



**BOYS & GIRLS CLUB
OF EAST AURORA**

Guidance for All Staff, Volunteers and Club Members

K-12



September 2021

Dear Parents and Guardians:

We all have words to describe what the last 18 months have meant to us... Challenging; Incredible; Painful; Ever-changing. Now as we look to the start of another Club year – the third Club year impacted by COVID-19 – we will continue to do our best to mitigate the spread of the covid-19 virus and create as safe of Club operations that we can under the challenging circumstances that we are currently faced with. In this time of great certainty, the Club will follow the guidelines from both the Erie County Department of Health and the CDC as our source in reducing the risks of COVID-19 among your club members and staff.

The Boys and Girls Club of East Aurora is presenting you with the guidelines in this document to provide you, our staff and our members with credible, useful guidance to assist your understanding of how the Club will be managing Covid-19 protocols during operating hours. This will enable you to have a resource that outlines our policies and guidelines for managing prevention, transmission and exposures that may occur while your child(ren) are under our care and supervision.

As we have learned throughout the COVID-19 pandemic, guidance and recommendations may/will change as new data and information emerges. When updates are needed throughout the year, we will share these updates to all of you via email/Constant Contact. An updated copy of all of our safety guidelines can be found at www.bgcea.org.

Thank you for providing us with an opportunity to serve your children during the 2021-2022 school year. We are very excited to provide all of our members with positive social and physical recreational activities during their non-school hours.

Sincerely,



Gary D. Schutrum
CEO

Boys and Girls Club of East Aurora Covid-19 Guidelines and Protocols for Serving Members in Grades K-12, 2021-2022

The goal of the Boys and Girls Club of East Aurora during the 2021-2022 program year is to return Club programming to an annual membership program structure that will return all members to an in-person, freedom of choice, learning-recreational experience, while also ensuring the safety of all members and staff by reducing the risks of COVID-19 disease transmission in our club settings. However, due to the rates of Covid-19 transmission in Erie County and our need to follow the guidelines in the document as recommended by the ECDOH we will begin the 2021-2022 school with cohort groups/pods in attempt to mitigate member's exposure and to assist with contact tracing should we have a positive case. We will reevaluate on a regular basis in hopes of returning to a more normal annual membership program structure in the future.

This guidance models the recommendations that the Erie County Department of Health provided for PK-12 Schools and applies to all club members, staff and volunteers who participate in our scheduled programs during club operating hours. This guidance does not apply to outside groups (Adult or Youth Groups) who use our facilities during non-operating hours. We will provide separate guidelines for these groups in the near future. **This guidance is subject to change.**

1. Masking

According to the Department of Health when staff, members and volunteers consistently and correctly wear a mask, they protect others as well as themselves. Consistent and correct mask use is especially important indoors and in crowded settings, when physical distancing cannot be maintained. The Boys and Girls of East Aurora will follow the guidelines below as outlined by the ECDOH.

A. Indoors

ECDOH requires indoor masking for all individuals age 2 years and older, including members, teachers, staff, vendors, visitors, adult groups, alumni, etc., when youth members are present, regardless of vaccination status. Appropriate masks must be worn at all times in all gymnasiums program areas, classrooms and non-classroom settings, including but not limited to hallways, club offices, restrooms, gyms, locker rooms, cubby room, games room, teen room, learning center, etc. Members may remove their mask during meals, snacks and drinks as long as they sit 3 feet apart, to the extent possible, and must eat, drink in the designated eating/drinking area (kitchen). Acceptable masks must be two layers of materials and may be cloth-based or surgical masks that cover both the mouth and nose. Bandanas, gators, and clear faceshields are not considered acceptable face coverings. The club will provide masks for all staff, members & volunteers, etc. who need a mask upon entry.

B. Outdoors

ECDOH strongly recommends but does not require masks outdoors. However, protocols and procedures should be maintained for members, staff and volunteers to ensure maximized physical distancing to protect against the transmission of the COVID-19 virus on Club grounds, especially when masks are not being worn outside.

