



## **COVID-19 Policies**

How COVID-19 spreads:

- COVID-19 spreads through close contact from person to person in respiratory droplets when someone who is infected coughs, sneezes, or talks
- It may be possible that a person can get COVID-19 by touching an object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but more is being learned about the virus

Protect Yourself and Others:

- Clean hands often; If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Practice social distancing and maintain 6 feet of separation between others in public
- Wear a cloth face cover to protect others and always cover coughs and sneezes
- Properly use PPE (safely remove and discard gloves after their intended use)

**Returning to Work: The coronavirus disease (COVID-19) pandemic has changed many aspects of the current workplace, there are various considerations.**

These include topics such as:

- Updated workplace layouts - workstations are 6 feet or more apart, employees can properly social distance while completing everyday duties.
- Social distancing measures and behavioral changes
- Education on common COVID-19 symptoms, and planned responses to COVID-19 related symptoms and positive tests
- Updates to cleaning procedures
- Use of masks and face coverings
- Role, organization and industry-specific topics



## **Behavioral Changes**

### Employee Expectations

- **Hand-washing.** According to the CDC, one of the best actions to prevent spreading of coronaviruses is by washing hands with soap and water for at least 20 seconds. Encourage employees to wash their hands often, and consider creating policies to reinforce this behavior.
- **Ban or discourage shaking of hands.** While shaking hands is an instinct in many cases, this practice can spread germs, diseases and illnesses at an expedited rate.
- **Adjust meeting practices.** Encourage limited participants in meetings, advise them to spread out and avoid shared multi-touch devices.
- **Restrict unnecessary business travel.** Reducing travel can reduce the risk of COVID-19 being transmitted—define what types of business travel are acceptable.

### Other things to take into consideration

- Personal Travel to other cities and states and the precautions you take, the people you are visiting take, and the people/cleanliness that you interact with while traveling
- How you use masks, cleanliness, and social distancing when off the clock
- How you interact with the community outside your immediate household



## Cleaning Practices

Evaluating and updating ongoing cleaning practices can help ensure that COVID-19 isn't lingering in the air or on surfaces. Cleaning practices can help prevent the spread of COVID-19. These may include:

- Increasing the frequency of cleaning routines, and ensuring routines include multi-touch surfaces and devices
- Ensuring that cleaning routines include use of disinfectants
- Increasing access of cleaning supplies to employees, such as hand sanitizer, sanitizer wipes and more

Employee Assignments:

Dates	Break Room	Conference Rooms	The Cave	Door, knobs, and Frames	Personal Desks	
5/25 - 5/31						
6/1 - 6/7						
6/7- 6/14						
6/15 - 6/21						
6/22 - 6/28						
6/29 -7/5						
7/6 -7/12						
7/13 - 7/19						
7/20 - 7/26						
7/27 - 8/2						
8/3 - 8/9						
8/10 - 8/16						
8/17 - 8/23						



## Masks and Face Coverings

### **Masks and Face Coverings Overview**

The CDC currently recommends wearing face coverings in public.

**What is the difference between masks and face coverings?** A face covering refers to a cloth covering of the face, and is not a medical-grade mask. Masks refer to filtering respirators, such as an N95, K95, medical-grade or surgical mask. Masks are considered critical supplies that must continue to be reserved for health care workers and other medical first responders. Employers should review updated local guidelines to establish whether masks or face coverings are appropriate for their employees.

**Benefits of masks and face coverings.** Studies show that people with minimal or no symptoms can still have COVID-19. According to the CDC, while wearing face coverings shouldn't replace social distancing, face coverings can help prevent the transmission of COVID-19.

### **Effective Face Coverings, and Where to Get Them**

The CDC lists guidelines for effective cloth face coverings, which include the following characteristics:

- A tight fit but comfortable on the face, allowing for breathing without restriction
- Secured with ties or ear loops
- Includes multiple layers of durable fabric, able to withstand washing for reuse
- Allows for breathing without restriction

For employees that are seeking face masks, they can often be made in-house or, in some cases, purchased. The CDC provides [procedures](#) for how face coverings can be made.



