



COVID-19 RESPONSE PLAN

Boys and Girls Clubs of East MS

Our organization exists to identify and fill gaps in the community and to ensure that every child is set up for success in life. We have the geographical footprint, facilities, capacity, and expertise to address the community's needs to support our partners on the front lines. The Club is in constant communication with health authorities and key partners and is prepared to respond to community needs when it is safe to do so.

Program Model

The Club will shift its rotational program model to better support the new environment for distance learning. Except for outdoor breaks, members will remain in their designated learning space for the duration of the program and will experience academic reinforcement, enrichment, and wellness curriculum daily. The Club will shift from hour-long rotations to 30minute sessions. Members may be grouped according to their grade level as follows: Kindergarten, 1st-2nd, 3rd, 4th-5th, 6th, 7th-8th, High School. The Club will operate for eight hours per day Monday through Friday.

Social Emotional Support

The Club will leverage the expertise of medical professionals to provide counseling sessions, workshops, and wellness content to our staff and Club members, and to train our team to respond appropriately to any indication of emotional stress.

Admission

Program Capacity and Space Breakdown

In order to align with the health and safety best practices provided by the **Center for Disease Control and Prevention (CDC)**, the Club will reduce its capacity for each building and limit all program spaces to 10 people.

Option 1: The staff-to-member ratio will reduce to 9:1 and all persons will be positioned at least seven feet apart. Each group will take turns using the outdoor space.

Safety Protocol & Expanded Measures

Staffing

As part of enhanced safety and health protocols, the Club will staff each building with one Unit Director to oversee the drop-off process and address any issues that arise, one staff professional per group to run programs, and two support staff to ensure cleanliness throughout and provide additional support as needed. All staff will undergo extensive training of enhanced safety protocols, observation, and sign-off from senior leadership.

Unit Infrastructure for 9:1 Ratio

West End Unit: Total Capacity – 125 Club Members

Site Staffing:

Unit Director

15 Staff Members

3 Cleaning Staff Members

Kosciusko Unit: Total Capacity – 125 Club Members

Site Staffing:

Unit Director

15 Staff Members

3 Cleaning Staff Members

Northeast Unit: Total Capacity – 80 Club Members

Site Staffing:

Unit Director

10 Staff Members

2 Cleaning Staff Members

Philadelphia Unit: Total Capacity – 75 Club Members

Site Staffing:

Unit Director

8 Staff Members

2 Cleaning Staff Members

Velma Young Unit: Total Capacity – 45 Club Members

Site Staffing:

Unit Director

6 Staff Members

2 Cleaning Staff Members

Southeast Unit: Total Capacity – 40 Club Members

Site Staffing:

Unit Director

5 Staff Members

2 Cleaning Staff Members

Staff Uniform Requirements

To address safety and easily identify staff, all staff must wear khakis or black pants, close-toed shoes, and their Boys & Girls Club polo (t-shirts). Jackets may not be worn over polos (t-shirts), however, a white or black long sleeve shirt worn under the polo is permitted. Long hair should be pulled back away from the face. Name badges must always be worn. Staff are asked to arrive to program with newly washed clothes every day.

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 for 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.

Upon enrollment, parents will be asked to undergo an onboarding session and will also be asked to review our **"Club Member Guide"** with their children and reinforce the importance of compliance and safety.

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 be able to participate in program at their designated workspace and follow instructions of Staff Professionals and site staff in order to ensure their safety.

Members who show disregard for Club policies or exhibit intentional disruptive behavior **will** be asked to leave the program.

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:

1. Wash Hands:
 - a. Upon entry into building
 - b. After using the restroom
 - c. Before/After eating
 - d. After Outdoor Play
 - e. Before/After any health assessment or screening of any staff or member
2. Not be within six feet of or make any contact with another person
3. Not touch their face
4. Cough & sneeze into a tissue or inside of elbow
5. Stay home if they are sick or know they will not pass wellness screening

Personal Items

All staff and members are asked not to bring in any personal items. Staff cell phones can be stored in a designated space and must be sanitized upon entry into the building. All snacks and meals will be provided to members, and staff will be provided a daily snack.

Safe Learning Space

- A. Children will not change from one group to another
- B. Each group will be in a separate room. Groups will not mix with each other.
- C. Staff Professionals will remain solely with one group of children throughout the course of the day.
- D. If children rotate from one space to another, the room & equipment will need to be sanitized prior to having another group.
- E. There will be no more than two children per table, and tables should be positioned to accommodate seven feet of separation between every person.
- F. Only items that can be sanitized/cleaned daily are authorized to be used as 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.).

Program Delivery

All members will receive a **Club Safety Briefing** at the start of their day and after lunch to remind them of the importance of social distancing and maintaining good hygiene practices. Staff will receive additional training around fostering a safe learning environment and are encouraged to clarify expectations and institute best practices for behavior management in the event an issue arises.

