



**LUDLOW COMMUNITY CENTER
RANDALL BOYS & GIRLS CLUB**

COVID-CARE PLAN

Child Care Programs

Virus Prevention Protocol

Revised 2/26/22

*** As numbers of active Covid-19 cases continue to change, we will continue to update this document accordingly. ***

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PURPOSE OF COVID-CARE PLAN

Safety has always and continues to be the Club's number one priority. The contents of this plan were developed and have been updated with the most current guidance from the Department of Early Education and Care, Department of Public Health and approved by our local Board of Health.

Our mission is to inspire and enable youth and adults to build better communities by providing life-enhancing experiences and programs through which they will realize their full potential as responsible & caring citizens is unwavering. We are committed to providing a safe, positive, fun and memorable experience for all who enter our Club. However, we need you, staff, parents, families, and caregivers to do your part to help us maintain that environment. We fully expect everyone to follow the policies and procedures outlined in the Covid-Care Plan. Failure to adhere to any of our policies or procedures will result in strict responsive measures beginning with suspension from programs and facilities and up to termination, no-trespass and legal action. Please familiarize yourself with the contents in this document and the parent handbook.

Pre-screening and building entry guidelines

- Individuals allowed in the building will be limited to those that the Club deems necessary.
- All individuals entering the building must be checked in by an appropriate staff member.
- Individuals who are feeling ill must remain home.
- Check-in and check-out of the children will take place outside of the program areas.

Monitoring of sick and symptomatic Children and Staff

- Parents should keep their children home and test if they exhibit Covid-19 symptoms.
- Staff should remain home and test if they exhibit Covid-19 symptoms.
- The **bolded** Covid-19 symptoms (when they occur alone) require immediate exclusion from care. Any combination of the other symptoms will require a Covid-19 test to remain in care and possible exclusion depending on the severity.
 - **Fever (100.0 degrees Fahrenheit or higher,) chills, or shaking chills**
 - **Difficulty breathing or shortness of breath**
 - **New loss of taste or smell**
 - **Muscle aches or body aches**
 - Cough (not due to other known cause, such as chronic cough)
 - Sore throat, when in combination with other symptoms
 - Nausea, vomiting, or diarrhea when in combination with other symptoms
 - Headache when in combination with other symptoms
 - Fatigue, when in combination with other symptoms
 - Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms
- If a staff or youth are found to have a fever of 100 degrees or become symptomatic while at the Club;
- If the child or staff who is symptomatic tests negative and the symptoms are mild they may return to care (based on programs illness policy). A copy of the negative test must be sent to The Club.
- Children may not return to care if they have exhibited any of the following in the past 24 hours: fever over 100, vomiting, or diarrhea.
- If the child or staff becomes symptomatic while in care the child will be isolated from the rest of the classroom/group.
 - Staff will contact the parent and depending on the severity of the symptoms, either send the child home or administer a rapid Covid-19 test.
 - A child must have parental consent on file to have a rapid test administered while in the program.
 - If the child tests negative and the symptoms are mild (based on programs illness policy) the child may remain in care.
 - If the child tests positive the parent/guardian must pick them up immediately and follow the Club's isolation policy.

Reporting of Covid-19 positive case or exposure

- If a child in either the School Age or Preschool Program has received a positive covid-19 diagnosis or has been determined to come in close contact with a Positive Covid-19 individual from outside of program the parent/guardian should go to our website and use the Covid positive or close contact reporting links.

- A member of our staff will be in touch with parents/guardians to follow up in a timely manner and communicate a return date.
- Club staff will consult with Local Board of Health if necessary.

Quarantine and Isolation Policy (based on EEC and CDC guidelines and approved by BOH)

- For testing purposes The Club will be accepting Rapid Antigen home tests as suitable Covid-19 tests. Parents/guardians should write the child's name and date on the test and forward a picture to The Club.
- In some instances, a Covid-19 test can be administered at The Club by club staff. In order for The Club to administer a test parents/guardians must have provided consent. Consent forms can be downloaded from our website or obtained from club staff.

