



COVID Health and Sanitation Procedures

**Addendum to Variety's Employee Handbook and
Program Policies**

Updated September 2020

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Purpose of the Health and Sanitation Program

These policies and practices were developed with guidance from the CDC, Pennsylvania Department of Human Services, American Camp Association, Pennsylvania Department of Health, CHOP, American Camp Association, Pennsylvania Recreation and Park Society, and Montgomery County Dept of Public Health

The purpose of the Variety Health and Sanitation Procedures is to:

- Serve as a guide for communicable disease planning efforts in light of COVID-19
- Reduce the impact of a highly communicable disease through prevention, information, control and containment
- Enhance existing health and safety procedures for our employees and participants

This policy is subject to change as ongoing guidance from the aforementioned agencies release additional guidance.

Employee and Participant Health Protocols

- Physical Distancing
 - Employees and participants will be advised to practice physical distancing by standing at least six feet away from other individuals whenever possible.
 - Group sizes will be minimized in large meetings spaces and outdoors until further guidance is available; group sizes will be limited to 25 and smaller
 - When staff utilize Variety vehicles, they will ensure there is at least one seat width between each passenger. When possible, multiple vehicles will be used for more than 3 passengers.
 - Groups of participant will not co-mingle with other groups, and will be assigned a designated space.
 - Drop off and pick up areas will be assigned based on assigned groups. Curbside drop off and pick up will limit direct contact between parents and staff members, although parents will not be allowed to leave until their child is screened for the day.
 - All staff are required to wear face coverings.
 - All participants capable of wearing a face covering will be asked to do so.

- PPE Availability
 - Hand sanitizer dispensers will be placed at key employee and participant entrances and common areas, including: cabins, pavilion, rec hall, dining hall, pool area, gym, admin building, greenhouse, and other areas.
 - Non-latex gloves and other supplies are located at centralized locations on campus and in each active use zone for programs. Each program staff should gather the appropriate amount of PPE via a centralized sign out system for each program prior to their planned activities.
- Hand Washing/Hand Sanitizing
 - Correct hygiene and frequent handwashing with soap is vital to help combat the spread of communicable illnesses. All Variety employees and participants have been instructed to wash their hands, or use sanitizer when a sink is not available.
 - All employees and participants will use hand sanitizer before entering and upon leaving a Variety owned vehicle.
- Communicable Illness Training
 - All employees will receive training on communicable illnesses, including COVID-19 safety and sanitation protocols.
 - All employees will be trained on proper use and disposal of non-latex gloves.
 - Participants will receive guidance from staff on proper handwashing; covering sneeze/cough; socially distancing and other activities that help prevent the spread of communicable diseases (such as not shaking hands/high fiving). This will help to minimize risk for participants that are not able to wear masks.
- Physical Site
 - Signs outlining everyday protective measures (hand-washing, social distancing, etc) will be posted throughout campus in highly visible areas.
 - All non-essential visitors and non-essential volunteers will be limited on campus during time allotted for participants to be on campus.

Managing and Reporting Participant and Employee Health Concerns

When a **participant** displays symptoms via screening or self-report, or has a presumed case of COVID (or other communicable illness), the following steps must occur:

1. Variety's Director of Programming and/or Nurse will immediately separate participant from other participants and/or staff in a designated isolation room, and contact the guardians for the participant to be picked up immediately. Employee will remain with the participant and support them until transportation arrives. Should the employee need it, we have additional PPE available (masks, gloves, face shields)
2. Variety's Director of Programming will document the finding in an incident report immediately and submit to the CEO within 24 hours.
3. Variety's Director of Programming will file a report with:
 - The Office of Developmental Programs (ODP) and Pennsylvania Department of Health in their incident management database. Note this procedure is applicable for all clients regardless of whether they are funded through ODP
 - Case Notification. If we are alerted to a presumptive case of a communicable illness, such as COVID-19 on campus, we will notify the Montgomery County Department of Health within 24 hours and complete all follow up actions recommended within 72 hours.

When an **employee** displays symptoms, has a presumed case, or tests positive, he/she should:

- Immediately leave the Variety campus or program and notify their supervisor of the reason.
- Stay at home until 3 days have passed since resolution of fever without the use of fever reducing medications and improvement in all symptoms, and at least 10 days have passed since symptoms first appeared.

The supervisor should email the Pennsylvania Office of Developmental Programs regulatory administration unit, as well as the Department of Health as appropriate, and notify other funding sources requiring reporting.

Response to a Positive Test

- Should an individual actively participating in a program on Variety's campus present with a positive test, Variety will immediately close the program until a thorough cleaning and disinfecting of all areas the individual has come into contact is completed. If the individual

participated in a program at a site not on Variety's campus, Variety will discontinue services at the site temporarily, and notify the appropriate personnel at the site to share necessary information.

