



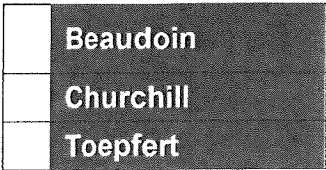
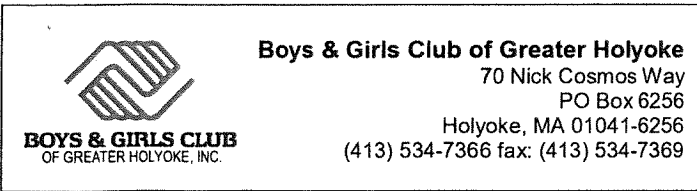
**BOYS & GIRLS CLUB**  
OF GREATER HOLYOKE, INC.

## School Age Summer Childcare Program **SUMMER 2020 RULES/GUIDELINES**

70 Nick Cosmos Way  
P.O. Box 6256  
Holyoke, MA 01041  
(413) 534-7366  
Fax (413) 534-7369  
www.hbgc.org

**Eileen D. Cavanaugh**  
President

- Please arrive no later than 9am.
- Youth are encouraged to participate in all program activities.
- Please do not have your child bring a cell phone to the program - youth may use office phone if necessary - **No Cell Phones**
- Youth are asked to wear sneakers every day - no sandals will be allowed because of the time spent in the gym doing physical recreation activities.
- Please note that parents will not be able to deliver lunch to their children.
  - Morning snack and lunch will be provided
  - Parents may pack a lunch for their child (that does not need to be heated or cooked)
- Due to the State Health regulations, parents will not be allowed to visit their children or enter the program areas. Parents are asked to drop their child off in the lobby only and sign in. No child will be allowed in the program without a parent signing them in.



**SUMMER CLUB APPLICATION 2020**

Please Print

Check Mark  New  Renewal

First Name: \_\_\_\_\_ Middle initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Nickname: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_

**Emergency contacts/Authorized to pick up child:**  
I give my consent to the Boys & Girls Club of Greater Holyoke Inc. to release my child to the following persons (other than parent/guardian) to pick my child up from program at the end of the day:

Name	Pickup/Emergency	Relationship	Phone number

School: \_\_\_\_\_ Grade entering in September: \_\_\_\_\_

**Medical Information:**

Doctor Name: \_\_\_\_\_ Doctor Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Child's Insurance Carrier: \_\_\_\_\_

Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_

Serious Health Problems: \_\_\_\_\_ Yes \_\_\_\_\_ No Medication needed: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain: \_\_\_\_\_

Comments: \_\_\_\_\_

<p><b>Household:</b> Member lives with: <input type="checkbox"/> Mom <input type="checkbox"/> Step Mom <input type="checkbox"/> Dad <input type="checkbox"/> Step Dad <input type="checkbox"/> Grandparents <input type="checkbox"/> Other</p>		<p><b>Annual Income Level:</b>  <input type="checkbox"/> \$0 - \$5000  <input type="checkbox"/> \$5001 - \$15000  <input type="checkbox"/> \$15001 - \$25000  <input type="checkbox"/> \$25001 - \$35000  <input type="checkbox"/> \$35001 - \$45000  <input type="checkbox"/> \$45001 - \$55000  <input type="checkbox"/> \$55001 - \$65000  <input type="checkbox"/> \$65001 - \$75000  <input type="checkbox"/> \$75,001 or Higher                  Other Amount _____</p>
<p>Number in Household: _____</p>	<p>Member of Household older than 65: _____ (Yes or No)</p>	
<p>Number Under 18: _____</p>	<p>Member of Household Handicapped: _____ (Yes or No)</p>	
<p>Single Parent: _____ (Yes or No)</p>	<p>Current Head of Household: _____ (Female, Male or Both)</p>	

**Physical Appearance:**

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Skin Color: \_\_\_\_\_

T Shirt Size Check Mark One:  Small  Medium  Large  X-Large

Parent/Guardian Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_

Home Address: \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_

Employment: \_\_\_\_\_

Occupation: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work phone #: (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Transportation Policy:**

The Boys and Girls Club of Greater Holyoke, Inc. does not provide transportation to or from the summer program.

