Guiding Principles

- Response to the COVID-19 pandemic is constantly evolving based on the available information and local disease activity.
- It is important to remember, as childcare and youth summer programs phase into reopening to the public that COVID-19 has not been eradicated and that hygiene best practices and social distancing practices must be maintained in order to help prevent a resurgence in new COVID-19 cases from occurring.
- This guidance was developed based on the Rockford Region Rebounding assessment, expertise of the Workgroup.
- Winnebago County will continue to adhere to the Restore Illinois, Executive Orders, and guidance/rules issued by the Illinois Department of Children and Family Services (DCFS), Illinois Department of Human Services (DHS), Illinois Department of Public Health (IDPH), Illinois Department of Commerce and Economic Opportunity (DCEO) and Centers for Disease Control and Prevention (CDC).
- Childcare and Youth Summer Programs should review and update their Communicable Disease Plan to ensure that there are procedures in place to promptly isolate any staff or child experiencing symptoms.

Prevention

- Facemasks/face coverings will be worn by staff while indoors and outside when within 6 feet of others.
- Facemasks/face coverings will be required for all children over age 2 without medical restriction, as practical, when indoors except when eating and/or drinking. Facemasks/face coverings are not required when participating in outdoor activities.
- Handwashing/hand sanitizing will be encouraged throughout the day.
  - Upon arrival to the site and hourly, as possible
  - Before eating
  - After being in contact with someone who may have been sick
  - After touching frequently touched surface (railings, doorknobs, counters, equipment etc.)
  - After using the restroom
  - After using common items, such as sports equipment, computer keyboards and mice, craft supplies, etc.
  - After coughing, sneezing, or blowing the nose.
  - Before and after breaks.

- Social/physical Distancing
Rockford Region Rebounding
Phase 3: Recovery
Childcare and Youth Summer Programs

- Groups will not exceed 10 youth with the exception of licensed emergency child care facilities that may have up to 15 youth per group.
  - Groups may have 15 youths with 2 adults if they were operating as an emergency child care under executive order.
  - An aide may go between 2 groups to help with breaks or absences but is required to change their outer covering (smock/outer garment between rooms) and must wash their hands upon leaving a group and upon entering the second group.
- Keep youth at least 6 feet apart. If you cannot keep individuals 6 feet apart, youth and staff must wear appropriate PPE unless there is a medical exemption or they are 2 years in age or younger.
- Do not combine groups for meals or snacks.
- Have groups eat in separate areas.
- If using a common space, lunch times must be taken in shifts.
- All snacks and meals must be individually served, no family style meals or snacks at this time.
- No pens, markers, crayons should be shared unless sanitized after each use.
- Hard to clean items should be removed from use at this time.
- Rotate toys, if needed, so all can be cleaned and sanitized between groups.
- Set up spaces intentionally: tables/desks/chairs spaced 6 feet apart.
  - 1 chair per table, if 2 are necessary set them on opposite sides and on opposite ends.
- Keep one unused computer between each youth
- Excuse one at a time for snack, lunch, washing hands to avoid lines.
- Mark waiting spaces by restrooms and sinks that are 6 ft. apart. This allows 1 student to wait to wash hands rather than standing in a line.
- Mark standing spaces 6 ft. apart on floor for check-in and check-out.
- Give each youth their own set of supplies to avoid sharing.
- Set up a sanitizing station for any shared supplies: once used, put item at station for staff to sanitize and put back in rotation of use.
- Be intentional about planned activities: plan for minimal contact activities or projects where supplies do not have to be shared.
- Put away any items that are frequently shared and hard to clean: Legos, playdough, etc.

- Field trips or off site trips are not permitted.
- Overnight camping is not permitted.
- Substitute staffing should be used for full days only.
- When practical, youth from the same household should be within the same group/cohort.

Version 5.27.2020
Stagger shift start and end times to minimize congregation of staff.
- Children/youth should be cohorted with no mixing of staff or children/youth between groups.
- Staff should be assigned to specific group of children/youth.

Daily Child Screening
- Check temperature daily upon entry to camp/facility. If the temperature is higher than 100.4°F (38°C), the child must go home, and cannot return until 72 hours AFTER the fever is gone.
- Ask the child's parents/guardians if fever-reducing medication has been used; if the answer is ‘YES’ the child must go home and cannot return until 72 hours AFTER the fever is gone regardless of the cause of the fever.
- Thermometers must be sanitized with alcohol wipe after each temperature check.
- Post signage and ask if child or another resident of their household has had any of the following symptoms in the previous 14 days:
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever
  - Chills
  - Muscle Pain
  - Sore throat
  - New loss of taste or smell
  - Nausea
  - Vomiting
  - Diarrhea
- Promptly notify Winnebago County Health Department if a child is being excluded due to concerns with COVID-19 or any other infectious disease per routine, by contacting 815-720-4050 which is answered 24/7.
- Have child wash hands according to CDC guidelines before joining their childcare/camp group.

