



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT JACKSON  
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FORT JACKSON SC 29207-5015

IMFJ-ZA

5 May 2020

MEMORANDUM FOR United States Army Garrison (USAG) Fort Jackson and Fort Jackson  
Tenant Organizations

SUBJECT: Temporary Policy #1 - Child and Youth Services (CYS) COVID-19 Contingency  
Operations

1. CYS will begin providing contingency operational child care to Mission Essential (ME) personnel to better support the United States Army Training Center's mission requirements. CYS will begin providing services using a two-phased approach. During Phase One, CYS will open to ME Personnel no later than 1 June 2020. During Phase Two, CYS will expand childcare availability on a date to be determined as conditions warrant. The United States Army Garrison (USAG) will screen ME applications to determine which Service Members who will return to care. Following CYS contingency operational procedures during this transition will maximize the safety of CYS employees, children and their Families. The timeline, actions and events are as follows:

a. No later than (NLT) 6 May 2020, O-6 level Commanders and Directors will distribute the enclosed ME Application to Single/Dual SMs.

b. NLT 13 May 2020, O-6 level Commanders and Directors will return the ME Application to the CYS Coordinator, Ms. Sunny Bolton via email at [sunny.g.bolton.naf@mail](mailto:sunny.g.bolton.naf@mail). CYS will have limited capacity, therefore O-6 level Commanders and Directors will also submit a prioritized list for their ME applicants. Under the current caregiver to child ratios, which are more restrictive, CYS is only able to support the following number of children:

- (1) 18 infant spaces
- (2) 25 pre-toddler 1 spaces
- (3) 25 pre-toddler 2 spaces
- (4) 35 toddler spaces
- (5) 100 preschool spaces
- (6) 100 school age spaces

c. NLT 18 May 2020, USAG will vet applications to validate the CYS registration, Single/Dual status, and medication needs of each child.

d. NLT 22 May 2020, the CYS Coordinator will contact SMs to inform them of their child's facility location, classroom assignment, and medication requirements if applicable. The CYS Coordinator will notify O-6 level Commanders and Directors of the ME applicants who will not receive care due to unavailable spaces.

e. NLT 22 May 2020, the CYS Coordinator will recall staff personnel for duty to prepare classrooms, rehearse procedures and order food for kitchens.

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f. 22-30 May 2020, the CYS Coordinator will ensure preparations are completed: enhanced cleaning, Child Youth Management System (CYMS) rosters realigned, medications and allergies posted, menus prepared, billing established, patron letters for curbside drop-off and pick-up procedures sent, and daily child screening procedures defined.

g. NLT 1 June 2020, Lee Rd extended care opens for SMs. Process to request extended care remains the same as defined in December 2019. Extended Care memos will be completed by O-6 level Commanders and Directors before returning to CYS via webtrac or email. Once approved for extended care, patrons will make reservations online. Extended care spaces are extremely limited due to ratio restrictions:

- (1) 2 infant spaces
- (2) 4 pre-toddler spaces
- (3) 4 preschool spaces
- (4) 5 school age spaces

h. NLT 1 June 2020, Scales Child Development Center (SCDC) and Imboden CDC (ICDC) will open for ME SM childcare. Imboden School Age Center (ISAC) and ICDC will open for school age care.

2. Contingency operational policy guidance was released for the CYS enterprise in April 2020. Contingency operational guidance impacts every aspect of daily operations for CYS as well as annual inspection requirements.

3. The Army Higher Headquarters Inspection and Comprehensive Health and Sanitation/Fire and Safety inspections will be conducted by the end of 2020.

4. CYS programs will continue conducting monthly inspections for Fire, Health and Sanitation.

5. Health and Immunization requirements for children will be given a 60 day extension following the return to normal operations. Medical action plans can be approved by the CYS Health Nurse until normal operations resume. All medications will be updated and on site for all children who require medication. All staff working in infant rooms will have current immunizations.

7. Social distancing in classrooms will be maintained when possible. Ratio groups will not exceed one group per activity area. Areas will be cleaned and disinfected daily in accordance with (IAW) CYS cleaning requirements. Reduced ratios is defined as 4 infants in a classroom instead of 8 with one teacher, 5 pre-toddlers in a classroom instead of 10, 7 toddlers in a classroom instead of 14, 10 preschoolers in a classroom instead of 20 and only 10 school age children in each activity area.

8. Excess staff not working in ratio will be assigned to programs for enhanced cleaning throughout the day to include wiping down high touch areas, playground equipment, toileting/diapering areas, furniture and toys.


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9. IAW the Centers for Disease Control, face coverings should not be worn by children under the age of 2. CYS caregivers, managers, administrative staff and maintenance staff are required to wear non-cloth face masks and non-latex gloves to accomplish their duties throughout the day.
10. CYS will implement curbside drop-off and pick-up for patrons in order to limit direct contact between parents and staff members. CYS will screen children daily upon arrival for fevers, obvious signs of illness, respiratory difficulties, coughing, extreme fussiness or fatigue. A CYS manager will oversee pick-up and drop-off routines.
11. Children will be assigned to classrooms and will report to the same classroom daily. CYS will try to keep the same group of CYS staff working in each classroom.
12. CYS staff and children will not participate in Family Style Dining. CYS staff will prepare plates for children and serve them cafeteria style. Sleeping mats will be placed 6 feet apart.
13. Single ratio groups are allowed on playgrounds. Hand sanitizer will be used for children to clean hands while on the playground. Playground equipment will be sanitized between playgroups.
14. Employees and children will wash hands before and after diapering. CYS employees will wear gloves during diapering. CYS will discontinue tooth brushing with children.
15. Rugs and carpets will be cleaned with a disinfecting spray at the end of the day.
16. CYS can support patrons during the COVID-19 pandemic by following specific operational policy guidance. CYS staff will be trained on all operational policy requirements and be prepared to provide care for CYS patrons in a safe, clean environment.
17. For those who do not receive immediate child care from CYS, the attached listing of off-post child care options provides alternative means.
18. For more information, contact Sunny Bolton, Coordinator, Directorate of Family and Morale, Welfare and Recreation, Child and Youth Services, USAG, at (803) 751-3770 or by email at [sunny.g.bolton.naf@mail](mailto:sunny.g.bolton.naf@mail).

3 Encls

1. Mission Essential Application
2. Extended Care Form, Dec 19
3. Off-post Child Care Options

  
JOHN W. HANKINS  
COL, AG  
Commanding

