



# Parent Handbook COVID-19

FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



## Introduction

The coronavirus is thought to spread mainly from person-to-person

- Between people who are in close contact with one another (within about 6 feet)
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks
- These droplets can land in the mouths or noses of people who are nearby or possibly inhaled into the lungs
- More recent studies have shown that COVID-19 can even be spread by people who are not showing any symptoms

The YMCA is committed to following new safety measures for families, children, and staff in order to reduce the spread and keep everyone as healthy as possible.

## Ratios & Group Size

### Best Practices

- Staff will wear a cloth face covering unless it is unsafe for them
- Childcare staff will prevent groups from mixing and staff will stay with the same group throughout the day

### According to Virginia's Phase III guidelines

- For children age 4 and above, including school-age children up to age 13, group size maximum is 22 (including staff) as long as social distancing of six feet is maintained between different groups.
- Groups of children may share the same physical space (gymnasium) so long as social distancing of six feet is maintained between groups, and children do not mix between groups.
- Groups of children can play outside at the same time if social distancing of six feet is maintained between groups and children do not mix between groups. Maintain an overall limit of 50 people for all outdoor activities.

## Arrival & Check-in Procedures

- Parents/caregivers should adhere to social distancing guidelines during arrival and pick up
- The Y Staff will ask screening questions and check temperatures of all staff and children upon arrival. If any of the following exist, they will initiate COVID-19 response which includes sending a person home
  - Temperature of 100 degrees or higher
  - Any signs or symptoms of COVID-19 (cough, shortness of breath, lack of taste/smell, etc.)
- Staff must sign in on a tracking log and will record their temperatures
- Program will document anyone who enters facility

- Staff will escort child to their huddle area after handwashing

## Departure of Children

- Parents/caregivers should follow social distancing of 6 feet or more when picking up child
- Staff will have children wash hands and then escort children and their belongings to the parent for departure
- Best practices
  - Parent/caregiver should, when safe to do so, wear a mask for pick up and drop off

## Sanitary & Preventive Practices

- The childcare site will stagger the use of communal space, such as play areas and bathrooms. Where possible, staff will sanitize the space in between groups.
- Staff will sanitize toys in between groups and remove toys that cannot be properly sanitized
- Staff will do hourly spot surface cleaning of all touchpoints, including door handles, furniture, counters, keyboards, etc.

## Handwashing

YMCA staff must follow rigorous handwashing procedures

- Upon arrival for the day, after breaks, and upon returning from outside
- After using the restroom
- After contact with bodily fluids or cleaning up spills
- After cleaning and sanitizing or using any chemical products
- Before and after eating, serving, and preparing food
- Before and after completing a medical procedure including administering medication
- When visibly soiled
- Prior to departure

Children attending the program must follow rigorous handwashing procedures

- Upon arrival
- After using the restroom
- After contact with bodily fluids
- After returning inside from outdoor play
- Before and after eating
- When visibly soiled
- Prior to departure

## Illness & Communicable Disease

In addition to the normal illness and communicable disease policies we have updated this information to outline policies during the COVID-19 Pandemic

- The YMCA must immediately send home any child or employee who has a temperature of 100 degrees or higher. This individual may not return until they are fever-free for 24 hours, without the use of fever-reducing medication
  - Children run fevers for many reasons, such as colds. If your child is running a fever of 100 degrees or more, do not take them to before or after school care. Your child should stay home for at least 24 hours after their fever subsides.
  - Watch for symptoms of COVID-19, such as a sore throat, cough, fever, headache, runny nose, and difficulty breathing. If your child is exhibiting any of these symptoms, contact your healthcare provider and keep your child at home.
- If the individual has had contact with someone confirmed or probable to have COVID-19, he or she must complete isolation or quarantine procedures in coordination with the local health department prior to returning to the program. All suspected or confirmed cases need to be reported to the Bedford YMCA Childcare Director, Nancy Mineo, who can be reached at 586-3483
- If your child has tested positive for COVID-19, they should not return to the program for at least 14 days since the onset of symptoms and at least three days without a fever, without the help of fever-reducing medicines such as ibuprofen & acetaminophen. Determining their return will be up to the Childcare Director, Nancy Mineo, in accordance with guidelines from the local health department.
- If the YMCA site has a confirmed case of COVID-19
  - The staff will isolate areas and conduct a deep sanitation
  - YMCA Childcare Director should be notified as soon as possible, and she will contact the health department for guidance.
  - The staff will work with the local health department to identify potentially exposed individuals to help facilitate effective contact tracing
    - YMCA staff will track and document where individuals are assigned to be able to trace exposure given the chance that there is a confirmed case



## Statement of Acceptance Bedford YMCA Childcare

Acceptance of new procedures based on COVID-19 and new emergency rules.

Anyone who is using the center must read, sign, agree, and follow the policy and procedures in order to participate in Bedford YMCA programs.

I have read and fully understand the Bedford YMCA policy and procedures for COVID-19. I also understand that this document can be changed at any time with or without notice by administrator.

I understand that the safety, health, and wellbeing of children, families, and staff rely on my due diligence to keep myself and family following guidelines and rules placed by the State of Virginia.

Please check one of the following:

- I have read the COVID-19 policy online and accept
- I have read the COVID-19 policy on site and accept

\_\_\_\_\_  
Please print child's name

\_\_\_\_\_  
Parent/Caregiver signature

\_\_\_\_\_  
Date