Please circle the weeks of childcare that your child will be participating:

Week - 1	July 6 - July 10	Please circle days of the week your child will be participating  Monday Tuesday Wednesday Thursday Friday  * Priority will be given to families in need of full-time care *
Week - 2	July 13 - July 17	
Week - 3	July 20 - July 24	
Week - 4	July 27 - July 31	
Week - 5	August 3 - August 7	
Week - 6	August 10 - August 14	
Week - 7	August 17 - August 21	

**BOYS & GIRLS CLUB RULES:** We encourage positive attitudes, education, good sportsmanship, and friendship. As A Member You Are Expected to:

- **Be Respectful-** of other members, staff, and their property.
- **Be Kind-** bullying will not be tolerated.
- **Use appropriate language-** No swearing
- **Take care of your Boys & Girls Club-** clean up. Destroying property will result in a suspension.
- **Play fair and be honest-** No fighting or stealing. Resolve disagreements in a positive way.
- **Be a good sport-** share games, applaud efforts of others.

If you break the rules, here is what will happen:

- **Strike One-** We will explain what you have done wrong, warning.
- **Strike two-** You will be removed from current activity, time out.
- **Strike three-** Suspension.

Dress appropriately at all times. Remove hats before entering the building.

**PROGRAM RELEASE CONSENT FORM: (Disclaimer)**

1. My child has my permission to go swimming with the Boys & Girls Club. Yes \_\_\_\_\_ No \_\_\_\_\_
2. My child may participate in all Boys & Girls Club activities in or adjacent to the club building: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**MEDIA RELEASE**

I hereby give my permission to Boys & Girls Club of Greater Holyoke, Inc., to photograph, film, videotape and/or make sound recordings of my child, to publish statements of my child and to use such photographs, films, videotapes, sound recordings and/or other statements for educational and promotional/advertising materials and for other purposes specified below. I understand that my child may be identified in any photographs, news stories or publications that the aforementioned institutions consider appropriate for release to magazines, newspapers, the World Wide Web sites of these institutions or other publications. I further understand that any such photographs, films, videotapes, sound recordings and/or written works are the property of these institutions and that neither my child nor I am entitled to any compensation for or rights in these materials.

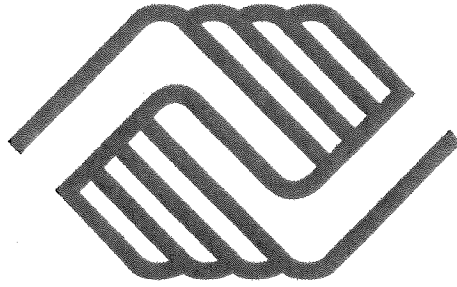
I release these institutions from all liability with respect to the matters covered by this release.

**MEDICAL CONSENT**

I hereby authorize the Director or his/her representative to act on my behalf in case my child/ward is a victim of a major accident, injury, or illness where immediate medical or surgical care is needed, providing a member of the Boys and Girls Club Staff shall make diligent effort to FIRST notify me of the incident and obtain my preferences. I hereby authorize duly licensed medical personnel to take such action as his/her judgment dictates: I further agree that neither the Boys and Girls Club of America, nor any person associated with any Boys and Girls Club has any responsibility of any kind to me or my child/ward from any injury arising from any accident, injury or illness that my child/ward may suffer as the result of any such health care or medical treatment.

Child's Name \_\_\_\_\_ Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_



# **BOYS & GIRLS CLUB OF GREATER HOLYOKE, INC.**

## **COVID-19 Preparedness & Reopening Plan**

### **EXECUTIVE SUMMARY**

Boys & Girls Club of Greater Holyoke is committed to providing a safe and healthy environment for all of our members, staff, and extended Club community. To ensure this, we have developed the following COVID-19 Preparedness & Reopening Plan in response to the coronavirus pandemic.

Our Clubs' management and staff teams are all responsible for implementing this plan to ensure its success. Our goal is to mitigate the potential for transmission of COVID-19 in our school year and summer programs, and that requires full cooperation and buy-in from our staff, management and members. Only through this cooperative effort can we establish and maintain the safety and health of everyone in our extended HBGC family.

