

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

COVID-19 SAFETY GUIDE FOR AFTERSCHOOL ENRICHMENT PROGRAMS

What to expect when attending Afterschool Enrichment Programs

(as of September 2021)



GRADES

1st – 5th

DATES *

October 25th, 2021 –
June 2nd, 2022

LOCATIONS

21st CCLC Funded:
Bowles Elementary
City Sites
DeBerry Elementary
Pottenger Elementary

COHORT (GROUPS)*

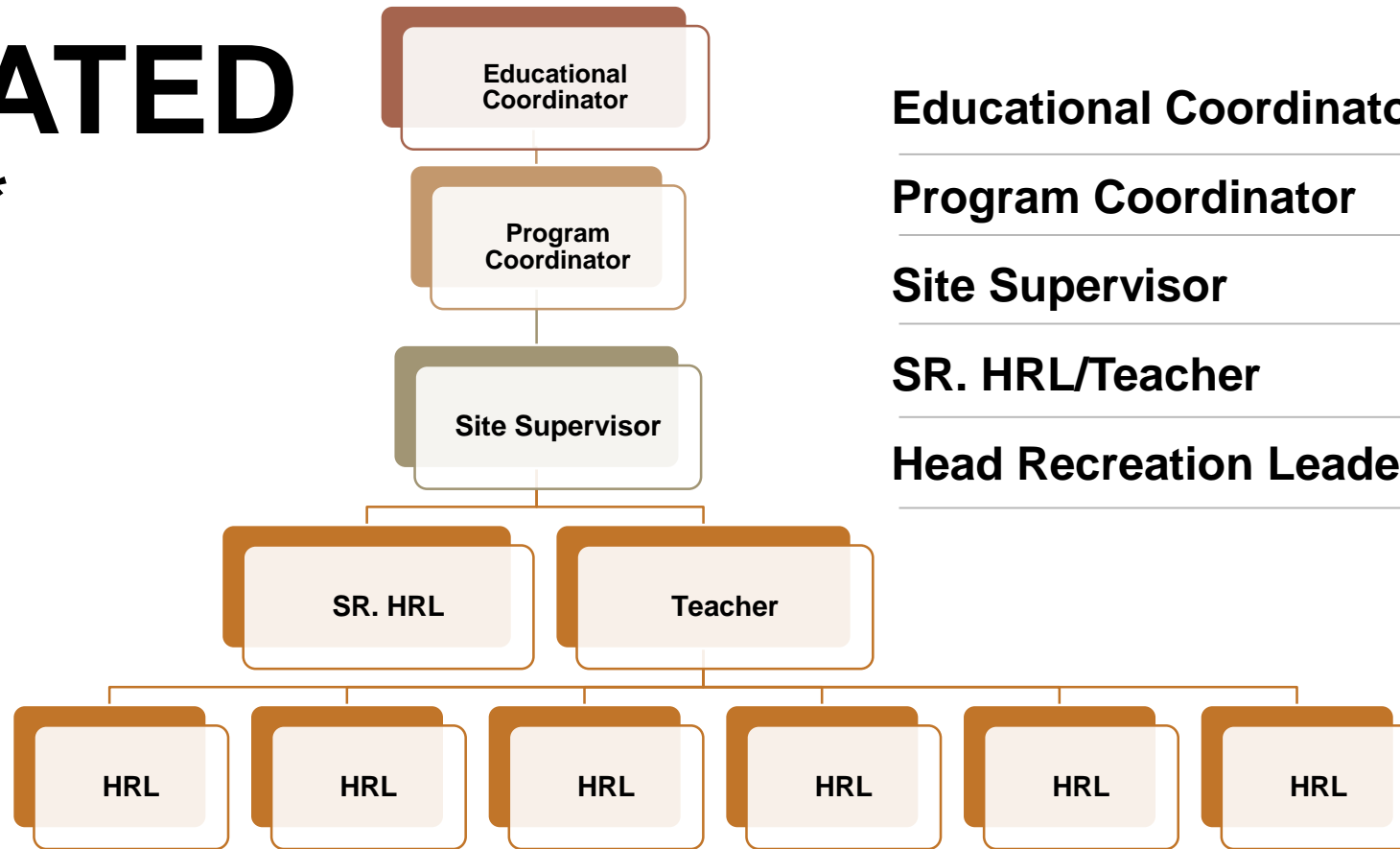
Bowles 21st CCLC:
Cohort A: 1st Grade
Cohort B: 2nd Grade
Cohort C: 3rd Grade
Cohort D: 4th Grade
Cohort E: 5th Grade
City Sites
Cohort A: 1st Grade
Cohort B: 2nd Grade
Cohort C: 3rd Grade
Cohort D: 4th / 5th Grade

