

REOPENING AND COVID-19 COMPLIANCE PLAN



SPRING 2021

PROJECT TRANSFORMATION NORTH TEXAS

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Overview

The negative impacts of COVID-19 on student learning loss and wellbeing in North Texas neighborhoods will continue to be far reaching as well as long term. In response, Project Transformation North Texas is committed to be part of the solution to these challenges through our mission, vision, values, and programming for the children in our community.

The purpose of this plan is to ensure that Project Transformation North Texas is in compliance with CDC and medical guidance in order to protect the health and safety of the PTNT 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 PTNT Policy and Procedure. 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, members, 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 highly contagious and can spread from person-to-person most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets by activities such as talking, singing, coughing, and sneezing. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. However, you can still acquire this virus by touching a contaminated surface and then touch your eyes, nose or mouth. Detection of COVID-19 has been found in the air (up to 3 hours), on copper (up to 4 hours), on aluminum (for 2 - 8 hours), on cardboard (up to 24 hours), on wood (up to 2 days), on

porous surfaces (up to 2 days), on plastic and stainless steel (for 2 - 7 days), on glass (for 4 - 5 days), on ceramics (up to 5 days) and even on paper (3 hours - 5 days). COVID-19 is sensitive to environmental conditions such as temperature, humidity and ventilation, all which will affect how long it is viable outside of the human body.

Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. Current evidence suggests that coronavirus may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in households and community settings.

It is unknown how long the air inside a room occupied by someone with confirmed COVID-19 remains potentially infectious. Facilities will need to consider factors such as the size of the room and the ventilation system design when deciding how long to close off rooms or areas used by ill persons before beginning disinfection. Taking measures to improve ventilation in an area or room where someone was ill or suspected to be ill with COVID-19 will help shorten the time it takes respiratory droplets to be removed from the air.

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

“Even when individuals have no one to help them, where, for example, their family are deceased or live far away and the neighbours cannot assist, they tend not to ask or turn to formal organisations for help. The church is the notable exception. Specific conditions of extreme adversity, however, may affect this general observation.”

- Susan Wilkinson Maposa

**COVID-19 Learning Loss in Dallas ISD:
“30% of students lost learning in reading and
50% of students lost learning in math,
compared to performance numbers in December 2019.”¹²**

Option #1 – In Person

Project Transformation North Texas will conduct virtual programming January 7 – 28, 2021 in order to allow members and staff the CDC recommended length of time to quarantine (14 days) after the holiday break. This also in accordance with spring plans for various school districts, universities, and out of school time programs.

PTNT will offer in-person programming four days a week for spring 2021 beginning February 1, 2021 through April 29, 2021. This plan will be followed until state and local officials mandate otherwise, as we are following the lead of Dallas Independent School District's campus openings and closures. Should in-person programming need to be delayed, we will continue virtual programming until in-person programming is resumed.

Please note that our host site church facilities will receive increased levels of cleaning and sanitizing, along with increased containment of groupings of participants for the purposes of contact tracing, which may be required at any time during the semester. However, the disruption to typical afterschool program routines will be minimized to the greatest extent possible to support child and staff socio-emotional health, as well as best practices for teaching and learning.

PTNT is setting up all classrooms using the [Rosner Model](#) to calculate room spacing, which will provide 6-10 feet of distance between furniture, activities, and people.

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

- Disposable Masks (Student Size and Adult Size)
- Reusable Masks
- Disposable Gloves
- CDC approved strength Hand Sanitizer
- Adult Face Shields
- Disposable Tablet Sleeves
- Plexiglass Desk Dividers
- CDC approved strength Cleaning Sprays and Wipes
- Signage for spacing and safety

PTNT has also acquired new signage, including one-way floor decals, hand hygiene and face mask reminders, painter's tape, and 6-foot distancing reminders.

Family Fun Nights will continue to remain outdoors and/or drive-thru style, following 6-10 foot spacing of individuals and activities, frequent sanitization, and all CDC recommended practices.

Please read through our PTNT 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 participants, staff, and PTNT community. Please remember that this is a living document, and we will make revisions as needed before the afterschool program resumes on January 7, 2021.

Option #2 – Hybrid for Individual Quarantine

Should a member, participant, or staff member contract COVID-19 or be quarantined for possible exposure to COVID-19, we will provide a hybrid afterschool option for participants in quarantine. All participants and staff not affected or exposed will continue our in-person programming offering under option #1, and the quarantined individuals will participate in virtual afterschool program options as follows:

1. Virtual Videos created by our PTNT Corps Members during 2020-2021 that participants may watch at any time through our Afterschool Program Website
2. Virtual Homework Help and Reading Time with PTNT Corps Members, Staff, and Volunteers if available
 - a. Should PTNT not have available staff or members to provide live virtual programming, PTNT Corps Members will continue to provide at least 1 pre-recorded video weekly for participant viewing as well as a weekly check-in call to the parent/guardian of the participant(s) in quarantine.

This measure is to ensure the physical, academic, social-emotional, and mental health of our participants, members, and staff both attending virtual and in-person programming options.

