

# Youth Enrichment Services (YES)

## Policies and Procedures

### School Year 2022-2023

#### Introductory Message

During the COVID-19 pandemic, Youth Enrichment Services (YES) is committed to offering programs safely and responsibly with guidance from the Center for Disease Control and Prevention (CDC), Department of Public Health (DPH), and state of Massachusetts. This is a working document outlining policies and procedures in place to prevent the spread of Covid-19 at YES. It will be modified to address changes in the current health crisis.

Updates to these operational plans may be required during the season depending on many factors, such as when states report their latest COVID-19 data and when state and health regulatory agencies establish or retract specific safety requirements.

The COVID-19 pandemic has reminded us of the importance of flexibility and patience, which we will need to exercise as the pandemic and its uncertainty persists. We appreciate your understanding and cooperation during this time.

The policies outlined here go into effect starting Oct. 12<sup>th</sup>.

#### General Safety Protocols

- Youth, staff and volunteers must be symptom free in order to participate. Symptoms include: Fever (100.4° Fahrenheit or higher), chills or shaking chills, cough (not due to other known cause, such as a chronic cough), difficulty breathing or shortness of breath, new loss of taste or smell, sore throat, headache when in combination with other symptoms, muscle or body aches, nausea, vomiting, or diarrhea, fatigue, when in combination with other symptoms, nasal congestion or runny nose.
- Outdoor Settings: masks are welcome but not required.
- Indoor settings: masks are welcome but not required.
- **Overnight settings: Everyone must submit a negative covid test before participation.**
- Before participation, youth, staff, and volunteers will receive a copy of COVID-19 Policies and Procedures, which they are expected to follow when participating in YES sanctioned activities
- **All staff and adult volunteers are required to be vaccinated and boosted, unless they request a medical or religious exemption.**
- All youth participating in programs with any indoor component are required to be vaccinated and boosted if eligible.

## Hygiene and Handwashing

- Participants are required to sanitize or wash their hands before and after activities, and before eating, at YES and at the activity location, and whenever equipment is shared.
- Hand sanitizer with at least 60% alcohol may be used at times when handwashing is not available. Parents are encouraged to send youth with their own sanitizer; however, YES will have hand sanitizer at YES, on transportation vehicles, and at the activity site.
- YES will have additional face masks for youth, staff, and volunteers in case someone does not have one or one becomes soiled during the day.

## COVID-19 Testing:

- If a youth is displaying COVID symptoms during an overnight, YES staff (who have been trained by our health care consultant) may administer or support a child in administering an at home Covid Test.
- Parents must provide consent for the administration of the test.
- Camp Programming must comply with reporting requirements for positive test. COVID-19 is a notifiable disease and results must be reported to the Massachusetts Department of Public Health within 24 hours.
- Proof of a negative test that was administered up to 12 hours before program start is required (PCR, Molecular or at-Home antigen test) before youth can join an overnight program. Contact YES staff if you have trouble scheduling or procuring a test.
- If negative tests are not provided, YES may prohibit a youth, volunteer or staff from attending programming
- Individuals who have tested positive within the last 90 days, have been cleared from isolation, and can provide lab results or a Dr.'s notes clearing participation do not need to meet Arrival Testing requirements.

## In the Case of Illness

- Staff actively monitor youth throughout the day for health concerns and COVID-19 symptoms.
- Parents or guardians must be available by phone during program hours in case the youth need to be picked up for medical reasons.
- If a youth, volunteer, or staff becomes ill during a trip, they will be removed from group and arrangements will be made for their departure.
- Youth will not be allowed to remain at a program site during their quarantine or isolation period.
- Youth, staff and volunteers must not have a fever or symptoms for 24 full hours before returning to the program
- Guardians should report COVID-19 cases to Laura Neubauer the Director of Programs and Operations at [lneubauer@yeskids.org](mailto:lneubauer@yeskids.org), immediately.

## COVID-19 Diagnosis

- If a youth, staff or volunteer is diagnosed with or tests positive for COVID-19, they should remain in isolation until a doctor or public health authority confirms they may leave their home. This time period is approximately 10 days.

