

**A. Daily Screening**

- a. Single point of entry made clear to staff and families. Screenings will be conducted outside of the door, to limit the number of individuals in the studio.
- b. Families will line up following the posted guidelines outside the studio. All individuals will be required to wear proper face coverings throughout the check in process.
- c. Daily temperature checks and verbal health questionnaires pertaining to possible symptoms will be conducted on staff and children. Once the screening has concluded, parents/guardians and staff will sign off they are symptom free, have not been in contact with someone who has tested positive or showed symptoms, and has not taken anything to reduce a fever.
- d. Hand sanitizer will be made available to children and parents during check in. Children will also be directed to hand washing station upon entering the studio.
- e. Regular monitoring will be conducted throughout the day. Children will be reminded to follow social distancing guidelines, use only the materials provided specifically to them, and to regularly wash their hands.

B. Hygiene and Health Practices

- a. Readily accessible handwashing facilities, with soap, water, and disposable paper towels, will be available to the staff and children throughout the day.
- b. Hand sanitizer, containing at least 60% alcohol, will be available to the staff and children throughout the day.
 - i. While hand sanitizer may be used from individuals in the program, handwashing is the preferred and safer method.
- c. Hand sanitizer will be set up at the check in station. Parents/guardians and children will be instructed to use it upon arrival. Children will be instructed to wash hands upon entering the building as well.
- d. Children and staff will wash their hands:
 - i. When they enter or exit the program;
 - ii. After touching or cleaning surfaces that may have been contaminated;
 - iii. After using shared equipment, such as phones, computer keyboards, telephones, etc;
 - iv. After contact with facemask or cloth face covering;
 - v. After assisting children with crafts;
 - vi. Before handling food;
 - vii. Before and after eating;
 - viii. After sneezing, coughing, or nose blowing;
 - ix. After toileting; and
 - x. After assisting with handwashing.



C. Personal Protective Equipment (PPE) and Face Masks and Coverings

- a. Face masks or cloth face coverings will be required during the times of drop off and pick up for staff, children, and family members.
- b. Children **will** be required to have their face mask or cloth face covering on while at the studio. Tables will be spaced 6-feet apart, following the recommended state guidelines.
- c. Staff members will be required to wear their face mask or cloth face covering when in the studio.
- d. Families will provide their children with a proper face mask or cloth face covering. Regular cleaning of face masks and cloth face covering will be encouraged.

D. Cleaning, Sanitizing, and Disinfecting

- a. The EPA-registered disinfectant and sanitizer that will be used to clean surfaces is **Clorox Clean Up Cleaner and Bleach EPA No. 5813-21**. Disposable paper towels will be used to wipe surfaces clean.
 - i. All tables, chairs, and high-contact areas will be cleaned. Regular cleaning will be put in place, as well as cleaning of the full designated area will be done once the predetermined hours have concluded.
- b. The disinfectant will be kept out of reach to children in the program and will be clearly labeled “**Clorox Clean Up Cleaner**” to ensure staff members know its intention.
- c. The product will not be sprayed in close proximity of the children in the program.
- d. A soap and water product will be made daily and will be used prior to the disinfectant to ensure thorough cleaning is done prior to disinfection.
- e. Our staff will allow ample drying time on surfaces where the disinfectant is used to ensure proper sanitization has occurred.
- f. All cleaning products and materials will be kept out of reach of the children in our camp. All cleaning products will be clearly labeled as to what they are and what purpose they serve to ensure our staff are thoroughly cleaning the surfaces.
- g. Bathrooms and hand washing stations will be wiped down between each use to ensure they continue to stay clean and ready to use.
- h. Cleaning and sanitization will be done more frequently throughout the duration of the day.
- i. Staff members will wear gloves while cleaning and sanitizing to ensure their safety. Staff members will wear a mask or cloth face covering while cleaning and sanitizing.

**E. Strategies to Reduce the Risk of Transmission**

- a. Staff and children will be reminded to follow the recommended state guidelines to distance at least 6-feet between one another.
- b. Staff and children will be reminded to wear a face mask or cloth face covering throughout the studio.
- c. Children's tables will be spaced with 6-feet between them to ensure they are following the recommended distance.
- d. The program will run with only 12 individuals in the studio at a time. Family members and guardians will not be allowed in the studio. Only the registered staff and designated staff members will be allowed in the studio during the predetermined program period.

F. Isolation and Discharge of Sick Children and Staff

- a. In the case that a child presents sick symptoms, their parent/guardian will be informed immediately. The child will be sent home as soon as symptoms are presented.
- b. The child presenting symptoms will be moved to the designated area; at a table outside the front of the studio under the awning, until their parent/guardian can arrive to pick them up.
- c. The child's area will be cleaned with soap and water and disinfected with the designated product immediately following their move to the designated area, as well as after they have been picked up.
- d. All others in the facility will be instructed to put on their proper face mask or cloth face covering.
- e. The parents and guardians of the other children in the program will be notified about the situation at hand, and the precautionary actions that will be enforced by the program.
- f. In the case that a staff member presents sick symptoms, they will be sent home immediately, and the covering staff member will be called in.
- g. Cleaning measures will be taken to ensure any surfaces the sick staff members have come in contact with have been cleaned and sanitized.
- h. The parents and guardians of the other children in the program will be notified about the situation at hand, and the precautionary actions that will be enforced by the program.
- i. In the case that a child or staff member tests positive for COVID-19 and presents symptoms;
 - i. They are NOT allowed to return until after a 14 day quarantine has been completed and they have been cleared by a health care provider.
 - ii. The date of symptom onset must be determined.
 - iii. If the staff or child attended the program two days before symptoms occurred must be determined.
 - iv. The hours and time that the staff or child attended program during that time must be determined.
 - v. If the staff or child came into close contact with another member of program must be determined.



- j. In the case that a child or staff member tests positive for COVID-19 and is asymptomatic;
 - i. They are NOT allowed to return until after a 14 day quarantine has been completed and they have been cleared by a health care provider.
 - ii. They must remain in isolation for 10 days. Isolation may be discontinued when at least 10 days have passed from the date of the test as long as they remain asymptomatic.
- k. All staff and family members/guardians will be notified in anyone in the program tests positive for COVID-19.
- l. The Town of Bridgewater's Health Department will be notified if a staff or child tests positive for COVID-19.
 - i. Town of Bridgewater Health Department – 506-697-0903
- m. If a staff or child becomes exposed to COVID-19, regardless of showing symptoms, they are not permitted to enter the program AND are required to stay home for at least 14 days after the date of last contact with the sick individual.
- n. If a staff or child tests positive for COVID-19 or their doctor says they have confirmed or probable COVID-19, they must stay home for at least 10 days from the first day of symptoms AND be fever-free for 72 hours with out fever reducing medications AND experience significant improvements in symptoms.
- o. If a staff or child's household member tests positive for COVID-19, they must self-isolate for at least 14 days after the last time they were exposed.
- p. If a staff or child remains asymptomatic and/or tests negative for COVID-19, the exposed individual must remain in quarantine and continue to self-monitor for the full 14 days.
- q. If a staff or child demonstrates severe symptoms, emergency services will be contacted immediately along with the parent/ guardian.