



**JOHN M. BARRY  
BOYS & GIRLS CLUB  
OF NEWTON**

**COVID-19 Procedures Manual**

**SUMMER 2021**

**Summer Camp**

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# COVID-19 Procedures Manual

NOTE: The policies and advice provided herein are intended to layer atop of the information provided in the Program Policies and Procedures Manual and the Licensed Childcare Parent Handbook so that we may provide additional safety for members during Summer of 2021. Whenever advice here conflicts with traditional policies, the information found in this supplemental guide will take precedent.

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## **SECTION 1 – GENERAL PRECAUTIONS**

### **Symptoms Consistent with COVID-19**

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache when in combination with other symptoms
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms

### **Daily Screening of Staff**

- All staff have been told to stay away from the facility if they have symptoms of COVID-19
- All program staff will enter through a single entry point at the main lobby
- The Camp Director or Assistant Camp Director will conduct a visual inspection of the staff after their arrival.
- Staff are asked to limit their contact with one another unless they are assigned to the same group. Contact between staff members must conform to social distance protocol.

### **Daily Screening of Members**

- All members have been told to stay away from the facility if they have symptoms of COVID-19
- Drop off times may be staggered and pre-scheduled if demand calls for it.
- Upon arrival to the Boys & Girls Club, parents will stay with their children in their vehicle until a staff member arrives to interact with them.
- All members will enter through a single entry point at the main lobby of the Club.
- The Camp Director or Assistant Camp Director will conduct a visual screening of the member before the member will be invited to exit the vehicle. If the member has any visible symptoms they will be prohibited from entering the facility and asked to return to their vehicle to vacate the premises.
- The symptoms they will be watching for include: flushed cheeks or difficulty breathing as well as all of the symptoms listed above.
- The member will be escorted to a waiting staff member for their group, who will organize the group and escort them to their assigned program area.

- Members will be monitored throughout the day for symptoms

### **Isolation and Discharge of Sick Member or Staff**

#### **If a staff member shows symptoms for COVID-19, then**

- Cease childcare duties immediately and isolate them from other children and staff.
- Gather close-by personal belongings, depart the facility. If multiple symptoms develop or if symptoms remain the staff member will be required to take a COVID-19 test. In the event of a positive test the staff member will begin to quarantine until they have met the requirements for discontinuing quarantine. The Healthcare Consultant will be contacted when symptoms are observed. The Healthcare Consultant and the Newton Health Department will be contacted in the event of a positive test.

#### **If a Member shows symptoms for COVID- 19, then**

- Staff shall immediately isolate the member and their belongings from other children and staff and proceed to the isolation area. If additional isolation space is needed, the individual offices present near the games room areas are to be used for that activity.
- Notify the Camp Director or Assistant Camp Director.
- Contact the child's parents and ask them to take the child home as soon as possible.
- Camp Director will notify the HealthCare Consultant
- The staff member who was caring for the child at onset of a symptom will remain with the child while wearing PPE appropriate for the care setting. They will communicate with them in an ongoing manner, while maintaining social distance. For their safety, they will minimize time in the same room with the child. After making the child comfortable, they will maintain themselves in a publicly viewable area (doorway of first aid room or observation window of an office). Whenever possible, a back-up staff person will be called to the area to observe from afar and to support as needed.
- Upon arrival of parents, they will be told to wait outside. When they are ready to receive the child, the lobby doors are to be propped open by a back-up staff member and the child will be escorted from the isolation room to the exterior of the facility through the open doors. All other groups will remain in their designated areas while this takes place.
- The Healthcare Consultant will be contacted when symptoms are observed. The Healthcare Consultant and the Newton Health Department will be contacted in the event of a positive test.

## **Hand Washing**

Members and staff will be educated on the importance of handwashing in infection control. Handwashing instructions will be placed near every handwashing sink where they can easily be seen by children and staff. The Club will maintain adequate supplies to support these activities. Hand sanitizer will be used when sinks are not available.

How to Properly Wash Hands: members and staff will wash their hands with liquid soap and warm running water, using friction, for 20 seconds in accordance with Department of Public Health guidelines. Hands must be dried with individual or disposable towels. The use of common towels is prohibited. Staff members are to assist members as needed.

