



IMPORTANT: The threat level and regional transmission patterns of COVID-19 are constantly changing. Under these conditions, any response that is effective in preventing the spread of COVID-19 must also be changing in order to meet an evolving set of circumstances. The policies and practices presented in this action plan are reflective of this reality - they will be reviewed on a regular basis and will be adjusted based on the recommendations of the medical community, public health officials and state and local government requirements. ALL SCHOOL-SPECIFIC COVID-19 POLICIES, STATE AND LOCAL REOPENING POLICIES, AND CDC UPDATES WILL SUPERSEDE ANY INFORMATION PROVIDED IN THIS DOCUMENT.

Communication

- For Chess Wizards Staff: All questions, concerns, and reporting related to COVID-19 and our COVID-19 policy must be sent to your direct Chess Wizards supervisor, with copies sent to office@chesswizards.com.
- For Parents and Administrators: All questions and concerns related to COVID-19 and our COVID-19 policies should be addressed to office@chesswizards.com, or by calling us at 866-949-4386.

Supplies

- Chess Wizards shall ensure an adequate amount of all required supplies
 - No sharing of any items or supplies other than chess boards and chess pieces.
 - If items must be shared, they shall be used by one group at a time and cleaned and disinfected between uses.
 - A cleaning log will be filled out each day by the instructor and kept on file.
 - School social distancing requirements will be enforced. If necessary, Chess Wizards instructors will conduct classes completely over the demonstration board, with each student playing on their own chess board, or with limited same-board play, depending on the school's guidelines.
- All children's belongings must be in individual cubbies or labeled containers and sent home each day for washing
- No sharing of electronic devices, toys, games, learning aids

1) Outside play (If Applicable)

- Increase supervision to ensure physical distancing.
- Fitness activities and athletics must be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.
- Outdoor playtime on shared playgrounds shall be staggered to prevent mixing between groups.
 - Simultaneous use of outdoor play spaces is permissible if at least six feet of separation can be maintained between groups
- Children and staff must wash their hands upon returning from outdoor play.

2) Activities (If Applicable)

- Games and sports involving direct physical contact or shared equipment (football, baseball) must be replaced with no contact activities or sports (running races, aerobics).

4) Snack (If Applicable)

- Only pre-packaged boxes or bags of food per child will be available.
- Students will eat only in designated eating areas.
- Tables must be arranged to ensure that there is at least six feet of space between groups.
- The tables must be cleaned afterward.
- No sharing of snacks is allowed.

5) Children and staff that show symptoms:

- Exclude any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 (e.g. fever of 100.4 or higher, cough, shortness of breath). Staff must discuss with the parent or caregiver and refer to the student's health history form or emergency card to identify whether the student has a history of allergies, which would not be a reason to exclude.
- Monitor staff and students throughout the day for signs of illness. Determine any special or unique needs for students with disabilities related to the planned district or school-wide procedures.
- Students who develop symptoms of illness while at school must be separated from others right away, preferably isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, ensure physical distancing.
- Any students or staff exhibiting symptoms must be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility.
- Students must remain in isolation with continued supervision and care until picked up by an authorized adult.
- Exclude employees who are exhibiting symptoms from the workplace.
 - Staff members who develop symptoms of illness must be sent to medical care. Have emergency substitute plans in place.

- Create a procedure for reporting the reasons for the exclusions.
- Advise sick staff members not to return until they have met [CDC criteria to discontinue home isolation](#)

7) Bathroom break

- Children and staff shall practice frequent handwashing with soap and water for at least 20 seconds
 - shall be required to wash their hands upon arriving at the center, when entering the classroom, before meals or snacks, after outside time, after going to the bathroom, and prior to leaving for home.
 - Children must be monitored to ensure proper technique:
 - Always use warm, running water and a mild, preferably liquid soap
 - Wet the hands and apply a small amount of liquid soap to the hands (dime to quarter size)
 - Rub the hands together vigorously with the soap and tempered water for 15 seconds
 - Be sure to wash all surfaces of the hands, including the backs of hands, palms, wrists, under fingernails, and between fingers
 - Rinse hands well for 10 seconds, leaving the water running
 - Dry hands with a paper towel
 - Turn off the faucet with the paper towel

8) Dismissal

- Confirm and implement each facility's COVID-19 student dismissal policy.
- Prohibit the entry of parents or others into any entry vestibule or pick up area in excess of the number that can be accommodated with at least six feet of distance between persons.
 - It is highly recommended that centers prohibit any entry of parents into the facility and, instead, walk children to cars or waiting parents outside the building.

9) Attendance

- Group size will be minimized (not more than 10)
- Movement and interactions between groups will be limited
- Staff shall be assigned to and remain with one group

10) Room transitioning

- If groups of children are moving from one room to another in shifts, cleaning measures must be completed prior to the new group entering the area.

Additional:

- Classrooms

- Determine maximum capacity for students of each classroom while meeting 6-foot physical distancing objectives.
- In accordance with CDC and CDPH guidance, ensure desks are a minimum of 6 feet apart and arrange desks in a way that minimizes face-to-face contact.
- If necessary, utilize other campus spaces for instructional activities (e.g., lecture halls, gyms, auditoriums, cafeterias, outdoors).
- Increase staffing to ensure physical distancing for younger students and students with special needs.
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain separation, when possible.

I. Staff Protective Equipment

- As recommended by the CDC, all staff must wear face coverings. *Per CDPH guidance, teachers could use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction.*
- Employees are required to provide their own CDC recommended face covering.
- Provide other protective equipment, as appropriate for work assignments, if applicable.
 - For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves.
 - For front office and food service employees, provide face coverings and disposable gloves.

II. Student Protective Equipment

- Students must use cloth face coverings, especially in circumstances when physical distancing cannot be maintained. If an LEA requires students to wear face coverings, then the LEA must provide face coverings to be used. Consider how the LEA will address students with disabilities who refuse or are not able to wear masks. At a minimum, face coverings must be worn:
 - While waiting to enter the school campus.
 - While on school grounds (except when eating or drinking).
 - While leaving school.

11) Required Client and Facilities Information

The following information must be collected from clients offering in-person classes:

- What is the school's official COVID-19 policies?
 - Provide links to any relevant documents

- What is the check-in procedure for outside visitors (our instructors)?
 - Temperature check procedure
 - Bringing our chess supplies into the schools
 - Communicating our sanitation policies
- What classroom will we be in, and what is the layout?
 - Should be using a multi-purpose room with easily sanitizable surfaces. must not be using students' desks – dramatically increases transmission risk.
- What records, policies, or other information will the school require us to provide?
- What cleaning materials are available to us from the school?
 - Need to determine what we need to equip our instructors with.
- What are the schools guidelines on social distancing?
 - In our standard classes, kids play with each other over the board using the same chess sets.
 - If the above is possible, we can minimize risk by not switching partners, if necessary.
 - If the above is not possible, we can still have kids playing chess with each other, using one chess set for each player. Kids make mirror moves for their opponents on their chess board.
 - Classes can be conducted completely on the demonstration board, using chess language, if necessary.
- What is the pickup/dismissal policy?
 - What is the policy for interactions with parents?
- Any state-specific return-to-work laws or guidelines must be researched and communicated.

12) Recommendations to schools

- Schools should set up hand hygiene stations at the entrance to the facility so that children can clean their hands before entering.
- Provide an emergency contact list for students enrolled in the program.