General Guidelines

All members will bring a lunch in a lunchbox with an ice pack. **No sharing of food or beverages.**

What to bring daily:

1. Masks
2. Lunch in a lunchbox with an ice pack
3. Reusable water bottle
4. Swimsuit & water shoes or flip flops
5. Towel
6. Child will arrive with sunscreen already applied; also
   A bottle of SPRAY sunscreen for reapplication throughout the day
   Members may not share sunscreen.
   Staff may not touch members when applying sunscreen.
7. Complete change of clothing

Please come to the program dressed appropriately.
Freshly laundered: Shorts, T-shirts or tank tops and **sneakers.**

**NO OPEN TOE SHOES ARE ALLOWED OTHER THAN FOR SWIM TIME.**
**MEMBERS NOT DRESSED APPROPRIATELY WILL BE SENT HOME.**
Social Distancing Policy

VISITORS & PARENTS MAY NOT ENTER THE BUILDING

What is Social Distancing?
Social distancing is all about avoiding unnecessary physical closeness with others, whenever possible. It’s important because, according to the CDC, the Coronavirus is thought to spread in two main ways:

- Between people who are within around 6 feet of each other
- By droplets produced by coughs and sneezes

While virus may be able to live on surfaces, the evidence is clear: if you stay 6 feet away from people as much as possible, you are far less likely to get infected.

The big problem is; anybody could be sick but not know it yet. That’s why everybody should practice social distancing even if they don’t feel unwell.

Remember: it’s not just about your own health, but the health of the people you might pass the virus on. Everyone has a part to play in slowing down the spread as much as possible.

1. Before entering Club, Staff and Members, must be wearing a mask. Masks must remain on while in the building when social distancing guidelines can not be maintained. Masks may be removed outside as long as social distancing guidelines are followed.

2. Enter building through main entrance.

3. There is no congregating in the Main Office or Executive Director’s office before or after putting your belongings away.

4. In your program area you will social distance from members and see that they are social distancing as well.

5. All meetings will be via Zoom, telephone or outside of the building following social distancing guidelines. This may change with Phase III.

6. You will eat breakfast, lunch and dinner at your desk or in your program area.

7. No visitors or parents may enter the building per Massachusetts State Guidelines.
Social Distancing Policy

VISITORS & PARENTS MAY NOT ENTER THE BUILDING

Failure to follow Club’s Covid-19 safety policies and procedures

Members who do not follow social distancing policies will be disciplined as follows:

1st time: Verbal Warning

2nd time: Parent will be called. Member will be sent home

3rd time: Member will be sent home and may not return to the program.

If a member’s behavior continually prevents staff from properly maintaining the safety of other members, appropriate discipline action will be taken, not to be limited to removal from the program for the remainder of the summer.
Personal Protective Equipment (PPE) and Face Masks and coverings

Face Masks and Coverings

1. To slow the spread of COVID-19, program staff are encouraged to wear a cloth face covering while serving children and interacting with parents and families. Program staff are required to wear a cloth face covering whenever 6 feet of physical distancing is not possible. Programs are encouraged to consider the use of transparent face coverings to allow for the reading of facial expressions, which is important for child development.

2. When children can be safely kept at least 6 feet away from others, then they do not need to be encouraged to wear a mask. This is at the Club’s discretion.

3. Masks must not be worn while children are eating/drinking, sleeping, and napping. Strict and consistent physical distancing must be practiced at all times during these activities. Masks do not need to be worn while engaging in active outdoor play, if children are able to keep their physical distance from others.

4. Children must be supervised when wearing a mask. If wearing the face covering causes the child to touch their face more frequently, staff must reconsider whether the mask is appropriate for the child.

5. Parent/Guardian **MUST** provide their children with a sufficient supply of clean masks and face coverings for their child to allow replacing the covering as needed. These families must have a plan for routine cleaning of masks and face coverings, clearly mark masks with child’s name and room number, if applicable, and clearly distinguish which side of the covering should be worn facing outwards so they are worn properly each day.

6. If using a disposable mask, follow CDC guidance on proper daily removal. Grasp bottom ties or elastics of the mask, then the ones at the top, and remove without touching the front. Discard in a waste container and wash hands or use an alcohol-based hand sanitizer immediately.

