoms of illness are observed.
(DOH Standards)

Questionnaire screening

Children and staff will be asked about the following every day prior to entering the SACC program area:

- Have you administered medications to lower the child’s temperature.
- Is the child experiencing fever, cough, or shortness of breath, and/or symptoms of a cold or flu?
- Ask if anyone has been complaining of sore throat or body rash?
- Has the child been in close contact with anyone diagnosed with COVID-19 in the past 14 days; or has anyone in the household had symptoms of respiratory illness (e.g. fever, cough, shortness of breath).

- Are you, parent or guardian, essential personnel?
- Is there any reason these symptoms exist for you? (regarding issues with seasonal allergies)

Isolation Area

A designated isolation area for sick children will be identified and equipped with the appropriate equipment and PPE. *(DOH Standards)*

Healthy Hygiene Practices (5.29.20 NJDCF)

SACC programs shall teach and reinforce washing hands and covering coughs and sneezes among children and staff.

Signs will be posted in highly visible locations (e.g., SACC program entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs such as by properly washing hands and properly wearing a cloth face covering. Regular announcements on reducing the spread and messaging about behaviors that prevent spread of COVID-19 will be communicated to staff and families utilizing SACC program websites, emails, and through social media accounts. *(CDC Suggestions)*

Hand washing: Children and staff shall practice frequent hand washing with soap and water for at least 20 seconds or sanitizing with hand sanitizing containing at least 60 percent alcohol, and shall be required to wash their hands upon arriving at the SACC program, before snacks, after outside time, after going to the bathroom, and prior to leaving for home. Children should be monitored to ensure proper technique.

Face covering: SACC programs shall teach and reinforce use of cloth face coverings among children, where appropriate, and staff. Face coverings are most essential at times when social distancing between individuals and/or assigned groups is not possible. Staff and children should be frequently reminded not to touch the face covering and to wash their hands frequently.

Adequate supplies: SACC programs shall have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), and tissues.

SACC programs shall set up hand hygiene stations at the entrance to the facility so that children can clean their hands before entering. Handwash and hand sanitizers stations will be provided in numerous areas around the SACC program area, and hand sanitizer should be provided to staff. *(DOH Standards)*

PREPARING TO REOPEN

Staff Training

Prior to returning to work, employees will be required to attend virtual training on the Reopening Plan and onsite training on personal protective equipment (PPE), cleaning and disinfecting, social distancing and additional health and safety procedures. Staff will signoff to acknowledge upon completion of the online training and understanding of the policies and practices herein.

Preparing the Facility for Children

Staff should approach the return of children to the SACC program in the same mindset as we would plan the first day of school. 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 SACC programs need to consider which rooms will be used, based on projected enrollment, space and furnishing needs.

SACC program area 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. Consider staggered meal/snack times if there is not enough table space. Floor markers may be installed to help with physical distancing.

Cloth toys, books, wooden toys and toys that are not easily cleaned will be removed temporarily.

The daily schedule will be re-designed to accommodate time for hand washing, cleaning-sanitizing of surfaces and materials, as well as to help the children learn and adjust to physical distancing in the SACC program area.

Messaging to Families

Prior to opening, SACC families will receive information pertaining to the new health and safety guidelines.

Virtual information sessions may be provided to present appropriate information and address any questions.

DAILY PRACTICES & PROCEDURES

Drop-off and Pick-up

Drop-off will take place outside of the building at a designated area. Children and staff will be screened for COVID-19 symptoms prior to entry. Multiple screening stations may be employed to accommodate higher volume drop-off times.

Screening includes temperature checks and a symptom questionnaire plus hand sanitizing upon entering. Staff will use a check-in procedure to sign the child in and record when signs and symptoms of illness are observed. Temperatures will be checked by non-contact forehead heat-scan thermometers. Upon completion of screening, child will be checked in and escorted to their SACC program area by staff.

Parents should drop off children at the designated drop-off area, limiting adult entry into the facility. Children and parents will queue according to social distancing guidelines while waiting. Staff should meet children as they are dropped off.

The following guidelines will be implemented during drop-off and pick-up:

- Do not combine groups in the morning or afternoon.
- Stagger drop-off and pick-up times for each small group to avoid a large number of people congregating outside the facility or in front of the facility. Parents need to commit to a specific time so that we can effectively stagger arrival and dismissal. Drop off and pick up windows will be determined by the SACC Program Director and may be limited to specific hours.
- Parents should 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 entering the building.
- Parents shall complete required COVID-19 questionnaire daily. Child will not be admitted to program until completed.
- No pen should be shared. Parents should use their own pen when signing in. If check-in is electronic, provide alcohol wipes and frequently clean the screens or keyboards. Physical sign-in and sign-out may be completed by the staff member gaining verbal consent to use the parent's initials.

Physical Distancing

Though complete physical distancing is difficult to achieve in a child care environment because child care staff will be in close contact with children, SACC programs are required to implement strategies to minimize chances of viral transmission.

