



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

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

COVID-19 Protocols 2021 Summer Program

Boys & Girls Clubs of the Greater Chippewa Valley does not discriminate on the basis of age, gender, race, national origin, ancestry, religion, creed, pregnancy, marital, or parental status, sexual orientation or physical, mental, emotional, or learning disability.

Program Model

The Club will shift its rotational program model to better support the new environment due to continued changes in COVID-19. Members will all have a home space that they spend the primary part of their time utilizing. In addition, members will have opportunities to go outside and to local parks and utilize shared spaces following increased cleaning protocols. The Club is focused on curbing learning loss, providing social-emotional support and increased wellness programs daily.

The Club will utilize 30-45min sessions. Members may be groups in their age groups from 2nd grade through 5th grade and middle and high school groups. The Club will operate Monday through Friday from 7:30-6:00pm.

Admission

The Clubs will be serving incoming 2nd grade members who are 8 years old through 12th grade. The Menomonie location will serve incoming 2nd grade members who are 8 years old through incoming 6th grade.

The Club is implementing a weekly fee of \$60 per week per child attending with a daily rate or \$15 per day. Weekly fees are due at 8am each Monday and each day upon arriving for daily rates. The Menomonie location will implement a \$35 per week per child rate for half day programming when summer school is in session, with a daily rate of \$10 per day.

Each site location will have a maximum member registration count based on a combination of their room occupancy using 36 sq ft per person and a maximum room count of 25 based on room size. If Club sites reach the maximum registration allowable, a waitlist will be started. Families must communicate with the Club if/when their member is not able to attend. If a member has 3 unexcused attendance days or continuous excused absences above 5, their spot may be given to another member currently on the waitlist.

Program Capacity and Space Breakdown

In alignment with the health and safety best practices provided by the Center for Disease Control and Prevention (CDC) and local guidelines, the Club will provide social distancing and comply with providing 36 sq ft per child.

The staff-to-member ratio will be 1:15 and all persons will be positioned at least six feet apart. Each group will take turns using shared indoor and outdoor spaces with required cleaning occurring between groups.

Safety Protocol & Expanded Measures

Staffing

As part of enhanced safety and health protocols, the Club will staff each site with one Center Director/Program Coordinator to oversee the drop-off/ pick-up process and address any issues that arise.

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

Volunteers/Interns can engage in program support if they are consistent each week with the same room, group and following health screenings and safety protocols. Due to restrictions, no drop-in adult volunteers or community partners will be allowed without previously scheduling their day and time to ensure they are aware of the procedures for health screenings and safety protocols.

Site Infrastructure

The breakdown provided below gives the specific capacity of each site location based on an occupancy calculation using 36 sq. ft. and total rooms available. No program room or space will have more than 25 kids as a maximum. The counts below are based on a one program standard. This means the maximum number of people that can be in programming at one time. If a site location is providing more than one program opportunity throughout the day, their counts could double.

BGC Lunda Center:

| 2021 Summer Program | | | |
|---------------------|--------------|---------------------|-------------|
| Total Members | Direct Staff | Supervision – CD/PC | Total Rooms |
| 67 | 15 | 2 | 5 |

BGC Chippewa Falls Center:

| 2021 Summer Program | | | |
|---------------------|--------------|---------------------|-------------|
| Total Members | Direct Staff | Supervision – CD/PC | Total Rooms |
| 35 | 9 | 2 | 3 |

BGC Lee & Mary Markquart Center:

| 2021 Summer Program | | | |
|---------------------|--------------|---------------------|-------------|
| Total Members | Direct Staff | Supervision – CD/PC | Total Rooms |
| 105 | 21 | 2 | 7 |

BGC Menomonie Center:

| 2021 Summer Program | | | |
|---------------------|--------------|---------------------|-------------|
| Total Members | Direct Staff | Supervision – CD/PC | Total Rooms |
| 75 | 12 | 2 | 4 |

Staff Apparel Requirements

To address safety and easily identify Club staff, all staff must wear khakis/black pants/jeans/shorts without holes, close-toed shoes, a cloth mask, and their Boys & Girls Club t-shirt. Jackets may not be worn over t-shirts, however, a white/black long sleeve shirt worn under the t-shirt is permitted. Long hair should be pulled back away from the face. Name badges must always be worn. Staff are expected to arrive to program with newly washed clothes and mask every day they work.

Parent/Family Expectations

Parents/family are expected to support the Club in providing a safe space for our members and staff by informing the Club of any changes to their member's health or community exposure. If a member exhibits any symptoms of fever, cough, sore throat, shortness of breath, vomiting, diarrhea, or a rash. Families are expected to keep them home until their symptoms have subsided for 24 hours without the assistance of medication, or until the health department provides approval.

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

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 and local guidelines. Members must be able to participate in programming at their designated workspace and follow instructions of Club staff and Supervisors to ensure their safety.

