



Youth Enrichment Association, Inc.

COVID-19 PREPAREDNESS PLAN



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Introduction



The Youth Enrichment Association, Inc. is a 501 (c)(3) nonprofit youth development organization that works with several partners to provide quality, affordable resources and programs for youth and their families. In order to maintain the quality of our resources and programs, safety must be a priority. As the world continues to navigate through the COVID-19 global pandemic, YEA must do its part to reduce the spread of the coronavirus and keep our stakeholders safe and healthy.

The YEA Leadership devised this COVID-19 Preparedness Plan that provides the details of YEA's efforts to assure organization-wide safety. Included are mandates, restrictions, policies, and procedures that YEA has actively begun implementing at our office, host sites, and partner sites. All YEA staff, contractors, volunteers, youth, and families are required to adhere to the guidelines published in this plan. Any questions regarding this plan shall be directed to YEA's Chief Operations Officer, Brandon Rodgers, at brodgers@yea-inc.org

COVID-19 PREPAREDNESS PLAN

YEA's COVID-19 preparedness plan are categorized in by the following:

01

MANDATES

Rules that all will be expected to follow to assure safety

02

SCALING

The adjustment of numbers to meet our desired safety goals

03

RESTRICTIONS

Limits and controls put into place to assure safety

04

SCREENING

Protocols put in place to identify possible safety threats

05

SANITATION

Cleaning and Sanitizing measures being taken

06

TESTING

Required testing for staff and scholars

OBJECTIVES AND PLANS

The objectives of this plan are to

- assure that all YEA stakeholders are aware of our COVID-19 safety efforts
- assure safety at all YEA facilities and host-site facilities.
- do our part to educate both youth and adults about the danger and prevention of COVID-19
- Comply with federal, state, and local COVID-19 guidelines

This safety plan will be implemented immediately following the distribution of this plan.



MANDATES

- All staff members are required to be trained on safety protocols in this plan.
- All staff members are required to wear KN95 facemasks at all times inside YEA and host-site facilities.
- Students and visitors are required to wear cloth or non-surgical facemasks at all times inside YEA and host-site facilities.
- All staff, students, and visitors are required to maintain a social distance from others at all time.
- Staff and students will be required to wash their hands at least twice during program time and following any restroom break. Students and staff will also sanitize their hands in between activities.
- Each stakeholder and parent must sign a COVID-19 Liability Release Waiver before participating in any YEA program, activity, or event.

SCALING

- YEA will operate all programs at 50% (half) capacity for the 2021-2022 program calendar year.
- YEA will limit the number of participants at all events and activities by hosting several smaller versions of each event for the 2021-2022 program calendar year. (i.e. instead of having one big parent orientation, YEA will host 2-3 smaller orientations.
- YEA will limit the number of in-person interactions by communicating via email, phone, and instant messages when possible.



RESTRICTIONS

- YEA will limit the number of external guests (including but not limited to parents, community members, and non-essential staff members) at YEA and host-site facilities during any youth programming.
- YEA will limit large group gatherings and instead split students up during activities.
- YEA will limit partner, group, and team activities that would require students to be close proximity.
-
- YEA staff members and volunteers will only engage students in activities that allow for safe social distance.
- No person who has been into close contact with with someone who has shown symptoms or who has tested positive for COVID-19 will be allowed to enter any YEA or host-site facilities.

SCREENING

- All staff members, students, volunteers, and permitted guests will be screened upon entrance to YEA and host-site facilities. Screening will consist of temperature check, self-examination for any illness symptoms or potential contact, and a peer evaluation for any illness symptoms.
- Any person who does not pass the screening will not be permitted to enter YEA or host-site facilities.
- Any person who develops or displays symptoms during program time will be sent home immediately.



SANITATION

- YEA will maintain a inventory of cleaning, sanitation, and personal hygiene supplies at all YEA and host-site facilities.
- Students and staff are required to maintain clean working areas.
- All facilities will be thoroughly cleansed and sanitized at the conclusion of each week.
- All frequently used surfaces and items will be thoroughly cleaned and sanitized each day.
- Staff members will be responsible for the sanitation of his/her assigned working space. (i.e. classroom, office, desk, etc.)
- Any area or surface that has been directly exposed to germs, including bodily fluids will be cleaned and sanitized immediately.
- Any and all common areas will be thoroughly cleaned and sanitized throughout the day.

