MONTANA YOUTH CHALLENGE ACADEMY EXPLORES OPTIONS TO OPEN

DILLON, MONT. – The Director of the Montana Youth Challenge Academy with input from the University of Montana Western and Beaverhead County Public Health officials, announced today they are exploring options to resume operations. The organizations have been working cooperatively to ensure the safety and security of the MYCA cadets and staff, UMW Campus and the Dillon community.

Like many other programs around the state, MYCA operations were suspended on March 29th by Director Gibson as a precautionary measure to protect the cadets, staff, and the UMW campus community.

Trent Gibson, the MYCA Director stated, “We are exploring options to safely bring Cadets back to complete Class 42. We are working with Beaverhead County Public Health, UMW, and the Department of Public Health and Human Services to ensure we can responsibly reintroduce cadets back on campus and resume our training program. We are excited at the possibility of reopening the Academy to allow the cadets an opportunity to meet their goals and complete the program. We owe it to the cadets and their families to explore this possibility.”

According to Director Gibson, the Academy staff has developed risk mitigation procedures to meet the current state guidelines for schools, including COVID-19 virus testing of cadets and all MYCA staff. He stated, “Everyone recognizes that we are in different times, and operations have to be modified. MYCA is different as you don’t have kids coming and going every day. We have the ability to implement a high level of risk mitigation and can meet the current sanitation and social distancing guidelines to give these cadets the chance they deserve. We also understand that if guidelines in the state change or if the University and Public Health officials don’t recommend reopening for the safety of the community that we will comply with their recommendation.

Director Gibson acknowledges that risk mitigation is complex, but he is confident that all parties can craft a plan that will exceed all requirements to get Class 42 back on campus.

“We will take all necessary steps to protect the cadets, Beaverhead County residents and the UMW staff,” said MG Matthew Quinn, the Adjutant General. “As we look
forward, our main concern is getting this class back into the classroom as safely as we can while protecting the sanctity of the UMW campus."

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According to Director Gibson, no decision has been made regarding operations. All parties will be meeting regularly to determine the best course of action.

Montana National Guard Youth ChalleNGe Academy serves youth, 16-18 years of age who are at risk of not graduating high school. During an intensive 5 and 1/2 month residential program followed by a 12 month mentoring program, Youth ChalleNGe provides the tools & experiences to graduate productive, employable, law-abiding, and taxpaying citizens. The program has conducted 41 classes & graduated over 3,000 cadets since its inception in 1999.

###MTNG###

For More Information Contact: Capt Dan Bushnell, 406-324-3009 or MSgt Michael Touchette, 406-324-3007
Annex A

Staff Screening Criteria

Upon reporting to work, staff will go through the following screening measures prior to being allowed to begin their shift.

1. Do you have a fever/ chills?
   a. Staff will have a temperature check that will be logged.
   b. Staff with a temp over 100 will be sent home and told to see their primary health provider to get approval to return to work.
2. Do you feel sick- muscle pain, sore throat?
3. Do you have a persistent cough that is not related to a previously diagnosed health condition?
4. Do you have shortness of breath or difficulty breathing?
5. Do you have a recent loss of taste and/or smell?
6. Have you been outside the state of MT in the last 14 days?
7. Have you or anyone you live with been in contact with someone diagnosed with COVID-19 or is under quarantine and testing for suspected COVID-19?

Staff will utilize hand sanitizer when entering work, as needed throughout the day, and will also sanitize when leaving work.
Annex B

In order to attend Class 42 on-site, the following pre-screening criteria will be required.

1. No travel out of the state of MT for 14 days prior to the start of operations.
2. Cadets will stay at home 7 days prior to the start of operations.
3. Cadet(s) who cannot answer no to the following questions will not be allowed to attend:
   a. Do you have a fever/ chills?
   b. Cadets will have a temperature check that will be logged.
   c. Cadets with a temp over 100 will be sent home and told to see their primary health provider to get approval to return to work.
   d. Do you feel sick- muscle pain, sore throat?
   e. Do you have a persistent cough that is not related to a previously diagnosed health condition?
   f. Do you have shortness of breath or difficulty breathing?
   g. Do you have a recent loss of taste and/or smell?
   h. Have you been outside the state of MT in the last 14 days?
   i. Have you or anyone you live with been in contact with someone diagnosed with COVID-19 or is under quarantine and testing for suspected COVID-19?
4. Guardians will sign the acknowledgment of risk form prior to Cadets being in-processed.
5. Cadets will be screened upon arrival with the screening questions along with a temperature check. Any Cadets displaying symptoms, unable to answer NO to all questions, or with a temp over 100 degrees will not be allowed to in-process.
6. Cadets will only be allowed to bring in essential items and will limit the amount of civilian clothing they in-process with.
7. Cadets will place essential items in a MYCA provided garbage bag at their vehicle (no bags or other items will enter the facility).
8. Cadets will proceed to a COVID testing station prior to entrance to Clark Hall.
9. Cadets will go through a gear separation where their civilian clothes are placed into a garbage bag and sealed. Cadet will immediately shower and dress in MYCA clothing that has remained on site.
Annex D
In-Processing Plan

