

Trackside Program and Special Event Guidelines (CoVid-19)

Mission/ Intro....

Trackside is excited to offer our teens and their families several after school and special event opportunities for the 2020 school year. We have developed a fun program and special event line-up with a wide variety of activities, many that are uniquely Trackside, for students in grades 6 through 12. We believe that current health and safety guidelines not only keep our teens safe, but they offer an opportunity for small groups that may already be friends or will easily bond in friendship. By creating a select number of in-person programs, eliminating free afterschool drop-in hours, offering numerous virtual opportunities and limiting participation in special events, we hope to provide a manageable and attractive opportunity for teens and tweens to socialize, explore interests, spend time outside, perform, game, take walks... with the supervision of trained adults and high school mentors.

Our goal this school year is to stay safe and stay small with fun for all!

Notice

These policies and procedures are subject to change as new information or best practices evolve and change from local health, the OEC, CDC, ACA and by CT Executive Order.

Program Structure

- Programs will run for between 1 and 8 weeks. Most programs will meet 1 weekday afternoon or on select weekend mornings for up to 2 hours (a sports only program may extend up to 3 hours).
- All Programs will be open to Trackside Members and require preregistration.
- Programs may be single or mixed gender attendees and staff depending on the topic and registration.

In Person Programs

- Maximum group size per program will be 15 children. Trackside will have a maximum of 3 groups on site during program hours and may have additional programs running virtually.
- Daily health/ contact/quarantine screenings of attendees and staff will take place.
- In-person program groups will remain separated from each other and will not intermingle with other groups during program hours.
- Snacks and Drinks may only be consumed in designated areas. Groups will be assigned a snack break time to help minimize any contact between groups on site simultaneously.
- If groups need to be inside due to extreme weather, they will go to an area of the facility that is designated for their group only. Groups and individuals will be socially distanced to minimize the chance of comingling indoors.
- There will be enhanced cleaning and sanitizing of equipment, activity areas and common spaces. The entire facility will be cleaned and disinfected before and after programs and before and after a special event. Red and Green Flagging Tape and Bins will also be in use

to indicate equipment that has been disinfected and is safe to use versus that which is out of service and requires cleaning and disinfecting to make safe before use.

- Cell phone use will be asked to be limited to maximize participation.
- Programs will transition to virtual events on the same day/time should Trackside need to close for any reason or length of time.

Virtual Programs

- Maximum group size per program will be set by the program instructor and will not exceed 12 attendees per instructor/ assistant.
- Virtual programs may overlap in central online chat/meeting rooms with other Trackside programs prior to joining the Program specific online space.
- Virtual programs will be monitored by Trackside Staff and may be recorded to ensure all attendees and instructors exhibit appropriate behaviors at all times.

Special Events

- Special Events are single date events and start after 6pm in the evening or take place on days when school is not in session.
- Maximum group size per event will be 75 staff and attendees for outdoor events or 25 attendees and staff for indoor events, or per the CT DECD ReOpen CT guidelines in effect at the time.
- All Special Events will require pre-registration.
- Events may be single or mixed gender attendees and staff depending on the topic and registration.
- Health/ contact/quarantine screenings of members, attendees and staff will take place.
- There will be enhanced cleaning and sanitizing of equipment, activity areas and common spaces. The entire facility will be cleaned and disinfected before and after programs and before and after a special event. Red and Green Flagging Tape and Bins will also be in use to indicate equipment that has been disinfected and is safe to use versus that which is out of service and requires cleaning and disinfecting to make safe before use.
- Special Events will transition to virtual events on the same day/time or be postponed to a late date should Trackside need to close for any reason or length of time. Virtual events will follow the outdoor maximum group size.

Arrival/Departure Procedures

Members and attendees may walk, run, ride, skate, scooter or be dropped off at Trackside no more than 15 minutes prior to the start of their program or event. All members and attendees must wear face masks while awaiting screening and permission to join their group or event.

Parents and/or attendees must remain in the car or in the designated arrival area until they have completed the daily screening and have been cleared to participate that day. Different program groups will have different designated arrival areas. Signs will guide parents and attendees to the

correct location to stop and await screening.

After successfully completing the screening, attendees will be required to take a 'pump' of hand sanitizer on the way to meet their group. If there are any indications that the child is not feeling well, is on a quarantine list, or lives in a household with a person under quarantine, the attendee will be not be permitted to the program or event and will have to leave.

