
BOB BURDETTE CENTER, INC.

POLICIES AND PROCEDURES FOR
OPERATING DURING THE COVID-19
PANDEMIC

SUPPLEMENT TO THE PARENT-STUDENT HANDBOOK

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INTRODUCTION

The safety and well-being of your children and our staff are of the utmost importance to us. We are implementing the following policies, guidelines, and practices to help reduce the spread of COVID-19 and other illnesses. We believe these are our best preventative actions, in accordance with the CDC, local health officials, local and state school administration, and childcare licensing recommendations or guidelines. They are not a guarantee against the spread of the virus or any other illnesses. These policies and guidelines are subject to change as circumstances related to COVID-19 change.

CHANGES TO BUSINESS PRACTICES/OPERATIONS

- ❖ We have reduced our staff-to-child ratio from 1:16 (the WV DHHR requirement) to 1:8. This will decrease the number of children at each afterschool program site to allow for proper social distancing. The COVID-19 pandemic is a fluid event, and as circumstances change or we see we have adequate space, we may adjust those ratios on a site by site basis in the future.
- ❖ All Bob Burdette Center, Inc. staff will be screened for COVID-19 within 14 days before reporting to work for the new school year. They will be required to wear masks/face coverings while on site. They will complete a daily health screening and have their temperatures taken upon arrival. Any staff person who is sick or who has a temperature of 100.4° F or higher will be sent home.
- ❖ As the children arrive at afterschool program, we will do a health screening and take their temperature using a touchless thermometer. If your child has a temperature of 100.4° F or higher or exhibits symptoms of illness, he or she will not be admitted to the program. The child will be sent to the school office. They will call you to pick up your child.
- ❖ Children will be required to wear masks, unless they have a waiver that exempts them due to a medical condition or disability, or if they are unable to remove a mask without assistance. We encourage children to bring their own masks, but we will have masks (as long as supplies are available) for those children who may come without theirs.
- ❖ Parents/guardians or authorized pick up persons will not be admitted in the building. You or your authorized pick up person will be required to wear a mask/face covering when you come to the door to pick up your child. A staff person will bring your child to you at the door and we will sign your child out. Please have your ID available for verification.
- ❖ The BBC will only offer in-person afterschool programming if Kanawha County is green, yellow, or gold according the School Alert System: Saturday Education Map and Kanawha County Schools is providing in-person instruction.
- ❖ Should KCS follow the Blended Schedule where students attend in person two days per week, your child may attend the afterschool program on the days he or she is in school.
- ❖ Should the school served by the afterschool program site close due to COVID-19 exposure to allow for cleaning and disinfecting, there will be no afterschool services.
- ❖ No teen volunteers working for school community service hours or volunteers of any age will be permitted in the program while the pandemic guidelines are in place. Also there will be no field trips and no outside speakers will be invited to the program.

SOCIAL DISTANCING & HYGIENE STRATEGIES

Because our afterschool program sites differ in number of staff and children, as well as in the size and number of rooms we are able to utilize, social distancing strategies will be implemented to the greatest extent possible to fit each site location. For those children who are returning to the afterschool program, the program routine will be different than what they were accustomed to following. Please discuss these changes with your children so they know what to expect. Their cooperation in following the guidelines will be critical to their success.

