



BOYS & GIRLS CLUBS
OF SPRINGFIELD

School Year 2021-22 COVID 19-Response Program Operational Policies & Procedures

COVID-19 Response Program-Purpose Statement: *In response to COVID-19, Boys & Girls Clubs of Springfield has developed a limited, safe, and intentional program to accommodate the ever-growing need for quality, safe childcare to serve families who need us most.*

*The COVID-19 situation is fluid and we reserve the right to adjust policies and procedures as needed to maintain the health and safety of children and staff. We will communicate any changes with families. Please be sure to review our traditional PARENT HANDBOOK for additional expectations, policies, and procedures.

Membership

- For families who do not qualify for Free or Reduced Lunch (FRL), a payment needs to be made in order to become a member and secure a spot. If this is an issue, please communicate with your Unit Director. Spots will reopen for others if this payment has not been made.
- The CDC policy in regards to Children with Certain Underlying Conditions is as follows:
 - While children have been less affected by COVID-19 compared to adults, children with certain conditions may be at increased risk for severe illness. Children who are medically complex, who have serious genetic, neurologic, metabolic disorders, and with congenital (since birth) heart disease might be at increased risk for severe illness from COVID-19. Similar to adults, children with obesity, diabetes, asthma and chronic lung disease, or immunosuppression might be at increased risk for severe illness from COVID-19. CDC is investigating a rare but serious complication associated with COVID-19 in children called Multisystem Inflammatory Syndrome in Children (MIS-C). We do not yet know what causes MIS-C and who is at increased risk for developing it.

Transportation/Field Trip Procedures

- Field Trip/Transportation Procedures:
 - Everyone will wear a face mask.
 - Everyone sanitizes hands upon entering the vehicle and leaving the vehicle.
 - Drivers will have assigned seating using seating charts (keeping family members near each other).
 - Drivers will load passengers back to front.
 - Drivers will unload front to back.
 - Practice social distancing on the vehicles to the best efforts possible
 - Bus Capacity: 48
 - Shuttle Capacity: 24
 - Van Capacity: 13
 - These capacities can change based on CDC and health department recommendations.
 - Drivers will keep windows open when weather permits to help with air flow and ventilation (If using the AC, setting the air conditioning on non-recirculation mode is ideal)
 - Drivers will wipe down vehicle seats daily with disinfectant

Parent Drop-off/Pick-up

- We will implement a **curbside drop-off and pick-up** to limit direct contact between parents/guardians and staff members and adhere to social distancing recommendations. We will greet members outside as they arrive. We will have a staff member outside or near our secure entrances to escort members inside the building. We ask that parents call when they arrive for both drop-off and pick up if a staff member is not present. Members will be greeted by staff before entering the Club. Please see key information for drop off and pick up times. We ask that all parents/guardians do their best to use these times. If a child needs to be dropped off or picked up at a different time, parents/guardians must call the Club.
- Drop-off and Pick-up Procedures
 - Check in procedures will look like this:
 - We will check the adult's identification. Please be sure to bring your ID.
 - We will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), cough, fatigue, or extreme fussiness.
 - Parents are encouraged to have the same designated authorized person drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

- Hand hygiene stations will be set up at the entrance of the facility, so that members can clean their hands before they enter.
- We will provide hand sanitizer with at least 60% alcohol for all persons entering the building.
- We will keep hand sanitizer out of children’s reach and supervise use.
- There will be no visitors at this time. Volunteers will have to receive prior approval by Jeff Long, Director of Operations.
- Families will be required to sign an electronic waiver indicating understanding of COVID-19, its symptoms and possible complications, and release of liability if allowing a child to attend.
- Our self-screening checklists will be posted near the drop-off/pick-up line for reference

Staff

- Staff must enter through the front entry and directly wash hands in the restroom.
- Staff will administer a self-health assessment before arriving at work. Staff will be required to wear a mask at all times, except for eating.
- To help with transitions, staff will utilize their radios for communication.
- Staff will be responsible for sanitizing and disinfecting items hourly before switching to another program area
- If a staff leaves for a break or has to leave the building for any reason, they will repeat opening steps once they re-enter the building.

