

## **Boys & Girls Club of East Providence Covid-19 Summer 2021 Operations Manual**

*Presented March 2021*

**Vision:** To continue provide a high-quality out of school time experiences for Club members, including opening our Camp Crosby facility in Bristol, while adhering to best practices on preventing community transmission of Covid-19.

### **Guiding Principles:**

- We will continue to adhere to all current public health guidance regarding social distancing, maintaining stable pods, handwashing and mask wearing among members and staff.
- Social Distancing/De-Densification: In order to maximize social distancing, we will limit the number of children and staff who are in the building at any given time. Workers who can work from home will continue to do so (resource development and administrative staff) until such time as the Club can secure office space with space sufficient to promote social distancing, or until employees are vaccinated and existing guidance is relaxed.
- Contact Tracing: We will maintain logs of every person (staff and child) that members have contact with each day in order to provide contact tracing in the event of a positive case. In order to minimize risk, every effort will be made to limit members' contact with children outside of their group and assigned teachers, including measures such as limiting hallway traffic, using separate bathrooms, and not having any shared spaces used by multiple groups.
- We will still have fun: Fun is not cancelled at the EPBGC. Despite constraints posed by the virus, Club members will still have a quality experience. We will continue to invest resources where needed to transform each "pod" into a full-service self-contained classroom.

### **Operating Plans:**

#### **Pre-Summer Camp Operations: June XX, 2021 – July 2, 2021**

- For the timeframe between the end of school and the beginning of our camp session, we are proposing to run a full-day program based out of Williams Avenue using the same model of care as we have during SY21.
- We will continue to offer care from 6:30 am – 5:30 pm and will continue to operate the Club in stable pods up to the limit authorized by the Dept of Human Services. If demand for services is high we will use dividers in existing classrooms to maximize enrollment.
- Staff Arrival Procedures:
  - Opening staff should plan to arrive at the by 6:15 in order to be ready to provide care at 6:30 am. Afternoon staff arrival times will be set by their supervisors based on the school schedule of their assigned pods.
  - Everyone (staff and children) will be required to wear masks while at the Club. The Club has provided 5 cloth masks for staff, but they are welcome to wear any face covering they choose so long as it meets CDC requirements for face coverings and doesn't contain offensive language or imagery.
  - Prior to arrival, all Club staff are asked to complete their daily health attestation on the livesafe app and in order to enter the building, they will need to show the approved to enter screen to entry staff.

- If the staff members has a temperature over 100 degrees F, is symptomatic for Covid-19, or they have been exposed to someone who tests positive for Covid-19, the EPBGC will follow guidelines outlined in the Rhode Island Outbreak Response Playbook: Childcare, the most recent version of which can be found at <https://reopeningri.com/child-care-youth-activities>
  - Once cleared to enter the building, direct care staff will proceed directly to their assigned classrooms, not entering other classrooms on their way. They can stop if needed at external supply closets to ensure they have adequate materials ready for their children.
  - When they arrive in their classrooms, they will turn on the laptop assigned to the classroom and enter a zoom meeting (being recorded and monitored by on-call full-time staff working from home). This zoom meeting will serve as the second set of eyes in the classroom as BGCA rules require no one-on-one contact with members, but Covid best practices make traditional means of adhering to this requirement difficult.
  - Staff will use their walkie-talkies to communicate with the drop off or front desk staff and advise that their classroom is open and ready for members.
- Before School/camp Drop Off Procedures:
    - Parents will be encouraged to send their child with an extra mask to the Club as a backup, and the Club will maintain a supply of extra masks on hand at all times.
    - When a family arrives at the Club, they will park and walk their child up the east staircase at the Williams Avenue Clubhouse. Depending on weather, the staff will either have a table set up on the porch OR be waiting inside the door to check the child in. In order to maintain appropriate social distancing, only one family will be allowed on the porch, one family allowed to wait on the stairs, and then families will form a line on the east side of the building. The Club will paint lines 6' apart on the side walk to reinforce social distancing while waiting in the line to drop off.
    - The arriving children will first have a wellness check. A staff member will ask the parent to show their "Ok to enter" livesafe app screen and child's temperature may be taken with a non-contact thermometer. Staff will also observe their overall appearance for any signs of obvious malaise.
    - In the event that the child is being dropped off by someone who doesn't have access to the Livesafe app, a staff member will help them fill it out on a Club or personal device.
    - The Livesafe app will be updated each time the state of Rhode Island issues new guidance.
    - If a child has a temperature over 100 degrees F, is symptomatic for Covid-19, or they have been exposed to someone who tests positive for Covid-19, the EPBGC will follow guidelines outlined in the Rhode Island Outbreak Response Playbook: Childcare, the most recent version of which can be found at <https://reopeningri.com/child-care-youth-activities>
    - A staff member will then certify the child is eligible to enter the building and sign them into the program and record the first and last name of the person who is dropping them off.
    - Children will use hand sanitizer immediately upon entering the building. Additionally, children will be directed to their pods assigned bathroom to wash their hands. For very young children, children new to our program, or otherwise as needed, a floater will escort the child to the bathroom to observe the handwashing.

