



Summer programs operating in counties in the yellow or green phase of the Governor's phased-in reopening plan [must](#) develop a written health and safety plan that follows the [CDC guidance for Youth and Summer Camps](#) and post the plan on the summer program's publicly available website prior to providing services to children.

This is the working version of our Health and Safety reopening plan. It will be updated as we modify our approach, and guidelines change.

Health and safety reopening plan

June 10, 2020 version

Revised 1/21

[SKIP](#) to summary

Promoting behaviors that reduce spread

- Staying Home when Appropriate
 - We will educate staff, students, and their families about when they should [stay home](#) and when they can return to ASAP.
 - We actively encourage employees and students who are sick or have recently had a [close contact](#) with a person with COVID-19 to stay home.
 - [Employees and students should stay home](#) if they have tested positive for or are showing COVID-19 [symptoms](#).
 - Employees who have recently had a [close contact](#) with a person with COVID-19 should also [stay home and monitor their health](#).
 - CDC's criteria can help inform when employees should return to work:
 - [If they have been sick with COVID-19](#)
 - [If they have recently had a close contact with a person with COVID-19](#)
- Hand Hygiene and Respiratory Etiquette
 - We teach and reinforce [handwashing](#) with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
 - All staff and students should wash their hands before and after each class
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

- We encourage staff and students to cover coughs and sneezes with a tissue, or into their elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older students who can safely use hand sanitizer).
- Cloth Face Coverings
 - We teach and reinforce the use of [cloth face coverings](#).
 - Face coverings may be difficult for students to wear while doing gymnastics, but **ARE MANDATORY**.
 - Face coverings WILL be worn by staff and are most essential in times when physical distancing is difficult. Information is provided to staff on [proper use, removal, and washing of cloth face coverings](#).
 - **Face coverings must be worn by spectators in the building at all times.**

[Cloth face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have [symptoms](#). Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

- Adequate Supplies
 - We support [healthy hygiene](#) by providing supplies including soap, hand sanitizer with at least 60 percent alcohol (for staff and older students who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch trash cans.
- Signs and Messages
 - We post [signs](#) in highly visible locations that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs such as by [properly washing hands](#) and [properly wearing a cloth face covering](#)
 - We provide regular instruction on reducing the spread of COVID-19 as part of our regular instruction
 - We include messages about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on ASAP websites, in emails, and through ASAP [social media accounts](#)).
 - Find free CDC print and digital resources on [CDC's communications resources](#) main page.

Maintaining Healthy Environments

- Cleaning and Disinfection
 - Common areas including the bathrooms, lobbys, etc., are disinfected daily
 - Gym equipment is thoroughly cleaned several times a week, and wiped down, and fogged with disinfectant daily and between rotations as needed.

- We follow [safe and correct use](#) and storage of [cleaners and disinfectants](#) including storing products securely away from children. We use products that meet [EPA disinfection criteria](#)
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes. We will keep garage doors open for ventilation as often as possible
- Gloves are available when removing garbage bags or handling and disposing of trash. [Wash hands](#) after removing gloves.
- Shared Objects
 - We discourage sharing of items that are difficult to [clean, sanitize, or disinfect](#).
 - Student's belongings should be separated from others' and in individual containers, cubbies, or areas.
- Ventilation
 - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
 - Garage doors will be kept open as much as possible, with ceiling fans and large industrial fans on. We will not open garage doors if doing so poses a safety or health risk to students using the facility.
 - Air conditioning use will be minimal, and the gym may be hot and humid

Modified Layouts

- Kids Zone families may have 1 parent or spectator per family, in the upstairs seating area.
- **No other spectators may go to the upstairs seating area.**
- We encourage all non-Kids Zone spectators not to stay in the building for practices.
- Students will be spaced apart to the extent possible.
- Our building capacity is large and allows for many more students than we will have in the building at a given time.
- We may make use of outdoor activities where social distancing can be maximized.
- Physical Barriers and Guides
 - We will provide for for social distancing at our reception desk
 - We will provide physical guides, such as tape on floors and signs on walls.
- Water Systems
 - Drinking fountains will be closed, staff and students are encouraged to bring their own drink to minimize use and touching of fountains.
- Food
 - If food is offered at any event, we will have pre-packaged boxes or bags for each attendee. We will not share foods and utensils, and we will ensure the [safety of children with food allergies](#).

Maintaining Healthy Operations

- Protections for Staff and Students who are at Higher Risk of Severe Illness from COVID-19
 - We offer options for staff at [higher risk for severe illness](#) (including older adults and people of all ages with certain underlying medical conditions) that limit exposure risk (e.g., telework and modified job responsibilities).
 - We offer options for students at [higher risk for severe illness](#) that limit exposure risk (e.g., virtual learning opportunities).
 - We put in place policies that protect the privacy of people at [higher risk for severe illness](#) regarding underlying medical conditions.
- Regulatory Awareness
 - We are aware of local or state regulatory agency policies related to group gatherings to determine if events can be held.
- Identifying Small Groups and Keeping Them Together (Cohorting)
 - We keep students together in small groups in their classes with dedicated staff and make sure they remain with the same group throughout the day, each day.
 - We avoid or strongly limit mixing between groups.
- Staggered Scheduling
 - We adjusted our class times to stagger arrival and pick-up times to limit contact between classes and with other students' guardians as much as possible.
- Front Office
 - Front office will not be staffed until July 6
 - Please try to position yourself so the plexi glass is between you and front office staff when conversing
- Gatherings, Visitors, and Field Trips
 - We will be avoiding group events, gatherings, or meetings where social distancing of at least 6 feet between people cannot be maintained. We will limit group size to the extent possible.
 - We are limiting any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible – especially with individuals not from the local geographic area (e.g., community, town, city, or county).
 - We will avoid activities and events such as field trips and special performances where social distancing cannot be maintained.
 - Gymnastics at ASAP provides options to participation in sports activities in ways that minimize transmission of COVID-19
- Designated COVID-19 Point of Contact
 - Barry Mattern, the owner will be responsible for responding to COVID-19 concerns. All ASAP staff and families know who this person is and how to contact him through the customer portal.
- Communication Systems

