

RE: NECC 2020 Out of School Care Structure, Guidelines, and Rules

Dear Child-Care Parents,

We are happy to have the opportunity to see your children at NECC this Fall. The NECC successfully provided day camps during the summer and will continue to follow current health and child-care regulations designed to provide a safe experience for kids and staff. In the attached document, you will find NECC's guidelines and rules to support this commitment.

Please read through every page carefully. We want to provide you with as much information as possible before you send your child to the NECC. We know this is a lot of information, but it is necessary for the safety of staff and participants that all families in NECC's child-care program understand and adhere to these guidelines. Approximately one week before child-care begins we will send you more specific information about check-in, pick-up, and other protocols. Please talk with your children about these guidelines and protocols (this is particularly important for participants who have previously attended NECC camps or programs), and we ask that you specifically understand and agree to follow these guidelines before your child begins care at NECC.

During this challenging period where we are learning more about how COVID-19 is transmitted and the dangers to children and adults, we want to be clear that while guidelines, rules and protocols can help greatly reduce the risk of spreading the virus, attending our programs may increase risk to children and staff. Attending child-care at the NECC this fall may not be the right choice for every child, even if they have attended NECC programs or camps in the past. If your child or anyone in your household has a pre-existing health condition or are immuno-compromised, we encourage you to carefully consider whether NECC's child-care offerings are an appropriate choice for your child this Fall. We hope you understand and would love to work with your child in the future.

If you have any further questions or concerns after reading through this document, please contact me directly at [youth@neccommunitycenter.org](mailto:youth@neccommunitycenter.org). I look forward to having your child in our program!

Nohea Waiwaiole  
Youth Program and Camps Coordinator

## OUT OF SCHOOL CARE INFORMATION

### General Guidelines

The Oregon Health Authority and Oregon Department of Education Early Learning Division have published guidelines that the NECC will follow this fall. We have adopted additional protocols to support the safety of children and staff.

- **Cohorts with Dedicated Staff.** Each cohort will be limited to a maximum of 15 children; the NECC may have up to two cohorts in the facility at any one time. Each cohort will only interact with children from their own cohort, and the cohorts will not interact with one another. With the exception of one supervisory person, NECC staff will remain with one cohort (they will not go between cohorts).
  - One supervisory staff from the NECC may interact with both cohorts during the day. This staff member will utilize masks and/or face shields, while also changing into a clean outer layer of clothing and washing their hands when moving between cohorts.
- **Base Camp Outside.** Child-care will take place both inside the NECC gymnasium and outside in our Base Camp. Depending on the weather and daily schedule, children may walk to Grant Park. As we did for camps this summer, we will utilize a large tent in the NECC's parking lot as Base Camp. As children move between Base Camp and the NECC gymnasium, they will utilize an entrance that is separate from the main entrance to ensure that they do not interact with persons outside their cohort.
- **Face Coverings.** For everyone's protection, children and everyone entering the facility must wear a clean and properly fitting face covering. While attending NECC child-care, children will be required to wear a face covering at all times and are required to wear a newly cleaned face covering each day. If children need a short break from wearing their face covering, staff will guide them to an appropriate location that ensures appropriate physical distancing where they can remove their mask for a short period.
  - Staff members will wear face coverings at all times during the day.

**We strongly recommend that you talk with your child about the importance of wearing a face covering and that your child is prepared to interact with staff while staff members are wearing a face covering.**

- **Physical Distancing.** The Oregon Health Authority and Oregon Department of Education Early Learning Division do not require that children within the same cohort physically distance from one another. The NECC will structure activities that are fun and engaging and which encourage physical distancing of 6', but we are not able to guarantee that children will remain 6' apart during the entire time they are in our care. Due to the nature of children, there are times that children may come within 6' of each other. Similarly, to support participant safety in certain situations (such as crossing the street), there are times that staff may need to come within 6' of children, but we will limit these interactions.

Siblings, children from the same household or children already "podding" together will not have to physically distance from one another, but will still be asked to keep their hands and food to themselves like usual.

- **Cleaning, Disinfecting, and Bathroom Breaks**

- Children will be required to wash their hands and use hand sanitizer many times throughout the day, including before arriving or leaving our care. Outdoor sanitation stations will be available for children, as well indoor sinks with hot and cold water.
- We will make every effort to avoid the sharing of equipment or supplies between cohorts. If any equipment or supplies must be shared between cohorts, it will be disinfected before and after use with a product that is EPA approved for the SARS-CoV-2 virus that causes COVID-19.
- All spaces children use will be disinfected before and after use. For example, touch surfaces in the gym, tables, chairs, benches, light switches, etc. will be thoroughly disinfected prior to children using the space.
- The NECC has adopted restroom procedures to ensure that the toilet, faucet handles, and touch surfaces are properly disinfected after/before each use.

