



As of 8/13/2020

School Year Operational Procedures

*The COVID-19 situation is fluid and we reserve the right to adjust policies and procedures as needed to maintain the health and safety of children and staff. We will communicate any changes with families. Please be sure to review these procedures in their entirety as they contain a log of useful information.

Introduction

Background

The year 2020 has proven to be a time of unprecedented events initiated by a global pandemic. The Boys & Girls Club of Benton County (BGCBC) closed for a period of time in the Spring but quickly re-opened in the Summer to provide a safe, fun environment for the development of our youth at all of our facilities. Our number one priority is the safety of our kids and our staff and we have adapted our safety procedures over time as CDC, state and local guidelines changed. Our mission is to enable all youth, especially those who need us most, to become productive, caring, responsible citizens. At no time in our history has that mission been more important than now.

Safety Considerations

For the remainder of the summer and when we open up for the school year, our safety procedures and precautions need to be instituted with fidelity, and it will require our staff, children and families working together to create the safest environment possible in the BGCBC setting. We ask for grace, flexibility and patience for what we hope to be one year or less as BGCBC implements actions to mitigate the spread of the Coronavirus. While we will still provide the best program possible, many of our normal operations will be altered temporarily. We appreciate your understanding as we strive to provide a safe environment for the kids and staff.

We are now accustomed to the common practices that reduce the spread of COVID-19 which include the correct usage of face coverings, physical distancing, healthy hygiene, regular handwashing, reducing contact, practicing personal responsibility by staying home when one is sick and most importantly, protecting the most vulnerable in our population. We have built restrictive procedures to accommodate all of these actions and ask for your diligence in helping us build a culture focused on health.

Supporting our Staff

Our staff are critical to the BGCBC's success as we care for and develop all children. They understand the challenges of this new environment and recognize that our kids may be struggling to deal with the situation. We know they are eager to work with their kids; yet we also realize they naturally experience concern about the health and safety of the Club members, their own family and themselves. Our staff need your support and faithful application of the safety precautions to protect them. Train your children to properly wear face coverings, teach them healthy hygiene and proper handwashing and explain the importance of keeping a safe distance. Our staff want to hug and love on their kids daily, but we are asking all to explain the importance of safe distancing.

Key Information

- *Dates of Operation:*
 - We intend to open the same day as school (August 24th) for our school-year programming. Please keep in mind that COVID-19 requires that we constantly reassess and may have to adapt accordingly.
- Registration will open for the school-year program on **July 27th**.
- *Hours of Operation:*

- 2:30 – 7:00pm, Monday – Friday.
- **Cost:**
 - \$100/month. Scholarships available.
 - If you would like scholarship information, please email Ruth Zeleen at info@bgcbentoncounty.org.
- **Payment:**
 - We are trying to be as flexible as possible on payment methods. Here are all the options:
 - **BGCBC Square "Store"** – <https://boys-and-girls-clubs-of-benton-county.square.site/>
 - **TraxSolutions Online Payments** – If you do not currently have an account, email info@bgcbentoncounty.org for information.
 - **Direct draft:** Direct Draft from your bank account on the 1st and/or the 15th of the month. Email info@bgcbentoncounty.org for information.
 - **Locked Drop Box** – No Cash – Place check or money order in lock box outside the front doors of our Bentonville Club (2801 N Walker, Bentonville).
 - **Mail** – No Cash please. Mail check or money order to:
 - BGCBC
 - Attn: Business Office
 - PO Box 448
 - Bentonville, AR 72712
 - **Cash:** We will be accepting in-person payments Fridays from 12 noon – 5pm starting August 28, 2020 at our McKinney Location (2801 N. Walker, Bentonville)

Membership

- We ask that members with underlying medical conditions do not attend at this time. The CDC lists the following underlying medical conditions:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease
- Families will have until August 18th to make their deposit/payment to secure their spot. If this is an issue, please communicate with your Unit Director.

