

Sarah Heinz House
Risk Mitigation / Safety Guidelines
(Revised August 23, 2021)
Effective September 7, 2021

At Sarah Heinz House, we strive to keep everyone safe and well to the best of our ability. To support this effort, we have the following COVID-19 guidelines and practices in place:

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.
- (Other) Visitors entering the building must answer and initial the "Verbal Acceptance" portion of their screening process, which acknowledges their express recognition of COVID-19 risk and express assumption of that risk by entering our doors.

PPE

- **Masks required for all individuals entering building, AND** parent/guardian drop off of child while screening at entryway. Any exceptions for face shield in place of mask must be accompanied by note from doctor, and approved by Executive Director.

Visitors

- Will be screened similar to staff and youth
- Required to wear masks at all times.

Visitors and Parents/Guardians in Building

- Parents/Guardians (and other family members) are not permitted in the building, except for the single parent/guardian escorting a tot or preschool class participant.
- That parent or guardian will be screened similar to staff and youth
- That parent or guardian will be Required to wear masks at all times.
- Occasional exceptions may be made for special events.

Check In

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

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

Staff, Youth and Visitor Screening Questions

- Staggered, outdoor screening and check-in
 1. In the last 24 hours, 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?
 2. Has your child taken any medication this morning such as Advil or ibuprofen or acetaminophen (Tylenol) or aspirin?
 3. Do you have a rash of any kind on your body?
 4. In the last 14 days, has the participant been tested for COVID-19?
 5. Has the participant been in contact with anyone in the last 14 days who has told you that they have been exposed to COVID-19? NOTE: If the individual is vaccinated, then they can answer No to this question.
 6. Has the participant been in contact with anyone in the last 14 days who has tested positive for COVID-19? NOTE:

If the individual is vaccinated, then they can answer No to this question.

7. *(Travel Ban question eliminated March 1, 2021)*

(If yes to any of 4-6, then we may require to see and document a copy of negative test results or vaccination record, or note from doctor or require at least a 10 day waiting period 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" as official reading)
- Visual inspection for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme agitation.
- Parents/Guardians are not allowed to leave until their child is cleared to enter and remain at the facility.

Pick-Up / Departure

The child's family will determine the child's departure time and procedure.

- One Preschool participant parent or guardian will be required to remain in the building in a designated area of the building during the preschool class.
- Some families instruct their child to watch from inside through the Great Hall windows for their ride.
- Some families call or text their child to let them know that the family member is waiting outside.
- Some local families permit their child or teen to walk to and from Sarah Heinz House

Sarah Heinz House Boys & Girls Club 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 children the risks of leaving the facility or campus without appropriate permission or supervision.

- Please see the Membership Handbook for details.

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 youth. 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.
- Clean and disinfect frequently touched surfaces and spaces.
- Staff and youth will be masked and reminded on how to properly use, wear and store masks
- Staff and youth will be instructed to cough and sneeze into their elbow

Sick Children & Staff

- Sick children/staff/family members 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.

If COVID-19 is confirmed in a youth, volunteer, visitor, or staff member:

- Areas used by the person will be closed off.
- Outside doors and windows will be opened to increase air circulation in the areas.
- Areas will be cleaned and disinfected.
- Individual cannot return until cleared by a medical release from their doctor.

- Those who meet the CDC definition of exposure to that in the previous 14 days will also be sent home to self-monitor for at least 10 days (infected staff will be interviewed).
 - Fully Vaccinated individuals may not need to quarantine, as determined by Management.
- Guardians of those exposed will be notified without divulging name of the affected individual.
- Board Chair/Vice-Chair will be notified.

Form of payment

- Touchless pay via web/call-in credit card payments (when possible) is preferred and advised. Family members will be screened if they wish to enter the building to make a payment.

Nightly Cleaning

- Nightly cleaning by our contracted service provider will be conducted.

Staff Offices, Meetings & Equipment

- Some Meetings will still be conducted virtually via Teams platform when 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.)
- Shared offices will be reconfigured to provide for distance between work stations.
- Some PT staff (non-direct service) may work remotely when feasible.

If Allegheny County and/or Pennsylvania, or CDC 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**-----

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