



BOYS & GIRLS CLUB
OF CAMARILLO

COVID-19 RESPONSE PLAN



Childcare solutions for the age of COVID-19

Case Statement

The novel coronavirus COVID-19 has significantly impacted multiple facets of our daily lives and interactions, resulting in a new community needs for childcare that must be delivered under a revised model. As our community continues to navigate through these changes, the need for childcare has too changed. Employees in critical sectors such as healthcare, first response, pharmacies, and grocery stores continue to work in order to support the need for continued essential community services. Our organization exists to identify and fill gaps in the community and to ensure that every child is set up for success in life. We have the geographical footprint, facilities, capacity, and expertise to address the community's needs to support the childcare need. The Club is in constant communication with health authorities and key partners and is prepared to respond to community needs when it safe to do so.

Program Model

The Club will shift program design to better support physical distancing protocols. Youth engagement will take place in small groups, which members remain consistent throughout the summer program. Groups will not intermingle, and procedures and policies will provide that youth and staff do not interact with youth outside of their specific group. In addition to safety, staff will focus on academic enrichment and social-emotional wellbeing.

Parent Expectations

Parents are asked to support the Club in providing a safe space for our members and staff by informing the Club of any changes to their child's health or community exposure. If a child exhibits any symptoms of fever (greater than 100.4 F), runny nose, coughing, shortness of breath, rash, new loss of smell or taste, diarrhea, chills, headache or sore throat, parents are asked to keep them home until-

- **Resolution of fever for at least 72 hours without the use of fever reducing medication**
- **Improvement in respiratory symptoms**
- **At least 10 days have passed since the first appearance of any symptoms above**

Parents are expected to answer a verbal health questionnaire daily upon drop-off and authorize the Club or its representatives to administer a daily temperature check on their child prior to admission into the program.



Member Expectations

Members participating in the program are expected to follow Club policies surrounding behavior, hygiene, health practices, social distancing, and any recommendations outlined by the CDC. Members who show disregard for Club policies or exhibit intentional disruptive behavior will be asked to leave the program. Members are required to bring and wear a facemask for themselves. If they do not have a facemask, one will be provided and parents will be charged. Members are also expected to bring a lunch and may bring one electronic device.

General Hygiene

The Club will require all members and staff to follow CDC recommendations for reducing transmission, maintaining healthy business operations, and a healthy work environment including but not limited to:

1. Wash/Sanitize hands:
 - Upon entry into building
 - After using the restroom
 - Before/After eating
 - After Outdoor Play
 - Before/After any health assessment or screening of any staff or member
2. Not be within six feet of or make any contact with another person
3. Not touch their face
4. Cough & sneeze into a tissue or inside of elbow
5. Stay home if they are sick or know they will not pass wellness screening

Personal Items

All staff and members are asked not to bring in any personal items except lunches, snacks, cell phone/tablet and a facemask. Children may also bring two plastic toys to keep at the Club over the summer, should they desire. Staff cell phones will be disinfected and kept in a plastic bag as to be operable and clean while at the Club.

Safe Learning Space

- A. Children will be placed into small groups.
- B. Children shall not change from one group to another
- C. Each group shall be in a separate room. Groups shall not mix with each other.
- D. Staff shall remain solely with one group of children throughout the course of the day.
- E. If children rotate from one space to another, the room & equipment will need to be sanitized prior to having another group.
- F. There will be no more than one child per table, and tables should be positioned to accommodate six feet of separation between every person.
- G. Only items that can be sanitized/cleaned daily are authorized to be used as part of program (wood, plastic, metal, etc.). Items that cannot be washed or sanitized daily at the facility will be prohibited (stuffed animals, plush toys, etc.).



Program Delivery

All members will receive a **Club Safety Briefing** at the start of their day and after lunch to remind them of the importance of social distancing and maintaining good hygiene practices. Staff will receive additional training around fostering a safe learning environment and are encouraged to clarify expectations and institute best practices for behavior management in the event an issue arises.

Restrooms

Members and staff are asked to only use restrooms dedicated for their use. Our facility is equipped with an adult restroom that should only be used by staff. Kids’ restrooms may only be used by Club members. According to the Provider Information Notice, PIN #20-06-CCP, issued by Issued by the State of California Department of Health and Human Services Agency, it is required that sink and toilet handles be sanitized before and after each child’s use. Hands should be washed for a minimum of 20 seconds with the use of paper towels or single use cloth towels to dry hands thoroughly. A staff must communicate over walkie when sending a member to the restroom during program. Staff should set their restroom timer to ensure proper tracking. Designated support staff should ensure that not more than two members are in the restroom at a given time.

