

## **Active Learning Centers and Lehigh Valley Martial Arts Prevention and Preparedness Response to COVID-19**

### **Responsibility Of Employees**

Employees play an important role in protecting each other from the COVID-19 outbreak. The company is advising all our employees to help with his prevention efforts while at work. Set forth below, the company has instituted various housekeeping, social distancing, and other best practices at our centers. Given the importance of employee participation in these efforts, all employees will be required to read and sign this policy in order to acknowledge their knowledge and understanding of it.

All employees must follow these practices. In addition, employees are expected to report to their program director or center director if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this plan or COVID-19, please ask your program director or center director. If they cannot answer the question, please contact Dana Eldridge.

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### **Basic Infection Prevention Measures That Must Be Followed Include:**

- Practice safe distances (“social distancing”) –Maintain a minimum of 6 feet clearance between adults at all times. With children these may be impractical. Childcare teachers are to maintain their primary care group. Keeping a separation between groups always.
- Self-monitor for signs/symptoms of COVID-19 virus:
  - Fever, achiness, dry cough, shortness of breath etc.
  - If symptoms exist notify your program director or center director to arrange to immediately remove yourself from the center.
- Stay home if you are sick – do not put others at risk
- Practice respiratory etiquette- cover coughs and sneezes with your elbow not your hand; and wear a protective mask over your nose and mouth anytime you are on company property. Active Learning Center and Lehigh Valley Martial Arts will provide such facemask to the employees.
- Do not touch your face with unwashed hands.
- Do not share cell phones, tablets, computers, desk /office supplies or other items which could transmit the virus.
  - Classroom teachers should designate the teacher who is responsible for answering the phone in the classroom and or the walkie. After each use these items should be wiped down.
- Avoid taking breaks or lunch near each other, if impossible, maintain 6 feet of separation.
- Utilize technology whenever possible, rely on virtual communication like cell phones and text messages in lieu of in person gathering/meetings

### **Know the COVID-19 symptoms**

- Coughing, fever, shortness of breath, difficulty breathing, chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.
- If you develop a fever and symptoms of respiratory illness such as a cough or shortness of breath, do not go to work. Call your director and healthcare provider right away. Likewise, if you come into close contact with someone showing the symptoms call your director and healthcare provider right away.

### **Center Protective Measures**

Active Learning Center and Lehigh Valley Martial Arts have instituted the following protective measures at all centers:

- All health policies as put forth in the Parent Handbook will be strictly enforced.
- Children older than 2 will be required to wear a mask when in the building.
- ALC will be sending sick children home if they are deemed to present a risk to other students. The risks would include but will not be limited to, thick green nasal discharge, uncontrolled cough, fever, vomiting, and diarrhea.
- Employees or visitors to any center will have their temperature taken at arrival. Any employee or visitor recording a temperature of 100.4° or higher will not be permitted to enter the center. Any employee or visitor showing signs or symptoms of COVID-19 will be asked to leave the center immediately.
- Employees must avoid physical contact with others and shall direct others to increase personal space to at least 6 feet where possible
- Employees should limit the use of shared materials to the extent needed. The company will provide supplies needed to clean shared materials before and after use. When cleaning materials, consult manufacturers recommendations for proper cleaning technique restrictions. All employees are expected to clean materials and equipment used during their work shift when they are done.
- Employees are required to wear facemask.
- Only employees and students may enter the center. Parents are required to drop off and pick up outside of the center. The center will provide a staff member to escort the childcare children to their classroom teacher upon drop off and to their parent or guardian at pick up.
- Parents will be required to sign their children in/out at designated locations outside the building.
- Delivery of supplies will be done so outside of the building and prearranged with the supplier.
- Hand sanitizer stations will be installed at the front door of each location. Everyone entering the building will be required to do use these except for children under one year of age. (Not sure about what age this should be)

- All trainings that are required to take place in person will allow for participants to remain at least 6 feet apart.

### **Center Visitors**

The number of visitors at the center will be limited to what is necessary. All visitors will be screened in advance of arriving. If he/she answers yes to any of the following questions he or she will not be permitted to access the center.