## **Signs and Symptoms of COVID-19**

According to the CDC, COVID-19 can have a wide range of symptoms. These symptoms may appear 2-14 days after an individual contracts the virus. These symptoms include:

- Fever or measured temperature greater or equal to 100.4 degrees Fahrenheit
- Cough
- Shortness of breath /difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Diarrhea
- Known contact with a person who is lab confirmed to have COVID-19

Individuals should seek immediate medical attention if they display the following advanced symptoms:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face



## COVID-19 Screenings

### Screening Employees for COVID-19 in the Workplace

According to [guidance](#) from the Equal Employment Opportunity Commission (EEOC), employers may choose to screen employees for COVID-19. As with any mandatory medical test, screenings must be job-related and consistent with business necessity. To ensure compliance, considerations for employers include:

- Any screenings must be conducted on a nondiscriminatory basis—for example, this may mean screening all employees entering a facility or work location.
- Test results should be treated as confidential medical records, in compliance with the Americans with Disabilities Act (ADA).
- Communications related to screenings should be delivered to all employees, including details of what screening practices will entail, expectations of employees and assurance that all screening will be completed in compliance with regulatory laws.

## Conducting Screenings

Standard practices for screenings may include screening of employees/visitors/vendors/etc as they enter a work area. Screenings may include:

- General screening questions (Currently or in the past 14 days)
  - How are you feeling today - list symptoms
  - Has anyone in your family become ill with these symptom
- Assessment of COVID-19-related symptoms (observe)
- Taking the temperature of the person
  - Temperatures should be taken using a sanitary, no-touch thermometer.
  - According to the CDC, temperatures over 100.4 F are consistent with COVID-19 related symptoms.

## Response to Employees/Person who Have Symptoms

- **Advise employees to report symptoms immediately.** Employees should be advised to report symptoms through phone or digital communication channels, if at all possible. Reassure the employee that their identity will remain confidential, and be sure to help them coordinate taking leave or paid time off in the event they require isolation. \*Add process of communication policy
- **Employee should be evaluated for COVID-19.** Ensure that any individuals coming within 6 feet of an employee reporting symptoms are wearing appropriate PPE.



- **Isolate employees who are suspected of having COVID-19.** Staff assisting with potentially infection person must wear PPE and use social distancing when possible
  - Individual must leave immediately or isolate in back storage room till ride arrives
  - Record symptoms
  - Track and record personnel interactions within the organization, community, and family member (we will contact each with a suspected COVID personnel)
  - Contact Physician or Health Dept. In the Nueces County area, the Public Health District provides testing through a screening process which begins by calling 361-826-7200 for a phone assessment based on CDC guidelines consisting of travel and/or symptoms. Limited physician offices and urgent cares are also providing testing with commercial insurance following the same CDC guidelines.
  - Contact everyone who may have been in contact with symptomatic person

### **Response to Participants who Have Symptoms**

Same as above and we will contact the family as soon as possible. The family will be responsible for picking up the participant and taking them to be tested/screened. If a potential infected participant was not exposed to the staff/program then the program may proceed as scheduled. If the infected participant was exposed to staff/program, there will be a brief pause as we determine the potential spread, and on a case-to-case basis decide the best plan of action for the remainder of the program, based on the facts. The potentially infected participant should self-isolate with family until results are disclosed. If negative they may return to camp. If positive, they may not return to camp and a decision will be made about the rest of the camp, based on facts and the number of potential spreads found.

When there is a symptomatic person, all parents and participants will be informed about the steps being taken and they have the option to 1) keep teens at the Youth Odyssey program, or 2) pick up their teen.



## Responding to an Employee's Positive Coronavirus Test

Should an employee test positive for COVID-19, the next steps should include:

- Responding directly to the employee
- Isolating the employee
- Notifying employees, partners, vendors and participants/families
- Disinfecting appropriate work areas

### **Respond Directly to the Employee**

- In these uncertain times, it can be easy to overreact. Reassure the employee that their identity will remain confidential, and be sure to help them coordinate taking leave or paid time off until they've recovered.
- You will also need to ask the employee some potentially difficult questions, including with whom the employee has been in contact within the last two weeks.
- Obtaining this information is essential so that you can directly notify customers and other employees that they may have been directly exposed to COVID-19.

