



Pathway Karate Academy, LLC

of Nihon Kodan Shindo Ryu Family Martial Arts Training Center

Pathway to Reopen Playbook

“Safe Path”



Introduction: Re-Opening RI

In an effort to provide safe access for students and families and in alignment with the “Re-opening RI initiative issued by Governor Raimondo and the Department of Health, Pathway Karate Academy is committed to ensuring we provide real-time strategic measures to allow for the re-entry of students back into our program.

As a part of the “Re-Opening RI initiative Phase 2 - Navigating our way” Governor Raimondo allows for *“Expanded childcare options will be available under strict public health guidelines...Additional recreational options will likely return, but restrictions will remain. Social gathering limits will increase to 15 people. Masks, vigilant hand-washing and increased cleaning must remain in place. Offices will ease capacity restrictions allowing more people to come in, but many people will still work from home. All activities must account for strong social distancing guidelines of remaining 6-feet apart.”* In the May 1st press release the tentative date to re-open child care facilities is June 1st.

To ensure compliance with these guidelines we have developed this “[SafePath](#)” re-opening playbook outlining the measures we will take to limit risk and exposure to the COVID-19 virus.



SafePath Framework



Safe Path Framework

PHASE ONE: Re-Opening Through COVID-19



PHASE TWO: Operating Through COVID-19

As COVID-19 is an ongoing crises, and we are learning new information and ways to respond better daily. Our playbook is organized into the above 4 steps to help us re-open operations and respond to new guidance received.

As we continue to operate we will update this plan and continue to provide learning opportunities to our employees, families, students and the community.

PHASE ONE RE-OPENING THROUGH COVID-19



PLAN

PREPARE



PLAN

Contents

1. Re-Opening Timeline
2. Facility Plan
3. Emergency & Contingency Plan
4. Employee Re-Entry Plan
5. Youth Re-Entry Plan
6. Program Structure
7. Family Engagement



PLAN

1. Re-Opening Timeline

Overview

To safely and successfully re-open we have clearly outlined a fact-based plan that addresses, employees, youth, families and our surrounding community. We have identified key areas where the COVID-19 virus can pose risk to our program and have developed the following plan to prevent/reduce the risk.



1. Re-Opening Timeline

Goals & Assumptions:

- ❑ Assuming that the child care licenses are re-instated June 1st, Pathway plans to re-open the child care for Summer Camp on **June 15th**.
- ❑ Due to the nature of our program as an afterschool provider, we do not plan expect to have normal attendance as schools will remain in distance learning and our parent community has advised they will continue to home-school children.
- ❑ We will assume that based on the nature of our program DHS, will continue to provide relief payments through the month of June until opening. (***from June 1st to June 15th***)



PLAN

1. Re-Opening Timeline

4/30

- Weekly Virtual Employees Meetings
- Weekly Parent Check In

5/15 – 6/15

- Site Improvements
- Redesign Student Centers
- Purchase Supplies

6/1 – 6/9

- State Tentative Childcare Reopen Date -6/1
- **Receive Approval from DHS 6/1**
- Parent Communication – Open Registration 6/5
- Advertisements for Summer Camp 6/5

6/11

- Employees Orientation Week

5/5

- Develop Re-Open Plan
- Post Hiring Requisitions

5/22 -6/1

- Re-Open Plan Due to DHS

6/2 – 6/15

- 2nd Parent Communication Registration
- Certify employees

6/15

- **Re-Open Summer Camp**



PLAN

Note: Evening Non Program Classes:

During this time we will not hold any evening program classes for the safety of our program. We will provide our classes via Zoom until Phase 2 or 3 of COVID.

2. Facility Plan

Security

- **New:** No visitors are allowed in the building with the exception of DHS personnel. Visitors must schedule phone/virtual appointments.
- Reinforce Employees use of the Intercom System

Cleaning

- **New:** Initial Deep Clean & Sanitizing of the facility, including all toys and program materials
- **New:** Dedicated cleaning Employees to clean after the program day
- **New:** Employees guidelines for cleaning and sanitation during student transitions hourly

Parking

- **New:** Front Entrance ***Curbside Parent Drop Off & Well Child Check In***
- Reinforcement of Rear Parking



PLAN

2. Facility Plan

Facility Enhancements

- **New:** Washer and Dryer Installation
- **New:** Dedicated Isolation Space for Sick Children
- **New:** Larger Designated Areas for Children's Personal Belongings
- **New:** Hand sanitizer stations and soap dispensers
- **New:** Employee Personal Private Storage Area

Space Redesign

- **New:** Larger Dedicated Areas for Social Distancing
- **New:** Transition Routes for Group Distancing
- **New:** Posting of new CDC and DOH guidelines and COVID resources

