

**Boys and Girls Club of East Aurora
Club Safety Protocols
Fall of 2020
(Updated Oct. 28, 2020)**



**BOYS & GIRLS CLUB
OF EAST AURORA**

Coronavirus - COVID-19 Club Safety Plan

Gary D. Schutrum, CEO

This plan will be updated weekly as CDC and DOH recommendations/guidelines change from time to time. This is the Club Safety Program for the Fall/Early Winter of 2020. Plan was shared and with the Club's Safety Committee during the week of October 26, 2020. Club Safety Committee will recommend changes and present plan to Board of Directors for Approval at the November 12, 2020 Meeting.



Letter from the CEO

At the Boys and Girls Club of East Aurora our number one priority is the health and safety of the youth in our care and the safety of our employees/volunteers. As a result of the Coronavirus Disease (Covid-19) outbreak and the impact that this virus has had on all of our lives, we want you to know that our Club is working diligently to keep your child, our staff/volunteers and the families we serve, protected from the spread of the virus. We are closely monitoring reports from the Center for Disease Control and Prevention (CDC) and our local health department for all updated information. We are using the resources available to us from the CDC, NYS Health Department, Government Officials, The Office of Child and Family Services (OCFS), The Child Resource Network and Boys and Girls Clubs of America to guide us as we put protocols in place to protect our youth and staff.

As we begin to re-open the Club we have broken down our enhanced safety protocols into the following five areas of focus:

- 1) Health and Wellness of Our Members and Staff (Health Screenings)
- 2) Increased Hand Washing and Sanitizing
- 3) Increase Facility Maintenance and Cleaning
- 4) Best Practices for Social Distancing in a Child Care or Boys and Girls Club Setting
- 5) Reduction in Group Sizes with an Increase in Staff to Member Ratios

The Club's Safety Committee (The Crisis Management Team), led by the Board, Staff and Community Leaders has developed these protocols. As the Club's CEO, I have assumed the role as the Club's Coronavirus Safety Leader. As such, I will be responsible for carrying out the protocols identified in this plan, for the training of all staff, and enforcing all of the protocols established. An updated copy of these safety protocols can be found on our website at bgcea.org. Any changes to the plan will be updated and posted by Friday afternoon of each week.

We certainly understand the anxiety and apprehension that our parents and staff may feel as we return to our new normal Club program environment. We are striving diligently to minimize the risks presented by the virus so that we can safely transition ourselves to provide a quality Club experience for members and staff.

If you have any questions, comments or concerns please do not hesitate to contact Gary Schutrum at 716-698-8876 (c), 716-652-1060 (w) or email at gschutrum@bgcea.org.

Stay Safe and Stay Healthy,

Gary D. Schutrum, CEO
Boys and Girls Club of East Aurora



**BOYS & GIRLS CLUB
OF EAST AURORA**

Letter to Staff and Parents

Our commitment to keeping our Club member's safe is our number one priority. Following the Coronavirus disease (Covid-19) outbreak, it is important that you know that the Boys and Girls Club of East Aurora is working diligently to keep our members, families, Staff and school age program students protected from its spread. We are also closely monitoring reports from the Center for Disease Control and Prevention (CDC) and our local health department (DOH) for all updated information so that we can adjust our plan accordingly.

As a reminder, we recommend these prevention actions for every family member, Staff Member and Club Member to take to help prevent exposure to Covid-19:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze with a tissue, then throw tissue in the trash.
- Stay home when you are sick.
- Clean and disinfect frequently touched objects and surfaces using a recommended NYSDOH or CDC cleaning spray or wipe.
- Follow the CDC's recommendations for using a facemask:
 - To be worn when in public when 6 feet of social distancing cannot be maintained.
 - To be worn at all times by people who show signs of the Covid-19 symptoms.
- Wash your hands often:
 - Wash your hands often with soap and water for a least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing.
 - It takes an average of 11.8 seconds to sing the entire Happy Birthday song, so if you sing it twice, that will ensure you have scrubbed long enough. This is a great method to share with children in your family. While this measure is simple, it is effective.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - Always wash hands with soap and water if your hands are visibly dirty.
 - For more information about handwashing, see the CDC handwashing guidelines at the CDC website.
- For families and staff who have traveled, the CDC also provides specific guidance for travelers. If you have traveled to a restricted State, you must self-quarantine for 14 days prior to returning to the club program.
- Stay away from large gatherings (50 People or more).

At this time, there is no evidence that children are more or less susceptible. Therefore, children should engage in usual preventive actions to avoid infection, including cleaning hands often using soap and water or alcohol-based hand sanitizer, avoiding people who are sick, and staying up to date on vaccinations, including the influenza vaccine. The National Child Traumatic Stress Network offers a Parent/Caregiver guide for Covid-19 with more helpful information for families.

Should you have any questions or concerns about this or any other matter, please do not hesitate to contact me at 716-698-8866 (cell); 716-652-1060 (Club) or by email at gschutrum@bgcea.org.

Sincerely,

Gary D. Schutrum, CEO - Boys and Girls Club of E. Aurora

WAIVER

All parents/guardians must sign the waiver below before attending the Club in 2020.

For Parents/Guardians - Assumption of Risk and Waiver of Liability Relating to the Coronavirus/Covid-19 and attendance at the Club for 2020-2021 School Year

The novel coronavirus, Covid-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and has significant person-to-person spread. As a result, federal, state and local governments and federal and state health agencies have recommended social distancing measures, additional safety protocols and have, in many locations, required ongoing prohibitions on the congregation of groups of people of various sizes.

The Boys and Girls Club of East Aurora (Club) has put in place preventative measures to reduce the spread of COVID-19 while attending the Boys and Girls Club of East Aurora at either our Main Site (Paine St) or Parkdale Site (Parkdale School). These include, but are not limited to: social distancing, wellness monitoring, increased sterilization/cleaning, required hand-washing, smaller group sizes, limited enrollment, wearing of masks by members and staff, etc. However, the Club cannot guarantee that you or your children will not become infected with COVID-19. Further, attending the Club could increase risk of contracting the virus for both you and your child(ren). **In order for your child or children to participate in Club Programming during the 2020-2021 School Year, you must complete the acknowledgement and waiver set forth below:**

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child/children and I may be exposed to or infected by COVID-19 by attending the Club and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Club may result from actions, omissions, or negligence of myself and others, including, but not limited to, Club employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with or in any way arising out of my child(ren)'s attendance at the Club or participation in Club programming ("Claims"). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the Club, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any and all Claims based on the actions, omissions, or negligence of the Club, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Club program.

Signature of Parent/Guardian

Date

Name of Parent/Guardian

Name of Club/Camp Participant(s)

Warnings Relating to Coronavirus/COVID-19

for Onsite Work

The novel coronavirus, Covid-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19, is extremely contagious and has significant person to person spread. As a result, federal, state and local governments and federal and state health agencies have recommended social distancing measures, additional safety protocols and have, in many locations, required ongoing prohibitions on the congregation of groups of people of various sizes.

While COVID-19 can cause mild symptoms in some individuals, it can lead to severe illness and even death in others. Adults over age 65 and people of any age with serious underlying medical conditions including, but not limited to, HIV, asthma and other respiratory conditions, and pregnancy, may be a higher risk for more serious complications for COVID-19.

The Boys and Girls Club of East Aurora has put in place preventative measures to help reduce the spread of COVID-19. These include, but are not limited to: Social Distancing, wellness monitoring, increased sterilization/cleaning, required hand-washing, smaller group sizes, limited enrollment, wearing of masks by staff and members, installation and cleaning of all heating and cooling systems with new filters, installation of new automatic soap and hand sanitizing stations, new lock door mechanisms and procedures that limits entry to the facility by outside vendors, deliveries, etc. However, the Club cannot guarantee that you will not become infected with the COVID-19. Further, working onsite at the Club could increase your risk of your risk of contracting COVID-19.

HEALTH AND WELLNESS - DAILY HEALTH SCREENINGS

All Club Staff:

Reporting to the Club for work:

- a) All Club Staff will report to the Club on the days and times as communicated by CEO, Gary D. Schutrum, Club Unit Director Neil Parrish or Club Program Director Adam Wittmeyer for each day that the Club is in session and you are scheduled to work.
- b) Staff Parking and Entry into Paine Street Facility:
 - 1) Parking: All Club Staff should park their personal vehicles in the rear parking lot behind the club.
 - 2) Entry: After parking personal vehicle all staff must enter the rear MP Gym door or use the side alley door to enter the facility coming from the rear parking area.
 - a. All Staff must wear a face mask as they enter the facility.
 - b. All Staff will come directly to the front desk area to participate in Wellness/Temperature check upon arrival at the Front Desk Area (Middle Office).
 - c. After successful Wellness/Temperature Scan all Staff must immediately wash or sanitize their hands in staff restroom or at a hand sanitizing station.
 - d. Staff may then report to their respective offices and/or program area.
- c) Staff who arrive once the Club is operation with members must report directly to the middle office to have their wellness screening and temperature scan.

2) Wellness/Screening Check-In:

- a) All Staff must complete the WEEKLY HEALTH QUESTIONNAIRE (see ATTACHMENT) every Monday morning, or on the first day of work for that given week, or upon returning to work if they miss a day of work from their regular work schedule. Copies of the questionnaire will be provided by the main office and will be at the Wellness/Screening check-in area and can be completed prior to arriving at the Club each week or at check in. Form must be handed in at the main office area to Office Manager, Lillian O'Connor or the CEO, Gary D. Schutrum or assigned staff members. Pens will be provided to complete the questionnaire. Pens should only be used once and will be sanitized after each use.
- b) In addition, all Staff will undergo a temperature check daily at the Wellness/Screening Area.

3) Wellness/Screening Set-Up/Procedures:

Club Office Manager, Lillian O'Connor will manage the Staff Wellness Screening and Daily Temperature checks each day at the Main Office Desk Area/middle office area. If Lillian is out of her office or absent from work the CEO, Gary Schutrum will manage the Staff Wellness and Temperature Scans. If CEO is unavailable, he will assign and train another staff member to take over these duties.