General Safety Procedures

- **Face Coverings:** In consideration of the recommendations and guidance issued by the Centers for Disease Control and Prevention, the Arkansas Department of Health, and the Arkansas Division of Elementary and Secondary Education, and the Executive Orders issued by the Governor of the State of Arkansas, the Club is adopting this Emergency Policy for all students and employees of the Club.
 - **Members:** All students in kindergarten through the 12th grade shall be **required to wear a mask or face covering (a) while attending a Club or Club function in any Club building, and (b) when riding in Club-provided transportation.** All masks and face coverings must cover the nose and mouth of the student. This Emergency Policy applies to members waiting outside Club buildings, and to members waiting at bus stops. Members shall wear masks and face coverings at all times except for the following:
 - Members may remove masks and face coverings for eating or drinking.
 - Members may remove masks and face coverings when appropriate physical distancing measures

are in place as determined by a Club staff member.

- Members may be exempted from this Emergency Policy by the unit director due to a documented medical condition or disability of the student.
 - Members may remove masks and face coverings on a case-by-case basis for specific instructional needs, including physical education activities, as determined by a Club staff member, in which case the staff will require appropriate physical distancing measures to the extent possible.
 - Members may remove masks and face covering while participating in athletic activities where a six feet distance is not achievable, but a mask is inhibitory to the activity; or may be exempted from this Emergency Policy due to special behavioral or individualized needs as determined by the unit director. * A physician's note stating the student should not be required to wear a face covering due to a medical condition or disability shall be provided to the unit director to allow for exemption.
 - Members who refuse to wear a mask or face covering at the Club under this Emergency Policy shall be subject to exclusion from membership.
- **Employees:** All staff members shall be required to wear a mask or face covering while working or attending a Club function in any Club facility. All masks and face coverings must cover the nose and mouth of the staff member. Staff members shall wear masks and face coverings at all times except for the following:
 - Staff may remove masks and face coverings for eating and drinking.
 - Staff may remove masks and face coverings when appropriate physical distancing measures are in place.
 - Staff may remove masks and face covering when six feet distance is not achievable, but a mask is inhibitory to the ability to safely and effectively perform an staff member's job duty.
 - Staff may remove masks and face covering while participating in athletic activities where a six feet distance is not achievable, but a mask isn't inhibitory to the activity or active exercise.
 - Staff may be exempted from this policy by the COO or the CEO due to a documented medical condition or disability of the employee.
- **CDC Guidance to Parents and Guardians Regarding Face Coverings**
 - Cloth face coverings should not be worn by:
 - Children younger than 2 years old.
 - Anyone who has trouble breathing.
 - Anyone who is unconscious, incapacitated, or otherwise unable to remove the cloth face covering without assistance.
 - Actions to take and points to consider:
 - Have multiple cloth face coverings, so you can wash them daily and have back-ups ready. Choose cloth face coverings that:
 - Fit snugly but comfortably against the side of the face.
 - Completely cover the nose and mouth.
 - Are secured with ties or ear loops.
 - Include multiple layers of fabric.
 - Allow for breathing without restriction.
 - Can be washed and machine dried without damage or change to shape.
 - Label your child's cloth face coverings clearly in a permanent marker so that they are not confused with those of other children.
 - Practice with your child putting on and taking off cloth face coverings without touching the cloth.
 - Explain the importance of wearing a cloth face covering and how it protects other people from getting sick.
 - Consider talking to your child about other people who may not be able to wear cloth face coverings for medical reasons (e.g., asthma).
 - As a family, model wearing cloth face coverings, especially when you are in situations where physical

distancing is difficult to maintain or impossible.

