



Youth & Teen Activities COVID-19 Operating Guidelines Phase 1:

PREPARATION

Communication

- COVID-19 guidelines will come from the State, County, City, and Park District.
- Guidelines will be clearly posted at facilities and online.
- Entrance questionnaire* posted, and outdoor covered check-in areas maintained
**basic health questions about the past 14 days. Any with temperature readings of 100.4 or higher or answers "yes" to any question will be asked to leave.*

Scheduling of Programs

- The Y&T Program Manager will be responsible for scheduling activities to accommodate safe student to facility ratios. Activities shall be **time-spaced** appropriately to ensure participants can enter and leave facility spaces without overlap.
- **For Phase 1** activities, the **allowed ratio is no higher than 6:1 (6 participants to 1 instructor)**, and is **dependent upon activity space**.

DURING SESSIONS

- **Arrival pre-check:**
 1. Staff and participants will be **routinely screened** for symptoms of COVID -19 before entering the activity space. Staff will use the questionnaire and take temperatures prior to allowing entrance.
 2. Participants will maintain **6 ft. distance** in line for screening, and **wear masks**.
 3. Staff will usher students **individually** to the assigned activity space.
 4. Only registered participants will be allowed in arrival/pick-up area.
- **During activities:**
 1. Participants will **maintain 6 foot distance** from one another and **wear masks** at all times.
 2. **Youth activities** will have dedicated materials and supplies in individual storage containers, or assigned equipment, for ongoing use during their activity session.
 3. **Hand sanitizer** will be available and used frequently during activities.
 4. Unless specifically a cooking class, **no food** will be consumed in the activity.
- **Staff Work Habits:**
 1. Staff are required to **wash hands for 20 seconds** or **use hand sanitizer with at least 60% alcohol base** before and after every class and **use PPE**. Staff will guide students by verbal statements or visual examples.
 2. Weather permitting, staff will run fans, open windows and doors, etc. to **increase air flow** during class.
- **Equipment Standards:**
 1. Staff are required to **sanitize all equipment and contact surfaces** after each class.
 2. Management will create and implement protocols for disinfecting the workplace on a regular and systematic basis.
- **Exiting:**
 1. Students will **exit individually** from their workstations/activity area.
 2. Upon exiting, each student will **wash hands** or use hand sanitizer on their way out.
 3. When possible, the exit will not be the same as the entrance.