C. Van Transportation

ECDOH requires van drivers, staff, and members to wear a mask at all times while on school buses when being transported to the Club from school, on vans when participating in a club field trip and on any buses operated by public systems when and if we are able to attend a youth leadership conference, regardless of vaccination status.

D. Mask Breaks

Mask breaks may be taken by members on an as needed basis and are encouraged once every hour for approximately 5 minutes. Members should be seated and stationary at a designated spot during mask breaks. Members must be social distanced by 6 feet during masks breaks. The Club prefers that members take their masks breaks outdoors when the outdoor supervisor has opened the play area behind the club, but understand that this is not always feasible.

E. Mask Exceptions

Persons who cannot safely wear a mask because of a disability or medical condition should work with the Club Administrative Staff - Office Manager, Unit Director, School Age Program Coordinator or CEO for a reasonable accommodation. Club may require written documentation of a mental or physical condition from a physician or licensed medical provider before providing an exception.

Exceptions can be made for the following categories of people:

- A person who cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et seq.). Discuss the possibility of reasonable accommodation with workers who are unable to wear or have difficulty wearing certain types of masks because of a disability.
- A person for whom wearing a mask would create a risk to workplace health, safety, or job duty as determined by the relevant workplace safety guidelines or federal regulations.

2. Physical Distancing

Because of the importance of in person physical and social recreation, mental health support, learning and emotional support, the Club will implement physical distancing to the extent possible within all of our club program areas and facilities, but we shall not exclude members from in-person program participation just to meet a minimal distance requirement. The ECDOH cited several studies from the 2020-2021 school year that showed low COVID-19 transmission levels among students in schools that had less than 6 feet of physical distance when the school implemented and layered other prevention strategies, such as the use of masks. Therefore, the Boys and Girls Club of East Aurora will follow the following guidelines for social distancing for our members and staff.

A. Members

ECDOH strongly recommends Clubs/Schools to maintain at least 3 feet of physical distance between students within program areas combined with mask wearing, to reduce transmission risk,

regardless of vaccination status. When determining close contact status following an exposure, unvaccinated students within 3 feet from the positive COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during a time the case was infectious will be quarantined regardless if masks were worn. As per Centers for Disease Control and Prevention (CDC) guidelines, fully vaccinated individuals who are identified as close contacts are not subject to quarantine.

B. Staff

ECDOH strongly recommends Clubs/Schools to maintain at least 6 feet of physical distance between staff and students combined with mask wearing, to reduce transmission risk, regardless of vaccination status. ECDOH recognizes that distance may be harder to maintain in lower grade levels wherein personal instruction is often necessary. Staff should carefully monitor staff breaks and meetings, maintaining 6 feet of distancing and adhering to masking at all times, regardless of an individual's vaccination status. Staff meetings will be held in large room meeting spaces where at least 6' of social distancing can be maintained throughout the staff meeting. The Club will provide a virtual option whenever possible. When determining close contact status following an exposure, unvaccinated staff within 6 feet from the positive COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during a time the case was infectious will be quarantined regardless if masks were worn. As per CDC guidelines, fully vaccinated individuals who are identified as close contacts are not subject to quarantine.

C. Busing, Vans and Transportation:

The Boys and Girls Club of East Aurora hopes to be able to provide field trips from time to time to outdoors venues such as Camp Ska-No-Ka-San, hiking trails, outdoor play areas, etc. The Club will be following the guidelines below as outlined by the ECDOH.

ECDOH strongly recommends:

- The Club will maintain a seating chart on the Club van
- The Club will keep members from the same household in the same seats
- Members from different households will be spaced out at opposite ends of the seats
- The Club will load all vans from back to front.
- All staff and members must wear a face mask for the duration of the trip regardless of vaccination status.

