

## ORINDA 2020 YOUTH PROGRAMMING PROCEDURES & POLICIES

### **Activity Description**

- Orinda Parks and Recreation's Fall Enrichment Programs are intended for parents to send their child(ren) to a fun, enriching, and safe place. Parents may register their child(ren) for a specific program that will contain a stable group of no more than 12 participants.
- Each group will have their own classroom or program space as well as a designated area(s) around the Community Center, or other City facilities, where they can interact with their fellow group members and Instructors. Each group will be engaged with age appropriate, stimulating activities featuring sports, art, movement, building, and other creative endeavors.
- Our professional City staff and corps of contracted instructors are committed to providing you and your child(ren) with a fun-loving and safe experience. Instructors will NOT be leading any other groups for the duration of the program.
- All City of Orinda programs must be able to comply with the following guidelines to operate. These guidelines are subject to change based on changes in local, state and federal direction related to COVID-19. Programs in Orinda are designated for children 5-14 years of age.

Orinda Parks and Rec offerings will follow social distancing, sanitation, and hygiene practices specified by Contra Costa Health Services, and the Federal Centers for Disease Control and Prevention (CDC).

Programs are not designed for those that are in the high risk category and parents should consult with their doctor about enrolling in this program.

### **Prevent Spread and Social Distance Policy**

- Staff, Instructors and participants will wash hands often with soap and water. Hand sanitizer will be used if soap & water is not readily available.
- Kids will be encouraged, as always, to keep their hands to themselves and kids will be strategically spread apart during activities.
- Items will not be shared amongst separate groups. Any shared items or locations will be disinfected before another group can use it.
- Staff and Instructors will wear a face covering at all times.
- Children **WILL** be required to wear a face covering when social distancing can't be practiced (indoor programs).
- Parents should wear a face covering when picking up and dropping off.
- Staff, Instructors and children will need to cover coughs and sneezes and wash hands right after doing so.
- Frequently touched surfaces will be cleaned regularly.
- Staff and Instructors will not prepare food. If applicable, children must bring their own snacks. Children are not allowed to share food.
- Children should not bring toys and other personal items from home.
- Groups of a maximum of 12 children will be split into separate classrooms or facilities and groups will not mix.
- Each program will be assigned a gender neutral restroom to use each day. No other group will be allowed to use this restroom without it being sanitized and cleaned.

- Restroom is accessible during all program hours, and is regulated to ensure that only one person is inside the restroom facility at a time. Markings must be placed to ensure that people waiting to enter the restroom are six feet apart. Follow internal guidelines set by City of Orinda for cleaning and frequency of cleaning.
- Boys and girls will take turns using the assigned restroom.
- Classrooms, facilities, and restrooms will not be open to the general public. The Parks and Rec staff will be restricting access and closing off the areas to the public.

### **Hand Hygiene Procedure**

- All children, instructors and staff should engage in hand hygiene at the following times:
  - Arrival to the facility and after breaks
  - Before and after eating or handling food
  - Before and after administering medication or medical ointment
  - After using the toilet
  - After coming in contact with bodily fluid
  - After playing outdoors
  - After handling garbage
- All Staff, Instructors and children should wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.
- Children will be supervised when they use hand sanitizer to prevent ingestion.
- Children will be supervised when washing their hands and will be assisted with handwashing if they cannot do it on their own.
- After assisting children with handwashing, instructors should wash their hands.
- Fliers will be posted describing handwashing steps near sinks.

### **Isolation, Sick Child, and Sick Staff Policy**

- Sick children, instructors and staff are required to stay home and will not be allowed in the program.
- “Sick” is someone exhibiting, but not limited to, the following symptoms: cough, shortness of breath, fever (temp 100.4°F or higher), sore throat, chills, vomiting, and/or diarrhea.
- Should your child develop any of the symptoms above, please notify the program via phone at 925-254-2445 or email at [OrindaParksandRec@CityofOrinda.org](mailto:OrindaParksandRec@CityofOrinda.org)
- Instructors will be vigilant in monitoring symptoms in kids and themselves and will notify a supervisor if they or a child is showing symptoms of being sick (symptoms listed above)
- Children, instructors and staff who arrive sick or become sick while at the center will be sent home immediately.
  - Instructors and Children who become sick while at the center will be isolated from well groups.
  - A room at the facility will be used as an infirmary/isolation area.

- One staff member will maintain physical distance of at least 6 feet and will supervise any sick children in the infirmary until a parent/guardian arrives to pick them up. Children will be made as comfortable as possible.
- Parents will be notified if a member of their group becomes sick. The group may be isolated to one room and one active area for the week.
- Participants will be warned that the program can be cancelled due to an illness in the program or a change in State, County or Federal guidelines.
- Sick staff members, instructors and children should not return until they have met one of the criteria below:
  - Have been tested for COVID-19 and the test has come back negative, and all other flu-like symptoms have been gone for 14 days.
  - Consulted with their doctor about resuming public activities
    - A record that a doctor was consulted may be required to be readmitted into any programs.