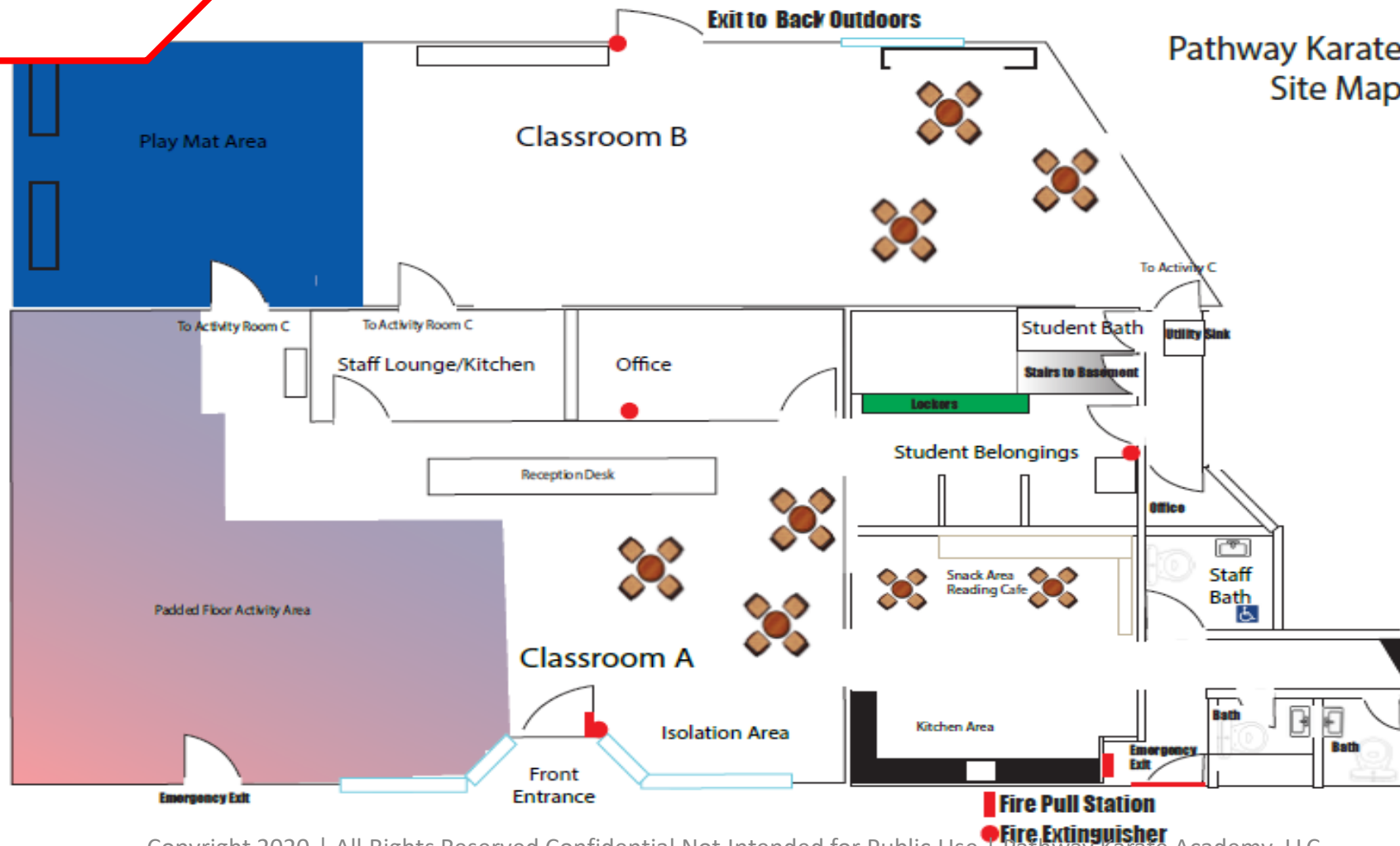
Use of Outdoor & Public Spaces

- **New:** Procedures for sanitizing in public spaces for Employees



PLAN

2. Facility Plan



PLAN

3. Emergency & Contingency Plan

Amendments to Existing Plan to include:

- ☐ Immediate notification to Parents, Employees, Department of Health and the Department of Human Services, in the event of a suspected case of COVID-19 of staff, youth, or parents of program youth
- ☐ Immediate dismissal and evacuation of the facility in the event of a suspected case of COVID-19 for a 24 hour period (unless advised in writing by the department of health of a shorter/longer time span.
- ☐ Anyone with a positive case of COVID-19 must remain quarantined for the 14 day period and can not return to the program
- ☐ Immediate professional cleaning and sanitizing of the entire facility in the event of a suspected COVID-19 case
- ☐ Outreach and supports to families affected by COVID-19 through phone call or virtual methods with links to resources and community supports



PLAN

3. Emergency & Contingency Plan

Creation of contingency and virus resurgence plan to include

- ☐ Establishment of an operational emergency team to execute the plan
- ☐ Communication plan to all stakeholders, key state and local agencies
- ☐ Includes certifying employees are “COVID Free”
- ☐ Develop standard communication templates for messaging a “Presumptive and Positive Case”
- ☐ Develop pandemic related text messaging templates to communicate to all stakeholders
- ☐ Create separate secured storage of student and employee health records



PLAN

Pathway has been committed to staying connected with Employees weekly via a Zoom meeting. We will continue to keep Employees updated on developments, timelines, updates to policies and procedures. Additional we utilize the Band App to post notifications and updates.

4. Employee Re-Entry Plan

Communications “Staying Connected Keeping Informed”

- Weekly Zoom Meetings & Individual Check Ins
- Use of Band App Notices with Updates on Re-Opening
- Designated Areas for Children’s Personal Belongings
- Updates to policies and procedures will be posted on our shared website

Benefits & Compensation

- All Employees received supplemental COVID-19 pay for average hours worked until April 24th
- Employees were encouraged to file for unemployment insurance
- Key Site Administrator/Coordinator – continue to receive COVID-19 pay
- All Employees will continue to have access to benefits immediately upon return
- All employees will receive extended break times for mental well being
- All employees will have access to a network of mental health and well being programs



PLAN

4. Employee Re-Entry Plan

Note: Employees are not required to return to work if they do not feel comfortable with the exposure. Employees will continue to file for unemployment benefits at this time.

