



Programming Precautions for Operations

Monday March 16th-Tuesday March 31st

Zoom Team Conference Call

Sunday March 15th 4:00pm

Link Below (please clock in for the call)

Join Zoom Meeting

<https://zoom.us/j/XXXXXXXXXX>

Meeting ID: XXXXXXXXX

Read Entire Communication/ reference Action Items

Modified Operations for the school closures at the following locations Site staff hours 7:30-5:30

Terra Linda	8:00-5:00
Vose	8:00-5:00
Mary Woodward	8:00-5:00
Bridegport	8:00-5:00
Boones Ferry	8:00-5:00

COVID-19 Recommendations from OCC

Club K had consulted with the Office of Child Care to ensure that the recommendation was for care programs to continue operating during the school wide closure in the state of Oregon. It is important for Club K and other providers to provide the needed care to families with no other options and who are necessary in service and health fields. We are choosing to do this by putting into place procedures that put the safety of our students and staff at the highest priority. Here is the information issued by the Early Learning Division.

[ELD Announcement 3-13](#)

We will continue to monitor recommendations from both the Oregon Health Authority and the Early Learning Division to determine if care can be provided throughout the duration of the public school closures.

Action Items :

- 1. Print Blank Parent Sign in and Out Sheets**
- 2. Print Blank Master Roster Forms**
- 3. Print Group Roster Forms**
- 4. Print 3 copies of student Wellness Check Form**
- 5. Print Staff Wellness Check Form**
- 6. Identify check in area and set up with listed materials**
- 7. Set up program space to allow for additional space for meal and activity time**

NEW MANDATORY PRECAUTIONS

Check In Procedures

Check in Table and Staff Monitoring:

- There will be a check in station set up outside of the activity space or directly at the entrance of your activity space
- A staff member will be stationed at the check in table for the entire length of program hours
- The following items will be at the check in table
 - Parent board
 - Parent Sign in and out Sheet
 - Master Roster Clipboard with emergency contact list
 - Hand Sanitizer
 - Cell phone or walkie talkie to contact program leaders to send student out to check in area
- Parents will check in at **drop off** at the check in area and student will go through wellness check, then transition into program independently
- Parents will check in for **pick up** at the check in area and staff member will communicate to program leaders to send student to the check in table for pick up. If check in area is in program space, parents will wait at the check in table until student gathers their personal belongings and comes all the way to the check in table.
- The check in table **PURPOSE** is to limit adult contact touches in the activity area

Wellness Checks:

When students and staff check into Club K Activity areas, all will go through a quick, documented wellness check in alignment with the The Wellness Check includes the following questions.

- 1. Does your child have a cough, sore throat or shortness of breath?**
- 2. Has your child traveled outside the country in the past 30 days**
- 3. Has your child come into contact with anyone who is confirmed for Covid-19?**
- 4. Are you living with anyone who is not feeling well?**
- 5. Child's temperature**

Form is in the link below: (Please print 3 copies of the Student Wellness Form to allow for multiple families to complete at the same time

[Student Wellness Check](#)

[Staff Wellness Check](#)

- If any of the questions 1-4 are answered with a YES, student should not be allowed to attend.
- Student's temperature is taken with thermometer (using a thermometer cover) and placed under the tongue.

- If temperature reads above 99.5 student will not be allowed to attend Club K until fever free for 48 hours without medication
- Form will be kept on the master clipboard and returned with courier paperwork at the end of each week

Hand washing Reminders

Hand washing is the most effective preventative measure for limiting the spread of illness. Make sure all students and staff are following the below procedures for handwashing.

