



PROJECT TRANSFORMATION REOPENING AND COVID-19 COMPLIANCE PLAN



SUMMER 2021

PROJECT TRANSFORMATION
www.projecttransformation.org

Table of Contents

Overview	2
In Person Program	3
Backup Virtual Program	4
Project Transformation Compliance and Safety Plan	
I. Before You Come to Program	7
II. During Program	12
III. Wrapping Up Program	20
IV. Young Adult Activities & Community Living	22
Appendix A: PT Notice and Release of Liability	23
Appendix B: If you get sick or if there is an outbreak	26
Appendix C: References	30

Overview

The negative impacts of COVID-19 have been devastating to our community. Project Transformation is committed to being part of our collective healing -- especially as it relates to children, young adults, and churches in our community.

The purpose of this plan is to ensure that Project Transformation is in compliance with CDC and medical guidance in order to protect the health and safety of the PT community. This plan was developed in consultation with a professional consultant (registered nurse specializing in infectious diseases who also serves in a public school) from [Strategic Focus, LLC](#), CDC and health official guidelines, best practices from schools and out of school time programs, and our own policy and procedures. This plan will be updated as necessary to ensure the safety of all we serve.

Underlying our protocol are four sets of practices that minimize the likelihood of viral spread:

1. PROVIDE NOTICE: Notify parents/guardians, staff, interns, and partners directly affected.
2. PREVENT: Implement practices to prevent the virus from entering the host church site.
3. RESPOND: Implement practices to respond to a lab-confirmed case in the host church site.
4. MITIGATE: Implement practices to reduce likely spread inside the host church site.

About COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure. To learn more about COVID-19 please refer to the [CDC website](#).

How COVID-19 Spreads

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. While less common, it is possible that a person could get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. Therefore, personal prevention practices (such as handwashing, staying home when sick) and environmental cleaning and disinfection and important principles that are covered in this plan. Additional information on how COVID-19 spreads can be found [here](#).

It is impossible to entirely eliminate all possibilities of COVID-19 transmission among participants and PT staff or young adults, but it is our responsibility to reduce this risk of infection to the best of our ability.

In Person Program

Project Transformation Indiana will offer in-person programming four days a week for the summer of 2021. This plan will be followed unless state and local officials mandate otherwise. Should in-person programming be interrupted, we may continue virtual programming until in-person programming is resumed.

Host site church facilities will receive increased levels of cleaning and sanitizing. Capacity for participants will operate at 25% during the summer in order to minimize the spread of Covid-19. However, the disruption to typical summer program routines will be minimized to the greatest extent possible to support child and staff social-emotional health, as well as best practices for teaching and learning.

Project Transformation's program spaces are set up to provide 3-6 feet of distance between furniture, activities, and people when possible. Participants should remain 3 feet apart from one another and adults should stay 6 feet apart from participants and other adults.

To prepare for the reopening of our program sites, PT has obtained and will require the following PPE:

- Disposable Masks (Student Size and Adult Size)

- Disposable Gloves

- CDC approved strength Hand Sanitizer

- CDC approved strength Cleaning Sprays and Wipes

- Signage for spacing and safety, including one-way floor decals, hand hygiene and face mask reminders, painter's tape, and 6-foot distancing reminders.

Family Fun Night will continue to remain outdoors, following 6 foot spacing of individuals and activities, frequent sanitization, and all CDC recommended practices.

All families, staff, interns, and volunteers are encouraged to read through our PT COVID-19 Compliance and Safety Plan to become familiar with all current protocols/steps that we are taking to protect the health and safety of our PT community. Please remember that this is a living document, and we will make revisions as needed.

Backup Virtual Program

If an entire site is quarantined or local and/or state officials institute a shelter-in-place order, PT may pause in-person programming and offer live virtual programming for affected participants until the quarantine or shelter-in-place order is lifted.

This may resemble the summer 2020 virtual summer programming and weekly distribution model that PT has previously provided. Our young adult interns may develop and deliver live programming daily in a virtual setting. In addition, meals and supplies may be available for pick-up, if the situation allows contactless, drive-thru distributions.

Should a Family Fun Night be scheduled during a site quarantine or Shelter-in-Place order, alternative Family Fun Night plans will be made.

Project Transformation Virtual Learning Policy

To supplement Project Transformation's existing risk management policy, this virtual learning policy should be followed for all virtual learning and online programming that PT chapters implement between staff, volunteers, and children to ensure a safe and secure learning environment.

Parental Consent

Project Transformation must obtain parental consent for their children to participate in any interactive, online programming through Project Transformation's summer registration process.

Only Use Project Transformation's Video Conferencing Account

Children under the age of 18 should not create accounts with video conference platforms (ie. Zoom, WebEx, etc.) because (i) they should only be joining interactive programming sessions as participants (not separate account holders) through Project Transformation's account and (ii) minors are not permitted to create an account per most video conference platforms' terms of service.