Training & Re-Orientation

- **New** 3-Day Orientation will be provided to all Employees, the normal 1 week orientation will be provided to any new Employees prior to re-opening
- **New:** HIPAA and COVID Sensitivity Training
- Virtual/Recorded training will be available on our shared site

New Employees Requirements

- **New** All Employees are asked to be tested for COVID-19 prior to re-entering for work, and periodic testing after re-entry
- Reinforce the employee sick policy that they must remain at home and use their personal sick leave



PLAN

Note: Disposable PPE will be supplied to all employees. As well as cloth masks



4. Employee Re-Entry Plan

Employee Health & Safety Policies Amended

- **New:** Daily employee temperature readings
- **New:** All Employees must wear PPE (protective equipment) including masks and gloves throughout the program day
- **New:** Employees must dispose of gloves when going on break and returning to the program, when going to the bathroom and before and after the preparation of food
- **New:** Employees must notify the Site Coordinator or Director if they feel sick, and should not come into work or leave work immediately
- **New:** Employees cannot return to work if they are ill for 48 hours and must re-certify using the screening tool

**While we love our kids, employees are encouraged have low contact, claps praise, high fives and air high fives are acceptable*



PLAN

4. Employee Re-Entry Plan

Employee Handwashing Policy

- All employees and volunteers should follow the procedure in Standard 3.2.2.2 for hand hygiene at the following times:
 - On arrival for the day, after breaks, or when moving from one child care group to another
 - **Before and after**
 - Preparing food or beverages
 - Eating, handling food, or feeding a child
 - Giving medication or applying a medical ointment or cream in which a break in the skin (eg, sores, cuts, scrapes) may be encountered
 - Playing in water (including swimming) that is used by more than one person
 - Messy Play

**While we love our kids, employees are encouraged have low contact, claps praise, high fives and air high fives are acceptable*



PLAN

Pathway has been committed to staying connected parents of youth via weekly phone outreach. We also utilize our program software to send updates to youth and parents.

5. Youth Re-Entry Plan

Communications

- **New:** Weekly Zoom Meetings & Individual Check Ins via Phone Outreach
- Use of Program Software with Updates on Re-Opening
- **New:** Child Specific Videos on SafePath & the updated space (to be sent prior to re-opening)

Youth Requirements

- **New:** We are requiring parents to complete the daily screening tool prior to re-entry
- **New:** Children are required to bring and leave 2-3 changes of clothing for the summer – if soiled, our team will sanitize and wash the items.
- **New:** Children are required to bring a blanket to leave throughout the program, the team will launder these items weekly
- **New:** Children in grades K-3 are requested to start no earlier than 8 am
- Reinforce children who feel sick must remain at home



PLAN

5. Youth Re-Entry Plan

Note: In addition to our standard handwashing practices additional guidelines are listed in the next slide

Youth Health & Safety Policies Amended

- **New:** Daily well check and temperature reading at drive through drop off
- **Updated:** Handwashing Policy (see next slide)
- **New:** Reinforcement of our No outside food policy
- **New:** Reinforcement of our No outside toys, electronic devise policy



PLAN

CDC Handwashing Posters are posted in all sink areas

5. Youth Re-Entry Plan

Hand Washing Policy

All children should follow the procedure in Standard 3.2.2.2 for hand hygiene at the following times:

- a. On arrival for the day, after breaks, or when moving from one child care group to another
- b. Before and after**
 - 1. Preparing food or beverages
 - 2. Eating, handling food, or feeding a child
 - 3. Giving medication or applying a medical ointment or cream in which a break in the skin (eg, sores, cuts, scrapes) may be encountered
 - 4. encountered
 - 5. Playing in water (including swimming) that is used by more than one person
 - 6. Messy Play



PLAN

6. Program Structure

Program Day:

- 8AM Before Camp Grades
- 9AM Program Begins
- 5PM Program Ends / Start Extended Care
- 6PM Extended Care Ends

Program Meals:

- 8AM – 9:30AM – Breakfast
- 10AM – 11AM– Snack Breaks
- 11:30 – 1:30 – Lunch Rotation
- 2PM – 3PM – Snack Breaks
- 5PM – Extended Care Meal



PLAN

6. Program Structure

Classroom Structure:

- *30% Program Capacity*
- *2 Classrooms of 10 Students*
- Students must remain in the same group throughout the entire program to limit the exposure to other students. Even if a group has less students, the children must stay in their group.

Class A – Kindergarten
& Second Grade (Ages
5-7)

Class B –Third – Fifth
Grade (Ages 7-9)

