



Urban League of Greater Oklahoma City, Inc.

# ***Community***

## **Hope Center**

**(405) 424-5243 Ext 125**

### **Urban League of Greater Oklahoma City, Inc**

- Fifth Street Baptist Church
- Greater Mount Olive Baptist Church
  - St. Luke Baptist Church
- Tabernacle Baptist Church
- Ebenezer Baptist Church

## ***Virtual Learners***

## **Assistance Program Policies & Procedures**



United Way  
Partner Agency





## Virtual Learners Assistance Program

### 2020 Community Hope Center Pandemic Guidelines and Procedures

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*Due to the developments regarding COVID-19, the Urban League of Greater Oklahoma City, Inc. takes the well-being and safety of our staff, students, parents, clients, and community members as our top priority. As we closely monitor the evolving impact, we are implementing ongoing measures to ensure the health and safety of our staff, while also maintaining the highest level of service to our students. We will take extra precautions and procedures from here on out. Below you will see our STEP by STEP procedures that will be taken daily during this pandemic at the Urban League facility and our satellite locations.*

The Urban League's Education & Family Development Program will be responsible for the safety and management of **120 students and 30 staff members**.

- **Urban League of Greater Oklahoma City Location** – Kindergarten – 12<sup>th</sup> Grade
    - o 60 students
  - **Satellite Locations:**
    - Fifth Street Baptist Church 801 NE 5<sup>th</sup> Street, OKC OK73104  
**Site Director: Dr. Sharri Coleman (405) 235-6031**  
20 students
    - St. Luke Baptist Church 1001 NE 50<sup>th</sup>, Spencer 73084 **Site Director:**  
**Mrs. Donna Foster (405) 249-5356**  
20 Students
    - Greater Mount Olive Baptist Church 1020 NE 42<sup>nd</sup> Street, OKC 73111  
**Site Director: Mr. Cedric Currin-Moore (405) 600-5313**  
20 Students
- [FREE Community Hope Center-Virtual Learners Assistance Program](#)

### Staff Requirements

Urban League staff and satellite locations have the confidence, knowledge, resources, and support to perform assigned duties during these times while providing a controlled environment that will reduce the possible spread of the COVID-19 virus.

- Support is provided by the Urban League Leadership Team, Urban League Board Members and Community Pastors to deliver services, maintain cleanliness, safety, and security of all locations.
- Staff must wear masks at all times, covering both their mouth and nose. The only exceptions to this requirement are:



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- Eating or drinking, remaining 6 feet away for everyone and mask break at least 8 feet away in a separate room.
- Instructing and speaking must be more than 10 feet away.
- Avoid touching the face, especially nose, mouth and eyes.

### Before Coming to The Community Hope Center

Parents will be responsible for completing morning health checks at home before transporting student to the facility. Parents please check for the following signs or symptoms:

1. Does your student show signs of not feeling well, body aches or diarrhea?
2. Perform temperature check before leaving home.
3. Have your student stay home if they are awaiting test results or come in contact with a potential CCOVID-19 patient.
4. If you travel out of the state please self-quarantine for 3 days, if you travel out of the country please quarantine for 14 days.
5. Parents must complete and sign the **COVID-19 Questionnaire** daily.

### Drop Off Guidelines

1. All attendees will be dropped off at the front entrance of each location.
2. Parent(s) and attendees will be greeted by a masked Community Hope Staffer.
3. Before entering the building, the student's temperature will be taken and logged. If the student's temperature is 100.00 degrees Fahrenheit or above, the student will not be permitted to stay.
  - a. If the temperature is above allowed temperature, the student must remain at home for 72 hours. The student may only return after maintaining an average temperature for 24 hours and will be checked upon return to the location.

### Classroom and Study Desk

Each classroom will have two (2) assigned teacher and student's assigned desk will be spaced 6 feet or more apart, facing the same direction. The teachers will maintain the order, safety, security, and cleanliness of their classroom and assigned restrooms.

1. After approval to enter the building, student is required to wear their mask for the entire day with permitted water/mask break (disposable mask will be made available).
  - a. Students will be instructed on how to properly wear, clean and sanitize their mask.
2. Students are encouraged to take mask down for a water break every 10 minutes.
3. Students may bring their district learning device, charger and headphones.
  - a. Students will participate in STEAM activities on asynchronous learning days.

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## Urban League of Greater Oklahoma City, Inc.

- b. Students will have the opportunity to gain resilience skills to build positive social relationships and understand purpose of life and their surroundings.
4. Students will receive an assigned plastic bin for their personal items and essentials tools for the program.

