



Police Athletic League of Philadelphia

COVID-19 Re-Opening Plan





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Statement of Purpose: As an out-of-school-time youth development program, we believe the Police Athletic League of Philadelphia (PAL) can provide meaningful opportunity and programming to children living in Philadelphia’s highest crime, lowest income neighborhoods in a safe setting. This Plan will serve as PAL’s written health and safety plan for summer programming and is meant to define programs and protocols that will ensure PAL centers are safe for children, police officers, and civilian staff during the yellow phase outlined in the Governor’s reentry plan.

This plan will be available on PAL’s website which can be found at www.phillypal.org.

Background: According to the Pennsylvania Department of Health, and consistent with the Governor’s phased reopening plan, Summer programsⁱ that provide child care and enrichment and recreational activities for children and youth are permitted to operate without a waiver in counties in the yellow and green phases, provided they follow the Centers for Disease Control and Prevention (CDC) guidance for Youth and Summer Camps and the CDC Supplemental Guidance for Child Care That Remain Open.

Given the abrupt close of activities in the spring, youth need an outlet to safely interact, learn and continue to develop positive relationships with PAL officers, caring adults and their peers. PAL is pleased to be a resource for the community and our plan will allow us to safely serve children. PAL looks forward to serving our kids again as the relationships between officers and kids can begin to form stronger after a long break. PAL summer programming provides the children of Philadelphia a safe place to interact with friends and officers to build new friendships and experiences.

As required, summer programs operating in counties in the yellow or green phase of the Governor’s phased in reopening plan must develop a written health and safety plan that follows the CDC guidance for Youth and Summer Camps and post the plan on the summer program’s publicly available website prior to providing services to children.

Sources and References: In assembling this Plan, we have integrated guidance from the CDC, state and local health officials, state and local government mandates, media reports, the business community, colleagues throughout the youth serving community and a subcommittee of the PAL Board of Directors, which included: PAL police and civilian leadership, the Chair and Treasurer of the Board of Directors, and board members.

Guiding Principles

As with all PAL efforts, our goals for this plan are rooted in our mission of Cops Helping Kids, which seeks to provide Philadelphia children, ages 6-18, living in our city’s highest crime, lowest income neighborhoods with fun, safe, and free programming directed and delivered by Philadelphia Police Officers and civilian staff members.

In a world with Covid-19, the measures needed to ensure safety have increased, and the purpose of this document is to detail the steps PAL has and will take to ensure our children are safe. In fulfillment of this, we will promote behaviors that reduce spread; maintain healthy environments and operations; and prepare for the possibility of sickness presenting at our facilities. PAL will do its part to make sure we provide information in a way to support our families and mitigate any harmful reactions. PAL understands these are trying times and there are many changes ahead, we ask for everyone to be patient and understanding as new information arises.



Phased Reopening

The costs of providing programming to children have increased significantly as a result of the Covid-19 pandemic. Likewise, the fundraising environment for non-profits, like the Police Athletic League has become exceedingly challenging.

As such, PAL may not be able to reopen all of our facilities. We will focus initially on reopening those centers that are owned by the non-profit: Cozen PAL Center (9th police district/central division); Paley PAL Center (14th police district/northwest division); 24th PAL Center (24th police district/east division); and those owned by the City of Philadelphia: Ford PAL Center (3rd police district/south division); and Harrowgate PAL Center (24th police district/east division) as these are the centers where we have the mostly flexibility and ability to quickly adapt for Covid-19.

Programming will also begin at 26th PAL and North Penn PAL Center. Assuming success, PAL will seek to reopen additional facilities as our budget allows.

Recognizing that the requirements to open our centers amidst a pandemic significantly impacts the number of children we can serve through traditional means (i.e. in our facilities), PAL is also working to make additional free programming available for our children via the web.

Timing

PAL seeks to reopen during the first week of July 2020. This is contingent upon several factors, including local and state orders related to the Covid-19 pandemic, PAL's financial health, adequate staffing (police and civilian personnel), and our ability to adequately prepare and equip our facilities and personnel.

Approach

In order to fully capture the necessary adjustments to our operations, we've evaluated each step along the employee and child journey for potential conflicts with current social distancing and sanitization guidelines. Additionally, we have updated program enrollment and delivery processes to ensure compliance with published recommendations.

In broad strokes, PAL will serve no more than 20 children per facility for summer programming (20 children and up to five adults, 25 total people). When at all possible, activities will take place out-of-doors, and there will be no field trips that require travel in a vehicle unless and until such guidance is provided by the appropriate authorities.

