

Community Center Care Information, Policies, & Procedures

Program Description

Lafayette's Community Center Care program is designed for those working to send their children to a fun, enriching, and safe place while they work. Children will be divided into separate groups upon enrollment. Each group will have their own classroom and designated areas around the Community Center where they can play with their fellow group members and leaders! These groups will be engaged with age appropriate, stimulating activities featuring art, movement, building, and other creative projects. Our professional staff is committed to providing you and your children with a fun, loving and safe experience. Our program will run through June 26th and will extend into July depending on changing guidelines.

The following policies and procedures have been developed to follow social distancing, sanitation, and hygiene practices specified by Contra Costa Health Services, and the Federal Centers for Disease Control and Prevention (CDC). ***The policies will be modified and updated as guidelines continue to evolve.***

Prevent Spread & Social Distance Policy

- Participants will wash hands often with soap & water, especially if visibly dirty. Hand sanitizer will be used if soap & water is not readily available. Children will be supervised when using hand sanitizer and when washing their hands. They will be assisted with handwashing if they can not do it on their own.
- Kids will be encouraged, as always, to keep their hands to themselves and kids will be strategically spread, when possible, during activities for appropriate social distancing.
- Items will not be shared amongst separate groups. Any shared items or locations will be disinfected before another group can use it.
- Staff will wear a face covering at all times. Children will not be required to wear a face covering.
- Children should cover coughs and sneezes and wash hands right after doing so.
- Frequently touched surfaces will be cleaned regularly
- Staff will not prepare food. Children must bring their own snacks (morning & afternoon) and lunch. Children are not allowed to share food. Lunch/snack will be eaten away from other groups, inside the classroom, or at their assigned "Active Space"
- Children should refrain from bringing toys and other personal items from home.
- Children will stay with the same group throughout the week (Monday to Friday) and the same staff members/supervisors will stay with the same group of children to the best of our ability.
- Groups of a max of 12 children will be split into separate classrooms and groups will not mix
- Classrooms will be divided by age groups. In most instances siblings will be kept together in the same group to limit family exposure.
- Each group will be assigned an "Active Space" to use each day. No other groups will be allowed to use the same "Active Space" on the same day. Active Spaces will be sanitized and cleaned each day before another group will be allowed to use it.
- Each group will be assigned a gender neutral restroom to use each day. Restrooms will be sanitized throughout the day. Participants will be asked to practice good hygiene while using the restroom, such as washing their hands and not touching their face or others. Boys and girls will take turns using the assigned restroom.
- Classrooms, Restrooms, and Active Spaces will not be open to the general public.
- Staff will coordinate rotations, pick-up, and drop-off to limit the mixing of groups. Supervisors will monitor groups and leaders to reduce the mixing of groups and to increase supervision.

Isolation, Sick Child, & Sick Staff Policy

- Sick children and staff are required to stay home and will not be allowed in the program.
- “Sick” is someone exhibiting, but not limited to, the following symptoms: cough, shortness of breath, fever (temp 100.4°F or higher), sore throat, chills, vomiting, and/or diarrhea
- Should your child develop any of the symptoms above, please notify the program via phone at 925-284-2232 or email at recreation@lovelafayette.org
- Staff will be vigilant in monitoring symptoms in kids and themselves and will notify a supervisor if they or a child is showing symptoms of being sick (symptoms listed above)
- Children & Staff who arrive sick or become sick while at the center will be sent home as soon as possible.
 - Staff and Children who become sick while at the center will be isolated from well groups.
 - The Toyon room at the Community Center will be used as an infirmary/isolation area
 - One staff member will supervise any sick children in the infirmary/isolation area until a parent/guardian arrives to pick them up. Children will be made as comfortable as possible.
 - If a group has a COVID 19 confirmed participant, the other members of the group will be informed. Staff will follow up with County Health Services to implement contact tracing procedures.
 - The care program can be cancelled due to an illness in the program or a change in State, County or Federal guidelines.
- Participants should not return until they have met one of the criteria below:
 - 14 days have passed since they started showing symptoms
 - Consulted with their doctor about resuming public activities
 - A record that a doctor was consulted may be required to be readmitted into any programs.

