

**LINCOLN RECREATION CENTER
AFTER-SCHOOL PROGRAM
MEMBER & STAFF PROTOCOLS**



CITY OF COLLEGE STATION
PARKS & RECREATION

MEMBER PROTOCOLS:

Revised: July 2020

MEMBER EXPECTATIONS

- Members attending the program are expected to follow facilities policies regarding behavior, hygiene, health practices, social distancing, and CDC recommendations.
- Members must be able to participate in programs and follow instructions of program staff to ensure their safety.
- Members who show disregard for policies or exhibit intentional disruptive behavior may be suspended from the program. Parents will be called and asked to pick up their child.

PARENT EXPECTATIONS

- A mandatory virtual parent orientation will be scheduled to review expectations.
- Parents are asked to support the program in providing a safe space for our members and staff by informing the staff of community exposure or changes to their child's health.
- If a child exhibits symptoms of fever, cough, sore throat, shortness of breath, vomiting, diarrhea, rash, chills, runny nose, muscle pain, or new loss of taste/smell, parents are asked to keep them home until they have been without symptoms for at least three days without assistance of fever-reducing medication (based on CDC guidelines).
- Parents are expected to answer a verbal health questionnaire before returning to the program.

GENERAL HYGIENE

- Members are required to follow CDC recommendations for reducing transmission and maintaining healthy business operations and a healthy work environment, including but not limited to:
- Washing hands upon entry into the building, after using the restroom, before and after eating, after play, and before and after a health assessment or screening of staff or members.
- Practicing social distancing of at least six feet.
- Not touching their face.
- Coughing and sneezing into a tissue or inside shirt.
- Staying home if they are sick or knowing they will not pass wellness screening.

MASK PROTOCOL

- Members must wear a mask at all times, except when eating or drinking.
- Members must wear masks from when they exit vehicles at the beginning of the day until they enter their cars at the end of the day.
- Extra masks will be available for members that lose theirs during the day.

MEMBER WELLNESS SCREENING

Performed by staff as members enter the bus or arrive at the facility through parent drop-off.

TEMPERATURE CHECK

- Staff will wear gloves and take the member's forehead temperature twice.
- Staff will note verbal screening acknowledgement and take a second reading.
- If the first two readings have different results, a third reading will be taken to determine member's disposition.
 - If the temperature is lower than 99.5 F, the member may enter building and proceed to the hand-washing station.
 - If the temperature is 99.5 F or higher, the member must go home until fever-free without using fever reducing medication for at least three days.

BUS TRANSPORTATION PROCEDURES

- Staff will arrive at designated school destination and check members for a positive wellness screening before allowing entrance to the transportation vehicle. Staff will check the member's temperature by placing a thermometer on their forehead.
- Staff will check members for a positive wellness screening before they may enter the facility.
- Members must wear masks at all times.
- When members arrive at the center, staff will direct them to wash their hands upon entering the building.
- If temperature check is higher than 99.5 F, staff will notify the supervisor and parents will be called immediately to pick up the member. Members will not be able to participate in the after-school program until they are fever-free without using fever-reducing medication for at least three days.

PARENT DROP-OFF PROCEDURES

- Parents may drive up to car line but must remain in vehicles.
- No parents will be allowed inside the facility during after-school hours.
- The staff table will have sign-in rosters and walkie talkies.
- Staff will check members for a positive wellness screening before they may enter the facility.
- If temperature check is higher than 99.5 F, staff will notify the parent the parent of the negative wellness screening. Members will not be able to participate in the after school program and will be sent home until fever-free without fever reducing medication for at least 3 days.
- Members must wear masks at all times.
- When members arrive at the center, staff will direct them to wash their hands upon entering the building.

PARENT PICK-UP PROCEDURES

- Parents may drive up to car line but must remain in vehicles.
- No parents will be allowed inside the facility during after-school hours.
- The staff table will have sign-in rosters and walkie talkies.
- Members will remain in program areas until they are called via walkie talkie to meet their parents outside.
- Staff will note the time a member has been picked up.

RESTROOMS

- Everyone who uses the restroom must wash their hands for at least 20 seconds with soap and water before exiting the restroom.
- Program staff must communicate by walkie talkie when sending a member to the restroom.
- No more than one member is allowed in the restroom at any time.

