



**HERE FOR YOU**  
THE WEST COOK YMCA IS HERE WHEN YOU NEED US MOST



May 5, 2020

Ed Condon, Ph.D.  
Superintendent, River Forest District 90  
7776 Lake Street  
River Forest, IL 60305

Dear Dr. Condon:

Thank you for the opportunity to share the details pertaining to the West Cook YMCA's COVID-19 Emergency Childcare program, a DCFS Licensed program.

As you know, we have transitioned all our operations and facilities to our Single Room Occupancy Resident Program and the development and implementation of a new emergency childcare center for hospital employees and first responders. The West Cook YMCA sees no greater expression of our mission than providing childcare for those who are caring for us during this crisis.

Over the course of the past few weeks, our staff has worked tirelessly to develop a revised program model, the ***COVID-19 Emergency Child Care Program for Health Care Worker and First Responder Childcare Initiative***. This new program builds off the Y's camp program model with a heightened focus on new COVID-19 CDC protocols and precautions. Extensive thought and development has gone into the preparation of this new program, so that will keep the children and staff safe during this pandemic.

**Some examples of this preparation include:**

- **Healthcare Team Establishment.** we established a healthcare team comprised of health care professions from Loyola Medicine and nurses from closed schools.
- **New Operations Manual.** We also produced a 56-page document as our operations manual for the new requirements under the COVID19 Emergency Child Care License.
- **New Cleaning Regimes.** Over the course of the past few weeks, we invested and will continue to invest in the comprehensive cleaning of all 20,000 square feet of the program spaces.
- **Program Space Refinements.** We created new layouts so that we can segment the program within our facility in eight individual spaces and the pool.
- **COVID-19 Program Investments.** To ensure that we keep supplies free of the virus, it is necessary to purchase additional supplies in the event that any have traces of the virus. As a result, we have invested in additional youth manipulatives, art and craft supplies, sports equipment, furniture, toys, and life jackets.

- **Emergency Child Care License.** We have also successfully secured our Emergency Child Care Licensing from the State of Illinois to operate during the pandemic. The staff has also created new protocols
- **Formalized Partnerships with Local Health Providers.** We formalized partnerships with the following organizations and institutions on the COVID-19 initiative:
  - Loyola Hospital
  - Rush Oak Park Hospital
  - Riveredge Hospital
  - West Suburban Dispatch Center
  - PCC Community Health
  - Proviso Township Therapist

The West Cook YMCA is offering the emergency childcare program as a response to the pandemic, and not as a profit center. As such, we have established a price of \$50.00 per child to make the program accessible and affordable for our first responders. Implementation costs, however, for the program are significantly higher due to the need to continuously clean the facility, reduce class sizes and the incorporation of additional health screening and oversight for the program. While we will receive some reimbursement through the CCAP program, we project that there will be approximately \$100 of additional cost per child which will need to be received through philanthropic or government support.

**The following pages will provide the specific measures we are taking to ensure the program, staff and participants are safe.**

## Curbside Child Care Drop Off and Pick Up

### Drop Off

- Parents pull up in their vehicles to the designated drop off and pick up area which is the Randolph street side entrance (eventually both the Randolph and Marion Street entrance locations might be utilized if volume increase) [see Appendix H for designated drop off and pick up locations].
- Program and Healthcare Worker staff will meet the family for check in, at their car or at the designated entrance area if they are walking. The drop off point is roped off using the two portable rope stands and rope extension to control access to the facility and to further minimize contact with others. Program and Healthcare Worker staff members will monitor curbside drop off areas.
- The child check in requires the following steps:
  - Each child will receive a health screen by a Healthcare Worker that includes a temperature check, before entering the facility, using the health screening tool. [Provided in Appendix I].
  - If cleared by the Healthcare Worker, a designated program staff person will escort the child to the cubby area to store their belongings. The designated staff person will then escort the child to his or her classroom.
    - If a child cannot be admitted into the program, the Healthcare Worker can provide the parent with health recommendations and possible return-to-program date.

### Pick up

- Designated pick up locations are outside the facility at the same locations as the child drop off. [See appendix H].
- Parents may pull up at the designated pick up area or they may call the front desk number or the youth development cellphone number to announce their arrival.
- Designated sign-out staff person will announce via the radio the names of the children needed for pick up, then head out to greet the parent at their vehicle or sidewalk entrance for families that walk.
- Pick up person must present a photo ID to the team member who greets them at their vehicle. Pick-up person will need to hold out their ID (staff are not to take the ID from the parent).
- Staff will check the name on the photo ID against the authorized pick up list.
- Upon confirmation of pickup approval, the designated sign-out staff person will radio to have the Childcare Worker escort the child to the parent's vehicle.
- If an unauthorized person is trying to pick-up a child, program staff should notify The Associate Director of Youth Development for support in resolving the issue.
  - Only a written authorization from the guardian can serve as approval to allow another person to pick up the child.
  - The Associate Director will call the guardian in order to secure email authorization for the child pick up

**West COOK YMCA:** Areas we would like to have blocked off so that we can dedicate these spaces to Curbside Drop off and Pick up by appointment.