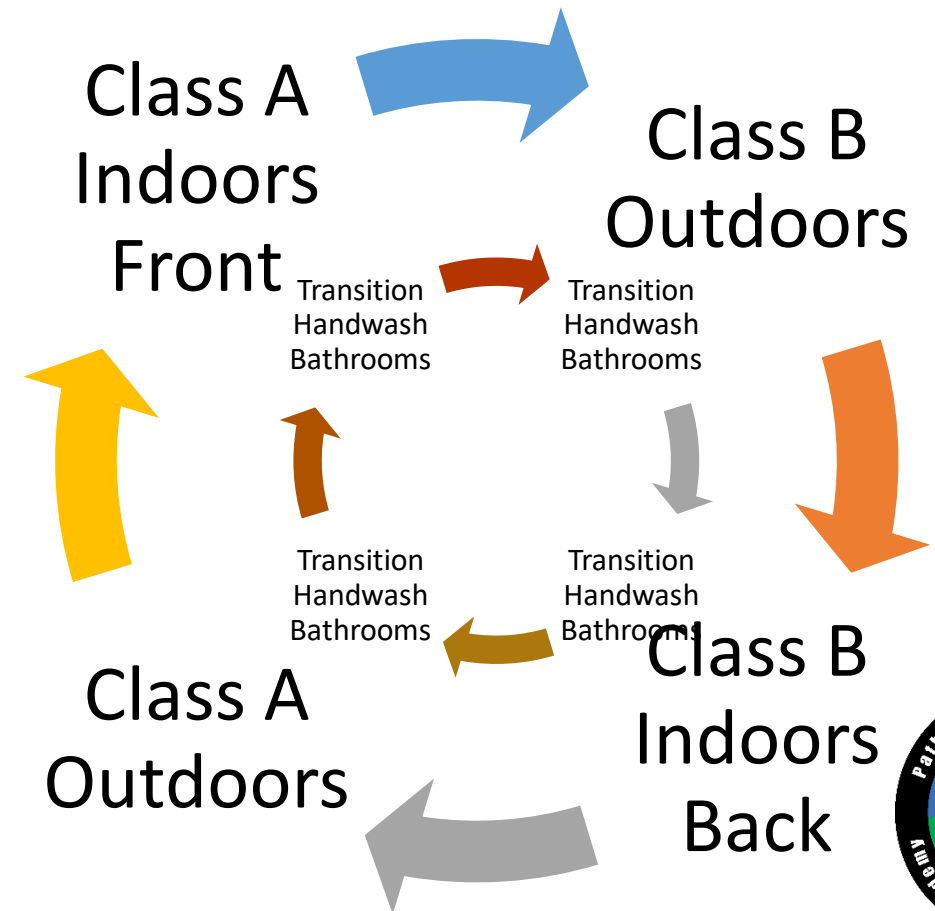


PLAN

6. Program Structure

Outdoor Transitioning:

- Classrooms will rotate to outdoor space 2 times per day
- Outdoor toys will be sanitized during the transition period
- 1 Hour Blocked Schedule
 - Two – 20 minute activities
 - One - (5) Minute Transition between activities
 - 15 minute closing transition to include:
 - Clean Up & Employee Sanitizing
 - Student Handwashing & Restrooms



PLAN

6. Program Structure

Shared Space Discontinued:

- The following shared spaces will be discontinued during these times however we have provided alternative opportunities listed here:

Shared Space	Repurpose Use
Reading Café/Library	Students will have summer book box assigned by grade level.
Air Hockey/Foosball	N/A
Arts & Crafts	Students will have arts and craft supply boxes assigned to them
Toy area	Similar toy options per child available



PLAN

6. Program Structure

Our Sample Daily Staff Schedule

	Class A: Jaynai	Class A: Audrea (Assist)	Class B: Genesis	Class B: Aaron (Assist)	Mark (Auxiliary)	Rich (Cleaning)	Sandra Director
7-8				Indoor B		Meal Prep	
8-9	Breakfast			Indoor B	Indoor A	Break/Prep	
9-10	Activity		Café (LB) RT	Indoor B		Cleaning	
10-11	Outdoors		Break/Prep	Break/Snack	Indoor A	Meal Prep	Rotation
11-12	Break/Prep	Activity	Cafe	Indoor B	Indoor A	-----	Desk
12-1	Break/Linch		Cafe	-----	Indoor A	-----	Outdoor 1
1-2		Outdoors	-----	Indoor B		-----	Desk
2-3	Break/Prep		Café	Indoor B		Snack Prep	Rotation
3-4	Outdoor 1		Cafe	Indoor B	Indoor A	Cleaning	Desk
4-5	Outdoor 1		Cafe				
5-6	Outdoor 1		Cafe				
Legend		Auxiliary		Employees Breaks	Breakfast /Lunch	Snack	



PLAN

6. Program Structure

Activities Planning to Include

- High Distance Sports
- Small group work/game areas
- Low Contact sports/games
distance karate no fighting, yoga
- Multiple fresh air opportunities

Note: Auxiliary Employees to relive employees include

- Karate
- Yoga
- Library
- External Group



PLAN

6. Program Structure

Employee Schedule (Summer)

Note: Auxiliary Employees to relieve employees include

- Karate
- Yoga
- Library
- External Group

- 9 Hour Day (8 paid)
- 1 Hour Unpaid Lunch
- 1 – 30 Minute Paid Break
- 1 – 30 Minute Station Prep
- 1 Station Location Per Day
- In charge of breakdown/clean up



PLAN

7. Family Engagement

Family Communications

- **New:** Family Videos & Zoom Workshops on re-entry starting 6/10
- **New:** Multi language materials on COVID-19 and resources upon re-enrollment
- **New:** Private Family Orientation Sessions scheduled by appointment via phone or Zoom meeting
- **New:** Family checklist for re-entry requirements
- **New:** Website Updates for COVID-19/New Parent Notice Section
- Continue daily parent/guardian check in's at pick up and drop off

Easy Drop off and Pick Up

- **New:** Drive Thru drop off with wellness child check and sign in at front entrance – reduced exposure for parents/guardians entering the building
- **New:** Drop off (when available for parents unable to pick up children)



