



# DIVISION OF YOUTH SERVICES

DEPARTMENT OF COMMUNITY & CULTURAL AFFAIRS  
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS



## OFFICE OF THE ADMINISTRATOR

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### FAMILY & YOUTH ENHANCEMENT PROGRAM

#### KAGMAN COMMUNITY CENTER AFTER SCHOOL PROGRAM COVID- 19 PROCEDURE

After School Program, as part of FYEP's Recreational Services, is services or events designed to provide or assist individuals to take advantage of group activities directed towards promoting physical, cultural and/or social development.

#### Program goals:

- 1 – To provide quality child care for elementary and middle school youth.
- 2 – To increase academic performance through homework assistance.
- 3 – To provide a structured, safe environment and activities that promote physical and emotional health, responsible behavior, social skills and cultural enrichment.

#### Program objectives:

- 1 – Children will grow physically, socially and emotionally by participating in recreational activities with their peers and instructors.
- 2 – Children will develop and improve learning skills and academic performance through assistance of their peers and instructors during homework time.
- 3 – Children will develop sustainable basic skills that will help them make healthier life choices, avoid risky behavior, aim for more positive lifestyle and achieve self-sufficiency.

#### Program activities:

1. Arts & Crafts
2. Music
3. Homework assistance
4. Community Gardening
5. Language & Culture
6. Sports and Games
7. Presentations

To comply with CCLP and CCDF Covid-19 prevention and response guidelines for reopening child care programs and services, the following procedures will be implemented:

- **COVID- 19 PROCEDURE-** Additional program participation requirement during the COVID- 19 Pandemic.

#### **ENTERING/EXITING THE KAGMAN COMMUNITY CENTER:**

1. There will be ONE WAY entrance/exit to the Kagman Community Center with visible signs to direct traffic.
2. Designated drop off and pick- up zone will be set up at the center's parking lot in front of the main entrance to the Kagman Community Center. Other ways to enter/exit the center are not allowed.
3. Parents/Guardians must sign- in their children before the program starts and sign them out when it is finished.
4. Upon arrival of the participant(s) a designated program staff will check temperature of every participant and make a record in the log book. Anyone registering a temperature of 100.4 degrees Fahrenheit (or 38.0 degrees Celsius) and/or exhibiting COVID 19 symptoms will not be allowed in the center/program.
5. Visitors will not be allowed into the facility during program hours except for emergency or law enforcement personnel.

#### **CLEANING AND DISINFECTING PRACTICES:**

1. The center will be cleaned and sanitized before program opening.
2. Staff will clean, sanitize and disinfect high touched surfaces and items throughout the day such as tables, chairs, toys, sports equipment, doorknobs, sink knobs, toilet handles, light switches, etc.
3. Such items will be disinfected as frequently as they are being used.

#### **HAND HYGIENE PRACTICES:**

1. Hand washing will be practiced frequently, staff will assist children with their hand hygiene.
2. Everyone must wash their hands with soap (provided) under running water for at least 20 seconds upon arrival and frequently thereafter as necessary.
3. Hand sanitizers will be available, staff will monitor the use to ensure safety.

#### **PHYSICAL DISTANCING & WEARING OF FACE MASK:**

1. The maximum occupancy percentage will be followed based on the CNMI Community Vulnerability Level Color Classification (CVLCC).
2. There will be no group larger than what is allowed based on the percentage of CVLCC, which is 75% as of September 06, 2020.
3. The 6- feet distancing rule will be followed at all times. Classrooms and auditorium floors will be marked to identify the 6 feet social distancing rule.
4. Staff, volunteers, parents and youths must always use face masks.

## CENTER'S SCREENING PRACTICE AND RESPONSE TO A COVID- 19 INFECTION:

1. Temperature check will be performed for every program participant upon arrival. Participants registering 100.4 degrees Fahrenheit (or 38.0 degrees Celsius) and those showing symptoms of the COVID 19 will not be allowed into the center.
2. Program staff will monitor the children throughout the hours of the program in the event they develop COVID 19 symptoms which are:
  - a. Fever
  - b. Cough
  - c. New loss of taste or smell
  - d. Chills
  - e. Repeated shaking with chills
  - f. Muscle pain
  - g. Headache
  - h. Sore Throat
  - i. Shortness of breath or difficulty breathing
3. In case a child or staff develops/exhibits COVID- 19 symptoms during the hours of the program, he/she will be separated from other participants and placed in the designated isolation room.
4. Parents/Guardians of the child, the CNMI COVID- 19 Task Force and CCLP will be informed immediately. Once notified parents/guardians will have to pick up the child as soon as possible.
5. Other participants of the program will be dismissed for a period of 5 working days to allow the CNMI COVID- 19 Task Force and health officials to determine the appropriate next steps.
6. All rooms and equipment used by the suspected child or staff will be cleaned and disinfected after 24 hours to minimize potential exposure to the respiratory droplets.
7. Program participants will be informed about resuming of the program as soon as it becomes possible.

The DYS/F&YEP is also mandated to follow the DCCA Child Care Licensing Program COVID 19 protocol for additional guideline in preventing the spread of the corona virus.

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Child Name/Signature

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Date

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Parent Name/Signature

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Date