



Jin-A COVID-19 Mitigation Plan (June 2020)

A.) General Guidelines regarding COVID-19 mitigation

We understand all staff, children, and families' level of concern during this time regarding the potential impact of the novel coronavirus (COVID-19) in our community. As the school re-opens for both the Office of Licensing (OOL) and the Summer Youth Camp (youth camp), we prepared a compilation of our policies to comprehensively comply with general guidelines (Section A), communicate our plans regarding social distancing (Sections B and C), highlight our cleaning and sanitation plan of action (Section D), and how we will operate our pool under COVID-19 considerations (Section E).

Most of the information presented has been communicated to families during the Jin-A Parents Association (JPA) summer re-orientation prior to opening, and during our Teachers summer orientation regarding COVID-19 policies.

Please note the following highlights:

1. Parents and families must be diligent in preventing the spread of the disease by monitoring children prior to entering our center at 77 Jay Street, Clifton NJ 07013. (Administrators and teachers will maintain regular communication and collaboration between the school and the parents to best serve the interests of the students.)
2. Groups will be maintained throughout the day. No exemptions will be made.
3. Toys have been assigned to each child (or camper), and **will be cleaned and disinfected** after each use and at the end of the day.
4. Family style meals have been eliminated.
5. Teachers will follow COVID-19 guidelines for foodservice (including but not limited to using gloves, discharging disposable utensils and dishes, and washing hands before and after meals).
6. Staff must maintain social distancing and wear masks at all times.
7. Children (campers) shall wear cloth face coverings when social distancing of 6 feet between individuals and/or assigned groups cannot be maintained, except where doing so would inhibit that individual's health. Staff will continually encourage children (campers) unless (1) doing so would inhibit the individual's health, and (2) the individual is in extreme heat outdoors, or (3) the individual is in the water.

B.)Pool Operation Prevention Plan (from July 6th to August 21st, 2020)

1. Staffing and Pool Facility Operations:

- Jin-A has offered COVID-19 training for all staff members, specifically explaining the need for overall awareness of COVID-19 symptoms, cleaning and disinfection procedures, and general COVID-19 guidelines during the summer orientation and re-opening meeting on June 2 / 9, 2020.
- Please note the following roles regarding our COVID-19 operations staffing:
 - JIN-A Camp Director: Lincoln LaGrotteria / Michie Carmichael
 - Pool Director: Lincoln LaGrotteria
 - Health Director: Merlyn Loja
 - CPO: Kenei Miyazawa
 - COVID-19 Ambassador Role:
 - JIN-A administration (1 out of the 4 administrators), will be assigned the **Ambassador role daily**, who will monitor and encourage social distancing. This means that the individual will remind and encourage campers and pool goers to wear cloth face coverings **while not in the water**.
- In case a person will not comply with JIN-A COVID-19 guidelines to prevent the risk of infection, police assistance may be requested at (973) 470-5911. According to summer youth camp guidelines, removal from each individual who does not comply may be required.
- President / Executive Director, Lincoln LaGrotteria will be the main contact person at (201) 281-0445 for emergencies.

2. Admittance to the Facility:

- Access and exit to the facility will be staggered to avoid crowding as needed. Jin-A's summer hours will be from 8:30 to 5:30 daily, with drop off staggered between the hours of 8:30 and 9:30.
- Before entering the facility, staff, parents and children must sign in and be screened for fever, MIS and COVID-19 symptoms.
- Visitors will be strictly prohibited.
- If symptoms are detected, access to the facility is denied. A checklist/sign in sheet is placed at the health station and in the front room of the office.
- Results are reported daily to the OOL prior to 11:00 a.m.
- Clifton Health Department (LHA), parents and staff are informed of any COVID-19 positive contacts, or cases, at JIN-A.
- "Stay Home when Sick" signs will be posted.

