Stoughton Area Youth Center

COVID-19 Policies and Procedures

Updated: 6/12/2020

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Table of Contents

MODIFICATIONS SUMMARY 3
All Phases 3
Phase I & Phase II Specific Modifications 4
Phase III Specific Modifications 4
FACILITY CLEANING AND HYGIENE POLICY 5
Cleaning Schedule 5
School Day 5
Non-School Day 6
EMPLOYEE HYGIENE POLICY 7
PROTECTIVE MEASURE POLICY 8
EMPLOYEE ILLNESS POLICY 9
EMPLOYEE HEALTH REPORTING AGREEMENT 10
WORK RULES FOR ILL EMPLOYEES 11
Exclusions and Restrictions 11
SAYC EMPLOYEE POLICY LOG 12

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MODIFICATIONS SUMMARY

All Phases

Protective Measures

- A sign-in table will be placed at the entrance with a sneeze guard for staff members.
- Children required to wear masks when inside the facility. We will provide masks if they do not have one.
    - Accommodations will be provided for children who are not able to wear a mask.
- Staff will be required to wear masks outside of the Youth Center Manager's office. Staff will be required to wear masks inside the Youth Center Manager's office if more than one staff member is inside.
    - Masks will be provided to employees.
- Provide PPE for staff for cleaning restrooms
    - Gloves
    - Gowns or work uniform that are washed or disposed of after using.

Hygiene

- Hand sanitization stations at the parking lot entrance.
    - All employees and visitors must sanitize their hands as they enter the building.
- Sanitization station outside of the office with wipes, tissues, and hand sanitizer.
    - Children are required to wipe down any surfaces that they touch when switching activities.
- High touch objects such as gaming controllers will be wiped down between users.

General

- The Youth Center Manager will train staff on the new policies and procedures and log them in the training log.
- Open to only Stoughton Area School District students or children who live within the school district boundaries.
- Cough and sneeze etiquette signs put up around the building.
- Staff will monitor physical distancing.
- Physical distancing signs will be placed throughout the building.
- Space seating six feet apart
- Serve individual portioned snacks
- A child who falls ill while at the Youth Center will:
    - Be isolated in the lower level
    - Parent or guardian will be contacted for transportation.
    - The facility will be closed until it is properly disinfected.
    - Areas where the child was will be closed off and other children will be asked to leave.
    - The Youth Center Manager will notify the Parks & Recreation Director
    - The Parks & Recreation Director will notify Madison & Dane County Public Health for contact tracing
    - Parents of children who were possibly exposed will be contacted by the Youth Center Manager

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- Children who show any signs of symptoms will be asked to leave or not allowed to enter.

<u>Check-In</u>

- Youth Center staff will sign children in at the parking lot entrance
    - The sign-in sheet will require a phone number where their parents can be contacted
- Taped social distancing signs on the ground by the entrance for physical distancing
- Staff will screen for symptoms during the check-in process.
    - Check temperature with a no touch thermometer
    - Ask the following questions:
        - Have you been in close contact with a confirmed case of COVID-19?
        - Are you experiencing a cough, shortness of breath, difficulty of breathing, or sore throat?
        - Have you had a fever in the last 48 hours?
        - Have you had a new loss of taste of smell?
        - Have you had muscle pain or chills?
    - A child who answers yes or shows symptoms will not be allowed to enter.

Phase I & Phase II Specific Modifications

- Youth Center is open 5 days/week
    - 15 children on a regular school day
    - 2 shifts of 15 children – Noon – 2pm, 3pm-5pm on non-school days
- Children sign-in at table and then sanitize their hands.
- Staff will clean restrooms and sanitize high touch areas between shifts
- Second floor of building is closed due to high-risk activities like basketball that don't adhere to physical distancing.
- Utilize signupgenius.com for advanced spots

Phase III Specific Modifications

- Youth Center is open 5 days/week and regular hours
- Follow attendance recommendations by Madison & Dane County Public Health
- Second floor may be opened if allowed under the Forward Dane Plan.

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FACILITY CLEANING AND HYGIENE POLICY

The City of Stoughton and Stoughton Area Youth Center (SAYC) is fully committed to safeguarding the health and safety of all employees, clients, customers, and visitors. For this reason, effective immediately, all SAYC employees, regardless of position or authority, must comply with the following facility cleaning and hygiene policy:

SAYC is responsible for explaining to all employees the cleaning protocols and frequency of all common areas.

SAYC is responsible for explaining to all employees the proper use of cleaning supplies and safety concerns of products used.

SAYC is responsible for explaining to all employees how to clean and disinfect after persons suspected/confirmed to have COVID-19 have been in the facility.

SAYC is responsible for providing a cleaning schedule to all employees.