* subject to registration #'s*

PROGRAM OVERVIEW

DEDICATED STAFF*

* Subject to registration #s



Educational Coordinator

Program Coordinator

Site Supervisor

SR. HRL/Teacher

Head Recreation Leaders



PROGRAM COHORTS

Participants & staff members will be organized into cohorts that will remain together during the program.

If closer interaction is needed this would be extremely brief (i.e., assisting tying a shoe). All activity staff will wear masks at all times while indoors or outdoors.

Any staff members that come in contact with multiple cohorts will provide instruction from six feet away to the greatest extent possible.



LAYERS OF PREVENTION

Participants & staff members will comply with the all Massachusetts Department of Elementary and Secondary Education (DESE), Centers for Disease Control and Prevention (CDC), Springfield Public Schools (SPS), and Springfield School Committee (SSC) guidance around prevention.



CORONAVIRUS

COVID-19

**PROTECT
YOURSELF
& OTHERS**

STAFFING and OPERATIONS

Visitors are not allowed

Designated COVID-19 Supervisor/Contact Person responsible for responding to COVID-19 concerns.

Staff will be trained on COVID-19 protocols and procedures.

Staff will provide participants with an orientation at the start of program to review new COVID-19 protocols, encourage, and educate on reporting of symptoms, not coming to program if sick, and how to request a replacement mask if needed.



HYGEINE and HANDWASHING

Proper hand hygiene practices and disinfecting frequency for both staff and participants including handwashing and/or hand sanitizer (*arrival at program, after coughing and sneezing, before and after snack, after bathroom use, etc.*)

Personal supplies from staff and participants (i.e., hats, bags, coats, gloves, etc.) and drinking containers (i.e., water bottles) must never be shared with others

Signage throughout the program on signs and symptoms of COVID-19 and the importance of social distancing, mask use, and proper hand hygiene.



FACE MASKS

Masks/face coverings are required and should be provided by the participants/parents.

All participants will be required to wear a face mask inside during program, unless they have a medical exemption or are taking a mask break.

Participants will also be asked to practice Mask Breaks, which includes taking face masks off and putting them back on.

Staff and participants must wear face masks/coverings as required by the DESE, CDC, SPS, and SSC guidance on face masks



DISMISSAL

A pick-up time will be assigned to a cohort.

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

Information

Pick-up time is between 5:30 PM- 6 PM for all participant(s)

If a participant(s) is not picked up by 6:00PM, the parents/guardians will be contacted to arrange a pick-up as soon as possible.

(Charges will apply)

Parents/Guardians should pull into the site and wait for a staff member. Participants are then escorted to their vehicle by a staff member.

PICK-UP TIMES

(Cohort A): 5:30 PM – 5:45 PM

(Cohort B): 5:30 PM – 5:45 PM

(Cohort C): 5:45 PM – 6:00 PM

(Cohort D): 5:45 PM – 6:00 PM

(Cohort E): 5:45 PM – 6:00 PM





CALL US



It is extremely important that we know when your child is not at school and program.

If your child(ren) will be absent, or you need to pick up early, please notify us the day before.

