



## STEP Ministries Mentoring & Tutoring Safe Reopening Plan

STEP Ministries is reopening the mentoring & tutoring programs to continue serving to equip the youth while maintaining the following safety protocols for everyone involved. Providing a safe environment is our highest priority and following CDC and State of Arkansas guidelines will be enforced. STEP successfully completed a Literacy Camp with tutors and youth in July and August using similar protocols. Thank you for your cooperation following these critical and mandatory protocols.

### Signage

1. Signage is posted at each public entrance of the facility to inform all staff, volunteers, youth and guests that they should avoid entering the facility if they have a cough or fever; they must wear facial coverings, maintain a minimum six-foot distance from one another when possible and not shake hands or engage in any unnecessary physical contact.

### Staff, Volunteer and Youth Protection Plan

1. Stay home if sick, running a fever or not feeling well
2. Everyone entering the building will have their temperature checked. If 100.4 degrees or more is detected, entrance to the gym will not be allowed. Everyone will be screened for symptoms (cough, shortness of breath or trouble breathing, headache, fever, chills, muscle or body aches, fatigue, sore throat, congestion or runny nose, new loss of taste or smell, nausea or vomiting, diarrhea, exposure to individuals who have tested positive for COVID-19.)
3. Face coverings must be worn at ALL times when inside the gym (regardless if a minimum of 6 feet distance is maintained) Face masks will be provided if anyone entering does not have one.
4. Face coverings should be used if a mentor is driving the youth to and from STEP events.
5. All volunteers, youth and staff will be instructed about additional safety protocols while in the gym. This includes hand washing, using hand sanitizer, maintain 6 feet social distancing when possible and wearing a face mask at all times.
6. Hand sanitizer will be located throughout the building.
7. All tables will be at least 6 feet apart.



8. Kitchen, bathroom and common areas will be disinfected after each Club night.
9. Soap and water will be available in the male and female restrooms for hand washing. Only 1 youth at a time is allowed in the restrooms.
  
10. Proper social distancing will be observed when gathered for crafts, games or prayer etc.
11. Only mentors, mentees, staff and presenters and approved guests will be allowed into the gym. Friends and family members will remain outside of the gym at all times.

### **Facilities Management to Ensure a Safe Environment**

1. The gym floor will be sanitized once a week to ensure cleanliness.
2. Hand sanitizer will be located throughout the gym.
3. Hand soap and water levels will be checked daily.
4. Water fountains will be prohibited from use. STEP will provide cups and water as needed.

### **Steps to Be Taken If There is Possible Exposure or Positive Exposure**

1. If an adult's temperature is above 100.4, they will not be allowed to enter the gym and be sent home.
2. If a youth has a temperature above 100.4, they will not be allowed to enter the gym. Their guardian will be contacted to see if they can pick up the youth. If they are not available to pick up their child, a staff member will take them home or to an approved relative's home.
3. Everyone entering the gym will have their attendance and temperature logged for reporting purposes if needed.
4. If someone is tested positive of Covid-19 and they have been in the STEP gym during the time they would have been infectious (beginning 2 days before the start of symptoms or 2 days before the date of the positive test was taken) the following steps will be taken:
  - Identify the day they were in the building during the applicable period.



- Create a list of all others that were in the building at that same applicable time period and had contact with the individual (CDC has defined contact as being within 6 feet for 15 minutes or more)
- We will provide this list to the Health Department to assess their risk for Covid-19 and provide information to those identified about staying home and the need to get tested.
- The infected person can return to STEP when the symptoms have passed for at least 10 days or has no symptoms and received a negative test result.
- Those that have been exposed to COVID-19 can return to STEP after a 14-day quarantine from the person who has tested positive.

Note: Maintaining confidentiality of the individual who tested positive, as required by the Americans with Disabilities Act will be observed.

## Faithfulness Outings

1. Faithfulness outings should observe all the guidelines that are listed for events at STEP.
2. Maintain proper social distancing at all times.
3. Masks should be worn at all time when proper social distancing cannot be observed including when traveling together in a vehicle.
4. Avoid large crowds such as events in arenas, concerts etc.