- If you have a young child, help build their comfort wearing a cloth face covering and become comfortable seeing others in face covers.
- Praise your child for wearing a cloth face covering correctly.
 - Put a cloth face covering on stuffed animals.
 - Draw a cloth face covering on a favorite book character.
 - Show images of other children wearing cloth face coverings.
 - Allow your child to choose their cloth face covering that meets any dress requirements your school may have.
- Consider providing your child with a container (e.g., labeled resealable bag) to bring to school to store their cloth face coverings when not wearing it (e.g., when eating).
- **Screening upon entry:**
 - **Temperature checks and visual inspections:** We will greet Club members and take their temperature as they get off the school bus or Club provided transportation. **Any child who have a fever of 100.4 F or above or other signs of illness will not be allowed to stay at the Club.** In this event, we will isolate them in a safe, designated space and contact parents to come pick them up.
 - Note: We highly encourage parents to be on the alert for signs of illness and to keep their kids home when they are sick.
 - **There will be a Daily Intake Report** completed on all members/staff in attendance that includes the temperature check. This information can be used, while maintaining the anonymity of the member or staff, to communicate with parents, directors, BGCS' safety committee and/or other local stakeholders and authorities if necessary and requested. For example, this information can be shared with the local health department if a COVID-19 outbreak occurs in our building.
 - We will provide hand sanitizer with at least 60% alcohol for all persons entering the building.
- **Pick up:**
 - Parents will not be allowed in our facilities when picking up their child. We will have **numbered spots** in our parking lot for you to pull in. We will have staff out in the parking lot and will radio in to have your child come outside to your numbered spot. If no staff is present, please call 479-273-7187 (see extensions below for each unit) and let them know which numbered spot you are in.
 - Bentonville CAM unit: extension 202
 - Bella Vista unit: extension 302
 - Rogers unit: extension 402
 - Rogers Teen Center: extension 502
 - Pea Ridge unit: extension 602
- **Hand Hygiene**
 - Hand washing with soap and water is the first recommended line of defense, but where this is not feasible, hand sanitizer may be used. Hands should be washed often with soap and water for 20 seconds. It is recommended that hand hygiene is performed upon arrival to and departure from the Club; after blowing one's nose, coughing, or sneezing; following restroom use; before food preparation or before and after eating; before/after routine care for another person, such as a child; after contact with a person who is sick; upon return from the playground/physical education; and following glove removal.
- **Meals and Food Service**
 - Members will receive dinner and a snack. Each BGCBC unit will have varying schedules for meals due to the unique building features. The following principles will be followed:
 - Units will stagger meal times so that no more than 50% of the designated eating area is utilized.

- Tape or some other marker will indicate which seats are not to be used.
 - Tables and chairs will be cleaned and disinfected between serving periods.
 - Self service of food items will not be allowed.
 - Hand sanitizer will be provided in the designated eating area.
 - Proper sanitation will take place before and after meals and snacks.
- **Cohorting**
 - To the extent possible, kids and staff will be assigned to one group and remain with that group for the entirety of the after-school time period. When moving about our facilities, one cohort will stay 6 feet from other cohorts.
 - When members and staff are in a cohort group, any non-cohort person entering the group will wash hands or apply hand sanitizer.
- **Physical Distancing**
 - Physical distancing is another practice that helps mitigate the spread of the virus. The Centers for Disease Control and Prevention (CDC) recommends that schools "space seating/desks at least six feet apart when feasible." The American Academy of Pediatrics shared that "In many school settings, six feet between students is not feasible without limiting the number of students. Evidence suggests that spacing as close as three feet may approach the benefits of six feet of space, particularly if students are wearing face coverings and are asymptomatic."
 - Clubs should seek to maximize physical distance among individuals within their physical and operational constraints.
 - Classroom and facility configuration: To the extent possible, chairs should be spaced three to six feet apart and facing the same direction.
 - In larger spaces, establishing consistent cohorts with separation between the cohorts provides another option to maximize these spaces safely.
- **Bathrooms/Water Breaks**
 - There will be scheduled bathroom breaks. Cleaning procedures in the bathrooms will take place regularly throughout the afternoon.
 - If a member needs to use the restroom outside of the scheduled bathroom break, he or she will be escorted by a designated staff.
- **Water Fountains:** Providing safe access to clean water for hydration is essential to maximizing readiness for learning in our Clubs.
 - Standard push bar/push button water fountains will be not be used.
 - Members will bring provided water bottles with clearly identifiable name and refill themselves at the touchless bottle filler.
 - Touchless bottle filler
- **Social Distancing for Younger Learners**
 - Young Members may struggle more than other Members with understanding and complying with social distancing and wearing face coverings. When feasible, Members should remain in small groups when with the same members and remain six feet apart as much as possible. Having programs outside may help with social distancing requirements. Staff should rearrange furniture and play spaces to meet social distancing requirements, when possible. Find creative ways to allow students to create their own space using yarn, masking tape, or other materials.
- **Modeling and Reinforcing Strategies**
 - Staff should implement strategies to model and reinforce social and physical distancing and movement. Suggestions include:
 - Use carpet squares, mats, trays, or other visuals for spacing.
 - Model social distancing when interacting with Members, families, and staff.
 - Create and develop a scripted story/role play around social distancing, as well as hand washing,

