



**Operations and Safety Plan  
to Prevent the Spread of Covid-19  
During JA's Summer Programs**

**Parent Guide**

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## Introduction

Junior Achievement of South Florida's highest priority is the safety of its campers, staff and other visitors. JA wants to ensure parents, guardians and participants that it has a plan in place to protect staff, children, and their families from the spread of covid-19. This guide includes everyday preventive actions to control the spread of this respiratory illness.

This Operations Plan has been developed in conjunction with following the guidance of governing agencies and organizations:

- World Health Organization (WHO)
- Center for Disease Control (CDC)
- Occupational Health and Safety Administration (OHSA)
- Florida Department of Health (DOH)
- State of Florida
- Broward County
- City of Coconut Creek
- American Camp Association (ACA)

All JA program policies and procedures existing prior to this new manual remain in effect. This JA's Summer Program Operations and Safety Plan to Prevent the Spread of covid-19 (referred to as the Plan) serves to implement additional standards that are necessary to prevent the spread of covid-19. Due to the severity of covid-19, **these preventive actions are mandatory.**

JA's leadership and staff are concerned about the well-being of all participants at JA World and we are grateful to everyone for ensuring public health safety by following these policies.

## Plan Objective

The objective of this plan is to reduce potential exposures of the coronavirus while operating JA's summer programs. This plan is focused on programs that serve school-aged children and teenagers entering 4th through 12th grade.

## Communication

### Communication with Parents/Guardians

- Parents/Guardians will receive a copy of this plan and sign the acknowledgment form that they have read and understand JA policies/procedures.
- Parents/Guardians are required to provide an email address so that JA staff can communicate important announcements in a timely manner via email. Parents/guardians are also required to provide several phone numbers for staff to reach them directly as needed.
- Parents/Guardians are required to contact the JA Summer Programs Director immediately if their child is experiencing symptoms of covid-19 and/or has been in contact with someone with symptoms and/or has tested positive for covid-19.
- JA management will continually review all incoming communication from federal, state and local health agencies related to the JA Summer Program Operations. Any changes to operations, due to regulatory measures, will be communicated immediately to staff and parents/guardians.
- A hotline cell phone number will be provided to parents/guardians dedicated toward addressing severe operational concerns including emergencies and rumors.

### Communication with Staff

- Staff will receive a copy of this plan, and the overall JA Operations Plan prior to beginning work.
- Staff will be fully trained on all procedures prior to beginning work and policies will be strictly enforced.

### Communication with Campers/Interns

- JA's goal is to provide a welcoming and friendly space for campers while ensuring their safety. Staff will use positive reinforcement and avoid fear-based language regarding covid-19.
- JA Staff will review the important safety protocols with campers at the beginning of each day, and throughout the day as needed so they will understand the importance of adhering to JA's guidelines.
- Campers will be instructed on the need to regularly wash and disinfect their hands. Child-friendly signage will also be displayed throughout the camp areas (See Attachments).
- Campers will be informed to alert staff members of any health-related rumors.

### Communication with local agencies

- The Broward County Health Dept., Broward Sheriff's Office, Broward College and City of Coconut Creek Police will be notified of the program start date prior to opening.
- Contact information of all public safety organizations noted above will be conspicuously posted for staff to use if needed.

## Drop-off and Screening Procedures

### Camper Arrival and Screening

- A carpool line will be clearly noted along the curb in front of the main entrance to JA World.
- Drivers of each vehicle will need to be wearing a face covering.
- All arriving vehicles must follow the carpool directions. All vehicles must wait in the carpool line prior to the driver and any passengers exiting the vehicle. Staff members are excluded but will need to follow other parking procedures.
- Ideally, the same parent/guardian or designated person should drop off and pick up the camper every day. If possible, older people, such as grandparents or those with serious underlying medical conditions should not drop off or pick up children, because they are more at risk to covid-19.
- A staff member will approach the driver window and ask the driver the questions on the Screening Questionnaire regarding campers/interns in the car.