In Meeting Security and Controls

Project Transformation must securely and confidentially provide video conference meeting information AND meeting passwords to child participants via their parent/guardian to ensure the organization can maintain supervision and control over its participant users' meeting experience. All online meetings must be password-protected, so that strangers cannot gain access. While each video conferencing platform varies in its security features, Project Transformation should take advantage of any additional security controls available, including the following:

- Lock the Meeting: Once in a meeting, click the “Lock Meeting” button to prevent any other participants from joining. ”
- Prevent Participants from Screen Sharing: Zoom example - In the host controls, click the arrow next to “Share Screen” and click “Advanced Sharing Options.” Under “Who can share?” choose “Only Host” and close the window.
- Disabling Video: Hosts can turn participant video off to block unwanted, distracted or inappropriate gestures on video.
- Mute participants or Mute All: Hosts can turn mute / unmute participants or all to block unwanted, distracting, or inappropriate noise from the meeting.
- Disable private chat: To ensure participants are focused during meeting sessions and to prevent unwanted, distracting, or inappropriate content, hosts can limit participants’ ability to chat amongst one another while a meeting is in session or in-meeting chat can be disabled in its entirety.

Adult - Child Ratios

All virtual sessions must include at least three people, including two adults - one of which should be a Project Transformation employee who monitors the video session. There should never be a one-on-one video session allowed between one adult and one child.

Virtual Content Videos

All virtual content videos made by young adults will be reviewed by a Project Transformation staff person prior to uploading videos for children and youth to view. Only Project Transformation staff will have administration access to upload videos to YouTube or Google Sites for Project Transformation children and youth to view.

Recording Sessions

Recording interactive sessions with children is strictly prohibited. PT staff hosting video calls must ensure video meetings are not set to record automatically.

Other Session Recommendations

Virtual Reading with Volunteers

- Volunteers can be used to read virtually with children.
- Parents should sign an additional consent for children to participate in virtual reading with volunteers.
- PT staff or young adults will host the meeting for all volunteers and children. At least one host per ten reading buddy pairs.
- PT staff or young adults will assign Reading Buddies to breakout rooms and monitor breakout rooms by watching all groups and “popping in” each reading pair at least once during the 30-40 minute session (this should be random and without warning)
- Volunteers must have cleared a background check.

- A website platform (Webex or Zoom or Microsoft Teams) training should be held for volunteers for Reading Buddies.

Participant Circles

- A website platform (Webex, Zoom, Microsoft Teams, etc.) training should be held for volunteers.
- No less than five and no more than 10 participants per call.
- Two PT staff or young adult interns must be present on the call.
- Parents must give consent and have signed up for the interactive program through the registration form to participate.

PT Compliance and Safety Plan

Before You Come To Program

1. SYMPTOMS

People with COVID-19 have a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you have any of these symptoms, do not come to program. Please immediately contact the Program Director (if you are a participant or volunteer) or your supervisor (if you are staff), as well as your healthcare provider to discuss next steps.

For interns, participants, or staff who experience regular recurring allergy, asthma, or baseline symptoms like runny nose and cough will be permitted to attend the program with a doctor's note outlining their symptoms. If this is the first time the individual is showing symptoms, then the individual will need to follow quarantine protocol.

Parents/Guardians must sign and then submit the "Release of Liability" form before their child will be allowed to participate in in-person programming. This form will also require parents/guardians to agree that they will continually monitor their child at home and will notify the Program Director *immediately* of anyone with signs/symptoms of illness in the household or known "close contacts" with a person who has tested positive for COVID-19. If an intern receives a call from a parent/guardian stating that their child is symptomatic or has had contact with someone with COVID-19, the intern will immediately notify the Program Director.

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

- Cough, shortness of breath or difficulty breathing
- Fever or chills
- Muscle or body aches
- Vomiting or diarrhea
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.

 [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

9/24/20 07/2020

2. EXPOSURE OR CLOSE CONTACT

It is important to understand what it means to be exposed to or in **close contact** with someone with COVID-19 in order to know what to do afterwards. You can still spread COVID-19 even if you do not have symptoms after coming in close contact with someone.

CDC guidance says there is a difference between someone who IS fully vaccinated and someone who is NOT fully vaccinated when it comes to exposure, close contact, and quarantine times.

People are considered fully vaccinated two weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines OR two weeks after a single dose vaccine, such as Johnson and Johnson's Janssen. If it has been less than 2 weeks since your vaccine, or if you still need to get your second dose of a 2-dose vaccine, you are NOT fully protected. Keep taking all [prevention steps](#) until you are fully vaccinated

The CDC defines a close contact as:

"someone who spends 15 minutes or more within six feet of a person with COVID-19 *over a period of 24 hours.*"

If you are not fully vaccinated and have been exposed or in close contact with someone who has contracted COVID-19:

1. Stay home and separate yourself
2. Immediately notify PT staff and respond to follow up instructions.
3. Contact your healthcare provider and follow their instructions
4. Follow the next steps of your healthcare provider for testing and self-monitoring of symptoms
5. Remain quarantined for 14 days after your last contact with a person who has COVID-19, monitor yourself for symptoms, and stay in touch regularly with your Healthcare Provider as well as PT.

Free testing is currently available at multiple locations. [Find a testing site near you.](#)

IF YOU ARE FULLY VACCINATED: [According to the CDC](#), if you've been exposed to someone who has COVID-19, you do not need to quarantine or get tested unless you have symptoms. However, if you live in a group setting (like PT housing) and are exposed to someone who has COVID-19, you should quarantine for 14 days and get tested, even if you don't have symptoms.

3. WHEN TO STAY HOME

Participants and staff must stay home if you/they:

1. are waiting for COVID-19 test results or have been in "close contact" with someone who has tested positive for COVID-19.
2. have COVID-19 (tested positive but have not been cleared by a doctor and have not tested negative for COVID-19)
3. are experiencing the following symptoms within 48 hours:
 - Body Temperature equal to or above 100.4 F
 - Chills
 - Cough
 - Shortness of breath or difficulty breathing

- Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
4. have not completed a CDC recommended quarantine as well as testing after suspected or actual close contact
 5. are not fever free without medication for 24 consecutive hours

4. PPE – PERSONAL PROTECTIVE EQUIPMENT

Indoors: All individuals, even if vaccinated, must wear masks.

