



## **BOYS & GIRLS CLUBS OF THE GREATER CHIPPEWA VALLEY**

Chippewa Falls Center • Lunda Center  
Lee & Mary Markquart Center • Menomonie Center

### **2021 Summer Program Club Member Guide to a Safe Program**

#### **Updated Health & Safety Protocol**

The emergence of COVID-19 has caused the Boys & Girls Clubs of the Greater Chippewa Valley to put in place several new preventative 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 to be used by all staff, club members and families reporting to the Club to ensure consistency and standards of practice.

#### **New Facility Requirements:**

- Club front doors are to remain locked throughout the day. Visitors must have an appointment. Parents/family must be arriving for Program pick-up.
- Program areas must be intentionally set up with tables, desks, and chairs spaced 6 feet apart. Club staff must enforce a one chair per table set up, unless the table is 8 feet or longer
- Club sites will provide club members with their own set of supplies, so they do not have to share. For example, each youth will have their own pencil box with scissors, glue, and pencils to use throughout the day
- All items that are frequently shared and hard to clean will be put away and not used, such as: Legos, playdough, items that are cloth-like material, and/or fabric covered furniture
- *Hand Washing* signs must be displayed at every bathroom
- *Cover Cough and Sneeze* signs must be displayed in every room in the Club
- All club safety signage must be available for viewing. If one falls, it must be put back up immediately
- Hand soap and hand sanitizer must be available to club staff and club members at all time
- Water fountains must be made inaccessible to youth. Members are encouraged to bring in their own water bottles. They will be cleaned upon entering the building. Staggered usage of water refill stations will be closely monitored, ensuring members stay six feet apart if a line begins to form. Staff will aid members when they are needing to refill their water bottle to ensure that only one person is touching the station/fountain for the day
- Clubs must mark waiting spaces six feet apart by sinks, water refill stations, and restrooms
- Proper signage detailing the Club's new Pick Up & Drop Off Procedures must be visible curbside for parents
- Each Club site must tape/cone off Curbside Pick Up & Drop Off area to ensure the utmost safety for our members as they are screened and processed
- Conducting health screenings will continue to happen outside of the Club at the entrance way before being allowed to enter for Programming if not arriving by After-School school bus transportation
- A designated sick area must be available to any club members displaying COVID-19 like symptoms



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### **Modified Daily Club Operations:**

- Every parent/guardian must attend a virtual orientation and Club Staff must document their attendance for verification. Parents that cannot attend must schedule a one-on-one training with Club Management
- Summer Program Hours
  - BR = Monday-Friday 7:30-6:00 pm
  - CF = Monday-Friday 7:30-6:00 pm
  - EC = Monday-Friday 7:30-6:00 pm
  - ME = Monday-Friday 7:30-6:00 pm and 12:00-6:00 pm (half days when the school district is providing summer school).
- Large Club House Meetings are not allowed. Club House Meetings will be conducted in each individual program room/space to minimize large gatherings
- Clubs must review the new COVID 19 Rules with club members daily
- Club Staff are required to wear a face mask throughout the day and must wash their hands for at least twenty seconds every hour
- All youth must wear a face mask daily, except when they are playing outside or eating. Parents can supply their child(ren) with a face mask before coming to the Club each day. The Club will provide all members with (1) mask to keep and maintain
- All staff and youth must wash hands with soap and water at least once every hour and follow Club specific schedules to not crowd around sinks. Refrain from going to bathroom in groups, Clubs must have a specific schedule for club members to wash their hands. Club Staff and club members are strongly encouraged to hand sanitize throughout the hour
- There will be no field trips. Virtual field trips are encouraged
- To reduce transmission, member movement must be reduced within the build. Members will remain in their room/space, unless weather allows for outdoor activities that allow for appropriate social distancing.
- All members must wash hands immediately after outside play
- Club activities must not encourage close physical contact between club members
- Designated shared locations must be sanitized by staff prior to the next rotation and PM staff will thoroughly disinfect each program area after 6:30pm once members have left for the day

### **New Attendance Policy:**

- Because students are placed in cohorts and a space is reserved specifically for each member, consistent attendance is extremely important. Club members are allowed three unexcused absence. On the third unexcused absence, Club members will lose their spot in the program. If a Club member has 5+ consistent excused absences, their spot may be given to another member
- Excused absences must be submitted 24 hours ahead of time with a written letter and/or email stating why their child(ren) are unable to attend
- If a club member is sent home sick for the day due to an elevated temperature or COVID symptoms, they will not be allowed to come back to the Club without a doctor's note or have been symptom-free and fever-free for at least 24 hours (without fever-reducing medication)
- If a Club member tests positive for COVID, they must quarantine for 10 days before returning symptom-free



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### **Payments:**

Those interested in becoming a Club member must submit a registration form. Once the registration form is received, the specific site location will reach out to connect on next steps or inform about being placed on a waitlist. Membership is \$15/individual or \$30/family of two or more kids.

Weekly payments for members are due no later than 8am Monday morning. If payment is not received prior to drop-off on Monday morning, they will not be allowed to enter the program for that day, until payment is received. Daily rates are due upon arrival to the program each day.

- Weekly payments are \$60/week.
  - Menomonie half day program is \$35/week.
- Daily payments are \$15/day.
  - Menomonie half day program is \$10/day.
- You may pay in advance by credit card through the website [www.cvclubs.org/summer-program](http://www.cvclubs.org/summer-program)
  - You will be asked to show your proof of payment via email receipt.
- You may pay in person during drop-off in exact cash or check.
- Free or reduced fees may be available upon request.

