



**BOYS & GIRLS CLUBS**  
OF THE ROGUE VALLEY

## **COVID-19 SAFETY & HEALTH PLAN**

**This plan includes virus prevention expectations, what to do if there is a positive COVID-19 case of a Club Member, staff or volunteer, and staff deep-cleaning guidelines.**

### **Pick up and drop off**

- Require parents or caregivers to wear a face shield or face covering during drop-off and pick-up
- Require parents or caregivers during drop-off and pick-up to maintain physical distancing when not engaged in hand-off of children to staff.
- Provide hand hygiene stations at the entrance of the facility—outside or immediately inside—so that children and staff can clean their hands as they enter.
- If a sink with soap and water is not available, provide hand sanitizer between 60%-95% alcohol at the entrance.
- Always supervise the use of hand sanitizer.
- Sanitize or switch out writing utensils used for drop-off and pick-up between uses by different people.

## **VIRUS PREVENTION EXPECTATIONS**

### **Screening**

- Health screening of youth and staff will take place and temperature taken upon arrival.
- 1. Has the adult or child been exposed to a person with a positive case of COVID-19 in the past 14 days?**
  - 2. Has the adult or child been exposed to a person with a presumptive case of COVID-19 in the past 14 days?**
    - A “presumptive” case means the person was exposed to someone with COVID-19 and the presumptive adult or child showed symptoms in the past 10 days.
    - If they answered yes to either question 1 or 2, the child or adult must quarantine for 10 days. The 10-day quarantine starts on the day that child or adult last had contact with the COVID-19 case.
    - The 10-day quarantine can be shortened by getting a negative COVID-19 test after 7 days, or by getting a note from a medical professional.
  - 3. Is the adult or child experiencing unusual cough, shortness of breath, or fever? “Unusual cough” means something not normal for this person (e.g., allergies, asthma).**
    - If yes to question 3, that person must be excluded from the program for 10 days, and 24 hours symptom-free.
    - With regard to cough and shortness of breath only, if the person has been checked by a medical professional and is cleared, they can remain in or return to

- the program following the documented direction of the medical professional.
- Temperature taken before entry, if over 100.4 degrees youth or staff will be sent home and encouraged to contact their primary care provider.

**4. Does the child or adult have symptoms of diarrhea, vomiting, headache, sore throat, or rash? If yes to question 4, that person must be excluded as follows.**

- If seen by a medical professional and is cleared, they can remain in or return to the program following the documented direction of the medical professional.
  - If not seen by a medical professional, they may return 48 hours without the use of medication.
- Temperatures will continue to be taken throughout the day as needed.
  - If a staff or youth are found to have a fever while in programming, the cohort and that program area will immediately be closed for deep cleaning and disinfected.

**COVID -19 Symptoms Include:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Symptoms can range from mild to severe and may appear up to two weeks after exposure to the virus, according to the CDC. Some people with COVID-19 don't display any symptoms.

**Personal Items**

- All staff and members are asked not to bring any personal items to Club.
- Staff cell phones 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.

**Keep daily logs for each stable group that conforms to the following requirements to support contact tracing of cases if necessary:**

- Child name
- Drop off/ pick up time
- Adult completing both drop off / pick up
- Adult emergency contact information
- All staff that interact with stable group of children (including floater staff)
- This log must be maintained for a minimum of 4 weeks after completion of the program.

## Operations:

- All members will receive a Club Safety Briefing at the start of their day and after to remind them of the importance of social distancing and maintaining good hygiene practices.
- **When indoors all adults must wear a face covering.**
- When indoors, all youth in grades kindergarten and up to wear a face covering unless:
  - ♣ They have a verified medical condition or disability that prevents them from safely wearing a face covering;
  - ♣ They are unable to remove the face covering independently;
  - ♣ They are sleeping, eating, or drinking;
- Face coverings must be worn outdoors if social distancing cannot be maintained.
- Mask and gloves must be worn while working in our food program.
- Youth and Staff will wash their hands upon arrival and every hour thereafter.
- Ratio's will be kept to no more than 1:20.
- Space between youth during table work is labeled with tape.
- Encourage social distancing in groups, keeping members 3 feet apart.
- Do not combine groups.
- Have age groups eat in separate areas.
- If using a common space, meal times must be taken in shifts and sanitized between uses.
- No meal-sharing at this time.
- Hard to clean items should be removed from use at this time.
- Rotate equipment if needed, so all can be cleaned and sanitized. All used equipment goes into the dirty sanitation bin and disinfected and placed into the clean bin before its next use.
- When children rotate from one space to another, the room & equipment will be sanitized prior to having another group.
- Make sure hand sanitizer and facial tissue is available in high traffic areas.
- At least one person on site has First Aid/ CPR Certification.
- Total numbers at each site will be limited to follow CDC guidelines.

## Transportation

- Assign children to the same location and seat.
- Masks must be worn by all riders
- Children must get out of the vehicle in a manner that minimizes children passing each other (e.g., unload from front to back of vehicle).
- Staff must use hand sanitizing spray or gel (containing between 60-95% alcohol) in between helping each child and when getting on and off the vehicle.
- Staff and children must wash hands as they enter the facility.
- Immediately following each transportation session, clean and sanitize entire transportation vehicle, paying particular attention to frequently touched surfaces, such as seats/car seats, steering wheel, door handles, handrails, seat belts, air vents, and the top of seats.

