

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 Street
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) 801-1334

BASEC @ Fowler

3 Tiger Drive
Maynard, MA 01754
(978) 801-1450

BASEC Vacation Programs

Beth El Temple Center
2 Concord Ave
Belmont, MA 02478
(781) 296-2471

First Church
404 Concord Ave
Belmont, MA 02478
(781) 296-2471

Green Meadow School
5 Tiger Drive
Maynard, MA 01754
(978) 801-1334

ALL STAFF WILL BE CPR/1ST 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)

Vacation Camp Director: Annie Gladfelter (Designated Supervisor)

Director of Student Programming: Ellen McEllin (Designated Supervisor)

Assistant Director: Blake Stensland (Chenery—Designated Supervisor)
Clare McGladrigan (Green Meadow & Fowler—Designated Supervisor)

Operations Director: Viviana Sanchez (Designated Supervisor)

Director of Impact: Annie Gladfelter (Designated Supervisor)

Aquatics Director: Alex DeMaris

Curriculum Specialists:

Belmont

Jamie Meditz (Visual Arts)

Felisia Sainz (Visual Arts)

James Burke (Sports)

Alex DeMaris (Sports)

Carter Eichenberg (Academics)

Ola Jachtorowicz (STEM)

Trevor Donahue (STEM)

Maynard

Kayla Sylvia (Visual Arts)

Maggie Ford (Sports)

Peter Liffers (STEM)

Burbank

Vana Keledjian

Karen Shea

Alex Mattos

Jaime Chernoch

Vicky O'Regan

Sam Taber

Katherine Buckett

Brianna Normile

Ban Almahfodh-Graime

Elaine Arvanitis

Kimberely To

Inclusion Specialist: Ashleigh Sedaghatpour

Chenery

Sara Doran

Gaelen McGrail

Nick Peladeau

Andrea Grant

Andrew McLean

Josh Camara

Lindsey Shea

Meghan Connors

Inclusion Specialist: Ashleigh Sedaghatpour

Family Engagement Specialist: Ashley Smith

Green Meadow & Fowler

Lois Cohen

Margaret Gubala

Donna Goguen

Alba Gomez

Kaylin Beck

Hanna Bacus

Valerie Warren

Lisa Corfman

Tricia Cerqua

Jeremy Conlin

Francine Indelicato

Adela Talentino

Nancy Dangelo

Inclusion Specialist: Ashleigh Sedaghatpour

Vacation Program Educators:

Belmont

Jamie Meditz
James Burke
Carter Eichenberg
Vicky O'Regan
Alex Mattos
Sara Doran
Andrea Grant
Lindsey Shea
Valerie Warren

Felisia Sainz
Ola Jachtorowicz
Vana Keledjian
Sam Taber
Jaime Chernoch
Ban Almahfodh-Graime
Josh Camara
Ashleigh Sedaghatpour
Kimberly To

Trevor Donahue
Alex DeMaris
Karen Shea
Elaine Arvanitis
Maggie Ford
Gaelen McGrail
Kayla Sylvia
Peter Liffers
Adela Talentino

Aquatics Director: Alex DeMaris

Lifeguards: Carter Eichenberg
ZhuZhu Cai
Andrea Marquez

Maynard

Kayla Sylvia
Maggie Ford
Anna Schonwald

Donna Goguen
Peter Liffers
Valerie Warren

Adela Talentino
Francine Indelicato
Hanna Bacus

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

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
 - 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
 - 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 Kit

- 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 Kit**

- *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 for Belmont; Rosie Semidei-Molina rosa.l.semidei-molina@mass.gov for Maynard.
- Belmont DPH: wchin@belmont-ma.gov Maynard DPH: boh@townofmaynard.net

INFECTION CONTROL AND MONITORING

COVID-19 Procedures

- Teachers:
 - Regular and thorough hand washing with soap and warm water before and after the following:
 - after bathroom use
 - Before administering first aid when COVID symptoms are present:
 - Face masks and gloves worn
 - Gown and protective eyewear on case by case basis
- Children:
 - 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)
 - *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 requires that all families and staff to self monitor for COVID-19 symptoms. If the below symptoms are present, BASEC requires that the child or staff member produce a negative COVID-19 test (antigen or PCR) before returning. (If positive, they are to follow isolation protocols.)

