

## **BASEC: Belmont After School Enrichment Collaborative Health Care Policy**

Department of Early Education Care  
102 CMR 7.00

Belmont Department of Public Health  
105 CMR 430.000

Maynard Health Department  
105 CMR 430.000

***BASEC @ Burbank***  
266 School Street  
Belmont, MA 02478  
(781) 296-2471

***BASEC @ Chenery***  
95 Washington St.  
Belmont, MA 02478  
(617) 484-8030

***BASEC @ BHS***  
221 Concord Ave  
Belmont, MA 02478  
(617) 894-6717

***BASEC @ Green Meadow***  
5 Tiger Drive  
Maynard, MA 01754  
978-897-8246 X5392

***BASEC @ Fowler***  
3 Tiger Drive  
Maynard, MA 01754  
Phone TBD

***BASEC Vacation Programs***  
Beth El Temple Center  
2 Concord Ave.  
Belmont, MA 02478

First Church  
404 Concord Ave.  
Belmont, MA 02478

### **ALL STAFF WILL BE CPR/1<sup>ST</sup> AID CERTIFIED**

#### **Directors**

Executive Director: Andrew Mountford (Designated Supervisor)

Site Director: Sarah Houtmeyers (Burbank—Designated Supervisor)  
Amanda Burke (Chenery—Designated Supervisor)  
Brandon Heisler (BHS—Designated Supervisor)  
Michael Clark (Green Meadow & Fowler—Designated Supervisor)

Director of Impact: Annie Gladfelter (Designated Supervisor)

Directors of Student Programming: Danielle Greene (Designated Supervisor)  
Ellen McEllin (Designated Supervisor)

Operations Specialists: Blake Stensland  
Viviana Sanchez

Family Engagement Specialist: Clare McGladrigan

Aquatics Director: Blake Stensland

Curriculum Specialists:

Belmont

Jamie Meditz (Visual Arts)  
Felisia Sainz (Visual Arts)  
James Burke (Sports)  
Danny MacAuley (Sports)  
Carter Eichenberg (Academics)  
Ola Jachtorowicz (STEM)  
Trevor Donahue (STEM)

Maynard

Kayla Sylvia (Visual Arts)  
Callie Andrews (Sports)  
Anna Schonwald (STEM)

**Burbank**

Vana Keledjian  
Karen Shea  
Vicky O'Regan  
Alex Mattos

Alex DeMaris  
Kathy McClallen

Sam Taber  
Elaine Arvanitis

Operations Specialist: Viviana Sanchez

**Chenery**

Sara Doran  
Gaelen McGrail  
Lucia Brown

Hannah Kusnitz  
Sharisse Zeroonian  
Nick Peladeau

Andrea Grant

Operations Specialist: Blake Stensland

**Green Meadow & Fowler**

Lois Cohen  
Margaret Gubala  
Donna Goguen  
Alba Gomez

Hanna Bacus  
Valerie Warren  
Lisa Corfman  
Tricia Cerqua

Jeremy Conlin  
Francine Indelicato

Family Engagement Specialist: Clare McGladrigan

**Vacation Program Educators:**

Vana Keledjian  
Karen Shea  
Vicky O'Regan  
Alex DeMaris

Lucia Brown  
Sara Doran  
Gaelen McGrail  
Elaine Arvanitis

Andrea Grant  
Sam Taber

**Health Care Consultants:**

BASEC @ Burbank, BASEC @ Chenery  
BASEC @ Green Meadow & BASEC @ Fowler

Heather Blake  
266 School St.  
Belmont MA 02478  
617-993-5500

*BASEC Vacation Program*

Aislyn Cangialose, PNP  
West Cambridge Pediatric and Adolescent Medicine  
575 Mount Auburn St.  
Cambridge, MA 02138  
617-547-1995

**EMERGENCY PROCEDURES**

**Belmont Emergency Phone Numbers:**

Police: 911 or (617) 484-1212  
Fire/Ambulance: 911 or (617) 484-1300  
Poison Prevention: (617) 232-2120 or 1-800-222-1222  
Department of Children and Families: (617) 748-2000  
DCF Hotline: (800) 792-5200

**Maynard Emergency Phone Numbers:**

Police: 911 or (978) 897-1011  
Fire/Ambulance: 911 or (978) 897-1014  
Poison Prevention: (800) 222-1222  
Department of Children and Families: (617) 748-2000  
DCF Hotline: (800) 792-5200

**Belmont Emergency Hospital:**

Mount Auburn Hospital 330 Mt. Auburn St. Cambridge MA 02138 (617) 499-5025	Children's Hospital 300 Longwood Ave. Boston MA 02115 (617) 735-6611
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**Maynard Emergency Hospital:**

Emerson Hospital  
133 Old Rd. to Nine Acre Corner  
Concord MA 01742  
(978) 369-1400

**Emergency Procedure:**

- First Aid/CPR Certified Teachers:
  - Assess all injuries and administer First Aid/CPR as needed

- **COVID-19 Modification:** *If close and prolonged contact is needed to administer First Aid, the teacher administering first aid will properly don PPE*
- [Red Cross recommendations for CPR during COVID-19.](#)
- Call or direct other staff to call for emergency transportation, as needed (911)
- Call parent/guardians
- Direct BASEC teachers to manage care of other students
- Direct BASEC teachers to meet emergency transportation at BASEC program entrance
- Direct emergency responders to site at which care is required (stay on the phone with 911 – the 911 operator should be the first to hang up)
- Accompany, if necessary, student to Emergency Care Facility

### **Emergency Procedures If Parents Cannot Be Contacted:**

- Call emergency contacts on the student's enrollment form
- Review enrollment form for other important information relevant to an emergency situation, such as allergies to medication or special medical services or contact information requests.
- Contact health consultant for assistance
- If ambulance service is necessary, the Site Director will determine who will accompany the student to an authorized medical facility in the ambulance and remain with the student until the parent/guardian or other authorized person arrives. If the Site Director is the person to accompany the student to the medical facility, the Director of Student Programming will supervise the site. If Director of Student Programming is not available, the succession order for managing site will be as follows:
  - Executive Director
  - Director of Impact
  - Operations/Family Engagement Specialist

### **Emergency Procedures When Off the Premises:**

- Teacher always carries first aid kit containing:
  - First Aid/Medical supplies and prescriptions with release forms
    - **COVID-19 Modification:** *All necessary PPE*
  - Phone number list including parent/guardian work numbers and emergency information
- Two teachers must be with any group off premises
- Follow emergency procedures described above

## **INJURY AND FIRST AID**

### **Procedures for Utilizing First Aid Equipment:**

- First Aid Kit/ Manual Locations:

- At each site's front desk area, located at each site's main space, is the site's first aid kit including PPE
- First Aid is administered by staff members with Red Cross first aid/CPR training; first aid supervision and kit maintenance is administered by Site Directors and Family Engagement Specialists

### **First Aid and COVID-19 Training**

- *All staff are required to complete EEC's Guidance to Reopening Child Care training and BASEC's internal COVID-19 health and safety training prior to working in person with students*
- First Aid kit contents:
  - Eye wash
  - Non-perfumed soap
  - Ice packs, hot/cold compresses
  - Disposable gloves
  - Rolled bandages
  - Assorted bandages
  - Sterile gauze squares
  - Adhesive tape
  - Scissors
  - Small splints
  - CPR mouth barriers/1-way valve
  - Tweezers
  - Health Care Policy
  - Triangular muslin bandages
- **COVID-19 Additions to First Aid**
  - *Disposable gown*
  - *Protective eyewear*
  - *N95 Mask*
  - *Non-latex sterile gloves*
  - *Temporal thermometer*
  - *Hand sanitizer*
  - *Adult and child-sized disposable masks*

### **Plan for Injury Prevention and Management**

- Monitoring environment; repair/removal of hazards
- Monthly checks of outlets, paints, stability of equipment, cleaning supplies, etc.
- Toxic substances (cleaning supplies, etc.) in kitchen closet and janitorial offices
  - No child access to kitchen closet or janitorial offices

### **Smoking / Tobacco Use**

Massachusetts' state law prohibits the use of any form of tobacco, including cigarettes, smokeless tobacco, and nicotine delivery devices like e-cigarettes, by staff, campers,

or any person at the camp. Smoking is not permitted in any school building or on school property (playground, blacktop area, sidewalks, etc.) The use of tobacco is prohibited for any BASEC employee while on program grounds.

### **Maintaining and Monitoring a Central Injury Log:**

Incident/injury reports are kept in log at the front desk. Completed forms are copied; one copy stays in the log, one is put in the child's file, one copy is delivered to parents, one copy is for licensing official (if necessary—see below).

### **Injury and First Aid Reporting Procedures to Parents:**

- Teachers report all incidents and accidents to the Site Director; Site Director or teacher fills out an incident/injury report.
- Incident/injury is documented within the hour of occurrence.
- Parents sign incident/injury form within 24 hours of reported incident/injury.
- One copy of report is given to parents, one copy of report is kept in student's file, and one copy of report is kept in central log.