- a) Upon Lillian's arrival each morning she will prepare the Wellness/Screening area at the Main Front Desk Area. She will ensure that the Club has the following:
 - Have hard copies of the Weekly Health Questionnaire
 - Log Books to document check in
 - Ensure Infrared Thermometers are operational with batteries
 - Have one oral thermometer on hand
 - Wear required PPE equipment
 - Have Hand Sanitizer for staff to use after signing paperwork and cleaning solution for used pens
- b) Lillian will undergo the same wellness screening as the Club Staff - temperature check and weekly health questionnaire prior to checking in Club Staff. She will self-administer her own wellness screening and temperature checks. She will report any issues immediately to CEO, Gary Schutrum.
- c) She will wear a face shield or goggles and a face mask and gloves if needed.

- d) She will review the health forms and do a temperature check on staff/counselors reporting to work.
- e) She will provide pens and sanitize all used pens.

4) Wellness/Screening Results:

- a) Any Staff Member that answers “yes” to any of the health questionnaire questions and/or registers a temperature greater than 100.4 will be asked to leave immediately for the day.
- b) Lillian will report Staff Members who are sent home to Safety Manager/CEO, Gary Schutrum. Gary will make contact later in the day to determine the next steps/return to work.
- c) Weekly Health Questionnaire Answers - All questionnaires will be kept private and confidential. Procedures for “Yes” answers
 - Question 1: Have you received a confirmed diagnosis for Covid-19 by testing positive or from a diagnosis by a Healthcare Professional in the Last 14 Days?
 - Return home and self-quarantine for 14 days.
 - At the end of the 14-day self-quarantine and if symptom free the Staff Member may return to work.
 - Staff Member who test positive does not need a negative test to return to work as long as they are symptom free.
 - See Detail for “Positive Test Result for Covid-19 Below”
 - Question 2: Are you currently waiting on results from a Covid-19 test?
 - Negative test result required to return to work as long as symptom free.
 - If test positive...see question 1 above.
 - Question 3: In the past 14 Days, have you traveled internationally or returned from a state identified by NYS as being a high risk travel restricted state (other than just passing through the restricted state for less than 24 hours)?
 - Must self-quarantine for 14 days from the date that you left the restricted state or Country.
 - Question 4: Have you been in close contact with a person who is known to have a laboratory-confirmed Covid-19 diagnosis or with anyone who has symptoms consistent with Covid-19 for 15 minutes during a 24-hour time period?
 - Must quarantine for 14 days from the date of last contact with the infected individual.
 - Question 5: Have you been directed to quarantine or isolate for 14 days by the NYS DOH, School District or healthcare provider because you may have been exposed to a person who tested positive for the Covid-19 virus?
 - Must quarantine for 14 days from the date as indicated from the contact tracing organization.
 - Question 6: Have you experienced any cold or flu-like symptoms in the past 72 hours to include: Fever or chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion of runny nose, nausea or vomiting, diarrhea.
 - Staff Member cannot attend work with any of the symptoms listed above and will be sent home if any of these symptoms are observed by others while attending work.
 - To return to work a staff member must:
 - Self-Quarantine for 10 days and can return to work if symptom free. **OR**
 - Staff member must obtain a written note from a health care professional indicating the cause of their issues. If not Covid-19 related staff member may return to work **OR**

- o Staff members must test negative for the Covid-19 Virus. See question 2.
- o If staff member test positive they must refer to question 1.

d) Staff Member must immediately report to Lillian or Gary any changes in their health situation or to the answers they provided on their completed Wellness questionnaire during the week of work.

5) Temperature Checks (Daily)

- All Club Staff Members must have their temperature taken daily as part of the check-in procedure to work at the Club. All staff must report immediately to the front desk/middle office area upon their arrival to work on that day of work.
- All Club Staff Members will follow the same protocol listed above for the wellness check process.
- Lillian or Gary or assigned staff member will record results of temperature scan in the staff log book by placing a check mark by the Club Staff members name indicating that their temperature was approved for the day.
- If temperature scan reading above 100.4, Club Staff will be asked to retake their temperature with an oral thermometer provided to confirm reading.
- If oral reading is confirmed at above 100.4, the Club Staff will not be permitted to work and will be sent home.
- Club Staff members can return to work the next day to have their temperature scanned as long as they did not use fever reducing medications.
- Club Staff should monitor their temperature at home before returning to work so that they have a good understanding of what their temperature is prior to returning to work.
- If a Club Staff member uses fever reducing medications, they are required to stay home a minimum of 3 days before returning to work.
- If a club staff member's temperature/symptoms do not improve after the 3 days they need to consult their primary care physician and seek their advice for treatment.
- Club Staff members can return to work once their fever subsides and is below 100.4 and they have no other related symptoms.

6) Hand Washing:

- Upon completion of Wellness/Screening check-in, all Club Staff must wash their hands with soap and water for 20 seconds in the staff designated bathrooms or use one of the automatic hand sanitizing stations.
- All Club Staff must regularly wash their hands after each activity period, before and after use of all camp programming equipment, supplies, tools, etc.
- All Club Staff must wash their hands immediately after bathroom use.
- If soap and water is not readily available all Club Staff must use the hand sanitizer provided by the club/camp to sanitize their hands before working directly with Club members.

7) Masks:

- All Club Staff will be required to wear a mask while working with Club members and with fellow staff members other regardless of the social distance unless meeting outside where staff can maintain social distancing of at least 6 feet.
- Masks must be worn with transitioning from your office to other common areas, main office area, bathrooms, etc. even when members are not present
- Masks do not need to be worn while working in your own office area if your office area is a separate work area when you are by yourself.

- d) For staff members who share an office Masks must be worn if and when you are unable to be six feet apart.
- e) Staff members who share a common area must wear a face mask when others pass through.
- f) When a staff member visits an office from another area of the club both parties must wear a face mask.
- g) Masks will be provided by the Club or a staff member may choose to wear their own mask.
- h) N95 Masks or equivalent (Approved by CDC) must be worn when managing a sick member in the club designated sick area (Team Locker Room) along with face shield, gown and gloves.

8) Gloves

- a) The wearing of gloves is currently not mandatory for all staff to wear while working with our members.
- b) It is recommended all Club staff wear gloves as specified by the CDC of the State Health Department while using specific surface cleaners, etc. A list of cleaning solutions and the need for gloves is provided as an addendum to this document.
- c) Gloves must be worn when working with any member in the designated sick area or when dealing with any sort of injury (minor to serious) to a member.

9) Club Staff that Test Positive for the COVID-19 Virus (Wellness Questionnaire – Question #1)

- a. Club Staff be sent home immediately from work if they find out test results while working and have been showing no signs of the virus (asymptomatic).
- b. Club Staff should contact their primary care physician and remain home (self-quarantine) for 14 days regardless of their symptoms.
- c. A second test will not be required to return to work. However, the staff member must be symptom free after 14 days to return to work.
- d. All Club Staff who were in close contact with Staff Member who tested positive should self-quarantine (as indicated above in “Exposure” section) for a period of 14 days to help insure the infection does not spread. Exposure will be identified as being in the presence of another staff member’s for a time period of 10 minutes or more when social distancing was not possible.
- e. Staff member who tested positive will need to complete the “If Tested Positive to the COVID-19 Virus”
 - i. Questionnaire (ATTACHMENT) and the Contact Tracing Form from the CDC (ATTACHMENT). Lillian and Gary will share the questionnaire for the employee to complete electronically. If unable to complete electronically Lillian/Gary will read the questions to the employee over the phone and record their responses.
 - ii. Club Staff Member will be asked to identify all individuals with whom they worked in close proximity (within six feet) for a prolonged period of time (more than 10 minutes) in the previous 14 days.
 - iii. Names and pertinent health information will be held confidential by the Club.
 - iv. Contact Tracing information and sheets will be shared with Contact Tracers from Erie County upon their request.
 - v. Club Staff working in a shared space at the Club should inform Lillian, Gary or assigned Staff member so that they can take whatever precautions they deem necessary.
 - vi. The CDC provides that the Club Staff who worked closely with the infected worker “should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).” Follow the protocols listed above under Exposure.

11) Additional protocols for Club Staff Member testing positive the Club will:

- a) Ensure that Staff/Counselors know to notify Lillian or Gary or assigned Staff Member if they are showing symptoms of COVID-19 and/or they test positive for the virus.
- b) Understand that Lillian and Gary or assigned Staff Member will not require proof of a positive test result or note from a healthcare provider to confirm COVID-19 illness and that the Club Staff Members word will be honored.
- c) Gary or Lillian or Assigned Staff Member will notify the following if Staff Members Test positive for the COVID-19 virus:
 - i. NYS Health Department
 - ii. Director of Development from Boys and Girls Club of America
 - iii. Members of the Board Safety Committee and Executive Committee
 - iv. All Club Employees
 - v. All Club Families
- d) In consultation with the State Health Department and our DOD from BGCA we will prepare the appropriate communications including:
 - i. Informing fellow Club Staff of their possible exposure to the COVID-19 virus but maintain the confidentiality of the individual who tested positive. Fellow Staff Members may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.
 - ii. Informing the parents of the members of their possible exposure to the COVID-19 virus but maintain the confidentiality of the individual who tested positive. Members will be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.
 - iii. Informing community partners of their possible exposure to the COVID-19 virus but maintain the confidentiality of the staff member who tested positive. Other individuals may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.
 - iv. Prepare a media holding statement and parent letter (ATTACHMENT)
 - v. Seek guidance from the CDC website in regards to Businesses and Employers.
 - vi. Use Live Safe App Communication Tool to notify all Club parents that a Club Staff has contracted the virus and that Club will be closed until further notice.
- e) Close any areas used by the sick person for deep cleaning and disinfection (including but not limited to offices, bathrooms, common areas, shared equipment), following CDC guidelines; open outside windows to increase ventilation; wait 24 hours (or as long as possible) before cleaning and disinfecting.
- f) Work in collaboration with the health departments to determine when it is safe to re-open the Club and when staff in quarantine may return to work.
- g) Continue to conduct regular cleaning, disinfection, social distancing and hygiene practices after re-opening.
- h) Provide support for Contact Tracing to the County Representative and share CDC's Contact Tracing Form.
 - i) Keep Club closed until the Health Department approves our return.
 - j) Will hire Clean-X Janitorial Company to complete a deep cleaning of our camp facilities.
- k) Contact Tracing – Club Staff will maintain a personal logbook of any contact they have with individuals outside of regular contact, such as delivery people, club maintenance companies, etc. Individuals with which they have regular contact include members, parents and other staff.
- l) Employees testing positive will complete the Confirmed Diagnosis for Coronavirus (COVID-19) questionnaire and Contact Tracing Tool (ATTACHMENTS).
- m) The Club will seek guidance from the NYS DOH and CDC and share completed forms with these agencies.

