Boys & Girls Club of Newark

To: Staff, Members, Volunteers, Families & Community Partners

From: Washington, Ameer, Chief Executive Officer

Date: March 12, 2020

Subject: Coronavirus Disease 2019 (COVID-19) Management Plan

In an ongoing effort to provide our staff, members, volunteers, parents & community partners with the most up-to-date information regarding the safety and security of members, we have prepared a COVID-19 management plan. Today, we are happy to share the plan with you knowing that child safety is our number one priority.

Please keep in mind we are not an infectious disease agency, nor are we experts in handling infectious diseases. Therefore, all of this information was gathered using the following resources:

Centers for Disease Control and Prevention-

New Jersey Department of Health-
https://www.state.nj.us/health/cd/topics/ncov.shtml
https://www.state.nj.us/health/cd/topics/ncov.shtml

COVID-19 Management Plan

Revised 3/11/2020
Boys & Girls Club of Newark

Coronavirus Management Plan

Purpose: To develop a comprehensive strategy to prevent the transmission of the novel coronavirus COVID-19.

Summary: COVID-19 is a respiratory illness caused by a new strain of virus that has not been previously identified in humans. Centers for Disease Control and Prevention (CDC) is researching COVID-19, but there is currently no vaccine to protect against the virus. The Boys & Girls Clubs of Newark (BGCN) shall take reasonable measures to protect staff, members, volunteers, parents & community partners from the spread of COVID-19.

Operational Plan: BGCN has identified four groups to suppress the spread of COVID-19: Staff, parents, members & volunteers. All groups play an integral role in creating a safe environment at all of our locations.

- **Staff**
  - Educate staff members on how to help prevent the transmission of COVID-19 *(handouts attached)*
  - Train staff members on proactive measures during interactions with members (Dates: *Ongoing*)
  - Instruct staff members to use disinfectant wipes to clean their respective areas at the end of each block of programming
  - Admin staff members shall monitor updates from the CDC, State of NJ and local health entities and will discuss at senior staff meetings. Senior staff are responsible for sharing updates with front line staff, parents and members. These updates will also be sent via email by the CEO.
  - Staff members shall abide by the “Member Illness and Medication Policy” dated March 12, 2020 when a member is ill *(policy attached)*. While the policy is written for members, all staff members should abide by the same standards if they become ill.
  - All staff members, including administrative staff, should wipe down their respective workspace areas with a disinfectant on a daily basis. Workspace includes, but is not limited to copy machines, telephones, time clocks, swipes machines, microwaves, fridge and desks.

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The bus and vans must be wiped down with disinfectant cloths after each use. Do not rely on the next person who will drive the vehicle to do it; the responsibility belongs to each driver.

The Admin team & Site Supervisors will maintain contact with their respective school districts regarding updates on school policies and actions taken.

- **Parents**
  - Send a letter to parents informing them of the measures being taken by BGCN to provide a safe environment *(letter attached).*
  - Post a message on the website with safety tips and links to additional information.
  - Provide handouts to parents with guidelines for coping with COVID-19. Handouts will be made available at all front desk as well as at the Child Care desk *(handouts attached).*
  - Email will be sent out with a brief statement regarding BGCN measures to prevent the spread of the virus.

- **Members**
  - Provide staff-facilitated lessons on safety measures and educate members on playing an active role in preventing the spread of COVID-19.
  - Have members create posters promoting safety measures and hang throughout Club and BGCN approved spaces at off-site locations
  - Direct members to follow posters promoting safety measures that are hung throughout the Club and off-site locations
  - Hang posters in the bathrooms illustrating proper handwashing techniques *(poster attached) if applicable.*

- **Volunteers**
  - Provide all volunteers with a copy of the parent letter and handouts.
  - All volunteers shall be trained in the procedures that BGCN is taking to prevent the transmission of COVID-19.
    - Volunteers shall abide by the “Member Illness and Medication Policy” dated March 12, 2020 when a member is ill *(policy attached).* While the policy is written for members, all staff & volunteers should abide by the same standards if they become ill.

