

Reopening Toolkit

Youth Organizations





As the nation begins to reopen post-quarantine, our children—and those who serve them—need our support more than ever. In response to that need, Children’s is providing guidance and resources focused on getting kids back to being kids. This guidance is not meant to replace recommendations from local and state agencies on when to open, but rather to provide additional support and insight.

Roadmap To Recovery

Consider these key measures prior to reopening:



These materials have been created based on information currently available from the Center for Disease Control (“CDC”), other third-party experts and Children’s Healthcare of Atlanta, Inc.’s (“Children’s”) own experience. Guidance on COVID-19 is changing rapidly. Consequently, Children’s is unable to make any representations and/or warranties of any kind, including, but not limited to, any implied warranties of merchantability or fitness for a particular purpose. While these materials may be updated from time to time based on new information, Children’s is not assuming any duty to update the materials or modify them for the specific circumstances of any individual, school, business or other entity.

Pre-arrival



Prior to re-opening locations, it is important to communicate new policies and procedures to staff, parents and kids. Providing opportunities to discuss changes and address concerns will assist in relieving anxieties.



Things to Consider

- Establish a guiding team for your facility to serve as points of contact for each of your key reopening areas.
- Designate a staff person responsible for COVID-19 reporting, and make staff aware of the designee.
- Provide daily updates for key stakeholders.
- Provide clear guidance on what arrival at your facility will look like. If possible, share pictures and short videos to help set expectations prior to arrival.
- Ensure any new waivers for parents and/or staff (if applicable) are in place prior to opening.
- Consider transportation plans. Where feasible, space seating on school buses to allow for social distancing.
- Stagger arrival and departure times to lessen congestion.
- Require parents to remain in cars when dropping off and picking up their child.

Helpful Links

[Preparing your family for reentry](#)

[How to talk to your child about COVID-19](#)

[How stress can lead to changes in behavior](#)

[Healthy coping strategies for kids](#)

[Guided coping skills](#)

[Employee resources](#)

Screening



Screening provides an opportunity to identify symptomatic individuals prior to them entering a facility and interacting with others. Screening should be conducted **consistently** and capture everyone.



Things to Consider

- Ask parents, students and faculty to self-screen prior to coming to the facility.
- Make information on how to self-screen available to staff, parents and kids prior to reopening.
- Identify a screening location that allows for adequate social distancing between individuals being screened and those waiting to be screened.
- Distribute a visual identifier (such as a dated sticker) to those who have passed screening to indicate that they are cleared for entry.
- Ask individuals displaying symptoms to return home and/or be isolated until able to return home.
- Ask individuals who are sent home to seek guidance from their healthcare provider.
- Establish protocols for return post failed screen. This may include documentation from a healthcare provider.
- Establish an area within your facility that will allow those waiting for parents or caregivers to follow social distancing guidelines.
- Designate a guiding team member who will be responsible for communicating with DPH regarding testing and contact tracing.

Helpful Links

[Wellness screening guidelines](#)

[DPH guidance of contact tracing](#)

[Reopening during COVID-19 webinar and training resources](#)

[CDC guidance on signs and symptoms](#)

[Screening signage templates](#)

Testing



Testing can be an important gatekeeper to ensure kids and staff are not exposing others, but significant limitations exist.



Things to Consider

- Test results are not immediately available, meaning that individuals can be exposed after being tested and before receiving results.
- Testing may be advisable if screening is failed, other known exposure exists or an individual is experiencing symptoms. Instruct individuals to contact their healthcare provider for guidance on testing.
- Antibody tests are not useful in diagnosing an acute infection.
- Designate a guiding team member who will be responsible for communicating with DPH regarding testing and contact tracing.

