



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# COVID-19 ESSENTIAL WORKER CARE

**Hours: 7:30am – 5:30pm**

Here at the YMCA we are committed to serving our community as well as keeping it safe and healthy. In order to do that some of our policies and procedures have been upgraded during this time to ensure that we are a safe place for your child to be while you complete the essential work that is necessary for our community to thrive.

## WHAT TO BRING:

- Comfy clothes with closed toes shoes if possible.
- Any homework or assignments they have from school, as well as, any devices they may need to complete their homework (we will provide some devices for those who do not have them).
  - Our staff are well-trained to help with homework, many are teachers in our school system and can't wait to continue your child's learning while they are out of the classroom.

*\*\*We provide: Breakfast, Lunch, and 1 snack. We have limited person interaction with food through grab bags/boxes for lunch.*

## UPDATED PROCEDURES TO NOTE

- A flyer of COVID-19 symptoms will be posted in all classrooms for quick reference.
- Hand-washing will take place between each activity and transition (at minimum one time per hour).
- Each group or classroom in childcare will be kept at a 1 to 10 ratio with staff included. We will not exceed 50 persons.
- Classrooms will participate in social distancing and not engage or interact with each other, no large group games or gatherings (such as assemblies) will occur.
  - The mixing of students in different groups will be limited by staggering outside time, gym time, and other locations.
  - If sitting at tables, students should be at opposite ends (head of table) with no more than 2 at a table.
  - Activities requiring close physical contact will be eliminated from the schedule.
  - We will limit item sharing, and if items are being shared, children will be reminded to not touch their faces and to wash hands when finished using item.
  - Incorporate additional outside time, weather permitting (in staggered shifts per group).
- If any signs of symptoms are shown that child will be removed from the group to an isolated location to be determined by the Youth and Family Director.
  - Isolation protocol: If a child or staff member develops the following symptoms, send them home as soon as possible: Fever, Cough, Shortness of breath
    - While waiting for the sick child to be picked up, we will stay with the child in a room isolated from others (determined by Director). If child has symptoms of COVID-19 (fever, cough, shortness of breath), the caregiver should remain as far away as possible (preferably 6 feet) while still providing adequate supervision.
- All staff will also complete a Daily Health Check upon arrival and before clocking in. (see Daily Health Check details below).



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## CHECK IN PROCEDURES:

- Between the hours of **7:30-8:30 am** all children should be dropped off at our check in station, located on the side of the building.
- **After 8:30 am** please call in to the YMCA to be checked in at 252-972-9622 ext. 239.
- At check-in we will be completing the following as a **Daily Health Check** as recommended by the CDC and State partners:
  1. **Temperature will be taken.** (Thermometers cleaned between each use)
  2. **The following questions will be asked each day:**
    - Have you been in close contact (defined by the CDC as being within 6 feet of someone for 10 minutes or more) with anyone diagnosed with COVID-19?
    - Has anyone in your household had symptoms of respiratory illness (fever, cough, shortness of breath)?
    - Have you experienced a fever, cough, or shortness of breath in the past week?
- Below is the standard exclusion criteria for our program during COVID-19:
  - Children with a temperature greater than 100.4 will be sent home until they have had no fever for 24 hours without the use of fever-reducing medications.
  - Anyone who has been in close contact with someone diagnosed with COVID-19 will be asked to remain home for 14 days after their last contact with a COVID-19 patient.
  - If someone in your household has symptoms of respiratory illness, they will be asked to remain home until at least 14 days after symptom onset and 72 hours after symptom resolution.

## CHECK OUT PROCEDURES:

- **Between the hours of 4:30-5:30 PM** we will conduct check out outside, same location as check in. When you arrive, we will bring your child to your car.
  - Please make sure that you have your Photo ID or "Pick Up Tag" provided by the YMCA in order for us to release your child to you we will need to see those items.
  - If you need to add someone to your pick up list please call the Youth and Family Director before 4:00 PM.
- If you need to pick up **before 4:30 PM** please call our Youth and Family Office at 252-972-9622 ext. 239 if you are unable to reach us please utilize the walkie talkie located at the check in desk to call in to the office.

## EMERGENCY COMMUNICATIONS PLAN:

- All registration forms must be completed in full including parent/guardian information and 2 pick up/emergency contacts.
- In the case that we need to call in regards to unexpected sickness we will utilize those numbers as our first line of communication with you.



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## ENHANCED CLEANING SCHEDULE:

At the YMCA we maintain a strict cleaning schedule throughout the year to ensure we have the safest environment for your children. In response to COVID-19 our staff are maintaining the following cleaning checklist to continue and enhance that work.

Our staff wear personal protective equipment at all times to ensure their safety while handling products that are confirmed to be effective against COVID-19 (Our current product:

- Before the Children Arrive:
  - Wipe down all tables, chairs, light switches, and all door handles.
  - Clean off the most used toys.
  - Sanitize all tablets
- Throughout the day:
  - Items/toys that are used by children will be wiped down and disinfected between each use.
- Before/After Meal Time:
  - Wipe down all tables and hard surfaces.
  - Wash hands of course!
- After Children Leave:
  - Wipe down all tables, chairs, light switches, and door handles.
  - Clean off the toys used from the day.
  - Wipe down Faucets, Paper towel holders, soap canisters.

In addition, our cleaning staff will continue our normal cleaning procedures thoroughly each day. Our staff will be continue hand-washing as normal between each activity/transition.