

Chula Vista Elementary School District and YMCA



DISTANCE LEARNING SUPPORT PROGRAM SAFETY PLAN



TABLE OF CONTENTS

Basics	3
Core Concepts	4
Disclaimer	6
Preparing for DLSP Opening	6
Employee Safety and New Staff Training	6
Staff and DLSP Participant Health Screenings	6
Touchless Transactions	7
Space Planning	7
Communications	9
Communication With Parents	9
Communication Between Staff	9
Communication with Children	9
COVID Mitigation and Intervention	11
When an COVID-19 Case Is Reported	12
If a Student has Symptoms	13
If a Staff Member has Symptoms	14
Check-In and Check-Out	15
Intake Screening & Check-In	15
Thermometer Operating Procedures	15
Medications	17
Check-Out	17
Child Abuse Prevention	17
Health	19

Staff Health.....	19
Children’s Health.....	20
Facilities, Classrooms and Materials	23
Non-YMCA Offices and Office Areas	23
YMCA Office/Admin Area	23
YMCA Clock-In/Out Terminals	23
Break Areas	23
Sick Person Isolation Area.....	24
Classroom Lunch/Snack Time and Space.....	24
Indoors.....	25
Playgrounds	25
Materials.....	25
Restrooms.....	26
Water Fountains.....	27
Lost & Found.....	27
Rainy Day/Excessive Heat Plan	27
Cleaning, Sanitizing and Disinfecting Guidelines	28
Cleaning and Disinfecting Considerations	28
How To Clean and Disinfect.....	29
Cleaning and Disinfecting The Facility if Someone is Sick.....	30
Cleaning and Disinfecting Outdoor Areas.....	30
Planning Activities.....	32
General Safety Precautions	32
Highly Active Activities.....	32
Low Active Activities.....	33
Vulnerable/High Risk Groups	35
Record of Revisions.....	36

BASICS

With CVESD starting the new school year many families have expressed concerns and needs regarding student support in the distance learning instructional model.

After extensive exploration of options for providing learning and on-site support to a limited number of our neediest families, CVESD chose to partner with the YMCA to provide full-day distance learning support at many of the district's school sites.

Limited spots will be available at each school.

Purpose: While CVESD teachers provide remote instruction on a daily basis, the YMCA will provide safe structures and engaging environments to support the instruction.

Structure: Each school's instructional leader will collaborate closely with the YMCA director at his/her site. Consistent, daily instructional schedules for each grade level will be distributed to the YMCA team. The YMCA team will then establish strong structures & routines to ensure students are ready to access remote instruction each day. When synchronous learning with the teacher is not in session, the YMCA team will facilitate asynchronous learning, expanded learning, social-emotional, & recreational opportunities. School site employees will provide logistical support in several areas, including but not limited to disinfecting, health screening/check-in, 1:1 student support, health maintenance, monitoring students who are sick, meal support, etc.

Start Date: Tuesday, September 8

Daily Hours: 7:30 – 4:00

Meals: Breakfast & lunch will be available for purchase or students can bring their own. Those who are eligible for Free and Reduced Lunch will receive them at no cost. Please note, breakfast will be held during nutrition break mid-morning, so please feed your child before they arrive in the morning. If your child does not qualify for Free and Reduced Lunch, you may want to send a snack.

Adult-Student Ratio: 1:12 or 1:10 depending on the YMCA staff providing the support. 1 to 14 in the parent-funded licensed childcare program

For the purposes of this document the Distance Learning Support Program will be referred to as DLSP and will refer to all YMCA and CVESD staff working with this program on campuses.

CVESD and YMCA will both continue to follow pertinent guidelines, laws and codes as dictated by specific industry guidance. Once the CVESD's Safe Return to School Plan is completed, DLSP site staff will also follow any pertinent guidance outlined for their role on campus.

CORE CONCEPTS

We will be making space and services updates to maintain hygiene safety and physical distancing best practices in six ways:



Physical distancing

By modifying shared spaces with separated seating and buffer zones, teams can continue to operate in the workplace and classrooms while still maintaining a healthy physical distance from others.



Increased cleaning and hygiene

We've implemented heightened cleaning measures to ensure the health and wellbeing of our staff and students. We are disinfecting common areas more frequently and are providing disinfecting products to our employees. Good hand hygiene is critical. Students and staff will be trained in and provided time to engage in frequent and effective handwashing.



Health monitoring and contact tracing

For the time being, employees and students will be required to check in daily when on site to attest that they have no symptoms of COVID. In the event of an outbreak at a CVESD site, the San Diego Department of Public Health will be responsible for testing and contact tracing (the process of determining who each sick person might have come into contact with). CVESD Emergency Preparedness and Security Manager and school nurses may help with this process along with YMCA personnel.



Personal Protective Equipment (PPE)

Use of appropriate Personal Protective Equipment (PPE), including masks or face coverings, will be essential to preventing person-to-person transmission of COVID-19 in our community.



Behavioral signage

New cleaning standards and capacity protocols will be reinforced with strategically-placed signage and wayfinding—friendly reminders to community members and guests that the well-being of our community depends on all of us to do our part.



Consistent communication

Sharing of timely, accurate, and pertinent information will be essential to engaging the CVESD and YMCA community in measures to prevent the spread of COVID-19 within our campus community.



DISCLAIMER

The Distance Learning Support Program Safety Plan has been written making every effort to be accurate, using current technologies and employing current practices used by the school district and YMCA safety and emergency managers. Where requirements exist, this Plan has been written with the intent to be in compliance. It is not the intent of this Plan to replace, supersede or void other mandated plans or operational directives. This Plan cannot anticipate all possible events or situations and responses. Therefore, it should be reviewed, verified and corrected where appropriate by competent professional(s), and where relevant, legal counsel, before use. This Plan is being developed during the current COVID-19 Pandemic, therefore opportunities for testing of this plan are limited. Real-world experiences will guide the revision of this plan. Conditions may develop during 'real world' events and resulting operations where standard methods will not suffice and nothing in this Plan shall be interpreted as an obstacle to the experience, initiative, and ingenuity of the team members in overcoming the complexities that exist under actual emergency conditions.

PREPARING FOR DLSP OPENING

As CVESD and YMCA partner to provide this critical program for the community it is important to prepare site and staff for new operations.

EMPLOYEE SAFETY & NEW STAFF TRAINING

- All YMCA and CVESD staff members supporting DLSP are required to watch a safety video that will outline the safety requirements for our participants and staff. All CVESD employees are required to take *COVID-19 Guidance for Schools training at www.jpalearninglibrary.com*. Additional training will be provided to those who need job specific instruction, either in the form of videos, the JPA library or printed instructions. YMCA staff will also take an on-line training as well and are required to have an in-person component to ensure that site specifics are covered as well. Email will be used by both partners to provide initial instructions and consistent reminders on safety and other procedures.
- All DLSP staff will be provided this document and all attachments prior to working with children.