PLAN

7. Family Engagement

Membership & Payments

- **New:** Waived Registration Fee for new families
- **New:** Non Payment – Extensions up to 45 days
- Continue: No Contracts Required
- Continue flex pay options, holds and payment arrangements

Parent & Student Handbook Amended

- **New:** Updated to provide parents a payment hold due to loss of income due to COVID-19 up to 3 weeks
- **New:** Update to allow families impacted by COVID-19 2 weeks sick leave without payment

Family Engagement Events

- **New:** Use of social media and Zoom Events where possible
- Holding events in our larger back or out door space within capacity limits



PLAN

PREPARE

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1. Overview
2. Facility Preparation
3. Employee Preparation
4. Program Preparation
5. Family Preparation



PREPARE

1. Overview

Our key goals in preparation for re-opening are:

- ☐ Ensure the facility is safe and meets all current health guidelines
- ☐ The facility a layout ensures proper distancing and ease of traffic flow
- ☐ COVID Coordinators are appointed and trained
- ☐ Employees are comfortable with new plans
- ☐ Families are knowledgeable and feel comfortable to re-enter
- ☐ Safety equipment and materials are ordered



PLAN

2. Facility Preparation

Key Personnel

Key Essential staff will be allowed to enter the building who have been tested.

Overall Checklist:

- ✓ Facility to be sanitized and cleaned entirely including all toys
- ✓ Sanitize, organize and remove all non-essential program materials and toys from the classrooms to labeled storage bins.
- ✓ Plan use of materials for classroom activities weekly and retrieve from storage. Items not in use are to be sanitized and put in storage.
- ✓ Intercoms, flash lights install new batteries
- ✓ Purchase thermometers
- ✓ Restock First Aid Kits
- ✓ Restock key supplies, toilet tissue, Kleenex, hand sanitizer
- ✓ Space re-design, new chairs/seating options
- ✓ Update sign in sheets with temperature readings
- ✓ Post new capacity and social distancing guidelines in key visible areas



PLAN

2. Facility Preparation

Classroom/Space Checklist:

Reading Café

- Remove extra tables and seats
- Organize books by reading level/group
- Remove old/expired foods
- Refrigerator cleaning
- Add PPE Station
- Add touchless sanitizer station

Indoor A (Dojo)

- Deep Sanitize Mats
- Add PPE Station
- New Clock Timer

Indoor A1

- Remove extra tables and seats
- Space tables and chairs for distance
- Add touchless sanitizer station
- Add PPE Station



PLAN

2. Facility Preparation

Classroom/Space Checklist:

Indoor B

- Remove extra tables and seats
- Downsize toy area
- Space toy sections
- Add PPE Station
- Add new student cubbies
- Add touchless sanitizer station

Outdoor 1

- Add PPE Station
- New Garden Area
- New outdoor tables and chairs

Changing Areas

- Clean out all lockers
- Install wall touchless sanitizer station



PLAN

2. Facility Preparation

Help Needed?

Can DHS help with sourcing hand sanitizer in bulk and PPE?

Classroom/Space Checklist:

Bathrooms

- New handwashing signs
- Add touchless soap
- Add touchless sanitizer station

Front Entry

- New door sign for parents and visitors
- Cones for new drop/off pickup
- No parking signs for front zone

Office Areas

- Refill hand sanitizer
- Protective keyboard covers
- Touchscreen kiosk shield (employees only)



PLAN

3. Employee Preparation

Overall Checklist:

- ✓ Employees and new hires have COVID-19 test results and all applicable immunizations
- ✓ Employees have designated storage for personal belongings
- ✓ PPE is available upon orientation
- ✓ Employee handbook, policies and procedures are updated
- ✓ Video trainings are created
- ✓ Walkthrough are performed
- ✓ Schedules are posted
- ✓ Employees prepare and setup classrooms and order needed supplies
- ✓ COVID Coordinators are assigned



PHASE TWO OPERATING THROUGH COVID-19



PRACTICE

PROVE



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PREPARE

PRACTICE

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1. Overview
2. Employee Sign In & Well Check
3. Daily Program Checklist
4. Youth Check In
5. Meals & Snacks
6. Employee Breaks
7. Sick Child



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- 8. Group Management
- 9. Outdoors & Offsite
- 10. Youth Pick Up
- 11. Extended Care
- 12. End of Day



PRACTICE

1. Overview

Our key goals for putting our plans and preparation into practice are:

- ☐ Ensure the facility is safe and meets all current health guidelines
- ☐ Distancing and interactions with students “flow”, connections are made
- ☐ Quick assessment and adaptation in change to layout/flow of traffic
- ☐ COVID Coordinators can answer questions confidently
- ☐ Employees are comfortable with procedures and demonstrate proficiency
- ☐ Youth are happy with and adjust to our new settings and begin a routine
- ☐ Families are comfortable and begin to show confidence
- ☐ Proper use of safety equipment



PRACTICE

2. Employee Sign In & Well Check

New sign in procedure:

- ✓ Owner/Director or Site Coordinator to be present will perform screening tools
- ✓ Ensure facility is safe and there are no hazards (standard daily check list)
- ✓ Employees put away belongings, wash hands put on PPE and punch in



PRACTICE

3. Daily Program Checklist

Updates to daily program checklist include:

- ✓ Ensure facility is safe and there are no hazards (standard daily check list)
- ✓ Ensure all hand sanitizer stations and soap dispensers are at least half full
- ✓ Prep classrooms and areas for daily activities
- ✓ Site coordinator to post daily schedules



