



COVID-19 RESPONSE PLAN FALL

Protocol Updated 10/14/2020

Introduction to Policies and Procedures

While the coronavirus has posed challenges for the Movement, our Club has responded creatively and found ways to meet the needs of those who depend on us most while also identifying opportunities during this crisis. The pandemic has forced many to reimagine their business model, create various forward-thinking scenarios, and focus on continuity strategies. Increased communication with staff, trustees and key stakeholders has resulted in improved engagement. All organizations, to safeguard their members, staff, volunteers and community partners, have had to enhance their safety protocols and related training to reflect quickly evolving standards. Youth Development Professionals, stretched beyond their traditional roles, now provide grab-and-go meals, ongoing wellness checks to Club members and their families and wraparound services to bridge the gaps amid growing social service needs. They have risen to the occasion, rolling up their sleeves to do whatever it takes to be responsive and relevant while helping their communities recover during these difficult times. Organizations are adapting their resource development, marketing and government-relation strategies. They are relying less on fundraising events and focusing more on individual giving, donor cultivation and proposal writing to foundations and public funders. In addition, we have all become much more technologically savvy and virtually attuned to our new reality. All organizations report that digital engagement and distance learning will become a regular strategy, not just a stop-gap method for providing programming during the pandemic.

For our organization, how we respond this summer will be one of the most important decisions we will make to 1) keep youth, families and staff safe and supported; 2) strengthen our organization’s infrastructure; 3) maintain our relevancy in our community; and 4) position our organization into the future to be the youth development provider of choice for your families, funders and community partners.

This Policy & Procedure guide is designed to provide practical recommendations, and highlight multiple resources so that your team (leadership team, trustees and key partners) are making the most informed decisions, with the most up-to-date tools to develop appropriate plans to ensure that all your members have a safe, fun, high-quality and memorable school year.

Program Capacity, Space Breakdown and Hours of Operation

In order to align with the health and safety best practices provided by the Center for Disease Control and Prevention (CDC) and the Commonwealth of Massachusetts, the Club will reduce its capacity for each section of building and limit all indoor program spaces to 100-120 members.

Hours of Operation:

	Monday	Tuesday	Wednesday	Thursday	Friday	Friday Night	Saturday	Saturday Night
Hours	11am-6pm	11am-6pm	11am-6pm	11am-6pm	11am-6pm	7-10pm	10am-3pm	7-10pm
Grades	1st-5th	1st-5th	1st-5th	1st-5th	1st-5th	6 th -8 th Tween Night	Outside Athletics Only	High School

Safety Protocol & Expanded Measures Staffing:

As part of enhanced safety and health protocols, the Club will have Front Desk Staff to oversee the drop-off process and address any issues that arise, one senior employee per group to run programs, and support staff to ensure cleanliness throughout and provide additional 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 mentors, all staff must wear NBGC clothing, identifying name badges and face mask/covering. 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 at least 5 days without the assistance of medication.

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 a program at their designated workspace and follow instructions from our employees 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.

Parents & Members will follow these additional guidelines:

When possible and at the discretion of the parent or guardian of the child, programs should encourage ***the wearing of masks or cloth face coverings for children age 2 and older who can safely and appropriately wear, remove, and handle masks.*** Additional guidance on use of face coverings and masks by children is as follows:

- When children can be safely kept at least 6 feet away from others outside, then they do not need to be encouraged to wear a mask.
- Masks must be worn when inside the facility at all times.
- Masks must not be worn while children are eating/drinking, sleeping, and napping.
- Strict and consistent physical distancing must be practiced at all times during these activities. Masks do not need to be worn while engaging in active outdoor play, if children are able to keep physical distance from others.
- Parents/Guardians or any other visitors are not permitted inside facility unless for an emergency.