- proper etiquette for sneezes, coughs, etc.
 - Give frequent verbal reminders to Members.
 - Hang pictures within the Club to give constant reminders.
 - Send home a tip sheet to parents and caregivers so they can also learn about social distancing.
 - Offer more opportunities for individual play and solo activities, such as fine motor activities (e.g., drawing, coloring, cutting, puzzles, and other manipulatives).
 - Plan activities that do not require close physical contact between multiple Members. Keep groups separate for special activities, such as art, music, and exercising.
 - Stagger indoor and outdoor play and adjust schedules to reduce the number of Members in the same area.
 - Teach, model, and reinforce healthy hygiene habits and social skills. Suggestions include:
 - Explain to Members why it's not healthy to share drinks or food.
 - Practice frequent hand hygiene by teaching a child-friendly song or counting to 20.
 - Teach Members to use tissue to wipe their nose and to cough inside their elbow.
 - Model and practice hand hygiene before and after eating, coughing, sneezing, playing outside, and using the restroom.
- **Club Environment**
 - Create a Club environment that promotes positive staff and Member relationships that support Member social-emotional well-being and self-esteem. Suggestions include:
 - Promote empathy through conversations about other people's feelings and perspectives.
 - Talk about responsibilities.
 - Build a coping toolbox that includes body- and mind-calming strategies.
 - Read children's books to help support the children when they may be feeling anxious or sad (e.g., "Grumpy Monkey," which explains that it's OK to be sad or have unexplained feelings).

Contact or Symptoms Procedures for Members

- **Member Responsibilities:** A Member who has come into contact with someone who has tested positive for COVID-19 (within a distance of less than 6 feet for more than 15 minutes) or a member with symptoms (fever of 100.4 or above, cough, shortness of breath, loss of taste, or smell) shall:
 - Stay home from the Club. If at the Club, immediately notify a staff member.
 - Contact your physician and notify the unit director who will notify the COO (kmeredith@bgcbentoncounty.org) If testing is recommended, stay home until you receive the results of the test. Notify the unit director of the results of the test.
 - Follow all directions Club staff and the ADH.
 - Return to the Club only when approved to do so by the ADH or the Unit Director.
- **Teacher/Coach Responsibilities**
 - A staff member who has been made aware that a Member has come in contact with someone who has tested positive case or has symptoms OF COVID-19 shall:
 - Inform the unit director who will tell the Member to stay home.
 - If the Member is at the Club:
 - Send the Member immediately to the unit director who will separate the Member and contact the parent to pick up the Member immediately.
- **Unit Director/COO responsibilities:** The Unit Director and/or COO will:
 - If a Member is present at a Club with contact or symptoms, assess, isolate, and arrange for the Member to go home.
 - Urge COVID-19 testing.
 - Document on Covid-19 Tracking form.
 - Contact the ADH hotline at 1-833-504-0155 regarding the Member with contact or symptoms.
 - Notify Unit director to properly disinfect any contaminated area.