STAFF AND DLSP PARTICIPANT HEALTH SCREENINGS

- Prior to welcoming any YMCA staff and DLSP student onto Campus, a health screening will be completed, outside of the facility. The screening will include:
 - Temperature check
 - Visual wellness check
 - Health screening questions
- Parents/Guardians **MUST** accompany their participant until the check-in and health screening is complete.
- CVESD staff must either:

- Complete a home screening and fill out the health screening questionnaire at https://forms.office.com/Pages/ResponsePage.aspx?id=DG566I7Aska7c0XdByuqM0n6O3kNRQdOtCBFpWwO_7ZUNDY3MFIGQIIWN0s3VTNGRIZGRzJHWEtWVS4u
- OR conduct the on-site health screening procedures listed above in the school site office.
- There will be visible markers on the ground, reminding all individuals to maintain six feet of distance while in line.
- Facial coverings are required for everyone (staff, participants and parent/guardian) while waiting for the health screening.
- YMCA Staff who are required to wait in line during the health screen check shall clock in while in line.
- Staff providing the health screening will be required to wear the following: gloves, face shield and facial covering (mask).

TOUCHLESS TRANSACTIONS

- To enhance the safety environment for participants and staff YMCA is transforming many transactions into “touchless” or digital. The intention is to reduce/eliminate paper to enhance social responsibility while also reducing the opportunities for spreading the virus.
- The transactions moving to “touchless”:
 - Staff will fill out medication release documentation for parents, asking questions to assess information. Parents then need only review and sign the document. For Licensing IMS medication, the parent will need to fill out the information.
 - If any necessary payments are made, they will be taken using electronic transactions or checks, cash will not be accepted.

SPACE PLANNING

Space planning will be used to reduce transmission of contagious diseases among YMCA employees at branches through social distancing. While it is difficult for young children to developmentally understand social distancing, group tables/areas and outdoor environments can be designed to encourage solitary play, to support this practice when possible.

- Each stable group will be assigned to one area.
- Children from the same group will maintain physical distancing as much as possible.
- Each activity area will post the number of children allow in that area
- Groups will have assigned restrooms to limit the number of individuals using each restroom, when feasible.
- Custodians will work with site administrator and YMCA site coordinator to determine times for frequent restroom disinfecting (example: mid-morning, after lunch, mid-afternoon, after program end). CVESD Custodial staff will be responsible for disinfecting restrooms. Disinfecting process will take about 15 minutes.
- Staff will have a specific restroom assigned.

- Lunch arbor/tables should be disinfected by CVESD Custodian before and after meals.
- CVESD Custodial staff will be responsible for disinfecting large common areas. This will generally mean at least a 15-minute interval between any group use. YMCA will inform the custodial staff of when specific areas need to be cleaned.
- Children and staff may not enter, visit, or otherwise be present in another group's area unless assisting with an emergency. When traveling or operating near another classroom/meeting space, students/staff need to stay 10 feet from the meeting space and wear a facemask.

Circulation spaces

- Directional signage may be provided for foot-traffic in main circulation paths: entries, corridors, hallways, stairs, etc.
- One-way circulation routes may be provided in tight spaces and for operational efficiencies throughout the locations.
- Increments of locally acceptable social distances will be marked on floors where queues could form.
- Staff are responsible for assisting families with following these directions and markings.
- Staff are to follow any directional signs and model appropriate behaviors.

Meeting and shared spaces

- Large gathering spaces may be repurposed and decommissioned unless 10 feet distance can be maintained between each group during the activity.
- Spaces will have reduced capacities. Staff are to follow any posted capacities. Posted capacities include all persons, including children and adults.

Other

- Drinking fountains will not be used on campus. Students will be required to bring a refillable water bottle for use throughout the day. Student's name should be clearly labeled on the water bottle.

COMMUNICATION

Timely, accurate, and pertinent communication is essential to engaging our community in combating the spread of COVID-19 on our campuses and continuing the academic and service mission of our district.

COMMUNICATION WITH PARENTS

- Parent emails will be sent out by the YMCA before the start of program which include the following
 - Daily requirements: lunch, water (refillable), snack, close toed shoes and a face covering.
 - Program Hours
 - Safety check details.
 - Information on parent/child code of conduct regarding additional safety procedures.
 - New waiver, which includes COVID-19 language.
 - Face covering guidelines.
- Signage will be posted at the program, indicating physical distancing and safety guidelines.
- When a parent requests to speak to a staff on site the Site Lead/Supervisor/Program Director will either come up to speak to them or will call them. Physical distancing should be maintained, and face coverings worn.

COMMUNICATION BETWEEN STAFF

- YMCA Staff will have limited interactions with other staff, as they stay with their individual group throughout the day.
- CVESD Staff will also have limited interactions with other staff, as they remain in their offices, classrooms or with their assigned groups.
- All staff should consistently and continually monitor their distance from and time spent with other adults. 6 feet of separation is critical in order to prevent the spread of the virus.
- YMCA Staff shall be provided walkie-talkies and/or phones so that they can coordinate operations such as restroom breaks. Walkie-talkies/phones must be assigned to each classroom/group and not shared or switched between classrooms/groups without disinfecting first.
- Staff from different classrooms/groups may interact, talk, and coordinate with staff from other classrooms/groups, as needed for operations from a distance of 6 (preferably 10 feet or more) from each other.)
- Staff may interact, talk, plan and coordinate with staff from their same group, as needed for program operation from a distance of 6 feet or more from each other.

COMMUNICATION WITH CHILDREN

YMCA AND CVESD want our staff to focus on the following when communicating with Children:

- Stay positive.
- Use social stories to explain social distancing, handwashing and covering face when coughing/sneezing.
- Staff should employ non-touch greetings and affirmations. (For example: fist-bumps and high-fives should not be utilized. Shakas, air-high-fives, etc., are acceptable (Be creative and invent your own unique greeting for your classroom/group!).
- Provide information that is age appropriate. If you are unsure of that looks like check with your supervisor.

COVID MITIGATION AND INTERVENTION

When the DLSP opens, students and staff will be required to undergo health monitoring. Employees may not come to campus if sick and must immediately report their illness to their supervisor. Students likewise may not come to campus if ill and any illnesses should be reported immediately to an adult.