General Guidance for COVID-19 Exposure: (Question 4 on Wellness Questionnaire)

Exposure (defined as coming into contact with a person who tested positive for the virus for a period of 10 minutes or more, over a 24 hour period): Staff Members exposed to anyone who has tested positive for the Covid-19 virus during the previous 14 days:

- a) Must stay home from work and will not be permitted to attend work on site regardless of showing signs/symptoms of the virus from the day of their exposure
- b) Must be self-quarantined for a period of 14 days and have no signs or symptoms of the virus prior to returning to work from the day of their exposure
- c) Club Staff who worked next to someone who was exposed to the virus the Club Office Manager, Lillian O'Connor or CEO, Gary Schutrum will:
 - i) Isolate the Staff Member away from other Club Staff who have a secondary exposure from working next to another staff member who was exposed to the virus.
 - ii) Call the Erie County Department of Health at the Coronavirus Hotline - 716-858-2929.
 - iii) Consult and follow the advice and guidance provided by the Erie County Department of Health.
 - iv) Advise Club Staff who worked next to someone who has been exposed on next steps that need to be followed.
 - v) If these resources are not readily available and we cannot reach the Erie County Department of Health for their guidance we will send these Club Staff home to self-quarantine until we receive further guidance from the Erie County Department of Health.
- d) To mitigate exposure of the Covid-19 Virus, the Boys and Girls Club of EA will follow these guidelines from the CDC:
 - i) Continue to measure the employee's temperature and assess symptoms prior to permitting the Club Staff to return to work.
 - ii) Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.
 - iii) Provide staff with policies and training to mitigate their risk while working at the Club and while using any Club provided cleaning supplies: Training will include when and how to properly use PPE (use of face shields/mask, including proper disposal of PPE. If gloves or masks or other PPE are required for specific cleaning disinfectants the Club has prepared a use of cleaning supplies protocol (Attached). Chemical Hazard - The Club has also provided a list of hazards and the PPE (gloves, masks, etc., as needed) for each chemical in use from the specification list on the bottle. This list is maintained with Lillian in the Club's main Office - Green Folder.
- e) Club Staff will:
 - i) Self-monitor under the supervision of their primary care physician.
 - ii) Wear a face mask at all times while in the workplace for 14 days after last exposure regardless of social distancing.
 - iii) Maintain a six-foot distance from others and otherwise observe social distancing in the workplace as work duties permit.
 - iv) Leave the Club immediately if they become sick during the workday.
 - v) Notify all Club Staff Members that they came in contact if they felt like they were exposed or that they were experiencing any signs or symptoms looking back at least two days.
 - vi) Club Facilities/Maintenance: The CDC provides the following recommendations for most non-healthcare businesses that have suspected or confirmed COVID-19 cases. The Club will follow these guidelines:
 - o Close off areas used by ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
 - o Open outside doors and windows to increase air circulation in the area.
 - o Wait up to 24 hours before beginning cleaning and disinfection.
 - o 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.
 - o Clean and disinfect all surface areas: Clean "dirty" areas with detergent/soap and water prior to disinfection; Disinfect with products

- with at least 60% alcohol and approved by our Club Cleaning and Maintenance Company.
- Follow the manufacturer's instructions for application and proper ventilation; and required protective measures as recommended on product labeling.
- Check to ensure the product is not past its expiration date.
- Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Wear disposable gloves and a long sleeve shirt throughout the cleaning process, including handling trash.
- Gloves will be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. (Face Shield/Gowns)
- Gloves and other PPE will be removed carefully to avoid contamination of the wearer and the surrounding area.
- Clean hands after removing gloves.

All COVID-19 exposure policies have been reviewed by legal counsel and approved by the Board of Directors of the Boys and Girls Club of East Aurora. The Board of Directors approved the decision to re-open the Club for services to youth within the CDC's and health department guidelines and protocols at the September 10, 2020 Board of Directors meeting. Our Club safety plan, waivers, etc. have been shared with our insurance broker (USI) who has shared this Camp COVID-19 Safety Plan with Cincinnati Insurance.

HEALTH AND WELLNESS - DAILY HEALTH SCREENINGS

Members

1) Arriving at the Club; Check-In and Wellness Screening

- a) Health Wellness questionnaire (available on-line through the LiveSafe App or ATTACHMENT) must be completed for each member on the first day that they attend the Club for each week. Parents/Guardians are encouraged to complete the health questionnaire prior to arriving at the Club by submitting it electronically through the LiveSafe App each week (Preferably by Sunday evening of each week). Members whose parents neglect to complete the health questionnaire will receive a follow up call from Lillian to arrange for the completion of the questionnaire. Members will not be asked to leave, as long as we have a completed questionnaire on file at the beginning of their program participation.
- b) Members will check-in each day in their designated, assigned arrival program area. For example – If a member is in the Cohort Group/Pod that is assigned to the Main Gym as their assigned arrival program area the Lead Program Aide will assess their overall health and take the members temperature immediately upon arrival. If the members arrive after the assigned check in time the front desk will inform the member where their Cohort group/Pod is and the member will meet their cohort group in that program area. Immediately upon arrival the Lead Program Aide will assess their overall health and take a temperature scan. During the weekly and daily wellness check in process all Members must maintain social distancing, six feet apart from the next member and must wear a mask.
- c) Members must wear a face mask during the check-in process and throughout the entire day while they are with us unless scheduled for outside where social distancing can be maintained.
- d) Club Lead Program Aides will greet members as they arrive to the program area. Club Staff/Lead Program Aides who are administering the check in process will be trained during orientation in early Sept. on how to manage the check in process.
- e) All Lead Program Aides must wear facemasks during the member check-in and throughout the entire day, unless they are scheduled for outside and can maintain social distancing.
- f) Members whose parents or guardians have answered “yes” to any of the questions on the Weekly Health Screening will not be permitted access to the Club and must contact the Club Office at 652-4180 for instructions on what is required to regain their access. Members who register a temperature above 100.4 or are showing signs of illness will be escorted to the designated sick area in the Team Locker Room Area by the Lead Staff Member. Unit Director, Neil Parrish or a designated staff member with Responding to Emergencies Certification will manage the Sick Area. They will be responsible to communicate directly with the Parents/Guardians whose child has a temperature of over 100.4 or is showing signs of illness and ask the parents or guardians to come to the club to pick up their child immediately.
- g) Parents who are dropping their children off at the Club verses members walking from school or arriving by school bus, etc. should wait in their cars until their child is properly checked in.
- h) Parents who neglect to complete the weekly wellness screening will be contacted immediately by Lillian so that we can have the weekly form on file ASAP.
- i) Parents or visitors are not able to enter the club to pick up, watch program activities, etc. They will be advised to wait in their car and communicate directly with the Club Office. Once the Club Office receives a call, they will page the member and let them know that their mom/dad or guardian are here to pick up their child. All departures must be recorded in the member logbook that is maintained by the Lead Program Aide. Parent may also use the front door bell system by pressing the button to inform the office that they are here for pick up. Once communicated with the office staff will follow the protocol listed above.
- j) All members will be checked in and out throughout this change in operating protocols due to the virus with their Lead Program Aide.
- k) Members must take all of their school supplies, backpack, sneakers, coat/jacket, etc. with them as they rotate between program areas or leave them in their Cohort groups designated cubby area as instructed by their Lead Program Aide.
- l) Members should bring a water bottle with them so that when they are in need of drink or a re-fill of their water bottles that they can re-fill at one of the designated re-fill area. They will not be permitted to drink directly out of a drinking fountain.

2) Well/Screening Results/Procedures for “Yes” Answers

- i) Question 1: Have you received a confirmed diagnosis for Covid-19 by testing positive or from a diagnosis by a Healthcare Professional in the Last 14 Days?
 - (1) Return home and self-quarantine for 14 days.
 - (2) At the end of the 14-day self-quarantine and if symptom free the Member may return to the Club.
 - (3) Member who test positive does not need a negative test to return as long as they are symptom free.
 - (4) See Detail for “Positive Test Result for Covid-19 Below”
- ii) Question 2: Are you currently waiting on results from a Covid-19 test?
 - (1) Negative test result required to return to the Club as long as symptom free.
 - (2) If test positive....see question 1 above.
- iii) Question 3: In the past 14 Days, have you traveled internationally or returned from a state identified by NYS as being a high risk travel restricted state (other than just passing through the restricted state for less than 24 hours)?
 - (1) Must self-quarantine for 14 days from the date that you left the restricted state or Country.
- iv) Question 4: Have you been in close contact with a person who is known to have a laboratory-confirmed Covid-19 diagnosis or with anyone who has symptoms consistent with Covid-19 for 15 minutes during a 24-hour time period?
 - (1) Must quarantine for 14 days from the date of last contact with the infected individual.
- v) Question 5: Have you been directed to quarantine or isolate for 14 days by the NYS DOH, School District or healthcare provider because you may have been exposed to a person who tested positive for the Covid-19 virus?
 - (1) Must quarantine for 14 days from the date as indicated from the contact tracing organization.
- vi) Question 6: Have you experienced any cold or flu-like symptoms in the past 72 hours to include: Fever or chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion of runny nose, nausea or vomiting, diarrhea.
 - (1) Member cannot attend the Club with any of the symptoms listed above and will be sent home if any of these symptoms are observed by others while attending.
 - (2) To return to the Club, a member must:
 - (a) Self-Quarantine for 10 days and can return if symptom free. **OR**
 - (b) Member must obtain a written note from a healthcare professional indicating the cause of their issues. If not Covid-19 related member may return to the Club **Or**
 - (c) Members must test negative for the Covid-19 Virus. See question 2.
 - (d) If Member tests positive, they must refer to question 1.

