

Protocols for Opening Austin17House

Statement: Our mission at Austin17House is to provide a safe environment for all who walk through our doors. As leaders in our community this means providing a safe environment mentally, emotionally and physically. In response to COVID-19 we have implemented these protocols and procedures reflecting the standards by the CDC and guidance from the NH Government.

In an effort to ensure the safety of the youth, families, and volunteers we will be reducing our hours to from three hours, three days a week to two hours, two days a week. We will also be limiting our capacity to 6 youth/family members per program each evening.

[Stay at Home 2.0 Universal Guidelines - COVID19 Reopening Guidance](#)
[Stay At Home 2.0 Day Camps - Set to open June 22, 2020](#)

- *This guidance applies to summer day camps/playground programs offered by municipalities, private day camp providers and youth serving organizations.*

Day camp volunteers must be recruited from and be residents of New Hampshire or out of state volunteers who have met a 14 day quarantine requirement.

Day camp participants are restricted to youth and families who are New Hampshire residents or out of state participants who have met a 14 day quarantine requirement.

Volunteer Protocols and Procedures

Volunteers must read, sign and adhere to the guidelines presented in this document before attending and participating.

- 1. Arrivals and Departures** - Volunteers are requested to arrive 15 minutes before the center opens, 5:45PM, to be screened before entering the building (see screening procedures below). Volunteers are expected to depart no later than 15 minutes after close. Congregating in the parking lot will no longer be allowed while per. Staff are expected to wash hands, please see CDC Hand Washing Guidelines here, after arriving at the building and throughout the evening as needed.
- 2. Personal Belongings** - Staff/Volunteers will be able to put personal belongings into their lockers and retrieve them after the program ends. Personal items include, bags, backpacks, key's, phone, food, drinks, etc.
- 3. Programming** - Staff will be assigned to rooms based on program needs, prior to the opening on Wednesday and Friday evenings. Two staff members will be expected to staff one room with a maximum of 6 students per room.

4. Safety protocols and procedure

- a. Staff are expected to wear masks during the entire duration of their attendance at A17H. See [CDC guidance for Use of Cloth Face Coverings](#).
- b. Staff who are wearing face coverings must not touch their eyes, nose, mouth, or face, or adjust their face covering without first sanitizing hands. After touching face or adjusting face covering, hands must be sanitized.
- c. Hand hygiene will be required when arriving at the center, when entering the facility, before and after meals or snacks, before and during meal preparation and handling food, after outside time, before and after going to the bathroom, before and after any medication administration, after cleaning up and handling any garbage, before and after coming into contact with any child or staff member, after sneezing, coughing, or nose blowing, after using shared equipment, and prior to leaving for home. Staff should practice frequent hygiene.
 - i. Washing hands often with soap and water for at least 20 seconds. Alcohol based hand sanitizer with at least 60% alcohol will be readily available.
 - ii. Always wash hands with soap and water if hands are visibly dirty.
 - iii. Supervise and help young children to ensure they are washing/sanitizing hands correctly, and to prevent swallowing of alcohol-based hand sanitizer.
 - iv. Advise participants and volunteers to avoid touching their eyes, nose and mouth with unwashed hands.
 - v. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer. Alternatively, cough or sneeze into elbows.
- d. Participants should be reminded to maintain a distance of at least 6 feet from others whenever possible.
- e. Staff will be provided with education and training around safe practices as it relates to hand hygiene, sanitation (cleaning and disinfection policies) and illness policies outlined in the [NH Universal Guidelines](#).

5. Closing Procedures -

- a. Youth will be dismissed and escorted out by program leads at staggering times.
- b. Staff will return to the room to disinfect high contact areas such as: materials used for the program, tables, door knobs, window latches, bathrooms...
- c. Doors will be closed to all rooms once sanitized.
- d. Staff continue utilizing hand hygiene and sanitation as they exit the building.

