



AFTERSCHOOL PROGRAMS

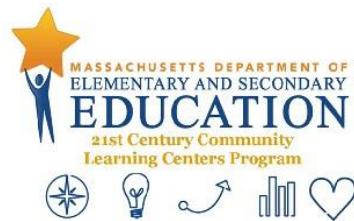
FOREST PARK • SPRINGFIELD, MASSACHUSETTS

COVID-19 Safety Guide

2021-2022

Afterschool Enrichment Programs

(As of September 2021)



City of Springfield Recreation Division
200 Trafton Road, Springfield, MA 01108 | 413-787-6434 | <http://www.springfield-ma.gov/park/>

Our #1 goal has always been the safety and well-being of our participants and staff, and again, this school year, we feel that more strongly than ever.

City of Springfield / Massachusetts

Pursuant to the Governor's order to allow public gatherings in Massachusetts, The City of Springfield's – Afterschool Enrichment Programs are ensuring all guidelines set forth by reopening guidance are met. The City of Springfield requirements will meet state and public health guidelines.

If The City of Springfield, Springfield Public Schools, School Committee, or DESE changes the guidance for Recreational Programs or reopening phase status for the County as a whole, programs may be suspended. Springfield Public Schools reserves the right to terminate based on COVID-19 numbers up.

Programs are responsible for ensuring their operations are updated to comply with new COVID-19 guidance and orders. Any breach of the COVID-19 protocols outlined in the Afterschool Safety Guide is a violation of the guide and the Springfield Public Schools (SPS) prevention strategy.

The City of Springfield will be providing all items listed in this section below. The Program Coordinators are the designated COVID-19 Contact Person.

- City of Springfield will provide:
 - Masks as needed
 - Adequate cleaning products (i.e. hand sanitizer, disinfecting wipes, etc.)
 - Signage for staff and participants of important health information and relevant safety measures (i.e. social distancing, masks, hygiene and any additional requirements)

Staffing and Operations

Visitors (including parents) are not permitted.

- The Program Coordinators will be responsible for responding to COVID-19 concerns.
- Make enrollment capacity decisions based on the ability to consistently maintain 3ft. of distance in all school buildings where participants /staff are anticipated to be during the day.
- Ensure adequate staffing to supervise sick participants and to accommodate cleaning requirements.
- Review medical information submitted by parents and reach out to parents of high-risk children to discuss whether additional protections are necessary, and what supports can be offered to best help their child.
- Continuously update new health and safety requirements associated with COVID-19 and provide parents with information on the policies for preventing and responding to COVID-19.
- Staff will be trained on COVID-19 protocols and procedures.
- Enrichment partners will adhere to all DESE, CDC, SPS, and Springfield School Committee guidance around layers of prevention.
- Staff will provide participants with an orientation at the start of program to review new COVID-19 protocols, encourage, and educate on reporting of symptoms, and not coming to program if sick, and how to request a replacement mask if needed.
- Staff will have a plan for handling program closings and staff absences.
- Staff will ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, and other methods unless doing so creates a hazard

Cohort Information

All Programs:

- Staff must be assigned to the same cohort for the duration of the entire program. Staff will not float between cohorts, unless needed to provide supervision of specialized activities or to provide breaks for other staff.
- Will have multiple cohorts of participants and staff in the same area, but will maintain separation between cohorts and at all times to comply with DESE, CDC, SPS, and school committee guidance.
- Will ensure belongings are stored in a manner to prevent groups congregating.
- Stagger use of communal spaces, such as classrooms and recreation areas, to reduce congregating and disinfect in between uses.
- Developed a safe pick-up procedure to maintain physical distancing and prevent the mixing of participants. The procedures will be explained to parents prior to the first day, in which parents/ guardians must remain in the car for pick-up.
- Staff will maintain attendance rosters and create seating assignments in classrooms. Bathroom logs will be utilized.

Hygiene and Handwashing

- Implementation of proper hand hygiene practices and frequency for both staff and participants include handwashing when necessary including but not limited to: arrival at program, before and after snack, after bathroom use, after coughing/sneezing, and after contact with bodily fluids or surfaces that may be contaminated.
- Adequate handwashing facilities with soap, water, trash receptacle, and paper towels must be readily accessible to all participants and staff with handwashing instructions posted near every handwashing sink.
- Hand sanitizer with at least 60% alcohol may be used at times when handwashing is not available if:
 - Appropriate to the ages of children and they are instructed on proper use;
 - Products stored securely; and
 - Used under the supervision of staff.
 - If a participant has sensitivity to hand sanitizer, we are happy to use one provided by the family.
- Personal supplies from staff and participants (i.e. hats, bags, coats, gloves, etc.) and drinking containers (i.e. water bottles) must never be shared with others.
- Posted signage throughout the school /program rooms on signs/symptoms of COVID-19 and the importance of social distancing, mask use, and proper hand hygiene.

