

COVID-19 MANAGEMENT PROCEDURES

This section includes considerations for the COVID-19 pandemic, and good practices on responses to help mitigate the impact of the crisis on all involved parties, and beyond.

In June 2020, the Rotary International Board of Directors met to provide guidance and stipulations to districts who choose to participate in Rotary Youth Exchange during the COVID-19 pandemic. These procedures are intended to ensure compliance with these stipulations.

District 6510 RYE Health & Safety Team (HST)

As an extension of the District 6510 RYE Crisis Management Team for District 6510, the Health & Safety Team (HST) is established.

The Director Youth Services will serve as the HST Health & Safety Officer. The HST is comprised of the following individuals:

- D6510 District Governor - Chair
- D6510 District Governor Elect – Co-Chair
- D6510 Youth Services Director – Health & Safety Officer (HSO)
- Applicable D6510 Youth Program Chair (Interact, RYLA, Rotex)
- Other appropriate individuals assigned by the District Governor

Monitor COVID-19 Developments

The D6510 Health & Safety Team tracks and reports developments that affect the living conditions, health, and safety of Inbound students in D6510, as well as Outbound students overseas.

Monitor Updates from National, State and Local Government and Health Authorities

1. At least once every two weeks, the D6510 Youth Services Director – Health & Safety Officer, or designee reads updates from the following organizations to determine changes in travel restrictions, quarantine and isolation requirements, health protocols, border closing:
 - a. US Department of State Travel Advisories, <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
 - b. Government of Canada Travel Advisories, <https://travel.gc.ca/travelling/advisories>
 - c. US Center for Disease Control updates for Coronavirus, <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - d. County websites for Inbound students
 - e. School District websites where each Inbound student is enrolled

D6510 Crisis Management Plan - COVID-19 Management Procedures

2. At least once every two weeks, HSO or designee checks with Inbound Coordinators and/or Club YEOs to check the living situations for each Inbound student:
 - a. Inquire about any new risk factors in the students' living situations; for example, someone in the host family home being exposed to the virus, which results in quarantine.
 - b. Inquire about any changes in the community or at school which might elevate risk factors for virus exposure.
3. If the HSO or designee identifies changes that impact students, host families, or volunteers, this information is reported to the D6510 RYE Health & Safety Team.

Communicate with Overseas Partners

At least once per month, RYE Inbound Coordinator performs the following tasks:

1. Communicates status with CSRYE Correspondent who is in contact with overseas partners to provide information on the living situations of Inbound students within D6510.
2. Requests updates from the partner district related to D6510 students who are on exchange.
3. Provides a report to D6510 RYE HSO on the status of each of our D6510 Outbound students.

Monitor Visa and Insurance Status for Inbounds and Outbounds

In the event that travel plans are disrupted and Outbound and Inbound students must stay longer in their host country, Visa and Insurance can become an issue. Visa extensions might need to be secured, and insurance terms might need to be extended.

To avoid issues related to this, the D6510 Youth Services Director, in partnership with the Outbound Coordinator, will identify timeframes for monitoring this; i.e., for each student, identify specific expiration dates, and create a plan for mitigating this in the event that travel restrictions come into effect.

Risk Reduction Strategies

Include discussion of the following risk reduction strategies during Host Family Orientation and at Inbound Student Orientation:

Know how it spreads (based on latest information from (CDC Updated 10/28/20):

- The best way to prevent illness is to avoid being exposed to this virus.
- COVID-19 most commonly spreads during close contact:
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
 - Close personal contact such as touching or shaking hands
 - Touching an object or surface with the virus on it, then touching your mouth, nose or eyes before washing your hands

Protect yourself and others:

“The best way to prevent illness is to avoid being exposed to this virus. You can take steps to slow the spread.

- Stay at least 6 feet away from others, whenever possible. This is very important in preventing the spread of COVID-19.
- Cover your mouth and nose with a mask when around others. This helps reduce the risk of spread both by close contact and by airborne transmission.
- Wash your hands often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid crowded indoor spaces and ensure indoor spaces are properly ventilated by bringing in outdoor air as much as possible. In general, being outdoors and in spaces with good ventilation reduces the risk of exposure to infectious respiratory droplets.
- Stay home and isolate from others when sick.
- Routinely clean and disinfect frequently touched surfaces and take other steps to stop the spread at home.

