



COVID-19 Preparedness Plan for Boys & Girls Club of Detroit Lakes

Boys & Girls Club of Detroit Lakes is committed to providing a safe and healthy Club for all our staff, Club members and families. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. The management team and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 at our Club, and that requires full cooperation among staff, families and members. Only through this cooperative effort can we establish and maintain the safety and health of our Club, staff, Club members and families.

Management and staff have been trained on the preparedness plan and are responsible for implementing and complying with all aspects of it. **Boys & Girls Club of Detroit Lakes** managers and supervisors have the full support of our Executive Board in enforcing the provisions of this policy. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Frequent Handwashing
- Cleaning and Disinfecting
- Arriving and Departure
- Guidance for Cleaning and Disinfection
- Plans for When a Staff or Club Member Becomes Sick
- Social Distancing
- Face Coverings
- Ventilation
- Playgrounds
- Meals and Snacks
- Field Trips & Events
- Communication



BOYS & GIRLS CLUB
OF DETROIT LAKES



BOYS & GIRLS CLUBS
OF AMERICA

COMMITMENT TO SAFETY

Frequent Handwashing

- All children, staff, and volunteers should engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food, or feeding children
 - Before and after administering medication or medical ointment
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - After handling animals or cleaning up animal waste
 - After playing outdoors or in sand
 - After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Supervise children when they use hand sanitizer to prevent ingestion.

Guidance for Cleaning and Disinfecting

Routine cleaning and disinfecting is key to maintaining a safe environment for staff, and Club members. We will follow the CDC's guidance for cleaning and disinfecting our Club.

- **Cleaning removes** dirt and most germs and is usually done with soap and water.
- **Disinfecting kills** most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.

Areas will be routinely cleaned with our multi-purpose cleaning solution (Buckeye ECO Hydrogen Peroxide Cleaner E15). Disinfecting high use areas will take place every evening and as children leave program areas for an extended period of time. (Buckeye ECO Neutral Disinfectant E23). It is not necessary to routinely apply disinfectants to surfaces that are not high-touch or high risk (e.g., floors, bookcases, tops of filing cabinets). Soft surfaces such as carpets, rugs, and drapes can be cleaned using soap and water or a cleaner appropriate for the material.

- Use all cleaning products according to the directions on the label. If surfaces are dirty, they should be cleaned using our multi-purpose cleaning solution or soap and water prior to disinfection.
- If possible, Clorox or Lysol wipes can be used to clean surfaces such as keyboards, desks, and remote controls before use.
- All cleaning materials should be kept secure and out of reach of children.

- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

Routine

A staff person will be designated to do daily cleaning/disinfecting. Staff should clean and disinfect frequently touched surfaces and objects such as doorknobs, light switches, sink faucets, countertops, shared equipment etc. regularly.

- Minimize the use of shared toys and materials and a designated space for materials needing to be disinfected is established.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for “soiled toys.” Washing with soapy water is the ideal method for cleaning.

Cleaning after an ill club member has been in your facility

The risk of getting COVID-19 from cleaning is low. The following are general precautions for cleaning staff, given that community transmission of COVID-19 is occurring:

- Staff should not touch their face while cleaning and only after they can wash hands after cleaning.
- Cleaning staff should wear disposable gloves when cleaning and handling trash. Cleaning staff should change clothes at the end of a shift. It may be helpful for them to keep a change of clothes at work.
- Clothing worn while cleaning should be placed in a plastic bag until it can be laundered. Laundering should be done as soon as possible and done safely at home.
- Cleaning staff should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed.
- All staff are trained on OSHA standards and informed on chemicals used for cleaning

Arrival and Departure

- Club members will be bussed according to MDH and CDC guidelines to the Club.
 - K-2nd grade will enter through the main door.
 - 3rd-5th grade will enter through the East Entrance.
 - Members will enter one at a time and are screened by a staff person upon arrival.
- Club members will exit through the main doors
 - A staff person will greet families at the entrance or in their cars.
 - Families are asked to stagger pick up so only one child is departing at a time. The front desk person will be sure to call kids up one at a time.

- If possible, families should try to designate the same person for drop off and pick up every day.
- Club members must wash their hands upon arrival.
- Families are asked to remain in the entry or car at pick up time. Their child will meet them or will be monitored as they walk to the car in the pick up lane.

Screening upon arrival

A staff member will do a check in with the members that includes a symptom screening. It is recommended that families self-monitor and keep children home if they are showing any symptoms or signs of Covid-19.

- Staff members conducting the arrival screening must wear masks and should try to maintain a distance of 6 feet when possible.
 - If a member appears to be ill or does not pass symptom screening, they will move to the isolation space for temp screening. A temp over 100.4 will require immediate pick up.
- If anyone in the household is staying home due to illness, no child from that household should be admitted.
- If the child did not attend school for any reason, they should not attend the afterschool program.