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

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

- ☐ Sore throat
- ☐ Gastrointestinal distress (*Nausea, vomiting, or diarrhea*)
- ☐ Fatigue
- ☐ Headache
- ☐ Runny nose or congestion

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, and the time and date of dismissal. The log will also hold a field for follow-up and when they are 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

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
- School nurses and parents notify BASEC of any contagious condition or disease (flu, head lice, HFMD, etc.)**
- 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 bodily fluid.*

COVID 19 Cleaning Procedures:

Cleaning

“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

“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

“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;
- Designated Front Desk staff member (Operations Director, Family Engagement Specialist, designated Educator or Director) 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.

*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
 Green Meadow: Grassy
 Area Near Playground

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.

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.

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 Director 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 Director 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 Family Engagement 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 Family Engagement 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, Assistant Director, 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, Assistant Director, 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, Assistant Director, 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, Assistant Director, 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 Family Engagement Specialist or Vacation Camp Director will carry an emergency first aid travel bag, student medications, and attendance from the building to the 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 the Family Engagement Specialist or the Vacation Camp 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 Family Engagement Specialist will be responsible for bringing the attendance lists to groups, Vacation Camp Director will be responsible for performing a sweep/bathroom check, and the teachers will conduct headcount and roll call of their groups' students. The Vacation Camp Director will contact 911 immediately.

BASEC Vacation Camp @ 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, Assistant Director, 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, Assistant Director, or Site Director.

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 an 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 the 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 the 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 the 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 the 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 through the hallways of the facility. Teachers will then move search to outdoor areas, searching the parking lot, playground and courtyard areas. If the 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 the 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 the 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 the 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 the child remains missing after these searches, Belmont or 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.

CARE OF ILL CHILD

- 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 separate space while maintaining adult supervision. Parents will be advised for immediate pick up.*
- *Child may return to the program when they either present a negative COVID-19 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.

- **COVID-19 Modification:** *Any child unwell with COVID-19 symptoms 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

Drop Off

2022 – 2023 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.

2022 - 2023 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.

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. (Please note, Fowler students participating in before school will be walked over to the Fowler School by a BASEC teacher at the start of their school day.)

Vacation Camp @ Beth El Temple Center: On Mondays (or first day of the week), families must park and walk their child to our outdoor check-in station at BETC where they will be met by our administrative staff. The rest of the week, families will do rolling drop off. They will enter the parking lot and the rolling drop off line from the Blanchard Street side of BETC. The cars of rolling drop off will be directed by a staff member responsible for directing parking lot traffic. The cars will pull up past the first turn of the building and lot. As soon as an administrator checks in the camper(s), the camper(s) may exit the right side of their car and be escorted safely by a teacher to the inside of the building.

Vacation Camp @ First Church: Families will do rolling drop off. They will enter the parking lot and the rolling drop off line from Concord Ave. The cars of rolling drop off will be directed by a staff member responsible for directing parking lot traffic. Campers will exit the right side of their car onto the sidewalk. From here they will be met by an administrator who will check them in.

Vacation Camp @ Green Meadow: All families must park and walk their children to the front doors of Green Meadow Elementary where they will be signed in by a BASEC teacher.

Pick-Up

Children may be picked up by their parents or guardians, or by other authorized persons, at any time during the program day.

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 Director or 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 use the parking lot entrance and walk into the Burbank on the ground floor. The BASEC sign-out desk is located in the cafeteria, which is on the right side of the hallway leading from the parking lot entrance. The sign-out desk is monitored and administered by BASEC administrator or teacher at all times.

BASEC @ Chenery: Authorized pick-up persons should use the right-side parking lot entrance that leads into the Chenery cafeteria. The BASEC sign-out desk is located in the back of the cafeteria, which can be seen upon entry. The sign-out desk is monitored and administered by our Family Engagement Specialist.

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 at the rear of the Fowler School close to the cafeteria entrance. Enter the building at those doors to meet the Family Engagement Specialist or Site Director.

Vacation Camp @ Beth El Temple Center: Before 4:30 PM, authorized pick-up persons are to park and walk up to the administrative front desk. They are to identify themselves and state who they are picking up. The camper will be escorted to the pick up person. Rolling pick up will occur from the hours of 4:30 PM - 5:00 PM. Cars will form similar to drop-off and administrators will call for campers and escort them to the right side of their vehicles.

Vacation Camp @ First Church: Before 4:00 PM, authorized pick-up persons are to park and walk up to the administrative front desk. They are to identify themselves and state who they are picking up. The camper will be escorted to the pick up person. Rolling pick up will occur from the hours of 4:00 PM - 5:00 PM. Cars will form similar to drop-off and administrators will call for campers and escort them to the right side of their vehicles.