Individuals positive for Covid-19

- Self-isolation for COVID-19 positive cases is a minimum of 5 days after symptom onset or after positive test, if asymptomatic. (Day 0 = symptom onset or day of positive test, if asymptomatic)
- Return to Club on Day 6 (after a full 5-day isolation) and once they have:
 - Been without fever for 24 hours without taking fever-reducing medications; and
 - Experienced improvement in other symptoms
- Following the 5-day isolation period, **individuals must continue to wear a mask around others for an additional 5 days after the end of the isolation period.** If an individual cannot mask they must remain out of care for the full 10 days.

Individuals exposed to COVID-19 (outside of the program):

- If fully vaccinated** (primary series plus booster dose if eligible) or tested positive for Covid-19 within the last 90 days
 - No quarantine required but recommended to wear a mask around others for 10 days;
 - Test on day 5 if possible;
 - If symptoms develop, quarantine and get tested.
- **If unvaccinated or not fully vaccinated:**
 - Quarantine is at least 5 days from the exposure (Day 0 = date of the last exposure)
 - Return to Club: returning on Day 6 (after a full 5 days of quarantine), provided that they:
 - Remain asymptomatic, and
 - Conduct active monitoring for symptoms through day 10, self-isolate if symptoms develop, get tested
 - A test is recommended to return to care on day 6.
 - Adhere to strict mask use for an additional 5 days. If an individual cannot mask they must test on day 5 to return on day 6 or remain out of care for the full 10 days.

Individuals who are exposed while in care during the Preschool or School Age Program

- If fully vaccinated** (primary series plus booster dose if eligible) or tested positive for Covid-19 within the last 90 days
 - No quarantine required but recommended to wear a mask around others for 10 days;
 - Test on day 5 if possible;
 - If symptoms develop, quarantine and get tested.
- **If unvaccinated or not fully vaccinated and have not tested positive for Covid 19 in the last 90 days**
 - Individuals who are exposed to a Covid-19 positive individual while at the School Age or Preschool program may remain in care if they choose to test each day for 5 consecutive days as part of the **Rapid Cohort Testing** option.
 - See Rapid Cohort Testing Policy for Details.

Rapid Cohort Testing Policy

- Club staff will identify close contacts after a confirmed Covid-19 case is reported to the program.
- Club staff will notify the families of all close contacts identified from the exposure and ask if they want to participate in the rapid cohort testing policy
- Families who choose to participate in the rapid cohort testing program will adhere to the following:
 - Test their child for 5 consecutive days with a Rapid Home antigen test that the program will supply.
 - Write the child's name and the date on the test kit and upload a photo to the program each of the 5 days.
 - If the child is already in care when the program is notified of the exposure the center may provide the first test to the child if the parent has provided consent to test the child.
 - If consent is not on file, the parent will need to pick the child up and administer the first test at home. They may bring the child back the next day if they have tested negative that morning.
 - Tests should still be conducted on weekends/closures and parents should send the photo of those results.
 - Families that are participating in the rapid cohort testing program will receive instructions with their kits that outlines the days the child needs to be tested and who to send the tests to.
- If a child becomes symptomatic they must remain out of care that day even if their test is negative and notify the program director. Children and staff who become symptomatic must remain out of care for the full 5 days. They may return to care on day 6 with a negative test from that morning.

- Children participating in this program must adhere to strict mask usage. If they are unable to mask they will not be able to participate.
- This program is only for exposures that have occurred during the child care hours.
- Staff who are not otherwise exempt from quarantine and are identified as a close contact while at work in the childcare program will need to test each morning for 5 consecutive days before reporting to work. They must send a photo of the test to their supervisor.
- Families that choose not to participate and are not otherwise exempt from quarantine will be excluded from care for 5 days from point of exposure per above policy.
- If at any point a child tests positive they will need to follow isolation policies.
- School Age children who test positive must also notify Ludlow Public Schools of their positive test results.
- If an individual in the testing cohort tests positive all members of the test cohort who were in close contact with that individual must start their test period over and conduct an additional 5 consecutive days of testing.