Pandemics can be stressful, especially when you are staying away from others. During this time, it's important to maintain social connections and care for your mental health.”

Monitor Your Health Daily

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms **of** COVID-19.
 - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- Take your temperature if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow CDC guidance if symptoms develop.

Additional Resources

Handwashing:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/hand-washing>

Physical Distancing:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/physical-distancing>

Masks:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks#:~:text=Medical%2Fsurgical%20masks%20should%20be,cloth%20masks%20may%20be%20used>

What to do if you have Symptoms:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

Communication Plan

During the pandemic, regular communication is critical for making decisions and protecting the health and safety of students and volunteers.

On a periodic basis, the HSO will send a report or discuss with the HST, the following information:

- Changes in guidance from national, state and local government and health authorities.
- Living situation status for each Inbound student living in D6510
- Living situation status for each Outbound student living overseas

Additionally, as frequently as needed, the HSO will communicate to the entire D6510 RYE Health and Safety Team any significant developments that might warrant immediate action and/or a crisis management response, or a change in plans for the D6510 RYE program.

In situations where monitoring results in Crisis Management, make sure to utilize Crisis Management procedures and communication protocols that include all affected parties.

If a Student Contracts COVID-19 Escalate to Crisis Management Procedures

When a student contracts COVID-19, escalate to the Crisis Management procedure. Make sure to inform Rotary International, as well as all parties included on the Student Data and Emergency Contact Form.

Additional Situations Requiring Immediate Action

The following situations require immediate action from the District HST. As best as possible, consult with public health officials to confirm required next steps prior to taking action and issuing notifications.

Student is exposed to someone who has COVID-19

This situation must be reported within 24 hours to the District RYE Chair. The District RYE Chair, or a designate must perform the following tasks.

1. Communicate quarantine and isolation expectations with the Student and Host Family, in consultation with the National, State, and Local guidelines and mandates.
2. Work with the Host Family to make sure they have the resources to support this condition.
3. Report initial status to Natural Parents, Sponsor District Chair, and CSRYE Country Correspondent.
4. Monitor Student and Host Family health status and COVID-19 symptoms on a daily basis, until cleared by the local health jurisdiction.

Someone living in the Host Family household contracts COVID-19

This situation must be reported within 24 hours to the District RYE Chair. The District RYE Chair, or a designate must perform the following tasks.

1. Encourage the Host Family to enforce an isolation protocol for this member of the household, as described in guidelines and mandates from National, State, and Local government and health authorities.
2. Work with the Host Family to make sure they have the resources to support this situation.
3. As necessary, discuss the possibility of moving Student to the Backup Host Family.
4. Report initial status to Natural Parents, Sponsor District Chair, and CSRYE Country Correspondent.
5. Monitor Student and Host Family health status and COVID-19 symptoms on a daily basis, or until cleared by the local health jurisdiction.

A member of the Host Family household, other than the Student, is exposed to COVID-19 (but not diagnosed)

This situation must be reported within 24 hours to the District RYE Chair. The District RYE Chair, or a designate must perform the following tasks.

1. Encourage the Host Family to enforce testing and quarantine protocols for this member of the household, as described in guidelines and mandates from National, State, and Local government and health authorities.
2. Report initial status to Natural Parents, Sponsor District Chair, and CSRYE Country Correspondent.
3. Monitor Student and Host Family health status and COVID-19 symptoms on a daily basis or until cleared by the local health jurisdiction.

Local or State Authorities restrict travel, gatherings, or business openings

This situation must be reported within 24 hours to the District RYE Chair. The District RYE Chair, or a designate must perform the following tasks.

1. Encourage the Host Family and student to comply with guidance and mandates from National, State, and Local government and health authorities.
2. Evaluate whether this impacts any of the Student's plans for upcoming travel or activities and support them as they mitigate any issues
3. Work with the Host Family to make sure they have the resources to support the changing situation.
4. Report initial status to Natural Parents, Sponsor District Chair, and CSRYE Country Correspondent.
5. Monitor Student and Host Family status on a weekly basis.

