

GREAT FUTURES START **HERE.**



COVID-19 Preparedness For Summer Plan

EXECUTIVE SUMMARY

Boys & Girls Clubs of MetroWest is committed to providing a safe and healthy environment for all of our members, staff, and extended Club community. To ensure this, we have developed the following COVID-19 Preparedness & Reopening Plan in response to the coronavirus pandemic.

Our Clubs' management and staff teams are all responsible for implementing this plan to ensure its success. Our goal is to mitigate the potential for transmission of COVID-19 in our school year and summer programs, and that requires full cooperation and buy-in from our staff, management and members. Only through this cooperative effort can we establish and maintain the safety and health of everyone in our extended BGCMW family.

Management and staff are responsible for implementing and complying with all aspects of our COVID-19 Preparedness & Reopening Plan. Boys & Girls Clubs of MetroWest management has Club leadership's full support in enforcing the provisions of this policy.

Our staff are our most important assets. We are serious about safety and health and keeping our staff working in the meaningful roles they occupy at Boys & Girls Clubs of MetroWest. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness For Summer Plan. We have involved our staff in this process through internal surveys, active and passive listening sessions, and the utilization of shared resources.

The health and safety of our members and families will be our top priority this summer and we ask all parents and guardians to read through the plan to ensure there is understanding of everything we want to accomplish during these difficult times.

Our COVID-19 Preparedness For Summer Plan follows Centers for Disease Control and Prevention (CDC) and Massachusetts Department of Public Health (MDPH) guidelines, federal OSHA standards related to COVID-19, and outlines best practices and our standard operating procedures moving forward as they relate to: screening, prevention and hygiene, operations and membership controls and protections, and workforce operations.

GLOSSARY OF TERMS

Workplace Health Coordinators – Workplace Health Coordinators are responsible for COVID-19 issues and their impact at the workplace. Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their COVID-19 response plan based on local conditions.

Boys & Girls Clubs of MetroWest’s designated Workplace Health Coordinators are:

- Chris Duane, President & CEO (chris.duane@bgcmetrowest.org)
- Steve Zepf, Director of Operations (steve.zepf@bgcmetrowest.org)
- Tammi Pudlo, Club Director Framingham (tammi.pudlo@bgcmetrowest.org)
- Mike Rugg, Club Director Hudson (mike.rugg@bgcmetrowest.org)
- Rachel Constanzo, Club Director Marlborough (rachel.constanzo@bgcmetrowest.org)
- Barbara Tolland, Camp Director Marlborough (barbara.tolland@bgcmetrowest.org)

Routine Cleaning – Staff will clean surfaces prior to use of disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effective use.

Deep Cleaning/Disinfection – Disinfecting is the responsibility of both the Club’s facilities team and our staff. Staff will ensure procedures for safe and effective use of all products are followed. Cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product. Label directions must be followed when using disinfectants to ensure the target viruses are effectively killed. This includes adequate contact times (i.e., the amount of time a disinfectant should remain on surfaces to be effective), which may vary between one and ten minutes after application. Disinfectants that come in a wipe form will also list effective contact times on labels. For disinfectants that come in concentrated forms, staff will ensure the accurate diluted concentration is available to effectively kill the target virus.

Basic Infection Prevention (BIP) Kits – BIP Kits will be stocked with standard supplies staff will need to keep their program areas safe and clean. BIP Kits shall include:

- Mask(s)
- Face Shields
- Gloves
- Thermometer (and cleaning wipes)
- Disinfectant Wipes
- Hard Surface Disinfectant Spray
- COVID-19 Preparedness & Phased Reopening Plan
- Emergency Contact Information
- Reporting Contact Information
- Confidential Recordkeeping Guidelines
- Reasonable Accommodation Guidelines

SCREENING PLAN FOR IDENTIFYING & MANAGING SICK, SYMPTOMATIC, & EXPOSED CHILDREN

We shall begin welcoming members back into our care at our Clubhouses, in accordance with the capacity guidelines set forth by the Commonwealth of Massachusetts, which are expected to gradually increase over time between July and August. We shall proceed with the utmost caution and care, and will continue to adapt our standard operating procedure in step with ongoing/developing directives from the Commonwealth of Massachusetts' official reopening plan developed by the task force assembled by Governor Baker, which has established and continues to adjust baseline best practices for serving the public while safeguarding our employees.