HYGIENE AND HEALTH PRACTICES

Hand Washing

- Hand washing facilities and hand sanitizer stations will be available throughout the building including at the entrance of the building. Each bathroom has hand washing facilities as well as the art room, staff room, and conference room.
- Hand sanitizer with at least 60% alcohol may be utilized at times when hand washing is not available. Parents must supply written permission for children to use hand sanitizer. Hand sanitizer will be stored securely and only used by children under staff supervision.
- Signs will be posted that illustrate proper hand washing techniques.
- Staff will reinforce proper hand washing skills to youth members and will teach them the appropriate way to use hand sanitizer.
- Frequent hand washing should be enforced. Handwashing with soap and water is best. If handwashing is not available, then hand sanitizer may be substituted. Handwashing should always take place after the following:
 - Immediately upon entering the building
 - Upon entry into and exit from program area
 - When coming in to the program space from outside activity
 - After leaving a program area when shift is over.
 - After toileting or diapering
 - Before/After eating and drinking
 - After coughing, sneezing or blowing nose
 - Before handling food
 - After touching surfaces that may be contaminated
 - After using shared equipment like toys, computer keyboards, mouse, phones etc.
 - After assisting children with handwashing
 - Before and after administration of medication
 - After contact with facemask or cloth face covering
 - After applying sunscreen

- Before and after changes of gloves. This includes after cleaning, providing first-aid, and health screenings.
- Staff will assist children with handwashing if necessary.

Hygienic Practices

- Coughs and sneezes must be covered with an elbow or a tissue. Tissues must be immediately disposed of and hands must be properly washed or sanitized.
- Staff will teach and reinforce that children cough or sneeze into a tissue or their elbow.
- Children, staff, and families must avoid touching their eyes, nose, and mouth. If a child or staff touches their eyes, nose, or mouth they should then immediately wash or sanitize their hands
- Sharing of drinks or food will not be permitted.

Mask Policy

Effective 2/26/22 Face Masks will be optional for all staff and members.

- Any individual who wishes to wear a mask may do so and will be supported in that choice. It is a family's responsibility to communicate that choice to the program. Parents should communicate their wishes to their child.
- Masks will still be required in the following scenarios:
 - Upon return to the Club after a five-day isolation period after testing positive for Covid-19. Masks must be worn on days 6-10 with the exception of while eating, drinking, napping, or outdoors.
 - Upon returning to the Club after a five-day quarantine due to identification as a close contact outside of the childcare program. Mask must be worn on days 6-10 with the exception of while eating, drinking, napping or outdoors.
 - If participating in the Rapid Cohort Testing option. Masks must be worn for a full 10 days while participating in the Rapid Cohort Testing option after being identified as a close contact while in the childcare program. Exceptions will be during eating, drinking, napping, or outside.
 - School Age children will need to have a mask with them to wear on the bus to and from school.
 - If a child or staff becomes symptomatic (see sick policy) while in care they may be asked to wear a mask.

Social Distancing

- Per EEC's Health & Safety Guidance, the Club encourages all program staff to arrange indoor space and create routines to promote a minimum of 3 feet of distance during certain times with increased risk of transmission, such as during nap or meal times.
- Physical distancing will not need to be maintained when groups are outside.

