



**FOUNDATION FOR YOUTH**

**FFY Covid-19 Response Childcare**

**POLICY MANUAL**

Reviewed 1.5.2022 AY

**Mission Statement**

**Inspire and enable our youth,  
our community.**

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# INFECTION CONTROL

1. VACCINATIONS RECOMMENDED FOR FFY STAFF AND VOLUNTEERS
2. FACE MASKS ARE REQUIRED WHILE IN THE BUILDING AND WITHIN 6ft
3. WASH HANDS WITH WARM WATER AND SOAP FOR 20 SECONDS
4. USE GLOVES WHEN HANDLING FOOD
5. WIPE DOWN PROGRAM AREA AFTER PROGRAM DAY HAS ENDED
6. MANAGE MOVEMENT WITHIN THE FACILITY TO AGE GROUP PODS

Foundation For Youth is working to ensure access to quality child care when caregivers cannot remain at home because their work provides life-critical services or because doing so creates health risks or extreme financial hardship.

## FAQ

### ***How will the health of the children and participants be protected?***

We do this by following the best science available and careful consideration of federal, state, and local guidelines in addition to COVID-19 specific protocols defined by the Center for Disease Control. These include:

- Anyone exhibiting COVID-19 symptoms or anyone with recent exposure to someone with COVID-19 symptoms will be **required** to follow CDC Quarantine Guidelines along with current CDC guidelines. follow
- **Vaccination:**
  - The CDC and ISDH consider individuals vaccinated if they have received an FDA approved vaccine from Moderna, Pfizer, or Johnson and Johnson and have received a booster
  - Individuals are considered “Fully Vaccinated” as determined by the FDA.
    - You are ages 18 or older and have received all recommended vaccine doses, including boosters and additional primary shots for some immunocompromised people.
    - You are ages 5-17 years and completed the primary series of COVID-19 vaccines.
  - If you are fully vaccinated AND asymptomatic, you may be eligible to quarantine for a lesser amount of time. Specifics will be discussed with the program director or FFY Associate Director.
- Social Distancing while indoors, remaining at least 6’ away from other members.
- Masks are required for all staff and youth attending programs
  - Outdoor Exception: Masks are not required for staff during the summer if they are operating an OUTDOOR PROGRAM.
- Sanitation requirements: Washing hands and cleaning surfaces

***Will employees at Foundation For Youth be more at Risk for contracting Covid-19?***

Possibly, due to the one-on-one nature of our work in the community. However, they will be protected in the same way the youth and other participants are protected from the spread of infection.

***Will Social Distancing and CDC Guidelines be enforced?***

FFY will take steps to ensure all STAFF AND YOUTH adhere to respiratory hygiene and cough etiquette, hand hygiene, and intake procedures throughout the duration of the visit.

- FFY will post signage and notices for additional handwashing and wash stations protocols
- FFY will provide appropriate health related equipment
- FFY will install physical barriers (e.g., glass or plastic windows) at reception areas to limit close contact between personnel and potentially infectious participants.

**Are staff and youth at FFY required to wear masks?**

Yes, we require our staff, volunteers, and youth to wear masks while inside the building. Due to the nature of our facility we also require anyone entering the building to wear a mask, however this policy must be enforced by individuals as we do not have the resources or staff to provide masks and reminders. Further guidelines are listed below.

**What are the symptoms of Covid-19?**

Fever of 100.4, cough, or shortness of breath. This list does not include all possible symptoms. Please talk to your medical provider for any other symptoms that are severe or concerning to you. Children with COVID-19 usually have milder symptoms. To learn more about COVID-19 symptoms, visit the [Centers for Disease Control and Prevention](#) website.

**What if myself, a staff, or child is exposed to or tests positive for Covid-19?**

You will be contacted immediately. In the case that we are unable to notify you by voicemail, you will receive a letter when you arrive at the building or through the email address you have provided us. Please ensure FFY Customer Service has your most up to date contact information. If the program requests that you use the REMIND app then it should be installed on your phone.