Daily Staff Screening
- Wash hands based on the CDC Handwashing guidelines below (preferred) or sanitize upon entering the building/facility.
- Check temperatures upon entering preferably using a temporal scanner thermometer. If the temperature is higher than 100.4°F (38°C), staff must go home and cannot return until 72 hours AFTER the fever is resolved. REMEMBER: Wipe thermometer with alcohol wipes after each temperature check!
- Complete a screening questionnaire upon entering the facility. Ask if staff or another resident of their household has had any of the following symptoms in the previous 14 days:
Rockford Region Rebounding
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- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle Pain
- Sore throat
- New loss of taste or smell
- Nausea
- Vomiting

- Ask staff if fever-reducing medication has been used; if the answer is ‘YES’ the staff must go home and cannot return until 72 hours AFTER the fever is gone.
- Wear appropriate PPE to their activities. See Personal Protective Equipment Plan for Camp Staff Section I for more specific details.
- Maintain 6 feet of social distance as much as possible.
- Stay home if feeling ill, and notify supervisor of symptoms of COVID-19.
- Promptly notify Winnebago County Health Department if a child is being excluded due to concerns with COVID-19 or any other infectious disease per routine.
- Sign COVID-19 Guidelines pledge and waiver.

Facilities

- Spaces must be configured to ensure maximum capacity of the indoor and outdoor spaces under social distancing guidelines.
  - Sample social distance calculator is available at https://www.banquettablespro.com/social-distancing-room-space-calculator
- Keep HVAC systems, internal fans, and operable windows functioning to maintain good air circulation within buildings throughout the season.
- Maximize general ventilation by utilizing window and door openings. If windows must remain shut due to weather, insects, or safety conditions, maintain continuous operation of exhaust fans. Consider use of supplementary floor fans, if overall ventilation and thermal comfort must be improved, especially if there are limited window and door opening opportunities.
- If practical, implement an outdoor air ventilation flushing mode two hours before scheduled occupancy and again two hours after occupancy.
- Optimize outdoor air ventilation when occupied by operating HVAC systems at increased outdoor air rates (i.e., increase the percentage of outdoor air)
- Operate HVAC systems continuously when unoccupied and at minimum outside air mode.
- Arrange drop-off and pick-up times with parents/guardians that minimize contact and congregating.

Version 5.27.2020
Parents/guardians should wear mask/face coverings when entering any child care/camp facility.

Meals/Food/Beverages
- Family-style and self-serve meals are not permitted.
- Reusable dishware with the exception of personally supplied water bottles are not allowed. All dishware must be single-use and disposed of after each use.
- Facilities should supply glasses/cups for beverages.
- Facilities with Food Permits issued by the Winnebago County Health Department must comply with all FDA Food Permit requirements.

Cleaning and Disinfecting:
- Transportation vehicles
  - Vehicles should be sanitized before and after use.
  - Riders should wash or sanitize hands before getting on the vehicle.
  - Riders including driver, staff, and children/youth should wear a mask.
  - Children/youth who are not in the same household should sit in separate seats and maintain social distancing while in the vehicle.
- Only use approved CDC products for disinfection/sanitation.
- Facilities should be cleaned and disinfected on a daily basis.
- Clean and disinfect frequently touched contact surfaces every 2 hours.
- Clean and disinfect restrooms between groups/cohorts.
- Sanitize equipment before and after use, at the beginning and end of the day or in between groups/cohorts.

References


Department of Commerce and Economic Development. [https://www2.illinois.gov/dceo/Pages/RestoreILP3.aspx](https://www2.illinois.gov/dceo/Pages/RestoreILP3.aspx).


