



Bubble Program

Updated January 13, 2021

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.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- 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 families' homes and our Trail Blazers Center. 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 Homes and TBC Center

- School Program groups (aka bubbles) will consist of 6 campers and up to 2 staff members. As much as possible, campers and staff members will stay in the same

bubble for the duration of the program, thereby maintaining group fidelity and decreasing the risk of infection.

- All bubbles will meet in their own location (i.e. in families' homes or in designated rooms in our Trail Blazers Center), separate from other bubbles.
- The Trail Blazers Center's MERV 8 ventilation system will be inspected and serviced to ensure the safety of bubbles when they are using our indoor space.
- When possible, activities will be facilitated outdoors in spaces where social distancing of more than 6 ft can occur.
- Each camper has their own supply kit which is left in the center (if center-based) or at the home-bubble location.
- Staff and other adults (i.e. parents when in bubble homes) will be required to wear a mask 100% of the time while working with campers.
- Trail Blazers will provide PPE to all staff members.
- Trail Blazers will assist families in acquiring PPE when necessary.
- Families within the same bubble for home-based bubbles will decide together whether their campers will be required to wear PPE, and whether campers should social distance when they are together. Host family will sign a waiver and an agreement on the first day of their bubble to ensure that everyone in the bubble is in agreement.
- Bubbles based in the TBC Center will wear masks when inside the facility if they are not able to maintain 6 feet of distance.
- Campers are always required to wear masks when entering a public indoor space or when they cannot avoid being within 6 feet of another group.
- In our Trail Blazers Center, we will post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations). Groups in the TBC center must be able to be at least 6 feet away from other groups. If at any time this isn't possible, campers will need to wear masks.

Group Activities Outdoors

Drop Off & Pick Up

- Each small group will have a unique location for drop off and pick up. Groups will never gather with other small groups.
- All parties will be required to wear masks throughout the drop off and pick up process.
- Only one adult at a time will be permitted to approach the group for drop off or pick up. Other family members should remain away from the camp group at all times. Other parents arriving for pickup/drop off should wait from 6 feet of distance from the group.
- Campers and their authorized adult will need to remain 6 ft away from the group until the screening process is complete.

- Staff will sign campers in at the beginning of each day. If campers are already present in the home when staff arrives, the host parent answers screening questions for all campers.
- Sign out will be done using a digital form. Shared devices will be sanitized between use.
- Campers will use hand sanitizer upon arrival and departure each day.
- For TBC Center programs, adults will be required to drop off and pick up at the building entrance and will not be permitted to enter.

Bathrooms

- Campers will be required to wear masks when entering restroom facilities, except if they are in a family's home and the entire bubble has agreed not to wear PPE while inside that space.
- 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 20 seconds after use. Campers will be taught camp songs that are 20 seconds long.
- In addition to handwashing, staff and campers will use hand sanitizer after leaving the restroom facilities.

Meal Times

- Trail Blazers will not provide any food. No sharing of personal food will be permitted except by agreement of the bubble families.
- Campers will use alcohol-based hand sanitizer before and after meals.

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.
- No guests/visitors will be allowed into the home during home-based program activities
- No guests/visitors will be allowed into the Trail Blazers Center during center-based program activities.

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

- All staff are assigned to be the primary or floating group leader to one bubble. The assigned floater provides coverage for breaks.
- If staff calls out the assigned floater covers the bubble. If a new leader is placed with a bubble, the family is notified and all safety precautions are practiced.

- Staff trainings and meetings will take place virtually whenever possible.
- Staff and campers will be screened upon arrival to camp 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 with children. When not with children, they will be required to wear face coverings when indoors or within 6 feet of another person.
- Employees are recommended to wear face coverings at all times whenever in public spaces as they are also asked to observe social distancing outside of work.
- Employees on the way to, and departing from the workplace are required to continue to wear face coverings.

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 face coverings. 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 Trail Blazers Center will be equipped with sufficient disposable face coverings to account for all staff and participants present.

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. Bubbles have individual materials for all activities. Employees substituting for a bubble bring a new set of materials. 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 (for example a picnic table within a public park), the surface will be cleaned and sanitized before and after use with disinfectant.
- Families within each bubble will decide together the extent to which shared surfaces will be used in their homes. Employees will have disinfectant on them at all times.
- Families will be required to provide a clean and sanitized space for groups that are meeting with their home (ie free of debris, sanitized work surfaces)
- Employees will wipe down all shared surfaces (for example, computer keyboards used for camper remote work) at the end of their shift each day.
- Trail Blazer Center bathrooms will be stocked with disinfectant for employees to use before and after bathroom use

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.
- 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 the materials they used during the day.
- The closing team supervisor will complete a daily log, completed digitally, at the end of each shift. The program specialist reviews these logs weekly.

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.
- Home locations will be required to have soap, water, and paper towels available for hand washing; group leaders will have a supply of soap on them as a backup.
- Signs will be posted at the Trail Blazers Center reminding of handwashing practices.

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?