Risk Assessment Screening Questions:			
1.	Does the child have any of the following symptoms which are new or worsened: fever, cough, shortness of breath, difficulty breathing, sore throat, and/or runny nose?	YES	NO
2.	Has the child returned from outside the country in the past 14 days? If yes, where?	YES	NO
In the past 14 days, while not wearing appropriate personal protective equipment:			
3.	Did the child have close contact* with someone who has a probable** or confirmed case of covid-19?	YES	NO
4.	Did the child have close contact* with a person who had acute respiratory illness that started within 14 days of their close contact* to someone with a probable or confirmed case of covid-19?	YES	NO
5.	Did the child have close contact* with a person who had acute respiratory illness who returned from travel outside of the US in the 14 days before they became sick?	YES	NO
<p><i>*Close contact includes providing care, living with or otherwise having close prolonged contact (within 2 meters) while the person was ill, or contact with infectious bodily fluids (e.g. from a cough or sneeze) while not wearing recommended personal protective equipment.</i></p> <p><b>If you answered "YES" to any of the above, the child will not be permitted to attend at this time and the parent/guardian should leave and contact the JA Summer Programs Director for further detailed instructions.</b></p> <p><b>If you answered "NO" to all of the above, the child may proceed with their visit.</b></p>			

- Once signaled, only children are permitted to exit the vehicle and enter JA World (parents/guardians may not accompany campers inside).
- One child will enter the building at a time.
- Children must wear their face covering while exiting the car and will sanitize their hands upon entering.
- Children's temperatures will be taken using a non-touch infrared thermometer. Temperature will be logged in for each person, regardless of the degree.
- Staff member will also make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

- Children will not be authorized to remain at JA World if they have a fever of 100.00F or above or other signs of illness exist. If a temperature reads as 100.00 or higher, the child will exit the building back to their car and leave. See instructions below on next steps regarding a child showing signs of illness.
- Vehicles must not leave until proper screening is complete and the staff member directs them to exit.
- Children passing the Screening will then be escorted (with staff members keeping a 6 feet distance) to their group's area.
- Children temperatures will also be taken again during the day. If a camper/intern shows signs of illness, the protocols listed below will be followed.

### Campers/Interns of Driving Age

Children will park their vehicle in the designated area around the JA World building. All children will be required to enter JA World through the front entrance and complete the Screening Questionnaire and Temperature Check. If a child does not pass the Screening Questionnaire or has a temperature that reads as 100.00 or higher, they will not be authorized to remain at JA World. The parents will be notified, via a phone call before dismissing the child back to their vehicle.

### Staff Arrival and Screening

All staff will be required to enter JA World through the front entrance and complete the Screening Questionnaire and Temperature Check. If an individual does not pass the Screening Questionnaire, they will be asked to leave JA World and follow the protocols outlined in the Staff Plan.

### Camper Pick-up Procedures

Pick-up procedures will be similar to drop-off, excluding the screening process and with additional identification requirements.

- Drivers of pick-up vehicles must follow the pick-up carpool line, display car tags in the front window, show photo ID and provide the family password. (Passwords are provided during registration as a safety protocol)
- Drivers and passengers of all pick-up vehicles must not exit their vehicles.
- One child will exit JA World at a time.
- Campers/Interns of driving age will be dismissed separately and must follow the same flow of traffic around the JA World building as the car pool line.

# Preventing Spread of Covid-19

## Enhanced Building Protocols

### Cleaning and disinfection

- JA World has a specific schedule for cleaning and disinfecting, included dedicated staff member, the Safety Coordinator, to ensure all protocols are followed.
- The Safety Coordinator will use all EPA approved disinfectants to routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, such as:
  - Doorknobs
  - Light switches
  - Sink handles
  - Countertops
  - Tables and chairs
  - Supplies and games
- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection. JA will follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- Staff will ensure that cleaning products used near children are properly used.
- Each night, program areas will be disinfected using electrostatic cleaning, one of the highest forms of disinfecting large indoor areas. Electrostatic spray surface cleaning is the process of spraying an electrostatically charged mist onto surfaces and objects. Because the particles in the spray are positively charged, they cling to and coat any surface they are aimed at.

### Ventilation System

In accordance with ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) JA has increased the minimum outside air damper position on all AC Units. The Admin and Hall of Fame meeting rooms have been set to 5-10%, all other areas 10 - 20%.

JA has also upgraded to MERV 13 Green Pleat filters to improve central air filtration.

### Signage

Signage will be posted throughout JA World to remind everyone of the key policies outlined in this Plan. See attached for samples of signage.

### Social Distancing

- **All individuals must maintain a minimum of 6 feet between themselves and others while at JA World.**
- Campers will be grouped together in small groups with dedicated staff and will remain with the same group throughout the day (cohorts).
- Campers are not permitted to use others' workstation or supplies.
- Handshakes, fist/elbow bumps or any other physical interaction is prohibited.
- When participating in group activities, the space will be set up by appropriately spacing out supplies, tables and chairs to meet the 6 feet distance guideline.
- Signage will be installed throughout JA World to assist individuals in determining the appropriate space (see attached).