All of the following are required before a participant, staff, or PTNT Corps Member may return to in-person programming after direct exposure to and/or diagnosis of COVID-19:

1. A 14 day quarantine whether there are symptoms or not
2. a negative COVID-19 test result after the 14 day quarantine ends
3. Clearance from a doctor prior to return to in-person programming
4. Fever free without medication for 24 hours

Family Fun Nights may be made virtual for the host churches impacted by quarantine at their location.

Host Churches unaffected by a quarantine at their location will conduct Family Fun Nights outdoors and/or drive-thru style, following 6-10 foot spacing of individuals and activities, frequent sanitization, and all CDC recommended practices

Please read through our PTNT 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 participants, staff, and PTNT community. Please remember that this is a living document, and we will make revisions as needed before the afterschool program resumes on February 1, 2021.

Option #3 – Virtual for Shelter in Place

If local and/or state officials institute a Shelter-in-Place order, PTNT will pause all in-person programming and offer live virtual programming until the Shelter-in-Place order is lifted.

This will resemble the Fall 2020 virtual afterschool programming PTNT has previously provided. There will be live virtual programming 4 days a week from Monday-Thursday between 4pm-6pm with reading activities, social and emotional learning activities, and homework help.

Should a Family Fun Night be scheduled during a Shelter-in-Place order, the Family Fun Night will be conducted online only.

In-Person Programming may or may not be resumed depending on the mandates of local and state officials as well as the instructions of health officials. Should Dallas ISD not resume in-person schooling after a Shelter-in-Place order, PTNT will not resume in-person programming.

PTNT Compliance and Safety Plan

I. 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

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)

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If you have any of these symptoms, do not come to program. Please immediately contact the Program Director and your healthcare provider to discuss next steps.

Parents/Guardians must sign and then submit the “Release of Liability” form, including site-specific COVID-19 policies and procedures, 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 staff *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 a member receives a call from a parent/guardian stating that their child is symptomatic or has had contact with someone with COVID-19, the member will immediately notify the Program Director.

All students/staff will fill out personal health history forms and provide proof of being up to date on *all* age-appropriate immunizations, BEFORE being allowed to participate in activities.

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. **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 have been exposed or in close contact with someone who has contracted COVID-19:

1. Stay home and separate yourself
2. Immediately notify the PTNT Program Director 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, monitor yourself for symptoms, and stay in touch regularly with your Healthcare Provider as well as the PTNT Program Director.

Free testing is currently available at multiple locations through providers such as Curative:

<https://curative.com/>

3. WHEN TO STAY HOME

Participants and PTNT Corps Members or 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:
 - a. Body Temperature equal to or above 100.4 F
 - b. Chills
 - c. Cough
 - d. Shortness of breath or difficulty breathing
 - e. Fatigue
 - f. Muscle or body aches
 - g. Headache
 - h. New loss of taste or smell
 - i. Sore throat
 - j. Congestion or runny nose
 - k. Nausea or vomiting
 - l. Diarrhea
4. have not completed a 14 day quarantine as well as testing after suspected or actual close contact
5. are not fever free without medication for 24 consecutive hours

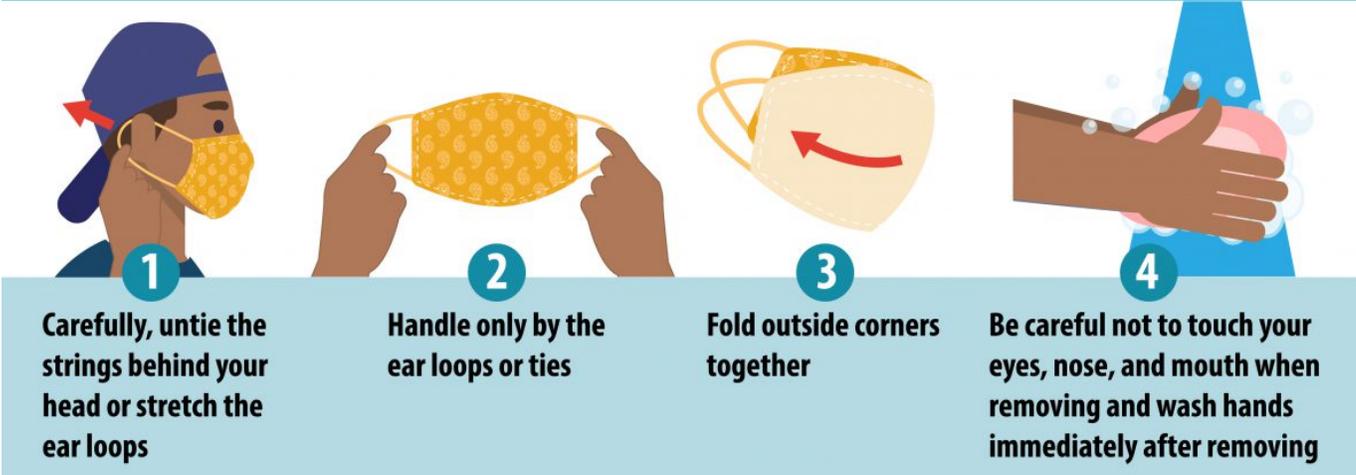
4. PPE – PERSONAL PROTECTIVE EQUIPMENT

All participants, PTNT staff, PTNT Corps Members, and any other individuals on the premises are required to use the following PPE:

