

**Standard Operating Procedures**  
**PHRec Teen CARES - 2020 Summer Youth Programs**

**Prevent Spread & Social Distance Policy**

- Staff and participants will wash hands often with soap & water, especially if visibly dirty. Hand sanitizer will be used when soap & water is not readily available.
- Kids will be encouraged, as always, to keep their hands to themselves and kids will be strategically spread 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 will always wear a face covering indoors and will wear a face covering outdoors when they encounter someone within 6ft.
- Children will not be required to wear a face covering
- Parents should wear a face covering when picking up and dropping off and will maintain a safe social distance of 6ft while waiting to pick up or drop of their child/children.
- Staff and children should cover coughs and sneezes and wash hands right after doing so.
- Frequently touched surfaces will be sanitized regularly
- Staff will not prepare food. Children must bring their own snacks (morning & afternoon) and lunch along with a refillable water bottle. Children are not allowed to share food. Staff will refill water bottles if needed.
- Children should refrain from bringing toys and other personal items from home.
- Children will stay with the same group throughout the session and the same staff members/supervisors will stay with the same group of children to the best of our ability.
- Groups of a max of 12 children will be split into separate classrooms and groups will not mix
- In most instances siblings will be kept together in the same group to limit family exposure.
- Each group 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.
- Classrooms, Restrooms and Activity Spaces will not be open to the general public.
- Staff will coordinate rotations, pick-up, and drop-off to limit the mixing of groups.

**Hand Hygiene Procedure**

- All children & staff should engage in hand hygiene at the following times:
  - Arrival to the facility and after breaks

- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- After using the toilet
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage
- All staff & 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.
- 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, staff should wash their hands.

#### **Cleaning/Disinfecting Procedure**

- In addition to daily deep cleanings, frequent sanitizing of high touch surfaces will occur throughout the day, including but not limited to toys, tables, chairs, bathrooms and outdoor surfaces.
- Staff required to wear PPE when cleaning (masks and disposal gloves).
- Only utilize approved chemicals. Safety data sheets are available for all chemicals.
- Mops washed/disinfected daily.
- Chemicals will 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, floors using approved chemicals and clean mops and towels.
    - Restrooms will be checked for supplies (paper towels, soap, toilet paper) and touch points sanitized (handles, faucets, dispensers, etc) while groups are not utilizing restrooms on a regular basis.
  - Classrooms/indoor play areas.

- Deep cleaning/sanitization will be performed prior to children arriving each day by custodial staff on all hard surfaces including but not limited to floors, touchpoints, furniture using approved cleaners.
- Surfaces and objects that are frequently touched will be routinely sanitized, such as tables, doorknobs, switches, chairs, cubbies, countertops using approved chemicals or wipes. Chemicals will be stored out of the reach of children.
- Toys
  - Toys that cannot be cleaned and sanitized should not be used.
  - Toys regularly wiped down using approved chemicals or wipes.
- Playground/Outdoor Areas/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 or after groups arrive each day.

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

- Sick children 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 925.691.5645 or [khunn@pleasanthillrec.com](mailto:khunn@pleasanthillrec.com)
- Staff 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 & Staff who arrive sick or become sick while at the center will be sent home as soon as possible.
  - Staff and Children who become sick while at the center will be isolated from well groups.
  - Staff entering the infirmary will be required to wear personal protective equipment (PPE) including:
    - Face covering/Masks
    - Gloves

- 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 care program can be cancelled due to an illness in the program or a change in State, County or Federal guidelines.
- Sick staff members & children should not return until they have met one of the criteria below:
  - 14 days have passed since they started showing symptoms
  - Consulted with their doctor about resuming public activities
    - A record that a doctor was consulted may be required to be readmitted into any programs.

#### **Absent Staff Plan & Substitutes**

- Staff are encouraged 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 their supervisor as soon as possible.
- Supervisors will reach out to substitutes to cover the shift. Afternoon staff may be asked to cover morning staff and vice versa.
- A list will be kept of which staff members have been with each group. It will also be noted what groups each staff have been assigned to for each session.
- If a substitute cannot be found, then an available supervisor assigned to that group will take over the shift.
- Mixing of staff in groups will be avoided to the best of our ability.

#### **Parent Drop-Off, Pick-Up & Screening Procedure**

- Parents are encouraged to take their child's temperature each morning before arriving to PHRec CARES Program
- Upon arrival, PHRec staff will administer temperature checks on participants using a no-touch thermometer.
- Participants will be assigned to a stable group of no more than 12 children
- Cars must park and pick-up in assigned group areas