Interim Guidance for Administrators of US K-12 Schools and Childcare Programs


Sample COVID Camp Waivers
[https://docs.google.com/document/d/1vQmSYRAhg4GmeAcG6zLt6hwcdlXX11QdEEqyMwGmfw/edit?usp=sharing](https://docs.google.com/document/d/1vQmSYRAhg4GmeAcG6zLt6hwcdlXX11QdEEqyMwGmfw/edit?usp=sharing)
[https://docs.google.com/document/d/1UMbs8Guxa43pP7zcfv7srjXPhRyamZsFzDyR1kR0v6iw/edit?usp=sharing](https://docs.google.com/document/d/1UMbs8Guxa43pP7zcfv7srjXPhRyamZsFzDyR1kR0v6iw/edit?usp=sharing).

Social Distancing Calculator- Boys and Girls Club-

Winnebago County Health Department. Available at [www.wchd.org](http://www.wchd.org).

Version 5.27.2020
## Rockford Region Rebounding
### Phase 3: Recovery
#### Childcare and Youth Summer Programs

### Appendix: Communication Contacts

Winnebago County Health Department
24/7 Communicable Disease Reporting and Information Line: 815.720.4050
Director, Todd Kisner, MPH – tkiusen@wchd.org
Disease Investigator Supervisor, Jennifer Dehmlow, MPH – jdehmlow@wchd.org

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Contact Information</th>
<th>Ages Served</th>
<th>Camp or Youth Service Setting Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys and Girls Club of Rockford</td>
<td>Clifford Stoner 815-972-5973 <a href="mailto:cstoner@rockfordboysandgirlsclub.org">cstoner@rockfordboysandgirlsclub.org</a></td>
<td>6-18 years</td>
<td>Clubhouse with outdoor space</td>
</tr>
<tr>
<td>YMCA</td>
<td>Rachel Latham 815.489.3374 <a href="mailto:rlatham@rockriverymca.org">rlatham@rockriverymca.org</a></td>
<td>6 weeks-18 years</td>
<td>Camp Winnebago &amp; Children’s Learning Center</td>
</tr>
<tr>
<td>Rockford Park District</td>
<td>Laurie Anderson 815-289-0727 <a href="mailto:laurieanderson@rockfordparkdistrict.org">laurieanderson@rockfordparkdistrict.org</a></td>
<td>5-18 years</td>
<td>Various Day Camps</td>
</tr>
<tr>
<td>Severson Dells Nature Center</td>
<td>Ann Wasser (815) 335-2915 <a href="mailto:ann@seversondells.org">ann@seversondells.org</a></td>
<td>4-16 years</td>
<td>Nature Center - Building and trails</td>
</tr>
<tr>
<td>YWCA</td>
<td>Lisa Bock, Child Care Assistance Program Director <a href="mailto:Lisa.bock@ywcanwil.org">Lisa.bock@ywcanwil.org</a> (815)484-9448 ext.201</td>
<td></td>
<td>Childcare Resource and Referral Network</td>
</tr>
<tr>
<td>Rockford Christian Camp Vertical Extreme</td>
<td>(815) 601-3031 <a href="mailto:Missy.Thompson@rockfordchristian.org">Missy.Thompson@rockfordchristian.org</a></td>
<td>4-15 years old</td>
<td>Day Camp June 1 start date</td>
</tr>
<tr>
<td>Harlem Community Center</td>
<td>Shannon Scheffel 815-633-8433 <a href="mailto:shannon@harlemcommunity.org">shannon@harlemcommunity.org</a></td>
<td>Licensed 6 weeks-preschool License exempt 5-12 HCC Hand-n-Hand; HCC Admin Building</td>
<td></td>
</tr>
</tbody>
</table>
### Rockford Region Rebounding
**Phase 3: Recovery**
**Childcare and Youth Summer Programs**

<table>
<thead>
<tr>
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<th>Ages Served</th>
<th>Camp or Youth Service Setting Description</th>
</tr>
</thead>
</table>
| **Circles of Learning** | Abby Hoskins  
Executive Director  
815-226-8715  
a.hoskins@circlesoflearning.org | Licensed; 6 weeks- 5th grade | Child Care Center |
| **African-American Resource Center at Booker Washington Community Center** | Joyce Higgins  
Executive Director  
815-962-9117  
ExecutiveDirector@aarcbooker.com | 6-17 years | Teen REACH Summer Day Camp  
June 10th – August 21, 2020 |
| **Woodsong Nature School** | Lindsay Dunn & Lauren Smith  
[Director@woodsongschool.com](mailto:Director@woodsongschool.com)  
815-324-3282 | 2-3 years | License exempt, Part-time preschool program |
| **100 Strong** | Virgil Hopson  
Board Member  
(779) 772-7699 | 6 – 18 years | Summer programming at Safehouse and Outdoor Spaces |