Participant (youth/families) Protocols and Procedures

**New protocols need to be presented to each individual to read, understand and sign before attending.*

- **Arrivals and Departures** - Participants must sign up online prior to coming to the center. Participants who have not signed up will not be allowed to enter. Participants will be sent a confirmation email with drop off time to ensure drop off/pickups are staggered. Participants will be screened before entering the building (see screening procedures below). Participants are expected to wash hands, please see CDC Hand Washing Guidelines here, after arriving at the building and throughout the evening as needed. For Departures - have families wait in their cars, staff/volunteers will escort the kids back to the parking lot.
 - a. All adults dropping participants off at the center are asked to wear a cloth face covering over their nose and mouth when at the facility or in public spaces where other individuals are present when social distancing is not possible.
- **Personal Belongings** - Personal items such as backpacks are no longer allowed for families, only cell phones - which are to remain on the individual, preferably inside a pocket through the duration of the program.
- **Safety protocols and procedures**
 - a. All kids, families, volunteers and staff need to be screened before leaving the parking lot to enter any A17H programs inside and outside.
 - b. Participants (older children who are able to be compliant with a face covering) should be asked to wear them over their nose and mouth when in close proximity to other staff and children when social distancing is not possible.
 - c. Hand hygiene will be required when arriving at the center, when entering the facility, before and after meals or snacks, before and during meal preparation and handling food, after outside time, before and after going to the bathroom, before and after any medication administration, after cleaning up and handling any garbage, before and after coming into contact with any child or staff member, after sneezing, coughing, or nose blowing, after using shared equipment, and prior to leaving for home. Staff should practice frequent hygiene.
 - i. Washing hands often with soap and water for at least 20 seconds. Alcohol based hand sanitizer with at least 60% alcohol will be readily available.
 - ii. Always wash hands with soap and water if hands are visibly dirty.
 - iii. Supervise and help young children to ensure they are washing/sanitizing hands correctly, and to prevent swallowing of alcohol-based hand sanitizer.
 - iv. Advise participants and volunteers to avoid touching their eyes, nose and mouth with unwashed hands.

- v. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer. Alternatively, cough or sneeze into elbows.
- d. Participants should be reminded to maintain a distance of at least 6 feet from others whenever possible.

Maintain social distancing as much as possible or masks need to be worn while in the classrooms.

Individuals are not allowed to roam or leave the rooms unless escorted, ie: if someone needs to use the bathroom, a volunteer escort is needed. Then the student/ staff needs to disinfect the bathroom upon completion.

Once done in the rooms, Volunteers/Staff need to return to the room and disinfect common Disinfect frequently touched surfaces as in:

Tables, Doorknobs, Light switches, Countertops, Handles, Desks, Phones, Keyboards, Toilets, Faucets, Sinks, any Touch Screens etc.

Screening Policies and Procedures

CDC Guidelines - COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus. We are still learning about how the virus spreads and the severity of illness it causes.

Austin17House requires that all volunteers and participants who are sick or do not feel well stay home. Symptoms of COVID-19 include:

- a) Fever
- b) Respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath
- c) Flu-like symptoms such as muscle aches, chills, and severe fatigue
- d) Changes in a person's sense of taste or smell.

Screening includes:

- a) Identify a location and assign a person who will screen each employee every day before they enter the work-place.
 - i) Back entrance (at entrance 11)
- b) Screening personnel should wear a cloth face covering/mask.
- c) The screening personnel will ask volunteers/participants the following questions:
 - i) Have you been in close contact with a confirmed case of COVID19?

- ii) Have you had a fever or felt feverish in the last 72 hours?
 - iii) Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
 - iv) Are you experiencing any new muscle aches or chills?
 - v) Have you experienced any new change in your sense of taste or smell?
- d) Screening personnel should document the temperature of all volunteers/participants daily before being entering the building.
- i) Screening personnel must take temperatures of volunteers/participants on-site with a non-touch thermometer each day upon the volunteer/participants arrival.
Normal temperature should not exceed 100.0 degrees Fahrenheit.
- e) Austin17House will handle any volunteers/participants who exhibit COVID-19 symptoms (e.g. answer “yes” to any of the screening questions) or who is found to have a fever as follows:
- i) Instruct the volunteer/participant to leave the premises immediately and to seek medical advice (see employee guidance below). Per [EEOC](#) and other pertinent guidelines, A17H must maintain the confidentiality of volunteers/participants health information,
 - ii) Prevent stigma and discrimination at the facility. Do not make determinations of health risk or health status based on race or country of origin.
- f) A17H must strongly promote frequent hand hygiene and alcohol-based hand sanitizer must be made readily available as follows:
- i) Monitor volunteer/participant hand washing or use of hand sanitizer and encourage frequent hand hygiene. If possible, A17H will make available individual bottles of hand sanitizer to each volunteer/participant and place hand sanitizer in frequently visited locations for both volunteers and participants.
- g) A17H has implemented workplace cleaning and disinfection practices: These practices should follow CDC guidelines with regular sanitation of high-moderate touch surfaces at least every two hours. A17H has developed policies for volunteer protection and will provide training to all volunteers prior to assigning cleaning tasks.

Sources

- [Stay At Home 2.0 Universal Guidelines](#)
- [Stay At Home 2.0 Universal Guidelines Day Camps](#)
- [COVID-19 Considerations for Youth and Summer Camps](#)