3. **Health Monitoring**

A. Club Entry Screening – Temperature Checks and Health Questionnaire

The Boys and Girls Club of East Aurora will not require a daily health screening, including temperature and a COVID-19 symptom check upon entry into Club by all Club members, Staff and Volunteers. In addition, we will not require daily health screenings from contractors, vendors, and visitors. We will ask the all members, parents, facility users, volunteers, contractors, etc. complete their own self-assessment and not enter the club if they are experiencing any covid-19 like symptoms. If someone experiences any symptoms or high temperature while participating

in club activities, we will ask adult to leave the premises. We will isolate members until we can get a hold of their parents/guardians for pick up. Club staff will constantly evaluate members and look for any signs for health related issues, symptoms, etc. and will isolate member if and when they have a concern.

COVID-19 symptoms include the following: fever, chills, rigors, muscle aches, headache, back pain, fatigue, runny nose, congestion, sore throat, loss of smell, loss of taste, shortness of breath, difficulty breathing, wheezing, chest pain, cough, abdominal pain, nausea, vomiting, diarrhea, dehydration, altered mental status/confusion, and seizures.

B. Developing Illness at the Club

The Boys and Girls Club of East Aurora will follow the ECDOH requirement that if a member or staff member develops COVID-19 symptoms while at the club, regardless of vaccination status, the ill person will be immediately being placed in an isolation area/room in the Club locker room and must picked up by a parent/guardian if a member. A staff member will be sent home immediately.

C. Isolation Areas/Rooms

The Boys and Girls Club of East Aurora will follow the ECDOH guidelines that requires us to maintain isolation areas/room (Locker Room) that is separated from others for members or staff who are exhibiting COVID-19 symptoms. These designated rooms should be monitored, overseen, and logged. This room will be overseen by the Club Safety Coordinator.

4. Cohorting

Cohorting means keeping people together in a small group and having each group stay together throughout an entire day. Cohorting limits the spread of COVID-19 between groups. The Boys and Girls Club of East Aurora will maintain Cohort groups of a maximum of 24 youth members per group and follow the recommendations from the ECDOH as listed below so that we can limit exposure and enhance contract tracing if someone test positive.

ECDOH strongly recommends:

- Cohorting members to limit potential exposure to the COVID-19 virus,
- Taking measures to prevent intermingling between cohorts (e.g., separation by appropriate physical distancing, particularly if there are multiple cohorts in one area),
- Making efforts to ensure that cohorts are fixed – meaning contain the same students
- All Cohort groups will have an opportunity to participate in all program on a rotational basis throughout their day with us. Staff leaders will guide 2-4th graders to their activity periods and assist with programming. Program Staff will lead the program activities.

5. Returning to Club Following Illness

A. COVID-19-Like Illness – The Boys and Girls Club of East Aurora will be following the guidelines below for all members, staff and volunteers returning from illness.

ECDOH requires that in order for members, staff or volunteers to return to the Club following a COVID-19-like illness, regardless of vaccination status, one of the three following criteria must be met:

1. A negative COVID-19 test is provided. ECDOH strongly recommends a PCR COVID-19 test.
OR
2. A note from the student/staff's medical care provider with an alternative diagnosis is provided. (Appendix B) OR
3. There have been at least 10 days since the onset of COVID-19 symptoms.

ECDOH offers free COVID-19 PCR testing to symptomatic Erie County residents and close contacts of confirmed cases. Other local testing sites are listed at www.erie.gov/covidtestsites. COVID-19 diagnostic testing is fully covered by all health insurance plans per federal mandates.

A negative at-home COVID-19 test result will NOT be accepted to return a student to school or school staff to work.

B. COVID-19 Positive Case

ECDOH requires that members, staff or volunteers must meet all the following criteria in

order to return to the Club following testing positive for COVID-19:

1. At least 10 days after COVID-19 symptom onset or 10 days from their first positive test if asymptomatic AND
2. Fever-free for at least 24 consecutive hours without the use of fever-reducing medications AND
3. COVID-19 symptoms are improving.

6. When the Club Receives Notice of a COVID-19 Positive Case the Boys and Girls Club of East Aurora will follow the guidelines listed below.