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▶ Maintenance / Cleaning Team

- BGCN has increased cleaning measures and rotations of cleaning.
- BGCN will focus on deep cleaning measures during non-programmatic times for example before and after programming and on the weekends.
- Maintenance should perform routine environmental cleaning. Routinely clean frequently touched surfaces with disinfectants (e.g., doorknobs, light switches, countertops).
- Use all cleaning products according to the directions on the label. Provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by staff before each use.
- Request that all surfaces be wiped down daily with a disinfecting agent.
Please note:

BGCN will remain vigilant and abide by the highest safety standards within its premises to protect the wellbeing of the members, staff, and volunteers. The safety protocols put in place shall apply to all locations where BGCN programming is provided. In the event that BGCN sites are closed due to the COVID-19 outbreak, parents as well as programming partners will be notified immediately.
STAFF TRAINING PLAN
COVID-19 STAFF TRAINING

Subject: Coronavirus (COVID-19) Management Training

Objective: To educate Boys & Girls Clubs of Newark (BGCN) staff and volunteers on safe practices to help prevent the transmission of COVID-19 within the Club.

Background: COVID-19 is a respiratory illness caused by a new strain of virus that has not been previously identified in humans. Centers for Disease Control and Prevention (CDC) is researching COVID-19, but there is currently no vaccine to protect against the virus. BGCN shall take reasonable measures to protect Club members, staff, and volunteers from the spread of the virus. BGCN staff and volunteers can play an important role in preventing the spread of COVID-19, and proper training is the key to applying consistent and efficient measures.

Virus Transmission

1. The virus is thought to be spread mainly from person to person.
   - Most likely to be transmitted between people who are in close contact with one another (within about 6 feet).
   - Virus spreads through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

2. Can someone spread the virus without being sick?
   - People are thought to be most contagious when they are the most symptomatic (the sickest).
   - Some transmission might be possible when infected people have not begun to show symptoms; there have been reports of this occurring with COVID-19, but this is not thought to be the main way the virus spreads.

3. Spread from contact with contaminated surfaces or objects
   - It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly

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their eyes, but this is not thought to be the main way the virus spreads.

4. How easily does the virus spread?
   ▪ The virus that causes COVID-19 seems to be spreading easily and sustainably in the community ("community spread"). Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.
Instructions: As we plan and prepare to suppress the spread of COVID-19 there are proactive measures that we will take to promote a safe environment at all of our locations.

- **Sick Policy:** It is important that we familiarize ourselves with the Member Illness & Medication policy and adhere to strict enforcement. In addition to holding the members and parents accountable for managing illness, until further notice, staff and volunteers will be held to the same standards. Please refer to the Member Illness and Medication Policy for details.

- **Clean and Disinfect:** BGCN staff and volunteers play an important role in creating a safe environment at our sites. Effective immediately, and in furtherance of safeguarding the site, we will implement the following measures:
  - **At the conclusion of the block of instruction, take the time to wipe down**
    - All hard surfaces in your respective program areas. For example, at the end of Power Hour wipe down the tables, chairs, light switches, and door knobs with disinfectant wipes.
    - Staff and volunteers who use office space are required to use disinfecting wipes to clean their desks, telephones, keyboards, chairs, and any other hard surfaces within their respective work spaces on a daily basis.
    - The bus and vans must be cleaned with disinfecting wipes after each use.
  - **Staff Interaction with Members:** BGCN staff and volunteers must remain vigilant and practice enhanced safety measures when interacting with members.
    - Avoid physical contact such as hugging, high fives, or fist bumps. While we strive to provide a caring and nurturing environment, the best practice at this time under these circumstances is to discourage physical contact.
    - Provide staff-facilitated lessons on safety measures and educate members about playing an active role in preventing the spread of COVID-19.
    - Maintain an ongoing dialog with members; this information may be scary.

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for them, so provide a safe place for them to express their fears.

