



PURPOSE

The purpose of this policy is to outline the practical applications of prevention strategies to reduce the spread of infection and allow for more rapid identification of suspected or confirmed cases of COVID-19. During this pandemic, we will use the following policies and practices, in conjunction with our Program Policies and Procedures, to maintain small group sizes, practice good sanitation, and ensure a safe and fun environment for all participants.

Children's Cancer Connection programs will be offered in a limited capacity in accordance to CDC guidelines. Each participant will be required to follow these policies and procedures. All programs will provide restrooms and, if applicable, socially distanced sleeping spaces. All meals will be served and directly supervised by Children's Cancer Connection staff. All programming will be socially distanced.

Definitions Terms "child" or "children" include all persons under the age of 18 years (or until age 21 if the participant receives special education services). Term "participant" include all persons identified as child, children, family member, staff, or volunteer.

ARRIVAL, CHECK-IN, AND PARTICIPANT SCREENING

The protocols listed below are intended to be a minimum standard but may not be exhaustive. The immune status, risk factors, and acuity of specific child (and their families) should be taken into consideration when implementing the specific protocols. All employees and guests to the office are required to sign a screening form and have their temperature taken with a contactless infrared thermometer. At a minimum, any child, family member, staff, or volunteer (hereafter designated as "participant") who has a temperature of 100.4° Fahrenheit or above will be required to leave the building. Masks will be provided to children who do not have one. If the child cannot attest to every section of the following screening form they will be required to leave the building. It is important to remember that a child will be asked to leave the program due to unacceptable practicing of the Children's Cancer Connection COVID-19 Policy. If a participant (or anyone in their household) exhibits any of the symptoms identified for screening (see below), the participant(s) will NOT be permitted to enter the Children's Cancer Connection program. The policies below are in addition to the standards already in place.

A. Pre-Screening

- Participants must attest that they have not experienced any of the following symptoms of COVID-19 in the 14 days prior to the program: *fever, chills, cough, congestion or runny nose, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, shortness of breath/difficulty breathing, nausea or vomiting, diarrhea.*
- Participants must attest that they have not traveled outside the state of Iowa or internationally in the 14 days prior to the program.
- Participant must attest that they do not believe that they have been exposed to a person with a confirmed or suspected case of COVID-19.
- Participants must agree to utilize face masks to reduce the risk of exposure to others and themselves. They must also agree to wash or sanitize their hands after using the restroom, sneezing, and coughing.
- Participants must agree to maintain 6 feet of distance between others and themselves while at the Hansen Home for Hope.

B. Arrival Expectations

The following expectations apply to all participants:

- All participants who arrive at the Hansen Home for Hope program for check-in must wear a face covering (non-medical grade or medical grade face mask) over their nose and mouth. We strongly encourage all children to wear face coverings, especially when indoors where social distancing might not be possible or where required by signage. We understand this may not be possible for all children, based on their developmental needs, and will rely on the parent(s)/legal guardian(s) to establish their own policy and enforcement. All participants are expected to bring their own masks. If they do not have one, Children’s Cancer Connection will provide one.
- Only essential individuals (i.e., single adult dropping off or those expecting to remain at the Children’s Cancer Connection program throughout the program) should come to the check-in area to avoid crowding, and social distancing of at least 6 feet must be maintained during check-in; anyone who is providing a ride to another individual and not staying for the event or part of the drop off process should remain in their vehicle.
- Hand sanitizer will be used upon arrival by all participants to Children’s Cancer Connection programs.
- All participants will socially distance from one another and remain at least 6 feet apart at all times unless facilitation of an activity requires less distance (e.g., pictures facilitated by Children’s Cancer Connection staff).

C. Arrival Screening

Children’s Cancer Connection will maintain record of all signed documentation required before allowing participants to attend the program.