Clean and Disinfect

- In addition to normal cleaning and disinfecting procedures such as cleaning and disinfecting table tops before and after eating, the Club will continue to follow EEC's recommended guidelines. Measures will include:
 - Clean high touch surfaces (door handles, stair railings, etc.) and shared objects within the program once a day

- When illness is confirmed, increase targeted cleaning and disinfection of high touch surfaces
- Ensure disinfecting products used are on the list of EPA-approved products for use against COVID-19

STAFFING AND OPERATIONS

General

- All Staff (program & administrative) will be trained on social distancing and hygiene protocols
- All Staff (program & administrative) will be trained to recognize signs and symptoms of Covid-19, how it spreads, and when to seek medical assistance.
- The Program Directors and teachers will monitor children's attendance. They will communicate with the families to determine if the absence is due to illness or another reason.
- Water fountains and sinks are not to be used for drinking water. The Club encourages staff and members to bring their own water bottles to the club and has filtered water available for refills. Staff must assist children in filling their water bottles.
- Rooms that have windows that can open to the outside are encouraged to keep windows open as long as it is safe to do so. Keeping windows open will increase ventilation and circulation of outdoor air as much as possible. Staff must close the windows if they are the last to leave the room.

Communication Systems

- All parents must provide the Club with accurate email addresses and home, work, and mobile phone numbers so they can be reached in an emergency at any time.
- A communication system will be available through constant contact to communicate with all staff, parents, and management in the case of emergency. **Parents should read all emails from The Ludlow Boys & Girls Club.**

Program Closings and Staff/Child Absences

In the event it becomes necessary for the Club to close a program or the building, or if the Club experiences large increases in child and staff absences or respiratory illnesses, the CEO will work with the admin team to notify the following stakeholders (as necessary)

- Board of Directors - CEO
- Local Board of Health
- BGCA - CEO
- All enrolled families (both School-Age and Preschool) -- SA & Preschool Director
- Staff - POC
- EEC - POC
- The Club will make every effort to post closings on Facebook, website, and wwlp22.

Payment Policies *(per the signed acknowledgement at the time of enrollment):*

- Program fees are debited weekly. I understand that payment will be deducted on the Friday of each week for the following program week for as long as the program runs. Automatic bank charge payments are required. All payments must be made on an automatic payment plan. Weekly charges are the same regardless of absences.
- If I choose to withdraw my child from the preschool, before or after school program, I understand I will be responsible for payments thru the second week after written notice is given. If no written notice is given, I will be responsible for payments thru the second week after service end date. For example, if

the Club is notified on March 3rd, payment must still be rendered for the weeks of March 8th and March 15th.

- Summer fun and Vacation day payments are non-refundable and not-transferable.
- Pick Up: A parent/guardian/authorized person who is late picking up a child from any Club program will be charged \$20.00 for the first 15 minutes or any part thereof and \$10.00 for each additional 5 minutes or any portion thereof. Charges for late pick up will be withdrawn with the next weekly debit or program fees, or direct payment will be required for those children attending the RLP through a Farm Workers Voucher. After a third incident, the child's enrollment in the RLP will be in jeopardy of termination.
- **Refunds:** There are no refunds or credits for missed time due to absences and no substitution of days. Due to the many requests the Club receives, the Club must enforce this policy and does not have the capacity to make exceptions in an effort to remain fair to all our families and to prevent operational challenges for the Club. Should we be ordered to close by town, county, state or federal officials at any time, in order for the Club to meet its financial obligations, families will be required to meet their financial commitment for up to two weeks of closure. After that time, no further charges will be made until the Club reopens.

The safety & well-being of our youth members is our #1 priority. Please view our Commitment to Safety page at: <http://ludlowbgc.or/abouttheclub/safety/>

Acknowledgement of Receipt

This Covid-Care Plan describes important information about the health, safety and operational guidelines set forth by the Ludlow Boys & Girls Club (d/b/a The Randall Boys & Girls Club) in response to COVID-19.

I acknowledge that I have read the policies that are contained within this plan and agree to adhere to all guidelines outlined in this document.

I further understand that the policies contained in this document may be changed in accordance with any local, state or federal government mandates or recommendations by local health officials. The most current Care Plan can be accessed on the Club's website at www.ludlowbg.org.

Print Name:

Signature:

Date:

Please check:

☐ Parent/Guardian ☐ Employee