



COVID-19 Management Plan

Last Updated: July 17, 2020



BOYS & GIRLS CLUBS
OF MARSHALL COUNTY

Coronavirus Management Guidelines

Purpose: To develop a comprehensive strategy to prevent the transmission of novel coronavirus COVID-19.

Summary: COVID-19 is a respiratory illness caused by a new strain of virus that has not been previously identified in humans. Centers for Disease Control and Prevention (CDC) is researching COVID-19, there is currently no vaccine to protect against the virus. The Boys & Girls Clubs of Marshall County (BGCMCO) is taking the following measures to protect Club members, staff, and volunteers from the spread of COVID-19.

Operational Plan: BGCMCO has identified five groups to suppress the spread of COVID-19: staff, parents, Club members, volunteers, and cleaning partners. All groups play an integral role in creating a safe environment at the Club.

Staff

- Educate staff members on how to help prevent the transmission of COVID-19 within the Club.
- All staff members shall practice good daily hygiene measures including showering and wearing clean clothes.
- Staff members to disinfectant their respective areas at the end of each block of programming
- The leadership team shall monitor updates from the CDC and will discuss at leadership meetings.
- All staff members, including administrative staff, shall wipe down their respective workspace areas with a disinfectant on a daily basis. Workspace includes, but is not limited to copy machines, telephones, and desks.
- Leadership team shall monitor front line staff and instruct and remind staff to stay home if they are sick. Please follow CDC Guidelines with staff and members regarding sickness.
- Bus must be wiped down with disinfectant after each use. Do not rely on the next person who will drive the vehicle to do it: the responsibility belongs to each driver

Parents

- Send a letter to parents informing them of the measures being taken by BGCMCO to provide a safe Club environment
- Post a message on the Club website and Facebook with safety tips and links to additional information.
- Provide handouts to parents with guidelines for coping with COVID-19. Handouts will be made available at the front desk and upon request.
- Provide parents Special Procedures during the special sign up timeframe.

Club Members

- Provide staff-facilitated lessons on safety measures and educate Club members on playing an active role in preventing the spread of COVID-19.
- Have Club members create posters promoting safety measures and hang them throughout the Clubs.
- Hang posters in the bathrooms illustrating proper handwashing techniques.

Volunteers

- Provide all volunteers with a copy of the parent letter and handouts.
- All volunteers shall be trained in the procedures that BGCMCO is taking to prevent the transmission of COVID-19.
- Cleaning Partners – (Third Party Cleaners will be contracted on as needed basis.)
- All BGCMCO staff have been instructed to take additional measure to disinfect the facilities daily.

Speak with Club staff explaining BGCMCO position on preventing the spread of COVID-19 (*Require that all surfaces be wiped down daily with a disinfecting agent*).

BGCMCO will remain vigilant to protect the wellbeing of the members, staff, and volunteers. The safety protocols put in place shall apply to all locations where BGCMCO programming is provided. In the event that BGCMCO units are closed due to the COVID-19 outbreak, parents as well as programming partners will be notified immediately.

General Guidance to be open:

BGCMCO is taking measures for protecting staff and club members from exposure to COVID-19. Infection control methods shall be based on a thorough risk assessment and using appropriate combinations of controls, in accordance with CDC recommendations and in consultation with the Indiana Department of Public Health and Marshall County Health authorities as follows:

1. BGCMCO will provide training to all staff members. OSHA requires all workers be trained with up-to-date information about the sources of exposure to the virus, the hazards associated with that exposure, and appropriate workplace protocols in place to reduce the likelihood of exposure,
 - Training shall include information about how to isolate individuals with a positive or presumptive positive case of COVID-19 as provided by the CDC guidelines.
2. BGCMCO will require people to stay home if they are feeling sick or if they have a sick family member in their home. Anyone who becomes sick or arrives sick must be isolated and sent home as soon as possible and will not be able to return without a Doctor's note releasing them to work or to the Club.
3. BGCMCO will ensure we have adequate staff available to meet required staffing ratios or those established by local, state, or federal authorities.

