

Flint Hills Publications Workshop
Summer Program COVID-19 Protocol
July 18-20, 2021

1. Department Name: Collegian Media Group
2. Protocol Adoption Date: March 2021
3. What is coronavirus disease 2019 (COVID-19)?

The Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that caused COVID-19 is a novel coronavirus that first identified during an investigation into an outbreak in Wuhan, China. The virus that caused COVID-19 is a novel coronavirus that can be easily spread through close contact.

4. Event Guidance:

Riley County Health Department Order 20 ([source](#))

- Required face mask/covering in any public space within Riley County
- Recommended social distancing of 6-feet
- Rescinds restrictions on the mass gathering size of people

K-State Guidance for Summer 2021 youth-serving programs ([source](#))

- Inform parents about COVID-19 health and safety policies and guidelines
- Parents/legal guardians must sign permission agreement and release of liability waiver that makes participants aware of health and safety risks
- Develop communication strategy for informing parent/legal guardians about any potential contact their child might have had with a suspected or confirmed case of COVID-19.
- Immediately notify parents if their child/children is experience symptoms of COVID-19

5. Operational Responsibilities:

- a. Program participants will be assigned to cohort groups of no more than 25 and are encouraged to maintain social distancing of six feet. A cohort group is defined as the same group of participants and staff are in the same group throughout the length of the program.
- b. Participants and support staff shall not move from one cohort group to another.
- c. Cohort groups will have limited mix and interaction with other cohort groups except for actual fire evacuation, tornado, earthquake, or building safety (natural or manmade).
- d. Program staff will limit the number of materials available for program participants to slow the spread of COVID-19 by doing the following:

- i. Limited access to equipment, and supplies that **cannot be sanitized or disinfected after use.**
 - e. All program participants will wear proper personal protective equipment, or PPE, as recommended by the local authorities. Participants will maintain 6-foot social distancing in all areas and wear masks if this guideline is still in place. Students suspected of being ill will be isolated and recommending for Covid-19 testing. At that point we will turn the process over to local authorities and follow their recommendations.
 - f. Upon opening and move in, hand sanitizers will be strategically placed at entrances, community bathrooms and other public areas. Greater emphasis will be placed on sanitation, including scheduling re-sanitation of the community bathrooms, meeting rooms, lobbies, public restrooms and touch surfaces like door handles and hand railings at the end of each shift
 - g. The controlled access to our buildings and the expectation to limit outside visitors on premises should allow Kedzie hall to adequately host our program. The outside doors will remain locked, and gatherings will not approach 90 individuals in any single space as allowed in phase three.
 - h. Meal and snack procedures will be followed in accordance with policies and procedures established by Kansas State University.
6. Staff Responsibilities:
- a. All staff members will attend a person-to-person staff training prior to opening to care for children. The training will include the following topics:
 - i. Environmental Health and Safety; <https://www.k-state.edu/covid-19/safety.html>.
 - ii. Training from Lafene Health Center on proper PPE use, sanitization, and health checks
 - iii. Central Custodial on sanitization
 - iv. Training on sanitizing spaces, toys, and other sanitizing equipment
 - v. Training for health and safety of children, families and colleagues
 - vi. Other topics as they become known
 - b. The program will provide one face covering for each staff member. The program director will encourage staff to have additional face coverings. (K-State provides training for proper use of face coverings and examples of different types coverings)
 - i. Staff members are required to complete EHS training at <https://www.k-state.edu/covid-19/safety.html>.
 - c. All staff members will be required to wear a fabric face covering <https://www.k-state.edu/covid-19/guidance/face-covering.html>– covering mouth and nose - while interacting with program participants or staff members.
 - i. Staff members can purchase additional face coverings at many different retailers (online or local).

7. Health Screening:

- a. Prior to attending the program, participants and staff will declare:
 - i. They are not running an abnormal temperature of fever
 - ii. History of travel
 - iii. Their exposure to someone who has had COVID-19
 - b. If the program participant answers “yes” to questions of temperature, exposure, or contact will not be permitted to participate in the program. NO Exceptions.
8. Symptomatic Participants:
- a. Program participants and staff who become ill or exhibit symptoms of COVID-19 shall be immediately isolated from other program participants.
 - b. Program staff shall immediately notify the program director or designee. The program director or designee shall notify the participant’s emergency contact to arrange pick up.
 - c. The program will only house symptomatic participants in extenuating circumstances, until the participant’s emergency contact can pick the participant up.
 - d. Program staff shall document the illness (date, time, location, cohort information).