



BOYS & GIRLS CLUBS
OF GRAND RAPIDS
YOUTH COMMONWEALTH

COVID-19 In-Person Club Policies & Procedures

Check-in Procedures

Staff Needs - 2

Phase 1:

Staff 1 is responsible for standing outside during drop off in front of the building, check the attendance list, go over a Covid-19 questionnaire with Club members/parents, and take the member's temperature. If the Club member/parent has answered yes to any of the questions, has a temperature at or above 100.3, or is not on the approved attendance list, they will not be permitted to attend Club that day. Once the Club member has gone through the questionnaire and temperature check with no issues, they will be allowed entrance into the Club.

**if a parent has stated that their child will be walking, Club leadership will be responsible for calling the parent before the child comes to the Club to go through the questionnaire*

Phase 2:

Staff 2 is responsible for basic check-in. Once a Club member has passed Phase 1 of check-in, they will walk up to the desk and receive a squirt of hand sanitizer and be instructed to put on a mask. They will then be signed into Trax. From there, the membership coordinator will take any personal items from the member and put it in a disinfected cubby and send the Club member into the Club with another squirt of hand sanitizer. The Club member must follow the arrows on the floor to walk with the flow of traffic.

Cohorts

- All program areas will be set for a specific cohort (ex. Art room will be designated to grades 2-3 for the entire day)
- All program areas must be set up to allow social distancing
- Members and staff will be assigned to a cohort and must remain in that cohort until they go home
- Members will be assigned to the same cohort for the semester/year
- All stations must be sanitized by staff after each member's usage (NO EXCEPTIONS)
- Cohort attendance with time-in/out is mandatory

Club Schedule

Morning Staff Needs – 1 staff per cohort, 1 staff for front

Afternoon Staff Needs – 1-2 staff per cohort, 1 staff for front

Number of Club members per cohort: 10

Morning Club

- 8:30 am – breakfast
- 9:00 am – virtual learning assistance begins
- 11:45 am – lunch
- 1:15 pm – transition to afternoon programming

Afternoon Club

- 2:00 pm – rotation 1 (Power Hour – homework help)
- 2:45 pm – rotation 2 (Art programming)
- 3:30 pm – rotation 3 (Triple Play/Gym programming)
- 4:15 pm – rotation 4 (Leadership programming)
- 5:00 pm – dinner service
- 5:30 pm – dismissal

Club Cleaning

All program areas/materials will be sanitized before the day begins, after lunch, and after dinner by the cohort leaders

Dismissal

Staff Needs - 2 staff; 1 leadership and 1 membership staff

The leadership staff is responsible for retrieving Club members, one at a time to be brought to the front lobby where they will be signed out by the membership staff.

Membership staff will be responsible for retrieving Club members' bags and signing them out on Trax. Once they have been signed out, they may walk outside to their parent/guardian or to walk home.

Quarantine Room

Staff Needs - 1 designated staff for each shift

In the event of a sick Club member, they will be sent to the designated quarantine room with plastic chairs/beanbags. A designated quarantine staff will put something to watch on Netflix and instruct the membership coordinator to call home for the sick Club member. While they wait for their ride, the lead staff will sit 10+ feet away with PPE and on video call (with sound and audio on) with the membership staff to ensure the rule of three.

Symptoms

In the event that a child shows the following:

- Flushed cheeks
- Rapid or difficulty breathing (without recent physical activity)
- Fatigue
- Extreme fussiness

Club staff must report the behavior/physical changes to the director immediately. If the director is not in the building, report to the assistant director.