PRACTICE

4. Youth Check In (Curbside)

New Check In Procedure:

1. When a parent/guardian drives in wear PPE to greet them on the passenger side of the vehicle
2. Ensure the child does not leave the vehicle
3. Walkthrough the parent/guardian screening tool, if any are true the child can not attend the program, advise the parent/guardian the site coordinator will outreach to them
4. Have the guardian roll down the window of the child(ren)
5. Take and record the temperatures of each child
6. If temperatures pass the children will be allowed to attend
7. Do not allow the parent to touch the clipboard
8. Escort the children in the building to begin handwashing routines



PRACTICE

4. Youth Check In

Staff Daily Parent Checklist

Screening Tool – Completed by auxiliary staff at the drop off and pick up

Complete form on behalf of the parent

Will assist child in the building.



COVID-19 Screening Tool

Date: _____ Name: _____

Reason for entering facility: _____

Please let us know if you have had any of the following:

	Yes	No
Fever (temperature of 100F or more)		
Cough		
Shortness of breath or difficulty breathing		
Body aches		
Chills		
Runny nose or stuffy nose		
Sore throat		
Diarrhea		

If the answer to any question is "yes", the person should be excluded from the facility until:

- They are completely free of symptoms for 72 hours, AND
- 7 days have passed since their first symptoms started

In the last 14 days:

	Yes	No
Has anyone in your household been diagnosed with COVID-19?		
Have you been told to quarantine yourself by any public health authority? If so, when does/did your 14-day quarantine end?		
Have you been in close contact (less than 6 feet for a prolonged period) with someone who has tested positive for COVID-19?		
Have you traveled anywhere outside of the 50 United States or on a cruise?		
Have you traveled anywhere in the United States by commercial airlines?		

If the answer to any question is "yes", the person should be excluded from the facility and should self-quarantine until 14 days have passed since the time of potential exposure/travel.

Do not write below this line. Official Use Only.

Temperature: _____ Staff signature: _____

Cleared to enter facility?

☐ yes ☐ no



PRACTICE

5. Meals and Snacks

Meals and snacks must be prepared on site:

- ✓ Wash hands before preparing snack
- ✓ Use fresh gloves when preparing snacks
- ✓ Students are to wash their hands before sitting down for snack
- ✓ Distribute meals to children in socially distance tables
- ✓ Use of sharing table is prohibited during this time
- ✓ Staff are to clean meal and snack areas immediately after student clean up
- ✓ Remember to throw all left over foods away, students can not “save for later”
- ✓ Site coordinator to post daily schedules



PRACTICE

6. Employee Breaks

- ✓ Staff must take all designated breaks
- ✓ Please wash hands before coming back from break
- ✓ Staff are to take breaks in the designated areas
- ✓ It discouraged for staff to leave for breaks if possible and to order in or bring their own lunch
- ✓ Staff must remained distanced from other staff members in the break areas



PRACTICE

7. Sick Child

If a child appear or states they are not well, or sick

- ☐ Have the child immediately brought to the isolation area
- ☐ The site coordinator or assistant will call the parents to pick up the child
- ☐ If the child has had an accident in the space and bodily fluids are expelled, evacuate the area, a designated cleaning staff will clean the area
- ☐ Have the child remove their clothing and provide them with their change of clothes on site
- ☐ Place soiled items in a bag to be laundered
- ☐ Students must remain in isolation until pick up



