



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Winona Family YMCA

COVID-19 Policies & Procedures Childcare Programs

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This document will be continuously updated as more information is learned so that the Winona Family YMCA can continue to utilize the best practices and recommendations made by the CDC and the YMCA of the USA. An updated version will be uploaded to the YMCA website every Friday evening and the new edit date will be marked on the front page of this document. A newsletter with the specific updates will be sent to families on the YMCA's outreach list each Friday as well. If you want to be included on the outreach list, childcare@winonaymca.org. Be sure to check back weekly for new updates and policy changes to ensure you are up to date with the most current information.

The YMCA is continually working to make programming as safe as possible and recognize that changes will be ongoing and frequent. The YMCA and Childcare staff will work diligently to ensure they are following the most up to date recommendations from all governing bodies in order to help keep participants safe and healthy during their time in the Childcare program.

The After School Care season is slated to start on September 8th, and Childcare staff will be prepared to provide care starting on this date.

Below are details about changes to programming as well as new policies and procedures being adapted to take into account the ongoing situation with COVID-19.

Program Details:

1. Capacity

- a. During Childcare we will have a maximum capacity of 30 students per site
- b. There will be 2 sites located at Bluffview Montessori School and St. Martin's.
- c. The Bluffview site will be for Bluffview families only and St. Martin's will be open to the community.

2. Ratios

- a. Children and Counselors will maintain a 14:1 Ratio (14 kids per 1 counselor)
- b. There will be a Lead at each site to ensure regular cleaning and sanitation to assist health screenings, sign in and out procedures, and assisting each group with programming needs.

3. Space Usage

a. Space Sharing

- i. Program will not reach over 30 participants per site. Depending on site numbers, students can be divided into separate groups to allow for more quality sanitation and reduced exposure.

b. Handwashing Stations

- i. Each group will have a designated handwashing station at each site that will be used exclusively by their group
- ii. Counselors will be responsible for ensuring children stand 6 ft apart while they wait to wash their hands
- iii. Counselors will also be responsible for timing each child as they wash their hands and ensure that they use proper handwashing procedures before the next child
- iv. Counselors will ensure that students are washing hands between transitions or hourly.

c. Snack Spaces

- i. Each group will eat snack at the tables provided at their sites. Each child will have an assigned seat to ensure health and safety and enhance cleaning procedures
- ii. All students must stay seated while eating and wait to be excused
- iii. For meal time procedures, see "Meal Time Procedures" under "Health and Safety"

d. Personal Belongings

- i. Both groups will have designated spots for their personal things, either a floor dot or a cubby
- ii. Children will be required to place all of their personal items at their designated spot for
- i. No unnecessary personal items will be allowed at care, including toys, games, or supplies that are not included on the supply list. **Please keep these items at home.**

2. Program Changes

a. Program Materials

- i. All supplies will be disinfected after use and counselors will discourage students from sharing supplies
 1. Items that cannot be cleaned immediately will be put in "sanitation buckets" placed around camp. These items will not be used until they are sanitized. All items will be sanitized before the end of the day at the latest
- ii. All items that cannot be easily disinfected will not be utilized during After School Care.

Health and Safety:

The Winona Family YMCA recognizes that handwashing is our first line of defense for youth participants in helping limit the spread of germs and bacteria. Childcare staff will be diligent to discuss with children the need to wash their hands often and to not touch their faces. Health and Safety will be the highest priority for Childcare staff as to ensure the Winona Family YMCA is doing their part to limit the spread of COVID-19 and protect participants.

1. Health Screenings

- a. Screenings upon arrival
 - i. Health screenings will take place before snack (upon arrival)
 - ii. These screenings will consist of taking temperatures
 1. If a student has a temperature above 100.3, parents will be notified immediately and asked to pick up their students within a half hour
- b. Staff
 - i. All staff will follow the same health screening procedures as students daily
 - ii. Any staff with temperatures above 100.3 will be asked to go home for the day and return 24 hours later if temperature is normal and no other symptoms are present.

2. Handwashing Procedures

- i. Counselors will be responsible for timing each of their participants to ensure they wash their hands for the recommended 20-second minimum period of time. They will also watch the children as they wash their hands to ensure they use soap and water and scrub effectively
 - ii. Hands will be washed approximately every hour or before transitioning between activities.
- a. **Daily games**
 - i. Counselors will create a series of games to use to implement frequent handwashing.
 - ii. An example of a handwashing game:
 1. Each child is given a stamp on the back of their hand at the beginning of the care, and they are asked to have the stamp off of their hand by the end of the day
 - b. **Stations**
 - i. Each group will have a designated handwashing station that is only accessible to their group and counselor
 - ii. In spaces that are more enclosed, students will wait outside of in a more appropriate space that allows for better social distancing
 - iii. Counselors will leave water running the entire duration of handwashing. Water will be turned off after the last child has washed their hands. The counselor will sanitize the soap pump and hand towel dispenser between use.
 - c. **Frequency**
 - i. Hand washing is required every hour and during transitions from one activity to another. These handwashing times are worked into the daily schedule
 - ii. The Childcare Coordinator and Lead will be responsible for timing during the shift, directing counselors and groups to wash hands through a reminder made over communication app each hour. They will also sweep through each handwashing station each hour to ensure the proper procedures are being followed