7. The Club will enforce the wearing of face masks by parents or guardians when on the premises and at all times during drop-off and pick-up. Programs must regularly remind families and staff that all individuals are encouraged to adhere to the CDC’s recommendations for wearing a mask or cloth face covering whenever going out in public and/or around other people.

8. The Club will teach and reinforce use of cloth face coverings among all program staff. Face coverings are most essential at times when physical distancing is not possible. Staff must be frequently reminded not to touch the face covering and to wash their hands frequently. Information must be provided to all staff on proper use, removal, and washing of cloth face coverings.
Exceptions to Use of Face Masks/Coverings

Exceptions for wearing face masks include situations that may inhibit an individual from wearing a face mask safely. These may include, but are not limited to:

1. Children who cannot safely and appropriately wear, remove, and handle masks;
2. Children who have difficulty breathing with the face covering or who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance;
3. Children with severe cognitive or respiratory impairments that may have a hard time tolerating a face mask;
4. Children where the only option for a face covering presents a potential choking or strangulation hazard;
5. Individuals who cannot breathe safely with a face covering, including those who require supplemental oxygen to breathe;
6. Individuals who, due to a behavioral health diagnosis or an intellectual impairment, are unable to wear a face covering safely; and
7. Individuals who need to communicate with people who rely upon lip-reading.
Contact Tracing

Contact Tracing Log
The Club will maintain logs of every person (staff and child) that members have contact with each day in order to provide contact tracing in the event of a positive case. In order to minimize risk, every effort will be made to limit members’ contact with children outside of their group and assigned Staff.
Staff Sign In Policy

1. Staff will wear clean clothing each day. The previous days clothes MUST be washed prior to being worn again. Staff will shower daily in accordance with published safety standards.

2. (If you are the staff member assigned to “OPEN” the Club, and you have a fever of 100.4° or are feeling unwell, contact your supervisor directly as soon as possible, so that other arrangements may be made for opening.)

3. Staff will enter the building through the Main Entrance. Opening Staff will use Staff Entrance.

4. Staff will then be screened for illness. Any staff member with a fever of 100.4° or above or other signs of illness will not be admitted to the building.

5. Staff will be wearing a face mask PRIOR to entering the building.

6. Staff will remove gloves (if wearing) and immediately use hand sanitizer with at least 60% alcohol.

7. Staff will log in to the membership computer utilizing a pen or pencil. At no time is staff to touch the keyboard with their hands.

8. Staff may then store their belongings in the Staff Room or those requiring the restroom facilities are to do so at this time.

9. Staff will then go DIRECTLY to their assigned areas and prep for the day.

   There will be NO congregating by the staff in the Main Office, Executive Director’s office or hallway at any time!

10. Staff will follow social distancing guidelines upon entering the Club.

11. Staff will be in their designated areas, ready to work, at their designated start times.

   Adherence to the above safety protocols is imperative for the safety of our members and staff.
Snack Program

1. Snacks will be provided by the Triton School District pre-packaged or ready to serve in individual portions to minimize handling and preparation. Meals will not be served family style.

2. All groups will meet outside on the field at 2:30 pm and follow the social distancing policy.

3. Snacks will be administered at 2:30 pm daily.

4. One staff member will be responsible for handing out snacks.

5. The same staff person will go from group to group to collect trash.

6. Group will resume program schedule at 3:00 pm. Groups will be dismissed by Program Director.
End of Work Day Policy

Before you leave your work area you need to make sure the following items are completed. These items are important so that we can start the next day without having to disinfect or clean.

1. At 4:30 pm, all members remaining in the Club will be dismissed to the main hallway. Members will line up against wall, while mainlining social distancing.
2. Before beginning to clean and disinfect your area, all members must be out of your room.
3. Begin cleaning your program area.
4. Disinfect all tables with spray provided.
5. Disinfect all chairs.
6. Disinfect all equipment used by members.
7. Disinfect all other areas that need disinfecting.
8. Once completed lock up cleaning supplies in designated area.
9. Leave program area and lock your program area.
10. Collect all your belongings in staff room.
11. Clock out using computer at front desk using pen, pencil or similar object.
12. Exit Club through Main Entrance
Staff Illness Policy

1. Employees with symptoms of COVID-19 (fever, cough, or shortness of breath) at work should immediately be sent to their home.

2. Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.

3. If a Staff can not safely transport themselves home or to a healthcare facility, the Club will call an ambulance.

4. Notify local health officials, staff, and customers (if possible) immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

5. Close off areas used by a sick person and do not sure them until after cleaning and disinfection. Wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.

6. Advise sick staff members not to return until:

   At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,

   At least 10 days have passed since symptoms first appeared.
Member Entry Policy

1. Before admission into the Club and Club programs, all necessary forms and waivers must be completed and turned in to Club Office for recording prior to admission.

2. Members will use the Main Entrance to the Club.

3. Members will be accompanied by a parent/guardian or an adult appointed by the parent/guardian.

4. Prior to entry to the Club the parent/guardian, or an adult appointed by the parent/guardian, will review a laminated health attestation with the parent or guardian who will verbally affirm that no one in the household is ill, is being quarantined, has travelled out of state, etc.

5. Members will wear clean clothes daily. Previous days clothes may not be worn again until they are laundered.

6. Members must bathe daily in accordance with published safety standards.

7. Members will line up 6’ apart utilizing the marks/cones provided.

8. Two staff members will be assigned to the Member Entrance. One staff will remain outside of door. This staff member will screen each member for signs of illness and take the members temperature. Any member exhibiting signs of illness or with a temperature of 100.4° or higher, will not be permitted to enter the Club and will leave this their parent/guardian. Staff will then provide each member will hand sanitizer with a 60% alcohol content or greater and take attendance as each member enters the building. Second staff member will direct each member to their individual cubby utilizing social distancing.

9. Member will then be directed to the appropriate class. No member will leave the room they are assigned to without staff knowledge.

10. At the conclusion of the drop off period, the Club office manager, or in her absence another fulltime staff member will contact the families of all absent children to find out if unscheduled absences are due to illness.
Member Sign Out Policy

1. Members will leave Club through the Parking Lot entrance.

2. First Staff member will greet adult picking up member, confirm they are authorized to pick up and radio for member to go to the Parking Lot entrance.

3. Second Staff member will walk member to the Parking Lot entrance. Staff will also confirm that adult is authorized to pick up member.

4. Front Desk Person will log out Member in the membership computer.

5. Preferably the same adult will pick up the member everyday.

    Adults picking up members will NOT be allowed to enter the building.
Member Illness Policy

Members Arriving At The Club III
1. If a Member arriving to the Club exhibits signs of illness or a temperature of 100.4° or higher, will not be permitted to enter the Club.

2. Any member who has been diagnosed with Covid-19 will not be permitted to return to the Club until:
   At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medicines and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, at least ten (10) days have passed since symptoms first appeared.

3. A written statement from the member’s physician confirming that the member is no longer contagious, prior to returning to the Club.

Members Becoming Ill While At The Club
1. Any member displaying illness or exhibits COVID-like symptoms during hours of operation WILL be separated from other staff and members to an area designated by Boys & Girls Club of Lower Merrimack Valley. Member is NOT to be left without adult supervision.

2. Appropriate transportation to either home or medical facility will be arranged.

3. Local health officials, staff, and families will be notified immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

4. Areas used by the sick member will be closed and will not be used until they have been cleaned. Wait 24 hours before you clean or disinfect to reduce risk to individuals cleaning. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants, and keep disinfectant products away from children.

5. Parent/guardian is to be advised that the sick child may not return to the Club until they have met CDC and local health department criteria to discontinue home isolation.

6. Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow CDC guidance if symptoms develop. If they do not have symptoms, follow appropriate CDC guidance for home isolation.
Visitor Policy

Based upon current State of Massachusetts Phase II guidelines, visitors and parents will not be permitted entrance to the building for any reason. This may change in Phase III.
Hygiene

Hand Hygiene and Respiratory Etiquette

1. Staff and members will arrive at the Club in clean clothes and bathed. Prior days clothes may not be worn again until they are laundered. This is accordance with published safety standards and guidelines.

2. Staff and members will wash their hands with soap and water for at least 20 seconds frequently throughout the day and increase monitoring to ensure adherence among members and staff. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

3. Staff and Members are to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older campers who can safely use hand sanitizer).

