

CHURCH AFTER SCHOOL ASSOCIATION BACK-TO-SCHOOL COVID-19 GUIDELINES 2020-2021 SCHOOL YEAR PROGRAM

Introduction

The guidance below has been developed in an effort to make childcare and after school operations as safe as possible by limiting exposure and social interaction. This guidance will likely change, as we are learning more about COVID-19 each passing day. The following chart represents the level of actions that will be taken due to COVID-19 outbreaks within each facility.



Church After School Association reserves the right to amend these guidelines at any time.

COVID-19 Operation Levels	As an organization, Church After School Association, Inc is committed to keeping our students and team members safe and healthy. The following guide outlines what procedures will take place during each level of operation.
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BACK-TO-SCHOOL COVID-19 GUIDELINES 2020-2021 School Year Program


NORMAL	<p>Implement “normal” operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"> • Communicate with MSDH and CDC health officials for recent COVID-19 guidelines. • Procedures established for students and team members who exhibit symptoms or feel ill. • The facility will operate using the VSP (Venue Sanitation Program) that is designed to prevent and control the introduction, transmission and spread of germs and growth of bacteria within our venues. • Signage will be posted in classrooms, hallways, and entrances regarding good hygiene and COVID-19 related information. • Implement social distancing when possible. • Students will practice social distancing by sitting (2) per seat during transportation (50% capacity) from school to the organization and distancing during food service and program operations. • Team Members will be required to wear face masks at all times. • Students will be required to wear face masks when social distancing is not possible. • Upon each Team Members arrival, each Team Member will be required to undergo a pre-screening and temperature check. • Upon each student’s arrival, each student will be required to undergo a pre-screening and temperature check. • Upon entering the facility, team members and students will be required to wash hands with soap and water. • Students will have access to hand sanitizing stations located throughout the building and on all transportation vehicles. • Parents will be strongly encouraged to remain in their vehicle during pick-up/drop-off. • Limited visitors will be allowed into the facility, and all visitors will be screened for symptoms before entry into the facility. (visitors will be defined at church employees) • Exposure will be defined as close contact of less than 6 feet for over 15 minutes (aggregate time) without a mask.
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ELEVATED	<p>Implement “elevated” operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"> • Communicate with MSDH and CDC health officials for recent COVID-19 guidelines. • Procedures established for students and team members who exhibit symptoms or feel ill. • The facility will operate using the VSP (Venue Sanitation Program) that is designed to prevent and control the introduction, transmission and spread of germs and growth of bacteria within our venues. • Team Members will be required to maintain constant sanitation procedures during operation. • Signage will be posted in classrooms, hallways, and entrances regarding good hygiene and COVID-19 related information.
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	<ul style="list-style-type: none"> • Implement social distancing at all times. • Students will practice social distancing by sitting (2) per seat during transportation (50% capacity) from school to the organization and distancing during food service and program operations. • Team Members will be required to wear face masks at all times. • Students will be required to wear face masks at all times. • Upon each Team Members arrival, each Team Member will be required to undergo a pre-screening and temperature check. • Upon each student's arrival, each student will be required to undergo a pre-screening and temperature check. • Upon entering the facility, team members and students will be required to wash hands with soap and water. (students will be subject to additional frequent handwashing) • Students will have access to hand sanitizing stations located throughout the building and on all transportation vehicles. • Parents will be required to remain in their vehicle at all times during pick-up/drop-off. • No visitors will be allowed into the facility during operation hours. • Exposure will be defined as close contact of less than 6 feet for over 15 minutes (aggregate time) without a mask.
HIGH	<p>Implement "high" operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"> • Organization closes for 14 days or until it is safe for students to return. • The organization will provide professional cleaning for the facility. • All Team Members will be re-trained on coronavirus basics, including the prevention of infection and spread of the disease, hand washing, hygiene, personal protective equipment, signs and symptoms of coronavirus infection and the guidelines for operations in our facilities.



