Facility-Based After School Program Protocol

1. Employees and clients must complete one-time COVID-19 consent form prior to beginning services, which acknowledges health and safety, risk, and compliance.
2. Upon arrival, staff and clients will have temperature taken. Must be lower than 100.4 to be eligible to work/enter the facility.
    a. Clients are transported to Brownsburg office by Brownsburg school corporation – if a client arrives and has a fever (>100.4) or presents COVID-19 symptoms, their parent/guardian will be contacted for immediate pick-up and the client will be taken to an isolated area.
3. Masks must be worn while inside of the facility for all staff and clients, unless eating or drinking. Mask breaks will be provided to clients outside when possible.
    a. For clients that cannot wear a mask for an extended period of time, staff will wear either a face shield or safety goggles/glasses.
4. Clients will immediately wash hands for no less than 20 seconds. Hand sanitizing station is also available upon entry through door 3.
5. Clients will have a designated room/area each day. No other staff or clients should enter the designated area or room except those assigned to that area.
6. Staff and clients should stay greater than 6 feet away from others whenever possible.
    a. Staff will attempt to increase distance during sessions as much as possible, including working across the table from the client instead of next to the client and standing up while client remains seated during programming whenever possible.
7. Thorough cleaning will be completed throughout the session and at the end of the day. Staff will clean and disinfect all items utilized during the session.
8. Community outings will be limited/on hold temporarily in order to reduce exposure.
9. All PPE will be provided to staff and clients, if needed.
10. During pick-up, staff will walk the client out to their parent's/guardian's vehicle.
11. Staff will complete end of day form to track direct contacts.
12. Wash hands prior to leaving.

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