

Dear Parents and Families,

YWCA of Alton takes seriously the responsibility of providing Community Tutoring for your children during a global pandemic. This letter is to communicate to you the changes that we ask of you, and that we will be making to minimize risk.

COVID-19 is a serious illness that can potentially result in hospitalization and even death. The elderly, and people who are immunocompromised are particularly at risk. This letter references 'COVID-19 symptoms' multiple times. We define this as follows:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

In addition, staff will be watchful for symptoms of Pediatric Multi-System Inflammatory Syndrome, an extremely rare illness that emerging medical reports are linking with COVID-19. These additional symptoms include:

- Rash
- Swollen glands in the neck
- Swollen hands and feet
- Red eyes

***In order to continue to offer Community Tutoring to youth, we ask that parents and staff work together in implementing the following procedures:***

**What we are requiring of staff, to minimize the spread of COVID-19:**

- **General Procedures**
  - Signs will be posted outside of the entrance(s) restricting entry to anyone with symptoms of illness/respiratory infection.
  - Teachers, volunteers and students may only enter and exit the building using the appropriate door for their groups assigned area
  - Teachers and volunteers will take their temperature **before** entering the facility. Anyone with temperatures above 98.6, or who exhibit any other COVID-19 symptoms before entering the building, will not be allowed in. Temperatures will be noted daily in the Community Tutoring Temperature Log.

- Any person who develops COVID-19 symptoms during the program will be removed from the site immediately and a substitute will take over for the remainder of the day.
  - No outside visitors will be allowed in the Community Tutoring classrooms for activities.
  - Community Tutoring volunteers will take the temperature of each child before admitting them to the Program. No child will be admitted who has a fever or exhibits COVID-19 symptoms.
  - To avoid cross contamination from multiple users of pens and paperwork, staff will sign in and sign out all children. **This differs from our usual policy of requiring that parents sign in/sign out their own child.**
  - YWCA will isolate any child who exhibits COVID-19 symptoms immediately and contact the parent or guardian immediately for pick-up.
  - Community Tutoring teachers and volunteers will maintain records of monitoring signs/symptoms of COVID-19 throughout the tutoring sessions.
  - YWCA will communicate immediately with parents and guardians in the event that COVID-19 symptoms occur in a staff person or child at the site.
  - YWCA will also coordinate with Madison County Health Department regarding any COVID-19 symptoms/cases in our center and stay informed of local developments.
  - In the event that a member of staff or child tests positive with COVID-19, YWCA will communicate with families regarding any related needs for closure or self-isolation.
- **Procedures Specific to Hygiene**
    - Children will be placed in tutoring groups of ten people or less, with the same children and staff weekly.
    - These groups will each gather in their own assigned areas of the building. This includes instruction, lunch, and enrichment time.
    - Bathrooms will be treated as unisex rooms. Each tutoring group will be assigned their own bathroom for use. Two tutoring groups may use the same basement. Additional, incidental cleanings will occur throughout the day as restrooms are utilized.
    - **Assigned areas are as follows:**
    - No cohort group will be permitted to play on playground equipment or drink from water fountains at YWCA.

- YWCA will monitor and enforce hand hygiene among staff and children. YWCA staff will teach and reinforce healthy hygiene as is age appropriate.
  - All sinks will be well-stocked with soap and paper towels for hand washing.
  - Trash cans will be positioned to ensure easy disposal of tissues and paper towels.
  - All touch surfaces will be cleaned and sanitized throughout the day following guidelines and according to the posted schedule. This includes, but is not limited to, doorknobs, and other items identified as frequently handled. Staff will note the sanitation details (location cleaned, time, and initials of responsible staff member) in the cleaning log.
  - Tables will be cleaned with a two-step sanitation process before and after each Tutoring session.
    - Step 1: clean with disinfectant (1 quart water with 1 Tablespoon Fabuloso)
    - Step 2: clean with a bleach and water solution (1 quart water with 1 Tablespoon of bleach).
  - Alcohol-based hand sanitizer will be provided, when available, and its frequent use by children and staff will be encouraged.
- **Procedures Specific to Food**
    - Hard surfaces will be treated with a two-step sanitation process directly before and after meals.
      - Step 1: clean with disinfectant (1 quart water with 1 Tablespoon Fabuloso)
      - Step 2: clean with a bleach and water solution (1 quart water with 1 Tablespoon of bleach).
    - Lunches will be served by teachers and volunteers assigned to the Tutoring cohort.
    - Children will be directed to leave spaces at the table between themselves and others during meals.
    - All meals or snacks will be served on disposable, single-use flatware and using disposable, single-use utensils.
    - Children will not be permitted to share food between plates. Any portion of food that a child is unable to eat from their plate will be disposed of.
    - Floors will be swept after each meal and mopped after any spills.

