



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

March 11, 2020

Dear Preschool and Out-of-School Time Families,

As the coronavirus (COVID-19) continues to impact our communities, we wanted to share with families the response plan for the Family Services Department, which consists of Preschool, Out-of-School Time and Kids' Corner.

Family Services will maintain regular programming, while increasing our cleaning protocols and best practices for effective hygiene routines.

Cleaning Measures:

- 5-step cleaning process for toys and learning materials:
 - Rinse or soak
 - Wash with liquid soap in hot water
 - Rinse with clean water
 - Sanitize with EPA approved solution
 - Air dry
- Spray sanitizer on toys, learning materials and equipment at the end of each day.
- Place soiled, mouthed and heavily handled toys in labeled bin for 5-step cleaning process.
- Clean and sanitize high touch areas often throughout the day (e.g. light switches, doorknobs).
- Clean and disinfect bathroom faucets, toilets, soap dispensers and paper towel dispensers frequently throughout the day and immediately when soiled.
- All program spaces and bathrooms are cleaned professionally at the end of each day.

Food Service:

- Clean cutting boards, containers and utensils using 5-step cleaning process. Always wash food service items and toys separately.
- Prepare tables for food service by cleaning with soap and water, followed by food-safe sanitation spray. Mark tables as "Clean" to avoid cross contamination prior to food service.
- Provide additional food service tables to give children adequate personal space while eating snacks and lunch.
- Food items served will require minimal food prep (e.g. Children will be offered whole fruits and vegetables instead of sliced fruits and vegetables).
- All Poland Springs water coolers will be replaced Friday, March 13, 2020 and spigots will be washed and sanitized regularly with food-safe solution.
- Children will dispose of paper/plastic cups after each use. For children using water bottles, families must bring home daily to be washed.
- Lunch boxes should be wiped clean before packing lunch for the following day.
- All water bottles and lunchboxes must be labeled with the child's name.
- Family style snack service and group cooking activities will be suspended until further notice.
- All staff wash their hands and wear food service gloves when preparing, serving and assisting children with food items.



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Handwashing

- All staff members and children practice proper handwashing as outlined by the Department of Early Education and Care. Our handwashing routines include:
 - Washing hands thoroughly with soap and water for at least 20 seconds.
 - Washing hands upon arrival and when re-entering the room after visiting a different program space (e.g. gym or playground).
 - After using the bathroom
 - Before eating
 - After touching a trashcan
 - After covering a cough or sneeze with the hand and/or blowing your nose.
 - Before and after playing with water, sand or playdough.
 - Hand sanitizer will be used in the absence of running water and soap.

Handwashing/Hand Sanitizer resources:

<https://youtu.be/d914EnpU4Fo>

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

Rest Time (Preschool only):

- Clean and sanitize rest time mats weekly and sanitize daily.
- Rest time mats are labeled with numbers and each numbered mat is assigned to a specific child.
- During rest time, mats are placed a minimum of 3 feet apart.
- Families are asked to provide their child with a crib sheet to cover the rest time mat and to ensure separation between their child and the mat.
- Families must bring home all sheets and blankets each week to be laundered. Avoid sending items that cannot be laundered, such as pillows.

Transportation (OST only)

- The West Suburban YMCA van, used for transporting children from Newton Elementary Schools to the Y Out-of-School Time Program, has been cleaned with sanitizing wipes and will be sanitized daily before pick-ups.
- The van driver, van monitor and all child passengers will use a small amount of hand sanitizer prior to boarding the van.
- Local Motion Bus Company provides transportation for many of our Out-of-School Time participants. Local Motion has provided the following attachment referencing their efforts to minimize the spread of illness during bus transportation.

<file:///C:/Users/tmansfield/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/J2ZUTM3I/Local%20Motion%20response%20to%20Coronavirus.pdf>



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Illness

As you may be aware, COVID-19 is spread through close person-to-person contact. As a result, we ask that you please notify us if any member of your household has recently traveled to a Level-3 country (the list can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>) or experienced any other potential exposure risk.

We also ask that you to keep your child at home if:

- Your child is exhibiting symptoms including fever and/or cough;
- Someone in your home is exhibiting symptoms including fever and/or cough; or
- Someone in your home has been in close contact with a person who is exhibiting symptoms including fever and/or cough.

Children exhibiting symptoms at or after their arrival will not be able to participate in program and will need to stay home until cleared by a physician. Families will be asked to pick their child up as soon as possible or within one hour. If your child is going to be absent from the Y, please contact the Program Director.

During this time, our priority is the health and safety of all the children in our programs. As updates continue to become available, we encourage families to monitor the Newton Health and Human Services Department for current information and special instructions: <http://www.newtonma.gov/COVID19>

Included are additional resources from Mass.gov and Riverside Trauma Center for up-to-date reports on COVID-19 and recommendations for helping children and adults cope with the evolving news surrounding the coronavirus.

<https://www.mass.gov/resource/information-on-the-outbreak-of-coronavirus-disease-2019-covid-19>

[Riverside Trauma Center - Managing Reactions to the Coronavirus](#)

As a general precaution, we advise families to prepare for the possibility that our daily programs could be temporarily impacted. We will continue to closely monitor this rapidly developing situation and provide updates on the Y website as the response from local and state public health officials progresses.

Do not hesitate to contact me with questions or concerns regarding our continued efforts to provide a safe and healthy environment for children and families.

Sincerely,

Tricia Mansfield
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