- If notified by the parent that the result of the COVID-19 test is positive:
 - Follow directives of ADH.
 - Notify the CEO
 - Make a record of contacts (within a distance of less than 6 feet for more than 15 minutes)--all possible exposures. Begin making contacts immediately when directed
 - Follow instructions of the COO
- If notified that the result of the test is negative:
 - Follow directives of ADH, if applicable.
 - Member may return to the Club when approved by ADH, health care provider or COO.

Response to positive cases:

The Boys & Girls Club will follow the same response model as the school districts. It is critically important for staff or students to report a positive COVID-19 test result to the unit directors. While the Club should be notified by the Arkansas Department of Health (ADH), prompt response time is imperative. When cases are confirmed for staff or kids, the Club will cooperate with the ADH to follow measures set forth in the guidance.

- **Limited Response:** Cases are confirmed in a Club but spread in the Club is limited. It may involve closing one room, one cohort, one unit but closing down ALL Club sites is not needed at this level. In most cases, this will result in a short-term closure of the Club for 24 – 48 hours while we disinfect the facility and identify/notify close contacts. However, the exact reopening time will be determined by ADH.
- **Moderate Response:** Cases are confirmed within multiple Club sites with moderate spread and increasing levels of student and staff active cases, including evidence of linked cases within the Club setting, as determined by the ADH. A moderate term closure (72+ hours) of a unit/multiple units may be necessary to identify and notify close contacts. However, the exact reopening time will be determined by ADH.
- **Critical Response:** Multiple cases are confirmed with the Club setting due to substantial community spread, as determined by ADH. At this level, the percentage of staff and kids affected substantially disrupts the deliver of our Club programs to the extent that closure of all Club units may be expected for an extended period of time, but will be determined in collaboration with ADH.
- **Quarantine scenarios:**
 - **Probable Close Contact:** Club identified individuals that have likely been within 6 feet for 15 cumulative minutes or longer within a 24-hour period to a person who has tested positive for COVID-19, regardless of the use of a face covering. This person(s) will be expected to self-quarantine immediately for 14 days from the last date of contact with the positive case and await their Close Contact status to be confirmed by ADH Contact Tracing. A quick response to identify and quarantine will slow the possible transmission of the virus.
 - **Close Contact:** An individual confirmed by ADH Contact Tracing who was within 6 feet for 15 cumulative minutes or longer within a 24-hour period to a person who has tested positive for COVID-19 during the infectious period, regardless of face covering. The Close Contact will be required to self-quarantine for 14 days from the last date of contact with the infected person. It is highly recommended that all close contacts get tested for COVID-19, but individuals must complete the 14 days of quarantine even when the results are negative. They will be in contact with ADH for the duration of the quarantine period.
 - **Secondary contact:** An individual who has had contact with someone identified as a Close Contact to a person who has tested positive for COVID-19. These individuals do not require quarantine.

Other Standard Procedures for a positive case: Below are our standard procedures when we are notified that someone in our buildings (members or staff) tests positive for COVID-19:

- We will close the affected area for a period of 24 hours (less if deemed safe), and conduct a deep clean and sanitize.
- Affected Club families and staff, the Benton County Health Department, and BCGA will be notified.
- We will work in collaboration with the health department to determine when to re-open closed areas and when staff in quarantine may be allowed to return to work.
- After re-opening, continue regular cleaning, disinfection, social distancing, and hygiene practices.

