



Special Reach 2021 Summer Enrichment Program COVID-19 Policies and Procedures

Please understand that given the dynamic nature of the COVID-19 pandemic, the information below may be modified as new information becomes available.

The purpose of this policy is to create an environment that allows Special Reach to successfully operate during the COVID-19 pandemic. This document outlines strategies to mitigate the spread of the infection and allow for effective identification of suspected or confirmed cases of COVID-19. During this pandemic, the following policies and procedures will be used to ensure compliance and best practice recommendations outlined by the Centers for Disease Control and Prevention (CDC) and other local, state and federal health officials are upheld by our participants, Staff, and Volunteers.

Pre-registration Information

Summer 2021 features modified summer sessions available for a reduced number of participants without high-risk diagnoses. In adherence to state and federal health officials, Special Reach will use the following criteria for all participants who are participating in the 2021 Summer Enrichment Program.

- Special Reach will be unable to accept participants who require close/personal one-on-one self-help support or have severe behavioral challenges/needs.
 - **Guidelines to help define behavioral challenges and needs:**
 - Harm to self or others that may require physical intervention (e.g., restraint) by a caregiver/teacher/counselor etc.
 - Physically aggressive behaviors (e.g., biting, self-harm, hair-pulling, hitting, kicking, property damage)
 - Unwillingness/Inability to stay with assigned group or in one location without frequent physical redirection.
 - Requiring our staff or volunteers to provide close/personal direct care for a successful experience at the program.
- Special Reach will comply with the conditions outlined by the CDC that are at increased risk of severe illness from the virus that causes COVID-19, when determining eligibility for all participants (these conditions will be modified as more information becomes available).
 - Increased Risk Conditions include
 - Cancer
 - Chronic kidney disease
 - Chronic lung diseases, including COPD (chronic obstructive pulmonary disease), Asthma (moderate to severe), interstitial lung disease, cystic fibrosis, and pulmonary hypertension
 - Dementia or other neurological conditions



- Diabetes (type 1 or type 2)
- Down syndrome
- Heart conditions such as heart failure, coronary artery disease, cardiomyopathies, or hypertension
- HIV infection
- Immunocompromised state (weakened immune system) [Types of Primary Immune Deficiency Diseases | NIH: National Institute of Allergy and Infectious Diseases](#)
- Liver disease
- Overweight (defined as a body mass index (BMI) > 25 kg/m² but < 30 kg/m²)
- Obesity (body mass index [BMI] of 30 kg/m² or higher but < 40 kg/m²)
- Severe Obesity (BMI ≥ 40 kg/m²)
- Pregnancy
- Sickle cell disease
- Smoking
- Solid organ or blood stem cell transplant
- Stroke or cerebrovascular disease, which affects blood flow to the brain
- Substance use disorders

**It is the responsibility of each Participant or Caregiver to familiarize themselves with the above CDC criteria.*

- If a participant has any of the determined increased risk and will not receive the COVID-19 vaccine prior to attendance, they will be ineligible to attend the 2021 Summer Enrichment Program.
- If a participant has any of the determined increased risk conditions and will receive the complete COVID-19 vaccine prior to attendance, their application will be eligible for medical review and consideration.
- Participants who have received a complete COVID-19 vaccine will still be required to complete a daily Health Screening Form (HSF) prior to arrival. You will be required to show that you passed the HSF to be granted access the facility
- Unvaccinated Participants should engage in a 2-week prearrival quarantine that includes physical distancing, mask-wearing when not at home, avoiding unnecessary travel, and refraining from indoor social gatherings with people outside of their households.
- Participants, their families, staff, and volunteers should refer to [CDC's Travel During COVID-19 guidelines](#) for more details about preparing to travel, including recommendations about staying safe during travel such as wearing a mask in public settings.

Arrival and Screening



The protocols listed below are intended to be a minimum standard but may not be exhaustive. The immune status, risk factors, and acuity of specific participants should be taken into consideration when implementing the specific protocols. At a minimum, any participant who has a temperature greater than or equal to 100.0° Fahrenheit, or other signs of illness, will not be allowed into the Facility. Participants should educate themselves to be on alert for signs of illness in themselves and anyone in their household. If a Participant (or anyone in their household) exhibits any of the symptoms identified for screening (see below), the participant(s) will NOT be permitted to enter the Special Reach Summer Enrichment Program. The policies below are in addition to the standards already in place.