Only pre-enrolled youth for Summer 2020 programming will be able to attend PAL on a daily basis. As our ability to serve youth will be limited to 20 per center, there will be no walk up, drop in attendance permitted during the yellow phase of opening.

Promoting Behaviors that Reduce Spread

Staying Home When Appropriate

PAL will educate police and civilian staff and PAL kids enrolled in our programming about when they should [stay home](#) and when they can return to PAL.

-  PAL will actively require employees and youth participants who are sick or have recently had [close contact](#) with a person with COVID-19 to stay home. PAL police and civilian [employees and](#)



[youth participants should stay home](#) if they have tested positive for or are showing COVID-19 [symptoms](#). PAL Police Officers will follow the Philadelphia Police Department protocols.

- 📌 Employees who have recently had a [close contact](#) with a person with COVID-19 should also [stay home and monitor their health](#).
- 📌 Insert in text box above Young children can have a mild or asymptomatic case of Covid and develop complications. Parents should watch children for additional symptoms which could include prolonged fever, rash, conjunctivitis (redness of the white part of the eye), swollen hands or feet, irritability and /or unusual sleepiness or weakness.
- 📌 PAL will follow the CDC’s criteria to inform when employees should return to work:
 - [If they have been sick with COVID-19](#)
 - [If they have recently had a close contact with a person with COVID-19](#)

Daily Temperature Screening

In order to assess daily health status youth and staff will receive a daily temperature check upon arrival to PAL facilities. This screening will be completed to protect each individual’s privacy and results. Any staff or youth with a temperature above 100.4 will be asked to not attend for the day

Social Distancing

Consistent with the City of Philadelphia’s Safe Mode: Guideline for Summer Camps during the Covid-19 Pandemic publicationⁱⁱ, PAL will adopt a cohort model for summer programming, in an effort to limit the number of people in close contact with one another.

- 📌 Cohorts will consist of no more than 25 people (20 children, PAL Officers, support staff).
- 📌 Cohorts will not intermingle with other cohorts (children, staff, or PAL officers).
- 📌 We will seek to operate programming outdoors as much as possible.

COMMON COVID-19 SYMPTOMS

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

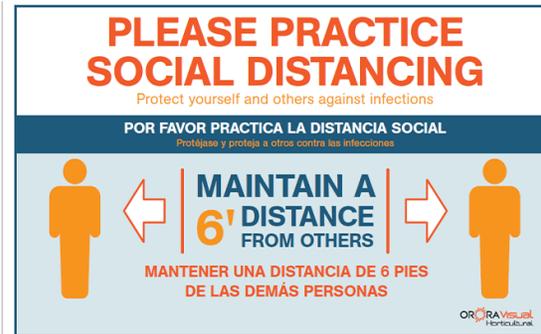
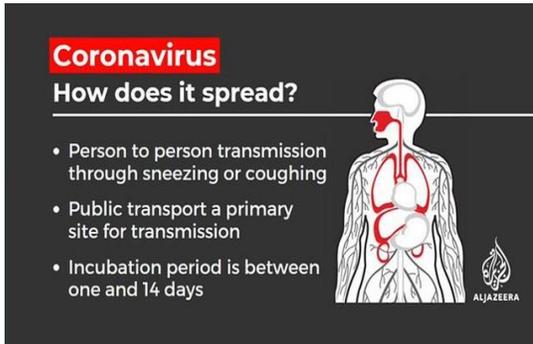
Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms.

Activities will be designed in an effort to maintain at least six feet between participants.

- ☞ Youth will not share equipment.



*****Please also be aware the Coronavirus is also spread by touching a surface that someone has contaminated by sneezing, coughing or touching with a soiled hand.****

Hand Hygiene and Respiratory Etiquette

PAL will teach and reinforce [handwashing](#) with soap and water for at least 20 seconds to ensure adherence among youth and staff.



- ☞ We will encourage staff and youth to cover coughs and sneezes with a tissue and to dispose of used tissues in the trash and to wash hands immediately with soap and water for at least 20 seconds.

- ☞ Signage will be prominently displayed at all facilities.

- ☞ Hand sanitizer will be readily available (containing at least 60% alcohol) for instances when hand washing with soap may not be immediately available (i.e. outdoors).

Face Coverings

PAL will provide disposable face coverings for all children, staff and police officers if they do not choose to use their own.