- Families will be required to disinfect their bathroom surfaces and any other shared surfaces before the group's arrival.
- Families will be required to have disinfectant available in their bathroom for employee use.
- Employees will sanitize re-used program materials daily
- Team Supervisors sanitize shared spaces at the Trail Blazers Center daily, completing a digital log.
- The team supervisors will review cleaning records and ensure all cleaning protocols are followed.

- All camper supplies will be assigned to individual campers and will not be shared. They will be cleaned at the end of every week by the group leaders.
- 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.

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, and parents will be notified using the following method(s):
 - Employees

- Daily Slack updates from director, including if no change
 - Visitors (office) -- may only enter 394 office
 - Visitors to the office are only permitted during non-program hours, by appointment only.
 - 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
 - Email updates from director and/or program director
 - In-person communication between group leaders and parents at drop off and pick up

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 the Trail Blazers Center.
- Group leaders must keep a daily attendance log.
- Group leaders must log any parents/family members who are present in the household during program time.
- Families within each bubble will agree upon a list of people who may be present within the household during program time; this agreement will be adhered to throughout the duration of the program. This is part of the daily digital log.

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?

- Digital sign in will take place at the entrance at the TBC childcare center at 392 and 397 Rogers. This will be managed by the team supervisors.
- Group leaders will be responsible for maintaining an attendance record of program participants, and a log of all household members present during in-house program time. (People present at family homes during program time are limited to the people noted in the service agreement.)

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 and attendance logs 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.

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?

- Both campers and 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?
- Is social distancing being observed?
- Training on these procedures is done by program specialists.
- Family members present in their homes while homes are being used for in-house programming must agree to participate in the health screening.
- 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 and follow procedures outlined below to determine when they are able to rejoin the program.
- Family members are asked to notify staff in advance if the answer to any of the screening questions is YES. They will be required to follow procedures outlined below to determine when they are able to rejoin the program.
 - Trail Blazers staff will attempt to produce a back-up location for the duration of time that a scheduled home cannot be used; however, this is not guaranteed.

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.
- PPE supplies ordered from our supplier and made available on site by the program specialist.

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 day.
- Contact tracing plan:
 - Staff or visitors will sign in and out each time they visit the office.

- Attendance records for staff, campers, and parents if the bubble is uses family home as a program location
- Office closed immediately and cleaned as per CDC protocol
- A bleach solution or EPA-approved disinfectant product will be used for surface cleaning and sanitizing

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?

UPDATE 01/13/21

PLEASE NOTE: Trail Blazers' policies adhere to guidelines from the CDC and DOH. In the event that either the CDC or DOH impose stricter guidelines than those stated below, those are the guidelines that will be followed.

If at any point a camper is excluded from the program, their household may not be used as a host site until the campers is again eligible to rejoin the group.

1. If you have tested positive for COVID-19, you can rejoin the program after:
 - At least 10 days have passed since symptoms first appeared, **and**
 - At least 24 hours have passed with no fever without fever-reducing medication, **and**
 - Other symptoms of COVID-19 are improving. (Note: loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.)

If at any time a staff member or camper of a group tests positive for COVID-19, the group will be informed.

2. If you have been in contact with someone who has COVID-19, and you yourself have not had COVID-19 within the past 3 months:
 - You must quarantine for 10 days, **or**
 - Provide proof of a negative COVID-19 test before rejoining the program. With proof of a negative test you may join after 7 days of quarantine. Your COVID-19 test must occur on day 5 or later after having been exposed to the infected person.
3. If a member of your household has tested positive for COVID-19:
 - The infected person must meet the criteria in point 1 (above), and
 - You must meet the criteria in point 2 (above)

- All group members will be notified.

4. If you are experiencing symptoms of COVID-19, you will not be permitted to participate in the program until:

- You have been symptom-free without medication for at least 72 hours, **or**
- You have proof of a negative COVID-19 test

5. If you have travelled outside of New York State, or if you plan to, please notify us. If you travel to a noncontiguous state, US territory or [CDC level 2 and higher destination](#), you must quarantine for 10 days upon arrival. Guidelines for travelers to test-out of the mandatory 10-day quarantine are below:

- For travelers who were out-of-state for more than 24 hours:
 - Travelers must obtain a test within three days of departure, prior to arrival in New York.
 - The traveler must, upon arrival in New York, quarantine for three days.
 - On day 4 of their quarantine, the traveler must obtain another COVID test. If both tests come back negative, the traveler may exit quarantine early upon receipt of the second negative diagnostic test.
- Travelers who were out-of-state for less than 24 hours do not need to quarantine upon arrival in New York.

Specific considerations for **bubble host families**

- If a member of a bubble host's household displays symptoms:
 - All group members and staff members who have been in the home will be notified.
 - The person displaying symptoms must not share any space with the bubble during program time.
- If a member of a bubble host's household has had contact with someone who has tested positive for COVID-19:
 - All group members and group leaders will be notified.
 - They must not share any space with the bubble during program time.
- If a member of a bubble host's household has a positive COVID-19 test:
 - Every member of the group, including staff, and every member of the household must meet the criteria for point 2 (above) before they may rejoin
 - Parents of all bubble members must re-sign an agreement to use the family house as a program location.