### Essential Supplies:

- **Class supplies;** compensation books, notebook paper, pencils,
  - **Enrichment supplies;** crayons, markers, Legos, manipulative toys
  - **STEAM supplies;** plastic gallon bags, craft sticks, glue, scissors
  - **Physical supplies;** gym ball, stress ball, jump rope,
  - **COVID-19 supplies;** Individual water bottle and hand sanitizer
5. Teachers will sanitize the plastic bins and contents at the end of the day.
    - A bleach water solution will be sprayed on each bin and contents will be kept inside of a plastic Ziploc bag.
  6. Staff will use cleaning products (i.e. bleach, Lysol Spray, Lysol Wipes) to disinfect tables, chairs, countertops, restroom stalls, door handles, and stairway railing throughout the day.
  7. Stratus Building Solutions, a professional cleaning company will spray ***“Electrostatic Spray”*** weekly at each location to assist in disinfecting surface germs.

### Breakfast/Lunch Procedures

The Regional Foodbank of Oklahoma will assist in providing nutritious meals for students who would usually receive free or reduced-price meals when school is in session. The Regional Foodbank meals helps children to maintain a nutritious diet.

1. Students will be provided **breakfast (8:30 am), lunch (11:30 am), afternoon snack (2:30 pm)** and a weekend meal bags provided at departure on Fridays.
2. Meals will be served in the students assigned classroom under the supervision of their assigned classroom teacher.
3. All guidelines and procedures provided by the Regional Foodbank will be followed.
4. Family style meal serve will be avoided at all times.
5. All water fountains will be covered “Out of Service.” (Individual water bottle provided)
6. Students will have their temperature taken and logged mid-day. If the student’s temperature is 100 degrees Fahrenheit or above, the student will be isolated, monitored, and the parent will be called for immediate pick-up.



### Restroom Procedures

1. Each classroom will be assigned a designated restroom area. Restrooms may be a unisex restroom; therefore, only one student will be allowed to use the restroom.
2. Classroom teachers will be responsible for allowing students to use the restroom before attending PE or any other special class (e.g. arts, drama, entrepreneur).
3. All restrooms will be checked and maintained hourly by Hope Center Staff.

### (PE)/Enrichment Activities/Mental Health Group Discussions

1. Physical Education classes will last 30 – 45 minutes.
  - a. Students will practice physical distancing during physical activities and no sharing of any equipment.
2. Enrichment activities such as visual arts, photography, music, dance, yoga, STEM, character building, self-esteem and anti-bullying courses.
  - a. These activities will be scheduled weekly.
3. Mental Health Specialist will be onsite giving students the opportunity to express their thoughts and share their feelings.

### Departure Procedures

**Students' temperatures will be taken for the third time before leaving the facility to go home.** If the student's temperature is 100 degrees Fahrenheit or above, the student will not be allowed back until the isolated period of 72 hours. The student may only return after maintaining an average temperature for 24 hours and will be checked upon return to the location.

### Parent Pick-up

1. Parents will not be allowed in the building.
2. Parents will wait in their car in the designated parking area.
  - a. Call the PICK UP number to ask for your student.
3. Parents must wear a mask when retrieving their student(s).
4. Students will be escorted to the Parent pick up area wearing their mask.
  - a. Students will take all work and property home each day.
5. Please call 30 minutes ahead of time for **Early Pick-up**.



### COVID-19 Practice Plan

1. Only staff and students will be allowed in the designated Community Hope Center.
2. Scheduled visitors must complete health check upon entry.
3. Classroom sizes will be kept at a minimum.
4. Students will be kept 6 feet or more apart.
5. When classes move from one area to another, interacting with other classes will be avoided.
6. Staff will disinfect facility hourly, high contact areas more frequently.

### COVID-19 Symptoms On Site

If symptoms develop on site.

1. Staff or students will be separated and isolated immediately.
2. The isolation room is away from traffic and will have first aid kit, non-contact thermometer, adult and youth masks, disposable gloves, bottled water and a comfortable sitting area.
3. Community Hope Center Staff will notify Director/Site Director.
4. Director will notify Urban League Vice President of Programs and will wait for further instructions from the Oklahoma County Health Department.
5. Parents of the students in the affected classroom will be called and notified of the possible exposure ONLY by the Director, Dee Liggins or the Satellite Site Director.
6. Director Dee Liggins, will use contact tracing to determine which facility or classroom will need to be quarantined.
  - a. All students and staff in the affected classroom will be required to be tested for re-entry into the program.
  - b. In an effort to comply with health care confidentiality laws, ONLY approved information will be shared.
7. The classroom/building will be deep cleaned by professional cleaners.
8. There is a medical grade HEPA purifier in each room that should be left running 20-30 minutes after students leave and then turned off as part of closing. They should be turned on upon arrival each day.

**\*\*\* The Urban League has the authority to discontinue the program or refuse to service clients for any reason that jeopardizes the safety of other clients or employees. This process will become the New Normal and will be continued until there is a way to combat the Coronavirus. \*\*\***