- At the conclusion of the drop off period, the Club membership secretary will contact the families of all absent children to find out if unscheduled absences are due to illness.
- Classroom Procedures:
  - For purposes of Covid-19 operations, all classrooms will serve as self-contained “pods” and will be outfitted with all elements needed to provide a range of high-quality activities all in one space.
    - To the extent possible, all children from one school will be in the same pod and pods will be assigned to classrooms in a manner than limits the number of schools sharing pods.
    - Choice will be incorporated throughout the program schedule in order to give members some voice and agency in their activities. As we are not able to have members “vote with their feet” and choose activities, they will be allowed to opt out of activities and enjoy quiet time in other areas (“centers”) in their classroom if they prefer
  - Bathroom and hand washing breaks will be scheduled hourly in order to minimize hallway traffic.
    - In the event of a unscheduled bathroom need, the floater assigned to the pod will be summoned using the walkie-talkie to escort the child to and from the bathroom.
  - Meals will be provided to members, but all meals will be brought to the classroom by Club staff and eaten within the classroom. No sharing of food or beverages, common water fountains, or family-style food or food activities will be permitted.
  - Members will each be given their own supply of crayons, markers, glue etc. Similarly, each pod will have their own games, balls, and other equipment. No soft toys will be permitted, and games and toys will be sanitized nightly.
  - Staff will be required to wipe down high contact surfaces, including door handles and light switches, at least hourly. Cleaning products, including bleach solution bottles, disinfectant wipes, and hand sanitizer, will be available in all classrooms.
  - As weather permits, pods will have time to go outside each day, though pods cannot be in the same outdoor space at the same time.
    - Pod staff will be permitted to use the Central Avenue playground so long as they are able to keep their group at least 6’ from other children playing at the park.
    - Pod staff and/or Club maintenance staff will clean any outside surfaces they have used prior to returning inside.
  - Discipline procedures will follow the Club’s previous guidelines, however in the event that a senior staff person is needed to intervene in a situation, every effort will be made to address that concern in the classroom, rather than bringing the child to the office.
  - Given that parents will not be allowed to visit the classrooms, staff will be using the platform Class Dojo to give parents daily updates on their children.
  - In the event of a fire or evacuation, all regular evacuation routes should be followed to ensure the building is emptied as quickly as possible. Once outside, each pod will be assigned a gathering point that is socially distant from other pods.
  - In the event that a child becomes ill, the child needs to be isolated from other children and as many staff as possible until a parent arrives to pick them up.
    - The child will immediately be given a mask to wear and will be brought to the front office to wait for their parents to pick them up.