- We have put systems in place for:
 - Consistent with applicable law and privacy policies, having staff and families self-report to ASAP administrators if they have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with [health information sharing regulations for COVID-19](#) and other applicable privacy and confidentiality laws and regulations.
 - Notifying staff and families of ASAP closures and restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).
- Leave (Time Off) Policies
 - We have sick policies and practices that enable employees to stay home when they are sick, have been exposed, or [caring for someone who is sick](#).
 - We have examined and revised policies for leave, telework, and employee compensation.
 - We have leave policies that allow sick employees to stay home and away from co-workers. Leave policies also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
 - We will follow CDC's criteria to discontinue home isolation and quarantine for return-to-ASAP after COVID-19 illness.
- Staff Training
 - We are training staff on all safety protocols.
 - We can conduct training virtually or ensure that [social distancing](#) is maintained during training.
- Recognize Signs and Symptoms
 - If feasible, we will conduct daily health checks (e.g., temperature screening and/or [symptom checking](#)) of staff ~~and students~~ (if feasible) safely and respectfully, and in accordance with any applicable privacy laws and regulations.
 - Staff will take their temperature daily using non contact forehead thermometers, and record their temperature in the "notes" when logging hours in the staff portal.
 - ASAP administrators may use examples of screening methods in CDC's supplemental [Guidance for Child Care Programs that Remain Open](#) as a guide for screening students and CDC's [General Business FAQs](#) for screening staff.
- We encourage any organizations that share or use the ASAP facilities to also follow these considerations and limit shared use.

Preparing for When Someone Gets Sick

ASAP administrators may consider implementing several strategies to prepare for when someone gets sick.

- We advise Sick Individuals of Home Isolation Criteria
 - Sick staff members or students should not return to ASAP until they have met CDC's [criteria to discontinue home isolation](#).
- Isolate and Transport Those Who are Sick
 - Make sure that staff and families know that they (staff) or their children (families) should not come to ASAP, and that they should notify ASAP staff if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with symptoms or a confirmed or suspected case.
 - Immediately separate staff and students with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath) at ASAP. Individuals who are sick should go home and or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance for caring for yourself or others](#) who are sick.
 - ASAP administrators will identify an isolation room or area to separate anyone who has COVID-19 symptoms or who has tested positive but does not have symptoms.
 - We will contact the family, and if needed call an ambulance to safely transport anyone who is sick to their home or to a healthcare facility. If we are calling an ambulance, we will alert them that the person may have COVID-19.
- Clean and Disinfect
 - We will close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#) them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
 - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure [safe and correct](#) use and storage of [cleaning](#) and disinfection products, including storing them securely away from children.
- Notify Health Officials and Close Contacts
 - In accordance with state and local laws and regulations, ASAP administrators should notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)
 - We advise those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home, [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.

Summary

Illness

- Please, do not come to ASAP if you have a cough, fever or are sick.

- Please, do not come to ASAP if you have tested positive, or have had COVID-like symptoms, within the past 10 days.
- Please, do not come to ASAP if you had close contact with a person who has tested positive for COVID-19, or has had COVID-like symptoms, within the past 10 days.
- Please, do not come to ASAP if you have traveled to an area where there are high amounts of COVID-19 cases for 10 days upon returning to Pennsylvania.
- We reserve the right to take temperatures of anyone entering ASAP using non-contact, infrared thermometers.
- Anyone with a temperature of 100.4 °F, or above, will be ask to leave ASAP immediately.

Students

- Students must come dressed and ready for class.
- Students should bring the absolute minimum inside the building.
- Students can bring their own water with a resealable lid.
- Students will wait for the instructor in the party room.

Face Coverings

- Everyone 2 years old, and older, must wear a face covering while in the building.
- Face coverings include any mask, shield or covering of both the nose and mouth.

ASAP Lobby

- The lobby area will be limited to students, faculty and staff.
- Kids Zone/Upstairs waiting area limited to ONE parent or guardian during class time.
- All parents/guardians, siblings and family members (other than Kids Zone) must wait outside.
- Everyone entering the building must wear a face covering and use hand sanitizer.

Classes

- Due to physical distancing, individual class sizes will be smaller and available only on a first come, first served basis.

Restroom

- Students should go to the restroom prior to starting class.
- The restroom will be limited to students, faculty and staff.

Cleaning

- Common areas including the bathrooms, lobbys, etc., are disinfected daily
- All frequently touched surfaces will be cleaned several times per day.
- Gym equipment is thoroughly cleaned several times a week, and wiped down, and fogged with disinfectant daily and between rotations as needed.

Drop-Off

- Students must enter through the front lobby.
- Students will be lined up in the Party Room.
- Students will be escorted to their warm up area.

Dismissal

- Kids Zone classes will dismiss to the waiting area with parent or guardian.
- All other classes will be dismissed to our party room to wait for pick up.
- Parents may enter the building for pick-up only.