## West Cook YMCA Healthcare & Medical Emergency Responder Agreement Required Protocols

- During program each day, groups of staff and children participate in various activities in rotations throughout facility spaces. Each staff rotates with their assigned group to minimize contact with others. Between rotations additional staff not in ratio, will be cleaning rooms before children and group leader utilize the space.
- If there is a case of COVID-19 among children or staff, programs should cease for a short term closure (less than 1 week) to allow for a thorough cleaning and disinfection or transition to an alternative, pre-approved program site to continue program activity.
- Prior to entering the program space, all individuals (staff, parent/guardian, children administrators, maintenance staff, etc.) will complete the prescribed screening procedure (temperature read) by a Healthcare Worker. Healthcare Workers will monitor and screen all persons entering the program area and will make a determination if they are permitted to enter based on the following screening criteria:
  - 1) A temperature of 100.4°F or above.
  - 2) Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low-grade fever.
  - 3) In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness; or
  - 4) In the previous 14 days has travelled internationally to countries OR domestically to states or counties with widespread, sustained community transmission.
  - 5) For any child or staff member who is sick or has a fever at facility entry, he/she needs to be excluded, at a minimum, for the day with a prompt discussion / evaluation from an MD to determine
    - i. COVID testing is necessary
    - ii. How much longer the child or staff member should be absent from activities or facility entry.
- To remain diligent and reduce the possibility of the virus, the following precautionary measures will be implemented.
  - a. Cleaning and sanitize high contact surfaces throughout the day
  - b. Hand washing frequently
  - c. Thoroughly clean the entire center nightly or prior to open
  6. No family style meals
  7. Social distancing of 6 feet or more
  8. Children will not be allowed to drink directly from water fountains. Instead, each child is given a disposable cup they label and use throughout the day or they may bring a water bottle from home. Under staff direction and supervision, children can use the automatic filtered water dispensers located in the program area.
- All YMCA staff are required to complete a Coronavirus Workplace Hygiene training. Appendix N outlines the Coronavirus Workplace Hygiene procedures training components and requirements. Each WCY employees will sign the training procedures document at the end of the training session.

- **Social Distancing**
  - We are implementing social-distance protocols within programs that include smaller staff to child ratios. Staffing ratio for those working directly with children, range from 1:5 to 1:10
  - Mealtimes
    - Limiting the amount of youth and staff in the room during meals
    - Limiting the number of students at each table. Children will have a minimum of 6 feet of distance from each other.
  - During Activities
    - Limiting games that require contact between youth (example tag games)
    - Using sporting equipment where each student has their own equipment to use and wipe down after use (for example a hockey stick, pickle ball paddle)
    - Wiping down equipment after use (Legos, building blocks, markers etc.)
  - Mixed Population Control
    - YMCA Adult Residents – Controls are in place to separate the YMCA adult resident population from the childcare area. Residents under Shelter in Place will not have access to spaces utilized by childcare during the hours of the program.
    - General Population – The YMCA made the decision to close the facility to its member and the general public in order to further ensure the reduction of risk and to minimize the potential for additional contact children will have with the public.
    - Classroom control – No more than 10 children per classroom with 2 Childcare Workers; ensuring social distancing of 40 square feet per person.
    - No more than one group is allowed in community areas including but not limited to the hallways, bathrooms, gyms, and pool
- **Handwashing**
  - Wash your hands often with soap and water for 20 seconds.
  - Use hand sanitizer that contains at least 60% alcohol.
  - All staff should wash their hands at least once an hour and/or:
    - Before eating or preparing food
    - After using the restroom
    - After blowing one’s nose, coughing, or sneezing
  - Avoid touching your eyes, nose, and mouth with unwashed hands.



## CORONAVIRUS: WHAT YOU NEED TO KNOW

### What we are doing at the Y:



- ▶ Daily deep cleaning of the entire facility
- ▶ Frequent cleaning of supplies, surfaces, and toys
- ▶ Cleaning with pH7Q, a high-grade disinfectant designed for healthcare facilities
- ▶ Offering soap, disinfectant wipes, and anti-bacterial stands throughout the facility
- ▶ Working with local health authorities to stay ahead of this evolving situation

### What you can do:



Stay home when you're sick



Cover coughs and sneezes with a fresh tissue



Wash your hands often with soap or sanitizer for at least 20 seconds



Avoid touching your eyes, nose, or mouth



Clean and disinfect frequently-used objects and surfaces often

For questions, visit the Member Services desk or email [memberservices@westcookymca.org](mailto:memberservices@westcookymca.org).



