



CITY OF SALEM
PARK, RECREATION AND COMMUNITY SERVICES
401 Bridge St. Salem, MA. 01970
(978) 744-0924

Operational Plan for the Summer Youth Programs - 2020

The following is a of how we will operate all our youth programs this summer. Any programs that we feel can not follow the guidelines below for any reason will be cancelled or postponed. We will continue to update these guidelines as the State presents criteria set forth in the different re-opening phases.

General Guidelines:

All program staff and participants must be residents of Massachusetts.

To our best ability, all summer programs will be held outdoors.

The maximum size of a group for summer programs is 10 children and up to 2 adults.

All programs require pre-registration. No drop ins allowed.

Staffing:

All staff will be given written material on all our health care policies. Written materials will include:

- A plan for identifying and handling sick, symptomatic and exposed children and staff
- A plan to address cleaning, disinfecting, sanitizing and frequency
- A plan for the isolation and discharge of sick, symptomatic and exposed children and staff
- A copy of the daily health and wellness check sheet
- Information on drop off and pick up procedures
- An informational sheet on the COVID-19 virus

Participant and Staff Health Screening:

We will screen all staff and participants prior to admittance into the program space. The following guidelines will be followed:

- Non-essential staff, parents or visitors are not allowed to enter the program space.
- All staff, parents and participants are asked to self-screen at home prior to coming to the program. You are directed to use the Daily Health and Wellness check.
- If a child in not feeling well, please keep them home for the day and notify our office. (978) 744-0924
- If a child or family member tests positive for COVID-19, the family should notify our office immediately. (978) 744-0924.
- Any individual who believes they have had close contact with someone diagnosed with COVID-19 will not be permitted to enter the program, regardless of whether they are symptomatic or asymptomatic. Exposed individuals should stay home and away from other people and monitor their symptoms during the 14 days after the last day of contact with the person with COVID-19. If exposed individual remains asymptomatic and/or tests negative for COVID-19, they should remain in quarantine and continue to monitor for the full 14 days.

Salem Park, Recreation and Community Services shall notify parents of the drop off and pick up location for each program. Upon arrival, parents will be asked to pass in their child's completed Daily Wellness Check form. Staff will then make a visual inspection of the child for illness.

If a participant or staff fails the healthcare screening or any reason, they will immediately be asked to leave the program accompanied by their parent or guardian. The participant will not be granted access to the program and their absence from the program due to COVID-19 related symptoms will be reported to the Salem Board of Health.

Staff must monitor children through the program for symptoms of any kind. Salem Park, Recreation will have a non-contact thermometer available to check temperatures if a child is suspected of having a fever (temperature about 100F).

The following guidelines will be strictly enforced:

- Any individual with a fever (100.0F or above), cough, shortness of breath, gastrointestinal upset, new loss of taste/smell, muscle aches, chills/shaking or any other signs of illness will not be permitted to enter the program.
- If you or your child have a positive test for COVID-19 or are symptomatic and presume to have COVID-19, you should stay home and away from others for a minimum of 10 days from the first day symptoms appeared and until you and your child have been fever-free for 72 hours (with no fever-reducing medications) and had significant improvement in your other symptoms.
- If a participant or staff is granted access to the program and then begins to experience any of the symptoms listed above, Salem Park, Recreation and Community Services will implement the plan for Isolation and Discharge of a sick child or staff. All parents will be given a copy of this plan.

Social Distancing and Face Coverings:

Children should be kept 6 feet apart and frequently reminded not to touch their faces, hug, high-five or have any physical contact with others. Group sizes will remain at a maximum capacity of 10 children and up to 2 adults. If multiple groups occur in the same location, each group and staff members must be in a separate designated space and groups must not mix with each other at any time.

- Participants and staff will have a designated area, physically distant area to store personal belongings.

Due to the age of participants, we are requiring face coverings at all times, unless the staff or instructor give specific permission due to social distancing that the face covering can be lowered. Program must regularly remind families and staff that all individuals are encouraged to adhere to the CDC's recommendations for wearing a mask or face covering whenever going out in public and/or around other people.

- Parents and guardians are required to wear a face covering during drop off and pick up.
- Staff is required to wear face coverings whenever 6 feet of social distancing is not possible.

Parent Drop Off and Pick Up Protocol:

The following steps will be taken by staff and parents at daily drop off.

- Parents will receive notification of the drop off location and time depending on the program.
- Parents and children must have face coverings on during drop off.
- Parents will wait with their child until staff gives directions.
- Children will be screened one at a time
- Parents will not have to initial/sign in their child. Staff will handle that.
- If they pass their screen, children will be directed where to go to wait for the program to begin
- Hand sanitizer will be available for children to use prior to the program starting.

The following steps will be taken by staff and parents at daily pick up.

- Parents will pick up at the same location as drop off.
- Parents must have a face covering on during pick up
- Staff will sign out the child.
- Children will only be released to those adults listed on their approved pick up list.

Hand Hygiene:

All outdoor programs will provide hand sanitizer with at least 60% alcohol available for use.

- Children are encouraged to use hand sanitizer prior to the activity and then monitored during the activity if they cough or sneeze, touch bodily fluids, use the bathroom and prior to pick up.
- Children will need to have a permission slip in order to use the hand sanitizer
- Hand sanitizer must be securely stored and used only under the supervision of staff.
- Parents may provide children with their own hand sanitizer. This can not be shared with other children.

Supplies and Inventory:

All our summer programs are scheduled to take place outdoors. For most programs, children are required to bring their own supplies.

- Quieter activities require participants to bring their own blanket or towel to sit on where we can control the social distancing.
- All participants are asked to bring their own water bottle.
- For sport activities, participants are asked to bring their own equipment (i.e. tennis racket, lacrosse stick). If they need to borrow from the instructor, then they will be assigned individual equipment that they use for the duration of the program. Borrowed equipment will be sanitized by the instructor upon return.
- For our craft programs, staff will create bags containing individual equipment for the participants use. Bags will be labeled with their names. These supplies will not be shared with others. At the conclusion of the program, these supplies will be sanitized by staff members.
- Each program will have hand sanitizer available
- Each program will have extra masks

Cleaning, Disinfecting, Sanitizing and Frequency Protocols:

Cleaning protocols will be implemented by staff and instructors.

- If equipment is designated for one person throughout the duration of the program, this equipment is to be sanitized and cleaned at the conclusion of the program
- Equipment passed between participants/staff will be cleaned between each new person using it when it is possible

Sharing Information with Parents:

Parents and guardians must make sure that all emergency contact information is updated and accurate. Parents must provide work, mobile and home (if applicable) phone numbers that they can be reached at. Parents also need to provide an accurate email address in order to receive written communication from Salem Park, Recreation and Community Services.

Prior to the program, parents will receive information on the following via email:

- COVID-19 Informational Sheet
- Copy of the Operational Plan for the Summer of 2020
- Copy of the Daily Health and Wellness Check – please make copies of these for your child to have one each day.
- Copy of the Plan for Isolation and Discharge
- Information on program location and drop off/pick up time
- Updated waiver form to include COVID-19 wording, permission to use hand sanitizer, all contact information and approved pick-ups. – This form must be returned prior to the program beginning.