### **Staffing Requirements**

- Upon arrival, City staff and instructors may have their temperature checked and complete an informal health screening of answering a set of questions, such as “do you feel sick?” If the temperature check and informal health screening was passed, staff will then go to the restroom and wash their hands to start their shift.
- Instructors must be available to lead a camp unit of 12 or less participants. The participants in a camp unit must remain with that group each day, and cannot be moved from one group to another.
- Instructors will remain with their assigned group and will not be assigned to other job functions.
- Staff and instructors must possess all required PPE to ensure theirs and participants safety. They must wear a mask (covering mouth and nose) during all camp activities. Reusable masks must be disinfected daily.

### **Absent Staff Plan and Substitutes**

- Staff and instructors are to stay home if they exhibit any symptoms of being sick. If they must be absent from a shift or if they become sick, they must inform the supervisor as soon as possible.
- If feasible, supervisors will reach out to substitutes to cover the shift.
- If a substitute cannot be found, the program may be canceled and pro-rated refunds provided.
- Mixing of staff in groups will be avoided to the best of our ability.

### **Program Check-in, Check-out and Screening Procedure**

- Please view map for visual reference of check-in and check-out
- Each program will be assigned to a specific room
- Only Participants should accompany parents.
- Upon nearing the appropriate entrance, the Instructor will conduct a screening procedure
  - Instructors ask the parent or guardian screening questions prior to entering the facility. Instructors will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

- The parent/guardian will be asked to confirm that the child does not have fever, shortness of breath or cough.
- Parent/guardian will be asked if their participant has been in contact with someone who has COVID-19 or has shown symptoms of COVID-19
- Once they have passed the screening procedure, **the parent/guardian will verbally acknowledge and verify they are checking the child in** and he/she will enter their room/facility. The room/facility will be supervised by the Instructor.

Participants must be on time to drop-off.

In the case of a late drop-off, participants must park and proceed to the facility and call 925-254-2445 to contact a staff person. The staff person will coordinate the screening procedure with leaders.

- Check-out
  - Similar to Check-in, parents should wait near the entrance to their child's facility, socially distancing from other parents as best as possible.
  - Early Pick-Up
    - Parents will go directly to the assigned classroom, knock and wait for staff to assist with check in.
- **Parent/guardian will verbally acknowledge and verify they are checking the child out**

### **Cleaning/Disinfecting Procedure**

- Parent's guide statement:
  - In addition to daily deep cleanings, frequent sanitizing of high touch surfaces will occur throughout the day, including, but not limited to, tables, chairs, counters, door handles, bathrooms and outdoor surfaces.
- Internal procedure
  - General procedures for cleaning
    - Staff required to wear PPE (masks and disposal gloves).
    - Only utilize approved chemicals. Safety data sheets are available for all chemicals.
    - Restroom mops will not be utilized in classrooms.
    - Mops washed/disinfected on a daily basis.
    - Chemicals should be stored out of the reach of children
  - Restrooms
    - Daily deep cleaning/sanitization performed on all hard surfaces in the restroom, including but not limited to, sinks, faucets, toilets, dispensers, (paper and soap), dividers, touch points, and floors using approved chemicals and clean mops and towels.
    - Sanitize / Supply Check - Check restrooms for supplies (paper towels, soap, toilet paper) and sanitize touch points (handles, faucets, dispensers, etc.) while groups are not utilizing restrooms on a regular basis.

- Classrooms/indoor play areas.
  - Deep cleaning/sanitization will be performed before children arrive each day by maintenance staff on all hard surfaces including but not limited to floors, touchpoints, furniture using approved cleaners.
  - Routinely sanitize surfaces and objects that are frequently touched, such as tables, doorknobs, switches, chairs, cubbies, countertops using approved chemicals or wipes. Chemicals should be stored out of the reach of children.
  - Check and refill supplies such as hand sanitizer, wipes, towels while groups are not utilizing classrooms.
- Active Areas (indoors and outdoors)/Hallways
  - High touch surfaces made of plastic or metal, such as grab bars and railings will be sanitized using approved chemicals on a regular basis.
  - All surfaces will be cleaned before groups arrive each day.

#### **Medical Conditions and Vulnerable/High Risk Group Guidelines**

- The program is not designed for those that are in the high risk category and you should consult with your doctor about enrolling in this program.
- People of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.
- Children with allergies, medical conditions, disabilities, or other pertinent health related information should notify the City at enrollment. This information should also be disclosed on the PARENTAL CONSENT FORM & DIRECTIONS TO STAFF FOR THE SELF-ADMINISTRATION OF MEDICINES