Our COVID-19 Preparedness & Reopening Plan follows Centers for Disease Control and Prevention (CDC) and Massachusetts Department of Public Health (MDPH) guidelines, federal OSHA standards related to COVID-19, the Massachusetts Child & Youth Service Programs Reopen Approach and outlines best practices and our standard operating procedures moving forward as they relate to: screening, prevention and hygiene, operations and membership controls and protections, and workforce operations.

**Please sign and acknowledge that you understand HBGC protocols and procedures during COVID-19:**

**Name of Child:** \_\_\_\_\_

**Parent and/or Guardian Signature**

**Date**

\_\_\_\_\_  
**Print Name:** \_\_\_\_\_

# GLOSSARY OF TERMS

**Workplace Health Coordinators** – Workplace Health Coordinators are responsible for COVID-19 issues and their impact at the workplace. Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their COVID-19 response plan based on local conditions.

Boys & Girls Clubs of Greater Holyoke's designated Workplace Health Coordinators are:

Eileen Cavanaugh, President & CEO ([ecavanaugh@hbgc.org](mailto:ecavanaugh@hbgc.org))

Ann Mann, Director of Operations ([amann@hbgc.org](mailto:amann@hbgc.org))

Victor Rojas, Facilities & Technology Director ([vrojas@hbgc.org](mailto:vrojas@hbgc.org))

Cindy Enriquez – Churchill Unit Director ([cenriquez@hbgc.org](mailto:cenriquez@hbgc.org))

Flor Matos – Toepfert Unit Director ([admintoepfert@hbgc.org](mailto:admintoepfert@hbgc.org))

Luz Santiago – Beaudoin Unit Director ([adminbeaudoin@hbgc.org](mailto:adminbeaudoin@hbgc.org))

**Routine Cleaning** – Always clean surfaces prior to use of disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effective use.

**Deep Cleaning/Disinfection** – Disinfecting is the responsibility of both the Club's facilities team and our staff. However, staff are reminded to ensure procedures for safe and effective use of all products are followed. Cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product. Label directions must be followed when using disinfectants to ensure the target viruses are effectively killed. This includes adequate contact times (i.e., the amount of time a disinfectant should remain on surfaces to be effective), which may vary between one and ten minutes after application. Disinfectants that come in a wipe form will also list effective contact times on labels.

For disinfectants that come in concentrated forms, staff should reach out to our facilities team for making the diluted concentration needed to effectively kill the target virus.

**Basic Infection Prevention (BIP) Kits** – BIP Kits are to be stocked with standard supplies staff will need to keep their program areas safe and clean. BIP Kits shall include:

- Mask(s)
- Face Shields/Goggles
- Gloves
- Thermometer (and cleaning wipes)
- Disinfectant Wipes
- Hard Surface Disinfectant Spray
- COVID-19 Preparedness & Phased Reopening Plan
- Guideline Cards
- Emergency Contact Information
- Reporting Contact Information
- Confidential Recordkeeping Guidelines
- Reasonable Accommodation Guidelines

## STAFF SCREENING

1. Upon arrival for their shift, all HBGC employees shall have their temperature taken via no-contact infrared thermometers to detect potential fevers, a common symptom of coronavirus, and answer several general screening questions (health check responses) that will be recorded and maintained on file.
  - i. Temperatures to be taken and recorded by a designated Workplace Health Coordinator thoroughly trained in proper procedures and protocol.
    1. Staff who have been thoroughly trained may take and record temperatures in lieu of a Workplace Health Coordinator when absolutely necessary due to scheduling conflicts.
    2. Staff will be required to answer a daily checklist screening asking the following questions:
      - a. Fever, felt feverish or had any chills?
      - b. Cough?
      - c. Sore throat?
      - d. Difficulty breathing?
      - e. Gastrointestinal symptoms (diarrhea, nausea, vomiting)?
      - f. Abdominal pain?
      - g. Unexplained rash?
      - h. Fatigue?
      - i. Headache?
      - j. New loss of smell/taste?
      - k. New muscle aches?
      - l. Any other signs of illness?
      - m. In the past 14 days, have you had close contact with a person known to be infected with COVID-19?
  - ii. If any of the above questions are yes, the staff must not be allowed to enter the program. The staff must return home.
  - iii. Screenings will be conducted in the following locations:
    1. Main Club: Employees shall enter through the back door and proceed upstairs to the kitchen area which has been designated as the temporary screening area. Employees must wash their hands upon entering the building.
    2. Food Service Employees shall enter through the back door and shall immediately proceed to the rear of the gym (behind the hanging partition) for screening.
    3. Satellite Units: Employees shall enter through the front door and immediately proceed to the designated screening area located immediately inside the vestibule.
  - iv. Any employee exhibiting a low-grade fever (temperature of 100.4 or higher) on two consecutive thermometer readings shall be sent home to monitor their symptoms and must not return to work until the following conditions are met:
    1. The employee certifies in writing that the employee is fever-free and has been completely symptom free (no coughs, no chills, no symptoms consistent with COVID-19) for at least three (3) days; AND at least seven (7) days have passed since the later of the onset of symptoms that led to the employee being sent home or a positive COVID-19 test; OR the employee provides documentation from a medical provider confirming that the employee can return to work, that the employee had a negative test for COVID-19 and that any lingering symptoms are not the result of a contagious illness.
    2. Employees who suspect they are exhibiting any known symptoms of coronavirus, or who are feeling otherwise unwell, should report their symptoms to their immediate supervisor before reporting for work, or as soon as possible if symptoms onset during a shift.

