



**BOYS & GIRLS CLUBS  
OF BEND**

## **Emergency Childcare Operations**

COVID-19 Prevention Procedure & Policy

Originally released

9/1/2020

Updated 12/30/2020

*This policy adheres to the Health & Safety Guidelines for Childcare and Early Education Operating during COVID-19 which were released on August 14, 2020 by the Oregon Department of Education's Early Learning Division (ELD).*

*This updated version of BGCB's prevention protocol was released on 12/30/2020 and will be effective 1/4/2021.*

*Boys & Girls Clubs of Bend will continue to monitor the guidelines from Oregon Health Authority (OHA), the ELD, Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and Deschutes County Public Health (DCPH) and reserves the right to make changes to these protocols as necessary.*

### **1. Pick Up & Drop Off**

- a. Parents and caregivers must be on the authorized pick up list in order to pick up a member. They must also be able to show ID to verify.
- b. Parents and caregivers must wear a face covering during pick up and drop off.
- c. Pick up and drop off will be conducted outside our buildings; parents will remain outside while waiting for members. At our Downtown Club, markings on the floor show 6ft distancing and flow of traffic.
- d. Parents are strongly encouraged to drop off their children by 7:45am (or 8:45am at East Bend) so that youth are able to access synchronous distance learning and there is minimal disruption to other Club members.
- e. Regular pick up and drop off times for the Downtown Club will be 7:30am – 8am and 4:00pm – 4:45pm
- f. Regular pick up and drop off times for the East Bend Club will be 8:45am – 9am and 1pm – 1:15pm
- g. Parents wishing to pick up their child outside of these windows should call the front desk to ensure that their child is ready.

### **2. Daily Health Check**

- a. A daily health check must be conducted for all adults and children in the program. Prior to entering the building, each adult and child must:
  - i. Have their temperature checked
  - ii. Be asked if they have been exposed to a person with a positive or presumptive case of COVID-19 in the last 14 days
  - iii. Be asked if they have had a confirmed or presumptive case of COVID-19 in the last 10 days.
  - iv. Be asked if they have traveled out of state in the last 14 days. If they have, then travel policy must be followed (see section 4).

- v. Be asked if they an unusual cough, shortness of breath or fever (100.4 or above) in the last 10 days.
  - vi. Be asked if they are experiencing symptoms of diarrhea, vomiting, headache, sore throat or rash in the last 24 hours.
- b. Youth under the age of 12 must be accompanied by a parent or caretaker during the health check, unless under special circumstances that are pre-approved by the Club director.
  - c. Staff will monitor members for symptoms throughout the day and may conduct additional temperature checks as necessary.
  - d. All daily health checks must be documented and a Pass or Fail will be written. No symptoms or temperature will be written in order to maintain privacy.

### 3. Symptoms, Exposure, Positive Cases & Exclusion

- a. If any adult or child is experiencing symptoms of diarrhea, vomiting, headache, sore throat or rash, they must not return to Club until they have been 24 hours symptom free.
- b. Any adult or child who has been exposed to a confirmed or presumptive case of COVID-19 must not return to Club for 14 days since their last exposure to the case of COVID.
  - i. If the adult or child continues to be exposed to the case of COVID (i.e. parent or roommate), then they must be excluded for 10 days from the onset of symptoms for the person with COVID, PLUS 14 days to quarantine (24 days total).
- c. If any adult or child is experiencing an unusual cough, shortness of breath or fever (100.4 or above), must not return to Club for 10 days since the onset of symptoms AND 24-hrs symptom free (if they still have symptoms at 10 days), without the use of fever reducing medication.
  - i. The 10 day rule for exclusion applies if the person tests positive, or does not get tested.
  - ii. If a child or adult with these symptoms of COVID-19 tests negative, they must not return until 24 hours after cough and fever are gone without use of fever-reducing medication.
- d. Consulting with a Medical Professional
  - i. Anyone experiencing unusual cough, shortness of breath or fever should consult a medical professional for treatment and potential testing. If you have other symptoms listed that persist, we recommend that you consult a medical professional for treatment and potential testing.
  - ii. Anyone who comes into child care who has a household member with symptoms of COVID-19 that is not confirmed or presumptive must be carefully monitored for symptoms. The ill household member should be strongly encouraged to get tested.
  - iii. If a child or adults with symptoms of COVID-19 is advised by a medical professional that they can return to care (e.g. diagnosed with something else and given antibiotics), they are allowed to return. **Documentation from the medical professional is required.** The person must be fever-free for at least 24 hours.
- e. COVID Exposures or Positive
  - i. BGCB will exclude adults or children that have been exposed to someone with a current presumptive or positive COVID-19 case.
  - ii. An exposure is defined as an individual who has close contact (less than 6 ft) for longer than 15 minutes with a COVID-19 case.
  - iii. A presumptive case is defined as a person who was exposed to a positive COVID-19 case and developed symptoms.