4. BGCMCO shall reinforce personal hygiene habits. Frequently wash your hands with soap and water for at least 20 seconds every hour throughout the day. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled. Avoid touching your eyes, nose, or mouth with unwashed hands. Ensure handwashing occurs before and after snacks or lunch, at entry, and before exiting for both staff and children.
5. BGCMCO shall implement multiple social distancing techniques. For example, increase physical space between people, limit interactions, and use noncontact methods of greetings. No adult (vendors, parents, everyone) will be allowed past the front desk entryway without permission and protocols followed such as temperature taken, hands washed and/or sanitized.
6. BGCMCO shall intensify cleaning and disinfecting.
 - o Disinfect surfaces regularly including doorknobs, tables, desks and handrails in accordance with CDC recommendations at 1-hour intervals and staff shall initial tasks once completed.
7. Child safety is the #1 priority. Under no circumstances shall any of our membership requirements and best practices be compromised. Child safety is non-negotiable, regardless of any relaxed legal requirements or liability exemptions.
8. BGCMCO is working with personnel, other trained support staff to support the club in complying with disease prevention and mitigation guidance.
9. BGCMCO shall adhere to all safety guidelines, including current CDC guidance for childcare as well as the Marshall County Health Department.
10. Staff shall perform wellness checks. Take temperatures in the vestibule and/or outside the facility and do not allow entry into the site if anyone has a temperature of 99.5 or above, has signs or symptoms of a respiratory infections, has had contact with a person with a confirmed case or who is sick, or has traveled to a location with widespread community transmission.
11. BGCMCO will require social distancing. No more than 15 children shall be Grouped and in one room together at any one time and will remain in the same program area throughout the day. Coverage shall allow a distance of 6 feet between individuals. The curriculum will encourage individual activities in a group setting with adequate distancing.
12. Staff shall provide cleaning/sanitizing to the facilities each day, which includes equipment, furniture, cabinets, bathrooms, entry ways, hallways, door frames, toys, etc. focusing on high touch points like doorknobs, light switches, and faucets. Extensive

cleaning will occur at the end of the day to mop & disinfect floors, and regular/routine cleaning.

13. BGCMCO shall have a space for staff or children who appear to become ill while at the site. Anyone who develops respiratory illness symptoms will be isolated in a room separate from others. If a separate room is not available, maintain at least a 6-foot distance between ill persons.

14. BGCMCO will ensure adequate supplies on hand including soap, paper towels, toilet paper, and approved cleaning and disinfecting agents.

STAFF TRAINING PLAN

Subject: Coronavirus (COVID-19) Management Training

Objective: To educate BGCMCO staff and volunteers on safe practices to help prevent the transmission of COVID-19 within the Club.

Background: COVID-19 is a respiratory illness caused by a new strain of virus that has not been previously identified in humans. Centers for Disease Control and Prevention (CDC) is researching COVID-19, there is currently no vaccine to protect against the virus. BGCMCO shall take reasonable measures to protect Club members, staff, and volunteers from the spread of the virus. BGCMCO staff and volunteers can play an important role in preventing the spread of COVID-19, and proper training is the key to applying consistent and efficient measures.

Virus Transmission as noted by CDC

1. The virus is thought to be spread mainly from person to person.

- Most likely to be transmitted between people who are in close contact with one another (within about 6 feet).
- Virus spreads through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

2. Can someone spread the virus without being sick?

- People are thought to be most contagious when they are the most symptomatic (the sickest).
- Some transmission might be possible when infected people have not begun to show symptoms; there have been reports of this occurring with COVID-19, but this is not thought to be the main way the virus spreads.

3. Spread from contact with contaminated surfaces or objects

- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

4. How easily does the virus spread?

- The virus that causes COVID-19 seems to be spreading easily and sustainably in the community ("community spread"). Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

Instructions: As we plan and prepare to slow the spread of COVID-19 there are proactive measures that we can take to promote a safe environment at the Club.

- Sick Policy: BGCMCO enacted our sick leave policy as it pertains to Club members in our parent's handbook on January 1st, 2019. It is important that we familiarize ourselves with the policy and adhere to strict enforcement. In addition to holding the Club members accountable for managing illness, until further notice, staff and volunteers will be held to the same standards. Please refer to the Club Member Illness and Medication Policy for details.

- Clean and Disinfect: BGCMCO staff and volunteers play an important role in creating a safe environment at the Club. Effective immediately, and in furtherance of safeguarding the Club, we will implement the following measures:

- At the conclusion of the block of instruction, wipe down all hard surfaces in respective program areas. For example, at the end of Power Hour wipe down the tables, chairs, light switches, walls and doorknobs with disinfectant.

- Staff who use office space are required to use disinfectant to clean their desks, telephones, keyboards, chairs, and any other hard surfaces within their respective workspaces on a daily basis.

- The bus must be cleaned with disinfectant after each use.

- Staff Interaction with Club Members: BGCMCO staff must remain vigilant and practice enhanced safety measures when interacting with Club members. (refer to Cleaning checklist)

- Avoid physical contact such as hugging, high fives, or fist bumps. Learn new techniques such as air-hugs, air high fives and no touch fist bumps.