1. Upon arrival for their shift, all BGCWMW employees shall answer several general screening questions listed below.
2. When the children arrive at the Boys & Girls Clubs a staff person will verbally screen the children and parents by asking the following questions before entering the building:
Today or in the past 24 hours, have you or any household members had any of the following symptoms?
 - i. Fever (temperature of 100.00) felt feverish or had chills?
 - ii. Cough?
 - iii. Sore throat?
 - iv. Difficulty breathing?
 - v. Diarrhea, nausea, vomiting?
 - vi. Abdominal pain?
 - vii. Unexplained rash?
 - viii. Fatigue?
 - ix. Headache?
 - x. New loss of smell/taste?
 - xi. New muscle aches?
 - xii. Any other signs of illness?
 - xiii. In the past 14 days have you had close contact with a person known to be infected with COVID-19?
3. If a child feels sick and exhibits a low-grade fever (temperature of 100.4) on two consecutive thermometer readings, they shall be sent home to monitor their symptoms and must not return to programming/camp until they are fever free for at least 72 hours.
 - Parents who suspect their child(ren) are exhibiting any known symptoms of coronavirus, or who are feeling otherwise unwell, should report these symptoms to the Program Office ASAP.
4. Parents should remind their children daily of the importance of immediately reporting to BGCWMW staff any symptoms which begin while participating in our programs.
 - Families who report suspected coronavirus symptoms should make every effort to be tested for the virus within 24 hours and should not return to programming until they receive positive confirmation of a negative COVID-19 test and their original symptoms have subsided.
 - Any child who tests positive for COVID-19 should remain at home in isolation and/or follow the medical advice of their physician with regards to self-care or supportive care to treat and manage their symptoms.
5. Our Camp Director(s) and/or Clubhouse Directors will immediately notify the families of any children

who “played closely” with a confirmed infected member/camper.

- These children will need to remain out of programming for a **minimum of 5 days** so they can get tested and self-monitor. The quarantine period may be extended based on circumstances at- hand.
- “Played closely” shall be defined as being assigned to the same group or other sustained close contact with someone for a period lasting longer than 15 minutes.

****If a child’s or staff’s household member tests positive for COVID-19, the child or staff must self-quarantine for 14 days after the last time they could have been exposed.**

All of our information will be provided in 3 languages, English, Portuguese, and Spanish.

Upon signing up for the program, parents must fill out registration form that includes email address, home, work, and mobile phone numbers along with emergency contacts.

Communication will be done through email, parent phone calls, and sign postings on the grounds for all to see.

Parents will be provided with COVID-19 information, including symptoms, transmission, prevention and when to seek medical attention. We are encouraging parents to share the information with their children as appropriate.

PLANNING FOR SEPARATE, OBSERVABLE ISOLATION AND DISCHARGE

1. A separate space, the kitchen, will be designated to isolate children or staff who may become sick, with the door closed. Isolated children will be supervised at all times. A private or separate bathroom will be made available for use by sick individuals only. Others will not enter isolation room/space without PPE appropriate to the care setting.
2. In the event that a child or staff member becomes symptomatic, a senior staff member will accompany them until they are able to be picked up and brought home.
3. The contact information for the local board of health will be posted by the front desk and easily accessible.
4. Masks or other cloth face coverings will be made available, for use by children and staff who become symptomatic, until they have left the premises of the program.
5. The front door entrance will be designated as the separate exit for those that become potentially symptomatic.
6. We will work closely with our Health Care Consultant, Board of Health and EEC to ensure local protocols and guidelines are followed and keep updated on our cleaning & disinfection of the Boys & Girls Clubs. Hand washing and hand sanitizing stations will be practiced for members and staff.
7. Upon arriving at the club, all deliveries will be required to call for entry and go through the main entrance, where a staff person will open the door. Masks are required on all parties and they will be required to either wash their hands with soap and water or hand sanitizer.
8. There will be no transporting of members during the summer.
9. If the program must close, the club will contact the parents through, phone calls, emails, posted notices, and social media. If there are long gaps in attendance, we will reach out to the parent to get an update on their child. If a child has symptoms and has been diagnosed with COVID-19 we will inform all the parents, staff and Board of Health. Any child with serious illness, contagious or reportable disease shall not be allowed access to the program until written approval from their physician/NP/PA or Board of Health.
10. Before prescription medication is given to a child, the parent and MD/NP/PA must give written consent along with specific directions. This information is kept in each Group’s First Aid binder located in the Group’s First Aid Kit/Backpack. A record of the date, dose, time and who administered and for what reason the child is on the medication, will be maintained by staff. While on site, all medication is kept locked in a safe place. The Doctor’s order shall be valid for no more than one year from the date it is signed. The Club will make every