Enrollment Process

1. Parents will enroll kids online – no on-site enrollment or payments will be offered.
2. Site Director will review inquiries, verify eligibility, and confirm enrollment eligibility with guardian(s).
3. If a waitlist is created for youth who do not get into to the program due to space limitations, a staff member will reach out once upgraded from the waitlist.

Day camp Fees & Payment Schedule

Due to CDC recommendations we must significantly reduce our capacity of youth served and unfortunately have to raise our camp fees to sustain the program. All youth registered will have a spot reserved for them weekly once we receive payment, even if youth don’t attend daily, you will be charged for the entire week since we cannot let another child in to replace that spot. **Our new camp fee is \$125/weekly, per child.**

Day Camp Dates & Payment Schedule			
Daycamp Dates:	Payment Due by:	Daycamp Dates:	Payment Due by:
6/15/2020-6/19/2020	6/12/2020	7/27/2020-7/31/2020	7/24/2020
6/22/2020-6/26/2020	6/19/2020	8/3/2020-8/7/2020	7/31/2020
6/29/2020-7/3/2020	6/26/2020	8/10/2020-8/14/2020	8/7/2020
7/6/2020-7/10/2020	7/3/2020	8/17/2020-8/21/2020	8/14/2020
7/13/2020-7/17/2020	7/10/2020	8/24/2020-8/28/2020	8/21/2020
7/20/2020-7/24/2020	7/17/2020		



Member Drop-Off Procedures: Members to be dropped off between 7:30 a.m. – 9:00 a.m. ONLY, please look for signage when entering parking lot for drop-off location.

Member Wellness Screening – Performed by Club Staff

Before members arrive, support staff should position themselves at drop-off, ready to administer verbal health questionnaire and take temperatures upon member arrival.

1. Verbal Questionnaire

Parents are required to answer these questions daily prior to member leaving the car:

1. Has your child had fever (over 100.4 F), cough, sore throat, shortness of breath, vomiting, diarrhea, new loss of taste or smell, chills, body aches, headache or a rash in the last 48 hours?
2. Has your child been exposed to someone who has been diagnosed with the COVID-19 in the past 14 days?

If the parent answers **yes** to either of these questions, the child will not be admitted into the program and will be asked to return when they are able to answer no and resolution of fever for at least 72 hours without the use of fever reducing medication, improvement in respiratory symptoms and at least 10 days have passed since the first appearance of symptoms. Once a member passes the verbal screening, child will remain vehicle for their temperature check.

2. Temperature Check

Staff to wear gloves and mask to take forehead temperature of member. Staff to note verbal screening acknowledgement and record temperature readings on intake form.

- If lower than 100.4 F – Member may enter building and proceed to handwashing station. Staff to note on checklist.
- If 100.4 F or higher - Member must be sent home until fever-free without fever reducing medication for at least 10 days.

Parent Pick-Up Procedures

- A. Parents please come to large open gym garage door between 4:30PM-5:30PM
- B. Table is set up for staff w/sign-out rosters & walkies
- C. Students are called via walkie to meet parents outside
- D. Staff to note that member has been picked up and departure time



HEALTH & SAFETY OF MEMBERS

Protocol Surrounding Health Concerns

If a member exhibit signs of illness or experiences any symptoms, staff will implement the following protocol:

1. Mentor Professional to walkie-talkie supervisor and inform of situation
2. Director of Youth Services and one support staff to retrieve member for visual assessment in pre-designated quarantine room
 - a. Staff to take temperature as needed and track via the monitoring log (Mask, Medical gloves and eye protection must be worn)
 - b. First Aid may be administered as needed (Mask, medical gloves and eye protection must be worn)
3. Director of Youth Services calls parent and requests that the member be picked up as soon as possible
4. Director of Youth Services to document detailed account of incident, persons present, symptoms, steps taken, and outcome to include in end of day summary.
5. If a member is suspected or confirmed to have COVID-19, they should immediately be separated from other members and sent home. Sick member's families should follow the CDC's recommended steps.
6. Member shall not return to the Club until they have met the criteria to return detailed below
7. The Club will investigate if any other members or staff may have been exposed to the individual with symptomatic COVID-19 during a period from 48 hrs. before the onset of symptoms until the individual met criteria to discontinue home isolation.