All attendees under the age of 13 are required to remain at Trackside for the duration of the program/event and be picked up by a parent/guardian unless specific written permission is received from the parent/guardian. Attendees 13 and older, unless specific instructions are received from the parent/guardian, are permitted to leave during or after the program. Any attendee who leaves the premises is not permitted to return the same day, unless they have been picked-up by a parent/guardian or receive special permission from a Trackside Director.

Illness Mitigation, Social Distancing and PPE

Attendees must wear masks or cloth face coverings **OUTSIDE when 6ft of social distancing cannot be maintained** and at **all times while INSIDE the facility**, where social distancing within their group may be more difficult.* Face Coverings/Masks must be provided by the Parent/Attendee and are not provided by Trackside. Masks may be purchased from Trackside if needed.

*Unless a doctor's note is provided indicating they cannot wear a mask/face covering.

Face coverings should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be disposable or able to be laundered and machine dried without damage or change to shape
- Not contain offensive or explicit images or language that is visible externally (it if would not be appropriate for school, it would not be appropriate for Trackside)

Our priority is mitigating risk and educating attendees and staff on best practices and enforcing them. In addition to Health screening upon arrival, there will be an ongoing focus on:

- Reminding staff and attendees to take precautions to prevent the spread of illness, including social distancing, increased hand washing and sanitizing, minimizing sharing of equipment and general awareness.
- Cleaning/disinfecting frequently touched surfaces and equipment
- Limiting the use of shared equipment and supplies and providing group specific supplies that will be cleaned and disinfected after use
- Use of color coding and signage to encourage safe practices
- Covering cough and sneezes
- Physical and time-based separation of groups

Additional attention will be placed on hand washing and sanitizing frequently during the program or event. The CDC recommendations state that individuals should regularly wash hands with soap and water for at least 20 seconds: (Alcohol based hand sanitizer may be used if hand washing isn't available)

- Before coming in contact with any person
- Before and after eating
- After sneezing, coughing, or nose blowing
- After utilizing the restroom
- Before handling food
- After touching or cleaning potentially contaminated surfaces
- After using any shared equipment such as toys, sports equipment, keyboards, mouse

Indoor spaces designated for each group ensure compliance with the applicable CT Executive Orders regarding indoor gatherings and capacity. Each group will have a designated indoor space which can accommodate a minimum of 17 individuals; 15 attendees and 2 staff while maintaining social distancing and facility capacity requirements. In addition, each group will have a designated entrance/exit from the facility to further minimize interactions between groups of attendees. The restroom is the primary shared space amongst groups. Social distancing and masking will be strictly enforced when attendees are using the restroom facilities.

These are all to be maintained in compliance with CDC, OEC, ACA, CT Executive Order and Local Health's guidelines.

Staff Health Checks and PPE

Similar to attendees, directors, instructors and staff will undergo daily health/contact/quarantine screenings upon arrival each day. Anyone who do not pass the screening will not be permitted to stay.

In the event an instructor or staff member is not permitted to stay, additional staff will be on call to ensure that each group has adequate supervision every day.

Per OEC regulations, all staff and instructors will be required to wear masks at all times inside the facility and outside when 6ft social distancing cannot be maintained. Staff and instructors will be asked and encouraged to wear masks regardless of distance.* Staff and instructors may provide their own face coverings which must be approved by Trackside Director or Trackside will provide masks for all staff members who request it.

Training, Gloves and Eye Protection will also be provided by Trackside for Instructors or Staff who are involved with handling soiled items, cleaning and disinfecting of the facility, toys or equipment.

Snacks

There will be a designated snack break during programs each day. Attendees may bring snacks or

may purchase snacks at the Snackside Café. The café will be fully operational and will abide by the Restaurant Reopening Guidelines. Whenever possible, attendees will be seated outside, in the designated, permitted outdoor seating area, during snack breaks. Trackside must use our Snackside Café prepaid cards or provide exact change as no change will be given. A link to purchase and add funds to your/your Child's Snackside Café account can be found on our website.

Medical Intervention

If anyone begins to feel sick or develops symptoms of Covid-19 during the program or event, we will immediately isolate said person, do a health screening and send them home.

Based upon the development of illness, we will contact Wilton Health Department to assess risk and contract trace.

