

## Youth Program COVID-19 Safety Plan

Date: _____
Contact Name: _____
E-mail: _____ Phone Number: _____
Program Name: _____
Campus Location: _____ Unit/Department: _____
Indoor or outdoor program: _____
Program Description: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
Program begin date: _____ Program end date: _____ Start time: _____ End time: _____
Program drop-off and pick-up location: _____
Number of program participants: _____ Number of program staff: _____ Total: _____
Designated COVID Safety Officer Name: _____
E-mail: _____ Phone Number: _____

As a general rule, to mitigate the risk of COVID-19 transmission this program will follow all applicable programming protocols outlined in the current version of the [Field Guide for Camps on Implementation of CDC Guidance](#) (Field Guide) that was prepared for the American Camp Association and YMCA of the USA and is based on [Center for Disease Control guidance](#). Any additional requirements from [University of Alabama System](#), [The University of Alabama](#) and state or local authorities will be implemented prior to and throughout the duration of the activity, program or camp. Program preparation will include reviewing The University of Alabama’s guidance found on the Health Information website. Guidance and restrictions outlined in this document can and will change as needed to respond to changing information related to COVID-19.

## Pre-Planning and Communications

A Communication Plan must be created for Parents/Guardians, Program Participants, Staff, and University leadership that clearly outlines all safety protocols and expectations to prevent COVID-19 exposure prior to the start date of the program. This document may be used for program planning or the program may submit their own version of a safety plan. For assistance, see guidance below:

- *Participant Communication:* Refer to the [Field Guide](#) for suggestions.
- *Parent/Guardian Communication:* Refer to the [UA Parent/Guardian Handbook](#) and the [Field Guide](#) for suggestions.
- *Staff Communication:* Refer to the [Field Guide](#) for suggestions.

Signage and posters will be used related to social distancing, handwashing, and other relevant COVID-19 guidelines throughout the space where the program is being held and in heavily trafficked areas to encourage behaviors which mitigate the spread of disease. While UA has posted signage in currently used areas on campus, additional signage resources are available at, if needed:

- [UA Flyers and Graphics](#)
- [Coronavirus Posters](#) (CDC)
- [Coronavirus Posters](#) (WHO)
- [Cough Etiquette](#)
- [Handwashing Posters](#)
- [Handwashing Video for Websites](#)
- [Physical Distancing](#)

Be sure to review The University of Alabama's guidance found on the [Health Information website](#) in connection with program design and communications.

*Please provide detailed information regarding how your program will meet this requirement, including any requests for deviations from the guidelines in this section.*

## Programming and Spread Prevention

### Programming

- Walk-Up registrations are prohibited.
- Participant registrations must be closed at least *2 weeks before start date of program*.
- The program schedule must allow time for handwashing/hand sanitizer.
- The program will practice physical (social) distancing according to the guidance located on [UA's Return Plan](#) at the time of the program
- Outdoor activities will be prioritized where social distancing can be maintained as much as possible.
- Group sizes will comply with UA requirements and maintain proper staff to participant ratios.
- Pods (smaller groups within the program) are highly encouraged to limit the impact of quarantine requirements should a participant become positive or symptomatic. To the extent possible, groups should maintain pods/cohorts within programs to minimize the exposure within a program.
  - A pod is a smaller group within the program that consists of staff and participants. This group remains together throughout the program, without intermingling with other pods.
- For programs that do not implement pods, all participants may be asked to leave campus upon report of any illness. For programs that do implement pods, only the pod may be asked to leave.
- Individuals required to depart due to a positive test, symptoms, or quarantine/isolation protocols are not entitled to a refund from UA.
- Parents and guardians are expected to retrieve a participant from campus within 4 hours of a program notifying parent/guardian of illness.
- Participants and staff will wear face coverings as required in the [UA Return Plan](#) while on the UA campus. (More information provided below)
- If feasible, shared equipment should be limited to items that can be effectively cleaned.
- The use of personal refillable water bottles will be encouraged. Otherwise, participants will use disposable cups.
- Participants and staff should refrain from high fives, handshakes, and other forms of physical contact.
- UA sponsored programs will utilize the Ryzer participant registration system to allow for program staff, the Youth Protection Program, and the CV19 program staff to track participants and to contact parents efficiently in the event of an illness.

### Campus Facilities

- Contact and free movement across campus should be limited to minimize exposure to faculty, staff, and students currently working and studying on campus.
- To minimize the program footprint on campus as much as possible, programs should work with University staff to avoid unnecessary contact between program personnel and other members of campus and should require sanitization before and after program use of any such shared facilities. For the health and safety of program participants and the University community, programs shall at all times endeavor to keep program participants in buildings and areas previously reserved for their use while on campus. Participants should not enter

buildings or areas that have not been reserved for their use and should always be accompanied by program staff as required by University policy.

*Please provide detailed information regarding how your program will meet this requirement, including any requests for deviations from the guidelines in this section.*

## Staff to Participant Ratios

Current staff to participant ratios will be followed throughout the duration of the program. See the [Guide for Youth Programs](#) for more information on current guidelines.

Additional COVID-19 staffing protocols will be put in place to include the following to avoid falling under required ratios. To maintain [current ratio requirements](#), at least 1 additional staff/volunteer per 50 participants should be hired as designated “Isolation Staff” in case a participant is removed from group due to COVID-19 symptoms being observed. A minimum of 2 staff must accompany any participant removed from group to avoid one-on-one interaction.

Overall, ratios should conform to the ACA recommended ratios listed in the [Guide for Youth Programs](#), plus 1 staff per every 50 participants for COVID protocols, plus one more staff to meet UA guidance requirements.