- i. Employees who report suspected coronavirus symptoms should make every effort to be tested for the virus within 24 hours and should not return until they receive positive confirmation of a negative COVID-19 test and their original symptoms have subsided.
  - ii. Employees who test positive for COVID-19 must inform their Executive Director and should quarantine at home in isolation for at least 14 days and/or follow the medical advice of their physician to treat and manage their symptoms.
3. Management will also send home any employee who “worked closely” with an infected employee, with more than incidental contact, for a minimum of 5 days so they can get tested and self-monitor. The quarantine period may be extended based on circumstances at-hand.
- i. “Worked closely” shall be defined as riding in same vehicle, working in close physical proximity on a joint project, or other sustained close contact with someone for a period lasting longer than 15 minutes.

## **YOUTH SCREENING**

1. Upon arrival at our Club or Satellite Units, all HBGC members/youth shall have their temperature taken by our Clubhouse Membership Directors or a Workplace Health Coordinator via no-contact infrared thermometers to detect potential fevers, a common symptom of coronavirus. Youth will also answer several general screening questions (health check responses) that will be recorded and maintained on file.
  - a. Any child exhibiting a low-grade fever (temperature of 100.4 or higher) on two consecutive thermometer readings shall be sent home to monitor their symptoms and must not return to programming/camp until they are fever free for at least 72 hours.
    - i. Parents who suspect their child(ren) are exhibiting any known symptoms of coronavirus, or who are feeling otherwise unwell, should report these symptoms to the Director of Operations or their Club’s Unit Director ASAP.
    - ii. A Workplace Health Coordinator or trained staff will visually inspect each child for signs of illness and verbally screen children and parents asking the following questions (Parents will be required to sign a written attestation daily upon signing their child into program):
      - a Fever, felt feverish or had any chills?
      - b Cough?
      - c Sore throat?
      - d Difficulty breathing?
      - e Gastrointestinal symptoms (diarrhea, nausea, vomiting)?
      - f Abdominal pain?
      - g Unexplained rash?
      - h Fatigue?
      - i Headache?
      - j New loss of smell/taste?
      - k New muscle aches?
      - l Any other signs of illness?
      - m In the past 14 days, have you had close contact with a person known to be infected with COVID-19?
    - iii. If any of the above questions are yes, the child must not be allowed to enter the program. The child must return home with their parent or caregiver.
      1. Parents should remind their children daily of the importance of immediately reporting to HBGC staff any symptoms which onset while participating in our programs.
    - iv. Families who report suspected coronavirus symptoms should make every effort to be tested for the virus within 24 hours and should not return to programming until they receive positive confirmation of a negative COVID-19 test and their original symptoms have subsided.

- v. Any child who tests positive for COVID-19 should remain at home in isolation and/or follow the medical advice of their physician with regards to self-care or supportive care to treat and manage their symptoms.
  1. Youth/Members who test positive for COVID-19 will not be permitted to return to programming until they have tested negative for COVID.
2. Our Unit Director(s) and/or Executive Director will immediately notify the families of any children who “played closely” with a confirmed infected member/camper.
  - a. These children will need to remain out of programming for a minimum of 5 days so they can get tested and self-monitor. The quarantine period may be extended based on circumstances at hand.
  - b. “Played closely” shall be defined as being assigned to the same camper group or other sustained close contact with someone for a period lasting longer than 15 minutes.

