



COVID-19 Mitigation Plan for Licensed Programs

Overview

Camp Fire Alaska School Age Programs operate as municipal licensed Child Care Programs and in accordance with licensing regulations. The operating requirements listed below have been designed to mitigate community spread of COVID-19 in our programs. These requirements are based on CDC recommendations, licensing requirements, state mandates, and best practices in the field. A copy of this Community Mitigation Plan will be available at every site and on our website. This plan will be updated frequently as health guidance changes.

General Preparedness and Planning	
COVID-19 Awareness and Education	<ul style="list-style-type: none"> • All staff are to be trained and educated on the spread of COVID-19, symptoms, best practices, and the COVID-19 mitigation plan • Each employee will receive a copy of the COVID-19 mitigation plan as well as the comprehensive procedures manual • Policies and procedures will be updated weekly with the latest CDC recommendations, licensing requirements, state mandates, and best practices • Staff will be trained regularly on updates • CDC posters will be placed throughout the facility informing of the symptoms of COVID-19, how it spreads, and handwashing practices • Signage will be posted at entryways stating clearly that any person with symptoms consistent with COVID-19 may not enter the premises • Staff and families will be informed that they are to report any COVID19 exposure to Camp Fire Alaska • Families are encouraged to have back-up child care plans in place in the event of unplanned program closures or in the event that the state or municipality restrictions change. The State of Alaska has developed this resource to help families plan: https://covid19.alaska.gov/wp-content/uploads/2020/05/COVID-19-Planning-for-Families-with-Children-05012020.pdf

Physical Distancing Strategies	
Staffing and Cohort Grouping	<ul style="list-style-type: none"> • Group sizes will not exceed 10 youth • Each cohort will be assigned one staff member to limit staff interaction with youth • Cohorts will not mix or intermingle • Only two groups will be permitted outside at a time to allow for social distancing • The number of substitutes and leadership personnel will be limited • Staff are to disinfect their space and wash hands before interacting with a new group • Visitors, volunteers, and guests will be very limited • Restrooms will be cleaned and sanitized between uses
Physical Distancing	<ul style="list-style-type: none"> • All youth and staff are to remain 6 feet apart from one another • Age appropriate strategies are to be used when explaining physical distancing • Physical markers will be used to promote physical distancing in key areas to control the flow of traffic and indicate where to sit/stand • When youth or staff are physically exerting energy, they are to remain 10 feet apart • Physical activities are to only take place outdoors • Daily schedules are designed to encourage as much time outside as possible • Program supplies are not to be shared between youth

	<ul style="list-style-type: none"> • Each youth is to receive an individual packet of program/activity supplies • In the event that equipment or materials must be shared, they are to be cleaned and sanitized before they are used by another youth • Field trips are not permitted at this time
Drop-Off and Pick Up	<ul style="list-style-type: none"> • Parents are to arrive at site and remain in their vehicles • Staff are to conduct health screenings while youth remain in the vehicles • Parents are not to enter the facility, unless instructed by staff to pick up a child • Youth will be escorted to vehicles at the end of the program day

Health and Safety	
Health Guidance Monitoring	<ul style="list-style-type: none"> • A designated leadership team member reviews health guidance daily and weekly • Changes are communicated to Program Leadership and Marketing • Program Leadership updates procedures and conducts training/notification of staff • Updates are posted on the Camp Fire Alaska website as needed
Facility	<ul style="list-style-type: none"> • Windows will remain open when weather permits to allow for fresh air • Doors will remain open to classrooms
Registration and Paperwork	<ul style="list-style-type: none"> • Registration is weekly to minimize group mixing • Family registration paperwork and payment will take place electronically before youth are to attend program • Site paperwork will be submitted electronically—timesheets, attendance records, snack planners, health forms, cleaning audits/checklists, supervisor notes
Health Screenings	<ul style="list-style-type: none"> • All youth will go through a pre-screening before program begins to assess high-risk status based on CDC guidance; youth in high risk groups will be required to provide a medical release • Youth and staff are asked to take their temperatures before arriving at site • Any youth or staff who are ill, have COVID symptoms, or a fever above 100.4 are not to enter the facility • Youth and staff are to undergo a health screening before entering the facility that monitors, temperatures, symptoms, out of state travel, and exposure to COVID-19 • Staff also undergo an exit screening to record movement and interaction during the day to assist with contact tracing in the event of COVID exposure • Youth and staff must use hand sanitizer or wash hands upon entry to the facility • Screening staff are to take temperatures only if a thermal thermometer is available • Staff who are taking temperatures are to wear a face covering, disposable gloves, apron, and protective eyewear • Thermal thermometers are to be sanitized between uses • All information gathered in a health screening is to be documented in a health screening log that is maintained at site and electronically • Staff and youth who have traveled out of state must abide by state travel mandates
Responding to illness	<ul style="list-style-type: none"> • Staff who become ill at work will be sent home immediately • An isolation room will be established at each program location to include appropriate PPE, sick mat, cleaning and disinfecting supplies • Youth who become ill at site will be immediately taken to the isolation room • Only one staff should interact with and conduct a health assessment of the child • Staff should wear appropriate PPE based on CDC and ACA guidance • Parents will be contacted immediately and must arrange for pick-up within one hour

