# University of Washington

# covid-19 Prevention Plan for

# THIRD PARTY YOUTH PROGRAMS

# Introduction

The University of Washington COVID-19 Prevention Plan for Third Party Youth Programs (“Prevention Plan”) helps ensure the health and safety of personnel and youth participants by reducing the potential for COVID-19 transmission at the University of Washington. The measures are based on [Washington state COVID-19 reopening guidance](https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers); the regulatory directive of the Washington State Department of Labor & Industries (WA L&I), Division of Occupational Safety and Health (DOSH) [Directive 1.70](https://lni.wa.gov/dA/36e85758be/DD170.pdf) General Coronavirus Prevention in the workplace; and guidance from local public health agencies. This plan is updated as regulations and public health guidance change.

# Definitions

**Prevention Plan** is the University of Washington’s COVID-19 Prevention Plan for the Workplace.

**Program or site-specific COVID-19 Prevention Plans** are local plans developed and updated as necessary and appropriate to address unique COVID-19 prevention and control strategies within a specific third party youth program. The number and structure of these plans are determined by leader of the unit sponsoring the third party program and kept on file locally.

**Program Sponsor** is the UW academic or administrative unit that is sponsoring the third-party youth program’s use of UW facilities.

**Program Host** is the point of contact representing the facility that will be used by the Program.

**Program Director** is an employee of the third-party youth program who is responsible for the youth program operating at UW and for adherence with a program or site-specific COVID-19 Prevention Plan.

**Program Personnel** includes staff and volunteers of the third-party youth program.

# Overview and applicability

The University’s COVID-19 Prevention Plan for the Workplace covers all University work environments. To ensure compliance with the University Plan, each University unit is required to develop and implement a unit-specific COVID-19 Prevention Plan that covers all personnel of a unit work area(s). In addition to unit-level plans, work area or site-specific plans are required as necessary and appropriate to address required COVID-19 prevention and control strategies including, for example, guidelines to support child care and youth program safety.

Academic or administrative departments that sponsor a third party to operate a youth program in UW facilities during COVID-19 are required to complete [preparatory steps](https://www.washington.edu/youth/covid-19-resources/sum2020-program-guidance/) developed by the Office for Youth Programs Development and Support (OYPDS), in consultation with Employee Health and Safety (EHS), and to submit a COVID-19 Prevention Plan Addendum for Third-Party Youth Programs.

Program sponsors are also responsible for reviewing contracts with third party youth program providers for alignment with the University’s COVID-19 prevention plan and amending agreements where needed. Programs must fully adhere to required health measures during program operation.

# Roles and Responsibilities

The University’s COVID-19 Prevention Plan lists administrative units with responsibility for preventing COVID-19 in UW workspaces and details their role in reducing the risk of COVID-19 at the University. In addition to their roles and responsibilities included in the campus plan, the following units and individuals have responsibilities specific to COVID-19 prevention in third-party youth programs.

## UW PROGRAM SPONSOR

* Confirms third party activity is in alignment with UW mission.
* Unit head endorses third party activity taking place at UW.
* Assists third party in executing COVID prevention protocols as needed.
* Serves as liaison between third party and University departments for facility use approval processes and submission of prevention plan addendum.
* Completes and submits to OYPDS a COVID-19 Prevention Plan Addendum for Third Party Youth Programs, in conjunction with third party youth program director.

## UW Program Host

* Coordinates facility-based components of COVID-19 prevention plan addendum with Program Sponsor and Third Party Program Director as needed.
* Monitors compliance of requirements while group is onsite. Communicates compliance issues to Third Party Program Director and UW Program Sponsor.
* Register the program into the Youth Program Registration System.

## THIRD PARTY PROGRAM DIRECTOR

* Serves as the primary third party youth program representative and point of contact.

## UW Environmental Health & Safety Department (EH&S)

* Serve as liaison with local public health authorities to coordinate communication and contact tracing for employees of the third party and participants in the youth program.
* Consult with the program sponsor and OYPDS about any action steps regarding communication or prevention steps needing action by third party youth program.

## UW OFFICE FOR YOUTH PROGRAMS DEVELOPMENT AND SUPPORT (OYPDS)

* Reviews COVID-19 Prevention Plan Addendum for Youth Programs and provides feedback to third party via the UW Program Sponsor.
* In collaboration with EHS, develop policies and procedures for the safe operation of youth programs in UW facilities.
* Develop guidelines for what types of youth programs may operate in each Safe Start Phase.
* Provide ongoing consultation and assistance with compliance questions as needed.