Families should provide their children with a sufficient supply of clean masks and face coverings for their child to allow replacing the covering as needed. These families must have a plan for routine cleaning of masks and face coverings, clearly mark masks with child's name and room number, if applicable, and clearly distinguish which side of the covering should be worn facing outwards so they are worn properly each day. If families are unable to provide masks, NBGC will provide a temporary mask for that day. Masks and face coverings must be routinely washed (at least daily and any time the mask is used or becomes soiled) depending on the frequency of use.

When possible, masks must be washed in a washing machine in hot water and dried fully before using again. If a washing machine is unavailable, masks must be washed with soap and hot water and allowed to dry fully before using again.

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:
 - a. Upon entry and exit of building and program areas
 - b. After using the restroom
 - c. Before/After eating
 - d. After Outdoor Play
 - e. Before/After any health assessment or screening of any staff or member
 - f. Before handling food
2. After using shared equipment like toys, computers, athletic equipment
3. Not be within six feet of or make any contact with another person
4. Not touch their face
5. Cough & sneeze into a tissue or inside of elbow
6. 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 will be sanitized upon entry into the building.
- Members will have designated lockers with their name on them for the duration of Quarter. All items, including lunches should be kept there.

Canteen/Lunch and Food Safety:

- Snacks and meals should be brought from home, be pre-packaged, or be ready to serve in individual portions. No family style or self-service. Parents should only drop off lunches if unforeseen circumstances require them to do so.
- Cold lunches only, staff will not be able to heat food.
- **Snack Shack will not be open this Fall.** All food needs to be provided by parent/guardian.
- We have multiple bottle refill stations located throughout Club for members
- Programs must adequately social distance during meals and add extra meal shifts if necessary.
- Tables, chairs, and trays used for meals need to be cleaned and sanitized before and after use.
- Food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products must be washed, rinsed, and sanitized before each use with a sanitizer approved for food contact surfaces.

Safe Learning Space

- A. Children will be in the same "pod" as much as possible.
- B. Staff shall remain with one group of children throughout the course of the day, as much as possible.
- C. If children rotate from one space to another, the room & equipment will need to be sanitized prior to having another group.
- D. Tables should be positioned to accommodate six feet of separation between every person.
- E. Only items that can be sanitized/cleaned daily are authorized to be used as part of program (wood, plastic, metal, etc.). Items that cannot be washed or sanitized daily at
- F. the facility will be prohibited (stuffed animals, plush toys, couches, 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 learning

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. Every facility is equipped with an adult restroom that should only be used by staff. Kids' restrooms may only be used by Club members. Anyone who uses the restrooms must wash their hands for at least 20 seconds with soap and water prior to exiting the restroom. We will limit the number of members in the restroom at one time as best as we can.

Onboarding

We will not offer parent/guardian meeting prior to attendance.

Opening Procedures

1. Staff Wellness Screening:

Verbal Questionnaire

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

- a) Have you had fever, cough, sore throat, shortness of breath, vomiting, diarrhea, or a rash in the last 5 days?
- b) Have you been exposed to someone who has been diagnosed with the COVID-19?
- c) Have you traveled internationally in the last two weeks?
- d) Did you make any stops on the way to work?

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 four questions.

Temperature Check

Once the staff passes the verbal questionnaire, the CO should wear face mask, gloves and use the no touch thermometer on staff member twice. CO to note verbal screening acknowledgment and record both temperature readings on intake for.

- An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing symptoms of the virus will be sent home. The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms. An employee sent home can return to work when:
 - He or she has had no fever for at least 24 hours without taking medication to reduce fever during that time; AND
 - Any respiratory symptoms (cough and shortness of breath) have improved; AND
 - At least ten (10) days have passed since the symptoms began. An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing. An employee who experiences fever and/or respiratory symptoms while home should not report to work. Instead, the employee should contact his or her immediate supervisor for further direction.

Drop-Off, **11:00am-2:00pm**: Drive-Up Only

Club representative will administer a daily temperature check on their child prior to admission into the program.

Member Wellness Screening – Performed by Support Staff

Before members arrive, support staff should position themselves at drop-off, ready to administer verbal health questionnaire and take temperatures upon member arrival.