- JIN-A will have a 50% non-discriminatory capacity restriction, so physical distancing is possible in the water. (For a 1200 sq. ft pool, this means a max capacity of 43 swimmers.)
- Staff and patrons must safely distance themselves while in the water and on the pool deck.
- JIN-A will post signage and markings that define 6 feet of spacing in the deck areas.
- Staff and pool goers are encouraged to wear cloth face coverings while not in the water, and when social distancing cannot be maintained

3. Infection control:

- JIN-A will stagger and designate access to entry and exit points to avoid congregation; including staggering access to the pool areas and classrooms to avoid clustering.
- All parents have been informed about JIN-A COVID-19 procedures, including the **Inclusion/Exclusion Policy** for entry.
- **Hand sanitizer stations have been provided throughout the facility.**
- JIN-A encourages proper hand washing and glove use by staff and children.
- **Routine cleaning and disinfection of frequently touched surfaces will be done several times daily.**
- To limit the opportunity of sharing items, pool toys and equipment such as noodles and kickboards, each item will be labeled with the child's name or disinfected after each use.
- Any child who develops a fever or shows COVID-19 symptoms, will be removed from the pool area and brought to the designated outdoor sick area.
- Parents will be called to pick the child up (see inclusion/exclusion policy) and space will be deep-cleaned and disinfected
- Any COVID-19 positive cases will be immediately reported to the Local Health Department, the Office of Licensing and all staff/parents of JIN-A
- Jin-A will implement its cleaning and sanitation policy (see Section D)

4. Restroom and shower:

- All swimmers have to wear foot coverings in restroom.
- Restrooms should be used by one person only.
- Face-coverings
 - Face coverings have to be worn if social distancing cannot be maintained, unless medical condition prohibits it.
 - Cloth face coverings should not be used on children under 2 years of age or in the water
 - Lifeguards should NOT wear face coverings

5. Social distancing

- JIN-A will encourage social distancing while in the water except:
 - If the individual needs assistance in order to swim, or
 - If accompanied by immediate family members or caretakers.
- 6 feet social distancing is encouraged on the deck except among family members or caregivers.

Communication plan

JIN-A community is informed via e-mail, zoom-calls, kaymbu (social media app), postings and ongoing communication.

C.) Inclusion/Exclusion Policy *(completed by all parents prior to enrolling)*

1. Please see the following guidelines for Jin-A's plans for re-opening:

- Daily health checks of each child will be performed on arrival each day.
- Staff will objectively determine if the child is ill or well.
- Staff will determine if children with mild illnesses, allergy-related symptoms, or non-COVID 19 symptoms can remain in care or need to be excluded.
- Staff will notify the parent/guardian when a child develops new signs or symptoms of illness.
- Parent/guardian notification will be immediate for emergency or urgent issues.
- Staff will notify parents/guardians of children who have symptoms that require exclusion, and parents/guardians should remove the child from the child care setting as soon as possible.
- For children whose symptoms do not require exclusion, written notification from the pediatrician by the parent/guardian is required.
- Children will stay with the same group, and the school will not permit groups to mix.

2. Temporary exclusion is recommended when the child has any of the following conditions:

1. A severely ill appearance—this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash.
2. A cough with fever, rapid or difficult breathing, and/or wheezing

3. Fever (temperature $>100.0^{\circ}\text{F}$ [37.8°C] by any method) with a behavior change
4. The illness prevents the child from participating comfortably in activities.
5. The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.