Enrichment Program Coordinators:

Bowles 21st CCLC - **Channing Calcasola: 413-355-6229**

DeBerry - **Gabriela Santiago: 413-426-5639**

Pottenger - **Lean Cisero - 413-313-5457**

Educational Coordinator:

Esther Alicea - 413-313-1355



BEFORE

Must complete the COVID-19 Waiver during registration

Monitor for any COVID-19 symptoms in the last 24 hours

Continue to practice proper hygiene – washing hands, wearing a mask, and socially distancing

DURING

Staff will continuously monitor participants for COVID-19 symptoms

Staff will be keeping track of potential COVID-19 exposures by continuing contact tracing

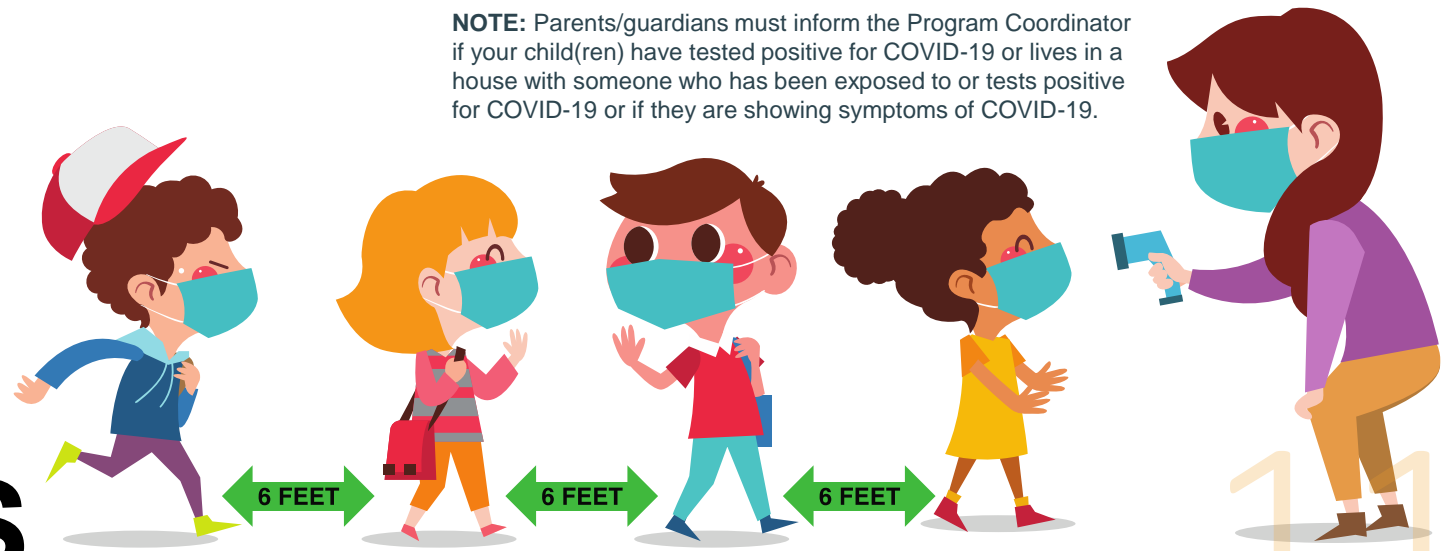
AFTER

Parents / guardians will continue to monitor for any COVID-19 symptoms in the last 24 hours