- While we strive to provide a caring and nurturing environment, under these circumstances no physical contact is allowed.

- Provide staff -facilitated lessons on safety measures and educate Club members about playing an active role in slowing the spread of COVID- 19. Play games with them during lunch time. Make it fun for them to know how to prevent the Virus.

- Maintain an ongoing dialog with Club members; this information may be scary for them, so provide a safe place for them to express their fears.

- Personal Hygiene: It is the responsibility of every staff member to practice recommended hygiene procedures.

- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

- Avoid touching your eyes, nose, and mouth.

- Wash your hands often with soap and water for at least 20 seconds. If washing your hands is not practical, use hand sanitizer.

- The Club: BGCMCO employees and volunteers must take precautions to ensure the physical environment is conducive to slowing the spread of COVID-19 as available.

- Open interior doors to reduce the likelihood of transmitting the virus to doorknobs. Please keep in mind that safety is of the utmost importance, so please do

not compromise the security of the building while allowing free access. External doors shall remain closed.

- Avoid sharing personal items such as cups, eating utensils, or towels. Remain aware that germs are all around the Club, on surfaces such as remote controls, basketballs, cell phones, pens, and pencils. Use caution and do not forget to wipe your program areas every 30 minutes.
- Staffing: Be prepared to adjust and adapt if staffing levels are impacted by call-outs.
- Staff Support: If you feel overwhelmed or just need to talk about the impact of implementing the safety measures, seek out a leadership staff member that you are comfortable with and have the conversation! We are here for you and will work through this situation together. We will update you on a consistent basis with all currently available information.

Below is the Interim Guidance from the CDC as a community-based organization we will follow their guidelines:

This interim guidance is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19).

The US Centers for Disease Control and Prevention (CDC) will update this guidance as needed and as additional information becomes available.

Health officials are currently taking steps to prevent the introduction and spread of COVID-19 into US communities. Through collaboration and coordination with the Marshall County Health Department (MCHD), we will take steps to disseminate information about the disease and its potential transmission within our community.

BGCMCO will prepare to take steps to prevent the spread of COVID-19 among our members and staff should MCHD identify such a need.

The Club will continue to collaborate, share information, and review plans with MCHD to help protect the community. BGCMCO plans shall be designed to complement other community mitigation strategies to protect high risk populations and the healthcare system and staff from social stigma and discrimination. Plans should build on everyday practices (e.g., encouraging hand hygiene, communicating routinely) that include strategies for *before*, *during*, and *after* a possible outbreak.

Who is this guidance for?

This interim guidance is intended for administrators of public and private childcare programs and K-12 Clubs. Administrators are individuals who oversee the daily operations of childcare programs and K-12 Clubs, and may include positions like childcare program directors, Club district superintendents, principals, and assistant principals. This guidance is intended for administrators at both the Club/facility and district level.

Why is this guidance being issued?

This guidance will help childcare programs, Clubs, and their partners understand how to help prevent the transmission of COVID-19 within childcare and Club communities and facilities. It also aims to help childcare programs, Clubs, and partners react quickly should a case be identified. The guidance includes considerations to help Leadership staff plan if there is community spread of COVID-19.