2. Social Distancing

- a. **Spacing in groups**
 - i. Counselors will implement a variety of activities and games to ensure proper spacing is conducted
 - ii. Counselors will be responsible for ensuring their children keep a distance from one another throughout the day
 - iii. All activities have been adjusted to account for social distancing. New activities and games are being developed to ensure children have a fun time but are as safe as possible
- 3. Meal Time Procedures**
- a. **General Reminders and Notes:**
 - i. CDC guidelines regarding cleaning and disinfecting, as well as using EPA approved products, will be followed for meal time procedures
 - ii. Employees will wash/scrub their hands and ensure proper handwashing of camp participants each hour at a minimum and during program transitions
 - b. **Meal Time Locations**
 - i. The students will receive an assigned seat to eat snack
 - c. **Meal Prep**
 - i. All surfaces will be disinfected at the beginning of each shift and before meal preparation and feedings using CDC and EPA approved products
 - ii. All staff will wash hands before and after meal preparation and feeding
 - iii. Plastic utensils will be utilized and will be disposed of after use
 - d. **Meal Time**
 - i. There will be counselors monitoring the group so that every single child washes their hands. Counselors will work together to make sure that children wash their hands, grab their meals, and walk directly to their assigned/designated table and they are not up and moving around.
 - ii. Children should not get up from their assigned area for the duration of the meal (except bathroom emergencies, in which counselors will need to make sure that the child washes their hands and sits right back down) **This includes when they are done eating.**
 - iii. At a designated time, counselors will let the children get up 1 child, 1 table, at a time and throw garbage away. Once they throw their garbage away, they will then head straight to the hand washing area.
 - iv. After washing their hands, children will immediately go to a different room/area away from the eating area.
 - e. **Cleaning and Disinfecting**
 - i. Surfaces will be thoroughly disinfected at the end of each shift and before and after meal preparation and feedings using CDC and EPA approved products
 - ii. All staff will wash hands before and after meal preparation and feeding
- 4. Health and Safety Policies**
- a. All existing health and safety policies apply. Please see health and safety policies document for more information
 - b. If children become sick during care:
 - i. Parents will be called within five minutes of discovering that children have fallen ill
 - ii. Parents will be required to pick up their children within 30 minutes of the phone call
 - iii. Sick children will be kept separate from others, in an isolated area that is in sight of YMCA staff
 - iv. All other children will be removed to a different location with their counselor(s) at their site
 - v. Other staff will disinfect the site while other children are removed from area

Preparedness and Prevention

The Winona Family YMCA recognizes the importance of enhanced cleaning and sanitation procedures to help reduce the spread of germs to participants and staff. The Childcare and Janitorial Staff will follow the below procedures to keep the facility space as clean as possible.

1. Cleaning Procedures

a. Procedures

- i. Regular touchpoints must be cleaned and sanitized every hour
 1. This includes countertops, walls, door knobs or handles, bathroom and kitchen sinks, and light switches
 2. Regular touch points in a bathroom will be cleaned after each use
 3. Where possible, doors will be kept open to limit contact
- ii. Items that are hard to sanitize will be removed from the Youth Center and will not be accessible to children or staff
 1. This includes plush toys, stuffed animals, anything made of cotton or soft fabric
- iii. The Youth Center will be thoroughly cleaned nightly, immediately after the last participant is picked up
 1. Staff will use CDC recommended cleaning supplies
 2. Cleaning procedures will include;
 - a. Disinfecting all surfaces
 - b. Sweep/mopping the floors
 - c. Vacuuming carpeted spaces
 - d. Spraying and disinfecting storage boxes (where personal items are stored)
 - e. Wiping down touch points before leaving
- iv. There will be additional cleaning requirements throughout the day, including;
 1. Wiping down all touchpoints hourly
 2. Disinfecting program supplies immediately before and after each use

b. PPE Requirements

- i. Youth participants are required to wear masks at all times during care
- ii. Staff will be required to wear face masks at all times during care.

2. Positive Case Procedures

- a. In the event of a positive case of COVID-19 in the YMCA facility of a program participant or a member, the Winona Family YMCA will follow the Standard Operating Procedure Response to COVID-19, which includes a deep clean of the entire facility and increased communication from the Marketing Department to alert anyone who may have come into close proximity of the person(s) with a positive case.
- b. The Winona Family YMCA will follow the COVID-19 Exposure and Quarantine Guidelines in the event of positive cases for staff, members, or program participants.
- c. To view the COVID-19 Exposure and Quarantine Guidelines or the Standard Operating Procedures Response to COVID-19, email childcare@winonaymca.org