effort to contact the parent before the P.R.N medication is administered, unless a child needs medication urgently or when contacting the parent will delay appropriate care unreasonably. Documentation for dispensing medication is in the medication log. The Health Supervisor (Club Director), Program Director or Lead Counselor will be responsible for administering the medication. The child may use a prescribed Epi-pen or inhaler for asthma. Written approval must be given by the parent/guardian and the Health Care Consultant. Nebulizer use is prohibited due to the increase risk of the virus being aerosolized.

PREVENTION AND HYGIENE

1. Handwashing & Hand Sanitizing Stations
 - a. We have installed additional hand sanitizing stations throughout our Clubhouses.
 - i. All staff are expected to wash their hands with soap and water thoroughly in restrooms upon arrival for their shift, after any breaks in their shift before returning to action, and of course after using the restroom.
 - ii. All staff should utilize hand sanitizer stations when moving between program areas (games rooms, STEM labs, gymnasiums, cafeterias, etc.).
2. Daily Sanitizing of Program Areas
 - a. We are committed to increasing our sanitization of all program areas and close contact equipment to a minimum of 3x daily.
 - i. Door knobs, hard surfaces, etc. shall be sanitized 1 additional time per day.
 - b. Staff shall make every effort to keep their workspaces and equipment clean by thoroughly sanitizing their workspaces and equipment used at the end of their shifts.
3. BIP Kits
 - a. Preparation and maintenance of BIP (Basic Infection Prevention) Kits to support staff in their cleaning responsibilities shall be the responsibility of Workforce Health Coordinators and will be located in several designated areas throughout each Clubhouse.
4. Facemasks & PPE
 - a. Employees shall wear protective face coverings at all times when moving throughout our Clubs. Masks do not need to be worn in private offices, so long as office doors remain closed.
 - i. The MA Department of Public Health has defined face coverings as anything that covers your nose and mouth, including dust masks, scarves, and bandanas.
 1. Do not use health care worker masks, such as the N95 masks, as those should be reserved for frontline healthcare workers.
 2. When you wear a cloth mask, it should:
 - a. Fit snugly but comfortably against the side of the face
 - b. Be secured with ties or ear loops
 - c. Include multiple layers of fabric
 - d. Allow for breathing without restriction
 - e. Be able to be laundered and machine dried without damage
 - b. Gloves are only provided/needed when cleaning and/or disinfecting.
5. In the event of support services needed for children, an unoccupied room will readily available.

OPERATION CONTROLS AND PROTECTIONS

1. Practicing Social Distancing at All Times and at Every Level of the Organization
 - a. Plexi-glass shields have been installed as protective barriers between our Membership staff working at our front desks and patrons/parents/vendors/etc.
 - i. Facemasks will be required of all individuals entering our buildings per the order of the Commonwealth of Massachusetts requiring face coverings effective May 6, 2020.
 - b. Staff team meetings shall be limited in size to less than 10 in-person attendees and will be conducted in more open-air environments whenever possible.
 - i. Teleconferences are an ideal alternative to larger group meetings.
 - c. Only one staff member at a time should be in a company vehicle, when feasible.
 - d. Managers will make every effort to stagger shift starting times in 15 to 30-minute intervals so that employees are not entering the workspace all at once.
 - e. All BGCMW staff will make every effort to maintain at least a 6-foot distance between themselves and others (co-workers, parents, youth, delivery workers, etc.) and avoid any handshakes, high fives, and other unnecessary forms of close physical contact.
2. Maintaining an Adequate Supply of PPE and Sanitizing Supplies
 - a. Club leadership will maintain a minimum two-week supply of PPE and sanitizing supplies to ensure staff are prepared to meet the expectations outlined in this COVID- 19 Preparedness & Reopening Plan.
3. All service deliveries will call the club and a staff member will allow them access through the front door.