# Required Plan Elements

**Required elements of the University’s COVID-19 Prevention Plan are below.** These six elements are required to be included in all unit-specific COVID-19 Prevention Plans.

1. Physical distancing
2. Procedures for sick personnel, symptom monitoring, reporting and response
3. Good hygiene
4. Cleaning and disinfecting
5. Personal protective equipment (PPE) and alternative strategies
6. Communication and training

In addition, each University unit is required to designate COVID-19 site supervisors to ensure all elements of the unit-specific COVID-19 Prevention Plan are followed. COVID-19 site supervisors are expected to keep unit and site-specific plans current with changes to COVID-19 guidelines, regulations and University policies. COVID-19 site supervisors (or designee) should be available during work and class activities.

## Maintain Social and Physical Distancinggraphic 6 feet distance between work stations

All programs must take measures to ensure that all personnel and participants maintain at least 6 feet of distance between individuals (with or without the use of PPE or facemasks/face coverings). Measures to prevent close contact include, but are not limited to:

* Separate work stations and participant areas by at least 6 feet.
* Allow only infrequent and intermittent passing within 6 feet.
* Segregate entry and exit pathways into building or work area.
* Limit the number of people riding in elevators.
* Remind everyone to maintain social and physical distancing during breaks and at shift start and end times.
* Stagger start, end, and break times.
* Ensure University personnel take separate vehicles. Avoid transporting youth.
* If needed, schedule tasks for a later time and date when protective measures are in place.
* Organize work to break up tasks in a manner that facilitates social distancing or other protective measures.
* Avoid touching other people (e.g., handshakes).
* Identify and control “choke points” and “high-risk areas” at locations where people typically congregate so that social distancing is always maintained.
* Ensure minimum 6-foot separation by physical barriers, and/or demarking floors with tape. Limit the number of people in a space to allow for a 6-foot separation.
* To the extent practical allow only one group at a time at the same location and maintain a 6-foot separation and social distancing for each member. If more than one group must be on site at a minimum they must maintain social distancing policies in accordance with this guidance.

**Program area organization and occupancy**

* Review and abide by current restrictions on group size, ensuring adequate staff-to-participant ratios.
* Keep youth groups segregated and maintain consistent staff for each group.
* Limit use of common areas (like cafeterias).
* Do not allow sharing of toys and other supplies.
* Require one-at-a-time access at designated drop-off/pick-up points.
* Use drop boxes or bins to collect and distribute shared equipment, mail and other items that must be passed from one person to another.

**Program schedules**

* Coordinate schedules to minimize the number of people in an area at the same time.
* Maintain a log of visitors and keep the log for at least four weeks.

**Building engineering controls** *(Requires consultation with Facilities Services and/or EH&S)*

* Install barriers that block direct pathways between people.
* Create layouts that prevent air pathways of at least 6 feet.
* Consider enhancing ventilation to provide a sufficient clean air supply to work area.

**B.** **Procedures for Sick Persons, Symptom Monitoring, reporting and response**

Programs are required to take measures to prevent sick personnel and participants from entering the program location, including symptom monitoring, and reporting suspect and confirmed COVID-19 cases and close contacts.

**Health Surveillance – Daily Symptom Attestation**

Daily symptom attestations are **required** for youth program staff and participants at a University location.

**Symptom monitoring**

Those who are sick or experiencing even mild symptoms of illness, ***must stay home***. If symptoms of illness are experienced by an individual while on a University site, the individual must leave the site.

Require and track daily symptom screening or attestation requirements to **prevent sick persons from coming onsite** and identify those who exhibit signs or symptoms of COVID-19 illness.