	<ul style="list-style-type: none"> Youth and staff illness will be tracked in a secure format and will be monitored Youth and staff who become ill with any COVID-19 symptoms cannot return to program until recommended quarantine has passed, two negative COVID-19 tests are obtained at least 24 hours apart, or a healthcare provider approves their return
Preventative Hand Washing	<ul style="list-style-type: none"> Staff are to be trained on proper preventative hand washing Youth are to be educated on proper preventative hand washing Youth and staff are to wash their hands upon entering the building, before and after eating, when transition between spaces, whenever hands become soiled, when handling food, after sneezing/coughing, when handling garbage, after using the restroom, and approximately every hour based on the program schedule
Face Coverings	<ul style="list-style-type: none"> All staff and youth are required to wear face coverings that cover their mouth and nose while at site in accordance with CDC recommendations and local mandates Staff will offer breaks for youth as needed, so they can go outside and social distance without their face covering

Cleaning and Sanitizing	
Personal Protective Equipment	<ul style="list-style-type: none"> When cleaning & sanitizing staff are to wear disposable gloves, eye protection, aprons Aprons and protective eyewear are to be cleaned and sanitized at the end of each day Face coverings are to be cleaned and sanitized at the end of each day Each staff is provided their own PPE Each facility will maintain adequate cleaning supplies and PPE Weekly inventories of PPE and cleaning supplies will be conducted and replaced
Schedules	<ul style="list-style-type: none"> All high touch surfaces are to be cleaned and sanitized several times throughout the day and at minimum hourly based on the established program and cleaning schedule Routine cleaning and sanitizing to be confirmed by supervisors through daily checklist Toys and supplies are to be cleaned and sanitized before being used by another youth Program spaces are to be cleaned and sanitized after each use Soft surfaces, such as pillows and puppets, are not be used at site
Safety	<ul style="list-style-type: none"> All cleaning products are to be stored out of reach of youth

Food Service	
General	<ul style="list-style-type: none"> Staff and youth are to bring their own lunches from home <ul style="list-style-type: none"> Staff and youth meals will be stored with personal belongings Staff and youth will only touch their own lunch Camp Fire provides breakfast and snack Meals are to be served in each cohort classroom, not in cafeteria setting Meals are to be pre-plated and covered A sink is designated for meal preparation and is not to be used for handwashing Staff are to wash their hands before preparing meals and wear disposable gloves when preparing meals Youth and staff to wash their hands before and after eating Food sharing will not be permitted



COVID-19 Exposure Response Plan

Below are the steps that will be followed by Camp Fire Alaska in response to actual or possible COVID-19 exposure within program based on CDC recommendations. Per OSHA and related sources, Camp Fire Alaska Child Care Sites are identified as medium-risk workplaces.

Actual Exposure: A youth or staff reports testing positive for COVID-19 within the last 14 days of being in program.

Possible Exposure: A youth or staff present in program within the last 14 days reports living with someone who has tested positive for COVID-19.

In the event of a confirmed COVID-19 case (someone who has been in program or the Camp Fire office) take the following steps:

- 1. Immediately notify local health officials, Child Care Licensing, OSHA, and the Anchorage School District.** Health officials will help Camp Fire determine a course of action for our program(s).
Anchorage Department of Health: 907-343-6718
Anchorage Municipality of Childcare Licensing: 907-343-4758, 907-343-6588, and/or hhscccl@muni.org
OSHA Reporting: <https://www.osha.gov/recordkeeping/1>
- 2. Assess if program will need to be closed for a short period of time.** Camp Fire Alaska will work with public health officials to determine if it is necessary to close program and will isolate the areas infected. Local health officials will help determine appropriate next steps, including whether an extended closure duration is needed.
 - Discourage staff, youth, and families from gathering or socializing, including group child care arrangements.
- 3. Communicate with staff and parents.** Camp Fire will coordinate with local health officials to communicate closure decisions and possible COVID-19 exposure.
 - Camp Fire will support community contact tracing and proper notification.
 - Communication will include messages to counter potential stigma and discrimination.
 - No youth or staff names will be shared. It is critical to maintain confidentiality of youth or staff as required by the Americans with Disability Act.
- 4. Clean and disinfect the facility thoroughly.** All cleaning and sanitation will be coordinated with the Anchorage School District. At minimum, Camp Fire will do the following:
 - Close off areas used by the individuals with COVID-19
 - Wait as long as practical before cleaning and sanitizing to minimize potential exposure to respiratory droplets.
 - Open outside doors and windows to increase air circulation in the area.
 - No staff will enter facility for a minimum of 24 hrs.
 - After 24 hours, clean and sanitize based on Camp Fire Cleaning and Sanitation Procedures.
- 5. Program Leadership Team will assess all health and safety procedures, site operations, and the need for increased monitoring and/or training.**
- 6. Camp Fire Directors Team will assess program operations after any COVID-19 exposure event.**