**YMCA of Middle Tennessee Emergency Response Child Care**

**Safety Protocol**

**Opening and Check In**

1. Staff present on site 30 minutes prior to program opening to sanitize high traffic areas (parent table, main door handles) and make sure we are prepared to receive children for the day.
2. Staff personal belongings will be stored away from the main program spaces in a designated spot and kept separated from other staff’s personal belongings.
3. Staff make sure all sign-in sheets, baskets and thermometers are accessible in parent area before children begin arriving.
4. Staff must ensure all COVID-19 related signage is in visible.
5. Every staff member must have temperature taken upon arrival and anyone with a temp over 100.4 will be sent home immediately.
6. Every staff reporting for work will be screened for COVID-19 symptoms by responding to the following questions:
   1. Have you been in close contact with a confirmed case of COVID-19?
   2. Are you experiencing a cough, shortness of breath or sore throat?
   3. Have you had a fever in the last 48 hours?
   4. Have you had new loss of taste or smell?
7. Staff should be wearing masks during check in/out periods and throughout the day.
8. The YMCA will provide masks to each staff in the event that they don’t have their own.
9. Staff should periodically be wiping down the iPads (using the cloth wipes and a disinfectant) during the check in/out period.
10. During program check in, child temperature is taken upon arrival prior to signing in. If anyone has a temp over 100.4, they will not be allowed entry into the program for the day. Children who are sent home must have a doctor’s note clearing them to return to the program prior to reentry.
11. Parents must sign children in but cannot leave the parent/lobby area. Under no circumstances should parents be allowed in the program area. All children present must have basic emergency/contact form on file at the site.
12. Children will not be allowed to bring any backpacks or personal items into the site. If a child brings a lunch, it must be in a sealed Ziploc bag labeled with their names that will be thrown away after lunch.
13. If a child needs medication throughout the day, parents will have to sign the medication in and out every day. Medication permission forms will be on site for any children who need to take medication.
14. Once signed in, children will be sent to wash their hands prior to entering the program area/activities.
15. Sign-in will be cut off by 9:00am or until the site capacity for the day is reached, whichever comes first. Registration is a first come, first served basis.

**During Program**

1. Children will be grouped in close age groups and the ratio not to exceed 1:12 (staff to child).
2. Groups should conduct their activities/rotations in separate spaces and should never

merge at any time.

1. The same staff will be assigned to the same group of children throughout the week to

minimize exposure.

1. Rotations will be set up in 45 minute to 1 hour increments throughout the day and all

staff and children will wash hands during every transition between rotations.

1. There will be 4-5 spaces within the building to rotate between, always leaving an extra

space open in between rotations for cleaning.

1. There should be a designated “cleaner” on site during programming hours in order to maintain sanitization of program spaces.
2. Staff should utilize disinfectant wipes and/or sprays (i.e., Virex, HDQ, or Lysol) to clean surfaces and program supplies throughout the day.
3. Activities should be conducted with social distancing in mind. Staff should redirect children from getting too close to one another. When possible, use masking tape to create adequate space between the children when in lines for bathroom or during transitions.
4. Snacks/meals—all children and staff will wash hands prior to eating and after eating. All tables will be disinfected following the DHS two-step process before and after eating.
5. Snacks/meals—children will be seated at the tables with at least one open seat in between each child to minimize close proximity. Groups will rotate through lunch so no two groups will be eating at the same time.
6. At the end of the day, each participant and staff will be sent to wash their hands before leaving the program space.
7. Closing staff will remain at the site for 30 minutes after the program closes to make sure all program spaces are disinfected and ready for the next day.

**When a Child Gets Sick**

1. Any child that fails the pre-screen, will not be admitted to the program and will need a doctor’s note to return.
2. In the event that a child gets sick during the program, they must be isolated to a separate space and their parent/guardian should be called to immediately to pick the child up.
3. Staff should clean and disinfect surfaces in the isolation room or area after the sick child has gone home.
4. Existing cleaning protocols should remain the same in all other areas.
5. The child will not be allowed to return until we receive a doctor’s notice.

**When a Staff Person Gets Sick**

1. Staff must be transparent about not feeling well or if another staff person appears to not feel well.
2. Any staff that either fails the pre-screen, displays any symptoms of illness will, or becomes ill/begins displaying symptoms of illness during work will be sent home and will not be allowed to return until we receive a doctor’s note.
3. In order to return to work, any staff member who is ill or is displaying symptoms of illness, must submit a statement to his/her Regional HR Director from his/her attending health care provider that the employee’s continued attendance poses no risk to the health of the employee, other employees or members and is in compliance with Tennessee Department of Health and CDC guidelines.

**If COVID-19 is confirmed in a child or staff member**

1. Parents must be called immediately to pick their kids up.
2. The facility must be shut down immediately and will remain shut down for a minimum of 48 hours.
3. The YMCA Properties team would lead an effort to do a deep cleaning of the facility
4. YMCA leadership would report the case to local public health officials and DHS to receive guidance on:
   * 1. when the facility can re-open
     2. recommendations on quarantining (i.e., who should quarantine based on contact with the child or staff) and contact tracing
     3. recommendations on additional testing of staff and/or children if necessary
5. [NOTE: For more detailed courses of action, please refer to the “Covid-19 Response Plan.”]