



BOYS & GIRLS CLUB
OF THE SANDHILLS

COVID-19 RESPONSE PLAN



COVID-19 Afterschool Programming Plan

Case Statement

Due to the recent developments surrounding COVID-19, school districts have shut down for the foreseeable future. Employees in critical sectors such as healthcare, first response, pharmacies, and grocery stores continue to work in order to support the need for continued essential community services. This has resulted in an overwhelming request by health and government officials for organizations like ours to provide a safe space for the children of those who must continue working for the greater good of the community.

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 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.

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

Members will be admitted into the afterschool program based on several characteristics for each phase of reopening up to maximum capacity for each phase which aligns with the Phased Reopening of the State under the Executive Order of the Governor.

Given the limited capacity and specific need of these sectors, priority enrollment will be provided to members whose parents work in the following critical TIER ONE and TIER TWO sectors.

Tier One

1. Health Care/Public Health
 2. Emergency Services
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Tier Two

1. Other Community-Based Government Operations and Essential Functions
2. Food and Agriculture
3. Energy
4. Critical Manufacturing
5. Waste/Wastewater
6. Transportation and Logistics
7. Financial Services
8. Communications and Information Technology
9. Chemical
10. Defense Industrial Base
11. Hazardous Materials

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 with the exception of larger open areas that can be subdivided into different groups of 10 while maintaining social distancing.

Phase 2: The mentor-to-mentee ratio will reduce to 1:10 and all persons will be positioned at least six feet apart. Each group will take turns using the outdoor space.

Phase 3: The mentor-to-mentee ratio will increase to 1: TBD and all persons will be positioned at least three feet apart. Each group will take turns using the outdoor space.

Phase 4: The staff to member ration will increase to 1:20 with no social distancing.

| Phase 2: 10:1 Ratio | | | | |
|----------------------------|------------------------|-----------------------|---------------------|--------------------|
| | Program Spaces* | Total Capacity | Member Count | Staff Count |
| Southern Pines | 8 | 350 | 100 | 13 |



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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 youth development professional per group to run programs, and one 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.

Site Infrastructure for Phase 2: 10:1 Ratio

- **BGCS Southern Pines:** Total Capacity – 100 Club Members Site Staffing:
 - 10 Program Leaders
 - 2 Support Staff
 - 1 Cook
 - 2 Sanitation Staff
 - 3 Unit Directors
 - 1 Area Director



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Staff Uniform Requirements

To address safety and easily identify mentors, all staff must wear long khakis or black pants, close-toed shoes, and their Boys & Girls Club T-Shirts. Jackets may not be worn over T-Shirts, however, a white or black long sleeve shirt worn under the Club T-Shirt 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 and a newly washed face mask 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 5 days without the assistance of medication. Parents are expected to answer a verbal health questionnaire daily upon drop-off (when applicable) and authorize the Club or its representatives to administer a daily temperature from their vehicle or before boarding Club transportation to check on their child prior to admission into the program.

Upon enrollment, parents will be asked to undergo a virtual onboarding session and will also be asked to review our **"Parent and Member Handbook"** 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 Youth Development Professionals and site staff in order to ensure their safety.

Members who show disregard for Club policies or exhibit intentional disruptive behavior may 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 or Sanitize Hands:
 - a. Upon entry into building
 - b. After using the restroom
 - c. Before/After eating



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- d. After Outdoor Play
- e. Before/After any health assessment or screening of any staff or member
- 2. Wear an appropriate mask or face covering
- 3. Not be within six feet of or make any contact with another person
- 4. Not touch their face
- 5. Cough & sneeze into a tissue or inside of elbow if not wearing a mask (during mealtime)
- 6. 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. Members who are allowed cell phones must adhere to the member technology policy and not utilize their phone unless a part of programming. All snacks and meals will be provided to members.

Safe Learning Space

- A. Children shall not change from one group to another
- B. Each group shall be in a separate room. Groups shall not mix with each other.
- C. Youth Development Professionals shall 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 one child per table, and tables should be positioned to accommodate six 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 dinner 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.



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A Youth Development Professional must communicate over walkie when sending a member to the restroom during program. The Youth Development 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 Club website – no on-site enrollment will be offered
2. Unit Director will review inquiries, verify eligibility, and confirm enrollment eligibility with the parent
3. Parent will complete online enrollment once upgraded from the waitlist

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 Youth Development Professional to include Club tour and overview of the day

Opening Procedures

A. 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 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

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



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D.

1. Verbal Questionnaire

- a. Staff are required to answer these questions daily prior to entering the building:
 - i. Have you had 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?
 - iii. Have you traveled internationally in the last two weeks?
 - iv. Did you make any stops on the way to work?

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 four questions.

2. Temperature Check

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

If lower than 100.4 F – Staff may enter building and proceed to handwashing station. Unit Director to note on checklist.

If 100.4 F or higher - Staff must be sent home until fever-free without fever reducing medication for at least 5 days.