Members and staff must wash their hands with soap and water or hand sanitizer with at least 60% alcohol when:

1. upon entry into an exit from program space including after transitions to outdoor activities and to exercise activities in the gymnasium;
2. before and after eating or handling food;
3. after sneezing, coughing, or nose blowing, or first aid activities
4. after bathroom use
5. after touching high touch surfaces
6. before and after using shared equipment
7. after contact with a facemask or cloth face covering

### **In addition, staff must wash their hands:**

1. before and after administration of medication;
2. after performing cleaning tasks, handling trash or using cleaning products
3. before and after changes of gloves

## **SECTION 2 – MAINTAINING A SANITARY ENVIRONMENT**

**MASKS AND FACE COVERINGS** - The John M. Barry Boys & Girls Club of Newton requires that all members and staff wear masks when inside the building. If eating inside then 6 feet of distance must be maintained. While outside, members will not be required to wear face masks. Staff are able to remove their face masks when outside if they are fully vaccinated and are able to maintain 6 feet of distance. Face masks must cover the nose and mouth, fit snugly against the sides of the face, and be secured behind the ears or head.

Members will be instructed about mask hygiene and the proper way to put on and remove the masks. The CDC recommends that this be done by grasping bottom ties or elastics of the mask, then the ones at the top, and then removing the mask without touching the front. Wash hands after.

Families must provide their children with two masks to have with them at all times. The family must have a plan for routine cleaning of cloth masks and face coverings. It must be easy to tell which side of the mask is to be worn facing outwards. The Club will not wash and re-use masks.

**GLOVES** - Non-latex gloves will be worn when assisting with the applying of sunscreen, while providing medical assistance, and while conducting all cleaning activities. To prevent cross contamination, gloves will be changed after any activity that requires contact. Previously removed gloves will not be reused and gloves will be discarded in a lined trash receptacle.

**CLEANING, SANITIZING, and DISINFECTING** - The Club will intensify routine cleaning. The Club will ensure that equipment, materials, items or surfaces (including floors, walls and table tops) are washed with soap and water and sanitized as needed to maintain a sanitary environment. All floors used by children must be swept and/or vacuumed daily. All eating surfaces must be washed and sanitized before and after each use. Staff will clean, sanitize/disinfect their areas at least once per day, paying attention to frequently touched objects and surfaces. A minimum of twice per week, our professional janitor will sanitize the classrooms in use for the program, the common areas that the children pass through, and bathrooms and will deploy a COVID-19 resistant fogging system during those sessions.

**EQUIPMENT** - Equipment and materials will be unique to the program areas i.e. gym, STEM, Art. Electronics and sporting equipment will be cleaned and sanitized after each use.

PLAYGROUNDS & OUTDOOR SPACE - The Club does not own a playground. We may on occasion use the nearby playground that is owned by the City of Newton. Individual groups may use portions of Albemarle field for outdoor activity. Meals may be eaten outdoors.

BELONGINGS - Children are strongly discouraged from bringing personal items the Club beyond a backpack to hold their lunch, cell phone, masks, additional clothing, and any materials needed. Belongings will be stored at the child's designated workspace within their program area. The sharing of personal belongings is prohibited.

VENTILATION SYSTEMS – In November 2020, Merv-13 high restriction filters were installed throughout the facility. The air handling units are set to allow fresh air into the building at all times. The fan motors for the heating and cooling equipment servicing all areas will be set to their on position and will run continuously for the duration of the program day.

WATER FOUNTAINS – The water fountains will be available for use. Children may bring a personal water supply from home which may be carried with them to outdoor activities. Children may not share or touch another member's water container. If not in use, they are to be stored separately from each other. Bottles must be clearly marked with the child's name.

SWIMMING – The Boys & Girls Club will utilize Gath Pool, located at Albemarle Field, for occasional swimming activities. The Club will conform to whatever rules the pool has in place to prevent the spread of infection. Group size will be small for these excursions and use of public facilities will be minimized to the smallest extent possible. The Boys & Girls Club will also visit beaches for fieldtrips.

TRANSPORTATION - The Boys & Girls Club will conform to all rules regarding the transportation of members. Occasional field trips are planned throughout the summer. Such opportunities will be advertised in advance. Group size will be small for these excursions and use of public facilities will be minimized to the smallest extent possible.