## **ISOLATION AND DISCHARGE OF SICK CHILDREN**

1. A designated space will be made available in each location to isolate children who may become sick while in program. At the Main Club the designated space will be located in the gym office which has access to a private bathroom and a door to the office. At each of the satellite units the designated space will be the kitchen.
2. One staff with appropriate PPE should supervise the youth utilizing a barrier when possible.
3. If a child becomes symptomatic, staff will immediately issue a mask, if one is not being worn.
4. The parent is called and must come pick the child up immediately. If the parent cannot, then staff will utilize the emergency contact pick-up list provided as part of enrollment.

### **5. IF A CHILD CONTRACTS COVID-19**

Sick children who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider.

- a. Determine the date of symptom onset for the child. Determine if the child attended at the program while symptomatic or during the two days before symptoms began. Identify what days the child attended during that time. Determine who had close contact with the child at the program during those days (staff and other children).
- b. If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 10 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on June 1, isolation may be discontinued on or after June 11 if the child still has no symptoms.

## **ISOLATION AND DISCHARGE OF STAFF**

1. A designated space will be made available in each location to isolate staff who may become sick while in program. At the Main Club the designated space will be located in the gym office which has access to a private bathroom and a door to the office. At each of the satellite units the designated space will be the kitchen.
2. If a Staff becomes symptomatic, they must cease child care duties immediately and be removed from others until they can leave. Staff must regularly self-monitor during the day to screen for new symptoms.
3. If a staff becomes symptomatic, the Workplace Health Coordinators will immediately issue a mask, if one is not being worn.
4. Alternative staff coverage will be provided immediately by any available support staff to ensure youth are supervised at all times.

### **5. IF A STAFF CONTRACTS COVID-19**



Sick staff who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return to work until they have met the criteria for discontinuing home isolation and have consulted with a health care provider.

- a. Determine the date of symptom onset for the staff. Determine if the staff worked at the program while symptomatic or during the two days before symptoms began. Identify what days the staff worked during that time. Determine who had close contact with the staff at the program during those days (staff and other children).
- b. If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 10 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on June 1, isolation may be discontinued on or after June 11 if the staff still has no symptoms.

## **SELF-ISOLATING FOLLOWING EXPOSURE OR POTENTIAL EXPOSURE**

In the event that a staff member or child is exposed to a sick or symptomatic person, the following protocols must be followed.

1. If a child or staff has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or staff must not be permitted to enter the program space and must be sent home.
2. Exposed individuals must be directed to stay home for at least 14 days after the last day of contact with the person who is sick. The program must consult the local board of health for guidance on quarantine for other children and staff and what additional precautions will be needed to ensure the program space is safe for continued child care services.
3. If an exposed child or staff subsequently tests positive or their doctor says they have confirmed or probable COVID-19, they must be directed to stay home for a minimum of 10 days from the 1st day of symptoms appearing AND be fever-free for 72 hours without fever reducing medications AND experience significant improvements in symptoms. Release from isolation is under the jurisdiction of the local board of health where the individual resides.
4. If a child's or staff's household member tests positive for COVID-19, the child or staff must self-quarantine for 14 days after the last time they could have been exposed.
5. **If an Exposed Child or Staff Remains Asymptomatic and/or Tests Negative for COVID-19**
  - a. If the exposed individual remains asymptomatic and/or tests negative for COVID-19, they must remain in quarantine and continue to monitor for the full 14 days.

## **NOTIFYING REQUIRED PARTIES**

In the event that HBGC experiences an exposure, the Executive Director must notify the following parties.

1. Employees and families about exposure but maintain confidentiality.
2. Local board of health if a child or staff is COVID-19 positive.
3. The Department of Early Education and Care if a child or staff member has tested positive.

## **PREVENTION AND HYGIENE FOR STAFF**

1. Handwashing & Hand Sanitizing Stations
  - a. We have installed additional hand sanitizing stations throughout our Clubhouse and Satellite Units
    - i. All staff are expected to wash their hands with soap and water thoroughly in restrooms upon arrival for their shift, after any breaks in their shift before returning to action, and of course after using the restroom.

