



2020 COVID- 19

Policies & Procedures

Dear Parents/Guardians,

As we gear up to re-open our doors to serving young people and immersing them in our Outcome Driven Club Experience, it is vital that our you know our staff have spent hours, days, and months strategically planning in accordance with the recommendations from Centers for Disease Control, El Paso County Public Health, and the Governor's Office-Colorado Department of Public Health & Environment to ensure the safety of your child(ren) as they enter our doors this fall. The Clubs **NUMBER ONE PRIORITY** is to ensure the safety of our members, families, staff, and community.

As the situation with Coronavirus (COVID-19) continues to evolve, our organization will be monitoring and updating policies and procedures to ensure the safety and wellbeing of Club members, staff, and partners. Please know that as this situation evolves, these policies may change.

Boys & Girls Club of the Pikes Peak Region has a ZERO tolerance policy regarding the following COVID-19 Policies and Procedures.

Enrolling Youth Health & Safety

Due to COVID-19, the Club is asking parents/guardians of members with underlying health or respiratory conditions, to not enroll at this time for your child's safety.

Ratio/Capacity/Enrollment Limitations

Due to COVID-19 our staff to member ratio has been adjusted from 1:20 to 1:9. This has resulted in our Club capacity being reduced at our E.A. Tutt and El Pomar Clubhouses and will limit the number of member enrollments.

E.A. Tutt Club: Capacity – 54

El Pomar Club: Capacity – 54

Visitor and Volunteer Policy

No visitors (parent/guardians/family) or volunteers will be allowed in the Clubs in order to mitigate the exposure and spread of COVID-19. This policy will be in effect for Fall 2020 and re-evaluated for Spring 2021.

Transportation

El Pomar Club

Transportation will be provided from Bristol Elementary, West Elementary, West Middle School, and Holmes Middle School to the El Pomar Club. Transportation has been reduced by 50% capacity (7 members per pick up) and all members and staff will be required to wear a mask while in the Club bus. The bus will be disinfected between each transport.

Tutt Club

Transportation will be provided from James Irwin Charter Middle and High Schools for teen members to the E.A. Tutt Club. Transportation has been reduced by 50% capacity (5 members per pick up) and all members and staff will be required to wear a mask while in the Club van.

Parents of Power Technical School (PTECH) students will need to set up transportation with James Irwin's main office in order for your child(ren) to be transported from PTECH to James Irwin Charter Elementary School where transportation for teens to the E.A. Tutt Club is designated.

Parents of Centennial, Pikes Peak, Monterey, and Mountain Vista Elementary members will need to contact your respective school to set up transportation to the E.A. Tutt Club.

Curbside Drop Off and Pick Up

Member Drop Off:

Parents, member(s) will remain in their vehicles with guardian upon drop off to the Clubhouse. Staff will greet members at their vehicle and have the parent sign them in after the health screening. At that time, parents must confirm that neither their child or person in their household has shown any signs of fever, cough, shortness of breath, sore throat, muscle pain, chills, new loss of taste or smell. Staff will take member's temperature before entry. Member's with a temperature of 99.5 or higher; or demonstrating other symptoms including fever, cough, shortness of breath, sore throat, muscle pain, chills, new loss of taste or smell will not be permitted to participate in Club programming that day. Members will not be permitted to return until they have a doctor's note of approval. In the event your child test positive for COVID-19, they will not be permitted to return to the Club for 14 days and must have a doctor's note of approval.

In the event your child is ill with an ailment other than COVID-19, your child will not be permitted to return to the Club until they are three days fever free with no use of fever reducing medications and with a doctor's note of approval.

Members will be given a squirt of hand sanitizer upon entering the Club. Upon entry, members will be pinned in by staff and will put their backpack/belongings into their personal cubby, then immediately proceed to the bathroom to wash their hands. Members who ride the bus and or

walk to the Club will be greeted by staff at the entrance and the same screening process will be conducted.

