



COVID-19 PARENT HANDBOOK

COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. Boys & Girls Clubs of Fond du Lac put in place preventative measures to reduce the spread of COVID-19; 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. The Boys & Girls Club of Fond du Lac (BGCFDL) is following the guidance of the Fond du Lac Health Department (FDLHD), WI Dept of Children and Families(DCF) and the Centers for Disease Control and Prevention (CDC) and reserves the right to update, amend and change any protocol based on new information and recommendations about how to minimize the spread of COVID-19. BGCFDL will communicate any changes to all people they concern in a timely manner

Membership

Program Enrollment

Due to limitations and recommendations placed by the state and local health departments and governments and in the interest of operating at a level of safety that is expected, the Boys & Girls Club of Fond du Lac summer program will operate at a limited capacity. Priority will be given to families who qualify for free/reduced lunch. After priority registration is given, the programs will be filled on a first come first serve basis.

We ask that members with underlying medical conditions that may increase their risk of COVID-19 infection do not attend at this time. The Centers for Disease Control and Prevention (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

Parent Orientation-Required for ALL elementary members

Upon enrollment, parents will be asked to attend a virtual orientation session and will also be asked to review our COVID-19 Policy handbook with their children and reinforce the importance of compliance and safety. Each program location will be doing a separate orientation and parents must attend one for each site their children are attending.



Parent Expectations

Parents are asked to support the Club in providing a safe space for our members and staff and are required to inform the Club of any changes to their child's health or exposure of your child to cases of COVID-19 in the community or household. If a child exhibits any symptoms of COVID-19 such as fever (temperature $\geq 100.4^{\circ}\text{F}$), chills, coughing, shortness of breath, muscle aches, fatigue, or new loss of taste or smell, parents are asked to notify the Club and keep them home until their symptoms have subsided for 72 hours without the assistance of fever-reducing medication and at least 10 days have passed since their symptoms started. If your child has been exposed to someone with COVID-19 in your household or the community you must notify BGCFDL immediately. These measures will reduce the likelihood of cases or transmission in the Club. Parents will be expected to follow safety precautions when entering the building, which may include wearing a mask and practicing social distancing. If parents show disregard for Club policies or practice unsafe behavior their child's membership may be terminated without refund.

Member Expectations

Members participating in the program are expected to follow Club policies surrounding behavior, hygiene, health practices and social distancing. Members must participate in Club programming, including academic activities, and follow instructions of staff in order to ensure their safety. Members who show disregard for Club policies or exhibit intentional disruptive behavior may be asked to leave the program without refund of program fees.

Safe Learning Space/Social Distancing Practices

Program Capacity and Space Breakdown

In order to align with the health and safety best practices provided by the CDC, WI Department of Children and Families, WI Department of Health Services and the Fond du Lac Health Department, the Club will reduce its capacity for each building and place limits on number of members in program spaces.

Program Breakdown will look as follows:

- Johnsonville Club & Theisen Elementary Programs: 30 youth per grade for grades 2-5*
- Teen Center- 80 youth total for grades 6-12

Program Model

Elementary programs will continue to be split by grades, however most if not all of their programming will happen in the same program space. Use of common spaces will be limited. The Teen Center will also be splitting members into groups that they will be together with the whole summer. The reason for this is to limit the amount of people to whom your child has contact and reduce the spread of illness should there be a case in the Club.

Practices that will be implemented:

1. Children shall not change from one group to another
2. Each group shall be in a separate room. Groups shall not mix with each other.
3. Staff will remain solely with one group of children throughout the course of the day and as much as possible throughout the summer.
4. If children rotate spaces, rooms & equipment will be sanitized prior to having another group.
5. All program supplies will be washed or sanitized after use. If program supplies are shared among members, members will be required to wash their hands after use.



Staffing

As part of enhanced safety and health protocols, all staff will undergo extensive training of enhanced safety protocols and observation practices.

Safety Protocol

Hygiene Safety

All members will be expected to clean their hands often, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, washing hands with soap and water will be required.

- Handwashing is expected:
 - Upon entry into the building
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After outside play
 - Before leaving the building
- Youth will be reminded to avoid touching their eyes, nose, or mouth with unwashed hands.
- Youth will be reminded to not share food and cups/utensils.

Personal Items

All members are asked to not bring any personal items from home. Toys, plush objects and electronics will NOT BE ALLOWED to be brought into the building. Youth in the teen center are allowed to carry a cell phone. Lunches brought from home will be collected by a program staff who will store it in the lunch refrigerator. They will be brought to your child at lunchtime by the lunch staff. All meals will be served in your child's program space, there will not be a common lunchroom space. All youth will be provided with a morning snack, lunch and afternoon snack, so extra food should not be necessary.