Restrooms

Members and staff are asked to only use restrooms dedicated for their use. Every facility is equipped with an adult restroom that should only be used by staff. Kids' restrooms may only be used by Club members. Anyone who uses the restrooms must wash their hands for at least 20 seconds with soap and water prior to exiting the restroom.

A staff professional must communicate over walkie when sending a member to the restroom during the program. The staff professional should set their restroom timer to ensure proper tracking. Designated support staff should ensure that not more than two members are in the restroom at a given time.

Enrollment Process

1. Parents will enroll kids on Organization Website (**eastmississippibgc.org**)
2. Unit Director will review inquiries, verify eligibility, and confirm enrollment eligibility with the parent
3. Parents will be notified when they can bring all authorize documents to the Club, if they are new members

Onboarding

1. Unit Director will reach out to parents once enrollment is complete and coordinate virtual onboarding session
2. Unit Director to conduct Phone/Email/Virtual Meeting with parents and new member to review program details, parent and member expectations, and safety protocols.
3. First Day of Program: In-Person introduction of new member to Unit Director and assigned staff professional to include Club tour and overview of the day

Opening Procedures, Morning Preparation – Unit Director

1. Unit Director to disarm facility, prop open entry doors, unlock all program/staff spaces and disinfect interior and exterior door handles and reception desk keyboard. Unit Director to take their own temperature and record the reading on daily chart.
2. Disinfect all staff walkies and line up at reception

3. Turn on all lights and set up device, staff wellness checklist, health questionnaire, hand sanitizer and thermometer at table in front of exterior door ten minutes prior to staff arrival.

B. Staff Arrival

1. Verbal screening questionnaire is administered by the Unit Director
2. Staff temperatures are taken upon entry into building
3. Staff must sanitize their hands before and after clocking into their shift
4. All staff must wash hands upon entry into building
5. Staff temperatures are taken upon entry into building
6. Verbal screening questionnaire is administered the Unit Director
7. Staff must sanitize their hands before and after clocking into their shift
8. All staff must wash hands upon entry into building

C. Staff Wellness Screening – Performed by Unit Director: Before staff arrive, Unit Director should remain at exterior check-in table ready to take temperatures and administer verbal health questionnaire upon staff arrival

1. Verbal Questionnaire

- a. Staff are required to answer these questions daily prior to entering the building:
 - i. Have you had a fever, cough, sore throat, shortness of breath, vomiting, diarrhea, or a rash in the last 5 days?
 - ii. Have you been exposed to someone who has been diagnosed with the COVID-19?

If the staff answers **yes** to any of these questions, they will be sent home and asked to return only when they are able to answer **no** to all questions.

2. Temperature Check

Once the staff passes the verbal questionnaire, the Unit Director should wear gloves and take forehead temperature of staff members twice. Unit Director to note verbal screening acknowledgment and record both temperature readings on intake form

If lower than 99.5 F – Staff may enter building and proceed to handwashing station. Unit Director to note on checklist.
If 99.5 or higher - Staff must be sent home until fever free without fever reducing medication for at least **5 days**.

D. Program Preparation

Staff Daily Safety Briefing: Once all staff have arrived and clocked in, Unit Director must lead a daily safety review of general hygiene practices, safety reminders, and any special circumstances of situations of which the team needs to be aware.

After the Daily Safety Briefing, staff should ensure:

- ☞ Welcome Signage is in front of the building for member drop-off
- ☞ All rooms must have a bottle of hand sanitizer and restroom doors are propped open
- ☞ They are positioned at the drop-off points with their walkies, checklists, and temporal thermometers fifteen minutes before first program session starts

Unit Director should ensure the following are ready for Member Drop-Off:

- ☞ Sign-In Checklist with verbal health questionnaire acknowledgment ☞ Medical Gloves
- ☞ Temporal thermometers
- ☞ Staff are smiling & greeting everyone

After clocking in Staff Professionals should ensure:

- ☞ Maximum of 9 children per program space
- ☞ Each space has tables with 2 children per table, positioned at least seven feet apart from one another
- ☞ Each workstation and all equipment should be wiped down with warm soap and water or disinfectant wipes fifteen minutes before the first program session starts

Member Wellness Screening – Performed by Support Staff

Before members arrive, support staff should position themselves at drop-off, ready to administer verbal health questionnaire and take temperatures upon member arrival.

1. Verbal Questionnaire

- b. Parents are required to answer these questions daily prior to member leaving the car:
- i. Has your child had a 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 the COVID-19?
 - iii. Have you or your child traveled internationally in the last two weeks?

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.

2. Temperature Check

Support staff should wear gloves and take forehead temperature of member **twice**. Support Staff to note verbal screening acknowledgement and record both temperature readings on intake form.

If lower than 99.5 F – Member may enter building and proceed to handwashing station. Staff to note on checklist.

If 99.5 or higher - Member must be sent home until fever-free without fever reducing medication for at **least 5 days**.