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

If Someone Tests Positive for COVID-19 or Exhibits COVID-19 Symptoms

1. The Club staff or member will be separated into a designated space, provided a mask to wear if they are not already, and sent home. Site Supervisors will be wearing masks, face shields and gloves to reduce the spread of the virus.
 - a. A parent/family has a maximum of 30 minutes to arrive for pick-up.
 - b. A staff member will need to leave immediately.
2. All parents/families of members in that designated room will be notified, and programming will be canceled for 10 days per CDC and local guidelines. The Club will advise parent/family to contact their local health department or doctor if they begin to show symptoms.
3. Staff members leading the designated room where a positive test has occurred will stay home for 10 days. The Club will advise Club staff to notify their local health department or doctor if they begin to show symptoms.
4. Club staff will notify Supervisors.
5. Supervisors will notify the CEO and Director of Operations

6. Club staff will wear gloves in addition to their masks to administer a deep cleaning of the room and all materials. This will occur after a minimum of 24 hours to allow the virus to not continue to live on surfaces and increase the spread of the virus.
7. The member/staff member will be allowed to re-join programming after they have been released to do so by their local health department or doctor.

General Hygiene

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

1. Washing Hands for at least 20 seconds
 - a. Upon entry into building
 - 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
2. Not being within six feet of or making any contact with another person
3. Not touching their face
4. Coughing & sneezing into a tissue or inside of elbow
5. Staying home if they are sick or know they will not pass wellness screening.

Masks

All Club staff are required to wear masks while at work to help reduce contact while talking and leading programs with members. If a staff member finds that a cloth mask does not work best, they are welcome to consider a paper mask as a secondary option. All Club members will receive their own mask to keep and maintain. It is required that Club members wear masks while in attendance at the Club unless they are outside. Both staff and members are welcome to wear their own masks if they follow CDC and local guidelines and are clean for the next day.

“Face coverings” means a piece of cloth (cotton, linen, etc.) or other similar materials that is worn to cover the nose and mouth completely. Acceptable face coverings include a cloth face mask, a disposable or paper mask, or a religious face covering. Face covering does not include face shields, neck gaiters, bandanas, mesh masks, masks with holds or openings or masks with vents. The Club will provide face coverings to Club members. However, members may bring their own face coverings to school, provided they satisfy the above definition. The Club reserves the right to require members to wear Club-provided face coverings if the Club determines that a member’s face covering does not satisfy the above definition.

All other rules of the Club related member dress code apply equally to masks and face coverings (displays profanity, violence, causes disruption, is sexually suggestive, is offensive, promotes gang activity, or promotes alcohol, tobacco, or drug uses are not appropriate.)

Members who refuse to wear masks or face coverings will be sent home.

Personal Items

All Club staff and members are asked to bring only the personal items that they need for the day or afternoon. All member materials will be kept in their designated room either at their specific desk/table or on the floor following the wall. Staff cell phones and water bottles can be stored in a designated space and must be sanitized upon entry into the building. Members are asked to keep all personal items contained in their backpack when possible. If not, their materials will be sanitized and left on their desk/table.

Safe Learning Space

1. Members shall not change from one group to another.
2. Each group shall be in a separate room or designated space. Groups shall not mix with each other.
3. Club staff shall remain solely with one group of children throughout the course of the day or afternoon based on arrival time or school and age group.
4. If members rotate from one space to another, the room & equipment will need to be sanitized prior to having another group. Each designated space and shared space will be provided with a specific sanitizer bottle to ensure prompt cleaning.
5. There will be no more than one member per table unless the table is longer than 8 feet, and tables should 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 upon arriving at the Club 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.

To aid all members with their socio-emotional status, staff will be utilizing screeners for emotional well-being. To do so, each designated group will have a "Mood Meter" to allow members to express how they are feeling during the day. This will aid Club staff with being able to better cultivate a space that provides what members may need during the day. Staff will collect data by tracking how members participate and respond to which color. This information will be free from confidential member personal information and be used during staff update meetings to pulse check how the program is doing and how members are coping during COVID.

Food Service

In alignment with the CDC and local guidelines that recommend not providing cafeteria-style food service, all snacks and meals will be provided directly to each designated program room. Club staff are welcome to eat with Club members however, this is not recommended to reduce transmission between kids and adults when not wearing masks. Club staff will have space to eat before or after their shift. If Club members need to bring in their own food, their parent/family must provide a doctor's note.

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. If a facility is not equipped with adult and member restrooms, they must schedule designated times for each group to use the restrooms separately. Restrooms that are for adults will be appropriately labeled with signage. Member 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. No more than two members can enter and use the bathroom at one time to ensure social distancing can occur.