### **EEC & Belmont/Maynard Health Department Reports:**

- BASEC reports to the EEC and/or DPH within 5 business days of any and all serious injuries, in-patient hospitalizations, or death of a child while in the program.
- EEC and/or DPH must receive a copy of the incident report, the attending teacher's CPR and First Aid cards and an account of the situation.
- EEC reports must be logged using LEAD Portal (see Executive Director for more information).
- EEC: Michelle Haines [michelle.haines@state.ma.us](mailto:michelle.haines@state.ma.us) for Belmont; Rosie Semidei-Molina [rosa.l.semidei-molina@mass.gov](mailto:rosa.l.semidei-molina@mass.gov) for Maynard.
- Belmont DPH: [wchin@belmont-ma.gov](mailto:wchin@belmont-ma.gov) Maynard DPH: [boh@townofmaynard.net](mailto:boh@townofmaynard.net)

## **INFECTION CONTROL AND MONITORING**

### **COVID-19 Procedures**

- Teachers:
  - Submit [daily health checks to monitor for symptoms of COVID 19](#)
  - Face masks are worn at all times indoors except during “mask breaks” with social distancing. When outdoors, teachers may remove their masks.
  - Regular and thorough hand washing with soap and warm water before and after the following:
    - after bathroom use
    - before and after donning and doffing face masks\*
    - before and after offering hands on assistance to students\*

\*Hand sanitizer will be available at all times to use when running water is not available
  - Before administering first aid:

- Gloves are required to be worn
- Face masks worn by teacher and student
- All situations involving body fluids should be considered infectious and require appropriate PPE
- Before administering first aid when COVID symptoms are present:
  - N95 masks required
  - Gown and gloves required
  - Protective eyewear required
  - First aid must be administered in the designated quarantine space
- Children:
  - Adult, on child's behalf, performs [daily health checks, screening for COVID-19](#) symptoms
  - Regular and thorough hand washing with soap and warm water before and after the following:
    - after bathroom use
    - before and after eating\*  
*\*(see pg. 38 for information on food in COVID Amendment)*
    - before and after donning and doffing face masks\*\*
    - after receiving hands on assistance from a teacher\*\*  
*\*\*Hand sanitizer will be available at all times to use when running water is not available*

### **COVID-19 Addition: Maintain and Monitor Daily Health Checks**

BASEC will require that all families and staff complete and submit a daily health check form, administered using Google Forms. Accuracy of health checks are pertinent to maintaining the health and safety of staff and students. Health check forms must be completed prior to arrival at the program.

Health check form submissions will be reviewed by Site Directors and Family Engagement Specialists before program hours, and submissions that raise concern will be flagged for further review and follow up. Students or staff exhibiting symptoms as detailed below will not be permitted to attend onsite programming until deemed fit to attend by their physician.

- Fever (100.0° and higher), feverish, chills
- Cough *(when not due to other known causes, such as a medically known chronic cough)*
- Sore throat
- Difficulty breathing *(when not due to pre-documented illnesses, such as chronic asthma)*
- Gastrointestinal distress *(Nausea, vomiting, or diarrhea)*
- New loss of taste or smell
- New muscle aches *(lacking explanation)*

The following symptoms, if observed in combination with symptoms from above, are cause for immediate isolation and exclusion from child care:

- Fatigue
- Headache
- Runny nose or congestion
- Any other signs of illness

### **Maintaining COVID-19 Dismissal Health Logs**

In the event a student or staff member becomes ill with COVID-19 symptoms, the administrator onsite will document the student or staff member's name, their reported symptoms, the attending staff member, if PPE was used, and the time and date of dismissal. The log will also hold a field for follow-up, such as if DPH was contacted and if/when they have been cleared to return to the program.

This log will be kept and maintained using a Google Form/Sheet for COVID-related dismissals and exclusions.

### **Reporting of Infectious Diseases**

- BASEC shall report any case of communicable disease occurring in a camp immediately to the Belmont Board of Health. The report will be made by the Executive Director or the Director of Impact. The report will include the name and home address of any individual known to have or suspected of having such disease. Until action on such a case has been taken by the camp health care consultant, strict isolation shall be maintained. 105 CMR 430.157
- The Director shall ensure that each suspected case of food poisoning or any unusual prevalence of any illness in which fever, rash, diarrhea, sore throat, vomiting, or jaundice is a prominent symptom is reported immediately to the local board of health and to the Massachusetts Department of Public Health, verbally or by telephone. 105 CMR 430.158

### **Reporting of Confirmed or Presumed Positive Case of COVID-19**

In the event there is a confirmed or presumed positive case of COVID-19 within BASEC programming, the below steps will be taken, in addition to submitting required documentation.

- DPH will be notified immediately and will advise on quarantine procedures and program closures
- EEC Licensor will be notified
- Families of close contact students will be notified via email of possible exposure while maintaining confidentiality of the individual
- All families will be notified via email of the occurrence and Site Directors will be made available to answer questions

### **Disinfecting Procedures:**

Bleach-solution is used for tables, sinks, toilets, play structures. Children are not to use bleach-solution at any time.



### General Information

- Tables and high-touch surfaces washed/wiped down with bleach solution
- Carpets will be vacuumed and disinfected regularly\*
  - \*Carpet seating will not be permitted due to COVID-19. Students will be asked to sit in designated chairs*
- School nurses and parents notify BASEC of any contagious condition or disease (flu, head lice, HFMD, etc.)\*\*
  - \*\*For COVID-19 procedures, please see "Infection Control and Monitoring"*
- Teachers are encouraged to receive a yearly flu shot unless advised otherwise by their health care providers\*\*\*
  - \*\*\*Teachers are also **required** to receive the COVID-19 vaccine*

### Blood Spill and Bodily Fluid Disposal:

Employees must use disposable gloves and paper products to clean spills. These items are placed in a separate plastic bag and disposed of in program trash containers (all bodily fluids are treated as infectious).

- **COVID-19 Modification:** *Teachers take appropriate caution and wear PPE as needed when dealing with large amounts of blood or bodily fluid.*

### COVID 19 Cleaning Procedures:

- "Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap and water to physically remove germs from surfaces. This process doesn't necessarily kill germs but removes them and lowers risk of spreading infection."
- What Gets Cleaned and How
  - Hands, any item that immediately appears dirty
  - If an item has visible dirt/grime, it must be clean before sanitizing or disinfecting
  - Clean using the proper soap and water. Surface cleaning requires disposable paper towels.
- "Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by cleaning and then sanitizing surfaces or objects to lower the risk of spreading infection. Surfaces used for eating and objects intended for the mouth must be cleaned and then sanitized both before and after each use."
- What Gets Sanitized and How
  - Any cloth items (which should be avoided in use) should be sanitized using a high heat.
  - Eating surfaces and utensils with a sanitizing agent and/or high heat.
- "Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not

necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.”

- What Gets Disinfected and How
  - Surfaces must be cleaned first before disinfecting
  - Use EPA-registered disinfecting wipes or spray for onsite disinfecting.\*  
\*When disinfecting objects or surfaces, make sure children are not directly close to the process.
  - Disinfecting procedures must be done after programming, and materials/equipment should be left to air dry afterwards rather than wiped down.
  - Electronics should be cleaned and disinfected based on recommendations by the manufacturer.
  - High touch surfaces like folding tables and mats should be frequently cleaned and disinfected.
  - Gloves must be worn when using disinfectant.
- Items that need to be disinfected will be done before the arrival of students and at the end of the day once the children have left
- Disinfecting of some items will also occur throughout the program day, and staff will take the proper precautions to avoid chemical exposure to students.

## **EVACUATION PLANS**

A BASEC evacuation typically occurs when staff and students need to leave the building either for a drill or because of a crisis situation. In a standard fire drill, an outside evacuation may last only a few minutes; a true emergency may require moving to a further location for a longer period of time.

Fire evacuation drills are held once monthly for BASEC after school and once weekly for BASEC vacation programs. Site Director documents date, time, duration of evacuation, route of exit, and staff in charge of effectively sweeping the facility for missing students.

In the event of a fire, natural disaster or other situation (such as a chemical spill or bomb threat) requiring evacuation of the building, BASEC will utilize the following plan.

- Evacuation plans and evacuation routes are posted at each activity area;
- Copies of the daily master attendance lists are kept at the front desk;
- In case of a fire, a staff member will call 911 immediately and/or pull a firebox alarm lever;
- Operations/Family Engagement Specialist and/or Site Director check all BASEC bathrooms;
- Each BASEC teacher checks and clears the specific indoor location in which he/she/they is stationed for remaining students;
- BASEC teachers lead students to emergency exits and walk students safely to their sites designated safe area;

- Operations/Family Engagement Specialist brings iPad that contains attendance list and student registrations (Rediker) outdoors;
  - Site Director and/or Operations/Family Engagement Specialist brings “Emergency Attendance Books” and distributes them among teachers standing in the designated safe areas.
  - The Site Director conducts a head count of all students outdoors.
  - While the Site Director does a head count, teachers conduct roll calls of their assigned students using “Emergency Attendance Books” and report any missing students to the Site Director or Operations/Family Engagement Specialist. (See below on roll call procedures.)
  - The Site Director confirms student attendance is complete. If any student is not accounted for, the Site Director immediately notifies fire officials.
  - Teachers are prepared to walk students to an alternate site if instructed by a fire official or Site Director.
  - All students and teachers remain in designated safe areas until given the all clear from fire officials or until further instructions have been given by the fire official or Site Director.
    - **COVID-19 Modification:** Students are encouraged to social distance as much as possible during a fire emergency
- \*Specific teachers will be identified in advance to assist students with disabilities  
 \*\*Specific teachers within each building will be designated in advance to check all restrooms and regular program areas.

### Roll Call Procedures

Upon reaching the designated safe area, students line up in grade or alphabetical groups (as defined and organized at the specific site) with their assigned lead teachers. Using the list of students in the distributed “Emergency Attendance Books”, lead teachers take attendance. Lead teachers deliver updates to the Site Director by holding up either a green (all accounted for) card or red (student(s) missing) card. The Site Director then checks in directly for a more thorough assessment.

Unaccounted students are cross-referenced against the site's master attendance for absences or dismissals. Any add-a-day students are added to the appropriate “Emergency Attendance Books” for that day using a notes-system.

#### **BASEC @ Burbank**

##### **Designated Safe Area:**

Far End of the Blacktop

#### **BASEC @ Chenery**

##### **Designated Safe Area:**

Basketball Courts

#### **BASEC @ BHS**

##### **Designated Safe Area:**

Parking Lot

#### **BASEC @ Green**

##### **Meadow Designated Safe Area:**

Grassy Area Near Playground

#### **BASEC @ Fowler**

##### **Designated Safe Area:**

Field Near Playground

**BASEC Vacation Camp  
Designated Safe  
Areas:**

First Church - Parking  
Lot Near Powers Music  
School

Temple Beth El - Back  
Right Parking Lot

If the evacuation of a school building occurs during non-program hours, BASEC teachers will evacuate the building by the closest exit. BASEC teachers will assist the Belmont Public Schools or Maynard Public Schools personnel in managing the school-day student evacuation. Once reaching a safe location outside the school, BASEC teachers should make themselves visible and/or assist in areas of obvious need.

