



Kyler's Kicks Lounge COVID-19 Procedures

Kyler's Kicks is looking forward to officially reopening and welcoming everyone back! We thank you in advance for understanding and applying these necessary sanitation and safety procedures. We truly value each and every one of you, especially your health and safety. We understand that these new procedures may take some getting used to, but we can get through anything together. Kyler's Kicks will stay up to date on all current COVID-19 guidelines and will alter our COVID-19 Sanitation and Safety Procedures as necessary.

Lounge Entrance Procedures-

Step 1: Kyler's Kicks Volunteers, Teen Members and Mentors may only enter Kyler's Kicks Lounge one at a time.

Step 2: All Teen Members, Teen Mentors and Volunteers must stand/sit in social distancing squares outside of Kyler's Kicks Lounge, or wait inside of your vehicle for your turn to sign into Kyler's Kicks Lounge.

Step 3: A Kyler's Kicks Teen Mentor or Volunteer will greet Teen Members outside of Kyler's Kicks to assist with sign in.

Step 4: Everyone entering Kyler's Kicks will have their temperature taken and recorded before entering the building.

Step 5: If you have a temperature of 100.4 or above, you may not enter Kyler's Kicks

Step 6: Guardians may wait inside of their vehicles for a Kyler's Kicks Teen Mentor or Volunteer to bring you the sign in sheet for your signature.

Step 7: Only Current Kyler's Kicks Teen Mentors, Volunteers and Teen Members are allowed inside of Kyler's Kicks during Therapeutic Sessions.

Step 8: Anyone other than Current Teen Members, Volunteers or Teen Mentors including but not limited to donation drop off or any other type of deliveries, guardians, guests, donors, sponsors, or maintenance crew, must schedule an appointment before entering Kyler's Kicks.

Step 9: Kyler's Kicks must follow all COVID-19 capacity limits at all times.

Step 10: Upon entering Kyler's Kicks, it is imperative that everyone uses Approved Hand Sanitizer and/or washes their hands immediately and thoroughly. *See hand washing guidelines below*

Hand Washing Guidelines- All Kyler's Kicks Teen Members, Volunteers and Teen Mentors are required to wash their hands using these guidelines upon entering Kyler's Kicks Lounge, Before and after every activity, and before you leave Kyler's Kicks.

Step 1: Wet Hands. Wet your hands and apply enough liquid soap to create a good lather.

Step 2: Rub Palms Together. ...

Step 3: Rub the Back of Hands. ...

Step 4: Interlink Your Fingers. ...

Step 5: Cup Your Fingers. ...

Step 6: Clean the Thumbs. ...

Step 7: Rub Palms with Your Fingers.

Step 8: After Cleaning for 20 Seconds Rinse Thoroughly

Step 9: Dry your hands and fingers completely with a paper towel

Step 10: Place your used paper towel into an approved trash can

Therapeutic Programs- Following all current social distancing guidelines in all of our Therapeutic Programs is critical to the health and safety of everyone at Kyler's Kicks.

Step 1: A Kyler's Kicks Volunteer or Teen Mentor will Disinfect and Sanitize all Tables, Doorknobs, Light Switches, Countertops, Handles, Desks, Phones, Keyboards, Game Systems, Tv's, TV and Gaming Remotes, Computer Screens, Walls, Chairs, and all Materials Required for programs, including but not limited to Art Supplies and Music Equipment **See Sanitation Guidelines Below

Step 2: All Kyler's Kicks Teen Members, Volunteers and Teen Mentors must wash their hands before every Therapeutic Program including but not limited to group therapy sessions, art, music and life skills programs. **See Handwashing Guidelines Above**

Step 3: All Kyler's Kicks Teen Members, Volunteers and Teen Mentors will be given an individual pencil box for pencils, markers, paintbrushes, etc. that will be kept at Kyler's Kicks.

Step 4: All chairs and tables will be socially distanced at all times.

Step 5: All Kyler's Kicks Teen Members, Volunteers and Teen Mentors will be seated at a personal table or will be distanced at 6 ft apart at all tables.

Step 6: Kyler's Kicks Teen Members must ask a Kyler's Kicks Teen Mentor or Volunteer to check out items on the check out shelves. Only Kyler's Kicks Teen Mentors and Volunteers will have access to the Check Out and Supply Shelves in Kyler's Kicks Entrepreneurship Room and Hallway Shelves for sanitation purposes at this time. Check out items are not allowed to be opened or used inside of Kyler's Kicks.

Step 7: Only video games and/or board games that can be played while safely social distancing 6 ft apart may be played inside of Kyler's Kicks. All other games and items must be checked out through a Kyler's Kicks Teen Mentor or Volunteer to be played at home. All games must be sanitized thoroughly before being returned to Kyler's Kicks Shelves.