- **Personal Hygiene:** It is the responsibility of every staff member to practice recommended hygiene procedures.
  
  o Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If no tissue is available, please cough or sneeze into the fold of your arm, ensuring your nose and mouth is cover. Please clean your clothing/person with soap and water or disinfectant wipe where appropriate.
  
  o Avoid touching your eyes, nose, and mouth.
  
  o Wash your hands often with soap and water for at least 20 seconds.
• **The Club:** BGCN employees and volunteers must take precautions to ensure the physical environment is conducive to preventing the spread of COVID-19.
  - Prop doors open to allow free access throughout the Club. Open doors reduce the likelihood of transmitting the virus to door knobs. Please keep in mind that safety is of the utmost importance, so please don't compromise the security of the building while allowing free access. External doors shall remain closed.
  - Avoid sharing personal items such as cups, eating utensils, or towels.
  - Remain aware that germs are all around the Club, on surfaces such as remote controls, basketballs, cell phones, pens, and pencils. Use caution and don't forget to wipe your program areas.

• **Staffing:** Be prepared to adjust and adapt if staffing levels are impacted by call-outs, forced quarantine, or required medical clearance.

• **Staff Support:** If you feel overwhelmed or just need to talk about the impact of implementing the safety measures, seek out a senior staff member or HR that you are comfortable with and have the conversation! We are here for you and will work through this situation together. We will update you on a consistent basis with all currently available information.

• **Biases:** We highly encourage staff to not make fun of the circumstances in any situation and not single out staff members, members, volunteers in any capacity. If there are concerns about a particular sick member, staff, volunteer please privately bring to your supervisor’s attention and the supervisor will discuss action steps with HR. At all times we ask that each individual remain calm and professional through these times.

• **FREQUENTLY ASKED QUESTIONS FOR EMPLOYEES – COVID-19 1.**

  ➢ **If I am diagnosed with COVID-19, what should I do?**

    - The employee should notify their direct supervisor, who will then notify the Human Resources office as soon as possible and forward medical
documentation confirming diagnosis immediately upon receipt or within three business days. HR will advise direct supervisors and work on a coverage plan as it is important for diagnosed employees to stay home and follow medical direction regarding treatment and absence from work.

- Employees can be absent from work for the time period specified in accordance with the provided medical documentation and employees are entitled to opt in to use their sick time or not.

➢ If I have been diagnosed with or exposed to COVID-19, when can I return to work?
  - Employees who have been exposed to or diagnosed with the COVID-19 virus will not be permitted to enter the workplace until they are either medically cleared (regarding those with COVID-19) or until the expiration of the recommended 14-day period of quarantine from the point of last exposure (regarding those who were exposed). However in general, BGCN will follow a medical clearance protocol if an employee has been medically diagnosed with the virus, or if that individual has been exposed to COVID-19.

➢ What if I am quarantined or otherwise unable to work due to exposure to COVID-19?
  - If an employee is directed by a medical professional or government agency to self-isolate or quarantine due to suspicion of exposure to or diagnosis with COVID-19, and/or is undergoing a period of self-quarantine or isolation pursuant to public health assessment recommendations, an employee will maintain full employment. Policy related to sick time, vacation, personal time, etc., will be managed according to status and policy laid out in the employee handbook.

➢ What if I become ill during a work day and suspect I have symptoms consistent with COVID-19?
  - All possible cases of COVID-19 will be taken seriously. If you become ill while at the workplace and suspect your symptoms are consistent with COVID-19 and or BGCN Member Illness & Medication Policy, you should immediately contact your supervisor, who will contact the Human

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Resources office. We will then ensure that you are separated from other employees and sent home, consistent with guidance from the Centers for Disease Control and Prevention (CDC), the New Jersey Department of Health (DOH) and BGCN’s Member Illness & Medication Policy. In general, we will require that you are medically cleared before returning to work.

➢ What happens if I am impacted by the COVID-19 virus through a school closing?
   o Employees who are not under suspicion of having been exposed to the virus or diagnosed with the virus, but have to stay home with a child due to the closure of a preschool program, elementary or secondary school, or child care center related to COVID-19, will be required to provide documentation verifying the closing. Employees can opt in to use their sick time for this purpose or opt out. But will not be penalized for absences.