- If a person tests positive while at camp, staff will arrange for their departure from camp, and that person will remain in isolation until their departure.
- Upon receiving a positive COVID-19 diagnosis, youth, volunteers, and staff should report it immediately to YES. YES Staff will then immediately contact the Boston Public Health Commission (617-534-5611) regarding any new cases.

### COVID-19 Exposure

- Youth, staff and volunteers who are not vaccinated should quarantine if they were exposed to someone with COVID-19 but haven't shown symptoms or had a positive COVID-19 test. If 5 days after your exposure you have no symptoms, you can end quarantine and join programs, masked for day 5-10. After day ten a mask is not required.
- Vaccinated individuals do not need to quarantine after exposure but should monitor themselves for symptoms.
- Exposure is when a person comes into close contact (less than 6 feet away for more than 15 minutes) from a person who is positive for COVID-19.
- Exposure for non-vaccinated individuals in any setting, make youth, staff and volunteers ineligible to participate until the 10-day quarantine is complete, or 7 day quarantine with a negative test.

### Plan for Program Closings due to COVID-19

- If there is a confirmed case of COVID-19 by YES staff, youth, or volunteers who have participate on the trip (at YES, and/or at the activity site), the YES site will be closed for sanitization. All exposed staff, youth and volunteers will follow the above quarantining and testing protocols.
- Parents and guardians will be notified email in the case of program closing due to COVID-19, or other reason in the case of exposure.
- A youth's reservation with any YES Program is reserved and final once payments have been received. All payments are non-refundable except for YES canceling due to safety issues or weather concerns. Efforts will be made to make-up days lost to program closings, but make-up days are not guaranteed.

### Cleaning and Disinfecting

- YES's headquarters daily cleaning and sanitation schedule will be as follows:
- **Daily Cleaning - Common tables, chairs, common areas, kitchen, banisters.**  
1<sup>st</sup> floor program space (Ops staff)  
2<sup>nd</sup> floor conference room (YA staff)  
2<sup>nd</sup> floor common area (Admin Staff)  
All Floors (Saturday): United Cleaning

Use the following line for log-in for the cleaning areas:

<https://fs30.formsite.com/volunteeryeskidsorg/grhteqaxph/index.html>

- Use the following line for log-in for the cleaning areas:  
<https://fs30.formsite.com/volunteeryeskidsorg/grhteqaxph/index.html>
- Common materials and equipment will be part of the daily cleaning and sanitation schedule (see above).

- All cleaning and sanitation schedules and protocols will be posted visibly through YES's Headquarters.
- YES's Van will be cleaned and sanitized both before and after use. This includes all seats, doors, door handles, dashboard, and all driver/passenger instruments.
- Buses will be cleaned and sanitized before and after use. This includes all seats both front and back.
- Cleaning logs will be kept noting the date, time, and scope of the cleaning.
- Frequent disinfecting of the following heavy traffic and high-touch transit areas will follow the above schedule:
  - Copy Machine
  - Kitchen (refrigerator)
  - Entrance doorknob
  - Bannisters on stairs
  - Conference room table
  - Water cooler
- In the case of a youth, volunteer or staff testing positive for COVID-19, the YES site and programs will be shut down for a building-wide professional sanitation using United Cleaning Company per CDC guidelines.
- ✓ Sanitizing Products used by YES approved by the Environmental Protection Agency (EPA):
  - ✓ Lysol All Purpose Cleaner
  - ✓ Microban Sanitizing Spray
  - ✓ Lysol Wipes
  - ✓ Clorox Wipes
  - ✓ Clorox Clean Up Sanitizer

### Food Service and Safety

- Snacks provided by YES will be prepackaged.
- Any food or beverage containing nuts or nut like ingredients is prohibited.
- Youth are to bring their own water bottles.

### Resources

COVID-19 isolation and quarantine information:

<https://www.mass.gov/guidance/information-and-guidance-for-persons-in-quarantine-due-to-covid-19>

Information and Guidance for Persons in Quarantine due to COVID-19

<https://www.mass.gov/guidance/information-and-guidance-for-persons-in-quarantine-due-to-covid-19>

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>