**University of Minnesota Youth Program COVID-19 Plan Proposal:**

**For all UMN in-person programs for youth and collegiate athletic team practices**

[**https://safe-campus.umn.edu/sunrise-plan-camps-events-and-activities**](https://safe-campus.umn.edu/sunrise-plan-camps-events-and-activities)**)**

Program Name:

Program Leader Name:

Campus:

Unit/Department:

Facility:

Person Responsible for Facility:

Program Description:

Program Date(s):

Start/End Time:

Program Drop-off and Pick-Up Location(s):

Number of Program Participants:

Ages of Participants:

Number of Program Staff (paid and unpaid):

Program Contact Name (if different from leader):

Program leaders commit to follow all applicable programming guidance documents issued by the [Minnesota Department of Health](https://www.health.state.mn.us/diseases/coronavirus/schools/index.html) for youth programs, child care and sports programs, and applicable state provisions found on [Stay Safe MN](https://staysafe.mn.gov/), as well as University of Minnesota requirements. These include the current COVID-19 Prevention Guidance for Youth and Student Programs, COVID-19 Sports Guidance for Youth and Adults, and COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs. Contact Jazmin Danielson, Youth Safety and Compliance Manager, if needed to identify relevant guidance documents. The UMN Safety of Minors policy must be complied with as well.

All programs must submit their plan as outlined below via the senior administrator and obtain approval before operating. By submitting this plan the program leaders commits to have familiarized his/her/themselves with the relevant documents on the websites listed above, and the University of Minnesota’s Sunrise Plan regarding return to work and other COVID-19 policies regarding campus operations.  This document does NOT replace the mandated youth program registration on YouthCentral.

***Communications***

The program must plan for communicating with parent(s)/guardians, participants, staff and other officials as needed. Communication plans will outline steps for communicating to all participant families prior to the program start, during the program including posters and signage, and a plan for communications if there is potential exposure to, suspected or confirmed case(s) of COVID-19.

All safety protocols and expectations will be communicated to parents/guardians, program participants, and staff prior to the start of the program.  Where possible there should be signage age appropriate to the program participants and staff, including:

* Handwashing
* Cough etiquette
* Symptoms associated with COVID-19
* Physical distancing

Samples are available on the Minnesota [Department of Health COVID-19](https://www.health.state.mn.us/diseases/coronavirus/schools/index.html) website.

***Additional Program Specific Communications Plan Details***

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***Health Screening and Prevention of COVID 19 Infections***

The Program will develop and follow screening processes. Check the latest version of MN Department of Health’s COVID-19 Decision Tree:

1. Initial and on-going screening will be conducted.  Upon arrival each day participants and staff will perform the health screening process.  Daily check-in forms should have a column that records that the protocol chosen has been completed and it is appropriate for the participant/staff member to participate in the program day.
2. Staff and participants will have their temperature taken (or reported by family)
	* + - The preferred method of taking temperatures is with an Infrared no-touch thermometer.
			- If the temperature is >100.00 F. they will be returned home immediately

If a participant or staff member is identified as having a potential or confirmed case of COVID-19, the University’s COVID-19 Policy will be followed.

1. All sites will post signage related to hand hygiene including proper instruction for handwashing and use of alcohol-based hand sanitizer.
2. All programs will practice physical (social) distancing and will post signage. Staff and participants will follow all physical distancing guidance.

***Additional Program Specific Health Screening and Prevention Plan Details***

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***Programming***

Program preparation includes reviewing relevant state guidance documents.

* 1. Overall scheduling
* Minimize crowding at arrive and departure by staggering times, directing traffic flow and designate pathways. One parent-one child protocols will be used for drop-off/pick-up and screening. Masks are required.
* Parents/Guardians and non-essential visitors will be restricted from entering the program without prior permission.
* Allow time for cleaning and disinfection of frequently touched surfaces.
* Display all required signage in the appropriate locations.
* Organize participants into the smallest practical group sizes and, to the extent possible, keep groups consistent throughout the program (cohort model). Group sizes will comply with state requirements as well as proper staff to participant ratios.
* Avoid large groups in bathrooms.
* Limit any nonessential visitors.
* Explain procedures to participants, staff and families.

b. Participants and Staff

* Indoor programs will use modified layouts and space seating at least 6 feet apart.
* Outdoor activities will be prioritized where physical distancing can be maintained as much as possible.
* The program will practice a cohort model.
* Participants and staff will wear cloth face coverings when indoors.
* Avoid shared supplies whenever possible. If supplies must be shared, clean them frequently.
* Food:  All participants and staff will be responsible for bringing their own food and snack to the program unless otherwise approved for catering. Maintain physical distance when eating.
* Beverages: The use of personal refillable water bottles will be encouraged. Otherwise, participants will use disposable cups. The spigot will be disinfected between uses.

***Additional Program Specific Programming Details***

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***Cleaning and Disinfection***

Program leaders will inform the appropriate facilities staff about the planned use of specific locations and dates/times.  When program staff are responsible for cleaning and disinfecting frequently touched surfaces, they will wear eye protection and gloves during the cleaning process. Communal spaces will be cleaned and disinfected at least daily.

a. Shared items will be cleaned and disinfected between uses.  When possible, the number of

items shared will be limited.

b. Frequently touched surfaces will be cleaned and disinfected multiple times a day.

c. Toilets, showers, restroom high touch surfaces will be cleaned and disinfected more than once per program day (based on frequency of use).

d. Daily cleaning and disinfecting methods will follow University protocols.

e. Changing areas/locker rooms may NOT be used.

If there is a confirmed or probable case of Covid-19, the cleaning and disinfecting methods will follow University protocols if a confirmed or probable case has been identified within the program.

***Additional Program Specific Cleaning and Disinfection Details***

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***Personal Protective Equipment for Participants and Staff***

PPE will be available and used by participants and staff.  Participants will be asked to provide masks they are comfortable with wearing that meet the CDC guidelines. Masks must cover both the mouth and nose.  They can only be removed for eating and drinking, and when physical exertion requires it (or medical needs of the participant.)

A. The program will have adequate supplies including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, disinfectant wipes, and spare face masks

***Additional Program Specific Personal Protective Equipment Plan Details***

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***Food Service & Delivery***

University dining and food services will not be utilized by this program.

* + All participants and staff will be responsible for bringing their own food and snack to the program.
	+ The use of personal refillable water bottles will be required.
	+ If food will be delivered, inform vendors that, during deliveries, they are required to take precautions:
		- 1. Maintain physical distancing between themselves and campers and staff
			2. Wear appropriate PPE (a face mask and gloves)
			3. Do not make deliveries if they have symptoms associated with COVID-19

***Additional Program Specific Food Service Details***

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***Transportation Considerations***

University transportation services will only be utilized in the program when necessary.  The program will be structured so any destinations can be reached by other means (walking, hiking, etc.).

\_\_Transportation ***will not*** be used in my program

\_\_ Transportation ***will be*** used in my program and program preparation and will implement all UMN procedures for UMN public transit or vehicle usage.

***Additional Program Specific Transportation Considerations Details***

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***Disclaimer:***  This plan reflects the best available information at the time of preparation. It is possible that the strategies outlined in this plan may change as information regarding COVID-19 evolves. As such, information in this plan is not intended to supplant professional, informed judgement by UMN based on current conditions at the time of programming.

Youth Program Leader Name:

Youth Program Leader Signature:

Date:

**ADD INDIVIDUAL COLLEGE/UNIT/DEPARTMENT APPROVAL SIGNATURES**