Parents/Guardians of Member must immediately report to Lillian at loconnor@bgcea.org or Gary at gschutrum@bgcea.org or by calling the Club at 652-4180 any changes to the answers they provided on their completed weekly questionnaire if something changes in their son/daughters health/situation during the week. If a Members misses a scheduled day at the Club, they must complete the health screening form on the day that they return. All Wellness Check information, test results, etc. are kept confidential throughout the process by maintaining a log book.

3) Members Daily Temperature Checks

- a) All members must have their temperature taken upon arrival at club each day.
- b) The same procedures that are listed above for the completion of the Wellness Health Questionnaire will be followed on a daily basis.
- c) All Members temperature scans will be taken by the Lead Program Aide that the member is assigned to at their designated arrival program area or wherever their cohort group is at the time of their arrival.
- d) Parents are encouraged to take their child's temperature at home prior to arriving at the Club to avoid having to be sent home.
- e) If a member's temperature is above 100.4 degrees' parents/guardians must keep their son or daughter home from the club for the day.
- f) If a member's temperature is over 100.4 degrees and they are at the Club without parent/guardian waiting outside for them they will escorted to the Sick Area in the Team Locker Room by the Lead Program Aide. Unit Director, Neil Parrish or designated staff member with Responding to Emergencies Certification will follow the protocols listed above under the wellness screening section.
- g) Designated staff taking temperatures will wear face masks while administering the temperature scan.
- h) Members will need to wear masks during temperature scan and check-in and at all times while at the Club.
- i) Members who had a temperature reading above 100.4 degrees can return to the Club the next day to have their temperature scanned as long as they did not use fever reducing medications. Parents should take temperatures at home before returning to the Club and continue to keep member home if temperature is elevated.
- j) If a Members uses any fever reducing medications to help bring the temperature down from the members reading the day before the member is required to stay home a minimum of 3 days before returning to the Club.
- k) If temperature/symptoms do not improve, parents are encouraged to consult their primary care physician and seek their advice for treatment.
- l) A Member may return to the Club once the fever subsides 100.4 and below and they have no other related symptoms.

4) Physical Wellness Checks

- a. As part of the daily arrival of Club members the Club staff will monitor Members as they arrive to assess the member's appearance and listen to their voices. If they recognize any signs of illness they will call the parents and express concerns with the parent/guardian of the Member prior to allowing the member to join his or her cohort group.
- b. If the Staff Member has concerns about a member's health after speaking with the parent/guardian, they will need to share their concerns with Gary or Lillian or other designated staff prior to allowing a member to attend the Club for the day.
- c. Members will also be evaluated throughout the day. Club Staff will be trained at orientation on the signs and symptoms that they need to look for in evaluating a member's health such as coughing, sneezing, wheezing, etc.
- d. If the Club Staff Member suspects one of their members are not feeling well, they will take the potentially ill camper to the designated sick room area (Team Locker Room) where they will be reviewed and treated by Unit Director, Neil Parrish or designated staff member who has Responding to Emergencies First Aid and CPR.
- e. Responding to Emergencies Club staff (Neil, Allie, Jeff, Gavin, Matt) will wear a face shield, face mask (N95 or equivalent), gown and gloves while they are evaluating the potentially sick member.
- f. If Members still show signs of being ill after a short time period in the sick are the parents will be notified to come and pick up their child.

5) Member Drop-Off – Parent Drop-Off, Arrival by Bus or Walkers from School/Home

- a) No matter how a member arrives at the Club for their programming or what time they arrive after 2 pm, members will immediately join their cohort/pod group at the program area in the Club their group is at upon the member's arrival. The front office desk staff person will assist members in locating their cohort/pod groups. As soon as they locate their cohort group they will complete the weekly wellness screen and daily temperature scan. After a member successfully completes their wellness assessment and temperature scan they will place their backpack and coat/jacket in the designated area of the room and join their cohort group in the activities that they are participating in. If they have a temperature or answer yes to any of the four wellness questions they will be escorted to the Team Locker Room (Sick Area – Infirmary) by the Lead Program Aide. Neil and or other designated who have Responding to Emergencies will provide supervision and contact the parent to make arrangement for pick up.
- b) Parent/Guardians will not be allowed to enter the facility at drop off and must wait outside for their son/daughter when picking them up. If for some reason a parent needs to enter the facility in an emergency situation the parents will need to complete the Wellness Form and have their temperature scanned.

6) Masks for Members

- a) The Club will follow the guidelines set by the CDC and State Health Department in regards to the requirement for Members to wear facemasks. At this time the wearing of masks by Members is required due to the fact that students attending school require them and the CDC strongly recommends them. If the CDC or State Health Department changes their stance on this the Club Safety Committee and Board of Directors will revisit the policy.
- b) Members must provide their own face mask. If their masks get soiled while in use and needs to be thrown out or a member forgets their masks the club will provide a disposal child mask for a member to use for that day.
- c) Member who have health issues they would make wearing a mask be extremely difficult and dangerous for their health by wearing a mask will be provided with an exemption. The Club has the right to request a medical not from the Members primary doctor the indicates and explains the reason for the need not to wear a mask.
- d) Members will be allowed to remove their masks when they are participating in activities outdoors when they can successfully maintain social distancing and have the ventilation that outside air provides.
- e) Masks breaks will be provided when members are stationary in their activities and are at least 6 feet apart from each other.
- f) Members may also remove their masks when we are participating in activities outdoors when we can maintain social distancing of a least 6 feet.

7) Hand Washing/Hand Sanitization

- a) After completing their weekly wellness check and daily temperature scan a Member will be required to wash their hands with soap and water if in a program area that has a sink available. If there is no sink available a member must use hand sanitizer to clean their hands prior to participating in the program activity.
- b) All Members must regularly wash their hands prior to the start of each activity period, after each activity period, before snack, after bathroom usage and before and after use of all equipment, supplies, and tools, etc.

8) Members exhibiting signs/symptoms of COVID-19, or feeling ill while at the Club

- a) Members who feel ill while they are at the Club will be escorted by their Lead Program Aide to the Infirmary sick area in the Team Locker Room Area. The program aide will communicate with the front office that they are taking a member to the Team Locker Room. The office staff will

- notify Neil or another designated staff member who has the appropriate Responding to Certification to cover and monitor the Member who is feeling ill. Neil or the designated staff member will notify the parents to make arrangements for an early pick up.
- b) The Member(s) who feels ill will be reviewed by Staff who have the Responding to Emergencies Certification only (Neil, Allie, Jeff, Gavin, Matt).
 - c) Neil or The Responding to Emergencies certified staff will make a determination about the Members health/illness based upon their reported symptoms, appearance, temperature, etc. If they feel the illness is more than just being tired, etc. and that the Member is exhibiting COVID-19-like symptoms, they will contact the parent/guardian to inform them of the potential illness and ask them to come and pick up their son or daughter as soon as possible.
 - d) When treating Members exhibiting any symptoms or not feeling well, Neil and other designated certified staff members must wear the following PPE: Face Shield, N95 Face Mask, Gloves and a protective gown/suit.
 - e) Neil and other The Responding to Emergencies Staff will wait with or will designate a qualified staff member (wearing required PPE) to wait with a Camper who feels ill until the parent arrives. Social distancing measures will be enforced.
 - f) Member who felt ill while at the club may return to club when they are symptom free
 - g) If symptoms persist or symptoms appear to be related to COVID-19, Members are encouraged to contact their primary care physician for evaluation and assessing testing for COVID-19.
 - h) If the test comes back positive the Members will follow the protocols listed below (Number 10 – If someone test positive for the virus).
 - i) If the test comes back negative the Member can return to the Club as long as they are symptom free.

9) General Guidance for COVID-19 Exposure for a Member

Exposure (defined as coming into contact with a person who tested positive for the virus for a period of 10 minutes or more, closer than 6' apart). Members exposed to anyone who has tested positive for the COVID-19 virus during the previous 14 days:

- a) Must stay home from the Club and will not be permitted to attend the Club regardless of whether you are showing any signs or symptoms of the virus or not.
- b) Must self-quarantine for a period of 14 days and have no signs or symptoms of the virus prior to returning to the Club. This will most likely cause member to miss a number of days that they paid for. The Club office will reimburse a member family for any days that they must miss due to Covid-19 related exposure.
- c) If a Member, Club Staff members or Lead Program Aide in a cohort group participated in Club programming next to a Member, Club Staff Member or Lead Program Aide who was exposed to the virus (2ndary Exposure) the Office Manager, Lillian O'Connor or CEO, Gary Schutrum or designated staff member will:
 - Isolate those staff members/staff and cohort groups away from other cohort groups due to a secondary exposure from another member, staff member or lead staff member.
 - Call the Erie County Department of Health at the Coronavirus Hotline - 716-858-2929.
 - Consult and follow the advice and guidance provided by the Erie County Department of Health.
 - Advise Club Staff, Lead Program Aide and the parents who had a secondary exposure on next steps that need to be followed as recommended by the Erie County Dept. of Health.
 - If these resources at the DOH are not readily available and we cannot reach the hotline for guidance we will send these Members, Staff, Lead Program Aide home to self-quarantine until we receive further guidance.
- d) To help mitigate the exposure of the COVID-19 Virus the Boys and Girls Club of EA will follow these guidelines from the CDC after an exposure:
 - Continue to measure the member's temperature and assess symptoms prior to permitting the member to return to the Club as they check in each day after the exposure.

- Clean and disinfect all club program areas, facilities and any shared equipment used by all cohort groups.

Club Staff/Lead Program Aides will:

- Monitor all Members looking for signs and symptoms of the virus.
- Continue to wear a face mask at all times while at the Club and working with campers regardless of the 6' social distancing guideline.
- Continue to maintain a six-foot distance from others and otherwise observe social distancing in the workplace as work duties permit.
- Leave the Club immediately if they become sick during the workday.
- Notify those who came in contact with the ill member while the member had symptoms, and two days prior to the symptoms appearing.

Members will:

- Wear face mask at all times upon their return to the Club
- Continue to manage social distancing at 6' from other Members, Club Staff and Lead Program Staff.
- Let Club Staff or the Lead Program Staff know if they feel ill.