- iv. The exposed person must quarantine for 14 days. Start counting 14 days from the last time they had contact with the person with the presumptive or positive case.
  - v. For presumptive cases only, if the exposure was to a presumptive case of COVID-19, exclusion is required only if the adult or child was exposed in the 10 days after the COVID-19 presumptive person started having symptoms. This is the period they would be infectious.
- f. Monitoring for Symptoms
- i. If a person develops these symptoms while at the facility or learns they have been exposed to a positive case while at the facility, they must be sent home as soon as possible, and separated until they can leave the facility. If a child or staff member has symptoms of diarrhea, vomiting, headache, sore throat, or rash, they must be excluded and advised to consult a medical professional.
  - ii. BGCB will collect information about existing conditions that cause coughing on its registration form. Staff or Club members who have a cough that is not a new onset cough (e.g. asthma, allergies, etc.), do not need to be excluded from Club.
  - iii. Anyone who comes into child care who has a household member with symptoms of COVID-19 that is not confirmed or presumptive must be carefully monitored for symptoms. The ill household member should be strongly encouraged to get tested.
- g. BGCB will have a flexible sick policy and PTO for staff to ensure that staff are discouraged from coming to work when sick. In accordance with the law, BGCB will provide all required sick leave to employees and post signage about such required leaves.
- h. BGCB will develop a plan for a child who has particular health needs or susceptibility in conjunction with the parent.
- i. See section 13 for further information about responding to COVID-19 cases within the facility.

#### **4. Travel Policy**

- a. BGCB has implemented a return to Club COVID-19 testing policy for staff and members who will be leaving the state over the holidays. This will also pertain to any time a staff or member leaves the state while we are under these extraordinary COVID-19 times until further notice.
- b. If a staff or member is traveling out of state, before they can return to Club:
  - i. If you have traveled by car, when you return to the state you need to get tested as soon as you can and if the test comes back negative you can return to Club the next day.
  - ii. If you have traveled by plane or train, you will need to wait three days after you return to the state and then get tested. If negative, then you can return to Club.
- c. If a staff or member has family or friends from out of state coming to stay with you, before you can return to Club:
  - i. If they stay with you for three days or more, you need to get tested as soon as you can after they leave and if the test comes back negative you can return to Club the next day.
  - ii. If they only stay with you for one or two days, please first wait to take a test until three days after their arrival date. If the test comes back negative you can return to Club the next day.
- d. The person who traveled out of state must prove a negative test result in order to return to Club within 14 days. Staff and members will be asked if they have traveled out of state in the last 14 days during our enhanced screening process.

#### **5. Record Keeping**

- a. BGCB will keep daily logs separated by each stable group and those who have contact with that group.
- b. Each log must include:

- i. Child's name
  - ii. Adult's name completing drop off and pick up
  - iii. Time of drop off and pick up
  - iv. Name of any staff person coming into contact with the stable group
- c. The lead coordinator for each stable group will be responsible for maintain daily logs and turning them in to the Club Director or Administrative Services Coordinator.
- d. Each staff person who must interact with more than one stable group (meal service, behavior management, supervision), must keep a log of interactions in which more than 15 mins is spent with a group OR staff is within 6ft of another staff or member. These interactions should be limited to what is necessary for the safety and well-being of members. These logs must be turned in each week to the Director of Program Administration.
- e. Daily logs must be retained for 2 years.
- f. BGCB will maintain accurate registration paperwork and hiring paperwork which contains contact information for all members and staff.

