

Protocol guidelines have been established to ensure that all Social & Learning Institute program staff, students, volunteers, and visitors follow the procedures and hygiene practices outlined in this document to hinder the potential spread of the COVID-19 virus in the program environment. Adherence to protocol is mandatory and vital to the safe continuation of program services.

A. Guidance

The Institute will follow the guidance of health and governing agencies at both the federal and state levels. Institute guidelines and procedures will be revised based upon recommendations and information that comes directly from the Indiana State Department of Health (ISDH) and the Centers for Disease Control and Prevention (CDC).

B. Operating Protocols

1. **Cleaning.** A thorough cleaning and sanitizing of the building will be completed at the conclusion of each program day. Specific areas of concentration will include the entrances, classroom, main hall, kitchen, restrooms, and office.
2. **Supplies.** Supplies will be available throughout the building at all times. These supplies will include facial tissue, 70% or higher alcohol-based hand sanitizer, disinfecting wipes or spray bottles of disinfectant and paper towels, soap, face masks, and gloves.
3. **Training.** Program staff will be trained on proper use of PPE, infection control, and how COVID-19 is transmitted. Training will include instruction on what to do if exposure to COVID-19 is suspected, and steps to take if an individual tests positive for the virus.
4. **Additional Plans. Activity** specific plans related to the safe delivery of services will be developed by program staff as necessary.

C. General Rules

1. **Stay home when you are sick!**
2. **Symptoms.** Any individual displaying multiple symptoms will be isolated and sent home as soon as possible. These symptoms include fever over 99°F, shortness of breath, continuous cough, loss of smell &/or taste, headache, sore throat, muscle/body aches, vomiting, and diarrhea.
3. **PPE.** All program staff and students regardless of vaccination status will not be required to wear a face mask within the building unless Executive Director deems that it is necessary. If masks are deemed necessary students families, caregivers, guardians will be notified. All outside program facilitators, volunteers, and visitors will not be required to wear a mask regardless of vaccination status, unless it is deemed necessary by the Executive Director. All Students and Staff will be required to wear a mask during off-site program activities only if required by the facility we are visiting.

4. **Hygiene.** Students will receive continual instruction on proper hand washing, infection control and Institute procedures on preventing the spread of germs and COVID-19.
 - Handwashing should happen frequently for at least 20 seconds with soap and water.
 - Sneezes and coughs should go into a facial tissue or sleeve. All tissues should be disposed of immediately after use in a lined trash can.
 - Use of hand sanitizer is required when soap and water are not available.
 - Avoid touching of the face.
 - Avoid sharing items such as utensils and beverages with others.
 - Use of the drinking fountain is prohibited.
5. **Replenishing supplies.** Program staff will be responsible for restocking cleaning supplies and PPE on a daily basis.
6. **Cleaning surfaces.** Frequently touched surfaces will be sanitized multiple times throughout the program day. These surfaces include chairs, desks, phones, countertops, tables, computers/equipment, switches, handles, and doorknobs. Restroom surfaces will be sanitized following each use. Fitness equipment will be sanitized following each use.
7. **Deep cleaning.** A professional service will provide a comprehensive cleaning and disinfection each month.
8. **Ventilation.** As weather permits, doors and windows will be opened to provide additional ventilation.
9. **Reminders.** Signs will be posted throughout the building providing reminders of proper hygiene and known symptoms of COVID-19.
10. **Development.** The Institute will stay informed of developments in the community and respond accordingly.

D. Response Plan

In order to address various situations that may develop, the following guidelines reflect the response the Institute will take in an effort to minimize exposure.

Definitions

Direct Exposure - Defined as any individual within 6 feet of an infected person for at least a total of 15 minutes over a 24-hour period.

Indirect Exposure - Contact that does not qualify as 'close' contact.

Figure 1.1 Guidelines for Return for all Students/Staff

	Initial Action	Conditions to Attend	Additional Action to Take
Indirect Exposure	Monitor for symptoms.	Continue to attend.	Report any presenting symptoms to program staff immediately.
Direct Exposure (regardless of symptoms)	Go home. Get tested.	Negative test result.	Monitor for symptoms and report changes to program staff immediately.
Positive Diagnosis	Isolate 5 days	Must quarantine for 5 days, starting day 1 the day that positive test was taken.	Monitor for symptoms and report changes to program staff immediately.
Temperature of 99° F or greater	Go home.	Return after 24 hours of no fever, without use of fever reducing medication.	Monitor for symptoms and report changes to program staff immediately.
Multiple Symptoms and/or Continuous Temperature of 99° F or greater	Go home.	If symptoms persist longer than 3 days or worsen, a physician's note will be required.	Monitor for symptoms and report changes to program staff immediately.

If the Social & Learning Institute program environment becomes exposed, meaning any individual having been present within the past 14 days tested positive, the Institute will:

1. Immediately notify guardians, caregivers and providers of the situation.
2. Send notification home with students.
3. Open outside doors and windows to increase air circulation, weather permitting.
4. Continue to clean and sanitize all areas of the building.
5. Maintain communication with the affected and exposed individual(s).

The decision to close and/or reopen the Institute will be made by the Executive Director. All factors concerning safety and well-being of staff and students will be considered.

NOTE: In all circumstances, The Social & Learning Institute encourages individuals to consult with a physician for any medical needs. Additionally, the Institute recommends contacting the local health department with any information related to exposure.