- The staff in the office should remain 6 feet from the child unless a life-threatening emergency arises.
    - Once the ill child has left the building, the classroom should be fully cleaned and disinfected.
    - If the ill child has symptoms consistent with Covid-19, the EPBGC will follow guidelines outlined in the Rhode Island Outbreak Response Playbook: Childcare, the most recent version of which can be found at <https://reopeningri.com/child-care-youth-activities> regarding both that child's return to care as well as any
    - All members of the child's pod will move to "heightened vigilance" status in terms of illness monitoring:
      - Temperature checks will be done on the pod twice daily.
      - Their classroom will have enhanced cleaning in alignment with CDC guidelines.
  - In the event that a staff member becomes ill, they need to either return to their home or seek medical attention immediately.
    - If they are working directly with the children, their pod will be relocated to the spare classroom until their usual classroom is cleaned and disinfected.
    - The full-time floater assigned to their room will serve as the classroom staff until a substitute can arrive at the Club.
    - A substitute staff member will be assigned to the pod for the duration of the main staff's illness.
  - If the ill staff member has symptoms consistent with Covid-19, the EPBGC will follow guidelines outlined in the Rhode Island Outbreak Response Playbook: Childcare, the most recent version of which can be found at <https://reopeningri.com/child-care-youth-activities>
- Pick-Up Procedures:
  - Beginning at 4 pm, a staff member will set up a pick-up area at the east door to the Club to meet adults at the door. Adults picking up will provide the name of the child they are getting as well as an ID and the staff member will use the walkie-talkie to call the child down from their classroom.
  - Parents must maintain social distancing while waiting for their child to arrive. Only one parent will be allowed at the east door at a time. Once they have requested their child be dismissed, they should form a line beginning at the west door and heading door the west stairs and onto the west sidewalk. In certain extenuating circumstances, including disability or other young children in the family, the director may authorize floaters to walk a child directly to the parents vehicle.
  - A floater will escort dismissing children to their parents waiting in line outside the building.
  - The child will be signed out by staff, including time of departure.
  - If a child is being picked up prior to 4 pm, we will ask parents to call the main office and the secretary will provide instruction pertaining to pick up based on bus arrivals and stair traffic. If pickups overlap with bus arrival, parents may be asked to sign out at the west door.
- Staffing:
  - Staff will be assigned to as primary staff to stable pods and will only be permitted to work in other pods in emergency situations.

- Staff will be assigned pods based on their strengths and skills.
- In addition to the staff members assigned as primary pod teams, other staff will work on virtual programming for our 21<sup>st</sup> CCLC programs and will be available as substitute staff in the event of illness.
- Routine Cleaning.
  - The entire building will be cleaned and disinfected nightly per CDC guidelines.
  - Shared bathrooms will be cleaned hourly.
  - High touch surfaces in classrooms and shared spaces will likewise be cleaned hourly.
  - Staff should wipe down walkie-talkies with disinfectant wipes upon getting them from their charging base and prior to placing them on the charging base.

### **Deep Clean and Camp Preparation Week: July 6 – July 9, 2021**

Given the manner in which we need to provide care, the Club will close to children for a one-week period the week of the July 4<sup>th</sup> holiday. This is traditionally a very low enrollment week and the closure will give us an opportunity to deep clean Williams Avenue as well as to complete preparations at Camp Crosby in Bristol. Parents will not be charged during the closure. If preparation is completed early, staff will be given time off with pay for the remainder of the week.

