





NOVEL CORONAVIRUS (COVID-19) RESOURCES FOR YOUTH PROGRAMS

These resources supplement those provided in the [EH&S COVID-19 Prevention Plan for the Workplace](#). **This document will be updated as regulations and public health guidance change.**

	Guidance for UW in-person youth programming
	PHSKC COVID-19 information for schools and child care
	COVID-19 child care resources and recommendations Child Care, Youth Development and Summer Day Camps During the COVID-19 Outbreak
	CDC COVID-19 information for schools and child care

FOR QUESTIONS OR ASSISTANCE

For questions regarding:	Please contact:
UW-wide COVID-19 Prevention Plans and the roles and responsibilities therein, acquiring PPE, engineering controls. To report suspected or confirmed cases of COVID-19 in your program	Environmental Health & Safety: ehsdept@uw.edu or call 206.543.7262 covidehc@uw.edu or call 206.543.7262
COVID-19 safety concerns	If possible, report concerns first to your COVID-19 Site Supervisor. Concerns about COVID-19 safety can be reported anonymously to EH&S via an online form .
Youth-specific considerations or protocols, COVID-19 Prevention Plan addendum for youth programs, APS 10.13 requirements	Office for Youth Programs Development and Support: uwminors@uw.edu or 206.616.5706
To report suspected or confirmed cases of COVID-19 among youth participants	King County Coronavirus Call Center at (206) 477-3977 <u>or</u> the appropriate county health department

COVID-19 PREVENTION PLAN ADDENDUM FOR YOUTH PROGRAMS

University units operating in-person youth programs are required to document their COVID-19 prevention measures and review them with personnel. **This template addresses youth-related requirements and is to be completed as a supplement to a unit's standard COVID-19 Prevention Plan, as required for all University workplaces.** A separate addendum must be completed for each program or site. This plan must be submitted and reviewed by the Office for Youth Programs Development and Support (OYPDS) prior to start of the program.

Date:	Completed By:
Name of COVID-19 Site-Supervisor:	
Youth Program and Department Name:	
Program Location(s):	
<i>This Addendum should be stored along with your COVID-19 Prevention Plan. Both files should be accessible to your staff. Additionally, your Plan and Addendum will be added to your registration in the Youth Program Registration form by OYPDS staff.</i>	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
1. COVID-19 Prevention Plan and Site-Supervisor	<input type="checkbox"/> Youth program director has notified OYPDS of intention to operate <input type="checkbox"/> Youth program director has notified unit head of intention to operate <input type="checkbox"/> Youth program director has notified building coordinator of youth program operation, if applicable <input type="checkbox"/> A COVID-19 Site Supervisor has been identified and will be available during program hours <input type="checkbox"/> Personnel have been included on "eligible to return to work" list	

SOCIAL & PHYSICAL DISTANCING	Check all that apply (all required as possible):	Describe:
<p>2. Describe how you are implementing the social distancing requirements for staff and volunteers (maintaining 6+ feet spacing between people, minimizing interpersonal contact) during program operating hours.</p>	<p>Describe any implementation steps taken for staff and volunteers not already indicated in your Unit plan. If none, specify none.</p>	
<p>3. Describe how you are implementing the social distancing requirements for families and youth participants (maintaining 6+ feet spacing between people, minimizing interpersonal contact).</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Abiding by maximum program/group capacity determined based on room size, ratios and group limits <input type="checkbox"/> Keeping groups segregated; no combining groups or “floating” staff through multiple groups per day <input type="checkbox"/> Staggering drop-off, pick-up times <input type="checkbox"/> Receive and release youth participants to parent/guardian outside facility to reduce outside traffic within facility <input type="checkbox"/> Limiting parent/staff contact at check-in/check-out <input type="checkbox"/> Selecting program activities to maximize space between participants <input type="checkbox"/> Physical separation between participant groups and program areas <input type="checkbox"/> Minimizing sharing of toys or equipment/providing individualized resources <input type="checkbox"/> Stagger use of common areas like outdoor play areas <input type="checkbox"/> Increase access to fresh air through ventilation systems, open windows, or increased outside time, as appropriate 	

<p>4. Describe how you are communicating physical distancing requirements to staff, families, youth participants and visitors.</p>	<p>All audiences</p> <p><input type="checkbox"/> Posters/signage/floor markings installed or posted</p> <p><input type="checkbox"/> Established written policies and procedures</p> <p>Staff/volunteers</p> <p><input type="checkbox"/> Communicated during staff training/meetings</p> <p><input type="checkbox"/> Provided notice to vendors/contractors</p> <p>Parents/Guardians/Participants</p> <p><input type="checkbox"/> Written communications e-mailed or distributed to parents/guardians</p>	
<p>5. Describe critical youth-related tasks that cannot be done while maintaining the 6-foot distance. Unit head pre-approval required</p>	<p>Describe task, frequency, duration and required PPE and safety measures in place. If none, specify none.</p>	
<p>PRECAUTIONS FOR SICK PERSONNEL & PARTICIPANTS</p>	<p>Check all that apply (all required as possible):</p>	<p>Describe:</p>
<p>6. Describe how you are preventing staff/volunteers with symptoms from coming to the site and/or working while sick.</p>	<p>Describe any implementation steps taken for staff and volunteers not already indicated in your Unit plan. If none, specify none.</p>	

