



City of Capitola 2020 Out-of-School Time Summer Program Important Information for Participant Families

Capitola Recreation has worked in close collaboration with Santa Cruz County recreation districts and the County Health Officer to ensure we operate according to the current guidance for the Out-of-School Time (OST) program. We are very excited to provide the Out-of-School Time program during this unprecedented time. To minimize the risk of COVID-19 in our programs we have added procedures for staff, participants and families to follow. Your cooperation will ensure our program remains open and available throughout the summer. Please read this carefully and discuss with your OST participant before arriving.



Our program will be operated in strict accordance with CDC COVID-19 guidance and recommendations, follow the social distancing, sanitation, and hygiene practices described in the following link: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html> and are subject to change as additional health orders and/or guidelines are released.

Group Structure and Expectations

Following Public Health Department guidelines, each group will consist of 12 participants, and stable staff for each group. Groups will be stable and not mix with any other group. Staff and participants will remain in the same group each day. **Switching groups will not be allowed.** When engaging in an inside activity, only one group will be in a room at a time, participants will maintain social distance and be required to wear face coverings. When engaging in an outside activity the group will maintain a 6-foot distance from any other group and be required to wear face coverings unless engage in physical activity.

Programming

- Out-of-School Time program provides a distance-learning classroom, fun and diverse activities that use available resources at the site and within walking distance, homework support and snack.
- Participants can expect to engage in sports, technology focused activities, nature exploration, arts and leadership activities during recreation time.
- Recreation Coordinators will develop activities or limit activities as the local health conditions continue to develop throughout the summer.

Bathrooms

- Each group will be assigned to a bathroom for use during the program. Bathrooms **may not be** gender separated depending on site.
- Regular bathroom breaks will be scheduled. Cleaning routines will be scheduled in coordination with bathroom breaks.

Snack Time

- Snack will be provided for each participant. All food will be single serve containers or whole fruit or veggies.
- Food that needs to be plated will be done by a Senior Leader and served directly to participant to prevent utensil sharing.

- Coordinator and Senior Leaders are CA Food Handling Certified.
- Participants with extreme allergies or food sensitivities should provide their own snack.

Lunch Time

- Participants will be expected to provide their own lunch.
- Before and after eating, participants will engage in hand hygiene protocols.
- Whenever possible, the group will eat lunch outside, sitting on the ground, 6 ft distanced from any other participant. Participants will eat inside in poor weather.

Supplies

- Participants should arrive to program wearing a face covering or will be supplied one.
- Participants should bring distance-learning device and supplies, healthy lunch, water bottle, sunscreen, and personal book or non-digital quiet activity (word puzzles, Sudoku, coloring book).
- Participants are encouraged to bring a clean personal spoon for snack, to reduce waste.
- Clothing should be appropriate for time inside during distance-learning as well as extended time outside walking or running.

Parent Drop-Off and Pick-Up

First Day Check In

- Check In will begin at 8:00am. Early drop off will not be accepted.
- The OST Sr. Leader will be stationed to receive each participant and perform the Health Screening upon arrival. Parents or designated person will line up, maintaining 6ft distance, to complete their check in.
- If the line is very long, parents or designate person is recommended to remain in their car with the participants until a shorter line.
- Once the health screening is complete and the participant is checked in, good-byes will be said at the table and participant will join their assigned group. Parents will not be able to mingle about the participant group.
- Ideally, the same parent or designated person should drop off and pick up the child every day.
- No pen should be shared.
- Please allow for this first day drop off to take extra time.

Check In for remaining days of the program

- Check in will begin at 8:00 am. Early drop off will not be accepted.
- The OST Sr. Leader will be stationed to receive each participant and perform the Health Screening upon arrival. **Parents or designated person will perform a drop off check in from their car.**
- The driver will pull the car into the coned off section of the parking lot and place the car in park. The participants will get out of the car and greet the OST Sr. Leader for the Health Screening. Once the participant is cleared to join their group, the driver will pull away.
- Parents or designated person will be expected to answer any health screening questions from the car.

