

Club K Illness Preventative Measure Plan for March 2020

Hi Club K Site and Office Staff,

As the news continues to collect about Coronavirus(COVID-19) and the spread of the virus in Oregon, Club K is working hard to be ahead of questions and possible spread to our programs and staff by putting in place preventative practices for the month of March. Our goal is to keep our staff, students and families healthy and to run our programs as normal with no lapses in care. We want everyone to feel secure and prepared to have a healthy spring bringing positive experiences to our students. At this time our students and staff are healthy and we want to ensure that that level of health and security continue through the end of this school year. Here are some immediate precautionary measures that will go into effect as of Monday **March 9th, 2020**.

Calendar Adjustments:

All large group interactive trainings or meetings will be postponed until April **2020**. This ensures limited close contact between large groups of staff members who are interacting with various communities across our districts. As we learn more about the spread of Coronavirus (COVID-19) we can make informed decisions about large group interactions going forward.

- **3/13 Lunch and Learn** postponed until April 2020 (date to be announced)
- **3/17 All Staff Meeting on Playground Safety** postponed until April 2020 (date to be announced)

Conference Call Options for Small Meetings:

Small group meetings will be held via conference call, google hangout or zoom meetings with Site Directors to limit the number of staff in the office through the end of March.

- Zoom or Google Hangout Links will be included on calendar invites for one on ones or small group meetings
- **3/11 Programming Meeting** will be held either via Zoom Meeting or Conference Call, more information will be sent out regarding agenda and call in procedures in the next 24 hours.

Telecommute Encouraged for Site Directors and Field Managers: Due to our Site Directors and Field Managers interacting with their core communities out in the field, we have determined it a best practice for the next 3 weeks to encourage off site hours for all staff who work on site for the majority of their afternoon shifts. This enables staff to work in an isolated space, without bringing possible inadvertent exposure from one site to other personnel who will carry that exposure out into the field. For off site hours, here are the basic requirements and expectations.

- Approved for Field Managers
- Approved for Site Directors
- Approved for Assistant Site Directors (contact Brad and Katy if Laptops need to be checked out)
- Lead Teachers doing prep time, need to coordinate with their Site Director for location and access to their program laptop
- All Off Site Hours take place after 8:30am unless approved by Field Manager
- All Off Site hours take place during scheduled off site or in office hours
- Site Directors, Assistant Site Directors, Field Managers, email supervisor when they begin their off site hours.
- All staff working off site, need to call in for any scheduled meetings, either via google hangout or zoom call.

- Responsibility form will be shared on Monday 3/9/20 that will be used daily to show evidence of work completion to supervisor during the next three weeks while these preventative measures are put in place.

New Office Cleaning Expectations:

Any staff who work in the main office will be expected to follow these additional cleaning expectations while we are working on these preventative measures.

- Handwashing upon arrival and leaving the building in addition to regular handwashing procedures.
- Sanitizing personal work area at the end of the day including the following areas
 - Door knobs
 - Work area
 - Telephone

Illness and Exclusion Reminders:

If you have an illness stay home! Fever, cough, cold symptoms. Club K Core Value for Responsibility requires our team to be responsible for our work and commitments, right now that means staying home from work if you are ill above being committed to your program to come to work sick. Follow proper call in procedures.

Program and Final Interview Procedures:

- Program Interviews:
 - Language will be added to Program Interview Confirmation about illness policies and expectations to reschedule if feeling ill before the interview
 - Instruct Candidates to wash hands when entering the program as their Program Interview begins.
- Final Interviews will be scheduled via Google Hangout to limit contact with outside candidates and prevent unknown exposure. This will only be in place for a limited time as we gain knowledge about the possible spread of Coronavirus.

Please remember these are all preventative measures for Club K. Being that we work with a large community of youth and staff it is smart to be cautious and proactive to protect everyone as we learn more about the Coronavirus (COVID-19) presence in Oregon. Thank you for all you do and your commitment to our families. We appreciate you and are here for you if you have any additional questions or clarifications. Exposure notice policies and procedures regarding Coronavirus and other illnesses will be shared with Field Managers and Site Directors to be added to our Emergency Plan expectations this week.

Make it a great week!