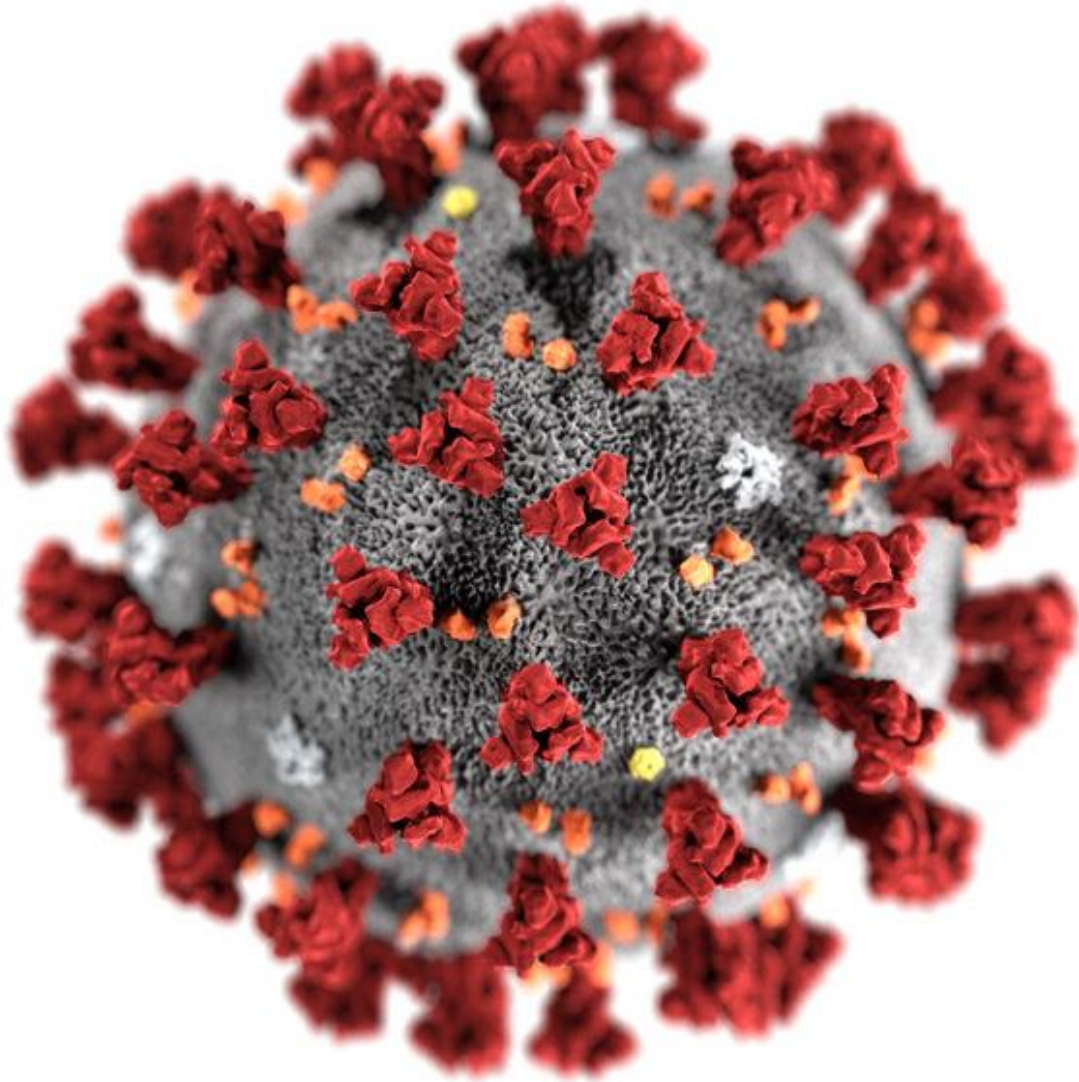


2020 COVID-19 & ECHO



Protocol & Guidelines

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INTRODUCTION –

The objective of this guide is to inform guardians of students of the protocol we have developed and procedures outlined by the Center for Disease Control (CDC), National Recreation and Parks Association (NRPA), and the Spokane Regional Health District (SRHD) to ensure the safety of all participants and staff from COVID-19. Cheney Parks and Recreation is dedicated to providing quality programming that is first and foremost safe for everyone involved. The decision to hold all-day ECHO was not taken lightly. The CDC's Schools and Childcare Programs and SRHD Guidelines were utilized in determining whether to open and operate ECHO during a COVID-19 pandemic. The CDC Considerations for Childcare can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>, and the State of Washington's COVID-19 website can be found here: <https://coronavirus.wa.gov/>

There will be changes to the way ECHO is normally run, but we think you'll find that the time and care taken to programming exciting, educational, social, physical and fun activities still remains the same, if not better.

COMMUNICATIONS –

As in previous years, the ECHO Supervisor and staff will be in regular contact with students, parents/guardians and staff.

The ECHO Supervisor will be able to answer questions related to current events as they related to COVID-19 pandemic, policies and procedures ECHO has implemented related to the COVID-19 pandemic, and controls the camp has implemented in response to the COVID-19 pandemic. The Recreation Director will also be available for any questions or concerns.