- **Staff.** All staff monitor their own health, the health of those in their households, and - to the extent possible – persons they come in contact with. If a staff member exhibits symptoms of COVID-19 within the past 10 days, or if they are exposed to a person with a presumptive or confirmed case of COVID-19, they will not work at our facility until they have completed the required self-isolation period.

- The NECC will complete a daily temperature and symptom check of all staff.
- If a staff member starts to display symptoms of COVID-19 while at work, they will immediately leave and the NECC will take appropriate action, including (but not limited to):
  - communicating relevant information to parents (while maintaining the privacy of the person affected), and
  - reporting this information to the local health authority and to the Oregon Department of Education Early Learning Division for additional guidance.

### **Ten Days Before Child-Care Begins through the end of care.**

- During the ten days prior to the start of care, parents/guardians must monitor their households and those they come in contact with. During that period:
  - If the child is exposed to COVID-19, they will not be permitted to attend child-care.
  - If the child or anyone in their household has recently been ill with fever or a new cough, the child should remain home for at least 10 days from illness onset and until 72 hours after the fever is gone without fever reducing medicine and COVID-19 symptoms are improving.
  - If the child is exposed to a person with a presumptive case of COVID-19, the child must self-isolate for 10-days before attending care. The 10-day isolation period starts on the day that child last had contact with the presumptive COVID-19 person. If that person subsequently tests negative for COVID-19, the child may return to care.
  - After the appropriate self-isolation period, children may return to care.

### **One Week Before Child-Care Begins**

- You will receive a packet of information that includes the following:

- Specific information about your child’s care;
  - **Required** waivers of liability indicating that you understand the risks of participation in NECC programs;
  - **Required** Permission to Pick-up and Emergency Contact Information Form;
  - List of ground rules designed to protect children and staff. **It is important that you review these rules with your child before the first day of care.**
  - Child-Care Questionnaire. We will ask you to let us know, in advance, whether there are specific friends your child wants to be in a cohort with as well as which days of the week you plan to send your child to care and if your child has any scheduled distance learning classes during their time in our care. Siblings will always be assigned to the same cohort. This is also the place to let us know about pre-existing coughs, food allergies, and any other relevant information about your children you would like us to know.
  - If you do not receive that packet of information at least a week before your care begins, please email me at youth@necommunitycenter.org.
- **Please return the Child-Care Questionnaire by the end of the day on Wednesday prior to care.**
    - Due to safety and physical distancing requirements, we cannot alter the cohort assignments on the first day of care or anytime during the week, unless we are making a permanent change.
    - Parents must only submit the Child-Care Questionnaire once, unless they need to update information or let us know about a change.

### **Three Days Before Child-Care Begins**

- You will receive a child-care information email with the following information:
  - Your child’s cohort assignment. We will only send your child’s cohort assignment once. This assignment will not change throughout their time in our care, unless otherwise noted.
  - Directions to the location of your child’s check-in - we will have different check-in sites (both at the NECC) for separate cohorts.
  - Other general information to help prepare you and your child for the upcoming week.

### **The First Day of Child-Care (and Every Day of Care)**

- Each morning at check-in, NECC staff will use a touchless thermometer to take children’s temperature and will ask questions to screen for symptoms of COVID-19. Those symptoms include fever (over 100.4), unusual or new cough, shortness of breath, diarrhea, vomiting, headache, sore throat, and rash.
  - If a child has a temperature of 100.4 or higher, they will not be permitted to attend child-care.
  - In regards to all symptoms besides a fever, children who have been seen and cleared by a medical professional, with proper documentation, may remain or return to care.
  - For guidance in whether your child should stay home and for how long, see the attached *Exclusion Summary for Child Care Providers* prepared by the Oregon Department of Education Early Learning Division.
  - In the event your child develops a new cough or other symptoms of COVID-19

during the week, parents/guardians **must** communicate that information to the NECC and keep their child home for the remainder of the week. If that occurs, the NECC will promptly notify other families (while maintaining privacy), contact the local health authority, and take the appropriate action. In some situations, this may include cancelling care for the remainder of the week or up to two-weeks.

- Children will be assigned a cohort, and parents/guardians will deliver their child to the appropriate cohort check-in location, taking care to maintain physical distance from other children and families. Please remember that all persons over the age of two must wear a properly fitting face covering during drop-off and pick-up.
  - NECC is required to keep a record of every adult who drops-off or picks-up their child at our facility.
  - If your child will be dropped off and picked up by different people each day, or if you want your child to go home with another adult, you must provide that information to NECC staff in writing during drop-off.

### **Two weeks After Child-Care Concludes**

- For two weeks following the conclusion of care, parents/guardians agree to promptly notify the NECC if their child or a member of their household starts to display a fever, a new cough, or other symptoms of COVID-19.