- The positive case will then be reported to the appropriate agency, and individuals that may have come in contact with the positively tested individual will be notified.
- CDC PUI form will be completed and sent back to the CDC:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/pui-form.pdf>
- Once these criteria have been met and Variety deems it safe to reopen, the program will reopen.

Note: Although the CDC has modified their guidelines on case reporting, Variety feels it is in the best interest of our participants and staff to continue to report cases to the Montgomery County Department of Health, and follow guidance issued by agency representatives. By signing off on these procedures, you consent to Variety sharing information limited to your name and a contact phone number and/or email with the County Department of Health.

- **For a participant to return to a program, he/she must meet the updated Exclusion Criteria outlined by the Montgomery County Office of Public Health:**
<https://www.montcopa.org/DocumentCenter/View/28389/Final-Version-COVID-19-School-Exclusion-Guide-002>. Variety will follow this same protocol with staff.

Cleaning Protocol

Products: Variety uses cleaning products and protocols, which meet CDC guidelines and are approved for use and effective against viruses, bacteria and other airborne and blood borne pathogens. Spill Kits are located in all common areas to assist staff to swiftly and safely clean.

Programs: Each program's staff will ensure that program area is cleaned and disinfected at the end of the program. For all programs running longer than 3 hours, the program area will be disinfected and all high-touch areas will be thoroughly sanitized at the 3-hour mark as per recommendations from the PA Department of Human Services.

Common Areas: Variety will increase the frequency of cleaning and sanitizing in all common areas, with an emphasis on frequent contact surfaces including, but not limited to, door handles, public bathrooms, handrails, tables, dining surfaces and seating areas. Full sanitization of common areas (rec hall, dining hall, gym) will be completed a minimum of once a week or after an incident involving bodily fluid.

Admin Areas: In the administrative offices, employees should sanitize offices, desks, counters, workspaces and related equipment at least once daily or upon a new employee using the equipment

Vehicles: All surfaces in Variety vehicles will be sanitized by the staff using it after each use. This includes but is not limited to: door handle, steering wheels, seat backs, windows.

Pool Protocol (if the pool is open):

- Cleaning and Sanitizing Protocol.
 - Life Guard chairs will be sanitized upon rotation
 - Chairs will be sanitized upon each programming group rotation
 - Normal pool chemical maintenance will apply.
- Physical Distancing Protocol.
 - Group sizes at the pool will be reduced.
 - Seating Area will be spaced out to allow for physical distancing.

The following guidance was issued by the Center for Disease Control regarding aquatic activities: There is no evidence that COVID-19 can be spread to humans through the use of recreational waters. Follow safe swimming practices along with social distancing and everyday preventative actions to protect yourself. Source: <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>

Entry Screening & Case Reporting:

Entry screening

- For all programs: participants and staff will be screened upon entry for a temperature or visible signs of illness (coughing, chills, etc.).
- Variety reserves the right to refuse program entry to anyone presenting with the following: fever, cough, difficulty breathing, chills, muscle pain, headache, sore throat, and loss of taste or smell.
- Variety asks that any persons returning from travel to areas with community spread of COVID-19 follow guidance from health officials and take appropriate precautions such as self-quarantining as issued by the CDC.

Screening Procedure (for all individuals on campus)

- Make a visual inspection of the individual for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.

- Take the individual's temperature.
 - If performing a **temperature check on multiple individuals**, ensure that you use a **clean pair of gloves for each individual** and that the **thermometer has been thoroughly cleaned** in between each check.
 - If you use disposable or non-contact (temporal) thermometers and did not have physical contact with an individual, you do not need to change gloves before the next check.
 - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.

- After each screening, remove and discard PPE, and wash hands.

- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.

- If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.

- Complete screening tool required by Variety for participants and program staff (please see attached).

Please refer to Variety's policy on refunds and cancellations for questions and concerns related to either.

SCREENING TOOL

This tool will be completed daily and filed in the participant file and/or the employee medical file.

Name: _____ Participant: _____ Staff: _____

Date: _____ Program: _____

Time of Screening: _____

Name of health care professional completing screening: _____

Temperature: _____

Symptoms: (Place X next to symptom)

Have you recently traveled out of state: Y / N

___ Coughing

___ Fever

___ Chills

___ Difficulty Breathing

___ Muscle Pain

___ Headache

___ Sore Throat

___ Loss of Taste or

Smell

Has it been recommended based on screening results that participant be denied entry to program?

Yes or No

Signature of screener: _____

Source: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren>

ACKNOWLEDGMENT OF RECEIPT OF VARIETY'S COVID HEALTH AND SANITATION PROCEDURES

I _____(participant name) acknowledge that I have received a copy of Variety's COVID Health and Sanitation Procedures for Programs for summer 2020 and affirm the measures being taken to minimize risk. I acknowledge that if I am uncomfortable or concerned about any of the procedures during the course of the program, I will notify the Variety CEO at dominique.bernardo@varietyphila.org immediately.

Participant's Name: _____

Participant's Signature: _____

Parent/Guardian Signature (if applicable): _____

Date: _____