



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

COVID-19 Procedures Manual

Winter 2020

Out of School Time, Sports, Arts, STEM and Leadership Programs

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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 so that we may provide additional safety for members during Winter 2020. 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 of Covid-19 (As Defined During Fall 2020)

Fever (greater than 100), difficulty breathing, cough, sore throat, gastrointestinal symptoms (diarrhea), new loss of taste/smell, or muscle aches. The following symptoms if observed with the previous symptoms are cause for exclusion: fatigue, headache, runny nose, or congestion, or any other signs of illness.

Daily Screening of Staff

- All staff have been told to stay away from the facility if they have symptoms of Covid-19
- All staff will enter through a single entry point at the main lobby
- All staff are required to complete a health screening on mobile device prior to coming to the program or upon arrival but before entry to the facility (see appendix). The results of the scan will be reviewed by the Program Director before the staff will be invited inside of the lobby vestibule. Upon arrival, while still within the lobby area, a no touch temperature check will be conducted by a manager or licensed childcare staff member using a handheld scanner. The results of the check will be logged. If the staff has a fever of 100.0 or above, they will be prohibited from attending the program
- A manager or licensed childcare staff member will conduct a visual inspection of the staff.
- Staff are asked to limit their contact with one another unless they are assigned to the same group. Whenever possible, video technology will be used for meetings and group conversations and all contact between staff members must conform to social distance protocol.

Daily Screening of Members

- All members and their families have been told to stay away from the facility if they have symptoms of Covid-19
- Drop off times will be staggered and prescheduled.
- Upon arrival to the Boys & Girls Club, parents will stay with their children in their vehicle until a manager or licensed childcare staff member arrives to interact with them.
- All members will enter through a single entry point at the main lobby of the Club.
- 15-30 minutes prior of their arrival at the Club a parent/guardian of all members must complete a health screening on mobile device. The results of the screening will be reviewed by the Program Director or licensed childcare staff member before the member will be invited to exit the vehicle in which they are riding. Upon exiting the vehicle a no touch temperature check will be conducted by a manager or licensed childcare staff member while wearing PPE and using a handheld scanner. The results

will be logged. If the member has a fever of 100.0 or above, if they fail to complete the screening, or if they have symptoms of any kind, they will be prohibited from entering the facility, they will be asked to return to their vehicle and to vacate the premises.

- After they exit the vehicle, a manager or licensed childcare staff member will observe their condition and sign off if no symptoms are observed. The symptoms they will be watching for include: flushed cheeks or difficulty breathing.
- Once cleared, the member will be escorted to a waiting staff member for their group, who will organize their group in a socially distant manner 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.
- If medical assistance is required, it will be called for.
- 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 a minimum 10 day mandatory quarantine. The Healthcare Consultant will be contacted when symptoms are observed. The Healthcare Consultant, EEC, and the Newton Health Department will be contacted in the event of a positive test.

If a Member shows symptoms for Covid 19, then

- Immediately isolate the member and their backpack from other children and staff and proceed to the isolation area. If additional isolation space is needed, the individual offices present near the gamesroom areas are to be used for that activity.
- Notify a manager or licensed childcare staff member.
- Contact the child's parents and ask them to take the child home as soon as possible.
- Program Director will notify the HealthCare Consultant
- The staff member who was caring for the child at onset of a symptom, in gown, with gloves, mask & face shield will stay close by, but 6 feet away from the child while they are under observation. 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.

- If any symptom presents then the child will be sent home for observation.
- 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, EEC, 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 (laptops are the only anticipated shared equipment and will be sanitized in between each use)
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 will wear face coverings during the program day during any period of close contact as defined by contact inside of a 6 feet radius recommended for social distancing. This includes periods of transition between locations within the facility and at the start and the end of every day. It is strongly recommended that they wear them at all times. However, once in their assigned classroom and within their socially distant work spaces, masks may be removed if this can be done using proper technique. All EEC licensed childcare staff are required to wear their masks at all times.

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 or face coverings to have with them at all times. Masks may be disposable or cloth. The family must have a plan for routine cleaning of cloth masks and face coverings and masks must be marked with the child's name whether disposable or cloth. 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 - Gloves will be worn during screening activities. 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 disinfected 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, and disinfect their

areas at the start of the day and frequently (according to a schedule) in between paying attention to frequently touched objects and surfaces. Staff will clean bathrooms used by their Members twice per day. 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 Covid19 resistant fogging system during those sessions.