BATHROOMS – Each cohort of the Boys & Girls Club will be assigned a single bathroom as their primary bathroom during the day. Regardless of the size of the bathroom or the number of sinks or toilets, only one participant at a time will be allowed inside. While COVID-19 restrictions are in place, gender exclusive bathrooms will be reassigned to be used by both genders on an individual basis. All bathrooms will be fully stocked for handwashing and will be cleaned and sanitized at least once per day.

RESTORING AN AREA TO SERVICE AFTER POTENTIAL EXPOSURE- The Club will keep usable space set up and on reserve so that if an area is closed due to potential COVID-19 exposure, if the

exposure was not through a member of a group or a staff member assigned to an area, the group could operate within an alternative space. Outside doors and windows will be opened and ventilation fans will be placed within the space. After 24 hours have passed, the cleaning and disinfecting process will begin. The cleaning staff will disinfect all areas such as offices, bathrooms, common areas and shared electronic equipment that may have been used by an ill person, while focusing on frequently touched surfaces. We will follow the advice of the Newton Public Health Department's epidemiologist regarding the restoration of a room to service.

### **SECTION 3 – SUMMER 2021 SPECIFIC POLICIES**

**GROUP SIZE** - Groups sizes will be determined by the amount of square footage in each program area. For Summer 2021, maximum group size is expected to be 25 children. Social distancing will be maintained between and within those groups. There will be no mixing of groups and no changing between groups within a session.

**ADDITIONAL STAFF TRAINING AND ORIENTATION** – In addition to the usual policies and procedures, the Boys & Girls Club staff will be trained on the following topics:

1. COVID-19 Transmission and Symptom Identification
2. Check In Procedures & Social Distancing Protocols
3. Isolation of members and staff who exhibit symptoms
4. Cleaning protocols, methods, schedule and frequency

**HEALTH LEADERSHIP** – Camp Director Frank Ponceano will be the senior staff person responsible for responding to COVID-19 concerns. He will be assisted by Assistant Camp Director, Rob Fujiwara. Both will be assisted by Executive Director David Sellers. The Healthcare Consultant will be Donna Gallagher.

**VISITORS AND DELIVERIES** – Vendors and visitors are required to wear masks at all times in the facility. Visitors are encouraged to schedule a visit before arriving to the Club.

**CHECK IN AND INFORMATION SHARING** – The Boys & Girls Clubs guidelines will be shared via email when requested and are available for download at [www.newtonbgc.com](http://www.newtonbgc.com). The Club will maintain email addresses and home, work, and mobile numbers for the parents of all members so that they may be reached at any time. Communication with all parents is possible through constant contact email distribution



## **DROP OFF PROCEDURES**

1. Families are asked to wear a mask during the drop off procedure.
2. Drop off times may be staggered and pre-scheduled if demand calls for it.
3. Parents will remain in their vehicles with their children upon arrival at the Club.
4. Entryway doors will be propped open to minimize high touch surface contact during drop off.
5. A trained staff member will approach the vehicle, request the member's name, and observe the child for symptoms of COVID-19. If none are noted, the parent will be invited to depart.
6. At least 1 staff member assigned to the member's group will be present at the inner doors to the Club. The staff member will check in the child on their attendance list.
7. On their way to their program area, children will pause to wash hands at their designated bathroom.
8. Children will proceed to their program area, find their designated spot, and begin their program day.
9. Masks will be worn by all staff members, members, and parents at all times during this process

## **PICK UP PROCEDURES**

1. Families are asked to wear a mask during pick up.
2. Parents will remain in their vehicles upon arrival at the Club and will pull along curbed area in front of the main doors or along the gym wall.
3. Entryway doors will be propped open to minimize high touch surface contact during pick-up.
4. A staff member will be present at the parking lot to radio the program area where the child is assigned and one of the two staff members assigned to the group will bring that child to the pick-up area where they will be delivered to their parent's waiting car.
5. Whenever possible, children are expected to enter their vehicles from the curb side of the parking lot. Staff members and children will not cross the parking lot or in front of any other waiting vehicles to deliver a child to a vehicle. All activity is to take place on the sidewalk.
6. Masks will be worn at all times by all staff members, members, and parents during this process.