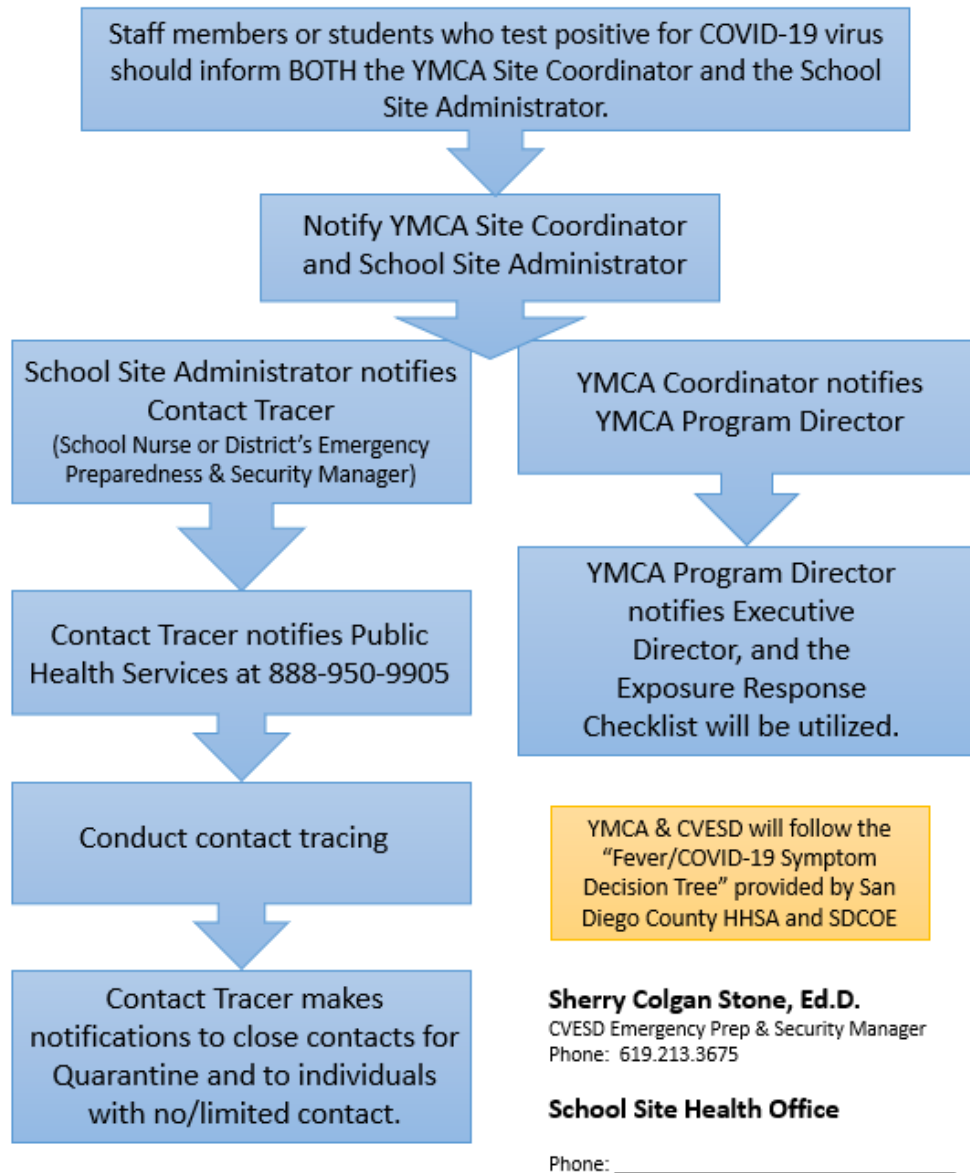
When any member of the DLSP community becomes ill with COVID-19, the YMCA and site staff will work with the CVESD District Emergency Preparedness and Security Manager or school nurses to identify those with whom the individual has been in close contact and assess the significance of the exposure. Notifications will be made to all necessary constituents including site staff, teachers, and parents.

CVESD will report all positive COVID-19 cases to the pertinent campus community, bargaining units and will provide findings in the contact tracing investigation to the Department of Public Health as required.

In order to facilitate both the YMCA and CVESD being notified of positive cases, the agencies will ask parents to share the information with both agencies.

WHEN A COVID-19 CASE IS REPORTED

If a staff member is notified that another staff, student or themselves has, or may have, a confirmed case of COVID-19 or any symptoms, immediately initiate the following:



COVID-19 CONTACT TRACING TREE

YMCA staff will follow protocols established by its leadership and CVESD will follow its own protocols. This may mean that an individual who receives notification may receive duplicate information from both agencies.

Fever / COVID-19 Symptom Decision Tree

(Version: 07/31/2020c)



At school, student or staff member develops any one of the following signs or symptoms:

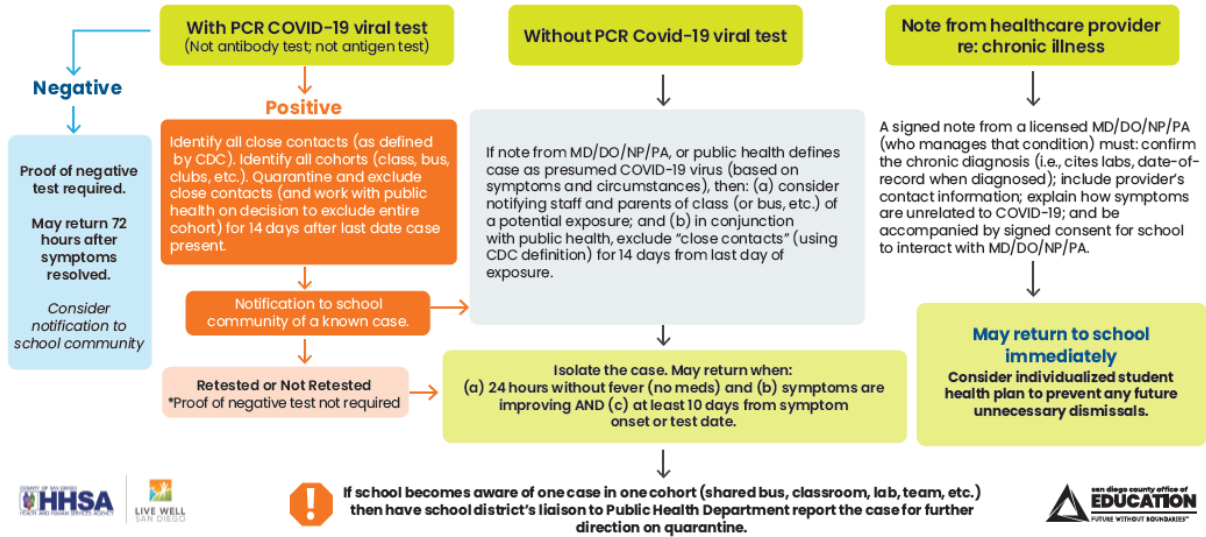
- Fever with or without chills/rigors (fever defined as $T > 100.0$ that does not resolve within 30 min. without medication);
- Cough*
- Shortness of breath
- Nasal congestion/rhinorrhea (runny nose)*
- Sore throat
- Nausea, vomiting, or diarrhea*
- Fatigue*
- New loss of taste/smell
- Headache*
- Muscle or body aches*
- Poor feeding or poor appetite*

* Disregard this symptom if school personnel already aware of a chronic, pre-existing condition that causes the symptom. The nature of the presenting symptom (e.g., duration, intensity) must be consistent with the underlying chronic condition.

ACTION: Apply appropriate PPE; isolate student/staff member until sent home; recommend they reach health care provider for instructions. Note: Other infections can cause same symptoms (e.g., flu, strep, etc.) but these do not rule out COVID-19 as co-occurring



STUDENT / STAFF TO STAY HOME UNTIL...



