GROUP AND SCHOOL AGE (REQUIRED)

PLAN #1: PROGRAM OPERATIONS PLAN

Section 1: Program Administration

In order to protect child care environments from the spread of coronavirus, programs should have a plan in place to ensure preventative measures are taken and there is a clear action plan in case of exposure. All programs should develop plans for ensuring the following goals are achieved within the specific center:

1. Minimize the number of individuals with whom any potentially exposed individual is in close contact by limiting contact between groups (e.g., no adults moving in between classrooms or comingling of groups); and
2. Minimize prolonged close contacts between individuals within a group to the degree possible.

Program Name: Williamstown Youth Center

Name of designated person responsible for preparedness plan: Michael Williams

Program Description: The WYC summer program will consist of five cohorts onsite daily, four with five children, and one with ten, for a five-week program running from July 13 through August 14. The WYC intends to resume the program at the beginning of the school year using the same plan, unless or until new regulations governing our operations are rolled out.

Two of the smaller cohorts will be enrolled in a morning half-day session lasting from 9am until noon, with the other two enrolled in an afternoon session lasting from 2-5pm. The cohort of ten will be enrolled in an all-day program lasting from 9am-5pm.

Please describe your approach to minimizing contact between families, as much as possible, including drop off and pick-up procedures.

The Williamstown Youth Center (WYC) will follow these procedures when we reopen on Monday, July 13.

1. Drop-off. Drop-offs will be staggered over a one hour period before the start of each session. Each family will have a designated arrival time. Caregivers will bring their children directly to a screening station, where trained staff will ask daily screening questions and observe the child’s general health. Children will be directed to their classrooms by staff. Caregivers will not enter the building.
2. Pick-up. At the end of the program day, caregivers will text or call WYC administrators to alert of their arrival. Children will be brought outside to their caregivers by staff, where they will be signed out for the day.
3. General. Adults will remain in their cars or otherwise separated from other caregivers, children, and WYC staff. Screening questions will be asked from a distance. WYC staff will wear the appropriate PPE when interacting with children and families.

Staffing Plan:

All employees working in the program must comply with all BRC requirements and must have a suitable determination. Any individual who does not have a suitable background record check, must have already started the process. Note: EEC is taking measures to expedite Background Record Check (BRC) processes to ensure programs are able to open in a timely manner. Therefore, we are collecting the names of individuals who do not have a “suitability” determination but are needed to work.

Please list in the below table all individuals who do not yet have a suitable BRC to request expedited review.

N/A. All staff have been processed through BRC
Section 2: Parent Communication

The goal of the parent communication plan is to ensure reasonable measures are in place to:

1. Communicate with families should an exposure or positive case occur
2. Ensure family interactions support prevention of illness and infection at drop off and pick up

1. All families will provide the following information upon registration: a. mobile phone number, b. daytime phone number, c. email address, and d. family healthcare provider phone number. Should exposure or a positive case occur, all families will be notified immediately first by text, and then by the additional means of communication. Families will designate someone in the household able to pick a child up from the WYC immediately should this situation arise.

2. Please note the drop-off and pick-up procedures described in Section 1. Families will be encouraged to wear masks when interacting with WYC personnel. No adults will be admitted into the building, or be allowed to interact with other families on site.

Section 3: Support Services (If Applicable)

The goal of the support services plan is to ensure reasonable measures are in place to provide a separate or designated space for required services for children with Individualized Education Programs or Individualized Family Service Plans. Please Note: EEC is requesting all services be delivered virtually at this time.

N/A

PLAN #2: CLEANING PLAN

The goal of the cleaning plan is to ensure reasonable measures are in place for programs to minimize exposure to disease through germs, fluids, and excretions, with a focus on:

1. Intensified general cleaning, sanitizing, and disinfecting routines
2. Extra attention to high touch or high use surfaces or those specifically touched by symptomatic or ill individuals

1. The WYC is building time into the end of each session for thorough cleaning of each classroom. Staff will clean individual classrooms with approved cleaning/disinfecting supplies. Staff will also arrive at least 15 minutes before the start of the session sign-in period to ensure classrooms are clean and ready for programming. In addition, custodial staff will clean and disinfect the entire building after staff and children have left for the day.

