



**BOYS & GIRLS CLUB**  
OF SOUHEGAN VALLEY

# **COVID-19 RESPONSE PLAN**

## **Fall Care 20-21**

August 20, 2020

## Our plan

It is with the greatest care that we are opening our Club to our members and staff with safety as our top priority. In keeping with our mission, to provide a safe and positive place for our members and in accordance with the NH department of Health and Human Services, and recommendations from the CDC. We recognize the hardship placed on our working parents and have adapted our program for as long as schools use the hybrid/remote models.

### **Program Model**

The Club will shift its program model from our traditional BGC programming to focus on childcare in an effort to support the current needs for social distancing and safety.

During childcare:

- Members will be in groups by grade with no more than 20 per group pod in accordance to the state recommendations.
- Except for outdoor breaks or rotations through the gymnasium, member groups and assigned staff will remain in their designated space for the duration of the program and will experience enrichment and wellness curriculum daily.
- **The Club will operate Monday through Friday from 7:00 am-6:00pm.**

### **Academic Expectations**

We will provide the opportunity for each child to complete their remote learning expectations while in our program. However, we cannot guarantee that this will get done for each child due to our inability to provide one on one tutoring. We will do our best to provide academic support, but there may still be work to be completed at home each night.

### **Social Emotional Support**

We understand that during this transition, the levels of anxiety and stress among our members may be higher than usual, and the Club is prepared to offer the expertise of our prevention services staff to provide programming to our members while they are here. The staff are equipped to respond appropriately should there be any indication of emotional stress.

### **Program Capacity and Space Breakdown**

In order to align with the health and safety best practices provided by the Center for Disease Control and Prevention (CDC), the Club will reduce its capacity and limit all

program spaces to no more than 20 people per program pod.

### **BGCSV Rotational Recreation Program Space**

Program Areas that Serve as Planned Space for Other Recreation:

1. Gym
2. Keyes Field
3. Front Yard
4. BGCSV Playground
5. Front parking lot
6. Back parking lot
7. Gym Entrance parking lot
8. Theater (Rain Day use as needed)
9. Dance Room

### **Safety Protocol & Expanded Measures**

#### **Staffing**

As part of enhanced safety and health protocols, the Club will staff the building with one Site Director to oversee the drop-off process and address any issues that arise. All staff will undergo extensive training of enhanced safety protocols, observation, and sign-off from senior leadership. Additionally we will also be designating staff for cleaning each day.

#### **Parent Expectations**

1. 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 possible community exposure to COVID19. If a child exhibits any symptoms of fever, runny nose, coughing, or shortness of breath, parents are asked to keep them home for 10 days and until their symptoms have subsided for **72 hours** without the assistance of medication.
2. The Club staff will administer a daily temperature check on each child upon arrival.
3. Parents/Guardians are expected to pick up their child promptly at the end of each day or when their child is sick in order to keep their child enrolled in the program. If Parents/Guardians do not follow these policies, their child/children will be removed from the program.

## Member Expectations

1. Members are **REQUIRED** to wear masks/face coverings on all bus transportation and while attending the Club and will be allowed mask breaks.
2. 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.
3. Members must be able to participate in programs at their designated workspace and follow instructions of Club staff in order to ensure their safety.
4. 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:

1. Wash Hands:
  - i. Upon entry into building
  - ii. After using the restroom/sneezing or coughing
  - iii. Before/After eating
  - iv. After outdoor play
  - v. After each activity period
2. Not be within six feet of or make any contact with another person
3. Avoid touching their face
4. Cough & sneeze into a tissue or inside of elbow
5. Stay home if they are sick or know they will not pass wellness screening

## Personal Items

Staff and members are asked not to bring in any personal items. Members are required to bring their own lunches (**Nothing that requires heating up**) plus several snack items. In addition, please make sure to pack water and/or a juice box. Members will be assigned a locker to store their items in a safe location away from other members' items.

Members **may** bring the following items daily:

- Backpacks
- Electronic devices needed for completion of school work **ONLY**
  - **CLUB IS NOT RESPONSIBLE FOR LOST, DAMANGED OR STOLEN ITEMS**
- Lunch Box with snack and lunch items (**no heat up lunches**)
- Disposable water bottles or juice boxes – Enough for the day.