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

The Club will:

- Close off areas used by ill persons and wait as long as practical (at least 24-48 hours) before beginning cleaning and disinfection to minimize potential exposure to respiratory droplets. Cleaning staff will clean and disinfect all areas (offices, bathrooms, common areas, etc.) focusing especially on touched surfaces.
- Open outside doors and windows to increase air circulation in the area.
- Wait up to 24-48 hours before beginning cleaning and disinfection.
- Cleaning staff will clean and disinfect all areas (offices, bathrooms, common areas, etc.) focusing especially on touched surfaces.
- Clean and disinfect all surface areas: Clean "dirty" areas with detergent/soap and water prior to disinfection; disinfect with products at least 60% alcohol and approved by our Club Cleaning and Maintenance Company.
- Follow the manufacturer's instructions for application and proper ventilation.
- Check to ensure the product is not past its expiration date.
- Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
- Gloves and gowns will be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Will follow the manufacturer's instructions regarding other protective measures recommended on the product labeling.
- Gloves and gowns will be removed carefully to avoid contamination of the wearer and the surrounding area.
- Be sure to clean hands after removing gloves.

10) Member Contracts the Virus (Positive Test Result). Same protocol as indicated above for a Club Staff with the following changes:

- a) Parent must complete the "Positive Covid-19 Test Questionnaire" and "Contact Tracing form" from the CDC via phone call or email
- b) Need to Self-Quarantine for 14 Days and be symptom-free before returning to the Club.
- c) Obtain a note from their primary care physician indicating that they are symptom free.

Steps The Club would need to take if a Member contracts the virus:

- a) Report Virus immediately to State Health Department and follow their lead and guidance
- b) Provide support for Contact Tracing. Share completed Contact Tracing Form and Positive Covid-19 Questionnaire.
- c) Close the Club for a minimum of 24 or 48 Hours for major cleaning
- d) Potential to remain closed until State Health Department approves re-opening
- e) Inform all parents through LiveSafe App
- f) Contact Director of Development from Boys & Girls Clubs of America.
- g) Use communication templates (ATTACHMENT) for communications with all stakeholders.
- h) Contact Tracing -
 - Complete the Confirmed Diagnosis for Coronavirus (COVID-19) questionnaire and Contact Tracing Tool (ATTACHMENTS).
 - The Club will seek guidance from the NYS DOH and CDC and share completed forms with these agencies.

All COVID-19 exposure policies have been reviewed by legal counsel and approved by the Board of Directors of the Boys and Girls Club of East Aurora. The Board of Directors approved the decision to operate the Club for Fall Programming beginning when Schools open on Sept. 10th, within the CDC's and health department guidelines and protocols at our August 20, 2020 Board of Directors meeting. Our Covid-19 safety plan, waivers, etc. have been shared with our insurance booker (First Niagara) who has shared this Club COVID-19 Safety Plan with Cincinnati Insurance.

NO MEMBER SHOULD ATTEND THE CLUB IF THEY FEEL ILL, ARE EXHIBITING ANY COVID-19 SYMPTOMS, HAVE A FAMILY MEMBER THEY ARE LIVING WITH THAT IS ILL, OR HAVE BEEN IN CONTACT WITH ANY INDIVIDUAL WHO HAS BEEN DIAGNOSED WITH COVID-19

Handwashing and Sanitizing

- 1) **Handwashing** - The most effective way to avoid the spread of the Corvid-19 virus and other infectious diseases is to wash your hands with soap and water for a period of 20 seconds. Members will manage the following to increase the number of times both members and staff wash their hands with soap and water by:
 - a) Increasing the Number of Handwashing stations
 - Permanent Hand Washing Sink at the following locations:
 - (1) Bathrooms
 - (2) Kitchen
 - (3) Arts and Crafts Room
 - b) Developing and following a daily handwashing schedule for all Members
 - Upon Arrival to the Club after check in
 - Prior to any food – Snacks, Lunch, etc.
 - After Bathroom Use
 - Prior to and After each Program activity
 - Prior to departure – walking or transportation home
- 2) **Hand Sanitizing** – The Club will provide automatic hand sanitizing stations throughout the club facility and will provide portable pump bottles when program activities are held outside. All hand sanitizing stations, Automatics or portable spray bottles will have a minimum of 60% in alcohol content. These hand sanitizing stations are to be used when hand washing sinks are not available. Automatic Hand Sanitizing Stations will be located in the following areas of the Club facility.
 - a) Main Hallway near Bathrooms
 - b) Area outside of the Main Gym near Cubby Room Area
 - c) Teen Center
 - d) Games Room
 - e) Outside Multipurpose Gym

Portable hand sanitizer spray bottles will be located at each of the following program areas:

- a) Outside Play Area

3) Instructions on Use of Hand Sanitizer/Hand Washing

- a) Members will wash their hands with soap and water or use hand sanitizer when hand washing in a sink is not available before and after use of all camp supplies and equipment.
- b) Lead Program Aides will ensure that members will stop and use of one of the sinks available or use one of the automatic hand sanitizing stations before and after they enter each program area.
- c) If the cohort group is scheduled for the outdoor play area the Lead Program aide will spray one squirt of hand sanitizer in a member's hands before and after they participate in the outdoor activity.
- d) Members will be instructed to rub hands together to ensure sanitizer is in place and working effectively until the foam or spray has dissolved into their hands.

Daily Cleaning of Program Areas

Staff will work together to properly clean and disinfect all Club facilities, program areas and equipment on a regular schedule throughout the Fall Program Season.

- 1) **Club Facilities:** The Club will continue to hire Rich Glenn (Clean-X Janitorial) and has further enhanced the hours of cleaning and disinfecting that will be performed every evening by Rich and his staff. However, during the Club day the Program Staff and Lead Program Aides will be responsible for the cleaning of all commonly touch surface areas. These Club facilities will be cleaned by a Club staff member, every two hour beginning at 4 PM each day. If the club is open after 6 pm the Club staff will clean at 6 pm and 8 pm to ensure that all common areas of cleaned and disinfected for our staff and members. Club staff will be trained on proper cleaning techniques by Club Safety Manager and CECO, Gary Schutrum. If Gary is not available or the train training, Unit Neil Parrish will manage the training and supervision the cleaning process. All Cleaning and Program Staff will be training in the Cleaning Instructions as indicated in the (ATTACHMENT). Club facilities will be cleaned every two hours using Soap and Water and a Botani Cleaning Solution or Peroxide Base Cleaning solution as our disinfectant. The Staff will clean and disinfect the following areas every two hours beginning at 4 PM.

- a) Member Bathrooms
- b) Drinking Fountain Areas
- c) Infirmary – Team Locker Room
- d) Common Touch Surfaces – Door Handles, Light Switches, etc.

Cleaning will be with soap and water whenever possible. The Club will provide water buckets, soap, sponges, cleaning gloves and drying towels. In addition, the club will provide Clorox cleaning erasers sponges to assist with the cleaning process. After cleaning the surfaces with soap and water or eraser sponge the Staff will spray down all surfaces with an approved CDC disinfectant solution – Botani and/or Peroxide Multi-Purpose Surface Cleaner Disinfecting Solution.

- 2) **Club Program Supplies/Equipment:** Club Staff and Lead Program Aides will be responsible for the cleaning of all commonly used equipment and supplies by members at the conclusion of each activity period using a Peroxide Multi-Surface Cleaner or Botani Disinfectant. Small, commonly used items such as arts & crafts supplies will be cleaned with antibacterial virus wipes. Club Staff and Program Aides will be trained during Club orientation on Sept. 8th or prior to their start date of working for us. See Cleaning Instruction Information Sheet (ATTACHMENT).

- a) After spraying/wiping a piece of equipment, there will be a two to five-minute drying time prior to allowing the next cohort group to use that same supplies or equipment.
- b) Multi-Purpose Surface Cleaner are to be used by Club Staff and Program Aides ONLY, not to be used by campers.
- c) Cleaning Supplies, trash cans, disposable paper products, etc. will be locked, where and when possible, for Staff use only.

Equipment and Supplies to be cleaned after each cabin group use include the following:

- a) Athletics:
 - All Balls
 - All Sports Equipment – Goals, Sticks, Scoreboard, etc.
- b) Games Room – Teen Room:
 - Any Shared Equipment for Table Games – Cue Sticks, Disc for Shuffleboard
 - Any Shared handles for foosball, air hockey, basketball shooting machine, darts, etc.
 - Any Board Games
 - Tables and Chairs
- c) Art room:
 - Table and chairs

- Program supplies - Markers, Paint brushes, etc.
- d) Cooking:
- Supplies and Equipment – Pots and Pans
 - Table Surfaces
- e) Computer Lab/Learning Center:
- Tables and Chairs
 - Keyboards
 - Markers and Pens, etc.
- f) Program Meeting Room:
- Tables and Chairs

Members Personal Belongings - Supplies/Backpacks, etc. for Club

- a) Personal Belongings/Backpacks – All members who are coming directly from school usually carry their pack backs with them to the Club. As we start off the club program members must transition from program area to program area while carrying their personal belongings (jacket) and backpacks. We may alter this game plan after our initial start but at the beginning of the program year members will not use the cubbies provided in the cubby room or in the hallways. We may consider specified cubbies at a later date. Only touch your personal belongings...do not touch other members belongings.
- b) Water Bottles – Every Club Member should bring a water bottle with them each day that they attend the club.
- Drinking Fountain will be closed for drinking water but can be used to fill personal water bottles.
 - The Club will provide other outlets to provide drinking water or drinks for members through the snack bar or bottle water provided.
 - Personal Water Bottles, etc. should not be touched by other staff or campers and should be labeled well by parents/guardians
- c) Cell Phones - Cell phones are discouraged from being used regularly at the club but we understand that cell phones have become a part of our everyday lives. If a member brings a cell phone to camp, he/she will do so at their own risk. Cell phones cannot be shared by other campers. Members must adhere to the Bring Your Own Devices Policy that has been established by the Club Administration and approved by the Board of Directors. This policy will be reviewed at Club Member Orientation.

Social Distancing Best Practices

Personal Protective Equipment

- a) Staff members will be required to wear face masks at all time while supervising youth members in Club activities.
- b) Club Members must wear masks while participating in all club activities when social distancing is not feasible or while participating in any program activity that requires members to move about. Masks breaks will be scheduled for all members when in a program area where social distancing can be maintained. Club Staff and Lead Program Aides will do their best to enforce the wearing of masks by our members.
- c) Members with health issues that make wearing a mask difficult will be provided with a reasonable accommodation but must provide the club staff with a note from their primary care physician indicating the reason for not being able to wear a mask or alternative.