**Escape Routes**

*BASEC @ Burbank:* Escape routes are marked with exit signs throughout the building. Multiple exits are available for evacuation on both ground and first floor spaces. Upon leaving the building by the closest available exit, BASEC teachers will walk students around the building to the blacktop/parking lot area for a head count. BASEC teachers will communicate using hand radios.

*BASEC @ Chenery:* Escape routes are marked with exit signs throughout the building. Multiple exits are available for evacuation on the ground floor. Upon leaving the building by the closest available exit, BASEC teachers will walk students around the building to the basketball courts area for a head count. BASEC teachers will communicate using hand radios.

*BASEC @ BHS:* Escape routes are marked with exit signs throughout the building. Multiple exits are available for evacuation on the ground floor. Upon leaving the building by the closest available exit, teachers will walk students around the building to the blacktop/parking lot area for a head count. Teachers will communicate using hand radios.

*BASEC @ Green Meadow:* Escape routes are marked with exit signs throughout the building. Multiple exits are available for evacuation on the ground floor. Upon leaving the building by the closest available exit, BASEC teachers will walk students around the building to the grassy area near the playground for a head count. BASEC teachers will communicate using hand radios.

*BASEC @ Fowler:* Escape routes are marked with exit signs throughout the building. Multiple exits are available for evacuation on the ground floor. Upon leaving the building by the closest available exit, BASEC teachers will walk students around the building to the field near the playground for a head count. BASEC teachers will communicate using hand radios.

**BASEC Vacation Program:**

*First Church:* Escape routes are marked with exit signs throughout the building. Multiple exits are available for evacuation on ground floor level. Upon leaving the building by the closest available exit, teachers will walk students around the building to the blacktop/parking lot safe area for a head count. Teachers will communicate using hand radios.

*Beth El Temple Center:* Escape routes are marked with exit signs throughout the building. Multiple exits are available for evacuation on first floor and ground floor levels. Upon leaving the building by the closest available exit, teachers will walk students around the building to the blacktop/parking lot area for a head count. Teachers will communicate using hand radios.

**DISASTER PLANS***BASEC @ Burbank*

If the Mary Lee Burbank School is evacuated, students will be relocated to the Chenery Middle School, located at 95 Washington Street, Belmont. Students will walk to the Chenery, supervised by BASEC teachers. All parents of students who are enrolled in BASEC @ Burbank on that day will be contacted by an automated text message, phone call, and email using AP Notify. The Operations Specialist or Site Director will carry an emergency first aid travel bag, student medications, and attendance from the building to the Chenery. Teachers will take attendance before and after transportation to the temporary location. Food, medication, first aid, and activity needs will be met using the after school program supplies of the BASEC @ Chenery and the emergency first aid travel bag and student medication supplies brought by Operations Specialist or Site Director.

*BASEC @ Chenery*

If the Chenery Middle School is evacuated, students will be relocated to Burbank Elementary, located at 266 School Street, Belmont. Students will walk to the Burbank supervised by BASEC teachers. All parents of students who are enrolled in BASEC @ Chenery on that day will be contacted by an automated text message, phone call, and email using AP Notify. The Operations Specialist or Site Director will carry an emergency first aid travel bag, student medications, and attendance from the building to the Burbank. Teachers will take attendance before and after transportation to the temporary location. Food, medication, first aid, and activity needs will be met using the after school program supplies of the BASEC @ Burbank and the emergency first aid travel bag and student medication supplies brought by Operations Specialist or Site Director.

*BASEC @ BHS*

If Belmont High School is evacuated, students will be relocated to the Burbank School, located at 266 School Street, Belmont. Students will walk to the Burbank, supervised by BASEC teachers. All parents of students who are enrolled in BASEC @ BHS on that

day will be contacted by an automated text message, phone call, and email using AP Notify. The Site Director will carry an emergency first aid travel bag, student medications, and attendance from the building to the Burbank. Teachers will take attendance before and after transportation to the temporary location. Food, medication, first aid, and activity needs will be met using the after school program supplies of the BASEC @ Burbank and the emergency first aid travel bag and student medication supplies brought by the Site Director.

#### *BASEC @ Green Meadow*

If the Green Meadow Elementary School is evacuated, students will be relocated to the Fowler Middle School, located at 3 Tiger Drive, Maynard. Students will walk to the Fowler, supervised by BASEC teachers. All parents of students who are enrolled in BASEC @ Green Meadow on that day will be contacted by automated text message, phone call, and email using AP Notify. The Family Engagement Specialist or Site Director will carry an emergency first aid travel bag, student medications, and attendance from the building to Fowler. Teachers will take attendance before and after transportation to the temporary location. Food, medication, first aid, and activity needs will be met using the after school program supplies of the BASEC @ Fowler and the emergency first aid travel bag and student medication supplies brought by Family Engagement Specialist or Site Director.

#### *BASEC @ Fowler*

If the Fowler Middle School is evacuated, students will be relocated to the Green Meadow Elementary School, located at 5 Tiger Drive, Maynard. Students will walk to the Green Meadow, supervised by BASEC teachers. All parents of students who are enrolled in BASEC @ Fowler on that day will be contacted by automated text message, phone call, and email using AP Notify. The Family Engagement Specialist or Site Director will carry an emergency first aid travel bag, student medications, and attendance from the building to Green Meadow. Teachers will take attendance before and after transportation to the temporary location. Food, medication, first aid, and activity needs will be met using the after school program supplies of the BASEC @ Green Meadow and the emergency first aid travel bag and student medication supplies brought by Family Engagement Specialist or Site Director.

#### *BASEC Vacation Program*

In the instance of a disaster within the camp building, teachers will ensure the safety of the students by transporting them to a predetermined safe place (Chenery Middle School for our First Church location; Santa Maria Nursing Facility for our Beth El Temple Center location). All parents of students who are enrolled in BASEC Vacation Programs on that day will be contacted by automated text message, phone call, and email using AP Notify. There will also be a recorded message on the program's voicemail explaining the relocation. The Operations/Family Engagement Specialist or onsite Site Director will carry an emergency first aid travel bag, student medications, and attendance from the building to relocation site. Teachers will take attendance before and after transportation to the temporary location. Food, medication, first aid,

and activity needs will be met using program supplies in the front desk's travel "Activity Bag" and the emergency first aid travel bag and student medication supplies brought by Operations/Family Engagement Specialist or Site Director.

In the instance of a disaster outside of the building, teachers will escort students to the basement of our spaces (First Church and Temple Center). The Operations/Family Engagement Specialist will be responsible for bringing the attendance lists to groups, Site Director will be responsible for performing a sweep/bathroom check, and the teachers will conduct headcount and roll call of their groups' students. The Site Director will contact 911 immediately.

## **SHELTERING IN PLACE**

Natural Disasters:

If lightning is predicted, all outdoor activities and field trips that involve outdoor activity will be suspended. If lightning begins unexpectedly, all children involved in outdoor activities on the property will be brought inside immediately.

If a hurricane is predicted in advance and seems very probable, BASEC programs and camps will be suspended until the threat is over and parents will be notified. Program staff members will supervise any campers or students remaining at the facility. In the event that a hurricane arises unexpectedly, campers will be brought inside immediately and parents will be notified.

In the event of severe weather or an emergency creating a power outage, loss of heat or water, BASEC will utilize the following plans:

- The Belmont or Maynard Fire and Police Department will be notified by cell phone to alert them to children sheltering in the facility. Authorities will be alerted to any necessary factors, e.g. loss of heat.
- Non-refrigerated food supplies and bottled water kept for such emergencies will be utilized.
- Bathrooms can be used, but toilets cannot be flushed without electricity.
- Hand washing will take place utilizing hand-sanitizer.
- Flashlights are available in the office areas and adjacent to the first aid kits in sites (all sites utilize emergency lighting, so that the facilities are not completely dark.)
- Blankets and comfortable items are available for warmth if necessary.
- If necessary, students will be brought to an area away from windows. BASEC @ Burbank: gymnasium; BASEC @ Chenery: gymnasium; BASEC @ BHS: library; BASEC @ Green Meadow: gymnasium; BASEC @ Fowler: gymnasium; BASEC Vacation Program: basement areas.
- The Belmont or Maynard Fire Department will facilitate shutting off electricity, gas and water service, if necessary.

## **LOCK-DOWN PROCEDURES**

Under certain circumstances, lock-down may be the most appropriate response for protecting students. In our facilities, we seek lock-down shelter in the nearest possible classroom, close and lock the classroom door, turn out the lights and gather children away from doors and windows.

Depending on the unique situation, teachers may make a judgment call on escaping the facility. Factors considered are proximity of threat, number of teachers available, and possibility of escape. BASEC teachers review these options and procedures at BASEC orientations and staff meetings.

Any teacher can communicate the need for a lock-down over our radio communicators. Teachers in every area utilize hand radios for this emergency communication. Teachers are responsible for gathering students, leading them to safe areas and locking doors. Directors are responsible for notifying emergency responders. Directors will account for all students before, during and after emergency.

In an emergency, teachers first gain the attention of all students. During a lockdown, everyone should remain silent. Teachers should continue to reassure students.

BASEC directors and teachers will use BASEC supplies (food, water, necessary medications, and first aid supplies) to ensure the immediate needs of students are met if the emergency extends for more than a few minutes.

In the event of a “lock-down”, BASEC will utilize the following sheltering in place plan at each of its site:

- Any BASEC teacher witnessing a threat is responsible for calling a lock-down or evacuation
- BASEC teachers will be notified using hand radios. BASEC does not use codes, but speaks plainly and directly, so that no misunderstandings occur.
- Children will be gathered in any classrooms being used. Doors will be locked. Lights will be turned off. Windows will be covered.
- Teachers will pull students in from the halls.
- Teachers will note students not present.
- Teachers will determine next steps “thinking on your feet”: e.g., move students immediately into kitchen, or along back wall, into community room, or outside.
- Teachers are responsible for locking doors, gathering children and/or leading children from the facility.
- Site Director is responsible for notifying 911 immediately.
- Parents are notified as soon as possible.