Vacation Camp @ Green Meadow: Authorized pick-up persons should pull into the parking lot and walk to front doors to meet the administrative director who will call for the camper.

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) 801-1334

Fowler: (978) 801-1450

Vacation Camp @ Beth El Temple Center or First Church: 781-296-2471

Vacation Camp @ Green Meadow: (978) 801-1334

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 a 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.

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, Fowler, Beth El and First Church 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.

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 student's 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.

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.

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. Campers will participate in the free swim beginning at approximately 1:30 PM. 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) and lifeguards, will then walk campers to the pool entrance. Walking plans include:

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.

Campers will have access to the shallow end of the pool. Those that have passed the Underwood Pool deep end test will have access to the deep end of the pool. BASEC teachers and lifeguards will supervise campers while using the pool and surrounding area. BASEC Aquatics Director will supervise all campers using the water. Campers will return to camp locations, arriving at approximately 3:45 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.

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 law, the Department of Children and Families (DCF) is the state agency that receives all reports of suspected abuse and/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 is being abused and/or neglected. DCF depends on reports from professionals and other concerned individuals to learn about children who may need protection, more than 75,000 reports are received on behalf of children each year.

The Department is responsible for protecting children from abuse and/or neglect. DCF seeks to ensure that each child has a safe, nurturing, permanent home. The Department also provides a range of services to support and strengthen families with children at risk of abuse and/or neglect.

As a mandated reporter, what are my responsibilities?

Massachusetts law requires mandated reporters to immediately make an oral report to DCF when, in their professional capacity, they have reasonable cause to believe that a child under the age of 18 years is suffering from abuse and/or neglect. A written report is to be submitted within 48 hours.

In addition to filing with the Department, a mandated reporter may notify local law enforcement or the Office of the Child Advocate of any suspected abuse and/or neglect.

You are required to 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; any suspicion of child sexual exploitation or human trafficking; or death as a result of abuse and/or neglect. In addition, you must report a death as a result of abuse and/or neglect to the local District Attorney and to the Office of the Chief Medical Examiner.

Mandated Reporters who are staff members of medical or other public or private institutions, schools or facilities, must either notify the Department directly or notify the person in charge of the institution, school or facility, or his/her designee, who then becomes responsible for filing the report. Should the person in charge/designee advise against filing, the staff member retains the right to contact DCF directly and to notify the local police or the Office of the Child Advocate. (Ch. 119, § 51A) 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. The written report must be submitted to DCF within 48 hours after the oral report has been made.

Any person defined by law as a mandated reporter is required to assist DCF in its response under Ch. 119, § 51B, even if they are not the filer of the 51A report.

Mandated reporters who are licensed by the Commonwealth are required to complete training to recognize and report suspected child abuse and/or neglect.

What if I fail to report?

Any mandated reporter who fails to make required oral and written reports can be punished by a fine of up to \$1,000. Any mandated reporter who willfully fails to report child abuse and/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.

All mandated reporters who knowingly and willfully file a frivolous report of child abuse and/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.

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

When you suspect that a child is being abused and/or neglected, you should immediately telephone the DCF Area Office and ask for the screening unit. You will find a directory of the DCF Area Offices at the end of this guide and on the DCF web site. Offices are staffed between 9 am and 5 pm weekdays. To make a report at any other time, including after 5 pm and on weekends and holidays, please call the Child-At-Risk Hotline at 800-792-5200.

As a mandated reporter you are also required by law to submit a written report to the Department within 48 hours after making the oral report. Mandated reporters are encouraged to utilize the online abuse/neglect report option available at mass.gov/dcf to submit the written report; however, written reports may be mailed or faxed to the Department within 48 hours of the oral report. The form for faxing/mailling this report can also be obtained from the DCF website: mass.gov/dcf.

Your report should include:

- Your name, address, telephone number and relationship (if any) to the child(ren);
- All identifying information you have about the child and parent or other caregiver,
- if known, including emergency contacts and language(s) spoken;
- The nature and extent of the suspected abuse and/or neglect, including any evidence
- or knowledge of prior injury, abuse, maltreatment, or neglect;
- The identity of the person you believe is responsible for the abuse and/or neglect;
- The circumstances under which you first became aware of the child's injuries, abuse, maltreatment or neglect, including dates and/or timeframes;
- 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;
- Any concerns about alcohol/drug use/misuse by the parent/caregiver;

- Any information that could be helpful to DCF staff in making safe contact with an adult victim in situations of domestic violence (e.g., work schedules, place of employment, daily routines);
- Any concerns you have for social worker safety; and
- Any other information about the family's strengths and capacities you believe would be helpful in ensuring the child's safety and/or supporting the family to address the abuse and/or neglect concerns.