1. **Wear a face mask at all times** that covers the nose, mouth, and chin (unless immediately eating or drinking). This includes but is not limited to: program setup, program, as well as program cleanup and debrief, community events or team bonding, and office hours.
2. Disposable gloves when handling food
3. Usage of disposable plastic table cloths for wooden or grooved surfaces
4. Signage regarding requirement of PPE and social distancing
5. Taping off restroom stalls/sinks that are not 6 feet apart
6. Closing Water Fountains (tape off)
7. Contactless thermometers at each site

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>

How to take off a mask



Follow CDC guidelines on how facemasks should be worn as follows:

1. Disposable Masks:
 - a. To put on: Holding by the ear loops, place mask over nose, mouth, and chin, and then secure ear loops over your ears.
 - b. For meal times: Using only the ear loops fold the mask in half and place inside a paper bag (gift bag will do). Do not touch the front or inside of the mask. You can also remove the mask and place it face down on a paper towel until you are ready to rewear after eating. Ensure the ear loops are not touching the mask.
 - c. To Remove and Dispose: Grab your mask by the ear loops and gently lift the mask away from your face. Then dispose of mask in a lined trash can.
 - d. Only use the ear loops, do not touch the back or front of the mask panel.
 - e. Do not rewear a disposable mask.
2. Reusable Masks:
 - a. To Store: Using only the ear loops fold the mask in half and place inside a paper bag (gift bag will do). Wash mask daily and ensure it's dry before reuse. Retrieve by grabbing only the ear loops. Visit this link at the CDC website to learn more about how to store and clean

masks: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

- b. To Put On: Grab by ear loops only, do not touch front or back of mask, and place on ears. Ensure that the mask covers your chin, nose, and sides of face fully but still allow you to breathe by using the ear loops to properly place it on. Tighten ear loops enough so that your skin is not exposed. If you have an adjustable nose bridge, sanitize your hands and ensure they are dry then just touch the nose bridge to tighten to your face.
3. Do not buy or wear masks that:
 - a. have holes, are wet or damp, have stains, are contaminated, are cloth but haven't been washed and dried, have a vent on them – it does not protect others from you.
4. Only use the ear loops, do not touch the back or front of a mask panel with your hands.
5. Below are more CDC guidelines on the Do's and Don'ts of face masks:

Facemask Do's and Don'ts

For Healthcare Personnel

When putting on a facemask

Clean your hands and put on your facemask so it fully covers your mouth and nose.



DO secure the elastic bands around your ears.



DO secure the ties at the middle of your head and the base of your head.

When wearing a facemask, don't do the following:



DON'T wear your facemask under your nose or mouth.



DON'T allow a strap to hang down. DON'T cross the straps.



DON'T wear your facemask around your neck.



DON'T touch or adjust your facemask without clearing your hands before and after.



DON'T wear your facemask on your head.



DON'T wear your facemask around your neck.



DON'T wear your facemask around your arm.

When removing a facemask

Clean your hands and remove your facemask touching only the straps or ties.



DO leave the patient care area, then clean your hands with alcohol-based hand sanitizer or soap and water.



DO remove your facemask touching ONLY the straps or ties, throw it away*, and clean your hands again.

*If implementing limited-use facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. Folded facemasks can be stored between uses in a clean, sealable paper bag or breathable container.

Additional information is available about how to safely put on and remove personal protective equipment, including facemasks:

<http://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>.



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

Here is how to properly put on and take off disposable gloves (required when handling food):



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. Any item or surface that is porous and difficult to clean should be removed or marked off, as COVID-19 is viable on these materials for up to 2 days. 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 – easy to sanitize quickly.
 - h. Use disposable items wherever possible.
 - i. Avoid use of cloth or wooden items, including furniture. Remove cloth items or furniture as well as wooden toys from the area and then store. If there is a wooden table, you must open and use a new plastic table cloth, and then dispose of the plastic table cloth at the end of each day. Use plastic tables instead wherever possible.
 - j. Order necessary sanitary supplies in advance – coordinate with the Program Operations Manager on orders and necessities using your site supply checklist. Account for the possibility of supplies taking longer to acquire. Reorder necessities before you run out – it is recommended to request supplies when you are down to 2 weeks left of cleaning supplies (accounting for any shipping, delivery, or availability issues).

2. For physical activities:

- a. Ensure participants remain 6-10 feet apart and that masks are worn at all times.
- b. Avoid water activities.
- c. Do not do activities that require person to person contact or sharing physical items (like tag or baseball).
- d. Masks are still required at all times. 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. Ensure all furniture and people remain spaced 6 feet apart.
- b. Place plexiglass dividers on tables that are shared by participants when seated.
- c. Follow recommendations using the Rosner Model setup for you at the beginning of the semester by PTNT Staff.
- d. 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.*
- e. 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.
- f. Shared close spaces where social distancing isn't possible, such as school buses and personal vehicles, are recommended to be cleaned *daily or as often as possible*.