CLEANING PLAN – The Club’s cleaning plan specifies which items will be cleaned, sanitized, and disinfected and by what frequency (See Appendix). The plan provides a daily schedule of cleaning before, during, and after programming, and ensures that all areas, materials, furniture, and equipment used for childcare are properly cleaned, sanitized, and disinfected. Suppliers for the materials needed are identified in the plan and adequate inventory is maintained to sustain the effort.

EQUIPMENT - Equipment and materials will be unique to the program areas and whenever possible it will be unique to the individual members. Individual items provided by the Club will be sanitized and prepared for the next member that will use them. Electronics and sporting equipment will be cleaned and sanitized after each use. Communal materials located within a program space are to be removed if possible or otherwise covered and/or marked to clearly denote that they are out of service.

PLAYGROUNDS & OUTDOOR SPACE - The Club does not own a playground and does not expect to be using the nearby playground owned by the City of Newton. Individual groups may use portions of Albemarle field for outdoor activity but we do not intend to use any of the equipment, fixtures, or furniture that is present at the field. If the City of Newton opens playgrounds for public use, we have access to the playground at Albemarle Field. However at the start of the year, we do not plan to use a playground space until a plan can be put in place to clean it and maintain its level of cleanliness. We will not eat our meals outdoors unless it is on property owned and cleaned by the Boys & Girls Club of Newton.

BELONGINGS - Children may not bring personal items the Club beyond a backpack to hold their lunch, cell phone, masks, additional clothing, and any materials needed for remote learning. Belongings will be stored at the child’s designated workspace within their program area. The belongings of one child will not be stored where they can touch the belongings of another.

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 at the Boys & Girls Club will be turned off and marked as out of order. 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 – There will be no swimming activities at the Boys & Girls Club

TRANSPORTATION - The Boys & Girls Club will not be transporting members in vehicles as part of the WINTER 2020 Out-of-School Time, Sports, Arts, STEM or Leadership Programs.

FOOD - The Boys & Girls Club will not be serving meals or providing snacks except in case of emergency. Snacks and meals are to be brought from home. Children will eat only in their designated work spaces and those spaces will be cleaned and sanitized before and after each use.

BATHROOMS – Each subgroup of the Boys & Girls Club will be assigned a single bathroom which they will use exclusively 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 multiple times 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 – Group Sizes, Training, Leadership

GROUP SIZE - Groups sizes will be determined by the amount of square footage in each program area. Social distancing will be maintained between and within those groups. There will be no mixing of groups and no changing between groups.

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

LEADERSHIP – Program Director Frank Ponceano will be the senior staff person responsible for responding to COVID-19 concerns. Curiosity Club Director Megan Lemmon will be responsible for all licensed childcare Covid-19 communications. Both will be assisted by Executive Director David Sellers. The Healthcare Consultant will be Greta Feinberg

VISITORS AND DELIVERIES – Vendors and visitors will not be permitted to enter the facility beyond the lobby area. Vendors will leave shipments outside of the facility.

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. Using a universal link provided, parents will submit health check-in information to the Club remotely at the start of each day. 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 complete their health screening 30 minutes before arrival at the Boys & Girls Club
2. Families are asked to have the same person drop off their children daily and to wear a mask during the procedure.
3. Parents will be assigned in advance a 10 minute window during which they are expected to drop off their children. The first block of drop-offs will take place at 8:00 am and we will have additional blocks leading up to 8:25 AM. Approximately 10 drop offs will take place during each block. The end of the day will be adjusted and blocks will be assigned so that each member has a 9 hour day.
4. Parents will remain in their vehicles with their children upon arrival at the Club.
5. Entryway doors will be propped open to minimize high touch surface contact during drop off.
6. A manager or licensed childcare staff member will approach the vehicle, request the member's name, and verify that the health screening form has been completed by this family for this member.
7. If health screening was not submitted, child and parent will be asked to answer the questions and answers will be documented.
8. If screening questions do not indicate Covid-19 symptoms, the child will exit the vehicle.
9. manager or licensed childcare staff member will perform no touch temperature check and log result.
10. manager or licensed childcare staff member will observe child for symptoms of Covid-19. If none are noted, the parent will be invited to depart.
11. At least 1 staff member assigned to the member's group will be present at the inner doors to the Club with children specific lined up in a socially distant manner. The staff member will check in the child on their attendance list. When group size reaches five members, the group will move to their assigned program area.
12. On their way to their program area, children and staff will pause to wash hands at their designated bathroom.
13. Children will proceed to their program area, find their designated spot, and begin their program day.
14. 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 have the same person pick up their children daily and for that person to wear a mask during pick up.
2. Parents will be assigned a 10 minute window during which they are expected to pick up their children. Your block in the afternoon will correspond to the drop off block that was assigned in the morning. Pick ups will take place between 5:00 and 5:30 PM.
3. 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.
4. Parents will be provided with a card (during drop off on day 1), color coded to their child's group, with their child's name prominently displayed on it. They are asked to place this card on their dashboard where it is plainly visible to the Club's staff.
5. Entryway doors will be propped open to minimize high touch surface contact during pick-up.
6. A manager, a licensed childcare staff member or a back up staff member (one not assigned to a specific group) will be present at the parking lot to observe the tag and the child's name. The staff will 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.
7. 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.
8. Masks will be worn at all times by all staff members, members, and parents during this process.