Outdoors: All individuals may remove masks but should still avoid crowded settings.

PT will always be fully supportive of participants or staff who choose to wear a mask when not required to do so.

Volunteers/Visitors: All in-person volunteers must be vaccinated. When indoors, all volunteers and visitors should wear masks and practice social distancing. When outdoors, volunteers may remove masks but should still practice social distancing.

To learn more about how to select, wear, and clean masks, go to the CDC website at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

5. PREPARING SUPPLIES, ENRICHMENT, ACTIVITIES, AND ROOM SPACING

1. Preparing supplies and activities:

- a. Wear a mask to prevent respiratory droplets from contaminating surfaces.
- b. Sanitize your hands by washing them with soap and water for at least 20 seconds or using CDC approved strength hand sanitizer.
- c. Next, sanitize the surface areas where you will prepare the materials using CDC approved strength cleaning products (example: Clorox Wipes or Spray and paper towels with disposable gloves).
- d. Also, sanitize the activity areas, including individual desk spaces where participants will sit. Use CDC approved strength cleaning products.
- e. If possible, remove or block off any items that would be difficult to clean (like a beanbag). If a soft or fabric item (such as carpet, rugs or drapes) becomes contaminated, clean with soap and water immediately. If possible and according to the manufacturer's instructions, launder with the warmest possible setting & allow adequate drying time. Otherwise, use any EPA-approved product suitable for porous surfaces, effective against COVID-19.
- f. Do not have children share materials. Ensure each child has their own supplies that are disposable or easily cleanable (plastic or metal). Examples:
 - i. Provide a sealed plastic baggie with needed supplies inside for that individual

- ii. Put reusable items in a plastic cup that can be sanitized or discarded after program ends with their name on it
 - iii. Provide single-use disposable items for each child (paper, tape, etc.)
- g. Use plastic wherever possible – this is easy to sanitize quickly.
- h. Use disposable items wherever possible
- i. Order necessary sanitary supplies in advance – coordinate with the program staff on orders and necessities using your site supply checklist at least two weeks prior to when you need it. Account for the possibility of supplies taking longer to acquire.

2. For physical activities:

- a. As much as possible, participants should remain 3 feet apart from other participants, 6 feet apart from adults, and wear masks at all times.
- b. Whenever possible, sports and physical activities should be done outdoors. Masks should not be worn when doing outdoor activities that could get masks wet, which make them ineffective and difficult to breathe in. See additional [CDC considerations for public pools and water playgrounds](#) that use treated water.
- c. Avoid activities that require person to person contact or sharing physical items (like tag or baseball).
- d. Masks are still required while indoors. Monitor children who express concern about their breathing while wearing a mask and have them take a time out from the game or provide a safe alternative activity.

3. Room Spacing:

- a. PT staff should work with the host church to determine which spaces/rooms within the building(s) should be used for PT programming, in an effort to keep participants and staff socially distanced from each other.
- b. As much as possible, set all furniture and participants spaced 3 feet apart from one another. While it is our goal to keep participants 3 feet apart at all times, children will need regular reminding to do so.
- c. Have hand sanitizer (containing at least 60% alcohol) readily available where soap and water isn't and insist that everyone use hand sanitizer when entering *and* leaving the building and/or a classroom. **FYI: hand sanitizer should be kept away from fire and flames. Young children (ages 6 and younger) should be supervised when using hand sanitizer and should always be stored out of reach.*
- d. Drinking fountains should be deactivated and covered or taped off, except for "no touch" bottle filling systems. Staff and students may bring water bottles from home, but those bottles should be taken home each night to be washed.

II. During Program

1. GENERAL GUIDELINES

1. Encourage everyone to practice good hand washing with soap and water for 20 seconds when:
 - hands are visibly soiled,
 - before, during and after preparing food,
 - before and after contact with a sick person,
 - before touching your face, eyes, nose or mouth,
 - before eating,
 - after blowing your nose,
 - after coughing or sneezing,
 - after using the bathroom,
 - after being outside,
 - after cleaning,
 - after removing disposable gloves
2. All “high touch” areas should be cleaned *at least daily or, preferably, several times a day*: doorknobs, appliance handles, faucets & sinks, toilets, light switches, school phones, elevator buttons, staircase railings, etc. Cleaning and disinfection products should NOT be used by children or placed near children. Staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic vapors. Ensure all cleaning and disinfection products are stored securely and away from children.
3. The use of shared items (such as computers, tablets, keyboards, touch screens, tables, desktops, chairs, sports equipment, school supplies, toys, playground equipment) is strongly discouraged and should be limited; these items should be cleaned and sanitized *in between use*. If available, use disposable screen protectors on tablets and dispose after each use.
4. **Cell phones are not to be used or shared during site by participants** because they are a high touch surface and a high risk spreader of germs and viruses. They must be kept stowed and unused during program hours in backpacks or in plastic tubs and returned at the end of programming. Should a participant touch or use their cell phone, provide the participant a CDC approved strength cleaner and have them sanitize the phone and then sanitize their hands after use.
5. Interns/Staff are discouraged from using phones for personal use during program hours. Masks must be worn while on the phone in order to prevent droplets being spread in the program area. Do not share phones. Interns/Staff using cell phones in order to communicate with PT staff or a participant parent/guardian should immediately wipe down the cell phone with CDC approved strength cleaner, stow the phone, and then sanitize hands after use.
6. Consider pursuing virtual activities or events in lieu of field trips.
7. **New Participants who have never been to the program before must attend a program orientation prior to attending the program with their parents.** This orientation must include: 1) an introduction to the parent and attendance coordinator 2) an explanation of how daily check-in works 3) a walk through the daily schedule 4)

a review of the family handbook 5) an explanation of how check-out works 6) answer questions.