## WHAT MIGHT A DAY AT CHILD-CARE LOOK LIKE?

In the morning, children and their parent/guardians will arrive at the NECC for child-care - we'll be happy to see you! Maintaining 6 feet of distance between their family and others, children will find the check-in station for their assigned cohort. The check-in stations will be located at the base camp tents in our parking lot. We encourage only parents/guardians and their care participant(s) attend drop-off, but if it is necessary to have other children present, we ask that all members of the drop-off party wear face coverings (except children younger than 2 years old). We will complete the daily check-in and health check process with each child and their parent/guardian. At that time, please let us know if another parent/guardian or adult is picking up your child.

Following check-in, children will go over the plan for the day with their teacher and meet the other kids in their cohort. Eventually, the group will head to the NECC gymnasium for some structured physical activity time. This could include group games, sports or other activities that encourage movement and playing with others. After structured game time activities, children will get a chance to have some time to engage in quiet activities such as reading, arts and crafts, or homework support. Children will get opportunities to have some open "recess" or free time outside in our base camp and closed-off street (the Community Courtyard). Some days, we might walk to Grant Park to play in the open grass areas there. We will not use the public play structures, restrooms, or drinking fountains. There will also be at least one art project or craft that kids work on throughout the week.

At the end of the day, cohorts will return to their outdoor base camp while maintaining separation between cohorts. Parents will meet us back at our base camp in the parking lot for check-out. Checkout will take place in the same way as check-in. We are only permitted to release children to adults other than their parent/guardian if we have received prior permission.

## FAQ'S

- **Is this the right care opportunity for my child?** If your child or anyone in your household has a pre-existing health condition or are immuno-compromised we encourage you to carefully consider whether NECC's child-care is an appropriate choice for your child this Fall. If you decide that this is not a good fit for your child, we hope to have the opportunity to see them in classes or activities in the future. If you have any more questions or concerns about this, please email Nohea Waiwaiole: [youth@necommunitycenter.org](mailto:youth@necommunitycenter.org)
- **Can my child be in a group with their sibling or friend?** Yes, you must return your Child-Care Questionnaire by the Wednesday before the start of care to let us know if there are certain friends your child wants to be in a cohort with. Siblings will be automatically be placed in the same cohort.
- **Does my child have to wear a face covering or mask?** Your child will have to wear a mask for most of the duration of care. If a child needs a break from wearing their mask, we can provide them the opportunity to do so, while safely distancing from others.

- **Will you provide masks for my child?** We strongly encourage you to send your child with a properly-fitting mask that they are comfortable with. If your child needs a mask or if their mask breaks or becomes dirty throughout the day, we can provide them with a new clean mask.

- **What happens if my child refuses to wear a mask during one of the required times?** Unfortunately, for the safety of your child, other children, staff, and others at the NECC, we will be unable to make exceptions to this requirement. If this were to occur, we would compassionately isolate your child and contact you to come pick them up. If this happens, they may not be permitted to return.

- **How will you encourage physical distancing?** In addition to the structures we outlined above, we will plan all activities and crafts to encourage physical distancing. For example, children will sit at least 6-feet apart during circle or craft time. They will each have their own space. It is important for parents/guardians to know, however, that there are going to be many times children and staff will come within 6-feet of one another despite our best efforts to minimize these times. If you are concerned with physical distancing, the best thing you can do is talk to your own child about the importance of keeping their space and encourage them to back up from others if they ever feel uncomfortable.

- **What happens if someone becomes ill?** We will isolate the sick person and have them removed from care, contact the local health authority, promptly inform other families (maintaining privacy), and take the appropriate steps necessary for the situation. Depending on the circumstances, these steps could include a range of responses, from enhanced sanitation and disinfection up to the cancellation of the program. In determining the appropriate steps for each situation, the health and safety of children receiving care and our staff will be the most important consideration, in addition to guidance from our local health authority.

- **Can I send my child if they have a cough?** If you let us know on your Child-Care Questionnaire that your child has a pre-existing cough caused by other factors (hayfever, etc.), please feel free to send your child. If this is a new cough, or your child has a fever or other symptoms of COVID-19, please keep your child home and immediately notify the NECC.

- **Will you use the play-structures or bathrooms at Grant Park?** No. Your child will need to be able to use the restroom before we go to the park and be without a restroom for potentially an hour. Let us know if you think this will be a problem.

## WHAT'S NEXT?

Monitor your child's health two weeks before the start of care. Stay on the lookout for the Child-Care Information email (sometimes this goes to junk mail). Complete and return the Child-Care Questionnaire by Wednesday of the week before care. Review rules and guidelines with your child. Complete the liability waiver and bring it with you to the first day of care. Stay on the lookout for an email with Cohort Assignments and Check-in instructions.

If you have any questions, please contact Nohea Waiwaiole, Youth Programs and Camps Coordinator, at [youth@necommunitycenter.org](mailto:youth@necommunitycenter.org).