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**BOYS & GIRLS CLUBS
OF THE BLACK HILLS**

**COVID-19 Parent and Club
Member Safety Plan**

April 29, 2020

About these safety guidelines:

These rules are set in place for the safety and well-being of our club members and staff. We have put in place these preventive measures in order to best serve our community and reduce the spread of COVID-19, however, the club cannot guarantee that you or your children may/may not become infected with COVID-19. Our Club will continue to monitor the current guidelines set in place by the CDC, our federal, state, and local governments, and will make adjustments if necessary in order to continue to provide the safest environment possible. A safety orientation will be required for all summer enrollments and a question and answer period will be provided during the orientation to address specific questions and concerns. Please read through these policies carefully to ensure you are able to accurately complete the enrollment process, and are familiar with all safety precautions being taken by the Boys & Girls Clubs of the Black Hills at this time.

We also know that these new policies and procedures may seem scary or confusing to our club members. Once you have reviewed these policies we would appreciate it if you would discuss them with your children so that they are aware that things will work differently at the club for the foreseeable future. We will do everything possible to help them feel comfortable, safe, and to have fun despite these changes, but your help is greatly appreciated.

If you have questions or concerns that are not addressed during the safety orientation, please feel free to contact the executive director at director@bgcblackhills.org.

Updated Enrollment Process:

- 1) ALL Parents/ Guardians must fill out new membership forms for their children, including the COVID-19 release waiver attached to the new membership forms.
- 2) All Annual memberships must be up to date, and paid for 2020.
- 3) At least one Parent or Guardian from each household must attend a safety orientation via Zoom or conference call during the week of June 1st- June 5th. In order to schedule a time for the orientation, please call our Administrative Assistant Charity Branum at 605-574-2010. Please review these policies prior to the safety orientation to ensure we are able to address any questions or concerns you may have.
- 4) Once all three of the above are completed, the child(ren) will be considered for membership.*
- 5) In considering final enrollments, preference may be given to families with at least one parent or guardian who works in one of the following professions:
 - a. Healthcare
 - b. Law Enforcement
 - c. Fire Department Personnel
 - d. Truck Drivers
 - e. Grocery Store Employees

*Due to the nature of the current health crisis, we will be limiting the number of registrations we will be accepting for the summer. Registrations will be filled on a first come, first served basis, and all of the above steps MUST be completed before your child will be admitted for Club enrollment.

Once our registration limit is met, additional youth will be placed on a waiting list until openings become available.

****IMPORTANT NOTE-** due to the possibility of cross contamination, and to ensure the safety of our members, staff, and community, if a child is enrolled in summer recreation programs outside of the club, they will NOT be allowed to enroll at the club. This is to prevent the possible spread of diseases from those outside groups. We recognize that this will present an inconvenience for many, however we believe it is necessary for the safety of our clubs at this time.

Updated Staff Safety Measures

- 1) Staff will wear masks at all times while on the Club premises.
- 2) Staff will not be required to wear gloves during normal activities, but will be required to wear gloves while cleaning, during health checks, and when handling food.
- 3) All staff will be wearing Club attire and ID Badges so that they will be easily recognized.
- 4) Staff will be required to undergo regular temperature checks, and must complete a health questionnaire before entering the building (these measures will be the same for both staff and for club members).
- 5) Staff will be expected to clean their program areas regularly throughout the day, and at the end of each day.

Updated Club Procedures

Club Summer Hours: 7:30am-5:30pm

Pick-up and Drop Off

- 1) Club drop off hours will be limited to **7:30am-10:00am**. After 10:00am the club doors will be locked and no other members will be permitted into the club until the following day.
- 2) Please pay attention to, and follow directions on all posted signs and to directions received from club staff during the check-in process
- 3) Be aware that the check-in process may take some time, especially if we have multiple families arriving at the same time. Plan to arrive at the club early to ensure we have enough time to check your child in.
- 4) A Staff member will administer a health questionnaire and take each child's temperature before they enter the Club. A sample of the health questionnaire is attached below. If a parent answers in the affirmative to any of the questions, or if a child's temperature is 99.5 or above, the child will not be permitted to enter the club. (see the section on *Illness at the Club* for more details).
 - a. PLEASE NOTE: If your child is showing physical signs of illness including, but not limited to: flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue or extreme fussiness they will not be permitted into the Club. The final decision for admittance will remain with the staff member administering the health check. Regardless of your answers to the above

questionnaire, if a staff member suspects your child may be sick, they will not be permitted to enter the facility.