Protocol Surrounding Health Concerns

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

1. Staff Professional to walkie-talkie Unit Director and inform of situation
2. Unit Director and one support staff to retrieve member for visual assessment in pre-designated quarantine room (conference room, huddle room, or General Manager office)
 - a. Staff may take temperature as needed (medical gloves must be worn)
 - b. First Aid may be administered as needed (medical gloves must be worn)
3. Unit Director calls parent and requests that the member be picked up as soon as possible
4. Unit Director to document detailed account of incident, persons present, symptoms, steps taken, and outcome to include in end of day summary.

Parent Pick-Up Procedures

- A. Parents drive up to car line
- B. Table is set up for staff w/sign-out rosters & walkies
- C. Students are called via walkie to meet parents outside
- D. Staff to note that member has been picked up and departure time

Staff Closing Procedures

- A. Facilities Maintenance (after last member leaves the program space)
 - 1. Disinfect all tabletops, devices, and equipment used during program, including office spaces, the conference room, and reception
 - 2. Remove all trash/debris off the floor
 - 3. Take the trash out to the dumpster
 - 4. Disinfect all door handles (interior and exterior)
 - 5. Wipe down switch plates and turn off all lights
- B. End of Day Summary
 - a. Unit Director to send out snapshot of highlights to CPO at the end of each day, including
 - i. Number of members served
 - ii. Number of members (if any) sent home through wellness screening
 - iii. Overview of any incidents
- C. Staff Departure
 - a. Staff to clock out using device at reception. Hand sanitizer must be used before and after clocking out.
 - b. Staff Director to ensure all exterior and interior doors are closed and locked, arm facility, and exit the building.
 - c. All staff are instructed to wash clothes and disinfect upon getting home.

Staff Training Overview

I. Objectives

- a. Ensure the safety of our members and their families at our Club facilities
- b. Ensure the safety of staff during program
- c. Provide staff with the tools to administer quality programming under new safety protocols

II. Overview

Staff will undergo extensive training around new processes and procedures. Staff will go through virtual and in-person trainings. Senior Directors will oversee a “run-of-show” to assess the readiness of each Unit prior to clearing for relaunch.

a. Virtual Training

- i. Overview of new Club plan and protocols
- ii. Guidelines for staff health and safety upon arrival to Club
- iii. General health guidelines for staff safety off the clock
- iv. Uniform requirements
- v. Safety scenarios
- vi. Staff Q&A

b. In-Person Training

- i. Review of health screening
- ii. Overview of facilities maintenance
- iii. Overview of programming
- iv. Practice-run for each function
 - 1. Staff entering building at start of shift
 - 2. Prepping program area
 - 3. Brief programming/activity practice
 - 4. Cleaning program area
 - 5. Drop-off process
 - 6. Pick-up process
 - 7. Closing program area
- v. Formal run-through with senior leadership

Parent Check in & Pick-Up Procedures

- E. Parents drive up to car line
- F. Table is set up for staff w/sign in & out rosters
- G. Students are called via walkie to meet parents outside
- H. Staff to note that member has been picked up and departure time

Member Wellness Screening

Before members arrive, support staff should position themselves at drop-off, ready to administer verbal health questionnaire and take temperatures upon member arrival.

Verbal Questionnaire

- A. Parents are required to answer these questions prior to member leaving the car:
 - iv. Has your child had fever, cough, sore throat, shortness of breath, vomiting, diarrhea, or a rash in the last 5 days?
 - v. Has your child been exposed to someone who has been diagnosed with the COVID-19?
 - vi. Have you or your child traveled internationally in the last two weeks?

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 lower than 99.5 F – member may enter building and proceed to handwashing station. Site Director to note on checklist. If 99.5 or higher - member must be sent home until fever free without fever reducing medication for at least 5 days.

All members will receive a Club Safety Briefing at the start of their day and after lunch to remind them of the importance of social distancing and maintaining good hygiene practices.

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:

6. Hand Washing (at least 20 seconds)
 - a. Upon entry into building
 - b. After using the restroom
 - c. Before/After eating
 - d. After Outdoor Play
 - e. Before/After any health assessment or screening of any staff or member
 - f. Not be within six feet of or make any contact with another person
7. Not touch their face
8. Cough & sneeze into a tissue or inside of elbow
9. Stay home if they are sick or know they will not pass wellness screening

Name of Club Member

Age/Grade

Parent/Guardian Signature

Date



Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Boys & Girls Clubs of East Mississippi has put in place preventative measures to reduce the spread of COVID-19; however, the Club **cannot guarantee** that you or your child(ren) will not become infected with COVID-19. Further, **attending the Club could increase** your risk and your child(ren)'s risk of contracting COVID-19.

.....
By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending the Club and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Club may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Club employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at the Club or participation in Club programming ("Claims"). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the Club, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Club, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Club program.

Signature of Parent/Guardian

Date

Name of Parent/Guardian

Name of Club Member