## 6. Family Engagement

- a. All families will be informed of the requirements for operating during COVID-19 (via this policy), including pick-up and drop-off.
- b. All meetings between Program Directors and parents will be conducted over the phone or via a digital video platform.
- c. If families cannot engage in virtual or telephonic visits, then families must following the following protocols:
  - i. Maintain 6ft or more of distance from all adults or children that are not in their household.
  - ii. Use a face shield or face covering.
  - iii. Use outdoor space if appropriate
  - iv. Pre-schedule when possible.
- d. BGCB will allow families members to enter the facility only if there is a concern for the health and safety of their child. Family members entering the facility must follow requirements for adults in the facility.

## 7. Group Sizes & Stable Groups

- a. BGCB will conduct its program by grade group. Each group of youth will have no more than 20 youth.
- b. The youth in each group will remain stable meaning, the same 20 or fewer children in the group each day.
- c. Groups will remain stable all school year, unless a member drops from the program, in which case a new youth can be added as long as it is a permanent change.
- d. If schools return to a hybrid model, then BGCB will reassign groups based on each child's school cohort and more youth may be added to the program, as long as each cohort remains at 20 or fewer youth.
- e. Switching between cohorts is very unlikely because youth are grouped by grade level.
- f. Staffing ratios will be 1:15 at a maximum in accordance with Emergency Childcare requirements for school age groups.

## 8. Physical Distancing

- a. All adults within the facility will be required to practice physical distancing of 6 ft or more. This applies to staff breaks and staff meetings.
- b. Staff will have one designated area to eat meals with only one person at a time and the area will be sanitized between uses. Staff may not congregate in lobbies or other areas to eat lunch. Staff must continue to follow distancing protocols on their breaks.
- c. All staff meetings will take place in the gym and chairs will be placed at least 10 feet apart to ensure sufficient distancing.
- d. Each stable group of 20 will not intermingle or share space with any other group of 20.

- e. Children are not required to physically distance from adults or children within their stable group, however efforts will be made to maximize distancing.
- f. Adults who are not assigned to a stable group will only be allowed to enter their homeroom on a very limited basis for needs related to supervision, staff breaks, or academic support or tutoring (see record keeping).
- g. Each group will have a dedicated “homeroom” with supplies and equipment for their group. Groups will spend most of their day in their homeroom.
- h. Groups will rotate to the gym for additional activities. Only one cohort will be allowed in the gym at a time.
- i. Each homeroom will be large enough to accommodate 35 sq ft per child and will have no more than one cohort in the room.

## 9. Personal Protective Equipment for Children & Adults

- a. All adults and children in the facility must wear face coverings or a face shield; face masks are strongly preferred over face shields and BGCB will have additional masks available in each homeroom.
- b. Staff and members may only receive an exception to the requirement if they have a medical condition or disability, as documented by their doctor’s order, which prevents them from wearing a face covering.
- c. All adults and children must wash hands before putting on a face shield or face covering, after taking face shields and face coverings off, and anytime the face shield or face covering is touched. Hand sanitizer may be used as an alternative to washing hands.
- d. A face shield must be wiped down with disinfectant at the end of the day after use.
- e. Disposable face coverings must only be worn once.
- f. Anyone who interacts with a sick child must change their face covering or sanitize their face shield. Staff will be provided with a medical grade mask if they are supervising a child while waiting for their parent to pick them up.
- g. Adults who administer daily health checks will wear a clean, outer layer of clothing during the health checks. Adults who interact with multiple groups will wear a clean outer layer of clothing (i.e. an apron) when moving to a new group.
- h. All staff must wear a face covering at all times, unless they are alone in a private, enclosed office space. This includes cubicles in the administrative offices.

## 10. Daily Activities

- a. BGCB’s Club+ program is intended to be a combination of support for distance learning and club-focused activities in the Arts, Education, Health & Wellness, Leadership & Service, and Sports & Rec.
- b. Activities and curriculum will strive to support physical spacing, but a minimum of 6 ft cannot be guaranteed (within the stable cohort).
- c. Programs and activities will be focused on social, emotional and academic support. Staff will provide a safe, fun, and structured environment for members.
- d. No field trips will be permitted unless they are conducted full outdoors. Field trips to indoor venues are not permitted. Middle School & Teen members may participate in “walking field trips” to locations that are within walking distance of the Club where our procedures can still be maintained.
- e. All large group activities such as assemblies or large group games will be eliminated.
- f. Separate supply bins will be provided to each member to avoid touching of the same materials.
- g. No outside services will be allowed (such as music or art classes), except for the academic instruction provided through Bend La Pine Schools and High Desert ESD.