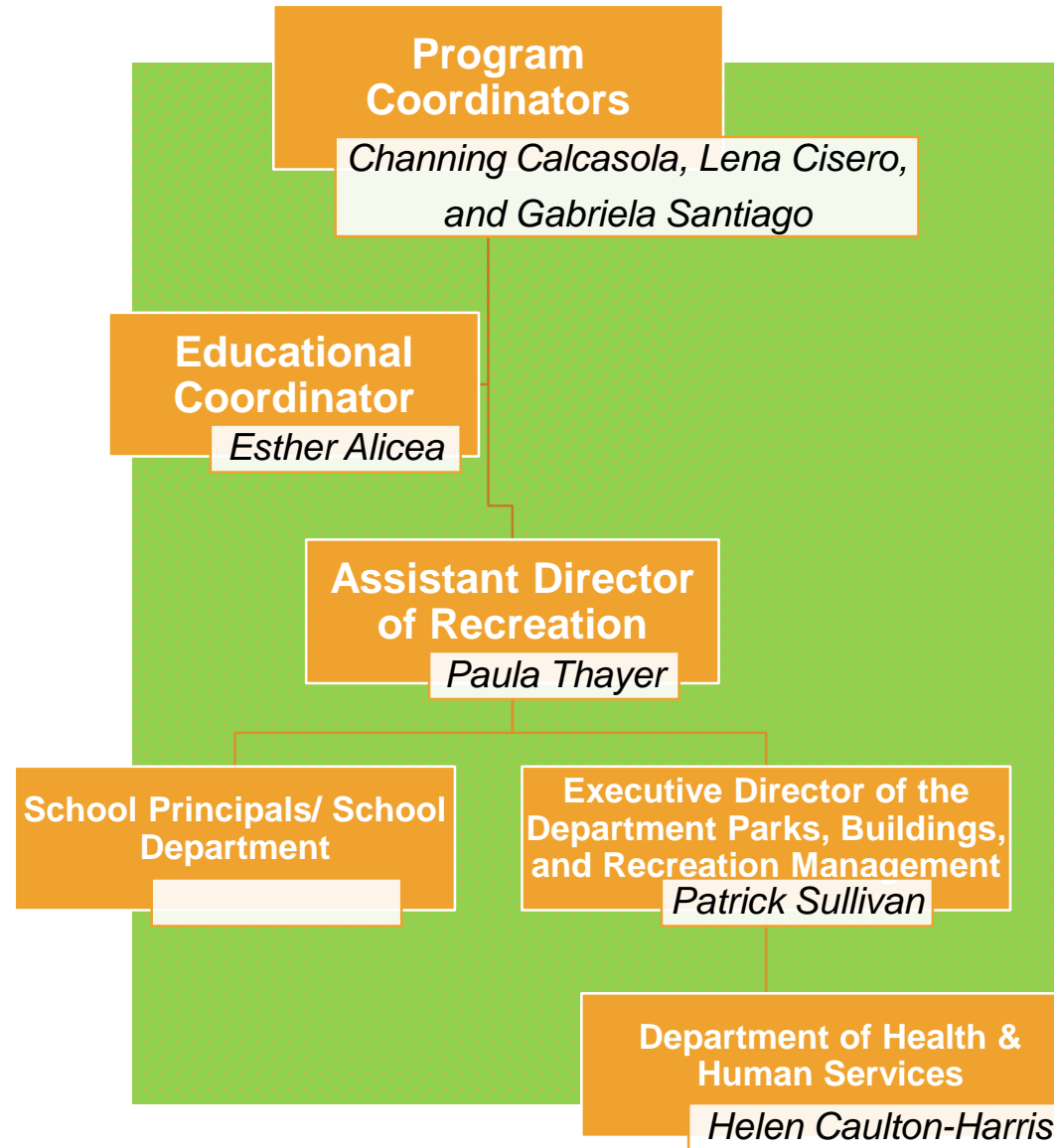
Parents / guardians will continue to practice prior hygiene—washing hands, wearing a mask, and socially distancing

NOTE: Parents/guardians must inform the Program Coordinator if your child(ren) have tested positive for COVID-19 or lives in a house with someone who has been exposed to or tests positive for COVID-19 or if they are showing symptoms of COVID-19.

HEALTH SCREENINGS



RECREATION COVID-19 CHAIN OF COMMAND



Symptomatic participant/staff will be isolated immediately, in a designated area/room and will be supervised, at all times by dedicated staff member(s). Others may not enter the isolation space without PPE appropriate for the care setting.

In the event participant/staff tests positive for COVID-19 or is identified as a close contact, they may not return to the program until they have met the requirements for discontinuing isolation or quarantine.

If a symptomatic individual tests negative, they may return to program after they show improvement in symptoms and have been without fever for at least 24 hours without the use of fever reducing medications.

