

Creswell Clubhouse

COVID-19 Procedures and Policies

*Updated 3/12/2022

This document has been created to ensure that we are taking appropriate action to protect our Creswell Clubhouse community, staff, children and families from the potential outbreak of illness. Policies outlined in this handbook override existing ones from our current Parent Agreement Form where they overlap. Together we will strive to continue the quality program that this community has created, while offering a safe place to work, play and learn for our children and staff. We have based these policies on guidance from the Oregon Health Authority, the Center for Disease Control (CDC) and the Oregon Department of Education Early Learning Division (ELD). Due to the nature of the pandemic, changes are inevitable, and Creswell Clubhouse will provide clear communication in a timely manner regarding any changes to policy or protocols.

General Creswell Clubhouse Wellness Guidelines

These are our general health and wellness policies we adhere to from the Oregon Health Authority. Staff and children may not attend Clubhouse if they have one or more of the following symptoms:

- Signs of a new cold or illness: clear runny nose, feeling unwell, lethargic
- Green mucus from the nose, enlarged glands, earache, inflamed eyes
- Fever over 100 degrees F in the last 24 hours
- Diarrhea or vomiting in the last 24 hours
- Nausea or imminent vomiting
- Unusual cough, sore throat, rash
- Stiff neck or headache
- Shortness of breath or difficulty breathing
- Complaints of severe pain

In addition, the Health Department maintains a list of diseases including chickenpox, scabies, and staph and strep infections, in which case we must exclude the child and notify the Health Department of any outbreak.

COVID-19 Symptom Assessment

Prior to entering Clubhouse, each staff, child and family member must attest to having none of the following symptoms. *Please do not bring your child to Clubhouse if you, anyone in your household, or your child have any of the symptoms outlined below.

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| • Fever or chills | • Headache |
| • Cough | • New loss of taste or smell |
| • Shortness of breath or difficulty breathing | • Sore throat |
| • Fatigue | • Congestion or runny nose |
| • Muscle or body aches | • Nausea or vomiting |
| | • Diarrhea |

If your child's symptoms are linked to a pre-existing condition such as asthma, allergies, etc. your child may come to Clubhouse if they have a doctor's note explaining the symptoms are not related to COVID-19.

Children and staff exhibiting any of the above symptoms should be tested for COVID-19 and isolate until all symptoms are gone without the use of medication for 24 hours. If diagnosed with COVID-19, please notify Creswell Clubhouse staff. Clubhouse staff will contact families immediately if their child is a close contact of a

confirmed case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

Unvaccinated children and staff are asked to stay home if they have been exposed to someone who has had a confirmed case of COVID-19.

Protocol if a child exhibits symptoms while at Clubhouse:

- If a child exhibits any COVID-like symptoms they will be isolated until guardians can be called and the child is picked up. Upon arrival, call the Clubhouse phone (541) 852-6034 and a staff member will bring your child out to you.
- The staff will remain with the child until they are picked up. The staff will wear a mask, use gloves and use as much social distancing as possible while providing as much comfort to the child as possible.
- Children exhibiting COVID-19 symptoms will be asked to test for COVID-19 or stay at home until symptoms subside and 24 hours after resolution of both fever and cough, UNAIDED BY MEDICATIONS.

Protocol for confirmed COVID-19 case at Clubhouse:

- The Director will inform staff members and families if they have had a close contact of someone with COVID-19.
- Students with a close contact will be required to quarantine and may return after 5 days if symptom free.
- Sick children may not return for 5 days and until symptom free for 24 hours unaided by medication.
- If multiple cases occur at Clubhouse (an outbreak) we will close for 10 days. We will comply with guidance from the local health authorities for guidance on when Clubhouse can reopen.

Behaviors and Health Risk Prevention

Due to the need for increased, strict health and safety guidelines we will be implementing the following policy:

For the safety of all those at Clubhouse, any behaviors that put the health of other children or staff at risk during this time will result in a call to guardians for immediate pick-up. This may include spitting, biting, removing masks from others, or any behaviors that increase the risk to our staff or impacts the ability to maintain a safe environment for the children and our Clubhouse community. Continued unsafe behavior will be grounds for dismissal from our program.

Drop-off & Pick-up Procedures

You are always welcome to come into Clubhouse but may choose to:

Drop-off: You may drop your child off outside of Clubhouse. You may watch them enter the building and be greeted by our staff or walk them up to the front door. They will sign in and our staff will complete a wellness screening including a temperature check for each child.

Pick-up: You may call the Clubhouse phone at (541) 852-6034 in order to have your child come outside to you or walk up to the front door. When staff see you or receive the call, they will inform your child you are there. Watch your child as they gather their belongings, sign out and exit the building.

Face Coverings

As of March 12, 2022 the mask mandate is lifted. It is now optional to wear masks in public. At Clubhouse the children decided to continue to be cautious and follow the CDC risk levels of low, medium or high risk for our county. If the risk level is low, we will make masks fully optional inside and outside. If the risk level is medium, we

will wear masks inside and they will be optional outside. If the risk level is high, we will mask at all times except when eating.

If masks are being required:

- All face coverings must properly fit the child's face measurements.
- We will assist your child in wearing a mask properly.
- If a child removes a face covering or demonstrates a need to remove the covering for a short period of time, staff will: Supervise the child to maintain six feet or more of physical distancing outside and away from all other adults and children.

In General

Staff will be disinfecting high touch items and our bathrooms daily. Staff will disinfect toys and supplies after high use or at a minimum weekly. We will be utilizing assigned regular seats for snack and lunch times and each child will have their own 12"x12" cubby to store their personal items. Hand washing or hand sanitizer will be used between activities and before/after eating or playing outside. Tables, computers and other high touch items will be sterilized between each group.

What other safety practices is Creswell Clubhouse engaging in?

- Staff are following and/or exceeding proper cleaning and sanitizing guidelines from the ELD.
- All staff and children will wash hands frequently (or use hand sanitizer if soap and water are not available).
- The classroom will have open doors and windows for increased air flow if possible, and each room has multiple HEPA filter air purifiers in place.

You can rest easy knowing we are following **ALL** State of Oregon Health Authority and Oregon Early Learning Division's regulations. Going beyond in many cases.

Highlights:

- ✓ All children and staff are required to wear a mask dependent on county risk level. Low=no masks, Medium=masks indoors only, high=mask at all times except when eating.
- ✓ Our program participants and staff will wash their hands or use hand sanitizer multiple times per day.
- ✓ Our program staff will be sterilizing surfaces and highly touched areas daily.
- ✓ Air purifiers with HEPA filters will be placed in each room, and weather permitting, doors and windows will remain open for fresh air when possible. *The Cobalt Activity Center has very large "bay" doors we can open.
- ✓ In the event a child or adult is diagnosed with covid-19, and they had close contact with other children, those children will be required to quarantine. *There are no refunds for quarantine, isolation or emergency closure due to covid-19.
- ✓ We will be eating snacks and lunch by the giant open bay doors or outside when weather permits.