ECDOH requires the Club to notify the ECDOH of all positive COVID-19 cases reported by staff, members, or guardians. The Club is required to prepare a list of program areas, bus, sports basically all close contacts. **Close contacts are defined as Members who are within 3 feet or staff who are within 6 feet from the positive COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during a time the case was infectious, regardless if masks were worn.**

7. Quarantine – The Boys and Girls Club of East Aurora will follow the ECDOH guidelines for quarantine as outlined below.

ECDOH uses the close contact definition along with the duration of exposure, proximity, and presence of symptoms to determine who is an exposed contact and therefore subject to quarantine. The Boys and Girls Club of East Aurora will cooperate with contact tracers to determine close contacts and compile contact information.

ECDOH will notify parents, staff, members and volunteers who are considered to be contacts exposed to a COVID-19 case.

Persons are considered fully vaccinated for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson & Johnson [J&J]/Janssen).

A. Fully Vaccinated Close Contacts

Per CDC guidelines, fully vaccinated individuals who are identified as close contacts are not subject to quarantine. However, these individuals should monitor for COVID-19 symptoms. Fully vaccinated persons who have a known exposure to someone with suspected or confirmed COVID-19 should get tested 3-5 days after exposure and should wear a mask in public indoor settings for 14 days or until they receive a negative test result. If they begin to experience COVID-19 symptoms, they must follow the “Returning to Club Following Illness” protocol detailed above in Section 4.

B. Unvaccinated Close Contacts

Per CDC guidelines, unvaccinated students within 3 feet or unvaccinated staff within 6 feet from the positive COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during a time the case was infectious, regardless if masks were worn, will be considered a close contact and quarantined for 10 days from the last day of exposure to the positive COVID-19 case.

Persons who are not fully vaccinated should be tested immediately after being identified, and, if negative, tested again in 5-7 days after last exposure or immediately if COVID-19 symptoms develop during quarantine. Regardless of test results they must quarantine for 10-Days.

Since the Club is not able to seating charts/program attendance charts **all unvaccinated individuals in the group/club will be considered unvaccinated close contacts and be quarantined for 10 days from the last day of exposure to the positive COVID-19 case.**

8. Youth Sports – Travel and House Basketball Teams/EA B-ball Clinic/Breakfast Club Basketball/Lacrosse Teams

The following guidelines apply to COVID-19 moderate and high-risk youth sports. Definitions for COVID-19 moderate and high-risk youth sports can be found at the NY Forward web site. (<https://www.governor.ny.gov/sites/default/files/atoms/files/SportsAndRecreationMasterGuidance.pdf>)

ECDOH requires Clubs to notify the ECDOH COVID-19 hotline of all youth sport positive COVID-19 cases reported by coaches, staff, members, parents or guardians.

ECDOH requires masking for all youth sport players during all youth sport activities whenever the players are not actively participating in game play or practice. ECDOH further requires masking of all youth sport coaches and staff during all youth sport activities while not directly engaged in physical activity. ECDOH strongly recommends masking for all youth sport players during game play and practice unless they are unable to physically tolerate masking (medical or special needs exception). In addition, ECDOH strongly recommends that athletes and coaches who are not engaging in physical activity (i.e. sitting on the bench or sidelines) maintain a distance of at least 3ft.

If there is one COVID-19 case on a team that is present while infectious, all unvaccinated players and coaches/staff are required to pause for 10 days from the last exposure. Vaccinated players and coaches/staff may continue game play and team activities during a team pause.

Pause means no practice, games, or team activities for the affected team, but players and coaches/staff not identified as unvaccinated close contacts are able to go to work and school.

If there are two or more players or coaches/staff who test positive during a 10-day period, all team activities must pause for 10 days from the last date of exposure to the first confirmed COVID-19 case. All unvaccinated players and coaches/staff are required to quarantine for 10 days from their last date of exposure to a COVID-19 case. Vaccinated players and coaches/staff can still go to work and school.

If a school or district shifts students to a full virtual learning model because of the number of COVID-19 cases in a building or district, all youth sports associated with the school are required to stop for the duration of the virtual learning period.