If a Member has Potentially Been Exposed:

Members may have been exposed if they have been in "close contact" of an individual with symptomatic COVID-19 during a period from 48 hrs. before the onset of symptoms. "close contact" is defined by the CDC as being within approximately 6ft of a person with COVID-19 for a prolonged period of time:

- Potentially exposed members who **have symptoms** should self-isolate and follow the CDC's recommended steps until they meet the CDC's criteria to discontinue home isolation.
- Potentially exposed members who **do not have symptoms** should remain at home or in a comparable setting and practice social distancing for 14 days.

Members not considered exposed should be monitored by staff for symptoms such as fever, cough or shortness of breath. If they develop symptoms, staff should notify their supervisor and begin quarantine and interview process detailed above.



If a member has tested positive several days later, after he/she has already attended The Club:

The family of the member who tested positive for COVID-19 should follow the standard recommendations for persons who are suspected/confirmed of having COVID-19. The Club shall conduct interviews in order to identify any other members or staff who may have been exposed to the individual with COVID-19 during a period from 48 hrs. before the onset of symptoms. Standard recommendations for a potentially exposed members and/or staff should be followed.

- If it has been **less than 7 days** since the sick member attended the Club, clean and disinfect all areas used by the sick individual following the CDC's cleaning and disinfection recommendations.
- If it has been **7 days or more** since the sick member attended the Club, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfecting all high-touched surfaces in the facility.

Member Return Process:

Families of members who have been sent home due to displaying symptoms of COVID-19, or from a positive test should not return to the program until they meet the CDC's criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.

For members with suspected or confirmed COVID-19 Under Isolation

Option 1-Symptom-based Strategy

Member with confirmed or suspected COVID-19 **who has symptoms** and were directed to be cared for at home may return to the Club when **all three** of these conditions have been met:

1. The member has had no fever for at least 72 hours without the use of medication to reduce temperature
2. Respiratory symptoms such as cough or shortness of breath have improved
3. At least 10 days have passed since their first symptoms appeared

Option 2- Test-based Strategy

Member with laboratory confirmed COVID-19 **who has symptoms** and were directed to be cared for at home may return to the Club when **all three** of these conditions have been met:

1. The member no longer has a fever without the use of medication to reduce temperature
2. Respiratory symptoms such as cough or shortness of breath have improved
3. The member has received two negative tests in a row, at least 24 hours apart. Negative results should be obtained utilizing an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart.



Members Who Have Not had COVID-19 Symptoms but Tested Positive and are Under Isolation

Option 1-Time-based Strategy

Member with laboratory confirmed COVID-19 who has **not had any symptoms** and is directed to be cared for at home may return to the Club under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming that the member has not subsequently developed symptoms. If he/she did develop symptoms, then the Symptom-based Strategy or Test-based Strategy should be utilized.