Bathrooms/Water Breaks

- Trips to the restroom will be managed to limit the spread of germs. Cleaning procedures will take place regularly throughout the day.
- Members are encouraged to bring their own reusable water bottles. The Club will have some available as well. Regular water breaks will occur. Traditional water fountains will not be used as a safety precaution.

Masks

- **In order to safely accommodate more members during program, face masks/coverings are required for all Boys & Girls Clubs members *except when*:**
 - Eating (masks may be removed when actively eating. If a member is finished before the rest of the group, then he/she needs to put the mask back on)
 - Going outside (masks may be removed while members are socially distant at 3 feet or greater)
 - Playing in the gym (masks may be removed while actively and participating in the gym at a social distance)
- Please make sure that your child has a face covering on days that he/she attends the Club. If needed, face coverings will be provided to members, kept at the Club, and washed daily.
- **Staff must wear masks at all times except when actively eating.**

Meals

- Meals will be served using guidance from the health department. Members will be distanced.
- Proper sanitation will take place before and after meals and snacks.

Personal Belongings

- We ask that members do not bring personal items from home and if they are, they will be kept at minimal status and stored in individual bags in cubbies or on hooks.
- We will provide several program materials, technology, and personal items for members.

Group Size

- We intend to limit stable group size to 25 members.

Programs

- In order to minimize the risk of exposure to COVID-19 for our members & staff, members will be assigned to a stable group for the entirety of our time in our care.
- Staff are only allowed to supervise a maximum of two stable groups.
- We will continue to offer meaningful, intentional programs that prevent learning loss, engage members, and promote fun. Programs will still cover our 6 core program areas.
- **Members and a dedicated staff will rotate between different program areas.** During the last 10 minutes of program time, the staff will disinfect the area while the members help pick up supplies.

Gym/Outside

- Groups will be scheduled for outside time will be responsible for cleaning and sanitizing after they leave the space. We will provide proper and safe supervision that is in line with CDC recommendations.
- Only 1 group at a time will be scheduled for gym time and will be responsible for cleaning and sanitizing after they leave the space. We will provide proper and safe supervision that is in line with CDC recommendations.

Expectations

- Club members must do their best to follow all expectations. In addition to our regular Club expectations, Club members will need to follow COVID-19-specific expectations to ensure the safety of everyone in the building. **Failure to do so can result in removal from our program.** Some COVID-19 specific expectations are below:
 - Club members are asked to wear masks and remain socially distant when possible. Staff members will do their best to ensure this happens, but we ask that guardians remind their members of this rule.
 - Club members will participate in regular, scheduled hygiene practices to ensure safety.

Use of Medication

- Rules for giving medication at the Club have been established by the BGCS and must be followed in all cases by an adult family member.
- The medication should be in the prescription bottle. The bottle should be clearly labeled with the child's name, name/type of medication, directions for giving (time and dosage), and the physician's name.
- The bottle should only contain enough medicine for **one day**.
- The medication will be collected by intake staff members who are completing the drop off process.
- Members must be able to administer their own medication. Staff are not authorized or trained to administer medications. We may not be able to accommodate them as a member of our program if they cannot administer their own medication.
- Parents must complete the Medicine Administration Form.

Cleaning and Sanitation

- We will have a detailed cleaning and sanitization schedule with dedicated staff members to ensure proper safety. Cleaning and disinfecting will occur with all toys, materials, equipment and surfaces daily. If you would like more information about our cleaning checklists and procedures, please see your Unit Director.

Communication

- Please communicate any changes in family health circumstances as quickly as possible so that we may mitigate any issues that may arise. We will commit to communicating as much information as possible as often as possible.

Positive COVID-19 Case

- If someone in our buildings tests positive for COVID-19:
 - Immediately send home and separate anyone who becomes sick at the Club. We will advise employees to contact their doctor or local health department as soon as they show symptoms. Club members will have a designated, separate space while they wait to be picked up.
 - Club families and staff, the Greene County Health Department, the school district, and BCGA will be notified.
 - Work in collaboration with your health department to determine when to re-open closed areas and when staff and/or members in quarantine may be allowed to return to work.
 - After re-opening, continue regular cleaning, disinfection, social distancing, and hygiene practices.

Food Distribution

- If you need help with food, groceries, or health and hygiene items, please email jlong@bgclubspringfield.org or message us on Facebook! We have resources and can help!

Changes

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