- b. For families with more than one registered member, if any member of the household is ill, no club member from the household will be permitted into the club.
- 5) Parents MUST be present with their child to answer a health questionnaire and check them into the club. If a child arrives at the club without a Parent, they will not be permitted into the building, and a parent will be contacted immediately.
 - 6) To minimize contact between individuals, only club members and staff will be allowed inside the club building.
 - 7) As a change from our former procedure, members will not be using their own ID cards to sign in to the club. Instead, all cards have been removed from the lanyards and will be kept at the front desk. A staff member will sign each member in as they enter the building, and before escorting them to their program area.
 - 8) Pick-up time is from 4:00pm-5:00pm. Please plan to pick your child up during this time frame. This will help us ensure we can check members out of the club safely and effectively. When you arrive to pick up your child please call the club phone (numbers listed below) so that we can help your child(ren) get ready to leave and escort them out.
 - i. Hill City: (605) 574-2010
 - ii. Hot Springs: (605) 745-8000
 - iii. Lead/Deadwood: (605) 584-1113

Programming Changes

- 1) Club members will be assigned to a specific room for the duration of the summer. Staff members will be assigned to work with a specific group as well to minimize contact between individuals. All daily programs, including meals and snack times, will be held in that same room with the exception of outdoor play time.
- 2) Club members MUST remain in their designated program area AT ALL TIMES, they will be allowed to move through the building for bathroom breaks, outside time, and to enter or leave the club, but they must be escorted by a staff member when moving through the building. Designated walkways will be setup through the clubs to ensure that different groups maintain social distance when moving through the clubs. This also includes our Teen members, who will need to remain in the Teen Center outside of scheduled outdoor time and bathroom breaks.
- 3) All members and staff will be expected to wash their hands regularly throughout the day including when they enter the building, between activities, before and after eating, after using the bathroom, and before they leave.
- 4) All program materials will be sanitized at the end of each day, club members will not be permitted to share program supplies, and separate groups will not use the same supplies on the same day.
- 5) **ABSOLUTELY NO PERSONAL BELONGINGS WILL BE ALLOWED INTO THE CLUB.** Toys, personal electronic devices, lunch boxes, or other personal items will not be allowed into the club. The only exceptions to this rule will be light jackets (when necessary) and personal medical equipment such as inhalers, epi-pens, diabetic testing supplies, etc. If your child needs to bring a personal medical device, please talk with the Club Director to make arrangements for safe storage at the club. The same will be true for children with food allergies. See the section on meals and snacks below for more information about our food policies.

- 6) Any club member that leaves the premises cannot return to the club until the following day. (Note: This is a change from our handbook where a club member could leave one time and return) Example: A child who leaves the premises for a doctor's appointment or dentist exam may not return until the next calendar day.

Meals and Snacks

- 1) No outside food or drink will be permitted into the club. The clubs will provide all meals and snacks for members, including breakfast, lunch, and an afternoon snack. Lunchboxes and sack lunches from home will not be permitted. If your child has a food allergy, please contact the Club Director to make arrangements. We will allow you to send PREPACKAGED food for your child, but it must be brought in one week prior to allow time for any possible viruses to die off. These items will be labelled with your child's name and safely stored until ready for use.
- 2) Staff will wear gloves at all times while preparing and distributing food.
- 3) Club members will eat in their designated program areas and must wash their hands before and after eating.

Cleaning Policies

- 1) All rooms will have handwashing stations and/or hand sanitizer available for cleaning. Stations will be staggered in order to keep social distancing policies in place.
- 2) Staff and Club members will practice good hygiene by washing hands between all activities, before and after eating, and after using the bathroom.
- 3) Staff will maintain cleanliness of their program area throughout the day, and will thoroughly clean their program area at the end of each day.
- 4) For hard to clean materials (such as crayons), members will be assigned a specific set of items to be used by them throughout the summer. For other materials (such as markers, scissors, etc.) a child will use the same item throughout the day, and those materials will be cleaned and sanitized at the end of each day before being used by other members or groups.
- 5) One staff member will be responsible for maintaining the cleanliness of frequently touched surface throughout the day. They will regularly clean areas of high traffic, including cleaning the bathrooms between all bathroom breaks.

Health Checks

- 1) When checking into the club, parents will need to answer the following questions:
 - i. Has your child had fever, cough, sore throat, shortness of breath, vomiting, diarrhea, or a rash in the last 5 days?
 - ii. Has your child been exposed to someone who has been diagnosed with COVID-19?
 - iii. Have you or your child traveled to any "hot spots" such as Sioux Falls, New York, Washington, California, etc. within the last two weeks?