Those who experience symptoms of [COVID-19 infection](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html), including fever (100.4 degrees or higher), cough, shortness of breath, loss of taste and/or smell, chills, sore throat, runny nose, headache, muscle pain and gastrointestinal symptoms, such as nausea, vomiting or diarrhea, are required to follow these instructions:

1. **Stay Home: If you are sick, you *must* stay home.** Even if you have mild symptoms.
	1. Separate yourself from others. Avoid common areas where people gather.
	2. Practice good hygiene. 
	3. Wear a mask or other approved facial covering.
2. **Get tested for COVID-19.** You can get tested with your personal health care provider or at a public testing site. Free **testing is available through local public health departments:**
	1. [Public Health — Seattle & King County testing sites](https://www.kingcounty.gov/depts/health/covid-19/testing.aspx)
	2. [Pierce County testing sites](https://www.piercecountywa.gov/6758/Covid-19-Mobile-Testing)
	3. [Snohomish Health Districts testing sites](https://www.snohd.org/503/Drive-Thru-Testing-Available-by-Appointm)

Please do not show up at a clinic, urgent care center or other health-care facility without contacting them first. If your health-care provider suspects that you have COVID-19, they should arrange for COVID-19 testing in accordance with public health guidance.

1. **Report COVID-19 positive cases.** The Program Director should:
	1. Contact their local public health authority to report a COVID-19 positive case in a child care or youth program.
	2. Contact the program sponsor.
	3. The program sponsor should contact EH&S and OYPDS to report that an individual has tested positive for COVID-19 was working in a third-party youth program operating in a UW facility.
2. **Report illness and Close Contact**

UW Environmental Health and Safety (EH&S) works closely with Seattle King County Public Health or another health department based on campus/site location: if the infected individual is not a UW employee or student, Public Health will perform the contact tracing. Because third party youth program personnel and participants may have contact with UW employees and students, and because UW resources may be needed to clean facilities following an exposure, EH&S will collaborate with SKCPH and the program director to develop a contact tracing and cleaning plan depending on the details of the situation. For this reason, third party youth program personnel should still notify UW Employee Health (covidehc@uw.edu or 206.685.1026) with any potential positive cases.

1. **Practice Good Hygiene**

Remind personnel and participants they can reduce the risk of spreading COVID-19 by doing the following:

* Wash hands often with soap and water for at least 20 seconds. If water is not available, use hand sanitizer with at least 60% alcohol content.
* If using sanitizer, obtain parental consent and ensure supervision while to prevent ingestion or contact with the eyes.
* Include handwashing in program schedules.
* Avoid touching your eyes, nose or mouth with unwashed hands.
* Avoid contact with people who are sick.
* Stay home while sick and avoid close contact with others.
* Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue.
* Secondary handwashing or sanitizing stations may be set up with either hand sanitizer or wipes/towelettes.
* Designate separate sinks for food preparation, and, if possible, assign specific staff to prepare and distribute food and drink. Do not allow those staff to assist with diapering/toileting.
* Serve individual servings using disposable plates and utensils OR ensure adequate sanitization.

**Personnel and participants must have access to soap and running water to wash their hands** after touching any surface or tool suspected of being contaminated, before and after eating or using the restroom, and before touching their face.

 Resource: [CDC – What you need to know about handwashing](https://youtu.be/d914EnpU4Fo)

**Place posters in visible locations to remind personnel of key moments to wash hands:**

* **Before, during,** and **after** preparing food
* **Before** eating food
* **Before** and **after** caring for someone at home who is sick
* **Before** and **after** treating a cut or wound
* **Before** exiting the laboratory
* **After** using the toilet
* **After** contact with high touch surfaces (e.g., elevators, lobby areas, reception desks, etc.)
* **After** blowing your nose, coughing, or sneezing
* **After** removing gloves or other personal protective equipment.
* **After** touching an animal or animal waste
* **After** touching garbage
1. **Clea****n and Disinfect Surfaces**

Programs are required to clean and disinfect their site surfaces and equipment regularly. They are required to provide cleaning and disinfection products, along with the appropriate PPE and instructions for the frequency and safe use of products. University custodial units will clean high touch surfaces in common areas of buildings such as restrooms, stairwells and elevators.

* Keep a cleaning schedule to maintain general housekeeping to prevent buildup of dirt and clutter. Incorporate cleaning into your staff schedules.
* Make cleaning supplies available for workers to do spot cleaning when necessary.
* Consider placing nonporous covers on frequently touched surfaces that cannot be easily cleaned, such as fabric or foam. The covers should be a surface that can be cleaned easily or something that can be changed between users.
* Remove hard-to-clean toys or supplies. Consider a toy rotation schedule to allow time to sanitize and disinfect.
* Purchase single use disinfectant wipes for touch points within their workspaces.