### **Isolating the Employee**

According to the CDC, employees who have COVID-19 should go into isolation immediately. Isolation should continue until the following conditions are met.

For employees who **are not** being tested for COVID-19, isolation should continue until the following three conditions are met:

1. 72 hours of no fevers, without assistance of fever reducing medicines
2. Other symptoms have improved
3. At least seven days have passed since initial symptoms

For employees who **are** being tested for COVID-19 isolation should continue until the following three conditions are met:

1. No current fever, without assistance of fever reducing medicines
2. Other symptoms have improved
3. Two tests have come back negative, with at least 24 hours between tests

Employers should follow guidance of a health care provider, and their local health department| when making any determinations. Decisions may be impacted by local or specific circumstances.





## **Responding to an Employee's Positive Coronavirus Test (continued)**

Notify Employees, Customers, Vendors, Guests, and Parents/Families:

- Recommend the employee self-quarantine for the next 14 days, and monitor themselves for symptoms of COVID-19.
- Directly notify any co-workers, parents, participants or customers with whom the ill employee had been in contact with, share the cleaning plan, and what the 14 day plan is, and what could happen
- Make determinations on who should be self-isolating.

### **14 Day plan could include:**

According to the CDC, COVID-19 can remain on hard surfaces for up to 12 hours.

- We may consider closing the office:
  - for a few days so that it can be thoroughly cleaned and disinfected, up to 72 hours, and employees may work remotely
  - for an extended period of time (which will impact programs - this decision will be made by the Executive Director and the Board of Directors) and communicated with the entire organization.
- Self monitoring for those who have been exposed and reporting to HR or Executive Director
- If the employee has not been in the office for seven days or more, additional cleaning may not be required to supplement standard cleaning procedures.

### **How to Clean and Disinfect After a Positive Test**

The CDC provides best practices for [cleaning and disinfecting your facility](#) after a positive coronavirus case. These steps include:

- Close off all areas visited by the person, and open windows and use ventilating fans with airflow—after opening up the airflow, then wait 24 hours before beginning cleaning.
- After 24 hours, cleaning staff should then disinfect all areas and equipment used by the person.
- According to the CDC, COVID-19 can remain on hard surfaces for up to 12 hours. They outline the best steps for cleaning are as follows:
  - Ensure all cleaning staff are using personal protective equipment. These may include:
    - a. Gloves
    - b. Gowns
    - c. Face Coverings



### **How to Clean and Disinfect After a Positive Test (continued)**

- Begin by cleaning surfaces using soap and water.
- After the surfaces are clean, apply disinfectant. The Environmental Protection Agency list appropriate [disinfectants](#) for use against SARS-CoV-2, the virus that causes COVID-19.
- For soft surfaces, best cleaning practices are similar to those of surfaces—however, you can clean by laundering if possible. If not an option, continue cleaning with a [disinfectant](#).
- For any laundry, clean according to the manufacturers’ instructions, and use the warmest possible water setting before drying items completely.
- For electronics, clean according to the manufacturers’ instructions. If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol, before drying completely.
- Once employees return, continue routine cleaning and disinfecting.

### **Health and Wellness Resources**

For health and wellness resources, guidelines from the CDC:

- Stress and Coping
- Prevent Getting Sick
- If You Are Sick or Caring for Someone

For updates related to COVID-19, employers are encouraged to follow updates from the CDC and OSHA. Resources include:

[Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)

[OSHA Guidance for Employers](#)

Specific guidelines exist for industries such as health care, laboratories, transportation and more. For specifics, employers can access up-to-date information from the [CDC’s Coronavirus Disease-2019 Resource](#).

