This document provides guidelines for YWCA White Plains & Central Westchester agency and programs to follow to resume operations safely and consistently with the Governor's NY Forward initiative.

How to use this document.

The agency guidelines are processes followed building-wide regardless of program. The program's directives are procedures followed by that specific department.

Please refer to the table of contents to go to a specific program/department.

Please be advised that this document will change as we received new information about the Governor’s NY Forward initiative.
# YWCA Program Protocols and Procedures

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Mission
The YWCA White Plains & Central Westchester is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Who we are
The YWCA White Plains & Central Westchester (YWCA) was started in 1929. Since then, the YWCA has been at the forefront of movements for equal rights for women and people of color.

For more than 85 years, the YWCA has served White Plains and neighboring communities through various programs designed to achieve our mission. In 1966, the YWCA opened the Lila Wallace Activities Center on North Street, currently serving over 4,000 people each week. In 1967, the YWCA was gifted property on North Broadway and opened the Residence for Women. In 1972 we expanded by constructing a second building. At our residence, the “YWCA Commons” on North Broadway, we provide safe, affordable housing and support services for 183 women.

Each week, more than 2,000 children come to the YWCA Activities Center on North Street to participate in our programs, including childcare and early education at the Children’s Learning Center, Aquatics, Gymnastics, and before after school care at Kids’ Connection.
In October of 1997, the YWCA opened a safe, secure, pleasant, and nurturing environment for kids at our Childcare Center at the White Plains Courthouse, which has served more than 2,100 children since the inception of the program. Many of our programs provide limited financial assistance each year to families in need.

The YWCA’s Special Programs serves 341 children, adolescents, and adults with developmental disabilities by providing recreation for participants and respite for families.
The majority of our programs are co-ed, and we serve children six weeks to 90+-year-old adults. Our population is diverse with respect to race/ethnicity, religion, physical ability, sexual orientation, and socio-economic status. We continuously evaluate our program and services in our mission, community demographics, and unmet needs.

In March 2020, the YWCA temporarily closed its doors due to the Global Impact of COVID-19. As we reopen our programs in September, we are determined to continue our mission-driven work by focusing our efforts on helping parents in the community with childcare and schooling during these challenging times. New challenges = New opportunities. We imagine a new community and a new YWCA.

Strong alone and fearless together! Join us as we continue our mission together.
AGENCY PROCEDURES

A. Entrance to building.
All staff, members, as well as any essential visitors, and vendors must be screened prior to entry into the building and monitored for signs and symptoms of COVID-19 thereafter.
   a. Signs & Symptoms we monitor for
      i. Cough
      ii. Shortness of breath or difficulty breathing
      iii. Fever
      iv. Chills
      v. Muscle pain
      vi. Sore throat
      vii. New loss of taste or smell
      viii. Nausea
      ix. Vomiting
      x. Diarrhea
      xi. Skin rash
      xii. Redness of eyes
      xiii. Loss of appetite
      xiv. Fatigue
      xv. Abdominal pain
   b. Questions included in screening process
      i. Have you had any COVID-19 symptoms in the past 14 days?
      ii. Have you tested positive for COVID-19 in the past 14 days?
      iii. Have you had close or proximate contact with confirmed or suspected COVID-19 case in the past 14 days?
      iv. Have you traveled abroad in the past 14 days?
      v. Have you traveled to AL, AK, AR, FL, NC, SC, TX, UT in the past 14 days.

B. Facemasks.
All persons (staff, members, program participants and vendors) are required to wear a face mask while in the building. The use of cloth masks or other face coverings that cover the mouth and nose are acceptable.
C. Cleaning of Building.
The YWCA has opted to close regular programming on Sunday’s to allow for cleaning and disinfecting of the building. Cleaning may include fogging, fumigation, wide-area or electrostatic spraying on a as needed basis.

D. Cleaning and Disinfecting the building as a result of suspected or confirmed case.
The YWCA follows NYS Department of Health (DOH) guidelines. If someone is suspected or confirmed to have COVID-19 infection, the YWCA will follow the latest guidance related to reporting and contact tracing.
   a. Close off areas used by the person who is sick. If the affected area can be isolated, the YWCA does not have to necessarily close all operations.
   b. Open outside doors and windows to increase air circulation in the area.
   c. Wait 24 hours before cleaning and disinfecting
   d. Clean and disinfect all areas used by the person who is sick such as offices, classrooms, bathrooms, common areas, and shared equipment.
   e. Once the area has been appropriately disinfected, and considered safe to return by the DOH, it can be opened for use. Employees and individuals without close contact with the person who is sick can return to the area immediately after disinfection.