IF A STUDENT HAS SYMPTOMS WHILE AT DLSP

- Staff will immediately isolate the student and notify the school front office or Attendance Secretary/Health Specialist (ASHS).
- ASHS will don necessary Personal Protective Equipment.
- ASHS will meet the YMCA staff and student outside and escort the student to the Isolation Room/Area.
- The ASHS contacts the student's parent/guardian to pick up the student. If the child has COVID-related symptoms, the ASHS will encourage the parent to have the student tested for the COVID virus and report back whether the test is positive or negative.

IF A STAFF MEMBER HAS SYMPTOMS

- If a staff feels unwell at work, s/he should contact their supervisor immediately and the site administrator (who may be able to provide supervision relief).
- While waiting for relief s/he should continue to wear their face covering and physically distance from the children/group.
- Staff member should leave the facility, if well enough.
- If the staff member is not well enough, s/he should go to the isolation room and the director will contact the emergency contact to pick up the staff.
- Director will complete the exposure checklist, as needed.
- Staff may not return until they meet the criteria to discontinue home isolation or have been cleared by their doctor.

CLOSURE

In accordance with CDPH guidance, when a student, teacher, or staff member or a member of their household tests positive for COVID-19 and has exposed others at the school, implement the following steps:

- In consultation with the local public health officials, the school administrator, YMCA site coordinator and the CVESD District Emergency Preparedness & Security manager may consider whether cohort or school closure is warranted and length of time based on the risk level within the specific community as determined by the local public health officer.
- Additional areas of the school visited by the COVID-19-positive individual may also need to be closed temporarily for cleaning and disinfection.
- Site Administrator and YMCA Site Coordinators will develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.

CHECK-IN & CHECK-OUT

Parents will be encouraged to check-in and check-out only during specific hours at the beginning and end of the day. During other times, a notice shall be placed on the facility entrance indicating a phone number to call for assistance.

- Check-in: 7:30 AM or 30 minutes before school starts
- Check-out: After instructional time has ended, no later than 4:00 PM

When possible, check-in/out should be conducted outside the facility. If not possible, then only directly inside the facility entrance. In this case, doors should be either automatic, opened by staff, or locked open to avoid multiple families touching the same surface.

All staff conducting check-in/check-out must wear a face covering and protective gloves. Staff conducting temperature checks will also use Face shields. Signage for physical distancing and/or decals will be utilized as well as directional signage, as needed.

- A face covering must be worn when utilizing a face shield, except when a medical reason is provided.

INTAKE SCREENING & CHECK-IN

Staff responsible for checking children in will have a master roster to include child's name and group assignment to ensure stable grouping is maintained.

When checking children in, a screening must be conducted:

- Staff will either stand behind a physical barrier, such as a glass or plastic window or partition, or wear face shield that can serve to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
- Staff will conduct a visual scan for obvious signs of illness including:
 - Runny nose
 - Coughing
- No-touch thermometer reading. Each check-in station will need its own no-touch thermometer. Reading must be less than 100°. Readings of 99° - 99.9° should be re-taken, due to thermometers used by YMCA and CVESD running low. Staff will record on the health screening log the temperature was read (**do not record actual number or result of temperature**).
- Let the parent and child know you will be taking the child's temperature.
- Check the child's temperature, reaching around the partition.
- Staff must always make sure that face stays behind the barrier during the screening.

THERMOMETER OPERATING PROCEDURES

The non-contact infrared body thermometer is designed to be used for intermittent measurement and monitoring of human body temperature on the forehead.

1. Staff member puts on gloves.
2. Turn on the thermometer by pressing the on/scan button. The thermometer will perform a self-test with all segments displayed for two seconds.
 - a. Ensure that it is on “Body” mode, which is designed for the human body. If the device is on “Surface” mode, press the MODE button to cycle to “Body” mode.
3. Align the thermometer with the middle of the forehead or behind ear 1-2 cm away (YMCA thermometers will be used).
4. Press the on/scan button (the trigger) and temperature will display immediately.
5. Wait at least one second for the next measurement.
6. You cannot use the thermometer in strong/direct sunlight as this may affect the temperature reading.

Safety considerations:

1. Clean and disinfect thermometer before and after each use.
 - a. This means the staff member administering the thermometer test and health screen, should clean and disinfect at the beginning of their shift, at the end of the shift and
 - b. When thermometer touches a patron accidentally during use.
2. Remove the batteries if not operating for a long period of time.
3. Thermometers are not waterproof; do not immerse in water or other liquid.
4. Do not touch the infrared sensor with your fingers.

Continue to intake the child with the following health screening process.

- Greet the parent and child.
- Inform the parent and child that you need to take the child’s temperature.
- Take temperature.
- Referring to the health screening questions on the sign, ask them if they have any symptoms listed on the symptoms chart and ask if they have had close contact with someone who tested positive for COVID-19.
- Anyone answering yes to questions or displaying any symptoms of fever or illness may not enter the building.
- All information pertaining to health screenings and temperature checks shall remain confidential.
- An answer of yes to any of these questions, the thermometer reading, and/or visual signs of illness are reasons to exclude the child for that day, and potentially longer. For example, depending on the case some minors may need to isolate for 10 days, while others will seek direction from their medical provider.
 - For specific questions, YMCA staff should connect with their Executive director or the EHS team and for CVESD employees connect with site administrator.
- Any excluded child will require a YMCA Incident report to document the reason for exclusion.
- Only staff should turn pages in the check-in/out sheets. Parents need only use a pen and sign. Any provided pens should be sanitized between each use.

- (Have at least as many pens available to account for, one per parent and then place them aside for sanitization after the process is complete.) Parents should be encouraged to bring their own pen.
- Child will sanitize hand with provided hand sanitizer prior to entering the facility.
- Designated staff will escort children to their designated group.

MEDICATIONS

YMCA will be the agency in charge of student medication. When a child needs to have medication, the standard procedures will be followed with the addition of:

- If forms are prefilled out, staff will verify form is complete and then place in a zip lock with the medication. Staff will sanitize hands immediately afterwards or change gloves.
- Staff checking in child will ask the parent for the information on the Permission to Administer Medication and fill the form out for the parent. The parent will then verify the information and sign the form. Clean and disinfect the pens, clipboards, etc.
- The form and the medication will be placed in zip lock (wipe down zip lock if brought from home).
- Staff will log medication into master medication list.
- Medication will be given to group Site Lead/Supervisor to hold throughout child's attendance.
 - Any medication left with the program will be stored in branch/classroom specific locations in locked containers/cabinets.

CHECK-OUT

- Check-out operates in reverse of check-in, but without a health screening or temperature check.
- Once check-out is over, tables, pens and plexiglass shields are to be cleaned with disinfectant solution, using proper PPE according to product label or Safety Data Sheet (SDS). Staff then need to wash their hands.

