

Cedarland Remote Learning Program

COVID Plans

Plan #1 - Program Operations Plan

Section 1 - Program Administration

Program Name: Cedarland Remote Learning Program

Person Responsible for Preparedness Plan: Beth Bailey & Joe Morin

Approach to Prevent Contact Between Groups:

- Children will be divided into groups of 20 or less, with the same 2 staff, who will remain with them throughout the day
- Groups will wear masks when traveling between activities, and any other time that social distancing is not possible
- Tables will be kept 6 feet apart
- Hand washing or sanitizing will be done by the children before and after each activity
- Any shared equipment or space will be wiped down between groups
- Children will supply their own art and school supplies
- Activities are scheduled in such a way to allow the cleaning of the area between different groups

Staffing Plan:

A non-group scheduled Program Director will be in charge of shared areas this employee will supervise and clean without directly interacting with the groups. This person will be available to cover during breaks and mealtimes.

The Program Director will ensure training staff meetings will take place weekly. All equipment will be closely monitored by that person.

Section 2 - Parent Communication

The Program Director will be the designated person to communicate with parents in the case of illness or exposure. We will communicate with parents primarily through email using our database.

In the event that a program experiences an exposure, programs must notify the following parties.

1. Employees and families about exposure but maintain confidentiality.
2. Haverhill board of health if a child or staff is COVID-19 positive. 978-374-2338
3. Department of Health if a child or staff member has tested positive.

Pick up and Drop off:

- We will be greeting the children in their cars. The only persons allowed in the building will be the children and the staff. Parents will not be allowed in the building.

Sample Pick up and Drop off Procedures:

Arrival: The parking lot traffic will be one way during the drop off and pick up times. Please enter through the CedarDALE parking lot. Go towards the back of the lot. There is a metal gate that you will drive through to enter, single file into the CedarLAND back parking lot. Please stop at the bucket barrier until we begin. The line will remain single file. Please have a large sign in your front windshield with your child's first and last name. After dropping your child off you will leave through the CedarLAND entrance. Only the child should get out of the car, and it is encouraged that both the Child and Parent have masks on. In order to keep the line moving, your child should be ready to get out of the car quickly with all of their belongings. Do not get into the drop off line until you are ready.

Dismissal: Repeat the same procedure you used at drop off. Make sure the sign with your child's name is visible in the front windshield. Holding it up helps. Our dismissal staff will notify the groups that you have arrived, and we will bring your Child to your car. Once again, please do not get out of your car.

ATTENTION: Please be patient as this is a new routine for all of us, and SAFETY is our first concern. You must be in the car line for us to dismiss your child. Please do not park and walk over to the program. If we need to change the procedure, we will communicate via email. We have added a diagram at the end of this email to help illustrate the process. If the line of cars in the CedarDALE lot reaches the street, and is potentially blocking traffic, please do not get in line. Instead, pull into a parking space in the CedarDALE lot, to wait for the line to start moving.

LATE ARRIVALS & EARLY DISMISSALS: With the restrictions we have to follow this summer, late arrivals must be planned in advance. In the event your child needs to arrive late or leave early please email jmorin@cedardale-health.net. MA guidelines prohibit Parents from entering the building, therefore we will bring your child out to you. Please keep in mind the end of the day is very busy and early dismissals must be before 3:00pm. If you are picking your child up before 12:30, please do not pack a lunch. Late arrivals will be very difficult to handle without advance notice. Please plan to be on time.

Section 3 - Support Services

At this time

Plan #2: Cleaning Plan

At group area - we should create a sanitizer station with checklist:

- Sanitize Hands
- PPE Required
- Locate and familiarize yourself with station cleaning supplies + report if low
- Be prepared to use 6' Physical Distancing, otherwise a mask is required
- Wipe Down all surfaces with disinfectant before starting shift
- Keep minimal personal belongings at workstation: closed beverage container
- When your group leaves an area, wipe down the space BEFORE you leave to go to another area.

There will be cleaning supply stations in the different areas that the program will use. If the supplies are running low extra supplies can be found in the Aquatic Center supply closet.

When finished your workday, gather your limited personal belongings, thoroughly clean and disinfect your area. Make a conscious effort to minimize contact with touch points.

Location	Item	Action	Frequency	Notes
Maze	Structure, bathrooms, doors handles	Clean & Disinfect	Daily, after each group uses it	Keep in mind the drying time between each group
Dojo	Sports equipment, rug/floor, door handles	Clean & Disinfect	Daily, after each group uses it	Keep in mind the drying time between each group
Arts & Crafts	Tables, chairs, doors handles, equipment/supplies	Clean & Disinfect	Daily, after each group uses it	Keep in mind the drying time between each

				group
Learning Space	Tables, door handles, chairs, supplies, floors	Clean & Disinfect	Daily, after each group uses it	Keep in mind the drying time between each group
Locker rooms	Touch points, toilets, faucets, floors	Clean & Disinfect	Daily, after each group uses it	Keep in mind the drying time between each group
Outdoor play spaces	Structure, equipment, tables	Clean & Disinfect	Daily, after each group uses it	Keep in mind the drying time between each group

Plan #3: Monitoring and Response Plan

Section 1: Screening

The screening process will be taken care of by a qualified staff person.

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Documentation: Upon check in, it will be assumed that they have passed the screening test if they have been admitted into the program.

Section 2: Isolation and Discharge

If someone becomes symptomatic while at the program. The "Purple Room" will be our designated isolation area. There is a private bathroom close by if needed. Any areas that the person was in will be thoroughly cleaned and disinfected after 24 hours. No one will be allowed in the isolation room until it has been cleaned.

There will always be a qualified staff person who will supervise the isolated child, who will have the required PPE.

Beth Bailey & Joe Morin will develop and maintain an emergency back up plan for staff coverage in case a staff member becomes sick.

Section 3: Local Board of Health Engagement

Beth Bailey will notify the local Board of Health in the event that a child or staff member is COVID-19 positive. The contact information for the local Board of Health in Haverhill is located below:

Phone: 978-374-2338

Email:

Address: 4 Summer St # 210, Haverhill, MA 01830

Section 4: Program Closures and Absences

The Program Director will be the designated person to communicate with parents in the event of a program closure.

- We will communicate with parents primarily through email using our database
- Staff people will be texted
- Local Board of Health will be called 978-374-2338
- EEC will be called 978-681-9684

In the event a child does not show up to the program, we will reach out to the parent via call or text.

Plan #4: Medication and Administration Plan

Medications will be administered in accordance with regulations. The person administering the medication will wear the proper PPE. Any children displaying signs of COVID will be isolated and sent home until they receive a negative COVID test or they have quarantine for 14 days without a fever.

Joe Morin will be in charge of administering medication.

Medical Condition	Required Medication	Protective Measures for COVID-19
Asthma	Metered-dose Inhaler	Metered -Dose Inhaler with spacers are recommended. Staff should wear a cloth face mask covering.

Plan #5: Transportation

The program will not provide transportation for children in our programs.