2. CHECK IN AND WHO CAN ENTER –

The following are steps for daily check-in:

1. Designate *one* entrance outside of the building where all participants and staff will enter/exit through.
 - a. Make sure you have the following supplies: pop up tent (if covering is not already provided), check-in forms and paperwork, [COVID-19 Incident report form](#), cones, CDC approved cleaner, disposable gloves, 3 metal or plastic chairs.
 - b. Set up cones outside of the building leading up to the designated entrance/exit to form an area where children can line up standing next to a cone to check-in. Ensure each spot is 6 feet apart.
 - c. At the final cone for the participants, place another cone 6 feet away for the intern to stand at while checking in participants. Maintain distance from participants checking in at all times.
 - d. Avoid any physical contact or exchange of physical items.
2. *Only PT program participants, staff, and approved volunteers (limited basis) will be allowed into the program area AFTER they have passed the COVID-19 screening, unless otherwise directed by PT Staff.*
 - a. No personal visitors, parents/guardians, or volunteers who are not vaccinated are allowed entrance into the building. Church members are not allowed entry during programming hours unless fully vaccinated and previously arranged with PT. This limits the spread of the virus and exposure.
 - b. Any repair person, church staff or site supervisor, etc. who is allowed to enter the program area, needs to pass the COVID-19 screening questions and meet health requirements BEFORE entry. Once screening is complete, their name/title *should be* documented with day and time. Every effort should be made to arrange for repairs in the program area by church staff outside of program hours.
3. When a participant, approved volunteer, or staff member arrives:
 - a. A PT Staff member will go through the screening checklist.
 - i. Have you experienced any of the following symptoms in the past 48 hours: fever or chills, cough, shortness of breath/difficulty breathing, fatigue, muscles or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea
 - ii. Have you been in close physical contact in the last 14 days with anyone who is known to have laboratory-confirmed COVID-19?
 - iii. Are you currently waiting on the results of a COVID-19 test?
 - b. Parents/Guardians of participants should *not* be allowed to leave the designated drop off site before a student passes the pre-screening checklist..
 - c. Once the health screening is complete and all is considered to be within normal limits, that person MUST wash his/her hands or use hand sanitizer upon entry.

- d. **If someone does not meet the health screening requirements**, do not allow entry into the building. Adults should leave the premises immediately (see Appendix B for what to do if you are sick).
 - i. A follow up phone call (by the Program Director) should be conducted to investigate for any reasons of possible concern. It is at this time when it is determined when/if that person may return to the program. ALL health information must be kept confidential, notifying *only* those considered to be in the “need to know” group.
4. It is mandatory for EVERYONE to wear a mask indoors (over the nose and mouth) & to maintain 3 feet apart (between participants) / 6 feet apart (between adults and adult-to-participant), indoors and outdoors.
5. Backpacks should be separated and contained in plastic storage bins with lids or hung up on hooks.

3. ENRICHMENT, ACTIVITIES, SUPPLIES, AND SPACING

1. ENRICHMENT: Select activities that are low risk. Reward positive behavior. Support proper spacing and behavior with physical markers, reminders, and rules that are part of the activity. Consider activities that require little to no physical supplies. Do not select activities that require: sharing supplies, closer than 3 feet (between participants) and 6 feet (between adults and participants) of distance, or physical contact (such as “Tag”).
2. NO SHARING SUPPLIES: Ensure that participants and interns are not sharing physical supplies or seats. Create individual kits per child or use disposable supplies
4. STAY 3-6 FEET APART: Do not allow physical contact between participants. Avoid activities requiring physical contact or less than 3 feet of distance between participants or 6 feet of distance between adults and children.
5. STAY IN DESIGNATED AREAS: Prohibit students from walking into areas of the campus not designated for program use (such as administration offices. Offices and classrooms should be seen as a “clean” space, reserved only for those who are assigned to be there.
6. PREPARE AND HAVE BACKUPS: Rehearse every activity in advance to make safety improvements or change plans if it causes unnecessary risk. In advance, prepare multiple safe options you can choose from should the participants not buy into the activity – do not “wing it”.
7. ASSIGNED SEATING: When possible, have seating arrangements assigned and that the same person uses the same space every day – both participants as well as young adults or staff. This is to promote safety, mitigate chance of spread by contact surfaces, and to support contact tracing. Use seating charts as well as painters tape or other visual markers.

4. FOOD DELIVERY/MEAL TIMES

1. Receiving Food Deliveries:

PT's contracted meal providers will require certain food receiving, handling, and disposing practices and will train our staff accordingly. Only those PT staff members (primarily Site Coordinators) and volunteers who have completed food program training will be allowed to handle food at the program site.

All deliveries should be delivered to one designated place, placed on a tile floor, and should NOT be taken into the kitchen, classrooms or offices. COVID-19 is found to survive on cardboard for up to 24 hours and this material cannot be properly sanitized. Therefore, ALL cardboard boxes should be opened & discarded at the place of delivery and its packaged contents should then be carried or loaded onto a metal or plastic cart, which can be properly sanitized before and after every use.