- ❖ As children arrive at afterschool program and await the daily health screening and temperature check, they will social distance as recommended.
- ❖ Children should maintain the recommended social distance from other children and staff to the greatest extent possible. Should they be in closer proximity, they will be reminded to keep their hands to themselves.
- ❖ Children will be reminded and encouraged to not touch their faces.
- ❖ Children will be seated, distanced apart, two to three to a table for the single-width tables. These tables will all face in the same direction so that children are not face to face. For those sites with full size tables, children will be staggered in seats so that no one is sitting directly across from them and there are seats in between them.
- ❖ To the greatest extent possible, children will be placed in groups that will work with the same Afterschool Enrichment Leader each day. These groups will rotate in the various activities of the program on a timed basis to keep them separate from each other. Examples of these activities include outside play (weather permitting), homework, and centers. Activity plans will be developed to minimize physical contact between children as much as possible. This means some games such as basketball or tag would be prohibited. Staff will be responsible for cleaning and disinfecting the area or shared materials used before rotating to the next activity.
- ❖ Prior to the children's arrival, all tables will be cleaned and sanitized by staff. At meal time, children will remain in their seats and the staff will serve the meal or snack. There will be no share table. After the meal, the staff will collect trash, as well as clean and disinfect tables. Weather permitting, outside space may be utilized for snack time.
- ❖ Children will wash their hands with soap and water for 20 seconds under staff supervision. When it is not possible to wash with soap and water, an alcohol-based hand sanitizer (at least 60% alcohol) can be used. Staff will supervise children who use hand sanitizer to prevent ingestion.
- ❖ Children will wash hands:
 - Any time they are visibly dirty.
 - Before and after eating.
 - After using the restroom.
 - After outside play.
 - After coughing, sneezing, or blowing their nose. Children and staff will be reminded and encouraged to cough or sneeze into their elbows, or to cover with a tissue which is to be discarded in the trash immediately.
- ❖ Water fountains will not be used. Staff will prepare a cooler of ice water for the children, and water will be served in disposable cups. Staff will wear gloves to dispense water for the

children and ensure the cup is placed in the trash when the child is finished drinking. Children may not fill their own cups.

- ❖ Each site will have a designated location for backpacks and coats. Children's personal items must be kept in their backpacks. At homework time, the children will take their backpacks to access books, homework supplies, etc. needed to complete assignments. After homework, the backpacks will be returned to the designated areas and children should not access their backpacks again until departure, unless they have permission from a staff person. Children should not bring their own personal items, such as toys, games, or art supplies. However, children may bring their own books to read, as long as they do not share the book with other children.
- ❖ Each child will be provided a pencil box with his or her name on it that includes such items as pencils, crayons, art supplies, scissors, glue, etc. These are items that may be needed for homework assignments and may be used during their arts and crafts center time. Staff members will distribute and collect these boxes as needed.

CLEANING AND DISINFECTING

Staff will be diligent in daily cleaning tasks to further help prevent the spread of COVID-19 and other illnesses. The following cleaning and disinfecting guidelines will be used in addition to hygiene and cleaning items discussed above.

- ❖ Staff will ensure that all cleaning supplies are safe and approved for use. They will be stored in a secure area away from children.
- ❖ Staff will routinely clean/sanitize/disinfect surfaces and objects that are frequently touched. This may include tables, door knobs or handles, toys, light switches, faucets, etc.
- ❖ Staff will ensure adequate ventilation when using cleaning products and position children away from areas being cleaned. Children will not be permitted to assist staff with cleaning and disinfecting.
- ❖ Toys and art supplies (ex: Playdough) that cannot be cleaned and sanitized may not be used.
- ❖ Staff should not touch their face while cleaning and will wash hands immediately after cleaning.
- ❖ Staff will regularly check to make sure adequate supplies of soap, paper towels, and hand sanitizer are available.
- ❖ At the end of the day after all the children have been picked up, the staff will clean and disinfect all items used that day before putting them away. A final cleaning of frequently touch items will be completed before the staff leave for the day.

HEALTH SCREENING/ILLNESS POLICY

It is critical that both staff and parents/guardians follow the policies for attendance with regard to illness. Both staff and children should stay at home if they have any symptoms of sickness (fever of 100.4° F or above, cough, shortness of breath, new loss of smell or taste that cannot be attributed to another health condition, nausea, vomiting, diarrhea, muscle aches, or generally not feeling well). Children should not be sent to school with these symptoms. Children may only attend the afterschool program if they attended school that day and did not experience any illness during the school day and do not have a temperature of 100.4° F or higher.

