



## The Launch Pad Teen Center's COVID-19 Response and Summer Camp Policy

**The Launch Pad's Cleaning and Operating Practices** (as adapted from Centers for Disease Control and Prevention Guidance for Schools and Day Camps):

• **The Launch Pad Teen Center will:**

- Establish and maintain communication with local and State authorities to determine current mitigation levels in your community.
- Protect and support staff and participants who are at higher risk for severe illness, such as providing options for telework and virtual participation.
- Follow CDC's Guidance for Schools and Childcare Programs.
- Provide teachers and staff from higher transmission areas telework and other options as feasible to eliminate travel to schools and camps in lower transmission areas and vice versa.
- Encourage any other external community organizations that use the facilities also follow this guidance.

### **Safety Actions Promote healthy hygiene practices**

- **Teach and reinforce washing hands and covering coughs and sneezes among children and staff.**
- **Teach and reinforce use of face coverings among all staff.** Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and encouraged in students (particularly older students) if feasible and are most essential in times when physical distancing is difficult. Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings. Face coverings are not recommended for babies or children under the age of 2, or for anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the covering without assistance. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). Cloth

face coverings are not surgical masks, respirators, or personal protective equipment.

- • **Have adequate supplies to support healthy hygiene behaviors**, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no-touch trashcans.
- • **Post signs on how to stop the spread of COVID-19**, properly wash hands, promote everyday protective measures, and properly wear a face covering.

### **Intensify cleaning, disinfection, and ventilation**

- • Clean and disinfect frequently touched surfaces within The Launch Pad and on shuttle at least daily (for example, playground equipment, door handles, sink handles, drinking fountains) as well as shared objects (for example, toys, games, art supplies) between uses.
- • Ensure safe and correct application of disinfectants and keep products away from children.
- • Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors. Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) risk to children using the facility.
- • Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

### **Promote social distancing**

- Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
- Restrict mixing between groups.
- Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas.

- Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
- Space seating/desks to at least six feet apart.
- Close communal use spaces such as dining halls and playgrounds if possible; otherwise stagger use and disinfect in between use.
- If a cafeteria or group dining room is typically used, serve meals in classrooms instead. Serve individually plated meals and hold activities in separate classrooms and ensure the safety of children with food allergies.
- Stagger arrival and drop-off times or locations, or put in place other protocols to limit close contact with parents or caregivers as much as possible.
- Create social distance between children on shuttle (for example, seating children one child per seat, every other row) where possible.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas and taken home each day and cleaned, if possible.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student/camper) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.

### **Check for signs and symptoms**

- Parents will conduct daily health checks (e.g. temperature screening and/or symptoms checking) of participants and before drop-off. Confidentiality will be maintained.
  - Parents/guardians are to take their child's temperature before coming to the facility. Upon their arrival, stand at least 6 feet away from the parent/guardian and child.
  - Ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.

- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

You do not need to wear personal protective equipment (PPE) if you can maintain a distance of 6 feet.

- Persons who have a fever of 100.4<sup>0</sup> (38.0<sup>0</sup>C) or above or other signs of illness should not be admitted to the facility.
- Parents are to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Staff are to stay home if they are sick and parents are to keep sick children home.

### **Plan for when a staff member, child, or visitor becomes sick**

- The tutoring room will be an isolation room or area to separate anyone who exhibits COVID-like symptoms.
- Local health officials, staff, and families will be notified immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours is, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Sick staff members and children will not to return until they have met CDC criteria to discontinue home isolation.
- Those who have had close contact to a person diagnosed with COVID-19 to stay home and self monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.

### **Maintain healthy operations**

The Launch Pad will...

- Implement flexible sick leave policies and practices, if feasible.
- Monitor staff absenteeism and have a roster of trained back-up staff.
- Designate a staff person to be responsible for responding to COVID-19 concerns. Courtney Osterfelt: 928-632-2996

- Create a communication system for staff and families for self-reporting of symptoms and notification of exposures and closures. (Call Courtney Osterfelt: 928-632-2996)
- Support coping and resilience among employees and children.

### **Disciplinary actions for Campers who don't respect Social Distancing or TLP COVID-19 Policies**

For campers who don't respect social distancing measures or COVID19 policies put in place by The Launch Pad Teen Center, TLP will follow the following disciplinary actions:

- 1<sup>st</sup> Infraction: Camper will inform their parents of their indiscretion either in person or over the phone with a TLP staff member present. TLP staff will also inform parents/guardians of impacted teens, if applicable.
- 2<sup>nd</sup> Infraction: Campers will be sent home for the day. TLP staff will also inform parents/guardians of impacted teens, if applicable.
- 3<sup>rd</sup> Infraction: Campers will be sent home and asked to leave camp for the remainder of the summer. TLP staff will also inform parents/guardians of impacted teens, if applicable.

\*Social distancing infractions include, but are not limited to kissing, hugging, holding hands, generally touching each other, touching staff members or TLP guests, etc.

\*\* If the infraction is severe enough or TLP Staff feels it is warranted, campers can be asked to leave camp on the first infraction without prior warning. TLP staff are highly trained professionals and will use their best judgment and the judgment of the Executive Director in order to keep The Launch Pad as safe as possible for all participants, participant's families, and staff.

### **Closing**

- Check State and local health department notices daily about transmission in the area and adjust operations accordingly.
- In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, programs will close for a short time (1-2 days) for cleaning and disinfection.