Cadets will be in-processed into the Academy through a process that reduces risk of infection. This process will entail curbside delivery; all guardians will remain in their vehicle and will not be allowed any access to MYCA or UMW facilities.

1. Cadets will arrive pre-screened in accordance with Annex B.
2. Parents will be pre-scheduled to arrive in 10-minute increments, by platoon, to prevent traffic congestion and maintain social distancing requirements.
3. In-processing and drop off will occur in the parking lot of UMW near Clark Hall and the JDC complex.
4. Vehicles will be stopped at the end of the parking row. Guardians will sign an acknowledgment of risk form.
5. Cadets will each be issued one large black plastic bag from MYCA in which to place the essential personal items that will accompany them into the building.
6. Cadet will then move through the bottom gate of the pad to the COVID-19 Testing Site.
7. Cadet will be tested in accordance with current testing procedures and after completion will enter the North door at Clark Hall.

8. Cadets will use the North stairwell to access their assigned floors. They will proceed directly to the latrine.
9. When cadets arrive at their latrine, a cadre instructor will meet them to conduct clothing separation and ensure contraband is not brought into the facility.
10. Cadets will place all civilian clothing (minus undergarments) and will be sent into the showers.
11. After completing their shower, Cadets will seal their civilian clothing bag. It will be labeled and placed into onsite storage.
12. Cadets will then be allowed to move to their rooms and start preparing for operations.
Plan To Be Published:

MYCA will develop a plan and conduct graduation in accordance with applicable local and state guidelines in effect at the time of graduation. The MYCA graduation plan will be informed by lessons learned from the Beaverhead County High School Graduation ceremony to be held on May 24, 2020. The MYCA graduation plan will be submitted and approved by Beaverhead Public Health and UMW three weeks prior to the anticipated graduation date of June 27, 2020.

MYCA will NOT conduct graduation on the UMW campus and the out processing protocols will ensure minimal contact between families, Cadets, and staff.
May 5, 2020

To: Beaverhead County Health Dept.

From: University of Montana Western Dining Services
       Cheri McCarthy, Director
       406-683-7228
       Cheri.mccarthy@umwestern.edu

Re: Plan for reopening

The plan for service in the UM Western Dining Services is based on two distinct groups of customers. The Youth Challenge program and all other groups of people. Most points below will apply to all groups, but some are specific to the Youth Challenge program.

1. **Employee Health Agreement** – The Employee Health Agreement for COVID-19 form will be presented to all Dining Services employees by their direct supervisor. They will be required to sign the form and the supervisor will return the form to me before an employee will be allowed to work.

2. **Employee Symptom Check Log** – The manager or lead worker on every shift will have a copy of the form and will perform the check with each employee that comes onto shift. A no-touch thermometer will be provided for the manager or lead worker. They will be required to administer a temperature check for each employee. Any employee with a fever and/or any other symptoms associated with the COVID-19 virus, will not be allowed to work that day and will be required to leave Dining Services. They can return to work once they have been symptom free and/or has a normal temperature for more than 24 hours without the aid of medication. If the employee is still showing a fever of over 100.4 degrees, they will not be allowed to return to work until their physician has cleared them to return. A note or fax is required for the employees’ return work. A FAX can be sent to 406-683-7354.

3. **COVID-19 Staff Training** – Each employee has been previously required to pass a [Serve Safe Food Handler’s](#) course. This course will be reissued to all Dining employees along with the [Novel Coronavirus Cleaning and disinfecting guidance for food service operations](#) course from Ecolab that is specific to the cleaning, sanitizing and disinfecting chemicals used in this facility. Before reopening, each employee will have individual instruction time with their direct supervisor which will include the proper way to put on and take off gloves and a face mask. The COVID-19 Staff Training Log will be used to record information on each employees’ training.

