



BOYS & GIRLS CLUBS OF ST. CHARLES COUNTY

COVID-19 Operational Procedures for After School Program 2020-2021

Families, we are excited to welcome you back to the Boys & Girls Clubs of St. Charles County for our After School Program starting on August 24, 2020. Below you will find detailed operational procedures created to keep our members and staff as healthy as possible during this challenging time. We ask that you review these in detail and talk with your child(ren) about the importance of following these new guidelines.

Please note, our format and plans are heavily dependent on partner school district plans, CDC guidelines, and county-wide or state orders around COVID-19. In the event a partner school must quarantine, we will as well.

We are exploring options to provide opportunities for more “drop-in times” to support members with Virtual Learning. This has not been formatted yet and if we are able to do it, this would likely start after Labor Day. Additional fees may apply.

MASKS ARE REQUIRED FOR EVERYONE.

Daily Schedule: 2:30pm-7:00pm M-Th; 2:30-6:00pm F

Entry

- We are using a curbside drop-off and pick-up to limit direct contact between parents/guardians and staff members and adhere to social distancing recommendations.
- Many of children arrive by bus or van. They will experience a longer check in process each day as we complete screening requirements BEFORE they enter the building. If a child needs to be dropped off or picked up at a different time, parent/guardians must call the Club.
- Drop-off and Pick-up Procedures
 - Our screening requirements will be posted on entry doors.
 - No member with a temperature above 99.5* degrees will be allowed to enter. No siblings of the member with a temperature above 99.5* degrees will be allowed to enter.
 - Check in/out stations will be located outside of each unit.
 - Check-in procedures will look like this:
 - Intake staff members will ask daily questions and take (and record) temperatures for all members curbside.
 - We will make a visual inspection of the child for signs of illness, which could include flushed cheeks, difficulty breathing (without recent physical activity), rash, cough, or fatigue.
 - Check out procedures will look like this:
 - Parents are asked to pick up children between 5:30-6:30pm.
 - If a child needs to be dropped off or picked up at a different time, parent/guardians must call the Club.
 - A staff member will meet you outside to check your ID and then call in the unit to notify staff.
 - Staff will work as quickly as possible to escort members out of the build but please be patient. This will take longer than it used to.
 - Parents are encouraged to have the same designated authorized pick up the child every day.

- Hand hygiene stations will be set up at the entrance of the facility, so that members can clean their hands before they enter. We will provide hand sanitizer with at least 60% alcohol for all persons entering the building.
- Intake staff will escort members to their assigned areas.
 - Members will walk with the Intake staff member directly to their area.
 - Staff will assist with immediately washing the child's hand and then their own hands.
- No visitors are allowed at this time.
- Member will be limited in their ability to access their school bags. We ask that you remind them of this change to help us avoid clusters in the halls.

Families will be required to sign a waiver indicating understanding of COVID-19, its symptoms and possible complications, and release of liability if allowing child to attend. Children cannot attend until this waiver has been reviewed, signed, and returned.

Temperature Checks

Persons (Staff or Child) who have a fever of 99.5* degrees or above or other signs of illness will not be admitted to the facility. We encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.

Temperature checks will occur each day at arrival. Children will be sent home if fever is over 99.5* degrees or if child displays concerning symptoms of COVID-19.

Exclusion from Boys & Girls Clubs of St. Charles County (BGCSTC):

Members and employees will be excluded from our After School Program if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on [CDC Guidance](#) that is not otherwise explained:

- a) A fever of 99.5° F or greater
- b) Cough
- c) Shortness of breath or difficulty breathing
- d) Chills
- e) Repeated shaking with chills
- f) Muscle pain
- g) Headache
- h) Sore throat
- i) Rash
- j) Nausea or vomiting
- k) Diarrhea
- l) New loss of taste or smell

Facility Use:

Bathrooms

- There will be scheduled bathroom breaks to limit interaction.

Gym/Outside

- Only 1 group at a time will be scheduled for outside time (fields and open spaces only, no playgrounds). Each area will have their own equipment and staff will be responsible for cleaning and sanitizing after they leave the space.

- Only 1 group at a time will be scheduled for gym time in each gym. Each area will have their own equipment and will be responsible for cleaning and sanitizing after they leave the space.

Social Distancing

- BGCSTC will continue to provide signs to help all members and staff maintain 6 ft. between members. This will also be practiced with the members and modeled by our staff.

Meals

- Meals and snacks will be served in the cafeteria. Meals will be served by staff members and no family style dining will be allowed.
- Members will have a specific mealtime/snack time so we can manage the groupings effectively.
- Members may bring in their own lunch (no peanuts or tree nuts allowed). All lunches must be sent in a disposable bags and child's name should be written clearly on bag.

Field Trips

- We will not be participating in any field trips or bringing in any special guests or volunteers until further notice.