- All participants, staff, volunteers, parents/caregivers must wear a face covering over the nose and mouth at all times except when eating or drinking **unless any person with a medical condition or disability prevents them from wearing a face covering.**
- Participants, staff, volunteers, parents/caregivers will be required to complete the Health Screening Form (HSF) electronically within 24 hours prior to checking-in to the program. If there has been any potentially contagious illness or exposure to COVID-19 in the household 10 days prior to the program, do not come to the program and contact Special Reach Staff immediately.
- Special Reach will require proof of the completed Health Screening Form upon arrival at the program.
- If any Participant, staff, volunteers, parents/caregivers arrive without the proper documentation listed above, they will not be able to access the Facility.
- All participants are expected to bring their own masks.
- Only essential individuals (i.e., Participants expecting to remain at Special Reach Summer Enrichment Program throughout the event, and one parent/guardian/caregiver with each participant to assist with check-in) should come to the check-in area to avoid crowding, and social distancing of at least 6 feet must be maintained during check-in; anyone who is providing a ride to another individual and not staying for the program should remain in their vehicle.
- Hand sanitizer will be used upon arrival by all Participants at Special Reach Summer Enrichment Program events.
- Only one participant along with one family member will be allowed access to the team leader during check-in. Conversation with your team leader will occur at the team room door and should not exceed 5 minutes to reduce wait time for other parents and participants.
- Participants will practice social distancing from one another during the arrival and check-in process, if able.
- Parents/caregivers will not be allowed into the classroom to reduce crowding in the room.



- When Participants arrive, Special Reach will verify and collect all pertinent documentation and verify temperatures for all individuals, prior to allowing entrance into the facility located at 6530 Wurzbach Road San Antonio, Tx 78240.
- At this time, all individuals must show their completed required documentation to receive a Fun Entrance Pass that verifies that all responses to the following symptoms were “no”:
 - Fever greater than or equal to 100.0° Fahrenheit
 - Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Participant has not been in recent close contact with a confirmed COVID-19 case
 - Have traveled by air, bus, train, or cruise ship in the past 14 days (applies to individuals who have not been vaccinated).

While at Special Reach Summer Enrichment Program

Participants will remain with their team upon arrival and throughout the duration of the session. A team will consist of pre-assigned individuals who will participate as a small group for the duration of the session. Once at the program, participants will be encouraged to stay with their team to reduce the chance of spreading COVID-19.

A. Ongoing Screening

- Daily Health Screening forms and temperature checks will be required for all Participants and one family member at check in.
- Temperature checks will be required for check out. If check out person is different from check in person then a health screening form will be required.

B. Occurrence of Positive Test Result or Active Symptoms while at Summer Program

- If any participant has a temperature of 100.0° degrees Fahrenheit or more, they will be isolated immediately in our specified Health Care COVID-19 isolation room, without coming into contact with others, spaces, or equipment while making their way there if at all possible, and maintaining at least 6 feet of separation from others while in transit if unable to avoid others altogether.



- The program Nurse, Program Specialist, and CEO should be notified of the symptoms immediately and may be reached by phone or text to help minimize contact.
- The parents of any participant or minor volunteer will be contacted immediately and asked to pick up the participant and take them home as soon as possible, but no later than 2 hours following the initial phone call. If the parents are not available to pick up, the emergency contact will be required to pick up the participant.
- Any participant showing symptoms will be required to wear a medical grade mask (masks and social distancing will already be standard practice even without a positive screening/demonstration of symptoms, but Special Reach will supply a medical grade mask for Participant(s) who are showing active symptoms if needed).
- If a Staff or Volunteer is showing symptoms and has their own transportation, they should leave the program if feeling well enough to safely drive themselves or have another friend or family member come pick them up if needed; If waiting for a ride, they will be instructed to move to an area where they can be isolated until a ride is available.
- Any participant showing active symptoms will also be asked to identify all other participants with whom they have come into contact to facilitate onsite contact tracing as necessary.
- Once any participant showing active symptoms has isolated from any public/common spaces at the program, cleaning and disinfecting procedures as outlined in this document will be followed by Special Reach Staff.
- If 3 or more teams have had any identified positive cases of COVID-19, Special Reach will work with state or local public health authorities, as applicable, regarding continued operations of the session.
- Special Reach will follow CDC guidelines for any Participant who tests positive for COVID-19 during or after an event. These guidelines include, notifying the health department of a positive case, identifying what individuals the participant who tested positive may have been in contact with while at our program, informing anyone in our community with potential exposure within 12 hours of the confirmed case while maintaining confidentiality, and ensuring all the following criteria are met before allowing the individual to participate in another Special Reach Program:
 - o At least 72 hours have passed since recovery (resolution of fever without the use of medication)
 - o Significant improvement in symptoms
 - o At least 10 days have passed since symptoms first appeared
- If any participants have potentially been exposed to an individual who has tested positive, they will be directed to self-isolate at home for 10 days, monitoring symptoms during that time period to include twice daily temperature checks, and to seek medical assistance if they develop symptoms that become severe.



- In the case of a Staff member who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or –
- If the Staff member has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on a negative nucleic acid COVID-19 test and an alternative diagnosis.

C. Ongoing Expectations of Participants

All Participants will be expected to follow the CDC precautions to protect themselves and others while at our program.

- Participants will wash hands frequently using soap and water or an alcohol-based hand rub.
- Participants will cover mouth and nose with flexed elbow or tissue when coughing or sneezing and dispose of used tissue immediately.
- Participants will avoid close contact with anyone who has cold or flu-like symptoms.
- Participants and Special Reach Staff will regularly clean and disinfect frequently touched surfaces like approved devices, doorknobs, light switches, and countertops.
- Participants will seek medical care early if they have a fever, cough, or difficulty breathing.