## 11. Hand Washing & Sanitization

- a. All adults and children will wash their hands throughout the day with soap and water for at least 20 seconds. If an asterisk \* is used below, then hand sanitizer may be substituted.
  - i. Before and after eating
  - ii. After using the restroom

- iii. After wiping a nose, coughing or sneezing\*
- iv. After coming in from outside\*
- v. Upon entering and leaving the facility\*
- vi. If staff move between stable groups\*
- vii. After sharing toys and materials\*

## **12. Food & Nutrition**

- a. Daily meals will be provided by the Bend La Pine School District in our Clubs and served three times per day, following all requirements for food service.
- b. Children may bring their own food into the facility, but must not share with other children. Refrigeration is not available for member's food and food will be stored in the homeroom.
- c. BGCB will discontinue the use of water fountains and will provide water in each homeroom.
- d. Please reach out to us if you need assistance with food.

## **13. Cleaning & Building Maintenance**

- a. BGCB will operate ventilation systems and/or increase the circulation of outdoor air as much as possible. Air purifiers will be added to each room.
- b. BGCB will have a staff member assigned to cleaning the facility throughout the day. Each group staff will be responsible for cleaning and sanitizing their homeroom.
- c. Cohorts will use separate restrooms within the facility. If a restroom is used by more than one cohort, it will be sanitized between uses. All restrooms will be sanitized throughout the day and cleaned and sanitized at the end of each day.
- d. Staff will wear disposable gloves when cleaning and disinfecting surfaces and will wash hands as soon as they remove the gloves.
- e. Staff will clean dirty surfaces with soap and water prior to disinfection.
- f. BGCB will use products approved by the EPA for use against SARS-CoV-2 for household disinfectant.
- g. BGCB will follow the cleaning schedule required by the ELD for childcare operations, which will be detailed in a separate document for reference.
- h. Toys and equipment that cannot be easily cleaned will be avoided.
- i. BGCB will provide adequate tissues and garbage receptacles that are easily accessible to both members and staff.
- j. BGCB will provide separate supplies and equipment for each stable group. Equipment & supplies will be cleaned regularly. If equipment must be shared between groups, it will be sanitized before and after each use by a stable cohort.

## **14. Responding to Possible and Confirmed Cases of COVID-19**

- a. BGCB will maintain a COVID-19 Health & Safety plan in the event the facility may need to close due to a COVID-19 confirmed case.
- b. Decisions regarding closures will be made in conjunction with the ELD and DCPH.
- c. Confirmed Case of COVID-19
  - i. If the Executive Director receives confirmation of a COVID-19 positive case among adults or children in the facility, she will notify DCPH and ELD immediately.
  - ii. In the event of a confirmed case, The Executive Director will communicate, in coordination with local public health authority, with all families and other individuals who have been in the facility in the past 14 days about the confirmed case; Members and staff who were directly exposed will be notified separately.
  - iii. The Executive Director will ensure, in the event of a confirmed case of COVID-19 in a facility, all children and staff in the stable cohort—and anyone who came in contact with the group—do not come to the program and are informed about the need to be quarantined at home for 14 days.
  - iv. Decisions about required closure will be made in conjunction with ELD staff and the local public health authority.

**15. Transportation**

- a. BGCB will not provide transportation to any child in the program. Parents and caregivers are responsible for transportation to and from the facility.

**16. Professional Development**

- a. All staff will have first aid and CPR training.
- b. All staff will receive training on the signs and symptoms of COVID-19.
- c. All staff will receive training on proper cleaning and sanitization.
- d. All staff will receive training on techniques to reduce the spread of infection (including proper hand-washing, physical distancing, appropriate use of masks, etc.)
- e. All staff will receive training on the protocols required by OHA for school aged care programs.
- f. Staff will participate in additional trainings related to Club programming, academic support, and child safety.
- g. All staff must review these guidelines, "Health & Safety Guidelines for Child Care and Early Education Operating during COVID-19," as well as any updates to the guidelines that occur, prior to implementation, including new hires prior to first day of work or during employee orientation.

*BGCB will continue to monitor the guidelines from OHA, the ELD and DCPH and reserves the right to make changes to these protocols as necessary.*

**I attest that I have read the above operational prevention protocol and agree to adhere to the guidelines outlined within it.**

**Name:**

**Signature:**

**Date:**