2. Staff will have disinfecting wipes on hand to wipe down high-touch areas (doorknobs, desktops, etc.) in individual classrooms, restrooms, hallways, etc. Surfaces will be wiped down after trips to restrooms, or when using entryways to enter or leave classrooms or other areas of the building. Cohorts will travel separately. Each cohort staff person will be responsible for cleaning/disinfecting areas their children come into contact with.
<table>
<thead>
<tr>
<th>Location</th>
<th>Item</th>
<th>Action</th>
<th>Frequency</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Care Spaces</td>
<td>Doors and Cabinet</td>
<td>Cleaned and disinfected by staff</td>
<td>Twice daily (between shifts)</td>
<td>Staff will keep disinfectant wipes on hand in classroom</td>
</tr>
<tr>
<td>Child Care Spaces</td>
<td>Handles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Care Spaces</td>
<td>Entire room</td>
<td>Cleaned and disinfected by custodial staff</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>Restroom</td>
<td>Doorknobs</td>
<td>Cleaned and disinfected</td>
<td>After each use</td>
<td>Cleaning supplies for building will be kept in dedicated common space</td>
</tr>
<tr>
<td>Restroom</td>
<td>Stalls</td>
<td>Cleaned and disinfected</td>
<td>After each use</td>
<td></td>
</tr>
<tr>
<td>Restroom</td>
<td>Sink/Faucet</td>
<td>Cleaned and disinfected</td>
<td>After each use</td>
<td></td>
</tr>
<tr>
<td>Restroom</td>
<td>Entire room</td>
<td>Cleaned and disinfected by custodial staff</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>Building Entrance</td>
<td>Doorknobs/bars</td>
<td>Cleaned and disinfected</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>Building Entrance</td>
<td>Doorknobs/bars</td>
<td>Disinfectant wipes</td>
<td>After sign in periods</td>
<td></td>
</tr>
<tr>
<td>Building Entrance</td>
<td>Entire area</td>
<td>Cleaned and disinfected by custodial staff</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>Doorknobs</td>
<td>Cleaned and disinfected</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>Doorknobs</td>
<td>Wiped</td>
<td>After use by persons other than</td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td></td>
<td></td>
<td>administrators</td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>Entire room</td>
<td>Cleaned and disinfected by custodial staff</td>
<td>Daily</td>
<td></td>
</tr>
</tbody>
</table>
In addition, all areas will have sanitizing hand gel available at all times for use between regular handwashing with soap and warm water.

**PLAN #3: MONITORING AND RESPONSE PLAN**

**Section 1: Screening**

The goal of the screening plan is to minimize the risk that those entering the child care space may be exposed or infected to COVID-19:

1. Verbal screening for common symptoms of COVID-19 or known exposures
2. Visual screening for signs of illness

1. Children will be screened by staff at a designated screening spot outside the building. Caregivers will drive or walk children to the spot to be asked screening questions by health care supervisors.

2. Screeners will visually screen children for signs of illness during the verbal screening.

Only after both steps of the screening process have been completed will a child be allowed to enter the building. Caregivers will not be allowed entry to the building.

**Section 2: Isolation and Discharge**

The goal of the isolation and discharge plan is to minimize the risk of exposure between a child or staff member who may have COVID-19 and others in the child care space, while also ensuring supervision and safety for all children.

The program will ensure that there is adequate staff coverage to allow for supervision of sick children while maintaining required ratios in the classroom.

Julia Melnick (WYC Business and Operations Manager) will develop and maintain an emergency back-up plan for staff coverage in case a staff member becomes sick.

The WYC will maintain an isolated, private, dedicated space to quarantine staff or children exhibiting signs of COVID-19 or other illness, or who have been deemed to have been exposed. In this case emergency communication plans will be enacted.

**Section 3: Local Board of Health Engagement**

Michael Williams will notify the local board of health in the event that a child or staff member is COVID-19 positive. The contact information for the local board of health in the city or town in which Williamstown Youth Center is located is below:

- Phone number: 413-458-9344
- Email: jkennedy@williamstownma.gov
- Address: Town of Williamstown, Main St., Williamstown, MA 01267

**Section 4: Program Closures and Absences**

The goal of the program closing and absence plan is to ensure programs have a process for monitoring and communicating with families, the local board of health, and EEC regarding closures and absences related to COVID-19 quarantine or potential spread. Programs must follow existing requirements for attendance tracking.
The WYC will coordinate closely with state and local authorities re. closures and absences. Child absences will be tracked and families contacted whenever a registered child fails to show up for a scheduled session. Likewise, staff absences will also be tracked in the same manner. The screening process described above will also identify potential illness and/or exposure. Identification of potential illness or exposure will trigger isolation protocol.

The WYC will comply with any and all directives from governing authorities re. closures. Information will be communicated to parents via text, voice, and email, as well as through social media platforms.

**PLAN #4: MEDICATION ADMINISTRATION PLAN**

*The goal of the medication administration plan is to ensure the program is prepared and staff and children are properly protected during the administration of medication.*

*In addition to 606 CMR 7.11(2)(a), which requires that programs must have a written policy regarding administration of prescription and nonprescription medication, the Minimum Requirements for Health and Safety outline specific criteria required for medication administration during the COVID-19 recovery. Please provide a medication administration plan that addresses how the program will meet the Minimum Requirements for Health and Safety during medication administration.*

The program will designate the following staff as adequately trained and prepared to support children with health care needs with the necessary provisions of health care such as administration of medication needed throughout the day:

- Michael Williams, Julia Melnick

**PLAN #5: TRANSPORTATION (IF APPLICABLE)**

The program **WILL NOT** provide transportation for children in their programs.

**Summary**

The WYC intends to operate a combined full-day and half-day program beginning Monday, July 13. We will comply with all local and state guidelines re. the operation of group and school age EEC-licensed facilities. Special cleaning, staff and child screening, social distancing, parent communication, scheduling, and training procedures will be implemented to address the extraordinary circumstances of the current COVID-19 pandemic. It is the WYC’s intention to revise this proposed plan to accommodate the needs of our community once the academic year begins in September.

We thank you for considering this request, and we look forward to any and all suggestions you might have regarding our proposed reopening plan.