Helpful Links

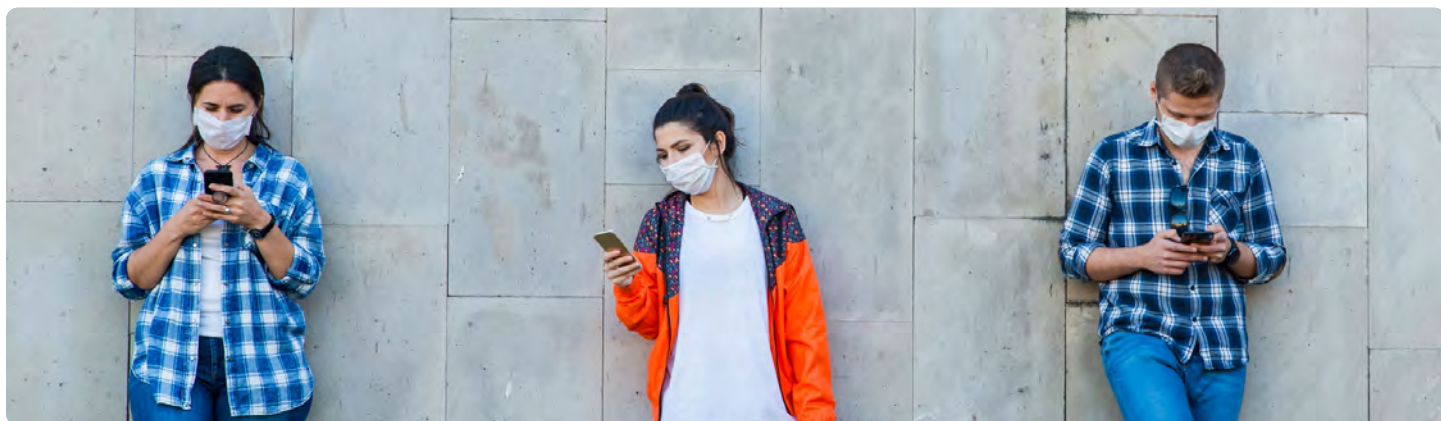
[DPH testing site locator](#)

[DPH guidance on contact tracing](#)

Social Distancing



Social distancing remains one of the most effective measures in stopping the spread of the virus. Schools and youth-serving organizations should focus on reducing congregation where possible and reinforcing the message of social distancing with visual cues and physical changes.



Things to Consider

- Maintain small consistent student/staff groupings.
- Space seating 6 feet apart with desks/tables and chairs pointing in the same direction. Avoid having students sit face to face.
- Limit gatherings, group work and events where communal resources are shared.
- Stagger drop-off and pickup times and locations. Require parents to remain in cars when arriving for drop-off and pickup.
- Restrict all non-essential visitors to facility, and limit parental access to sporting events, classrooms and/or camps.
- Stagger usage of communal spaces (cafeterias, dining halls, playgrounds, gym, etc.) whenever possible.
- Ensure social distancing is practiced in the cafeteria, and consider policies around food services. Whenever possible, individually package meals and serve meals in classrooms to reduce group size.

Helpful Links

[Social distancing signage templates](#)

[Helping kids with social distancing video](#)

[Supporting youth during reopening training](#)

[Helping kids understand social distancing](#)

[CDC guidance on social distancing](#)

Masking



The CDC recommends masking in all places where appropriate social distancing cannot be achieved. Masking is especially important in providing protection against spread from individuals who are not exhibiting symptoms of COVID-19.



Things to Consider

- Make masking mandatory in all areas where social distancing cannot be achieved.
- Establish alternate plans to students and staff unable to wear a mask. These plans should include ensuring they are able to maintain adequate social distancing throughout the day.
- Encourage students and staff to bring their own mask, but masks should be on hand for individuals unable to provide their own.
- Ensure that policies are in place and communicated limiting masks with writing and images that may not align with school or program policy.
- Instruct students and staff that masks may be removed while eating, drinking and going outdoors, and while in classrooms and other areas where/if adequate social distancing can be achieved.
- Focus on social distancing in areas where masks are optional.
- Children under the age of 2, and children with significant breathing issues, should not wear a mask.
- Provide education to students and staff on proper mask use.

Helpful Links

[Mask signage templates](#)

[How to mask video](#)

[Supporting youth during reopening trainings](#)

[How to mask guidance](#)

[CDC guidance on masking](#)

Cleaning & Hygiene



Maintaining the cleanliness of surfaces and promoting good hand hygiene are important in the prevention of communicable diseases. Having a clear plan for cleaning will not only aid in preventing the spread of COVID-19, but it will also help reassure staff, parents and students that proper steps are being taken to ensure their safety.