Participants' families will receive information on handwashing, cough etiquette, symptoms associated with COVID-19, how to stop the spread of germs, and social distancing.

Prior to ECHO

Communication with students will be sent via email or hard-copy depending on registering in person or over-the-phone.

- Documentation containing rules and guidelines for students will be distributed
- We will work to identify if any students are high risk for complications related to COVID-19, and will encourage and support them to take additional precautionary measures, including consulting with their healthcare provider.
- Parents/Guardians will need to sign a waiver allowing ECHO staff to take students' temperature upon arrival to ECHO, before entering the building.

During ECHO

Students will participate in small group trainings and demonstrations on behaviors and precautions they should abide by to prevent the spread of COVID-19, including:

- How and when to effectively wash and sanitize hands
- How to practice social distancing in various settings (classrooms, outdoors, etc.)
- Which symptoms to look out for and when to report them and to whom
- When to stay home
- Coughing etiquette
- Other camp-specific policies and guidelines

Conversation

Students will be encouraged to talk to staff about how they are feeling and to ask questions. Our staff will remain calm and reassuring. They will strive to be a source of comfort. Staff will talk to students about how the virus can spread and how to prevent it from spreading. Staff will tell children what we are doing to ensure their safety.

Signage

Relevant signs from the CDC, World Health Organization (WHO), and SRHD will be posted in appropriate areas (bathrooms, dining areas, classrooms, hallways, etc.) to encourage behaviors that mitigate the spread of disease. They will include:

- Handwashing
- Cough Etiquette
- Symptoms associated with COVID-19
- Stop the Spread of Germs
- Social Distancing

MAINTAINING HEALTHY OPERATIONS –

Screening Procedures

If a student or staff is suspected to have COVID-19 based on the above assessment, a face mask will be placed on the individual. The student or staffer will be isolated. Parents will be notified immediately and asked to pick up their child. The SRHD will be notified. Staff will be sent home immediately. Students and staff are not permitted to return until confirmation of diagnosis can be made. If tested positive, the student and their household will remain home until it is determined they are cleared of infectious risk. The area where the student or staffer was in will be thoroughly disinfected.

- Students will be asked daily if they have any COVID-19 symptoms:
 - Have you experienced a cough, shortness of breath or difficulty breathing, fever, sore throat, chills, a new loss of taste or smell, muscle or body aches, nausea, vomiting, diarrhea, congestion or runny nose not related to seasonal allergies, and unusual fatigue.
 - Does anyone in your household have any of the above symptoms?
 - Has your child been in close contact with anyone with suspected or confirmed COVID-19?
 - Has your child had any medication to reduce a fever before coming to care?
- If the answer to all of the above questions is “no”, the student will be checked for signs of being sick, such as flushed cheeks and tiredness. If a “yes” answer is given to any of the above questions your student will not be permitted to attend camp
- Every day, campers’ temperature will be taken upon arrive, before entering the building. Any temperatures over 100.4 will be sent home.

When to Wash or Disinfect Hands

- Before eating
- Upon entering the building in the morning or coming in from outside play
- After being in contact with someone who may have been sick
- After touching frequently touched surfaces (railings, doorknobs, counters, etc.)
- After using the restroom
- After using common items, such as sports equipment, craft supplies, etc.
- After coughing, sneezing, or blowing your nose.

How to Wash your Hands

1. Wet your hands with clean, running water.
2. Lather your hands by running them together with soap. Make sure to lather the back of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds (about the time it takes to sing “Happy Birthday” twice)
4. Rinse your hands well under clean, running water
5. Dry your hands using a clean paper towel or an air dryer

How to use Alcohol Based Hand Sanitizer

We will encourage the use of soap and water over hand sanitizer, but when we are outside and not within immediate reach of running water and soap, we will utilize hand sanitizer that has greater than 60% ethanol or greater than 70% isopropanol.

1. Apply the product to the palm of one hand
2. Rub your hands together. Make sure the sanitizer comes into contact with the back of your hands, palms, between your fingers and fingertips.
3. Continue to rub your hands together until your hands are dry (about 20 seconds).

Social Distancing

For childcare, the CDC encourages social distancing through increased spacing, small groups and limited mixing between groups. We will follow these protocols by separating students six feet apart at tables. into age groups in four separate classrooms. Classrooms will have no more than 22 students and 2 staff. If we enter into Phase 3 or 4 we may increase the classroom size. ECHO will follow the guidance of the Governor and/or the Spokane Regional Health District should the social distancing guidelines change.

Personal Protective Equipment (PPE)

Students and staff are required to wear masks while inside and required to wear masks outside when social distancing is not possible.

FOOD SERVICE AND MEALS –

All ECHO staff are required to obtain their Washington State Food Handlers' Certification. Staff will follow state health guidelines when preparing breakfast and snacks. Hands will be washed before putting on gloves and after removing them. Staff will be required to wear face masks when preparing food. All meals will be served in individual classrooms or outside to follow social distancing guidelines. Meals will be "grab-n-go" style. Breakfast and snacks will be served with disposable dishes and utensils and will be thrown away as soon as your camper is finished eating. Children are required to bring a lunch and water bottle every day. ECHO does not provide lunch.

- Wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer containing at least 60% alcohol before each meal.
- When retrieving food, avoid touching items and putting them back.
- When in line, maintain physical distance and increase spacing between yourself and others.
- Use utensils rather than hands as much as possible to eat.

CLEANING AND DISINFECTING –

To minimize transfer of coronavirus at ECHO, increased and enhanced cleaning measures have been implemented. Staff will wear gloves and face masks when disinfecting. They will ensure proper ventilation and that children are clear of the area. We will use Lysol disinfectant spray, Lysol disinfectant wipes and 64 Ful-Trole 64 Disinfectant Cleaner. More information can be found here: <http://multi-clean.com/wp-content/uploads/2014/07/64Ful-TroleSDS.pdf>

Communal Spaces

Communal spaces will be disinfected at each shift change (four times a day).

Shared Items

While limiting the use of shared items, they will be cleaned and disinfected between each use. Items will be assigned when possible to reduce the quantity of shared items.

Frequently Touched Surfaces

Staff will be cleaning and disinfecting frequently touched surfaces and common spaces once an hour. That includes, door knobs, countertops, desks, drinking fountains, hand railings, and faucets.

TRANSPORTATION TO AND FROM CAMP –

Drop-Off

Only one parent/guardian can drop their child off, and it is recommended that it be the same parent/guardian each time. When dropping your child off, please maintain social distancing if there is more than one child being dropped off at the same time. Please stay close to or inside your vehicle until it is clear to drop off your student. All drop-offs will occur outside of the facility. Please be as brief as possible when saying goodbye. Other campers will be waiting to be dropped off. Upon arrival your student will:

- Be asked daily if have they have experienced a cough, shortness of breath or difficulty breathing, fever, sore throat, or have lost their sense of taste or smell.
- Have their temperature taken. If it is above 100.4 they will not be permitted to attend camp until their fever is back to normal and they show no signs of COVID-19.
- Be instructed to wash their hands upon entering the facility.
- Have their bag disinfected by a staff person upon arrival.

Pick-Up

Only one parent/guardian can pick-up their student, and it is recommended that it is the same parent/guardian each time. You will sign your camper out. Encourage your child to wash their hands for at least 20 seconds up return home.

ECHO SPECIFIC INFORMATION –

Schedule

In trying to reduce the spread of COVID-19 new ECHO hours will now be 7am-5:30pm. ECHO will take place at the Wren Pierson Community Center, located at 615 4th St, Betz Elementary C-1 Portable, located at 317 N. 7th St., Snowdon Elementary Portable C located at 6323 S. Holly Rd., and Windsor Elementary C Portables located at, 5504 W. Hallett Rd., Spokane, WA 99224 . Drop-off and pick-up will be at the front entrance of each location.

Fees

The cost for a week of ECHO will be \$159.50. We do not have monthly, daily or pro-rated fees. We are happy to receive payments by cash, check (made payable to City of Cheney), and credit or debit card. At this time, we do not have automatic withdrawal available.

Coronavirus / COVID-19 Warning & Disclaimer:

ECHO has developed policies and procedures for camp operations based on state and local health departments and CDC guidelines. However, COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a means to prevent the spread of the virus. COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participating in recreation programs or accessing ECHO facilities could increase the risk of contracting COVID-19. Cheney Parks and Recreation and ECHO in no way warrants that COVID-19 infection will not occur through participation in camp programs or accessing Cheney Parks and Recreation facilities. Please initial next to each statement below.

I agree to follow the following procedures established by Cheney Parks and Recreation Department. Please initial below:

___ I will alert the ECHO supervisor if my child or anyone in household has potential symptoms of COVID-19, such as fever, shortness of breath or persistent dry cough, in the 72 hours prior to the start of ECHO or during ECHO. I understand that ECHO will deny admission to children meeting any of these criteria.

___ I will alert the ECHO supervisor if anyone in my household is diagnosed with COVID-19. I understand that Camp ECHO will deny admission to campers meeting this criteria.

___ I understand that ECHO may need to close on short notice due to government order, child or staff illness, or other emergency. Notification will be sent via email with follow up messaging via phone. I will maintain access to communication throughout ECHO.

___ I can return to the ECHO within one hour of being notified by phone if my child must be picked up.

___ I will take my child's temperature each morning prior to camp drop off and alert staff if my child has a fever (temperature of 100.4° or higher). I understand that if a child has a fever of 100.4 or higher they will be denied admission to ECHO.

___ I agree to allow ECHO staff to take my child's temperature daily using a touch free thermometer.

___ I understand if my child has taken any fever reducing medications such acetaminophen or ibuprofen in the past 24 hours they may not attend ECHO.

___ I will allow and talk to my child about wearing a mask at all times indoors and all times outdoors when social distancing is not possible.

___ I understand that ECHO is not an educational institution and ECHO does not provide licensed teachers. Our staff will do our best to help your child with schoolwork and will ensure they are logged on to their Zoom classes, but we are not responsible for your child's educational performance.

Printed Name

Signature

Date

