



DIRECTOR  
SEAN TIMMONS

16 UNION STREET  
HAMILTON, MA 01982

TELEPHONE: 978-468-2178

WEBSITE  
WWW.HWRECREATION.COM

## **COVID-19 Operational Plans for Hamilton Wenham Recreation: Summer 2020**

The following is how our Department will operate our youth programming during the summer of 2020. Although we made the difficult decision to cancel the Summer Park Program we hope that you all will feel safe if you choose to attend our programming this summer. Programs this summer will be for residents of Hamilton and Wenham only.

Most Programs will run out of the Hamilton Wenham Recreation Center. We will be erecting two tents to create outdoor classrooms for the programs that would normally operate indoors.

### **SHARING INFORMATION WITH PARENTS/GUARDIANS**

Parents/Guardians must make sure that ALL emergency contact information is updated, and accurate. Parents/Guardians must provide work, mobile, and home (if applicable) phone numbers at which they can be reached. Please do not repeat the same number for all 3. Parents/Guardians will also be asked to provide an email address in order to provide up to date information about programs. If parents can also provide other persons of contact, it would be helpful in case of participant emergency or sicknesses.

### **PROGRAM CLOSURES**

In the event we need to close or cancel a program due to Covid-19 we will notify the proper parties by doing the following:

- Notification of the Public Health Nurse/Board of Health
- Notification of parents

### **SUPPLIES**

- Each program will be supplied with their own cleaning, disinfecting and PPE supplies. Cleaning supplies will be kept in the group's area but out of the reach of children.

Supplies will include:

- Disinfectant
- Hand Sanitizer
- Soap
- Extra Masks
- Non-Latex Gloves
- Paper Towels

### **DISINFECTING & SANITIZING PLANS**

- Staff will use CDC recommended cleaning agents to wipe down and sanitize tables, chairs and equipment used during programming. Cleaning will take place prior to the start of the program and at the conclusion of

the program. Any equipment re-used during the program will be disinfected by program staff when necessary during class but away from the children.

- Cleaning checklists will be created and implemented
- At the conclusion of a program, staff will clean and disinfect all surfaces and equipment before putting them away for the day.
- All high touch surfaces will be wiped down at the beginning of the day, periodically throughout the programs and at the end of the day.
- Staff will have access to masks, gloves and any other medical supplies recommended or required by the state and CDC
- Participant belongings will be placed in designated areas away from other participant's belongings to eliminate the need for us to wipe down each participants items brought into the programming space.

### **HAND HYGEINE**

Programs must have adequate supplies to promote frequent and effective hand hygiene behaviors. Soap and Water must be readily accessible to all children and staff.

- We will post hand washing instructions near every hand washing station.
- Staff and participants must follow the steps needed for effective handwashing (use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly and dry with individual disposable towels).
- Build in monitored hand washing or sanitizing for children at all necessary times throughout the day (upon arrival, before and after meals, after toileting, after coughing and sneezing, after contact with bodily fluids)
- Children and staff must wash their hands frequently throughout the day, making sure to wash all surfaces of their hands (front and back, wrists, between fingers, etc.)
- Children and staff should be instructed to cover their mouth when sneezing or coughing with a tissue or their elbow. They must wash their hands with soap and water immediately afterwards
- When outside or during activities where soap and water are not readily available for use, hand sanitizer may be used provided that use by children is appropriate to the age of the child and is carefully monitored. Alcohol-based hand sanitizer must be stored where it is inaccessible to children.

### **FACE COVERINGS**

- Staff and Children over the age 2 should wear masks or cloth face covering when social distancing (staying at least 6 feet away) is not possible.
- Programs must enforce the wearing of face masks by parents if/when permitted on the premises and at all times during drop off and pick up when social distancing is not possible

- Programs must regularly remind families and staff that all individuals are encouraged to adhere to the CDC's recommendations for wearing a mask or cloth face covering whenever going out in public and/or around other people.