Drop Off Procedure

The summer program starts at 9:00am. We ask that youth do not arrive much earlier than 9:00 am and that all adults and youth practice social distancing while waiting outside. We ask that adults only enter the building if they have questions or need to talk with a staff member.

Pick Up Procedure

Parents are asked to call or text 5 minutes before their arrival so that we know you are coming. We will do our best to have your children ready to go when you arrive. Please text the following when you arrive.

1. Your children's names and grades (2021-22 School Year)
2. Your password- you entered this in the online application. Please contact us if you do not remembered what you entered.

When you arrive at the Club please enter the building to sign your children out. If you need to wait for your child, please practice social distancing. If you do not arrive within 5 minutes of your call/text time on more than one occasion, we will not get your child ready ahead of time and will wait until you physically arrive at the building to call for them.



Personal Protective Equipment

Youth will be required to wear Facemasks while at the Club. Wearing a facemask serves to protect others from any germs that the wearer may have and also as a reminder to not touch your face. Youth must bring their own facemasks from home and should wash them nightly. All Boys & Girls Club staff will also be required to wear facemasks.

Cleaning and Sanitizing

A strict cleaning and sanitizing schedule will be followed on a daily basis. High touch surfaces will be sanitized often and bathrooms will be cleaned throughout the day. If a program space is used by more than one group, the space will be sanitized before a new group comes in. All shared program supplies will be sanitized after each use.

Program/Building Closures

Please note that in the case of a member or staff having a positive COVID-19 diagnoses, we will work with the Fond du Lac Health Department to determine procedures going forward and families will be notified as soon as possible. We will do our best to continue operations as long as they can be done in a safe manner, but there may be circumstances where we may need to shut down a program or building for a period of time.

Additional Health Screening Measures

Member Wellness Screening

Parents are asked to screen their children before they arrive at the building. If you answer yes to any of the following questions, please do not bring your child to the Club and contact us for further guidance.

1. Has your child had a fever (temperature of 100.4 or higher) within the past 72 hours?
2. Has your child exhibited the following symptoms within the past 72 hours: cough, shortness of breath or difficulty breathing, chills, muscle pain, headache, sore throat or new loss of taste or smell?
3. Has your child taken any fever reducing medications like acetaminophen or ibuprofen in the past 24 hours?
4. Has your child been in contact with anyone that has a confirmed case of COVID-19?

Please see next paragraph for general guidance on how long your child will need to remain out of the program. Actual instructions may change depending on the situation and instructions from the Fond du Lac Health Department.

If you answer yes to questions 1-2 or your child has a fever of over 100.4 degrees they will not be allowed to return to the building for 10 days and 72 hours symptom free (as long as they have had no contact with someone who has tested positive). This rule will also apply to answering yes to question 3, unless the medicine was used for a pre-existing condition or a reason unrelated to COVID-19 symptoms. The amount of time your child is out can be decreased if you agree to have your child tested for COVID-19 and the result comes back negative. If you answer yes to question 4, your child may not attend Club and must quarantine based on direction from the Fond du Lac Health Department.



Protocol Surrounding Health Concerns

If a member exhibits signs of illness or experiences any symptoms, the following will be implemented:

1. Staff will walkie-talkie Site Director and inform them of the situation
2. The member will be escorted to the quarantine room.
3. Site Director will do a visual assessment in pre-designated quarantine room
 - a. Staff may take temperature as needed (medical gloves must be worn)
 - b. First Aid may be administered as needed (medical gloves must be worn)
4. Parents will be contacted and must pick up the symptomatic child as soon as possible and within 60 minutes. The member must remain in the quarantine room until a parent/guardian picks them up.
5. The member will not be allowed to return to the Club until one of the following conditions is met:
 - a. If not tested for COVID-19 they cannot return until they have been symptom free for 72 hours without the use of medication and at least 10 days have passed since symptoms started.
 - b. If tested for COVID-19 and the result is negative they may return to the Club after being symptom free for 72 hours without the use of medication.
 - c. If tested for COVID-19 and the result is positive, member is not allowed back until they have been symptom free for 72 hours without the use of medication and at least 10 days have passed since symptoms started. Parents/guardians will be directed to consult the health department to determine when their child is ready to return.
6. Site Director will document detailed account of incident, persons present, symptoms, steps taken, and outcome to include in COVID-19 log.

Positive COVID-19 Case

If a member or staff is diagnosed with COVID-19, we will contact parents immediately via email and Remind text message. Communication will include what symptoms to watch for in your children and notification of any closures. Contact will be made with the Fond du Lac Health Department in order for them to investigate and do contact tracing. In partnership with the Health Department, parents will be notified if their child was exposed and what steps they need to take. Names and information of the person who was confirmed positive will be kept confidential. All isolation and quarantine measures may be extended or made more stringent in the event of multiple cases of illness at the Club in order to control spread.