- Teachers will keep students in groups of 10 in order to facilitate easy headcounts.
- Teachers will utilize packaged foods and bottled water to meet students' needs.
- Teachers will utilize classroom games and activities to keep students engaged during the emergency.
- School custodians will shut off electricity, gas, and water service if necessary.

## **PLAN FOR MISSING CHILD**

**BASEC @ Burbank:** The Site Director will designate a teacher to assist in the search for the missing child. All other teachers will continue supervision of all children. Teachers will start on bottom floor, searching all spaces and calling for the student. Teachers will work their way up through the floors of the facility. Teachers will then move search to outdoor areas, searching the parking lot, playground and blacktop areas. If child remains missing after these searches, Belmont police will be notified. The building is open to the public—as always, BASEC teachers should always identify unknown persons coming into the facility and remain vigilant in the supervision of students.

**BASEC @ Chenery:** The Site Director will designate a teacher to assist in the search for the missing child. All other teachers will continue supervision of all children. Teachers will start on bottom floor, searching all spaces and calling for the student. Teachers will work their way up through the floors of the facility. Teachers will then move search to outdoor areas, searching the parking lot, playground, sports fields and all outdoor spaces. If child remains missing after these searches, Belmont police will be notified. The building is open to the public—as always, BASEC teachers should always identify unknown persons coming into the facility and remain vigilant in the supervision of students.

**BASEC @ Green Meadow:** The Site Director will designate a teacher to assist in the search for the missing child. All other teachers will continue supervision of all children. Teachers will start in the place the child was last reported to be, searching all spaces and calling for the student. Teachers will work their way up through the hallways of the facility. Teachers will then move search to outdoor areas, searching the parking lot, playground and courtyard areas. If child remains missing after these searches, Maynard police will be notified. The building is open to the public—as always, BASEC teachers should always identify unknown persons coming into the facility and remain vigilant in the supervision of students.

**BASEC @ Fowler:** The Site Director will designate a teacher to assist in the search for the missing child. All other teachers will continue supervision of all children. Teachers

will start on bottom floor, searching all spaces and calling for the student. Teachers will work their way up through the floors of the facility. Teachers will then move search to outdoor areas, searching the parking lot, playground, sports fields, courtyard, and all outdoor spaces. If child remains missing after these searches, Maynard police will be notified. The building is open to the public—as always, BASEC teachers should always identify unknown persons coming into the facility and remain vigilant in the supervision of students.

Vacation Camps: The Camp Director will designate a teacher to assist in the search for the missing child. All other teachers will continue supervision of all children. Teachers will start on bottom floor, searching all spaces and calling for the student. Teachers will work their way up through the floors of the facility. Teachers will then move search to outdoor areas, searching the parking lot, playground and other outdoor spaces. If child remains missing after these searches, Belmont police will be notified. The building is open to the public—as always, BASEC teachers should always identify unknown persons coming into the facility and remain vigilant in the supervision of students.

### **CARE OF ILL CHILD**

*\*During COVID-19 pandemic, teachers will act and take the precautions of a presumed COVID-19 case with child who exhibit symptoms of COVID-19*

- Parent or guardian is called for immediate pick up when child has:
  - A temperature of 99.6 degrees or above
  - Evidence of infectious disease or condition
  - Vomiting and/or diarrhea
  - Extreme coughing
  - Symptoms requiring extended one-to-one care
  - *One or more COVID-19 symptoms (see pg. 7 for full symptom list)*

Child will rest quietly in comfortable space with a staff member until parent/guardian or designated pick up person is available for pick up

- **COVID-19 Modification:** *Child presenting COVID-19 symptoms will be escorted to a private quarantine space with bathroom access, while maintaining adult supervision. Parents will be advised for immediate pick up. At pick up, the child will be escorted out of the building safely to minimize contact with others.*
  - *Staff person responsible for supervising child with COVID-19 symptoms will don the following PPE in the following order:*
    1. *Disposable gown*
    2. *N95 mask*
    3. *Eye goggles*
    4. *Sterile gloves*
  - *Child may return to the program when they either present a negative COVID test or a note of clearance from their physician and is:*
    - *Fever-free for 24 hours with improvement in symptoms*
    - *Eligible for return to school*

### **Exclusion Policy for Conditions Reportable to the Town Health Department**

No child will attend BASEC without being fever-free for 24 hours. A physician's note or negative COVID test is required for return to the program.

- **COVID-19 Modification:** *Any child unwell with COVID-19 symptoms OR who is unvaccinated and has been exposed to COVID-19 may not be eligible to attend in-person programming until they have met the standards outlined in Care of Ill Child on pg. 18 and/or has been approved for reentry by the Board of Health.*

### **Family Notification of Reportable Conditions**

Parents/guardians will be notified of contagious and/or infectious conditions as outlined by the Town Health Department.

- **COVID-19 Modification:** *Please see Reporting of Confirmed or Presumed Positive Case of COVID-19 (pg. 8 ) for additional details.*

## **TRAFFIC CONTROL PLAN**

### ***Drop Off and Pick Up / Dismissal***

Due to COVID-19, BASEC requires that persons dropping off or picking up adhere to the guidelines outlined below, and practice mask wearing and social distancing.

Our COVID Health and Safety guidelines require that each participating child has a completed health symptoms and exposure/contact reporting attestation submitted each day they attend (called our Daily Health Check). BASEC utilizes an online form to facilitate accurate reporting for families.

### **Drop Off**

2021 – 2022 BASEC **after school** programming will commence with students transitioning directly from their school day classrooms. BASEC administrators will check students into after school at this transition. **Please note** that it is extremely important to let us know if your child will be absent from programming. We manage this transition with an emphasis on expedient check-in and follow up with a multi-tiered search for students who do not check in as expected on their regularly scheduled days; therefore, having accurate communication about attendance is vitally important to our process and keeping all students safe.

2021 - 2022 BASEC **before school** programming will commence with students being dropped off by parents during our before school hours, or otherwise following the specific drop-off transportation plan communicated on a specific student's enrollment form.

***Before School (Burbank):*** All parents must park and walk their children to the parking lot doors of Burbank Elementary where they will be signed in by a BASEC teacher. This teacher will also either confirm that the child's health check is properly submitted or request for it to be done before signing the child in.

*Before School (Green Meadow)*: All parents must park and walk their children to the front doors of Green Meadow Elementary where they will be signed in by a BASEC teacher. This teacher will also either confirm that the child's health check is properly submitted or request for it to be done before signing the child in. (Please note, Fowler students participating in before school will be walked over by a BASEC teacher at the start of their school day.)

### **Pick-Up**

Children may be picked up by their parents or guardians, or by other authorized persons, at any time during the program day, within the COVID-19 health and safety pick-up parameters and communicated by Site Directors.

BASEC will make every effort to minimize the number of people who enter the school building, and will ask that all students are picked up following the specific plans communicated to parents for each program site. Designated pick-up areas will be communicated as part of these plans to all families. We will be staying aligned with the public school rules and Health Department guidelines throughout the school year on building access and will continue to communicate those plans as they change to all BASEC families.

Designation of other individuals who are authorized to pick up students should be made in writing by a student's parents or guardians initially on our Enrollment Form (see Application Procedures, above), the access to which is delivered by an email including a link to the student's profile in our database prior to program matriculation.

Additional names of authorized persons may be provided, in writing, at any time, but must be submitted to a BASEC Director, Operations/Family Engagement Specialist for processing compliant with the regulations that govern our licenses. Our duty of care requires us to strictly follow release plans made by parents/guardians and to not release children to any unauthorized persons. Older siblings must be at least 11 years of age to sign BASEC students out of our programs. For safety purposes, BASEC teachers will request and review identification from people unfamiliar to them who are sent to pick up children.

If there is anyone who is *specifically prohibited* from picking up your child from the program, including anyone designated pursuant to a 209A Commonwealth of Massachusetts Order (restraining order) or other court order, please notify the BASEC Site Director in writing, in advance.

A child may sign him/her/themselves out of the program and walk home on their own *only* if their transportation plan is properly documented in their enrollment form. Students must be at least nine-years-old to sign themselves out of BASEC programs. If you wish to allow your child to sign out and walk home on their own, please complete and sign all fields in the "Consent for Child to Leave the Program" section of the

Enrollment Form. If you plan to update or change your walking plans or have any questions about this permission, please speak with a BASEC Site Director.

*BASEC @ Burbank:* Authorized pick-up persons should pull into the parking lot and either call/text the BASEC @ Burbank cellphone or walk to parking lot doors to meet the Operations Specialist or Site Director.

*BASEC @ Chenery:* Authorized pick-up persons should pull into the parking lot and either call the BASEC @ Chenery phone or walk to parking lot doors to meet the Operations Specialist or Site Director.

*BASEC @ Green Meadow:* Authorized pick-up persons should pull into the parking lot and walk to front doors to meet the Family Engagement Specialist or Site Director.

*BASEC @ Fowler:* Authorized pick-up persons should pull into the parking lot and either call/text the BASEC @ Fowler phone or walk to cafeteria doors to meet the Family Engagement Specialist or Site Director.

### **Late Drop Offs & Early Pickups**

BASEC will make every effort to minimize the number of people who enter the school building. If there is an instance when a student requires an early pick-up, we ask the parent or authorized release to call the program phone number. A designated administrator will locate the student and bring them to the designated pick-up area.

If dropping off or picking up outside the designated times, please use the contacts listed below to arrange for your student to be checked in or escorted outside for pick-up.

Burbank: 781-296-2471

Chenery: 617-484-8030

Green Meadow: 978-897-8246 X5392

Fowler: 978-897-8246 X5392

### **Unrecognized Persons**

BASEC sites maintain the protocol to question any unrecognized persons entering a program or camp property. We recommend politely engaging with, "How can I help you?" Any non-parent/guardian picking up a student must show identification and must be approved with BASEC prior to release of the student.

