Guidelines for Operation Amid the Covid-19 Pandemic

Family Addendum

Rev. 2.0
08/17/20
During this time of a global pandemic, public health officials urge physical distancing to prevent the spread of disease. Therefore, our normal operations have been modified as outlined in these guidelines.
Introduction

We know that together we will get through this national emergency. The advice in this guide has been developed based on information from CDC, Connecticut’s Office of Early Childhood (OEC), American Academy of Pediatrics (AAP) and several other sources to make EdAdvance BASES summer and before & after school operations as safe as possible. As changes occur, we will adjust programming as needed and notify families as applicable.

Planning and Coordination

If demand for services exceeds the current supply BASES will prioritize slots for those children whose parents/guardians provide essential services. The list of businesses deemed essential in Connecticut can be found in the Statewide Stay at Home Order found here: https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Business-Exemptions-for-Coronavirus

Coordination with Local Officials

EdAdvance BASES has had discussions with emergency management agencies, childcare licensing, childcare coalitions, school districts and public health departments and will remain in contact with them, as necessary.

Scheduling

Program staff will establish a schedule for students each day, meeting any specific timing needs for live-streaming or virtual class meetings, while also having time for shared recreation, enrichment and physical activity throughout the day. Staff will limit the sharing of toys and learning materials.

❖ It is recommended that each student have access to a laptop, tablet or desktop computer and that devices are not shared between children other than siblings. Computers/tablets should be brought from home with the students.

Get more information at:
❖ CDC: https://www.cdc.gov/
Ratios and Group Size

BASES will follow guidance from the Connecticut Office of Early Childhood (OEC) which recommends limiting group sizes to a maximum of 14 children with the same team of staff each day. BASES students from the same family will be kept in the same room to lower the risk of exposure.

The program will maintain one group per space, inside and outside, keeping in mind the suggested 6-foot social distancing when possible.

Training

All staff will be educated on coronavirus basics, including the prevention of infection and spread of the disease, hand washing, hygiene, personal protective equipment, signs and symptoms of coronavirus infection. Staff are also required to take a course that provides information on infectious diseases along with general health & safety, first aid and CPR.

Access Control

Only EdAdvance BASES staff and enrolled students will be admitted into the program space. For those occasions when contractors or support staff need to enter every attempt will be made to limit entry to one person at a time and face masks will be worn.

Pick up and Drop off

Sign in and sign out procedures will be handled in a way that minimizes transmission.

Parents/guardians drop off and pick up children outside the building, remaining in their car. Parents/guardians will call or text the program when they reach the parking lot to let staff know of their arrival and the children will be escorted in/out of the building following pre-screening and temperature check. Signs will be posted outside referring to this policy.

Staff will sign the children in and out on behalf of the parents/guardians using the date and time of the text/calls indicating arrival at the BASES program.
Transportation of Children

It has been recommended that programs temporarily cease transporting children, therefore, at this time there will be no field trips or swimming.

Face Masks

As per OEC and SDE guidelines all EdAdvance BASES staff & students are required to wear a mask or other cloth material that covers his or her mouth and nose while at the site.

- Wearing of masks is not required while they are using break time to eat or drink.
- wearing of masks is not required in outdoor spaces where they do not come within six feet of other people.
- Nothing in these rules require the use of a mask by anyone for whom doing so would be contrary to their health or safety because of a known medical condition.
- If a person declines to wear a mask or cloth face covering because of a known medical condition, staff are not be required to produce medical documentation verifying the stated condition.

All students and BASES staff must always use a face mask while on school property or a school bus. EdAdvance staff will strongly encourage the children to wear the mask, keep it on and not touch it.

Health and Safety

Site Safety Officer -
BASES Administration Team will provide oversight of health and safety practices for all staff and children during program hours. BASES Administration has the authority to suspend any operations if doing so would be in the best interest of the health and safety of the staff and/or children. Further, BASES Administration is mindful of the mental health of the staff and will ensure staff are receiving adequate support and rest.
Site Nurse or Healthcare Provider -
As recommended by OEC,
1) The **Head Teacher** is responsible for ensuring an adequate supply of health and first aid materials on hand as needed for the specific children in their care.
2) The program **Nurse Consultant** is available for any questions or concerns.

Site Infection Control Staff -
**BASES Site Staff** are responsible for cleaning, sanitizing and disinfecting materials in their own areas during the day and cleaning & disinfecting all areas of the facility used at the end of each program day.