Before admission, everyone will be required to answer these questions:

Have you been confirmed positive for COVID-19?

Are you currently experiencing or recently experienced any acute respiratory illness symptoms such as fever or cough or shortness of breath?

Have you or anyone in your household traveled to a known “Hot Spot” in the last 10 days?

Have you been in close contact with any person who has been confirmed positive for COVID-19?

Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?

### **Center Cleaning and Disinfecting**

Active learning Center & Lehigh Valley Martial Arts have instituted regular housekeeping practices which include the cleaning and disinfecting of high touch areas, frequently used equipment, and other elements of the work environment. Where possible, employees should regularly do the same in their assigned classrooms.

- Door handles will be wiped down frequently.
- Tables and counters will be sanitized frequently.
- Lavatory procedures will be strictly enforced.
  - Toilets and sinks will be sanitized after each use.
- Hand washing will occur on a more than regular basis.
- Busses, vans, and other company vehicles will be disinfected after each use.
- Relative to Martial Arts:
  - All instructors will be required to wear a mask.
  - Students and instructors will be required to wash their hands upon entering the building.
  - Students and instructors will be required to wash their uniforms after each use.
  - There will be no contact sparring until the “all clear” is given.
  - There will be no grappling until the “all clear” is given.
  - Self-Defense will be practiced without a partner.

- One parent per child will be permitted to be in the martial arts lobby during their child's class, space permitting. Priority seating will be given to parents with children under 6. No adult guests will be permitted.
- Children will be required to wear masks until they are on their socially distanced spot.
- Any adult entering the building will be required to wear a mask.
- Any equipment used during class will be disinfected at the end of the class.
- The matt will be disinfected at the end of each night.

### **Taking Care of Yourself**

- Every member of our community should be thinking about their own health and well-being. If you believe you fall into an [elevated risk group](#), please practice social distancing, stay home, and/or do what you believe is necessary to take care of yourself.
  - **Students:** If you or your child are feeling ill in any way, we respectfully ask that you do not attend childcare or martial arts until you are symptom free.
  - **Staff:** If you are feeling ill please call your director as we prefer that you stay home. If you have a health concern that places you or may place you in the "at risk" category, please talk to your doctor and please speak to your director so that it can be taken into consideration while we plan.
  - **If you are pregnant:** Please talk to your doctor.

### **Center Exposure Situations**

#### **Employee Exhibits COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom altering medicines (e.g., cough suppressants). The Active Learning Centers & Lehigh Valley Martial Arts will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work. It is within the sole discretion of Active Learning Centers & Lehigh Valley Martial Arts to determine if an employee poses a health risk due to COVID-19.

#### **Employee Tests Positive for COVID-19**

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least ten (10) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least ten (10) days have passed since symptoms first appeared. ALC & LVMA reserves the right to require a note from an appropriate health care provided clearing an employee to come back to work in the event of a possible COVID-19 exposure or illness.

Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The Company will require an employee to provide documentation clearing his or her return to work.

### **Employee Has Close Contact with an Individual Who Tests Positive for COVID-19**

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as being within six (6) feet for a prolonged period. A prolonged period is defined as 15 minutes or greater.

If the Active Learning Centers & Lehigh Valley Martial Arts learns that an employee has tested positive, they will conduct an investigation to determine co-workers who may have had close contact with the confirmed positive employee in the prior 5 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, the Active Learning Centers & Lehigh Valley Martial Arts will also notify any parents, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed positive individual outside of the workplace, he/she must alert program director or center director of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

- If a positive case occurs, the following will happen:
  - The Pa Department of Health will be contacted, the case will be reported, and guidance will be sought.
  - The Department of Human Services will be contacted, and the case reported to the building's inspector.
  - All families will be notified.
  - The effected room will be immediately closed, cleaned, and sanitized and remain closed for 24 hours.

Active Learning Centers & Lehigh Valley Martial Arts retains the right to close an entire building to maintain the health and safety of its staff, children, and their families.