BE SAFE CHICAGO

Be Safe. Out-of-School Programs

CHICAGO

Effective January 23, 2021

Be Safe. Out-of-School Programs

What's in this guide?

Gradually Resume (Phase IV)

Cautiously reopening Chicago requires:

Healthy interactions

Social distancing

Limitations on physical distance to other individuals

Gathering size

Limitations on gatherings of individuals

Protective gear

Use of protective gear by individuals

Hygiene requirements

Ensuring hygienic interactions (e.g., hand washing)

Safe spaces and conditions

Entry access

Entry/exit condition for access to space

Cleaning standards

Actions taken to disinfect space

Visual guidance

Hygiene resources and guidance posted in space

Workplace conditions

Evaluation of foot traffic, ventilation, etc.

Operational resilience and monitoring

Flexible models

Flexibility with sick leave, remote work (when possible)

Operational resiliency

Support for operational flexibility (e.g., multiple shifts)

Travel guidelines

Restriction of movement of people between locations

Testing / tracking

Facilitation of testing and tracking

- Recommended guidance -

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Illustrative example

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What may be different?

1. **Visual signage** posted throughout facility regarding hygiene, social distancing, PPE, and more
2. **Symptom screening** required for participants before entering facilities
3. Staff frequently **disinfect** facilities. If possible, have **individual participant bins** to limit sharing of objects
4. Group participants into **stable cohorts** with **assigned staff**
5. Ensure at **least 30 feet of distancing** between cohorts when outside
6. All meals **individually packaged;** adequate supply of **bottled water**

- Recommended guidance -

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Healthy interactions

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Minimize social interactions between all participants

- Maintain social distancing of 6 ft (where possible); allow individuals in same cohort to interact within 6 ft of distance
- Even if program is outdoors, ensure enough indoor space is available (e.g., Chicago Park fieldhouses, recreation centers) to accommodate all participants with at least 6 ft. distancing; If a large enough indoor space is not available, ensure access to smaller rooms for additional participants
- Ensure all meals are individually packaged and consumed in assigned groups
- If possible, encourage participants and staff to wear colors corresponding with their group to make social distancing easier to manage

Limit group sizes; no mixing of staff or participants between groups

- **CLICK HERE to view more specific Out-of-School Program Phase IV capacity restrictions**
- Assign two staff members to each group; if only one staff can be assigned, ensure a floater is assigned to no more than two groups
- Allow multiple cohorts to utilize the same facility, as long as 30 ft. of distancing can be maintained
- Where possible, assign participants from the same household/community to the same cohort
- Where possible, assign the same indoor room to each cohort for the duration of the program

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Healthy interactions

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Ensure staff and participants have access to face coverings at all times

- Require staff and participants to wear face covering over their nose and mouth, except for when eating, playing a musical instrument, or when outside and able to maintain a safe social distance (additional exceptions can be made for individuals with medical conditions or disabilities that prevent them from safely wearing a face covering)
- Require external vendors to wear face coverings at all times
- If possible, assign individual bins/ lockers for all participants to keep program PPE and kits (e.g., crayons) separate from one another

Ensure regular handwashing for all participants and staff

- Require participants to wash hands with soap and water or use hand sanitizer regularly
- Ensure availability of hand sanitizers in every room
- Encourage participants to avoid touching facility accessories and to use own equipment as much as possible

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Safe spaces and working conditions

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Perform daily symptom checks for all participants, staff, and visitors

- Prior to entering establishment, all employees self-screen (e.g., questionnaire - see appendix) to ensure no symptoms of COVID-19
- Prior to leaving home, encourage staff and participants to self-identify symptoms and stay at home if symptomatic
- Log entry of each participant with relevant information (e.g., name, phone number, address) before permitting access to main facilities
- Perform daily symptom screening for participants at entrance; persons who display signs of illness must not be permitted on premises
- Follow fixed schedules for all external vendors, and allow entry only after logging in and completing symptom screening

Consider alternate approaches to reduce interactions during entry

- Require participants to enroll in advance of the start of all programs (e.g., completed online or over the phone); prohibit walk-ins
- Encourage contactless login and limit exposure throughout entry process as much as possible
- Reduce interactions with parents and other participants by designating drop-off and pick-up spaces
- If possible, introduce staggered drop off and pick up times

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Safe spaces and working conditions

Gradually Resume (Phase IV)

Enhance cleaning procedures for high touch surfaces and shift changes

- Follow cleaning guidelines as outlined by CDC
- Clean high touch surfaces every 2 hours (e.g., door knobs); if possible, avoid usage altogether
- Minimize sharing of objects between individuals of different households
- If sharing is required, sanitize objects before and after each use, including at the beginning and end of each day
- Train staff on proper cleaning procedures for facilities/equipment
- Use disposable gloves when removing garbage bags or handling and disposing of trash; wash hands immediately after removing gloves

