

6.02: COVID-19 Management Procedures

This section includes unique considerations for the COVID-19 pandemic. Procedures from section 6.01 should continue to be followed; the following are additional considerations and requirements for those situations related to COVID-19.

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.

This plan along with the crisis management plan 6.01 shall be reviewed annually by the members of the CMP team.

District 5080 RYE Health & Safety Team

As an extension of the District 5080 RYE Crisis Management Team for District 5080, the Health & Safety Team is established.

Assign an individual to serve as the District RYE Health & Safety Officer. This may be the same person serving as the RYE Crisis Management Officer. The following people may be assigned to the HS Team.

- D5080 RYE Health & Safety Officer (HSO)
- D5080 RYE Chair
- D5080 RYE Crisis Management Officer (CMO)
- D5080 Assistant Responsible Officer (ARO)
- D5080 Inbound Chair & Coordinators
- D5080 Outbound Chair & Coordinators
- D5080 Short-term Exchange Program Chair
- D5080 District Youth Services Chair
- D5080 Governor, or designee
- Other volunteers, as assigned

In the absence of the HSO, the D5080 RYE Chair shall be responsible for leading the Health & Safety Team. In the absence of both then a team member will be appointed in charge.

Unless otherwise noted, the HSO will be the point person for contact when COVID-19 related topics and issues arise. The HSO will work closely with the CMO in the event that a situation requires action to be taken. It is acceptable that a single person covers more than one position on this team. For example, the district may opt to have the HSO and the CMO be the same person.

Procedures proposed in this Crisis Management Plan incorporate Rotary International's "Guidelines for Youth Exchange Emergencies", and are included in the section, [Guidelines for RYE Emergencies from RI](#).

Collaborate with a Local Health Authority to Develop Plan

This crisis management plan must be reviewed annually and/or developed in consultation with a local health authority. Make sure to document this collaboration and review and include it within the revision history at the end of the chapter.

Monitor COVID-19 Developments

The D5080 RYE Health & Safety Team tracks and reports developments that affect the living conditions, health, and safety of Inbound students in D5080, as well as Outbound students overseas.

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

1. At least once every two weeks, the HSO (or a designated team member) reads updates from the following organizations to determine changes in travel restrictions, quarantine and isolation requirements, health protocols, border closing:
 - a. Canadian and US Department of State [Travel Advisories](#)
 - b. Centers for Disease Control (CDC) [updates for Coronavirus](#)
 - c. States of Washington and Idaho Coronavirus [website](#)
 - d. Province of British Columbia Center for Disease Control [website](#)
 - e. Local health district / authority
 - f. Any other local public health agencies where Inbound students are placed.
 - g. School District websites where each Inbound student is placed
 - h. City/County websites where each Inbound student is placed
2. At least once every two weeks, HSO will check with Inbound Coordinators and/or Club YEOs to check the living situations for each Inbound student to:

- a. Inquire about any new risk factors in the students' living situations; for example, someone in the host family home being exposure to the virus, which results in quarantine
 - b. Inquire about host family dynamics; for example student behavior or concern about the amount of time spent at home if school is not in session
 - c. Inquire about any changes in the community or at school which might elevate risk factors for virus exposure
3. If the HSO identifies changes that impact students, host families, or volunteers, this information is reported to the D5080 RYE Health & Safety Team

Communicate with Overseas Partners

The Outbound Chair identifies a point of contact within each of our active overseas partner districts for the purpose of communicating COVID-19 developments.

At least once per month, the Outbound Chair, Country Officer or a designate, performs the following tasks:

1. Communicates status with overseas partners to provide information on the living situations of Inbound students within D5080.
2. Requests updates from the partner district related to D5080 students who are on exchange.
3. Provides a report to D5080 RYE HSO on the status of each of our D5080 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 can be secured, and insurance policies can be extended in one month increments.

To avoid issues related to this, the ARO (Assistant Responsible Officer) and the HSO, in partnership with the Outbound Chair, 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 below risk reduction strategies during Host Family Orientation and at Inbound and Outbound Student Orientations.