These shall include, at a minimum:

Eliminate large group activities: No field trips, assemblies, large meetings, and performances.

Cancel or modify activities where children are likely to be in close contact: For example, modify physical education activities to reduce contact between children, avoid large gatherings or mixing of classes for music lessons.

Reduce group size: Reduce group sizes to no larger than 10 children total. Keep groups together throughout the day; do not combine groups (e.g., on the playground, at opening and closing). As feasible, maintain the same groups from day to day. Groups will not mix throughout the day. Groups should move individually through the building best they can for restroom trips and outside time. Appropriate, compliant signage should be posted as well.

Maximize space between people: Aim to keep three to six feet between individual children and minimize the amount of time children are in close contact with each other. For example, increase the distance between children during table work and limit the amount of time children spend standing in line. Large rooms can be divided into two rooms. When dividing a room, create a clear barrier (e.g., with cones, chairs, or tables) to ensure a minimum of 6 feet between the two groups. Educate children and staff on etiquette regarding social distancing and hygiene (i.e., no spitting, high-fives, handshakes, etc.). Require face coverings whenever utilizing indoor spaces or in outdoor spaces when social distancing between individuals and/or assigned groups cannot be maintained.

Limit item sharing: If items are being shared, remind children not to touch their faces and to wash their hands after using items. Only share items and toys that can be cleaned and sanitized.

Daily SACC Program Schedule and Activities

SACC program materials should remain limited.

Play Areas

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.

Shared Items

Shared materials should be avoided wherever and whenever possible. Materials should be cleaned and sanitized between uses.

Restroom Use

Toilets and faucets must be cleaned and disinfected between toileting routines.

Outside Time

Offer outdoor play in staggered shifts. Playground should be used by one group at a time and must be sanitized in between groups.

If multiple groups are outside at the same time, they should 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 should always wash hands immediately after outdoor play time.

Snack Time

During 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. Follow existing food safety practices as required in N.J.A.C. 8:24, Retail food regulations.

Staff and children MUST wash hands (hand-washing signage) before and after snack times.

Tables, containers and surfaces must be cleaned and sanitized before and after each use by groups.

Snacks shall be provided in the SACC program area to avoid congregating in large groups.

Children must be seated three to six feet away from each other so that they will not touch each other or each other's food while eating.

No sharing of food or drinks will be allowed.

Staff cannot eat with children.

Visitors (5.29.20 NJDCF)

Visitors shall not be permitted to enter the SACC program area during operating hours, with the exception of emergency or law enforcement personnel in their official capacity. NJDCF personnel for child protection or child care licensing purposes, and person providing emergency repair services within the center.

Unless emergency circumstances, visitors to the center shall be subject to the screening process.

RESPONSE PROCEDURES FOR COVID-19

SYMPTOMS OR EXPOSURE (5.29.20 NJDCF)

Any confirmed or suspected exposure to COVID-19 occurring in a child care center must immediately be reported to both the local department of health and the DCF Office of Licensing.

Children or staff members who develop symptoms of COVID-19 while at the facility

If a child or staff member develops symptoms of COVID-19 while at the facility (e.g. fever of 100.4 or higher, cough, shortness of breath), immediately separate the person from the well people until the ill person can leave the facility. If the child has symptoms of COVID-19 (e.g. fever, cough, shortness of breath), the caregiver waiting with the child should remain as far away as safely possible from the child (preferably, 6 feet).

If symptoms persist or worsen, they should call a health care provider for further guidance. Advise the employee or child's parent or caregiver to inform the facility immediately if the person is diagnosed with COVID-19.

Any staff member or child who is exhibiting 2 or more symptoms of COVID-19 or is sent home with a fever of 100.4 or higher is required to submit a doctor's note in order to return.

Staff members with symptoms of COVID-19 should be sent home and advised to follow, [What to Do If You Are Sick \(DOH Standards\)](#)

Individuals with Suspected or Confirmed COVID-19

Individuals (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, should be sent home or denied entry. Refer to the isolation and quarantine chart below to determine when they may return.

- COVID-19 symptoms include cough, shortness of breath or difficulty breathing, fever (100.4° F or higher), chills, muscle pain, sore throat, new loss of taste or smell, or other signs of new illness that are not related to a preexisting condition (such as seasonal allergies).
- A suspected case is a person who shows symptoms of COVID-19 but has not yet been tested or is waiting for test results. A confirmed case is a person (with or without symptoms) who received a positive result from a COVID-19 laboratory test.
- The following table provides information on isolation and quarantine and when individuals can return to childcare facilities.