In addition, SAYC has attached cleaning a schedule, procedures, and chemical safety concerns specific for this facility to this policy for employee review.

Person-in-charge must ensure:

- All employees understand facility cleaning and hygiene procedures;
- The cleaning frequency of the facility is increased, including the restrooms (CDC Cleaning Guidelines);
- High-touch surfaces (keypads, pens, counters, etc.) are disinfected multiple times a day, ideally between users;
- Only EPA approved disinfectants effective against COVID-19 are used;
- Ensure handwash sinks in break rooms and restrooms are always stocked with soap and single-use towels;
- Where possible, provide hand sanitizer for customer and employee use throughout the facility and at employee workstations;
- Employees do not share equipment or tools. If not possible, disinfect between users;
- Where possible, provide sanitizer wipes to employees for wiping baskets, door handles, and other frequently touched areas.

Employees are responsible for:

- Replenishing or letting the person-in-charge know when cleaning supplies are low;
- Performing cleaning as scheduled;
- Using proper disinfecting supplies.

Cleaning Schedule

School Day

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- Clean and disinfect the following areas prior to opening at 3 pm
    - Restrooms
    - Door handles
    - Tables
    - Desks
    - Chairs
    - Kitchen

- Clean and disinfect the following areas after closing at 6 pm
    - Restrooms
    - Door handles
    - Tables
    - Desks
    - Chairs
    - Kitchen

Non-School Day

- Clean and disinfect the following areas prior to opening at Noon
    - Restrooms
    - Door handles
    - Tables
    - Desks
    - Chairs
    - Kitchen

- Clean and disinfect the following areas between 2pm at 3pm
    - Restrooms
    - Door handles
    - Tables
    - Desks
    - Chairs
    - Kitchen

- Clean and disinfect the following areas between 2pm at 3pm
    - Restrooms
    - Door handles
    - Tables
    - Desks
    - Chairs
    - Kitchen

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EMPLOYEE HYGIENE POLICY

Handwashing, Cough, & Sneeze Etiquette

The City of Stoughton and Stoughton Area Youth Center (SAYC) is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, all SAYC employees, regardless of position or authority, must comply with the following personal hygiene policy:

- All employees will be required to frequently wash hands with soap and warm water.
- All employees shall follow proper cough and sneeze etiquette.

Handwashing Policy

The City of Stoughton and SAYC is responsible for explaining to all employees how to hand wash: Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer.

SAYC is responsible for explaining to all employees when to hand wash. Employees must wash hands, at a minimum:

- At the beginning of each shift,
- Before interacting with children,
- Before interacting with other employees,
- After touching mask,
- When switching tasks,
- After using the restroom,
- Before and after breaks,
- After sneezing, coughing, or blowing nose,
- When hands are visibly soiled, and
- Prior to leaving work.

Employees are responsible for replenishing or letting the person-in-charge know when handwashing supplies or hand sanitizer are low.

Cough & Sneeze Etiquette

The City of Stoughton and SAYC are responsible for providing tissues at work stations, if feasible.
The City of Stoughton and SAYC are responsible for explaining cough and sneeze etiquette to all employees. To help stop the spread of germs employees should:

- Cover mouth and nose with a tissue when coughing or sneezing
- Throw used tissues in the trash
- If don’t have a tissue, cough or sneeze into elbow, not hand

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PROTECTIVE MEASURE POLICY

The City of Stoughton and Stoughton Area Youth Center (SAYC) is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, SAYC enacts the following policy applicable to all employees, regardless of position or authority:

Employees shall:

- Maintain six feet physical distancing from others whenever possible
- Be required to wear face coverings in with the Youth Center facility where physical distancing is not possible
- Be required to use additional protective measures such as gloves, eye protection, and face shields if in a stationary position and/or less than six feet from others
- Demonstrate proper use of all personal protective equipment or PPE prior to performing work duties at worksite
- Maintain physical distancing and minimize contact between children, visitors and other employees
- Not have any direct person to person contact (i.e., no hand shaking, no high fives, no hugs)

Employer shall:

- Require all employees who cannot physically distance to wear face covering if they are able
- Limit in-person meetings and use other means of communications such as Zoom, Skype and email, that are not in person
- Limit number of employees present on the premises at any given time to Forward Dane limits
- Limit number of visitors/clients at any given time to Forward Dane limits
- Spread out workstations so employees can remain six feet apart at all times
- Stagger break and lunch times, shift start and end times
- Promote flexible/remote work schedules to reduce number of employees in the office at any one time
- Install physical barriers such as clear, plastic sneeze shields at reception areas or between work stations
- Remove extra chairs and tables in dining area, waiting areas, breakrooms to allow people to remain six feet apart when possible
- Provide tape, chalk or other means of marking floors/ground in high traffic areas to show people where to stand when waiting (e.g. elevators, reception area)
- Use tape or other markings on the floor or footprint graphics to show clients and visitors where to stand
- Consider having clients or visitors wait in their cars for a text or call when it's their turn to enter
- Post physical distancing signage throughout the premises reminding everyone to practice physical distancing
- Provide special accommodations for vulnerable workers or those unable to wear face covering

