

COVID-19 Response Plan

What Parents Need to Know



BOYS & GIRLS CLUB
OF OYSTER BAY - EAST NORWICH
BAHNIK YOUTH CENTER

In response to COVID-19, the Club has made several changes to our program so that we can be compliant with the regulations set by New York State Office of Children and Family Services and the Centers for Disease Control and Prevention.

Please read the following slides so that you are aware of the changes made to the Boys & Girls Club's Before and After School Programs.

Parents will be required to sign a waiver, entitled "Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19" in order for children to participate in the program.

If you have any questions, please contact our office at 516-922-9285.

Expectations

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 or they have gone 120 hours without the assistance of medication. Parents are expected to answer a verbal health questionnaire daily upon drop-off and authorize the Club or its representatives to administer a daily temperature check on their child prior to admission into the program.

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 participate in their designated area/room and follow instructions of staff in order to ensure their safety.
- ▶ Personal toys will not be permitted at the Club.
- ▶ Electronic devices are permitted; however, items cannot be shared or charged at the Club and can only be used during designated times.
- ▶ Food cannot be shared, even between siblings, and all food must be Nut-Free.
- ▶ Members who show disregard for the Club policies or exhibit intentional disruptive behavior will be asked to leave the program.

Staff Expectations

- ▶ Staff will participate in health screenings before they are permitted to enter the building. No one exhibiting symptoms or with a temperature more than 100.0 F will be permitted into the building.
- ▶ Staff will wear masks at all times when in contact with children.
- ▶ Staff will facilitate socially-distanced programs and activities.
- ▶ Staff will conduct Daily Health Checks and a Club Safety Briefing.

Drop-Off Procedures - Members and Parents Arrive

Member Wellness Screening

- ▶ All members and parents will line up in front of the facility, in a barricaded single file line with markers indicating 6 feet between each person. Parents/caretakers dropping off their children may stand at the same marker point in line. **Parents are not allowed to leave until their child has been cleared to remain at the facility.**

Verbal Questionnaire

- ▶ Parents are required to answer these questions daily prior to leaving their child:
 - ▶ Have you had fever, cough, sore throat, shortness of breath, vomiting, diarrhea, or a rash in the last 14 days?
 - ▶ Have you tested positive for COVID-19 test in the past 14 days? and/or
 - ▶ Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?
- ▶ 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 both questions**. Once a member passes the verbal screening, the child may move forward for the temperature check.

Temperature Check

- ▶ Designated staff/volunteer will wear gloves and face covering and take forehead temperature of member twice. Staff to note verbal screening acknowledgment and records both temperature readings on intake form.
- ▶ If lower than 100.0 F, member will sanitize their hands and then may enter building. Staff to note on checklist.
- ▶ If 100.0 F or higher, member must be sent home until fever free without fever reducing medication for the time period (number of days) dictated by CDC guidelines.

A fever is technically defined as a body temperature of **100.0 F or higher**, according to the Centers for Disease Control and Prevention.

If the member does not have a temperature or symptoms, they will be allowed to enter the facility and should continue to self monitor.

- ▶ **Sanitize:** All members must sanitize their hands before entering. The facility's station will be set up with bottles/sprays of sanitizer. Staff and volunteers will wear masks/face coverings and gloves when in contact with members.

Parent Pick-Up Procedures

- ▶ During dismissal, parents will enter the Club parking lot, remain in their vehicle, and wait to be greeted by a Boys & Girls Club staff member.
- ▶ Staff will call into the Boys & Girls Club to notify the Control Desk Worker that a parent is picking up their child.
- ▶ Staff member, wearing a mask/face covering, will approach vehicle carrying a clipboard with them for parent to sign out their children. When returning to the outdoor pick-up area tent, the staff will wipe down the pen and clipboard using disinfectant.
- ▶ If a parent arrives to pick up their child and no staff are present outside, parents will call the Club at 516-922-9285 to notify the Control Desk Worker that they are there to pick up their child. The same procedures will then be followed.
 - ▶ Parents drive up to car line and remain in vehicle.
 - ▶ Table for Pick-Up is set up for staff with sign-out rosters and walkie talkies.
 - ▶ Members are called via walkie talkies to meet parents outside.
 - ▶ Staff to note that member has been picked up and log departure time.