2. Verbal Questionnaire

Parents are required to answer these questions daily prior to member leaving the car:

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

If the parent answers **yes** to any of these questions, the child will not be admitted into the program and will be asked to return when they are able to answer **no**. Once a member passes the verbal screening, the child may exit their vehicle for the temperature check.

3. Temperature Check

A member who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing symptoms of the virus will be sent home. The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms. A member sent home can return to Club when:

- He or she has had no fever for at least 24 hours without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; AND
- At least ten (10) days have passed since the symptoms began. A member may return to Club earlier if a doctor confirms the cause of a member's fever or other symptoms is not COVID-19 and releases the member to return to school and Club in writing.

Protocol Surrounding Health Concerns

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

1. Staff will report to a Director and inform of situation
2. Director and one support staff to retrieve member for visual assessment in pre-designated quarantine room- Program office
 - a. Staff may take temperature as needed (medical gloves must be worn)
 - b. First Aid may be administered as needed (medical gloves must be worn)
3. Director calls parent and requests that the member be picked up as soon as possible
4. Director to document detailed account of incident, persons present, symptoms, steps taken, and outcome to include in end of day summary
5. ****If your child leaves the state of Massachusetts and enters a red zone state for any period, the child must quarantine for 14 days before reentering the Club or present a negative COVID test to the Executive Director of the Nantucket Boys & Girls Club. ****
6. If your child has been sent home from the Club early because he/she isn't feeling well or is exhibiting COVID symptoms, please follow the below guidelines
 - a. If a student isn't feeling well or is dismissed home with ill symptoms, they must be seen by a doctor or get tested for COVID. If COVID test is negative and/or the doctor can come up with another diagnosis to explain symptoms (i.e. allergies, strep throat etc.), they can return to school with that documentation.
 - b. If a student isn't feeling well or is dismissed home and refuses to test or be seen by their doctor for a note, they are then required to quarantine for 14 days.
 - c. If a student tests positive, they have to quarantine for 10 days after positive test regardless of symptom development
 - d. a student is identified as a close contact by NCH/DPH contact tracing or knows they came in close contact with a lab positive case, they then quarantine for 14 days regardless of symptoms or their own test results.

Parent Pick-Up Procedures

- A. Parents drive up to car line in designated pick-up times
 - 1st Grade- 5:40pm
 - 2nd Grade- 5:50pm
 - 3rd – 5th Grade 6:00pmMultiple siblings attending please use earliest pick-up time
- B. Staff to note that member has been picked up and departure time

****Parents/Guardians will not be permitted into building during Summer Camp unless for emergencies***

Staff Closing Procedures

- A. Facilities Maintenance (after last member leaves the program space)
 - a. Disinfect all tabletops, devices, and equipment used during program, including office spaces, the conference room, and reception
 - b. Remove all trash/debris off the floor
 - c. Disinfect all door handles (interior and exterior)
 - d. Wipe down switch plates and turn off all lights
- B. End of Day Summary
 - a. Director to inform Director of Ops at the end of each day:
 - 1. Number of members served
 - 2. Number of members (if any) sent home through wellness screening
- C. Staff Departure
 - a. Staff to clock out at designated area. Hand sanitizer must be used before and after clocking out.
 - b. Director to ensure all exterior and interior doors are closed and locked, arm facility, and exit the building.
 - c. All staff are instructed to wash clothes and disinfect upon getting home.

Contracted Cleaning Company Procedures

Pioneer Cleaning has put into place significant measures to ensure that our customers and employees stay safe. These measures include the following:

- Vehicles are disinfected at the beginning of each day, with only 2 people, masked, to a car.
- Masks, gloves and shoe booties are put on when entering each job.
- When the job is complete, just outside the door, gloves, and booties are discarded. As the cleaning crew leave, they will also be wiping down the doorknobs.
- Vacuums, mops, buckets, etc. are sprayed and wiped with medical grade disinfectant before placing in car.
- Car door handles are sprayed and wiped with medical grade disinfectant as well as frequently touched surfaces.
- Hands are then disinfected, and they will proceed to the next job and repeat the procedure.