E. Communication of possible cases.
   a. The YWCA will communicate with all staff and members via email if there is a suspected or confirmed case of COVID-19 in the building. It is important that the contact information we have on file is current.

F. Hygiene and Cleaning within programs.
All programs are required to implement the following minimum standards, please see each department for specific standards based on that program.
   a. Limit use of shared objects/equipment and clean then sanitize after each use.
   b. Follow handwashing guidelines
      i. Wash hands frequently with soap and water, for at least 20 seconds upon arriving to any program, before and after eating, using the bathroom, after touching shared objects or surfaces, touching eyes, nose or mouth, after cleaning, sanitizing or disinfecting surfaces or when hands are visibly dirty.
      ii. Use of hand sanitizers with at least 60% alcohol are acceptable.
G. Signage and Markers.
The building is equipped with signage and markers to designate six-foot distances, direct traffic, remind occupants of social distancing requirements such as handwashing, face masks, screenings, and cleaning guidelines.

H. Drop off and Pick up Locations.
   a. Aquatics
      i. Drop-off and Pick-up – Pool entrance
   b. Child Care
      i. Drop-off – front entrance
      ii. Pick-up – front entrance
   c. Gems
      i. Drop-off and Pick-up – front entrance on weekdays
      ii. Drop-off and Pick-up – side entrance on Saturdays
   d. Gymnastics
      i. Drop-off – front entrance
      ii. Pick-up – side entrance
   e. Kids Connection
      i. Drop-off and Pick-up - side entrance
   f. Life Point Church
      i. Drop-off and Pick-up - side entrance
   g. Mandarin School
      i. Drop-off and Pick-up - side entrance
   h. Musical Munchkins
      i. Drop-off and Pick-up - side entrance
   i. Special Programs
      i. Drop-off and Pick-up - side entrance
   j. Supervised Visitation
      i. Follow departmental guidelines

I. Social Distancing.
For any programming occurring indoors, capacity is limited to the number of participants which ensures the following strategies are adhered to:
   a. Group size does not exceed (15) the maximum number identified by current executive orders. Group size does not include staff.
   b. At least six feet of physical distance is maintained among members, participants and staff, unless safety of the core activity requires a shorter distance.
   c. Face masks are worn.
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d. Grouping of individuals participating in our programs are as static as possible by having the same group work with the same staff whenever and wherever possible.

e. Programs will do their best to maintain a staffing plan that does not require employees to “float” between different rooms or groups of participants.
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Aquatics
Swim School

- Everyone will be screened upon entry to the building. Temperatures will be taken for each person coming in.
- Every child must wear a mask up until the start of classes. Instructors, when in the water and Lifeguards on duty will not be in a mask (this is with the DOH regulations). Instructors will be in face shields.
  - All participants will enter through the shallow end side door and exit through the deep end side door.
- Parents will be allowed into the building during their child’s class. Parents must sit in the bleachers socially distanced from other parents and MUST keep your mask on at all times while in the building. We have marked the bleachers
  - Only one parent is allowed in the building per child.
- There will be a 15min gap in between classes for cleaning.
- Classes will be social distanced.
  - Locker rooms will be open. Showers are not permitted. Please do not take more than 10 minutes in the locker room.
  - Please do not arrive more than 10 minutes before your class. That will give us time to space out each class.
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2020 Lap Swim Policies & Procedures due to COVID-19

YWCA has implemented policies and procedures regarding physical distancing and pool capacity in response to the COVID-19 pandemic. YWCA is following guidelines from DOH Westchester County. Policies and procedures will be updated if DOH makes changes. Please note: Locker rooms are open, however, showers are closed.

a. Pool Capacity and Reservations for Open Swim

Currently, the number of people allowed in the swimming pool and on the deck area at any one time is limited to 12 people. To accommodate this reduced capacity, we are utilizing an online reservation system. Members are asked to sign up for a block of time (45 minutes) with 15 minutes in between to clean up and disinfect. Lap Swim time will be posted daily. Each person will reserve an hour spot but only be able to swim for 45 minutes due to the 15 minute clean time in between each swim session.