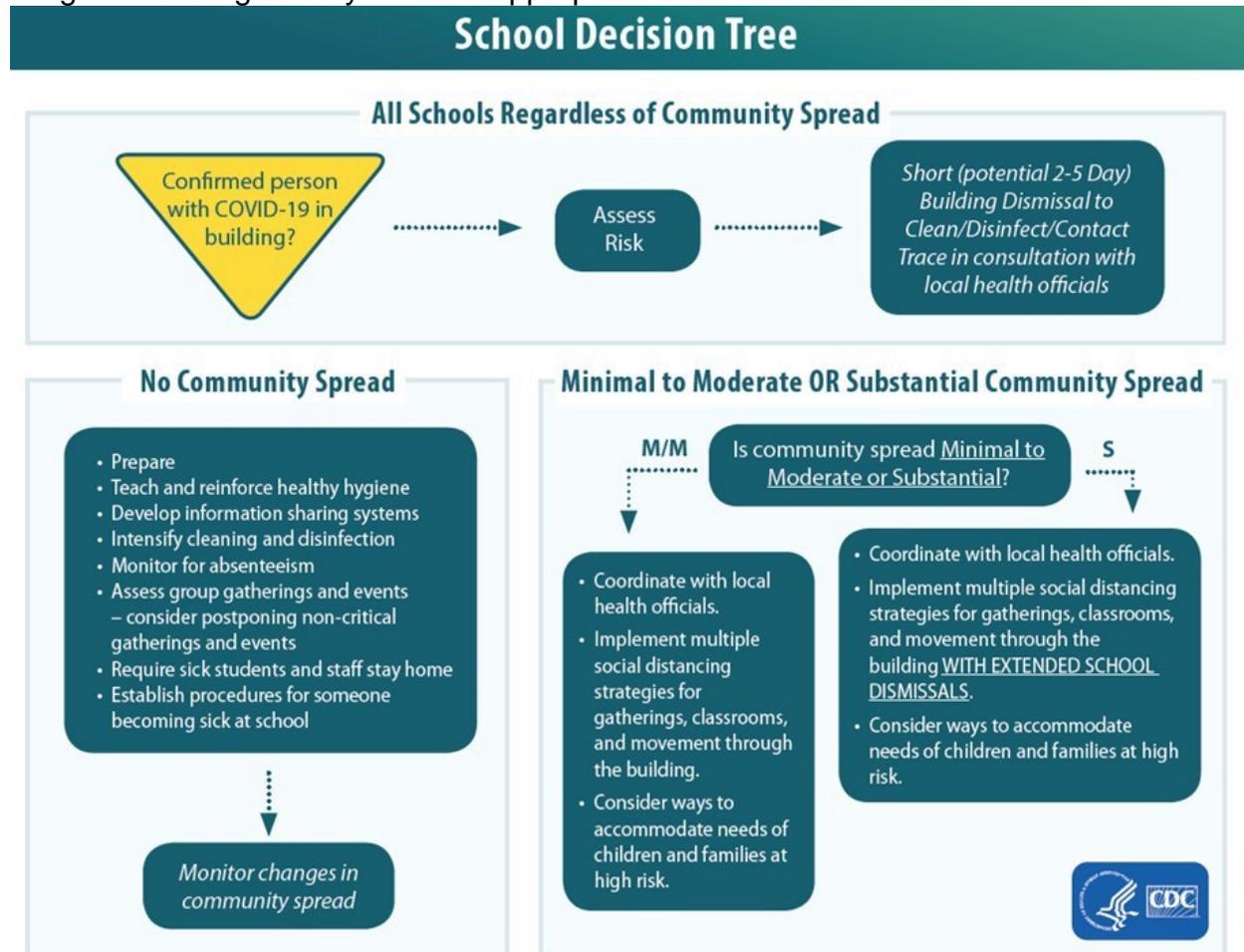
What is the role of the Club in responding to COVID-19?

BGCMCO working together with MCHD, have an important role in slowing the spread of diseases to help ensure members have safe and healthy learning environments. Clubs serve members, staff, and visitors from throughout the community. All of these people may have close contact in the Club setting, often sharing spaces, equipment, and supplies.

Information about COVID-19 in children is somewhat limited, but the information that is available suggests that children with confirmed COVID-19 generally had mild symptoms. However, a small percentage of children have been reported to have more severe illness. People who have serious chronic medical conditions are believed to be at higher risk. Despite lower risk of serious illness among most children, children with COVID-19-like symptoms should avoid contact with others who might be at higher risk, such as older adults and adults with serious chronic medical conditions.

How should the Club prepare for, and respond to, COVID-19?

BGCMCO will be prepared for COVID-19 outbreaks in our communities and for individual exposure events to occur in our facilities, regardless of the level of community transmission, for example a case associated with recent travel to an area with sustained COVID-19 transmission. The following decision tree can be used to help the Club (*although it states school it is for the Club as well*) determine which set of mitigation strategies may be most appropriate for the current situation.



When a confirmed case has entered our building, regardless of community transmission

BGCMCO may implement short-term closure procedures regardless of community spread **if an infected person has been in our building**. If this happens, CDC recommends the following procedures regardless of the level of community spread:

Coordinate with local health officials. Once learning of a COVID-19 case in someone who has been in the Club, the CEO immediately will notify local health officials. These officials will help the CEO and Board of Directors determine a course of action for their childcare program.

Dismiss Club Members and staff following the current Marshall County Health Department guidelines – currently it is 14 days of quarantine. This initial short-term dismissal allows time for the MCHD to gain a better understanding of the COVID-19 situation impacting the Club. This allows the local health officials to help the Club determine appropriate next steps, including whether an extended closure/dismissal duration is needed to stop or slow further spread of COVID-19.

- MCHD recommendations for the scope and duration of Club dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- BGCMCO will discourage staff, Club members and their families from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.

BGCMCO will communicate with staff, parents, and Club members.

BGCMCO will coordinate with local health officials to communicate closure decisions and the possible COVID-19 exposure.

