

# YMCA PARENT HANDBOOK

## COVID-19



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Child care is a critical to the public health emergency response team and to our workforce. In order to reopen on June 15, 2020 and to remain open we must follow the Governor's Healthy at Work Requirements for Childcare programs, and all State Licensing Regulations. Please familiarize yourself with these new policies and procedures. If you have any questions or concerns please contact Sabrina Gordon by email at [sgordon@parisbourbonymca.org](mailto:sgordon@parisbourbonymca.org) or by phone at 859-987-1395.

## Introduction

The virus is thought to spread mainly from person-to-person

- Between people who are in close contact with one another (within about 6 feet)
- Through respiratory droplets produced when an infected person coughs, sneezes or talks
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled in the lungs
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms

Knowing these facts, the YMCA has implemented many new safety measures for families, children and staff to follow so that we are an important part of reducing the spread and keeping everyone as healthy as possible.

## Ratios and Group Size

- Child care providers must operate under reduced staff to child ratios and maximum group size limitations at all times
  - One staff member per child
  - Ratios for children under the age of 24 months will still be in place, so classrooms will have two adults present if caring for maximum classroom size
- **Physical Environment**
  - Due to the lowered ratios and group sizes, some indoor classrooms may be divided into two separate "rooms". There may be temporary walls to divide the room into a smaller space to serve multiple groups, under limited circumstances
- **Best Practices**
  - Staff will wear a cloth face covering unless it is unsafe for them to do so
  - Child care providers should, to the extent possible, prevent groups from mixing
  - Counselors and teachers will remain with their group throughout the day

- Those approved to be in our childcare and day camp program are limited to: facility staff, persons with legal authority to enter, necessary utility workers, professional providing medical/therapeutic services for children with special needs
- children enrolled in the facility
- parents or legal guardians of children enrolled in the program (Upon opening parents will only be allowed in the lobby of the childcare facility and day camp participants will be allowed on the pool deck for drop off)

## Arrival & Check-in procedures

- Childcare parents will drop children and their belongings off in the childcare lobby. Child will be escorted to their classroom.
- Day camp parents will drop off on the pool behind the Y weather permitting. If weather is an issue parent will enter the gate at the outdoor pool and drop off inside on the indoor pool deck with designated camp staff and be escorted to their group.
- Everyone should adhere to social distancing guidelines during arrival as you are waiting to be checked in.
- The designated staff person will ask screening questions and check the temperatures of all staff, children and adults upon arrival. If any of the following exist, **they will be sent home immediately:**
  - 100-degree temperature or higher
  - Any signs of COVID-19 symptoms
    - Cough
    - Shortness of breath
- Designated staff will document the information and sign
- Staff will escort child to their area/classroom for handwashing.

## Departure/Pick-up of children

- Parents/Caregivers will arrive and follow same guidelines for drop off.
- Children will be escorted to the pick-up area by designated staff person.
- Parents/Caregivers should follow social distancing guidelines while waiting for children.
- Staff will have children wash hands and then escort children and their belongings to the parent for departure

## Sanitary and preventive practices

- The YMCA will limit the use of any communal space, such as play areas, dining rooms, and bathrooms.

- The YMCA will sanitize toys after each use and remove toys that cannot be sanitized
  - Sensory play experiences will be promoted by using small, individual bins instead of shared sensory or water tables to prevent cross contamination
  - machine washable cloth toys will not be used at this time
- Where possible, YMCA staff will do hourly spot surface cleaning of all touchpoints, including door knobs/handles, furniture, counters, phones, keyboards etc.
- Our program has established a cleaning and disinfecting process that follows CDC guidelines.
- We are providing all YMCA employees adequate and appropriate PPE in accordance to Healthy at Work and Division of Regulated Childcare guidelines.

## Handwashing

- YMCA staff must follow rigorous handwashing procedures
  - Upon arrival for the day, after breaks and upon returning from outside of camp
  - After using the restroom
  - After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids
  - After cleaning or sanitizing or using any chemical products
  - After handling pets, pet cages or other pet objects that have come in contact with the pet
  - Before eating, serving or preparing food
  - Before and after completing a medical procedure or administering medication
  - When visibly soiled (must use soap and water)
  - Prior to departure
- Children and others attending the program must follow rigorous handwashing procedures
  - Upon arrival for the day
  - After toileting
  - After contact with bodily fluids
  - After returning inside after outdoor play
  - After handling pets, pet cages or other pet objects that have come in contact with the pet before moving on to another activity
  - Before eating or assisting with food preparation
  - After water activities
  - When visibly soiled (must use soap and water)
  - Prior to departure

## Illness and Communicable Disease

- In addition to the **normal illness and communicable disease policies** we have updated this information to outline policies during the COVID-19 pandemic
- The YMCA must immediately send home any child or employee who has a temperature of 100 degrees or higher. This individual may not return until they are fever free for 24 hours, without the use of fever-reducing medication.
  - Children run fevers for many reasons, such as colds. If your child is running a fever of 100 degrees or more, do not take them to camp. Your child should stay home for at least 24 hours after their fever subsides
  - Watch for symptoms of COVID-19, such as sore throat, cough, fever, headache, runny nose, and difficulty breathing. If your child is exhibiting any of these symptoms, contact your pediatrician and keep your child home from camp
- If the individual has had contact with someone confirmed or probable to have COVID-19, he or she must complete isolation or quarantine procedures in coordination with the local health department prior to returning to the program. All suspected or confirmed cases should be communicated to your YMCA director.
- If your child has tested positive for COVID-19, they should not return to camp for at least 14 days since the onset of symptoms and at least three days without a fever, without the help of fever-reducing medicines, such as ibuprofen or acetaminophen. Determining their return to camp will be up to the YMCA director in accordance with guidance from the local health department
- If the YMCA site has a confirmed case of COVID-19
  - We will isolate and seek medical care for any individual who develops symptoms while at camp
  - We will shut down areas deep sanitation, if possible
  - YMCA director will immediately notify the Bourbon County Health Department of any confirmed cases of COVID-19 among children and staff
  - We will work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications
    - The YMCA programs will track and document where individuals are assigned to be able to trace exposure given the chance there is a confirmed case

## Statement of Acceptance

### YMCA Child Care

Acceptance of new procedures based on COVID-19 and new emergency rules from Ohio Department of Job and Family Services for children/families/staff

Anyone who is using the center must read, sign, agree and follow the policy and procedures in order to participate in YMCA programs.

I have read and fully understand YMCA policy and procedures for COVID-19. I also understand that this document can be changed at any time with our without notice by the Administrator.

I understand that the safety, health and the well-being of children, families, and staff rely on my due diligence to keep myself and family following social distancing rules set by the Governor at any given time.

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Parent/Caregiver Signature

Date