Provide visual guidance for participants and parents throughout facilities

- Display signage for guidelines/protocols related to face covering, social distancing, hand washing, and cleaning
- Where possible, encourage the use of visual markings to promote 6 ft. distancing (e.g., in eating area)
- Where possible, use visual cues to modify traffic flow to minimize contact (e.g., designated entrance/exit areas)
- Where possible, ensure consistency of visual cues across all parks/outdoor spaces

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Safe spaces and working conditions

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Identify choke points (e.g., corridors, entrance/exit), and ensure distancing norms are maintained

- Ensure common areas/break rooms allow for social distancing by, e.g., removing furniture or staggering break times
- If facility has stations for individual recreation activities, ensure distancing of at least 6-ft. between stations
- Where possible, leave doors and windows open to promote ventilation
- Limit use of elevators, where possible

Take extra precautions for safety of participants and staff

- Encourage individuals to use reusable water bottles, and provide disposable cups near drinking fountains, where possible; train participants and staff on appropriate use of drinking fountains (e.g., do not place mouth on the spout and clean hands after touching surfaces)
- If possible, establish an isolation area for symptomatic participants (with supervision); clean area and leave empty for at least 3 hours after use
- Require symptomatic staff to leave premises as soon as possible

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Operations and monitoring

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Minimize participant interactions across cohorts

- Designate select staff as 'safety captains' to monitor capacity limits and social distancing during all activities
- If possible, broadcast regular announcements on reducing the spread of COVID-19 on PA system
- Avoid activities and events such as field trips and special performances
- Ensure support for staff if they are feeling anxious or have concerns about returning to work
- Limit individuals on site to essential staff only; encourage non-essential staff to work from home to limit capacity and reduce exposure

Take additional measures to keep participants and families informed

- Where possible, include messages about behaviors that prevent spread of COVID-19 in communications with staff and families (e.g., on websites, in emails, and through social media accounts)
- Update waiver forms to clearly outline transmission risk for participants and other members of their household (with emphasis on vulnerable populations)
- Frequently communicate new procedures to parents/guardians

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Operations and monitoring

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Provide adequate training and support to staff to set the tone for a safef environment

- Train staff on safety protocols, along with emotional needs of children and families in current environment
- Train staff on importance of self-care and regulation to set the tone for a safer environment
- Educate children on need for social distancing, PPE, and other relevant safety measures
- If possible, incorporate public health discussion and messaging into program

Limit unnecessary travel for programs

- Encourage participants to avoid touching unnecessary surfaces/objects while walking
- Direct parents and participants to City's guidelines for various modes of transportation
- If program provides transportation, follow all transportation guidelines published by the City, including (but not limited to) sanitizing vehicles before and after each use, providing hand sanitizer to participants, practicing social distancing, and wearing face coverings

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Operations and monitoring

Gradually Resume (Phase IV)

Follow CDPH and CDC guidance for testing and tracing protocols

- If employee does contract COVID-19, they must follow all CDC guidelines before returning to work
- If an employee is identified as being COVID-19 positive by testing, cleaning and disinfecting must be performed according to CDC guidelines
- Any employee who has had close contact with co-worker or any other person who is diagnosed with COVID-19 should self quarantine according to CDC guidelines
- If a facility becomes aware of 2 or more cases possibly associated with an establishment over a 14 day period, employers are required to report cases to CDPH
- Follow all other CDPH guidance set forth and comply with CDPH recommendations in response to a workplace outbreak

Glossary

Gathering: A group of individuals outside a single household who are part of a spontaneous or planned event convening for more than ten minutes

Handwashing: The act of thoroughly cleaning one's hands with soap and water for at least 20 seconds or using a disinfectant capable of eliminating the virus that causes COVID-19

Social distancing: The physical spacing of at least six feet between individuals, or groups of individuals.

PPE: Personal protective equipment (e.g., face coverings, goggles, face shields); requirements vary based on industry and specific circumstances

Self-screening sample questionnaire

Self-screening: A protocol by which an employee answers questions at the start of a shift. Subject to the guidance of the Commissioner of Health, the questions may include:

- Have you had a body temperature over 100 degrees Fahrenheit or have you used a fever reducer in the previous 24 hours to treat a body temperature over 100 degrees Fahrenheit?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new or worsening sore throat that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Have you recently developed a complete loss of smell or taste?

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Public health resources

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National resources for further guidance

General workplace guidance

CDC – *Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again*: https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf

CDC – *Guidance for Businesses and Workplaces* https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

OSHA *Guidance on Preparing Workplaces for COVID-19*: https://www.osha.gov/Publications/OSHA3990.pdf

Out-of-School Programs guidance

Restore Illinois Day Camps Guidelines – *Guidelines for day camps issued by State of Illinois:* https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines3/summerprograms.pdf

US Department of Education – *COVID-19 Information and Resources for Schools and School Personnel*: https://www.ed.gov/coronavirus

CDC – *Guidance for Youth and Summer Camps* : https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html

Supplemental Guidance from CDC – *Camps opening decision tree*: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Camps-Decision-Tree.pdf

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