- At the initial sign-up we asked parents to sign up with current contact information and we will be contact them directly through email.
- This communication to the Club's community should align with the communication plan and emergency operations plan.
- Plan to include messages to counter potential [stigma](#) and discrimination.
- In such a circumstance, it is critical to maintain confidentiality of the Club or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

Clean and disinfect thoroughly.

- We will close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff shall clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- For disinfection most common EPA-registered household disinfectants should be effective.
- A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the CDC's website. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Additionally, diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other

cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:

- 5 tablespoons (1/3rd cup) bleach per gallon of water or
- 4 teaspoons bleach per quart of water
- Additional information on cleaning and disinfection of community facilities can be found on [CDC's website](#).

Make decisions about extending the Club closure/dismissal. Temporarily dismissing childcare programs is a strategy to stop or slow the further spread of COVID-19 in communities.

- During Club closure (after cleaning and disinfection), Club programs may stay open for staff members (unless ill) while members stay home. Keeping facilities open: a) allows staff to develop and deliver virtual programming remotely, thus maintaining continuity of learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the Club should be made in collaboration with local health officials.

- The Board of Directors and CEO shall seek guidance from MCHD to determine when child(ren) and staff should return to Clubs and what additional steps are needed for the Club community. In addition, members and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from MCHD to determine when to return to the Club.

When there is no community transmission (preparedness phase): Our Community has experienced transmission and we have followed the procedures below and will do so in the case of another occurrence.

The most important thing to do now is **plan and prepare**. The CEO & staff shall reinforce healthy practices among our members and staff. As the global outbreak evolves, the Club shall prepare for the possibility of community-level outbreaks. The Club needs to **be ready** if

COVID-19 does appear in our communities. Here are some strategies:

- **Review, update, and implement emergency operations plans (EOPs).** This should be done in collaboration with [local health departments](#) and other relevant partners. Focus on the components, or annexes, of the plans that address infectious disease outbreaks.

- Ensure the plan includes strategies to reduce the spread of a wide variety of infectious diseases (e.g., seasonal influenza). This includes strategies for social distancing and Club closure/dismissal that may be used to stop or slow the spread of infectious disease. The plan will also include strategies for continuing virtual programs, meal programs, and other related services in the event of Club dismissal.
- Ensure the plan emphasizes everyday preventive actions for members and staff. For example, emphasize actions such as staying home when sick; appropriately covering coughs and sneezes; cleaning frequently touched surfaces; and washing hands often.
- CDC has workplace resources such as posters with messages for staff about [staying home when sick](#) and how to [avoid spreading germs at work](#).
- Other health and education professional organizations may also have helpful resources your childcare facility or Club can use or share. For example, the American Academy of Pediatrics provides information on [germ prevention strategies](#) and [reducing the spread of illness in childcare settings](#).
- Reference key resources while reviewing, updating, and implementing the EOP:
- Multiple federal agencies have developed resources on Club planning principles and a 6-step process for creating plans to build and continually foster safe and healthy Club communities *before, during, and after* possible emergencies. Key resources include [guidance on developing high-quality Club emergency operations plans](#), and a companion guide on the role of Club districts in developing high-quality Club emergency operations plans.
- The Readiness and Emergency Management for Clubs (REMS) Technical Assistance (TA) Center's [website](#) contains free resources, trainings, and TA to Clubs and their community partners, including many tools and resources on emergency planning and response to infectious disease outbreaks.

Develop information-sharing systems with partners.

- Information-sharing systems can be used for day-to-day reporting and disease surveillance efforts to detect and respond to an outbreak.
- Local health officials are a key partner in information sharing.

Teach and reinforce healthy hygiene practices.

- Staff are trained on healthy hygiene practices so they can teach these to members.
- BGCMCO will ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol. A checklist is in place in 1 hour increments that staff will initial.
- CDC offers several free handwashing resources that include [health promotion materials](#), information on [proper handwashing technique](#), and [tips for families to help children develop good handwashing habits](#).
- BGCMCO will ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.

BGCMCO will intensify cleaning and disinfection efforts.

- Routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops). Clean with the cleaners typically used. Use all cleaning products according to the directions on the label. For disinfection most common EPA- registered household disinfectants should be effective. A list of products that are EPA- approved for use against the virus that causes COVID-19 is available [here](#). Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

- Provide EPA- cleaning supplies to staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use.

- Ensure adequate supplies to support cleaning and disinfection practices.

BGCMCO will require sick Club members and staff and/or staff members who have sick children to stay home.

BGCMCO shall establish procedures for Club members and staff who are sick at Club.

- BGCMCO established procedures to ensure members, staff and staff members children who become sick at the Club or arrive at the Club sick are sent home as soon as possible.