<p>7. Describe how you are preventing youth participants and their parents/ guardians with symptoms from coming to the site or participating while sick.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Collecting relevant health information and medical consents for participants <input type="checkbox"/> Collecting Acknowledgment of Risks forms for all participants <input type="checkbox"/> Performing daily symptom screening or attestation for youth who participate in programs at UW location <input type="checkbox"/> Informing families and requiring participants who may be ill or symptomatic to stay (or go) home <input type="checkbox"/> 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) <input type="checkbox"/> Discussing accommodations for youth at higher risk of severe illness with DSO and OYPDS <input type="checkbox"/> Keeping a daily log of youth and visitors to the program location(s) (maintain for 4 weeks) 	
<p>8. Describe practices for responding to suspected or confirmed COVID-19 cases, including those that emerge during the program.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Process in place for identifying new symptoms during the program <input type="checkbox"/> Process in place for immediate physical separation of those displaying symptoms during program activities (with safe supervision, if youth participant) <input type="checkbox"/> Logging participant illness and absences <input type="checkbox"/> Performing enhanced cleaning and disinfection 	
<p>9. Describe the reporting procedures for when a participant tests positive for COVID-19.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Notifying appropriate county health department (For King County: King County Coronavirus Call Center at (206) 477-3977) <input type="checkbox"/> Notifying the EH&S Employee Health Center <input type="checkbox"/> Notifying families and personnel (while protecting private health information) <input type="checkbox"/> Follow guidance about closures and reopening 	

CLEANING AND DISINFECTING	Check all that apply (all required):	Describe:
10. 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.	<input type="checkbox"/> Using the 3-Step Method to Clean, Rinse and Sanitize/Disinfect the entire facility with EPA-registered household disinfectants, using COVID-19 disinfecting standards <input type="checkbox"/> Incorporating room cleaning into your daily staff schedules or responsibilities. <input type="checkbox"/> Removing hard to clean toys or objects <input type="checkbox"/> Rotating toys and other high touch objects to allow sufficient time for cleaning	
11. List the product(s) used to clean and disinfect.	<input type="checkbox"/> If using bleach/water solution, using at youth-approved concentration (5.25-8.3%)	
12. Describe the safety precautions that are taken when using disinfectant(s).	Describe additional safety precautions taken that are not already indicated in your Unit plan. If none, specify none.	
GOOD HYGIENE	Check all that apply (all required):	Describe:
13. Describe methods used to encourage good hygiene practices.	<input type="checkbox"/> If using hand sanitizer, soliciting parental consent <input type="checkbox"/> If using hand sanitizer, allowing supervised use only <input type="checkbox"/> Including handwashing in daily schedules and at key transitions <input type="checkbox"/> Asking staff, youth participants and visitors to avoid hand shaking, hugging or other physical contact	

<p>14. Describe the safety precautions taken for food and drink preparation, distribution and consumption.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Designating separate sinks for food preparation <input type="checkbox"/> Designating specific staff to prepare and distribute food and drinks <input type="checkbox"/> Serving food in group-specific locations rather than common areas <input type="checkbox"/> Serving individual portions and discouraging food or utensil sharing 	
<p>PERSONAL PROTECTIVE EQUIPMENT</p>	<p>Check all that apply (all required):</p>	<p>Describe:</p>
<p>15. Provide personal protective equipment (PPE) and guidance on how to use it.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Cloth face coverings are worn by staff and youth age 5 and older when others are in the program area and outdoors when a 6-foot distance from others cannot be maintained. <input type="checkbox"/> Encourage, but do not require, children age 2-4 to wear a cloth face covering 	
<p>COMMUNICATION AND TRAINING</p>	<p>Check all that apply (all required):</p>	<p>Describe:</p>
<p>16. Communicate safe practices.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Program director confirms completion of UW general COVID-19 Safety Training <input type="checkbox"/> Age-appropriate materials used when possible <input type="checkbox"/> Contact person identified; contact information shared with families 	
<p>17. Communicate hazards and safeguards to protect personnel.</p>	<p>Describe additional communications methods undertaken that are not already indicated in your Unit plan. If none, specify none.</p>	