Parent Drop-Off, Pick-Up & Screening Procedure

- A map of the Lafayette Community Center will be sent out each week as a visual reference for drop-off & pick-up
- Participants will be assigned to a group and corresponding room. Each group will receive parking instructions and a permit to display on their car dashboard. Drop-off & Pick-up instructions for specific rooms will be emailed out to participants the Friday before their week of attendance. Participants must be on time for drop-off & pick-up.
- Parents/guardians should wear a face covering when picking up and dropping off.
- Drop-off
 - Cars will enter the horseshoe driveway by the Jennifer Russell Building at the Lafayette Community Center. Cars with permits in their windows will be directed by staff to drive the side road parallel to St. Mary’s Road to proceed to their assigned area. Cars must park in assigned group areas.
 - Once parked, the screening procedure outlined below will begin. Only participants will be allowed to exit the vehicles. Parents/guardians may only exit to assist with seatbelts.
 - In the case of a late drop-off, participants must park in the horseshoe parking lot by the Jennifer Russell Building and call 925-284-2232 to contact a supervisor. The Supervisor will coordinate the screening procedure with group leaders.

- Screening Procedure
 - Participant's temperature should be taken by parent prior to coming to the Community Center
 - Sick (definition above) participants should not be brought to the program and will not be admitted.
 - Parents/guardians & non-attending siblings are to remain in the car with the participant. Screening staff will ask the parent or guardian screening questions prior to the participant exiting the car. Screening staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. The parent/guardian will be asked:
 - To confirm that the child does not have a fever, shortness of breath, or cough.
 - If their participant has been in contact with someone who has COVID-19 or has shown symptoms of COVID-19
 - If the participant passes the question screening, they will be asked to exit the car for temperature screening. Temperature screening will be conducted with the following steps:
 - Participants forehead will be scanned using a no-contact thermometer
 - Participants who have a fever of 100.4⁰ (38.0⁰C) or above will be scanned twice more to confirm results
 - Participants who have a fever will not be admitted to the facility
 - Once the temperature screening is passed, the leader will follow the steps listed above in drop-off to admit the participant into the program for the day.
 - Screening staff will wear PPE and thermometer will be disinfected between each participant
- Pick-up
 - Similar to Drop-Off, cars with their group letter in their windshield will be permitted to enter the pick-up area. Cars will continue down the side road parallel to St. Mary's Road to their designated pick-up location. Cars will not park. Cars will pull into designated pick up lanes.
 - Once at the location, a leader will verify the pick up person and will then send the child to the car. Parents/guardians may only exit to assist with seatbelts. Please keep your authorized pick-up list updated.
 - If picking up early, please call ahead at 925-284-2232. Upon arrival, park in the horseshoe parking lot by the Jennifer Russell Building. Call 925-284-2232 to get into contact with a supervisor. A supervisor or group leader will then walk your child to your car.

Cleaning/Disinfecting Procedure

- In addition to daily deep cleanings, frequent sanitizing of high touch surfaces will occur throughout the day, including but not limited to toys, tables, chairs, bathrooms and outdoor surfaces.
- Facilities will be cleaned between groups and items will be sanitized before being made available for use. EPA approved disinfectants and cleaning products will be used by maintenance staff.

Waiver

- Each participant will be required to have a completed waiver on file before their first day at the program.
- Waivers will be valid from June 1st, 2020 to August 31st, 2020

Medical Conditions & Vulnerable/High Risk Group Guidelines

- The program is not designed for those that are in the high risk category. Participants in this category should consult with their doctor about enrolling in this program.
- People of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.
- Children with allergies, medical conditions, disabilities, or other pertinent health related information should notify the center at enrollment. This information should also be disclosed on the waiver and release.

Lafayette Community Center

www.lafayetterec.org

925-284-2232

recreation@lovelafayette.org