**School Custodial Staff** will do regular cleaning and disinfecting of all shared spaces such as the entrance lobby, sick room, hallways and restrooms.

Health & Infection Control
**BASES students & staff** should do their own daily health check and temperature screening before arrival. They should stay at home or will be sent home if they
- are sick with any illness
- are exhibiting signs or symptoms of COVID-19 like illness
- have a temperature over 100.0°F.
- have tested positive for COVID-19
- suspect that they have been exposed to the virus

Children or staff who have a fever over 100.0°F will be immediately sent home.

Exposure of Parents/Guardians
With parents/guardians starting to return to work or continue to work as essential employees, it is possible that some will be exposed to the coronavirus. If a parent is exposed or is suspected to have been exposed, the parent/guardian should **not** pick up or drop-off children from the program. Instead, one of their emergency contacts should be used.
Sick Child/Staff

Should a child or staff show signs of illness during the day, they will be separated to a sick room/area to limit exposure to others and when appropriate the sick child will be asked to wear a face mask.

A no-touch digital thermometer will be used to obtain a temperature reading. If it is unavailable, oral thermometers with covers will be used. Children or staff who have a fever over 100.0°F will be immediately sent home. Thermometers are disinfected after each use according to the manufacturer’s instructions.

The Head Teacher will complete an illness report.

Anyone sent home with an illness may return if fever free for 24 hours, without fever reducing medications and all other symptoms have subsided.

A sick room/area for ill children will be set up to contain the spread of any infection.

Returning to BASES After Being Ill

As recommended for students/staff who have stayed home (home isolated) with covid-19 symptoms, they can return to the program under the following conditions**:

- **If you have not had a test** to determine if you are still contagious, you can return to the program after these three things have happened:
  - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
    AND
  - other symptoms have improved (for example, when your cough or shortness of breath have improved)
    AND
  - at least 10 days have passed since your symptoms first appeared

- **If you have had a test** to determine if you are still contagious, you can return to the program after these three things have happened:
  - You no longer have a fever (without the use of medicine that reduces fevers)
    AND
o other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
o you received two negative tests in a row, at least 24 hours apart. Your doctor will follow CDC guidelines.

Students/staff who DID NOT have COVID-19 symptoms, but tested positive and have stayed home (home isolated) can return to the program under the following conditions**:

- **If you have not had a test** to determine if you are still contagious, you can return to the program after these two things have happened:
  o At least 10 days have passed since the date of your first positive test
  AND
  o you continue to have no symptoms (no cough or shortness of breath) since the test.

- **If you have had a test** to determine if you are still contagious, you can return to the program after:
  o You received two negative tests in a row, at least 24 hours apart. Your doctor will follow CDC guidelines.

**In all cases, follow the guidance of your doctor and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments.

Note: if you develop symptoms, follow guidance above for people with COVID19 symptoms.

If a child or staff member who has been present in the program is diagnosed with COVID-19, EdAdvance BASES must notify enrolled families and staff about the exposure, maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and the Head Teachers will complete the required Covid-19 Diagnosis Report - https://forms.gle/y1Ch3BLHrW6MxZj37

In February 2020, COVID-19 was added to the List of Reportable Diseases. EdAdvance BASES is required to report cases of COVID-19 infection immediately to the Connecticut Department of Public Health and to the local department of health of the case-patient by telephone on the day of recognition or strong suspicion of the disease.

Food Safety

During this time, we have suspended family style snack and students will now be provided individual snack servings. We will not share dishes, drinking glasses, cups, or eating utensils. When possible, we will use disposable, single-use plates and utensils.

Any non-disposable items used will be washed thoroughly with soap and water, dipped in a bleach solution and air-dried.

- BASES students will wash hands prior to and immediately after eating.
- BASES staff will wash their hands before preparing food and after helping BASES students.
- Staff will clean food and clean & disinfect all surfaces before prepping.
- Children will be seated apart (4-6 ft) or have plexiglass dividers between them at mealtimes.
- Staff will wear food safety gloves when serving food.

Cleaning and Disinfecting

Product Use

Many products have different names and branding, but if they contain the EPA registered disinfectant, they are recommended for use against the coronavirus. This list can be found here: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Some common disinfectants that will be used at the BASES program include:
- Soap & water
- Disinfecting wipes (Clorox, Lysol)
- Disinfectant spray (Purell, Clorox, Lysol)
- Bleach
- Isopropyl alcohol
- Hydrogen peroxide

EdAdvance BASES staff will be cleaning and disinfecting our areas and supplies several times per day.

