

GREAT FUTURES START HERE.



Parent Handbook Addendum

Last updated: August 11, 2020

Welcome! We are so happy you and your child will be joining us for our School Year program. We are glad you are here!

Our BGCGL has updated procedures to include considerations for the COVID-19 virus. Our procedures are informed by Massachusetts Public Health, Center for Disease Control (CDC), Occupational Safety and Health (OSHA) BGCGL Safety committee, and Boys & Girls Club of America .

You will be assigned a dropoff time for your family. You **MUST** drop off your child within that window. On Your First Day Please arrive a little early on your child's first day as we need to review all paperwork before admittance. Staff will greet you and your child and will answer any questions you might have.

Health and Safety Check Procedures

Health Check Expectations before arriving to program

o Parents please check your child's temperature before you leave for the program. If your child has a fever, please do not bring your child to the program.

- If your child has a fever, we can accept your child into program **72 hours after the fever breaks without fever reducing medication.**

o Staff will not work in the program if they have a fever or are feeling ill.

Health Check Protocol upon arrival at program

o A health check will be performed with every staff member and child before entering the program. Temperatures will be confidentially recorded before entry to the program. Each staff member and parents will be asked these questions and we will provide a daily form to complete with a signature (that also records temperature).

o You can expect the following questions to be asked by our approved staff:

- Do you live with anyone or have you had close contact (prolonged or coughed on, for example) with anyone who has been diagnosed with COVID-19 within the last 14 days?
- Do you have a fever, cough and/or shortness of breath? For children, fever is 100 degrees for forehead thermometer, 99 degrees or higher with armpit thermometer or 99.5 with oral thermometer.
- Any other signs of communicable illness such as a cold or flu?
- Signs and symptoms will be excluded for program
- 72 hours after fever breaks

Health Check Monitoring Over the Course of the Day

o Monitoring children for signs of illness:

- Illness - unable to participate in routine activities or need more care than staff can provide.
- Fever with behavior changes, difficulty breathing, uncontrolled coughing, unusually tired, persistent crying, etc.
- Diarrhea (within 24 hours after)

- Vomiting (within 24 hours after)
- Open sores, rash, signs of infection, etc.
- Runny nose with colored mucus.
- Health check in the morning and at Lunch.

o Parent guardian agrees to come pick up their child if any symptoms are exhibited at the program.

We will establish a medical sick area at our site in case a child needs to wait for a parent or guardian to pick up.

Our site will provide education on the signs and symptoms of this virus including handouts and signage.

The following handwashing protocols will remain in place:

- o Before program
- o Before meals
- o After meals
- o Between program activities
- o Right before going home

Sanitizing and cleaning

o All hard surfaces will be cleaned at a minimum of four times per day. Tables and computers will be wiped down before and/or after use.

We ask that parents/guardians not group up around the facility. At the beginning and end of each day, you will be greeted by the main entrance and a staff member will bring your child to you. Health checks in the morning will occur in your child's room as well as sign in and out of the program. Club phone number will be provided to parents that they can use to text when they will be picking up their child. Please remember to add the child full name, age and time of pick up.

What we will do if COVID 19 case is confirmed at our site

Communication Procedure

If we have a confirmed case of COVID 19 in our youth program, we will take the following steps:

- Notify families and staff of a confirmed/potential COVID-19 infection in the facility
- Protect personal identifiers of who had the confirmed case – we will not share names.
- We will share with you if your child has had close interaction with someone in his/her group who has displayed symptoms.

Infection Control Activities

- If the individual infected with COVID-19 spent time was in (program area) and had close contact with others while ill, we will follow the guidance of the public health department. This may mean we will need to close the program or program area for 14 days.
- If there is a confirmed case, we will initiate a deep cleaning of the facility.
- We need to ensure staff and families understand ill people should remain home until well and those with COVID-19-like symptoms should self-isolate until 14 days after symptom onset OR 7 days after their fever is gone and initial symptoms have improved, whichever is longer.

Program Elements

Meals

Dinner and Snack will be provided daily in each program area. Dinner will be at 4:00am and Snack will be served at 6:30 pm.

Program Structure

- Our ratio of staff to children will be one (1) staff to groups of ten (10) children. We will attempt to keep groups of children based on ages but if there are several children in a family, we need to group all children in the same family together.
- Children will remain exclusively with their age appropriate group during the duration of the program.
- We will practice social distancing during activities and groups will not be mixed on the playground or in a room.
- Our gymnasium and/or outdoor activities will limit physical interactions and we will limit shared equipment. If equipment must be shared, it will be sanitized before and after each use.

Program Curriculum

We have lots of fun activities planned for this School Year. We will play games (practicing social distancing), do arts and crafts, explore and discover through STEAM activities, Music and sound recording, limited sports and fitness, and play outside. We are looking forward to a fun and engaging School Year!

Sign In and Out

All members must sign in and out. We will use a paper sign in and out procedure instead of a computer system to limit exposure.

Licensing

Our program is license exempt as it is a school-year drop in youth program.

Remember CDC's health etiquette includes:

- Teach and remind children to cover coughs or sneezes with a tissue, then throw the tissue in the trash.
- Wear their mask as instructed by staff throughout the day.
- Wash hands frequently for a minimum of 20 seconds with soap and water or hand sanitizer (if soap and water are not readily available).

Parent/ Guardian signature: _____

Date: _____