

# Youth Enrichment Services (YES)

## Operation Snowsports Policies and Procedures Winter, 2020-2021

### Introductory Message

During the COVID-19 pandemic, Youth Enrichment Services (YES) is committed to offering snow sports 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 during the 2020-2021 winter season. It will be modified to address changes in the current health crisis.

For the safety of our youth, staff and volunteers YES will limit some aspects of programming to assure that it is following infection control guidelines. As such, YES will institute infection control practices contained in this document that must be followed by all those involved in programs. Updates to these operational plans may be required during the 2020-2021 winter season depending on many factors, such as when states report their latest COVID19 data and when state and health regulatory agencies establish additional safety requirements.

The COVID-19 pandemic has reminded us 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

- Health screening is required for all participants (youth, volunteers and staff) to screen them for COVID-19 symptoms. Any youth, volunteer, or staff responding positively to any of the health checks will not be permitted to participate. Responses will be recorded and maintained on file.
- Symptoms to monitor include the following: 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.
- Questions to ask are the following: Has there been close contact or are you residing in the same household as someone who has tested positive for COVID-19? Have you been told to isolate by a

doctor or are you a contact tracer? Are you currently awaiting the results of a COVID-19 test that is not part of routine surveillance testing? Have you had recent travel outside of MA?

- Masks are required at all times, except when eating or drinking.
- Face coverings that are not secured at the bottom, like bandanas, are not permitted.
- Parents should send youth with an additional mask.
- Social distancing at 6 feet is required at all possible times.
- Before participation, youth, staff, and volunteers are required to complete a virtual training or orientation on COVID-19 Policies and Procedures.
- Direct service staff are tested for COVID-19 once a month.

### Hygiene and Handwashing

- Participants are required to sanitize or wash their hands before and after activities, and before eating, or entering the bus, 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 transportation 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 and must provide a negative COVID-19 test.
- 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 test 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 before returning to programs.

## COVID-19 Exposure

- Youth, staff and volunteers 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.
- 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 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, on the bus or other transportation, 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 YES's Operation Snowsports 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:
- ✓ Morning Cleaning - Common tables, chairs, common areas, kitchen, banisters. Individual offices.
- 1<sup>st</sup> Floor (Monday-Thursday & Sunday): OS Staff
- 2<sup>nd</sup> Floor (Monday-Friday): 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>

- ✓ The sharing of common office materials and equipment will be avoided. These 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

### Equipment/Gear Fitting

- Time-specific reservations are required for all equipment fitting and rentals.
- Guardians drop youth off at the door and refrain from entering the YES building.
- YES will schedule and monitor the capacity of the YES building to ensure the number of persons in the Ski Rental Shop is limited to 10, and the number of persons in the main orientation room is limited to 6.
- Youth, staff and volunteers will rent equipment for the full season.
- Gear that is tried on but not used is sanitized before it is returned to the rental rotation.
- Traffic flow through YES's building is one-way as indicated by signage.

### Check-in and Drop Off

- Youth check-in online, outside the YES office YES, or at the Activity Location. Check-in times will be staggered to reduce crowding.
- Health Screening will take place immediately upon arrival to YES. Parents will stay on-site with youth until the screening is completed to help answer questions and in case the youth is not permitted to participate due symptoms or other exclusion criteria.
- Families sign up for meeting at YES or at the activity location before the program begins. Families can choose round trip travel or self-transport. They cannot change mid-season.
- Parents and guardians may not drop off youth before the bus arrives.
- Youth will load bus directly after check-in.

## Transportation

- YES staff will direct youth and volunteers to load the bus, starting at the back. Each new youth takes the next available, socially distant seat which will be clearly noted. All other seats will not be used.
- Staff records the bus seat assignment which will be consistent to and from the destination.
- Youth, staff and volunteers will be seated no more than one person per bench, alternating sides for each row, which allows them to maintain approximately 3 feet of physical distance.
- Youth from the same household may sit together with 2 per bench.
- Bench/Seat behind the driver is left open.
- Whenever possible, windows will be open to improve ventilation during transit.
- Passengers eating during bus travel is discouraged; masks are to be worn at all times.
- Each trip will have designated and scheduled snack times and places.
- Staff acts as bus monitors to ensure guidelines are followed.
- 55 passenger coach buses will be filled at 31% allowing 17 passengers. If the size of the bus changes, YES will continue to follow the state regulations or 31% capacity.
- YES Staff review all transportation protocols with all passengers.
- YES has received written document from the contracted bus company regarding the sanitizing of the bus before each trip and the health check of the bus driver.
- A YES Emergency Vehicle and Driver will be available in case of urgent issues that arise during the trip day.

## Activity Day

- Downhill class sizes are limited to 8 people (6 youth, 2 volunteer coaches).
- Cross country class sizes are limited to 12 people (10 youth, 2 volunteer coaches).
- All activities and lessons take place outdoors. Lodges are off limits except for bathroom usage, water refills, and emergency situations.
- Youth gear up in buses or vehicles.
- Snacks and meals are distributed and eaten on the bus or outdoors, in class groups, where youth are spaced 6 feet apart.
- YES will follow the guidance of the ski resort partner in loading ski lifts safely.
- Youth, staff and volunteers only ride the chair lift with persons in their group, with an open seat between when chair size allows, or ride the chair alone if their skill level allows for it.

## Food Service and Safety

- Snacks provided by YES will be prepackaged.
- Youth need to pack meals and extra snacks from home.
- Any food or beverage containing nuts or nut like ingredients is prohibited.
- Youth are to bring their own water bottles.
- Each group will have designated and snack times that will take place outdoors

## 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>

- Specific sanitizing products to be used for sanitizing equipment, buses, YES offices, etc. including name and EPA registration number. Be sure to check EPA List-N to verify the product is approved for the COVID-19 virus.

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