***If you have any concern that your child has a greater health risk due to a medical condition or underlying health concern, please seek medical advice when considering sending your child to any of Trackside's in person programs or events.*

Enhanced Cleaning Measures

In accordance with CDC recommendations, OEC, State and Local Health requirements for reopening, cleaning and sanitizing procedures throughout the Trackside facility indoors and out have been enhanced. We will update cleaning procedures, as necessary. In addition to enhanced cleaning and disinfecting during the program hours, the facility will undergo additional enhanced cleaning each evening and in between facility uses by any other groups or individuals.

Groups will be given a set of supplies to use during the program to minimize the use of shared equipment with other groups. Before using any supplies, all attendees and staff will wash or sanitize their hands and will continue to do so throughout the program or event. Any activity that requires shared equipment between groups will have an appropriate and specific cleaning policy to ensure equipment is cleaned and disinfected between users and/or groups.

Reporting Illness

If someone begins to feel ill while at Trackside, they will be brought to a First Aid/CPR certified director privately to be evaluated.

- Sick person will be isolated, attendee or staff will be required to leave Trackside if a temperature over 100 is recorded
- Other illnesses such as cough will be evaluated on a case by case basis
- All parents of the group, and anyone that meets the definition of 'close contact' will be contacted, to inform them that a child or staff member from their group has left Trackside due to a fever over 100
- If we are informed of a positive COVID-19 test, an email will be sent to the families of that group.
- Trackside will follow CDC guidance on how to disinfect our building or facility if someone is sick.

- We will contact the OEC and the local health department to guide us through the risk assessment and contact tracing process.
- We will exclude the child(ren) and staff member(s) who are determined to have had close contact with the affected child/staff member for 14 days after the last day they had contact with the affected child/staff member.
- If your child shows symptoms of COVID-19 and tests positive within one week of participating in a program or event, please inform us so we can help with community contact tracing.

Reportable Cases

COVID-19 was added to the List of Reportable Diseases. Those required to report such diseases must report cases of COVID-19 infection immediately to the Connecticut Department of Public Health and to the local department of health in the town of residence of the case-patient by telephone on the day of recognition or strong suspicion of the disease. The COVID19 report form is available on the DPH website at <https://dphsubmissions.ct.gov/Covid/InitiateCovidReport>

Other Illnesses At Trackside

Attendees and staff who become ill while at Trackside will be evaluated by the First Aid/CPR certified director.

If a fever is present and the ill person is sent home, they will be allowed to return after being 48 hours fever free without the aid of medicine so long as: no other COVID related symptoms become present and they pass the health screening in the morning

For injuries unrelated to illness, our First Aid/CPR certified director will treat them according to general first aid guidelines. For injuries or illness that results in an attendee being unable to participate in activities, the parent will be notified.

All First Aid/CPR certified staff will use appropriate PPE and follow cleaning protocols in between attendees for all cases of illness and injury.

Please note: The health and safety of all our families relies on the honesty and intentionality of how we treat illness or suspected illness. We will be honest with you and do our best to keep your attendees safe, but it will take all of us acting responsibly with abundant caution to make it possible.

Disciplinary Actions

Trackside's Programs and Special Events will abide by Trackside's Code of Conduct.

Informed Consent

Attendees and staff alike will be required to complete the Informed Consent form prior to the beginning of each program. Attendance will not be authorized without completion of the



The Teen Center of Wilton
15 Station Road, Wilton, CT 06897

informed consent form. This form requires that attendees and staff are aware of the various risks COVID-19 poses. The Informed Consent will be included in the registration process for memberships and special events.

Cancellation and Refund Policy

Canceling Weeks

- If you choose to cancel a minimum of two weeks prior to the start of the program, you will be eligible for a refund. Submit your request to info@trackside.org and our Directors will process the refund you.
- If you choose to cancel with less than two weeks' notice, you will only be eligible for a refund if we can fill your child's spot.
- If your program is cancelled either partially or fully due to Covid-19, you will be eligible for a refund. We will contact affected parties and process them accordingly.



Informed Consent

I hereby attest that I have been informed of the following pertaining to the coronavirus:

o People who are 65 years and older and people of any age who have serious underlying medical conditions or are at higher risk for severe illness from COVID-19 are recommended to stay at home. A list of medical conditions associated with a higher risk for severe illness from COVID-19 can be found in CDC's guidance.¹ Individuals and families should consult their healthcare provider to determine whether they have medical conditions that place them at risk.

o Staff and children living in households with individuals who are 65 years and older OR have higher risk for severe illness from COVID-19 are recommended to stay home.

****This document will be electronically signed during the registration process.**