TESTING

- Program staff members, volunteers, and activity partners will be required to submit negative COVID-19 test results one week prior to the start of any program.
- Program staff members, volunteers, and activity partners will be required to submit negative COVID-19 test results during the midpoint of any program.
- Failure to provide negative COVID-19 test results will result a temporary unpaid suspension until the results are provided.
- Paid COVID-19 testing will be reimbursable with the submission of a valid receipt. However YEA will provide a list of free or low-cost testing sites.



SITE CLOSURE

In the event that someone tests positive for COVID-19. YEA will require that all individuals who came into close enough contact with COVID-19 positive individual will be sent home immediately. They will also be required to be tested and test negative before returning to work or program. The entire YEA or program host-site facility will be closed for the three days following the announcement of a positive COVID-19 test result to allow for proper and deep cleaning and sanitation.

The parents, legal guardian, or the emergency contact of any minor will be asked to retrieve their child immediately. They will also be reminded of the procedures following a site closure. Staff members will also be reminded of said procedures, Program Directors and Site Managers will coordinate the next steps in all emergency site closures.

COVID-19 EDUCATION



- YEA will aim to educate all stakeholders about the information, dangers, and prevention of COVID-19 and other traveling viruses and germs.
- YEA will post and provide educational content and graphics around its facilities as well as host-site facilities, like the ones found in the **appendix**.
- YEA will closely monitor and follow all guidelines set forth by the Centers for Disease Control and other recognized health institutions.
- YEA will also adhere to any guidance set forth by local, state, and national officials or agencies to assure the best care of all youth and staff.

Appendix

WASH YOUR HANDS

#StopTheSpread

Use soap
and water for
at least

20 seconds



Handwashing 101

Source: World Health Organization

1



Wet your hands before applying soap

2



Rub soap all over your palms, the backs of your hands, and in between your fingers

3



Do this process for at least 20 seconds before rinsing

4



Wipe your hands with a clean towel or paper towel and void rubbing too vigorously

HOW CAN I PROTECT MYSELF

AGAINST COVID-19?

Wash your hands **frequently**

Avoid touching your eyes, nose, and mouth

Avoid crowded places and put space between yourself and others

Cough or sneeze into your **bent elbow or a tissue**

If you have fever, cough, or difficulty breathing, **seek care early**. Call beforehand and follow medical advice.



SOURCE: WORLD HEALTH ORGANIZATION

#StopTheSpread

CORONAVIRUS SYMPTOMS

**The following symptoms may appear
2-14 days after exposure**

These symptoms are usually mild
and begin gradually

- Fever
- Fatigue
- Shortness of breath
- Cough

Seek medical advice if:

- You live in the an area with an ongoing spread
- Have been in close contact with a person known to have COVID-19
- You develop symptoms

Source: World Health Organization

Physical Distancing 101

Physical distancing slows down the spread of the coronavirus, which keeps our resources available to those in need.

Stay away from mass gatherings

Keep a distance of 6 feet (2 meters, or about one body length) away from other people

Avoid touching other people, and that includes handshakes



WHAT IS COVID-19?

Corona viruses (CoV) are a large family of viruses and causes illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).

MOST COMMON SYMPTOMS:

- Fever
- Tiredness
- Dry cough

Some people become infected but don't develop any symptoms.

Most people (about 80%) recover from the disease without needing special treatment.

WHO'S AT RISK:

- OLDER PEOPLE
- People with underlying medical problems like high blood pressure, heart problems, diabetes, asthma.

WHAT TO DO:

When you experience symptoms, seek medical attention immediately.

How to Safely Wear a Medical Mask

Source: World Health Organization



Do's

- ✓ Thoroughly wash hands with soap and water before touching the mask
- ✓ Check the mask for any tears or holes
- ✓ Find the top side where the metal piece or stiff edge is
- ✓ Ensure that the colored side faces outwards
- ✓ Place the metal piece/stiff edge over your nose
- ✓ Cover your mouth, nose, and chin.

Do's

- ✓ Adjust the mask without leaving gaps on the side
- ✓ Avoid touching the mask
- ✓ Use the straps to remove the mask
- ✓ Keep the mask away from you or any surface when removing it
- ✓ Discard the mask immediately after use, preferably into a closed bin
- ✓ Wash your hands after

Dont's

- ✗ Don't use a ripped or damp mask
- ✗ Do not wear the mask only over mouth or nose (both must be covered)
- ✗ Do not wear a loose mask
- ✗ Do not touch the front of the mask
- ✗ Do not do other things that will require touching the mask
- ✗ Do not leave used mask within the reach of others
- ✗ Do not re-use the mask

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