



COVID-19 Safety Guidelines

Addendum to Out of School Time (OST) Parent Handbook

This addendum to the Out of School Time (OST) Parent Handbook outlines safety guidelines for any OST program (Afterschool, S3, Teens, and Summer Camp) facilitated in-person during the COVID-19 Pandemic. It is important for Jubilee Park to continue to offer a safe space and supportive learning environment for all of our students, even during a pandemic. Homework assistance and academic interventions along with access to a range of enrichment and social /emotional learning activities remain major objectives whether programming is in-person or virtual. All program participants and staff are expected to treat others with respect and kindness regardless of race, ethnicity, nationality, sexual orientation, religion, and gender identity.

Temperature Checks and Health Questionnaire

- All Jubilee Park staff, volunteers, students and parents must have their temperature taken before entering the classroom.
 - Temperatures will be taken with a forehead thermometer.
 - If anyone, adult or student has a temperature of 100°F or above, they will be asked to go home.
 - Adults and students that have been sent home due to fever may not return to work or the program until they have been fever free for 24 hours without the assistance of medication.
- Health questionnaire administered verbally to students during drop-offs on the first day of camp and the first day after long school breaks (Thanksgiving, Christmas and Spring Break). Responses will not be recorded due to HIPAA.
 - In the past 14 days have you had a temperature of 100°F or higher?
 - In the past 14 days have you been sent home from school due to illness?
 - In the past 14 days have you had any symptoms of respiratory illness or possible COVID-19? (Fever of 100°F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.).
 - Have you been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID-19?
- Child not feeling well after drop off.
 - If a child states they are not feeling well and is experiencing **any** COVID-19 like symptoms, the child will be removed from the classroom immediately.
 - Child's parent, legal guardian or other person authorized person will be notified immediately to pick up their child.
 - The parent must present a negative COVID-19 test in order for the child to return to camp.

PPE Use and Personal Hygiene

- Masks and Desk Shields
 - Masks will be worn by all staff, students, volunteers and parents at all times while they are on campus; with the exception of meals times. Face and desk shields will be used between individual students during meals times.

- Handwashing
 - Using soap and water or hand sanitizer, students and staff will wash their hands upon arrival to the classroom, during transitions between activities, and before leaving the classroom.
 - Extra time for hand washing and sanitizing between activities will be built into the daily schedule.

Classroom Ratios and Classroom Hygiene

- Teacher to Student Ratio
 - 2 Adults
 - 15 students (K-5th) and 17 students (Teens)
 - Ratio based on CDC social distancing guidelines of at least three feet between students in the classroom.
- Classroom Hygiene
 - Tissues, disposable face masks, and hand sanitizer with at least 60% alcohol will be made available to students, staff and volunteers.
 - Cleaning of hard surfaces and floors will happen each day.
 - Disinfectant spray and wipes will be made available and used regularly in the classroom and common areas.
 - Each Student will be provided with their own set of materials (glue, markers, crayons, etc.) in a summer supply kit that will remain at the center until their last day of camp. There will be no sharing of supplies between students.
 - Each class (Teachers and students) will remain together, as a unit, for all activities, meals and computer time. Students will not mix with students from other classes.

Procedures for COVID-19 Exposure of Student

- Student Awaiting Results from COVID-19 Test
 - Student will not be allowed back on site for in-person programming until a negative test result is received by staff.
 - Parents of other students in the cohort of the student awaiting results will NOT be notified until a positive test result is received by staff.
 - Staff member will fill out an Incident Report for student that is awaiting COVID-19 test result.
- Student Tests Positive
 - Should a student receive a positive test result, that student's cohort will be notified.
 - The cohort that the positive student is in will close and shift to virtual programming during the quarantine period.
 - Students who sit at the same table as positive student will be encouraged to get tested.
 - Siblings of student at other Jubilee Park sites will be asked to not attend programming until they receive a negative COVID-19 test result.
- Staff Working with COVID-19 Positive Student
 - Staff member that leads positive student's cohort will quarantine until a negative test result is received.