

As of May 13, 2020:



2020 COVID-19 Clubhouse Health & Safety Protocol

With the emergence of COVID-19, Boys & Girls Clubs of Central Carolina (BGCCC), has put in place several preventive strategies to ensure the health and safety of our staff and club members. The following are mandatory guidelines to ensure we keep our club members, staff, and community safe.

Purpose

This protocol is meant to be used by all staff and club members reporting to BGCCC to ensure consistency and standards of practice.

Health Preparation and Protocol

- Inform ALL staff they will be required to review the updated safety guidelines brought down by the CDC and OSHA prior to working with club members.
- ALL qualifying families (first responders and other emergency management personnel employed in Lee, Chatham and Harnett Counties) must meet the requirement for admission through an application process that will include a health and safety questionnaire.
- Inform ALL staff they are required to complete screening PRIOR to entering the building which will include a temperature screening and health questions.
- Inform ALL parents their children will be required to to complete screening PRIOR to entering the main building.
- Inform ALL parents or guardians that they will NOT be able to enter the building.
- Inform all staff, parents, and club members that we will be practicing frequent handwashing of staff and club members (at least a minimum of one time per hour) practicing social distancing, practicing 1-25 maximum employee/staff ratio, and adhering to other BGCA, CDC, NCDHHS health and safety guidelines.
- Inform staff members and parents of club members that everyone in the building will be expected to wear a mask or other comparable covering over their mouth and nose.
- Entry to the Club will be denied to everyone besides staff and members.
- Inform and prepare for a midday screening for everyone in the building that will include a temperature screening. If the midday screening identifies a person with a fever and other flu-like symptoms then they must immediately be isolated and sent home.

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Advisement on when staff or club members can return will be decided on a case by case basis.

- Inform staff and parents of club members that a roster of club members and employee health screenings will be kept daily and will remain confidential.
- NOTE: these health preparations and protocol can be changed at any time to ensure the health and safety of all those in the clubhouse.

Preparation for Health Screener

1. Begin by implementing the following practices:
 - a) Change gloves if you touch someone, someone touches you or your thermometer, clipboard or pen.
 - b) Avoid touching others when screening.
 - c) Whenever possible, stand at least 3 feet from person being screened.
 - d) Wash hands for 20 seconds frequently and before applying Personal Protective Equipment (PPE).
2. Collect screening equipment as follows:
 - a) Thermometers: 1 forehead
 - b) Gloves: 2 extra sets per screener
 - c) Masks: 1 per screener
 - d) Clipboard, roster, paper forms and pens
 - e) Disinfectant wipes/Disinfectant Spray and Towels
 - f) Alcohol swabs
3. Sanitize all supplies before checking any temperatures and throughout the shift as needed.
4. Screeners take their own temperature and log results on the employee roster. (If screener temperature is greater than 100° or is experiencing Flu-like symptoms such as fever, dry cough, body aches, sore throat, and/or diarrhea, screener will immediately be asked to leave the premises and stay home as outlined below as other staff.)
5. Put on protective equipment: mask, gloves, eye goggles (if available).

Screening-All Staff Screened Prior to Shift

Staff members who call prior to shift reporting a temperature greater than 100° or Flu-like symptoms: fever, dry cough, body aches, sore throat, and/or diarrhea will be asked to stay home. Do not have them come into work.

Administration will identify a back-up staff member to fulfil shift.

Screening of all staff will be conducted prior to staff entering the building.

Staff will also be asked if they have/are experiencing flu-like symptoms: fever, dry cough, body aches, sore throat, and/or diarrhea within the last 24 hours. Keep confidentiality of staff members.

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For normal temperature and no flu-like symptoms:

- a) Staff are required to wash their hands after entering the building and wear a mask or comparable covering over the mouth and nose.
- b) Staff will report to Club Supervisor where reminders of health guidelines will be reviewed.
- c) Staff are to avoid unnecessary movement within the building and must remain in their designated spaces.

For temperature greater than 100° or Flu-like symptoms: fever, dry cough, body aches, sore throat, and/or diarrhea staff member will go home.

- a) Staff will be advised to seek Telemedicine consult or reach out to the primary medical provider requesting a phone visit. Primary medical providers will screen patients and ask questions to assess their risk factor based on symptoms including family members symptoms.
- b) Staff will be unable to return to work until further advisement is given on a case by case basis.
- c) Staff will notify the manager via phone/text to inform them.
- d) Manager will identify a back-up staff member to fulfill the shift.