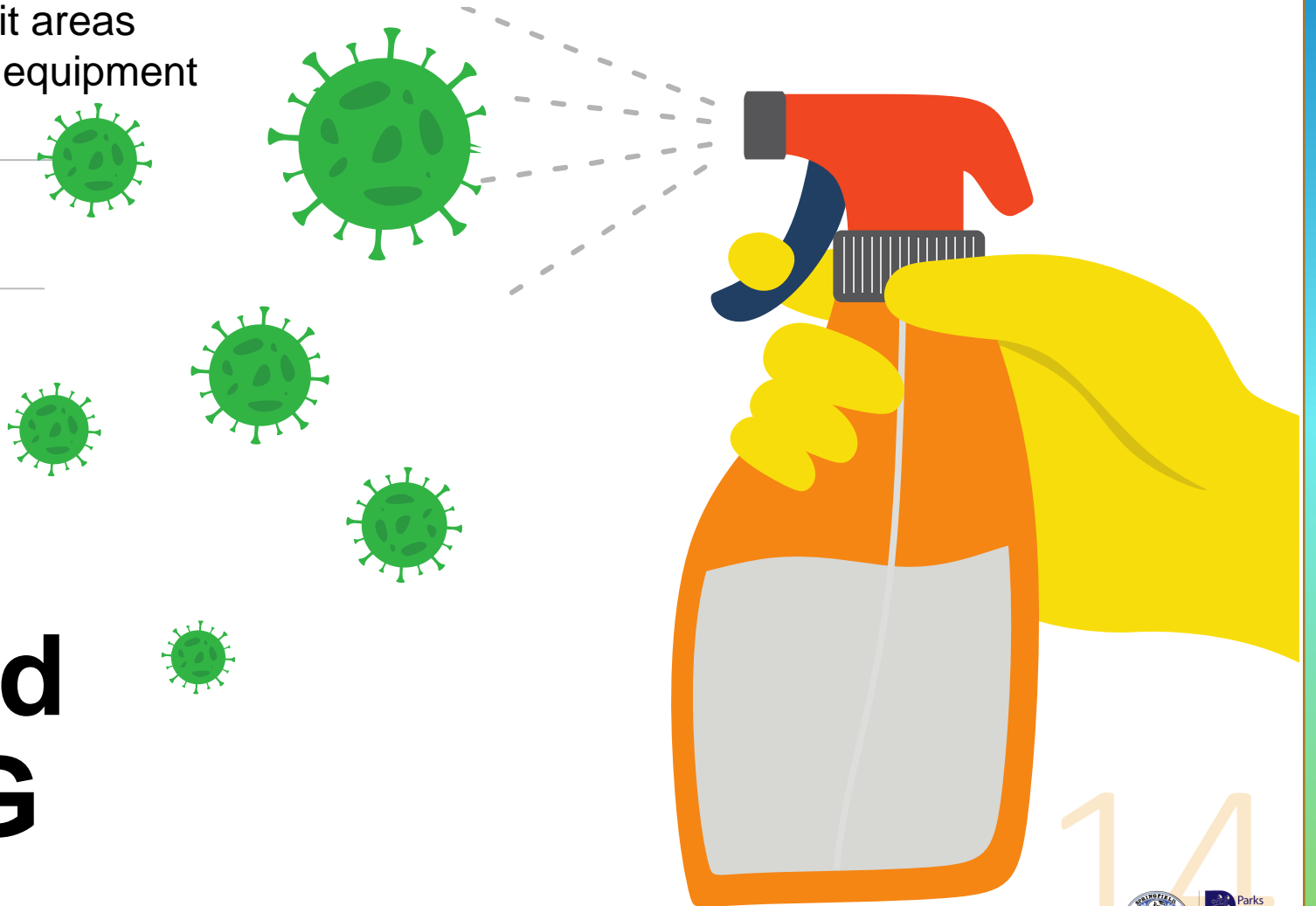
ISOLATION and QUARANTINE



In accordance with the CDC Guidance, programs, will clean, disinfect, and sanitize heavy transit areas frequently, touched surfaces and shared equipment throughout the day.