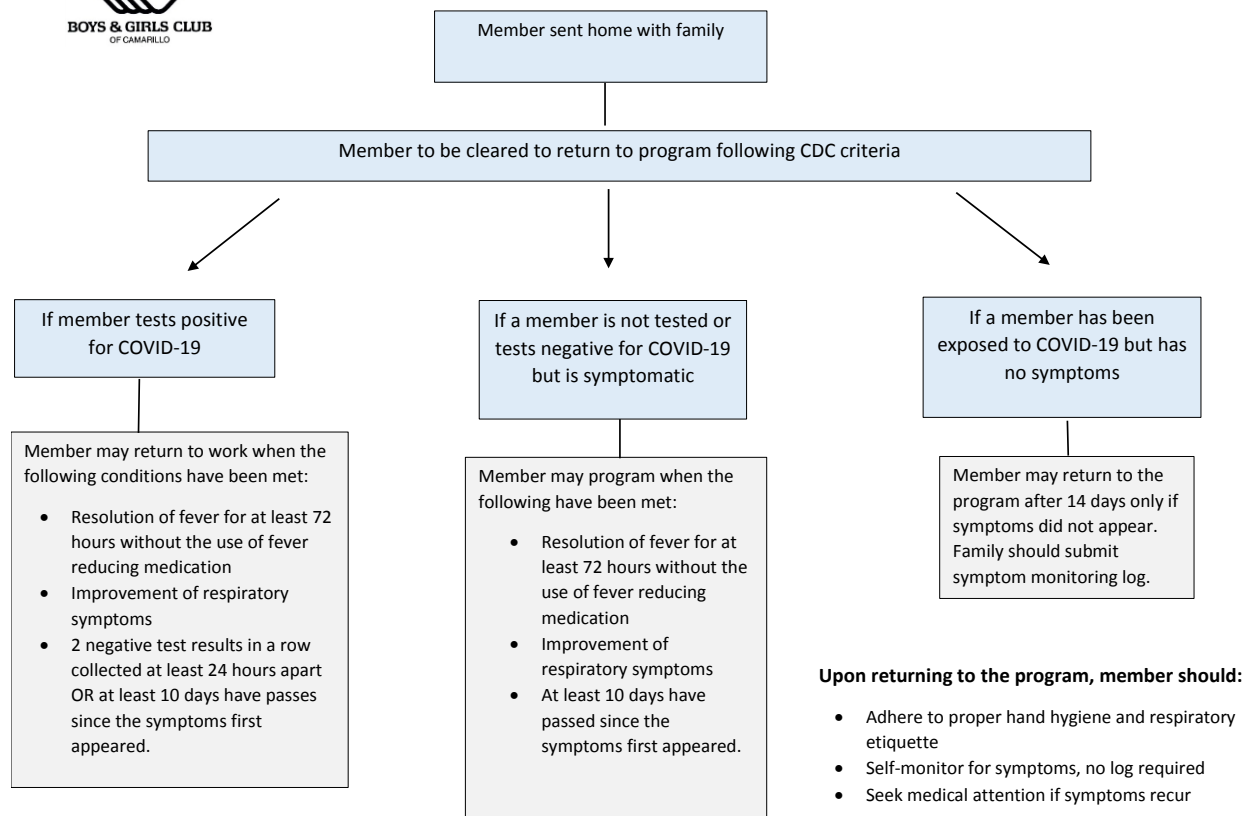
Option 2-Test-based Strategy

Member with laboratory confirmed COVID-19 who has **not had any symptoms** and is directed to be cared for at home may return to The Club under the following conditions:

- The member has received two negative tests in a row, at least 24 hours apart. Negative results should be obtained utilizing an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart.



Club Member Return to Program Process





APPENDIX B: Intake Questionnaire (Staff & Member)

PRE-SCREENING QUESTIONNAIRE: Member

Name: _____ Date: _____

Temperature observed: _____ **(If >100.4 F, employee may not enter the building)**

1) Now or in the last 2 days, have you had any of these new-onset symptoms?

YES

NO

*Cough

*Shortness of Breath

*Headache

*Unexplained Body Aches

*New Loss of Smell or Taste

*Chills

*Sore throat

*Diarrhea

*Rash

*Fever (greater than 100 F)

2) In the past 14 days, have any members of your household been suspected/confirmed COVID-19 cases?

YES

NO

If employee answers 'YES' to either Q1 or Q2, instruct staff not to enter the building and to notify their direct supervisor.

Edited: 05/13/2020



APPENDIX F: Staff/Member Interview Form

Club Staff/Member Interview Worksheet

Name: _____

Has the Club Staff/member had contact with anyone suspected/confirmed of COVID-19

(Within 6ft for a prolonged period of time)

Yes

No

Date of potential contact: _____

Does the staff/member have symptoms?

Yes

No

List of Symptoms:

- Self-isolate
- Self-monitor
- Follow the CDC's recommended steps for managing symptoms at home
- Contact your primary care provider as needed

- Self-monitor
- Remain at home and practice social distancing x14 days
- Contact your primary care provider as needed

Does the staff/member have symptoms?

Yes

No

- Self-isolate
- Self-monitor
- Follow the CDC's recommender steps for managing symptoms at home
- Contact your primary care provider as needed

- Self-monitor for symptoms. If symptoms develop, notify The Club and stay home.

Provided staff member with the following education materials:

- Temperature & symptom log
- CDC's recommended steps for managing symptoms at home
- CDC's recommended steps to prevent the spread of COVID-19



By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures outlined in this document, explaining the operations and additional safety measures of the Boys & Girls Club of Camarillo.

Parent/Guardian Name: _____ Date: _____

Name(s) of child(ren): _____

Parent/Guardian Signature: _____



FOR PARENTS/GUARDIANS:

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

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 and have, in many locations, required ongoing prohibitions on the congregation of groups of people of various sizes.

Boys & Girls Club of Camarillo has put in place preventative measures to reduce the spread of COVID-19. These include, but are not limited to, social distancing, daily wellness monitoring of staff and club members, increased sterilization, required hand-washing, limited member capacity, etc. However, the Club **cannot guarantee** that you or your child(ren) will not become infected with COVID-19. Further, attending the Club **could increase** your risk and your child(ren)'s risk of contracting COVID-19.

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By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) 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 the 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 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 officers employees, agents, board members 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 Claims based on the actions, omissions, or negligence of the Club, its officers, employees, agents, board members 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 Participant(s)