CHILD ABUSE PREVENTION

All standard child abuse prevention protocols are in place and must be followed. This can become difficult with enhanced safety procedures for Check-in/out.

When the first child is checked-in, or last child is picked up, it is possible that staff could be one-on-one with a child if effective procedures are not in place. As per YMCA Child Abuse Prevention procedures, one-on-one interactions with any child is strictly prohibited. To ensure

this does not happen, program locations need to assess line of sight and reasonable proximity between groups.

When there is line of sight between classroom/group locations, such that they are also in a proximity where staff can easily hear and see what the other staff is doing:

- Staff may supervise the one child while also having the responsibility of ensuring appropriate interactions of the staff with one child of the nearby group/classroom, and vice-versa.

When there is no line of sight and/or proximity does not allow staff to easily hear and see that other staff are doing:

- For check-in:
 - Staff will position themselves visibly and nearby, but at least 10 feet away from the check-in area.
 - Once a child is checked in, they will wait with that child until a second child from their group is checked in before heading to their group location.
- For check-out:
 - Once there are two children remaining, staff are to take the two children and all their belongings to a space that is visible and nearby the check-out area, but at least 10 feet away from any other groups.

HEALTH

STAFF HEALTH

If a staff member feels sick or has COVID-19 symptoms they should not come to work and must notify their supervisor immediately.

Health Screening

- Intake Screening and Assessment
 - CVESD staff will complete their health screening in the school site main office.
 - YMCA staff will complete their health screening at the site check-in
 - Staff are to submit to a daily health screening and temperature check upon arrival and notify their supervisor if it is 100° or higher. In addition to the temperature, staff must answer the health screening questions. If a response is “yes” to any question, the staff must not enter the facility and this must be reported to your supervisor, immediately. Leadership staff will log that the staff’s temperature was taken in the form of a yes/no (do not record the actual temperature number).
 - Leadership staff will maintain the health records in a secure file.
 - Intake screening questions are the same as for the participants (See *Intake Screening and Check-In*)
 - For YMCA Staff - time waiting in line for initial screening is paid time
- Regular Screening and Assessment
 - Staff are to self-monitor for signs of illness and notify their supervisor if any develop.

Children’s Groups

- Each group will have specific staff assigned to the care and supervision of that group. These staff can only work with the children in their group and may not work directly with other staff or children from other groups.

Face Coverings & Personal Protective Equipment (PPE)

- YMCA staff will be required to sign a COVID-19 acknowledgment form prior to working. The intent behind this document is to ensure that staff are informed of the changes related to COVID-19. For any questions, staff should contact their supervisor, the EHS team or your Area Business Partner.
- YMCA Staff will be provided their own personal first aid kit to be used with children in their care. CVESD staff who are assisting the YMCA staff with DLSP should defer to the YMCA staff to complete any First Aid situations. YMCA Staff will be provided face coverings and PPE to include: disposable gloves and safety goggles. The school site

Attendance Health Specialist can assist the YMCA staff with any first aid situations beyond the training of the YMCA staff.

- All staff are required to wear face coverings at all times, with the exception of when eating or drinking. Any staff who are responsible for check-in/out without the use of a plexiglass shield will need to wear a face shield in addition to a face covering.
- Staff may decorate and personalize their face coverings as long as it is appropriate for children and does not compromise the effectiveness of the equipment.

Hand Washing

- Staff are to refrain from touching their faces and wash their hands frequently. Hand washing (for 20 seconds) shall take place:
 - When employees arrive at the facility and before they leave the facility.
 - When returning to their classroom/group from breaks and lunch.
 - When returning to the classroom/group from the playground.
 - Before and after handling food, feeding a child, or eating.
 - Before and after using the toilet, or helping a child use the bathroom.
 - After helping a child wipe their nose or mouth or tending to a cut or sore.
 - When changing diapers or pull ups, if applicable.
 - Before and after giving medicine to a child.
 - After handling wastebaskets or garbage.
 - Whenever the employee deems necessary.

Transition of Supplies

- During the transition times staff will disinfect any common supplies that are transitioning from their care to the new staff's care, including: walkie-talkies, cell phone, first aid kit, art bin, head count/roster sheets, etc.
- At the end of the day the evening staff will disinfect any common supplies that will transition from their care to the AM staff's care, including: walkie-talkies, cell phone, first aid kit, art bin, head count/roster sheets, etc. In addition, PM staff are to clean and disinfect commonly used materials and supplies prior to storing for the night, including scissors, art supplies, outdoor playground materials, etc.

CHILDREN'S HEALTH

Children's Belongings

- Students should only bring necessary items with them which includes their device for distance learning, lunch/snacks, mask and a water bottle.
- All belongings brought from home should be labeled with the child's name (including their mask). If not labeled upon arrival, the director or designee should label the items prior to check in.

- Belongings should be stored in a manner in which they do not touch other children's belongings.

Hand Washing

- Teach and reinforce washing hands, social distancing and covering coughs and sneezes among children and staff. This should be part of children's expectations and included in daily reminders.
- Ensure children wash or sanitize their hands:
 - When they arrive at the facility and before they leave the facility.
 - When they return to the classroom/group from the playground.
 - Before and after handling food or eating.
 - Before and after using the toilet.
 - After wiping their nose or mouth or tending to a cut or sore.
 - Before and After having their diaper or pull up changed (if applicable).
 - After handling or picking up garbage.
- Children should wash hands with soap and water for 20 seconds when possible. However, using hand sanitizer that is 60%+ alcohol is an acceptable alternative when hand washing is not available, for children over two years old. Hands must be rubbed continuously until dry for the sanitizer to be effective. If used, all hand sanitizer must be kept out of reach of children and should only be used under staff supervision.
- Children should only use CVESD or YMCA provided hand sanitizer.
- In the event that a child ingests hand sanitizer, call Poison Control at 1-800-222-1222 for guidance.
- Hand Sanitizer should be used under adult supervision and placed out of student reach during non-use.

Small Groups

- DLSP will operate in small groups not exceeding the ratio for the type of program being provided to participants.
- Children may not switch groups or move between groups without the approval of the Program Director. This should only be done in rare circumstances when other solutions have been unsuccessful. Should this rare need arise, contact your program director to talk through all possible alternatives prior to moving children.
- Children who have been absent from the program for at least 14 days may be reassigned to another group upon return to the program.

Physical Distancing

- Groups must keep a minimum of 10 feet distance from one group to any other group.
- Each group will have a specific, assigned playground time.
- Groups and staff may not enter, visit, or otherwise be present in another group area. When traveling or operating near another group space, children need to stay 10 feet from the meeting space.

- Arrange furniture and activities to maintain six feet of separation, when possible. Group environments will be designed to encourage solitary play. This can be done by reducing the number of children allowed in each center/area.