- ☞ All staff (police and civilian) will wear face coverings at all times, with the exception of meals and outdoor break times.

- ☞ Face coverings will be required for all youth participants 8 years and older when indoors, while outdoors face coverings are encourage, but not required. It is most essential during times when physical distancing is difficult.

- ☞ Information will be provided to staff, officers and youth on proper use, removal and washing of cloth face coverings.



Adequate Supplies

PAL will support healthy hygiene by providing supplies including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, and cloth face coverings (as feasible).

Signs and Messages

Signs will be posted in highly visible locations that promote everyday protective measures and describe how to stop the spread of germs such as by properly washing hands and properly wearing a cloth face covering.

Maintaining Healthy Environments

All PAL Centers will be cleaned prior to the start of each day, with certain areas being cleaned additional times throughout the course of programming. The staff designated for ensuring daily cleaning will fill out a cleaning log to document that high use areas are fully disinfected.

Cleaning and Disinfection

PAL staff will follow CDC guidelines to [clean and disinfect](#) frequently touched surfaces (e.g., door handles, sink handles, table tops, etc.) within our centers at least daily and between use as much as possible. PAL will maintain a schedule and documentation for increased, routine cleaning and disinfection for each facility. All cleaning products will meet [EPA disinfection criteria](#).

PAL will ensure safe and correct use and storage of cleaners and disinfectants, including storing products securely away from children. Staff will also ensure that there is adequate ventilation when using cleaning products to prevent children or themselves from inhaling toxic fumes.

PAL staff will be able to provide families with a Materials Safety Data Sheet to keep families and site staff informed of the chemicals Pal will be using. All cleaning logs will be collected from the sites and then copied to leave one set at the sites for staff and families to access.

Shared Objects

PAL will limit the use of shared objects (e.g., art supplies, toys, games, etc.) when possible, and/or clean the objects between use. Additionally, we plan to:

-  Discourage sharing of items that are difficult to [clean, sanitize, or disinfect](#).
-  Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assign art supplies or other equipment to a single camper), or limit use of supplies and equipment to one group of campers at a time and clean and disinfect between use.
-  Avoid sharing electronic devices, toys, books, and other games or learning aids.
-  Youth will be encouraged not to bring any additional unnecessary personal items to daily PAL programming.

- 📦 Youth desiring to bring lunch with them to the PAL Center will be asked to have their lunch in a disposable paper bag.

Ventilation

Prior to opening, PAL will ensure ventilation systems operate properly and seek to increase circulation of outdoor air as much as possible, for example by opening windows and doors.

Water Systems

To minimize the risk of [Legionnaires' disease](#) and other diseases associated with water, [take steps](#) to ensure that all water systems and features (e.g., sink faucets, drinking fountains, showers, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized, but encourage staff and campers to bring their own water to minimize use and touching of water fountains.

Modified Layouts

PAL will post signage and rearrange physical layouts within our centers to ensure spacing is at least 6 feet apart. We will provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and youth remain at least 6 feet apart in lines and at other times.

- 📦 We will prioritize outdoor activities where social distancing can be maintained as much as possible.

Food Service

PAL will be providing breakfast, lunch and a daily snack. Food will be prepackaged with individual servings given to each youth. Campers will not be encouraged to bring any meals of their own when feasible. Meals will be served in separate areas or with their smaller groups, instead of in a communal dining hall or cafeteria. The safety of youth with food allergies will be addressed prior to meals being served. No food sharing will be allowed.

Disposable food service items (utensils, dishes) will be used. If disposable items are not feasible then those items will be handled with gloves and washed with dish soap and hot water or in a dishwasher.

Staff will be instructed to [wash their hands](#) after removing their gloves or after directly handling used food service items.

Maintaining Healthy Operations

In an effort to maintain healthy operations, PAL will implement the following strategies:

- 📦 Limiting the size of each cohort to 20 kids
- 📦 Utilizing the City of Philadelphia's Department of Public Health Covid-19 screening tool
- 📦 Thermal scanning prior to entry every day
- 📦 Staggered arrival times
- 📦 A staff member will wait for 30 minutes after the last child is supposed to arrive, after that 30 minutes any child will need to call the posted number for screening and entry



- 🛡️ Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible – especially with individuals not from the local geographic area (e.g., community, town, city, or county).
- 🛡️ No field trips
- 🛡️ Modified programming to minimize transmission of COVID-19
- 🛡️ Designating a COVID-19 Point of Contact to be responsible for responding to COVID-19 concerns and sharing this contact information with all registered participants at each site.