- ii. All staff should utilize hand sanitizer stations when moving between program areas (games rooms, computer labs, gymnasiums, etc.).

## 2. Daily Sanitizing of Program Areas

- a. Sanitization of all program areas and close contact equipment to a minimum of 3x daily utilizing BIP Kits.
  - i. Clean AND disinfect frequently touched surfaces throughout the day, at shift changes, and at the end of a program period. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
  - ii. Staff must wear gloves as much as possible when cleaning and disinfecting.
  - iii. If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.
  - iv. Staff will clean and disinfect work spaces after each program period scheduling 10 minutes before the group rotation to allow for cleaning.
  - v. Staff will clean and disinfect all common areas including bathrooms, game rooms, cafeterias, multipurpose rooms, kitchens, vestibules, at the beginning of a shift, before/after meal services, and at the end of a shift.
  - vi. HBGC will utilize only the EPA approved and registered disinfectants and sanitizers. When EPA-approved disinfectants are not available, a bleach solution will be used.
  - vii. Only single-use disposable paper towels will be utilized for cleaning, sanitizing and disinfecting. No sponges are allowed.
  - viii. All disinfectants and sanitizers will be kept out of reach of children.
- b. Staff shall make every effort to keep their workspaces and equipment clean by thoroughly sanitizing their workspaces and equipment used at the end of their shifts.

## 3. BIP Kits

- a. Preparation and maintenance of BIP (Basic Infection Prevention) Kits to support staff in their cleaning responsibilities shall be the responsibility of Workforce Health Coordinators and will be located in several designated areas throughout the Clubhouse and Satellite Units.

## 4. Facemasks & PPE

- a. Employees shall wear protective face coverings at all times when moving throughout our Clubs whenever 6 feet of physical distancing is not possible. Masks do not need to be worn in private offices, so long as office doors remain closed.
  - i. The MA Department of Public Health has defined face coverings as anything that covers your nose and mouth, including dust masks, scarves, and bandanas.
    - 1. Do not use health care worker masks, such as the N95 masks, as those should be reserved for frontline healthcare workers.
    - 2. When you wear a cloth mask, it should:
      - a. Fit snugly but comfortably against the side of the face
      - b. Be secured with ties or ear loops
      - c. Include multiple layers of fabric
      - d. Allow for breathing without restriction
      - e. Be able to be laundered and machine dried without damage
      - f. Masks and face coverings must be routinely washed (at least daily and any time the mask is used or becomes soiled) depending on frequency.
      - g. If disposable mask is used, CDC guidance on proper daily removal will be recommended.
- b. Gloves are only provided/needed when preparing food, screening activities that require contact and cleaning and/or disinfecting.

## **PREVENTION AND HYGIENE FOR YOUTH/MEMBERS**

1. Handwashing & Hand Sanitizing Stations
  - a. We have installed additional hand sanitizing stations throughout our Clubhouse and Satellite Units.
    - i. All youth/members will be given the opportunity and expected to wash their hands thoroughly in restrooms upon arrival at our Club or Satellite Units, before/after any snacks and lunch, and when using the restroom.
    - ii. All youth/members should utilize hand sanitizer stations when moving between program areas (activity stations, gymnasium, tech room, playground, etc.)
2. Daily Sanitizing of Program Areas
  - a. Sanitization of all program areas and close contact equipment to a minimum of 3x daily utilizing BIP Kits.
  - b. Staff will clean AND disinfect frequently touched surfaces throughout the day, at shift changes, and at the end of a program period. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
  - c. Staff will clean and disinfect work spaces after each program period scheduling 10 minutes before the group rotation to allow for cleaning.
  - d. Staff will clean and disinfect all common areas including bathrooms, game rooms, multipurpose rooms, kitchens, vestibules, at the beginning of a shift, before/after meal services, and at the end of a shift.
  - e. Staff will clean and disinfect toys and activity items, including sports equipment, used by children more frequently than usual.
3. BIP Kits will be located in each program room and shall include: several pairs of disposable rubber gloves, eye protection, disinfectant wipes (for both hands and equipment), hand sanitizer and/or hand soap, bleach, disinfectant solutions, no-touch thermometer, guideline cards, emergency contact information, reporting contact information, confidential recordkeeping guidelines, and reasonable accommodation guidelines.
4. Facemasks & PPE
  - a. When possible and at the discretion of the parent or guardian, children are being encouraged to wear masks or cloth face masks for children over the age of 2 who can safely and appropriately wear, remove, and handle masks.
  - b. Parents will be asked to provide their child(ren) with a sufficient supply of clean masks and /or face coverings. If families are unable to provide masks or face coverings, HBGC will provide a masks for any child(ren) in our care upon request from the parent. Cloth masks and face coverings must be routinely washed (at least daily and any time the mask is used or becomes soiled) depending on frequency. If disposable mask is used, CDC guidance on proper daily removal will be recommended.