**Frequency**

Clean and disinfect work areas regularly, as well as to clean high touch areas daily, between uses, or when unclean, to help prevent the spread of coronavirus.

Clean and disinfect frequently touched surfaces (e.g., doorknobs, tables, handrails) regularly to maintain a visibly clean state (no obvious soiling, smearing, or streaks).

* For surfaces touched by multiple persons, clean and disinfect on a frequent schedule, or between workers.
* For surfaces touched by one individual, clean and disinfect periodically, at least once per shift or when unclean, as a minimum.
* Wipe down shared equipment after each use.

**Safe use of products**

Follow the manufacturer’s instructions for use of all cleaning and disinfecting products, and use personal protective equipment as required.

Use one of the following to disinfect hard, non-porous surfaces:

* An EPA-registered disinfectant approved for use against SARS-CoV-2 **or**
* An alcohol solution with at least 70% alcohol **or**
* A 5.25-8.3% bleach/water solution (this is a youth-friendly concentration)

Avoid putting disinfectant gels or liquids on electronics and other equipment, including elevator buttons, unless they have been indicated as safe to use on those devices.

1. **Per****sonal Protective Equipment (PPE) and alternative strategies**

PPE is the last line of protection and does not replace the need for physical distancing and other exposure prevention methods. Face coverings are required indoors where other people are present because keeping at least a 6-foot distance may not be possible. Face coverings are required outdoors where keeping at least a 6-foot distance from other people may not be possible. Programs are required to conduct an assessment and determine the required personal protective equipment (PPE) for their personnel.

The information in this section is not meant to be exhaustive, and is subject to change as the situation evolves.

* **Facemasks** primarily prevent exposures to others when the wearer coughs or sneezes. Facemasks do *not* replace the need for physical distancing, frequent handwashing, avoiding touching the face, staying home when symptomatic (even if vaccinated), and staying away from people who are ill.
	+ **Face coverings,** per [Governor Inslee’s statewide face covering order](https://coronavirus.wa.gov/information-for/you-and-your-family/face-masks-or-cloth-face-covering), [King County’s public health directive](https://www.kingcounty.gov/depts/health/covid-19/care/masks.aspx) and workplace health and safety requirements, are **required** indoors because keeping at least a 6-foot distance may not be possible. This includes common areas such as hallways, stairways, restrooms and elevators. Face coverings are required outdoors when keeping at least a 6-foot distance from other people may not be possible. Cloth face coverings do *not* replace or supersede job-specific PPE requirements. Per the [Public Health-Seattle & King County, public health directive](https://www.kingcounty.gov/depts/health/covid-19/care/masks.aspx):
		- Face coverings are required for all persons age 5 and older.
		- Children under age 2 should **not** wear a mask.
		- Children age 2-4 may be encouraged, but not required, to do so.
		- Exceptions are granted for those with disabilities; who are deaf and rely on face and mouth movement to communicate; who been advised by a medical professional not to wear a face covering; who have trouble breathing; who are unconscious; and who cannot safely remove the face covering themselves.
		- Cloth face coverings do *not* replace or supersede other job-specific PPE requirements.
	+ **Face shields** can prevent direct exposure to expelled droplets and provide splash/spray protection from disinfectants. This may also prolong the life of facemasks.

Personnel and participants should not touch their mouth, nose, eyes and nearby surfaces when putting on, using and removing PPE and masks. Wash hands before putting on and after removing PPE and masks.

1. **CO****MMUNICATION AND TRAINING:**

Programs are required to communicate to personnel about COVID-19 prevention at UW sites and to train on the contents of the Prevention Plan. This includes information and guidance on social distancing, staying home if you are sick, symptom attestation, proper hygiene measures, cleaning and disinfection procedures, and PPE.

Programs should conduct training on the site-specific Prevention Plan and all protocols for all personnel before they being their duties. Training should be provided in a language best understood by personnel.

Families should be provided with a COVID point-of-contact and, if possible, an after-hours contact.

**Communicate Safe Practices**

Programs should communicate to personnel and participants about ways to prevent the spread of COVID-19, including reviewing their unit and worksite-specific procedures for COVID-19 prevention. Age-appropriate information should be used when possible.