3. PROCEDURES:

1. For a Child Who Requires Exclusion while on Jin-A's campus, the administrator will:

- Make decisions about providing care 6 feet apart that is comfortable for the child while awaiting parent/guardian pickup on a case-by-case basis, considering factors such as the child's age, surroundings, potential risk to others, and type and severity of symptoms the child is exhibiting. (The child will be supervised by someone who knows the child well and who will continue to observe the child for new or worsening symptoms.)
- If symptoms do not allow the child to remain in his or her usual care setting while awaiting pickup, the child should be separated from other children by at least 6 feet until the child leaves to help minimize exposure of staff and children who were not previously in close contact with the child.
- All who have been in contact with the ill child should wash their hands. Toys, equipment, and surfaces used by the ill child should be cleaned and disinfected after the child leaves.
- Discuss the signs and symptoms of the illness with the parent/guardian who is assuming care.
- Contact the local health department if there is a question of a reportable (harmful) infectious disease in a child or staff member in the facility. If there are conflicting opinions from different primary care providers about the management of a child with a reportable infectious disease, the health department has the legal authority to make a final determination.
- Document actions in the child's file with date, time, symptoms, and actions taken (and by whom); sign and date the document.
- In collaboration with the local health department, notify any parents/guardian/staff with contact to the child with presumed or confirmed reportable infectious disease.
- *Symptom-based precautions* require **at least 10 Days have passed since symptoms** attributed to COVID-19 first appeared **AND** at least **3 days** symptom-free.
- *Testing-based precautions* require **at least two negative specimens AND** resolution of fever (without use of fever-reducing medication), **AND** improvement in illness signs and symptoms.

2. Conditions/Symptoms That Do Not Require Exclusion:

- Seasonal allergies;
- Common colds;
- Runny noses (regardless of color or consistency of nasal discharge);
- Watery, yellow or white discharge or crusting eye discharge without fever, eye pain, or eyelid redness; or
- Yellow or white eye drainage that is not associated with pink or red conjunctiva (e.g., the whites of the eyes).

3. Preventative Measures and Monitoring:

- During drop-off and pick-up, we ask that parents do not come inside the classrooms;
- Wear cloth masks or face coverings;
- Temperature scans of students will be conducted daily;
- Clean hands often using soap and water or alcohol-based hand sanitizer;
- Avoid people who are sick (coughing and sneezing);
- Clean and disinfect high-touch surfaces (several times per day) in common areas (e.g. tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks);
- Launder items daily including washable plush toys as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people’s items.

4. In the event of confirmed person with COVID-19, Jin-A Child Care Center will follow the CDC’s guidelines for reporting to the Local Health Department, who will determine time (if any) for closure.

D.) Cleaning and sanitation policy

For Jin-A, one of the most important steps in reducing the spread of common infectious diseases or conditions among children and child care providers is cleaning and sanitizing and disinfecting objects and surfaces a child comes in contact with, including floors, that could be contaminated and spread disease. (See: “NAEYC’s Cleaning, and disinfecting Frequency Table”)

1. COVID-19 Guidelines:

- All toys, surfaces, play areas, and high touch areas will be cleaned before and after each use by children.
- Small rugs have been removed, and plush toys are discouraged.
- Staff have limited materials to a minimum (i.e. downsized the actual number of toys used per child)
- Small bags, cases, or boxes have been assigned to each child, labeled with their name, and stored in their cubby for the week, and will be replaced after a week.
- Jin-A recommends discouraging plush toys; however, when needed, a small plush toy can be used for comfort for each child that they store in their cubby or with their nap bag. The plush toy should be sent home at the end of each day for cleaning.
- Outdoor equipment:
 - Tricycles – disinfect handlebars between groups
 - Balls – disinfect after use between groups
 - Sandbox toys – remove mouthed toys and place in a mouthed toy container outside. Disinfect at end of day and leave to air dry.
 - Sandbox – leave open on sunny days. Closed on wet days.
 - Slide – leave for sun to clean on sunny days. Not in use on rainy days.

(As per the CDC: [https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html#:~:text=5%20tablespoons%20\(1%2F,bleach%20per%20quart%20of%20water\)](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html#:~:text=5%20tablespoons%20(1%2F,bleach%20per%20quart%20of%20water)))

- **Deep Cleaning and Disinfecting:** If recommended for deep cleaning, Jin-A follows the following deep cleaning procedure:
 1. Close off areas used by the individual(s) with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection
 2. Diluted household bleach solutions can be used if appropriate for the surface. Staff follows manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any

other cleanser. Unexpired household bleach will be effective against Corona Viruses when properly diluted. Prepare a bleach solution according to the label for disinfection.

3. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops).
4. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection
5. Staff use EPA- registered household disinfectants and follows the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
6. Staff will put the Ozone button to 24 hours setting when closing building.

2. Regular Cleaning Policy (according to the Parent Handbook):

Routine Cleaning:

Using soap and water to remove visible dirt then rinsing with clean water. May use purchased cleaners, but these do not take the place of sanitizing or disinfecting.

Sanitizing:

Using bleach and water solution to reduce germs to levels considered safe for public health regulations.

Disinfecting: Using bleach and water solution to destroy or inactivate most germs on any inanimate object.

Sanitizing/Disinfecting Solution:

Read the label on the bottle to know what it is used for and how to use it appropriately. Not all bleach is the same. Read the label for the exact specifications for making a disinfecting solution. (See the end of the document for equivalencies.)

To *sanitize*, the solution must remain wet and sit on the surface for 2 minutes. To *disinfect*, the solution must remain wet and sit on the surface for 6 minutes.

Surfaces that need to be cleaned & sanitized *before* and *after* each use:

- Food Preparation Surfaces
- Tables & Toddler Chairs

Surfaces that need to be cleaned & sanitized *after* each use:

- Changing tables
- Potty chairs
- Bicycle
- Pacifiers
- Plastic mouthed toys
- Sleeping mats

Surfaces that need to be cleaned *daily*:

- Phone receivers
- Top of garbage bin/ mirrors
- TV Remotes
- Microwave
- Light Switches
- Floors
- Carpets

Surfaces that need to be disinfect *at the end of the day cleaning*

- Countertops
- Food preparation appliances
- Hand washing sinks & faucets
- Toilets/Potties
- Changing tables
- Diaper pails
- Floors (after sweeping)
- Door & cabinet handles
- Children chairs (under the seat where children touch) and table/counter surfaces even in centers

Surfaces that need to be cleaned *weekly*:

- Small rugs (laundry)
- Machine washable cloth toys (laundry)
- Dress up clothes (laundry)
- Play activity centers
- Sleeping Mats

Surfaces that need to be cleaned *monthly*:

- Refrigerator

- Carpet and Large Area Rugs

Additional Notes:

Furniture, rugs, and carpeting in all areas will be vacuumed daily. This includes carpeting that may be on walls or other surfaces than the floor. Carpets will be shampooed monthly (or as needed) in infant areas and every three months in other areas, or more frequently as needed.

Utility mops will be washed, rinsed, and sanitized then air dried in an area with ventilation to the outside and inaccessible to children after each use.

Sleeping mats will be washed, rinsed, and sanitized weekly, before use by a different child, after a child has been ill, and as needed.

Bedding (e.g. mat covers and blankets) will be sent home to be washed weekly, or more frequently as needed.

Children's items including bedding, coats, etc. will be stored separately.

Water tables will be emptied and sanitized after each use or more often as needed. Children will wash hands before and after play and be closely supervised. **(NOT USED UNDER COVID-19 GUIDELINES)**

General Cleaning of the entire center will be done as needed but is scheduled every weekend. Wastebaskets (with disposable liners) will be available to children and staff and will be emptied when full. Step-cans will be used to prevent recontamination of hands when disposing of used towels, etc. There should be no strong odors of cleaning products. Room deodorizers are not used due to the risk of allergic reaction. Diaper and food waste containers will have a tight fitting lid. Bleach solutions should be made fresh every morning. Gloves should be discarded after use.

Vacuuming, mopping and professionally carpet shampooing: Carpets are vacuumed daily, blotted as needed and cleaned monthly. Every effort is made to only use items that can be cleaned and sanitized in the setting. Carpet is not used in toilet areas; diaper changing areas or food prep/storage areas.