- The “CCC Program Participant Waiver_COVID” waiver that includes the pre-screening questions included above MUST be provided immediately upon arrival to the Children’s Cancer Connection program or sent via email to the designed Children’s Cancer Connection staff member in charge of the program.
- All participants are required to have their temperature taken with a contactless infrared thermometer. At a minimum, any participant who has a temperature of 100.4° Fahrenheit or above will be required to leave the building.

D. Ongoing Screening

- Symptoms will be closely monitored by Children’s Cancer Connection staff for all participants. Ongoing screening will be documented. If symptoms worsen, participants will be required to leave.

E. Occurrence of Active Symptoms while attending a program

- Any participant who is showing active symptoms of COVID-19 will be directed to an isolated location without coming in contact with others, spaces, or equipment. While in transit participant should maintain at least 6 feet of separation from others.
 - Children’s Cancer Connection staff should be notified of the symptoms immediately, and may be reached by phone, text, or in person to help minimize contact.
 - Any participant showing active symptoms will also be asked to identify all other participants with whom they have come in contact to facilitate onsite contact tracing as necessary.
 - If a child is showing symptoms, they should grab all their belongings, go directly to an isolated location and wait for their family member to arrive and drive them home safely.
 - If a staff or volunteer is showing symptoms, he or she should grab their belongings and leave the program location. If feeling well enough they should safely drive themselves, or have another friend or family member come pick them up if needed; If waiting for a

ride, they may be instructed to move directly to an isolated location until a ride is available.

- Once any participant showing active symptoms has isolated from any public/common spaces at the program, cleaning and disinfecting procedures as outlined below will be followed by Children’s Cancer Connection staff.
- Children’s Cancer Connection will follow CDC guidelines for any participant who is showing active symptoms during or after a program. These guidelines include, but are not limited to, removing the participant from others, informing anyone in our community with potential exposure while maintaining confidentiality, and ensuring all the following criteria are met before allowing the individual to participate in another Children’s Cancer Connection program:
 - At least 72 hours have passed since recovery (resolution of fever without the use of medications)
 - Significant improvement in symptoms
 - At least 14 days have passed since symptoms first appeared
- If any participants have been exposed to an individual who has tested positive they will be directed to self-isolate at home for 14 days, monitoring symptoms during that time period to include twice daily temperature checks, and to seek medical assistance if they develop symptoms that become severe.

ONGOING STAFF AND VOLUNTEER EXPECTATIONS

All Children’s Cancer Connection staff and volunteers must wear approved face coverings while interacting with any participants, preparing or serving food, or cleaning. All staff are expected to wash their hands and use hand sanitizer regularly – and between interactions with children/families.

Washing Hands and Hand Sanitizer

Active handwashing stations along with an abundance of hand sanitizer stations will be available to use throughout the Children’s Cancer Connection program. Children’s Cancer Connection staff should strongly encourage handwashing and use of sanitizer throughout the entire program for all participants.

Visitor/Donors/Tours

Due to the pandemic, visitors/donors/tours are not permitted during programs (with the exception of volunteers who are screened upon arrival). All staff and volunteers participating in the program will remain at the program for the duration of the session, or if they need to leave prior to the end of the program for any reason, they will not return for that program.

Kitchen and Food Service

Utensils and Plates

Paper plates, utensils, cups, and other various dishes may be used, and will be appropriately disposed of or cleaned and disinfected between uses.

Food preparation and Meal Service

- All participants must wash their hands prior to preparing or serving a meal.

Food Safety and Meal Service Modifications

- Tables, benches, and chairs will be washed and sanitized between all uses.
- Thorough hand washing (20 seconds with warm water and soap) for all participants will be required before and after eating.
- All individuals serving food will be required to wear a face covering.

- All non-disposable food service items will be cleaned and sanitized by Children’s Cancer Connection staff with the appropriate type and amount of sanitizer and appropriate temperature for sanitizing utensils and food contact surfaces.
- Drinks will be available and provided for participants who have not brought their own.

Cleaning and Disinfecting

For all Children’s Cancer Connection programs, all buildings and areas will be cleaned and sanitized prior to arrival of participants. Participants should inform Children’s Cancer Connection staff if any housekeeping is needed over the course of the program.