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 *hourly*: doorknobs, appliance handles, faucets & sinks, toilets, light switches, school phones, elevator buttons, staircase railings, etc.
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. Participants will wear ID tags, for 5 reasons: So all members & staff knows each participant’s name, to list a severe allergy, if he/she needs emergency care (or in the event where they cannot speak) AND it is also a designated place for each student to have their “carpool” ID number written (use food distribution number from Fall 2020). In the event you see a student WITHOUT a nametag, this student will stand out from the others and it will prompt further investigation to whether or not that student belongs at that location and has gone through the proper screening to clear him/her to be on site.
5. **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.
6. Members/Staff are discouraged from using phones wherever possible. When not possible, masks must be worn while on the phone in order to prevent droplets being spread in the program area. Do not share phones. Members/Staff using cell phones in order to communicate with PTNT 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.
7. **New Participants who have never been to program before must attend a “Meet and Greet” prior to attending program with their parents.** The site coordinator will contact the parent/guardian to arrange the meeting with the whole site team. This can be EITHER a virtual call or a physically distant meeting outside the program building in the parking lot before or after program where all team members introduce themselves to the child and their parent/guardians and 1) meet each other 2) explain how check-in works 3) walk through the daily schedule 4) highlight the parent safety packet 5) explain how check-out works 6) answer questions

2. CHECK IN AND WHO CAN ENTER –

Please communicate the following information regularly to your participant families and host church staff/members so that they are aware in advance of check-in procedures.

Check-In:

1. Designate *one* entrance outside of the building where all participants, PTNT Corps Members, and Staff will enter/exit through.
 - a. Supplies: contactless thermometer, pop up tent, check-in form, COVID-19 Incident report form, cones, CDC approved cleaner, and 3 metal or plastic chairs, tablet with check-in document that includes screening questions, disposable gloves.
 - b. Set up cones outside of the building leading up to the designated entrance/exit to form an area where children can lineup 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 member to stand at while checking in participants. Maintain distance from participants checking in at all times.
 - d. 10-15 feet away from the check-in area, set up 3 metal or plastic chairs spaced 6 feet apart where children can wait for their ride should they not pass the COVID-19 check-in screening.
 - e. Avoid any physical contact or exchange of physical items.
2. *Only participants, PTNT Corps Members, and PTNT staff will be allowed into the program area AFTER they have passed the COVID-19 screening, unless otherwise directed by PTNT Staff.*
 - a. No personal visitors, parents/guardians, or volunteers are allowed entrance into the building. Church members are not allowed entry during programming hours. 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, his/her temperature will be taken and *should be* documented with name/title, 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 member, staff, or participant arrives:
 - a. A PT Corps Member or Staff member will take the temperature of each participant, staff member, and Corps Member prior to entry into the building and also go through the screening checklist which will be provided.
 - b. Parents/Guardians of participants should *not* be allowed to leave the designated drop off site before a student's temp is deemed to be "within normal limits."
 - c. Once the health screening and temperature check 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**, contact their parent/guardian/emergency contacts immediately for pickup and 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 or email (by the Site Coordinator or 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 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 at all times (over the nose and mouth) & to maintain 6 feet apart, indoors and outdoors.
5. Backpacks should be separated and contained in plastic storage bins with lids or hung up on hooks. Backpacks, jackets and purses should not be on the floor, as anything below the waist is considered a “dirty” space.
6. Program is a NO PHONE ZONE for participants. Cell phones are filled with germs and the prime time students share content is while they are eating or during free time. These are both “high risk” times, as students will not always maintain social distancing and they will have to remove masks to eat and drink. Participants are required to keep phones stowed in their back packs during program and are not permitted to use them until after program has ended. Create designated “NO PHONE ZONES,” where all kids can turn in their phone, have it sanitized by staff & then place their phone in a clean plastic bin in the event of an emergency.

3. ENRICHMENT, ACTIVITIES, SUPPLIES, AND SPACING

1. ENRICHMENT: Select activities that are low risk only. Choose activities that support the needs and wellbeing of the participants and that also reinforce PTNT and CDC COVID-19 safety, policy, and protocol. 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 6 feet of distance, or physical contact (such as “Tag”).
2. SUPPLIES: **Do not use supplies that are fabric, foam, wood, cloth, or porous.** Focus on supplies that are plastic or metal – easy to clean and nonporous or without lots of indentions. If you only have wooden tables, you will be required to cover the table with a plastic table cloth that is to be thrown away each day after program. A fresh plastic table cloth will be needed for the following day.

NO SHARING SUPPLIES. Ensure that participants and members are not sharing physical supplies or seats. Create individual kits per child or use disposable supplies
3. READING ACTIVITIES: PTNT libraries should be closed to in person browsing – preselect appropriate options for a participant they can choose from without touching them using gloves and placing them in a plastic baggie. All books with paper should be taken out of circulation for *at least* 72 hours, before the next user and kept in a plastic baggie inside a plastic or metal tub that is easily sanitized. Where possible, students/staff should choose digital over paper print materials. Tablets used for reading will need a disposable tablet cover that is immediately discarded after use and the tablet will need to be sanitized while wearing disposable gloves before reuse. Gloves will need to be discarded immediately after sanitization.
4. STAY 6-10 FEET APART: Do not allow physical contact between participants. Do not engage in activities requiring physical contact or less than 6 feet of distance between each person. Calmly enforce physical distance expectations. For more physical activities, try to maintain 10 feet of distance between each person. If this is not possible, opt for less physical activities and maintain at least 6 feet of distance in between each person.