4. **Facility Plan for Cleaning, Sanitizing and Disinfecting** –
   A. **Cleaning** – After each shift or at least 2 times per day, trash and boxes will be removed from the kitchen. At the end of the day, floors will be swept and mopped. **Green designated buckets only and bleachable white cloth rags will be used.**
   B. **Sanitizing** – During each shift as utensils and food preparation areas are required to be sanitized, [Ecolab Apex Quat Sanitizer](#) will be used to sanitize food contact products and
areas. An automatic dish washing machine is used for all ware washed products including pots and pans, plates, silverware and the like are run through the machine. This machine has a 180-degree temperature wash and rinse cycle along with an Ecolab Apex chemical rinse agent to disinfect. **Red designated bucket and white disposable rags only will be used**

C. **Disinfecting** – Ecolab Peroxide Multi Surface Cleaner and Disinfectant EPA registration #1677-238 disinfectant will be used on all touch surfaces including, but not limited to tables, chairs, buttons on soda fountain machines, door knobs and exit crash bars. Tables and chairs will be disinfected after each customer leaves. Other areas will be disinfected at least every four hours or as needed. **Blue buckets and labeled spray bottles only with disposable blue rags will be used.**

D. **Laundry** – Laundering of all aprons, sanitizing and disinfecting rags will be done daily by a department employee. Aprons, cleaning and sanitizing rags will be limited to white only so they can be bleached after each use.

5. **Facility Plan for Social Distancing and Table Items**
   A. Entrance and Lobby – Floor markers will be placed in the lobby and into the hallway going to the dorm to strive to keep customers six feet apart
   B. Floor stand hand sanitizers are placed at the start of the food line. Use will be required and the employee at the check-in station will ask each customer to use them. Additional stations will be available to the customer at the beginning of the beverage line and before the salad pick-up area if the customer chooses to use them.
   C. Tables and chairs have been placed with a six-foot separation between guests and will remain in this fashion until restrictions are eased.

6. **Other plans to insure safety of customers and employees**
   A. The hot food line currently has a sneeze guard in place. Dining employees will be stationed behind the line at all times. Customers will tell our employees which foods they would like and our workers will plate-up the entrees for the customer and hand them to the customer. For the Youth Challenge, all of their food items will be placed on their tray and handed to them individually.
   B. PPE - All Dining employees will wear gloves, hair restraints and disposable masks when preparing or serving food. Only disposable masks will be approved for use as to ensure that they are thrown away rather than taken home and possibly not being laundered and disinfected.
   C. Napkins and silverware will be wrapped and banded and given to customers along with their food.
   D. Drink cups, lids and straws will be given to customers from behind the serving line. No refills will be allowed. An employee will be stationed at the beverage line to ensure that customers do not refill a drink without asking for a clean cup. No filling of Camelback bladders or Hydro flasks will be permitted. Bottled water will be available for customers to take with them. For the Youth Challenge, a cadet with gloves will be stationed at the beverage fountain. They will fill cups with juice or approved beverage, place a lid and straw on them. Each cadet will pick them up as they come through the line. The same will apply for water since both are required.
E. Condiments will be in individual serving size and placed in small amounts in a container that can be sanitized. For the Youth Challenge, their condiments will be handed to them with their meal tray.

F. Salads and fresh vegetables. We will discontinue any and all open items on the salad bar and sandwich bar. Premade, individually packages salad, dressing, vegetables, etc. will be placed in the cold bar for customers to pick-up.

G. Sack lunches for UMW students and Geology students will have a sign-up sheet for the customer as to their desire for type of sandwich or salad. They will be placed in an individual sack. Customers will then be allowed to choose other grab-n-go items to go in their sack such as, granola bar, chips, etc. Youth Challenge always has a fully prepared sack lunch when requested.

7. **Catered Events** – Catered events will be administered in accordance with the above directives and with the guidance of the Beaverhead County Health Department, the Montana Department of Public Health and Human Services and with the approval of the Chancellor of The University of Montana Western.
May 14, 2020

TO: Trent Gibson, Director of Montana Youth Challenge Academy
FROM: Sue Hansen RN, Director of Beaverhead County Public Health

RE: MYCA Restart Operations Protocol

Beaverhead County Public Health has reviewed the “restart operations” protocol submitted by Trent Gibson. The protocol is found to conform to all local and state directives and has been approved by the public health department.
The Montana Youth Challenge Academy is coordinating with Beaverhead County Public Health, University of Montana Western, and the State of Montana to plan how to resume Class 42. It will resume on (D day at H hour) in order to complete education and life skills development for at-risk youth in the state of Montana.

This plan has been formulated with current guidance, and with consideration of the unique circumstances of MYCA as a residential academic intervention program that is located on a college campus. The plan may be modified due to changes in the operational environment or directives in reference to the COVID 19 pandemic. Any changes or modifications to this plan will include input and approval from UMW, Beaverhead County Public Health, and the State of Montana. This plan will provide information to UMW and Beaverhead County Public Health, and the State of Montana. It will also provide direction to MYCA staff.