Personal Protective Equipment (PPE) and Face Masks

- Staff and participants must wear face masks/coverings as required by the DESE, CDC, SPS, and Springfield School Committee guidance on face masks and cloth face coverings should be routinely washed or replaced (daily and any time the mask is used or becomes soiled), depending on the frequency of use.
- Masks/face coverings should be provided by the participants/parent, but programs will supply as needed.
- Participants will be required to wear a face mask in school buildings unless they have a medical exemption or are taking a mask break.
- Participants will be asked to practice Mask Breaks, which include taking face masks off and putting them back on. This will be outdoors if possible, or with window open. During this time ensure 3ft of distance is maintained between all individuals.
- Staff must wear appropriate gloves during snack handling and screening activities that require contact.

Layers of Prevention

During registration, participants/parent/guardian must agree to the COVID-19 Liability Waiver. This information will be used by the Site Supervisor and Program Coordinators. It will be kept to ensure the safety of all staff and participants for the remainder of program.

The Recreation Dept. will work closely with SPS and the local Health Dept. to monitor any potential COVID-19 exposures, close contacts, and/or positive tests results.

Health Screening:

- Routine screening and monitoring will include participants, volunteers, and staff for COVID-19 symptoms at the beginning of the program day.
- We will not allow staff or participants to attend if they have COVID-19 symptoms, if they are being tested for COVID-19 or if they have been in close contact with someone with COVID-19 symptoms.

Screening / Monitoring

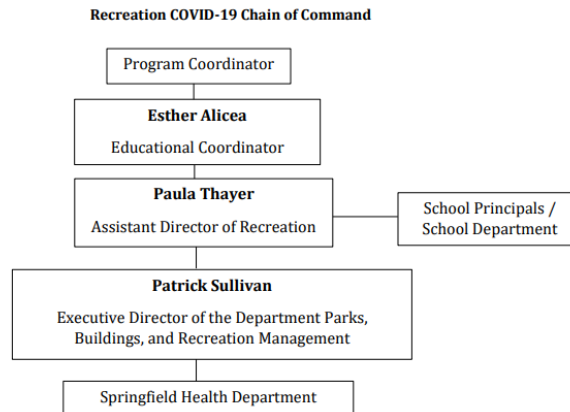
- Routine screening will include a visual inspection of each participant for signs of illness.
 - Any health check responses will be recorded and maintained on file.
 - If applicable, COVID-19 vaccination will be noted.
- Policies and procedures have been established to ensure that no individual is allowed to enter the school building or participate until they successfully pass the screening. Screening / Monitoring will be held in an area that allows for privacy, confidentiality, and social distancing or a physical barrier.
- Programs will have a non-contact or temporal thermometer on site to check temperatures.
- Staff will keep track of individuals that staff and participants come into contact with during the course of the program in case of potential exposure.

Contact Tracing:

- [Contact tracing](#) is a key layer of prevention to slowing the spread of COVID-19 and helps protect the community by:
 - Letting people know they may have been exposed to COVID-19 and should monitor their health for signs and [symptoms](#) of COVID-19.
 - Helping people who may have been exposed to COVID-19 get tested.
 - Asking people to [self-isolate](#) if they have COVID-19 or develop symptoms of COVID-19 or to [self-quarantine](#) if they are a close contact.
- A copy of the list of participants and their contact information **WILL be kept** for duration of program or potential future [contact tracing](#) needs

Isolation and Quarantine

- A plan is in place for identifying, isolating, and discharging symptomatic children and staff.
- There are procedures for contacting parents of children in isolation immediately, criteria for seeking medical assistance, and immediately notifying the Recreation COVID-19 Chain of Command. See below.



- Symptomatic participants'/staff will be isolated immediately, in a designated area / room and will be supervised at all times by dedicated staff member(s). Others may not enter the isolation space without PPE appropriate for the care setting.
- In the event participants'/staff tests positive for COVID-19 or are identified as a close contact, they may not return to the program until they have met the requirements for discontinuing isolation or quarantine.
- If a symptomatic individual tests negative, they may return to program after they have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications.
- If, after the individual tests negative, a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to program based on the recommendations for that alternative diagnosis.

Cleaning and Disinfecting

- Develop a plan in accordance with DESE, CDC, SPS, and Springfield School Committee guidance to intensify the programs cleaning, disinfecting, sanitizing practices of program supplies and touched surfaces.
- All sanitizing and disinfecting solutions must be labeled properly to identify the contents, stored in a locked closet or compartment, and stored separately from food items.
- Cleaning and disinfection of shared and personal equipment shall be in accordance with CDC guidance
- If a program suspects a participant or staff member was present at program while infectious, close off and increase ventilation to the area(s) and notify Recreation COVID-19 Chain of Command including the custodians to begin cleaning and disinfecting area(s), frequently touched surfaces and shared equipment potentially used by the ill person.