## **Protocol Surrounding Health Concerns:**

### **If Member exhibit signs of illness or experiences any symptoms:**

1. Call Site Director on the walkie talkie and inform of the situation
2. Site Director will retrieve member for visual assessment in pre-designated quarantine room
3. Staff may take temperature as needed (medical gloves must be worn)
4. First Aid may be administered as needed (medical gloves must be worn)
5. Site Director calls parent and requests that the member be picked up as soon as possible
6. Site Director to document detailed account of incident, persons present, symptoms, steps taken, and outcome on report form.

### **Restrooms**

- Members and staff are asked to only use restrooms dedicated for their use.
- 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.
- Staff must communicate over walkie when sending a member to the restroom during program.
- Staff will set their restroom timer to ensure proper tracking.
- Designated support staff should ensure that not more than one member is in the restroom at a given time if possible.

### **At the end of the Day, using the supplied sanitizing cleaners:**

- Wipe down all pens that are used by the public after every use.
- Wipe the phone after each person uses it. Limit to specific staff.
- Wipe down all surfaces in the building.
- Wipe down all light switches.
- Wipe down all door handles.

It is important that this is done each and every night by staff before they leave the facility. That is at a minimum, please ensure that the facilities are clean, kids are washing their hands and you have hand sanitizer available as well.

## **STAFF DEEP CLEANING GUIDELINES FOR BOYS & GIRLS CLUBS OF THE ROGUE VALLEY**

- Wear disposable gloves while cleaning.
- All equipment used goes into the sanitization dirty bin, is disinfected and placed in the clean bin before use.
- All surfaces (examples: tables countertops, desks, cabinets, bookshelves, floors, bathroom toilets, sinks) are to be wiped down with Clorox wipes or disinfectant spray provided by the club.

- Vacuum carpets, rugs and spray with backpack fogger.
- All hard to clean items will not be used during this time.
- Board games should be wiped down with a sanitizer.
- Use cleaning checklist to document all cleaning by staff.

### **Handwashing:**

Staff will be required to adhere to strict personal hygiene and safety at all times while on duty. It is highly recommended that these procedures be used at all times to promote good health and help ensure safety from illness.

### **PROCEDURE:**

Hand washing is required whenever hands are soiled and:

1. Immediately upon arrival to the Boys & Girls Club of Rogue Valley.
2. Before any food related activity, including:
  - entering the kitchen
  - preparing food
  - serving food
  - setting the table
  - before and after eating
3. After:
  - Using the restroom
  - Touching face, nose or hair
  - Touching or being touched by another person
  - Using door knobs, or light switches
  - Touching any personal item belonging to staff or another person including keys, medications, utensils, etc.
4. Whenever skin may come in contact with blood or body fluids.
5. After handling pets or other animals

### **Other:**

When running water and soap are not available, commercial products labeled “hand sanitizers” are acceptable until you can properly wash your hands.

### **SHOULD I STAY HOME?**

- If you or someone within your household has cold/flu like symptoms or illness with fever, you are encouraged to see your Doctor, stay home until fever or symptoms free for at least 48 hours without medicine.
- For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for

asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

- The 10-day exclusion period can be shortened:
- If an individual with symptoms of COVID-19 tests negative after 7<sup>th</sup> day of the 10-day period. They can return to the child care program 24 hours after resolution of cough and fever without the use of fever-reducing medication.
- If an individual's only symptom is fever and is advised by a medical professional they can return to the child care program.
- Documentation from the medical professional is recommended. The person should be fever-free for at least 24 hours.
- A youth who has received routine childhood vaccinations in the last 48 hours can return to care at the direction of a medical professional once they are fever-free. Documentation of vaccination from the medical professional is recommended.
- **Sample scenarios:**

*I had close contact with someone who has COVID-19 and I will not have further contact or interactions with the person while they are sick (e.g., co-worker, neighbor, or friend).*

1. Your last day of quarantine is 10 days from the date you had close contact.
2. Date of last close contact with person who has COVID-19 + 10 days = end of quarantine

*I live in a household where I cannot avoid close contact with the person who has COVID-19 – and/or I am providing direct care to the person who is sick, don't have a separate bedroom to isolate the person who is sick, or live in close quarters where I am unable to keep a physical distance of 6 feet.*

1. You should avoid contact with others outside the home while the person is sick, and quarantine for 10 days after the person who has COVID-19 meets the criteria to end home isolation
  2. Date the person with COVID-19 ends home isolation + 10 days = end of quarantine
- People at higher risk of severe illness are encouraged to work from home if eligible or utilize PTO if available and stay away from large groups of people as much as possible.
    - People at higher risk include:
      - People 60 and older
      - People with underlying health conditions including cancer, heart disease, lung disease, or diabetes
      - People who have weakened immune systems
      - People who are pregnant

**If a club is notified of a confirmed case of Coronavirus of either a staff or member, please contact Greg Roe [gregroe@begreat4kids.com](mailto:gregroe@begreat4kids.com) and Fred Reyes [fred@begreat4kids.com](mailto:fred@begreat4kids.com) for guidance (if Greg is unavailable, contact Jessica King [jessica@begreat4kids.com](mailto:jessica@begreat4kids.com)).**

**The organization will follow the direction of the Josephine and Jackson County Public Health Department regarding cleaning and the reopening of the facility.**