- 2) 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**. Once a member passes the verbal screening, the child may exit their vehicle for the temperature check. If the child's temperature is above 99.5 or if they exhibit signs of illness, they will not be admitted in the club.
- 3) Parents will be asked to sign off on the health check to affirm that they have answered all questions truthfully.
- 4) Temperatures will be taken for all members at lunch time, and before leaving the club in the afternoon. See the section on *Illness at the Club* for more information.
- 5) All club staff will follow the same procedures for entering the building and throughout the day.

Illness at the Club

PREVENTION

- 1) Any staff or club member who is not feeling well should stay home and not come to the club, they will not be allowed to enter the building if they are showing symptoms, have a high temperature (99.5 or above), or answer positively on any health questionnaire item
- 2) Only Staff and Club members will be allowed inside the Club building at any time.
- 3) All community members are recommended to be familiar with and follow procedures outlined by the CDC (web link provided below) if they are ill or if they believe they may have been exposed to someone who has tested positive for COVID-19
 - i. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- 4) If a staff or club member is sent home due to signs of illness they will be allowed to return ONLY if all of the following conditions are met:
 - a. They have not tested positive for COVID-19 within the last 7 days OR a test has been conducted with a NEGATIVE result (indicating that the individual does NOT have COVID-19)
 - b. They have shown significant improvement in symptoms
 - c. Their temperature has returned to normal *without the use of fever reducing medication*
 - d. It has been at least 7 days since the onset of their symptoms
 - e. They have self-isolated for a minimum of 14 days after having been in contact with someone who tested positive for COVID-19
 - f. They can answer negatively to all health questionnaire items administered before entry into the facility

DURING CLUB HOURS

- 1) During club hours, if a club member complains of feeling ill, develops a fever (99.5 and above), or begins showing signs of illness, they will be moved to a separate area away from other youth. They will remain under the supervision of a staff member and the parent, guardian, or provided emergency contact will be informed and asked to come pick the child up.
 - a. PLEASE NOTE- if your child becomes ill at the club they will need to be picked up AS QUICKLY AS POSSIBLE to help minimize further spread. For the Additional Emergency contacts of the updated membership form, please list individuals who can pick your child up immediately if they become ill at the club.

POSITIVE COVID-19 CASES

- 1) Staff and guardians of club members must notify the Club Director IMMEDIATELY if they test positive for COVID-19 or if a healthcare provider believes that they may test positive for COVID-19 and they have been on club premises
 - i. **If for any reason a COVID-19 case or possibility of a case occurs, the facility will be immediately shut down and will follow safety policies assigned by the CDC and local health department.**
 - ii. If a staff or club member has been exposed to someone who has tested positive for COVID-19, they are recommended to follow CDC guidelines and self-isolate for a minimum of 14 days. They will not be allowed to return to the club until this isolation period is complete and they have shown no signs or symptoms related to COVID-19. Again, such persons are expected to follow CDC guidelines provided in the link above.

Club Member Expectations

The Boys & Girls Clubs of the Black Hills strives to maintain a Club environment that is built on respect for all. As such, there is a zero tolerance policy for behaviors or actions that jeopardize the health, safety, and well-being of any individual(s) being served or employed by the organization; this includes but is not limited to other parents, members, staff, volunteers, and partners of the organization.

BGCBH does reserve the right to terminate any membership based on the behavior of parent/guardian. Negative behavior by a parent/guardian will be viewed as a violation of organizational policies and will be addressed immediately with actions up to and including suspension or termination of membership. In an instance in which membership is terminated for violation of organizational policies by the parent or child, no refund will be administered.

All members and youth attending or participating in BGCBH programs and activities must be able to comply with the BGCBH Parent and Member COVID-19 Safety Plan (this document), along with member rules and expectations. Members and youth's ability to comply with these guidelines helps to ensure that all participants are able to receive a quality Club experience. Failure of any member or youth participant to comply with these expectations may result in implementation of the BGCBH disciplinary policy, and may result in escalating consequences which may result in suspension or termination of membership.

Changing Circumstances

The situation around the COVID-19 pandemic is extremely fluid, and prone to change rapidly. The Boys & Girls Clubs of the Black Hills reserves the right to amend any of the policies contained herein at any time. If an executive order or other direction is issued by the Governor of South Dakota, the President of the United States, or another applicable authority, this policy will be amended accordingly to ensure compliance with those regulations. This document may be revised at the discretion of Boys & Girls Clubs of the Black Hills executive staff, CEO, safety committee or Board of Directors to adapt to changing circumstances.

Again, if for any reason a COVID-19 case or possibility of a case occurs, the facility will be immediately shut down and will follow safety policies assigned by the CDC and local health department.