Face Coverings

- Children ages two through second grade, while not required by local health officials, should wear face coverings, if they can be worn properly with no adult assistance.
- All face covering designs must be school-age appropriate.
- The CVESD and YMCA leadership teams will closely monitor all directives and orders from the State and County and will notify programs immediately should this order change.
- Encourage and remind youth not to touch their face.
- Youth are required to bring a facemask to the Program to wear during check in/out, transitions, bathroom breaks or when 6 feet of social distancing is not possible.
- Children 3rd grade – 12th grade are required to wear masks; Children 2 years old – 2nd grade are highly encouraged to wear masks.
- Children are required to wear a face covering if they begin feeling ill while in the program.
- Face shields can also be used by children who are exempt from wearing a mask.

The following individuals are exempt from wearing a face covering:

- Children with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to move a face covering without assistance.
- Children who are hearing impaired or communicating with a person who is hearing impaired.
- Children who are engaged in outside recreation and are able to maintain six feet of distancing.
- Children who are engaged in meals or snacks.

Sunscreen

- Parents are encouraged to apply sunscreen to their student before arrival at DLSP.

FACILITIES, CLASSROOMS AND MATERIALS

Classrooms and other spaces may have reduced capacity in accordance with state guidance.

The typical types of spaces and activities include:

NON-YMCA OFFICES AND OFFICE AREAS

- For YMCA staff, these spaces are off limits to program staff.
- CVESD staff must limit their access to the front office and site allowed common areas (discuss access areas with site administrator). Please limit time in these areas and follow safety procedures.

YMCA OFFICE/ADMIN AREA

- Maintain proper spacing of workstations and avoid groupings of staff if in a confined space. 6 feet social distancing must be maintained.
- Evening storage of walkie-talkies, mobile phones, check-in/out sheets, first aid kits, medications, etc. may be stored in a centralized location.
 - However, staff need to stagger entering the space to acquire their materials and maintain 6 feet of social distancing and wear a face covering.
 - Each group should have a specific, consistent location for their group specific materials.

YMCA CLOCK IN/OUT TERMINALS

- When available, utilize designated program cell phones or landlines for calling to clock in/out. Clean and disinfect between each use.
- Follow branch specific plan for computer use for comments and approving. Clean and disinfect.
- Staff may choose to utilize personal mobile phones with the Kronos App in the presence of a supervisory staff.

BREAK AREAS

- Follow program plan for staff break areas including use of common appliances such as microwaves and refrigerators.
- Staff must avoid taking breaks in the same locations unless social distancing policies of 6 feet or more can be adhered to.

SICK PERSON ISOLATION AREA

Each program facility will need to have a dedicated sick person isolation area. This area is to be determined by the CVESD site administrator in conjunction with the school nurse and Attendance Secretary/Health Specialist.

This location will need to:

- Be well ventilated.
- Be able to be supervised easily by a staff who can stay a minimum of 6 feet apart from the student or be separated by protective sheeting.
- Staff supervising children in the sick person isolation area must wear a face covering and use other PPE equipment as necessary (gloves, gowns, face shields).

The sick person isolation area must have:

- A face shield
- Masks
- Gowns
- Gloves
- Easily cleaned mats/cots for children to lay on.

Isolation areas must be disinfected after use by a sick student or staff member. Disinfection will be conducted by CVESD Custodial staff.

CLASSROOM LUNCH/SNACK TIME SPACE

- Groups can use their designated group space or the lunch arbor for lunch and snack times.
- If the group chooses to utilize other spaces, these areas must be cleaned and disinfected before and after use.
- Group tables used for eating need to be cleaned and disinfected before and after use using the disinfectant provided by CVESD. CVESD custodial staff will clean and disinfect the area before and after lunch.
- Children and staff need to wash/sanitize hands before and after eating.
- Staff may help open food but must:
 - Ensure hands are cleaned and sanitized prior.
 - Wear food handler gloves if assisting a student with opening their food container.
 - Wear their face covering.
 - Clean and sanitize hands afterward.
- Trash cans are available in each classroom.
 - When using common space trash cans, monitor use such that children from different groups do not approach and utilize the trash can at the same time.

INDOORS

- As much as possible, each room should have clean air circulation. This can include open windows, doors, HVAC systems, etc.
 - Note: Portable fans should not be used.

PLAYGROUNDS

- Each program will develop a schedule that allows groups to use the common use outdoor areas at separate times.
- Outdoor playground equipment will not be utilized.
- Activities should still be interactive and entertaining while naturally supporting and encouraging physical distancing. This can include, but is not limited to, strategies such as:
 - Red Light/Green Light
 - Free Dancing
 - Outdoor Dance Party
 - Mother May I

MATERIALS

Each group will need to conduct an assessment of their current materials and supplies to ensure that only equipment that can be easily cleaned and disinfected is utilized. Make sure to have containers to separate materials dirty and cleaned. The following types of materials may no longer be appropriate to utilize in the group (not a complete list):

- Sidewalk chalk
- Rope jump ropes (plastic ones are still fine)
- Cloth parachutes
- Playing cards & games with cards
- Playdough, unless each child has individual containers labeled with their name
- Sand tables
- Water tables, unless individual use or can be disinfected after each use
- Dress up clothes
- Stuffed animals

Each group should use the existing materials within their area. Materials should not be shared across groups. Materials selected should be easy to clean and disinfect. This could include:

- Tricycles, balls, hula hoops
- Arts & craft supplies
- Dramatic play materials

- Math and science activities
- Books and puzzles
- Plastic Manipulatives

Equipment that is specific to a group needs to be cleaned and disinfected:

- While the children are outside on the playground
- At the end of the day
- Whenever it is visibly soiled/contaminated
- Whenever it is known to be contaminated (e.g. a child sneezes or coughs on it, or places it in their mouth)

Equipment that is common use needs to be cleaned and disinfected:

- Between each group usage
- Whenever it is visibly soiled/contaminated
- Whenever it is known to be contaminated (e.g. a child sneezes or coughs on it, or places it in their mouth)

Staff need to wear protective gloves & eye protection whenever cleaning and disinfecting equipment, if indicated on the safety data sheet (SDS).

Additional supplies need to be requested through YMCA at least 72 hours prior to needing them. Once acquired, supplies should be either left unattended for 24 or 48 hours -and disinfected prior to use and/or integration among the rest of the supplies (24 hours for paper/cardboard goods; 48 hours for plastic and metal goods).

RESTROOMS

Restrooms may be assigned to groups, be common usage, or some of both depending on each site facility setup.

Assigned Restrooms/Stalls

- Groups with assigned restroom(s) will have restroom(s) that are only used by that group.
- No other group may use that/those restroom(s).
- Only as many children as stalls in the restroom may enter at a time.

Common Usage Restrooms

- Only one group at a time may be at the restrooms.
- Only as many children as stalls in the restroom may enter at a time.
- Restrooms must be cleaned and disinfected between each group.

WATER FOUNTAINS/JUGS

- Children are required to bring re-usable water bottles.
- Water fountains on campus will be shut-off.
- A staff member should control the faucet, so the handle does not need to be cleaned and disinfected between each child.
- When done, clean and sanitize the handle prior to the next groups.

