

Joseph Firth Youth Center COVID-19 Policy and Protocols*



I. Training and Preventative Practices

- A. All FYC Staff receive orientation and monthly trainings on the basic principles of emergency first aid, infection control, hand washing, personal protective equipment, and COVID-19 signs and symptoms.
- B. FYC Health Director and Executive Director monitor local COVID-19 Activity Report at least 1x/week and are knowledgeable on Contact Tracing Awareness, Infection Control Resources, and DOH Guidance.
- C. Age-appropriate instructions on safe practices while at the FYC, including hand washing, face coverings, disposal of face coverings, and staying home when ill is distributed through the e-Newsletter and reinforced at Group Meetings.
 - 1. Staff will teach and remind children of policies including sanitizing areas, maintaining a safe social distance when transitioning between activities, and staggered use of the bathrooms and locker rooms.
 - 2. Educational materials with this information are distributed through e-Newsletters and hand-outs. Parents are encouraged to review the material with their children.
- D. Healthy Hygiene signage is displayed throughout the building, including all bathrooms. The e-Newsletter also includes information on safety measures, such as staying home when ill, hand hygiene, respiratory etiquette, face masks, etc.
- E. Parents/Guardians are instructed to pre-screen their children prior to arrival (see Section II), as they are the “front line” for assessing illness in their child.
- F. To the most possible extent, staff will not mix children between groups.
- G. Masking policies in accordance with current NJ Executive Orders are strictly enforced for all staff & guests.
- H. Maintenance Staff must document daily cleaning of frequently touched surfaces, shared objects, and high traffic areas using EPA approved disinfectants. Logs are kept in the Maintenance closet.

II. Prior to Arrival at the Firth Youth Center

- A. Parents/Guardians must complete current Membership Form & Waivers prior to attending any programs. No exceptions.
- B. Parents/Guardians are required to enroll in the e-Newsletter system to ensure access to policies, procedures, important educational material, and notification should an outbreak occur.
- C. Parents/Guardians should tell their child that masks are required at the FYC as required by NJ E.O. 264. Guests do not need to wear masks while eating/drinking or during vigorous exercise.
- D. If your child, anyone in your immediate family or anyone they have been in close contact with has tested positive, see Section IV of this policy to determine quarantine requirements. We require that you inform the FYC Health Director and COVID-19 Point of Contact, Meghan Santowasso, at 908-454-7281.
- E. Parents/Guardians must self-screen their children for a fever above 100.4 and symptoms of COVID-19:

1. Sore throat, runny nose, congestion
2. Cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their baseline)
3. Diarrhea, vomiting, or abdominal pain
4. New onset of severe headache, especially with a fever

- F. If a fever or symptoms are present, child should self-quarantine and notify the FYC Health Director, Meghan Santowasso (908-454-7281), and their Primary Care Physician.

III. While at the Firth Youth Center

- A. Upon arrival, guests should ring the doorbell on Fleming Drive and wait for FYC Staff to attend to them for COVID-19 Screening. A parent/guardian must remain outside during the screening in case admittance is not allowed. Staff will screen by taking the guest’s temperature and ask the following DOH screening questions:

1. Have you/your child taken any fever reducing medications?
2. Do you/your child have at least two of the following: chills, shivers, muscle aches, headache, sore throat, nausea/vomiting, diarrhea, fatigue, congestion/runny nose?
3. Do you/your child have at least one of the following: cough, shortness of breath, difficulty breathing, new loss or taste or smell?
4. Have you/your child had close contact a person with confirmed COVID-19 in the past 14 days or live with someone with COVID-19 symptoms or diagnosis?

*The Joseph Firth Youth Center reserves the right to revise and update policies and procedures at any time. Policies and procedures are in compliance with DCF, DOH, and CDC guidelines.

- B. **If the staff or child has a fever (at or above 100.4°) and/or does not pass one of the screening questions, they will not be permitted to attend the FYC for 10-days or until a doctor's note of clearance is received.**
- C. Staff will document daily attendance, arrival/departure time, screening information on a daily form provided by NJ DCF. This form will be collected by the Health Director and maintained in the FYC Office.
- D. Once admitted into the FYC, staff and children will be asked to wash their hands or use provided hand sanitizer. Hand sanitizer is provided at multiple stations throughout the building and on each staff person.
- E. All staff, youth, and guests must wear masks in accordance with NJ E.O. 264.
- F. Staff may request guests to wait in a designated area. To reduce risk to staff and children, other siblings will not be permitted to wait inside the FYC during programs.

IV. Exclusion Criteria for Close Contact

- A. Exposed close contacts who have no symptoms and **are not fully vaccinated:**
 - 1. Should be tested immediately.
 - 2. If negative, quarantine at home and test again 5-7 days after their last exposure or if they develop symptoms sooner. If the result is again negative, they may return to FYC on the 8th day after last exposure.
 - 3. If positive, they must isolate for 10 days.
- B. Exposed close contacts who have no symptoms and **are fully vaccinated:**
 - 1. Do not need to quarantine or be excluded if they remain asymptomatic.
 - 2. Should be tested 5-7 days after their last exposure and monitored for symptoms for 14 days.
 - 3. It is recommended they wear a mask in all indoor settings for 14 days after exposure.
- C. Exposed close contacts who have no symptoms and have been diagnosed with COVID-19 in the past 90-days:
 - 1. Do not need to quarantine or be excluded.
 - 2. Should not be tested, but should monitor for symptoms for 14 days after exposure.

V. Pick-Up Procedure

- A. Parents/guardians should ring the doorbell on Fleming Drive and wait for FYC Staff. To minimize risk to staff and children, no one will be permitted to enter the FYC. Staff will escort child(ren) to parent/guardian.
- B. Only parents, legal guardians, or those listed as Emergency Contacts on the Membership/Parental Consent Form will be allowed to pick-up children. Photo identification is required.
- C. Parents/guardians must pick-up their children within 10-minutes of the program end-time. If running late, call to alert staff and make alternate plans. Failure to follow this policy may result in removal from program.

VI. Planning for Guest Illness

- A. FYC will immediately separate the impacted staff or child from others by utilizing the Conference Room/Health Room as an isolation area.
- B. If the FYC becomes aware of an individual who tested positive for COVID-19, the FYC will immediately notify the Warren County Health Department. While maintaining confidentiality, the FYC will also notify all staff and families that a confirmed case has been identified. Finally, the Health Director will notify the NJ OOL and NJDOH-Youth Camp Safety Project within 24-hours at youthcamps@doh.nj.gov.
 - 1. The Warren County Health Department will provide guidance if a closure is warranted. The duration of such a closure will be dependent on several factors communicated through the Health Dept.
 - 2. If a recommended closure is received, the Health Director must notify the NJ OOL Representative and NJDOH-Youth Camp Safety Project within 24-hours at youthcamps@doh.nj.gov.
 - 3. In the notification to parents/caregivers, they will be discouraged from attending another facility if the FYC is closed due to an outbreak.
- C. An Incident Report Form will be utilized for documentation of safe transportation of implicated guest, contact tracing (including records of groups, staffing, and attendance logs), and readmittance following quarantine in accordance with the NJ OOL and NJDOH COVID-19 Youth Camp Guidance.
- D. Areas utilized by the implicated person will be closed off as long as possible and until after disinfecting occurs following recommendations by NJDOH Communicable Disease Service, including shared objects and surfaces. If possible, ventilation in the area will be increased.