Know how it spreads

- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to [spread mainly from person-to-person](#).
 - 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

https://www.healthlinkbc.ca/hlbc/files/documents/healthfeature/coronavirus_disease_covid-19.pdf

Everyone Should

Wash their hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
 - Before eating or preparing food
 - Before touching your face
 - After using the restroom
 - After leaving a public place
 - After blowing your nose, coughing, or sneezing
 - After handling your mask
 - After changing a diaper
 - After caring for someone sick
 - After touching animals or pets
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact (< 6 feet of separation for more than 15 minutes)

- **Inside the home:** Avoid close contact with people who are sick.
 - If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home:** Put 6 feet of distance between yourself and people who don't live in your household.
 - Remember that some people without symptoms may be able to spread virus.

- [Stay at least 6 feet \(about 2 arms' length\) from other people.](#)
- Keeping distance from others is especially important for [people who are at higher risk of getting very sick.](#)

Cover your mouth and nose with a mask when around others

- You could spread COVID-19 to others even if you do not feel sick.
- The mask is meant to protect other people in case you are infected.
- Everyone should wear a [mask](#) in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain.
- Consult the Center for Disease Control (CDC) regarding mask type recommendations.
- Continue to keep about 6 feet between yourself and others. The mask is not a substitute for social distancing.

Cover coughs and sneezes

- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect [frequently touched surfaces](#) daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common [EPA-registered household disinfectant](#) will work.

Monitor Your Health Daily

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, loss of taste or smell, 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 bi-weekly basis, the HSO will send a report with the following information:

- Changes in guidance from national, state, provincial and local government and health authorities.
- Living situation status for each Inbound student living in D5080
- Living situation status for each Outbound student living overseas

Additionally, as frequently as needed, the HSO will communicate to the entire D5080 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 D5080 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.

TIP: Establish the methods for communication and consider more than one method; for example, you can send email, plus text messaging through WhatsApp. This requires that you gather all contact information in advance and make sure it is kept current for all parties.

If a Student Contracts COVID-19, Escalate to Crisis Management Procedure

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 RYE Health & Safety Team.

Student is exposed to someone who has COVID-19

This situation must be reported within 24 hours to the District RYE HSO. The HSO, 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, Provincial and Local guidelines and mandates.
2. Work closely with the Host Family to make sure they have the resources to support this situation.
3. Report initial status to District RYE Health & Safety Team, and to Natural Parents and Sponsor District Chair.
4. Monitor Student and Host Family status on a daily basis for 14 days.
5. Report status and status changes to District RYE Health & Safety Team and Natural Parents.

Someone living in the Host Family household contracts COVID-19

This situation must be reported within 24 hours to the District RYE HSO. The HSO, 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, Provincial and Local government and public health authorities.
2. Work closely with the Host Family to make sure they have the resources to support this situation. Check with Local Health Authorities regarding what resources are available.

3. Discuss the possibility of moving Student to the Backup Host Family.
4. Report initial status to District RYE Health & Safety Team, Natural Parents and Sponsor District Chair.
5. Monitor Student and Host Family status on a daily basis for 14 days and weekly thereafter, or until cleared by the local health jurisdiction.
6. Report status and status changes to District RYE Health & Safety Team, Natural Parents and Sponsor District Chair.

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 HSO. The HSO, 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, Provincial and Local government and health authorities.
2. Report initial status to District RYE Health & Safety Team, Natural Parents and Sponsor District Chair.
3. Monitor Student and Host Family status on a daily basis for 14 days, and then weekly thereafter, or until cleared by the local health jurisdiction.
4. Report status and status changes to District RYE Health & Safety Team, Natural Parents and Sponsor District Chair.

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

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

1. Encourage the Host Family to comply with guidance and mandates from National, State, Provincial and Local government and public 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 closely with the Host Family to make sure they have the resources to support the changing situation. Check with Local Health Authorities regarding what resources are available.
4. Report initial status to District RYE Health & Safety Team, and to Natural Parents and Sponsor District Chair.
5. Monitor Student and Host Family status on a weekly basis.

6. Report status and status changes to District RYE Health & Safety Team and Natural Parents and Sponsor District Chair.

Student's school closes or ceases hybrid on-line and in-class model

The new norm for high schools appears to be a hybrid model where students are on-line some of the time and in class some of the time. This is done to comply with social distancing requirements in classrooms. If a school moves solely to on-line classes, the situation must be reported within 24 hours to the District RYE HSO. The HSO, 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. Check with the school and local health authorities regarding what resources are available.
3. Report initial status to District RYE Health & Safety Team, and to Natural Parents and Sponsor District Chair.
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.
7. Report status and status changes to District RYE Health & Safety Team and Natural Parents and Sponsor District Chair.