➢ If I need to stay home to care with a family member diagnosed with COVID19, what should I do?
   o If the employee’s absence is caused by the employee’s need to care for an immediate family member who (i) has been diagnosed with COVID-19, (ii) was directed by a medical professional or government agency to self-isolate or quarantine due to possible exposure to or diagnosis with COVID-19, and/or (iii) is undergoing a period of self-quarantine or isolation pursuant to public health assessment recommendations, the employee shall submit documentation verifying the family member’s COVID-19-related illness, exposure, and/or quarantine period to HR representative within three days of the employee’s initial absence. If no such documentation is received, HR will contact staff member to discuss next steps. Additionally, for employees to return to work they must show documentation that care of employee has not led to infection and can safely return work according to a medical professional

➢ If I am subject to documentation requirements due to excessive absenteeism or abuse of sick leave, will I be penalized for further COVID-19

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related absences?

- Employees who had previously been subjected to documentation requirements from their HR due to excessive absenteeism or abuse of sick leave shall not be disciplined for future absences that occur as a result of their being suspected of or diagnosed with the COVID-19 virus or having to be absent to care for a family member impacted by the virus.

➢ What type of documentation will I be required to submit?

- For cases where individuals are undergoing a period of isolation or quarantine, documentation from a local, state or federal governmental agency, a medical professional, office, or hospital or proof that the employee was recently in a location where the recommendation by a governmental agency is to self-quarantine will satisfy the requirement to provide documentation.

- For cases where individuals are caring for an immediate family member sickened by or diagnosed with COVID-19, then the employee shall submit documentation verifying the family member’s COVID-19-related illness to the Human Resources Office within three days of the employee’s initial absence.
MEMBER ILLNESS & MEDICATION POLICY
MEMORANDUM

To: All Staff & Parents

From: Washington Ameer, Executive Director

Subject: Member Illness and Medication

Policy Date: March 12, 2020

Effective immediately, Boys & Girls Clubs of Newark employees shall adhere to the Club member illness and medication policy as set forth below.

Parents may not send a member to the program under the following circumstances:

- The member has strep throat that has not been treated by an antibiotic for a minimum of 24 hours.
- The member has an oral temperature of 100 degrees or greater.
- The member has had persistent vomiting and/or diarrhea in the 12 hours prior to coming to the program.
- The Club member has lice or lice egg(s).

Please be aware of the following policies:

- If a child is diagnosed with a contagious illness, the child will require a statement from the doctor indicating that the illness is no longer communicable upon return to the program.

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• Staff members will not administer **any** medications. Parents can set up a schedule to come into the Program and give their child medication.

• Members who use an asthma pump or Epipen® may carry it with them and use it as needed.

• For members who do not feel well (e.g., vomiting, diarrhea, uncontrollable or persistent cough, etc.), a staff member will notify the supervisor, who will then notify the parent of the member's illness. If a parent cannot be reached, the emergency contact will be notified to pick up the member. It is expected that the member will be picked up within an hour. Until the parent arrives, the member will be excluded from activities/programs with other members and will rest quietly under the supervision of a staff member.

• If an accident or medical emergency occurs, the CPR certified staff member will administer the necessary first aid immediately:
  o Call an ambulance if the member's injury is perceived by staff members to require emergency room treatment.
  o Call the parent or emergency contact (if the parent cannot be reached)
  o Even if the parent arrives to the location and can follow / go to the hospital the supervisor or senior staff member must go to the hospital until the member arrives at the hospital and cleared by an Administrative staff to return.

➢ **Internal Precautionary steps for members, volunteers & staff:**

  o In order to prevent anxiety, provide a safe and positive environment to all members, volunteers and staff and in accordance with CDC, State and Local guidelines all individuals who could have possibly been infected with COVID-19 or who have respiratory or other immune system compromising infections as outlined above in this policy will be asked to either not return to work or be sent home and cannot return without a medical clearance to work from their doctors or medical professional.

  o Specifically, staff members will be paid by BGCN for the day of the doctor’s visit, if the employee is not able to visit the doctor on the day of being sent home / asked by a senior staff member not to attend work to retrieve doctor’s clearance, BGCN will pay for the second day out of work. Therefore, for the first two days BGCN employees will compensated by BGCN.