Supplies and Equipment

Facilities/Cleaning Supplies

- Antibacterial wipes
- Microfiber cloths
- Hands-free Sanitizer
- Sanitizer Pumps
- Electrostatic backpack sprayer
- Surface Cleaning Spray for wood/painted Surfaces
- Alcohol Based Solvents for technology/equipment
- Paper Towels
- Toilet Paper
- Brooms/Dust Pans
- Mops/Steamers
- Portable hand wash stations for outside
- Outside water bottle fill station

Health/Medical Supplies

- Temporal/infrared thermometers
- Alcohol wipes for thermometers
- Hydrogen Peroxide
- Exam gloves
- Face masks
- Hair ties
- Band-Aids
- Neosporin

Staff Training Overview

- I. Objectives
 - a. Ensure the safety of our members and their families at our Club facilities
 - b. Ensure the safety of staff during program
 - c. Provide staff with the tools to administer quality programming under new safety protocols

- II. Overview

Staff will undergo extensive training around new processes and procedures. Staff will go through virtual and in-person trainings. Directors will oversee a “run-of-show” to assess the readiness of each site prior to clearing for relaunch.

- A) Virtual Training

- Overview of new Club plan and protocols
- Guidelines for staff health and safety upon arrival to Club
- General health guidelines for staff safety off the clock
- Uniform requirements
- Safety scenarios
- Staff Q&A

- B) On-Person Training

- Review of health screening

- Overview of facilities maintenance
- Overview of programming
- Practice-run for each function
 - Staff entering building at start of shift
 - Prepping program area
 - Brief programming/activity practice
 - Cleaning program area
 - Drop-off process
 - Pick-up process
 - Closing program area
- Formal run-through with senior leadership

Communication Stakeholder

- A. Staff
- B. Parents
 - a. All will need to get the Remind app and be a part of the Fall session. We will correspond with parents/guardians using this system.
- C. Key Community Partners
 - a. Local Government
 - b. County Government
 - c. School Districts
 - d. Non-Profits
 - e. Community Funds/Donors
 - f. Boys & Girls Clubs of America



General Guidance for COVID-19 Exposure

REMINDER: All COVID-19 exposure policies should be reviewed and approved by legal counsel and the board of directors. Any decision to operate within the CDC's definition of critical infrastructure workers should be made in conjunction with legal counsel, the board of directors, your insurance carrier, and, if applicable, any governmental entity or agency with whom you are partnering to provide these services.

Exposure FAQ

An employee of ours has tested positive for COVID-19. What should we do?

The infected employee should be sent home until released by their medical provider or local health provider. You should send home all employees who worked closely with that employee to ensure the infection does not spread. Before the infected employee departs, ask them to identify all individuals who worked in close proximity (within six feet) for a prolonged period of time (more than a few minutes) with them in the previous 14 days to ensure you have a full list of those who should be sent home. When sending the employees home, do not identify by name the infected employee or you could risk a violation of confidentiality laws. If you work in a shared office building or area, you should inform building management so they can take whatever precautions they deem

necessary. The CDC provides that the employees who worked closely to the infected worker "should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath)."

How long should the employees who worked near the employee stay at home?

Those employees should first consult and follow the advice of their healthcare providers or public health department regarding the length of time to stay at home. If those resources are not available, the employee should at least remain at home for three days without a fever (achieved without medication) if they don't develop any other symptoms. If they develop symptoms, they should remain home for at least seven days from the initial onset of the symptoms, three days without a fever (achieved without medication), and improvement in respiratory symptoms (e.g., cough, shortness of breath).

Critical Infrastructure Workers

The CDC has released relaxed guidelines for critical infrastructure workers, as previously defined by the Cybersecurity and Infrastructure Security Agency, who have been potentially exposed to COVID-19. Under the relaxed guidelines, critical infrastructure workers potentially exposed to COVID-19 may continue to work following exposure provided they remain symptom-free and employers implement additional precautions to protect the employee and the community. More information on the guidelines can be found [HERE](#)

For Employers:

- Measure the employee's temperature and assess symptoms prior to permitting the worker resuming work, ideally, before they enter the facility.
- Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

For Employees:

- Self-monitor under the supervision of their employer's occupational health program.