John M. Barry Boys & Girls Club of Newton

Health Screening Form

Child or Employee Name _____ Date _____ Time _____

Please answer the questions below between 30 and 5 minutes before arriving to the Boys & Girls Club. When each child or employee arrives we will verify that their temperature is lower than 100 degrees using a no-touch thermometer.

Employee/Child Cohort Name _____

Today, or in the past 24 hours, have you or any household members had any of the following symptoms?

With my signature below, I attest that my child and members of my household have not had any of the following symptoms in the last 24 hours and that my child has not been in contact with a known COVID-19:

- *Fever at or above 100**
- *Cough**
- *Sore Throat**
- *Difficulty Breathing**
- *Gastrointestinal distress (nausea, vomiting, or diarrhea)**
- *New loss of taste or smell**
- *New muscle aches**

Signature _____

Person Completing Form (if for child) _____

**John M. Barry Boys & Girls Club of Newton
CDC RECOMMENDED CLEANING GUIDELINES**

Items not listed here are to be removed from circulation, marked as off limits, or otherwise not used
A check sheet will be provided for each individual area and staff members will initial completed tasks
The areas we intend to use include: Education Center, Art Room, Teen Center, Curiosity Club Room
The Gamesroom, Teen Media Lab, and Canteen will be prepared and held in reserve in case needed.

Areas	Before Each Use	After Each Use	Daily (At the End of the Day)	Responsible Staff	Comments
• Tables	Clean, Sanitize	Clean, Sanitize	Wipe down end of day- Sanitize		Use a sanitizer safe for food contact
• Countertops		Clean	Clean, Sanitize		
• Chairs			Clean & Sanitize		
• Shared toys and materials that can be cleaned		Clean	Clean, Sanitize		Materials will be for individual use within a single group. They will be cleaned and sanitized daily and again before being passed to the next group.
• Door & cabinet handles, light switches			Clean, Disinfect		Disinfect at the beginning and end of day & at least one other time ie midday
• High touch surfaces made of plastic or metal	Clean, Disinfect	Clean, Disinfect			
• Floors			Clean		Sweep or vacuum, damp mop tiled floors
• Computer keyboards other touchscreens		Clean, Sanitize			Use sanitizing wipes, do not use spray. Consider wipeable covers
• Phone receivers	*clean	*clean	Clean		clean shared phones after each use
• Shared sports equipment		Clean, Disinfect			Materials will be for individual use within a single group. They will be cleaned and sanitized daily and again before being passed to the next group.
• High touch surfaces made of plastic or metal	Clean, Disinfect	Clean, Disinfect			

The new EEC Minimum Requirements for Health and Safety, posted June 1, 2020 Recommend:

- Only EPA registered cleaning products may be used
- Staff members must be adequately trained on procedures before re-opening
- Eliminate use of sponges, disposable paper towels only to be used
- All cleaning and sanitizing must be done out of the reach of children
- Avoid aerosols, pump or trigger sprays are preferred
- Ensure proper ventilation during the cleaning and sanitizing process
- Always wash with soap and water first, then sanitize
- Store all products in original containers, out of reach of children
- Gloves must be worn during this process by adults
- Dwell times (air dry) per product, must be allowed before wiping
- Use alcohol-based wipes or sprays containing at least 60% alcohol
- You may provide cleaning materials for older children to clean their own products

APPROVED SUPPLIER LIST:

Clean & Safe

WB Mason

AMAZON