PT's contracted meal providers are responsible for safety procedures during production and delivery, including:

- Sanitizes all equipment, including kitchen and delivery, daily
- Sanitizes all vehicles daily
- Wearing masks/gloves/protective equipment
- Socially distancing
- Hand washing/sanitizing, including before and after each delivery

2. Meal Distribution:

Sites are responsible for safety procedures during distribution. Some specific guidelines for food distribution should include:

1. Wash hands for 20 seconds with warm water and soap before and after handling food. It is also highly recommended that they wash their hands after going to the bathroom, after touching their face, coughing, sneezing, or after touching high touch surfaces.
2. Wear a mask
3. Wear gloves
4. Have hand sanitizer nearby
5. Social distancing of 6 feet
6. No contact distribution (placing meals on table, letting participants grab them)
7. Completely sanitize tables before, during and after meal service.
8. Expand the dining space or increase the number of dining spaces to allow participants to maintain physical distance. In general, aim to decrease the occupancy density by as much as half. For example, if a table typically seats eight, use only four seats at that table. Prioritize, encourage, and make available outdoor seating areas.
9. When eating and drinking are done, masks must be put back on using the ear loops to remove them from their storage container.
10. Have each person then discard their bags with the trash from their meal, calling up one at a time and ensuring 3 feet of distance in between. Trash cans should have a lid. The lid should be removed by one designated member or staff and then replaced when trash collection is complete.

3. Family Fun Night / Young Adult Food Service

If food is offered at a Family Fun Night event or provided for young adults meals, food should be provided in pre-packaged boxes or bags for each person instead of a buffet or family-style meal. Avoid sharing of foods and utensils, and use disposable food service items (utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.

5. RESTROOM BREAKS

Schedule supervised restroom breaks for the participants throughout the day.

Establish a route to and from the restroom so that only 1 line is moving 1 direction down the hallway at a time. Do not create routes that cause 2 lines to pass by one another in the same hallway.

Place signs or tape on the floor 6 feet apart to ensure interns/participants know where to stand while waiting in line.

Follow the Child Safety policy and procedure while supervising restroom breaks:

1. Minimum of 2 interns in line of sight of one another
2. Interns stand outside of restroom and use voice to direct or check in on students inside restroom
3. Visually supervise students waiting in line outside the restroom
4. Do not allow unsupervised restroom breaks of 2 or more students
5. Limit individual restroom breaks outside of schedule restroom breaks, unless it is an emergency or for health reasons.
6. Prohibit interns from being in the restroom at the same time as a child unless there is a life threatening emergency requiring intervention.

If possible, use *touchless* soap, water and towel dispensers to decrease shared/decontaminated surfaces.

Restroom with 2 or more stalls: Prop the main bathroom doors open, to decrease the need to touch door handles...OR please place additional trash bins by all doors, to use & discard a paper towel when exiting.

1. Small Restrooms (3 or fewer stalls): Only 1 child allowed in at a time
2. Larger Restrooms (4 or more stalls):
 - a. Mark off 6 feet of distance on the floor so that they know where to stand if they have to wait on the other student before proceeding.
 - b. mark off every other stall/toilet and every other sink so that there is space in between available toilets/sinks.
 - c. Only 2 children allowed in at a time.

Single toilet with no stall: Keep door propped when not in use. Ensure the door is shut when in use. Place an additional trash bin by the door to use and discard a paper towel when exiting.

Plan extra time for restroom breaks into the daily schedule and waiting times.

6. IF SOMEONE GETS SICK DURING THE PROGRAM

Fevers are symptoms of various illnesses, not just COVID-19. Anyone with a temperature that is equal to or above 100.4 F (38 C) – at ANY time throughout the day, is unable to enter the venue and/or must be sent home ASAP. Then, complete an incident report form and submit to the Program Director ASAP.

In regards to SICK participants - that person must be *immediately* separated from the group and “isolated” until picked up by an approved adult on their enrollment form. This participant should continue to be closely monitored by a member or PT staff person, in the event the student’s health status declines and he/she needs immediate medical attention.

[A Participant is showing signs of COVID-19 during program - what do I do?](#) [CDC website]

A. 1ST: Separate the participant

- i. Be discreet and calm
- ii. Make sure you and the student are wearing a mask and standing at least 6 feet apart.
- iii. Following PT protocol, safely escort the participant from the program to an isolation area until s/he can be picked up by a parent/guardian
 - Isolation area must be at least 10 feet away from the program area. The area must be within line of sight of the interns, children cannot be left alone out of sight in a room. It should be set up with disposable activities for participants to pass the time and a trash can.
 - The isolation area can be a room with the door propped open and the children visible via ministry-safe protocols. Avoid rooms where children can become hidden or out of line of sight.
 - No one should enter the isolation room or come within 6 feet of the entrance to the isolation room while the participants are in there.

B. 2ND: Inform

- i. Contact the Site Coordinator
- ii. Let them know the participant is on the way to the isolation area.
- iii. Contact the Program Director.

C. 3RD: Clean and Disinfect

- i. Close off the area and wait 24 hours before cleaning and disinfecting, if possible. This will allow the virus to die off.
- ii. The room should be cleaned and disinfected, especially items in the participant’s area and shared items the participant may have touched (e.g., doorknob, supplies).
- iii. Note: Disinfectants can trigger an asthma attack. Choose safer products if students in the room have asthma.

