



YSA COVID-19 Health & Safety Standard Operating Procedures

General Rules

Max 8 students per class, with a lead instructor and/or teaching assistant present at all times.

Masks or approved face coverings will be worn by staff, students and parents/legal guardians at all times - outside and inside. There will be no exceptions. All face covering will be worn appropriately by ensuring it covers nose and mouth openings and is placed securely around the face.

Social distancing of at least 6ft (at least 10ft where possible) at all times. Ground and walls will be marked with tape or chalk to help enforce safe social distancing. Students will not be allowed to touch other students or staff at any time.

Masks and safety goggles worn for all hands on activities and science experiments.

When possible, classes will be conducted outside in a well ventilated space in the shade or in a tent.

Students will need to remain at their desk during class. There will be no sharing of materials.

YSA will be unable to transport children to field sites or for school pickup. Students are expected to exhibit safe COVID-19 practices - mask wearing and social distancing - while being transported to YSA activities.

YSA will not be able to provide snacks, food or drinks. There will be no consumption of food or drinks during class time. Students may bring their own water bottle but may not use the water fountain.

An electronic COVID health check attestation form to be completed as part of sign-in. This form will be available as a Google form and can be completed in advance by parents or students (with parent permission). <https://forms.gle/xW96qrUX56sLUvWV8>

Medical health insurance and vaccination form to be completed by all students at the start of the semester.

YSA reserves the right to refuse entry or service to its programs at any time.

Sign-in protocols

For Harrelson Center based programs. Sign in station will be located outside on the 2nd floor courtyard, staggered sign in times, social distancing if waiting in line. All students to be signed in no later



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than 5 minutes before the scheduled class start time. No late sign-in, class will be closed for sign-in 5 minutes before the scheduled start time.

Parents/legal guardians are required to wear a mask and physically sign all students in and out each day. No parents allowed inside the building without an appointment. No early pick-up from class, students will be accompanied to the 2nd floor courtyard by YSA staff at the conclusion of each lesson for signing out.

For safety reasons, there will be no curbside drop off. Free visitor parking is available in the Harrelson Center parking garage which can be accessed via 4th St in between Market and Princess St.

An electronic COVID health check attestation form to be completed as part of sign-in. This form will be available as a Google form and can be completed in advance by parents or students (with parent permission). [PUT LINK HERE TO GOOGLE FORM.](#)

For Voyage based programs. Sign in station will be located outside the entrance to the Hemenway Building. Upon arrival parents/legal guardian/authorized adult will sign each student in and complete the COVID health check attestation form. No early pick-up from class, students will be accompanied by YSA staff at the conclusion of each lesson for signing out.

Masks should be worn prior to sign-in. Daily temperature checks will be taken by staff at sign-in. Students or staff with temperatures > 99.5F will not be permitted to attend YSA.

Students will be allowed to bring one backpack and one water bottle. Following sign in, students will place their backpack in a designated bin or storage area, and then remain at their designated desk. Water bottles will be placed in individual plastic bags inside a cooler located at the sign in station.

Mask and Face Covering Protocols

Masks or approved face coverings will be worn by staff, students and guests at all times - outside and inside. There will be no exceptions. All face covering will be worn appropriately by ensuring it covers nose and mouth openings and is placed securely around the face. YSA staff will not be able to help secure the mask or face covering on the student. Each student will be given several cloth masks at the start of the semester, which should be cleaned after each use. Students will be given brief individual "mask breaks" in a designated area every hour.

Students will be required to wear a mask when being transported to YSA activities when travelling with other individuals outside their household. This includes school bus transportation, carpooling, or on public transportation.



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All students and staff should never share or swap cloth face coverings. Cloth face coverings should be clearly identified with their names or initials. Students' face coverings may also be labeled to indicate top/bottom and front/back.

Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.

Cloth face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.

Cleaning Protocols

Approved staff will wear disposable gloves and safety goggles to clean and disinfect.

Benches, doors, high touch surfaces, and other items used in class, such as computers (e.g. keyboards, monitors), stationary, and lab equipment, will be cleaned by staff before and after every class. Setup will occur one-hour in advance of class. One-hour will be allocated in-between classes for staff or approved personnel to clean equipment and to set up for the next class.

Pending approval from the YSA Executive Director, individuals can use their own laptops or tablets but these cannot be shared and they must be cleaned before class using approved wipe cleaners prior to use at YSA.

At the conclusion of each day, staff or approved personnel will complete a thorough cleaning of bench surfaces and equipment used before packing items away in dedicated bins. Safety goggles will be sterilized by soaking in a bleach solution. Lab equipment that has been touched repeatedly or been in close contact with the face (e.g., microscope) will not be used for a minimum of 3 days following cleaning.

For programs at Voyage, main equipment used in these programs will be stored at the Heminway Center.

At the Harrelson Center, bathrooms and other public areas are being cleaned and maintained every 2 hours by Harrelson Center staff.

Approved cleaning materials:

Washing hands: Priority: warm water and soap for 2 minutes. Alternative: hand sanitizer with 60% alcohol.

Hard surfaces: Surfaces will be cleaned using soap and water, followed by disinfectant. Where possible a EPA approved disinfectant will be used otherwise a diluted bleach solution will be used (4 teaspoons of bleach in one quart room temperature water).



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Soft surfaces: Clean the surface using soap and water, launder items if possible using the warmest appropriate water setting and dry items completely, or disinfect with an EPA-registered household disinfectant. Vacuum as usual.