When to Wash Hands

When to Wash Hands: Children and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers). Reinforce to staff and children that they must be regularly washing their hands with soap and water for at least 20 seconds and should wash hands whenever the following criteria are met:

1. Upon entry into and exit from program space;
2. When coming in to the program space from outside activities;
3. Before and after eating;
4. After sneezing, coughing or nose blowing;
5. After toileting and diapering;
6. Before handling food;
7. After touching or cleaning surfaces that may be contaminated;
8. After using any shared equipment like toys, computer keyboards, mouse, climbing walls;
9. After assisting children with handwashing;
10. Before and after administration of medication;
11. Before entering vehicles used for transportation of children;
12. After contact with facemask or cloth face covering; and
Hygiene (cont.)

Cover Coughs or Sneeze

Children, families, and staff should avoid touching their eyes, nose, and mouth. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available and with parental permission and careful supervision as appropriate to the ages of the child).
Restroom Policy

**Members**
1. Only 2 members in each bathroom at a time.
2. Members must stay 6 feet apart and need to use every other stall.
3. Staff will notify other staff when a member leaves for the restroom and when the member has returned.
4. Members MUST wash their hands for at least 20 seconds after using the bathroom.
5. Members will use hand sanitizer with 60% alcohol or greater prior to returning to the program.

**Staff**
1. Staff will use the Staff Bathroom located off the kitchen ONLY.
2. Staff will sanitize equipment used.
3. Staff will wash their hands for a minimum of 20 seconds.
4. Staff will use hand sanitizer prior to returning to program.

Restrooms will be sanitized and disinfected by Staff hourly throughout the day.
Maximum Attendance and Staffing Requirement Policy

The Club will allow no more than 55 children to participate in the program with a 1:11 staff to child ratio. The Club will comply with CDC, Massachusetts and BGCA covid-19 safety guidelines and standards. The number of Members may increase as we move into Phase III of the State of Massachusetts plan for reopening.
Equipment & Supply Policy

1. All equipment and supplies **MUST** be sanitized **BEFORE** and **AFTER** each use.
2. All equipment and supplies will be handed out by staff only.
3. Staff will write down who was given equipment/supplies.
4. All equipment and supplies will be used and returned by the person they were signed out to, **NO SHARING**!
5. Tables and chairs **MUST** be sanitized at the end of each block. Member will **NOT** be permitted to switch tables or chairs during the block.
6. Staff **MUST** follow all closing procedures at the end of the day.

A Club duffle bag of safety supplies will be provided to each Staff member. These supplies will include but not limited to:

- Masks
- Gloves in assorted sizes
- Hand sanitizer with at least a 60% alcohol content
- Disinfectant spray, and paper towels
- Safe place to store supplies away from members
- Standard first aid kits
Busing/Transportation Policy

The Club will not be using or providing transportation. This may change during Phase III of the State of Massachusetts plan for reopening.
Building Sanitation Policy

Resources and Supplies

Below is information about what supplies must be used for cleaning, sanitizing, and disinfecting.

1. Programs must use EPA-registered disinfectants and sanitizers for use against COVID-19. Follow directions on the label, including ensuring that the disinfectant or sanitizer is approved for that type of surface (such as food-contact surfaces).

2. When EPA-approved disinfectants are not available, a dilute bleach solution can be used. For example, add 1/3 cup of household bleach to 1 gallon of water OR 4 teaspoons of bleach per quart of water. Alternatively, a 70% alcohol can be applied.

3. All bleach and water dilutions must be freshly mixed every 24 hours. Bleach solutions must be prepared daily to ensure their ability to safely sanitize or disinfect. When preparing sanitizing or disinfecting dilutions always add bleach to water. This helps to avoid bleach splashes caused by adding water to bleach. Use either the sanitizing or the disinfecting dilution as specified above.

4. Many cleaning agents can be irritants and trigger acute symptoms in children with asthma or other respiratory conditions. Programs must not prepare cleaning solutions in close proximity to children.

5. Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Unexpired household bleach will be effective against COVID-19 when properly diluted. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.

6. 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.

7. Programs shall use child-safe cleaning, sanitizing, and disinfecting solutions and children should never be present when mixing solutions.

8. Only single use, disposable paper towels shall be used for cleaning, sanitizing, and disinfecting. Sponges shall not be used for sanitizing or disinfecting.