Gloves – Club Staff and Lead Program Aides will be required to wear gloves if the CDC guidelines state that the wearing of gloves will mitigate the spread of the virus. Until such guidelines are available the staff has the option of wearing/not wearing gloves while handling equipment, supplies or cleaning solutions.

Social Distancing – Club Staff and Lead program Aides will encourage all members to employ a 6 foot social distancing rule during their day at the club and 12 feet while participating in athletic activities. Social distancing will be maintained, to the best of a Club Staff/Program Aides ability, during all club program activities. However, there will be times when maintaining six feet will be a challenge within a cohort group due to the nature of youth and the activities that we are able to organize and direct. However, cohort groups will remain separate from one another in an effort to reduce exposure should a one occur.

Club Programming

- a) **Program Activities** - Club Program Director (Adam Wittmeyer) has devised a Club program that will include active member participation in all club program areas. Each program area will have a specific set of guidelines that will encourage social distancing guidelines. These program limitations/restriction and guideline include:
- Program Selection: Staff will select program activities and competitions that provide the least amount of member to member interaction.
 - Club Staff and Members will be instructed to avoid the touching of each other with high fives, fist pumps, etc. Verbal support and positive feedback will be provided.
 - Club Staff and Members will wash their hands before program participation.
 - Program rotations will align with social distancing to the best of our ability.
 - Transitions will be coordinated in an effort to maintain social distancing between cohort groups. Arrows on the floors will indicate the traffic patterns permitted.
 - Lead Program Aides and Program Staff will use spot markers on the floor or on seating to indicate where members can stand or sit to ensure social distancing.
 - Staff will minimize programming activities that involve a large group of Member and large group interactions. All activities will take place within a member's cohort group.
- b) **Cohort Groups - Pods**
- Cohort Groups or Pods will consist of 12-15 members. Cohort Groups/Pods will be placed in Cohort groups in 2nd-4th, 5th – 6th and 7th – 8th. Each cohort group or pods will have one Lead Program Aide who will supervise and lead their group to each of the program areas within the club.
 - Cohort Groups/Pods will remain together and separate from other groups, as much as possible.
 - Consistent Staff will remain with a cohort group throughout the 10-week program sessions.
 - Club Staff will remain in their designated program area to lead the programs and activities as each cohort group/pod rotates to their program area.
- c) **Training - Orientation:**
- Club Staff and Program Aides will be received an orientation program. Our first orientation program is scheduled for Sept. 8th at 10 AM at the Club. This orientation program will cover all Club Safety protocols, supervision, program basics, sexual harassment, standard operation procedures, guidance and discipline, roles and responsibilities, etc.

2020 Fall Program Safety Protocols

Club Drop-Off & Pick-Up Procedure

1. Drop-Off

- a. Members will buzz the door to be let in.
- b. Upon drop off members will enter through the front door.
- c. Members will move immediately to their cohort group.
- d. Members will complete their weekly wellness health questionnaire and have their temperature taken upon arrival.
- e. After successful completion of health form and temperature scan members will wash or sanitize their hands.

2. Pick- Up

- a. Parents/Guardians will need to call the front desk for the Club to release their child to them.
- b. Members will be escorted outside by front office staff for pick-up so social distancing is maintained while leaving.

Social Distancing

1. This is a TOP PRIORITY every single day during every single program.
 - a. **Staff will do their best to eliminate the following:**
 - i. Members touching each other within their cohort group.
 1. No high fives
 2. No hugs
 3. Etc.
 - b. **Members must abide by the following:**
 - i. Members from one cohort group must never mix with another cohort group.
 1. This is to limit exposure
 2. Will allow us to give a more accurate contact tracing.
 - ii. If members refuse to listen to the rules and guidelines set forth on their membership form they will be removed from the program.
 1. Our #1 priority is keeping members safe and this is the only way we can limit exposure.

Cohort Groups

1. Group Size

- a. There will be a maximum of 6 cohort groups
- b. Maximum # of members per group is 15
- c. Members will be divided by age groups
 - i. 2nd-4th
 - ii. 5th & 6th
 - iii. 7th & 8th

2. Interactions with other cohort groups

- a. This will be strictly prohibited!

- i. If a member willingly refuses to stay with their group, they will be asked to leave the program. This is to ensure the safety of our members to the best of our ability.

3. Splitting Members into cohort groups

- a. Members will be split up by age group
- b. Members will be split up into their groups before coming to the Club.
- c. We will take requests for members to be with friends. We will accommodate to the best of our ability.
- d. Once cohort groups are set they will not be changed to ensure safety.

Temperature Check

1. Daily Procedure

- a. Members will have a health check daily
 - i. Staff will take their temperature and look for any symptoms of Covid-19
 - ii. Staff will give members hand sanitizer upon arrival into their room.

2. Signs of Illness

- a. If a member is running a temperature of 100.4 or higher or show any signs of COVID-19, member will be escorted to Team Room where they will wait for their ride.
 - i. Designated staff will stay with member in the Team Room until ride arrives.
 - 1. Member will be escorted out the back emergency door closest to the police station.
- b. Members will have to follow the BGCEA Policy to return to the Club.
 - i. Send member home and evaluate their symptoms.
 - ii. Return to Club when symptom free for 3 days.
 - iii. If symptoms continue see a primary care physician.
 - iv. If symptoms continue, have a virus test. If results are positive follow procedures for a positive COVID-19 test outlined in BGCEA COVID-19 Policy.

Program Rotation

1. Communication

- a. We will use the 4 walkie talkies to communicate rotation procedures
- b. Walkie Talkies will be with the following:
 - i. Witt
 - ii. Allie
 - iii. Matt
 - iv. Neil
- c. Big Gym needs to empty into the back stairwell first.
- d. Matt will communicate when this is done.
- e. Once that is done, Matt will walkie for Allie to send the group from the computer lab to the Big Gym
- f. Once the Computer Lab is empty Allie will walkie to Neil in the Small Gym and send his group to Computer Lab.
- g. Neil will then walkie Witt in the Gamesroom and Witt will handle the three groups movements (Gamesroom, Teen Room, Art Room) up there.
 - i. Shift Games Room kids to the side
 - ii. Send Art Room to Small Gym
 - iii. Gamesroom to Art Room
 - iv. Teen Room to Games Room.

2. Program Rotation Schedule

- a. 45 minute rotations
- b. Circular flow around the Club.
 - i. This will ensure members are not coming into contact with other groups

3. Circular Flow

- a. Big Gym ➡ Teen Room ➡ Games Room ➡ Art Room ➡ Small Gym ➡ Computer Lab
- b. **Big Gym**
 - i. Will use the back stairwell to go up into Teen Room.
 - ii. Will wait in the stairwell until staff lets them into the Teen room
- c. **Teen Room**
 - i. Will move to Games Room once room is clear.
 - ii. They will wait by the door into the games room until staff lets them into the Games Room.
- d. **Games Room**
 - i. Will move into the Art Room once room is clear.
 - ii. Members will wait in the nook by the front desk stairwell until Art Room clears down the stairwell by Hoop Fever.
- e. **Art Room**
 - i. Will move to the Small Gym once the gym is clear.
 - ii. Members will wait in the hallway by Deb's office until the gym is clear.
- f. **Small Gym**
 - i. Will move to the Computer Lab once the room is clear.
 - ii. Members will wait in the hallway next to the Alumni Hall of Fame wall until the room is clear.
- g. **Computer Lab**
 - i. Will move to the Big Gym once the gym clears up the stairwell.
 - ii. Members will use the main entrance into the Big Gym.

Program Changes

1. Snack Bar

- a. Staff member working in the Teen Room will be the only one allowed to serve the members.
 - i. Staff must wear gloves when handling all food.
 - ii. We will only be serving individually prepackaged items.
 - iii. Items will only be sold to cohort groups while the group is in the Teen Room.

2. Programs/Activities (Must be approved by Gary, Neil or Witt)

- a. We will not be doing any program/activity that encourages touching.
- b. All program spaces will do the following:
 - 1. Enforce members to wear a mask at all times
 - 2. Sanitize member's hands as they enter your space and exit your space.
 - 3. Wash/sanitize any high contact surfaces after a cohort group leaves.
- ii. **Athletics**
 - 1. We will not be doing sports such as Flag Football, Soccer, Hockey, etc.
 - a. We will offer skill challenges or games that have limited to no physical contact such as:
 - i. Racket sports
 - ii. 4-Square
 - iii. Kickball
 - iv. Soft Slow Pitch- Softball
 - v. Etc.
 - b. Members will be spaced 6 ft. apart.
 - i. Members will sit/stand on spot markers to maintain social distancing.
- iii. **Arts & Crafts**
 - 1. Each cohort group will have their own cohort group bins of art supplies.
 - a. As these supplies dwindle the Art Room staff will refill the group bins.
 - b. Members are never to grab supplies from another cohort groups bin or the Art Room closet.
 - c. Members will be spaced 6 ft. apart.
 - i. Members will sit every third seat to maintain social distancing.
- iv. **Cooking**

v. Gamesroom

1. Board games and Gamesroom machines will be allowed.
 - a. We will be sanitizing pieces of board games and machines every 45 minutes.
 - b. Board game pieces will be sanitized after each member uses them.
 - c. Members will be spaced 6 ft. apart.
 - i. Members will sit/stand on spot markers to maintain social distancing.

vi. Teen Room

1. Board games and Teen Room machines will be allowed.
 - a. We will be sanitizing pieces of board games and machines every 45 minutes.
 - b. Board game pieces will be sanitized after each member uses them.
 - c. Members will be spaced 6 ft. apart.
 - i. Members will sit/stand on spot markers to maintain social distancing.

vii. Computer Lab

- a. Members will be spaced 6 ft. apart.
 - i. Members will sit/stand on spot markers to maintain social distancing.
 - ii. While using the computers members will use every 3rd computer.
 1. Computers will be shared in 15 minute intervals.
 2. Keyboard and mouse will be wiped down after each member is done.