Athletes are required wear acceptable masks at all times when not playing or practicing. Athletes are strongly encouraged to wear masks during play and/or practice unless they are unable to tolerate masking for the physical activity. Coaches, trainers, and other individuals who are not directly engaged in physical activity are required to wear masks at all times.

9. COVID-19 Vaccination – Recommended by the ECDOH

COVID-19 vaccination is strongly recommended for all eligible students and staff. Vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. Promoting vaccination can help schools safely continue in-person learning as well as extracurricular activities and sports. Fully vaccinated individuals will not be subject to the same quarantine requirements as those who are not fully vaccinated in most circumstances.

10. Cleaning and Disinfection – The Boys and Girls Club of East Aurora will adhere to a stringent cleaning and disinfecting schedule by following the guidelines listed below:

In general, **cleaning once a day sufficiently** removes potential virus that may be on surfaces. Disinfecting (using disinfectants on the U.S. Environmental Protection Agency COVID-19 list: <https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0>) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.

If a facility has had a sick person or someone who tested positive for COVID-19 within the last 24 hours, clean AND disinfect the space.

11. Ventilation

The Boys and Girls Club of East Aurora has installed the highest level of filters that we are able to install in our current heating and cooling systems to improve ventilation throughout our facility. We will continue to review alternatives to enhance our ventilation systems as we are fully aware of their importance to preventing COVID-19, and understand that enhanced ventilations can reduce the number of virus particles in the air. In addition, we will continue to bring fresh outdoor air into our building to help keep virus particles from concentrating inside. We will open multiple doors and windows, use child-safe fans to increase the effectiveness of open windows, and making changes to the HVAC or air filtration systems. Keeping windows open a few inches improves air circulation.

During transportation, open or crack windows in buses, vans and other forms of transportation, if doing so doesnot pose a safety risk. Keeping windows open a few inches improves air circulation.

Sources Consulted to Develop School Guidance:

1. New York State Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency: [https://www.governor.ny.gov/sites/default/files/atoms/files/Pre-K to Grade 12 Schools MasterGuidance.pdf](https://www.governor.ny.gov/sites/default/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf)
2. Centers for Disease Control and Prevention (CDC) Guidance for COVID-19 Prevention in K-12 Schools: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html#physical-distancing>
3. Erie County Department of Health School Guidance (2020-2021): <https://www2.erie.gov/health/sites/www2.erie.gov.health/files/uploads/pdfs/ECCCOVID19schoolguidance.pdf>
4. Erie County Department of Health Youth Sports Guidance (2020-2021): <https://www2.erie.gov/health/sites/www2.erie.gov.health/files/uploads/pdfs/resuming-higher-risk-sports.pdf>
5. American Academy of Pediatrics COVID-19 Guidance for Safe Schools: <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
6. New York State Education Department Health Safety Guide for the 2021-2022 School Year <http://www.nysed.gov/common/nysed/files/programs/back-school/nysed-health-and-safety-guide-for-the-2021-2022-school-year.pdf>



**BOYS & GIRLS CLUB
OF EAST AURORA**

Appendix A: Health Screening Questionnaire

COVID-19 HEALTH QUESTIONNAIRE

DATE: _____

NAME: _____

QUESTIONS:

- 1) Have you experienced symptoms of COVID-19 such as fever (temperature of 100°F or above) or chills, muscle or body aches, cough, shortness of breath or difficulty breathing, fatigue, headache, sore throat, nasal congestion or runny nose, nausea or vomiting, diarrhea, or new loss of taste and/or smell in the past 10 days?

Please answer “yes” only if you are experiencing a new onset of symptoms OR you are experiencing a change in symptoms from your baseline if you have a known pre- existing medical condition (e.g. asthma, allergies).

No

Yes

- 2) Is your temperature 100 degrees Fahrenheit or greater today?

No

Yes

- 3) Have you tested positive for COVID-19 in the past 10 days?