## STORAGE & ADMINISTRATION OF MEDICATION

Medication prescribed for BASEC students and campers shall be kept in original containers bearing the pharmacy label showing:

- Date of filling
- Pharmacy name and address
- Filling pharmacist's initials
- Serial number of the prescription
- Name of the patient
- Name of the prescribing practitioner
- Name of the prescribed medication
- Directions for use and cautionary statements, if any, contained in such prescription or required by law
- If tablets or capsules, the number in the container

All over the counter medications for BASEC students and campers shall be kept in the original containers containing the original label, which shall include the directions for use.

All medications must be accompanied by a completed Medication Consent Form (part of student's enrollment form).

All medication prescribed for BASEC students and campers shall be kept in a secure manner. These cabinets are kept locked except when opened to obtain medication by BASEC staff trained to administer medication. Medication requiring refrigeration shall be stored at temperatures of 36° – 46°F.

- At Burbank, these are located in a locked cabinet on the stage office.
- At Chenery, these are located in the locked cabinet in the cafeteria.
- At Green Meadow, these are located in the locked cabinet in the cafeteria.
- At Fowler, these are located in the locked cabinet in the cafeteria.
- At First Church and Temple Center, these are located in a locked storage cabinet used exclusively for medication.

Medication shall only be administered by a BASEC health care supervisor or by a licensed health care professional authorized to administer prescription medications. All BASEC health care supervisors complete *Medication Administration* training.

- **COVID-19 Modification:** *When administering an oral medication to a student, both the student and staff member must practice proper hand hygiene before and after. The staff member will put on gloves and hand the student their medication (and water) and move back to a safe distance to monitor the student as they remove their mask and take their medication.*

When no longer needed, medications shall be returned to a parent or guardian.

## **Allergies and Other Medical Information**

Yearly family information forms require that all allergy and special medical conditions be reported. A list of all known allergies and conditions is posted in the BASEC offices and at the front desk areas of Burbank, Chenery, Green Meadow, and Fowler by the phone and logged in the attendance book. See BASEC Allergy Protocol below.

## **PROTOCOLS FOR MANAGEMENT OF STUDENTS WITH LIFE THREATENING ALLERGIES (LTA)**

### **Planning for the Individual Student with LTAs—Entry into BASEC**

Prior to entry into BASEC programs (or, for a student who is already enrolled in programming, immediately after the diagnosis of a life-threatening allergic condition), the parent/guardian should meet with BASEC Directors to develop an Individual Health Care Plan (IHCP).

The parent/guardian should work with the student's health care provider and BASEC to create a strategy for management of a student's food allergy.

This preparation includes completing BASEC's Medication Consent and IHCP forms, which are included in each enrolling student's enrollment packet.

It is important for the individual creating the IHCP to include:

- A description of the LTA, including all known allergens
- Specific symptoms (if known) that the student will display if he/she comes in contact with the allergen. This should include a description of the student's past allergic reactions, including triggers and warning signs.
- The medical treatment necessary while at BASEC
- The potential side effects of treatment, and
- The potential consequences if treatment is not administered.

The Medication Consent form should be completed with information about the medication, as well as the plan for where it will be stored. BASEC provides space in all of its programs for quick and easy access to individual students' medications.

A BASEC student or camper prescribed an epinephrine auto-injector for a known allergy or pre-existing medical condition may self-administer and carry an epinephrine auto-injector with him/her/them at all times for the purposes of self-administration if:

1. The student/camper is capable of self-administration; and
2. The health care consultant and student's/camper's parent/guardian have given written approval.

### **Implementing IHCPs into BASEC Programming**

When forms are complete, the family will schedule a meeting with the BASEC Director to review the IHCP and the Medication Consent form. It is very important that both

parties have full understanding of the medical condition and the steps that BASEC will take to prevent exposure to LTA and the treatment steps required if accidental exposure occurs. Discussion about the student's emotional response to the condition is also a part of this conversation, so that BASEC can best provide for the student's social and emotional needs. As partners, the family and BASEC develop an age-appropriate plan.

The BASEC Director discusses the information on the IHCP with all BASEC teachers at staff meeting to ensure that all teachers supervising the individual student understand the plan.

The BASEC Director sends a note home to parents, notifying them that a student in the program has a life-threatening food allergy. BASEC reads food labels when purchasing snacks to avoid known allergens; however, there are times when students bring their own snacks and lunches from home to its programs.

Students use proper hand-washing and sanitizing techniques before and after eating. Sharing or trading food at BASEC is prohibited.

A bleach solution, required by the EEC and DPH, is used to clean tables before and after meals. BASEC teachers use extreme vigilance in keeping surfaces clear and free from allergens.

### **Response to Emergencies**

All BASEC staff members are trained to use Epi-pens and have completed the Department of Early Education and Care's *Medication Administration*.

In the event of accidental exposure to an allergen or an anaphylaxis reaction, BASEC shall identify personnel who will:

- Remain with the student
- Assess the emergency at hand
- Notify the BASEC staff and Director of the emergency using our hand radios
- Refer to the students IHCP
- Notify the emergency medical services
- Administer the epinephrine
- Notify the parent/guardians
- Notify the student's primary care provider and/or allergy specialist
- Attend to the student's classmates
- Manage crowd control
- Meet emergency medical responders at the program entrance
- Direct emergency medical responders to the site
- Accompany student to emergency care facility
- Assist in the student's re-entry into the program.



### **Returning to BASEC Programming after a Reaction**

Students who have experienced an allergic reaction at BASEC need special consideration upon their return to the program. The approach taken by BASEC is dependent upon the severity of the reaction, the student's age and whether his/her classmates witnessed it. A mild reaction may need little or no intervention other than speaking with the student and parents and re-examining the IHCP.

In the event of a moderate to severe reaction, the following actions should be taken:

- Obtain as much accurate information as possible about the allergic reaction
- Identify those involved in the medical intervention and witnesses
- Meet with adults to discuss facts and dispel rumors
- Explanations to other students should be age appropriate
- Amend the students IHCP, if necessary.

### **VACATION PROGRAMS**

#### **Plan for Arrival of Un-Enrolled Camper**

Parents are required to check-in upon drop-off and sign out upon pick-up at the end of the camp day. In the event that a student arrives who is not enrolled in camp, parents will be notified immediately. Campers who are not enrolled will not be allowed to remain at camp. In the event that the parents of an un-enrolled camper cannot be reached, the police will be notified.

#### **Plan for the No-Show of Enrolled Camper**

In the event that an enrolled camper does not come to camp, a staff member will double-check the daily attendance, emails, and voicemails to ensure a parent hasn't attempted to reach the camp to notify staff of an absence. The final step would be to contact parents to confirm the camper's absence.

#### **Plan for No-Show of Camper at the End of Day**

In the event that the camper has not arrived by the end of the day, parents will be contacted again to confirm the camper's absence.

#### **Plan for Lost Camper**

All campers will be brought into the main building, divided into groups, and a full head count/attendance check will be made to establish that all other campers are present. This procedure will utilize half of the staff members. The other half of the staff members will start at the last place the camper was seen and begin a search immediately. The parents of the camper will be notified and, if the situation warrants it, the police will be notified and asked to assist in the search.

- **COVID-19 Modification:** *Campers will report and stay with their groups and group teachers during head count/attendance check. Camp Directors and Operations/Family Engagement Specialists will proceed with search. Some groups are able to be combined if additional teachers are needed for the search.*

### Location for Storage of

- Toxic substances (cleaning supplies):
  - Kitchen cabinet
  - Custodial offices
- Medication
  - Locked cabinet at check-out desk at BETC and First Church.

### Plan for Meals and Snacks

Campers will have scheduled mid-morning and mid-afternoon snacks, mid-day lunch, and frequent water breaks throughout the camp day. Campers will wash hands with soap and water and/or be given hand sanitizer before and after each snack/lunch break. Campers with life-threatening allergies will be seated at their own table with campers who have safe snacks. Campers will not be permitted to trade or share food with one another.

- **COVID-19 Modification:** *Campers will be properly spaced, with at least ~3 feet of distance between them during lunch and snack times. Please see COVID-19 Amendment Section (pg. 38) for more information on food and drink.*

### Plan for Camper Who Forgets Lunch

BASEC teachers check with all campers at morning meeting to identify campers that have not packed lunch or snacks. Parents are notified immediately and a plan is discussed. The first option is for the parent/guardian to deliver a lunch for the camper. If this is impossible, BASEC teachers will suggest that the parent contact a local restaurant to purchase and deliver a hot lunch for the student. BASEC teachers will communicate the plan to the student.

### Plan for Using Underwood Pool During Vacation Program

BASEC Vacation Program plans to walk campers from our program sites at First Church and Temple Center to the Underwood Pool on typical Tuesdays and Thursdays of vacation programming weeks. Campers will participate in the free swim beginning at approximately 10:30 AM. Prior to leaving the building, BASEC teachers will prepare campers by reminding them to change into swim gear, apply sunscreen and bring towels or other necessities. The Aquatics Director, as well as BASEC teachers (which will maintain a ratio of at least 9 students : 1 teacher), will then walk campers to the pool entrance. Walking plans include:

- **COVID-19 Modification:** *Each week, 2 - 3 groups will be combined to attend their assigned pool time. Each group will walk as an individual group, separate from the others.*

#### *First Church*

BASEC teachers will lead the group of campers along Concord Ave to the pool entrance.

*Beth El Temple Center*

BASEC teachers will lead the group of campers along Concord Ave to the pool entrance.

Pool passes will be arranged with the Belmont Recreation Department before vacation program begins. Campers will then have access to the shallow end of the pool. Those that have passed the deep end test will have access to the deep end of the pool. BASEC teachers will supervise campers while using pool and surrounding area. BASEC Aquatics Director will supervise all campers using the water. Campers will return to camp locations, arriving at approximately 12:30 PM. BASEC campers will utilize changing rooms at Underwood Pool.

**Plan for Lost Swimmer**

A teacher will call 911 and notify police, indicating that first aid and/or CPR may be necessary. All other campers are to be removed from the water immediately and gathered on the lawn. Attendance will be taken by half of the teachers to ensure that all other campers are present. The remaining teachers will search the pool. If a camper is found in the water in an unconscious state, he or she will be treated by a first aid/CPR certified staff member until paramedics arrive on the scene. The camper's parents will be simultaneously notified.

