

**GREAT FUTURES START HERE.**



## **Parent Handbook Addendum**

**Last updated: March 26th, 2021**

Welcome! We are so happy that your child will be joining us for our Summer Program.

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

Our first priority is to ensure our Club members and our team are safe as we have a fun filled summer.

On your child's first day, please arrive a little early 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**

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#### **Health Check Expectations before arriving to program**

o Parents should check your child's temperature before you leave your home. 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 Employees or volunteers will not work in the programs if they have a fever or are feeling ill.

#### **Health Check Protocol upon arrival at the Club**

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. All parents and staff will be asked these questions and must sign our daily COVID-19 Screening form.

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

- Have you been in close contact 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.
- Do you have any other signs of communicable illness such as a cold or flu?

o Please be aware that if you answer yes to any of the questions above, your child will be unable to attend our program that day. In order to ensure the safety of our members and staff, we ask that you be honest and forthcoming with this information. We greatly appreciate your cooperation during these difficult times.

#### **Health Monitoring Over the Course of the Day**

o Children will be monitored for signs of symptoms over the course of the day, including temperature checks at lunchtime:

- 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.

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

**We have 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 and 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 three times per day. Tables and computers will be wiped down before and/or after use.

- Each night a sanitation fog machine will be used to disinfect all program spaces.
- Each program space will have air filters machines.

### **Drop-off and Contactless Pick-Up Process**

#### *Drop-Off at 9:00am*

At the beginning of each day, you will be greeted by the main entrance and asked if you have filled out a screening form. These forms can be completed in person or online. Next, we will check your child's temperature.

We ask that parents/guardians not group up around the facility, and to please practice social distancing while completing our screening process.

#### *Contactless Pick-up before 5:00pm*

Please text your **child's name, age, and pick-up time to 978-836-4942** and wait outside. Staff will work to get your child ready as quickly as possible, and bring them out to you. We appreciate your patience during this process.

#### *Early Drop-Off and Late pick-Up*

Early Drop-off starting at 7:30am, and Late Pick-Up until 6:00pm will be available this Summer for an extra cost of \$5 per day. Please be aware that these fees must be paid ahead of time in order to drop your child off early, or pick them up late.

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

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#### **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 had close contact with others while ill, we will follow state and CDC guidelines. 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 anyone ill 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**

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### **Meals**

Breakfast and lunch will be provided daily in each program area. Breakfast will be served from 8:30am to 9:30am, and Lunch will be served from 12:30pm to 1:30pm. Members participating in our Teen Nights will also receive a late snack.

### **Program Structure**

- Our ratio of staff to children will be determined by the size of the program space they are participating in for the day. For example, larger rooms will have a ratio of 1 staff to groups of 12-15 Club members. Whenever possible, larger groups will have an assistant staff.
- 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 Summer. Depending on age, members will have the opportunity to participate in activities planned by our Brain Center, Enrichment Room, Tech Lab, Games Room, Sports & Fitness Program, Pathways Teen Program, Makerspace, and Music Clubhouse. Members will be provided with individual supplies and a kit to store their supplies. We will also have extra masks available and sanitation stations that members can access.

We are looking forward to a fun and engaging Summer!

### **Sign In and Out**

All members must sign-in and check-out of the Club. Please note that once members leave for the day, they will not be able to reenter the Club until the following day. Teenage members (13-18) are allowed to leave without parental permission.

### **Licensing**

Our program is license exempt as it is a Summer 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:** \_\_\_\_\_