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 caregiver which causes, or creates a substantial risk of, physical or emotional injury or sexual abuse to a child; or the victimization of a child through sexual abuse or human trafficking, regardless if the person responsible is a caregiver. 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). DCF defines "sexual abuse" as any non-accidental act by a caregiver upon a child that constitutes a sexual offense under the laws of the Commonwealth or any sexual contact between a caregiver and a child for whom the caregiver is responsible.

Neglect means: Failure by a caregiver, 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, including malnutrition or failure to thrive; provided, however, that such inability is not due solely to inadequate economic resources or solely to the existence of a handicapping condition.

Physical Injury means: Death; or fracture of a bone, a subdural hematoma, burns, impairment of any organ, and any other such nontrivial 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.

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.

Who is a caregiver?

A "caregiver" 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 caregiver.

Examples may include: relatives from outside the home, teachers or staff in a school

setting, workers at an early education, child care or afterschool program, a babysitter, foster parents, staff at a group care facility, or persons charged with caring for children in any other comparable setting.

When should a report involving domestic violence be filed?

Domestic violence is defined as a pattern of coercive controlling behaviors that one person exercises over another in an intimate relationship. Not every situation involving domestic violence merits intervention by DCF. Mandated reporters are encouraged to carefully review each family's situation and to identify any specific impact on the child(ren) when considering whether or not to file a 51A report with DCF. In some situations a report may actually create additional risks for the victim and the children. If possible, discuss the filing of a report with the caregiver who is a victim first and address the potential need for safety planning. A report is more likely necessary if the following higher risk circumstances are current concerns:

- The alleged perpetrator threatened to kill the caregiver, children or self and the caregiver fears for their safety;
- The alleged perpetrator physically injured the child in an incident where the caregiver was the target;
- The alleged perpetrator coerced the child to participate in or witness the abuse of a caregiver;
- The alleged perpetrator used or threatened to use a weapon, and the caregiver believes that the perpetrator intended or has the ability to cause harm.

For more information on this topic, please refer to the DCF Brochure, [Promising Approaches: Working with Families, Child Welfare and Domestic Violence](#)

What happens when DCF receives a report of child abuse and/or neglect?

When DCF receives a report of abuse and/or neglect, called a "51A report," from either a mandated reporter or another concerned citizen, DCF is required to evaluate the allegations and determine the safety of the children. During DCF's response process, all mandated reporters are required to answer the Department's questions and provide information to assist in determining whether a child is being abused and/or neglected and in assessing the child's safety in the household.

Here are the steps in the Child Protective Services (CPS) process:

1. The report is screened. The purpose of the screening process is to gather sufficient information to determine whether the allegation meets the Department's criteria for suspected abuse and/or neglect, whether there is immediate danger to the safety of a child, whether DCF involvement is

warranted and how best to target the Department's initial response. The Department begins its screening process immediately upon receipt of a report. During the screening process DCF obtains information from the person filing the report and also contacts professionals involved with the family, such as doctors or teachers who may be able to provide information about the child's condition. DCF may also contact the family if appropriate.

2. If the report is "Screened-In", it is assigned for a Child Protective Services (CPS) Response to determine whether there is reasonable cause to believe that a child has been abused and/or neglected. "Reasonable cause to believe" means a collection of facts, knowledge or observations which tend to support or are consistent with the allegations and when viewed in light of the surrounding circumstances and the credibility of the persons providing the information, would lead a reasonable person to conclude that a child has been abused or neglected. The response includes an investigation of the validity of the allegation(s) received, a determination of current danger and future risk to the child and an assessment of the capacity of the parent(s)/caregiver(s) to provide for the safety, permanency and well-being of their child.
3. A determination is made as to whether the report is:
 - "Unsupported" – There is not reasonable cause to believe that the child was abused and/or neglected, or that the child's safety or well-being was compromised; or
 - "Supported" – There is reasonable cause to believe the child was abused and/or neglected; the actions or inactions by the parent(s)/caregiver(s) place the child in danger or pose substantial risk to the child's safety or well-being, or the person was responsible for the child being a victim of sexual exploitation or human trafficking; or
 - "Substantiated Concern" – There is reasonable cause to believe that the child was neglected and the actions or inactions by the parent(s)/caregiver(s) create the potential for abuse and/or neglect, but there is not immediate danger to the child's safety or well-being.
 - DCF also determines whether Department intervention is needed to safeguard the safety and well-being of the children in the home. If DCF involvement continues, a Family Assessment and Action Plan are developed with the family.