**Procedure for Using Insect Repellent**

BASEC will communicate to summer camp families that BASEC does not provide insect repellent for campers. Families are welcome to communicate to BASEC that they will send insect repellent with their camper to camp each day. BASEC teachers can assist students in applying repellent. Insect repellent cannot be shared from camper to camper.

**Procedure for Conducting Tick Checks**

Immediately following any field trip to wooded areas or spaces with tall grasses, BASEC teachers will do a visual inspection of students for ticks. Teachers will instruct campers to enter bathroom areas so that campers can conduct a closer self-check. BASEC curriculum will include tick awareness instruction.

**Protection from the Sun**

BASEC encourages students and campers to limit exposure to the sun by utilizing wide brim hats, long sleeve shirts, long pants, screens with a solar protection factor of 25 or greater and lip balm. BASEC provides written information to all summer camp families as part camp orientation correspondence regarding the topical application of sunscreen.

- **COVID-19 Modification:** *In an effort to minimize direct contact with students, BASEC teachers will help with the application of spray sunscreen products. If students or campers need assistance with a lotion-based sunscreen, BASEC teachers are required to wear gloves.*

### **Standing Orders by Health Care Consultant:**

The health consultant will review and approve CPR/First Aid training of all staff and be available for consultation regarding the health and safety of the campers and staff at all times. The health supervisor on the camp premises will be responsible for the distribution and maintenance of all first aid kits. The health supervisor will dispense prescription medications to campers from their original packaging provided there is signed authorization from parents to administer at camp. A list of all prescription medications held at camp must be approved by the health consultant.

Over-the-counter medications such as Tylenol, Ibuprofen, and Benadryl may be administered by the health supervisor provided there is signed or verbal consent from parents. The health consultant will review and approve all prescription and over-the-counter medications administered at camp. In addition, the health supervisor will maintain a medical log of any health problems or injuries that arise at camp. The health consultant will be available for consultation regarding injury and illness management at all times.

BASEC Vacation Programs must comply with Regulations of the Massachusetts Department of Public Health and be licensed by the local board of health.

### **FIELD TRIPS**

On any trips away from the BASEC program site, BASEC staff will pack students and campers IHCP form and all medications with the travel first-aid kit. BASEC will clearly specify any special meals or snacks that will take place on the trips. If students or campers are bringing their own lunches or snacks, BASEC staff will package meals appropriately to avoid cross-contamination. BASEC staff will provide hand wipes and hand sanitizers before and after meals.

### **CHILD ABUSE & NEGLECT REPORTING**

A Guide for Mandated Reporters

#### **Introduction**

Under Massachusetts's law, the Department of Children and Families (DCF) is the state agency that receives all reports of suspected abuse or neglect of children under the age of 18. State law requires professionals whose work brings them in contact with children to notify DCF if they suspect that a child has been – or is at risk of being – abused or neglected. DCF depends on reports from professionals and other concerned individuals to learn about children who may need protection. The Department receives reports on more than 75,000 children each year.

The Department's primary mission is to protect children who have been abused or neglected. DCF seeks to ensure that each child has a safe, nurturing, permanent home. The Department also provides a range of preventive services to support and strengthen families with children at risk of abuse or neglect. References to Massachusetts's law in this Guide are citations from Chapter 119, sections 51A-E.

### **As a mandated reporter, what are my responsibilities?**

Massachusetts law requires mandated reporters to immediately make an oral or written report to the Department of Children and Families when, in their professional capacity, they have reasonable cause to believe that a child under the age of 18 years is suffering from abuse or neglect. You should report any physical or emotional injury resulting from abuse; any indication of neglect, including malnutrition; any instance in which a child is determined to be physically dependent upon an addictive drug at birth; or death. During the screening and investigation of a child abuse and neglect report, all mandated reporters are required to answer the Department's questions and provide information to the Department relating to the investigation. Under the law, mandated reporters are protected from liability in any civil or criminal action and from any discriminatory or retaliatory actions by an employer.

Effective January 1, 2010, mandated reporters who are licensed by the Commonwealth are required to complete training to recognize and report suspected child abuse and neglect.

### **What if I fail to report?**

A written report must be submitted to DCF within 48 hours after the oral report has been made. Please note that any mandated reporter who fails to make required oral and written reports can be punished by a fine of up to \$1,000.

Effective July 1, 2010, any mandated reporter who willfully fails to report child abuse or neglect that resulted in serious bodily injury or death can be punished by a fine of up to \$5,000 and up to 2½ years in jail, and be reported to the person's professional licensing authority.

In addition, effective July 1, 2010, all mandated reporters who knowingly and willfully file a frivolous report of child abuse or neglect can be punished by a fine of up to \$2,000 for the first offense, up to 6 months in jail for a second offense, and up to 2½ years in jail for a third offense.

### **Who is a caretaker?**

A "Caretaker" can be a child's parent, step-parent, guardian, or any household member entrusted with the responsibility for a child's health or welfare. In addition, any other person entrusted with the responsibility for a child's health or welfare, both in and out of the child's home, regardless of age, is considered a caretaker. Examples may include: relatives from outside the home, teachers or school staff in a school setting, workers at day care, and child care centers (including babysitters), foster parents, staff at a group care facility, or persons charged with caring for children in any other comparable setting.

### **How does DCF define abuse and neglect?**

Under the Department of Children and Families regulations (110 CMR, section 2.00): Abuse means: The non-accidental commission of any act by a caretaker upon a child under age 18 which causes, or creates a substantial risk of, physical or emotional injury; or constitutes a sexual offense under the laws of the Commonwealth; or any sexual contact between a caretaker and a child under the care of that individual. This

definition is not dependent upon location (i.e., abuse can occur while the child is in an out-of-home or in-home setting).

**Neglect means:** Failure by a caretaker, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care; provided, however, that such inability is not due solely to inadequate economic resources or solely to the existence of a handicapping condition. This definition is not dependent upon location (i.e., neglect can occur while the child is in an out-of-home or in-home setting).

**Physical Injury means:** Death; or fracture of a bone, a subdural hematoma, burns, impairment of any organ, and any other such non-trivial injury; or soft tissue swelling or skin bruising, depending upon such factors as the child's age, circumstances under which the injury occurred and the number and location of bruises; or addiction to a drug or drugs at birth; or failure to thrive.

**Emotional Injury means:** An impairment to or disorder of the intellectual or psychological capacity of a child as evidenced by observable and substantial reduction in the child's ability to function within a normal range of performance and behavior.

#### **How do I make a report of suspected child abuse or neglect? When must I file?**

When you suspect that a child is being abused or neglected, you should immediately telephone the DCF Area Office serving the child's residence and ask for the Protective Screening Unit. You will find a directory of the DCF Area Offices at the end of this Guide. Offices are staffed between 9 a.m. and 5 p.m. weekdays. To make a report at any other time, including after 5 p.m. and on weekends and holidays, please call the Child-At-Risk Hotline at 1-800-792-5200. As a mandated reporter you are also required by law to mail or fax a written report to the Department within 48 hours after making the oral report. The form for filing this report can be obtained from your local DCF Area Office or from the DCF website:

[www.mass.gov/Eeohhs2/docs/dss/can\\_reporting\\_form.pdf](http://www.mass.gov/Eeohhs2/docs/dss/can_reporting_form.pdf)

Your report should include:

- All identifying information you have about the child and parent or other caretaker, if known;
- The nature and extent of the suspected abuse or neglect, including any evidence or knowledge of prior injury, abuse, maltreatment, or neglect;
- Identity of the person responsible for the abuse or neglect;
- The circumstances under which you first became aware of the child's injuries, abuse, maltreatment or neglect;
- What action, if any, has been taken thus far to treat, shelter, or otherwise assist the child;
- Any other information you believe might be helpful in establishing the cause of the injury and/or person responsible;
- Information about what works well for the children and family to recognize the current strengths and acts of protection demonstrated by caregiver;

- Information from the reporter concerning what needs to happen to best meet the needs of this child(ren). Hospital personnel should take photographs of any trauma that is visible on the child and mail or deliver the photographs to DCF with the written report. If hospital personnel collect physical evidence of abuse or neglect of a child, they must immediately notify the local District Attorney, local law enforcement authorities and the Department. As a mandated reporter, you are required by law to also provide DCF with your name, address and telephone number. We recommend that you inform the family that you have referred them to DCF for help, but do not do so if you think it would increase the risk to the child.

If you have any questions about whether or not to report a situation, please do not hesitate to contact your local DCF Area Office.

### **What happens after DCF receives a report of suspected child abuse or neglect?**

There are several possibilities, depending on the allegations reported and other case-specific circumstances:

If the Department determines there is reasonable cause to believe that a child has been abused or neglected, a social worker is assigned to investigate the report. The investigation, called a 51B, includes a home visit during which the social worker meets and talks with the child and the care-taker. If DCF determines that the situation is an emergency, the investigation is completed within 24 hours after the report is designated as an emergency. Investigations of all other reports are completed within 10 days.

If the Department determines that there is reasonable cause to believe that an incident of abuse or neglect by a caretaker did occur, the report is supported and the Department provides the family with services to reduce the risk of harm to the child. If the report is unsupported but the family appears to be in need of services, the Department may offer the family services on a voluntary basis. DCF will notify the mandated reporter, in writing, of its decision.

### **Referrals to the District Attorney**

It is important to note that if the Department determines a child has been sexually abused or sexually exploited, has suffered serious physical abuse or injury, or has died as a result of abuse or neglect, DCF must notify the District Attorney, who has the authority to file criminal charges, as well as local law enforcement authorities.

### **Where can I obtain more information about child abuse and neglect?**

You can obtain more information about child abuse and neglect by visiting:

[www.mass.gov/dcf](http://www.mass.gov/dcf)

### **GUIDE FOR HEAD LICE**

Head lice are parasitic insects that live in the hair and scalp of humans. They need human blood to survive. Head lice are spread easily from person to person by direct contact. Head lice can infest anyone, regardless of personal hygiene. Head lice are

usually treatable with lice-killing shampoos and cream rinses. To prevent infection: 1) avoid direct contact with the head, hair, clothing, or personal belongings of a person with head lice, and 2) treat affected persons, their contacts, and their households.