- BGCMCO keeps sick members and staff, particularly those with symptoms of respiratory illness, separate from well members and staff until they can leave. A planned area has been established where these individuals can be isolated from well Club members and staff until they can leave the Club.

- Remember that the Clubs are not expected to screen members or staff to identify cases of COVID-19. If a community (or more specifically, the Club) has cases of COVID-19, MCHD will help identify those individuals and will follow up on next steps.

- BGCMCO will share resources with the community to help families understand when to keep children home. This guidance, not specific to COVID-19, from the American Academy of Pediatrics can be helpful for [families](#).

BGCMCO will create and test communications plans for use with parents/guardians of the Club.

- Email and Facebook announcements and other strategies for sharing information with staff, members, and their families has been established.

- The information will include information about steps being taken by the Club to prepare, and how additional information will be shared.

- BGCMCO will test communication capacity, and reiterate steps staff, Club members, and families can take to stay healthy and guidance that they should stay home if sick.

BGCMCO will review CDC's guidance for businesses and employers.

- Review this CDC [guidance](#) to identify any additional strategies the Club can use, given its role as an employer.

Club leadership can support our community by sharing resources with Club members (if resources are age-appropriate), their families, and staff. BGCMCO will coordinate with local health officials to determine what type of information might be best to share with the Club community including but not limited to the following fact sheets and information sources:

- Information about COVID-19 available through [state](#) and [local](#) health departments
- General CDC fact sheets to help staff and members' families understand COVID-19 and the steps they can take to protect themselves will be available at the front desk: The Club may need to postpone or cancel trips that could expose members and staff to potential community spread of COVID-19.

When there is minimal to moderate community transmission.

If local health officials report that there are multiple cases of COVID-19 in the community, the Club may need to implement additional strategies in response to prevent spread in the Club, but we will continue using the strategies we implemented when there was no community transmission. These additional strategies include:

- **Coordinate with local health officials (MCHD & OSF OFFICIALS).** This is the first step in making decisions about responses to the presence of COVID-19 in the community. Health officials can help the Club determine which set of strategies might be most appropriate for their specific community's situation.
- **BGCMCO will implement multiple social distancing strategies.** We will select strategies based on feasibility given the unique space and needs of the Club. Not all strategies will be feasible for all Clubs. **For example**, limiting program area movement options can be particularly challenging. At this time, the youth will not move from room to room and will alternate mealtimes, once they are in one room, they will remain in that room the whole day except for meals and handwashing times. We are thinking creatively about all opportunities to increase the physical space between members, we put a large X throughout the gym that is where they can sit at or play per person, the building also has X's to show at the meal times where they can sit.

BGCMCO will consider ways to accommodate the needs of children and families at [risk](#) for serious illness from COVID-19.

We will consider if and how to honor requests of parents who may have concerns about their children attending the Club due to underlying medical conditions of their children or others in their home.

We will provide additional information about social distancing, including information on its use for other viral illnesses, which is available through the CDC publication.



**BOYS & GIRLS CLUBS
OF MARSHALL COUNTY**

COVID-19 Program Framework for Club Programming

The Boys & Girls Clubs of Marshall County (BGCMCO) has developed a Club framework to resume crucial childcare support for parents and guardians returning to work and to prevent the spread of COVID-19. As a leading school age childcare provider, we feel it is our duty to provide this service in our community. We have been working closely with medical professionals and our local health department, in addition to following CDC guidelines, as we prepared and trained staff to care for your child(ren).

Child safety is the #1 priority. Under no circumstances shall any of our membership requirements and best practices be compromised. Child safety is non-negotiable, regardless of any relaxed legal requirements or liability exemptions. In servicing this population there are some inherent risk factors of which you should be aware. Priority shall be given to children of first responders, medical professionals and other professionals whose work is essential for the general community to stay healthy and safe. Please understand while in our care, your child will be interacting [although under precaution] with children of essential workers who may be working closely in the fight against COVID-19. The CDC identifies healthcare professionals as a group at greatest risk for infection, thus we hope you understand our cautious approach to providing care.

The following prevention strategies and policies are based on guidance provided by Indiana Family and Social Services Administration, CDC, and the Boys & Girls Clubs of America.

- I. Health Screen of Staff and Participants
- II. Increased Member and Staff Healthy Hand Hygiene Practices
- III. Social Distancing in Programming
- IV. Facility Cleaning
- V. Response to Detection of COVID-19 Symptoms
- VI. Parent/Guardian Policies & Procedures
- VII. Staff Training

I. Health Screening of Staff and Participants

A. It is recommended that employees who are over the age of 60 and/or have underlying health conditions such as diabetes, lung disease or are medically fragile should stay home and should not be providing care.

