



Updated 11.13.2020

The Den 2020-2021 COVID-19 Procedures

Student Health Monitoring

- All students will complete a verbal wellness screen upon arrival to The Den.
- Any student displaying any symptom of COVID-19 or a fever of 100.4 F or above will not be admitted to The Den and will be immediately sent home to monitor symptoms and seek healthcare as necessary.
- Students exhibiting symptoms or assumed or confirmed COVID positive will not be admitted back to The Den until they have been fever free for at least 72 hours, at least 10 days have passed since their symptoms appeared, and all other symptoms (except loss of taste and smell) have improved.
- If a staff member determines a student should not be admitted to The Den or should be sent home from The Den, they will call The Recreation Supervisor to dismiss the child.

If a student or staff member tests positive:

- They should remain isolated at home for a minimum of 10 days after symptom onset or positive test result and can only return to The Den until they have been fever free for at least 72 hours and all other symptoms (except loss of taste and smell) have improved.
- The Park District will immediately contact Will County Health Department to initiate contact tracing and potential exposure notifications, and for guidance on facility closures and quarantines.
- Close contacts will be notified as quickly as possible regarding possible exposures and quarantines. A close contact is an individual who was within 6 feet of an infected person with or without masks for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. This includes individual exposures added together over a 24-hour period (e.g., three five-minute exposures for a total of 15 minutes).

Facility Procedures

- Signage will be displayed at the entrance with face covering requirements, social distancing guidelines, and cleaning protocols.
- The Den will have a designated entrance and exit solely for the use of that group (Market Door).
- Parents will only have access to the designated Den pick-up and drop off point and cannot enter visitor-restricted areas (The Market or Den Classroom). Please see the Parent Manual for updated pick-up and drop-off procedures.

Cleaning Procedures

- Deep cleaning and disinfecting of all Den facilities and equipment will take place on a nightly and weekly basis by the Den and Manhattan Park District staff.
- Cleaning of each area will be completed by The Den staff at the conclusion of The Den each day, including disinfecting tables, disinfecting high touch surfaces and toys/equipment/Ring Doorbell used by the group.
- Deep cleaning and disinfection of classroom spaces will take place on weekends.
- Hand sanitizers and hand washing stations will be available for Den students.
- Restrooms, door handles and other high touch surfaces will be cleaned frequently each day by The Den Director.

The Den Structure

- All Den registration will be completed online or on the phone at least 7 days in advance of the start of The Den.
- The Den Director will maintain an attendance log of participants.
- Student to staff ratio will be 20:1. The Recreation Supervisor will act as a floater and sub throughout the week.
- Students will be assigned a desk. Desk spacing will allow 6 feet of distancing from other students.
- Students will only be allowed to remove their mask during designated lunch and snack times. Students will remain 6 feet apart during these times.

Program & Activity Guidelines

- Each student will bring a basic kit of school supplies for their personal use only. This can be kept in the program classroom.
- Activities will allow for 6-ft of distance between participants.
- A distance of 6-ft will be maintained whenever possible.
- All students will wear cloth face coverings at all times, except during designated lunch and snack breaks.

- Activities will be based outdoors whenever safe and feasible.
- All physical or loud activities will take place outdoors or in the dance studio.
- Access to playgrounds will be determined by the current IDPH, State of Illinois and Manhattan Park District guidelines.
- Markers will be used to designate 6-ft distancing during indoor and outdoor activities.

Parent/Student Responsibilities

- All students must be capable of:
 - Staying with the group at all times
 - Using the restroom and thoroughly washing or sanitizing hands without any assistance
 - Responding appropriately to verbal direction without repeated requests
 - Wearing a face covering for extended periods of time when necessary
 - Maintaining a minimum of 6 feet from other students and staff
 - Refraining from touching or approaching other students and staff
- Students who cannot follow The Den safety rules will be immediately dismissed from the program.
- All students must bring enough water for the day in disposable water bottles, or in labeled reusable water bottles that will return home each day for cleaning and refilling.
- Students must bring enough snacks to The Den each day. Food must be packaged in disposable containers and disposed after snack time each day. Coolers and refrigerators will not be provided to keep snacks or lunches cool.
- Sharing or swapping food is not allowed.
- All students must arrive wearing a face covering and bring an extra face covering to The Den each day. Students must take used face coverings home each day for laundering. Students will be required to wear face coverings indoors.

Parent/Guardian Signature: _____ Date: _____