## MAINTAIN A HEALTHY ENVIRONMENT



Wipe down all equipment before and after each use



Sanitize hands before and after your workout



## REMEMBER THE 3 C's!

Stay healthy and help stop the spread of coronavirus, influenza and other illnesses by following the 3 C's:

### Cover

Cough into the crook of your elbow or into a tissue that is immediately thrown away.



### Clean

Frequently wash your hands with warm water and soap for 20 seconds—about the time it takes to sing Happy Birthday twice.



### Contain

Stay home when you are sick until you have been free of fever for 24 hours.



Visit [cdc.gov](http://cdc.gov) for additional information.

For a better us.

## Facility Cleaning & Disinfecting

### CLOROX Total 360 System

Electrostatic technology enables superior coverage of trusted Clorox® solutions in hard-to-reach places — including the side, underside and backside of surfaces.

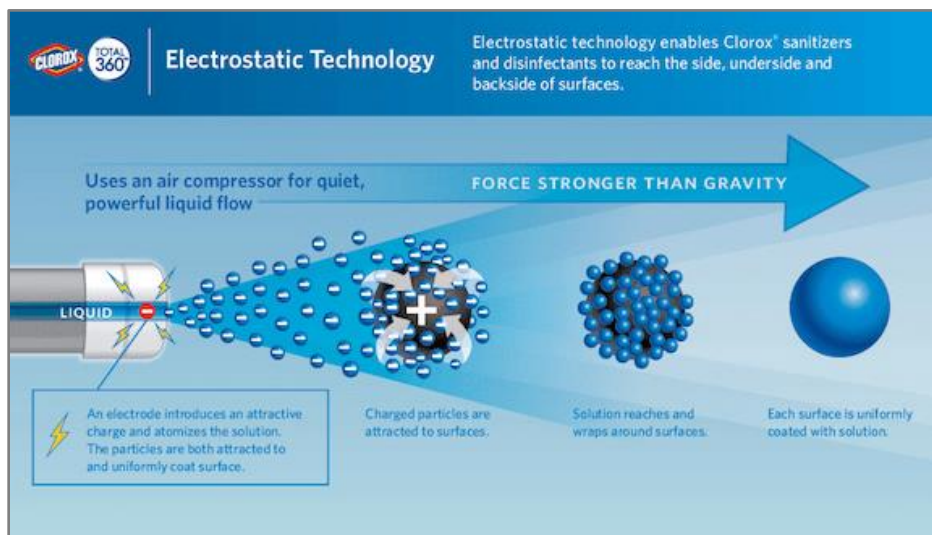


#### When used with Clorox® Total 360® Disinfectant Cleaner

- Kills 99.9% of bacteria in 5 seconds
- 44 organism claims: Kills cold<sup>5</sup> and flu viruses, MRSA and norovirus in 2 minutes or less
- One-step disinfecting
- Eliminates odors
- Sanitizes soft surfaces
- Inhibits the growth of mold and mildew for up to 7 days

#### When used with Clorox® Anywhere® Hard Surface Sanitizing Spray

- Kills 99.9% of bacteria on hard, nonporous surfaces
- Sanitizes hard, nonporous surfaces in 1 minute
- Eliminates odors
- Sanitizes hard, nonporous food contact surfaces in 2 minutes
- Kills odor-causing bacteria





## EPA Approved Disinfecting Products

### pH7Q Disinfectant

A multi-purpose, germicidal detergent and deodorant that disinfects, cleans and deodorizes in one labor- saving step. Recommended for use in hospitals, nursing homes, schools/colleges, commercial and industrial institutions. Neutral pH formula is perfect for damp mopping highly polished floors and will never dull, haze or leave a film. This disinfectant has a 1 minute “dwell” period so it allows us to spray and wipe more efficiently and cover more space quicker without compromising safety.



### Revolution Gym Wipes

Antibacterial Revolution wipes eliminate germs and bacteria on high traffic surfaces. Demonstrated effectiveness against viruses like 2019 Coronavirus (SARS-CoV-2) on hard, non-porous surfaces and can be used against Coronavirus when used in accordance with their directions against Norovirus on **hard, non-porous surfaces**.