- Wear a face mask at all times while in the workplace for 14 days after last exposure.
- Maintain a six-foot distance from others and otherwise observe social distancing in the workplace as work duties permit.
- Critical infrastructure employees who become sick during the workday should continue to be sent home immediately. You should notify those who had contact with the ill employee while the employee had symptoms, and two days prior to the symptoms appearing. You should then implement additional precautions for those employees as described above.

Club Facilities

The CDC also provides the following recommendations for most non-healthcare businesses that have suspected or confirmed COVID-19 cases

- It is recommended to close off areas used by the ill persons 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 should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- To clean and disinfect:
 - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection (Note: “cleaning” will remove some germs, but “disinfection” is also necessary).
 - For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
 - 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.
 - Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Gloves and gowns should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Follow the manufacturer’s instructions regarding other protective measures recommended on the product labeling.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Employers should develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- If you require gloves or masks or other PPE, prepare a simple half-page Job Hazard Analysis: list the hazards and the PPE (gloves, masks, etc., as needed), and the person who drafts the document should sign and date it. For more information on preparing a job hazard analysis, [click here](#).
- If employers are using cleaners other than household cleaners with more frequency than an employee would use at home, employers must also ensure workers are trained on the hazards of the cleaning chemicals used in the workplace and maintain a written program in accordance with OSHA’s Hazard Communication standard (29 CFR 1910.1200). Simply download the manufacturer’s Safety Data Sheet (SDS) and share with employees as needed, and make sure the cleaners used are on your list of workplace chemicals used as part of the Hazard Communication Program (which almost all employers maintain).

What to Do if Someone Tests Positive for COVID-19

1. Immediately send home or separate anyone who becomes sick at work. Advise employees to contact their doctor or local health department as soon as they show symptoms.
2. Ensure that staff know how to notify their supervisors if they are showing symptoms of COVID-19 and/or they test positive for the virus. Generally, supervisors should not require proof of a positive test result or note from a healthcare provider to confirm COVID-19 illness.
3. Notify your local public health department of the positive case. The health department will provide guidance on what actions need to be taken.
4. CEO or Board Chair will submit a Critical Incident Report via the BGCA online reporting system using the *"Any other incident deemed critical"* report category. The system will notify DOD who will provide further support.
5. In consultation with the public health department and your DOD, prepare the appropriate communications, including:
 - i. If the individual who tested positive was in contact with any other staff during the 14 days prior to the positive test result, inform fellow employees of their possible exposure to COVID-19 but maintain the confidentiality of the individual who tested positive. Fellow employees may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.
 - ii. If the individual who tested positive was in contact with any members during the 14 days prior to the positive test result, inform parents of their children's possible exposure to COVID-19 but maintain the confidentiality of the individual who tested positive. Families may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.
 - iii. If the individual who tested positive was in contact with any other community partners during the 14 days prior to the positive test result, inform the community partners of their possible exposure to COVID-19 but maintain the confidentiality of the individual who tested positive. Other individuals may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.
 - iv. Prepare a media holding statement and parent letter (provided on page 2).
 - v. [See the CDC's Guidance for Businesses and Employers for more information.](#)
6. Close any areas used by the sick person for deep cleaning and disinfection.
 - a. Refer to the [CDC guidance](#) on cleaning and disinfecting, including:
 - i. Open outside doors and windows.
 - ii. Wait 24 hours (or for as long as possible) before you clean and disinfect.
 - iii. Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, and shared electronic equipment.
7. Work in collaboration with your health department to determine when to re-open closed areas and when staff in quarantine may be allowed to return to work.
8. After re-opening, continue regular cleaning, disinfection, social distancing, and hygiene practice.