Through the collaborative planning process, we will identify and implement risk-mitigation steps that will allow our Cadets to complete their training, while providing for the safety of Cadets, staff, and the community. We will be successful when we have safely graduated Class 42 and we are poised to accept Class 43 on July 21, 2020.

**Phase I: Planning & Preparation**

Phase I began with the suspension of the stay-at-home order on 26 April 2020, and subsequent cancellation of suspension of in-person education on 7 May 2020. These changes to state orders allow MYCA to develop plans to resume operations for Class 42. Phase I ends with an approved plan that allows MYCA to conduct Phase II.

**Cadets/ Families:**

- Cadets follow state issued guidance for travel and social distancing.
- Cadets continue to receive education via Google Classroom and mail-out packets.
- Cadets and families receive “pre-screening” (Annex B Pre-Screening Criteria) guidance to set the conditions for in-processing and onward movement into Phase III.

**MYCA Staff:**

- All staff continue screening upon reporting to work (Annex A Staff Screening Criteria.)
- All staff perform job functions in accordance with state directives.
- Staff continue to work remotely (tele-work) as required, under DMA and DA guidance.
- Staff who elect to do so may contact their healthcare provider for guidance regarding limits, if any, when MYCA resumes operations. If their provider advises any COVID-19 related limits, the employee must provide documentation to their supervisor no later than 17:00 on 1 May 2020.
- Teachers, counselors, and case managers staff continue to provide essential residential-phase services to Class 42. Case managers continue to provide post-residential services to Classes 40 and 41.
- Cadre staff continue dispersed training activities and confidence course maintenance in preparation for resumption of operations.
Admissions and Marketing departments recruit for Class 43 with essential job travel, social distancing, and sanitization steps in place.

Administration and Support Services perform normal job-specific functions.

**MYCA Facilities:**

- Clark Hall remains closed to all non-employees of MYCA.
- Any non-MYCA employees who need access to the building will be screened with the same criteria as MYCA employees (Annex A.)
- Clark Hall is cleaned daily and all common touch areas are sanitized daily.
- Classrooms in BTB are sanitized twice per day while staff are using them for classes; different shifts work out of different classrooms.

**UMW:**

- UMW plans and prepares to resume operations for Class 42 MYCA.

**Coordinating Tasks:**

- Development of a document for parents to sign attesting to their adherence to the pre-screening criteria (Annex B) and their assumption of risk (Annex C TBD). This document will outline expectations of Cadets prior to arrival and will ensure MYCA and UMW are not taking additional risk of litigation due to conditions during the COVID 19 pandemic. Cadets will be required to provide this signed form from parents/guardians prior to beginning Phase III.
- Development of an in-processing plan (Annex D) that moves Cadets to Phase III while minimizing the risk of exposure or transmission and ensuring Cadets are screened, checked in, appropriate documents and signatures are collected, and shakedowns conducted.
- Development of isolation/quarantine measures for any suspected or confirmed COVID 19 case of staff and or Cadets in collaboration with UMW, Beaverhead Public Health, and the State of Montana (Annex E.)
- Secure 200 washable cloth masks that can be numbered and issued to Cadets and MYCA Staff. Masks are to be laundered nightly by mid-shift and distributed back to Cadets each morning. MYCA staff will be responsible for their own daily sanitization of masks.
- Inventory of cleaning supplies and hand sanitizers with ample re-supply available to sustain the burn rate once operations commence.

**Phase II: In-Processing**

Phase II begins with the arrival of the first Cadet onto campus. During this phase MYCA will implement the in-processing plan (Annex D.) This plan will minimize exposure by utilizing a timed drop-off and “curbside delivery” concept for parents.

Parents will not be authorized to leave their vehicles and will not access any MYCA or UMW facilities. Cadets will be screened IAW (Annex B) and transitioned into the building. This process will include an appropriate sanitization and shakedown for each Cadet and immediate bagging of personal gear. Phase
II ends when all Cadets are in-processsed, all parents have left campus, and operations of class 42 resume.

Cadets/Families:
- Cadets will be in-processed and screened prior to beginning Phase III (Annex D.)
- Cadets will be required to wear appropriate PPE (mask.)
- Cadets will be given a COVID Test prior to entry to the building.
- Families will remain in their vehicles and will not be permitted in MYCA or UMW areas.