### **PARTICIPANT AND STAFF HEALTH SCREENING**

- We will screen all staff and participants prior to admittance into the program space. The following guidelines will be followed:
- Non-essential staff, parents, volunteers, vendors and visitors are not allowed to enter the space.
- All staff, parents and children must be directed to self-screen at home, prior to coming to the program for the day, using the provided [daily wellness check](#) template provided on WWW.HWRECREATION.COM. Self-screening includes checking temperature (temperature of 100.0F or above is considered a fever), and checking for symptoms included feeling like you have a fever, cough, shortness of breath, gastrointestinal upset, new loss of taste/smell, muscle aches, chills/shaking, or any other symptoms that feel like a cold. Anyone with a fever of 100.0F or above or any other signs of illness should not be permitted to enter the program.
- If a child is feeling unwell, they must not be brought to the program.
- Any individual who believes they have had close contact with someone diagnosed with COVID-19 will not be permitted to enter the program, regardless of whether they are symptomatic or not.

Upon admittance into the program space, parents will be asked to hand a staff member their completed [daily wellness check](#), which they answered ahead of time. This screening answers the following questions:

- Today or in the past 24 hours, have you or any household members had any of the following symptoms?
  - Fever (temperature of 100.0F or above), or felt feverish?
  - Cough?
  - Sore throat?
  - Difficulty breathing?
  - Gastrointestinal symptoms (e.g. diarrhea, nausea, vomiting)?
  - Fatigue
  - Headache
  - New loss of smell/taste?
  - New muscle aches?
  - Chill/shaking?
  - Any other signs of illness?

- In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19) or with COVID-19-like symptoms, or who have been in quarantine for COVID-19?

In addition to receiving the answers to the screening questions, staff must also make a visual inspection of the child for signs of illness upon arrival, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.

Participants who miss the drop off window will not be granted access to the program until they have been screened.

If a participant or staff fails the healthcare screening for any reason they will immediately be asked to leave the premises of the program accompanied by their parent/guardian.

### **REGULAR HEALTH MONITORING**

Staff must actively monitor children throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting and children exhibiting signs of illness should be separated from the larger group. Each program must have a non-contact thermometer on site to check temperatures if a child is suspected of having a fever (temperature above 100F). Special care should be taken to disinfect the thermometer after each use.

### **ISOLATION AND DISCHARGE OF SICK CHILDREN AND STAFF**

- **Planning for Isolation and Discharge:** Hamilton-Wenham Recreation will take the following actions to prepare for a potential exposure
  - Designate a separate space to isolate children or staff who may become sick, with the door closed (or a solid barrier) if possible. Isolated children must be supervised at all times. A private or separate bathroom must be made available for use by sick individuals only. Others must not enter an isolation room/space without PPE appropriate to the care setting. A location with an open window and/or good air circulation is optimal.
  - If our facilities do not have a designated isolation rooms/spaces, we will determine a pre-specified location to which we will be sending patients presenting symptoms of COVID-19
  - Have an emergency back-up plan for staff coverage in case a child or staff becomes sick
  - Know the contact information for the local board of health in the town in which the program is taking place
  - Have masks and other cloth face covering available for use by children and staff who become symptomatic, until they have the premises of the program.
  - Designate a separate exit for those being discharged due to suspected infection.
- **If a Child Becomes Symptomatic:** If a child becomes symptomatic, Hamilton-Wenham Recreation will follow the protocols below:
  - Immediately isolate from other children and minimize exposure to staff
  - Whenever possible, cover children's noses and mouths with a mask or cloth face covering
  - Contact the child's parents and send home as soon as possible

