

## **City of Decatur Afterschool Programs**

### **Addendum to Parent Handbook for COVID-19**

To Our Families,

First and foremost, we hope that you and your loved ones are safe and healthy. We know this pandemic has been stressful to many and recognize that socializing and interacting with peers can be a healthy way for children to cope with stress and connect with others, particularly after spending quite a bit of time at home. After careful planning, we are excited to let you know that we will be running our afterschool programs while following CDC considerations to protect children, families, staff and our community.

The health and safety of our participants and staff remain our highest priority. In this document, you will find a summary of actions we are taking to help ensure we are lowering COVID-19 risk as much as possible. Please be aware that we may need to update our protocols based on the conditions and we will notify you of any changes.

We ask that you help us protect the health of children this school year. Anyone who is sick or was sick with COVID-19 or recently in contact with someone with COVID-19 in the last 14 days— including staff, children, and families— should not come to afterschool. Be on the lookout for symptoms of COVID-19, which include fever, cough, shortness of breath, chills, muscle pain, sore throat, and loss of taste or smell. Call your doctor if you think you or a family member is sick.

If you have a specific question about this plan or COVID-19, please contact Nancy Brune, 404-378-1082 or email at [cys@decaturga.com](mailto:cys@decaturga.com) for more information. You can also find more information about COVID-19 at [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus).

We look forward to seeing you.

Thank you and let's be kind to one another,

Nancy Brune

Assistant Director

## **ARRIVALS and DEPARTURES**

**Arrivals:** Once your child has arrived, a staff member will check your child's temperature at the door. If the child has a temperature of 100 or higher, showing symptoms (cough, shortness of breath or loss of taste/smell) of COVID-19, the child will be unable to attend afterschool for the day. We will allow your child to sit in a designated area, under our supervision, while we contact you to come pick them up.

**Departures:** Parents will not be allowed in the afterschool program area so as to minimize potential exposure. We will have a designated area for you to arrive and check your child out.

## **CLEANING, DISINFECTING and SANITIZING**

Bathrooms and common high-touch areas/surfaces will be cleaned and disinfected at regular intervals throughout the program, and all buildings will be cleaned and disinfected at the end of each day.

Staff members will be trained on routine cleaning and disinfecting practices of all buildings and activity spaces. These scheduled cleanings will take place using the time frames and practices recommended by the CDC and will target highly touched surfaces.

## **DAILY ACTIVITIES:**

Outside activities will be prioritized during the afterschool program. Indoor activities will proceed with space modifications in place for social distancing and number of children in an area as much as possible.

If there is inclement weather and children need to be inside, we will assign children to activity areas.

No inside physical activities will occur unless there is adequate space and a low number of

people in the space that meets the physical distancing requirements.

**Large group activities** where the entire population of program is gathered in one place will be modified so that social distancing can take place. For example, Community Time will have designated spots inside or outside for children to sit which will be 3 feet away or as much as possible from each other and the time together will be less than 15 minutes.

**Snack:** Children will eat outside, weather permitting, while maintaining 3 feet of distancing. If indoors, children will be seated and maintain social distancing for a period of 15 minutes or less.

## **HAND HYGIENE**

Children and staff will be instructed in proper hand washing techniques and will be required to wash their hands periodically throughout the afternoon. We will also use liquid hand sanitizer during times that hand washing isn't available or easily accessible.

We will encourage and teach other healthy habits including covering coughs and sneezes, not sharing drinks or food, and proper use of hand sanitizer.

Hand sanitizer will be available at all times.

## **MASKS**



Children and staff will be required to wear masks while indoors except if they are eating or drinking. Masks are not required for outside activities at this time.

We suggest children bring at least one extra mask per day, and bags to store used and clean masks.

Bufs or bandanas for the purpose of a face covering are not allowed at afterschool locations.

## **PHYSICAL DISTANCING**

Children and staff will maintain 3-6 feet of distance, based on the activity, during the program to the extent possible. We will be teaching our children the afterschool protocols in both a positive and supportive manner. Exceptions may be made if there is a medical need requiring a staff member's attention, or if additional staff are needed to assist children.

## **RESPONDING TO ILLNESS**

The protocols listed below are designed to give families a general idea of our afterschool operations this year and are subject to change. We will continue to monitor this very fluid situation and make updates regularly.

**Vaccinations:** All adults 16 and over are eligible for a vaccination appointment. We are strongly encouraging our staff to register for appointments as soon as possible. At this time, vaccination for COVID-19 is not a requirement for our staff or children.

**Children or Staff Presents Fever or Other COVID-19 Symptoms:** If while at afterschool a child or staff member has a temperature of 100 degrees (or higher) or exhibits any signs or symptoms (cough, shortness of breath, loss of taste or smell) of COVID-19, they will be sent to a designated area, with staff supervision, and will need to be picked up from afterschool within **1 hour** of notification.

**Positive Test/Contact Tracing:** If a child/staff member tests positive for COVID-19, we will maintain the confidentiality of the individual while mitigating the situation. As per the CDC, the case will be reported to the DeKalb County Department of Public Health.

We will notify the families of children who were close contacts and will follow CDC quarantine guidelines. All facilities that the individual was in will be disinfected according to CDC guidelines.

**Return to afterschool:** If an individual tests positive for COVID-19, they may return to afterschool when they have been released from quarantine by following the City Schools of Decatur return protocol.

Return will typically be 10 days after symptom onset if the symptoms are improving AND the individual has been fever-free, without fever reducing medication, for at least 24 hours, or 10 days from test date if the individual is asymptomatic.

If an individual is symptomatic, they should be tested for COVID-19 using a PCR test. If a symptomatic individual does not get tested, they may return after 10 days in self-isolation AND their symptoms are improving AND they have been fever-free without fever reducing medication for at least 24 hours. If a symptomatic individual tests negative for COVID-19, they may return to afterschool when symptoms begin to improve AND they have been fever-free without fever reducing medication for at least 24 hours.

## **COVID-19 REFUND POLICY**

In the event that a child is unable to attend the afterschool program due to quarantine or suspected COVID-19 infection for a period of 5-10 consecutive school days, the family is eligible for a prorated refund for the days missed. Refunds should be requested in writing with the reasons for the absence identified and either a doctor's note, note from school health officials, or COVID test results to document the absence.

If the program is not able to operate due to widespread risk of COVID-19 transmission and therefore cancelled for a period of more than 5 consecutive school days, affected families will

be refunded for all of the affected dates. Families will be notified in writing.

## **RESOURCES**

The above processes are drawn from guidance from the City Schools of Decatur, Centers for Disease Control and Prevention, the State of Georgia and our local health department.

## **TRANSPORTATION**

Drivers, counselors and children must wear face masks at all times. Drivers and counselors will have adequate supplies of tissues, hand sanitizers, face masks, and garbage bags inside the vehicle. Windows will be kept open, where safe to do so.

Buses will have a reduced capacity and limited seat sharing to the greatest extent possible.

Children and staff temperatures will be taken upon arrival at afterschool. Hand washing (hand sanitizer where appropriate) must be required upon arrival to the program after exiting the bus, van, or vehicle and prior to departure before boarding the bus, van, or vehicle.

Thank you all for your patience and support, we understand how difficult these months continue to be. If there is something you would like to discuss about our procedures or you have additional questions, please email Nancy Brune, Assistant Director at [nancy.brune@decaturga.com](mailto:nancy.brune@decaturga.com).

Children and Youth Services is ready to work in partnership with you and your family to make this afterschool experience safe, fun and memorable.

As of 8/2/2021