E. 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 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



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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 Program Leaders should ensure:

- ✓ Maximum of 10 children per program space unless preapproved larger area that is subdivided where multiple groups can maintain social distancing.
- ✓ Each space has tables and chairs that are positioned at least six 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

Drop-Off Procedures: Drive-Up or Club Transportation Only

Member Wellness Screening – Performed by Support Staff

Before members arrive, support staff should position themselves at drop-off or pick-up area at schools, ready to administer verbal health questionnaire (if drop-off) and take temperatures upon member arrival.

1. Verbal Questionnaire (Parent drop-off only)

- b. Parents are required to answer these questions daily prior to member leaving the car:
 - 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 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 (drop-off only) and record both temperature readings on intake form.

If lower than 100.4 F – Member may enter building or Club



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transportation and proceed to sanitation station. Staff to note on

checklist.

If 100.4 F or higher - Member will not be allowed to exit vehicle (drop-off) or board Club transportation. If at school, the Area Director will be called to have a staff member wait with member until a parent or guardian arrives. They must be sent home until fever-free without fever reducing medication for at least 3 days.

Protocol Surrounding Health Concerns

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

1. Youth Development 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 (studio)
 - 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 with BGCS pickup sign in dash of vehicle displaying member(s) last name and member(s) number
- B. Table is set up for staff member roster & walkies
- C. Members 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



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- B. End of Day Summary
 - a. Unit Director to send out snapshot of highlights to Area Director 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. Unit 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 Leadership will oversee a “run-of-show” to assess the readiness of each site prior to clearing for relaunch.

- a. 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



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Communication Stakeholders

- A. Staff
- B. Parents
- C. Key Community Partners
 - Local Government
 - County Government
 - School Districts
 - Non-Profits
 - Community Funds/Donors
 - Boys & Girls Clubs of America & NC Alliance of Boys & Girls Clubs

Supplies and Equipment

Facilities/Cleaning Supplies

- Antibacterial wipes
- Microfiber cloths
- Hands-free Sanitizer
- Sanitizer Pumps
- Clorox
- Surface Cleaning Spray for wood/painted Surfaces
- Alcohol Based Solvents for technology/equipment
- Paper Towels
- Toilet Paper
- Brooms/Dust Pans
- Mops/Steamers

Health/Medical Supplies

- Temporal/infrared thermometers
- Alcohol wipes for thermometers
- Hydrogen Peroxide
- Exam gloves
- Face masks
- Hair ties
- Band-Aids
- Neosporin



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- Gauze
- Rubbing Alcohol

Program Supplies

- Cones for parking Lots
- Stanchions for line control
- Walkies
- Clipboards

Technology/Equipment & Software

- Computers
- Laptops
- iPads
- Kids' headphones
- Zoom
- MyFutures.net
- YouTube
- Office 365
- Google Classrooms



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Phase III & IV Expansion Services

Phase III & IV is an expansion of the Club experience to more or all members. Phase II may go into effect if one of the following occurs:

- The restrictions regarding groups of 10 and social distancing are lifted or adjusted
- The Club secures additional locations
- The COVID-19 crisis is downgraded or lifted

Virtual Services

For those unable to access Club programs in person, the Club is offering virtual services to include:

1. Take Home Packets
2. Online Tutoring/Mentoring Sessions via Zoom
3. Pre-recorded Enrichment Activities
4. Family Strengthening Online Events

Supplemental Materials/Parent Resources

- *Release of Liability Waivers*
- *Parent Expectations*
- *Member Expectations*
- *Safety Policies on Website*
- *Contact information for Site and Organization Leadership*
- *Building & Parking Lot Signage*
- *Government Issued Notices*



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COVID-19 Exposure Protocol for BGCS Staff and Members

- The infected employee or member should be sent home until released by their medical provider or local health provider.
- All employees/members who were in close proximity (within six feet) with that employee/member will be sent home to ensure the infection does not spread.
- Before the infected employee/member departs, ask them to identify all individuals who were in close proximity (within six feet) for a prolonged period of time (more than a few minutes) with them in the previous 14 days to ensure you have a full list of those who should be sent home.
- When sending employees and/or members home, we will not identify by name the infected employee or member as it is a violation of confidentiality laws.
- We will inform facilities management so they can take whatever precautions they deem necessary.
- The CDC provides that the employees/member who were in close proximity to the infected employee or member “should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).”
- Those employees/members should first consult and follow the advice of their healthcare providers or public health department regarding the length of time to stay at home.
- If those resources are not available, the employee/member should at least remain at home for three days without a fever (achieved without medication) if they don’t develop any other symptoms.
- If they develop symptoms, they should remain home for at least seven days from the initial onset of the symptoms, three days without a fever (achieved without medication), and improvement in respiratory symptoms (e.g., cough, shortness of breath).

Club Facilities

The CDC also provides the following recommendations for most non-healthcare businesses that have suspected or confirmed COVID-19 cases

- It is recommended to and we will close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.



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- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing **especially on frequently touched surfaces.**