SAFETY PROTOCOL & EXPANDED MEASURES

- Staff will be designated to oversee drop-off and will address issues with a supervisor.
- Two staff members will be assigned to each program area.
- Staff will be assigned to ensure cleanliness at the Lincoln Recreation Center and Southwood Community Center.
- Staff will participate in extensive training to review safety protocols.

PROTOCOL SURROUNDING HEALTH CONCERNS

If members exhibit signs of illness or experiences any symptoms, staff will implement this protocol:

- Staff informs the supervisor via walkie-talkie.
- The supervisor and support staff retrieves the member for visual assessment in a pre-designated quarantine room (multipurpose).
 - Staff may take temperature as needed (medical gloves must be worn).
 - First-aid may be administered as needed (medical gloves and mask must be worn).
- The supervisor calls parent and requests that the member be picked up as soon as possible.
- The supervisor documents a detailed account of the incident, people present, symptoms, steps taken, and the outcome to include in the end-of-day summary.

STAFF PROTOCOLS

GENERAL HYGIENE

Members and staff are required to follow CDC recommendations for reducing transmission and maintaining healthy business operations and a healthy work environment, including but not limited to:

- Washing hands upon entry into the building, after using the restroom, before and after eating, after play, and before and after a health assessment or screening of staff or members.
- Practicing social distancing of at least six feet.
- Not touching their face.
- Coughing and sneezing into a tissue or inside shirt.
- Staying home if they are sick or knowing they will not pass wellness screening.

STAFF UNIFORM REQUIREMENTS

To address safety and easily identify mentors, staff members must wear a staff or city event shirt, a mask, and close-toed shoes. Staff members are asked to arrive with newly washed clothes every day.

MASK PROTOCOL

Members must wear a mask at all times, except when eating or drinking.

DAILY OPENING PROCEDURES

SUPERVISOR & ASSISTANT CENTER SUPERVISOR

- Unlock all program/staff spaces and disinfect interior and exterior door handles, reception desk keyboard, and telephone.
- Supervisors will take their own temperature and record the reading on a daily chart.
- Disinfect staff walkie talkies and line up at reception.
- Turn on lights and set up devices, staff wellness checklist, health questionnaire, hand sanitizer, and thermometer at table in front of exterior door 10 minutes before staff arrival.

STAFF ARRIVAL

- The first staff member that arrives confirms the supervisor's temperature.
- The verbal screening questionnaire is administered by a supervisor.
- Staff temperatures are taken when they enter the building.
- Staff members must sanitize their hands before and after clocking into their shift.
- Staff members must wash their hands when they enter the building.

STAFF WELLNESS SCREENING

- Staff must be wearing a mask to enter the building.
- As staff enters, a supervisor should remain at the exterior check-in table to take temperatures and administer the verbal health questionnaire.

VERBAL QUESTIONNAIRE

Staff members are required to answer these questions before to entering the building each day:

- Have you had fever, cough, sore throat, shortness of breath, vomiting, diarrhea, rash, chills, runny nose, muscle pain, or new loss of taste/smell in the last five days?
- Have you taken fever reducing medications in the last five days?
- Have you been exposed to someone who has been diagnosed with the COVID-19?
- Have you traveled outside of Texas in the last two weeks?

If the staff member answers **yes** to any of these questions, they will be sent home and asked to return only when they can answer no to all four questions.

TEMPERATURE CHECK

Once the staff member passes the verbal questionnaire, the supervisor should wear gloves and take their forehead temperature **twice**. The supervisor will note the verbal screening acknowledgment and record both temperature readings on the intake form. If first two readings give different results, a third reading will be taken.

- If their temperature is lower than 99.5 F, the staff member may enter building and proceed to the hand-washing station. The supervisor will note on the checklist.
- If their temperature is 99.5 F or higher, the staff member must go home until they are fever free without using fever reducing medication for at least five days.

SAFETY PROTOCOL & EXPANDED MEASURES

- A staff member will oversee drop-off and address any issues with the supervisor.
- Two staff members will be assigned to each program area.
- Staff will ensure cleanliness at the Lincoln Recreation Center and Southwood Community Center.
- Staff will participate in extensive training to review safety protocols.