Check Out

- Check out will begin at 5:00pm and continue until 6:00pm. **Late pick up will be charged a 1\$ per min fee.**

- A coned off section of the parking lot will be set up for the parent or designated person to complete a curbside check out.
- The OST Sr. Leader will be stationed to learn the name of the participant being picked up. The list of approved check out names will be referenced, and official identification checked. Please have your ID ready.
- The participant will be dismissed from the group to join their ride.
- Early check out will need to make special arrangement with the OST Coordinator by calling the Community Center at 831-475-5935.

Health Screening Upon Arrival

- Staff and parents will be required to respond to the following questionnaire daily upon intake.
 - Do you or your child live with, or have you had close contact with anyone with:
 - a prolonged cough?
 - fever or cold or flu-like symptoms?
 - anyone who has been diagnosed with COVID-19 within the last 14 days?
 - diarrhea or vomiting within the past 24 hours?
 - Do you or your child have a fever, cough and/or shortness of breath?
 - For children, fever is 100.4 degrees for forehead and ear thermometer, 99 degrees or higher with an armpit thermometer, or 99.5 with an oral thermometer.
 - Staff will make a visual inspection of the child for signs of infection, which could include flushed cheeks, fatigue, extreme fussiness, etc.
 - Staff will conduct temperature screening using the protocol provided below.
 - Staff will record any symptoms in the daily health log.

Persons who have a fever or other signs of illness will not be admitted to OST. A participant can return to the program after they have been symptom and fever free for 72 hours (without the use of medicine) AND wait a full 10 days since onset of symptoms. Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.

To check an individual's temperature, staff will...

- Perform hand hygiene
- Put on a face covering and a single pair of disposable gloves
- Check individual's temperature
- If disposable or non-contact thermometers are used and the screener did not have physical contact with an individual, gloves do not need to be changed before the next check. If non-contact thermometers are used, they should be cleaned routinely as recommended by CDC for infection control. If performing a temperature check on multiple individuals with a contact thermometer, ensure that a clean pair of gloves is used for each individual and that the thermometer has been thoroughly cleaned in between each check.
- Remove and discard PPE (Personal Protective Equipment) after screening has concluded.

Sick children and staff are required to stay home.

- Participants who arrive to OST exhibiting any symptoms, including a fever of over 100.4 degrees for forehead and ear thermometer, will not be signed into the program – they must return home with their parent. Their absence due to illness will be noted on the tracking chart and the Recreation Coordinator notified.

- Staff who arrive to the site with symptoms or a fever, or become ill during the course of the day, will return home – OST Sr. Leaders will immediately log this on the tracking sheet, call in a sub designated for OST. Under current conditions, an adult temperature of 99.5 and above is considered a fever.
- OST Sr. Leader will notify Recreation Coordinator so the cleaning staff can be advised of the situation.

Signs of Illness During Program

Children will be monitored for signs of illness throughout the day including:

- Headache or tiredness, unable to participate in routine activities or need more care than staff can provide.
- Fever with behavior changes, difficulty breathing, uncontrolled coughing, unusually tired,
- persistent crying, etc.
- Open sores, rash, signs of infection, etc.
- Runny nose with colored mucus
- Nausea, vomiting or diarrhea

If children are exhibiting any of the above symptoms, they will be physically separated from the group and will be required to wear a mask/face covering until pick-up. Parents/guardians are required to and must agree to pick up their child without delay if they are exhibiting these symptoms. A child can return to the program after they have been symptom and fever free for 72 hours (without the use of medicine) AND wait a full 10 days since onset of symptoms.

Healthy Hand Hygiene Behavior

All participants and staff will engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after eating or handling food, or distributing snacks
- Before and after administering first aid
- Before and after engaging in a group activity
- Before and after playing on the playground
- After using the toilet
- After coming in contact with bodily fluid
- After playing outdoors
- After handling garbage

Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

- Staff will supervise handwashing of participants and use of hand sanitizer.
- Handwashing signs are posted in restrooms, above/near sinks.

Everyday actions to prevent the spread of respiratory illness.

- Wash hands often with soap and water, for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Cover cough and sneezes
- Wear Face Covering. Participants and staff will wear a face covering unless the activity recommends otherwise.