* [Posters from Public Health – Seattle & King County](https://kingcounty.gov/depts/health/communicable-diseases/disease-control/novel-coronavirus/posters.aspx)
* [Posters from WA DOH](https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020/HealthEducation)
* CDC’s [how to limit the spread of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf) poster
* Handwashing
	+ [Handwashing signs from WA DOH](https://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/HandWashingSigns)
	+ [CDC handwashing resources](https://www.cdc.gov/handwashing/index.html), including [posters](https://www.cdc.gov/handwashing/posters.html) for kids and teens and [handwashing as a family activity](https://www.cdc.gov/handwashing/handwashing-family.html)
	+ Handwashing guidance from Seattle Children’s: [English](https://www.seattlechildrens.org/globalassets/documents/for-patients-and-families/ce/handwashing-ce122-3-20.pdf) | [Spanish](https://www.seattlechildrens.org/globalassets/documents/for-patients-and-families/ce/CE122S-hand-washing.pdf)
	+ Handwashing [video for kids from Cincinnati Children’s](https://youtu.be/JD85FDlxqCs)
* [PHSKC’s “Keep me home if…”](https://www.kingcounty.gov/depts/health/child-teen-health/child-care-health/~/media/depts/health/child-teen-health/child-care-health/documents/posters/keep-me-home-if-EN.ashx) – also[available in other languages](https://www.kingcounty.gov/depts/health/child-teen-health/child-care-health/disease-prevention.aspx)
* [PHSKC poster](https://kingcounty.gov/depts/health/covid-19/care/~/media/depts/health/communicable-diseases/documents/c19/poster-mask-directive.ashx) on wearing cloth face coverings
* [PHSKC anti-stigma resources](https://www.kingcounty.gov/depts/health/communicable-diseases/disease-control/novel-coronavirus/anti-stigma.aspx)
* [CDC reducing stigma resources](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/reducing-stigma.html)

**Hazard Communication**

If personnel work with chemical disinfectants it is important to communicate the potential hazards and safety measures. Chemical disinfectant exposure may cause health issues if used improperly, so it is important that health and safety considerations are accounted for prior to product use. Review information about [working safely with disinfectants](https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf) as well as guidance and program documents related to PPE and how to properly use it.

# Novel Coronavirus (COVID-19) Resources for THIRD PARTY Youth Programs

These resources supplement those provided in the [EH&S COVID-19 Prevention Plan for the Workplace](https://ehs.washington.edu/system/files/resources/COVID-19-Prevention-Plan-for-the-Workplace.pdf).

|  |  |
| --- | --- |
| Title: University of Washington W | [Guidance for UW in-person youth programming](https://www.washington.edu/youth/covid-19-resources/in-person-program-guidance/) |
| King County Logo | [PHSKC COVID-19 information for schools and child care](https://www.kingcounty.gov/depts/health/covid-19/schools-childcare.aspx) |
| Title: Washington State Dept of Health logo | [COVID-19 child care resources and recommendations](https://www.doh.wa.gov/Emergencies/COVID19/ResourcesandRecommendations#schools)[Child Care, Youth Development and Day Camps During the COVID-19 Outbreak](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/DOH-OSPI-DYCF-SchoolsChildCareGuidance.pdf)  |
| CDC logo | [CDC COVID-19 information for schools and child care](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html) |

**For questions or assistance**

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| --- | --- |
| **For questions regarding:** | **Please contact:** |
| State requirements for COVID-19 prevention in youth programs | [WA Department of Health](https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020COVID19/ResourcesandRecommendations) or your county health department |
| UW requirements and your COVID-19 Prevention Plan for third party youth programs | Your UW program sponsor |
| To report suspected of confirmed cases of COVID-19 among youth participants | King County Coronavirus Call Center at (206) 477-3977 or the appropriate county health department**AND** Your UW program sponsor. They may require additional reporting as applicable, e.g., to EH&S.  |

# covid-19 Prevention Plan For

# THIRD PARTY youth programs

Third parties operating in-person youth programs on University property are required to document their COVID-19 prevention measures and review them with their personnel. This template may be used for that purpose. A separate plan must be completed for each program or site. This plan must be submitted to the University sponsor and reviewed by the Office for Youth Programs Development and Support prior to start of the program.