Regulations

<p>Face Coverings</p> 	<p>Church After School Association will provide one mask for all students and team members each day. We will follow the City of Tupelo Executive Order. The Executive Order stipulates children under the age of 12 will not be required to wear a mask. However, Church After School Association will expect and highly encourage all students to wear a mask when not able to socially distance themselves from other students or team members. For example, when students are consuming snack or outside and socially distanced, they will not be expected to wear a mask. However, if students are asked to work in close proximity to other students or team members, face coverings will be necessary. Any policy regarding face coverings will be sensitive to the needs of students and team members with medical issues that make the wearing of a face covering inadvisable. Students and team members will be expected and highly encouraged to wear masks where applicable and feasible. Face coverings are applicable when social distancing is not possible, and it is not feasible for a young child to wear a mask all day. While we expect and highly encourage our students and team members to wear masks when social distancing is not possible, it is absolutely necessary to wear masks in the following situations:</p> <ul style="list-style-type: none"> • Arrival and Dismissal • Transitions • Small group play or individual time with team members such as homework help
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<p>Hand Sanitizer</p> 	<p>Church After School Association will provide increased access to hand sanitizer stations throughout the day.</p> <ul style="list-style-type: none"> • Hand sanitizers will only be used with those students who can safely use hand sanitizer. • Hand soap and water will remain the first choice of sanitizing hands. • Proper hygiene will be built into all daily routines. • Church After School Association is using child friendly techniques to help students learn the importance of hygiene and hand washing with signage and music.
<p>Cleaning and Disinfectant</p> 	<p>The facility will operate using the VSP (Venue Sanitation Program) that is designed to prevent and control the introduction, transmission and spread of germs and growth of bacteria within our venues.</p> <ul style="list-style-type: none"> • Disinfectants will be correctly applied and kept out of reach of students. • Frequent sanitization will take place in all highly touch areas throughout the day during operation and the building will go through a deep clean at the end of each day. • Disinfectants will include soap, water and bleach solutions rated 50-1,000ppm. • A bleach solution of 50-200ppm will be used to disinfect when students are present. • A bleach solution of 1,000ppm will be used to disinfect when students are not present (deep clean).
<p>Groups</p> 	<p>Church After School Association will limit group sizes both indoors and outdoors in accordance with guidance provided by the Mississippi Department of Health.</p> <ul style="list-style-type: none"> • We will limit any nonessential visitors, volunteers and activities involving external groups. • Lanes will be designated in the hallways as flow paths to keep students separated and to minimize congregations of students where practical. • Schedules will be developed so that groups of students are staggered to decrease the number of students in hallways and in building areas at one time.
<p>Practicing Prevention</p> 	<p>Church After School Association will teach and reinforce good hygiene measures such as washing hands, covering coughs, and wearing face coverings.</p> <ul style="list-style-type: none"> • We will provide hand soap and hand sanitizer, paper towels, and no-touch trash cans in all bathrooms, classrooms, and areas of high/frequent traffic. • Signs will be posted in rooms, hallways and entrances to communicate how to stop the spread of COVID-19. • Ventilation systems will operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or team members.
<p>Transportation</p> 	<p>Church After School Association will operate transportation vehicles around 25 percent capacity to facilitate social distancing.</p> <ul style="list-style-type: none"> • Students will be assigned seats. • Hand sanitizer will be provided for students and bus drivers. • There will be no field trips until further notice. • Each transportation vehicle will be deep cleaned at the end of each day. • Protocols will be established in an effort to minimize congregation of students.
<p>Serving Meals</p> 	<p>Social distancing protocols will be followed during all food services. To avoid traditional serving lines, students will not be allowed to collect lunch/snack items themselves.</p> <ul style="list-style-type: none"> • All food products will be brought to students directly to minimize contact. • We will use disposable plates, cups, utensils, etc. • We will conduct cleaning protocols before and after food services where students consume food. • Students will not be allowed to share food. • To adhere with our touchless food services policy, we will not allow students to use push button water fountains. Students requesting water will be given a cup with water. Students are encouraged to bring their own water bottle or container from home.

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<p>Illness</p> 	<p>Church After School Association has developed an exclusion policy that will assist in the decision-making process when it comes to students or team members who are showing signs or symptoms of illness.</p> <ul style="list-style-type: none"> • If a student or team member test positive for COVID-19, we will immediately notify local health officials and enrolled families while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. • If a student or team member becomes ill, before the student or team member returns, the student or team member must be free of fever or illness for 72 hours without fever reducing medications. • Students or team members that are determined by the Mississippi Department of Health as testing positive with COVID-19 will be required to quarantine for 14 days or until free of illness. Students or team members will be required to get tested before returning to any program with a negative test result. • Facility of the student or team member that test positive will remain open and receive professional cleaning before students return. • Parents must inform Church After School Association of any family member within the household who test positive for COVID-19. Failure to do so will result in dismissal of the student from the program.
<p>After School Program</p> 	<p>Church After School Association operates our after-school program from Monday through Friday based on the calendars from the Tupelo Public School District and the Lee County School District. For the 2020-2021 school year, we have adjusted our after-school operating hours to accommodate the early release of students.</p> <ul style="list-style-type: none"> • Operating from Monday-Friday, 2:00pm-5:30pm. • Students will be picked up from school and transported to each program facility.
<p>All-Day Care Program</p>	<p>Church After School Association operates our all-day care program as a dual program within each school year. This program is designed to offer childcare during school holidays that are not typically observed by the business community. Separate registration and pre-payment are required for participation. Information on these special holidays will be distributed three weeks prior to the holiday. Tuition is charged for the entire program, not per day of attendance; however, you may attend for fewer days at the higher rate.</p> <ul style="list-style-type: none"> • Operating from 7:30am-5:30pm
<p>School Closures</p>	<p>In preparation for potential TPSD or LCSD closures due to COVID-19, Church After School Association Board of Directors and Administrators will reassess the current situation while adhering to the Mississippi Department of Health guidelines. If in the event Church After School Association makes the decision to switch programming from after-school to all-day care due to school closures, we will notify parents who have chosen dual enrollment for the 2020-2021 school year.</p>
<p>Communication</p>	<p>Church After School Association uses multiple ways of communicating with our families and the general public. Each of our student locations have a direct line of communication that parents are encouraged to contact during operation hours. Parents and the public may also contact our direct office. We use emails as our main source of communication with our parents and team members; however, you may also go to our webpage www.casatupelo.com or follow us on social media for the most up-to-date information.</p>

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Exclusion Policy	Students who attend Church After School Association must be generally healthy and free from infections or communicable disease. Students who exhibit symptoms of illness may not attend Church After School Association. The exclusion policy flow chart that is included as a supplement to these guidelines will help to guide you with this decision-making process.
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Exclusion Policy Flow Chart

