



DIOCESE *OF* VENICE

— *IN FLORIDA* —

Department of Education

DIOCESAN SUMMER PROGRAM PLAN

IN RESPONSE TO COVID -19

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INTRODUCTION

Dear Directors of Religious Education
and Summer Program Directors:

After careful review and guidance from the Center for Disease Control and mindful of the federal and state pandemic guidelines, all summer activities can be held in the Diocese of Venice parish programs. This is a great opportunity for the children and volunteers of the Diocese to have a fun-filled summer living within this “new normal”.

Summer, sport, and Vacation Bible School programs can be held with limited capacity to ten children and four volunteers (one adult leader, two adult and one teenage) per grade level. All summer activities/programs will establish plans compliant with the Diocese of Venice Diocesan Summer Program Plan in response of Covid-19.

Each director of the program must present the first aid protocol plan for approval at least fourteen days prior to its commencement. All plans must be sent to Anne Chrzan, Diocesan Director of Religious Education at chrzan@dioceseofvenice.org.

Each summer, sport or vacation bible school program being held in person must have a first aid kit for each grade level. First aid kits are to be provided by each program or institution. In this booklet are the Covid-19 guidelines for summer programs which needs to be followed.

The summer program this year may appear different than in years past. With courage, fortitude and perseverance, the Holy Spirit will continue to allow these gifts to guide the time with each other in celebration for all that have been given to us.

Sincerely,

Anne M. Chrzan
Diocesan Director of Religious Education
Diocese of Venice
1000 Pinebrook Road
Venice, Florida 34285



SAFETY OF STAFF, VOLUNTEERS AND CHILDREN

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, children, and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Phase 1	June	<ul style="list-style-type: none">Implement social distancing protocol and open facilities with limited access/use
Phase 2	July	<ul style="list-style-type: none">Expand use of Parish facilities based on recommendations and data from CDC, DOE, DOH, OEL, Florida Governor, and applicable state and local agenciesOpen programs based on following CDC guidelines
Phase 3	August	<ul style="list-style-type: none">Determine what restrictions/guidelines stay in place for summer programs

EMPLOYEE AND CHILDREN SAFETY

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Employees, children, parents, and volunteers should practice staying the CDC recommended distance from others and eliminating contact with others whenever possible. The program will define their social distancing protocols and instruct their communities about their developed expectations for their location.

CHECK IN REQUIREMENTS

Have a designated pick up and drop off station in the front of the large group assembly area. Upon check in on the first day, using the CDC guideline screening sheet enclosed in this guidebook, parents should be asked about the health of their children over the past few days. Visitors who are not a part of the summer program will not be allowed normal visitation. Only one parent/designated adult will be able to pick up the children at the end of the session.

VOLUNTEER SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure, it is required for everyone to complete a self-screening form which includes a temperature reading and a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential by the Director of the program.

HEALTH PROTOCOL

- If one becomes ill during the program or if another person is exhibiting symptoms of COVID-19, the volunteer or child may be asked to leave the program and go home or to the nearest health center. A phone call to the child's parent/guardian is imperative.
- The volunteer or child's parent/guardian may be asked to submit a healthcare provider's note before returning to the assignment.

If one has been diagnosed with COVID-19, the volunteer or child may return to the program when all 3 of the following criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications)
 2. Have improved in respiratory symptoms (cough, shortness of breath, etc); and
 3. At least 10 days have passed since symptoms first occurred
- If symptoms indicating that it could be COVID-19, and one does not get evaluated by a medical professional or tested for COVID-19, it is assumed that one has COVID-19 and may not return until the three criteria listed above have been met.

NON-COVID SITUATION PROTOCOLS

GUIDANCE IF EXPOSED

While it is hoped to avoid exposure to illness from COVID-19, preparation is key for the possibility. Anyone who has been in contact with someone exposed to the virus, the first concern is for the health and safety of those impacted by the virus. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Find a specific room away from others where one can self-quarantine.
2. Contact the following (in order of priority), let them know you have been exposed to COVID-19 and then follow their instructions.
 - a. Healthcare provider
 - b. Superintendent/Diocesan Director of Religious Education
 - c. Principal/Director of Religious Education
 - d. Supervisor/Human Resource department
3. The Director of the program will work with the above to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know someone has been exposed to COVID-19, then follow their instructions.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Whenever possible, employees, children, volunteers, and parent/guardian should practice staying approximately 6 feet away from others and eliminating contact with others.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE may include the following:

Masks: Face masks are an important part of a volunteer's protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. The use of masks will not be required but highly recommended for children unless they are in a physical activity.