PRACTICE

7. Sick Child

If a child appear or states they are not well, or sick

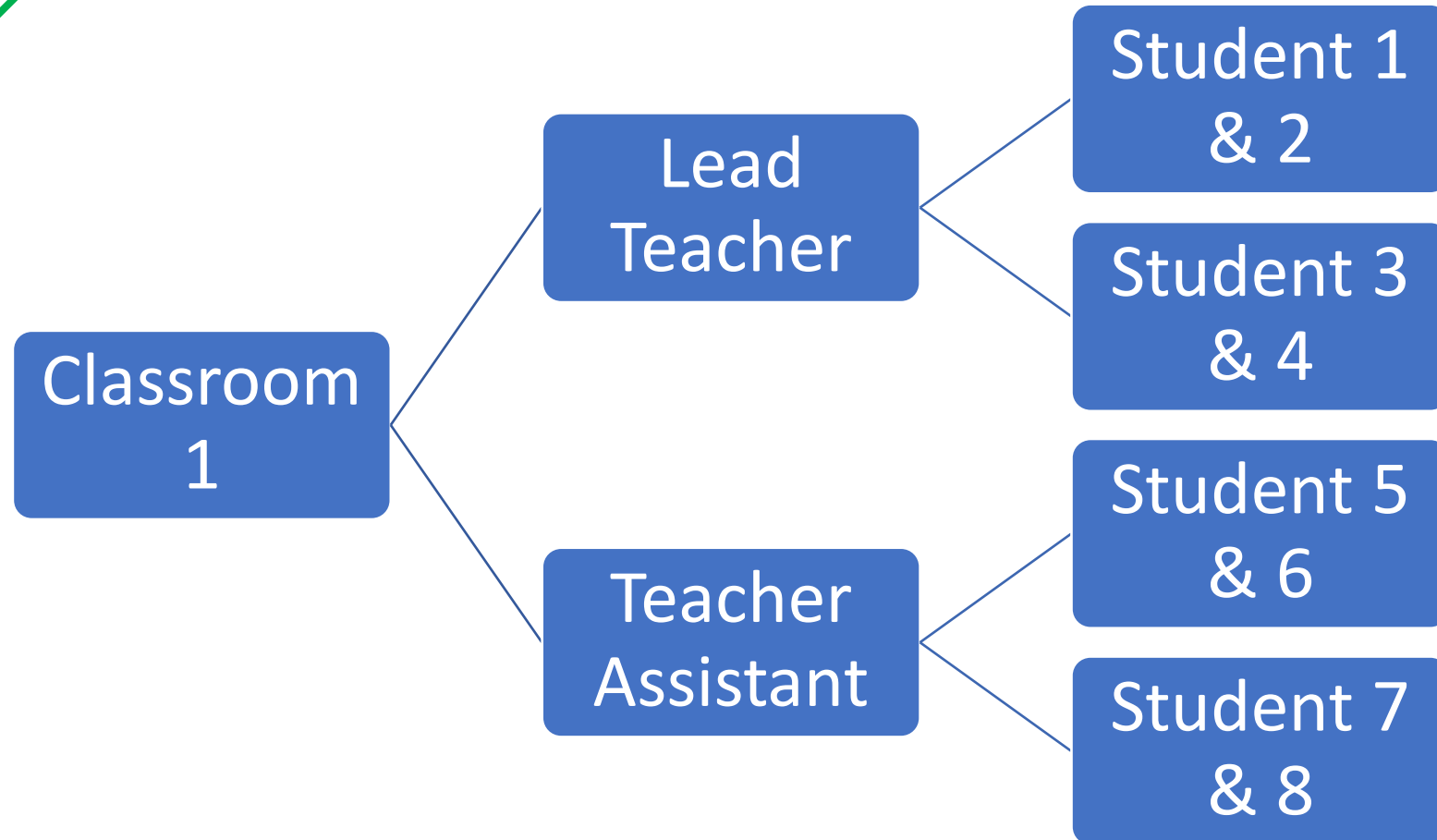
- ☐ Have the child immediately brought to the isolation area
- ☐ The site coordinator or assistant will call the parents to pick up the child
- ☐ If the child has had an accident in the space and bodily fluids are expelled, evacuate the area, a designated cleaning staff will clean the area
- ☐ Have the child remove their clothing and provide them with their change of clothes on site
- ☐ Place soiled items in a bag to be laundered
- ☐ Students must remain in isolation until pick up



PRACTICE

8. Group Management

We will operate in a 2 to 10 ratio with classrooms not exceeding 10 total persons and children



PRACTICE

9. Outdoors & Offsite

“Wheel Caddies”

- First Aid Kits
- Safety Vests
- Face Mask (Disposable)
- Gloves
- Hand Sanitizers
- Facial Tissue
- Towel
- Paper Towels
- Pen
- Emergency Contact List

As always when outdoors bring the “Wheel Caddies” & Cooler

- ☐ Check contents of the wheel caddie before leaving
- ☐ Sanitize areas after use
- ☐ Ensure students wash hands upon entering the building
- ☐ Explain to students social distancing guidelines when going outside and assign student areas, let students know that they will have turns once areas are wiped down



PRACTICE

10. Youth Pick Up

Parents who wish to make payment can pay via cash or check a sealed envelop. Do not accept cash in hand or check.

At Pickup:

- ☐ Students should remain in the building
- ☐ Staff will call for students to be released outside
- ☐ Students should leave their belongings at the program
- ☐ Staff assigned to pick up will provide parents with the normal daily report and sign out the child



11. Extended Care

Our Normal Extended Care Routine in addition to the following:

- ☐ Dinner/Snack will be provided at 5 pm
- ☐ Call parents by 5:45 to check on their status
- ☐ Students can not be “dropped off”



PRACTICE

12. End of Day

Our Normal End of Day Routine in addition to the following:

- ☐ Designated cleaning staff will now do a full clean
- ☐ All toys must be disinfected
- ☐ Book covers can be wiped and stored in the students “book box”
- ☐ Mats and floors are to be mopped after extended care



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1. Overview
2. Test Operation Emergency Management Team/Systems
3. Reassess Contingency Plans for virus resurgence
4. Reassess Economic Impact and Funding Scenarios
5. Quality Assessment Measuring Tools



PROVE

1. Overview

PKA will continue to use the afterschool/ECRS quality framework for measuring program effectiveness. In addition to this tool we will develop assessment tools to gauge COVID operation effectiveness to be prepared to share this data with state and local governments and to be able to develop contingency plans, situational messaging, and brace for changes in execution. This will help us to rapidly adapt as the environment and guidelines change.



PROVE

2. Test Operation Emergency Management Team/Systems

Similar to a fire or disaster drill PKA will test the emergency management team and systems to simulate a potential threat, or potential virus out break this includes but is not limited to:

- ☐ Location and Availability of team at the time of drill
- ☐ Responsiveness and timing of 1st communication
- ☐ Assessment of stakeholders unable to be reached
- ☐ Ability to prepare stakeholders for the drill
- ☐ Ability to outreach to proper authorities
- ☐ System responsiveness and availability



PROVE

3. Reassess Contingency Plan for Virus Resurgence

Based on the test of the emergency management team and systems findings will be reassessed with the team and stakeholders to update and edit the contingency plan.