Intensify cleaning and disinfection efforts.

Routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g.,

doorknobs, light switches, classroom sink handles, countertops). Clean with the cleaners typically used. Use all cleaning products according to the directions on 7 the label. For disinfection most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available here. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.). • Provide EPA-registered disposable wipes to teachers and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use. • Ensure adequate supplies to support cleaning and disinfection practices.

Product Information:

Product: The Clorox Company

EPA Reg#: 5813-114

Approval Date: 01/04/2017

Active Ingredients: Sodium hypochlorite 6.05% other ingredients 93.95%

Product: The Clorox Company

EPA Reg#: 5813-120

Approval Date: 07/03/2019

Active Ingredients: Sodium hypochlorite 7.5% other ingredients 92.5%

Product: Diamond Chemical Company Inc. Free'n Clear

EPA Reg#: 1839-83-4238

Active Ingredients: n-Alkyl (60% C14,2, 30% C16, 5% C12, 5% Ca-C18) dimethyl benzyl ammonium chlorides 0.105% ; n-Alkyl (68% C12, 32% C14) dimethyl ethylbenzyl ammonium chlorides 0.105%

Product: LYSOL BRAND DISINFECTANT DIRECT MULTIPURPOSE CLEANER

EPA Reg#: 777-66

Approval Date: 10/17/2007

Active Ingredients: Alkyl (67% C,2, 25% C,4. 7% C,e, 1% Ca-C,rC,t) dimethyl benzyl ammonium chlorides 0.086% ; Alkyl (50% Cm, 40% C12, 10% C,s) dimethyl benayl ammonium chlorides 0.0216%

Product: LYSOL DISINFECTANT S. A. CLEANER

EPA Reg#: 675-55

Registrant: RECKITT BENCKISER INC.

Approval Date: August 9, 2007

Active Ingredients: Citric Acid 2.5%

Quick Reference:

1 Gallon = 16 cups

1 Cup = 16 Tablespoons

1 Cup = 48 Teaspoons

1/2 Cup = 8 Tablespoons or 24 Teaspoons

1/3 Cup = 5 Tablespoons or 16 Teaspoons

1/4 Cup = 4 Tablespoons or 12 Teaspoons

E. General Pool Rules (overseen by the lifeguard and CPO)

CPO: Kenei Miyazawa (201) 364-6740

Lifeguard: Chyra Williams (201) 249-1736

1. COVID-19 FOCUS

1. When each class that is schedule to enter the pool is ready, children shall line up 6 feet apart outside the pool area and enter.
2. Children will use the shower (foot baths are not to be used).
3. Children should use the chairs (6 feet apart), and set their belongings on the chair.
4. Children should follow 6 feet social distancing while putting down their belongings masks, shoes etc prior to entering the pool.
5. Children should enter the pool once the lifeguard has ensured all children are ready to enter.
6. If children need to exit the pool area, teachers will lead children to their classrooms to avoid group-mixing while scheduled classes use the pool.

2. Standard Pool rules

- No running in the deck
- No pulling
- No pushing
- No diving
- No jumping in 3 feet area
- No big splash in 3 feet area
- Never hold or pull anyone under the water
- Do not pass the blue line, unless the swim test has been past
- Do not go to the bathroom in the water
- Take shower before go to the pool

- Listen to the lifeguard
- One whistle: attention or rule broken
- Two whistle: buddy check
- No Band Aid (wound or contagious skin rash)
- Long hair must be tied
- No floatation devices, except arm rings
- No children with diapers
- 30 people are maximum for one lifeguard
- No masks in pool for children
- Lifeguard should not wear mask
- Children should wear shoes or sandals when not in pool including in deck area and shower
- Disinfect toys between groups
- When children come out of pool, they should stay in the deck area sitting on chairs. They can put shoes and towels and masks next on a chair.
- 1 teacher stays in the pool. 1 administrator acts as “Physical Distancing Ambassador” and stay in the pool deck area.