### **Camp Crosby 2021 Season: July 12 – August 20, 2021**

Pending the official permission from the Dept. of Human Services, it is our intention to reopen Camp Crosby in Bristol for six weeks this summer. Based on conversations with both staff and the Safety Committee, we are planning for a maximum enrollment of 75 campers per day at Bristol. As this is below the level of need we anticipate from our families, we will be **alternating member's attendance every-other-day between Williams Avenue and Camp Crosby, allowing us to enroll up to six pods of children per session.**

To allow this:

- Camp sessions will be two weeks instead of one week for the 2021 season. A two-week session will give each camper 5 days in Bristol and 5 days at the Williams Avenue Clubhouse.
- The Camp program will be divided into the main program, which will run from 8:30 – 4:30 and a separate before and after camp program that will have limited more limited slots). This program will have an extra fee (which will not apply to families on DHS). Based on past attendance patterns, we do not anticipate that the need for this program will outstrip the slots we will be able to offer.
- As of March, the pods would be capped at 20 students but we hope that will be modified to 25 by summer.

### **Williams Avenue Days:**

- Within the Williams Avenue Clubhouse, we have a total of nine spaces available to pods each day. This total includes dividing the games room and gym into two pod spaces with a temporary dividing wall (allowed by regs).
- Each pod assigned to Williams Avenue for a camp day will be assigned to either one large space (i.e. the gym) or two smaller spaces (the red and yellow rooms) to give the group space to spread out to do activities.

- Rooms will rotate through the camp session, so a pod may one day be assigned to the upstairs classrooms and the next Williams Avenue day be in the gym to allow more activities for each group.
- The pool will be opened and each pod will have a swim block each day.
- All current public health protocols at Williams Avenue will apply including standard entry and exit procedures. Families may be assigned arrival times if traffic needs require.

### **Camp Crosby Days:**

- Children not enrolled in before and after camp care will be assigned an arrival time and location (near to the Club but possibility down the block). The arrival time will be as close to the bus departure time as possible.
- A club staff member will be assigned to each arrival location and will verify the health screening app and take the child's attendance before checking them onto the bus.
- We will use one bus per stable pod unless bussing regulations relax to allow for this to change.
- Pod staff will ride the bus with their children to camp. We anticipate there being two staff assigned to each pod.
- Based on public health regulations, "floaters," lifeguards, and camp full time program staff will either ride the bus or will report directly to camp for work.
- If CITs are permitted, they will ride the bus with their assigned pod.
- Once at Camp Crosby, each pod will be assigned a camp home base for the day. For purposes of social distancing, we have designated three sections of camp: the field/pavilion, the upper field/sandbox, and the upper field/woods. The pods will rotate through these spaces on different days of their camp sessions.
- Bathrooms will be assigned to each pod, with portable restrooms rented as need to ensure the pods separate.
- Each pod will have an assigned swim block.
- In the event of illness, the sick child will be brought to the office where they will wait for parent pickup. While waiting they will be observed by staff sitting at least 6' apart.
- Lunches will be brought to the pods who will eat in their designated area at Camp.
- Each pod will have an ample supply of hand sanitizer and/or access to a portable handwashing station and will be instructed to wash their hands hourly.
- Each pod will have their own supply of balls, games, sandbox equipment, etc. that will not be shared.
- Campers will be encouraged to bring adequate water, but disposable water bottles will be available for those who run out.
- Camp will be cleaned nightly including the port-a-potties in accordance with CDC guidance.
- The buses will return back to the Club and will first unload children participating in the before and after camp program at the Williams Avenue Clubhouse and then proceed to their unloading location (if elsewhere on the street) for parent pickup. Children will remain on the bus until parents have signed them out of the program and they are dismissed by staff.
- In the event of severe weather, children assigned to Camp Crosby may stay back in an alternative space at the Club or may be assigned to a shelter area at camp (ie the Pavilion). In the event of extreme weather, we may not be able to accommodate all Camp Crosby assigned campers. We will advise parents of this possibility at enrollment.

**Before/After Camp Program:**

- Campers participating in the before/after camp program on days they are assigned to Williams Avenue will proceed directly to their classroom upon arrival at the Club.
- Campers assigned to Camp Crosby will be directed to a smaller classroom space (ie the Kiddie Camp room or computer lab) where they will be supervised until it is time to proceed to camp.
- Dinner will be offered in the before/after camp program and will be served in the classrooms.