A reservation is required for each person who will be at the pool. The preferred method to reserve open swim time will be through the daxko portal with your membership.

b. Designated Pool Deck Space

In order to maintain physical distancing, designated spaces will be established for members to sit in around the perimeter of the pool deck.

c. Check-In and Screening

Each member will be screened upon arrival. Members will have their temperature checked along with being asked a series of questions. If you did not reserve a spot when you arrive, you will not be allowed to swim. Please do not come more than 10 minutes before your start swim time.

d. Locker Rooms and Showers

Locker rooms and shower are closed at this time. Please arrive in your pool attire and shower at home.

e. Disinfecting of Common Areas

Pool staff will disinfect high touch surfaces multiple times during the day and as needed including handrails, pool ladders, chairs, doors, and restrooms. At the end each day, additional cleaning will be done.
f. **Physical Distancing**

Members are expected to maintain social distancing of six feet between people both on deck and in the pool and respect the space of others.

g. **Face Protection**

Pool staff will be required to wear face protection when not guarding. We will require pool members to wear face protection up until the time you are getting into the pool. Wearing face protection around other people decreases transmission of the coronavirus even when maintaining a 6-feet social distance. We consider it an act of kindness. It also protects the staff who are working hard to keep you safe.

h. **Lap Swimming**

Six lanes are available daily for lap swimming. Reservation of a pool time slot is required, and there is a 45-minute time limit. There will be no open swim or family swim at this time.
EVERYONE entering the building must be screened. NO ONE WHO HAS NOT BEEN SCREENED WILL ENTER THE BUILDING! This process will take place at the Main Entrance for the Full Day Program, and at the Side Entrance for the School Calendar Program. This process will include temperature checks, a daily health check, and questions pertaining to any child, family member, or staff person. Only children, YWCA staff members, and non-essential visitors will be allowed to enter the building. Anyone entering the building will be entered in a log (OCFS-) for the purpose of contact tracing.

A. The Daily Health Check will include assessing for:
   a. Temperature >100° or prolonged fever (more than 5 days)
   b. Flushed appearance
   c. Discoloration of lips
   d. Mood or behavior changes
   e. Lethargy
   f. Breathing difficulty – shortness of breath, rapid breathing
   g. Chest pain
   h. Wheezing
   i. Sore throat
   j. Coughing
   k. Sneezing
   l. Nasal discharge
   m. Redness of eyes
   n. Complaints of ear pain or discharge from ear
   o. Recent loss of taste/and or smell
   p. Abdominal pain
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q. Nausea/vomiting/Diarrhea
r. Headache
s. Muscle aches
t. Skin rash/change in skin color-especially fingers and toes
u. Unusual spots, bruising or swelling
v. Any reported illness and/or exposure to COVID-19 within last 14 days
w. Any travel to areas designated as having transmission rates

B. A child/staff member who is sick or displays symptoms of illness upon arrival
   a. Will not be allowed to attend school. They will be instructed to STAY AT HOME and contact their healthcare provider for further evaluation.
   b. They will not be allowed to return to the program until the child or staff member is symptom free for 72 hours without medication.
   c. A doctor’s note will be required indicating that they are free from any communicable disease.

C. Positive test/Close Contact
   a. If a sick child or staff member tests positive for COVID-19 develops symptoms specific to COVID-19 and is suspected of having COVID-19, or is suspected of having CLOSE CONTACT* with an individual who has COVID-19 they will be directed to stay at home under quarantine. They will further be instructed to CONTACT THEIR HEALTHCARE PROVIDER for more specific instructions.
      i. CLOSE CONTACT - being within 6 feet of a person for at least 15 minutes, caring for someone at home with COVID-19, had physical contact (touched, hugged, kissed), shared eating or drinking utensils, being sneezed or coughed upon, or having had respiratory droplets sprayed upon them.
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If COVID-19 is diagnosed or suspected, all directives from the Center for Disease Control, Department of Health, and Office of Children and Family Services, in dealing with an active or suspected case of COVID-19 will be implemented.

a. This will include immediate notification to the Westchester Department of Health, contacting all persons with possible exposure and awaiting for an initial inspection and evaluation by a representative from The Westchester Department of Health to determine the status of the school post exposure.

b. If there is a partial exposure, only areas occupied by the sick individual – classroom, office, bathroom, common areas, etc. will be closed.

c. Windows and outside doors will be opened to increase ventilation in these areas. We will wait 24 hours before deep cleaning and disinfecting to allow all respiratory droplets to settle.

d. Deep cleaning and disinfecting of contaminated areas will be done as per the Office of Children and Family Services and The Westchester Department of Health guidelines.

e. After deep cleaning and disinfecting, we will await instructions from The Westchester Department of Health as to when we can reopen the areas in questions.