Electronics: Where possible, use a wipeable cover on electronics. Follow manufacturer's instructions for cleaning and disinfecting. If no guidance use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly before use.

Laundry: If laundering items, wear disposable gloves when handling dirty laundry from a person who is sick and when transferring items to the laundry machine. Do not shake dirty laundry. Clean and disinfect clothes hampers using soft surface protocols. Remove gloves and wash hands right away.

Teaching protocols

During the COVID-19 pandemic, YSA programs are operating well below capacity using a skeleton staff in order for the health and safety of everyone involved with YSA and its partners. Each class will be limited to one-hour with a maximum of 6 students per class.

Teaching will occur in small mobile pods, with students sitting at individual plastic desks or tables. Desks or tables will be positioned at least 6ft apart, and when inside, desks will be fitted with barriers to prevent transmission of the virus. A rope barrier will be placed around the teaching pod to restrict contact with other patrons and the public. WiFi access may be available in some outside locations.

Outside instruction will occur in a well ventilated covered area or under a tent. Fans may be placed in the vicinity of each pod to provide a cool breeze. Masks to remain on at all times while on campus.

Students will be educated on health and safety lab protocols, appropriate wearing of face coverings, general cleaning procedures and hand washing protocols. Students will be reminded to not touch their faces during class or touch the outside of their mask. A health and safety checklist will be read at the start of each class.

Hand washing at the start and end of class and before and after all science activities. Hands will be washed approximately every 30 minutes with hand sanitizer or running water (if available).

Students will not be allowed to go to the bathroom before or during class unless it is an emergency. Students should make sure they go to the bathroom before arriving for YSA programs. Students will be able to go to the bathroom at the end of class; to ensure social distance only one student will be permitted access to the bathroom at a time.

Each student will be given separate items to complete the science activities, such as consumable items, individual glassware, stationary, drawing materials, and goggles. There will be no sharing of items.



No more than one person using lab equipment at each time.

It is important that all students follow the directions from the instructor and be well behaved so that we can ensure an enjoyable experience for all. Students should always exhibit “courtesy, dignity, respect, and tolerance” when participating in YSA programs.

Free time availability

There will be no free science time available until further notice.

Protocols for students feeling ill or exhibiting COVID-19 symptoms

All COVID-19 symptoms, such as nausea, headaches, muscle soreness, shortness of breath, sneezing, cough, sore throat, and new loss of taste and smell, exhibited by staff and students will be treated as COVID-19 positive. Any student exhibiting these symptoms (including during the previous 48 hour period and at school) will not be allowed to participate in YSA classes.

The following procedure is based on CDC recommendations and will be followed if a student feels ill or exhibit symptoms consistent with COVID-19:

- 1) Student will be isolated from the group and placed in a designated quarantine area away from other students..
- 2) All science activities will cease and other students will move to a safe space outside if inside, or remain in their seats if outside.
- 3) If inside, open windows and turn off AC unit.
- 4) Student feeling ill will keep mask on even if vomiting occurs.
- 5) While working with the ill student, the instructor will wear gloves, goggles, a lab gown, and a face shield, and maintain social distancing of at least 12 feet.
- 6) Following a temperature check, the parent/legal guardian will be notified to alert them of the illness.
- 7) If the parent/legal guardian cannot be reached then 911 will be called so that the student can receive medical attention.
- 8) New Hanover County Health Department will be called to report possible COVID case. Contact details of staff and students as well as health attestation forms will be given to NHC Health Department personnel in order to facilitate contact tracing.
- 9) Parents/legal guardian of other students will be contacted. Students will be released to return home with their parent/legal guardian at the discretion and approval of NHC Health Department or the YSA Executive Director.



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- 10) Staff will wait 24 hours before complete a thorough cleaning and disinfecting of all facilities, items used in the activity will be quarantined and cleaned according to cleaning protocols. Equipment will be quarantined for a minimum of 14 days.
- 11) All students and staff with contact with the ill student will be required to be tested for COVID-19 and self isolate for 14 days
- 12) YSA will remain closed for a minimum of 14 days until staff return a negative COVID test result

At-home protocols

Important that certain protocols are maintained in the home, in order to maintain the health and safety of everyone at YSA. Staff and students are expected to show leadership and good citizenship by:

- 1) Exhibiting social distancing protocols or wearing a mask in public spaces
- 2) Wearing a mask and being socially distant when attending other day care, outreach programs, summer camps or similar gatherings, even if other participants or staff are not wearing mask
- 3) Being vigilant of others and not associating with people exhibiting symptoms or tested positive to COVID-19

Quarantine Rules and Consequences for Breach of Protocols

Student falls ill with suspected COVID: If illness occurs at YSA: Programs close and all students and staff to test for COVID-19 and self isolate for 14 days. If illness does not occur at YSA: Student self isolates for a minimum of 14 days and will be allowed to return to YSA following a negative COVID-19 test result.

Refusal to wear mask: refused entry and dismissal from program

Removal of mask during class: first offense verbal warning and parents notified, second offense dismissal

Touching other students: first offense: verbal warning and parents notified, second offense: dismissal from program

Disregard for social distancing and mask wearing in public spaces: dismissal from program

Bad behavior or not following directions: first offense verbal warning and parents notified, second offense dismissal

Payment and Refund Policies



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Payments for YSA programs are made on a monthly basis and are due before the first class in each 4-week program. Refunds will not be issued for undocumented absences or illness.