B. Health Screens will be performed before entrance to the Club facility. Staff will be trained to complete a health screen for employees and participants each day to the extent allowed by law.

1. Temperatures will be taken in the front vestibule and entry will be denied into the site if anyone has a temperature of 99.4 °F or above. If the registered temperature is between 98.5 and 99.4, that person will be rescreened every 2 hours.

2. Children and staff will be rescreened for temperature and symptoms again before lunch.

C. BGCMCO employees will ask members and parents the following questions prior to allowing them into programming. If the answer is “yes” to any of these questions, entry into the building will be denied.

1. Have you had any known direct exposure (excluding healthcare worker related) to a confirmed case of COVID-19?

a. If a child or staff member has had direct contact with someone with a confirmed case of COVID-19, they must self-quarantine for 14 days and call their health care provider.

2. Do you or anyone in your family have any symptoms of a respiratory infection (e.g., cough, sore throat, fever or shortness of breath)?

3. Children and staff will be daily asked, “Do you have a new cough, shortness of breath, fever, chills, muscle pains, headache, sore throat, diarrhea, nausea, or new loss of taste or smell within the past 14 days?”

4. Parent/Guardians will be asked, “Has your child taken any fever-reducing medication in the last four hours?”

5. Staff will ask for a reason. If reason is non-fever related (headache, injury, etc.), youth may still enter the program and will be re-screened per protocol.

6. Do you have your water bottle and lunch/snacks?

D. Staff on-site but not working directly with youth (administrative or support staff) should self-screen upon entry to the Club and after four hours of on-site work.

II.Increased Member and Staff Hygiene

A. Staff and members will be trained on handwashing, cleaning high-touch surfaces, and cough etiquette.

B. Staff and members will wash hands upon arrival, before and after eating, before and after any outdoor play time, after each visit to the bathroom, and at the end of the day.

C. Every employee and child will wash their hands at least every 45 minutes every day.

D. Every staff and member will be provided facemasks upon request.

III.Proper Use of Personal Protective Equipment (PPE)

A. Facemasks

1. All Members and staff have the option of wearing a mask or face shield provided by the Club, but they are not required.
2. Staff or members may bring their own face mask.
- B. Disposable gloves must be worn during health screenings and cleaning procedures performed during the program. As no-touch thermometers are in use, gloves do not need to be changed between members.
- C. Face shields or masks will be worn during health screens and food service.
- D. Reusable gloves can be used for end-of-day cleaning but should be disinfected between rooms and tasks.

IV. Social Distancing in Programming

- A. Children will be placed in groups of 15 except for the gym where there may be 2 groups of 15.
- B. Each child will be assigned a group with one employee and one floating support staff. Groups will rotate throughout the club during the day. Program space will allow social distancing of 6 feet between individuals. Each group will be offered bathroom breaks individually and proper handwashing and sanitizing will follow each use.
 1. All program rooms, including the gym and baseball diamond outside, will be disinfected and cleaned between each group.
 - C. Employees, students, and their families will maintain CDC recommended safe distance (at least 6 feet) from each other in the club. Educate employees, children, and their families and explain why this is important for Staff to:
 1. Monitor arrival and/or dismissal times. These approaches can limit the amount of close contact between students in high-traffic situations and times.
 2. Develop schedules for each group that will be used to serve children.
 3. Plan activities that encourage individual activities in a group setting with adequate distancing, and staff will utilize open air program spaces as much as possible - outdoor spaces, open windows and doors, etc.
 4. Increase the space between desks. Student desks will be arranged to maximize the space between students, with desks facing in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
 - D. Behavior and physical injuries will be taken care of in the group-assigned space. The only time a member should leave that group should be if they are symptomatic or if they are going home.
 1. Each Club will have a designated space for children or staff with COVID-19 symptoms. This space will be able to be monitored from a distance or through video-surveillance.
 2. Each Club will have a designated space for children for behavior issues or non-COVID-19 related serious injuries/illness.
- E. No nonessential visitors will be permitted in the building.
- F. Staff on-site but not working directly with youth (administrative or support staff) will be assigned a work area. If a staff needs to move around the Club, frequent handwashing

and sanitizing is required. These staff should not enter group rooms with youth unless they are the designated support for that group.