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. SPACE/CLEANING CHALLENGES: If it is too difficult to maintain social distancing & adhere to strict cleaning recommendations with ALL students on campus at once, PTNT staff will work with members to develop a “back up plan.” *EXAMPLE: Half of students are in Program on Mondays & Wednesdays (younger kids), Tuesday is reserved for deep cleaning, and the other half of students are in program on Thursdays (older kids). Deep clean on Thursday night or Friday Morning.

8. ASSIGNED SEATING: Ensure that all seating arrangements are assigned and that the same person uses the same space each day – both participants as well as members or staff. This is to promote safety, mitigate chance of spread by contact surfaces, and to support contact tracing. This will apply to physical activities as well. Use seating charts as well as painters tape or other visual markers. Ensure that it remains in compliance with the seating options provided by staff from the Rosner Model you received at the beginning of the semester.

4. FOOD DELIVERY/MEAL TIMES

1. Receiving CACFP (Full Filled Project Inc.) Food Deliveries:

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. Project. 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.

Full Filled Project Inc. is responsible for safety procedures during production and delivery.

Full Filled Project...

- Sanitizes all equipment, including kitchen and delivery, daily
- Sanitizes all vehicles daily
- Wear masks/gloves/protective equipment
- Socially distance
- Wash hands/use sanitizer, including before and after each delivery

2. Meal Distribution:

Sites are responsible for safety procedures during distribution. Some specific guidelines for food distribution at our sites include:

1. Wearing masks
2. Wearing gloves
3. Social distancing of 6 feet
4. No contact distribution (placing meals on table, letting participants grab them)
5. Having hand sanitizer at table

6. Staff must 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.
7. Staff must wear gloves during food distribution.
8. Temperatures of staff must be taken before meal service
9. Anyone with symptoms should not participate in meal service
10. Instruct staff who are exposed to COVID to notify their supervisor immediately and follow CDC guidelines even if they do not display symptoms.
11. Completely sanitize tables before, during and after meal service.
12. One member will be designated to distribute the food only – this is to reduce the number of people in contact with the meals. The other member or staff will take the meal count.
13. There will not be a share table – meals must be complete and any uneaten food must be thrown away.
14. Provide a paper bag for each person and have them write their name on it. Ensure it has a large enough opening so that masks can be removed and placed inside while eating or drinking.
15. Use the ear loops to remove and fold the mask then place inside one of the above approved containers.
16. To learn more about how to temporarily store masks while dining outside of your home, go to the CDC Website at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>
17. When eating and drinking are done, masks must be put back on using the ear loops to remove them from their storage container.
18. Have each person then discard their bags with the trash from their meal, calling up one at a time and ensuring 6 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.



Full Filled Inc. Project stresses the importance of staying safe outside of work, as with the type of work we do, it is critical that we maintain not only our friends and family safe, but those in the community we are serving as well.

5. REST ROOM BREAKS

Schedule member 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 members/participants know where to stand while waiting in line.

Follow MinistrySafe policy and procedure while supervising restroom breaks:

1. Minimum of 2 PTNT Corps members in line of sight of one another
2. Members stand outside of restroom and use voice to direct or check in on students inside restroom

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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 scheduled restroom breaks, unless it is an emergency or for health reasons.
 6. Prohibit members from being in 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.

7. Small Restrooms (3 or fewer stalls): Only 1 child allowed in at a time
8. Larger Restrooms (4 or more stalls):
 - a. Mark off 6 feet of distance on 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 door is shut when in use. Place 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 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 PTNT 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 PTNT protocol, safely escort the participant from the program to an isolation area
 1. Isolation area must be at least 10 feet away from the program area. The area must be within MinistrySafe line of sight of the Corps Members,

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- children cannot be left alone out of sight in a room. It should be setup with disposable activities for participants to pass the time and a trash can.
 - 2. 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.
 - 3. 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: Plan for the possibility that your participant may require virtual or at-home learning.
 - i. Speak with the Program Director about options for virtual learning.
 - ii. Make sure the parent/guardian gets a check-in call from the Site Coordinator at least once a week or more.
 - f. 6TH: Notify Program Director (or Executive Director in absence) about the sick participant
 - i. Assist PTNT Staff with close contact assessment. Observe applicable privacy laws.
 - ii. Work with PTNT staff to consider any remote programming options from home for the participant and share any appropriate resources with the parent/guardian.

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 program. Encourage parents/guardians not to pick up their child(ren) until the conclusion of the Afterschool Program at 6:00pm.

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

1. Members will escort participants to the Check-Out area and wait in line 6 feet apart inside the building.

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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 members will remain inside with the students – if there are less than 3 members, the door will be propped open so that members maintain MinistrySafe 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 6 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 members 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 PTNT 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.
 - a. 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 PTNT can only release participants to approved adults on the enrollment form. From here, follow existing PTNT 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 member(s) 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.