|  |  |
| --- | --- |
| Today’s date:Anticipated start date:  | Third party youth program name:Program website address: |
| Third party program director name & contact information:  |
| UW program location(s):  |
| UW sponsor (name, title, department): |
| Total number of people in program: \_\_\_\_\_\_\_\_ adults \_\_\_\_\_\_\_\_ youth Number of groups\*: \_\_\_\_\_\_\_\_\_ \*groups within a program that are broken down into smaller cohorts. Number of people in each group: \_\_\_\_\_\_\_\_ adults \_\_\_\_\_\_\_\_ youth  |

|  |  |  |
| --- | --- | --- |
| **MANAGEMENT AND OVERSIGHT** | **Check all that apply (all required):** |  **Describe:** |
| 1. COVID-19 Prevention Plan Development and Implementation | ☐ The program director has been assigned to ensure that all of the elements of the site-specific COVID-19 Prevention Plan are followed☐ The program director will keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations and University policies, notifying their program sponsor of substantive changes ☐ The program director will keep the site-specific plan onsite in paper or electronically so it is available to all personnel☐ The program director will train personnel on the contents of the plan and updates made☐ The program director or designee is available to respond to issues and questions during work and class activities |  |
| **SOCIAL & PHYSICAL DISTANCING**  | **Check all that apply (all required as possible):** |  **Describe:** |
| 2. Describe how you are implementing the social distancing requirements for **staff and volunteers while using UW facilities** (maintaining 6+ feet spacing between people, minimizing interpersonal contact) during program operating hours.  | ☐ Shifts/breaks times/start times staggered☐ Maximum space capacity determined based on room size☐ Minimize In-person meetings, keep them brief, do them outdoors if possible and always employ social distancing measures☐ Spread out work areas/physically separate workstations☐ Allowing only infrequent/intermittent passing within 6 feet between personnel☐ Minimizing the number of people in a work area☐ Designated drop-off/pick-up areas for shared tools and equipment☐ Layouts to prevent air pathways less than 6 feet have been created |  |
| 3. Describe how you are implementing the social distancing requirements for **families and youth participants** (maintaining 6+ feet spacing between people, minimizing interpersonal contact). | ☐ Abiding by maximum program/group capacity determined based on room size, ratios and group limits☐ Keeping groups segregated; no combining groups or “floating” staff through multiple groups per day☐ Staggering drop-off, pick-up times ☐ Receive and release youth participants to parent/guardian outside facility to reduce outside traffic within facility☐ Limiting parent/staff contact at check-in/check-out ☐ Selecting program activities to maximize space between participants ☐ Physical separation between participant groups and program areas☐ Minimizing sharing of toys or equipment/providing individualized resources☐ Stagger use of common areas like outdoor play areas |  |
| 4. Describe how you are communicating physical distancing requirements to staff, families, youth participants and visitors. | **All audiences**☐ Posters/signage/floor markings installed or posted☐ Established written policies and procedures**Staff/volunteers**☐ Communicated during staff training/meetings☐ Provided [notice to vendors/contractors](https://www.ehs.washington.edu/system/files/resources/notice-personnel-vendors-contractors.pdf)**Parents/Guardians/Participants**☐ Written communications e-mailed or distributed to parents/guardians |  |
| 5. Describe critical youth-related tasks that **cannot** be done while maintaining the 6-foot distance. Sponsor pre-approval required | Describe task, frequency, duration and required PPE and safety measures in place. If none, specify none. |
| **PRECAUTIONS FOR SICK PERSONNEL & PARTICIPANTS** | **Check all that apply (all required as possible):** | **Describe:** |
| 6. Describe how you are preventing people with symptoms from coming to the site and/or participating or working while sick.  | ☐ Collecting relevant health information and medical consents for participants☐ Collecting Acknowledgment of Risks forms for all participants☐ Performing daily symptom screening or attestation for program personnel and youth at every UW-hosted location ☐ Informing and requiring personnel and youth who may be ill or symptomatic to stay (or go) home☐ Requiring close contacts of COVID-19 cases to stay or go home (excepting health care providers and EMS workers who wore proper personal protective equipment)☐ Making accommodations for personnel and youth at [higher risk of severe illness](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html) ☐ Keeping a log of visitors to the work-site (maintain for 4 weeks) |  |