## **OPERATIONS AND MEMBERSHIP CONTROLS AND PROTECTIONS**

1. Practicing Social Distancing at All Times at Every Level of the Organization
  - a. Plexiglass shields have been installed as protective barriers between our desktop computers and on tables used for youth programming.
  - i. Facemasks will be required of all patrons entering our buildings per the order of the Commonwealth of Massachusetts requiring face coverings effective May 6, 2020.
  - b. No non-essential visitors will be permitted in our Clubhouse.
    - i. This includes parents, guardians, volunteers (other than board members), and friends/relatives of staff not intending to conduct Club-related business.
  - c. Team meetings shall be limited in size to less than 10 in-person attendees and should be conducted in more open-air environments whenever possible.
    - i. Teleconferences are an ideal alternative to larger group meetings.
  - d. Only staff member at a time should be in a company vehicle, when feasible.

- e. Manager should make every effort to stagger shift starting times in 15 to 30-minute intervals so that employees are not in the workspace all at once.
  - f. All HBGC staff should maintain at least a 6-foot distance between themselves and others (coworkers, parents/youth/patrons, delivery workers, etc.) and avoid any handshakes, high fives, and other unnecessary forms of close physical contact.
2. Maintaining an Adequate Supply of PPE and Sanitizing Supplies
    - a. Club leadership will make every effort to guarantee a sufficient supply of PPE and sanitizing supplies to ensure staff are prepared to meet the expectations outlined in this COVID19 Preparedness & Reopening Plan.
  3. Large assemblies should be avoided at our Clubhouse and at Satellite Units. Youth should keep at least two arm lengths between other youth during any opening and closing ceremonies.
  4. All staff and youth/members should avoid any handshakes, high fives, and other unnecessary forms of close physical contact.
  5. Staff/Youth ratios
    - a. We will operate with a staff/youth ratio of 1:10. The number of adults assigned will be limited but may be increased to 2 staff per 10 youth to maintain the appropriate safety and address the needs of the youth.
    - a. No program area will exceed 11 people including staff and members
    - b. No groups will be combined in program areas or common areas
    - c. No groups will be combined for meal service
    - d. The gym may be used for two groups if the space is divided into two areas if separated by some physical barrier or marking
    - e. Staff will be assigned to only one cohort/group of children
  6. Facility Usage
    - a. Drinking fountains will not be used and covered to prevent usage
    - b. Only one member at a time will be permitted to use any restroom
    - c. Outside play with guided activities will be facilitated
    - d. Playgrounds will not be utilized
    - e. Small program areas like computer labs will not be utilized if 10 individuals cannot fit while maintaining social distancing
  7. Equipment & Supplies
    - a. No outside or personal belongings will be allowed to be brought into facility on a daily basis
    - b. Materials and Supplies for programming will be provided by The Club.
    - c. Program areas will be outfitted with totes to keep members' supplies separated and unshared.

## **WORKFORCE OPERATIONS**

1. Training and Compliance
  - a. All staff will receive live training on observing social distancing while facilitating programs and activities.
  - b. Staff will be trained on proper cleaning and disinfecting methods as recommended by the CDC and Mass Child & Youth Serving Program Reopen Approach.
  - c. Operations will follow daily checklists for safety, facility conditions, cleaning, and disinfecting.
  - d. Operations will have daily drop-in compliance checks by designated director level personnel.

Please sign and acknowledge that you understand HBGC protocols and procedures during COVID-19:

Name of Child: \_\_\_\_\_

Parent and/or Guardian Signature

Date

\_\_\_\_\_

Print Name: \_\_\_\_\_