MYCA Staff:
- All screening criteria for staff from Phase I will remain in effect.
- Staff will receive a COVID test.
- Any staff who were advised by their healthcare providers to isolate for reasons related to COVID-19 will be working remotely or on an approved pay code status IAW DMA and DA guidelines.
- Staff who are unable to maintain 6 feet separation will utilize appropriate PPE (mask.)
- Staff will be trained and advised on mitigation steps on and off duty.

MYCA Facilities:
- All MYCA facilities will be sanitized the day of in-processing and will then be cleaned and sanitized IAW guidance for Phase III.

UMW:
- UMW dining facility (DFAC) will have staff trained and approved screening and PPE in place and ready to start operations.

**Phase III: Class 42 Operations Initial 14 Days**

Phase III begins after all Cadets have been in-processed and MYCA begins to conduct operations of Class 42. This plan assumes COVID-19 testing capacity is available. The plan may be adjusted if COVID-19 testing is made available. Phase III will be conducted with campus containment; Cadets will be limited to campus and extra precautions will be taken by Cadets and staff to avoid interaction with outsiders.

Phase III ends after second confirmatory COVID testing results are completed from the start of operations and ends when the Academy moves out of containment posture into an active protected posture to conduct operations.

Cadets:
- Cadets will receive training on sanitization, PPE usage and mitigation steps (community health?).
- PPE requirements from Phase II are still in effect.
- Cadets will receive daily temperature checks.
- Cadets will form and move in double-arm intervals allowing for separation.
MYCA Staff:
  o All requirement from Phase II are still in effect.

MYCA Facilities:
  o Computer lab and Chromebook lab off limits to Cadets.
  o Classrooms will be operated at half capacity.
  o Classroom tables, door handles, and common touch areas will be sanitized each class period.
  o Clark Hall will be sanitized 3 times per day to include all latrines and common touch surfaces.
  o Clark Hall Dorm rooms windows will be opened during the day to promote air exchange and circulation.

UMW:
  o Cadets will only be in three buildings on UMW (Clark Hall, DFAC, BTB.)
  o UMW will provide meals in separate locations for MYCA and any students on campus.
  o UMW will limit the number of personnel in the dining facility (50).
  o UMW DFAC staff will follow approved protocols in the DFAC for serving.

Operational Considerations:
  o MYCA Cadets will eat by platoon, within their squads, and will have assigned seating in the DFAC.
  o MYCA will conduct the first 14 days in a campus containment state limiting Cadets to campus and MYCA confidence course.
  o Staff will take extra precautions when entering work and leaving work.
  o No pass or field trip for Cadets.
  o Staff will make plans to do as much training and education as possible outside during Phase III and significantly limit Cadet time in the dormitory.

Phase IV: Class 42 Operations post 14 Days

Phase IV begins after confirmation of the second COVID test and MYCA transitions from a campus containment state into an active protective posture. MYCA will conduct operations in this phase being proactive in Cadet, staff, and community protection. Training, operations, and education will take place with less restriction than Phase III; however, MYCA staff will still take into consideration what training events can happen vs what events need to happen. For example, church services produce exposure, and religious expression can be accomplished through other means that do not increase exposure. Phase IV ends when all core component requirements have been met and Cadets can graduate from class 42.

Cadets:
  o PPE requirements from Phase II are still in effect.
  o Cadets will receive daily temperature checks.
MYCA Staff:
  o All requirements from Phase II are in effect.

MYCA Facilities:
  o All cleaning and sanitization plans remain in effect.
  o Computer lab and Chromebook labs will be made available and will be sanitized after use.

UMW:
  o All protocols from Phase III remain in effect.
  o Cadets may access the weight room and arena if those areas are opened with applicable restriction.

Operational Considerations:
  o Cadets may be allowed off campus; however, they will still be only allowed in areas that are opened and where social distancing restrictions can be maintained.
  o No pass or fieldtrip during phase IV.

**Phase V: Graduation and Out-Processing**

Phase V will be conducted in a way that celebrates the accomplishment of class 42 but will be done under the constraints that are currently in effect. It is assumed that MYCA will not be filling the Straugh Gymnasium for a typical graduation ceremony. Out-processing and graduation plans will be influenced by approved examples from MT public education graduations.

Cadets:
  o All requirements from Phase II remain in effect.

MYCA Staff:
  o All requirements from Phase II remain in effect.

MYCA Facilities:
  o MYCA Facilities will be cleaned and sterilized and prepared to accept Cadets for class 43.

UMW:
  o All protocols from Phase III remain in effect.

Operational Considerations:
  o MYCA will plan and conduct a graduation ceremony that does not violate state and federal guidelines in effect at the time of graduation (Annex F TBD.)