- iv. Open outside door(s) and window(s) to increase ventilation in the room, if possible.

D.4TH: Identify close contacts

- i. Write down where the student was seated relative to others in the room.
- ii. Note if any person was within 6 feet of an infected student for a cumulative of 15 total minutes or more over a 24-hour period. Work with the Program Director on close contacts in accordance with applicable privacy laws.

E. 5TH: Show care.

- i. Make sure the parent/guardian gets a check-in call from the Site Coordinator at least once a week or more. Note: Regardless if it is known that a participant is sick or not, it is best practice to monitor absenteeism by calling the parent/guardian if a participant misses a day of the program.

F: 6TH: Notify Program Director (or Executive Director in absence) about the sick participant

- i. Assist PT Staff with close contact assessment. Observe applicable privacy laws.
- ii. Work with PT staff to consider any remote programming options from home for the participant and share any appropriate resources with the parent/guardian.

After Confirmation of COVID-19:

If an individual who has been at the summer program is lab-confirmed to have COVID-19, Project Transformation must notify the local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality mandates required under the Americans with Disabilities Act, or ADA, and Family Educational Rights and Privacy Act, or FERPA. Project Transformation will also notify parents and staff of a lab-confirmed case at a site location in accordance with public health authority guidelines.

Project Transformation will update the [COVID-19 Notification Portal](#) each afternoon.

Returning to Project Transformation After Recovery:

Participants and staff who have tested positive for COVID-19 will be permitted to return to the program only after ALL of the following occur (per [CDC guidelines](#)):

- They have been fever-free for 24 hours without using fever-reducing medication.
- Symptoms (cough, difficulty breathing) have dissipated and improved.
- 10 days have passed since symptoms began.

Participants that test positive for COVID-19, but do not have any symptoms may return to the programs after 10 days since the test.

Containment and Quarantine Guidelines:

To minimize the risk of Covid-19 spread, PT will operate the summer program at a 25% capacity.

- Participants and staff who have come into close, prolonged contact with a student or staff member who is lab-confirmed to have COVID-19 will be asked to quarantine away

from the program for up to 14 days depending on the date of exposure. Close contact is defined as

- Being directly exposed to infectious secretions such as being coughed on while not wearing a mask.
- Being within six feet for a duration of 15 minutes or more of a COVID-19 positive person.
- If either occurred at a time in the last 14 days while the infected individual was considered infectious; individuals are presumed infectious one to two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.
- Based on updated CDC guidance, participants and staff who are exposed but not experiencing symptoms may quarantine away from in-person program activities for 10 days from exposure, instead of 14, if they choose and if approved by the local health authority. Exposed people may still choose to quarantine for 14 days from exposure date.
- If a participant or young adult intern tests positive for Covid-19, the entire site will likely need to be suspended and quarantine for 14 days.

III. Wrapping Up Program

1. CHECK OUT –

Communication with the parent/guardian about checkout is essential. Ensure parents/guardians and participants know the check-out procedures before they attend the program. Encourage parents/guardians not to pick up their child(ren) until the conclusion of the program.

Check-Out will occur at the same designated location as Check-In.

1. Staff will escort participants to the Check-Out area and wait in line 3 feet apart inside the building.
2. The Site Coordinator will stand outside and receive parent(s)/guardian(s) picking up their participant(s) in the check out line. Parents/guardians may remain in their cars. Maintain 6 feet between open windows and yourself. Do not lean inside cars, remove masks, or exchange physical items.
3. The other staff will remain inside with the students – if there are less than 3 staff, the door will be propped open to maintain Child/Youth Safety protocol and line of sight.
4. Participants may walk home if it is indicated by their parent/guardian on their enrollment form. Ensure that participants of the same family are dismissed one at a time 3 feet apart until outside of the check out area. The Site Coordinator will note the time they left by their name(s) on the check out form.
5. For students not approved to walk home, the Site Coordinator will confirm that the adult is an approved adult for pickup according to the enrollment form and then tell the other members which participant(s) to send outside.
6. The other staff will send the student(s) outside to be picked up by the parent/guardian/approved adult. The Site Coordinator will then note the pickup on

the designated signout form which documents the date, time, participant, and approved adult.

Early check out:

Encourage parents/guardians to provide the Site Coordinator as much advanced as possible notice of any potentially early pickups due to appointments or otherwise as it makes it easier to arrange programming safely in order to facilitate the pickup - 3 days to 2 weeks' notice is preferred.

There will be occasions and emergencies where parents/guardians are unable to notify PT in advance. In the event of an early checkout:

1. The parent/guardian should call the Site Coordinator upon arrival, and provide the name(s) of the participant(s)
2. The Site Coordinator will inform the participant(s) their parent/guardian has come to pick them up. Allow time for the participant(s) to gather their belongings.
3. The Site Coordinator will then go to make visual contact and verify that the adult is an approved adult to pick up the child.
* If the adult is not on the approved form, contact and inform the parent/guardian who it is that has come to pick them up and that PT can only release participants to approved adults on the enrollment form. From here, follow existing PT late pick-up policy and procedure.
4. When the Site Coordinator verifies that it is an approved adult, the Site Coordinator will inform the other staff to send the child to the checkout area outside for pickup. The Site Coordinator will then note the date, time, participant(s) and approved adult on the check-out form.

1.

Late Check Out:

Following existing PT late pick-up policy and procedure, ensure that all individuals maintain, 3-6 foot distancing from one another, wear masks, and avoid physical contact at all times.