No

Yes

- 4) Have you had contact with anyone confirmed or suspected of having COVID-19 in the past 10 days?

No

Yes

***If you checked YES to any of the above questions, please STOP
and notify administration immediately***

SIGNATURE: _____



BOYS & GIRLS CLUB
OF EAST AURORA

Appendix B: Return to Club Document

Members Name: _____ Onset of Symptoms: _____

Last date of Club attendance: _____

SYMPTOMATIC / NOT TESTED / NOT A CLOSE CONTACT¹ TO A POSITIVE CASE

_____ 1.) Member found to have another source of symptoms, SARS-CoV2 testing was NOT done, and may return to the club when they are 24 hours fever-free² with no antipyretic use and other symptoms are improving. **(Provider is confident the illness is not COVID-19).**

_____ 2.) Member NOT found to have another source of symptoms or they have a source for their symptoms but the provider is not confident that COVID-19 is excluded & SARS-CoV2 testing was NOT done. Patient may return to the club after a MINIMUM of **10 days** from the onset of symptoms with the last 24 hours fever-free² with no antipyretic use and other symptoms improving.

SYMPTOMATIC / NEGATIVE COVID-19 TEST / NOT A CLOSE CONTACT¹ TO A POSITIVE CASE

_____ 3.) Member had a NEGATIVE test for SARS-CoV2, as well as another source for symptoms, and may return to the club when they are 24 hours fever-free² with no antipyretic use and other symptoms are improving.

_____ 4.) Member had a NEGATIVE test for SARS-CoV2, with high suspicion of possible false negative test based on provider's judgement, so may return to the club after a MINIMUM of **10 days** from the onset of symptoms with the last 24 hours fever-free² with no antipyretic use and other symptoms improving.

POSITIVE COVID-19 TEST WITH OR WITHOUT SYMPTOMS

_____ 5.) Member had a POSITIVE test for SARS-CoV2 and must stay home for a MINIMUM of 10 days from the onset of symptoms with the last 24 hours fever-free² with no antipyretic use and other symptoms improving.

_____ 6.) Member is asymptomatic but had a POSITIVE test for SARS-CoV2 and must stay home for **10 days** from the date of the test. If symptoms develop, the member must THEN stay home for a MINIMUM of 10 days from the onset of symptoms with the last 24 hours fever-free² with no antipyretic use and other symptoms improving.

CLOSE CONTACT¹ TO A COVID-19 POSITIVE PERSON

_____ 7.) Non-fully vaccinated member who is asymptomatic and has had close contact¹ to someone with COVID-19 must quarantine for **10 days** from the date of the last exposure to the positive case. If the positive COVID-19 case is a household member and the member is unable to quarantine from the case, the member's quarantine date will be extended 10 days past the last contagious day of the positive case.

-If symptoms develop, the member may return to the club after a MINIMUM of 10 days from the onset of symptoms with the last 24 hours fever-free² with no antipyretic use and other symptoms improving.

****Fully vaccinated members identified as close contacts as long as they are asymptomatic are not subject to quarantine.**

The **EARLIEST** this patient may return to the Club is: _____ (To be verified by ECDOH)

Physician's Name: _____ Signature: _____ Date: _____

Office name & phone: _____

If testing is PENDING, please complete the form only after results are available. A member may not return while a test is pending.

¹Close contact is defined as members who are within 3 ft or teachers/staff who are within 6 ft for ≥ 15 minutes in a 24-hour period regardless if masks were worn. Fully vaccinated asymptomatic individuals are not quarantined.

²Fever is defined as ≥100.0°F. If fever was never present, the other guidelines must still be followed. This statement is valid based on relevant information on the date above, but may change based on new symptoms, exposures, or results. The patient's family has been instructed to notify the office for any changes.



**BOYS & GIRLS CLUB
OF EAST AURORA**

I, Employee Name, please print legibly: _____

have read, understand & agree to comply with the 2021-2022 Covid-19 Guidance for all Staff, Volunteers & Club Members.

SIGNATURE

DATE