## Symptom Screening

UA strongly encourages a parent/guardian to monitor their children daily at home for signs of any infectious illnesses, including COVID-19. Encourage parents or caregivers to keep participants with signs or symptoms of infectious illness home when sick and/or seek medical care. Staff should self-monitor and should not report to work if they are ill.

## COVID-19 Vaccination

UA encourages everyone to be educated and informed about the lifesaving COVID-19 vaccines. UA does not mandate vaccinations. However, unvaccinated individuals remain subject to increased public health guidelines. Unvaccinated individuals are expected to wear a mask indoors and continue to practice social distancing where possible. Per CDC and ADPH, unvaccinated individuals remain subject to quarantine/isolation protocols, in the event of a positive test or potential exposure.

CDC recommends that everyone 12 years and older get fully vaccinated against COVID-19. See [COVID-19 Vaccines for Children and Teens](#) for more information.

### Cleaning and Disinfection

As needed, the program will provide and keep adequate cleaning and disinfectant supplies including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, disinfectant wipes, and extra face coverings. Communal spaces will be cleaned and disinfected at least daily.

Further information related to cleaning supplies can be found at [healthinfo.ua.edu](http://healthinfo.ua.edu). If there is a confirmed or probable case of COVID-19, the cleaning and disinfecting methods will follow University protocols and the COVID Support Program (205.348.CV19) must be contacted.

*Please provide detailed information regarding how your program will meet this requirement, including any requests for deviations from the guidelines in this section.*

### Personal Protective Equipment for Participants and Staff

Those who are fully vaccinated are no longer required to wear a mask indoors, practice physical distancing or quarantine for mere exposure. Unvaccinated individuals are expected to wear a mask inside campus buildings.

*Face coverings will be furnished by the participant and staff member. Programs are expected to have disposable masks on hand in cases where extras are needed.*

*Please provide detailed information regarding how your program will meet this requirement, including any requests for deviations from the guidelines in this section.*

## Response and Management of Cases or Probable Cases of COVID

All program staff, volunteers and participants must comply with quarantine and isolation protocols established by the Centers for Disease Control (CDC) and the Alabama Department of Public Health (ADPH), including any that are required by UA. Additional youth program protocols will be followed in the order below:

1. If any illness and/or [signs or symptoms of COVID-19](#) are observed in participants, parents/guardians will be contacted immediately. Parents/guardians must return to campus to pick up their child within 4 hours of being contacted by program director. Any participant who was sent home for any illness may not return to campus for the remainder of the program.
2. If any illness and/or COVID-19 signs or symptoms are observed in any staff member, they must immediately depart campus.
3. If any participant or staff member demonstrates any illness or COVID symptoms, program staff must contact the COVID Support Program at (205) 348-CV19 for additional direction on response.
4. A minimum of 2 staff members will accompany the sick participant to a designated area away from the rest of the group until the parent/guardian arrives, while maintaining social distancing guidelines and wearing masks. The program director is responsible for designating isolation space and communicating its location with their staff before the program begins. The University of Alabama will not be responsible for providing overnight isolation/quarantine space for youth program participants.
5. An [Injury or Illness Report](#) must be submitted to The Office of Compliance, Ethics, and Regulatory Affairs for any staff or participant that is sent home due to illness or injury. The report can be submitted by phone at (205) 348-2334 or email at [youthprotection@ua.edu](mailto:youthprotection@ua.edu).

CDC and ADPH protocols are adjusted according to the latest science and community risk – our protocols are regularly reviewed by our UA System and UA teams.

## Overnight Housing

On-campus residential programs will be limited to matriculated/enrolled students or incoming first year students, including Bama Bound, student athletes and Early College on-campus programs, unless special approval is granted by members of executive administration. If requesting special approval, please describe in detail in the box below.

- UA will not be providing overnight quarantine or isolation locations or services for participants or staff.
- Individuals displaying any illness symptoms must be isolated until departing campus and must depart within 4 hours of alerting program staff.
- Programs will provide quarantine/isolation space for this population with appropriate oversight (at least 2 staff members) until parents/guardians arrive.
- Any COVID symptoms OR COVID positive test must be reported to **205.348.CV19**, even if participant or staff member has already left campus.
- Quarantine restrictions for the program will be determined by CV19 Support, in accordance with latest CDC/ADPH guidance.

*Please provide detailed information regarding how your program will meet this requirement, including any requests for deviations from the guidelines in this section. Any requests for overnight housing should be documented in this section.*

## Food Service

If University dining halls will not be utilized for youth programs, individually packaged meals will be required. Buffet style meals, pizza, fast food, etc. that cannot be individually packaged are prohibited.

*Please provide detailed information regarding how your program will meet this requirement, including any requests for deviations from the guidelines in this section.*

## Additional References and Resources

### The University of Alabama:

[Return Plan](#)

[UA System Re-entry Plan](#)

[UA Health Information](#)

[Alabama Public Health](#)

[Youth Protection Program](#)

### American Camp Association:

[Field Guide for Camps](#)

[References and Resources](#)

[Sample Letter to Parents and Guardians](#)

[Surface Cleaning and Disinfection Checklist](#)

[Restroom/Locker Room Cleaning and Disinfection Checklist](#)

### Centers for Disease Control and Prevention (CDC):

[Camp Guidance Update](#)

[Guidance for Camps COVID-19](#)

[Considerations for Youth and Summer Camps](#)

[Suggestions for Youth Programs and Camps: Readiness and Planning Tool](#)

[Activities and Initiatives Supporting the COVID-19 Response](#)