2. CLEANUP –

See [CDC Cleaning Guidance on when to clean and when to disinfect](#).

General Rules:

- When no people with confirmed or suspected COVID-19 are known to have been in a space, cleaning once a day is recommended.
 - If there is high transmission of COVID-19 in the community, you may want to either clean more frequently or disinfect (in addition to cleaning) in shared spaces.
 - If there has been a sick person or someone who tested positive for COVID-19 within the last 24 hours, you should clean AND disinfect the space.
1. CLEANING AND DISINFECTING: After all participants leave, begin cleaning all items and surfaces used during the day as well as high touch surfaces utilizing household grade cleaning products. This includes:
 - a. Tables
 - b. Chairs
 - c. Light Switches
 - d. Faucets

- e. Backpack and/or cellphone plastic tubs
 - f. Reusable materials like scissors
 - g. Discard plastic table covers
 - h. Empty trash daily
 - i. Consult with Site Pastor/Supervisor about restrooms or if those will be cleaned by a custodian.
 - j. High-touch outdoor surfaces made of plastic or metal, such as grab bars, play structures, and railings, should be cleaned daily.
 - k. Cleaning and disinfection of outdoor wooden surfaces (such as wood play structures, benches, tables) is not recommended.
2. DEBRIEF: After cleaning is complete, maintain physical distance of 6 feet and continue with daily debrief of program, with special note to any safety measures that need attention or staff support.
 3. WHILE EXITING: ensure the last person to exit the building cleans the interior door handles, locks the door, and then lastly cleans the exterior door handle.

IV. Young Adult Activities & Community Living

1. YOUNG ADULT ACTIVITIES:

a. Meetings or Team Bondings:

i. When possible and feasible, all meetings will be conducted outside with at least 6 feet distance between each young adult/staff/guest while following all COVID-19 safe protocols. Where possible, meetings should be conducted virtually instead of in person.

ii. Masks are optional for staff/interns when meeting away from program sites. We encourage individuals who are not fully vaccinated to continue wearing a mask..

2. YOUNG ADULT MEALS

a. Meals will be provided by PT or volunteers that come from either a caterer, restaurant, or are prepackaged.

b. Young adults will sit outdoors where possible for meals and remain 6 feet apart.

c. An inclement weather plan will be developed and followed should the weather prevent outdoor eating.

Appendix A: PT Notice and Release of Liability



FOR PARENTS/GUARDIANS

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Project Transformation (PT) has put in place preventative measures to reduce the spread of COVID-19; however, PT cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending PT could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending PT and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at PT may result from the actions, omissions, or negligence of myself and others, including, but not limited to, PT employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any exposure or infection by Covid-19 to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at PT or participation in PT programming ("Claims"). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless PT, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of PT, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any PT program.

Signature of Parent/Guardian Date: _____

Name of Parent/Guardian: _____

Name of PT Participant(s) [*kids enrolled in PT*]:



PARA PADRES/TUTORES LEGALES

Asunción del Riesgo y Exención de Responsabilidad Relacionada con Coronavirus/COVID-19

El nuevo coronavirus, COVID-19, ha sido declarado una pandemia mundial por la Organización Mundial de la Salud. El COVID-19 es extremadamente contagioso y se cree que se propaga principalmente del contacto de persona a persona. Como resultado, los gobiernos federales, estatales y locales y las agencias de salud federales y estatales recomiendan el distanciamiento social y, en muchos lugares, han prohibido la congregación de grupos de personas.

Project Transformation (PT) ha puesto en marcha medidas preventivas para reducir la propagación de COVID-19; sin embargo, PT no puede garantizar que usted o su hijo(s) no se infecten con COVID-19. Además, asistir a PT podría aumentar su riesgo y el riesgo de su hijo(s) de contraer COVID-19.

Al firmar este acuerdo, reconozco la naturaleza contagiosa de COVID-19 y asumo voluntariamente el riesgo de que mi(s) hijo(s) y yo pudieramos estar expuestos o infectados por COVID-19 asistiendo a PT y que tal exposición o infección puede resultar en lesiones personales, enfermedades, incapacidad permanente y muerte. Entiendo que el riesgo de quedar expuesto a o infectado por COVID-19 en PT puede ser resultado de las acciones, omisiones o negligencia de mí mismo y de otros, incluyendo, pero no limitado a, los empleados de PTNT, voluntarios, y participantes del programa y sus familias.

Estoy de acuerdo voluntariamente en asumir todos los riesgos anteriores y acepto la única responsabilidad por cualquier exposición o infección por parte de Covid-19 a mi(s) hijo(s) o a mí mismo (incluyendo, pero no limitado a, lesiones personales, discapacidad y muerte), enfermedad, daño, pérdida, reclamo, responsabilidad o gasto, de cualquier tipo, que yo o mi hijo(s) pueda experimentar o incurrir en relación con la asistencia de mi hijo(s) a PT o la participación en la programación de PT ("reclamaciones"). En mi nombre, y en nombre de mis hijos, por la presente excarcelo, el pacto de no demandar, dar de alta, y mantener indemne a PT, sus empleados, agentes, y representantes, de y de las reclamaciones, incluyendo todas las responsabilidades, reclamaciones, acciones, daños, costos o gastos de cualquier tipo que surjan de o estén relacionados con ellas. Entiendo y estoy de acuerdo que esta liberación incluye cualquier reclamación basada en las acciones, omisiones, o negligencia de PT, sus empleados, agentes, y representantes, si una infección COVID-19 ocurre antes, durante, o después de la participación en cualquier programa PT.