Members **May Not** bring in any of the following items:

- Stuffed animals
- Any toys from home
- Blankets

Members will be supplied the following items - these items will remain at the Club and will be packaged separately for each member's use

- Crayons
- Sidewalk chalk
- Markers
- Legos
- Cards
- Paper
- Coloring books
- Other activity supplies

### **Safe Space**

1. Children shall not change from one group to another. Members are divided into groups and will remain in the same group.
2. Each group shall be in a separate room. Groups shall not mix with each other.
3. Group size will be no more than 20 people per space.
4. As groups rotate from one space to another, the room & equipment will be sanitized prior to having another group in that area.
5. Tables will be positioned to accommodate six feet of separation between every person.
6. Only items that can be sanitized/cleaned daily are authorized to be used as part of the program (wood, plastic, metal, etc.). Items that cannot be washed or sanitized daily at the facility will be prohibited (stuffed animals, plush toys, etc.).

## **Program Delivery**

All members will receive a **Club Safety Briefing** at the start of their day and after lunch to remind them of the importance of social distancing and maintaining good hygiene practices. Staff will receive additional training around fostering a safe Club environment and are encouraged to clarify expectations and institute best practices for behavior management in the event an issue arises.

## **Restrooms**

Members and staff are asked to only use restrooms dedicated for their use. The BGCSV facility is equipped with an adult restroom that will be used by staff. Kids' restrooms may only be used by Club members. Groups will be assigned a designated restroom to help control cross grouping. 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**

Parents will use the SVBGC portal to add the service. We will be requiring a preapproval process as space is limited. The monthly charge will automatically be pulled from parent's credit via the portal service. Families who receive scholarship support their scholarship will be applied and they will need to pay for their remaining portion prior to member arriving to the current month.

## **Drop-Off Procedures (AM drop off)**

1. Parents will park and wait for a staff member to come to the car for temperature screening.
2. **Parents will not be allowed to enter the building at any time.**
3. Children arriving to the Club from school will receive a temperature screening prior to entering the building.

## **Temperature Check**

- a. Staff will wear a mask, and take forehead temperature of the member twice.
  - If the member's temperature reading is lower than 100.4°F – Member may enter the building and proceed to the handwashing station.
  - If the member's temperature is 100.4°F or higher – Member must be sent home for at least 10 days and 72 hours symptom free without the assistance of medicine.

## **Protocol Surrounding Health Concerns**

If member exhibit signs of illness or experiences any symptoms during program hours, staff will implement the following protocol:

1. Club staff will contact Site Director and inform of situation.
2. Site Director and one support staff will retrieve member for visual assessment in pre-designated quarantine room.
  - a. Staff takes member to the quarantine room and members will stay in this room until pick up.
  - b. Staff will take temperature (medical gloves and masks must be worn).
  - c. First Aid may be administered as needed (medical gloves and masks must be worn).
3. Site Director calls parent and requests that the member be picked up within an hour or as soon as possible. Parents/Guardians must call 603-672-1002 upon arrival to minimize exposure to other members and staff. Staff will bring child outside.
4. Site Director to document detailed account of incident, persons present, symptoms, steps taken, and outcome to include at the end of day summary.

## **Parent Pick-Up Procedures**

1. **Parents will park in the front/main parking area, call in to 603-672-1002 x10 children will walk to cars. (parents are not allowed in the building)**
2. Club kids are called via walkie talkies to meet parents outside.
3. Staff to note that the member has been picked up and departure time

## **Staff Closing Procedures**

1. Facilities Maintenance (after last member leaves the program space) All Closing staff will be required to:
  - a. Disinfect all tabletops, chairs, devices, and equipment used during the program, including reception.
  - b. Remove all trash/debris off the floor.
  - c. Take the trash out to the dumpster.
  - d. Disinfect all door handles (interior and exterior)
  - e. Wipe down switch plates and turn off all lights.

## **Confirmed COVID-19 Case Procedure**

1. If a child or staff member in a group tests positive for COVID-19, there is a minimum 14 day quarantine of **all members and staff associated within that specific group.**
  - a. The designated room that the group has been using will be shut down and thoroughly cleaned.

- b. Children or staff with new unexplained symptoms should be sent home. The individual can be allowed to return if COVID testing is negative or if they meet the other conditions outlined in the public health guidelines.
- c. The individual who tested positive cannot return to the Club until they have received 2 confirmed negative tests, 24 hours apart.
- d. However, asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the travel-related risk factors should self-quarantine for 14 days. Be sure to review the Public Health Guidelines on the travel-related risk factors (see included memo). It is important to make parents aware of these guidelines before they opt to take a vacation.
- e. Individuals with travel related exposure cannot “test” out of self-quarantine, because it can takes up to 14 days for the virus to be present.