| 7. Describe practices for responding to suspected or confirmed COVID-19 cases, including those that emerge during the program. | ☐ Process in place for identifying new symptoms during the program☐ Process in place for immediate physical separation of those displaying symptoms during program activities (with safe supervision, if youth participant)☐ Logging [participant illness](https://kingcounty.gov/depts/health/communicable-diseases/disease-control/novel-coronavirus/~/media/depts/health/child-teen-health/child-care-health/documents/illness-log.ashx) and [absences](https://www.dcyf.wa.gov/forms?field_number_value=15-942&title=)☐ Performing [enhanced cleaning and disinfection](https://www.kingcounty.gov/depts/health/child-teen-health/child-care-health/bleach.aspx) |  |
| 8. Describe documented reporting procedures for when a **participant** tests positive for COVID-19. | ☐ Notifying appropriate county health department (For King County: King County Coronavirus Call Center at (206) 477-3977)☐ Notifying UW Sponsor☐ Notifying families and personnel (while protecting private health information)☐ Follow [guidance about closures and reopening](https://www.kingcounty.gov/depts/health/covid-19/schools-childcare/childcare/positive-cases.aspx) |  |
| **CLEANING AND DISINFECTING** | **Check all that apply (all required):** | **Describe:** |
| 9. Describe the procedures used to clean and disinfect general areas and high-touch surfaces. This includes the cleaning frequency and areas/items to be cleaned. | ☐ Following a cleaning schedule☐ Cleaning supplies are available for spot cleaning☐ Cleaning and disinfecting high touch surfaces daily, between uses or when unclean☐ Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles)☐ Following [COVID-19 Enhanced Cleaning and Disinfection Protocols](https://www.kingcounty.gov/depts/health/child-teen-health/child-care-health/bleach.aspx)☐ Removing hard to clean toys or objects☐ Rotating toys and other high touch objects to allow sufficient time for cleaning  |  |
| 10. List the product(s) used to clean and disinfect. | ***Check all that apply:***☐ Alcohol solution with at least 70% alcohol (includes wipes)☐ Bleach/water solution, at youth-approved concentration (5.25-8.3%)☐ [EPA-registered disinfectant for use against SARS-CoV-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2):* 1. Manufacturer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. EPA Registration #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |
| 11. Describe the safety precautions that are taken when using disinfectant(s).  | ☐ Reviewing safety data sheet (SDS) for each product☐ Reviewing [steps for safe disinfectant use](https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf) ☐ Following manufacturer’s instructions for products use☐ Using personal protective equipment |  |
| **GOOD HYGIENE** | **Check all that apply (all required):** | **Describe:** |
| 12. Describe methods used to encourage good hygiene practices. | ☐ Providing soap and running water ☐ Including handwashing in daily schedules and at key transitions☐ Providing hand sanitizer and/or wipes/towelettes☐ If using hand sanitizer, [soliciting parental consent](https://www.kingcounty.gov/depts/health/child-teen-health/child-care-health/~/media/depts/health/child-teen-health/child-care-health/documents/hand-sanitizer-authorization-form.ashx) ☐ If using hand sanitizer, allowing supervised use only☐ Using reminders to wash hands frequently, avoid touching face with unwashed hands, cover mouth when coughing or sneezing☐ Asking staff, youth participants and visitors to avoid hand shaking and hugging  |  |
| 13. Describe the safety precautions taken for food and drink preparation, distribution and consumption. | ☐ Designating separate sinks for food preparation☐ Designating specific staff to prepare and distribute food and drinks☐ Serving food in group-specific locations rather than common areas☐ Serving individual portions and discouraging food or utensil sharing |  |
| **PERSONAL PROTECTIVE EQUIPMENT**  | **Check all that apply (all required):** | **Describe:** |
| 14. Provide personal protective equipment (PPE) and guidance on how to use it.  | ☐ Cloth face coverings are worn by staff and youth age 5 and above when others are in the program area and outdoors when a 6-foot distance from others cannot be maintained☐ Face shields and/or eye protection is worn☐ Providing instructions on the use, care, cleaning, maintenance, removal, and disposal of PPE  |  |
| **COMMUNICATION AND TRAINING** | **Check all that apply (all required):** | **Describe:** |
| 15. Communicate safe practices. | ☐ Providing training and updates to program personnel on the COVID-19 Prevention Plan for Third-Party Youth Programs☐ Covering COVID-19 safety information in staff meetings☐ Posters/signage installed and/or posted in the worksite☐ Age-appropriate materials used when possible☐ Email communications☐ Contact person identified; contact information shared with families |  |