Traditional After School

I. PEOPLE
A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

Staff and campers will often occupy indoor spaces together, including the school classrooms. We will also utilize public and private outdoor spaces. While both indoors and outdoors, staff and campers will engage in hands-on experiments, crafts, play, and exploration. Therefore, this program will require employees to be in close proximity to other individuals throughout the duration of their work shift(s). Measures we will implement to ensure their safety include:

Group Activities Within the Classrooms
- School Program groups will consist of 8 campers and up to 2 staff members. As much as possible, campers and staff members will stay in the same group for the duration of the program, thereby maintaining group fidelity and decreasing the risk of infection.
- After school activities will only be available to students enrolled in the school site who were in physical attendance during the school day.
- Efforts will be made to group campers from the same class but direct matches to the school day cannot be guaranteed. Trail Blazers will first seek to maintain stability within a class, then a grade level, then a school.
- All groups will conduct indoor activities in their own assigned classrooms. Groups will not share indoor spaces and they will not mingle.
- Each camper will have their own kit of supplies to be sanitized daily by their Group Leader.
- Staff, Campers, and other adults will be required to wear masks 100% of the time.
- Trail Blazers will provide PPE to all staff members, and disposable masks will be available for all staff and camper use.

**Outdoor Activities**

- When possible, activities will be facilitated outdoors in spaces where social distancing of more than 6 ft can occur.
- All outdoor activities will be conducted within assigned groups. Multiple groups may be in the play yard or large exterior spaces concurrently.
- If school playground equipment is used, only one group will be permitted on the equipment at a time. Campers and staff will be required to sanitize their hands before and after playground use or use of common equipment.

**Drop Off and Pick Up**

- At the start of the after school day, each camper will be screened with a temperature reading. Campers must remain 6 feet of separation from each other while waiting to be screened by the Group Leader.
- Each small group will have a designated location for drop off and pick up. Groups will never gather with other small groups. End of day pick up will always take place outdoors, at the building entrance.
- Parents or family members who wish to pick up early must wait at the building entrance and a site leader will bring the camper to them.
- All parties will be required to wear masks throughout the drop off and pick up process.
- Only one adult will be permitted to approach the group for pick up. Other family members should remain away from the camp group at all times.
- Campers will use hand sanitizer upon arrival and departure each day and backpacks will be sprayed with disinfectant at the start of the program.

**Bathrooms**

- Campers will be required to wear masks when entering restroom facilities.
- One camper will be permitted to enter a restroom at a time.
- Campers and staff will be required to wash hands thoroughly for at least 30 seconds after use. Campers will be taught camp songs that are 30 seconds long.
• In addition to handwashing, staff and campers will use hand sanitizer after leaving the restroom facilities.

Snacks
• Campers will provide their own snack from home and they will not be permitted to share snacks.
• Weather permitting, snack will be eaten outdoors, picnic-style.
• In inclement weather, campers will eat snack seated at tables indoors, with 6 feet of space between them.

How will you manage engagement with customers and visitors on these requirements (as applicable)?
• These requirements will be listed explicitly on our website, as well as emailed to all participants. Enrolled families will be required to sign off indicating that they received these protocols and will adhere to them.
• Verbal reminders will be given to enrolled families.
• Visits to the program by non-enrolled persons will not be permitted.

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?
• All staff will be assigned to a site cohort of no more than 4 employees. All necessary staff gatherings will take place in cohorts. Cohorts will never be combined.
• Staff trainings and meetings will take place virtually whenever possible.
• Staff will be screened upon arrival to the program each day. See Screening Protocol under Processes for more details.
• Staff will agree to and sign off on social distancing and safety measures outside of work before beginning their employment with us.
II. PLACES
A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Employees will be required to wear face coverings anytime they are on school property and when with children on field trips.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

- Staff will be supplied with 3 reusable face coverings. They will be required to launder face coverings between use. Staff will always have a supply of disposable face coverings on hand.
- Staff will have a supply of gloves on hand at all times.
- The site team will also be equipped with extra disposable face masks for adults or children who need them.

Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

- Each employee will be required to wear a fresh face covering and clean uniform shirt every day.
- Soiled or damaged face coverings will be placed in a sealed bag and discarded in waste receptacles.

Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

- Each employee will be assigned their own individual supplies, and campers will be assigned their own kit of supplies.
- Employees will not share program materials. All materials used by employees over the course of day - pens, binders, first aid kits, etc., will be assigned to the
employee for the duration of the season and will be labeled with the employee’s name. All materials will be sanitized at the end of each day.

- Employees will have disinfectant on them at all times to use in the event that sharing objects becomes necessary (for example, when responding to the needs of a camper).
- If groups use a shared public space, classroom, or other indoor space within a school building, the surfaces to be used will be cleaned and sanitized before and after use with disinfectant.
- Employees will have extra disinfectant spray and wipes on hand at all times.
- Employees will not be responsible for cleaning or sanitizing restrooms in school buildings.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.
- Provide training to all employees on proper sanitation protocols prior to the start of the program.
- Minimize the sharing of materials. Each employee will be assigned their own individual supplies, and campers will be assigned their own kit of supplies, to be stored in their individual backpacks.
- Require all employees, campers, and visitors wash their hands or use an alcohol-based hand sanitizer upon entering and departing the program, before and after meals, after using the restroom, between every activity, and after handling shared materials or surfaces.

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

- At the end of every day, group leaders will be responsible for cleaning all of the materials they used during the day.
- Each group leader will have a daily cleaning log to be completed digitally, to be turned in to their supervisor or program director at the end of each week.

Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?
● Every employee will be equipped with a bottle of hand sanitizer to carry on them at all times.
● Handwashing stations will be available in classrooms and restrooms.

Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19?

● Employees will sanitize all program materials daily and submit cleaning records to their supervisor weekly.
● The program director will review cleaning records and ensure all cleaning protocols are followed.
● All camper supplies will be assigned to individual campers for the day and will not be shared. They will be sanitized at the end of the day by their Group Leader.
● If groups use a shared space, for example a park picnic table, the surface will be cleaned and sanitized before and after use with disinfectant.
● Groups will not use public playgrounds while at the park.

After school programs operate within Department of Education Buildings. Trail Blazers will pay the building permit fee for operation and in exchange, the DOE custodial team will conduct frequent cleaning of high-touch surfaces around the building during the day as well as whole-building evening disinfection.

As per the DOE Safety Plan, “Custodians will sanitize school buildings on a nightly basis with an electrostatic sprayer that is CDC approved. Cleaning and disinfection will include all high touch surfaces: classrooms, desks & chairs, conference tables, drinking fountains, door handles and push plates, conference tables, light switches, restroom fixtures, partitions and hardware, buttons on hardware, buttons on vending machines, elevator buttons, gym padding, and physical therapy equipment.”

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
• Appropriate signage will be created and posted in conspicuous places in all offices, including near each entrance and within each bathroom.
  ○ Proper hygiene
  ○ Hand washing (bathroom) or this one
  ○ Social distancing
  ○ Appropriate use of PPE -- face covering or this face covering
  ○ Cleaning and disinfection protocols
  ○ Series, inclusive of above

• Signage will also be reduced to a one-page document and laminated to the front inside cover of all staff binders, to be carried by staff at all times. This one page sign will include information on the following (most specific protocols are listed above):
  ○ Hygiene
    ■ Handwashing (how, frequency, use of hand sanitizer)
    ■ Coughing
  ○ Social distancing
    ■ Six feet from all who are not in group
  ○ PPE use
    ■ Staff at all times when with campers
    ■ When not with campers, but within six feet of others
  ○ Cleaning/disinfecting protocols
    ■ When in contact with shared objects or frequently touched shared surfaces, wear gloves or sanitize hands before and after

Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.

• Employees, visitors, parents, and school administrators will be notified using the following method(s):
  ○ Employees
    ■ Camp staff
      ● Daily Slack updates from director, including if no change
      ● Morning staff meetings, reinforcing Slack update
      ● Weekly email update from director and/or program director
    ■ Office staff
      ● Daily Slack updates from administrative team, including if no change
  ○ Visitors (office) -- may only enter 397 office
    ■ Signage at door indicating requirements for entry
      ● Face coverings required
      ● Hand sanitizer at entrance that must be used
      ● Contact with employees will be limited
- Signage at door to be updated as warranted
  - Parents and School Administrators
    - Remind app required - either download app or get through text
    - Regular email updates from the School Programs Director, or another Trail Blazers leader.

Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

- Employees must sign in/out of their worksite using a digital form.
- Group leaders must keep a daily attendance log. All campers are signed in and out daily using a digital form.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

- Group leaders will be responsible for maintaining an attendance record of program participants.
- Program leaders will maintain a digital form of all staff who arrive at the program site each day.

If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

- If an employee tests positive:
  - the director of operations will notify state and local health departments.
  - the director of programs will review staffing schedules to determine which employees have been in contact with the individual who has tested positive, and communicate with those employees via email.
  - the director of programs will communicate with parents whose children have been in contact with the employee who tested positive via email.
The director of programs will communicate with the school administration and provide a list of all spaces and children who have been in contact with the employee.

An email will be sent out to families and the school administration in the event that a child or staff member in their group or another group has a confirmed positive case. A separate email will be sent to families in the event that the family member of a camper/staff member tests positive.

III. PROCESS
A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

- Staff will be screened daily using a touchless thermometer and a health screening questionnaire at the start of the day. This information will be stored in a digital log. The screening questions are as follows:
  - Has the camper/staff had a fever above 100.4°F in the last 24 hours, or at any time in the last 2 weeks?
  - Has the camper/staff exhibited COVID-related symptoms in the last 24 hours, or at any time in the last 2 weeks? Symptoms include: cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting.
  - Has the camper/staff traveled to a state or area that is currently on the CDC travel restriction advisory list or internationally in the past 2 weeks? (Note that these locations are subject to change.)
  - Has the camper/staff had close contact with a person who has been diagnosed with, tested positive for, or quarantined as a result of COVID-19?

- Campers will be screened at the start of the day using a touchless thermometer. Campers will not be asked to answer the health questionnaire without a parent or guardian present. The school administrator will communicate with the program director if any camper reported symptoms, restricted travel, or exposure to a positive covid case.
● Training on these procedures is done by program directors.

● If a camper or staff member answers YES to any of the screening questions, or has a temperature above 100.4, they will be required to leave immediately.
  ○ Staff will be required to present a negative Covid test before they are permitted to return to work.
  ○ Campers may return to the program after presenting a negative covid test or quarantining for a minimum of 2 weeks.

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

● PPE is provided to the employees at no cost to them. Each employee will receive 3 reusable face masks.

● PPE supplies ordered from our supplier - PPE made available on site by Team Supervisor who distributes to team members.

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

● Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

● We will not test for COVID.

● Shared surfaces and materials will be sanitized regularly, including at the end of each day.

● Contract tracing plan:
  ○ Staff or visitors will sign in and out each time they visit the office.
  ○ Attendance records for staff and campers.

● If an employee or camper tests positive, we will work with the school administration to follow all protocols outlined by the DOE’s Safety Plan.

In the case of an employee or child testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

● If a camper or staff member does not pass the screening process due to a display of symptoms:
○ The camper/staff member must be excluded from the program and return 24 hours after they are symptom-free.
○ A parent or guardian will be required to pick up the camper immediately and they will be isolated until the adult arrives. They will be asked but not required to complete a covid test.
○ The staff member will be required to leave the site immediately and asked to complete a covid test.
○ All group members and school administration will be notified.
○ A camper participant will only be allowed to return to the program when they are also allowed to return to school.

● If a camper or staff member does not pass the screening process due to travel within restricted states/area:
  ○ The camper/staff member must be excluded from the program until the precautionary quarantine period has ended or after presenting a negative covid test.
  ○ All group members and school administration will be notified.

● If a member of a camper or staff member’s household has a positive covid test:
  ○ Before returning to the program, the related camper or staff member must present a negative covid test or quarantine for 2 weeks beginning after the household member meets the criteria to end home isolation.
  ○ All group members and school administration will be notified.

● If a camper or staff member has a positive covid test:
  ○ Every member of the group must present a negative covid test or quarantine for 2 weeks before returning.
  ○ Additionally, the camper who tested positive must be fever and symptom free for at least 72 hours before rejoining the program.
  ○ All group members and school administration will be notified.