Things to Consider

- Establish routine facility cleaning schedules that include regular cleaning of high-contact surfaces throughout the day and deep cleaning at closure.
- Provide hand sanitizer for staff, and make sanitizer available to age appropriate students.
- Provide education to staff and students on proper hand hygiene.
- Provide routine opportunities for students to wash hands.
- Accompany children under the age of 10 to assist/ensure proper hand washing.
- Ensure that hand washing/sanitizing is taking place prior to meal times.
- Establish policy that forbids sharing of food and beverages.

Helpful Links

[CDC cleaning guidance](#)

[CDC hand
washing guidance](#)

[Hand washing
sign template](#)

[Helping kids with
hand washing video](#)

Communication



Frequent, transparent communication to all stakeholders is the single most important component of any reopening strategy. This should be done through all means available, including webinars, email, newsletters and physical signage.



Things to Consider

- Establish routine communication for all stakeholders.
- Share communication from reputable sources (DPH, CDC and Children's).
- Provide opportunities for two-way communication.
- Utilize physical signage as cues for key messages.
- Engage school counselors and school nurses.
- Promote resources that may be available to support staff, such as an Employee Assistance Program (EAP).

Download resources at choa.org/reopening.



Resources



Training



To support our community partners with the knowledge necessary to safely restart services for children, we are providing training on the following topics.

1. Identifying the Signs and Symptoms of COVID-19 and Preventing the Spread
2. How to Screen for COVID-19
3. Supporting Youth and Parents in Reentry
4. Supporting Staff in Reentry

Live webinars will be held for community partners, and recordings will be available for those unable to participate. Please visit choa.org/reopening for all training information.

Download resources at choa.org/reopening.

Reopening Resources



Download the communications, signage and digital resource templates we are using in our own facilities to ensure safety.

YOUR SAFETY IS OUR PRIORITY

Su seguridad es nuestra prioridad

Because the health and safety of our patients, visitors and staff is a priority, Children's Healthcare of Atlanta is:

Porque la salud y la seguridad de nuestros pacientes, visitantes y el personal es una prioridad, Children's Healthcare of Atlanta:

Screening all patients and visitors for illness. No sick visitors will be allowed in our facilities. This includes a temperature check and review of these symptoms:

- Cough
- Shortness of breath
- Temperature higher than 100°
- Sore throat
- Diarrhea
- Vomiting
- Congestion
- Muscle aches

Evalúa a todos los pacientes y visitantes para detectar enfermedades. No se permitirán visitantes enfermos en nuestras instalaciones. La evaluación incluye el control de temperatura y la revisión de estos síntomas:

- Tos
- Falta de aliento
- Temperatura superior a 100°
- Dolor de garganta
- Diarrea
- Vómitos
- Congestión
- Dolores musculares

Requiring everyone to wear a mask at all times during their visit.

Requiere que se use mascarilla durante toda la visita.

Allowing one caregiver with each patient. No other family members or visitors are allowed.

Permite un cuidador por paciente. No se permiten otros familiares o visitantes.

Practicing social distancing by staying 6 feet away from other patients and visitors.

Practica el distanciamiento social manteniendo 6 pies (2 metros) de distancia de otros pacientes y visitantes.

Enhancing cleaning measures.

Ha intensificado las medidas de limpieza.

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YOUR SAFETY IS OUR PRIORITY

To comply with social distancing guidelines, only

EMPLOYEES

are allowed in this room at a time.

YOUR SAFETY IS OUR PRIORITY

With the health and safety of all Children's Healthcare of Atlanta as our priority, so we are asking each of you to take the following steps:

Keep masks on at all times while in this room.

Practice social distancing by staying 6 feet apart.

Use soap and water, and wash your hands for at least 20 seconds.

Wellness Screening Guidelines

Wellness Screening

To ensure the safety of our patients, visitors and staff Children's is screening all staff, visitors and vendors who enter our hospital, ambulatory and administrative locations. As a reminder, Children's expects all staff to self-screen before coming to work and staff should not arrive if ill. Children's facilities will display Wellness Screening signage at all points of entry and screening stations.