Club staff must communicate over the walkie prior to sending a member to the restroom during a program, to ensure that another group is not currently using it. Club staff should set their restroom timer to ensure proper tracking. Designated support staff should ensure that not more than two members are in the restroom at a given time. If one group of members are using the restrooms, members from another group must wait until they are done and the staff radios that it is clear for use. Club staff will provide regular restroom breaks to allow for their designated group to go together and decrease the number of unscheduled trips during program sessions. If there is more than two members waiting to use the restroom, they will wait following social distancing markers on the floor outside of the restroom.

Restrooms will be cleaned three times per day to ensure proper safety: before the Club opens, immediately following lunch, and immediately following the Club closing.

Enrollment Process

1. Parents/families will complete a membership application and read the Club's Great Futures Guide and sign-off page to enroll kids at their respective site, if they are not a current member. In addition, families will submit a summer form.
2. Parents/families will receive notification via email/phone call on the status of their application.
3. It is required that the parent/family will complete an in-person or virtual orientation with their site-specific Club staff.
4. Those that are not accepted into the program will be placed on a waitlist to be contacted if/when an opening becomes available or there are new changes in CDC and local guidelines regarding service at the Club.

Onboarding

1. A Supervisor will reach out to parents once enrollment is complete and coordinate virtual onboarding session.
2. A Supervisor will conduct phone calls/emails with parents and new member(s) to review program details, parent/family and member expectations, and safety protocols.
3. The first Day of program will require an in-person introduction of each new member to a Supervisor and assigned Club staff, which will include an overview of the day with the Club member.

Opening: Supervisor

1. A Supervisor will unlock facility, prop open entry doors, unlock all program/staff spaces and disinfect interior and exterior door handles and reception desk keyboard.
2. The Supervisor will take their own temperature and complete a google doc survey completing their health screening.
3. Disinfect all staff walkies and line up at the front desk.
4. Turn on all lights and set up table outside, staff wellness checklist, health questionnaire, hand sanitizer and thermometer at table in front of exterior door ten minutes prior to staff arrival.

Staff Arrival

1. Complete health screen using LiveSafe application.
2. Staff must sanitize their hands before and after clocking into their shift.
3. All staff must wash hands upon entry into building.

1- Verbal Questionnaire

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

1. Have you had fever, cough, sore throat, shortness of breath, vomiting, diarrhea, or a rash in the last 5 days?
2. Have you been exposed to someone who has been diagnosed with the COVID-19 or someone experiencing COVID symptoms?

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 three questions.

3. Have you traveled outside the local area (60 miles or further) in the last two weeks?
 - a. If yes, please disclose the location. This will not hinder your attendance, rather used for education and proactive tracing.

2- Temperature Check

Once the staff passes the verbal questionnaire, the Supervisor should wear gloves and take the forehead temperature of each staff member twice. The Supervisor will mark the temperature within the google doc for tracking.

- If lower than 99.5 F – Staff may enter building and proceed to handwashing station.
- If 99.5 or higher - Staff must be sent home until fever-free without fever reducing medication for at least 24 hours.

Staff Daily Safety Briefing: Once all staff have arrived and clocked in, the Supervisor must lead a daily safety review of general hygiene practices, safety reminders, and any special circumstances of situations of which the team needs to be aware.

After the Daily Safety Briefing, staff should ensure:

1. Welcome Signage is in front of building for member drop-off.
2. All rooms must have a bottle of hand sanitizer and restroom doors are propped open.
3. They are positioned at the drop-off points to assist families with the health screening through the LiveSafe app.

After clocking in Club staff should ensure:

1. Maximum # of children per program space decided by occupancy rate and posted on the door outside the space.
2. Each space has tables with 1 child per table, positioned at least six feet apart from one another.
3. Each workstation and all equipment should be wiped down with warm soap and water or disinfectant wipes fifteen minutes before the first program session starts.

Drop-Off Procedures

Parents/families are welcome to either drive-up or walk-up to check-in at their respective location for the day. It is required that the Club member's parent/family show a green checkmark as part of the health screening through the LiveSafe app to be cleared for attendance. It is a requirement that parent/family be available to pick up their member within 30 minutes if they become sick during the day. All Club staff and members are required to wear a mask. The Club will provide each member with (1) cloth mask on their first day if they are interested, to keep and maintain.

Member Arrival

1. Complete health screen using LiveSafe application.
2. Staff must sanitize their hands before and after clocking into their shift.
3. All staff must wash hands upon entry into building.

1- Verbal Questionnaire

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

1. Has your child had fever, cough, sore throat, shortness of breath, vomiting, diarrhea, or a rash in the last 5 days?
2. Has your child been exposed to someone who has been diagnosed with COVID-19 or someone experiencing COVID symptoms?
3. Have you or your child traveled outside the local area 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** to all three questions. Once a member passes the verbal questionnaire, the child may exit their vehicle for the temperature check.

