



6510 NW62nd Ave | PO Box 10 | Johnston, IA 50131

515-278-0552 | johnstoncsd.org/commed

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JCE Health Safety Guidelines

Effective: 10/26/2020

Thank you for considering participating in a program offered through Johnston Community Education (JCE). Before deciding to register for one of our programs, please take a moment to review the following JCE Health Safety Guidelines. These guidelines represent the health safety measures we are taking to create a culture of safety and to prevent the entry and spread of communicable disease. After becoming aware of our health safety guidelines, we feel you can make a more informed decision about whether or not you will choose to participate in one of our JCE programs.

Whenever groups of people gather together, in school or in the community, there is risk of spreading communicable disease.

PARTICIPATION

All students are welcome to participate on any day, regardless of learning model (online or in-person).

HEALTH & SAFETY

1. **Anyone who is sick should stay home.** This includes staff, participants, parents, volunteers, or spectators. Anyone who is sick for any reason should STAY HOME UNTIL:
 - a. You are fever free for at least 24 hours (less than 100 degrees without the use of fever reducing medication)
 - b. AND symptoms have improved
2. **Prior to arriving at the program site, staff and participants should perform daily self-screening at home.**

Step 1: Check for HIGH risk symptoms: New cough, shortness of breath or difficulty breathing, new loss of taste or smell

Step 2: Check of LOW risk symptoms: Fever, headache, muscle/body aches, fatigue, sore throat, runny nose, congestion, nausea, vomiting, diarrhea

Participants or staff with any high-risk symptom or two or more low risk symptoms should stay home and are advised to seek an evaluation by a health care provider.

Step 3: Have you had close contact with someone diagnosed with COVID-19 or been notified that you may have been exposed to it?

Step 4: Is someone in your household feeling symptoms of COVID-19?

Participants or staff that may have been exposed to COVID-19 should stay home and are advised to seek an evaluation by a health care provider.

3. **Access to all JCSD facilities will be limited as much as possible. In general, parents will NOT have access to enter facilities.**
 - a. Whenever possible, instructors will greet participants and parents at the door / outside of school facilities, and walk participants to the program space.
 - b. At the end of programs, instructors will walk participants back to their parents waiting outside.
 - c. Parents should drop participants off outside of the facility unless otherwise directed.

4. **Handwashing during JCE programs will be increased in frequency and reinforced according to CDC recommendations.**
 - a. Healthy hygiene practices, such as hand washing and covering coughs and sneezes, will be modeled by program instructors, intentionally planned for during programs, and encouraged through positive reinforcement.
 - b. If soap and water are not readily available, hand sanitizer that meets CDC recommendations of at least 60% alcohol will be made available.
 - c. Participants should utilize hand sanitizing stations as they enter program sites whenever they are available.

5. **The use of proper face masks is required for all staff, participants, and spectators/visitors.**
 - a. Participants can remove face coverings when they are outdoors and socially distanced (6 feet) from each other.
 - b. Face shields, gaiters, and other items are no longer appropriate unless worn with proper mask. A proper mask must be two or more layers of breathable fabric, completely cover your nose and mouth, and fit snugly against the sides of your face and does not have gaps. Masks with vents do not meet this definition.

6. While we recognize that we are not able to guarantee that social distancing can be met in all activities and throughout the duration of all programs, **we will implement program-specific social distancing plans aimed at prevention of disease spread** that can be done sustainably and with fidelity.
 - a. Wherever feasible, we will limit group sizes, maintain consistency within groups, and maintain recommended social distance between individuals and groups.
 - b. A plan is in place for each program to respond if a person should become sick during a JCE program that isolates that sick person from the larger group to prevent spread.

7. **Educational signs will be posted in all facilities and spaces where JCE programs take place.**

8. **A plan is in place to increase the frequency of cleaning and disinfection for high-traffic and high-touch spaces and surfaces** following CDC recommendations.
 - a. Programs spaces and surfaces are cleaned and disinfected daily before and after each program by JCSD custodial staff.
 - b. Program instructors will wipe down equipment/supplies and high-touch surfaces before, throughout, and at the end of each program.
 - c. Sharing of supplies will be avoided or limited whenever possible.
 - d. Participants should not bring items from home unless specifically directed to do so.