Member Pick Up:

When picking up youth, parents will call their respective Clubhouse and designate the child(ren) they are picking up. A staff member will greet parent/guardian at their vehicle to check identification and have parent sign member out. Once curbside identification and sign out is complete, the staff member will radio into the Club and the member will be sent out. Members will be pinned out by the staff upon exiting the Club. Parents will not be allowed inside the facility.

Mask policy

Parents will be responsible for providing their child(ren) with two masks or face shields, which is to be worn by their child(ren) at all times when they are at the Club. All staff are required to wear masks at all times while supervising and facilitating within the Club. **(The Club is requiring masks to be worn in order to create another barrier of protection for all members and staff in our facilities in order to help prevent exposure and transmission of COVID-19.)**

Cleaning, Sanitation, and Disinfection

COVID-19 Prevention

Regarding COVID-19 (Coronavirus), our organization is working with El Paso County Public Health, Colorado State Licensing, school districts, and government recommendations (CDC & CDPHE) for interim guidance. Specific to COVID-19 prevention, all staff have been trained in Standard Precautions and COVID-19 training.

Staff will sanitize each room after each group rotation and before a new group arrives. Staff will log date and time after each sanitation/disinfection transition and at the end of the day.

Additionally, members will wash their hands during each rotation and transition of programs and/or activities (or use hand sanitizer if handwashing is not feasible).

Hard surfaces and high touch point surfaces and areas (walls, light switches in common spaces, bathrooms: doors, sink handles, faucets, toilet handles) will be disinfected by staff every 2 hours and after every group transition. This includes:

- A. Doorknobs
- B. Front Desk/Check In Areas
- C. Keyboards on laptops/computers
- D. Bathroom sinks, handles, faucets and toilet/urinal handles
- E. Light switches in common spaces
- F. Tables & chairs used by youth
- G. Walls (child height 3-4 feet up)

Disinfection

The Club invested in commercial fogging machines to serve as another layer of safety in addition to the cleaning and sanitation of the Club's programmatic spaces. The Club's programmatic spaces will be disinfected using a fogger after cleaning and sanitation a minimum of 1 time a week. **The Club is using Ultra Low Volume (ULV) Cold foggers to disinfect the high touch point areas in our Clubs. The fogging solution is an EPA approved liquid that is non-toxic to children and is also used in residential, commercial businesses, and hospital settings.**

Handwashing

Hand Hygiene with soap and water:

- Use SOAP and RUNNING WATER.
- Rub hands vigorously as you wash them.
- Wash ALL surfaces including the backs of hands, wrists, in-between fingers and under fingernails.
- Wash for at least 20 seconds.
- Rinse hands well.
- Dry hands with a paper towel or air dryer.
- If using paper towels, turn off the water using a paper towel instead of bare hands.

When to wash hands:

- When arriving to the facility
- Before, during, and after preparing or serving food for members
- Before eating or drinking
- Before and after caring for someone who is sick
- Before and after administering medication
- Before and after caring for a cut or wound
- After coughing, sneezing and/or wiping your nose or someone else's nose
- After using the bathroom
- Before and after administering first aid
- After cleaning
- After handling garbage
- Whenever hands are visibly dirty
- After each room rotation, before participating in a new activity

Exposure Plan

Outbreak/Confirmed Case

As per Colorado Department of Public Health and Environment guidelines, it is required to report to the El Paso County Public Health department when a member or staff member becomes

ill. Outbreaks of illness must also be reported to health department when there is a larger number than normal of members or staff ill with the same symptoms. For example, above normal seasonal absenteeism for a school or member care facility would be concerning and the health department will be contacted.

The health department will also be contacted when there are two or more people that do not live together who are ill with symptoms including vomiting, diarrhea, or jaundice.

In the event of a confirmed COVID-19 diagnosis within a Club, the affected Club will be closed for 3 days to ensure a thorough cleaning and disinfection process. Our organization will notify and work with El Paso County Public Health department to re-open safely.

