



COVID-19 Reopening Plan for After School Programs:

Program Supervisor Responsibility

- Supervisor will be responsible for ensuring that the COVID-19 Safety Plan is being adhered to.

Safety Training

- A safety briefing must be conducted at the beginning of each day of the program to reemphasize the protective measures for everyone to include maintaining social distancing, sanitation protocols, and pre-session screening.

Pre-Program Screening

- Place signage at program facility/area entrances to instruct participants that they cannot enter if they have been diagnosed with COVID-19 (have not recovered or are still within the required 14-day quarantine), had symptoms of COVID-19 (within the last 24 hours), or had contact with a person that has or is suspected to have COVID-19 (within the last 14 days).
- A temperature screening and/or questionnaire of participants may occur before each class at the facility entrance.

Drop-off and pick-up

- Wash hands or use hand sanitizer before and after signing in and out. No pen should be shared. Parents should use their own pen when signing in but if not, wipe off the pen after every use. If check-in is electronic, provide alcohol wipes and frequently clean the screens or keyboards.
- If more than one group, do not combine groups in the morning or afternoon.
- You may wish to alternate drop off and pick up times for each small group to avoid a large number of people congregating outside the facility or in front of the facility.

Social Distancing

- Organize into the smallest practical group sizes and to the extent possible keep groups consistent throughout the program. No larger than 10 people total, including children and adults (e.g., one adult and five children).
- Organize participants and counselors into “households” that live, eat, wash, and do most group activities together or within subgroups.
- Incorporate social distancing within groups to the degree possible, aiming for at least three to six feet between children and minimizing the amount of time children are in close contact with each other.
- If “households” mix for programs or activities, consider other mitigation measures such as physical distancing or face coverings if appropriate and practical for the activity.
- Consistently construct larger gatherings of the same smaller groups or “households.” Note that group sizes must still comply with state and/or local requirements for proper staff to participant ratios and minimum staffing requirements.
- Larger gatherings, especially inside buildings, increase the potential of communicable disease spread. Mitigation for these and any mass gathering could include splitting large assemblies into smaller groups (by “household”), outdoor programming, dining and programmatic changes to minimize mixing, physical distancing between “households” and facial coverings (as age and developmentally appropriate) when distancing cannot be accomplished.



- Mixing between “households” should be particularly discouraged in the initial days of the program. Depending on the length of a given program and/or the availability of testing, increasing interactions between “households” can be considered.

Program Equipment

- Avoid or minimize equipment sharing when feasible.
- When it is necessary to share critical or limited equipment, all surfaces of each piece of shared equipment must be cleaned first and then disinfected with an EPA approved disinfectant

Hygiene Practices

Practice frequent hand washing with soap and water for at least 20 seconds, and require handwashing upon arriving at the center, when entering the facility, before meals or snacks, after outside time, after

- going to the bathroom, and prior to leaving for home. Help young children to ensure they are doing it effectively.
- If soap and water are not readily available, using an alcohol-based hand sanitizer with at least 60% alcohol.
- Advise children, families, and staff to avoid touching their eyes, nose and mouth with unwashed hands.
- Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available).
- Providing adequate supplies for good hygiene, including clean and functional handwashing stations, soap, paper towels and alcohol-based hand sanitizer.

Employee Protection

- Screen all employees reporting to work for COVID-19 symptoms with the following questions: * Have you been in close contact with a confirmed case of COVID-19? * Are you experiencing a cough, shortness of breath, or sore throat? * Have you had a fever in the last 48 hours? * Have you had a loss of taste or smell? * Have you had vomiting or diarrhea in the last 24 hours?
- Ask employees to take their temperature at home prior to arriving to work, or take their temperature when they arrive. Thermometers used at the facility shall be ‘no touch’ or ‘no contact’ to the greatest extent possible. If a ‘no touch’ or ‘no contact’ thermometer is not available, the thermometer must be properly sanitized and disinfected between each use. Any employee with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.
- Employees will be sent home if they’re sick or feel sick. If an employee reports feeling sick and goes home, the area where the person worked should be immediately disinfected.
- Employees must wear face coverings and other personal protection items as required by the Washington State Department of Labor & Industries. Training on personal protective equipment based on CDC guidelines and in accordance with the Washington State Department of Health guidelines will be provided.
- Employees must wash hands frequently with soap and water and use hand sanitizer.