## **In-Person Program Procedures**



### **Programs - in session**

- Students are strongly encouraged to receive the vaccine if they are eligible.
- Students are signed in one-on-one for confidentiality
  - Screening questions
  - Record Temperature
- Students must receive verbal Covid briefing and sign the written Covid Acknowledgment Document before departing
- Staff will have hand sanitizer available at all times
- Wipe/spray disinfection tables, chairs, vehicles, equipment after every use (let dry completely before storing and leaving for the day)
- Allow ample time to wash hands and disinfect as needed
- Masks must be worn when participating in program
- Everyone will practice 3 foot social distancing
- Programs will be held outside or in a large indoor space
- Masks will be provided for students if they do not have them.
- Strikes will be given for students who are unwilling to comply with Covid rules in the same way they are given if they cannot comply with behavior rules.
  - Communication with site coordinators, partners, and parents will ensue as needed with noncompliance.

### **Summer Camp Specific Requirements**

- Participants will be screened daily by a guardian for the week leading up to camp.
- Participants will provide a negative Covid-19 test dated within 72 hours of arrival.
- Participants will bring extra masks with them to camp.
- Students who live in the same household may share a tent.

### **Day/Weekend Trips**

- No more than 9 participants or two families.
- Must receive Covid briefing and sign Covid Acknowledgment Document before departing
- Masks may be removed when outside, sitting down and greater than 6 feet apart
- Masks may be removed in tents
- Participants will each have their own tent unless sharing with a family member.
- Participants will have their own set of dishes that they are responsible for keeping and cleaning throughout the weekend.
- Staff will cook and serve food while wearing a mask and with sanitized hands.
- Temperature will be checked and document as needed and at the very end of the trip before drop off/pick up
- Parents must wear masks and abide by social distancing protocol when picking up/dropping off student(s)
- Strikes will be given for students who are unwilling to comply with Covid rules in the same way they are given if they cannot comply with behavior rules.
  - Communication with site coordinators, partners, and parents will ensue as needed with noncompliance.



### **Transporting Participants**

- Everyone will wear a mask while in the vans
  - no eating in the van
- Participants will be staggered inside, no sitting right next to another person
- Van will be cleaned after every returning trip
- Allow time for participants to eat outside of the van

### **Meal / Snack Time**

- Everyone will practice social distancing while eating, masks may be removed
- *Meals served with disposable utensils, napkins, cups, and plates*
- Wash hands and/or sanitize before and afterwards
- Sanitize all surfaces and seats
- Food will be pre-packaged or prepared ahead of time, no buffet style

### **Participant who is symptomatic**

- If a participant is showing symptoms, they will be isolated (employee using PPE)
- Contact their families for immediate pick up and give screening phone number
- Contact everyone that participant has been in contact with (on Youth Odyssey's part) and inform of symptomatic participant (keeping name confidential)
- In order for that participant to return to programs, they must have proof of a negative test and be free of all symptoms
- Youth Odyssey does have the right to restrict certain participants if they feel staff, partners, and other participants are at risk of infection

When there is a symptomatic person, all parents are participants and will be informed about the steps being taken and they have the option to:

- 1) Keep teen at Youth Odyssey program trusting the safeguards being taken, or
- 2) pick up their teen.

### **Participant testing positive**

- If a teen has been tested positive in the past, they will not be allowed to participate till there have been two negative tests (after recovering and 72 hours apart)
- If a participant has tested positive during a program, they must be picked up immediately and are not permitted to return until they have:
  - Self-isolated
  - Are 14 days symptom free
  - Have two negative tests at least 72 hours apart
  - And are symptom free
- Staff will contact all families, partners and inform of the positive test, that they were in contact and should self isolate for at least 14 days or consider getting tested (keeping name confidential)



## **Summer Camp Covid-19 Arrival Policies**

The following policies must be followed by all Youth Odyssey Summer Camp Participants. The policies are subject to change based on national, state, and local guidelines. If the policies change, all participants and families will be notified ASAP.

At this time we understand that not everyone is able to receive or desiring to receive a Covid-19 vaccination. If you are able to receive a vaccination prior to your arrival, we would encourage doing so. *Regardless of whether you are vaccinated or not*, the following policies are in place for your summer camp 2021 participation.

