

Girls Inc. of Omaha COVID19 Re-Opening Plan Fall 2020

On March 11, 2020 the World Health Organization (W.H.O.) declared the novel coronavirus, or COVID19, a global pandemic, and on March 13, 2020 Omaha Public Schools (OPS) announced they would not resume in-person classes until further notice. The federal, state, and local governments began rolling out a variety of mitigating recommendations, and on March 17, 2020 the CDC issued more restrictive guidance on gatherings of groups of people greater than 10 and called for greater social distancing to slow the spread of the virus. Girls Inc. of Omaha made the decision to close all in-person programs until further notice. All employees have worked remotely since, facilitating virtual programming, delivering resources to families, and providing essential daily functions.

As OPS plans to open for the 2020-2021 school year, Girls Inc. of Omaha is preparing to re-open in-person programming in the safest manner possible while still providing a quality Girls Inc. Experience.

Re-Opening Plan

Start Date

Girls Inc. of Omaha will reopen in-person programming on September 8th, 2020 so long as there is not a significant increase in local COVID19 cases and OPS remains open to students.

Until further notice, our hours of operation will be Monday-Friday, 7:30 am-4:30 pm. These hours are intended to reflect the OPS daily schedule, while allowing extra time for our staff to sanitize the building.

Program Format

Waiver—Due to the current COVID19 Pandemic, parents and guardians are required to sign a new waiver. You will be sent a link to the waiver upon acceptance into the fall semester.

Limited Capacity

Girls Inc. is reducing class size significantly, allowing 10 girls per class. Until further notice, our Emma Lozier (South) Center will be closed. Members who regularly attend the Emma Lozier Center are welcome to participate in the enrollment process for the Katherine Fletcher (North) Center. Transportation will not be provided by Girls Inc.

Enrollment/Wait List

Enrollment is required. You must fill out the google form to request a spot in the program. For the original enrollment, we will let parents know by August 7th if there is a spot for their daughter/s. Once classes are filled, a wait list will be kept for each grade level. Parents/guardians will receive a phone call if a spot becomes available. Due to the wait list, attendance will be monitored frequently. Members will lose their spot in their classroom due to lack of attendance.

Programs

Members will be assigned to classes determined by their grade. To reduce the potential of COVID19 transmission, members will remain with their assigned class and staff member(s) for the entirety of the day. Interacting with girls outside of their assigned class will be restricted as much as possible.

Social distancing will be practiced. Members must be willing to adapt to this change. We need to see a willingness to adapt and grow with the new safety policies in place for everyone's health.

Girls will be outside for class and meals as often as possible, as weather permits.

Field Trips

We will not be offering any field trips at this time.

School Work & Homework

Members will be allowed and encouraged to log in to complete school work at the time OPS designates. Homework help and tutors will also be available.

Free Time

We will provide free time as space allows, both inside and outside the classroom. Free time outside the classroom will be offered to one class at a time, and social distancing will be practiced. We will schedule computer lab and gym time on a weekly basis for each classroom. We will air out and clean each space before allowing another class to enter.

Drop-off

Drop-off will occur every morning from 7:30am-8:30am location TBD. Students will be required to stay in their cars until screened by a Girls Inc staff member.

Pick-Up

Pick-up will occur 3:30pm-4:30pm on the Corby Street entrance (north side of building). Visitors will not be permitted into the building, **including parents/guardians**. Staff will monitor your daughter entering and exiting our facility daily. Girls Inc. staff will have "eyes on" each child from car to door, and vice-versa. We will not be able to refer to a pick up list or verify identity during this time. Our pick up procedure will reflect what you see at most OPS schools.

Breakfast/Lunch

Meals will occur in individual classroom spaces. When possible, we will eat breakfast/lunch outside. Girls will also receive two snacks per day. Alternate meals/snacks will be provided for members with allergies documented by a physician. Outside food and drink is not permitted.

Water

Each girl will be issued her own water bottle which will be a part of her Girls Inc. Kit and should not leave Girls Inc. Bottles will be labeled with girls' names and sanitized at the end of each day.

Bathroom Breaks

Restroom breaks will be staggered throughout the day. Bathrooms will be cleaned and disinfected regularly throughout the day. Menstrual products will be kept in each classroom.

Mask Breaks

Girls Inc. will provide mask breaks to members and staff when it is safe and appropriate to do so.

