

Restart Safety Plan

After School Programs, Inc.

21st CCLC Program

Coronavirus Plan for Keeping Staff, Children and Parents Safe When Returning To School

General Practices

All ratios will coincide with guidelines requested by OCPS. We understand from Extended Day that this will be a 1:15 ratio.

All sites will have multiple thermometers available to check temperatures for all staff, children and parents upon arrival.

To keep social distancing practices in place, we will have curbside pick up.

If a parent needs to communicate with the Director, they will need to have their temperature checked and a mask and hand sanitizer will be used upon entrance to the school.

We will use designated areas assigned by Principals for each site. Multiple areas will be needed for the safety and security of staff and children. We will not be using one main communal area to assemble. All groups will have scheduled times so that social distancing and sanitation can be maintained.

All staff will be equipped with gloves, masks and cleaning supplies to use throughout the day. Any student without a proper mask will be provided with one.

Proper hand washing techniques will be implemented throughout the day.

At the end of the day; we will sanitize all common areas (like cafeteria, front lobby, hall bathrooms, etc.). We will also sanitize any items that were used by our children. However, the classrooms will be sanitized by the custodial crew each night. We will notify the custodians when we are out each room so they can clean.

Adequate Supplies

Support healthy hygiene by providing supplies including soap, hand sanitizer with at least 60 percent alcohol (for staff and students who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, face coverings, and no-touch/foot pedal trash cans that are used by the school throughout the day.

Signs and Messages

ASP will post signs about behaviors that prevent the spread of COVID-19 for our staff and families.

Cleaning and Disinfection

Clean and disinfect frequently touched surfaces that are used by ASP 21st CCLC staff and students at least daily or between uses as much as possible. (i.e., playground equipment, door handles, sink handles, drinking fountains) Use of shared objects (i.e., art supplies, physical education equipment) will be limited when possible, and cleaned between uses.

A schedule for increased, routine cleaning and disinfection will be followed.

Ensure safe and correct use and storage of cleaners and disinfectants, including storing products securely away from children. Use products that meet Environmental Protection Agency (EPA) disinfection criteria.

Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation.

Use gloves when removing garbage bags or handling and disposing of trash. Wash hands after removing gloves.

Shared Objects

Discourage sharing of items that are difficult to [clean, sanitize, or disinfect](#).

Keep each student's belongings separated from others' and in individually labeled containers, cubbies, or areas.

Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible. Assign art supplies or other equipment to a single student, or limit use of supplies and equipment to one group of students at a time and clean and disinfect between uses.

Avoid sharing electronic devices, toys, books, and other games or learning aids.

Modified Layouts

Space seating at least 6 feet apart.

Communal Spaces

All shared spaces such as dining halls and playgrounds with shared playground equipment will be used on a staggered schedule and will be disinfected between uses.

Identifying Small Groups and Keeping Them Together

Keep students together in small groups with dedicated staff and make sure they remain with the same group throughout the day, every day. Groups can be no greater than 15 maximum. This would be a 1:15 ratio (teacher/supervisor). Students must maintain 6 foot social distance. Teacher/supervisors shall wear a mask when in close proximity (i.e., less than 6 foot) to students.

Limit mixing between groups if possible.

Cafeteria - students and supervisors may eat at 6 foot distances. Stagger seating and ensure that social distance is maintained when in line or taking seat location.

Computer labs - students and supervisors may work on computers as long as a 6 foot distance is established between work stations. Students should not be allowed to complete partner work. Keyboards, tabletops, mice, and other equipment must be sanitized with a damp (not wet) disinfectant wipe after each use.

Media Center - No more than 20 individuals may be in the media center at one time. If the 6 foot social distance requirement cannot be maintained reduce numbers.

Classrooms - A typical classroom size can accommodate 10 individuals. This is the maximum for any classroom. If the 6 foot social distance requirement cannot be maintained, reduce numbers.

Gatherings, Visitors, and Field Trips

Avoid group events, gatherings, or meetings where social distancing of at least 6 feet between people cannot be maintained. Limit group size to the extent possible.

Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible, especially with individuals not from the local geographic area (i.e., community, town, city, or county).

Avoid activities and events such as field trips and special performances.

Pursue options to convene sporting events and participation in sports activities in ways that minimize transmission of COVID-19 to players, families, coaches, and communities.

Designated COVID-19 Point of Contact

Our Site Director at each school will be our designated person to be responsible for responding to COVID-19 concerns at their school. All staff and families will have their contact information.

The Site Director will be responsible for communicating with their Area Coordinator all concerns regarding COVID-19.

Area Coordinators will be responsible for communicating with their Regional Director all concerns regarding COVID-19.

Regional Director will be responsible for communicating with Corporate and Extended Day Operations all concerns regarding COVID-19.

Clean and Disinfect

Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting has taken place. Outdoor areas should include surfaces or shared objects in the area, if applicable.

Notify Health Officials and Close Contacts

In accordance with state and local laws and regulations, ASP Administrators will notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#).

They will advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop. Must notify OCPS District Operations.

21st CCLC Program

Upon arrival, all ASP staff will have temperatures taken. No one will be permitted to work if they have a temperature. Hand sanitizer will be used upon arrival and frequently throughout the day. All staff will be required to wear a mask at all times.

The staff will take the children's temperatures and no one with a fever of 100.4 or higher will be accepted. Every child must have a mask before being allowed into the program. If they have lost theirs, one will be provided for them. Each child will use hand sanitizer before joining their group.

All social distancing will be maintained during the program.

Areas being used will be designated by the school for each group. Multiple areas will be needed for the safety and security of staff and children.

Each group leader will follow schedule to assure social distancing is adhered to.

Any student participating in the supper program will follow the OCPS guidelines as required.

At the end of the day, parents will be greeted at curbside to sign out their child. After all students have been dismissed, all common areas will be properly cleaned and sanitized. Along with any items that were used by the children.

Emergency Covid Response

Child

In the event that a child exhibits symptoms of COVID, they will be immediately quarantined. All other students in that group will be removed from the room so that it may be sanitized. The parent will be notified to pick them up and the Director will notify their Area Coordinator and the School Principal.

The Area Coordinator will notify the Regional Director so that they are aware of the situation.

Once notified by parent of a positive test, a tracing protocol will go into effect. The school and all parents will be notified and all other OCPS regulations will be adhered to.

Staff

In the event that a staff member exhibits symptoms of COVID, they will be immediately sent home. All students from their group will be removed from the room so that it may be sanitized. The Director will notify their Area Coordinator and the School Principal.

The Area Coordinator will notify the Regional Director so that they are aware of the situation.

Once notified by the staff member of a positive test, a tracing protocol will go into effect. The school and all parents will be notified and all other OCPS regulations will be adhered to.