- Bathrooms will only be used by one individual at a time with hands being sanitized upon entering and exiting.

### Face Coverings

- **All individuals in JA World will be required to wear a face covering brought from home.** JA believes it is important for the face covering to be provided by each person so that children, staff member, etc. can choose a style that is most comfortable for them.
- **The CDC strongly recommends that all face coverings are at least 2-ply (2 layers of material).**
- Campers will have designated times where they will be able to remove their face covering to allow for breaks during the day (meal and snack times).
- Campers will be instructed to follow CDC guidelines of how to properly wear, remove and clean face coverings, as well as what type to use. These guidelines are included in the attachments and posted in the building.
- Wearing a cloth face covering is a measure to contain the wearer's respiratory droplets and help protect others. They may prevent individuals, including those who do not know they have the virus, from spreading it to others, but may not protect the wearers from exposure to the virus that causes covid-19. Wearing a cloth face covering does not replace the need to practice social distancing.

### Hand Hygiene

**All individuals at JA World will follow the CDC hand hygiene guidelines.** Campers and staff should wash hands often with soap and water for at least 20 seconds or use a hand sanitizer with greater than 60% ethanol or 70% isopropanol if soap and water are not readily available. (Note: disinfectant wipes made for surfaces, such as Clorox Wipes, are not intended for use on hands. Other types of hand cleaners that do not contain the recommend alcohol content do not meet the recommended guidelines for good hand hygiene, such as essential oil-based products.)

To make practicing good hand hygiene as convenient as possible, JA will provide multiple hand sanitizer stations throughout JA World and ample supply of hand soap in all restrooms.

All individuals need to wash hands during key times when persons are likely to be infected by or spread germs:

- Upon entering JA World
- Before and after work breaks
- After blowing one's nose, coughing, or sneezing
- Before, during, and after preparing food or eating food
- After using the toilet
- After touching garbage
- After touching objects that have been handled by others

### Groups & Activities

**During the JA Summer Programs:**

- Campers will be grouped together in small groups with dedicated staff and will remain with the same group throughout the day (cohorts).

- Groups will not interact with other groups during the day. However, due to the nature of JA BizTown Camp, there will be some interactions between groups while campers open their storefronts for business. Physical guides will be provided to maintain 6 feet social distancing.
- Due to the nature of camp staff helping campers with their activities, we understand that occasionally camp staff member will need to be less than 6 feet apart from the camper, however the camp staff member will limit that less than 6 feet distance as much as possible for the safety of everyone.
- Campers will be provided with a list of supplies to bring for each camp, to minimize the sharing of supplies between campers. Any shared supplies will be disinfected after each camper uses them.
- Any guest speakers presenting at camp will be subject to follow all CDC guidelines and will maintain 6 feet from all campers.

### Mealtimes

- All campers will receive a prepackaged lunch and snack, provided by FLIPANY. Campers are welcome to bring their own snacks, lunch and beverages. Each camper is encouraged to bring a reusable water bottle. Water bottles will be refilled by staff members throughout the day. Water fountains will not be accessible to use by campers/interns.
- All campers will wash hands prior to meals.
- Campers will eat within their groups while sitting at least 6 feet apart from each other, but in a social setting.

## Managing Illness

### About Covid-19

For confirmed cases of covid-19, symptoms have ranged from infected people having few to no symptoms to people becoming severely ill. Someone who is sick with the virus (whether they are aware or not) can spread the illness to others.

Covid-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing, staying home when sick) and environmental cleaning and disinfection are important principles to reduce the spread of this virus.

Symptoms appear within 2 to 14 days and can include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### Symptoms in Children

**Children who are experiencing any symptoms of covid-19 should not attend their JA Summer Program.**

If a child is displaying symptoms of illness, the following protocols will be followed.

- Parent/guardian will be contacted immediately to pick up the child.
- The child will be moved away from others to the designated Sick Room which is reserved strictly for isolation purposes. A staff member will stay with the ill child at all times until they are picked up.
- The Sick Room is cleaned and disinfected after the sick individual has gone home.
- Depending on the symptoms of the child, they may not be permitted to return to JA. This will be handled on a case by case basis. Parents/guardians should speak to JA staff after the sick child has been taken home.

### Positive / Probable Covid-19 Cases

If a child or staff member tests positive for covid-19, JA World may temporarily close and will reopen the facility at the direction of the Department of Health. The Health Dept. may also recommend quarantining for the other children and staff who were in the same group as the positive individual. JA will follow the recommendation of the Health Department. If there is a confirmed positive case of covid-19 at JA World, JA will:

- Coordinate with local county health department.
- Immediately communicate with parents via email and phone calls.
- Clean and disinfect thoroughly.
- Close off areas used that the individual entered or neared.
- Wait up to 24 hours or as long as possible before cleaning and/or disinfecting to allow respiratory droplets to settle before cleaning and disinfecting.

- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- Staff must clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the individual, focusing especially on frequently touched surfaces.
- Observe/evaluate staff and students who may have come into contact with the individual in question for early signs or symptoms.

#### **Refunds Due to Temporary Closure Due to Positive Covid-19 Case**

If JA World is temporarily closed due to a positive covid-19 case, ***partial refunds will be issued for any days in the same week*** where students were not able to attend due to the closure. For example, if the closure is determined on a to start on a Wednesday, refunds will be issued for Wednesday, Thursday and Friday of that week, and any additional weeks where the facility is closed.

If JA has been closed for a possible covid-19 case, and a parent has paid for future weeks, and the facility is open, the parent will have the option of canceling future weeks at a ***partial refund*** of the weekly rate of 80% of the full rate paid. 20% will not be refunded to cover costs already incurred by JA.

## How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

### WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



### USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

### FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



### TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



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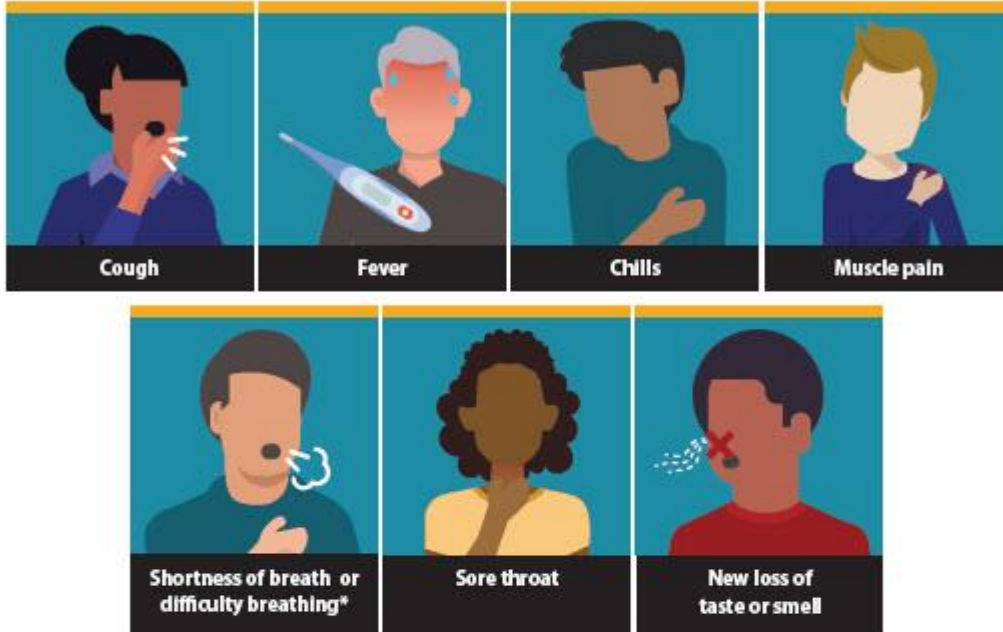
**Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.**

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

**\*Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

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# Stop the Spread of Germs

**Help prevent the spread of respiratory diseases like COVID-19.**



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

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## Important Information About Your Cloth Face Coverings

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:



Stay at home as much as possible



Practice social distancing (remaining at least 6 feet away from others)



Clean your hands often



In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

### How cloth face coverings work

Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.



### How cloth face coverings are different from other types of masks

Cloth face coverings are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by healthcare personnel, first responders, and workers in other industries. These masks and respirators are personal protective equipment (PPE). Medical PPE should be used by healthcare personnel and first responders for their protection. Healthcare personnel and first responders should not wear cloth face coverings instead of PPE when respirators or facemasks are indicated.



N95 respirator



Cloth covering

### General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping



Avoid touching your face as much as possible. Keep the covering clean. Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering. Don't share it with anyone else unless it's washed and dried first. You should be the only person handling your covering. Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

For more information, go to: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>



CS 316451-A 04/29/2020

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)







# Please

- SANITIZE YOUR HANDS UPON ENTERING
- MAINTAIN 6' DISTANCE
- WEAR MASKS AT ALL TIMES

WE ARE ALL IN THIS TOGETHER.

*Thank You*



Junior  
Achievement<sup>®</sup>  
of South Florida

Inspiring *Tomorrows*<sup>™</sup>