D. DROP-OFF AND PICK-UP

a. We will have a staggered schedule for Drop-Off and Pick-Up times

b. Parents or caregivers will not be allowed to escort their child in or out of the building.
c. We are aware that some children may experience severe separation anxiety. Any exception to this policy will be made on a case by case basis.

E. CLEANING AND DISINFECTING

a. Before entering any classroom, children must change into their “classroom shoes”.

b. A schedule for routine daily and evening deep cleaning and disinfecting of the building will be implemented. Only solutions approved by the Office of Children and Family Services will be used to clean and disinfect.

c. Toys that children have placed in their mouth or that have been contaminated by bodily fluid, will be set aside to be washed and disinfected by a person wearing gloves, rinsed and let air-dry. These toys can also be washed in a dishwasher.

d. Toys that cannot be cleaned and sanitized will not be used (e.g. soft toys, dress-up clothes, puppets)

e. Non-essential items from home will not be allowed

f. All classrooms and items used in the classroom will be cleaned and disinfected as needed. At the end of the day, with approved concentrations of disinfectant as outlines by the Office of Children and Family Services.

g. All work and eating areas for both, students and staff, will be set up at least 6 feet apart in all directions.

h. Shared workspace will be disinfected between users.

i. Hand sanitizers will be made available in all common areas and areas that do not have access to soap and water.

j. Signs will be posted throughout the building as reminders of COVID-19 protocols.

k. An important part of our job is to comfort children. We are not going to stop caring and loving our children. In doing so, we must do it in a protective way. Some of the ways teachers can protect themselves will be by wearing a large button-down shirt or apron, or long-sleeved shirt, and tying their hair up.
F. CLASSROOM AREAS BEING DISINFECTED

- Doorknobs
- Light switches
- Sink handles
- Countertops
- Tables
- Toilet seats
- Chairs
- Playground structures
- Cots
- Cubbies

PLEASE BE ADVISED

COVID-19 is a rapidly evolving health situation. The YWCA Children’s Learning Center is committed to consistently monitoring, updating and implementing the most current mandates issued by the Centers for Disease Control, The Westchester Department of Health, and The Office of Children and Family Services. We will always defer to directives that lean most toward the side of caution. All measures are implemented to insure and maintain the most extreme levels of safety and health of our children, our staff and our families.
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Gymnastics Policies Fall 2020

A. During the time we’re shut down, we have done a deep cleaning to the gymnastics area. We have also thrown out mats/equipment that were damaged and could not be properly cleaned.

B. Participants are screened prior to entering building along with a questionnaire.

C. Coaches are wearing masks, while participants are not required.
   a. (Masks can be hazardous while performing gymnastics).

D. Class/pod sizes do not exceed more than 8-10 participants.

E. We are wiping down equipment/fogging with Lemon-E disinfectant in between classes/rotations.
   a. This includes dressing rooms, offices and bathrooms.
   b. Cubbies in the dressing room have been put away.

F. We are using a water/alcohol mix to spray beams and bars in between classes/rotations.
   a. Children are provided with individual chalk bags.