ILLNESS REPORTING & SELF-ISOLATION

If student or staff member was determined to have close contact with the positive individual they will receive a notification. There are two types of notifications:

1. If proper masks were not being worn at the time of close contact you may receive a notification and order to quarantine.
 2. If proper masks were being worn at the time of close contact, you may receive a notification to simply make you aware of close contact but not an order to quarantine.
- **Every effort will be made to maintain confidentiality and privacy in received reports of illness.**
 - **Polk County Health Department will be contacted in the event a positive COVID-19 case is reported.**
 - **The following situations will result in participants or staff being asked to self-isolate for 14 days:**
 - a. A positive test for COVID-19
 - b. You have had direct/close contact (within 6 feet for 15 minutes) with anyone who has tested positive for COVID-19, **and both parties were NOT masked.**
 - c. You live with someone who has symptoms of, or has tested positive for COVID-19
 - d. Any international travel
 - e. Whenever a potential exposure to COVID-19 is reported, JCE leadership staff should be notified immediately. JCE will consult with the Polk County Health Department and JCSD leadership to determine the best next steps.
 - **Program rosters may be shared with local health officials for contact tracing purposes.**

CLOSURES

1. **Closure/cancellation decisions will made on a case-by-case basis in consultation with Johnston Community School District leadership and the Polk County Health Department.**
2. **Partial refunds for reasons related to COVID-19 will be made whenever possible.** Every effort will be made to clearly communicate program-specific COVID refund practices during the registration process.

PROGRAM-SPECIFIC CLARIFICATIONS

Aquatics

1. General
 - a. All aquatics staff will wear face coverings except for when they are lifeguarding.
 - b. Locker rooms will be accessible from the pool deck for restroom use only.
 - c. Swimmers should arrive showered and dressed to swim.
 - d. Swimmers will be directed to socially distanced spaces in the bleachers to drop their extra clothes and belongings as they arrive.

2. Open Swim is not available at this time.

3. Lap Swim / Diving
 - a. Lap swim is limited to one person per lane. If more swimmers show up than lanes are available, additional swimmers will have to wait for lanes to be available.
 - b. Swimmers are limited to one hour if others are waiting.
 - c. Diving will be available during designated times in the pool schedule.
 - d. 1 board / 2 lanes will be made available.
 - e. 1 diver is allowed to use the board at a time.
 - f. Divers are limited to one hour if others are waiting.

4. Swim Lessons (Group & Private)
 - a. Swim lesson instructors will teach from the pool deck.
 - b. Levels IV, V, and VI can be taught with participants in the water and instructor on deck because these participants have demonstrated ability safely be in the water on their own.
 - c. Levels I, II, and III can be taught with parent and participant in the water, instructor on deck.
 - d. Private lesson requirements depend on the swimming ability of the participants and utilize guidelines above.
 - e. Each group lesson will be limited to no more than 8 total participants, spread across up to 4 lanes with not more than 2 individuals per lane, and socially distanced within their lane.

5. Blaze Practices
 - a. Practice groups will be limited to 4-5 swimmers per lane, depending on age group.
 - b. Swimmers can only attend their scheduled practice time.
 - c. Swimmers are allowed to bring their own equipment and water bottle and to keep it with them in a basket at the end of their assigned lane.

6. Aqua Aerobics
 - a. Swimmers will be responsible for socially distancing themselves in the water.
 - b. Swimmers will not share equipment during class.

Tutoring

1. Tutors should greet their students at the door / outside of school facilities and walk them back to their designated space.
2. Tutors should wipe down surfaces used before and after each tutoring session with supplies provided.

Youth Sports

1. In order to be consistent across the district, youth sports programs offered through Community Education will follow safety practices established by the Athletics department whenever possible.
2. Johnston Youth Basketball
 - a. Guidelines below are in addition to guidelines on pages 1-3
 - b. PRACTICES:
 - i. No parents allowed inside JCSD facilities. Parents should drop off players at the door. Coach should meet players at the entrance before practice and walk them to the exit after practice.
 - ii. No gym sharing (multiple teams) without use of gym divider
 - iii. Reminder: Face coverings are required at all times by players and coaches
 - iv. Reminder: Bring personal water bottle (no fountain access)
 - v. Players should bring their own ball (disinfectant spray will be provided)
 - vi. Teams will practice social distancing as much as possible (no team huddles, proper spacing on sidelines, no high-fives/fist bumps/etc.)
 - vii. Teams allowed to enter building only during scheduled practice times (please try to refrain from creating 'bottlenecks' upon entering/exiting, be respectful of other teams scheduled practice time whether beginning or ending practice)
 - c. GAMES:
 - i. One parent/spectator allowed to attend per child. (When necessary, sibling(s) may attend with a parent as long as they sit together in a group.)
 - ii. Start times will be staggered to allow for less congestion in group transitions. Please be respectful and patient of groups leaving.
 1. No Overtime play, in order to limit number of people in the building at once.
 2. Teams allowed to enter building only during scheduled game times (please try to refrain from creating 'bottlenecks' upon entering/exiting, be respectful of other teams' scheduled game start and end times)
 - iii. Reminder: Face coverings are required at all times by players, coaches, and spectators
 - iv. Designated seating areas will be marked with tape on bleachers
 - v. Team "benches" spaced apart on sideline for social distancing
 - vi. Scorer's Table and Game Ball will be sanitized regularly