- Each site has been provided adequate supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces.
- **Staff are required to wipe down frequently touched surfaces throughout the day.** Clean and disinfect frequently touched surfaces with the provided disinfectant, as follows:
 - Spray on the item or surface and let it sit for at least 2 minutes, then wipe away the excess.
 - All cleaning materials will be kept secure and out of reach of children and staff should ensure that there is adequate ventilation when using these products to prevent inhalation of fumes. Staff should wear gloves (and a face covering if they wish) while disinfecting and should dispose of them afterwards.

Key Documents / Resources / Links:

- [CDC Guidance for School Settings](#)
- [CDPH Infection Prevention in Child Care Programs](#)
- [CDC Environmental Cleaning and Disinfecting Recommendations](#)
- [County of Santa Cruz Health Services Agency COVID-10 Information](#)

Please keep in mind that at any time health order guidance is subject to change resulting to changes in the program. We will keep participant families up to date regarding these changes as necessary.



WHAT IF?

Confirmed case of COVID 19 in an OST site

Capitola Recreation may implement short-term closures of OST if there has been an exposure to individual positive for COVID 19 at the OST site or stable group.



Coordinate with local health officials

In the event of an exposure to COVID 19 at an OST site or stable group, Capitola Recreation will work closely with local health officials to determine the best course of action for the OST program that will mitigate spread and ensure the safety of the OST participants. This will involve:



Possible 2 - 5 days dismissal

Short-term dismissals allow time for local health officials to gain a better understanding of the COVID 19 situation impacting the OST site. Dismissals will be considered on a case by case basis and take into consideration most current guidance and spread specific to the community at the time of exposure.

Important considerations if OST is dismissed:

- Local health official will investigate exposure. This will include:
 - Interview of positive case, or the guardians of the positive case
 - Close contact tracing & notification
 - Collaboration with Capitola Recreation to review daily symptom logs
- Please monitor for signs of COVID 19 for any exposed individuals and contact a physician if symptoms develop.
- In the event of an OST closure, Capitola Recreation discourages staff, OST participants and their families from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or a local business. This helps to ensure containment of spread.
- Capitola Recreation will seek guidance from local health officials to determine when participants and staff can return to OST and if additional steps maybe needed for the community.



Communication with staff, parents, and students

Working with local health officials, Capitola Recreation will communicate dismissal decision and possible COVID 19 exposures. This communication will:

- Explain the symptoms of COVID 19 to monitor for.
- Describe what to do if symptoms of COVID 19 appear.
- Detail how to communicate with the local health officials for questions or concerns.
- List ways to counter stigma.

- Maintain the confidentiality of the positive case as required by Americans with Disabilities Act and the Family Education Rights and Privacy Act



Clean and Disinfect thoroughly

- Close off areas used by the individuals with possible or confirmed COVID-19 infection and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection most common EPA-registered household disinfectants should be effective.
 - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#) . Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 - Additionally, diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
- Additional information on cleaning and disinfection of community facilities can be found on [CDC's Website](#).



Returning to OST

Staff members or participants diagnosed with COVID 19 can return to OST when:

- Capitola Recreation notifies participants that the site has reopened, and:
 - At least 3 days (72 hours) have passed since recovery – defined as no fever without the use of medications and improvement in respiratory signs like cough or shortness of breath;
AND
 - At least 10 days have passed since signs first showed up.
- Participants and staff should always consider the following questions, and remember to not come to OST if the answer to any of these questions is “yes”:
 - Do you or your child live with, or have you had close contact with anyone with:
 - a prolonged cough?
 - fever or flu-like symptoms?
 - anyone who has been diagnosed with COVID-19 within the last 14 days?
 - Do you or your child have a fever, cough and/or shortness of breath? For children, fever is defined as 100.4 degrees Fahrenheit for forehead thermometer, 99 degrees Fahrenheit or higher with armpit thermometer or 99.5 degrees Fahrenheit with oral thermometer.
 - Do you or your child have any other signs of communicable illness such as a cold or flu?