Firma del padre/tutor legal y fecha: _____

Nombre del padre/Tutor Legal: _____

Nombres de los participantes [*niños inscritos*] en PT: _____



PT Young Adult Interns

Intern safety is important to Project Transformation and all host sites. If an intern feels uncomfortable serving in person, they should reach out to their supervisor to discuss the situation or revisit Project Transformation's health and safety protocols.

All interns are provided Personal Protective Equipment (PPE) for in-person service as long as health guidelines require use for in-person service

**Note: In the event that the COVID-19 pandemic impacts the ability of interns to implement in-person service activities, interns will conduct aligned teleservice activities.*

This information is contained in your Intern Service Agreement and position description, signed prior to your first date of service.

Appendix B: If you get sick or if there is an outbreak.

Based on CDC guidelines and PT policy and procedure, if you have COVID-19:

Stay home except to get medical care

1. **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
2. Contact the Program Director and inform them, stay in touch regularly about your situation. They will inform you of next steps in internal contract tracing and also when you are clear to return to service.
3. **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
4. **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
5. **Avoid public transportation**, ride-sharing, carpooling with other interns or staff, or taxis.

Separate yourself from other people

As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a mask.

Tell your personal close contacts that they may have been exposed to COVID-19.

If a close contact is a participant, family member of a participant, host church staff member, or PT staff member, notify the PT Program Director and he or she will contact them for you.

An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person has any symptoms or tests positive. By letting your close contacts know they may have been exposed to COVID-19, you are helping to protect everyone.

Additional guidance is available for those living in close quarters and shared housing.

See COVID-19 and Animals if you have questions about pets.

If you are diagnosed with COVID-19, someone from the health department may call you. Answer the call to slow the spread.

Monitor your symptoms

- **Symptoms of COVID-19 include fever, cough, or other symptoms.**

- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities may give instructions on checking your symptoms and reporting information.

When to seek emergency medical attention

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Call ahead before visiting your doctor

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office,** and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.

If you are sick, wear a mask over your nose and mouth

- **You should wear a mask over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the mask if you are alone. If you can't put on a mask (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Masks should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the mask without help.

Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Throw away used tissues in a lined trash can.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Use hand sanitizer if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- Soap and water are the best option, especially if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- [Handwashing Tips](#)

Avoid sharing personal household items

- Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- Wash these items thoroughly after using them with soap and water or put in the dishwasher.

Clean all “high-touch” surfaces everyday

- Clean and disinfect high-touch surfaces in your “sick room” and bathroom; wear disposable gloves. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
- If a caregiver or other person needs to clean and disinfect a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and disposable gloves prior to cleaning. They should wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- Clean and disinfect areas that may have blood, stool, or body fluids on them.
- Use household cleaners and disinfectants. Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found [here](#).
- [Complete Disinfection Guidance](#)

Preparation for rising cases of illness or COVID-19 outbreak:

Project Transformation will:

1. Share information to relevant interns, participants and families, host church staff, and PT Staff.
2. Follow PT COVID-19 policy and protocol when staff, interns, and/or students become ill and/or test positive for COVID-19.
3. Identify and communicate staff and student criteria for staying home AND for when they can return to program.
4. Assess and anticipate any possible staff and students' special needs, if the site is (again) closed without warning.

Appendix C: References

Cleaning is defined as the removal of “dust, debris and dirt from a surface by scrubbing, washing and rinsing.”

Sanitizing “reduces the bacteria identified on the product’s label on surfaces and in laundry.”

Disinfecting “destroys or inactivates the bacteria and viruses identified on the product’s label.”
If any surface is visibly soiled, please make sure to clean using soap and water *before* disinfecting with the supplies provided. To ensure we are using these products safely and effectively, I have pulled the official "Material Safety Data Sheets" for the Zoom Evolution Wipes and the Whizzer spray. Both of these products are approved by the CDC as disinfectants against the SARS-CoV-2 virus that causes COVID-19 when used on hard, non-porous surfaces. "Contact time" is the minimum amount of time that a surface needs to remain wet in order to be effective.

Close contact, according to the CDC, is defined as “someone who was within 6 feet for a *total* of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask.”

1. [CDC COVID-19 Website](#)
2. [link to disinfectants that are effective on human coronavirus.](#)
3. [CDC’s guidance for cleaning and disinfecting a worksite.](#)
4. [COVID-19 incident report](#)
5. [CDC’s “How It Spreads.”](#)
6. [additional information](#) on the use of face coverings, including washing instructions and information on how to make homemade face covers.
7. [DCHHS Stay Home Stay Safe Instructions](#)
8. Consultant Sample Report School Guidelines
9. [Infection and Control Report](#)
10. DSHS website – TX Schools
<https://dshs.texas.gov/coronavirus/schools/texas-education-agency/>
11. Article on efficacy of face Shields
<https://shineonlinehealth.com/do-face-shields-work/>
12. Learning Loss due to COVID-19 Slide
<https://www.wfaa.com/article/news/education/devastating-learning-loss-dallas-isd-trusteas-weigh-changing-academic-goals-adding-mediation-students/287-48c7d8b5-98d9-4a96-bb2c-f59808ad195d>
13. [A Student is showing signs of COVID-19 during my class - what do I do? CDC Guide](#)
14. [How Schools are navigating meal logistics during a pandemic](#)