G. Bathrooms are sprayed down with bleach/water mixes after every use.
   a. Bathrooms are also being cleaned periodically throughout the day, as well as all other touchpoints (i.e. doorknobs, light switches, desks, chairs, tables, handrails)

H. Sanitize stations are set up as you enter the gym, and at every gymnastics rotation.

I. One-way pathways where possible, and X marks to encourage social distancing.

J. Floor is vacuumed at the end of every night. Vault, stage and mini gym are vacuumed throughout the week as needed.

K. Entire gym is fogged at the end of every day.

L. Garbage pails are taken into the lobby at night for changing.

M. Water bottles are kept near participant. Water fountains are closed as well.

N. 15 minutes between all classes for cleaning.

O. If any child sneezes/coughs etc. into their hands, they must go wash hands immediately.
A. PPE Requirements
   a. All coaches will wear masks and gloves during practices at all times
   b. All athletes will wear masks entering and exiting the facility, on deck, and during dryland activities
      i. Exceptions will be made for athletes with conditions that prohibit them from wearing a masking pending medical documentation

B. Social Distancing Requirements
   a. Athletes and coaches must maintain 6-feet distance at all times
      i. There will be markings for line-up
      ii. There will be markings on the pool deck designating where belonging may be left on the pool deck

C. Facility Procedures
   a. There will be a one-way entrance and one-way exit
   b. Locker rooms will be limited to restroom use only
      i. Only one participant may be out at a time
      ii. The participant must take a spray bottle into the locker room with them and wipe down anything that they touch
   c. There will be 15-minute window between practice
      i. All athletes from the previous practice must exit the facility before the athletes for the following practice may enter
      ii. All common areas including restrooms will be disinfected between practice
   d. The facility will be cleaned daily following all practices
   e. A staff member will take athlete’s temperature prior to entering the facility
      i. Athletes with a temperature above 100.4 degrees or more will be sent home

D. Athlete/Family Protocol
   a. Athletes must arrive and depart in their swimsuit
      i. Athletes will not be able to change or shower at the facility
   b. Athletes will only be able to line-up to enter 5-minutes before their scheduled practice time
      i. If they arrive early, they should wait in their car until the appropriate time to enter the facility
      ii. Athletes must leave the facility at the completion of any practice
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iii. Parents/spectators will not be allowed in the facility at any time and are expected to practice social distancing while waiting for their athlete

iv. Athletes should bring their own water bottle (already filled) and any other equipment for practice
   a. Athletes will not be allowed to store equipment at the facility
   b. Athletes will not be allowed to borrow or share equipment

v. Criteria that must be met by athletes and anyone residing in their household in order to be eligible to attend practice
   a. Cannot have had contact with anyone who has tested positive for COVID-19 in the last 14 days
   b. Cannot have had a temperature above 100.4 degrees, a cough, or difficulty breathing in the last 14 days
   c. Cannot have traveled 100 miles or by air in the last 14 days

vi. Any athlete or staff member experiencing any symptoms of a fever, recent cough, unusual fatigue, headache, or has had any exposure to someone who has any symptoms should remain at home and seek medical treatment
   a. If any athlete or staff member has a fever or symptoms of illness, they may not attend practice until 14 days after the fever or symptoms has ceased
   b. Athletes and staff must see a physician and be cleared for training after being diagnosed or suspected to have COVID-19

vii. For us all to stay healthy and be able to keep swimming, we ask our athletes to please practice social distancing when they are away from the pool as well.
   a. Should be feel anyone is not consistently adhering to social distancing guidelines, their participation in team activities may be suspended

E. Positive Test Procedure
   a. Should someone test positive for COVID-19 within the membership, the following measures will take place:
      i. The individual should let the staff know immediately
      ii. The facility will be shut down for no less than 24-hours
Special Programs

Special Programs follows the State and Federal safety requirements as outlined by the Center for Disease Control and Prevention, Environmental Protection Agency, New York State Department of Health and OPWDD.

A. All staff and individuals as well as any essential visitors must be screened prior to entry into the program.
   a. Screening includes a temperature check and questionnaire to complete.
   b. Visitors must sign a log in book.
B. All staff and individuals must wear a face mask while in the building.
C. Group size will be limited to no more than 15 not including staff.
D. Staff and individuals will maintain at least six feet of physical distance, unless safety of the core activity requires a shorter distance or an individual’s treatment plan requires closer contact.
E. Staff and individuals will be as static as possible by having the same group of individuals work with the same staff whenever and wherever possible.
F. Staffing plan will be created to keep employees from “floating” between groups as much as possible.
G. All staff and individuals will follow frequent handwashing guidelines. Wash before and after each activity.
H. Limit use of shared objects/equipment and clean then sanitize after each use.
I. Will follow NYS DOH and OPWDD guidance related to reporting and contact tracing in the case of a positive or presumed positive COVID-19 individuals or staff.