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EMPLOYEE ILLNESS POLICY

The City of Stoughton and Stoughton Area Youth Center (SAYC) is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, the City of Stoughton and SAYC enacts the following policy applicable to all employees, regardless of position or authority:

- All employees will self-monitor for symptoms of illness prior to work arrival.
- Employees who have any symptoms of fever OR respiratory illness will not be allowed to work as reinforced by the employee illness reporting agreement for COVID-19
- Employees living in a household where a member(s) or another close contact tested positive for COVID-19 will not be permitted in the workplace.
- Employees are required to sign an employee illness agreement indicating they understand the policy and agree to follow the guidelines.

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EMPLOYEE HEALTH REPORTING AGREEMENT

For COVID-19 Response

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Employees should self-monitor daily for these COVID-19 symptoms:
1. Cough 2. Shortness of breath or difficulty breathing 3. Fever >100F 4. Chills 5. Muscle pain 6. Sore throat 7. New loss of taste or smell
This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Employees must report if they are diagnosed with COVID-19:
• by a positive lab test, or • diagnosis from a health care provider (without lab testing)

Employees must also report COVID-19 Exposures:
• Living with a person that has been diagnosed with COVID-19, or • Having close contact with a person that has been diagnosed with COVID-19

I understand the Employee Health Reporting Agreement for COVID-19 and agree to:

1. Self-monitor prior to reporting to work each day.
2. Report symptoms, positive diagnosis or exposure to COVID-19 to the Person-in-Charge.
3. Follow the exclusions and/or restrictions that may be required of me.

I understand and agree to follow all best practices adopted by my business to prevent the spread of COVID-19 including but not limited to:

1. Communicate virtually whenever possible.
2. Limit in-person meetings and gatherings.
3. Practice frequent hand hygiene.
4. Wear PPE (cloth face coverings, masks, gloves, eye protection, etc) required by my employer.
5. Maintain social distancing with other employees, customers, and clients.
6. Follow heightened cleaning and sanitizing of workspace and equipment.

Employee Name (please print) _____

Employee Signature _____**Date** _____

Youth Center Manager Signature _____ **Date** _____

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WORK RULES FOR ILL EMPLOYEES

The Youth Center Manager must help prevent the spread of COVID-19 by teaching new hires and all employees the importance of not working when sick.

Exclusions and Restrictions

Employee is not allowed to work in the establishment.

	What should the employee do?	When can the employee return to work?
If you have been **diagnosed** and are **symptomatic**	• If you have symptoms of COVID-19, call your healthcare provider for advice and to discuss testing. • Isolate yourself in your home, and do not go out when you are sick. Practice excellent hygiene and if you have others in your home, isolate yourself in one room (if possible). • Cover coughs and sneezes. Do not share personal household items. Clean your hands often. Clean all "high-touch" surfaces like doorknobs often. • Monitor your symptoms and call your health care provider if symptoms worsen.	Stay home and avoid others until you have been: • 72 hours without a fever (without fever-reducing medicine), • your symptoms improve, • **AND** it has been 10 days since the first day you had symptoms. Employers should screen employees before allowing return to work.
If you have a positive COVID-19 viral test and are **asymptomatic**	Monitor your health for fever, cough, and shortness of breath for 10 days.	Asymptomatic individuals with lab-confirmed COVID-19 should remain in isolation until: • At least 10 days have passed since the collection date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms. NOTE: patients who develop COVID-19 symptoms during this period should extend isolation precautions for at least 10 days from the date of symptom onset (see above).
If you may have been **exposed** to a person with COVID-19 but are not sick	Monitor your health for fever, cough, and shortness of breath for 14 days after your last contact with the sick person. NOTE: If exposure occurred at work, you may be able to continue working based on exposure assessment. Please discuss with your employer.	Stay home; do not go to work. Avoid public places for 14 days. NOTE: patients who develop COVID-19 symptoms or test positive during this period should extend isolation precautions for at least 10 days from the date of symptom onset (see above).

Employees with no known exposure to COVID-19, are not exhibiting symptoms of COVID-19, and have not tested positive for COVID-19 may work unrestricted as long as all business best practices are followed.

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SAYC EMPLOYEE POLICY LOG

EMPLOYEE NAME (Print)	POLICY MODULE	DATE	EMPLOYEE INITIALS	SUPERVISOR INITIALS

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