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.

- Student and Natural Parents are comfortable with the Student traveling to the Host District.
- Travel is possible and allowed between the two countries.
- Host District is in compliance with Rotary International guidelines for RYE participation.
- Host District Governor is agreeable with RYE participation.
- Host District RYE Chair and Committee are willing to receive the student.
- Host Club is willing to receive the student.
- Host Club has a fully trained and vetted RYE committee that includes a YEO and Counselor.

- Host Club has a trained and vetted Host Family and Backup Host Family, who is also vetted and trained, and can receive the student on short notice in the event that the 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.

- Student
- Natural Parents or legal guardian(s)
- Rotary International Board of Directors and Staff
- Host District Governor
- Host District RYE Chair
- Sponsor District Governor
- Sponsor District RYE Chair

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

- Growing infection rates place higher risk on Student and Volunteer within the Host Community
- The Host Club is unable to maintain an active roster of trained and vetted volunteers, including YEO, Counselor, Host Family, and Backup Host Family
- Medical Care capacity is deemed insufficient for volume of infections within the Host Community
- School closures impacting student
- Changes in restrictions for travel and gatherings from national, state, provincial and local government and health authorities
- Border and/or travel options between host country and sponsor country are slated for closure, impacting ability for Student(s) to return home at their regularly scheduled date or within the Visa and Insurance effective dates

Repatriating a Student During COVID-19

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

District 5080 highly encourages the use of a travel agency to arrange and support air travel for Students during the COVID-19 pandemic because these agencies bring a high level of expertise that benefit Students when itineraries change or cancel.

District 5080 also highly recommends that every student register with their embassy or consulate to remain in contact for changes in travel between the countries, and for opportunities to use 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 or Country Officer 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 ARO and the District RYE Chair.
3. Transporting the Student to the airport for the return flight is the responsibility of the Host Parents, the Host Club YEO, and/or the Host Club Counselor.
4. On the day of travel, identify three points of contact: one from the Host District, one from the Sponsor District, and one from the Natural Family. Remain in contact with the Student during their journey. The points of contacts should also be in contact with each other to assist and mitigate any issues that arise during the Student's journey.
5. Make sure to confirm arrival at destination, and 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, District 5080 highly recommends that they learn about cancellation policies prior to paying any fees.

Students are responsible for arranging refunds from independent travel organizations. District 5080 is unable to guarantee or support the refund process.

Refunds for fees paid to Rotary District 5080 are subject to the financial terms of the district program.

Ultimately, the Sponsor District Chair or 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 5080, the cost for repatriation is the responsibility of the Natural Parents, which may or may not be part of the fee paid to District 5080.

Host Club Preparedness

Host Clubs must remain vigilant in monitoring developments within their community and with their host families' homes. During the pandemic, it's paramount that the YEO and Counselor remain in regular contact with the student and host families to monitor the living conditions and experience for both.

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.

Updates to the Student Data and Emergency Contact Form must be made immediately and communicated within 48 hours to the District RYE HSO, the ARO, and to Rotary International.

Local Health Authority Review

Rotary International Board of Directors requires that “the crisis management plan must be reviewed and/or developed in consultation with a local health authority.”

Date of review(s)	Local Health Authority and Contact Person	Notes

Document Change History

The following modifications have been made to this Crisis Management and COVID-19 Management Procedures document.

Change Date	Change Summary	Contact Person

Exchange Agreement / COVID-19 Addendum

I have read and understand the Crisis Management and COVID-19 Procedures and agree to fulfill the roles and responsibilities assigned to me.

Student Name _____ Signature _____ Date _____

Natural Parent #1 _____ Signature _____ Date _____

Natural Parent #2 _____ Signature _____ Date _____

Host Parent #1 _____ Signature _____ Date _____

Host Parent #2 _____ Signature _____ Date _____

Backup Host Parent #1 _____ Signature _____ Date _____

Backup Host Parent #2 _____ Signature _____ Date _____

Sponsor District Chair _____ Signature _____ Date _____

Host District Chair _____ Signature _____ Date _____

Host District CMO _____ Signature _____ Date _____

Host District HSO _____ Signature _____ Date _____

Student Data and Emergency Contact Form

The following information must be available to the District RYE Committee.

In case the program database does not capture this information already, make sure this is captured and made available to the members of the Crisis Team and the Health & Safety Team.

