

Einstein's Workshop

Summer 2020 - COVID-19 Policies and Procedures

Updated 6/5/2020

Einstein's Workshop will operate a safe, low impact summer enrichment program. Classes are limited to 2 hours, a maximum of 6 students and 1 teacher. Each classroom will have only one class per week, students will sit in the same seat and have dedicated equipment. The following are policies and procedures to insure a safe experience.

Per government order **only residents of Massachusetts may attend** until further notice.

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Health Care Supervisors/ COVID Administrator

- There will be at least two staff trained as Health Care Supervisors on site.
- Health Care Supervisors will also be trained in policies and procedures specifically related to COVID-19 as outlined in this manual.
- One Health Care Supervisor on site will be designated the “COVID Administrator” and will be the primary staff responsible for any COVID related questions and concerns. This person is responsible for any student suspected of having COVID-19 and the procedure for the isolating, checking, contacting and following up with any student suspected of infection.

Class Management

- Each class will have a **maximum** of 6 students and 1 teacher.
- The teacher will receive their own class at sign in and escort them for sign out.

Food, Snack and Water

- Due to the numerous complications and risks associated with food there will be no food or snacks offered or consumed.
- Students are encouraged to bring a personal water bottle, labeled with the first and last name, which will remain with the student for the duration of the class.
- Use of the water bubblers is discouraged, however if a student needs to use the public water bubbler, staff will sanitize it after use.
- If a student has nutritional needs which would prevent their participation, then parents will work with the Camp Director to create a safe plan.

Entrance and Screening

- Drop off and pickup will be made outside the building, directly from their vehicle.
- Vehicles will line up in two rows and proceed to the drop off zone (*See Drop Off and Pick Up Map*).
- When vehicles arrive at the drop off zone parents and students will be asked about their health status (*see COVID 19 Symptom List*) and given a temperature check before students are allowed to proceed.
- **If a student or parent is suspected of illness, including being affirmative of any of the symptoms, a temperature at or above 100.0°F or if the staff suspects the student or any family members of illness, then the student will not be allowed to participate.**

Class Materials and Equipment

- Each student and staff will have dedicated equipment i.e. computer, laptop, robot, tools etc.

- Students should never share their equipment with another student.
- When appropriate, technology and tools will have easily sanitized and disposable coverings.
- All equipment and tools will be sanitized daily by the staff (see *Cleaning and Sanitizing*).
- In every case possible Einstein's Workshop will have pre-packaged supplies and materials for projects.
- If there is a need for students to gather supplies or materials from a larger bin, staff will manage the gathering with proper social distancing, gloves and sanitation to prevent contamination. Students will gather their supplies and return to their designated space.

Breaks and Community Areas

Communal Areas - aka "Drop-In" area

- The indoor community area known as the "Drop-In" area is **closed** and not to be used by anyone.

Outdoor Breaks

- Each day classes will take a 30 minute break outdoors.
- During outdoor activities:
 - COVID Administrator will open the windows and use a fan to air out the classroom.
 - Students will maintain social distancing.
 - There will be guided activities for students to take part in to enhance their social health while keeping safe.
 - Students will not be required to wear masks while outdoors and maintaining social distancing. Family preferences to whether a child may or may not remove their masks at this time will be obtained from the parent/guardian.

Cleaning and Sanitizing

Storage

- Cleaning and disinfecting supplies will be kept together in a designated space known to every staff.
- A designated staff member will take stock of the supplies daily and order as needed.

Cleaning and Sanitizing Routine

- Each staff member will be responsible for cleaning their own classroom at the end of every class.

- Definition of “**Cleaning**”: cleaning and disinfecting must be done with the use of disinfecting wipes or spray cleaner designated as a proper COVID approved cleaner and a disposable cloth. After cleaning, wipes and cloths must be discarded in proper waste bins.
- Routine:
 - Always wear gloves while cleaning.
 - Clean all surfaces and seating areas around the students.
 - Clean any equipment, tools or toys that were used by the students or teacher.
 - Take care when cleaning electronics. Do not spray disinfectant directly onto electronics - spray onto a hand cloth and then wipe down.
 - Clean door handles and any frequently touched surfaces.

Community Responsibility and Health

- It is the responsibility of every parent, child and staff member to report if they feel unwell or have any signs of symptoms of COVID-19, including a fever in excess of 100°F.
- Students, parents and staff who feel unwell or suspect that they may be sick should **not** attend their class and seek immediate medical advice.

Student and Staff Absence

- If a student or staff is absent for any reason, they are required to report to the Camp Director on the reason for their absence.
- If a student or staff is absent due to illness see **Sick and Symptomatic Students** and **Sick and Symptomatic Staff**.

Sick and Symptomatic Students

- Any child can have their temperature taken at any time and for any reason.
- If a child feels unwell or is observed by a teacher to be unwell they will report to the COVID Administrator or Health Supervisor on duty.
- Unwell students will be isolated in the Infirmary immediately and have their temperature read and symptoms checked.
- In the event that a student feels unwell and especially if they show any signs or symptoms of COVID-19, including a fever in excess of 100°F, then they will remain isolated and a guardian will be contacted for immediate pickup.
- A student who is picked up feeling ill will exit through the Quarantine Exit (*See Drop Off and Pick Up Map*).
- Students who must be picked up in this manner will not be allowed to return for the remainder of the week.
- A student who is picked up in this manner and is suspected or confirmed to have contracted COVID-19 will only be allowed to return on the condition of a 14 day

quarantine, consultation with a medical doctor, and at the discretion of the COVID Administrator, Camp Director, Board of Health and any other involved agencies.