Fun Club Days

When OPS is closed, a girl may attend Girls Inc. if the closed day falls on a day she is regularly scheduled to attend.

Attendance

Because we anticipate a large waiting list for membership, Girls Inc. will be requiring strict attendance from all members. Girls will only be permitted to come the days they are scheduled to come. **This is determined by the days she is not attending OPS.** Each girl will be allowed 3 total unexcused absences per quarter (following the OPS calendar). We expect each child to attend Girls Inc. every day that she is healthy. Rare exceptions may be made for extreme circumstances. Please call the Center Director for questions about individual situations. **Breaking attendance policy will cause your child to lose her spot at Girls Inc.** If this happens, she can re-apply to the membership waiting list.

Late Pickup Policy

Because we anticipate a large waiting list for membership, Girls Inc. will be requiring strict adherence to Girls Inc. Policy, especially pick-up and drop-off procedure. Girls must be picked up by 4:30 PM. Parents/Guardians picking up a girl after closing will be assessed a fee of \$1, *per child*, for every minute late.

Late fees must be paid within one week. Failure to pay a late fee after one week will result in your child losing her spot at Girls Inc. If this happens, she can re-apply to the membership waiting list.

More than one late pickup will result in your child losing her spot at Girls Inc. If this happens, she can re-apply to the membership waiting list.

We Have Each Other's Back Policy

Due to the increased safety concerns associated with COVID19, we have to mutually agree to the importance of working together to protect each other's space. We have to agree together that the health and safety of our members and staff are of the utmost importance. Girls Inc. will be strictly enforcing behavior policy at this time. Girls Inc. Staff will address minor behavioral issues internally without interrupting the parent at work. If behavioral issues persist and become a safety concern, it will be logged and parents/guardians will be contacted and asked to pick up the child. Once you are informed that your child is being sent home due to unsafe behaviors, parents will have 30 minutes to pick up. To mitigate spread of COVID we do not want students, staff, or anyone lingering in the Girl Hub for longer than necessary.

To ensure all members and staff are safe, we reserve the right to terminate the enrollment of a member at any given time. If this happens, she can re-apply to the membership waiting list. All discussion regarding behavior situations will now strictly take place via phone call.

We ask for open and transparent communication and feedback from parents and families. We want mutual respect of families, members, staff, and all who are considered to be part of the Girls Inc. Family. Due to the current climate, certain ongoing behaviors (such as wandering, inability to maintain distance, etc.) may warrant enrollment termination due to unique safety concerns.

We will do everything in our power as Girls Inc staff to make our member's time during programming as safe as possible. We ask each participating Girls Inc family to also have our back as we lean on each other during this unprecedented time.

Expectations of Adults at Girls Inc.

All adults:

- Do not curse at each other.
- Do not threaten or intimidate each other.
- Do not raise our voices.
- Serve as role models to the girls by demonstrating anger management, impulse control, patience, tolerance, and understanding.
- Speak respectfully to each other.
- Follow Girls Inc. policies, procedures, and safety measures.
- Give each other grace or the benefit of the doubt – we all want what is best for the girls.

Staff Member Concerns

If you have a concern about one of our staff members, ask to speak with the Center Director, Director of Operations or Executive Director.

Emergencies

Tornado & Fire Drills

Tornado and Fire plans are posted inside of every classroom. Students and staff are briefed periodically so everyone is prepared for emergency situations.

Closings

In cases of extreme weather conditions or other emergencies, Girls Inc. may deem it necessary to close early. Parents will be notified via Remind, social media and email.

Girls Inc. follows the Omaha Public School guidelines for extreme weather; **if OPS is closed, Girls Inc. will be closed.**

Health & Medications

Girls with contagious, *non-COVID19* illness or symptoms (i.e. open sores, ringworm, impetigo, or any other contagious disease) will be sent home. Parents/Guardians will be contacted immediately and girls will need to be picked up within 30 minutes. A doctor's note will be required for a member to return to Girls Inc. Keep girls at home when they are ill. Due to our updated attendance policy, parents/guardians must call Girls Inc. if a member will be absent due to illness.

Inhalers & Epi Pens

Labeled Inhalers and Epi Pens will be kept securely in each child's classroom, and given by the classroom staff when needed.