IF AT ANY TIME YOU DO NOT KNOW WHETHER A YOUTH SHOULD BE ADMITTED INTO A PAL CENTER BECAUSE OF A RISK FEEL FREE TO CALL THE HEALTH DEPARTMENT HOTLINE. THEY ARE PROFESSIONALS WHO CAN HELP YOU NAVIGATE HEALTH OR RISK RELATED SCENARIOS. THE HOTLINE NUMBER IS 800-722-7112.

Communication is key for helping PAL ensure health and safety of youth participants and staff. As such, communication systems have been developed for staff and families to self-report to the PAL administrators if they have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with [health information sharing regulations for COVID-19 \(e.g., see “Notify Health Officials and Close Contacts” in the Preparing for When Someone Gets Sick section below\)](#).

- 🛡️ All communication systems will be consistent with applicable law and privacy policies, and other applicable privacy and confidentiality laws and regulations.
- 🛡️ Additionally, a communication system for notifying children and parents of a PAL Center’s closure has been developed.

The CDC’s [criteria to discontinue home isolation and quarantine](#) has been used to develop policies for the safe return of a camper to programming **after COVID-19 symptoms**. Parents will have to affirm that their youth will not return until:

- 🛡️ The youth has tested negative for COVID-10 and is otherwise healthy
OR
- 🛡️ A healthcare provider has seen the youth and documented a reason for the symptoms other than COVID-19
OR
- 🛡️ All are true: 1) at least 10 days since the start of symptoms AND 2) fever free off anti-fever meds for 3 days AND 3) symptoms are getting better.

Parents will also have to affirm that if their child is positive for COVID-19, he/she must remain home until ALL OF THE FOLLOWING IS TRUE:

- 🛡️ It has been 10 days since the youth first had symptoms AND
- 🛡️ The youth has been fever-free of any anti-fever medications for 3 days AND
- 🛡️ The youth’s symptoms are improving.



Back-up Staffing Plan

Staffing within the PAL center will consist of two Philadelphia Police Officers and three support staff who will handle youth screening and registration, activities assistance and general daily cleaning. All staff will be crossed trained for all applicable duties so that in the event someone is sick the center can still function with required activities. If necessary one consistent administrator or police officer will be available to assist in the event of multiple call outs.

Support staff will have to call our to the Director of Programming at least an hour prior to the start of their shift if they will not be able to attend. They should additionally notify an officer at their center.

Youth Daily Attendance

Youth will be checked in and entered on a daily basis into Cityspan. It will also be recorded that the youth successfully completed the daily health questionnaire and temperature screening.

Staff Training

All support staff and officers will be briefed on the re-opening plan. Staff will be trained on the symptoms of COVID-19, handwashing, social distancing and prevention of COVID-19.

Preparing for When Someone Gets Sick

PAL will advise sick Individuals of home isolation criteria and require that they remain home and out of PAL programming.

Sick staff members or campers should not return to camp until they have met CDC's [criteria to discontinue home isolation](#).

PAL will stress that they (staff) or their children (families) should not come to PAL, and that they should notify camp officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with symptoms or a confirmed or suspected case.

Immediately separation of staff or youth with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath) at the PAL Center. Individuals who are sick should go home and or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance for caring for yourself or others](#) who are sick.

Clean and Disinfect

PAL will immediately close off areas used by a sick person and will not use these areas until after [cleaning and disinfecting](#) them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).



Cleaning and disinfecting will not begin for at least 24 hours. If 24 hours is not feasible, we will wait as long as possible.

Notify Health Officials and Close Contacts

In accordance with state and local laws and regulations, PAL administrators will notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)[external icon](#).

PAL will advise those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home, [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.

ⁱ Summer programs include child care facilities regulated by the Pennsylvania Department of Human Services and the following part-day school age programs: A part-day school-age program that operates for less than 90 consecutive days per calendar year from the date the program opens to the date the program closes; A part-day school age program that operates 2 hours or less per day for 3 or fewer days per week; A part-day school age program that has a single purpose for the children’s attendance and that purpose is the only focus of the program (e.g., soccer or art class); and A drop-in program where a child or youth may come and go at will.
<https://www.governor.pa.gov/wp-content/uploads/2020/05/20200522-Department-of-Health-2020-Summer-Program-FAQ.pdf>

ⁱⁱ <https://www.phila.gov/media/20200529115018/Guidelines-for-Summer-Camp.pdf>