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:

- ▶ Wash Hands
 - ▶ Upon Entry into Building
 - ▶ After Using the Restroom
 - ▶ Before/After Eating
 - ▶ After Outdoor Play
 - ▶ Before/After Any Health Assessment or Screening of Any Staff or Member
 - ▶ In Between Programming Activities
 - ▶ Before Leaving the Building
 - ▶ In between programming activities
- ▶ Not be within six feet of or make any physical contact with another person
- ▶ Not touch their face
- ▶ Cough and sneeze into a tissue or inside of elbow
- ▶ Stay home if they are sick or know they will not pass wellness screening
- ▶ Signage will be posted inside and outside of the facility to remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

Safe Space

- ▶ Children shall not rotate from one group to another.
- ▶ Each group shall be in a separate room or area. Groups shall not mix with each other.
- ▶ Counselors shall remain solely with one group of children throughout the course of the day.
- ▶ If children rotate from one space to another, the room and equipment will be sanitized prior to having another group use the room.
- ▶ Only items that can be sanitized/cleaned daily are authorized to be used as a part of program (wood, plastic, metal, etc.). Items that cannot be washed or sanitized daily at the facility will be prohibited (stuffed animals, plush toys, etc.).
- ▶ Drinking fountains will be inaccessible. Gallon water containers will be available in all program areas for children to refill their water bottles.
- ▶ Tables and chairs will be positioned to accommodate six feet of separation between every person.
- ▶ Groups will be assigned specific bathrooms to be used during the day.
- ▶ Bathrooms will be cleaned and sanitized regularly.
- ▶ Shared spaces will be cleaned and sanitized after use and at the end of the day.

Protocol Surrounding Health Concerns - Member

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

- ▶ Counselor will inform Onsite Director of situation.
- ▶ Onsite Director and one staff will retrieve the member for visual assessment in pre-designated quarantine room, which is the conference room.
- ▶ Close off areas used by any sick person and do not use them until they have been cleaned. If possible, wait 24 hours before cleaning or disinfecting to reduce risk to individuals cleaning.
- ▶ Staff may take temperature as needed (non-latex gloves must be worn).
- ▶ First Aid may be administered as needed (non-latex gloves must be worn).
- ▶ Onsite Director calls parent and requests that the member be picked up as soon as possible. If they are unable to reach parent, emergency contact will be called.
- ▶ If a sick child has been isolated in our facility, surfaces in isolation room or area after the sick child has gone home will be cleaned and disinfected.
- ▶ If COVID-19 is confirmed in a child or staff member, the following will take place:
 - ▶ Areas used by the individual who is sick will be closed off.
 - ▶ Outside doors and windows will be opened to increase air circulation in the areas.
 - ▶ After 24 hours, so as to allow respiratory droplets to settle, area will be cleaned and disinfected once again.
 - ▶ Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
 - ▶ Boys & Girls Club will immediately notify state and local health departments, OCFS, staff and families of any possible case of COVID-19, and will fully cooperate with contact tracing efforts, including notification of potential contacts, while maintaining confidentiality required by state and federal law and regulations.
- ▶ Sick staff members or children will be advised not to return until they have met CDC guidelines.
- ▶ The Club will inform those who have had close contact to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow CDC guidance if symptoms develop. If a person does not have symptoms, follow appropriate CDC guidance for home isolation.

Protocol Surrounding Health Concerns - Parent/Guardian of Member

- ▶ If the parent/guardian - who is the member of the same household as the child - is exhibiting signs of COVID-19 or has been tested and is positive for the virus, the Club will utilize an emergency contact authorized by the parent to come pick up the children. As a “close contact,” the child must not return to the summer program for the duration of the quarantine.
- ▶ If the parent/guardian - who is the member of the same household as the child - is being quarantined as a precautionary measure, without symptoms or a positive test, as a “contact of the contact” the child may return to the summer program during the duration of the quarantine.
- ▶ If a household member of the child becomes symptomatic for COVID-19 and/or tests positive, the child must quarantine and may not return to attend the summer program until after quarantine is complete.