

**Sarah Heinz House
Risk Mitigation / Safety Guidelines
(as of October 19, 2020)**

▶ **Waivers**

- Parents / Guardians will be required to sign a waiver as part of the registration process, acknowledging the known and inherent risk of COVID-19

▶ **PPE**

- Masks required for staff & youth, and parent dropping off (provided to members by SHH if needed, but personal masks are permitted); any exceptions for face shield in place of mask must be accompanied by note from doctor, and approved by Executive Director.
- Gloves required for certain staff (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 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

▶ **Check In**

Please keep your child at home, or staff or volunteer should stay home, if:

- Has 1 or more symptoms in Group A, OR
- Has 2 or more symptoms in Group B, OR
- Is taking fever reducing medication.

Group A

1 or more symptoms

Group B

2 or more symptoms

-Fever (100.4 F or higher)
-Cough
-Shortness of Breath
-Difficulty Breathing

-Sore Throat
-Runny Nose / Congestion
-New Loss or Smell of Taste
-Muscle Pain / Body Aches
-Nausea or Vomiting
-Headache
-Diarrhea

Updated: September 8, 2020

-Signs & Symptoms of MIS-C: Rash, Red Eyes, Cracked, Swollen Lips, red / Swollen Tongue, Swelling Hands / Feet, Stomach Pain

➤ Staff & Children

➤ Staggered, outdoor screening and check-in

- Have you experienced any related COVID-19 symptoms, including any coughing, sneezing, fever, sore throat, chills, or new loss of taste or smell, Rash, Red Eyes, Cracked, Swollen Lips, red / Swollen Tongue, Swelling Hands / Feet, Stomach Pain?
- Has your child taken any medication this morning such as advil or ibuprophen or acetaminophen (Tylenol) or aspirin?
- 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 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) designated by the State of Pennsylvania with a high incidence of COVID-19, and required by the state to quarantine upon return to Pennsylvania?
- *(if yes to any of 4-7, then we must see and document copy of negative test results or note from doctor or wait 14 days for you to return)*
- Temperature assessment (if 100.4 or higher, that individual is not permitted to enter); 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.

▶ **Pick-Up / Departure**

- Staggered departures, as per each member’s final program period and schedule, as arranged between parent and member.
- Sarah Heinz House Boys & Girls Clubs is not a custodial care agency, does not have the right or responsibility to keep a child on our campus during our regular program year (unless we think that the child is in danger), and does not assume responsibility for members if or when they leave the facility or campus. Families should discuss with their

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children the risks of leaving the facility or campus without appropriate permission or supervision.

- Parents are not permitted in the building, except for the parent escorting a tot or preschool class participant. If a parent needs assistance at pick up time for their member, the parent may call the member's cell phone (if they have one), or may call the SHH Front Desk, or approach the Staff Member at the main entrance.
- If a member does leave the building, they will be screened again before reentering the building on the same day. If that member is under 9th Grade, then parent must be present for re-entry screening (parent not required to be present for re-entry of 9th – 12th Grade members).

▶ **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
- Clean and disinfect frequently touched surfaces, frequently throughout the day
- 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 and monitored in a specified area 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.

Group A

1 or more symptoms

Group B

2 or more symptoms

-
- Fever (100.4 F or higher)
 - Cough
 - Shortness of Breath
 - Difficulty Breathing

- Sore Throat
 - Runny Nose / Congestion
 - New Loss or Smell of Taste
 - Muscle Pain / Body Aches
 - Nausea or Vomiting
 - Headache
 - Diarrhea
 - Signs & Symptoms of MIS-C: Rash, Red Eyes, Cracked, Swollen Lips, red / Swollen Tongue, Swelling Hands / Feet, Stomach Pain
-

Please keep your child at home, if your child

- Has 1 or more symptoms in Group A, OR
- Has 2 or more symptoms in Group B, OR
- Is taking fever reducing medication.

▶ **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 14 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 are marked by tape on floors.
- Scheduled transition times have been established.
- Desk/work station separation.

▶ **Form of payment**

Updated: September 8, 2020

- 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 as much as possible.
- 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 changes its status during the program year, then some of these procedures may change, to be possibly more strict OR more flexible. Any changes will be communicated to staff and families.

-----**End of Risk Mitigation / Safety Guidelines**-----