Step 8: All Kyler's Kicks Teen Members, Volunteers and Teen Mentors must wash their hands after every Therapeutic Program including but not limited to group therapy sessions, art, music and life skills. *See Handwashing Guidelines Above*

Step 9: A Kyler's Kicks Teen Mentor or Volunteer will Disinfect and Sanitize all Tables, Doorknobs, Light Switches, Countertops, Handles, Desks, Phones, Keyboards, Game Systems, Tv's, TV and Gaming Remotes, Computer Screens, Walls, Chairs, and all Materials Required for programs, such as markers and paint brushes after every Therapeutic Program or Activity. **See Sanitation Guidelines Below

. **Meals-** With our unemployment rates at an all time high in Nevada, it is crucial that Kyler's Kicks continues to provide nutritious meals for Kyler's Kicks Teen Members, Teen Mentors and Volunteers while following all guidelines.

Step 1: All meals will be prepared and served by a current Nevada Food Card holder.

Step 2: All Kyler's Kicks Teen Members, Teen Mentors, and Volunteers must wash their hands before eating. **See Handwashing Guidelines above**

Step 3: All meals will be served on disposable plates with disposable utensils. All Drinks will be served individually bottled from the distribution center or provided in disposable cups.

Step 4: Kyler's Kicks Teen Members, Teen Mentors and Volunteers will remain socially distanced during meal times.

Step 5: Kyler's Kicks Teen Mentors or Volunteers will remove any trash from Kyler's Kicks Teen Members' individual tables and place all trash directly into an approved trash can.

Step 6- Upon leaving Kyler's Kicks, Kyler's Kicks Teen Members, Teen Mentors and Volunteers may request a take home food box. Take home food boxes may not be opened inside of Kyler's Kicks.

Kyler's Kicks Pick Up Procedures-

Step 1: A Kyler's Kicks Teen Mentor or Volunteer will greet guardians outside of Kyler's Kicks or come to your vehicle to assist with sign out. If there is not a Kyler's Kicks Teen Mentor or Volunteer outside due to early or late pickup, please ring the doorbell.

Step 2: All guardians must wait in the social distancing squares outside of Kyler's Kicks, or wait inside of your vehicle for your turn to sign out your Kyler's Kicks Teen Member.

Step 3: Before leaving Kyler's Kicks, it is imperative that everyone washes their hands thoroughly. *See hand washing guidelines above*

Step 4: Kyler's Kicks Teen Members, Teen Mentors and Volunteers will exit Kyler's Kicks Lounge one at a time.

Increased Sanitation- We will increase our current sanitation procedures concentrating on frequently touched surfaces, and all Materials Required for programs included but not limited to art supplies, music equipment **See Sanitation Guidelines Below

Step1. A Kyler's Kicks Teen Mentor or Volunteer will regularly sanitize all touch points such as Tables, Doorknobs, Light Switches, Countertops, Handles, Desks, Phones, Keyboards, Toilets, Faucets and Sinks, Game Systems, Tv's, TV and Gaming Remotes, Computer Screens, Walls, Chairs, and all Materials used for all programs and activities.

Step 2. A Kyler's Kicks Teen Mentor or Volunteer will sweep and sanitize all floors daily with approved disinfectant.

Step 3. A Kyler's Kicks Teen Mentor or Volunteer will take out all trash including the bathroom trash can with gloves and place the trash in an approved trash can.

Step 4. A Kyler's Kicks Volunteer will replace our High FPS Air Filters regularly.

Step 5: Anyone entering Kyler's Kicks must wear a face covering at all times, due to current Nevada guidelines.

- Oxygen levels will be checked and recorded by a Kyler's Kicks Volunteer to ensure safe oxygen levels are being attained while wearing a mask.

Step 6: Increased access to hand sanitizer for everyone.

Sanitation Guidelines- Kyler's Kicks Teen Mentors and Volunteers will practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, and electronics (see below for special electronics cleaning and disinfection instructions)) with household cleaners and EPA-registered disinfectants that are

appropriate for the surface, while following label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions that you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

(Non-porous) Surfaces

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
 - Follow manufacturer's instructions for all cleaning and disinfection products for (concentration, application method and contact time, etc.).
 - Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
- Bleach solutions will be effective for disinfection up to 24 hours.

Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
 - Otherwise, use products that are suitable for porous surfaces.

Electronics

- For electronics such as cell phones, tablets, touch screens, remote controls, and keyboards, remove visible contamination if present.
 - Follow the manufacturer's instructions for all cleaning and disinfection products.

- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.