Transportation Procedures

- **General procedures:** Transportation presents unique challenges when attempting to mitigate dangers associated with the spread of COVID-19. BGCBC will follow the procedures below to lessen the risks experienced by kids and staff related to close contact. Physical distancing will not be feasible on busses or vans; therefore, extra precautions have been established:
 - Masks/face coverings are required to be worn by everyone on the bus and/or van during transportation
 - Kids should maintain a distance of six feet apart while waiting for the bus/van to arrive.
 - Drivers must wear face coverings and perform regular hand hygiene.
 - Drivers must undergo symptom and temperature checks and self-certify that they are free of symptoms before the start of each workday.
 - Drivers who have a temperature check of greater than 100.4 degrees Fahrenheit may not work.
 - Drivers who become ill during their route should contact their supervisor immediately.
 - Transportation will apply the most feasible social distancing guidelines; however distancing isn't possible on most routes. Siblings will be asked to sit together whenever possible.
 - Hand sanitizer will be available at the door for entry and exit.
- **Bus Cleaning:** Bus/van sanitization should be completed daily or between use on all vehicles used for member transportation. Individuals should disinfect vehicles using only products that meet the EPA criteria and manufacturers' guidelines and follow the procedure below:
 - Wear disposable gloves to clean and disinfect.
 - Wear a mask at all times.
 - Remove any debris from the surface using a broom, electric blower or wipe.
 - Generously spray all surfaces with a fine mist using BGCBC approved cleaning solution. You should spray the surfaces you are facing as you walk to the back and again from the back moving to the front.
 - Document on the provided log sheet in each vehicle stating the date and time it was cleaned.
 - In the event of a suspected or confirmed case of COVID-19 on the bus/van, an additional deep clean will be conducted per CDC guidelines.

Visitors and Waivers

- No visitors and volunteers are allowed at this time except for parents to make cash payments in our admin office at our Bentonville facility. Screening will be required prior to entry.
- Families will be required to sign a waiver indicating understanding of COVID-19, its symptoms and possible complications, and release of liability if allowing child to attend.

Staff

- As with Club Members, staff will be strongly encouraged to stay at home if they are not feeling well. Staff will have their temperature and symptoms checked and sent home if fever over 100.4 degrees or if they display

concerning symptoms of COVID-19.

Programs

- We will continue to offer meaningful, intentional programs that are educational, engage members, and promote fun. These programs may be altered to accommodate this new operation. Programs will still cover our 5 core program areas of Character and Leadership Development, Education and Career Development, Health and Life Skills, The Arts, and Sports, Fitness and Recreation.

Expectations

- Club members must do their best to follow all expectations. In addition to our regular Club expectations, Club members will need to follow COVID-19-specific expectations to ensure the safety of everyone in the building. Some COVID-19 specific expectations are below:
 - Club members are asked to remain 6 feet apart at all times when possible and adhere to our face covering policy. Staff members will do their best to ensure this happens, but we ask that parents/guardians remind their members of these rules.
 - Club members will participate in regular, scheduled hygiene practices to ensure safety.

Use of Medication

- Rules for giving medication at the Club have been established by the BGCBC and must be followed in all cases by an adult family member. These rules have not changed due to COVID-19.

Cleaning and Sanitation

- We will have a detailed cleaning and sanitization schedule with dedicated staff members to ensure proper safety. Cleaning and disinfecting will occur with all toys, materials, equipment and surfaces daily. Additionally, we will have a staff member at each location dedicated to cleaning frequently touched surfaces such as door handles, light switches, at the end of each day.
- Each area's high touch surfaces will be sanitized in between rotations before the next cohort enters the area.
- Every room will be equipped with spray bottles of virucidal disinfectant in addition to having multiple hand sanitization stations.

Communication

- Please communicate any changes in family health circumstances as quickly as possible so that we may mitigate any issues that may arise. We will commit to communicate as much information as possible as often as possible.

Changes

- The COVID-19 situation is fluid and we reserve the right to adjust policies and procedures as needed to maintain the health and safety of children and staff. We will communicate any changes with families.