LOST & FOUND

Staff will need to do a visual sweep of each area prior to moving to a new area to ensure no belongings are being left behind. However, it is possible that some children may still misplace their belongings.

When this happens:

If it is known which child and/or which group the item belongs to, staff are to collect the item and keep with group to be returned to the child. Prior to placing in the classroom:

- Disinfect hard/firm surface items (e.g. water bottles, lunch boxes)
- Place in a bag porous item (e.g. clothing)

If it is not known which child or which group the item belongs to, staff are to collect the item and deliver it to the check-in/out area and place in the lost and found bin. Prior to placing the item in the bin:

- Disinfect hard/firm surface items (e.g. water bottles, lunch boxes)
- Place in a bag porous item (e.g. clothing)

Staff need to wash/sanitize their hands after handling lost and found items.

RAINY DAY/EXCESSIVE HEAT PLAN

When weather conditions are prohibitive to operating program outdoors activities and playground time might be canceled. In that event, groups will follow their normal rainy day/excessive heat procedures, by providing gross motor activities within the classroom/areas.

Staff will need to reschedule activities for the affected time period to operate safely in a more limited space. This may necessitate fewer active and recreational activities and more self-directed project-based activities. Each area should be prepared with a few of these activities in reserve in the event of these types of situations.

CLEANING, SANITIZING AND DISINFECTING GUIDELINES

Undoubtedly, post-COVID 19 best practices will require new and more stringent cleaning, sanitation and custodial protocols and standards. Remember, all chemicals must be kept out of reach (locked away) of children. Disinfecting chemicals should not be used in the presence of children.

Initially focus cleaning and disinfecting in high-occupancy, high-touch surfaces to generally remove pathogens while specifically applying products or disinfectants effective for coronavirus.

- Generally, increase the frequency and potency of any routine disinfecting measures in all spaces and surfaces to reduce pathogens.
- When doing routine cleaning and disinfecting, match the product used with the correct Personal Protective Equipment (PPE) recommended on the label for the product.

Cover: Cover mouth and nose when coughing or sneezing; cough or sneeze into the crook of your elbow or into a tissue and immediately throw the tissue away; have boxes of tissue and trash cans readily available in the facility.

Clean: Wash your hands using soap and water for a minimum of 20 seconds and use hand sanitizer with at least 60 percent alcohol content; keep disinfectant bottles full and visible, clean all high-touch hard surfaces routinely.

Contain: Stay home if sick or if exposed to someone who is sick. Cleaning and disinfecting considerations continue to cover, clean, and contain.

CLEANING AND DISINFECTING CONSIDERATIONS

Continue to cover, clean and contain. Staff should follow these protocols:

- Ensure a safety data sheet is available for all chemicals and requirements for safe use are followed. Make sure chemical handling training has been completed prior to use of any chemical.
- Ensure cleaning equipment and tools are in working condition. If not, report it to your supervisor immediately.
- Staff should review and complete training on general cleaning and site-specific protocols and proper safety guidelines.
- Some areas that require thorough cleaning due to heavy usage: restrooms and all high touch points.
- CVESD Custodial staff will be responsible to disinfect large common areas such as restrooms and lunch tables. They will assist in disinfecting high touch areas such as faucets, handles, etc.

- YMCA staff will be responsible for disinfecting manipulatives, supplies and tables in between group use. They will assist in disinfecting high touch areas such as faucets, handles, etc.
- Prior to initiating cleaning tasks, ensure all staff utilize proper PPEs and wash hands thoroughly prior to putting on PPE.
- Treat all surfaces using cleaning and disinfectants provided by CVESD, ensuring all chemical dwell times are adhered to.
- Discard PPE into the trash can.
- Objects that cannot be disinfected should not be used.
- Ensure that extensive use of disinfectant products occurs when members and children are not present, and that the facility has been thoroughly aired out before members and children return.
- Minimize the potential for the spread of germs in program spaces:
 - Temporarily remove toys that are not easily cleaned (e.g., stuffed animals, pillows).
 - Rotate toys that are out at any one time so that they can be adequately cleaned and disinfected.
 - Staff should disinfect their personal work surfaces and equipment when they arrive and before they leave from work.

HOW TO CLEAN AND DISINFECT

Cleaning and disinfecting of all high touch areas must be cleaned after every use or touch by members and staff. Cleaning and disinfecting of all areas within the YMCA will take place frequently and after closing, using designated equipment, rags, paper towels, wipes and cleaners. CVESD Custodial will fill all the spray bottles with the disinfectant VIRUSX for YMCA staff.

Hard (non-porous) Surfaces

- Clean surface with soap and water and then use a disinfectant
- For disinfection, use the EPA registered disinfectant provided by CVESD.
- Follow the instructions provided in the training and the chemical label to ensure safe and effective use of the product:
 - Keep surface wet for at least 10 minutes as required by the chemical
 - The VIRUSX product used does not require PPE use for low to moderate use, however, staff can still use gloves and safety goggles when using.
 - CVESD Custodial staff when using in high quantity must use safety goggles/glasses and gloves.

Soft (Porous) Surfaces

- For soft (porous) surfaces such as rugs, carpeted floors and other areas, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces in accordance with the manufacturer's instructions.
- OR disinfect with an EPA registered CVESD provided disinfectant.
- CVESD Custodial staff will Vacuum as scheduled.

Electronics

- For electronics such as tablets, touch screens, keyboards and remote controls, remove visible contamination, if present.
 - Follow the manufacturer's instructions for all cleaning and disinfection products.
 - If no manufacturer guidance is available use alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens.
 - Dry surfaces thoroughly to avoid pooling of liquids.

CLEANING AND DISINFECTING THE FACILITY IF SOMEONE IS SICK

- If an individual is sick, CVESD custodial staff should be notified immediately of where the individual has been for disinfecting.
- Close off areas used by the person who is sick. The site does not necessarily need to close operations, if they can close affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- CVESD custodial staff will clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, and shared electronic equipment like tablets, touch screens, keyboards, and any other equipment.
- Vacuum the space if needed.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.

CLEANING AND DISINFECTING OUTDOOR AREAS

- Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.
 - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.

- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- Sidewalks and roads should not be disinfected.
 - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.
- Consider designating materials for each group to use (i.e. bikes, balls). These materials should be cleaned and disinfected at the end of the day.
- Wear disposable gloves for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves should be removed carefully to avoid contamination of the wearer and surrounding area.
- Wash your hands often with soap and water for 20 seconds.
- Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: if soap and water are not available and hands are not visibly dirty, and alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
 - Hand sanitizer cannot contain the chemical ethanol (also known as ethyl alcohol).
- Additional key times to wash hands include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g. a child).

PLANNING ACTIVITIES

Planned activities should allow for an abundance of self-directed play. Though children will naturally interact and be in each other's space, activities that inherently encourage children to be in close proximity of each other should be avoided.

Spread out centers and tables to maximize social distancing (For example, place 2 chairs at each table, one on each end, rather than 4-6. Place indicators at picnic tables to indicate where seating is appropriate. Place materials at stations around the room/area, rather than having a single supply bin or game cabinet that everyone goes to).

