



Teen Center COVID-19 Reopening Plan

COVID-19 Supervisors Responsibility

- Program Supervisors will be responsible for ensuring that the COVID-19 Safety Plan is being adhered to.
- Staff must wear a mask during their shifts.

COVID-19 Safety Training

- A safety briefing will be conducted with each youth as they enter the facility to reemphasize the protective measures for everyone to include maintaining social distancing, and sanitation protocols.
- Participants will be required to wear a mask while at the Teen Center, both inside the facility and while participating in any outside activities.

Pre-Program Screening

- High risk participants are not permitted as part of Phase 1 re-opening. High risk participants include people over the age of 65, people with serious underlying medical conditions like chronic lung disease, moderate to severe asthma, and people who are immunocompromised.
- Place signage at facility 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 staff and participants will be required before anyone can enter the TC facility.
- If staff or participant has a temperature or they answer "yes" to any of the questions, they will not be allowed to enter the facility. If the youth is in a group, none will be allowed entry.
- If a participant does not have a mask, they will be unable to enter.

Safety and social distancing practices

- Social distancing guidelines of at least six feet of separation must always be maintained by every person in the program to the greatest extent possible. Place signage at entrances and throughout the facility to instruct clients of the enhanced social distancing requirements.
- Tissues and trash cans will be made available in the facility.
- Program equipment access may be restricted in order to maintain proper social distancing standards. Frequently clean and disinfect high-touch surfaces, such as program equipment, handrails and doorknobs.
- Total number of people in the program, to include staff and participants, will be limited to no more than six people and only if social distancing may be maintained.
- No visitors will be allowed during the first and second phase of reopening.

Sanitation Protocols

- Soap and running water shall be abundantly provided for frequent handwashing.
- Hand sanitizer with at least 60% alcohol must be available and distributed throughout the facility.

- All participants will wash their hands or use facility provided hand sanitizer upon entrance to the facility. This will be confirmed by the TC Supervisor.
- Equipment will be sanitized immediately after each use. Sanitation spray or wipes will be dispersed throughout the facility.
 - See the “Additional Cleaning Protocols and General Information” section at the end of these guidelines.
- Teen Center Supervisors must wash their hands and use hand sanitizer regularly throughout their shift, before and after using game tables, providing snacks etc.

Employee Protection

- Screen all employees reporting to work for COVID-19 symptoms with the following questions (questions will be updated if recommended by the CDC or local health district):
 - 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, and/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.
- Staff 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 may be shut down and will be disinfected as soon as possible and before anyone will be allowed to enter the area.
- Staff must wear face coverings and other personal protection items as required by the Park and Rec or 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.
- Teen Center Supervisors must wash hands frequently with soap and water and use hand sanitizer.

Ventilation

- Keep doors and windows open where possible and utilize fans to improve ventilation. Adjust mechanical ventilation systems to bring in as much outside air as possible. Increase filters to MERV 13 if the HVAC can accommodate.

Additional Cleaning Protocols and General Information:

- Gaming tables: To use the pool, air hockey, and ping pong tables, the following cleaning measures must be practiced:
 - All equipment must be wiped down prior to and after use, including pool sticks, pool balls, air hockey pucks and sliders, and ping pong paddles and balls.
 - The tables themselves should be wiped down with cleaning solution as well. The pool table felt cannot be wiped down with regular liquid solutions! A disinfectant spray can be used as needed in this case.
 - 6 feet of social distancing must be maintained.
- Board and card games: All board/card games will be assessed by staff prior to determine if the boards and pieces can be cleaned before and after use. Any board/card games that cannot be wiped down regularly will not be in use while we continue to deal with COVID-19.
- Prior to playing board or card games, youth will be asked to either put on one-time use gloves or sanitize their hands. After play, youth are encouraged to wash their hands to minimize germ spreading.
- Any snacks provided will be individually wrapped and/or prepackaged.
- The popcorn maker will not be in use during this time. However, other snack opportunities will be available.

When staff arrives, (after you have completed the self-assessment checklist), check in with Day Camp staff about cleaning if All-Day Explorer Camp is running. If they have not cleaned 'our' side of the space by the time you arrive, use the cleaning solution and Clorox wipes to wipe down all surface: door handles/bars, gaming controllers, counter tops, cupboard and drawer handles, game tables and equipment, computers-screens and mouse, couches-in game room and by pool table.

All cleaning supplies for the TC are located in the cupboards above the oven or under the sink.

General FYI's

During each shift, staff members are required to check-in every youth who want to come into the TC. This differs greatly from our normal procedure but is a change we must make under the circumstances. During your shift, keep an eye on the door so any youth waiting at the 'check point' is not standing outside too long.

As youth use different game tables, they must be reminded to wipe things down before and after use.

We will not be offering popcorn during this time. However other snacks will be available. All snacks will be pre-packaged, and staff can be the only one who can access and handout snacks. No participant can touch snacks or areas where snacks are stored. This includes popsicles or otter pops.

Adirondack chairs may be placed outside during nice weather; however, youth must still check in prior to sitting in them. They must be wiped down before and after use, and they must be spaced at least 6' apart, at least 6' from the check in point and at a distance from any other access points.

No one except youth and staff are allowed in the space during TC hours. If a youth is being picked up, they must meet their ride outside. No 'pass-throughs' just to use the restroom or access the pool-they must use main doors.

To reduce the amount of cleaning at the end of your shift, only open the divider wall if you need the extra space to accommodate youth. If any youth go to that side to hang out, all surfaces/equipment on that side must be wiped down. This does not include a youth walking through the 'doorway' to access the restroom (the glass lobby door will still need to be wiped down in this case).

Although our doors are right next to each other, one will be designated as an Entrance, and the other as an Exit. This is to help youth stay aware of others coming through the doors and pause to maintain social distancing.