### **Health Screenings:**

Members attending the After-School Program will not be health screened, but families are expected to provide an in-home screening prior to leaving for school. All Club members attending the Alternate School and Virtual Student Support Programs must receive a health screening prior to walking into the Club for the day. They will participate in a verbal questionnaire and temperature check as part of the screening.

- Verbal questionnaire
  - 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 the COVID-19?
  - If you answer **yes** to either of these questions, the club members will be sent home and asked to return only when they able to answer **no** to all questions
  - Have you traveled outside the local area (60 miles or further) in the last two weeks?
    - If yes, please disclose the location. This will not hinder your attendance, rather used for education and proactive tracing.
- Temperature Check
  - If lower than 99.5 F – Club member may enter building and proceed to handwashing station. Center Director to note on checklist
  - If 99.5 or higher - Club member must be sent home until fever-free without fever reducing medication for at least 24 hours.

### **Drop Off & Pick Up Procedures:**

***Curbside Drop-Off Procedures when not arriving via School Bus:*** (Minimum of three staff are recommended)

- Parents must drive up and remain in their vehicles. Parents are not to come out of their vehicles. Club Staff will be waiting curbside to intake members for the day. If a Club Staff is unavailable, parents must call the Club phone number for a Club Staff to intake that member for the day outside of the facility



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- A Club Staff must take the temperature of the child(ren) with a touchless thermometer and conduct a health screening of that member. Club members must stand right outside their vehicle until the health screening has been completed. Club Staff will log each member's wellness at that time. Conditions present not due to COVID-19, must be listed under the club member's medical conditions on the member's application
- If a Club member is cleared to enter the club, an additional Club Staff must walk them into the facility. Before entering their program room, each member will be required to wash their hands upon entry
- The parent/guardian will receive a passcode number that is active for the day. This passcode will be required for secure pick-up at the end of the day. If a parent/guardian needs an additional person to pick up their member who is not on their contact list, they must submit a written note ahead of time to notify the Club. It is the responsibility of the parent/guardian to share the correct passcode information with that person
  - a. The Club passcode = Date of the week + Member Grade # + Member ID #
    - i. Example the day is 8/4, the member is in 6<sup>th</sup> grade and the member ID is 2233. The passcode is 4-6-2233
- Club Staff must ensure that each Club member arrives to their designated area safely with clean hands

**Curbside Pick-Up Procedures for all Programs:** Club members will be assigned a membership #. The parent/guardian will use the current days date, daily passcode and their member's membership # during pick-up for secured authorization and release of a child. Parents are required to also show an ID as proof of identification.

- Parents have the option to enter the building or drive up to car line/walk-up and wait for an available staff from 20-feet away
  - a. If selecting the option to enter the building, a maximum of 3 adults will be allowed to enter at one time to ensure appropriate social distancing at the front desk. If there are 3 adults present, parents will have to wait outside the door till they are let in. Upon arriving inside, parents/families will be asked to provide their first and last name and member's ID #
  - b. If selecting the option to drive up or walk up, parents/families will need to call the Club and provide their first and last name, and the Club passcode
    - i. The Club passcode = Date of the week + Member Grade # + Member ID #
      1. Example the day is 8/4, the member is in 6<sup>th</sup> grade and the member ID is 2233. The passcode is 4-6-2233

### **New Sick Procedures:**

- Club Staff will notify Club Management that a member is not feeling well
- Club members displaying COVID symptoms will be sent to the Club's designated sick area and required to wear a face mask until pick up
- A Medical Form must be completed documenting the member's symptoms and parents must be contacted immediately for the club member to be picked up
- All siblings of that member will have to go home for the day
- Parent must pick up their child(ren) from the site within thirty minutes. Because it is important for the health of your child and other children in the program, prompt pick-up is important.



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- Club members will not be allowed to come back to the Club without a doctor's note or have been symptom free and fever free for at least 24 hours without fever reducing medication.
- If a child tests positive for COVID -19, the Club will contact city health officials for guidance, immediately close the designated zone for disinfecting until further notice and follow CDC and local recommendations. All families in that room/space will be notified of the confirmed case and communication will NOT include any personal information of the ill child

### **Snacks & Meals:**

- Club Staff must wash their hands with soap and water before and after handing out a snack or meal. Food handling or latex gloves must be used while handing out snacks or meals
- Club members must wash their hands with soap and water before and after eating a snack or meal
- To reduce transmission, meals/ snacks must be delivered to program areas to reduce youth movement

### **After-School Club Program Focus:**

- Art
- Summer Brain Gain
- DIY STEM
- Daily Challenge
- Ultimate Journey
- Youth for Unity
- Torch Club

### **Applications:**

- Parents can access forms and new re-open waivers and protocols through the Club website [www.cvclubs.org](http://www.cvclubs.org) or by emailing your site contact to submit
- In-person application forms will be accepted beginning the week of March 15 by appointment only at your site location. Please contact them directly for days/times.
- All interested families will be put on a waiting list while their materials are being reviewed
- Boys & Girls Clubs serves all members because of the generous support of donors, foundations and public funding sources. However, financial needs still exist. If your family would have the ability to support the Club financially, we would gratefully accept a suggested donation of \$5 per after school session. In no way is this a requirement or even an expectation for participation, and no preference will be given to families who have an ability to pay. The most important thing to us is that kids come through our doors to have fun and great experiences.

*These policies and procedures are subject to modifications based on city, state, and national health and government official mandates and recommendations, and well as CDC guidelines.*