

Sarah Heinz House

Risk Mitigation / Safety Guidelines

(as of May 22, 2020)

- **Waivers**
 - Parents / Guardians will be required to sign a waiver acknowledging the known and inherent risk of COVID-19
- **PPE**
 - Masks required for staff & youth, and parent dropping off (provided to campers by SHH if needed, but personal masks are permitted)
 - Gloves required for certain staff (cleaning, food service, etc.) (available for all staff)
 - Plexiglass guards at front desk
- **Visitors**
 - ONLY Essential Visitors are permitted inside facility (maintenance, first responders, mail carrier, etc.). Parents/guardians will not be permitted inside the facility.
 - Will be screened outside similar to staff and youth
 - Required to wear masks
 - Non-essential visitors will be met on front outdoor patio near main entrance, maintaining appropriate social distancing
- **Class Size/Groupings**
 - Limited to groups of 10 (including youth and adults)
 - Children who reside in the same household (or rideshare) and are close in age will be grouped together where feasible.
 - Children of essential workers, first responders and healthcare providers will be grouped together where feasible.
 - Additional outdoor program spaces are being explored in our parking lots.
- **Check In**
 - Staff & Children
 - Staggered, outdoor screening and check-in
 - Have you experienced any related COVID-19 symptoms, including any coughing, sneezing, fever, sore throat, or chills?
 - Has your child taken any medication this morning such as advil or ibuprophen or acetaminophen (Tylenol)?
 - Do you have a rash of any kind on your body?
 - Have you been tested for COVID-19?
 - Have you been in contact with anyone in the last 14 days who has told you that they may have been exposed to COVID-19?
 - Have you been in contact with anyone in the last 14 days who has tested positive for COVID-19?
 - Have you travelled in the last 14 days through any area(s) with a high incidence of COVID-19?
 - Temperature assessment (100.4 trigger/99.5 if using infrared; taken max 3 times, counting “best of 3” counts as official reading)
 - Visual inspection of for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme agitation.
 - Guardians are not allowed to leave until their child is cleared to remain at facility.
 - Immediate hand washing upon entering building
- **Pick-Up**
 - Staggered departures over 30 minute period.
 - Children brought outside to parents
- **Protection of Medical Information**
 - Daily questionnaires and temperature data will be turned into appropriate staff immediately following check-in closure for secure filing and storage.

- Staff will not discuss individuals unless absolutely necessary, and in privacy and confidence with Management staff only.
- **Everyday Preventive Actions**
 - Staff will be trained to take everyday actions to prevent the spread of respiratory illness themselves & with our kids. Signs will be posted throughout facility to educate and remind.
 - Wash hands often with soap and water per posted signs.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - Scheduled handwashing times will be set throughout the day for youth. (Every transition)
 - Clean and disinfect frequently touched surfaces between transitions (keyboards, tables, desks, doorknobs, etc.)
 - Regularly scheduled rotations are set for cleaning and disinfecting of restrooms and locker rooms
 - Staff and youth will be educated on how to properly use, wear and store masks
 - Staff and youth will be instructed to cough and sneeze into elbow
- **Sick Children & Staff**
 - Sick children/staff will not be allowed into the building.
 - Children/staff who become sick on-site will be sent home.
 - Sick children/staff will be isolated in Teen Room or Sewing Room until they can leave the facility.
 - Isolation areas will be cleaned and disinfected after the sick child or staff has gone home.
 - Sick children/staff cannot return until they are symptom free (without use of medication) for 24 hours.
- **If COVID-19 is confirmed in a child or staff member:**
 - Areas used by the person who is sick will be closed off.
 - Outside doors and windows will be opened to increase air circulation in the areas.
 - Areas will be cleaned and disinfected.
 - Child or staff cannot return until cleared by a medical release from their doctor.
 - Staff/kids who worked closely with that employee/child (within 6ft) for a prolonged period of time in the previous 14 days will also be sent home to self-monitor for at least 7 days (infected staff will be interviewed).
 - Guardians of those in the sick child's/staff's classroom group will be notified without divulging name of affected individual.
 - Board Chair/Vice-Chair will be notified.
- **Social Distancing**
 - Designated walking paths may be marked by tape on floors
 - Scheduled transition times have been established
 - Desk/work station separation
 - Designated homerooms & instructors
 - Assigned cubbies and lockers for personal belongings per child
 - Assigned consumables/kits per child
 - Lunch in homerooms not café
 - No swimming for preschool camp participants
- **Form of payment**
 - Touchless pay via web/call-in credit card payments (when possible)
- **Nightly Cleaning**
 - Nightly cleaning by our contracted service provider.
- **Staff Offices, Meetings & Equipment**
 - Meetings will be conducted virtually via Teams platform.
 - Shared computers, phones and office equipment will be wiped down with disinfectant wipes after each use. Cross sharing of equipment between staff has been limited (i.e. telephones, computers, printers.) Individual office printers to be used for small, black & white, print jobs.
 - Mail Room limited to 1 staff at a time.
 - No sharing of refrigerators. Staff to bring lunch that does not require refrigeration.
 - Shared offices will be reconfigured to provide for at least 6ft of distance between work stations. Doors will remain open to negate need to utilize door handles.
 - Back office PT staff will work remotely when feasible.
- If Allegheny County and/or Pennsylvania as a whole moves into the Green phase during the summer, then some of these procedures may change to be more flexible. Any changes will be communicated to staff and families.