### **What are head lice?**

Head lice are parasitic insects that live in the hair and scalp of humans. The scientific name for head louse is *Pediculus humanus capitis*. Another name for infestation with head lice is pediculosis.

Head lice develop in three forms: nits, nymphs, and adults.

**Nits:** Nits are head lice eggs. They are hard to see and are often mistaken for dandruff or droplets of hairspray. Nits are found firmly attached to the hair shaft. They are oval and usually yellow to white. Nits take about 1 week to hatch.

**Nymphs:** Nits hatch into nymphs. Nymphs are immature adult head lice. Nymphs mature into adults about 7 days after hatching. To live, nymphs must feed on blood.

**Adults:** An adult louse is about the size of a sesame seed, has six legs, and is tan to grayish- white. In persons with dark hair, adult lice will look darker. Adult lice can live up to 30 days on a person's head. To live, adult lice need to feed on blood. If a louse falls off a person, it dies within 2 days.

### **How are head lice spread?**

Head lice are spread easily from person to person by direct contact. People can get head lice by:

- Coming into close contact with an already infested person. In children, contact is common during play, while riding the school bus, and during classroom activities in which children sit in groups close to each other.
- Wearing infested clothing, such as hats, scarves, coats, sports uniforms, or hair ribbons
- Using infested combs, brushes, or towels
- Lying on a bed, couch, pillow, carpet, or stuffed animal that has been contaminated
- Lice do not jump or fly. Lice are not spread to humans from pets or other animals.

### **What are the signs and symptoms of head lice?**

- Itching—the body's allergic reaction to the bite
- Irritability

### **How is head lice infestation diagnosed?**

- Head lice infestation is diagnosed by looking closely through the hair and scalp for nits, nymphs, or adult lice.



- Nits are the easiest to see. They are found "glued" to the hair shaft. Unlike dandruff or hairspray, they will not slide along a strand of hair. If you find nits more than 1/4 inch from the scalp, the infection is probably an old one.
- Nymphs and adults can be hard to find; there are usually few of them, and they can move quickly from searching fingers. If lice are seen, finding nits close to the scalp confirms that a person is infested.

If you are not sure if a person has head lice, the diagnosis should be made by the local health department or a health-care provider, school nurse, or agricultural extension service worker.

### **Who is at risk for head lice?**

Anyone can get head lice. Pre-school and elementary-school-aged children and their families are infested most often. Girls get head lice more often than boys, and women more often than men.

### **What complications can result from head lice?**

Scratching can lead to skin sores and skin infections

### **What is the treatment for head lice infestation?**

- Getting rid of head lice requires treating the individual, the family, and the household.
- Treat the individual and the family -- This requires using an over-the-counter or prescription lice-killing medicine. Treat only persons who are infested.
- Remember that all lice-killing products are pesticides. Follow these treatment steps:
  - Remove all clothing.
  - Apply lice-killing medicine, also called pediculicide [peh-DICK-you-luh-side], according to label instructions. If the affected person has extra-long hair, you may need to use a second bottle.
  - **WARNING:** Do not use a cream rinse or combination shampoo/conditioner before using lice-killing medicine. Do not re-wash hair for 1-2 days after treatment.
  - Have the affected person put on clean clothing after treatment.
  - If some live lice are still found but are moving more slowly than before treatment, do not re-treat. Comb dead and remaining live lice out of the hair. The medicine sometimes takes longer than the time recommended on the package to kill the lice.
  - After treatment, if no dead lice are found and lice seem as active as before, the medicine may not be working. See your health-care provider for a different medicine. Follow treatment instructions.
  - Remove nits and lice from the hair shaft using a nit comb; often found in lice-killing medicine packages. Flea combs used for cats and dogs can also be used.

- o After treatment, check, comb, and remove nits and lice from the hair every 2-3 days.
- o Re-treat in 7-10 days.
- o Check all treated persons for 2-3 weeks until you are sure all lice and nits are gone.

*Treat the household:*

- o To kill lice and nits, machine-wash all washable clothing and bed linens that the infested person touched during the 2 days before they were diagnosed. Wash clothes and linens in the HOT water cycle (130 F). Dry items on the hot cycle for at least 20 minutes.
- o Dry clean clothing that is not washable (coats, hats, scarves, etc.). OR
- o Seal all non-washable items (clothing, stuffed animals, comforters, etc.) in a plastic bag for 2 weeks.
- o Soak combs and brushes for 1 hour in rubbing alcohol or Lysol, or wash with soap and hot water.
- o Vacuum the floor and furniture. Do not use lice sprays; they can be toxic if inhaled.

*Cautions:*

- o Women who are pregnant or breastfeeding should not use head-lice medications.
- o Consult a health-care provider before using lice-killing products on a person who has allergies, asthma, or other medical conditions.
- o Do not use extra amounts of lice-killing medicines.
- o Do not use lice-killing medicines on the eyebrows or eyelashes.

**Are head lice an emerging infectious disease?**

Yes. Head lice are an increasing problem because lice-killing medicines are becoming less effective.

**How can head lice be prevented?**

- Educate parents and schools about head lice. All parents should know that outbreaks of head lice have nothing to do with a family's income, social status, or level of personal hygiene.
- Avoid direct contact with a person who has lice, or with their clothing or personal belongings.
- Watch for signs of lice, such as frequent head scratching. Nits do not cause symptoms, but they can be seen on the hair shaft; they are yellow-white and oval-shaped.
- Teach children not to share combs, brushes, scarves, hair ribbons, helmets, headphones, hats, towels, bedding, clothing, or other personal items.
- Examine household members and close contacts of a person with head lice, and treat if infested.
- Make sure schools, camps, and child-care centers provide separate storage areas (cubbies or lockers) and widely spaced coat hooks for clothing and other personal articles. They should assign sleeping mats and bedding to only one

child and store these separately. They should wash dress-up clothes and play costumes between uses by different children. During an outbreak, costumes should not be used in the classroom.

- Exclude children with head lice from school or day care according to the institution's policy

## **COVID-19 AMENDMENTS**

### **What Is COVID-19 & Transmission**

Coronaviruses are a large family of viruses that may cause respiratory illnesses in humans ranging from common colds to more severe conditions. A “novel coronavirus” is a new, previously unidentified strain of coronavirus. The novel coronavirus involved in the current outbreak has been named SARS-CoV-2 by the World Health Organization (WHO). The disease it causes has been named “coronavirus disease 2019” (or ‘COVID-19’).

People infected with COVID-19 may experience any range of these symptoms along with aches and pains, nasal congestion, runny nose, sore throat, and diarrhea. Symptoms can start to show up anywhere from two to 14 days after exposure to the virus. It may be possible for an infected person who is not yet showing any symptoms to spread the virus. Older persons, and those with pre-existing medical illnesses like heart disease and diabetes, however, seem to be more likely to experience severe respiratory symptoms and complications.

COVID-19 can spread from person to person usually through close contact with an infected person or through respiratory droplets that are dispersed into the air when an infected person coughs or sneezes. It may also be possible to get the virus by touching a surface or object contaminated with the virus and then touching your mouth, nose, or eyes, but it is not thought to be the main way the virus spreads.

### **How to Protect Yourself**

- Stay home as much as possible
- Avoid or limit contact with others
- Wear a clean face covering that covers your mouth and nose
- Clean and disinfect frequently touched surfaces
- Frequently washing your hands with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol

### **Flu Shots**

All BASEC students and teachers are strongly encouraged to receive the seasonal influenza vaccine annually.

### **Program Closure Due to COVID-19**

A confirmed or presumed positive case of COVID-19 within BASEC programming may result in full or partial in-person program closure. BASEC will consult with DPH to determine necessary health and safety steps.

In addition, BASEC will follow all local and/or state government closure guidelines. In the event of in-person program closure, BASEC may continue programming virtually until further notice.

### **Quarantine Policy**

Students or staff members who present the symptoms of COVID-19, have tested or are presumed positive, or are unvaccinated and have been exposed to COVID-19, are required to stay home and are advised to self-isolate. Self isolation should be determined using the information below, along with guidance by the Department of Public Health and their primary care physician.

- **Amendment:** *Fully-vaccinated individuals\* do not need to quarantine if exposed unless they begin to present COVID-19 symptoms.*

*\*Fully-vaccinated, at this time, means the individual has received two doses of either the Moderna or Pfizer COVID-19 vaccines OR has received a single dose of the Johnson & Johnson vaccine, 14 days or more ago.*

### Symptomatic (COVID-19 Presenting) Persons

If students or staff members report symptoms, as listed below, on their daily health check or begin to show such symptoms while onsite, they are told to stay home or are isolated until able to leave the program. In order to return to in-person programming, they must be fever-free for 24 hours with significant improvement in other symptoms **AND** have properly followed-up with their physician or produced a negative COVID test.

The following symptoms, if observed in a child or staff member are cause for immediate isolation and exclusion from child care:

- Fever (100.0° and higher), feverish, chills
- Cough (when not due to other known causes, such as a medically known chronic cough)
- Sore throat
- Difficulty breathing (when not due to pre-documented illnesses, such as chronic asthma)
- Gastrointestinal distress (Nausea, vomiting, or diarrhea)
- New loss of taste or smell
- New muscle aches (lacking explanation)

The following symptoms, if observed in combination with symptoms from above, are cause for immediate isolation and exclusion from child care:

- Fatigue
- Headache
- Runny nose or congestion

- ❑ Any other signs of illness

### COVID-19 Positive or Presumed Positive Persons

Students or staff members who are COVID-19 positive or presumed positive cannot return to in-person programming until they have met the criteria for discontinuing home isolation and have consulted their health care provider.

Such persons must stay home a minimum of 10 days from the 1st day symptoms appear, be fever-free for 72 hours without fever-reducing medication, and experience significant improvement in symptoms. Release of isolation will be determined by the board of health where this person resides, and their return to programming will also be determined by Belmont/Maynard Department of Public Health.

