

COVID-19 HEALTH AND SAFETY REQUIREMENTS

BACKGROUND

In the summer of 2020, The University of Alabama at Birmingham (“UAB”) cancelled camps, youth programs and activities (“Programs”) due to the COVID pandemic. We plan to allow these Programs this summer on UAB’s campus. The health and safety of UAB staff and participants is our top priority. Programs taking place this summer will be impacted by COVID planning and restrictions.

This document summarizes UAB’s current COVID health and safety requirements for Programs. These requirements are likely to change between now and the remainder of the year. This document is intended to supplement the guidelines and procedures that have been adopted by UAB. Every Program Director must ensure that they are not only familiar with this document but also UAB’s guidelines and procedures at <https://www.uab.edu/uabunited/>. Program Directors should share this information with staff and participants. These health and safety requirements must be followed, failure to do so will result in the suspension of the Program. All Programs must register eight (8) weeks prior to Program start date with UAB’s Youth Protection Program by going to <https://www.uab.edu/youthprotection/>.

The UA System Health and Safety Taskforce, UAB’s COVID Incident Command Committee and the Office of the Senior Vice-President for Finance and Administration will continue to provide guidance and updates for best practices to ensure the health and safety of Program staff and participants.

Factors that could result in changes:

- CDC, State, County, or City orders
- Local indicators that show an increase in COVID cases or limited hospital capacity
- Inability to promptly identify and isolate infected individuals and identify or quarantine their contacts
- Insufficient staff able to maintain required or recommended staff ratios
- Low enrollment numbers for programs
- Significant number of staff or participants exposed to COVID
- Inability to meet UAB’s COVID guidelines or the health and safety requirements outlined in this document

PROGRAM RESPONSIBILITIES:

- A. Programs are required to register eight weeks prior to the start date of their program with UAB’s Youth Protection Program.
- B. Program Directors and staff members must complete UAB’s Youth Protection training in Campus Learning two (2) weeks prior to the Program start date regardless of if it was

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completed in the past. All information on completing this training can be found at www.uab.edu/youthprotection.

- C. Participant registrations must be closed at least 2 weeks before start date of the Program.
- D. Programs are required to submit rosters of staff and participants to UAB's Youth Protection Program two weeks prior to the start of the Program (rosters must include capacity limit, participant name, email, phone number, emergency contact and guardian). Any communication or notification with minors must include their parent or legal guardian.
- E. Late or day of Program registration is prohibited.
- F. Family members, guardians, visitors or spectators are not allowed at the Program's site under any circumstances. Only Program staff and participants are allowed on-site except during pick up and drop off.
- G. Staff and participants should be assigned to a cohort. A cohort is a group consisting of ten (10) or fewer staff and participants. Cohorts should be used until social distancing requirements are lifted by the CDC, State and/or UAB.
 - Staff or participants should not move from one cohort to another unless required due to injury or illness.
 - A cohort should not mix with another cohort unless they are engaged in team activities or in the case of an emergency evacuation.
- H. Program Directors should work with the facility where the Program is being hosted to ensure that they are familiar with the emergency evacuation plan and any possible ways to mitigate the spread of COVID during an evacuation.
- I. When the same equipment or supplies are used by more than one staff or participant during an activity these individuals must wash or sanitize their hands upon its completion.
- J. Equipment or supplies should be sanitized or disinfected after individual use or group activity. At the end of day, all equipment or supplies should be sanitized. If these items cannot be sanitized or disinfected their use on UAB's campus is prohibited.
- K. Staff and participants shall not share water coolers, drinking stations, water bottles, cups, or other drinking devices
- L. Staff and participants must wear masks and maintain proper social distancing while on UAB's campus.

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- Face masks must cover mouth and nose, consist of two (2) layers of fabric with no valves and gators are not allowed. ADA or medical exemptions to this requirement will be provided to staff or participants with proper documentation.
 - Face shields can be worn without a mask only when social distancing requirements can be met at all times, otherwise they must be worn along with a mask.
 - Programs should have additional face masks that can be purchased via on-line or at a local retailer.
 - UAB sponsored Programs should adhere to procurement guidelines when purchasing PPE.
- M. Programs must have a designated isolation area that is readily available. All staff and participants must be aware of its location. Isolation area is for participants only, participants must be picked up no longer than two hours after notification of parent or legal guardian.
- N. Daily drop off and pick up procedures:
- Staggered times to prevent groups from forming.
 - Rosters must be maintained daily and include attendance and proof of symptom screening of staff and participants. Participants who appear ill or have symptoms must be isolated and parent or guardian notified. Staff who appear ill or have symptoms must leave campus immediately.
 - Programs must ensure that participants are picked up a parent or legal guardian at the end of each day's activities. A valid ID should be shown at the time of pick-up, no exceptions.
- O. Hand sanitizing equipment and wipes should be available to staff and participants.

HEALTH SCREENINGS:

A. Testing Requirements

- Prior to participating in a Program, staff and participants must be tested if in the past 10 days if:
- They have travelled Internationally
- They show symptoms of COVID-19
- They have been exposed to someone who has had COVID-19
- Necessary to meet any Federal, State, or Local mandate
- Vaccinations are not required for entry to campus. Program staff and participants are strongly encouraged to receive and complete their vaccinations as soon as they are eligible. For more information about COVID vaccines please visit <https://www.alabamapublichealth.gov/covid19vaccine/>.