Facilities

1. Bathrooms

a. Members

- i. Waiting for the bathroom
 1. Members will wait at the designated spots outside of the bathroom.
 - a. All spots will be 6ft apart.
 - b. **NO ONE** is to walk into the bathroom until a person exits before them.
- ii. Using the bathroom.
 1. Members will use the bathroom designated for them.
 - a. Gender Neutral bathroom will be available upstairs in Teen Room hallway.
 2. Members may go with a buddy to the bathroom but must maintain 6ft apart.
 3. 2 Members at a time, one in each stall.
 - a. Everyone else waits outside on the spots.
- iii. Exiting the bathroom
 1. **ALL MEMBERS MUST WASH THEIR HANDS**
 2. Only one person may use the sink at a time
 3. While waiting for the sink Members must stand on the spot inside the bathroom.

b. Staff

- i. Will use following bathrooms:
 1. Men- Team Room Bathroom
 - a. If a sick member is in the Team Room their secondary location will be the Gender Neutral bathroom in the Teen Room stairwell.
 2. Women- Single stall bathroom in Gym Hallway
- ii. **ALL STAFF MUST WASH THEIR HANDS UPON EXITING THE BATHROOM!**

- c. **Cubbies**
 - i. Will not be utilized.
 - 1. Members must bring their belongings with them from program space to program space.

- d. **Water/Drinking Fountain**
 - i. Water fountain will be for **bottle fill only**.
 - ii. Every member is encouraged to bring a bottle for water every day they attend.
 - iii. Members will go to water fountain as needed but are encouraged to go during transitions when they are passing a fill station.

- e. **Cohort Leaders**
 - i. Will assist staff in each program area with the following:
 - 1. Sanitize/Clean program space & all major contact surfaces
 - 1. Occupying members who are not involved/interested in the programming the staff are running.
 - 2. Keep members socially distanced by using the spot markers to the best of their ability.

- f. **Staff**
 - i. Will be required to:
 - 1. Sanitize/Clean program space & all major contact surfaces
 - 2. Program according to age group for members daily.
 - 3. Submit completed program sheets to Lillian daily.
 - 4. Keep members socially distanced by using the spot markers to the best of their ability.

Thoughts on issues that might come up:

- **Fire Drill or Fire Emergency Exiting Building**
 - Members will exit through the building using their normal exit routes.
 - Cohort Groups
 - Once outside will stay 10 ft. from the other cohort groups.
 - Members within a Cohort Group will stand in a straight line quietly.
 - The line should have members spaced 6ft apart from one another
- **Fire Drill or Fire Emergency Entering the Building**
 - Members will enter the building 1 Cohort Group at a time
 - Once a group has reached their destination the next group will enter until all groups are back in the building.
 - Neil or Witt will allow groups to reenter the building.
- **Lock Downs Drill or Emergency**
 - Staff & group leader will move all members away from doors & windows
 - Social distancing will not be enforced during this time as the safety of our members is vital.

Attachments

Coronavirus (COVID-19) Screening

The safety of our children, staff, and families remains the Boys & Girls Club of East Aurora's overriding priority. As the coronavirus (COVID-19) outbreak continues to evolve and spread globally, we are closely monitoring the situation and will periodically update our practices and policies in accordance with what we deem required to keep our children and staff safe from exposure.

To prevent the spread of COVID-19 and reduce the potential risk of exposures to our children and staff, we are requiring a weekly online screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this facility.

Travel & Contact History

Question #	Question	Yes	No
1	Have you received a confirmed diagnosis for COVID-19 by a COVID-19 test or from a diagnosis by a health care professional in the past 14 days?		
2	Are you currently waiting on results of a Covid-19 test?		
3	In the past 14 days, have you traveled internationally or returned from a state identified by NYS as being a high risk travel restricted state (other than just passing through the restricted state for less than 24 hours)?		
4	Have you been in close contact with a person who is known to have a laboratory-confirmed Covid-19 diagnosis or with anyone who has symptoms consistent with Covid-19 for 15 minutes over a 24-hour period?		
5	Have you been directed to quarantine or isolate for 14 days by the NYS DOH, School District or healthcare provider because you may have been exposed to a person with Covid-19.		
6	Have you experienced any cold or flu-like symptoms in the past 72 hours to include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.		

Note: This questionnaire needs to be completed weekly. If you answered **NO** to all questions, access to the Boys & Girls Club of East Aurora is approved for the current week. If you answered **YES** to **ANY** question, access is NOT approved. If you have any questions or need to discuss the circumstances surrounding your answer, please contact the Club at 652-4180 prior to attendance.

Signature: _____ Print Name: _____

Today's Date: _____

Reviewed by _____ Access to facility (circle one): Approved Denied



**BOYS & GIRLS CLUB
OF EAST AURORA**

Code of Conduct

Due to the nuances created from the current Covid-19 pandemic, the behavior system at the Club has been updated to reflect the importance of safety for all members and staff. Safety is a priority in new ways as we seek to create the healthiest environment for all of our members and staff. Please consider the following expectations when deciding if the Club will be the right place for your child.

- Member will take the direction of Lead Program Aide or staff member.
- Member will stay with their assigned cohort group at all times.
- Member will maintain directed social distancing protocols.
- Member will be respectful of all club property.
- Member will refrain from any behavior that might harm (physically or emotionally) a staff or another member.
- Member will be respectful of others' ideas and values even if they differ from their own. Their actions and language will have a positive impact.
- Member will refrain from having any drugs/alcohol/weapons.
- Member will agree to wear a mask upon entering the Club building & while participating in Club activities whenever social distancing is not possible.
- Member will adhere to the following Cell Phone Policy: Cell phones are strongly discouraged unless they are used for medical reasons. If cell phones become a dis-traction, Club Staff or Lead Program Aide will have permission to confiscate a cell phone & return it at the end of the day. Photos, videos' & facetiming are prohibited at all times. The Boys & Girls Club will not be responsible for any lost, stolen or broken cell phones. If your child decides to bring a cell phone it is at your own risk.

All members will be expected to adhere to these expectations. By signing below, you are acknowledging that should your child not adhere to these rules, you will be expected to pick up your child, the child will not be allowed back to the Club and any paid tuition will be forfeited.

Parent signature

Date

Child signature

PPE and Cleaning Supplies for Our Club and Camp Staff

Memo:

To: All Club/Camp Staff, Counselors and Camp Maintenance

Re: PPE and Cleaning Products

From: Gary D. Schutrum

Date: June 23, 2020

Below is a list of the PPE and cleaning supplies that you need to use as we open camp and the club this summer. We currently have a limited supply of the PPE and multi-purpose Cleaning Solution. Therefore, please use it as needed to keep your risk and the Campers risk as low as possible. We will be ordering more PPE and Cleaning Solution as we learn what our true needs are. In the meantime, please know and understand that the most effective way to clean surfaces and ourselves is with soap and water. Please use soap and water as your first choice and save the cleaning solutions, hand sanitizing, etc. for times when soap and water is not readily available.

Thank you in advance for your efforts in keeping our club and camp as clean as possible. We are in uncharted territory in learning how to safely manage the issues that the pandemic has created for all us. However, we all know that we can play a role in helping to mitigate the spread of the virus by being vigilant in our efforts to keep the club and camp clean for ourselves and the campers we serve. We will have many changes to our policies (updated weekly) as the CDC and Health Department are constantly changing their protocols as they learn more and more about the ways to slow the spread of the virus. Your support and management of the COVID-19 safety procedures is critical to our success.

If you have any questions, suggestions or needs that can further enhance our safety and our cleaning procedures please do not hesitate to let me know.

PPE – Personal Protective Equipment
Fall of 2020

1) Face Masks

- a) Reusable - Washable - Ordered 100 with Club Logo
 - Provide One Per Staff Member/Counselor
 - Provide Two to FT and Permanent PT Club Staff
 - Need some sort of adjustable, elastic strap to account for different head/face sizes so that fit tight - Looking at options through Amazon
- b) Disposable
 - Have 600
 - Use for Staff in School Age Program and at Camp as:
 - (1) Back-ups for when Staff Forgets
 - (2) Reusable Masks get disgusting at Camp
 - Have replacements/back-up on hand for club members and campers who have medical issues/needs and the wearing of masks are mandatory. Club members and campers must provide their own mask but we need to have a supply of disposable material on hand just in case the mask that they bring is soiled, sneezed in, etc.

2) N95 Masks

- a) Have 200
- b) For use by camp staff who have health or medical reasons and need more protection for self.
- c) For use by camp staff/school age program staff when managing a sick camper/member.

3) Face Shields

- a) Plastic Shield - Put Together - 50
- b) Plastic Shield with Foam Strap from Cintas - 24
- c) Plastic Shield with Glasses - 10. Accommodates Staff who wear eyeglasses
- d) For use when conducting Temperature Checks and managing members or campers who are feeling ill, show signs of the virus, need to be isolated until parent/guardian can pick them up.

4) Gloves

- a) Inventory:
 - Boxes of XXL - 2 Box
 - Boxes of XL - 4 Boxes
 - Boxes of L - 5 Boxes
 - Boxes of M - 5 Boxes
 - Boxes of S - 1

5) Glass Partition at the Front Desk - Barrier between members, visitors and staff

6) Hand Washing Sink Stations

- a) 2 at Outhouse
- b) Kitchen
- c) Infirmary
- d) Drinking Fountain
- e) Council Fire or Boathouse
- f) Have Case of (6) soap replacement bags

7) Hand Sanitizer Stations - 18 Total

- a) One Per Cabin - (10)
- b) Boat House (1)
- c) Outhouse (2)

- d) Kiwanis Lodge Changing Areas (3)
- e) Kitchen (1)
- f) Arts and Crafts Room (1)
- g) Infirmary (1)
- h) Need - (18) Bags of Foam Soap - 60% Alcohol
- i) Need - (6) Replacement Bags

8) Portable Hand Sanitizer Bottles - 9 Total

- a) Boats (1)
- b) Beg. Dock (1)
- c) Swim Dock (1)
- d) Arch Range (1)
- e) Arch Course (1)
- f) Ga - Ga Pit (1)
- g) Obstacle Course (1)
- h) Ropes Course (1)
- i) Outdoor Cooking (1)
- j) Bottles are filled and ready for use
- k) Need (4) Gallons

9) Multi-Purpose Cleaner - Botani - Facilities

4 Bottles of Botani disinfectant Spray for deep cleaning of facilities at camp:

- a) Outhouse
- b) Kitchen
- c) Portable Sinks
- d) Infirmary
- e) Arts and Crafts
- f) Have - 2 More Gallons
- g) Need - 2 More Gallons

10) Surface Disinfectant - Peroxide Multi-Surface Cleaner - Equipment and Supplies

- a) 9 Bottles of Disinfectant Spray for cleaning of commonly used camper's equipment and supplies.
- b) Portable Bottles will be located at the following program locations:
 - Arch (1)
 - Arch Course (1)
 - Ropes (1)
 - Ga-Ga Pit and Obstacle Course (1)
 - Boats (1)
 - Beg. Swim (1)
 - Swimmer Area (1)

Cleaning Procedure/Process

Soap and Water for Regular Daily Cleaning: Use hot soap and water to clean whenever possible, using general all-purpose soap (Dish Soap). Use the cleaning bucket provided at camp and wash down all surfaces with rags/towels using soap provided and water from the drinking fountain hose bib. Add a little elbow grease to scrub out any really dirty surfaces. Gloves are not required but should be used if you have skin irritations. If you use soap and water with the disinfectant soap you should allow 10 minutes of drying time.