- Use on plastic, finished wood, vinyl, glass, rubber, stone, steel, tile
- Do not use as a diaper wipe or for personal cleaning.
- Do not flush in the toilet.



### Kutol Ez Foam Hand Sanitizer

Thick Foaming 62% Alcohol Hand Sanitizer is effective and convenient to sanitize hands in situations where soap and water are not available. When used properly, this fast-acting product kills 99.99% of common germs within 15 seconds. Our 62% Ethyl alcohol formula also meets CDC recommendations for proper hand hygiene.



### **Program Specific Cleaning Procedures**

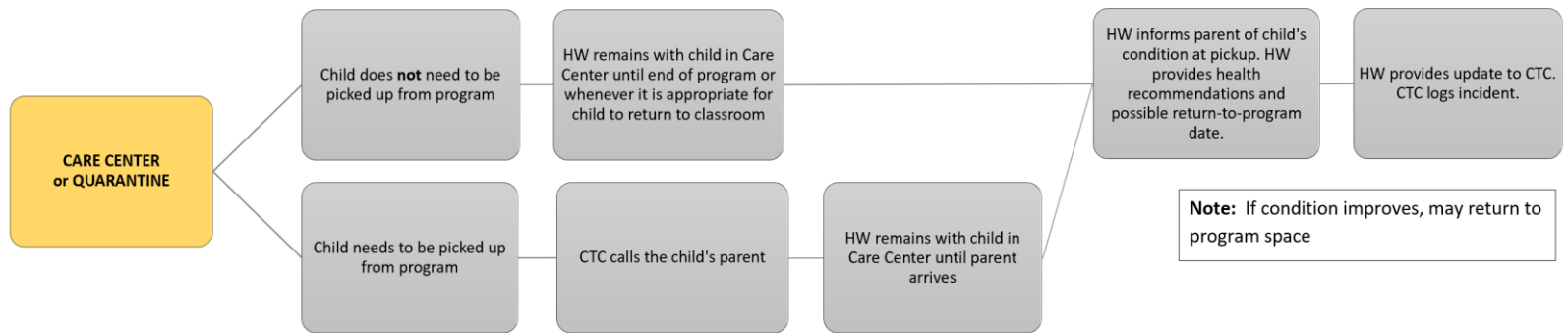
In addition to the rigorous cleaning protocols that include deep cleaning overnight by a professional cleaning company using hospital-grade disinfectant cleaning supplies and cleaning by our YMCA housekeeping staff throughout the day, there are additional cleaning procedures completed by our program staff throughout the program day. See below.

- Throughout program, staff have their group take frequent wash hands break, and use hand sanitizer in between.
- As a group uses any supplies for activities from the supply bins in each home base classroom, staff keep these items out in the room to be sanitized, before re-use or storing back in the bin.
- Groups are scheduled at least once a day to do activities outside their home base classroom, when this happens designated staff will come into the room to clean used supplies, and equipment, please see below for more details.
- In each home base classroom, there is approved disinfectant cleaner, with the active ingredients that kills the virus. This product has a 1 minute “dwell” period, so it allows staff to spray and wipe more efficiently and cover more space quickly without compromising safety.

### **How to Clean and Disinfect in the program areas**

- Step one: for all supplies used that are hard surfaces (i.e. markers, blocks, magnetiles, etc.) spread out the supplies on a table, spray down so the entire surface of the supplies are wet with the disinfectant, wait at least the 1 minute dwell time.
  - For supplies that are not hard surfaces, please see notes in the recommendations for facility cleaning and disinfecting to know how to disinfect appropriately.
- Step two: wipe dry all supplies and return to the supply bin inside the home base classroom.
- Step three: spray down all chairs, tables, and surfaces used in the home base room, along with doorknobs, windowsills, hand sanitizer container.
- After waiting the appropriate dwell time, please wipe any areas dry as needed before the group returns to the space.
- Cleaning & Disinfecting
  - We updated our cleaning solutions to **pH7Q** from our past **QT Plus** product. The reason for the change is that our previous product had a 10 minute “dwell” period in order for the active ingredients that kills the virus and the new product has a 1 minute “dwell” period so it allows us to spray and wipe more efficiently and cover more space quicker without compromising safety.
  - We are taking additional steps during program to wipe down all classrooms including disinfecting supplies and toys throughout the day.
  - We implemented additional precaution for our housekeeping staff to use rubber gloves and wash their hands hourly
  - We added additional overnight efforts to wipe down all equipment and surfaces.

## Emergency Child Care Program – Sick Child Protocol



<b>Care Center</b>	Quarantine
<b>HW</b>	Healthcare Worker
<b>CW</b>	Childcare Worker
<b>CTC</b>	Childcare Team Captain