Level 1-Staff or club member with new onset of symptoms

1. Screeners will screen in the morning and rescreen midday.
2. Staff will report to administration if they, or one of their club members, begin to have symptoms of temperature of 100° or Flu-like symptoms: fever, dry cough, body aches, sore throat, and/or diarrhea if outside their screening time frame.
3. Screeners will screen staff or members. Screeners will ensure proper PPE is worn (gloves, mask) during evaluation.
4. For temperatures greater than 100° or new onset of flu-like symptoms, staff or club members will go home.
 - a) Staff or club members will not return to classroom space and will be isolated.
 - b) Screeners/administrators will collect their personal belongings in a safe and discrete manner.
 - c) Staff will be advised to seek Telemedicine consult or reach out to the primary medical provider requesting a phone visit. Primary medical providers will screen patients and ask questions to assess their risk factor based on symptoms including family members symptoms. The Club member's parents will be called to pick-up the child and will be advised on next steps.
 - d) Staff or club members will be unable to return to work until further advisement is given on a case by case basis.
 - e) Staff will notify administration via phone/text with a medical update.

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5. Screen/Manager will:

- a) wash their hands for at least 20 seconds with soap and warm water.
- b) disinfect any personal items used to screen staff member

6. Administration will activate a back-up staff member to complete the remaining shift.

7. Classroom or space the staff member occupied will be closed. Custodial team will disinfect space. Custodial team will complete a full sanitation of the classroom using PPE per product recommendations, (i.e. gloves). Custodial staff will notify administration when the room is cleared for use.

8. We will not close the building unless recommended/dictated by the local health department.

Level 2 -Confirmed Positive Case of Staff or Club Member

1. Report of a potential positive case from any staff or club member will require immediate notification to the CEO and the CEO will notify the county health director.

2. When reporting information include the following:

- a) Staff or club member name
- b) DOB
- c) Current location of staff or club member(home, campus)
- d) Contact number for staff or club member's parent

3. A representative will call the local health department notifying them of a positive result.

- 4. a) Custodial team will complete a full sanitation of the area using PPE per product recommendations, (i.e. gloves).
- b) Custodial staff will notify administration when the room is cleared for use.

5. The Health Department will assess the need for potential short-term closure for disinfecting and contact trace.

6. Executive leadership will make the decisions for clubhouse closure based on available information. Sanitation Protocol The Boys & Girls Clubs of Central Carolina is committed to providing a clean, safe and operational clubhouse. The staff and club members will review health and safety practices consistently. BGCCC will contract with a professional cleaning service to properly sanitize the facility during closure upon a confirmed case.

Safety Protocol & Expanded Detail Measures

Staffing

As part of enhanced safety and health protocols, the Club will staff each building with one Site Director to oversee the drop-off process and address any issues that arise, one program leader per area at a time, and one support staff to ensure cleanliness throughout and provide additional

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support as needed. All staff will undergo extensive training of enhanced safety protocols, observation, and sign-off from senior leadership.

Staff Uniform Requirements

To address safety and easily identify program staff, staff must wear close-toed shoes, and their Boys & Girls Club shirts daily. Jackets may not be worn over polos, however, a white or black long sleeve shirt worn under the shirt is permitted. Long hair should be pulled back away from the face. Name badges must always be worn. Staff are asked to arrive to program with newly washed clothes every day.

Parent Expectations

Parents are asked to support the Club in providing a safe space for our members and staff by informing the Club of any changes to their child's health or community exposure. If a child exhibits any symptoms of fever, runny nose, coughing, or shortness of breath, parents are asked to keep them home until their symptoms have subsided for 120 hours without the assistance of medication. Parents are expected to answer a verbal health questionnaire daily upon drop-off and authorize the Club or its representatives to administer a daily temperature check on their child prior to admission into the program.

Upon enrollment, parents will be asked to undergo a virtual onboarding session and will also be asked to review our **"Club Member Guide to a Fun and Safe Program"** with their children and reinforce the importance of compliance and safety.

The parent/guardian of each child will be required to sign a "Minor Participant Waiver, Release, Indemnification of All Claims form" Entry to the Boys & Girls Clubs will not be granted to any child whose parent/guardian does not sign the release.

Club Member Expectations

Members participating in the program are expected to follow Club policies surrounding behavior, hygiene, health practices, social distancing, and any recommendations outlined by the CDC. Members must be able to participate in program at their designated workspace and follow instructions of our Youth Development Professionals in order to ensure their safety.

Members who show disregard for Club policies or exhibit intentional disruptive behavior may be asked to leave the program.