D. Visitors/Donors/Tours

- Visits must be pre-arranged prior to arrival.
- Visitors will be required to be screened upon arrival.
- Visitors will be required to wear masks and adhere to social distancing as defined by the CDC.

E. Kitchen and Food Service

Masks will be worn by all Staff and Volunteers, and participants at all times unless seated at their assigned table.

Food Safety and Meal Service Modifications

- Disposable cups, etc. will be used, and will be appropriately disposed.
- All participants, staff and volunteers must wash their hands prior to preparing or serving a meal.
- All participants, volunteers, and staff will be required to bring their lunch.
- Pre-packaged snacks will be provided.
- Each team will eat snacks and lunch with their team in their team room.
- Special Reach will arrange tables and chairs to allow for proper social distancing.
- Tables and chairs will be cleaned and sanitized between uses.



- Thorough hand washing (20 seconds with warm water and soap) for all Participants will be required before eating.
- All individuals serving food will be required to wear a face covering and gloves while serving.
- Packed lunches requiring additional care such as refrigeration, heating in the microwave, etc. must have the instructions in writing and included in the lunch. Please note that we only have refrigerators and microwaves available. Send food in containers that are compatible with refrigerators and microwaves if this is required.
- All non-disposable food service items will be returned to the participant.

F. Cleaning and Disinfecting

Areas prone to high use or touch, such as bathrooms, doors/doorknobs, light switches, sink faucets, countertops, and tables, will be disinfected multiple times daily and after each scheduled use. Participants should alert Special Reach staff if there is a bathroom or other location that needs immediate cleaning/sanitizing attention.

Staff and Volunteers will wear disposable gloves and approved PPE while performing all cleaning tasks, including handling trash. Staff and Volunteers should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor. Staff and Volunteers will be expected to wash their hands thoroughly and often, including immediately after removing gloves and/or after contact with an ill person.

- Gloves will be compatible with the disinfectant products being used to prevent tears or deterioration.
- Additional PPE may be required based on (a) the cleaning/disinfectant products being used, (b) the risk of splash, or (c) in response to potential biohazards.
- Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area; All staff are expected to wash hands thoroughly after removing gloves.
- Reusable (washable) cleaning materials should be laundered after each use; All Staff and Volunteers are expected to wash hands thoroughly after handling dirty laundry.

All participants should follow normal preventive actions while at the program and after returning home including washing hands, and/or using hand sanitizer regularly, and avoiding touching eyes, nose, or mouth with unwashed hands.



Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility

If it has been more than 7 days since a Participant with suspected/confirmed COVID-19 visited or used the Facility, additional cleaning and disinfection is not necessary. If it has been less than 7 days since such a person visited Special Reach then:

- Follow CDC Guidance for cleaning and disinfection.
- Areas visited by anyone who was ill will be closed off until after cleaning and disinfecting them (including cleaning and disinfecting surfaces or shared objects in outdoor areas).
- If feasible, outside doors and windows should be opened prior to and during cleaning.
- If feasible, Special Reach Staff will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, our Staff will wait as long as possible, and then proceed with cleaning and disinfection as outlined above using all recommended Personal Protective Equipment (PPE).

Special Reach Activities COVID-19 Policies and Procedures

Activities will be designed to keep Participants socially distant as much as possible. Sharing of materials such as craft and athletic supplies will be kept to a minimum. If sharing of supplies is needed, staff will sanitize the item between use. Outdoor activities will be prioritized to ensure participants are in maximum ventilation for the majority of the day. While participating in indoor activities, staff will attempt to maximize social distancing.

Participant Safety Protocols:

- All participants must wear masks at all times.
- All participants must wash hands/hand sanitize before and after each activity
- Participants must stay socially distanced from other participants to the maximum extent possible
- Participants will be assigned a designated team and expected to stay in their team
- Participants must use only the supplies and equipment provided by Special Reach for entire session
- Participants should ask the Staff and Volunteers for additional supplies as needed
- Participants should use designated student restroom.

Staff Safety Protocols:

- Staff and Volunteers must wear masks at all times
- Staff and Volunteers must maintain social distance as much as possible
- Staff and Volunteers must sanitize hands frequently
- Staff and Volunteers must sanitize all used equipment prior to each use

**Cleaning Procedures:**

- Staff and volunteers will clean and disinfect any common supplies or equipment used for an activity.
- Staff and volunteers will clean and disinfect all tables before and after each session
- Staff and volunteers will clean and disinfect all surfaces before and after each session
- Staff and volunteers will clean and disinfect any spaces that Participants will come in contact with before and after each session
- Staff and volunteers will clean and disinfect all entrance and exit handles
- When restrooms are used, Staff and volunteers will clean and disinfect those after each use.

Supplies/Equipment Needed:

- Hand Sanitizer
- Gloves
- Sanitizing Wipes
- Appropriate disinfectant solution
- Masks
- Cleaning Towels
- Instructional Signs
- Supplies and equipment needed for the activity