In addition, school custodians will be following district recommended cleaning & sanitizing guidelines.
Examples of frequently touched surfaces and objects that will be routinely disinfected

- tables,
- doorknobs,
- light switches,
- countertops,
- handles,
- desks,
- phones,
- keyboards,
- toilets,
- faucets and sinks,
- touch screens

Please Note: children may be asked on occasion to clean their own area & materials
Morning Check-list

**COVID-19 Daily Self Checklist**

Review this COVID-19 Daily Self Checklist each day before coming to work.

Do you have a fever, temperature over 100°F, without fever reducing medication?
- ☐ Yes
- ☐ No

<table>
<thead>
<tr>
<th>Loss of smell or taste?</th>
<th>Muscle Aches?</th>
<th>Sore Throat?</th>
<th>Cough?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
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<table>
<thead>
<tr>
<th>Shortness of Breath?</th>
<th>Chills?</th>
<th>Headache?</th>
</tr>
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<tbody>
<tr>
<td>☐ Yes</td>
<td>☐ Yes</td>
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<td>☐ No</td>
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</tbody>
</table>

Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?
- ☐ Yes
- ☐ No

Have you or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible COVID-19 exposure?
- ☐ Yes
- ☐ No

Have you been asked to self-isolate or quarantine by a medical professional or public health official?
- ☐ Yes
- ☐ No

**If you reply YES to any of these questions, STAY HOME and follow these steps:**
1. Call your Head Teacher
2. Call the Admin Team
3. Call or email your doctor
INFORMED CONSENT
(this form may be used for staff and parents of children enrolled at a youth camp during the COVID-19 declared emergency)

I hereby attest that I have been informed of the following pertaining to the coronavirus:

❖ People who are 65 years and older and people of any age who have serious underlying medical conditions or are at higher risk for severe illness from COVID-19 are recommended to stay at home. A list of medical conditions associated with a higher risk for severe illness from COVID-19 can be found in CDC’s guidance.¹

Individuals and families should consult their healthcare provider to determine whether they have medical conditions that place them at risk.

❖ Staff and children living in households with individuals who are 65 years and older OR have higher risk for severe illness from COVID-19 are recommended to stay home.

________________________________________
Signature of Staff or Parent/Guardian Printed Name

________________________________________
Child’s Name (if a parent/guardian) Date

¹ Includes chronic lung disease or moderate to severe asthma, serious heart conditions, immunocompromised (cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications), severe obesity (body mass index [BMI] of 40 or higher), diabetes, chronic kidney disease undergoing dialysis and liver disease. Individuals should consult their healthcare provider to determine whether they have medical conditions that place them at increased risk for severe illness from COVID-19.

EDADVANCE BASES does not discriminate in any of its programs, activities, or employment practices on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, veteran, marital or familial status, ancestry, genetic information, gender identity or expression, or any other basis prohibited by law. To file a complaint of discrimination write USDA Director, Office of Civil Rights, Washington, DC 20250-9410.
Health Disclosure

1. In order to ensure the health and safety of all children, families, and employees in our care all families are required to inform the staff of any changes in their child’s health to include, but not limited to any flu or virus symptoms within
   a. 72-hour period.
   b. Any fever within a 72-hour period.
   c. Any testing done for any contagious illness or virus.
   d. Any rashes or unexplained sores.
   e. Any new allergies or reactions to the environment or foods.
   f. Any conditions that require medication, whether taken at home or in school. g. Any other conditions or symptoms that may endanger the health and welfare of your child or any other individual which your child may encounter.

2. By signing below, you indicate that you understand this policy and agree to abide by this policy to ensure the health and safety of all children, families, and employees.

   Child’s Name ________________________________

   Child’s Name ________________________________

   Child’s Name ________________________________

   Printed Parent Name ___________________________

   Parent Signature ______________________________ Date ___________
What you should know about COVID-19 to protect yourself and others

Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.

Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.

Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

[cdc.gov/coronavirus]
Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

Fever

If you have COVID-19, you may have mild (or no symptoms) to severe illness. Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

Cough

Seek medical attention immediately if you or someone you love has emergency warning signs, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

Shortness of breath

[cdc.gov/coronavirus]
Wear your face covering when you can’t be 6 Ft apart

Why are people wearing cloth face coverings right now?
Wearing cloth face coverings reduces the chance of transmitting a virus through the spray of spit or respiratory droplets. This is especially true for when someone with COVID-19 comes within 6 feet of you, which is the range of transmitting infection through acts like sneezing or coughing.