Child Care Centers COVID-19 Exclusion Guidance

Staff or Students	Isolation Guidelines for Case	Quarantine Guidelines for Asymptomatic Contacts	Isolation Guidelines for Symptomatic Contacts
<i>Confirmed Case</i> – Asymptomatic/ symptomatic and diagnosed with COVID by a physician with a laboratory confirmed test.	Exclude for 10 days from the date of symptom onset (or date of positive test if asymptomatic) AND fever free for 72 hours without the use of fever reducing medicine AND improvement in symptoms.	Exclude for 14 days from the last day of exposure to case.	<i>Probable Case:</i> Exclude for 10 days from the date of symptom onset AND fever free for 72 hours without the use of fever reducing medicine AND improvement in symptoms.
<i>Probable Case</i> – Symptomatic with a known exposure to a confirmed case.	Exclude for 10 days from the date of symptom onset AND fever free for 72 hours without the use of fever reducing medicine AND improvement in symptoms.	Exclude for 14 days from the last day of exposure to case.	<i>Probable Case:</i> Exclude for 10 days from the date of symptom onset AND fever free for 72 hours without the use of fever reducing medicine AND improvement in symptoms.
<i>Suspect Case</i> – Symptomatic and diagnosed with COVID by a physician without a laboratory confirmed test.	Exclude for 10 days from the date of symptom onset AND fever free for 72 hours without the use of fever reducing medicine AND improvement in symptoms.	N/A	<i>Probable Case:</i> Exclude for 10 days from the date of symptom onset AND fever free for 72 hours without the use of fever reducing medicine AND improvement in symptoms.
<i>Symptomatic Case</i> – Unknown respiratory/GI illness.	Exclude for 10 days from the date of symptom onset AND fever free for 72 hours without the use of fever reducing medicine AND improvement in symptoms.	N/A	Advise to follow up with primary care provider.

<i>Symptomatic Case</i> – Alternative respiratory/GI illness diagnosed by a physician with a laboratory confirmed test (e.g. flu, strep, Noro, etc.).	Exclude based on guidelines in the disease manual specific to illness.	N/A	Advise to follow up with primary care provider.
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Hospitalized Cases	Isolation Guidelines for Case	Quarantine Guidelines for Asymptomatic Contacts	Isolation Guidelines for Symptomatic Contacts
<i>Confirmed Case</i> – Symptomatic and diagnosed with COVID by a physician with a laboratory confirmed test.	Exclude for 10 days from the date of symptom onset or 10 days after discharge from the hospital (unless criteria are met while hospitalized) AND fever free for 72 hours without the use of fever reducing medicine AND improvement in symptoms.	Exclude for 14 days from the last day of exposure to case.	<i>Probable Case</i> : Exclude for 10 days from the date of symptom onset AND fever free for 72 hours without the use of fever reducing medicine AND improvement in symptoms.

COVID-19 incubation period: The incubation period for COVID-19 is 2-14 days; moreover, cases can be infectious 48 hours prior to symptom onset.

Contact definition: Persons with direct face-to-face contact with an infectious case; shared confined space in close proximity for a prolonged period (10 minutes or longer); direct contact with case’s respiratory, oral, or nasal secretions (e.g. an explosive cough/sneeze in the face, sharing food or eating utensils, kissing, mouth-to-mouth resuscitation, or performing a medical exam of the nose/throat without a mask).

Contacts at higher risk of severe disease: adults > 60 years, persons with immunodeficiency or underlying severe disease.



2020 COVID-19 POLICIES & PROCEDURES

I have read and understand the COVID-19 Policies & Procedures outlined. I understand that Boys & Girls Clubs of the Pikes Peak Region has the right to terminate my child's membership if the COVID-19 Policies & Procedures are not adhered to. By signing below, I agree to abide by these policies and procedures.

This document must be **physically signed** by the child's legal parent/guardian.

Name of Child Enrolled _____

Club Name: _____

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____ **Date** _____