- ❖ Each site will have a designated area where children who begin running a fever or appear symptomatic during the course of the afternoon can be isolated until the parent/guardian arrives. These children will be under the visual supervision of a staff person. The parent/guardian will be contacted and asked to pick up the child as soon as possible. After the child is picked up, the isolation area will be cleaned and disinfected following recommended guidelines. All areas and items used by the child that day will also be cleaned and disinfected.
- ❖ Staff and children who test positive for COVID-19, believe they may be infected, or had contact with a person known to be infected, potentially infected, or exposed to someone infected with COVID-19 within the previous 14 days are required to report their exposure or confirmed illness to the Bob Burdette Center, Inc. Executive Director or Program Director as soon as practicable and encouraged to follow the advice of a qualified medical professional and self-isolate. Sick or exposed staff and participants should not return to work or the program until they have met the following criteria to discontinue home isolation.

Return to Work/Program Considerations	
<p>Employee/participant was symptomatic but was not tested for COVID-19.</p>	<p>Employee/participant was tested for COVID-19.</p>
<p>The employee/participant may return to work/program if:</p> <ul style="list-style-type: none"> • They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time. • Coughs and other symptoms have improved. • Ten days have passed since they first experienced symptoms. 	<p>The employee/participant may return to work/program if:</p> <ul style="list-style-type: none"> • They no longer have a fever. • Coughs and other symptoms have improved. • They have received two negative COVID-19 tests in a row, at least 24 hours apart.

- ❖ The Bob Burdette Center, Inc. will contact the Kanawha Charleston Health Department for all confirmed cases of COVID-19 entering the facility, which may result in a short-term

dismissal of staff and participants. The Bob Burdette Center, Inc. will maintain the confidentiality of those who test positive when notifying other staff or families of known COVID-19 cases within the center.

- ❖ The following guideline should be reviewed to determine if staff or children should attend. (From the WV Department of Education Re-entry Toolkit)
 - No symptoms – proceed to school/work.
 - Exposure, but no symptoms – stay home for 14 days from time of exposure
 - Diagnosis, no symptoms – stay home for 10 days since first positive COVID-19 test
 - At least 1 symptom (fever, chills, shortness of breath or difficulty breathing, new cough, new loss of taste or smell) – stay home until: 10 days since first symptom, no fever for 3 days without medicine, three days of symptom improvement (including coughing and shortness of breath)
- ❖ The Bob Burdette Center, Inc. recommends that staff or participants at higher risk for severe illness from COVID-19 (older adults and people of any age who have serious underlying medical conditions) consult with their medical provider to assess their risk and to determine if they should stay home if there is an outbreak in the community.

SOCIAL-EMOTIONAL WELLNESS

The pandemic and heightened awareness of health and safety issues are stressful for anyone, but children are especially subject to stress, fear, and anxiety. The Bob Burdette Center, Inc. staff will make all efforts to provide a safe welcoming environment for children.

- ❖ Staff will, as always, be patient and kind as they encourage students to follow social distancing and hygiene guidelines, and redirect them when these are not being followed. Staff will review with the children on a regular basis the techniques for proper hand washing and other hygiene procedures, as well as social distancing practices.
- ❖ Children will be given opportunities to share their concerns and feelings and to express them through such things as art and crafts or writing.
- ❖ Staff will communicate and lead with empathy and support, setting the example with a positive attitude.

The site coordinator will make parents/guardians aware if children are not following procedures for social distancing and hygiene, such as wearing their mask, if required, or not maintaining social distance from others. Parents/guardians will be encouraged to review these procedures at home and emphasize the importance of the children's compliance with procedures. **If children do not comply with the guidelines, we may advise the parent/guardian that the child may not return to the program.**

RISK AND WAIVER OF LIABILITY RELATING TO CORONAVIRUS/COVID-19

By signing this agreement, I acknowledge the contagious nature of COVID19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending the Bob Burdette Center, Inc. and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Bob Burdette Center, Inc. may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Bob Burdette Center, Inc. employees, volunteers, and program participants and their families. I agree that I will not bring or pursue any legal claims against the Bob Burdette Center, Inc. based on me, my child or anyone else contracting COVID-19 at the Bob Burdette Center or by reason of my child's attendance at the Bob Burdette Center, Inc. and I hereby agree to release and hold harmless the Bob Burdette Center, Inc. from any such potential claims.