COVID-19 Operational Procedures: EXTERNAL

Entry/Drop Off/Pickup

- We will implement a curbside drop-off and pick-up to limit direct contact between parents/guardians and staff members and adhere to social distancing recommendations. We will greet members outside as they arrive. We ask that parents call when they arrive for both drop-off and pick up if a staff member is not present. Members will be asked COVID-19 questions and temperature checked in parent’s vehicle before being admitted into the program.

- Drop-off and Pick-up Times:
  - Drop-off: 7:45-8:30
  - Pick-up: 4:30-5:15

- Drop-off and Pick-up Procedures
  - Our screening requirements will be posted on entry doors.
  - Intake staff members will ask daily questions curb-side while Club families remain in their vehicles. Some of these questions may include:
    - In the last 14 days, have you or your child(ren) been within 6 feet (unprotected) of anyone with a positive COVID-19 or Coronavirus diagnosis?
    - Do you, your child(ren) or anyone in close contact have a fever or temperature over 100 degrees or greater?
    - Do you, your child(ren) or anyone in close contact have other symptoms of a lower respiratory condition (sore throat, cough, shortness of breath)?
    - In the previous 14 days have you traveled outside of the United States or to areas in the US with widespread transmission such as New York State, New Jersey, Connecticut, and New Orleans?
  - Greeting stations will be located outside Check in procedures will look like this:
    - We will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), cough, fatigue, or extreme fussiness.
    - Temp checks: Persons (Staff or Child) who have a fever of 100* F or above or other signs of illness will not be admitted to the facility. We will 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 twice daily. Children will be sent home if fever is over 100 degrees or if child displays concerning symptoms of COVID-19.
    - There will be a Daily Report completed on all members in attendance that includes the questionnaire, visual Inspection, temperature check(s) & general behavior to communicate with Parents and Directors.
    - Children that pass requirements will be admitted into the building where they will check in at the front desk and directed to their assigned areas.
Parents are encouraged to have the same designated authorized person drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

- 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 for all persons entering the building.

- If child needs to be dropped off at any other times than the designated times listed above you must call the Boys & Girls Club (479-442-9242) and a member of our staff will meet at your vehicle to go through the intake procedures.
- If a child must be picked up at any other time than the designated times listed above you must call the Boys & Girls Club (479-442-9242) and a staff member will escort them to your car.
- All visitors and volunteers not allowed in our building without prior approval.
- We ask that members to not bring personal items from home with the exception of swimsuit, towel, and lunchbox, which will be placed in designated homeroom and left there until appropriate times.
- 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.

Staff
- Staff must enter through the front entry and directly wash hands.
- Staff will have their temperature and symptoms checked and sent home if fever over 100 degrees or if they display concerning symptoms of COVID-19. Staff will also undergo temp checks twice daily and will be sent home if temp is 100 or higher.
- If a staff leaves for a break, they will repeat opening steps once they re-enter the building.

Bathrooms
- We will require one member at a time in the restrooms and schedule hand cleaning breaks.

Gym/Outside
- Only 1 group at a time, in the same area, will be scheduled for outside time (fields and open spaces only, no playgrounds). Each area will have their own equipment and will be responsible for cleaning and sanitizing after they leave the space.
- Only 1 or 2 groups at a time will be scheduled for gym time. Each area will have their own equipment and will be responsible for cleaning and sanitizing after they leave the space.

Meals
- All meals will be eaten in homeroom areas, not in any common space. Meals will be served by staff members and no family style dining will be allowed.
- Members will receive breakfast, lunch, and a snack.
- **Awaiting Confirmation on partners on this section**

Group Size
- We intend to limit group size to 9 children and 1 staff.
- Members will remain in groups throughout the day, having the same room daily as their homeroom as well as rotating to different stations/areas. Each area will be sanitized before rotating (door knobs, tables, chairs, equipment, etc.) as well as each child using hand sanitizer. We will try to keep designated staff with each group throughout the program.
• Masks for kids old enough are optional, but not required.

Field Trips
• We will not be participating in any field trips or bringing in any special guests until further notice.

Programs
• We will continue to offer meaningful, intentional programs that focus on healthy lifestyles, character and leadership, academic success which engages members and promotes fun.

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:
  o Club members will be encouraged 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.
  o Club members will participate in regular, scheduled hygiene practices to ensure safety.

Cleaning and Sanitation
• We will have a detailed cleaning and sanitization schedule to ensure proper safety. Cleaning and disinfecting will occur with all toys, materials, equipment and surfaces daily. Additionally, we will have a staff member at each location dedicated to cleaning frequently touched surfaces such as door handles, light switches, etc. throughout the day.

Communication
• Please communicate any changes in family health circumstances as quickly as possible so that we may mitigate any issues that may arise. We will commit to communicating as much information as possible as often as possible.

Positive COVID-19 Case
• In the event that a Club or staff member encounter an individual that has tested positive for COVID-19:
  o All Club families and staff, the Washington County Health Department, and BCGA will be notified.
  o Club or staff member would be mandated to self-quarantine for 14 days.
  o Operations would remain normal with screening and cleaning processes continuing daily.
• If someone in our buildings tests positive for COVID-19:
  o All Club families and staff, the Washington County Health Department, and BCGA will be notified.
  o We will immediately send home or separate anyone who becomes sick.
  o Work in collaboration with your health department to determine when to re-open closed areas and when staff in quarantine may be allowed to return to work. This could be up to a 14 day quarantine for everyone involved with the program.
  o After re-opening, continue regular cleaning, disinfection, social distancing, and hygiene practices.

Changes
• 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.