Cleaning & Disinfecting – provided by City

- Clean commonly touched surfaces in restrooms (e.g., toilet seats, doorknobs, stall handles, sinks, paper towel dispensers, soap dispensers) frequently and in accordance with DESE, CDC, SPS, and Springfield School Committee guidance.
- Keep cleaning logs that include date, time, and scope of cleaning.
- Daily bathroom logs will be utilized.
- In event of a positive case, follow current DESE, CDC, SPS, and Springfield School Committee guidance on cleaning and disinfecting areas when someone has a COVID-19 diagnosis.
- Open windows and doors to increase airflow where possible

Transportation and Travel

- Transportation and travel is NOT permitted.

Pick-Up Information

Parents/Guardians must remain in their vehicles during **Pick-Up**.

- Pick-up
 - Pick-up time is between 5:30 pm and 6:00 pm for all campers.
 - If a participant(s) is not picked up by 6:00 PM, the parents/guardians will be contacted to arrange a pickup as soon as possible (charges will apply).
 - Parents/Guardians should pull into the school site and wait for a program staff. Participants will then be escorted to their vehicle by a program staff. Parents/Guardians **MUST** wait in their cars.
 - Parents will not be allowed to accompany their participant except in emergency situations to avoid any chance of COVID-19 exposure.

For liability and safety reasons it is extremely important that we know when your child is not at program. If you know your participant/s will be absent, please notify the Educational Coordinator (413) 313-1355.

Food Service and Safety for snack

- The handling of snack services will be in accordance with DESE, CDC, SPS, and Springfield School Committee guidance with the Hygiene Protocols.
- Social distancing will be maintained during snack and cohorts must remain constant. Increase ventilation by keeping windows open when possible. Avoid all food contact surfaces when using disinfectants.

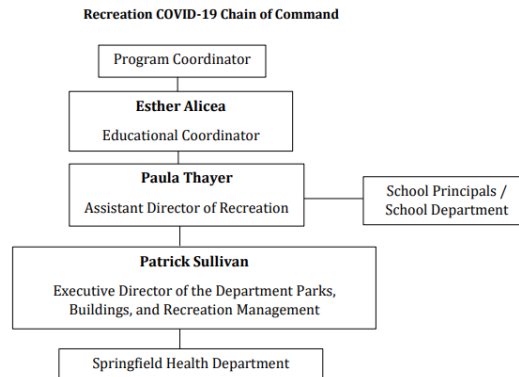
Activity Limitations

- All activities must be conducted in accordance with physical distancing, masking and sanitation requirements, and will be conducted outside when possible.
- All sports activities must follow applicable Safety Standards for Youth and Adult Amateur Sports Activities.
- Using the bathroom:
 - Students will not be allowed to use the bathroom during transition times.
 - Bathrooms will be assigned by classroom location and each program will have a plan for what cohorts (groups) have access to a particular bathroom at a particular time.
 - For small bathrooms – one student will be allowed in the bathroom.
 - For large bathroom – multiple students can be allowed in the bathroom at the same time if they are from the same cohort (group).
 - Programs will use a bathroom sign out (log) system to reduce the number of students in bathrooms at one time and access to the bathroom will be monitored by a staff member.
 - Students will be asked to use hand sanitizer or soap & water before and after using the bathroom.

COVID-19 Scenarios - MANDATORY SAFETY STANDARDS

What to do if anyone becomes sick after attending program?

- Contact the **Program Coordinator** in case someone gets sick. The Recreation COVID-19 Chain of Command will then ensure all safety measures are taken. See below.



- If applicable, the Recreation Dept. will utilize the SPS Covid Positive, Exposure, or Symptomatic Mailbox.
- Communicate to sick participant or staff member that they should not return to program/work until they have met CDC's [criteria to discontinue home isolation](#).
- If a participant or staff member develops [symptoms consistent with COVID-19](#), such as fever, cough, or shortness of breath, follow [steps to prevent the spread of COVID-19](#) and the [Public Health Recommendations for Community-Related Exposure](#). Collaboration with the [local health department](#) is important to facilitate [case investigation and contact tracing](#). Also, immediately contact and notify the people they were in close contact with and the [local health department](#).
- If a participant or staff member is waiting for COVID-19 test results, [follow these important steps](#) to help stop the spread of COVID-19.
- If you are a participant or staff member who has been diagnosed with COVID-19, a [public health worker may contact you](#) to check on your health and ask you who you have been in contact with and where you've spent your time. Your information will be confidential. Learn more about [what to expect with contact tracing](#).

