

Junior Achievement North

COVID-19 Safety and Cancellation Guidelines

As of March 2022

At Junior Achievement North, 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. We serve students both in-school settings, virtually and at our James and Patricia R. Hemak Experiential Learning Center. The Hemak Learning Center includes our experiential learning labs: JA BizTown, JA Finance Park and Incubator Lab. JA North has implemented the following plan to create a safe environment for everyone participating in our programs.

Junior Achievement North 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.

In-School Settings - School / School District Policies

Our school partners have established their specific COVID-19 safety policies. To provide JA North programming within the schools' facilities, JA North staff and volunteers must follow their established policies. JA North is monitoring changes to published policies and it is possible the policies may change at any time with minimal notice to JA North. JA North commits to making every attempt to inform volunteers of changes before volunteering begins.

Volunteers will need to meet the communicated requirements and be prepared to encounter any updated requirements before entering schools. If volunteers are unable to meet the school's requirements, please inform your JA North contact as soon as possible. The requirements may include but are not limited to:

- Wearing masks (as defined by the school / school district)
- Providing proof of fully vaccination status (as defined by the school / school district)

Certain schools / school districts require JA North to verify the vaccination status of our volunteers before assigning them to in-school activities. For those volunteers affected by these school / school district policies, you will be asked by your JA North Staff contact to provide proof of vaccination status to them. If you are unable / unwilling to do so, you will not be allowed to volunteer in these locations. We will make every effort to identify other opportunities for you to share your talents with JA North.

At JA North's James and Patricia R. Hemak Experiential Learning Center, which includes:

- JA BizTown
- JA Finance Park
- JA LaunchU!
- Community Meeting Spaces for other programming such as Black Entrepreneur Speaker Series

Cleaning

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

- Bathrooms cleaned and stocked with anti-bacteria soap and paper towels - disinfected daily
- Desktops, chairs, keyboards disinfected daily
- Lunch tables - signage will instruct students to clean with antibacterial wipes before and after usage

JA Staff Members

We will commit to:

- Monitor the CDC guidelines on wearing masks
- Wear masks upon request of a school / school district / company in the named space
- Train all staff on health and safety protocols
- Perform daily wellness checks to ensure JA staff remain at home if they are showing symptoms of illness
- Communicate with schools and follow school/district safety protocols which affect participation at the Hemak Learning Center

All Visitors to Hemak Learning Center

To ensure the safety of all visitors, we will:

- Allow optional masking unless requested by a school / school district / company
 - Upon request of a school / school district / company, mask will be worn for all staff and visitors aged 2 and up in the named space
- Require visitors to perform wellness check and sign confirmation before entering the Hemak Learning Center
- Follow a no-hand shake policy
- Ask visitors to wash their hands with antibacterial soap or utilize hand sanitizer upon entrance

Participants

To ensure the safety of all participants, we will:

- Monitor the CDC guidelines on wearing masks
- Wear masks upon request of a school / school district / company in the named space
- Increase the number of hand sanitizer stations throughout the Hemak Learning Center
- Require all participants in our experiential learning labs to wash their hands with antibacterial soap or utilize hand sanitizer upon entrance
- Follow a no-hand shake policy
- Post signage displaying hygiene and sanitation best practices
- Require all participants 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 North staff at least two weeks before onsite simulation
- Evaluate the health status of all students, educators and other adults planning to attend JA BizTown, JA Finance Park or other programming held at Hemak Learning Center prior to boarding busses or traveling
- Prohibit any adult or participant showing signs of illness from attending JA BizTown, JA Finance Park or other programming held at Hemak Learning Center

Volunteers

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

- Perform wellness check and sign confirmation before entering the Hemak Learning Center
- Wear masks upon request of a school / school district / company in the named space
- Follow a no-hand shake policy until further notice
- Report any signs of illness to JA North Staff and then leave the Hemak Learning Center
- Wash their hands with antibacterial soap or utilize hand sanitizer upon entrance to any Experiential Learning Lab

Additional Safety Measures

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

- Adapting process to eliminate extra students in JA BizTown and JA Finance Park shops
- Adapting processes to limit shared materials

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 at least 24-hour written notice to JA North. Upon cancellation, based on the timing, you will have the opportunity to:

1. Reschedule simulation dates, note different pricing may be in effect for date selected
2. If unable to reschedule simulation date, consider changing programming to JA Finance Park Virtual or JA BizTown Adventures

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.

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.

JA North 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 North.