Suspected exposure will result in a letter with all the most current policy information. Individuals who are exposed to Covid-19 will be asked to quarantine and seek testing. A copy of this letter is included below under "FORMS".

Confirmation of a positive case in the building/program will result in a letter informing you that someone was identified as having Covid-19, but further action is not necessary. A copy of this letter is included below under "FORMS".

# EXPOSURE AND QUARANTINE POLICY

## COVID-19 EXPOSURE POLICY Staff and Volunteers

CDC and ISDH defines exposure as contact with a person who tested positive for COVID-19 within 6 feet for a combined total of 15 minutes or more within a 24-hour period. OR contact with a symptomatic individual, who was coughing and sneezing, within 6ft, OR continued contact with a Covid-19 positive individual in a poorly ventilated area.

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### MASKS

Due to the nature of our facility and the varied programs we provide for adults, youth, and community members attending programs, we REQUIRE anyone entering the building to wear a mask. However, while our staff will make their best effort to remind the public of the mask requirement, we can only enforce these policies among our program participants and staff.

- FFY Staff, Program Participants, Program Attendees, and Volunteers are REQUIRED to wear masks while in the building. **Tight fitting or N95 or KN95 masks offer the best protection.**
- FFY Staff, Program Participants, and Volunteers are RECOMMENDED to wear masks while outdoors if in close contact with another individual. Tight fitting or N95 masks offer the best protection.
- When visiting another facility during FFY Programs (such as field trips, Matches, or offsite)
  - FFY Program Participants and Staff will wear masks in other facilities.

The public is reminded of this policy through:

- **Email contact, Signage on all entrances and exits, and Parent/Program Communication**

*FFY is NOT responsible for providing members of the public with masks. FFY Staff may ask you to return to your car, leave the building, or leave a program entirely for failing to follow guidelines. Refunds will not be issued for failure to follow masking policy while in the building.*

### SUSPECTED EXPOSURE OR SYMPTOMATIC:

If an individual suspects that they were exposed to Covid-19 or is experiencing symptoms then they should seek testing, quarantine, and monitor for further symptoms.

- **Individuals should NOT attend FFY Programs during quarantine or isolation.**
  - Any siblings and other household members can still attend FFY Programs.
  - However, if an individual tests POSITIVE for COVID-19, then the entire household should quarantine and seek testing.
- Contact your child's healthcare provider and school if they are a program participant.
- Individuals should stay home ("quarantine") and away from other people based on the Quarantine Guidelines below. They should leave the home only to get medical care or for COVID-19 testing.
- Watch for an increase in COVID-19 symptoms such as fever of 100.4, cough, or shortness of breath.
  - This list does not include all possible symptoms. Please talk to your medical provider for any other symptoms that are severe or concerning to you. Children with COVID-19 usually have milder symptoms. To learn more about COVID-19 symptoms, visit the [Centers for Disease Control and Prevention](https://www.cdc.gov) website.

**VACCINATION**

- FFY **RECCOMENDS** vaccination for staff, participants, and volunteers.
- Vaccines are available for everyone aged 5+.

IF VACCINATED	IF UNVACCINATED
<ul style="list-style-type: none"> <li>● If a fully vaccinated individual is exposed, they should wear a tight fitting mask for 10 days and seek testing. They may attend work.</li> <li>● Test on day 5 test <i>if possible</i></li> <li>● If a vaccinated individual develops symptoms of Covid-19 OR receives a POSITIVE TEST they should isolate for a minimum of 5 days OR until asymptomatic.</li> <li>● If a vaccinated individual further develops symptoms they should remain in quarantine until they are no longer symptomatic.</li> </ul>	<ul style="list-style-type: none"> <li>● If an unvaccinated individual is exposed, they should quarantine for 5 days and seek testing. They may NOT attend work.</li> <li>● They should wear a tight fitting mask for 10 days.</li> <li>● Test on day 5 <i>if possible</i>.</li> <li>● If an unvaccinated individual develops symptoms of Covid-19 OR receives a POSITIVE TEST they should isolate for a minimum of 5 days OR until asymptomatic.</li> <li>● If an unvaccinated individual further develops symptoms they should remain in quarantine until they are no longer symptomatic.</li> </ul>

**TESTING FOR COVID-19 AND VARIANTS:**

It is best to wait 5 days past suspected exposure to be tested. If an individual develops symptoms, seek testing as soon as possible and notify your healthcare provider.