### Prior to Arrival:

- Self-isolate for 7 days prior to arrival. Self-isolation means the following:
  - Limiting visits to public spaces to essential trips only (i.e. grocery stores, pharmacies, medical visits and other essential services)
  - Avoid large gatherings
  - Avoiding all travel outside the country
- Self-monitor symptoms and complete the attached self-monitor form. This will be collected upon arrival to the Youth Odyssey office.
- Take a Covid test no more than 3 days prior to your arrival at the Youth Odyssey office. You must present proof of a negative result upon arrival to the Youth Odyssey office.

\*Participants that have been diagnosed with Covid-19 in the 90 days prior to the start of camp do not need to take a Covid test. However, you will need to present proof of the positive test including the diagnosis date.

If you have questions regarding our arrival policies, please email Emily Tumilty at [emily.tumilty@youthodyssey.com](mailto:emily.tumilty@youthodyssey.com).

**Summer Camp Participant  
Self-Monitor/Pre Screening Form**



We are thankful that you are partnering with us to continue to ensure a healthy Youth Odyssey community. **This completed form, along with your negative Covid test result is required upon arrival.**

Participant Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Camp Attending \_\_\_\_\_

**7 days prior to your arrival at Youth Odyssey:**

We are asking that you begin the process of self-isolating, to reduce your risk of exposure to Covid-19. By self-isolating, we mean limiting exposure to non-family members, avoiding large gatherings and limiting nonessential travel.

**7 days prior to your arrival at Youth Odyssey:**

As a part of your commitment to the health of Youth Odyssey, for seven days prior to your arrival, you **must** record your temperature. If you have a temperature greater than 100.3 F, you **must** contact us immediately at [emily.tumilty@youthodyssey.com](mailto:emily.tumilty@youthodyssey.com).

Day:	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7 (Arrival Day)
Temp:							

**Self-Monitoring:**

- Symptoms in the last 7 days: Check any that apply (if you check any, you must contact us immediately at [emily.tumilty@youthodyssey.com](mailto:emily.tumilty@youthodyssey.com))
  - Fever over 100.3 F
  - Cough (new or changing)
  - Shortness of breath
  - Body Aches
  - Change in taste, smell or appetite
  - Generally not feeling well
- Contact history- Check any that apply (if you check any, you must contact us immediately at [emily.tumilty@youthodyssey.com](mailto:emily.tumilty@youthodyssey.com)).
  - You have been diagnosed with Covid-19 in the last 7-10 days
  - You have had close contact with someone exposed or diagnosed with Covid-19 in the last 7-10 days.
  - A household member is under investigation for Covid-19 or on a watch list for Covid-19 exposure.

Your health and safety is our #1 priority. In light of the Covid-19 Pandemic, we think it's important that you understand our efforts to manage your health and safety so that you can make an informed choice. We are focused on taking all reasonable measures to prevent the spread of Covid-19 within our Youth Odyssey Community.

**Participant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



## Resource Page

Listed below are various places around Corpus where you can receive a free Covid-19 test. We recommend scheduling an appointment if at all possible to ensure you receive your test results in a timely manner.

Information below collected from:

<https://www.cctexas.com/sites/default/files/COVID-19-Test-Collection-Sites.pdf>

- Nueces County Public Health Mobile Testing
  - <https://www.nuecesco.com/county-services/public-health/covid-19-testing>
- Amistad Community Health Center
  - Mon-Fri
  - Call 361-884-2242 to register for an appointment
- Coastal Bend Wellness Foundation
  - Mon-Fri
  - Call 361-356-9572 to register for an appointment
- CVS Pharmacy
  - Call your local CVS for information
- Walgreens Pharmacy
  - 4501 Ayers St, Corpus Christi, TX 78415
  - 361-852-0338
- Physicians Premier ER
  - Call any location to register for an appointment
- Christus Promptu Urgent Care
  - Call any location to register for an appointment
- StatCare Urgent Care
  - Open to walk-ins. Call any location for information.
- TLC Complete Care ER-Corpus Christi
  - Call 361-336-0136 to register for an appointment