Screening Process

- Have you experienced any of the below symptoms in the last 24 hours *without the use of medication*?
 - Fever (temperature > 100 F) – If yes, is this related to any known medical or chronic condition?
 - Cough – If yes, is this related to any known medical or chronic condition?
 - Shortness of breath – If yes, is this related to any known medical or chronic condition?
 - Sore throat – If yes, is this related to any known medical or chronic condition?
 - Diarrhea – If yes, is this related to any known medical or chronic condition?
 - Vomiting – If yes, is this related to any known medical or chronic condition?
 - Congestion – If yes, is this related to any known medical or chronic condition?
 - Muscle aches – If yes, is this related to any known medical or chronic condition?
- Within the past 10 days:
 - Have you received a positive test result or are you awaiting a test result for an active COVID-19 infection? This does not include antibody/blood tests.
 - Has a health provider recommended you isolate at home for any reason?
- Proceed to take individual's temperature.
- Based on the symptom and temperature screening, screener will follow the steps outlined below:

STAFF/VENDOR	
CLEARED Individual answers NO to all questions above and temperature is below 100 F.	NOT CLEARED Individual answers YES to any question above OR temperature above 100 F.
Staff <ul style="list-style-type: none"> Provide staff with a sticker to place on badge Vendor <ul style="list-style-type: none"> Provide vendor with a sticker to place on badge and mask per universal masking guidelines 	<ul style="list-style-type: none"> Staff/Vendor must return home Staff must complete Symptomatic Screening QDC prior to returning home using QR Code

Ambulatory Locations: Follow building re-entry screening process for staff, patients, and caregiver/visitors

Download resources at choa.org/reopening.

Parent Resources



Get guidance online to help parents navigate these uncertain times, including tip sheets for families.

The screenshot shows the CHOA website's 'Parenting Resources During COVID-19' page. The header includes the CHOA logo, a language toggle for 'en español', and a link for 'For Providers and Educators'. Below the header, there's a navigation bar with 'Feeding Milestones', 'Emotional Wellness', and 'COVID-19 Resources'. The main content area is titled 'Parenting Resources During COVID-19' and features a sub-header 'The novel coronavirus (or COVID-19) pandemic is new territory for all of us, and there's no fear like the unknown. Our kids need us more than ever before, so we've pulled together some resources to help us all get through this challenging time.' Below this, there are six resource cards arranged in a 2x3 grid:

- Figuring Out Your Family's COVID-19 Reentry Plan**: As the state begins to reopen and you prepare for the many phases of reentry, it's normal to feel stressed and overwhelmed. Use these tips to help your family navigate your journey to reentry.
- How to Talk to Your Child About COVID-19**: There's currently a lot of fear and anxiety surrounding the COVID-19 pandemic. While many things are out of our control, one thing you can do today is talk with your child about what's going on.
- Preventing Injuries During Social Distancing**: We're all getting creative while our kids spend record amounts of time in the house. Make sure you keep these important safety tips in mind while working, learning and playing at home.
- How Stress Can Lead to Changes in Behavior**: When kids are stressed, it's normal to see changes in the way they behave. Find out what changes you can expect and where to go from there.
- Helping Kids and Teens Deal With Grief**: The COVID-19 pandemic has resulted in confusion, discomfort and loss for many of us. Here are expert tips from a licensed therapist to help your family process the grief you may be feeling.
- Positive Parenting: Responding to Challenging Behavior**: Learn how taking a positive parenting approach can help you develop a stronger relationship with your kids, boost their confidence and help you enjoy being a parent more.

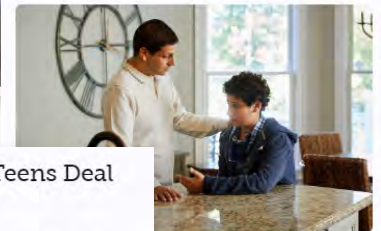
Figuring Out Your Family's COVID-19 Reentry Plan

As the state begins to reopen and you prepare for the many phases of reentry, it's normal to feel stressed and overwhelmed. Use these tips to help your family navigate your journey to reentry.



Helping Kids Understand and Practice Social Distancing

Social distancing is forcing us to change the way we live, but that doesn't mean our kids are all-in. Get tips for navigating the conversation and making the most of sheltering in place.



