

YOUTH ALTERNATIVES, INC.

1 GRAFF STREET, OIL CITY, PA 16301, 814-676-5785
1250 ELK STREET, FRANKLIN, PA 16323, 814-346-0188

To: Youth Alternatives Inc. families
From: Corrina Woods, Executive Director
Subject: Center Procedures due to COVID-19
Date: November 6, 2020

We will be following the guidelines suggested by the CDC during this phase of the COVID-19 Pandemic.

For everyone's safety we will be providing Afterschool program hours as follows:

Monday – Friday:

- After school – 5:30 pm
 - Drop off and pickup will be as socially distanced as possible.
- 5:30 pm – 6:00 pm
 - Please ensure that your youth are picked up by 5:30 pm, so that staff has adequate time to sanitize the entire center.

Drop off procedures:

Step 1: A staff person will check your child's temperature (children with a fever of 100.4 or higher will not be permitted to stay. If being picked up, they must wear a mask until they leave the center.

Step 2: A staff member will sign your child in on the designated sign-in sheet.

Should your child become ill during the time at the center and/or have an increase in temperature your child will need to be picked up immediately upon notification to the parent/guardian. The child must wear a mask until the youth leaves the center. All registration forms must be updated with **correct contact information**.

A staff member will sanitize restrooms upon every use of the facilities.

Please discuss with your child what they should expect throughout their day:

- Frequent handwashing with soap and water, especially after using restroom, before eating, and after blowing their nose.
- Advise children to avoid touching their face; to sneeze and cough into their elbow or a tissue.

Our staff will continue to promote social distancing with the children to follow guidelines from the state and federal authorities, but it cannot be guaranteed in our centers. As you can understand, it can be a challenge to keep young children separated, regardless of the setting.

Staff will be wearing masks as recommended by the CDC. We will require the youth to wear face coverings, unless they are exempt due to a health condition as specified by the CDC guidelines. Please see the attached form to be signed by a parent/guardian about our mask requirements.

Therefore, if you do not feel comfortable sending your child to our center under these current circumstances, we recommend that you keep them at home.

During this phase we will be providing a warm snack for youth from 3:30-4:30.

Please see the attached form to be signed by a parent/guardian upon receiving this letter.

Thank you in advance for your cooperation and understanding during this time.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

Corrina J. Woods
Executive Director

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I _____ parent/guardian of _____

Have received and reviewed the COVID-19 information and guidelines for Youth
Alternatives Inc. centers that must be adhered to.

Updated contact(s) & phone number(s) _____

Parent/Guardian Signature

Date