9. All sanitizing and disinfecting solutions must be labeled properly to identify the contents, kept out of the reach of children, and stored separately from food items. Do not store sanitizing and disinfecting solutions in beverage containers.

10. Avoid aerosols, because they contain propellants that can affect breathing. Pump or trigger sprays are preferred.
Proper Usage

Proper guidelines must be followed when cleaning, sanitizing, and disinfecting.

1. All sanitizing and disinfecting solutions must be used in areas with adequate ventilation and never in close proximity to children as to not trigger acute symptoms in children with asthma or other respiratory conditions. Do not spray chemicals around children. If possible, move children to another area or have someone distract them away from the area where a chemical is being used.

2. To ensure effective cleaning and disinfecting, always clean surfaces with soap and water first, then disinfect using a diluted bleach solution, alcohol solution with at least 70% alcohol, or an EPA approved disinfectant for use against the virus that causes COVID-19. Cleaning first will allow the disinfecting product to work as intended to destroy germs on the surface.

3. Use all cleaning products according to the directions on the label. Follow the manufacturer’s instructions for concentration, application method, and contact time for all cleaning and disinfection products.

4. Surfaces and equipment must air dry after sanitizing or disinfecting. Do not wipe dry unless it is a product instruction. Careful supervision is needed to ensure that children are not able to touch the surface until it is completely dry.

5. Keep all chemicals out of the reach of children both during storage and in use.

6. Keep chemicals in their original containers. If this is not possible, label the alternate container to prevent errors.

7. Do not mix chemicals. Doing so can produce a toxic gas.
Building Sanitation Policy (cont.)

General Guidelines for Cleaning, Sanitizing, and Disinfecting

Programs must follow these general guidelines for cleaning, sanitizing, and disinfecting.

1. Intensify the program’s routine cleaning, sanitizing, and disinfecting practices, paying extra attention to frequently touched objects and surfaces, including doorknobs, bathrooms and sinks, keyboards, and bannisters.

2. Clean and disinfect toys and activity items, including sports and specialty camp activity equipment (e.g. and climbing walls), used by children more frequently than usual and take extra care to ensure that all objects that children put in their mouths are removed from circulation, cleaned, and sanitized before another child is allowed to use it.

3. While cleaning and disinfecting, staff must wear gloves as much as possible. Handwashing or use of an alcohol-based hand sanitizer after these procedures is always required, whether or not gloves are used.

Cleaning, Sanitizing, and Disinfecting Indoor Play Areas

Programs must follow these guidelines for cleaning, sanitizing, and disinfecting indoor play areas.

1. Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. Programs should conduct regular inspection and disposal of books or other paper-based materials that are heavily soiled or damaged.

2. Machine washable cloth toys cannot be used at all.

3. Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions must be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered sanitizer, and air-dry or clean in a mechanical dishwasher.

4. For electronics, such as tablets, touch screens, keyboards, and remote controls, remove visible contamination if present. Consider putting a wipeable cover on electronics. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Wait in accordance with manufacturer’s directions and then dry surface thoroughly or allow to air dry. Provide cleaning materials for older children to clean their own electronics.
Cleaning, Sanitizing, and Disinfecting After a Potential Exposure

If program suspects a potential exposure, they must conduct cleaning and disinfecting as follows.

1. Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection. Programs must plan for availability of alternative space while areas are out of use.

2. Cleaning staff must clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (e.g., tablets, touch screens, keyboards) used by the ill persons, focusing especially on frequently touched surfaces.
Additional Considerations


2. Programs shall follow CDC infection control guidelines designed to protect individuals from exposure to diseases spread by blood, bodily fluids, or excretions that may spread infectious disease. Health precautions include, but are not limited to, the use of PPE, proper disposal containers for contaminated waste, handwashing and proper handling of bodily waste.
   a. Non-latex gloves shall be provided and used for the clean-up of blood and bodily fluids;
   b. Used gloves and any other materials containing blood or other bodily fluids shall be thrown away in a lined, covered container. Only material saturated/dripping with blood is considered medical waste and must be stored and disposed of pursuant to the regulations. Materials such as band-aids, tissues and others with minimal blood are not considered medical waste;
   c. Contaminated clothing shall be sealed in a plastic container or bag, labeled with the child’s name, and returned to the parent at the end of the day.