Some families come to the attention of the Department outside the 51A process: Children Requiring Assistance (CRA) cases referred by the Juvenile Court, cases referred by the Probate and Family Court, babies surrendered under the Safe Haven Act, and voluntary requests for services by a parent/family. These cases are generally referred directly for family assessment.

What are the timeframes for completing a Screening and/or Response?

- Screening: Begins immediately for all reports. For an emergency response it is completed within two hours. For a non-emergency response, screening is

completed in one business day and may be extended for one additional business day in limited circumstances..

- Emergency Response: Must begin within two hours and be completed within five business days of the report.
- Non-Emergency Response: Must begin within two business days and be completed within 15 business days of the report.
- Family Assessment: May take up to 60 business days.

Will I be informed about the DCF determination?

If you are the mandated reporter who filed the report, you will receive a copy of the decision letter that is sent to the parents or caregiver. In that letter you will be informed of the Department's response, the determination and whether DCF is opening a case for continued DCF involvement.

If you submitted your written report online, you will also be able to see the screening decision online.

Does DCF tell the family who made the 51A report?

DCF regulations do not allow the Department to disclose the name of a reporter unless ordered by a court or required by statute such as when the Department is required to provide the 51A report to the District Attorney or other law enforcement

(CMR 12.00 etseq).

Referrals to the District Attorney

If the Department determines that a child has been sexually abused or sexually exploited, has been a victim of human trafficking, has suffered serious physical abuse and/or injury, or has died as a result of abuse and/or neglect, DCF must notify local law enforcement as well as the District Attorney, who have the authority to file criminal charges.

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

- Child Protection Information: For more information about reporting child abuse and/or neglect: www.mass.gov/dcf for general information or to find a DCF Area Office.
- Child-At-Risk-Hotline: 800-792-5200
- DCF Ombudsman: 617-748-2444 (9 am – 5 pm, weekdays) for inquiries about DCF programs, policies or service delivery.

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 infestation 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:
 - o Remove all clothing.
 - o 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.
 - o 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.
 - o Have the affected person put on clean clothing after treatment.
 - o 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.
 - o 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.

- o 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 breathes, 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.

Quarantine & Isolation Policy

Students or staff members who present the symptoms of COVID-19, have tested or are presumed positive 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.

Symptomatic (COVID-19 Presenting) Persons

If students or staff members show symptoms they must stay home and isolate. 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)
- ☐ Difficulty breathing (when not due to pre-documented illnesses, such as chronic asthma)
- ☐ 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:

- ☐ Sore throat
- ☐ Gastrointestinal distress (Nausea, vomiting, or diarrhea)
- ☐ 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 5 days and wear a well-fitting, high-grade mask through Day 10 from the 1st day symptoms appear, be fever-free for 24 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 an asymptomatic COVID-19 positive person develops symptoms, 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 tested positive for COVID-19 (including the 2 days before specimen collection or symptom onset).*

*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).

COVID-19 First Aid Procedures

- **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:
 - Regular and thorough hand washing with soap and warm water before and after the following:
 - after bathroom use
 - Before administering first aid:
 - Gloves and face masks worn by teacher
 - Before administering first aid when COVID symptoms are present:
 - Face mask and gloves worn
 - Gown and protective eyewear worn on case by case basis
- Children:
 - 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)*

**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

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)
- ☐ Difficulty breathing (when not due to pre-documented illnesses, such as chronic asthma)
- ☐ 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:

- ☐ Sore throat
- ☐ Gastrointestinal distress (Nausea, vomiting, or diarrhea)
- ☐ 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*
- 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 Licenser will be notified

- Parents within same group will be notified via email of possible exposure while maintaining confidentiality of the child and family

COVID 19 Cleaning Procedures:

Cleaning

“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

“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

“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.

Care of Ill Child:

- Child presenting COVID-19 symptoms will be escorted to separate area while maintaining adult supervision. Parents will be advised for immediate pick up.