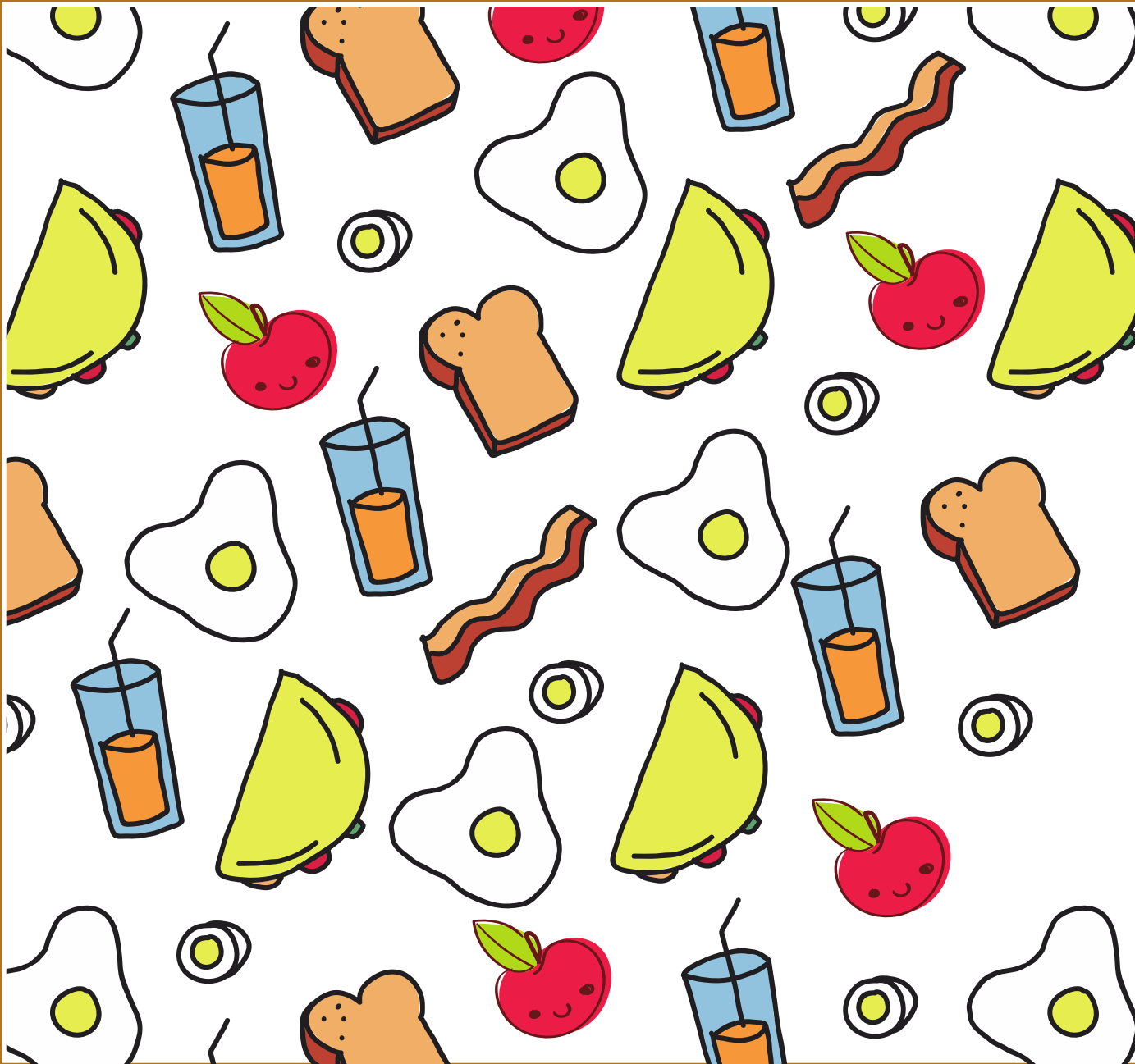
All buildings have been upgraded to meet ASHRAE standards

CLEANING and DISINFECTING





**There will be NO
TRANSPORTATION
or FIELD TRIPS
provided.**



SNACK SERVICE SAFETY

Social distancing will be maintained during snacks and cohorts will remain consistent, will not intermingle.