2- Temperature Check

Support staff should wear gloves and take the forehead temperature of each member twice. Support Staff to note verbal screening acknowledgement and record both temperature readings on the google doc for tracking purposes.

- If lower than 99.5 F – The member may enter building and proceed to handwashing station.
- If 99.5 or higher - Member must be sent home until fever-free without fever reducing medication for at least 24 hours.

Protocol Surrounding Health Concerns

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

1. Club staff will walkie the Supervisor and inform them of the situation.
2. The Supervisor and one support staff will retrieve member for visual assessment in pre-designated quarantine room.
 - 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. The Supervisor will call the parent/family and request that the member be picked up as soon as possible; within 30 minutes.
4. The Supervisor to document a detailed account of the incident, persons present, symptoms, steps taken, and outcome to be include in the end-of-day summary.

Parent Pick-Up Procedures

1. 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 6th grade and the member ID is 2233. The passcode is 4-6-2233.
- 2. Members are called via walkie to meet the parent/guardian outside.
- 3. Staff will note that the member has been picked up and the departure time.

Staff Closing Procedures

- 1. Facilities Maintenance (after the last member leaves the program space)
 - a. Disinfect all tabletops, devices, and equipment used during program, including office spaces, the conference room, and front desk.
 - 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.
- 2. COVID End of Day Summary
 - a. The Center Director/Program Coordinator will send CEO/DO any incidents involving COVID related symptoms or testing.
- 3. Staff Departure
 - a. Staff to clock out using MTS Visions at reception. Hand sanitizer must be used before and after clocking out.
 - b. The Supervisor will ensure all exterior and interior doors are closed and locked and exit the building.
 - c. All staff are instructed to wash clothes and disinfect upon getting home.

Staff Training Overview

- 1. Objectives
 - a. Ensure the safety of our members and their families at our Club facilities.
 - b. Ensure the safety of staff during programming.
 - c. Provide staff with the tools to administer quality programming under new safety protocols.
- 2. Overview
 - a. Staff will undergo extensive training around new processes and procedures. Staff will go through virtual and in-person trainings. DO will oversee a virtual "run-of-show" to assess the readiness of each site prior to clearing for relaunch.
 - b. Virtual Training (provided by Director of Operations)

- i. Overview of new Club plan and protocols
 - ii. Guidelines for staff health and safety upon arrival to Club
 - iii. General health guidelines for staff safety off the clock
 - iv. Uniform requirements (three shirts are provided)
 - v. Safety scenarios
 - vi. Staff Q&A
- c. In-Person Training (provided by Center Director)
 - i. Review of health screening
 - ii. Overview of facilities maintenance
 - iii. Overview of programming
 - iv. Practice-run for each function
 - 1. Staff entering building at start of shift.
 - 2. Prepping program area
 - 3. Brief programming/activity practice
 - 4. Cleaning program area
 - 5. Drop-off process
 - 6. Pick-up process
 - 7. Closing program area

The following Stakeholders will receive communication regarding these protocols and any related incidents.

- 1. Board of Directors
- 2. Advisory Councils
- 3. Staff
- 4. Parents
- 5. Organizational volunteers
- 6. 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

Supplies and Equipment, Facilities/Cleaning Supplies

- 1. Microfiber cloths
- 2. Hand Sanitizer
- 3. Nyco Disinfectant
- 4. Paper Towels

5. Toilet Paper
6. Brooms/Dust Pans
7. Mops/Steamers

Health/Medical Supplies

1. Touchless thermometers
2. Nyco Disinfectant
3. Hydrogen Peroxide
4. Exam gloves
5. Face masks
6. Hair ties
7. Band-Aids
8. Neosporin
9. Gauze
10. Rubbing Alcohol

Program Supplies

1. Cones for parking Lots
2. Walkies
3. Clipboards
4. Construction Paper
5. Crayons (1 per member)
6. Markers (1 per member)
7. Colored Pencils (1 per member)
8. Glue sticks (1 per member)
9. Plastic supply box (1 per member)
10. Scissors (1 per member)
11. Rulers
12. Zip lock bags (all sizes)
13. Permanent markers
14. Dry erase markers
15. Copy Paper
16. Pens
17. Mechanical Pencils
18. Spiral notebooks for homework

Technology/Equipment & Software

1. Chromebooks
2. iPads

3. Kids' headphones
4. Zoom
5. MyFutures.net

Supplemental Materials/Parent Resources - Appendix

1. Site location floor plans
2. Parent Agreement Waiver
3. Club Member Guide to a Safe Program
4. COVID Staff Training PowerPoint
5. Screeners for emotional well-being
6. Mindfulness Training
7. Positive test letter templates for a positive test for staff/members
8. Positive test letter Club statement template for a positive test for staff/members
9. Contact information for Site and Organizational Leadership