IF COVID POSITIVE	IF COVID NEGATIVE
<ul style="list-style-type: none"> <li>● If an individual's test result shows that they are <b>POSITIVE</b> for COVID-19, please notify the director of your program as soon as possible.</li> <li>● Contact trace others who may have been exposed.</li> <li>● Quarantine based on Vaccination Status and CDC Guidelines listed above.</li> <li>● Wear a tight fitting mask for 10 days.</li> </ul>	<ul style="list-style-type: none"> <li>● If an individual's test is <b>NEGATIVE</b>, they must still quarantine until they are asymptomatic.</li> <li>● A negative test result only means that they did not have COVID-19 at the time of testing. They may still develop COVID-19 during the quarantine period.</li> <li>● <u>Quarantine based on Vaccination Status and CDC Guidelines listed above.</u></li> </ul>

***Isolation - Have to quarantine until asymptomatic (at least 5 days, fever free 24 hours and other symptoms have improved)***

# EMERGENCY COMMUNICATION

**Facility Address:**

Foundation For Youth  
812.348.4558  
405 Hope Ave.  
Columbus, IN 47201

**Chuck Kime, Executive Director:**

812.350.1335

**Andrew Young, Associate Director**

317.224.6210

**Emergency Services:**

911 (You can TEXT)

**Local Police Dispatch:**

812.379.1689

**Local Fire Department:**

812.376.2679

**Columbus Regional:**

812.379.4441

**Indiana State Department of Health:**

[www.in.gov/isdh](http://www.in.gov/isdh)

## **Media, Community Professionals, or Covid-19 Childcare Task Force**

Chuck Kime, [chuck@foundationforyouth.com](mailto:chuck@foundationforyouth.com)

## **Policy, Procedure, and Suspected Infection**

Andrew Young, [andy@foundationforyouth.com](mailto:andy@foundationforyouth.com)

## **Employment or Donations of PPE or Program Materials**

Nathan Larrison, [Nathan@foundationforyouth.com](mailto:Nathan@foundationforyouth.com)

## **Program and Activity Questions**

Erica Fortner, [Erica@foundationforyouth.com](mailto:Erica@foundationforyouth.com) BGC

Ashley Harrison, [Ashley@foundationforyouth.com](mailto:Ashley@foundationforyouth.com) Athletics

Kelly Backmeyer, [Kelly@foundationforyouth.com](mailto:Kelly@foundationforyouth.com) BBBS

Brian Cain, [Brian@foundationforyouth.com](mailto:Brian@foundationforyouth.com) CYC

## **Payment and Enrollment**

# INTAKE AND REGISTRATION



**BOYS & GIRLS CLUBS  
OF AMERICA**

## **Before Arrival**

- When registering for Programming at BGC, instruct participants to register by contacting both the Club Director and the Customer Service Desk. Parents will need to complete modified paperwork that addresses Covid-19 and any immediate care needs.
- All registered participants will be confirmed by both the BGC Director and the Customer Services Desk before being allowed entry.
- During registration Customer Service will discuss the policy that FFY will cancel their childcare if their youth develop symptoms of a respiratory infection at any time. Program Participants have a duty of care regarding self-monitoring and quarantine if symptoms are suspected.
- Ensure that, at the time of participant registration, all participants are asked about the presence of symptoms of a respiratory infection and history of travel to areas experiencing transmission of COVID-19 or contact with possible COVID-19 participants.