DURING SNACKS

Snacks will be distributed to each participant one at a time while maintaining social distancing in their cohorts.



PARTICIPANT WILL FOLLOW THESE STEPS DURING SNACK:

- Use hand sanitizer
- Will receive their snack, paper towel, and sanitizing wipes
- Return to cohort areas
- Use a sanitizing wipe on their hands
- Wipe down their area with the sanitizing wipe
- Place a paper towel on their area
- Remove their mask and place the mask on the paper towel
- Eat and **not** share snack
- Put their mask back on
- Dispose of their trash one at a time



ACTIVITY LIMITATIONS

All activities will be outside
when possible.

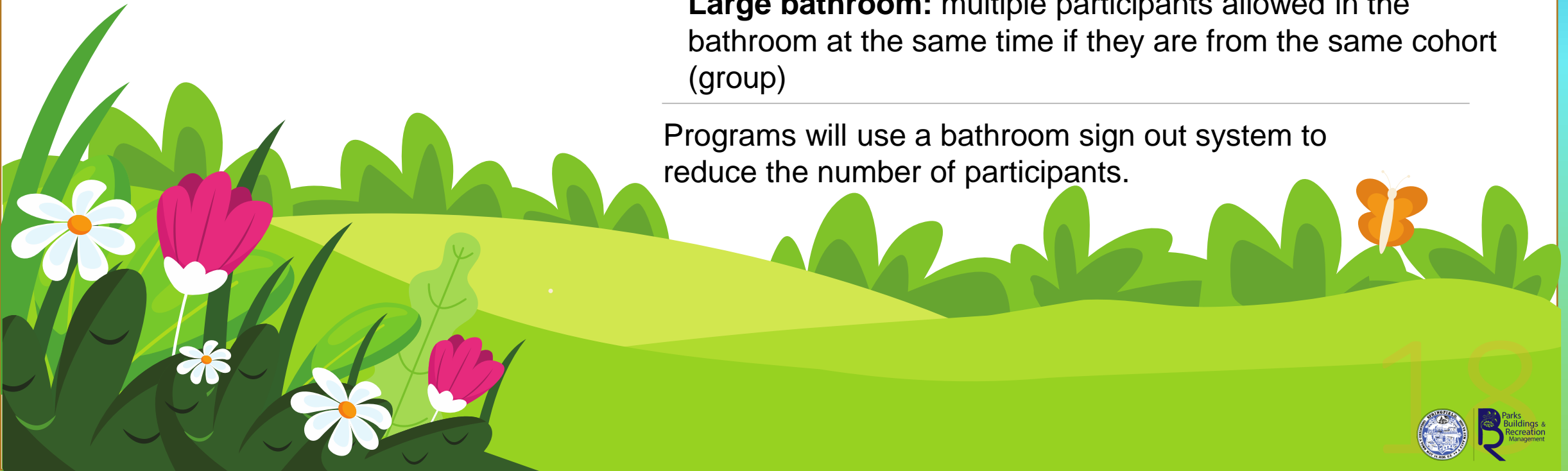


Participants will not be allowed to use the bathroom during transition times.

Bathrooms will be assigned by staff and each program will have a plan for what cohorts (groups) have access to a particular bathroom at a particular time.

Small bathroom: one participant allowed in the bathroom
Large bathroom: multiple participants allowed in the bathroom at the same time if they are from the same cohort (group)

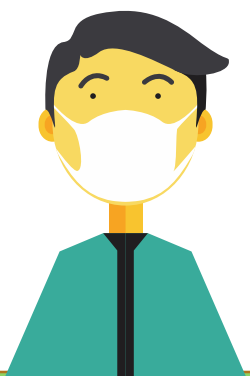
Programs will use a bathroom sign out system to reduce the number of participants.



What can I do if my child becomes sick or is exposed to COVID-19?

Contact the Enrichment
Educational Coordinator
at 413-313-1355

The Coordinator will then engage the Recreation COVID-19 Chain of Command.



DO YOU HAVE ANY QUESTIONS?

CALL US



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Or visit, springfield-ma.gov/park/