Sick and Symptomatic Staff

- Staff who feel unwell before class should immediately report to the Camp Director and COVID Administrator.
- Unwell teachers who are suspected or confirmed to have contracted COVID-19 will only be allowed to return on the condition of a 14 day quarantine, consultation with a medical doctor, and at the discretion of the COVID Administrator, Camp Director, Board of Health and any other involved agencies.
- The Camp Director will have substitute teachers and will attempt to call one of them in. However, in the event that a substitute can not be reached, class will be cancelled.
- In the event of a cancelled class the Camp Director and/or COVID Administrator will contact the families.

Suspected or Confirmed Case of COVID-19

- In the event that a staff member or student is suspected or confirmed to have contracted COVID-19 then the Camp Director will do the following:
 - Contact all staff and parents in attendance.
 - Contact the local Board of Health.
 - Contact the business administration.
 - Initiate Cleaning Protocols outlined in the *Massachusetts Child and Youth Serving Programs Reopen Approach: Minimum Requirements for Health and Safety, May 28th, 2020*.

Cancellations, Absence and Refunds

- Due to the unusual circumstances presented by this environment refunds will be offered for any absences or cancellations due to illness or suspected illness. All staff will be paid for sick absences for at least the duration of a cancelled week.

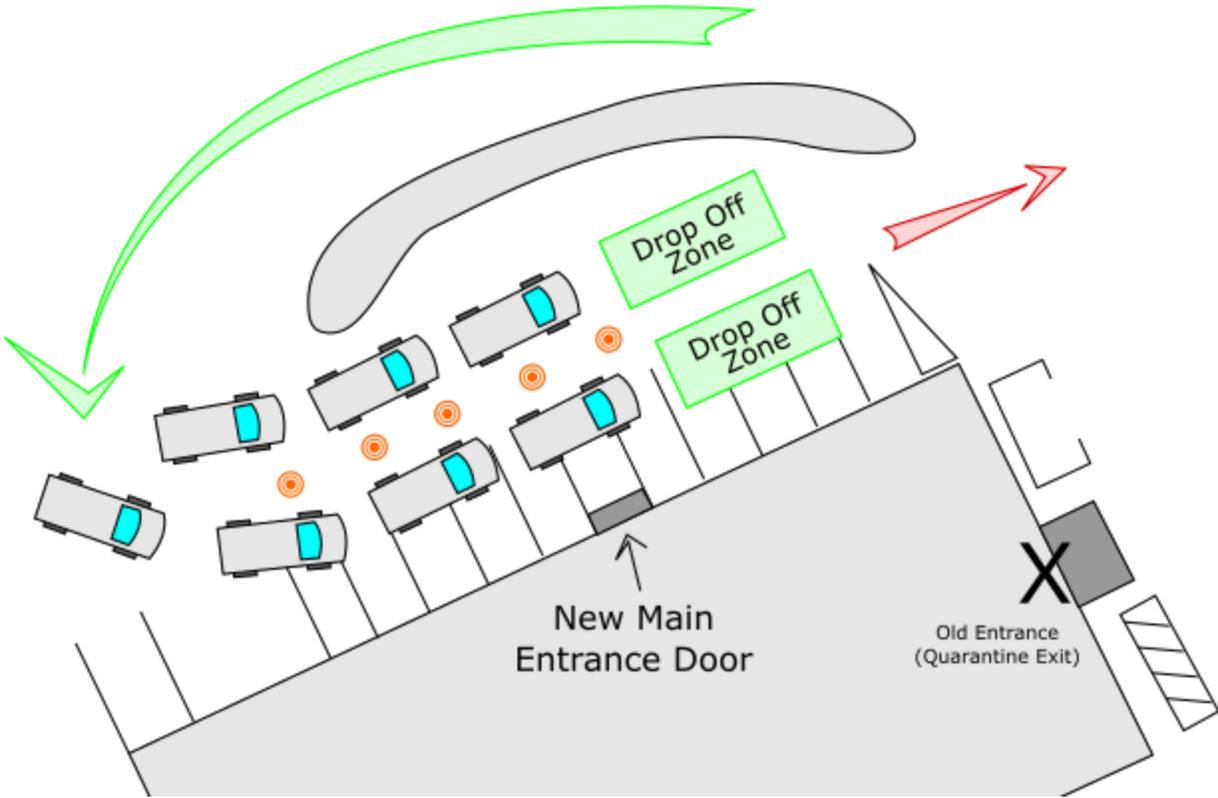
Deliveries

- Signage will instruct that deliveries to Einstein's Workshop be left outside the building.

Training

- All staff who will work at the program must participate in the provided training prior to their start.

Drop Off and Pick Up Map



COVID 19 Symptom List

- Fever (Temperature of 100.0°F or above), feeling feverish or chills
- Cough
- Sore Throat
- Difficulty Breathing
- Gastrointestinal symptoms (diarrhea, nausea, vomiting)
- Abdominal pain
- Unexplained rash
- Fatigue
- Headache
- New loss of smell/taste
- New muscle aches