PROVE

4. Reassess Economic Impact and Funding Scenarios

88% percent of our program participants received CCAP Funding. Without the continued relief of the DHS program, the operation would had to fully shut down.

In the current COVID crises we were able, with the relief, to provide continued payroll for all staff until April 24th and key personnel thereafter. Additionally the program is able to cover the building lease, utilities, insurances and purchase addition equipment for the program during this shut down period.

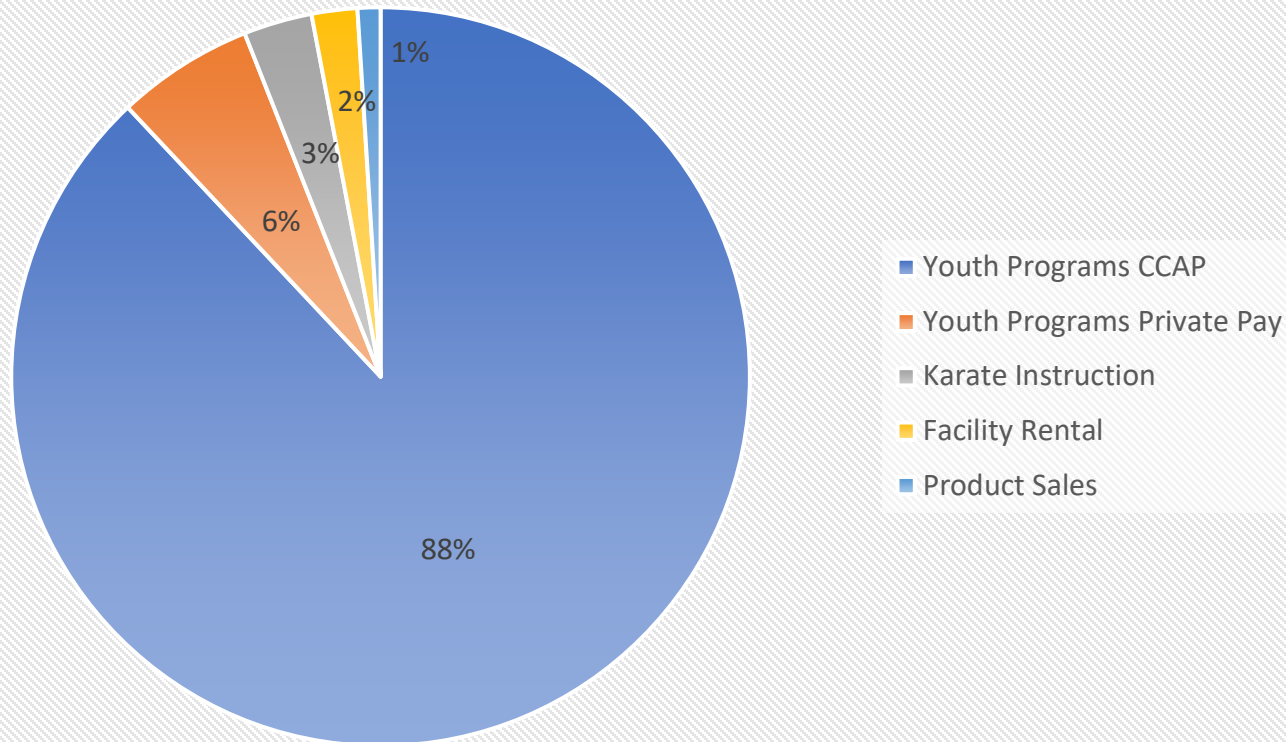
Without DHS support we would only be able to maintain our building lease, utilities and insurance.



PROVE

4. Reassess Economic Impact and Funding Scenarios

Current Assessment of Revenue Sources



Youth Programs

- CCAP | DHS Payments Represent 88%
- Private Pay 6%

Karate Instruction

- Evening Karate Classes 3%

Facility Rentals

- Birthday Parties & Other Events 2%

Product Sales

- PKA Branded Materials 1%



PROVE

4. Reassess Economic Impact and Funding Scenarios

In the event of a resurgence of the virus and closure of the program and no DHS support we have predicted the future impact as:

- Lost wages for employees and additional waiting periods for unemployment benefits
- Disadvantaged families with no childcare options as employers require caregivers to go back to work, which may result in unemployment
- Reduction in family retention, closure of all other programs/revenue sources
- 6 month window to sustain base operation before a full shut down, which will result in economic loss to the owners, monies spent on building improvements to the lease and loss of start up costs in excess of \$127K, for unrealized profits



PROVE

5. Quality Assessment Measurement Tools

Health & Safety

- 3rd Party Assessment

Program Quality

- Current Measures
- Youth Survey

Employee Engagement

- Survey
- Re-Entry Statistics

Youth & Family Confidence

- Enrollment
- Survey
- Participation



Appendix

1. CDC Links

1. CDC Child Illness Policy: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren>
2. CDC Disinfecting Your Facility: <https://nrckids.org/CFOC/Database/3.3.0.1>
3. CDC Drop Off and Pick up Procedures / Guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#pickup>
4. **CDC Screening Methods** <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren>
5. **Sanitation Protocol** : <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#CleanDisinfect> :
6. **Disinfecting Community Settings**: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
7. **CDC Handwashing Guidelines**: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#HandHygiene>
8. **CDC Handwashing Posters** <https://www.cdc.gov/handwashing/posters.html>
9. **CDC Return to Work** <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>



Our New NORMAL...



QUESTIONS

ANSWERS