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LETTER TO PARENTS

Please see additional attachments
Additional PARENT HANDOUTS
Parent/Caregiver Guide to Helping Families Cope with the Coronavirus Disease 2019 (COVID-19)

At this time, information about COVID-19 is rapidly evolving as new details are confirmed and new questions emerge. In the event of an outbreak in your community, as a parent/caregiver, your first concern is about how to protect and take care of your children and family. Knowing important information about the outbreak and learning how to be prepared can reduce your stress and help calm likely anxieties. This resource will help you think about how an infectious disease outbreak might affect your family—both physically and emotionally—and what you can do to help your family cope.

What You Should Know

- Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases. COVID-19 is caused by a novel coronavirus; this means it is a new strain that has not been previously identified in humans.
- COVID-19 is a respiratory disease that is mainly spread person-to-person. Currently, there is no available vaccine or curative treatment, so the best preventative strategy is to avoid exposure.
- So far, children appear to be much less affected by COVID-19, which was also seen after other coronavirus outbreaks.
- Children with pre-existing illnesses may have different risk, so you should discuss this with your child’s medical team.
- To reduce the spread of the virus, a variety of approaches will be used, including keeping those who are sick away from others and promoting healthy hygiene strategies. Additional recommendations for ways to contain the virus’s spread could include canceling of events that attract large numbers of people; closing schools, public transit or businesses; and required quarantine, which is the separation and restriction of movement of people who might have been exposed to the virus.

Preparedness

Preparing your Family for a Potential Infectious Disease Outbreak

Being prepared is one of the best ways to lessen the impact of an infectious disease outbreak like COVID-19 on your family. Here are some steps that you can take to be better prepared:

Information & Communication

- Identify how you will keep up with the rapidly changing information on COVID-19.
  
  In rapidly changing health events and outbreaks such as COVID-19, there can be large amounts of incorrect or partially correct information that can add to your stress and confusion as a parent caregiver.

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Identify a few trusted sources of health information.

The NCTSN relied on the CDC resources to create this document.
Get the most up-to-date and accurate information at:


CDC: information on children and COVID 2019:

https://healthychildren.org/English/health-issues/conditions/chest-lungs/Pages/2019-Novel-Coronavirus.aspx
Plan how you want to discuss COVID-19 with your family. Be sure to include:
- What the current disease outbreak is
- How it is contracted
- What are the possible dangers?
- Protective steps being taken in the community/nation/global community
- Protective steps everyone in the family can take

• Hold your family discussion in a comfortable place and encourage family members to ask questions. Consider having a separate discussion with young children in order to use language they can understand and to address specific fears or misconceptions they may have.

• Create a list of community resources that will be helpful during an outbreak. Make sure you know their emergency telephone numbers, websites, and official social media accounts. These may include: your family's schools, doctors, public health authorities, social services, community mental health center, and crisis hotlines.

• Develop a plan for maintaining contact with friends and family members via telephone and internet in the event that isolation or quarantine is recommended.

• Check in with your children's school about potential homeschool and distance learning opportunities that may be offered during a school closure. Also, if your child receives additional services at school, ask how these will be handled during a closure (e.g., meals, therapeutic services).

Reducing Your Family's Risk: Hygiene, Medical Care & Supplies

Have all family members practice preventive behaviors including:

• Regularly washing hands for 20 seconds with soap and water (length of the A-B-C song) or use alcohol-based hand sanitizer that contains at least 60% alcohol.

• Avoiding close contact with people who are sick.

• Staying home when sick.

• Covering the mouth and nose with a tissue or with the bend/crook of the arm when coughing or sneezing.

Keep basic health supplies on hand (e.g., soap, alcohol-based hand sanitizer, tissues, and a thermometer).

Make sure you have a supply of medications taken regularly.

If your child takes medication for a chronic condition, talk with your child's medical provider about plans to get a supply at home that will last through any period of home isolation for your family.

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Have your family work together to gather items that might be needed during an outbreak. These include drinking water, nonperishable food, and cash. Be sure to include activities, books, and games for children in case a lengthy time at home is recommended. Remember to include batteries in your item list if those are needed for certain activities and games.