BotaniClean: When soap and water is not available or feasible this is a disinfectant spray that can be used to wipe down areas as needed. Spray the Botani disinfectant spray on the rags/towels provided and wipe down the surface area to be clean. Allow 10 minutes of drying time before camper or Staff/Counselor use. If you use common areas such as tables, counter tops, etc. for eating, play time or a program please leave a minimum of ten minutes of drying time before eating or using the surface directly. No gloves are required unless you have skin irritations, etc.

Peroxide Multi-Surface Cleaner: After a camper or staff member uses a commonly used piece of equipment, like a Bow and Arrow, the Staff member or counselor must wipe down the surface area of the piece of equipment by spraying some of the Peroxide Multi-Surface cleaner on a paper towel and then wiping down the area most frequently touched of the piece of equipment. Allow the cleaner to dry for two minutes before the next camper uses the equipment or supplies next.

Coronavirus Wipes: These wipes can be used to wipe down supplies, athletic equipment and other commonly touched surfaces with 2-3 minutes of dry time between use. Camp Staff and Counselors will use these wipes for program supplies and smaller pieces of equipment. For example: markers and paint supplies in the Arts and Crafts Room.

We need to order a number of Clorox wipes for the quick cleaning. No Gloves required but if you have skin irritations please wear gloves. These should be saved for use when camp opens up for campers. **Once camp begins each program facility area will need to be cleaned every two hours and all program equipment will need to be wiped down between classes.**

How to clean and disinfect – CDC Protocols

Clean

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- **High touch surfaces include:**
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- **Recommend use of [EPA-registered household disinfectant](#)**

Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.

Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations. Learn more about [reducing asthma triggers](#).

- **Diluted household bleach solutions may also be used** if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water
OR
- 4 teaspoons bleach per quart of room temperature water

- Bleach solutions will be effective for disinfection up to 24 hours.
- **Alcohol solutions with at least 70% alcohol may also be used.**

For soft surfaces such as carpeted floor, rugs, and drapes

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.
- [Vacuum as usual.](#)

Electronics

For electronics, such as tablets, touch screens, keyboards and remote controls

- Consider putting a **wipeable cover** on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.

Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.

- [Vacuum the space if needed](#). Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on [List N: Disinfectants for use against SARS-CoV-2](#)^{external icon}. Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
 - Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
 - Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it can be opened for use.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Cleaning and disinfecting outdoor areas

- Outdoor areas, like **playgrounds in schools and parks** generally require **normal routine cleaning**, but **do not require disinfection**.
 - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- **Sidewalks and roads should not be disinfected**.
 - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

Other Cleaning Recommendations from the CDC

- **Regular cleaning staff** can clean and disinfect community spaces.
 - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Always read and follow the directions on the label to ensure safe and effective use.

- Keep hand sanitizers away from fire or flame
- For children under six years of age, hand sanitizer should be used with adult supervision
- Always store hand sanitizer out of reach of children and pets

Refer to [FDA's Tips for Safe Sanitizer Use external icon](#) and [CDC's Hand Sanitizer Use Considerations](#)

- **Additional key times to wash hands** include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).

Additional considerations for employers

- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop [symptoms](#) within 14 days after their last possible exposure to the virus.
- **Develop policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard
- **Comply with OSHA's standards** on Bloodborne Pathogens, including proper disposal of regulated waste, and PPE.

Alternative disinfection methods

- The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known.
 - EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19.
- CDC does not recommend the use of sanitizing tunnels. There is no evidence that they are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or damage.
- CDC only recommends use of the [surface disinfectants identified on List N](#) [external icon](#) against the virus that causes COVID-19.

Confirmed Diagnosis for Coronavirus (COVID-19) QUESTIONNAIRE

EMPLOYEE NAME: _____ DATE: _____

INSTRUCTIONS: The following questions should be asked of any Employee who has informed you that she or he has either tested positive for COVID-19 or has been told by a medical provider they presumptively have COVID-19. This questionnaire is to be kept confidential and in the Employee's medical file with access by only select individuals designated by the Company.

- **What is the date that you first exhibited symptoms, if any, of COVID-19?**
Date: _____

- **What were the symptoms?**
 - Fever: Yes No
 - Cough: Yes No
 - Shortness of breath: Yes No
 - Sore throat: Yes No
 - Muscle aches: Yes No
 - Other: _____ (describe)

- **When were you diagnosed with COVID-19 or presumed to have COVID-19?**
Date: _____
Tested positive: Yes No
Presumed to be positive: Yes No
Name of medical professional or health care provider giving you the result or telling you that you are presumed to be positive:

- **What are your current symptoms?**
 - Fever (100.4° F or higher) Yes No
 - Cough: Yes No
 - Shortness of breath that cannot be attributed to another health condition: Yes No
 - Sore throat that you cannot attribute to another health condition: Yes No
 - Muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise): Yes No
 - Other: _____ (describe)

- **Have you been told by a medical professional to self-quarantine? Yes No**
 - If yes, for how long (in days)? _____
 - If yes, have you been self-quarantined? If yes, since what date? _____

- **In previous 30 days, have you had close contact with an individual confirmed or presumed to have COVID-19 (i.e. spent longer than 15 minutes within 6 feet of the individual)? Yes No**

- If yes, give the date of last contact: _____ ○
- If yes, explain your relationship to individual(s) with COVID-19:

- If yes, identify the location of last contact: _____
- If yes, identify whether any such contact is or was in your household:

- In the previous 30 days, have you traveled to, or stopped over in, a country for which the CDC has issued a travel health notice (including but not limited to China, Iran, or Europe)? Yes No
 - If yes, give country name and dates of travel: _____
- In the previous 30 days, have you traveled domestically by airplane, bus or train? Yes No
 - If yes: Details: _____
 - Date(s) of Travel: _____
- In the previous 30 days, have you used mass transit or public transportation? Yes No
 - Details: _____
 - Date(s) of Travel: _____
 - Outside of work, have you attended any event or visited any public place in the previous 30 days where more than 10 individuals were in attendance and you were, at any time, within 6 feet from any one individual for more than 15 minutes? Yes No
 - Location: _____
 - Date(s): _____

OFFICE MANAGER OR DESIGNATED MEMBER OF MANAGEMENT:

I certify that the above information was provided to me by telephone discussion with the above-named individual on the ____ day of _____, 20____, and is accurately recorded herein.

Name

Signature

Club Statement if staff/volunteer/member has tested positive for COVID-19:

Safety is the number one priority of Boys & Girls Clubs of East Aurora, and we are doing everything possible to keep children, our staff, and volunteers protected from the COVID-19 virus. On (Date), we learned that a Club (staff member/volunteer/ member) tested positive for COVID-19. There is a possibility that (staff/members) were exposed to this individual in the two weeks prior to the date of diagnosis. We are collaborating with the appropriate public health officials and adhering to Centers for Disease Control and Prevention (CDC) recommendations to privately inform anyone determined to have been in close contact with this (employee/volunteer/member). We are also in ongoing communication with this individual, who is following strict medical guidelines and will remain in quarantine as recommended by their doctor.

If you are having symptoms that align with COVID-19, please contact your healthcare provider or, if you do not have a healthcare provider, please contact your local health department immediately and indicate that you may have been exposed to the virus.

We continue to work with local public health officials and are taking all precautionary measures regarding deep cleaning and sanitizing of Club facilities to ensure the safety of members, staff and volunteers. In the meantime, we are advising all our Club staff, families, and youth to continue to take precautions as recommended by the CDC. We will continue to update you as we know more.

Club Parent Letter if staff/volunteer/member has tested positive for COVID-19:

Dear Parent,

It's important that you know the safety and protection of your children is the number one priority of Boys & Girls Club of East Aurora. We are doing everything possible to keep our Club members, staff and volunteers protected from the COVID-19 virus. On **(Date)**, we learned that a Club **(staff member/volunteer/ member)** tested positive for COVID-19. There is a possibility that **(staff/son/daughter)** was exposed to this individual in the two weeks prior to the date of diagnosis. The Staff member maintained social distancing with a mask at all times but was in the same contained classroom. We are collaborating with the appropriate public health officials and adhering to Centers for Disease Control and Prevention (CDC) recommendations to privately inform anyone determined to have been in close contact with this **(employee/volunteer/Club member)**. We are also in ongoing communication with this individual, who is following strict medical guidelines and will remain in quarantine as recommended by their doctor.

If you or your child are having symptoms that align with COVID-19, please contact your healthcare provider or, if you do not have a healthcare provider, please contact your local health department immediately and indicate that you may have been exposed to the virus.

The Club will be closed for 48 hours while we disinfect and clean the primary program spaces and all common areas. We will follow up with you once our members and staff are cleared to return. You will be refunded the days that we were closed.

We continue to work with local public health officials and are taking all precautionary measures regarding deep cleaning and sanitizing of Club facilities to ensure the safety of members, staff and volunteers. We will continue to keep you updated during this very challenging time. As always, we remain committed to our Club kids, their families and our community.