V. Facility Cleaning

A. Cleaning Procedures (for all staff) per CDC guidance

1. Wear reusable or disposable gloves for routine cleaning and disinfection.
2. Clean surfaces using a multi surface disinfectant.
3. Staff will clean and disinfect their program area during each transition of groups.
4. Practice routine cleaning of frequently touched surfaces. High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

B. Daily group staff responsibility is to frequently disinfect areas used by the youth and staff, focusing especially on frequently touched surfaces each time a group leaves or moves from a room. Cleaning logs have been developed for staff to sign-off that they have completed cleaning/disinfecting during the designated time.

C. At the end of each day, all designated BGCMCO employees will clean and disinfect the facilities and equipment. A cleaning checklist has been developed that these employees must sign-off on each day.

1. It is the responsibility of the Facility Director to ensure adequate supplies on hand including soap, paper towels, toilet paper, and approved cleaning and disinfecting agents.

VI. Response to detection of COVID-19 symptoms

A. Each Club will have a designated space for employees or children who appear to become ill while at the site. Anyone who develops respiratory illness symptoms will be isolated in a room separate from others.

B. If children or staff become sick with flu-like symptoms (cough, shortness of breath, fever, chills, muscle pains, headache, sore throat, diarrhea, nausea, etc.) while at the Club:

1. The child or staff will be isolated in a designated room and allowed to rest until they are picked up. A designated staff will be assigned to supervise children from a distance or video-surveillance while they wait will practice social distancing and use PPE (personal protective equipment, ie. mask, gloves).

2. Parents/guardians will be called to pick up the child immediately and directed to call their health care provider to discuss the child's symptoms and possible need for evaluation.

3. The symptomatic child or staff member will be directed to self-isolate if they are tested for COVID-19 and awaiting results.

- a. Any employee or child who displays symptoms, must receive care from their primary care doctor or IU's Virtual Visit platform to assess their eligibility to continue working or being served.

- b. Advise the children or employees to remain at home and contact their

medical professional immediately. If they have severe symptoms (e.g., shortness of breath), direct them to the nearest emergency room for medical treatment and testing.

c. Instruct the parents/guardians or employees to notify the receiving medical provider or facility of a potential concern for COVID-19 so these professionals can take proper precautions to prevent the spread of the disease. This should be done in advance of arriving at the medical facility or being picked up by the medical transport (e.g., ambulance)

4. Children or staff who have had contact with or reside with a family member with a pending COVID-19 test should stay home until negative results are confirmed. If they are showing signs of illness, the child or staff member should self-isolate.

5. If there is a confirmed positive case of COVID-19 among children or staff at the Club:

a. The Club will close immediately and the BGCMCO will await direction for reopening from the Marshall County Health Department. The facility will be thoroughly cleaned and disinfected.

b. All parents/guardians will be notified of the positive test for COVID-19 and the need for closure of the facility and what symptoms to watch for in their children.

c. The Marshall County Health Department be notified and will investigate all contacts. Club staff will provide names of members exposed for contact tracing.

6. See COVID-19 Club Closure Considerations, located at end of document, for additional conditions.

VII. Parent/Guardian Policies and Procedures

A. Parent & Guardian Orientation

1. All parents must come to the building for an orientation with club staff while signing up their child BEFORE their child attends the summer or after school program.

2. Parents may request a meeting with a director for individual questions or concerns.

B. Drop-Off Procedures

1. Parents/guardians will enter the front vestibule with their child(ren) upon arrival to have their child receive health screening and permission for the child to enter the Club.

2. This will vary per Club. Specific procedures may be found on each Club's individual registration.

3. Parents/guardians should delay a member's entrance if they see another member receiving a health screening. Social distance markings are labeled on the front entrance walkway.

4. Staff will record the child's temperature.

5. Once screened, youth will be directed to where they wash their hands following the CDC protocol and sent to their designated program area.

C. Pick-Up Procedures

1. Authorized Pick-Ups should park near the designated entrance to help with verification and safety for the release of your child. Parents will enter the building following social distancing guidelines (6 feet from other parents or club members).

2. Staff will monitor departures until they are in the vehicle.

D. Meals

1. Members can bring a sack lunch or lunch will be provided by the club. Children will be asked at drop-off if they have a lunch or need one from the Club.
2. Food items should not require refrigeration or need heating up. All of these measures will help cut down on cross-contamination.
3. All members and Staff are highly encouraged to bring a refillable water bottle with their name on it.

VIII. Staff Training

The on-site administrative BGCMCO staff has provided training to all BGCMCO employees. Groups will start with current BGCMCO employees who have already received youth development and child safety onboarding and on-going training. OSHA requires all workers to be trained with up-to-date information about the sources of exposure to the virus, the hazards associated with that exposure, and appropriate workplace protocols in place to reduce the likelihood of exposure. Training should also include information about how to isolate individuals with a positive or presumptive positive case of COVID-19.