FAMILY MEMBERS, PRACTIC GOOD HYGIENE AND PREVENTIVE BEHAVIORS.
Coping with the Stress of an Infectious Disease Outbreak like COVID-19

Even if your family is prepared, an outbreak can be very stressful. To help your family cope with this stress, following these recommendations can help:

Information & Communication

- Keep updated about what is happening with the outbreak and additional recommendations by getting information from credible media outlets, local public health authorities, and updates from public health websites (e.g., CDC).
- Seek support and continued connections from friends and family by talking to them on the telephone, texting, or communicating through email or social media. Schools may have additional ways to stay in contact with educators and classmates.
- Although you need to stay informed, minimize exposure to media outlets or social media that might promote fear or panic. Be particularly aware of (and limit) how much media coverage or social media time your children are exposed to about the outbreak.
- E-mail and texting may be the best ways to stay in contact with others during an outbreak, as the Internet may have the most sensational media coverage and may be spreading rumors. Check in regularly with your children about what they have viewed on the Internet and clarify any misinformation.
- Focus on supporting children by encouraging questions and helping them understand the current situation.
  - Talk about their feelings and validate these.
  - Help them express their feelings through drawing or other activities.
  - Clarify misinformation or misunderstandings about how the virus is spread and that not every respiratory disease is COVID-19.
  - Provide comfort and a bit of extra patience.
  - Check back in with your children on a regular basis or when the situation changes.

NOTE: During an outbreak, stigma and rejection can occur against individuals who live in affected communities, against health-care workers, and individuals with other illnesses.

Scheduling & Activities

- Even if your family is isolated or quarantined, realize this will be temporary.
- Keep your family's schedule consistent when it comes to bedtimes, meals, and exercise.
- Make time to do things at home that have made you and your family feel better in other stressful situations, such as reading, watching movies, listening to music, playing games, exercising, or engaging in religious activities (prayer, participating in services on the Internet).
- Have children participate in distance learning opportunities that may be offered by their schools or other institutions/organizations.

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• Recognize that feelings such as loneliness, boredom, fear of contracting disease, anxiety, stress, and panic are normal reactions to a stressful situation such as a disease outbreak.

• Help your family engage in fun and meaningful activities consistent with your family and cultural values.
Hygiene & Medical Care

- Find ways to encourage proper hygiene and health promoting behavior with your children (create drawings to remember family routines; sing a song for length needed to wash hands like the A-B-C or Happy Birthday song, twice). Include them in household jobs or activities so they feel a sense of accomplishment. Provide praise and encouragement for engaging in household jobs and good hygiene.

- Reassure your children that you will take them to the pediatrician and get medical care if needed. Explain, however, that not every cough or sneeze means that they or others have COVID-19.

Self-Care & Coping

- Modify your daily activities to meet the current reality of the situation and focus on what you can accomplish.

- Shift expectations and priorities to focus more on what gives you meaning, purpose, or fulfillment.

  Give yourself small breaks from the stress of the situation.

- Attempt to control self-defeating statements and replace them with more helpful thoughts. Here’s a helpful checklist for identifying unhealthy thoughts and coping with them:


- Remember, you are a role model for your children. How you handle this stressful situation can affect how your children manage their worries.

- If your family has experienced a serious illness or the death of a loved one, find ways to support each other, including:

  Reach out to your friends and family, talking to them about the death of your loved one. Use telephone, email, or social media to communicate if necessary.

  Find ways to honor the death of your loved one. Some activities may be done as a family, while additional activities may be done individually.

  Seek religious/spiritual help or professional counseling for support. This may be available online or by telephone during an outbreak.

HELPING CHILDREN COPE

Your children may respond differently to an outbreak depending on their age. Below are some reactions according to age group and the best ways you can respond:

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<tr>
<th>AGE GROUP</th>
<th>REACTIONS</th>
<th>HOW TO HELP</th>
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| PRESCHOOL | Fear of being alone, bad dreams  
Speech difficulties  
Loss of bladder/bowel control, constipation, bed-wetting  
Change in appetite  
Increased temper tantrums, whining, or clinging behaviors | Patience and tolerance  
Provide reassurance (verbal and physical)  
Encourage expression through play, reenactment, story-telling  
Allow short-term changes in sleep arrangements  
Plan calming, comforting activities before bedtime  
Maintain regular family routines  
Avoid media exposure |
| SCHOOL-AGE (ages 6-12) | Irritability, whining, aggressive behavior  
Clinging, nightmares  
Sleep/apetite disturbance  
Physical symptoms (headaches, stomachaches)  
Withdrawal from peers, loss of interest  
Competition for parents’ attention  
Forgetfulness about chores and new information learned at school | Patience, tolerance, and reassurance  
Play sessions and staying in touch with friends through telephone and Internet  
Regular exercise and stretching  
Engage in educational activities (workbooks, educational games)  
Participate in structured household chores  
Set gentle but firm limits  
Discuss the current outbreak and encourage questions. Include what is being done in the family and community  
Encourage expression through play and conversation  
Help family create ideas for enhancing health promotion behaviors and maintaining family routines  
Limit media exposure, talking about what they have seen/heard including at school  
Address any stigma or discrimination occurring and clarify misinformation |
<table>
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<tr>
<th>ADOLESCENT (ages 13-18)</th>
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<tbody>
<tr>
<td>Physical symptoms (headaches, rashes, etc.)</td>
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<tr>
<td>Sleep/appetite disturbance</td>
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<tr>
<td>Agitation or decrease in energy, apathy</td>
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<tr>
<td>Ignoring health promotion behaviors</td>
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<tr>
<td>Isolating from peers and loved ones</td>
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<tr>
<td>Concerns about stigma and injustices</td>
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<tr>
<td>Avoiding/cutting school</td>
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<tr>
<td>Patience, tolerance, and reassurance</td>
</tr>
<tr>
<td>Encourage continuation of routines</td>
</tr>
<tr>
<td>Encourage discussion of outbreak experience with peers, family (but do not force)</td>
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<tr>
<td>Stay in touch with friends through telephone, Internet, video games</td>
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<tr>
<td>Participate in family routines, including chores, supporting younger siblings, and planning strategies to enhance health promotion behaviors</td>
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<tr>
<td>Limit media exposure, talking about what they have seen/heard including at school</td>
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<tr>
<td>Discuss and address stigma, prejudice and potential injustices occurring during outbreak</td>
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If you or a loved one is having a difficult time coping with the outbreak and want to seek outside help, there are ways to get that help. For example:

- Get support regarding your anxiety or stress by speaking to a trained counselor at SAMHSA Disaster Distress Helpline at 1-800-985-5990 or by texting TalkWithUS 66746.

- Contact your physician or your insurance company (if they have a consultation line) to ask health-related questions or to seek mental health support.

- Learn more ways to help your family. Additional resources can be accessed at:
  - www.NCTSN.org
  - www.healthychildren.org

Last updated: March 1, 2020

This project was funded by the Substance Abuse and Mental Health Services Administration (SAMHSA), US Department of Health and Human Services (HHS). The views, policies, and opinions expressed are those of the authors and do not necessarily reflect those of SAMHSA or HHS.
Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms* can include:

- **Fever**
- **Cough**
- **Shortness of Breath**

*Symptoms may appear 2-14 days after exposure.

Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

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isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

For more information: www.cdc.gov/COVID19

For more information: www.cdc.gov/COVID19-symptoms
GERMS are all around you.

Stay Healthy and Wash Hands

www.cdc.gov/handwashing

COVID-19 Management Plan

Revised 3/11/2020

CDC
Prevent the Spread of Viruses by Remembering to WASH-UP!

WASHUP

W - Wipe objects and surfaces regularly with disinfectant cleaners

A - Avoid touching your eyes, nose and mouth

S - Stay at home if you're feeling sick

H - Hands should be regularly washed for 20 seconds with warm water and soap

U - Use your elbow or tissue to cover coughs or sneezes

P - Pass along these helpful tips!
How to Wash Your Hands

Color Elmo's handwashing steps below.
Hang this page by the sink to practice!

1. Wet your hands under running water.
2. Use soap, and scrub your hands together - inside, outside, and in between!
3. Rinse your hands under running water.
4. Dry your hands with a clean towel.

For more resources, go to sesamestreetincommunities.org

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