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B. Daily Screening

- Daily COVID screenings must be completed and documented before Program staff or participants may begin their activities. Screenings should include:
 - Temperature checks for all staff and participants using an infrared no-touch thermometer, provided by the Program, upon their arrival at the beginning of every day.
 - Staff and participants should be asked questions about COVID symptoms like: Do you have a cough, shortness of breath, diarrhea, headache, nausea, loss of taste or smell, sore throat, vomiting, etc.
 - Whether a staff member or participant has been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID.
- If any staff or participant have a temperature higher than 100.3, answers “yes” to any of the screening questions or looks like they don’t feel good they will not be permitted to participate. Staff should leave premises immediately. Participants should be quarantined until they are picked up and must be picked up within two hours of parent or guardian being contacted.
 - Participants cannot be left alone when isolated and two (2) staff should be present with them at all times.

RESPONSE AND MANAGEMENT OF CASES OR PROBABLE CASES OF COVID

A. In the event of a positive screening, illness or signs of COVID:

- Program staff will not be allowed to return or participate until cleared by a physician with documentation or release from UAB Employee Health. All Staff will follow [UAB's COVID Guidelines](#) for when they can return to campus as well as what documentation will be required.
- UAB students who are part of a Program will not be allowed to return or participate until cleared by a physician with documentation or release from UAB Student Health Services. All students will follow [UAB's COVID Guidelines](#) for when they can return to campus as well as what documentation will be required.

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- All Programs must notify UAB's Youth Protection Program of any staff or participants that exhibit symptoms or have been exposed. Programs should also provide a copy of a staff members documentation or release electronically once they are cleared to participate.

Youth Protection Program

msmartin@uab.edu

8am - 5pm (205)-934-9981

Emergency or After Hours – Steve Murray - (205)-532-0406

CAPACITY

- A. Programs held indoors have capacity limits determined by the size of the facility and social distancing guidelines. The facility can provide additional information.
- B. Programs held outdoors have capacity limits set based on size of Program location and social distancing guidelines. The responsible person for the area being used can provide additional information.
- C. Maximum attendance for the facility or area where the Program is being held should be noted on the camp roster submitted to the Youth Protection Program.

STAFF TO PARTICIPANT RATIOS

- A. Current staff to participant ratios must be followed throughout the program. See the [Guide to Youth Programs](#) for information on current guidelines.
- B. An additional COVID staffing requirement is in place until deemed unnecessary. At least one (1) additional staff must be hired as designated "Isolation Staff" in case a participant is removed from a group due to COVID symptoms being observed. A minimum of two (2) staff must accompany any participant removed from a group to avoid one-on-one interaction.

OVERNIGHT CAMPS

- A. Overnight camps will be allowed only in unique circumstances and must be approved by UAB's Camps and Youth Programs Health and Safety Committee. Please email Steve Murray at murrays@uab.edu with your contact information for additional details.

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FOOD AND BEVERAGES

- A. If meals or snacks are provided, Programs must use either Campus Catering and Dining Services (Sodexo) or Hilton at UAB. The use of any other cater, restaurant or food delivery service is prohibited for safety reasons.

Campus Catering and Dining Services (Sodexo)

catering@uab.edu

205-996-6565

Hilton at UAB

205-933-9000

Angela.Howell2@hilton.com

- B. Group dining is only allowed at UAB's Campus Green dining facility. Please contact Campus Catering and Dining Services for more information.
- C. Staff and participants may bring their own drinks, food or snacks if allowed by the Program.
- D. The use of personal refillable water bottles is encouraged. Otherwise, Programs will use disposable cups.
- E. No sharing of food or drink is allowed.

CLEANING AND DISENFECTING

- A. The Program will provide and keep adequate cleaning and disinfectant supplies including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, disinfectant wipes, and extra cloth face coverings. Communal spaces will be cleaned and disinfected at least daily.
- Shared items must be cleaned and disinfected between uses. When possible, the number of items shared should be limited.
 - Frequently touched surfaces must be cleaned and disinfected multiple times a day.
 - Changing areas/locker room high touch surfaces must be cleaned and disinfected more than once per program day (based on frequency of use).
 - Toilets, showers, restroom high touch surfaces must be cleaned and disinfected more than once per program day (based on frequency of use).
 - Daily cleaning and disinfecting methods must follow University protocols.
 - Provide preventive equipment, such as plexiglass dividers and covers.

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- B. The Program may be responsible for additional cleaning costs required to help reduce the spread of COVID on UAB's campus.

PROCEDURAL PENALTIES

- A. Program staff, students or volunteers that do not comply with UAB's Programs Health and Safety Requirements outlined in this document and any other UAB policies, procedures, or guidelines, will result in the camp or Program being **SUSPENDED**.
 - UAB staff and students may be subject to additional discipline.
- B. Program participants that do not comply with UAB's Programs Health and Safety requirements outlined in this document or any other UAB policies or guidelines will be sent home. Failure to comply a second time will result in their inability to return to UAB's campus.
- C. A Program may be required to cease operations due to an order by the State, Local or UAB officials.

Note: This document is not inclusive of all COVID guidelines set by UAB. Please visit <https://www.uab.edu/uabunited/> for additional safety information.

If your Program has any additional procedures or requirements outside of those in this document please email them to msmartin@uab.edu.