If one tests positive for COVID-19 but is asymptomatic, isolation may discontinue when at least 10 days have passed from the date of the positive test, as long as the individual remains asymptomatic. If symptoms develop, the individual must follow the isolation directions for a positive, symptomatic person from the time symptoms occur.

COVID-19 positive or presumed positive staff members or the families of such students will be asked to, or BASEC will try to, determine the date of symptom onset. BASEC will determine if the students or staff members attended programming while symptomatic or during the two days before symptom onset, as well as determine who had close contact with such persons. The same actions will be taken for an asymptomatic, positive individual, but the timing will be based around the time of specimen collection.

### Exposed COVID-19 Persons

An exposed person is someone who has had close contact (< 6 feet) for collectively 15 or more minutes with a person who has COVID-19 symptoms (including the 2 days prior to symptom onset) or who has tested positive for COVID-19 (including the 2 days before specimen collection).\*

\*Note: This is irrespective of whether the person with COVID-19 or the contact was wearing a mask or whether the contact was wearing respiratory personal protective equipment (PPE)

Whether one has symptoms or not, exposed staff members and/or students who are unvaccinated will be directed to stay home for at least 7 days and get tested 5 days after last contact. Resuming or continuing programming will depend on the directions from the Belmont/Maynard Department of Public Health as they will be notified in all instances. All parties should continue to monitor themselves for symptoms for 14 days.

**- Amendment:** *Fully-vaccinated individuals\*\* do not need to quarantine if exposed unless they begin to present COVID-19 symptoms. Vaccinated individuals may continue to attend programming but should test 3-5 days after last contact with COVID-19 positive person.*

*\*Unvaccinated individuals who do NOT get tested must quarantine for 14 day from last contact.*

*\*\*Fully-vaccinated means the individual has received two doses of either the Moderna or Pfizer COVID-19 vaccines OR has received a single dose of the Johnson & Johnson vaccine, 14 days or more ago.*

## **Food & Snack While at After School During COVID-19**

In the event a student becomes hungry while at the program, they will be permitted to have a snack, while sitting away from their cohort. Proper handwashing and/or sanitizing will be encouraged before and after eating. Students are encouraged to eat a snack from home. BASEC will have single-serving snacks available in the event a student is hungry and does not have a snack on hand.

Once program hours extend past four hours, or group meals are deemed safe by DPH, BASEC will resume offering a designated lunch and/or snack time to after school students. Additionally, a designated snack time will be provided when students arrive directly from the school day.

- ***Amendment:*** *As of April 5th, 2021, BASEC has reintroduced snack to its daily routine. Students sit with their groups, are spaced at least 6 feet apart inside, and eat outdoors or in a well-ventilated area. Talking is discouraged during snack unless masked. Proper hand hygiene is followed before and after eating, and students are required to don their masks as soon as they have finished their food.*

Students are encouraged to bring a full water bottle to afterschool. Water fountains will not be available for use.

## **Cohorts & Program Structure During COVID-19**

### **Cohorts**

As of June 2021, cohorting is no longer required. In the case recommendations change, BASEC will return to its cohort model if advised by the Belmont/Maynard Department of Public and/or Department of Early Education and Care.

### **Program Structure & Activities During COVID-19**

BASEC offers intentional and age-appropriate activities throughout the program day that teaches students about and reinforces safe practices of social-distancing, proper hand hygiene, and face covering.

BASEC programming emphasizes the importance of outdoor time, whether permitting. Students and teachers will utilize outdoor spaces as much as possible, to reduce time spent indoors.

## COVID-19 First Aid Procedures

- *All staff are required to complete EEC and internal COVID-19 health and safety trainings prior to working in person with students*
- **COVID-19 Additions to First Aid**
  - *Disposable gown*
  - *Protective eyewear*
  - *N95 Mask*
  - *Temporal thermometer*
  - *Hand sanitizer*
  - *Adult and child-sized disposable masks*

## COVID-19 Procedures - Infection Control & Monitoring

- Teachers:
  - Submit [daily health checks to monitor for symptoms of COVID 19](#)
  - Face masks are worn at all times indoors except during “mask breaks” with social distancing. When outdoors, teachers may remove their masks.
  - Regular and thorough hand washing with soap and warm water before and after the following:
    - after bathroom use
    - before and after donning and doffing face masks\*
    - before and after offering hands on assistance to students\*
      - \*Hand sanitizer will be available at all times to use when running water is not available
  - Before administering first aid:
    - Gloves are required to be worn
    - Face masks worn by teacher and student
    - All situations involving body fluids should be considered infectious and require appropriate PPE
  - Before administering first aid when COVID symptoms are present:
    - N95 masks required
    - Gown and gloves required
    - Protective eyewear required
    - First aid must be administered in the designated quarantine space
- Children:
  - Adult, on child’s behalf, performs [daily health checks, screening for COVID-19](#) symptoms
  - Regular and thorough hand washing with soap and warm water before and after the following:
    - after bathroom use
    - before and after eating\*
      - \*(see pg. 36 for information on food in COVID Amendment)
    - before and after donning and doffing face masks\*\*

- after receiving hands on assistance from a teacher\*\*  
\*\*Hand sanitizer will be available at all times to use when running water is not available

### **COVID-19 Addition: Maintain and Monitor Daily Health Checks**

BASEC will require that all families and staff complete and submit a daily health check form, administered using Google Forms. Accuracy of health checks are pertinent to maintaining the health and safety of staff and students. Health check forms must be completed prior to arrival at the program.

Health check form submissions will be reviewed by Site Directors and Operations/Family Engagement Specialists before program hours, and submissions that raise concern will be flagged for further review and follow up. Students or staff exhibiting symptoms as detailed below will not be permitted to attend onsite programming until deemed fit to attend by their physician or by a negative COVID test.

The following symptoms, if observed in a child or staff member are cause for immediate isolation and exclusion from child care:

- Fever (100.0° and higher), feverish, chills
- Cough (when not due to other known causes, such as a medically known chronic cough)
- Sore throat
- Difficulty breathing (when not due to pre-documented illnesses, such as chronic asthma)
- Gastrointestinal distress (Nausea, vomiting, or diarrhea)
- New loss of taste or smell
- New muscle aches (lacking explanation)

The following symptoms, if observed in combination with symptoms from above, are cause for immediate isolation and exclusion from child care:

- Fatigue
- Headache
- Runny nose or congestion
- Any other signs of illness

#### General Information

- Tables and high-touch surfaces washed/wiped down with bleach solution
- Carpets will be vacuumed and disinfected regularly\*  
*\*Carpet seating will not be permitted due to COVID-19. Students will be asked to sit in designated chairs*
- School nurses and parents notify BASEC of any contagious condition or disease (flu, head lice, HFMD, etc.)\*\*  
*\*\*For COVID-19 procedures, please see "Infection Control and Monitoring"*
- Teachers are encouraged to receive a yearly flu shot unless advised otherwise by their health care providers\*\*\*



*\*\*\*Teachers are also **required** to receive the COVID-19 vaccine*

### **Reporting of Confirmed or Presumed Positive Case of COVID-19**

In the event there is a confirmed or presumed positive case of COVID-19 within BASEC programming, the below steps will be taken, in addition to submitting required documentation.

- DPH will be notified immediately and will advise on group or program closures and quarantine procedures
- EEC Licensor will be notified
- Parents within same group will be notified via email of possible exposure while maintaining confidentiality of the child and family
- All families will be notified via email of the occurrence and Site Managers will be made available to answer questions

### **Blood Spills & Bodily Fluids:**

- Teachers take appropriate caution and wear PPE as needed when dealing with large amounts of blood or bodily fluid.

### **COVID 19 Cleaning Procedures:**

- “Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap and water to physically remove germs from surfaces. This process doesn’t necessarily kill germs but removes them and lowers risk of spreading infection.”
- What Gets Cleaned and How
  - Hands, any item that immediately appears dirty
  - If an item has visible dirt/grime, it must be clean before sanitizing or disinfecting
  - Clean using the proper soap and water. Surface cleaning requires disposable paper towels.
- “Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by cleaning and then sanitizing surfaces or objects to lower the risk of spreading infection. Surfaces used for eating and objects intended for the mouth must be cleaned and then sanitized both before and after each use.”
- What Gets Sanitized and How
  - Any cloth items (which should be avoided in use) should be sanitized using a high heat.
  - Eating surfaces and utensils with a sanitizing agent and/or high heat.
- “Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.”

- What Gets Disinfected and How
  - All surfaces must be cleaned first before disinfecting
  - Use EPA-registered disinfecting wipes or spray for onsite disinfecting.\*  
\*When disinfecting objects or surfaces, make sure children are not directly close to the process.
  - Full disinfecting must be done after programming and materials/equipment should be left to air dry afterwards rather than wiped down.
  - Most shared items will be disinfected  
\*Paper-based items are not seen as high risk for transmission and do not need additional cleaning or disinfecting.
  - Electronics should be cleaned and disinfected based on recommendations by the manufacturer.
  - High touch surfaces, like folding tables and mats, should be frequently cleaned and disinfected.
  - Gloves must be worn when using disinfectant.
- Items that need to be disinfected will be done before the arrival of students and at the end of the day once the children have left
- Disinfecting of some items will also occur throughout the program day, and staff will take the proper precautions to avoid chemical exposure to students.

#### **Administration of Medication:**

- When administering an oral medication to a student, both the student and staff member must practice proper hand hygiene before and after. The staff member will put on gloves and hand the student their medication (and water) and move back to a safe distance to monitor the student as they remove their mask and take their medication.

#### **Care of Ill Child:**

- Child presenting COVID-19 symptoms will be escorted to a private quarantine space with bathroom access, while maintaining adult supervision. Parents will be advised for immediate pick up. At pick up, child will be escorted out of the building safely to minimize contact with others.
- Staff person responsible for supervising child with COVID-19 symptoms will don the following PPE in the following order:
  1. Disposable gown
  2. N95 mask
  3. Eye goggles
  4. Sterile gloves