Late Check Out:

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

2. CLEANUP –

1. SANITIZATION: After all participants leave, begin sanitizing all items and surfaces used during the day as well as high touch surfaces utilizing CDC approved strength cleaners. This includes:
 - a. Tables
 - b. Chairs
 - c. Light Switches
 - d. Faucets
 - e. Plexiglass dividers
 - f. Backpack and/or cellphone plastic tubs
 - g. Reusable materials like scissors
 - h. Discard plastic table covers
 - i. Empty trash daily
 - j. Consult with Site Pastor/Supervisor about restrooms or if those will be cleaned by a custodian.
2. DEBRIEF: After sanitization is complete, maintain physical distance of 6 feet between each member and PTNT staff present, 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.

Appendix A: PTNT 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 North Texas (PTNT) has put in place preventative measures to reduce the spread of COVID-19; however, PTNT cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending PTNT 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 PTNT 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 PTNT may result from the actions, omissions, or negligence of myself and others, including, but not limited to, PTNT 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 PTNT or participation in PTNT programming ("Claims"). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless PTNT, 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 PTNT, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any PTNT program.

Signature of Parent/Guardian Date: _____

Name of Parent/Guardian: _____

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



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 North Texas (PTNT) ha puesto en marcha medidas preventivas para reducir la propagación de COVID-19; sin embargo, PTNT no puede garantizar que usted o su hijo(s) no se infecten con COVID-19. Además, asistir a PTNT 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 PTNT 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 PTNT 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 PTNT o la participación en la programación de PTNT ("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 PTNT, 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 PTNT, sus empleados, agentes, y representantes, si una infección COVID-19 ocurre antes, durante, o después de la participación en cualquier programa PTNT.

Firma del padre/tutor legal y fecha: _____

Nombre del padre/Tutor Legal: _____

Nombres de los participantes [niños inscritos] en PTNT: _____



PTNT CORPS MEMBERS

Member safety is important to Project Transformation North Texas AmeriCorps Program and all host sites. If a member feels uncomfortable serving in person, they should reach out to their host site supervisor and/or AmeriCorps Project Transformation North Texas Program staff member for accommodations.

All members 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 members to implement in-person service activities, members will conduct aligned teleservice activities. AmeriCorps defines Teleservice as: "meaningfully serving or participating in training from a remote location where an AmeriCorps site supervisor or Program Manager is unable to physically be present to verify hours served by an AmeriCorps member."*

This information is contained in your Member Service Agreement and member 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 PTNT 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 contact 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 members 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 PTNT staff member, notify the PTNT 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.

6. Additional guidance is available for those living in close quarters and shared housing.
7. See COVID-19 and Animals if you have questions about pets.
8. 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

9. Symptoms of COVID-19 include fever, cough, or other symptoms.
10. 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:

11. Trouble breathing
12. Persistent pain or pressure in the chest
13. New confusion
14. Inability to wake or stay awake
15. 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

16. Call ahead. Many medical visits for routine care are being postponed or done by phone or telemedicine.
17. 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

18. You should wear a mask over your nose and mouth if you must be around other people or animals, including pets (even at home).
19. 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.
20. 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

21. Cover your mouth and nose **with a tissue when you cough or sneeze**.
22. Throw away used tissues **in a lined trash can**.
23. 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

24. 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.**
25. 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.**
26. Soap and water **are the best option, especially if hands are visibly dirty.**

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27. Avoid touching **your eyes, nose, and mouth with unwashed hands.**
 28. [Handwashing Tips](#)

Avoid sharing personal household items

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

Clean all “high-touch” surfaces everyday

31. 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.**
32. 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.

33. Clean and disinfect areas that may have blood, stool, or body fluids on them.
34. 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.**
35. **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.**
36. **Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found [here](#).**
37. [Complete Disinfection Guidance](#)

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

Project Transformation North Texas will:

1. Share information to relevant members, participants and families, host church staff, and PTNT Staff.
2. Follow PTNT COVID-19 policy and protocol when staff, members, 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.

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4. Establish specific points at which the school will *suspend* in-person learning AND when to *resume* in-person programming (see options A, B, and C).
 5. 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. [IC School Recommendations](#)
11. [Tyler Street Christian Academy Reopening and COVID-19 Compliance Plan](#)
12. DSHS website – TX Schools <https://dshs.texas.gov/coronavirus/schools/texas-education-agency/>
13. Article on efficacy of face Shields <https://shineonlinehealth.com/do-face-shields-work/>
14. Learning Loss due to COVID-19 Slide <https://www.wfaa.com/article/news/education/devastating-learning-loss-dallas-isd-trustees-weigh-changing-academic-goals-adding-mediation-students/287-48c7d8b5-98d9-4a96-bb2c-f59808ad195d>
15. [A Student is showing signs of COVID-19 during my class - what do I do? CDC Guide](#)
16. [How Schools are navigating meal logistics during a pandemic](#)

Appendix D: Project Transformation COVID-19 Liability, Health and Safety Policy, Summer 2020

Project Transformation COVID-19 Liability, Health & Safety Policy

In accordance with CDC and local health department guidance and to protect the health and safety of our staff, volunteers, and community, Project Transformation National and Chapters have adopted the following COVID-19 Health & Safety Policy:

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.