Helping Kids and Teens Deal With Grief

The COVID-19 pandemic has resulted in confusion, discomfort and loss for many of us. Here are expert tips from a licensed therapist to help your family process the grief you may be feeling.



Download resources at choa.org/reopening.

Employee Resources



Download templates and content examples of resources we are using to support our own employees.


STRONG4LIFE

MINDFULNESS

during the WORKDAY

**Check in**
Check in with yourself every few hours. Notice how you feel and how you respond to stressors. If you notice any warning signs that you're starting to enter into distress, pause and take a quick break.

**Stay grounded**
Every time you wash your hands, recite a short mantra or phrase to yourself to help you reset and refocus. For example, remind yourself that by doing this one simple thing, you're doing your part to keep yourself and others safe.

**Breathe**
If you start to feel stressed, take three deep breaths (four counts in and four counts out) and remind yourself of the intention you set at the beginning of the day.

**Connect**
If you need support, connect with a colleague. Asking for help is a sign of strength, not weakness.

**Change your scenery**
Go for a short walk, climb a flight of stairs or step outside to clear your mind.


**Be present**
If your mind starts to wander, take a moment to notice one thing in the room. It could be the warm smile of a colleague or the sunlight filtering in through the windows.

Review this checklist throughout the workday. Remember to give yourself moments to practice mindfulness.

STRONG4LIFE
Preparing for life after COVID-19

Just as we've had to settle into this new normal, we will soon enough have to return to regular life. So much has changed over the past few weeks and months, and you might be thinking, "How do we go back to the way it was before COVID-19?" We will never forget how COVID-19 affected our lives, but we must allow it to change us for the better. Start preparing now for your transition back to your usual routines.

Stop, Start, Continue
Flip this card over and try the Stop, Start, Continue exercise to help you renew your commitments and find joy in the old and new.
Stop: List any unhealthy habits you've adopted during COVID-19 that you want to **stop**, like excessively watching TV or neglecting your workout schedule.
Start: List any routines you want to **start** doing with joy after COVID-19, like going to the gym or shopping for healthy food items at the grocery store.
Continue: List any practices or traditions you've created during COVID-19 that you want to continue, like spending more quality time with your family or walking around your neighborhood.
Post this card somewhere in your home—on your bathroom mirror, fridge or other visible spot—to remember your commitments as you shift back to normalcy.


Dealing with stress in uncertain times from Strong4Life
Blog Post created by Strong4Life Atlanta on May 18, 2020
Like + 1 Comment + 2


You're living in times of uncertainty. The COVID-19 pandemic has presented our work with new challenges to overcome, and there seems to be no shortage of stress and worry. The truth is, when we worry, we try to establish a sense of control to feel certain about what's ahead. We want to prepare for every possibility and prevent negative outcomes. What we don't anticipate are the unintended consequences of anxiety and stress.

We believe worry makes us more prepared when in reality we are more irritable, reactive and less prepared.

We often confuse planning with we you are flexible and are actually is rumination on the worst case scenario.

Remember that uncertainty is a the middle of a crisis, there are

Turn off media and unplugging


Mentally and emotionally preparing for reopening from Strong4Life
Blog Post created by Strong4Life Atlanta on May 28, 2020
Like + 5 Comment + 8

Just as you've had to settle into your COVID-19 routines, you will soon enough have to return to regular life. Start preparing now for your transition back to your usual routines—slowly and with intention. To help you shift back to normalcy, try these tips from [Strong4Life Expert and Licensed Counselor @ Danielle Clewley](#).

The day before you go back to work

- It's OK to grieve and acknowledge the loss of this new normal. Give yourself the space to be honest and transparent with yourself.
- Spend time doing something you enjoy. Go for a walk with your family or your dog, practice yoga or read a chapter in a book—whatever brings you joy.
- If you find yourself worrying, take a moment to write down your worries. Think through what you can and cannot control, and pick one thing you can control to focus on. For example, focus on practicing good hand hygiene. This can help remind you that you are not powerless.
- Before you head to bed, notice your body and if you're holding on to tension. Do some light or gentle stretching as a body reset.

Download resources at choa.org/reopening.



Children'sSM
Healthcare of Atlanta

For more information, visit choa.org/reopening.