- **If a Staff Becomes Symptomatic:** If a staff member becomes symptomatic, they must cease child care duties immediately and be removed from others until they can leave. Staff must regularly self-monitor during the day to screen for new symptoms. If new symptoms are detected among a staff member, follow the requirements above in Section 1A-B on how to handle symptomatic individuals.
- **If a Child of Staff Contracts COVID-19:** Sick children or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Determine the date of symptoms onset for the child/staff. Determine if the child/staff attended/worked at the program while symptomatic or during the two days before symptoms began. Identify what days the children/staff attended/worked during that time. Determine who had close contact with the child/staff at the program during those days (staff and other children).
  - If the individual test positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 10 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April, 1 isolation may be discontinued on April 11<sup>th</sup> so long as the individual is still asymptomatic on April 11<sup>th</sup>.
- **Notifying Required Parties:** In the event that a program experiences exposure, Hamilton-Wenham Recreation will notify the following parties:
  - Employees and families about exposure but maintain confidentiality
  - Local board of health if a child or staff is COVID-19 positive
  - Funding and licensing agencies if child or staff is COVID-19 positive
- **Self-Isolating Following Exposure or Potential Exposure:** In the event that a staff member or child is exposed to a sick or symptomatic person, the following protocols will be followed:
  - If a child or staff has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or staff must not be permitted to enter the program space and must be sent home. Exposed individuals will be directed to stay home for at least 14 days after the last day of contact with the person who is sick. The program will consult the local board of health for guidance on quarantine for other children and staff and what additional precautions will be needed to ensure the program space is safe for continued programming
  - If an exposed child or staff subsequently test positive or their doctor says they have confirmed or probable COVID-19, they must be directed to stay home for a minimum of 10 days from the 1<sup>st</sup> day of symptoms appearing and be fever free for 72 hours without fever reducing medications and experience significant improvement of symptoms. Release from isolation is under the jurisdiction of the local board of health where the individual resides.
  - If a child or staff's household member tests positive for COVID-19, the child or staff member must self-quarantine for 14 days after the last time they could have been exposed.
- **If an Exposed Child or Staff Remains Asymptomatic and/or Tests Negative for COVID-19:** If the exposed individual remains asymptomatic and/or tests negative for COVID-19, they must remain in quarantine and continue to monitor for the full 14 days.

## **DISTANCING AND GROUP SIZES**

Children should be kept 6 feet apart and frequently reminded not to touch their faces, hug, high-five, or have any other physical contact. Refrain from activities that encourage physical contact or close physical proximity, like tag or circle time.

Programs are allowed to operate with a maximum of 10 children and 2 adults per group size. Group sizes must remain stable and be maintained as low as possible within the program's design. If multiple groups are cared for in one program, each group must be in a separate designated space and groups must not mix with each other at any time

- Hamilton Wenham Recreation will take the following steps to ensure the proper distancing and group sizes
  - Groups/programs no larger than 12
  - No more than 3 programs on site at the same time.
  - Staff and participants will need to wear a mask when social distancing is not possible
  - Program times will be staggered to limit the number of participants arriving at the same time
  - Different Programs and groups will not be allowed to co-mingle
  - "Outdoor classrooms" using tents will be erected at the Hamilton Wenham Recreation Center to promote social distancing.

## **DROP OFF AND PICK UP**

Below are the general guidelines for dropping off and picking up. Specific directions will be given to participants after registering for their specific program location.

- Dropping off
  - Parents will be required to wear a mask when dropping off their child(ren)
  - Parents are directed to stay in their vehicles unless otherwise directed by a staff member
  - Families are encouraged to have the same family member be the drop off /pick up person
  - Once a staff member approaches your vehicle parents will roll down their windows and provide our staff members with the pre-screening form.
  - If any questions on the pre-screening form are answered "yes" or left blank the participant will not be allowed to enter the programming space.
- Picking up
  - Parents will be required to wear a mask when picking up their child(ren)
  - Parents will be required to stay in their vehicle unless otherwise directed by a staff member
  - Families are encouraged to have the same family member be the drop off / pick up person. Please indicate on the Emergency Information and Health Form of all possible persons who may pick up your child. Please inform them to have their ID's ready for staff to check

- Once a staff member approaches your vehicle parents will roll down their window and confirm who is being picked up.

➤ Walkers/Bikers

- Participants who wish to walk or bike to the program will be required to complete the walker/biker permission form.
- Walkers/Bikers will report to the pre-determined check in location.
- Walkers and Bikers must have the signed pre-screening form with them