How COVID-19 Spreads

COVID-19 is spread from person-to-person most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. Current evidence suggests that coronavirus may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in households and community settings.

It is unknown how long the air inside a room occupied by someone with confirmed COVID-19 remains potentially infectious. Facilities will need to consider factors such as the size of the room and the ventilation system design when deciding how long to close off rooms or areas used by ill persons before beginning disinfection. Taking measures to improve ventilation in an area or room where someone was ill or suspected to be ill with COVID-19 will help shorten the time it takes respiratory droplets to be removed from the air.

General Guidelines for Project Transformation Employees

Managing Employee Health:

17. Employees with symptoms associated with COVID-19 must report them immediately to their supervisor. Sick employees must stay home and follow CDC's guidelines on What to do if you are sick with COVID-19.
18. Employees who know they have been exposed to COVID-19, must notify their supervisor and follow CDC-recommended precautions by staying home for 14 days.

-
19. If an employee is confirmed to have COVID-19, PT will make reasonable efforts to notify other employees and volunteers of their possible exposure to COVID-19 at a worksite, while maintaining confidentiality of the person who contracted the virus.
 20. PT will screen volunteers and employees for symptoms of COVID-19 before allowing them to start work.
 21. Practice social distancing:
 22. Do not congregate volunteers to register or provide instructions for tasks
 23. Limit the size of volunteer groups to 10 people
 24. Have volunteers practice social distance rules during tasks
 25. Clean and sanitize gathering spaces or meal distribution sites regularly. Dispose of cleaning materials properly and contain any contaminated materials.
 26. Provide sufficient and accessible infection control supplies (e.g. hand-hygiene products, tissues, Clorox wipes, trash receptacles) in as many locations as possible.
 27. Complete a COVID-19 Incident Report immediately upon becoming aware of a situation involving exposure to COVID-19. Incident Reports must be stored in a secure location.

Personal Hygiene for Employees:

28. Practice effective hand hygiene including washing hands for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
29. Always wash your hands with soap and water. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry
30. Avoid touching your eyes, nose, and mouth.
31. Use gloves to avoid direct bare hand contact with ready-to-eat foods.
32. Before preparing or eating food, always wash your hands with soap and water for 20 seconds for general food safety.
33. Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash hands after.

Guidelines for Distribution of Food, Books, and other Supplies

To prevent spread of COVID-19, CDC is recommending individuals employ social distancing (maintaining at least 6 feet from others) when possible. The risk of an employee or volunteer transmitting COVID-19 to another is dependent on distance between individuals, the duration of the exposure, and the effectiveness of employee hygiene practices and sanitation.

IMPORTANT: Maintaining social distancing in the absence of effective hygiene practices may not prevent the spread of this virus. Project Transformation must be vigilant in their hygiene practices, including frequent and proper hand-washing and routine cleaning of all surfaces. Because the intensity of the COVID-19 outbreak may differ according to geographic location, coordination with state and local officials is strongly encouraged for all businesses so that timely and accurate information can guide appropriate responses in each PT chapter location.

34. Screen all volunteers in a private manner before allowing them to serve (Volunteer Health Statement and Waiver required as part of volunteer sign-up, plus temperature check upon arrival); Volunteers with temperatures of 100.4°F or higher are NOT eligible to participate in volunteer activities and should be asked to leave the site. Volunteer Health Statements must be stored in a secure location.
35. Per CDC guidelines, no more than 10 individuals should gather to prepare or distribute food and supplies.

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36. Staff, volunteers, and families should remain 6 feet apart while sorting, preparing, and distributing food, books, and supplies. PT staff should educate volunteers to maintain social distancing throughout all volunteer activities (place tape on floors, signage at stations, etc. as visual reminders to volunteers and staff).
 37. Volunteers and staff must wear gloves (provided by PT) and cloth face masks (either homemade or provided by PT if available) during preparation and distribution regardless of the type of food or supplies they are handling or what role they are assigned. NOTE: The cloth face coverings recommended by CDC are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders.
 38. Establish designated pick-up zones for families to help maintain social distancing. A drive-thru model is preferred for speed, efficiency, and to limit contact. Create barriers using cones and signs to direct neighbors, their vehicles, and the flow of traffic. Volunteers and families should be instructed to remain in their cars if at all possible to minimize contact. For example, supply donations should be stored in the trunk so that PT staff/volunteers can simply grab items from out of the trunk. Similarly, families should be instructed to open their trunk to receive items, so that no one needs to exit their vehicles.
 39. In the event of rain, redirect pick-up location to a covered area if possible. IMPORTANT: If there is a need to move some of the distribution stations indoors temporarily, this must be a host church decision in coordination with PT Chapters.
 40. Increase the frequency of cleaning and disinfecting of high-touch surfaces such as table/counter tops, door knobs and touch pads, by wiping down surfaces using a regular household cleaning spray or wipe.
 41. Have an isolation space ready in case anyone shows up with symptoms or becomes ill during time of service and cannot leave immediately.
 42. Do not share other employees' or volunteers' phones, tools or equipment

