

# LAING YOUTH CLUB

## COVID-19 POLICY & PROCEDURES (UPDATE: August 20, 2020)

THE FOLLOWING CHANGES ARE TO TAKE EFFECT IMMEDIATELY AT THE REQUEST AND GUIDANCE OF CDC, PADHS, & WHO IN RESPONSE TO THE COVID-19 GLOBAL PANDEMIC. DUE TO THE FLUID EVER-CHANGING NATURE OF RECENT EVENTS, THE FOLLOWING IS SUBJECT TO CHANGE, EXPAND, OR CEASE. PLEASE NOTE, FAILURE TO COMPLY WILL RESULT IN TERMINATION OF SERVICES.

### Sign-In Procedure

#### Masks

Children and parents are to wear mask when entering 2330 building and approaching facility door. While waiting at door, please keep 6 feet from any other family awaiting service.

#### Club Entry Restrictions

Only children and staff will be permitted in Laing Youth Club. Parents or siblings not enrolled will not be granted access. Drop off and pick up procedures will be performed outside of keypad door.

#### Drop-offs & Pick-ups

Prior to entry, for both before and after school, all children will receive a contactless temperature reading.

#### Contactless Sign-in/Sign-out

Staff will electronically enter sign in info on behalf of parent or guardian as well as signing children out. Confirmation of data entry will be made available at parent's request.

#### Limited Adult Traffic

Pick up procedure will include the encouragement of two assigned adults per family; notification will need to be provided for an adult other than the designated two when picking up children, in such cases standard procedure of ID check will be followed.

### Potential Disruptions of Service

#### Fever Prior to Entry

A temperature of 100 degrees or more of a child will result in refusal of services. In addition, child will be ineligible for services for a minimum two week period, where at end of period no signs or symptoms are present indicating illness.

### **Illness During Times of Service**

Children already in care showing signs of illness, including but not limited to fever will be safely separated from other children in attendance. During such times, a parent will be contacted and asked to pick up child immediately. Failure to comply will result in permanent loss of services.

### **Peaks of Community Illness**

Staff will also be required to undergo all preventive measures that are in place for children. Keeping this in mind, however unlikely, services may be interrupted due to staff shortages.

Whether amongst staff and or children, if multiple cases of illness occur, services may be suspended until circumstances are resolved.

If federal or state government deems it necessary to enforce mandatory closure of child care facilities, interruption of services may result.

Lastly, Laing Youth Club reserves the right to suspend services when circumstantial changes, mentioned or otherwise, affects the safety of children, staff, or public in accordance with CDC, WHO, DHS guidelines.

## **Children's Interactions**

### **Mask**

All children will be required to wear a mask or cloth face covering throughout the day. Breaks will be provided at children's request, within reason, for masks to be removed while child is safely away from others.

### **Physical Contact**

All physical interactions between children and or staff will not be permitted.

### **Personal Items**

Belongings from home will be permitted but only under the following guidelines:

- All items can and remain in child's bag when not in use.
- Items are not shared.
- Blankets, pillows, and other large fabric items are not brought in.
- Food and drink from home will not be stored in facility refrigerator - pack lunches must be kept within child's bag or on hook in an insulated lunch container when child is packing.

### **Center Items**

Facility and all used items will be thoroughly cleaned in an increased fashion. This will include the cleaning of games, toys, and other objects cleaned between use.

## Changes to Standard Activities

### Breakfast

Parents are asked to provide breakfast to children prior to drop-off. While preventive measures are in place, Laing Youth Club can not provide our standard practice of breakfast accommodations.

### Snack

Reasonable seating separation will be provided while children are eating. Rather than large group entry, children will singly wash hands, enter cafeteria, receive snack and begin eating. This staggered procedure will continue until all children has been provided snack. Each child will return to their designated room in the same individualized fashion upon completing their snack.

### Water

Water bottles will not be provided nor collected. Water fountain use will not be permitted. Water will be provided utilizing individual disposal cups via our facility's cooler during snack. Children who would like to bring in a personal pre-filled bottle can do so, but like all belongings, must keep bottle in personal bag when not in use (**note:** Laing Youth Club will NOT fill or refill any bottles brought from outside of the facility).

### Homework Time

In circumstances where the cafeteria does not provide adequate space for appropriate distancing, children will complete their homework in their assigned rooms.

### Roof Bucks

Our roof buck reward system will continue with paperless online accounts for kids. As always, children we be able to utilize their remaining roof bucks from previous summer or school year sessions. This will be done by bringing in past roof bucks to be collected by staff and applied to online account. From there, all further transactions and earnings will be electronic.

## Administrative interactions

### Contact

General routine questions and concerns can be provided via phone or email. (General email: [hello@laingyouthclub.com](mailto:hello@laingyouthclub.com) Direct email: Jamaal - [mj@laingyouthclub.com](mailto:mj@laingyouthclub.com), Tiffany - [tiff@laingyouthclub.com](mailto:tiff@laingyouthclub.com))

### Meetings/Tours

Meetings and tours will be made only when deemed necessary whereas other forms of communication will not suffice. In such cases, meeting or tour will be scheduled during off hours.

### Forms

If not already provided or in need of update, forms such as Emergency Contact, Health Assessment, Credit Card form must be provided when dropping child off. Parents have the option of going online and printing out required form and presenting when dropping child off. Otherwise, a staff member will present the form to you. This form then must be taken with you to fill out and return doing your next drop off or pick up time.