Gloves: Touching one's face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need for washing hands. This is the primary defense against any virus. Extra care needs to be taken around the trash areas. Gloves need to be worn to handle trash. The proper removal of gloves reduces the risk of being exposed to contamination. Gloves need to be replaced after each use.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to share with information with the volunteers and children:

- Washing hands often with soap and water for at least 20 seconds. Using hand sanitizer, with at least 60% alcohol is recommended, and can be used if soap and water are not available
- Avoid touching eyes, nose, and mouth
- Cover one's mouth and nose with a tissue when coughing or sneezing or use the inside of one's elbow

GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly.

PROGRAM ROOMS/ACTIVITY CENTER

The Program Director will use the signage provided to indicate that rooms are regularly sanitized and disinfected. All leaders, volunteers and children are asked not to visit another classroom outside of their team or grade level.

Each room used for a program must be disinfected using Lysol spray, disinfectant wipes, or a CDC approved bleach solution before the arrival of children and after their departure.

Each room being used must have a first aid kit, disinfectant wipes, Kleenex and hand sanitizers. This should include the restroom. The sign will indicate closure/capacity limits placed on these rooms' doors.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

FACILITIES CLEANING

The safety of our volunteers and children are our first priority. Upon reopening, our parish facilities and classrooms and activity space, will have been completely cleaned and disinfected. The cleaning steps outlined below are to be taken to disinfect surfaces, chairs, tables, etc. to protect everyone and reduce the risk of spread of infection. It is required that the Director of the program is to maintain this safety standard.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Program Space	Classrooms, community center	At the end of each use/day
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Common Areas	Gyms, Church, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The program space should be 100% cleaned before opening the program.

DEEP CLEANING AND DISINFECTION PROTOCOL

SIGNAGE

Signage will be placed throughout the program areas. See appendix for examples of signage.

FOOD DURING THE PROGRAMS

All children and volunteers will be asked to bring their own snack and water bottles. These can only be used by them and must be labeled. No sharing of food is allowed.

PREVENTIVE MATERIAL INVENTORY

1. Have an adequate supply of soap, disinfectant, hand sanitizer, paper towels, and tissues
2. Confirm a supply of gloves and other protective gear (masks for volunteers)
3. Touchless thermometers on-site for volunteer and children screening

COVID-19 CASE FORM

If a volunteer or child becomes ill on campus, one will immediately report to the designated **isolation room**, and the case form will be completed.

Once the volunteer or child arrives at the isolation room, immediately provide a mask and gloves. This is to help protect other volunteers and children and prevent the spread of the potential virus.

- The staff member assigned to monitor the isolation room must complete the **Suspected COVID-19 Case Form**. **The staff member must call the parent of the child immediately.**
- The staff member attending to the suspected infected child or volunteer should also wear a protective mask and gloves while working with the suspected infected person.
- The director of the program must identify the persons who may have been in contact with the suspected infected person. *Unless required by the local health authority, the name of the person should not be provided.*
- Advise the parent that the child may have been in contact with a suspected volunteer or another child and that they must carry out self-screening every morning.
- The isolation area and suspected volunteer or child's play area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the volunteer or child.

RESTROOM USAGE DURING THE PROGRAM

While the smaller children can be escorted to the restroom, care must be taken not to hold hands or, in any way, have physical contact with them.

Establish maximum capacity for the facility that allows for social distancing; the number of occupants should not exceed the number of sinks. Post the maximum capacity sign on the door. Provide supplies for volunteers to clean up after themselves in volunteer- only restrooms.

CHECK IN STATION

The safety of our volunteers and children remain primary concern. To help prevent the spread of the virus, and reduce the risk of exposure to the staff, volunteers and children, there will a simple screening questionnaire conducted each day upon arrival to the program. Participation is important to help take precautionary measures to protect everyone in the building participating in the program. See **VISITOR SELF-SCREENING FORM/Self-Declaration by Visitor**.

CLASSROOM ARRANGEMENTS

The director of the program will use the signage provided to indicate that rooms are regularly sanitized and disinfected. All children will be asked to avoid any unnecessary contact where feasible.

All materials and tools used for crafts must be disinfected between uses (scissors, rulers, markers, etc.). Ask each child to bring a school supply box or baggy for the tools they will need for program and have it clearly marked. No more than ten children and four volunteers (leader, two adult volunteers and one teenage volunteer) are to be in each classroom. Care is taken to

have only ten desks or table space with chairs. The group is to remain together the entire program.