Volunteer Tasks/Responsibilities (To be adapted per PT Chapter)

43. Site setup - get site ready for distribution - cones, tables, chairs, signage, supplies, etc.
44. Food/Supply Organizers – assemble or sort boxes/bags of food, snacks, books, program supplies
45. Greeters - serve as a welcoming presence to families and direct traffic
46. Loaders - load bags of food/supplies into the trunks of cars
47. Record Keepers – keep count of households and/or number of children served
48. Runners – keep distribution tables filled with food/supply bags

Materials Needed at Host Sites:

49. Six foot tables and chairs
50. Pop-up tents
51. Gloves for staff and volunteers
52. Disposable face masks
53. Pens
54. Clipboards for record keeping
55. Tape
56. Box cutters
57. Hand Sanitizers
58. Hand soap and paper towels
59. Garbage bags, trashcans
60. Disinfectant spray and paper towels
61. Sunscreen

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62. Water coolers

General Guidelines for Volunteers (Serving at a Distribution Site)

63. Do NOT volunteer for any activity with Project Transformation , if in the last 14 days you have:
64. Experienced symptoms that could be related to COVID-19.
65. Been around anyone who has COVID-19.
66. Traveled to a region or country listed as an “Alert Level 2” or greater, by CDC (currently China, Japan, South Korea, Italy, and Iran); this includes other areas such as Seattle, San Francisco, New York, or Canada within the last 14 days
67. Been on a cruise or been in an airport.
68. Do NOT attempt to volunteer for any activity, if you are feeling sick for any reason or at a higher risk from serious illness from COVID-19.
69. Do NOT volunteer if you live or have frequent contact with people at a higher risk of contracting the virus.
70. Do NOT volunteer if you are at higher risk of getting very sick from this illness. Per the CDC, this includes adults 65 and older and people with serious chronic medical conditions, including heart disease, diabetes, and lung disease.
71. Do NOT volunteer if you are uncomfortable with the level of risk.
72. Prior to serving with Project Transformation, volunteers must sign a waiver affirming that they have not exhibited any COVID-19 symptoms within the past 14 days, or been in contact with someone who has.
73. Take all necessary precautions if you are immunocompromised, or if you live with or care for someone who is immunocompromised. We support your decisions, including and up to a decision to temporarily suspend your own volunteering at this time.
74. Volunteers must wear a cloth face mask to cover your mouth and nose (either homemade or provided by PT if available) when interacting with others. Launder reusable face masks before each daily use. The CDC has [additional information](#) on the use of face coverings, including washing instructions and information on how to make homemade face covers.
75. Volunteers should practice universal infection control precautions:
76. Clean and wash your hands before, during, and after volunteering for a minimum of 20 seconds
77. Avoid physical contact with others and maintain a social distance of a minimum of 6 feet
78. Cover your cough and sneezes with your elbow or tissue
79. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
80. Avoid touching your eyes, nose, and mouth with unwashed hands.
81. If you learn that you have COVID-19 after volunteering with Project Transformation, report your illness to the appropriate volunteer coordinator at Project Transformation. This will help us track possible exposure to PT staff, community members, and other volunteers.
82. Respect social distancing guidelines
83. Stay at least 6 feet from other people.
84. Do not gather in groups.
85. No handshakes.
86. Stay home if you are feeling sick. Individuals who arrive on site with symptoms will be sent home.
87. Volunteers must be between the ages of 18 and 64 to serve at a distribution site. Volunteers of any age can participate by dropping off supply items.

Additional FAQs and Health & Safety Practices:

What recommendations are there for continuing operating procedures in the event that a volunteer or employee tests positive for COVID-19?

If an employee or volunteer tests positive for COVID-19, the PT chapter executive director will need to immediately contact your local health department for guidance. The local health department will need to know who has close contact with the COVID-19 positive person while he/she was at the PT site location, so please use the [COVID-19 incident report](#).

How should a site location be cleaned and disinfected on a routine basis and after having an individual test positive for COVID-19?

PT should follow [CDC's guidance for cleaning and disinfecting a worksite](#).

Can COVID-19 spread from contact with contaminated surfaces or objects?

It may be possible for a person to contract COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not believed to be the main way the virus spreads. For more information see [CDC's "How It Spreads."](#)

What disinfectants will be effective against COVID-19?

It is safe to assume that to date COVID-19 has similar virulence on surfaces as other human coronavirus. Use the EPA's [link to disinfectants that are effective on human coronavirus](#).

What is PT's isolation procedure if an individual is showing symptoms of COVID-19?

PT staff should self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. If an employee or volunteer develops signs and/or symptoms of COVID-19 while at a worksite, s/he should leave the worksite immediately. If potentially infectious people cannot leave the worksite immediately, they should be moved to a location away from other employees or volunteers. A designated area with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite. Take steps to limit spread of the respiratory secretions of a person who may have COVID-19. Provide a face mask, if feasible and available, and ask the person to wear it, if tolerated.

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