

Joseph Firth Youth Center COVID-19 Policy and Protocols*



I. Training and Preventative Practices

- A. All FYC Staff receive pre-service orientation and updated monthly trainings on the basic principles of emergency first aid, infection control, hand washing practices, 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 Youth Camp 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 weekly e-Newsletter system and reinforced at daily 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 prior to the start of Programs and Camp through the weekly e-Newsletter and periodically throughout the season via hand-outs and the weekly e-Newsletter. Parents are encouraged to review the material with their children.
- D. Healthy Hygiene signage is displayed throughout the building, including all bathrooms. The weekly e-Newsletter also includes information on safety measures, such as:
 - 1. Staying home when ill
 - 2. Proper hand hygiene and respiratory etiquette
 - 3. Wearing, removing, and discarding face coverings
 - 4. Reporting illnesses and symptoms to the FYC Health Director and Executive Director.
- 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. Groups will be separated for the entire time they are at the Center. To the most possible extent, staff will not mix between groups. At times, staff and youth may “float” to different groups. They must mask at all times.
- G. If attendance drops and groups must combine, youth masking will be strictly enforced for a 2-week period.
- H. Maintenance Staff must document daily cleaning of frequently touched surfaces, shared objects, and high traffic areas using EPA approved disinfectants. Log must be kept on Maintenance closet.

II. Prior to Arrival at the Firth Youth Center

- A. Parents/Guardians must complete 2020-2021 Membership Form and Parental Consent Waivers prior to enrolling or attending any programs. No exceptions will be made.
- 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 must self-screen their children for a fever above 100.4 and symptoms of COVID-19:

1. Sore throat, runny nose, congestion
2. New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
3. Diarrhea, vomiting, or abdominal pain
4. New onset of severe headache, especially with a fever
- D. 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.
- E. If self-screening results in no fever or symptoms, the child may proceed with programs at the FYC.
- F. Parents/Guardians should tell their child that masks are required in common areas of the FYC or when keeping a safe social distance is not possible.

*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.

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. Prior to entering the building, Staff will continue to screen by taking the guest's temperature and ask the following Department of Health COVID-19 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 (within 6 feet of an infected person for at least 10 minutes) with a person with confirmed COVID-19 in the past 14 days?
5. Is there someone in the household that has symptoms of COVID-19 or is diagnosed with COVID-19?
6. Have you/your child traveled to an area of high community transmission?

- B. **If the staff or child has a fever (at or above 100.4°) and/or does not pass the screening questions, they will not be permitted to attend programs for 14-days or until a doctor's note of clearance is received.**
- C. Staff will document arrival/departure time and 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, in each room, and on each staff person.
- E. Staff and children will be informed that they must wear masks when indoors, except when not practical, such as eating, drinking, swimming or when in extreme heat.
- F. If a parent/guardian wishes to stay with their child, they must wear a mask at all times while inside. They will also be required to complete FYC COVID-19 screening questions and have their temperature taken. 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. 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, the parent/guardian should call the FYC to alert staff and make alternate plans. Failure to follow this policy may result in removal from program.

V. 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 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 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 NJCDS COVID-19 Youth Camp Guidance.
- D. Areas utilized by the implicated person will be closed off until after disinfecting occurs following recommendations by NJDOH Communicable Disease Service, including shared objects and surfaces.

VI. If a COVID-19 test is ordered by your Physician

- A. If your child or someone residing in the household are ordered by a physician to be tested for COVID-19, you are required to inform the Firth Youth Center's Health Director and COVID-19 Point of Contact, Meghan Santowasso, at 908-454-7281 immediately.
- B. The participant may not return until a negative test result is presented.
- C. If the COVID-19 test results are found positive your child may not return until 14-days from the day you received notice of the positive results. A doctor's note of clearance may be required prior to resuming on-site programs. This is at the discretion of the Health Director and Executive Director.

VII. What if someone you know has tested positive for COVID?

- A. If your child, anyone in your immediate family or anyone they have been in close contact with has tested positive, they are not to attend programs for 14-days from the day they begin quarantine. We require that you inform the Firth Youth Center's Health Director and COVID-19 Point of Contact, Meghan Santowasso, immediately at 908-454-7281.
- B. If your child develops a fever or any symptoms from the on-site screening (III.A.1-4) after coming into contact with someone who has tested positive with COVID-19, the FYC requires that they receive a COVID-19 test or physician note of release PRIOR to their return.

VIII. Quarantine Options and Vacation

- A. Many states are currently on a travel restricted list with a recommended 14-day self-quarantine upon return. There are many different circumstances, outside of just vacations, that may cause individuals to come into contact with someone from one of these states. Since we cannot monitor every individual family circumstance, we ask that you make these decisions based on your own personal interactions with the health and safety of all FYC Staff and participants in mind. If you need to self-quarantine, contact Meghan Santowasso and/or Kelly Post-Sheedy at 908-454-7281. Please note this policy is subject to change in accordance with State of New Jersey Executive Orders and Department of Health Youth Camp Policies.