- Wash hands with soap and water for at least 20 seconds
- Students and staff wash hands upon arrival into the program space
- Students and staff wash hands before and after meal time
- Students and staff wash hands after returning into the building from outside play
- Students and staff wash hands after using the restroom

Meal Time Procedures

- **Disbursement of Snacks**
 - Staff members will wear food prep gloves and hand out snacks to students
 - Staff members will wear food prep gloves and disburse all utensils and napkins
 - Staff members will assist with opening food while wearing food prep gloves
 - Once gloves are used to open one student's snack, they need to be replaced before helping another student
 - Students will receive a paper plate to eat snack on and keep their area sanitary
- **Placement of Students for Snack**
 - Students will eat meals three feet apart from each other. This can be arranged as in three feet spacing on one side or staggered on either side of the snack table
 - Contact between students during snack will be monitored and expectations that hands and bodies be separate during this time will be set and monitored
- **Best Practices**
 - Talk to students about snack and lunch time expectations and why they need to keep their own space
 - Have students raise hand or give thumbs up to be excused to demonstrate their meal is complete and to help monitor handwashing
 - Students need to remain seated and in their original place throughout the entire meal time, if they get up, they are communicating that they are finished
 - Staff need to interact and engage with students during meal time to continue creating a fun environment. Some possible activities include,

Activity and Zone Precautions

- **Table Activities and Zones Activities limited to tables or outdoor and group games**
 - No small groups on carpets
 - Carpets can be used for quiet time with a limit of 3 students approved to be on the carpet during quiet time
 - Activities occur at tables where spacing can be monitored to allow space between students
 - Trays are used when available to identify specific materials available for each student at a station, without cross contact.
 - Students sanitize hands when moving from one activity zone to another
- **Activities not permitted during Precautionary Period**
 - Playdough
 - Floam
 - Slime
 - Close Contact Group Games
 - Tents should be sent back to warehouse and not in use
 - Soft materials should be sent back to warehouse and not in use

Janitorial Services:

Each school has had their janitorial staff deep clean the program space. Here are confirmations for janitorial services that will be provided for each district

- **Beaverton School District:** Monitors will be present. Janitorial staff will be present in the building but will be performing deep cleaning throughout the closure. Club K will be responsible for the following cleaning:
 - Emptying garbages as needed
 - Bathroom cleaning throughout the day
 - Beginning of day and end of day sanitizing of all contact services
 - **Tigard Tualatin School District:** Janitorial staff will be present and available to assist with normal cleaning duties. Additional sanitizing solution will be available if needed for our staff throughout the closure. Club K will be responsible for the following cleaning:
 - Bathroom cleaning throughout the day
 - Beginning of day and end of day sanitizing of all contact services
 - **West Linn Wilsonville School District:** Janitorial staff will be present and available to assist with normal cleaning duties. Additional sanitizing solution will be available if needed for our staff throughout the closure. Club K will be responsible for the following cleaning:
 - Bathroom cleaning throughout the day
 - Beginning of day and end of day sanitizing of all contact services
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Monday Delivery Packets

Monday morning all program sites will receive an emergency delivery. This will happen as soon as the warehouse is able to get materials organized and out for delivery. Food orders will be modified and delivered on Tuesday. In stock orders will be modified and delivered on Thursday. If you need any additional materials to help with programming or safety please email Megan at supplies@clubkafterschool.com and cc, vpopoperations@clubkafterschool.com . Delivery Packets will include the following items.

1. Wellness Check Supplies

- a. Thermometers
- b. Thermometer Covers
- c. Extra Gloves (food prep)
- d. Extra Gloves (medical)
- e. Milk for lunch service (as available)
- f. Sanitizer Solution if necessary
- g. Facial Tissue
- h. Paper Towels
- i. Hand Sanitizer
- j. Garbage Bags
- k. Paper Plates
- l. Additional Forms (med forms, blank rosters, sign in and out sheets, Wellness Check /forms, MOS registration forms)
- m. Projector Kit (if not already on site)
- n. Additional Activity Trays

Ongoing Communication to Families and Staff

- **Staff Communication**
 - Daily update emails sent out
 - Weekly Zoom or conference calls held on Fridays at.....
 - Resource Information shared via HR
- **Parent Communication**
 - Confirmation emails sent out with Wellness Check Procedures
 - Daily updates as needed addressing changes in operating status
 - Weekly Wellness email from Field Managers, including operating updates, resources for families, wellness precautions and reminders