## **Upon Arrival and During Child Care 6am-6pm**

- Programs are open from 6am-6pm Daily. Closed on Weekends.
- There are limited points of entry into the facility. BGC Participants will enter through the Main Entrance on Hope Ave. CYC Participants will gather at the main gates.
- FFY Staff will be out front of the doors to the facility.
- Six feet barriers/chalk/tape lines will be present.
- Parents and youth will be asked to keep six feet distance while waiting to check in and have a health screening prior to entering their classroom.
- Once the youth are cleared to stay for the day they will be escorted to their classroom.

## **If Infection Is Suspected During Child Care: Isolation Area (FFY: LOBBY CYC: Reeves Porch)**

- Ensure rapid safe triage and isolation of participants with symptoms of suspected.
- Staff isolating the individual should have a supply of face masks and tissues for participants with symptoms of respiratory infection.
- These should be provided to participants with symptoms of respiratory infection during isolation. Assign Staff to the youth and issue N95 Masks.



**Contact of Parent/Guardian will be handled by the Program Director or Admin**

- Parent/Emergency Contact will need to pickup child immediately
- Parent/Guardian will need to wait at a secure exit and will NOT enter the building
- Program Director and Associate Director should be contacted immediately to assess additional exposure through contact tracing.
- If close contact is suspected then a EXPOSURE NOTIFICATION should be sent to those families.

# FORMS



Dear FFY Family Member,

You are receiving this notification because your child has been identified as a close contact with a person who tested positive for COVID-19 at Foundation For Youth. Close contact means being within 6 feet of someone with COVID-19 for a combined total of 15 minutes or more within a 24-hour period.

Your child had close contact with someone with COVID-19 on the following date(s): **DATE**

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If you have any questions, please contact

Andrew Young  
 Associate Director  
 (317)224-6210  
[Andy@foundationforyouth.com](mailto:Andy@foundationforyouth.com)

Foundation For Youth will continue to take precautions to keep the safety of our youth at the forefront. We recommend staff, volunteers, and programs participants get vaccinated when eligible. However, vaccination is not the only precaution we can take. Please remind your children about the importance of wearing masks, handwashing/sanitizing, and social distancing. We are thankful to all of our families who continue using caution during their daily symptom screening and choosing to keep youth home when appropriate. We appreciate the support of the Columbus Community and ask for continued support for the safety of all and an end to this pandemic.

Sincerely,



Andrew Young  
Associate Director



**Inspire and Enable Our Youth, Our Community.**

Month Day, Year

Dear FFY Families,

This letter is to inform you that Foundation For Youth has received notification that an individual in our FFY community tested positive for COVID-19.

Following our COVID protocols, we have completed contact and informed the individuals of their next steps in the quarantine and safety procedure for our facility.

Under the guidance of federal, state, and local officials, we have directly contacted those individuals determined to have been in close contact (within 6 feet for 15 minutes or more) with the positive individual here at the facility. Those “close contacts” have been instructed to quarantine.

If your family was NOT contacted directly you are not required to quarantine and may continue to attend FFY afterschool. However, you may choose to keep your child home or seek further testing out of caution. If you get a positive test result we ask that you inform the director of your child’s program area immediately.

We at Foundation For Youth will continue to take precautions to keep the safety of our youth at the forefront. We highly encourage vaccination among our staff and youth attending programs per CDC guidelines. Please remind your children about the importance of wearing masks, handwashing/sanitizing, and social distancing. We are thankful to all of our families who continue using caution. We appreciate the support of the Columbus Community and ask for continued support for the safety of all and an end to this pandemic.

If you have concerns or need further guidance please feel to contact me directly.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Young", with a long horizontal flourish extending to the right.

**Andrew Young**

Associate Director

317.224.6210

Andy@foundationforyouth.com

Foundation For Youth

405 Hope Ave. Columbus, IN 47201