

Junior Achievement

JA BizTown and JA Finance Park Safety Guidelines

As of September 2021

At Junior Achievement, our top priority is to carry out our mission in the safest manner possible to ensure the well-being of students, educators, volunteers, staff, and the community we serve. JA BizTown and JA Finance Park have implemented the following plan to create a safe environment for everyone participating.

Junior Achievement commits to working with our partner schools and districts to support and follow school-provided safety plans and guidelines in addition to the facility guidelines below.

Cleaning

To enhance our cleaning and sanitation procedures, we will deep cleanse the lab spaces nightly using **EPA approved and CDC recommended** cleaning supplies and methods paying special attention to high traffic and high touch areas:

- Bathrooms will be cleaned and stocked with anti-bacteria soap and paper towels
- Desktops, chairs, plastic keyboard covers, pens/pencils, etc. will be wiped down
- Lunch table signage will instruct students to clean with antibacterial wipes before and after usage

Social Distancing Rules

To allow students and volunteers to socially distance themselves throughout the simulation, we will:

- Limit the number of simulation participants by reducing the number of students working in each shop
- Separate tables, desks, and chairs within each business as well as in the lunch area to allow proper distancing between each participant
- Adapt town hall meetings to broadcast into individual shops or utilize the JA "courtyard" space
- Create pathways for students to navigate the town while remaining 3 feet apart
- Place stickers on the ground indicating where students should stand while working and shopping to remain 3 feet apart
- Add instructional signage to bathrooms and reduce the number of bathroom occupants (2 students allowed) to maintain a safe distance
- Ensure students are given priority when entering / leaving the facility and therefore others will be held from the area.

JA Staff Members

We will commit to:

- Communicating with the school and following school/district safety protocols
- JA staff always wearing masks inside the labs and in other shared spaces when students are present
- Training all staff on health and safety protocols
- Completing daily wellness checks of staff members
- Ensuring JA staff remain at home if they are showing symptoms of illness

Participants

To ensure the safety of all participants, we will:

- Require all students to wear a mask regardless of vaccination status
- Require all building guests wash their hands with antibacterial soap or utilize hand sanitizer upon entrance to the towns
- Continue to follow a no-hand shake policy until further notice
- Increase the number of hand sanitizer stations throughout towns

- Post signage displaying hygiene and sanitation best practices
- Require all students wash their hands throughout the day, including before and after lunch
- Require participants who display signs of illness be removed and isolated until pick-up can be arranged

Schools

We require that schools help us in the process by doing the following:

- Communicate school/district Covid plan to JA staff at least two weeks before onsite simulation
- Evaluate the health status of all students, educators and other adults planning to attend JA BizTown or JA Finance Park prior to boarding busses
- Prohibit any adult or student showing signs of illness from attending the simulation

Volunteers

We require that volunteers help us in the process by doing the following:

- Perform wellness check and sign confirmation before entering JA's facility.
- Require a mask to always be worn regardless of vaccination status
- Follow a no-hand shake policy until further notice
- Report any signs of illness to JA staff and then leave the facility
- If volunteering in schools, follow specific school requirements.

Additional Safety Measures

We are implementing the following additional safety measures to keep participants safe:

- Adapting processes to limit shared materials
- Limiting the use of devices to only one student per day (e.g., cameras, iPads, etc.)

Cancellation/Reschedule Policy for JA Biztown and JA Finance Park:

In response to the pandemic, we are providing a modified cancellation/reschedule policy. If a confirmed program simulation date needs to be canceled, your school will provide a 24 hour written notice to JA. Upon cancellation, based on the timing, you will have the opportunity to:

- 1) Reschedule simulation dates, but different pricing may be in effect for date selected
- 2) Consider changing programming to JA Finance Park Virtual or JA BizTown Adventures if unable to reschedule

Payment due upon cancellation is dependent on which option is selected and the number of curriculum materials received before the simulation date. If curriculum was delivered (printed or digitally), there will be a charge \$5 per student.

Communication

To effectively communicate with all constituents and ensure the best possible learning environment for the students, we have created an email notification process regarding possible exposures or changes to our COVID-19 protocol.

Flexibility

We can only plan for what we know today, so we will remain flexible and ready to pivot if needed. Thank you in advance for your understanding.

Junior Achievement continually monitors CDC guidelines and remains in communication with local school districts and the MN Department of Health. As the pandemic situation changes, we will modify our action plan as needed.

Thank you for your continued support of Junior Achievement.