



CEED COVID-19 PROTOCOLS

Quick Reference Guide for 2020 Summer Nature Experience

CEED recognizes its obligation to be in regular contact with its parents/legal guardians, staff, program participants, volunteers, vendors and local health organizations (e.g., town, state and County Boards of Health) on all guidelines and recommended protocols to reduce the spread of COVID-19. CEED will actively monitor publicly available information with respect to the virus and will always follow federal, state and local health agency guidance and government mandates. CEED remains committed to adopting practices and guidelines to reduce the risk of transmitting COVID-19 and will, above all, avoid immediate contact (such as shaking or holding hands). CEED will regularly check with state and local health department notices about spread of COVID-19 in the area, and adjust operations accordingly, continuing or revising our plan based upon appropriate recommended and mandated guidelines. These protocols are also available at CEEDLI.org. Questions/concerns: info@ceedli.org, 631-803-6780

Communication

- CEED will designate at least one (1) qualified person from the program team who will act as the primary COVID-19 protocol contact for participants, parents/legal guardians, staff and volunteers.
- CEED will post posters/signage issued by New York State and/or the Centers for Disease Control & Protection (CDC) on how to stop the spread of COVID-19 and reminding staff, participants and volunteers of required COVID-19 protocols and best hygiene practices (eg. frequent & thorough handwashing, wearing face covering, safe cough etiquette, physical distancing, etc.)

Cleaning & Disinfecting

- CEED will clean, sanitize, disinfect and record (via daily log) frequently touched surfaces inside and outside (e.g. door handles, sink handles, etc.), multiple times per day, and shared objects between use.
- CEED will avoid use of items (e.g. soft or plush toys) that are not easily cleaned, sanitized, or disinfected.
- CEED will insure safe and correct application of disinfectants, keeping products away from child participants and using an EPA-approved disinfectant against COVID-19.

Personal Protective Equipment (PPE)

- CEED will supply PPE, masks, gloves, sneeze guards/shields (when/if needed and available) and hand washing stations and sanitizer for all staff, participants and volunteers. CEED will train staff and volunteers on how to put on, take off, clean (as applicable), and discard PPE, and will encourage instruction of participants on the same.
- Staff, participants and volunteers must wear face coverings while inside. Most of the program is spent outside, and every effort will be made this year to minimize time spent inside. However, for safety reasons, if there is lightning, we are required to seek shelter inside. Also, July can be extremely hot. The inside space is air conditioned and can provide an occasional much needed break from the heat.
- When outside, if a 6-foot distance cannot be maintained between staff, participants and/or volunteers, face coverings must be worn, or at any time a staff member requests them to be worn.

Healthy Hygiene

- Hand washing stations will be set up for staff, participants and volunteers to wash and/or sanitize their hands before entering the program, before lunch, after exposure to high-touch surfaces (e.g. bathroom, group activity, etc.), and at the end of the day before leaving.
- A sink with soap, water, paper towels and/or hand sanitizer with at least 60% alcohol will always be available. Hand sanitizer will be supervised at all times.

- CEED will promote everyday protective measures, including reinforcing washing hands with proper technique, the covering of coughs and sneezes among participants, staff and volunteers, and reinforce the use of cloth face coverings according to the defined protocols.

Monitoring Signs & Symptoms

- CEED will implement daily health assessments of staff, participants and volunteers safely and respectfully, and with measures in place to ensure confidentiality. Each individual's temperature will be checked, a symptom screening will be conducted and all data recorded.
- CEED will require staff and volunteers to stay home if they are sick, and encourage parents/guardians to keep sick participants home.
- If a staff member, participant or volunteer does become sick, CEED will encourage and enforce all staff members, participants or volunteers to follow the following protocol:
 - Immediately separate anyone who exhibits COVID-like symptoms during hours of operation, ensuring that child participants are not left without adult supervision.
 - Notify staff, families, volunteers and local health officials immediately of any possible case of COVID-19, while maintaining confidentiality.
 - Close off areas used by any sick person until the areas have been cleaned and disinfected, waiting 24 hours (when possible) before cleaning to reduce risk to individuals doing the cleaning.
 - Advise sick staff, participants and volunteers not to return until they have met CDC criteria to discontinue home isolation.

Program Drop off/Pick up

- Please follow directions from CEED staff upon arrival and remain in your vehicle until directed. You may be offered staggered arrival and drop off times. A staff member or volunteer will greet participants outside and walk them to/from their cars.
- A daily health assessment of each participant will be done by a staff member or volunteer outside at drop off.
- Please plan to limit direct contact with staff and volunteers as much as possible. Whenever possible, specific requests should be made in writing via a paper note with your child, text or email to the Director.

Physical Distancing

- CEED will keep program group sizes to no more than ten (10) participants at any one time, and the same participants will remain together each day. The same staff will remain with the group each day. There will be no more than two (2) groups per program session/week, and the groups will remain separated as much as possible.
- Non-essential visitors, volunteers, and activities involving other groups will be restricted.
- Outside activities will be spaced to maintain at least 6-feet apart between participants, whenever possible. And face coverings will be used outside if physical distancing is not possible. Inside activities will require face coverings at all times.
- Each participant's belongings will be kept separated and individually labeled.
- We will have extra supplies to minimize sharing of high-touch materials to the extent possible (eg. art supplies assigned to a single participant, etc.), and will limit use of supplies and equipment to one group at a time to the extent possible, cleaning and disinfecting between uses/groups.
- Lunches are brought daily by each participant, but occasionally CEED provides snacks such as ice pops. Any snacks provided will be pre-packaged for each participant. CEED will discourage any sharing of food.
- CEED will monitor absenteeism to identify any trends in staff, participant or volunteer absences due to illness, which might indicate spread of COVID-19 or other illness.