Work with the ARO or others to gather this information in a consumable format, or use this form to collect the information.

Any modifications to this information must be reported to the District RYE Committee and to Rotary International within 48 hours.

Student Name:

Student Gender:

Student Age:

Sponsor District and Country:

Expected Date of Arrival:

Expected Date of Departure:

Student Email:

Student Cell Phone:

Student WhatsApp Number:

Health Insurance:

Policy Details:

Policy Term Dates:

Assistant Responsible Officer (ARO) Name:

ARO Email:

ARO Cell Phone:

Host High School Name:

Host High School Address:

Host High School Web Address:

Host High School Telephone:

Natural Parents' Names:

Natural Family Address:

Natural Parents Primary Email:

Natural Parents Secondary Email:

Natural Parents Primary Cell:
Natural Parents Secondary Cell:
Natural Family Home Telephone:
Natural Parents Primary WhatsApp:
Natural Parents Secondary WhatsApp:

Current Host Parents' Names:
Expected Hosting Dates:
Current Host Family Address:
Current Host Parents Primary Email:
Current Host Parents Secondary Email:
Current Host Parents Primary Cell:
Current Host Parents Secondary Cell:
Current Host Family Home Telephone:
Current Host Parents Primary WhatsApp:
Current Host Parents Secondary WhatsApp:

A Backup Family must always be available and ready to receive the student on short notice.

Backup Host Parents' Names:
Host Family Address:
Backup Host Parents Primary Email:
Backup Host Parents Secondary Email:
Backup Host Parents Primary Cell:
Backup Host Parents Secondary Cell:
Backup Host Family Home Telephone:
Backup Host Parents Primary WhatsApp:
Backup Host Parents Secondary WhatsApp:

Host Club YEO Name:
Host Club YEO Address:
Host Club YEO Primary Email:
Host Club YEO Primary Cell:
Host Club YEO Home Telephone:
Host Club YEO WhatsApp:

Host Club Counselor Name:
Host Club Counselor Address:
Host Club Counselor Primary Email:
Host Club Counselor Primary Cell:

Host Club Counselor Home Telephone:

Host Club Counselor WhatsApp:

Host Club President Name:

Host Club President Address:

Host Club President Primary Email:

Host Club President Primary Cell:

Host Club President Home Telephone:

Host Club President WhatsApp:

Host District Inbound Coordinator Name:

Host District Inbound Coordinator Address:

Host District Inbound Coordinator Primary Email:

Host District Inbound Coordinator Primary Cell:

Host District Inbound Coordinator Home Telephone:

Host District Inbound Coordinator WhatsApp:

Host District RYE Chair Name:

Host District RYE Chair Address:

Host District RYE Chair Primary Email:

Host District RYE Chair Primary Cell:

Host District RYE Chair Home Telephone:

Host District RYE Chair WhatsApp:

Host District Governor Name:

Host District Governor Address:

Host District Governor Primary Email:

Host District Governor Primary Cell:

Host District Governor Home Telephone:

Host District Governor WhatsApp:

Sponsor District Point of Contact Name and Title:

Sponsor District Point of Contact Address:

Sponsor District Point of Contact Email:

Sponsor District Point of Contact Primary Cell:

Sponsor District Point of Contact WhatsApp:

Sponsor District RYE Chair Name:

Sponsor District RYE Chair Address:

Sponsor District RYE Chair Primary Email:

Sponsor District RYE Chair Primary Cell:

Sponsor District RYE Chair Home Telephone:

Sponsor District RYE Chair WhatsApp:

Sponsor District Governor Name:

Sponsor District Governor Address:

Sponsor District Governor Primary Email:

Sponsor District Governor Primary Cell:

Sponsor District Governor Home Telephone:

Sponsor District Governor WhatsApp:

Urgent Care Medical Facility (near Current Host Family) name:

Urgent Care Medical Facility (near Current Host Family) address:

Urgent Care Medical Facility (near Current Host Family) telephone:

Host Community's Police non-emergency telephone:

Emergency telephone number: 911

Suicide Prevention Contact – Idaho/Washington: 1-800-273-8255

Suicide Prevention Contact – BC: 1-800-656-HOPE (4673)

Rape Crisis Hotline: BC: 1-250-310-1234

Rape Crisis Hotline: Idaho/Washington: 1-800-273-8255