When do children need to wear cloth face coverings?
There are places where children should wear cloth face coverings. This includes places where they may not be able to avoid staying 6 feet away from others. For example, if you have to take them to the doctor, pharmacy, or grocery store. However, there are other places where children do NOT need to wear a cloth face covering:
- At home, assuming they have not been exposed to anyone with COVID-19.
- Outside, as long as they can stay at least 6 feet away from others and can avoid touching surfaces. For example, it’s fine to take a walk as long as your children stay 6 feet away from others and do not touch tables, water fountains, playground equipment or other things that infected people might have touched.

What if my child fears wearing a face covering?
It’s understandable that children may be afraid of cloth face coverings at first. As more people wear these cloth face coverings, children will get used to them and not feel singled out or strange about wearing them. Here are a few ideas to help make them seem less scary:
- Look in the mirror with the face coverings on and talk about it.
- Put a cloth face covering on a favorite stuffed animal.
- Decorate them so they’re more personalized and fun.
- Show your child pictures of other children wearing them.
- Draw one of their favorite book character.
- Practice wearing the face covering at home to help your child get used to it.

For children over 3, try focusing on germs. Explain that germs are special to your own body. Some germs are good and some are bad. The bad ones can make you sick. Since we can’t always tell which are good or bad, the cloth face coverings help make sure you keep all germs away from your own body.

What about children with special health care needs?
- Children who are considered high-risk or severely immunocompromised are encouraged to wear an N95 medical mask for protection.
- Families of children at higher risk are encouraged to use a standard surgical mask if they are sick to prevent the spread of illness to others.
- Children with severe cognitive or respiratory impairments may have a hard time tolerating a cloth face covering. For these children, special precautions may be needed.

Is there a “right way” to wear a cloth face covering?
Yes. Place the cloth face covering securely over the nose and mouth and stretch it from ear to ear. Remember to wash your hands before and after you wear it and avoid touching it once it’s on your face. Cloth face coverings should not be worn when eating or drinking. Wash cloth face coverings after each wearing.

What kind of cloth face covering is best?
Homemade or purchased cloth face coverings are fine for most people to wear. For children, the right fit is important. Try to find the right size for your child’s face and be sure to adjust it for a secure fit.
Informed Consent:

EdAdvance BASES has put preventive measures in place due to the spread of COVID-19

- People who are 65 years and older and people of any age who have serious underlying medical conditions or are at higher risk for severe illness from COVID-19 are recommended to stay at home. A list of medical conditions associated with a higher risk for severe illness can be found in CDC’s guidance.

Individuals and families should consult their healthcare provider to determine whether they have medical conditions that place them at risk.

- Staff and children living in households with individuals who are 65 year and older OR have higher risk for severe illness from COVID-19 are recommended to stay home.
NOTICE

NO SMOKING
NO VAPING
NO E-CIGARETTES
STOP

1. PLEASE STAY IN YOUR CAR

2. TEXT THIS NUMBER: to let the staff know you have arrived

3. ANSWER PRE-SCREEN QUESTIONS

4. STUDENT TEMPERATURE CHECK

5. IT IS OK FOR YOU TO LEAVE WHEN YOU RECEIVE A THUMBS UP

Have a Great Day!
Staff or Children who have a fever over 100.0°F will not be admitted and will be immediately sent home.
& enrolled students with an EdAdvance BASES team member
Stop Germs! Wash Your Hands.

When?
- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

How?
- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- Rinse hands well under clean, running water.
- Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

www.cdc.gov/handwashing

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHB/CDC does not endorse commercial products, services, or companies.
CLEAN HANDS KEEP YOU HEALTHY.

Wash your hands with soap and water for at least

20 SECONDS.

LIFE IS BETTER WITH
CLEAN HANDS

www.cdc.gov/handwashing
Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Avoid touching your eyes, nose, and mouth.

When in public, wear a cloth face covering over your nose and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

cdc.gov/coronavirus
Tips to Prevent Coronavirus Transmission

1. Wash your hands frequently
2. Cough and sneeze into the elbow
3. Dispose of used tissues immediately
4. Avoid contact with others
5. Avoid crowds and public gatherings
6. Avoid touching your face
7. Clean all shared surfaces frequently
8. Avoid all nonessential travel
9. Call ahead before going to a clinic or hospital
10. Isolate yourself if sick or at risk of complications
11. Work from home if possible
12. Wear a mask
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