

Youth Enrichment Services (YES)

Policies and Procedures

Fall/Winter 2021-2022

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.

We recognize the youth and amateur sports guidance has been updated to no longer require face coverings for youth athletes 18 and under while playing outdoor sports, and that effective May 29, all youth and amateur sports restrictions will be lifted.

Private organizations like YES have the right to mandate their own COVID-19 policies as they see fit. YES policies are outlined here.

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 additional 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.

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: For youth and family masks are welcome but not required. Staff and Volunteers are not required when socially distant from others. Staff/Volunteer should have a mask accessible for their use when they are unable to socially distance themselves and wear it when they come into close contact with others
- Indoor settings: For everyone, masks are required except when eating, drinking, or standing more than 6 feet apart.

- 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, unless they request a medical or religious exemption

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.

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, 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 laneubauer@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.
- 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.
- In addition, YES requires two negative COVID-19 tests, or doctors note stating they are okay to participate before returning to programs.

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 10 days after your exposure you have no symptoms, you can end quarantine. You can end your quarantine after 7 days if you get tested and are negative for the virus.
- 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.

- If a youth, volunteer or staff is exposed during a YES program (at YES, on the bus or other transportation, and/or at the activity site), they will be notified by email and phone, less than 24 hours after YES staff receive that information.
- 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 participated on the trip (at YES, and/or at the activity site), the YES site and programs will be closed for 24 hours for sanitization. All exposed staff, youth and volunteers will follow the above quarantining and testing protocols.
- Parents and guardians will be notified by email in the case of program closing due to COVID-19, or other reason and also by phone 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 with the exception of 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.
1st floor program space (Ops staff)
2nd floor conference room (YA staff)
2nd 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/qrhteqaxph/index.html>

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- 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

Outdoor Activity Check-in

- For TF Youth/families check-in and pick up at their individual groups.
- Operation SnowSports YETTI Trips Check-in and Drop Off will occur outside the building
- Other programs check in with staff onsite.

Indoor Activities Check-in at YES Head Quarters: YES Academy

- For everyone, masks are required except when eating, drinking, or standing more than 6 feet apart.
- Youth should check-in with the staff person leading the activity day

Transportation

- **Masks are to be worn during travel inside any YES Van or Bus**
- **Vehicles are cleaned between groups**

Activity Day

- Participants group for Operations SnowSports Outdoor Adventure and Track and Field will not exceed 15 youth per group
- Most activities and lessons take place outdoors at designated areas.
- For activities and events taking place inside the building, masks will be worn

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>