Student's school closes or moves from face-to-face meetings to online

This situation must be reported within 24 hours to the District RYE Chair. The District RYE Chair, or a designate must perform the following tasks.

1. Evaluate whether this impacts any of the Student's plans for upcoming travel or activities and support them as they mitigate any issues
2. Work closely with the Host Family to make sure they have the resources to support the changing situation.
3. Report initial status to Natural Parents, Sponsor District Chair, and CSRYE Country Correspondent.
4. Discuss the possibility of moving Student to the Backup Host Family.
5. Discuss the possibility of terminating the exchange early.
6. Monitor Student and Host Family status on a weekly basis during this time.

Canceling or Postponing an Exchange Prior to Start

The following criteria must be met in order to proceed with participation in the RYE Program during the COVID-19 pandemic. If any of these criteria are unmet, the exchange must be canceled or postponed until they are met.

1. Student and Natural Parents are comfortable with the student traveling.
2. Travel is possible between the two countries.
3. Host District is in compliance with Rotary International guidelines for RYE participation.
4. Host District Governor is agreeable that the program continues.
5. Host District RYE Committee is willing to receive the student.
6. Host Club is willing to receive the student.
7. Host Club has a RYE committee that includes a YEO and Counselor who are current in their training and background checks.
8. Host Club has a completely vetted host family, as well as a back-up host family who is also vetted and can receive the student on short notice in the event that host family's situation changes due to COVID-19.

Terminating an Exchange Early, Due to COVID-19

The decision to terminate an exchange due to COVID-19 may be made by any of the following individuals.

1. Student
2. Natural parents or legal guardians
3. Rotary International Board of Directors and Staff
4. Host District Governor
5. Host District RYE Chair
6. Sponsor District Governor
7. Sponsor District RYE Chair

Reasoning for termination due to COVID-19 may include, but is not limited to the following:

1. Growing infection rates place higher risk on Student and Volunteer within the Host Community
2. The Host Club is unable to maintain an active roster of trained and vetted volunteers, including YEO, Counselor, Host Family, and Backup Host Family
3. Medical Care capacity is deemed insufficient for volume of virus infections
4. School closures impacting Student
5. Travel and gathering restrictions from national, state and local government and health authorities
6. Border and/or travel options between host country and sponsor country are slated for closure, impacting ability for Student(s) to return home at the regularly scheduled date.

Repatriating a Student During COVID-19

The Natural Parents are responsible for arranging and paying for the Student's air travel to and from the Host District, unless other arrangements have been made with CSRYE's designated Travel Agency.

District 6510 encourages the use of CSRYE's designated Travel Agency to arrange and support air travel for Students during the COVID-19 pandemic; these agencies bring a high level of expertise that benefit Students when itineraries change or cancel.

District 6510 recommends that every student register with their embassy or consulate to remain in contact for changes in travel between the countries, and for opportunities of repatriation flights, when necessary.

Because flight schedules are unstable during the COVID-19 pandemic, use these guidelines before and during each Student's repatriation journey.

1. Each Host Club YEO and Host District Inbound Coordinator must monitor the status of return flights for Students in their care.
2. Status and changes to these return flights must be communicated with the District RYE Chair and CSRYE Correspondent.
3. Transporting the Student to the airport for the return flight is the responsibility of the Host Parents, the Host Club YEO, and the Host Club Counselor.
4. Make sure to confirm arrival at destination and to share this information with all parties on the Student Data and Emergency Contact Form.

Financial Responsibility for Cancellations and Terminations of an exchange

When Students sign up for optional tours and trips through independent travel organizations, we recommend that they learn about cancellation policies prior to paying any fees.

Students are responsible for arranging refunds from independent travel organizations. District 6510 is unable to guarantee or support the refund process; however, D6510 will assist wherever possible.

Ultimately, the Natural Parents are responsible for arranging and paying for the Student's air travel to and from the Host District.

For students sponsored by District 6510, the cost for repatriation is the responsibility of the Natural Parents.

Host Club Preparedness

Host Clubs must remain vigilant in monitoring developments within their community and with their host families' homes.

A trained and vetted Backup Host Family must be available at all times. When the Backup Host Family is called upon to host the Student, the Host Club must identify, train, and vet a new Backup Host Family immediately.