An Asthma Action Plan is required and an onsite inhaler is required for girls who have asthma.

Other Medication

Parents/Guardians must sign a competency form that gives Girls Inc. staff consent to administer/oversee the use of medication. Any member requiring medication must check it in at the Front Desk. All medications must be sealed in a Ziploc baggie clearly marked with the girl's name and include:

- The medication in its original container
- Any additional item necessary to administer the medication (i.e. teaspoon, etc.)
- Written instructions for use signed by a parent/guardian including date(s) and time(s) for the girl to self-administer the medication
- Medication will be distributed directly to the member by administrative Girls Inc. staff according to the instructions accompanying the medication.

Allergies

All allergies should be documented in the member's application paperwork. Allergies that require alternative services, such as food allergies, must include a doctor's note.

Lice

In order to keep the Centers cleared of lice, from time to time, Girls Inc. staff may do head checks. Girls with lice will be sent home for treatment.

Notices, Announcements, and Information

Important mass announcements such as closings, payment reminders, etc. will be communicated via the Remind texting app. Parents/guardians will not be permitted inside of the building at this time, so individual communication will also take place via

the Remind app, emails, social media posts, and phone calls. It is important that you are signed up for each of these services so you remain aware of all announcements from the program.

If you are not already connected to Girls Inc. via the Remind App, please contact Ms. Stephanie at ssorensen@girlsincomaha.org.

As face-to-face conversations are not permitted, and for heightened safety concerns, **it is crucial that current, updated phone numbers are provided to Girls Inc. at this time.**

Added Safety Measures

Health Screenings Daily

Temperature will be taken of everyone prior to entering the facility. Those with a temperature of 100.4 or higher will not be allowed to enter. Everyone will be asked if they have exhibited any symptoms in the past few days, tested positive for COVID19 in the last two weeks, been exposed to any known positive COVID19 cases, or traveled outside of Nebraska. If any answer is “yes”, the person will not be allowed to enter the facility. All girls will have health screening completed while still in parent’s/guardian’s car. Members who walk will still be screened. If they are not cleared to enter, they will be sent home.

If a member passes the health screening and then develops symptoms during the day, they will be immediately removed from the classroom and isolated in a safe space and the parent/guardian will be contacted to pick up within 30 minutes. The member will not be allowed to return to Girls Inc. until cleared by a physician. All spaces that she was in will be aired out and cleaned. Parents/Guardians of students potentially exposed will be alerted that a child displayed symptoms.

Parents/Guardians of students potentially exposed to COVID19 by a staff member will be alerted.

Individual Member Supplies

To help keep our members safe and encourage social distancing, each girl will have her own designated storage space and activity supplies while at Girls Inc. Girls should not bring personal items from home.

Clothing & Personal Property

Girls wearing clothing that is too small/ill-fitting/unsafe for the weather will be required to change or be picked up from the center. Girls Inc. is not responsible for lost or stolen items (see above re: bringing personal items from home).

Masks

All staff and adults permitted to enter the facility (vendors, maintenance, etc.) will be required to wear a face mask. Girls will be required to wear a mask and must be able to manage the mask independently. Girls must be wearing a clean reusable mask, or

new disposable mask, each day upon arrival. Masks must cover both mouth and nose and fit properly. If you are unable to procure masks for your daughter, please contact Ms. Stephanie at ssorensen@girlsincomaha.org for assistance.

Intensified Cleaning

All frequently touched surfaces will be cleaned throughout the day with approved disinfectant. The whole facility will be fully cleaned with disinfectant at the end of the day. All toys, electronics, books, and other supplies will be disinfected either between group usage or at the end of the day if only used by one group.

Transportation

We will not be offering transportation during this time.

Suspected Case of COVID19 In Facilities

If an employee or a girl reports being diagnosed with COVID19, or is suspected of having COVID19 and is awaiting test results, and had been in the facility within the last 72 hours, we will:

- Shut down a specific classroom or the entire center to disinfect. This is based on the amount of perceived spread within the Girls Inc building.
- Alert the health department and await further guidance from them.
- Alert all families and staff of the possible exposure via email and Remind.
- Keep the specific classroom or the entire center closed until the health department determines it is safe to re-open.

Potential staff exposure may have a major effect on daily operations at Girls Inc. It is important each family stays alert to all communication coming from Girls Inc staff regarding closures and exposures.