Notify Health Officials and Close Contacts

- In accordance with state and local laws and regulations, the Recreation COVID-19 Chain of Command will notify [local health officials](#) of any case of COVID-19.
- COVID-19 related exposures, positive test results must be reported to COVID-19 Contact Person
- Advise those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home and [quarantine](#), self-monitor for symptoms, and follow [CDC guidance](#) if symptoms develop.
- A list of participants, partners, and staff contact information MUST be kept by COVID-19 Contact Person for the duration of the program for potential future [contact tracing](#) needs.

Resources

- <https://www.mass.gov/info-details/reopening-massachusetts>
- <https://www.mass.gov/doc/recreational-camps-and-programs-health-and-safety-standards-for-reopening/download>
- <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- <https://www.mass.gov/info-details/covid-19-printable-fact-sheets#wear-a-mask>
- <https://www.springfield-ma.gov/cos/>
- <https://www.springfieldpublicschools.com/>

COVID-19 Frequently Asked Questions

Please keep in mind that guidance is ever-changing, and that answers to these questions may change over the course of program. We will keep you updated as we learn more, and will also be communicating with enrolled families by email throughout program.

DO MY PARTICIPANTS(S) NEED TO BRING ANYTHING SPECIAL THIS YEAR?

Each participant must bring (and wear) a CDC-approved mask, along with a spare to be used in the event that their first mask gets wet or dirty.

HOW MUCH TIME WILL MY PARTICIPANT(S) BE IN A MASK?

Participants must wear a CDC-approved mask at all times. Participants will be given “mask breaks” whenever needed, and as much as possible. We will adhere to DESE, CDC, SPS, and school committee guidance related to wearing masks during program.

WHAT IS A COHORT (GROUP)?

- Participants & staff members will be organized into cohorts that will remain together throughout the program.
- If closer interaction is needed this would be extremely brief (assisting tying a shoe, for example), and activity staff would be in masks and gloves at all times.
- Any staff member that come into contact with multiple cohorts will provide instruction from six feet away to the greatest extent possible.

WHAT IS THE COVID -19 LIABILITY WAIVER AND WHY DO I HAVE TO SIGN IT?

During online registration, parent/ guardians must agree to not send their child to program if they have tested positive for COVID-19 or live in a house with someone who has been exposed to or tests positive for COVID-19 or if they are showing symptoms of COVID-19 until they follow CDC guidelines regarding isolation and quarantine.

WHAT IF MY PARTICIPANTS IS ALLERGIC/SENSITIVE TO HAND SANITIZER?

If your participants have sensitivity to hand sanitizer, we are happy to use one provided by the family. Please reach out to the Site Supervisor to discuss further.

WHAT CAN I EXPECT AT DROP OFF / PICK UP PROCEDURE?

Parents/Guardians must remain in their vehicles at pick-up.

- Pick-up
 - Pick-up time is between 5:30 pm and 6:00 pm for all campers.
 - If a participant(s) is not picked up by 6:00 PM, the parents/guardians will be contacted to arrange a pickup as soon as possible (charges will apply).
 - Parents/Guardians should pull into the school site and wait for a program counselor. Participants will then be escorted to their vehicle by a program counselor. Parents/Guardians wait in their cars.

- Parents will not be allowed to accompany their participant except in emergency situations to avoid any chance of COVID-19 exposure.

For liability and safety reasons it is extremely important that we know when your child is not at program. If you know your participant/s will be absent, please notify the Program Coordinator (413) 313-1355.

WHAT HAPPENS IF MY PARTICIPANTS HAS SUSPECTED COVID-19? OR A MEMBER OF YOUR HOUSEHOLD?

Participants who are symptomatic will be asked to remain home until they receive a negative COVID-19 test or alternate diagnosis from their physician. Likewise, participants who present with symptoms at program will be sent home and must remain home until they receive a negative COVID-19 test or alternate diagnosis from their physician.

Confirmed cases will not be able to return to program for ten days after symptom onset and 24 hours with no fever without the use of fever-reducing medications. Any close contacts (closer than 6 feet for more than 15 minutes) will need to quarantine for 10 days without testing OR 7 days after receiving a negative test result (on day 5 or later).

The Recreation Dept. will then notify the Recreation COVID-19 Chain of Command.

For any questions or concerns please contact:	
Educational Coordinator Esther D. Alicea Cell: (413) 313-1355 Email: eaicea@springfieldcityhall.com	
Recreation Department Office (413) 787-6434	
Website http://www.springfield-ma.gov/park/	Facebook https://www.facebook.com/City-of-Springfield-Parks-Recreation-Afterschool-Program