General Hygiene

The Club will require all members and staff to follow CDC recommendations for reducing transmission, maintaining healthy business operations, and a healthy work environment including but not limited to:

- Wash Hands:
 - a. Upon Entry into building
 - b. after using the restroom

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- c. after outdoor play
- d. Before/After Eating
- e. Before/After any health assessment or screening of any staff or member
- Not be within six feet of or make any contact with another person
- Club Members and staff will be required to wear a face mask to the Club Daily until otherwise noted.
- Not touch their face
- Cough & Sneeze into a tissue or inside of elbow
- Stay home if they are sick or know they will not pass wellness screening

Personal Items

All staff and members are asked not to bring in any personal items. Staff Cell phones can be stored in a designated space and must be sanitized upon entry into the building. Breakfast and Lunch will be provided to all members.

Safe Learning Space:

- A. Children shall not change from one group to another
- B. Each group shall be in a separate room. Groups shall not mix with each other.
- C. Program Leaders shall remain solely with one group of children throughout the course of the day.
- D. If children rotate from one space to another, the room & equipment will need to be sanitized prior to having another group in that area.
- E. Table and seating should accommodate six feet of separation between every person
- F. Only items that can be sanitized/cleaned daily are authorized to be used as part of program. Items that cannot be washed or sanitized daily will not be prohibited such as stuffed animals and plush toys etc.
- G. Anyone that touches any doors or common spots must wash hands or utilize hand sanitizer immediately.

Program Delivery

All members will receive daily reminders from program leaders about the importance of social distancing and good hygiene practices. It is important that we clarify the expectations and institute best practices for behavior management in the event they arise.

Restrooms

Anyone who uses the restrooms must wash their hands for at least 20 seconds with soap and water prior to exiting the restroom.

Enrollment Process

1. Parents will enroll kids on the Club waitlist by coming in at scheduled times allocated by the Club Director as applicable.

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2. Site Director will review inquiries, verify eligibility, and confirm enrollment eligibility with the parent
3. Parents will complete application and make payment to the Club.

Onboarding

1. The Site Director will reach out to parents once enrollment is complete and coordinate start date for members.
2. A virtual new parent orientation will take place at the beginning of summer for ALL members to discuss our protocols and procedures.
3. First Day of Program: In-Person introduction of new member to Site Director and assigned program leader/area to include Club tour and overview of the day

Opening Procedures

Morning Preparation – Site Director

1. Site Director to disarm facility, prop open entry doors, unlock all program/staff spaces and disinfect interior and exterior door handles and reception desk keyboard. Site Director to take their own temperature and record the reading on a daily chart.
2. Disinfect all staff walkies and line up at reception
3. Turn on all lights and set up a device, staff wellness checklist, health questionnaire, hand sanitizer and thermometer at table in front of exterior door ten minutes prior to staff arrival.
4. Ensure that all program areas have proper cleaning supplies in stock and ready for use in areas.

Staff Arrival:

1. Verbal screening questionnaire is administered by Site Director
2. Staff temperatures are taken upon entry into building
3. Staff must sanitize their hands before and after clocking into their shift
4. All staff must wash hands upon entry into building
5. Verbal screening questionnaire is administered by Site Director

Staff Wellness Screening – Performed by Site Director: Before staff arrive, Site Director should remain at exterior check-in table ready to take temperatures and administer verbal health questionnaire upon staff arrival

1. Verbal Questionnaire

Staff are required to answer these questions daily prior to entering the building:

- Have you had fever, cough, sore throat, shortness of breath, vomiting, diarrhea, or a rash in the last 5 days?
- Have you been exposed to someone who has been diagnosed with COVID-19?
- Have you traveled internationally in the last two weeks?

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If the staff answers yes to any of these questions, they will be sent home and asked to return only when they are able to answer no to all questions.

2. Temperature Check

Once the staff passes the verbal questionnaire, the Site Director should wear gloves and take the forehead temperature of the staff member twice. Site Director to note verbal screening acknowledgment and record both temperature readings on intake form

If lower than 100.0 F – Staff may enter the building and proceed to the handwashing station. Site Director to note on checklist.

If 100.0 F or higher - Staff must be sent home until fever- free without fever reducing medication for at least 5 days.

Program Preparation

Staff Daily Safety Briefing: Once staff have met the above criteria and are clocked in, the Site Director must lead a daily safety review of general hygiene practices, safety reminders, and any special circumstances of situations of which each member of the team is needed.

Staff will then proceed to their designated program areas for the remainder of the day. They will use walkie talkies to communicate with the Club director for breaks.

Ending of Program Day:

After the last member leaves, program leaders will be responsible for cleaning and disinfecting their program areas and all supplies according to the checklist provided by their Club directors. These checklists must be signed and turned in at the end of the day. All cleaning and disinfecting guidelines will be in accordance with the CDC guidelines for Community and After School Organizations.

At the end of the day, the end of day checklist for all areas and facilities, as well as employee and members spreadsheets will need to be scanned and emailed to the Director of Operations. Inventory check list will be submitted on a weekly basis with weekly member forms.