<p>Individuals who have symptoms of COVID-19 AND • have tested positive (by PCR, rapid molecular or antigen testing) OR • have not been tested (i.e. monitoring for symptoms at home) should stay home and away from others until:</p>	<ul style="list-style-type: none"> • At least 10 days have passed since their symptoms first appeared AND • They have had no fever for at least 72 hours (three full days without the use of medicine that reduces fever) AND • Other symptoms have improved (for example, symptoms of cough or shortness of breath have improved)
<p>Individuals who have NO symptoms AND have tested positive should stay home and away from others until:</p>	<ul style="list-style-type: none"> • 10 days have passed from the collection date of their positive COVID-19 diagnostic test AND they have not developed symptoms.
<p>Individuals who have symptoms and have tested negative should stay home and away from others until:</p>	<ul style="list-style-type: none"> • 72 hours after their fever has ended without the use of fever reducing medications and other symptoms improve.
<p>Individuals who are identified as a close contact* should:</p>	<ul style="list-style-type: none"> • Self-quarantine and monitor for symptoms for 14 days from the last date of exposure with the person, even if contact tested negative.*

***Close contact is defined as being within 6 feet for at least a period of 10 minutes.**

- If a suspected or confirmed case of COVID-19 infection occurs in **one defined group** (see note) within the SACC program, the ill person should be sent home.
 - Other staff and children in the group would be considered close contacts of that case and must be quarantined in their homes for 14 days.
 - Parents/guardians and staff facility-wide should be informed of the situation.
 - The CDC guidance for cleaning and disinfection should be followed.
- Other groups within the childcare facility can continue to function, with daily and vigilant screening for illness occurring and social distancing and personal and environmental hygiene measures strictly adhered to.
- If suspected or confirmed cases occur in **multiple groups** within the facility, then all childcare operations within the facility need to be suspended.
- **The ability to keep groups small and static can be helpful in identifying close contacts and may aid in determining if a facility wide closure is necessary.**

Note: Per DCF requirements classes shall include the same group of children each day, to the greatest extent possible, and, also to the greatest extent possible, the same staff shall be assigned to care for each group, each day

Children or staff members who test positive for COVID-19

SACC programs that become aware of a COVID-19 positive case in their facility shall contact their local health department for guidance. See "COVID-19 Notification Procedure."

Health officials will provide direction on whether a center should cease operations following the identification of a positive case in the facility. The duration may be dependent on staffing levels, outbreak levels in the community and severity of illness in the infected individual. Symptom free children and staff should not attend or work at another facility during the closure.

All space and equipment used by the infected person, and persons potentially exposed to that person, should be cleaned and disinfected in accordance with [CDC guidance](#). SACC programs uncertain about the extent of potential exposure shall clean and sanitize all SACC spaces.

Cleaning and Disinfecting after a Suspected or Confirmed COVID-19 Case (5.29.20 NJDCF)

For additional guidance on the cleaning and disinfection of rooms or areas that those with suspected or confirmed COVID-19 have visited, please see the [Centers for Disease Control and Prevention's Coronavirus Disease 2019 Environmental Cleaning and Disinfection Recommendations](#).

Returning to Child Care After COVID-19 Diagnosis or Exposure

If a staff member or child contracts or is exposed to COVID-19, they cannot be admitted to a SACC program again until the criteria for lifting transmission-based precautions and home isolation have been met. Those criteria are included in the Department of Health's guidance available here:

https://www.nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef_Discont_Isolation_and_TBP.pdf

COVID-19 NOTIFICATION PROCEDURE

Staff protocol for internal notification a confirmed positive COVID-19 case

When you are contacted by someone indicating they have tested positive for COVID-19:

- Inform your supervisor with name, time and exactly what the person shared.
- The Branch Executive MUST be the contacted immediately and provided the information.
- Branch Executive will contact the local Board of Health. Information the Branch Executive should have available:

- What relationship does the person with the confirmed case have to our Y
 - If staff: name, last worked, area and contact information
 - If member: name, last scan and if program area used known and contact information
- Document to start listing facts of the situation
- Reopening Guide access if need to reference for next steps
- Branch Executive will text COO* when contacting Board of Health
 - *COO will communicate with CEO
- Branch Executive will call COO with information** obtained from Board of Health call
 - **COO will connect with VP, Marketing and Communications and launch Crisis Communication protocol
- Once Branch Executive and COO discuss next steps based on Board of Health guidance the following may occur:
 - Leadership Team notification
 - Program Team notification
 - Program impact (closure of area, program, etc.)
 - Program participant notification
 - Other staff and member notification
- Branch Executive will update the Board of Health and other agencies as required. (Example: Licensing for Child Care)

RESOURCES

New Jersey Department of Children and Families: Guidance for New Jersey Child Care Facilities on COVID-19 Related Health and Safety Requirements 5.29.20

- **Guidance for Cleaning and Disinfecting** - Must be posted in a prominent location in the Center
- **Use of Cloth Face Coverings to Help Slow the Spread of COVID-19** - Must be distributed to staff and posted in a prominent location in the Center
- **Proper Hand Washing**
- **Daily Log of Child and Staff Entry Health Screenings and Attendance**

Safety first at the Y—always. Please be assured that your safety – and the safety of all our children and School Age Child Care staff – is our number one priority. We’re following guidelines from health experts and local officials to ensure that our Early Education programs and facilities meet the highest standards for health and safety, and we have modified our child care policies and procedures to facilitate all recommended safe physical/social distancing practices.