Areas prone to high use or touch, such as bathrooms, doors/doorknobs, light switches, sink faucets, countertops, toys, games, remotes, and tables, will be disinfected multiple times during the program. Disinfecting wipes will also be provided in each public restroom facility, and wipes should be thrown away after use. Participants should alert Children’s Cancer Connection staff if there is a bathroom or other location that needs immediate cleaning/sanitizing attention.

Staff and volunteers will wear masks and approved PPE while performing all cleaning tasks, including handling trash. Staff and volunteers will be expected to wash their hands thoroughly and often, including immediately after removing gloves and/or after contact with an ill person.

All participants should follow normal preventive actions while at a Children’s Cancer Connection program and after returning to home and/or work, including washing hands, and/or using hand sanitizer regularly, and avoiding touching eyes, nose, or mouth with unwashed hands.

Cleaning of Hard (Non-porous) Surfaces

- Hard surfaces that are dirty should be cleaned using a detergent or soap and water prior to disinfection (See “Disinfecting” below for next steps).

Cleaning of Soft (Porous) Surfaces

- Soft (porous) surfaces, such as carpeted floors, rugs, and drapes, should have visible contamination removed if present and then cleaned with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, they should be laundered using the warmest appropriate water setting for the items and dried completely.
 - Use products that are EPA-approved and that are suitable for porous surface.
 - Use appropriate disinfectants (see “Disinfecting” below) as applicable.

Disinfecting

- Children’s Cancer Connection will provide household disinfectants proven effective at killing the SARS-COV-2 virus; participants authorized to use them will follow the instructions on the label.
- All solutions and disinfectants will be applied according to the manufacturer's recommendations.
- Alcohol solutions with at least 70% alcohol may also be used, including alcohol wipes available in public restrooms at a Children’s Cancer Connection program.

CLEANING AND DISINFECTION AFTER PERSONS SUSPECTED/CONFIRMED TO HAVE COVID-19 HAVE BEEN IN THE FACILITY

If it has been more than 7 days since a person with suspected/confirmed COVID-19 visited or used the Children’s Cancer Connection facility, additional cleaning and disinfection is not necessary. If it has been less than 7 days since such a person visited or used the Children’s Cancer Connection facility, then:

- Follow CDC Guidance for Cleaning and Disinfection Your Facility: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- Areas visited by anyone who was ill will be closed off until after cleaning and disinfecting them (including cleaning and disinfecting surfaces or shared objects in outdoor areas).
- If feasible, outside doors and windows should be opened, and/or the use of ventilating fans to increase air circulation in the area should be used, prior to and during cleaning.
- If feasible, Children’s Cancer Connection staff will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, Children’s Cancer Connection staff will wait as long as possible, and then proceed with cleaning and disinfection as outlined above using all recommended Personal Protective Equipment (PPE).
- If the facility is not needed for use, Children’s Cancer Connection staff will wait at least 7 days, and then perform routine cleaning and disinfecting procedures.

CHILDREN’S CANCER CONNECTION PROGRAMS

General Requirements

Staff:

- Every very activity will be staffed by appropriate number of Children’s Cancer Connection staff and volunteers as outlined in the Children’s Cancer Connection child safety policy.
- All staff and volunteers must wear masks when in the presence of other participants.
- Staff and volunteers must stay socially distanced from other participants as much as possible.
- Staff and volunteers must stay on-site at all times until departure, unless otherwise approved by Children’s Cancer Connection staff or the Chief Executive Office of Children’s Cancer Connection.

Children and Families:

- All participants 2 years of age (or older) must wear masks at all times inside communal spaces and when impossible to follow social distancing in outside settings or when otherwise noted, unless unable to do so (this expectation should be noted to Children’s Cancer Connection staff prior to arrival if at all possible).
- Participants are responsible for following all posted rules and instructions given by Children’s Cancer Connection staff.