COVID-19 Positive Diagnosis or Exposure

Positive Diagnosis

1. If a Club member or staff member is diagnosed with COVID 19, and has been in the Clubs in the prior 7 days:
 - a. Parents must notify the member's Club as soon as possible, and staff must notify their Club Director and Assistant Director as possible. Club Directors must then notify the CEO, who will then communicate to the Kent County Health Department.
 - b. The diagnosed Club member or staff must quarantine at home for 14 days, or until cleared to return to the Club or work per the Kent County Health Department guidelines.
 - c. The Club will let all Club members parents/guardians and staff know of the positive diagnosis, but will not name the diagnosed individual, per privacy laws.
 - d. All staff and Club members in the cohort with the positively diagnosed member or staff must quarantine at home for 14 days before returning to the Club.
 - e. If other members or staff were exposed to the positively diagnosed member/staff (15 minutes or more at a distance of 6 feet or less), they will also quarantine for 14 days.
 - f. The affected Club will shut down for a period of 24 hours for ventilation and deep-cleaning of all relevant areas.

Symptomatic Members and Staff

2. If a staff member has symptoms as designated in our health screen protocol at home, they must call in sick to their supervisor and not report to work.
3. If a staff member develops symptoms as designated in our health screen protocol while working, they should immediately notify their supervisor. The supervisor should relieve them for the day, and they should be sent home immediately.
4. If a Club member has health symptoms as designated in our health screen protocol at home, parents/guardians must notify the Club staff, and keep the child home.
5. If a Club member does not pass the health screening at the Club entrance, they must be sent home. Parents/guardians must wait to leave the child until the screening is complete.
6. If a Club member develops any of the symptoms as designated in our health screen protocol while in the Club, the staff in that cohort must immediately report to the Club Director and/or Assistant Director. The child must be moved as soon as possible to the designated quarantine room.

Exposure Outside the Club

1. If a staff member or Club member is exposed (15 minutes within less than 6 feet) to someone outside of the Club, they must either obtain a negative COVID test, or quarantine for 14 days.

Mask Etiquette

Masks should stay on the ENTIRE time with the exception of breakfast/lunch. If a Club member is touching their face often, sneezing/coughing in their mask, or otherwise compromising the integrity of the mask, Club leadership will need to be made aware and provide a new mask for that member.

Food Procedures

Club leadership will use a cart to bring meals to each cohort throughout the day. Club members will need to wash their hands before eating, sit 10 ft apart to eat, and wash their hands after eating.

PPE/Sanitation Stations

- All members and staff will be required to wear a face mask at all times while in the Club (Lunch being the ONLY exception)
- Each program area will be stocked with extra masks in case of a mask breakage

- All members and staff must practice social distancing while in the Club
- Each program area will have a sanitation station at the program area entrance
 - All members and staff will be required to sanitize their hands before entering a program area

Restroom Usage

- Staff members will be required to radio a staff member to escort a member to the restroom
- Members will be allowed to use the restroom one at a time
- Outside of each restroom chairs will be set up as a waiting station for restroom usage (staff will be required to sanitize each seat after member usage)
- After restroom usage a designated staff member will escort members back to their assigned area

Drinking Fountain usage

- Drinking fountains are to be taped off as OUT OF ORDER
- Water coolers will be placed in front of the drinking fountains and/or in the individual program areas with disposable cups

Late arrivals

- All members that arrive to the Club after rotation has begun will be escorted to their assigned program area by a designated staff member
- Near the entrance of each Club will be chairs set up as a waiting station and will be monitored by a designated staff member
- NO member will be allowed to move around the Club without a designated staff member escorting them

Discipline

- All discipline issues must be reported to the club director and/or assistant club director immediately (1 strike rule)
- All staff members must be actively supervising their program area and enforcing Club policies and procedures
- The club director and/or assistant club director will determine if the member will be allowed to continue to participate in the Club program

Early Pick ups

- To keep their slot at BGC
 - Club members need to attend 3 days/week
 - Club members need to attend at least a half day each of those 3 days
 - Parents must pick their child up on time - 1 strike rule

Ventilation

- Windows will be opened in each program area after each rotation to allow for proper ventilation

Off-Site Field Trips

- All parents/members will be made aware of field trip opportunities prior to the trip
- Club members will be seated 1 person to a row in 15 passenger vans
- Masks will be required
- Vans will be sanitized