PROGRAM DELIVERY

Members will receive a safety briefing at the start of their day to remind them of the importance of social distancing and maintaining good hygiene practices. Staff will receive additional training around fostering a safe learning environment and are encouraged to clarify expectations and institute best practices for behavior management if an issue arises.

PROGRAM PREPARATION

STAFF DAILY SAFETY BRIEFING

Once all staff have arrived and clocked in, a supervisor must lead a daily safety review of general hygiene practices, safety reminders, and special circumstances of situations of which the team needs to be aware.

AFTER THE DAILY SAFETY BRIEFING, STAFF SHOULD ENSURE:

- Welcome signage is posted in front of building for member drop-off and pick-up.
- All rooms have hand sanitizer and restroom doors are propped open.
- They are positioned at the drop-off points with walkie talkies, checklists, and temporal thermometers 15 minutes before the first program session starts.
- Each workstation and all equipment is wiped down with warm soap and water or disinfectant wipes 15 minutes before the first program session starts.

SUPERVISORS SHOULD ENSURE THE FOLLOWING ARE READY FOR MEMBER DROP-OFF:

- Sign-in checklist with verbal health questionnaire acknowledgment.
- Medical gloves.
- Temporal thermometers.
- Staff members are smiling and greeting everyone.

PROTOCOL SURROUNDING HEALTH CONCERNS

- If members exhibit signs of illness or experiences any symptoms, staff will implement this protocol:
- Staff informs the supervisor via walkie-talkie.
- The supervisor and support staff retrieves the member for visual assessment in a pre-designated quarantine room (multipurpose).
 - Staff may take temperature as needed (medical gloves must be worn).
 - First-aid may be administered as needed (medical gloves and mask must be worn).
- The supervisor calls parent and requests that the member be picked up as soon as possible.
- The supervisor documents a detailed account of the incident, people present, symptoms, steps taken, and the outcome to include in the end-of-day summary.

BUS TRANSPORTATION PROCEDURES

- Staff will arrive at designated school destination and check members for a positive wellness screening before allowing entrance to the transportation vehicle. Staff will check the member's temperature by placing a thermometer on their forehead.
- Staff will check members for a positive wellness screening before they may enter the facility.
- Members must wear masks at all times.
- When members arrive at the center, staff will direct them to wash their hands upon entering the building.
- If temperature check is higher than 99.5 F, staff will notify the supervisor and parents will be called immediately to pick up the member. Members will not be able to participate in the after-school program until they are fever-free without using fever-reducing medication for at least three days.

PARENT DROP-OFF PROCEDURES

- Parents may drive up to car line but must remain in vehicles.
- No parents will be allowed inside the facility during after-school hours.
- The staff table will have sign-in rosters and walkie talkies.
- Staff will check members for a positive wellness screening before they may enter the facility.
- If temperature check is higher than 99.5 F, staff will notify the parent the parent of the negative wellness screening. Members will not be able to participate in the after school program and will be sent home until fever-free without fever reducing medication for at least 3 days.
- Members must wear masks at all times.
- When members arrive at the center, staff will direct them to wash their hands upon entering the building.

PARENT PICK-UP PROCEDURES

- Parents may drive up to car line but must remain in vehicles.
- No parents will be allowed inside the facility during after-school hours.
- The staff table will have sign-in rosters and walkie talkies.
- Members will remain in program areas until they are called via walkie talkie to meet their parents outside.
- Staff will note the time a member has been picked up.

STAFF CLOSING PROCEDURES

CLEANING (after the last member leaves the program space)

- Disinfect tabletops, devices, and equipment used during program, including office spaces, the conference room, and reception.
- Remove trash and debris from the floor.
- Take the trash to the dumpster.
- Disinfect interior and exterior door handles.
- Wipe down switch plates and turn off the lights.

END OF DAY SUMMARY

Supervisors will give a snapshot of highlights to the recreation manager at the end of each week, including:

- The number of members served.
- The number of members sent home through wellness screening.
- An overview of incidents.

STAFF DEPARTURE

- Staff will clock out using personal devices.
- Hand sanitizer must be used before and after clocking out.
- Staff members are instructed to wash their clothes when they get home.