Programs

- We will continue to offer meaningful, intentional programs that prevent learning loss, engage members, and promote fun. Programs will be held in the units and virtually.
- We are committed to supporting our partner school districts in their efforts.
- We will continue to offer virtual programming for Club members through My Future, Zoom, and You Tube.

Member Expectations

Club members must do their best to follow all expectations. Failure to do so can result in removal from our program.

Traditional Club expectations apply, and COVID-19 related expectations are below:

- Club members are asked to remain 6 feet apart at all times. Staff members will do their best to ensure this happens, but we ask that parents/guardians remind their members of this rule. We know this will be a challenge, but this is important to us being able to remain open.
- Club members MUST wear face masks. Individual families are required to provide these.
- Club members will participate in regular, scheduled hygiene practices to ensure safety.
- Club members who demonstrate an inability to follow all expectations will be suspended for a minimum of three days.

Cleaning and Sanitation

- We have a detailed cleaning and sanitization schedule with dedicated staff members to ensure proper safety. Cleaning and disinfecting will occur with all toys, materials, equipment, and surfaces daily. Additionally, we will have staff members at each location dedicated to cleaning frequently touched surfaces such as door handles, light switches, etc. throughout the day.
- We are also added a new hospital-grade cleaning agent over the summer. This will be applied at the close of each day which will cover carpet, hard floors, surfaces, and equipment.
- Areas may be restricted to ensure we can maintain sanitation and safety.

Communication

- Please communicate any changes in family health circumstances as quickly as possible so that we may mitigate any issues that may arise. We commit to communicating as much information as possible as often as possible.
- Communication may involve the St. Charles County Department of Health.

Family Schedules

- It is critical for families to communicate schedules on a weekly basis to ensure adequate staffing needs are in place and to assist in assigning children to classrooms. Please inform us if you anticipate any weeks when your child will not be attending.

Positive COVID-19 Case

If someone in our building tests positive for COVID-19:

- All Club families and staff, the St. Charles County Department of Public Health, the partner school district, and BGCA (Boys & Girls Clubs of America) will be notified.
- We will immediately send home or separate anyone who becomes sick at Clubs.
- We will work in collaboration with our health department to determine when to re-open closed areas and when staff in quarantine may be allowed to return to work.
- After re-opening, we will continue regular cleaning, disinfection, social distancing, and hygiene practices.

Re-entry policies:

Return to BGCSTC After Exclusion

Once a club member or employee is excluded from the school or Club environment, they may return if they satisfy the recommendations of the CDC.

Currently those guidelines are:

1. **Untested.** Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- a. They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- c. At least seven (7) calendar days have passed since your symptoms first appeared.

2. **Tested.** Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following three conditions are met:

- a. They no longer have a fever (without the use of medicine that reduces fevers); and
- b. Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- c. They have received two negative tests in a row, at least 24 hours apart.

3. **Tested with no symptoms.** Persons who have not had symptoms but test positive for COVID-19 may return when they have gone seven (7) calendar days without symptoms and have been released by a health care provider.

4. **Partner school closure.** We will comply with the district's directives on quarantine and closure.

Club members and staff may also return if they are approved to do so in writing by their health care provider.

Siblings or Other Students in the Household

If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his or her siblings or other students living in the same household will be questioned and if they exhibit symptoms, they will also be excluded from school. If they do not exhibit symptoms, they may still be excluded from school and asked to self-quarantine.

Self-Quarantine

If a student or employee has recently had close contact with a person with COVID-19 symptoms or diagnosed with COVID-19 or has recently traveled from somewhere considered to be a “hot spot” by the CDC, BGCSTC may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

Separation While in a Boys & Girls Clubs Unit

Each Unit will have a room or space separate from the general use space where members or employees who may have COVID-19 or another communicable disease will wait to be evaluated or for pickup.

Members will be given a mask to wear when in the room waiting for pick up. Only essential staff and members assigned to the room may enter, all will sign in so that there is a record of the persons who entered the room, and the room will be disinfected several times throughout the day. Strict social distancing is required, and staff must wear appropriate PPE. Members who are ill will be walked out of the building to their parents.

Confirmed Case of COVID-19 In the Club locations

When there is confirmation that a person infected with COVID-19 was in a Club building, BGCSTC will contact the local health department immediately.

Unless extenuating circumstances exist, BGCSTC will close the unit for a minimum of 2-5 days and work with the local health department to assess factors such as the likelihood of exposure in the building, the number of cases in the community and other factors that will determine when the building should reopen.

BGCSTC will contact parents/students and employees and notify them that a person who tested positive for COVID-19 was in the building and encourage cooperation with the local health department to trace contacts with the individual. The individual who tested positive will not be identified in communications to the community at large but may need to be selectively identified for contact tracing by the health department.

PLEASE NOTE: The COVID-19 situation is fluid and we reserve the right to adjust policies and procedures as needed to maintain the health and safety of children and staff. We will communicate any changes with families.