LARGE GATHERING ARRANGEMENTS

Following the Mass protocols set forth by the Diocese of Venice, children and volunteers should sit six feet apart in each pew, use every other pew and have only 50% capacity in the Church building. Wearing a mask is suggested. Mass protocols should follow the policy established by the Diocese.

A large space for the games portion of the program should be used and at 50% capacity. The volunteer will ensure that rooms are regularly sanitized and disinfected. A sign will be posted on the door once the room has been disinfected and sanitized.

It is very important that all employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

CONTENTS TO BE INCLUDED IN YOUR FIRST AID BOX

- Latex / Exam Gloves (at least five pairs)
- Touchless Thermometers (at least two)
- Hand Sanitizer
- Antiseptic Wipes
- Antibacterial ointment (e.g., bacitracin)
- Assorted adhesive bandages (fabric preferred)
- Butterfly bandages / adhesive wound-closure strips
- Gauze pads (various sizes)/ non-stick sterile pads
- Medical adhesive tape (10 yd. roll, min. 1" width)
- Blister treatment
- Insect sting / anti-itch treatment
- Antihistamine to treat allergic reactions
- Splinter (fine point) tweezers
- First-aid manual or information cards



Suspected COVID-19 Case Reporting Form
REPORT FOR VOLUNTEERS/CHILDREN PRESENTING SYMPTOMS
AT VACATION BIBLE SCHOOL/SPORT PROGRAM/SUMMER PROGRAM

Name: _____

Date: _____

Parish Name: _____

☐ Volunteer ☐ Child

Symptoms noticed:

- ☐ Temperature 100.4 or higher
- ☐ Shortness of breath, difficulty breathing
- ☐ Cough
- ☐ Runny nose
- ☐ Sneezing
- ☐ Muscle Pain
- ☐ Tiredness

Additional Notes: _____

Time of fever or onset of symptoms: _____

Reporter Name/Title: _____



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**PARENTAL/GUARDIAN COVID-19
CONSENT FORM AND LIABILITY WAIVER**

Participant's name: _____

Birth date: _____ Sex: _____

Parent/Guardian's name: _____

Home address: _____

Home phone: _____

Business phone: _____

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and as a result, social distancing is recommended. _____ Parish will follow state and local standards of conduct and has put in place reasonable preventative measures to reduce the spread of COVID-19 at its Parish activity (including but not limited to summer program). However, even though such standards will be followed and reasonable measures put into place, Parish cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending the Parish activity could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and that my child(ren) and I may be exposed to or infected by COVID-19 by participating in the parish activity and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at _____ Parish may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Parish employees, volunteers, and program participants and their families.

Considering the foregoing, however, I, _____, grant permission for my child, _____, to participate in this parish activity that may require transportation to a location away from the parish site, notwithstanding the risks associated with the COVID-19 virus and group activities.

I confirm that there are no necessary changes to the Medical Information Consent form for my child that I previously submitted. If there are any necessary changes, I will complete another Medical Information Consent form.

I further agree on behalf of myself, my child named herein, and my spouse, our heirs, successors, and assigns, to release, indemnify, hold harmless, and defend _____ Parish and the Diocese of Venice in Florida, their members, directors, officers, employees, agents and representatives ("indemnitees") associated with the event arising from or in connection with the negligent acts or omissions of the indemnitees' in relation to prevention of the spread of the COVID-19 virus. I SPECIFICALLY ACKNOWLEDGE AND AGREE THAT I AM AGREEING TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE INDEMNITEES' FROM THEIR OWN NEGLIGENCE IN REGARD TO THE INDEMNITEES' NEGLIGENCE ACTION AND/OR INACTION IN REGARD TO PROTECTION AGAINST THE COVID-19 VIRUS.

Signature: _____ Date: _____



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**This restroom
is regularly
disinfected.**

Remember to wash your hands for at
least 20 seconds.



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**PLEASE
PRACTICE
SOCIAL
DISTANCING.**

Keep a distance
of 6 feet between
people.





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**For your safety,
this facility is
regularly
disinfected.**

All staff, students, and visitors will go
through screening protocols before
entering.



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Maximum Capacity

All staff, students, and visitors will go through screening protocols before entering.



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Wash Your Hands



Use Soap



Scrub for
20 seconds



Rinse Hands



Dry

Be Safe and Stay Healthy



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Temperature Check- Point

Please stand 6 feet apart.



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Room Closed

Thank you for understanding.



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Isolation Room

Authorized personnel only.
PPE required beyond this point.