Staff are also to minimize contact with children. Refrain from using high-fives, fist bumps, hugs, etc. and instead use shakas, waves, air high-fives, etc.

GENERAL SAFETY PRECAUTIONS:

- Everyone washes/sanitizes hands before activity.
- No more than one classroom at an activity. If multiple activities in an area, classrooms/groups must remain at least 10 ft apart (e.g., different sides of the playground with a "buffer area" in between).
- Games and activities should be as low contact or no contact as possible. No full body contact or games that involve things like tagging with hands, holding hands, linking elbows, or crawling under others.
- All equipment handled by children or staff (balls, frisbees, etc.) will be sprayed with disinfectant and wiped down after each activity. Ensure to follow the contact time requirements from the EPA found on the product label or SDS.
- Commonly touched surfaces (door knobs, gate latches or handles, etc.) will be wiped down after use.
- Everyone washes/sanitizes hands after activity.

HIGHLY ACTIVE ACTIVITIES

High active activities include recreational games and sports. Many of our commonly played games and sports will need to be modified to meet these new standards.

Each high active activity implemented in YMCA should be assessed for the following prior to implementation:

- Youth can play without physically touching each other.
- Hands can easily be washed prior to any need to touch their face.
- Equipment used can be easily cleaned and disinfected.
- Youth do not need to be in constant close proximity to each other.

- The activity can be still fun with 12 or fewer participants.
- The activity can be played/done in boundaries that will not encroach on another group's space.

Sample high active activity modifications:

Basketball

- Drills and skills are highly encouraged.
- When possible, limit games to low or no contact (e.g., HORSE, Knock Out, etc.) or drills (e.g., dribbling, passing, etc.).
- Team Games can be played within the same group (e.g., 6-on-6), but not against other groups or mixing with other youth. Additional rules may need to be in place to avoid touching/stealing of the ball, such as limited dribbles or not being able to move once you have possession of the ball.
- When lining up or waiting to play, give space and avoid contact.
- Take frequent breaks to hydrate and re-clean hands because of shared equipment.
- Spray and wipe down basketballs after each session.

Soccer

- Drills and skills are highly encouraged.
- When possible, limit games to low or no contact activities or drills (shooting, dribbling, passing, etc.).
- Team Games can be played within the same game (e.g., 6-on-6), but not against other groups or mixing with other youth. Additional rules may need to be in place to avoid touching/stealing of the ball, such as limited ball touches or not being able to move once you have possession of the ball.
- When lining up or waiting to play, give space and avoid contact.
- Take frequent breaks to hydrate and re-clean hands because of shared equipment.
- Spray and wipe down soccer balls after each session.

LOW ACTIVE ACTIVITIES

Low active activities include the activities that occur in the group individual centers. Low active activities include arts and crafts, science, circle games, board games, and project-based learning.

Many low active activities will only need the modification of added distancing between children however, others may involve:

- Handing out materials to children, rather than children accessing them from a centralized location.

- Fewer children per table or station.
- Additional rotations of children through specialty stations.
 - With additional cleaning and disinfecting in between rotations.
- Creating individual kits for children with commonly used materials, labeled by children so they can be reused frequently without disinfecting.

Each low active activity implemented in program should be assessed for the following prior to implementation:

- It can be done by oneself or, if not, it can be conducted in a manner that children do not need to physically touch and can maintain a reasonable and safe distance from each other.
- There are enough basic supplies that each child can use their own without having to share and disinfect between each use (e.g. scissors, glue, etc.).
- Unique materials can be disinfected between each use (e.g. baby dolls, manipulatives, blocks, etc.).
- The activities are developmentally appropriate for the group with minimal physical assistance from staff.

Sample low active activity modifications:

- Prep complicated elements ahead of time. (For example: start lanyards ahead of time for youth, rather than holding the materials for the youth while they work with them.)
- Replace or remove supply elements where you do not have enough for everyone (for example: if you have 12 glue sticks but only 3 glue bottles, adjust the project to be able to be done with glue sticks.)
- If the activity requires touching, replace the touch with another element (for example: playing duck, duck, splash instead of duck, duck, goose.)

VULNERABLE/HIGH RISK GROUPS

To support students with special needs (Mild-Moderate & Moderate-Severe), staff should follow these guidelines:

- Students with 1:1 Aide support in their IEPs must have a 1:1 Aide in the DLSP.
 - Due to the 7:30 – 4:00 program hours, consider assigning two 1:1 Aides to each student & develop AM / PM shifts for the 1:1 Aides.
- Let students choose their PPE.
 - Students often prefer equipment that they have chosen themselves, as it gives them a sense of independence, individuality, & control.
- Communicate with students in a positive & friendly tone.
 - Do not use fear or shame to attempt to gain compliance.
 - If a student or family is unable to wear PPE due to a sizing problem, comfort/sensory reasons, or medical issue, address it with them by acknowledging that you recognize this is a cause of frustration.
 - Let them know that you would like their input to identify alternate PPE.
- Teach, practice, & reteach.
 - Cohort group & individualized lessons that practice health & safety (& PPE, specifically) will better help students understand its importance.
 - Use visual content.
 - Show images or videos relating to PPE; yet, be wary of material that is scaremongering &/or not culturally responsive.
- Show; Don't Tell.
 - Students cannot see why they should follow rules if educators & staff fail to follow them, too.
- Create systems & routines.
 - Create a classroom entry routine that checks for proper PPE application.
 - Create a bulletin board or locate a cubby in the classroom where students can keep extra PPE.
 - Embed health & safety reminders into the day.
- Physical Distancing.
 - Establish any necessary flexibilities for specific students with disabilities populations (e.g., students with extensive support needs, behavioral challenges, etc.)
 - Plan for how to implement physical distancing given lack of space & facility limitations (particularly for students who will struggle with maintaining physical distancing).
 - Address potential issues arising from physical distancing rules that could result in unintended segregation of students with disabilities on campuses away from peers without disabilities.

RECORD OF REVISION

The following revisions have been approved by the CVESD and YMCA in concert with appropriate stakeholders:

Section and Summary of Changes	Date of Revision	Revision Number	Revision Made By
OFFICIAL ORIGINAL	8/31/2020	0	Submitted by: Sherry Colgan Stone, Ed.D.
When a COVID-19 Case is Reported: New chart inserted with information on parents/staff needing to notify both YMCA/CVESD of positive case.	9/1/2020	1	Sherry Colgan Stone, Ed.D.
If A Student Has Symptoms While At DLSP: Removed: "AHS will work with nurse to conduct assessment of the student's symptoms. If the symptoms are not determined to be a manifestation of pre-existing conditions"	9/1/2020	2	Sherry Colgan Stone, Ed.D.

INFORMATION

For further information regarding this plan, please contact:

Sherry Colgan Stone, Ed.D.

Chula Vista Elementary School District

Emergency Preparedness and Security Manager

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