Plan for When a Member or Staff Feels or Becomes Sick

We will follow the “**StaySafeMN Decision Tree for People with Symptoms of Covid-19 in Child Care Settings.**” Staff have been informed to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers’ health status prior to entering the workplace and for staff to report when they are sick or experiencing symptoms. Staff should take their temp before coming to work and when they arrive. If staff feel sick, they should notify their supervisor and stay home. They should continue to monitor their situation and keep management staff up to date.

Boys & Girls Club of Detroit Lakes follow leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

When a student or staff member develops any symptoms of illness consistent with COVID-19 at the Club:

- Isolate the person in a separate room while they wait to be picked up or until they are able to leave the facility on their own. Ensure that they have hygiene supplies available, including a cloth mask, facial tissues, and alcohol-based hand sanitizer. Wait as long as possible before cleaning and disinfecting the isolation space.



- Remind staff who are monitoring the student or staff member with symptoms to practice social distancing when possible.
- Close off areas visited by the ill persons for cleaning and disinfecting.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls) used by the ill persons, focusing especially on frequently touched surfaces.
- Wear gloves when cleaning, and wash hands after removing gloves.
- Reopen the closed off area after cleaning and disinfecting is completed.

Social Distancing

- In order to maintain compliance with social distancing recommendations, Boys & Girls Club of Detroit Lakes **WILL NOT** be open as a **DROP IN** Club. Families will be required to enroll their children.
- The maximum number of members attending is 64 (subject to change)
- The maximum group size is 10-12 (subject to change)
- Club members will be assigned to a group that remains together throughout the day with the same staff assigned to them. Groups will be determined based grade levels.
- Special events such as festivals, holiday events, and special performances are all postponed at this time.
- Daily group activities will be adjusted to:
 - Keep each group of children in a separate room.
 - Limit the mixing of children, staggering playground/gym/media center times and meals/snack time.
- Arrival and drop off times will be staggered to allow one family at a time to pick up. Arrival and pick up procedures will be in place to limit direct contact between parents and staff members and adhere to social distancing recommendations.
- Visual cues will be utilized to encourage distancing.
- Rooms will have limited furniture to allow for more space to spread out.

Face Coverings

Face coverings for adults

We follow MDH's guidelines for face coverings. Any visitors to our building must wear a face mask, this includes families. All staff working in an indoor care setting must wear a face covering. Alternatively, staff may wear a face shield (clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face) when wearing a face covering is problematic.

- Face coverings must be worn at all times by staff who intermix between classrooms.

- Food staff in the kitchen, cafeteria, or other food services component licensed by MDH or a local health department, must follow the [Industry Guidance for Safely Reopening: Restaurants and Bars \(PDF\)](#).

Face coverings for children

- We will require our members to wear face masks and follow the guidelines from StaySafeMN “How to Safely Wear Your Mask”
- When masks are not worn – they must be kept in their backpack or personal cubbie space.

When staff and children can temporarily remove their face covering

Staff and children who are required to wear a face covering or face shield under this guidance may remove their face covering or shield temporarily to engage in certain activities listed below that make wearing a face covering or shield difficult, provided that social distancing is maintained to the extent feasible:

- When eating or drinking.
- When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult.
- When participating in physical activity or when engaged in other activities (e.g., presenting, performing, or playing an instrument) that would make it difficult or impractical to wear a face covering or face shield.
- When receiving a service (e.g., medical, nursing, or personal care services) that are impossible or difficult to perform when the individual receiving the service is wearing a face covering.
- During activities such as swimming, where a face covering will get wet.
- Staff and children may remove their face covering temporarily when alone, including when alone in an office or other enclosed work area, a room, or a cubicle with walls that are higher than face level when social distancing is maintained. Walls separating a room or cubicle must be high enough to block the breathing zone of the person working in a room or cubicle and any person(s) in adjoining rooms or cubicles.

Exemptions to the face covering requirement

- Staff and members with a medical condition, mental health condition, or disability that makes it unreasonable for them to wear a face covering. This includes, but is not limited to, people who have a medical condition that compromises their ability to breathe, and people who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. They should consider using alternatives to face coverings, including clear face shields.

Ventilation

- Ventilation systems are properly maintained.
- We will try to do as much outdoor programming as weather permits.
- Doors may be propped open in rooms.

Playground Use

- N/A

Meals and Snacks

- Meals and snacks will be served to groups in their rooms. If it is a group's assigned gym day, they will eat in the conference room. If it is the group's assigned computer day, they will eat in the cafeteria.
- Members eat only with the members of their group. Groups do not intermix.
- Sinks used for food preparation should not be used for any other purposes.
- Staff should ensure children wash hands prior to and immediately after eating.
- Staff should wash their hands before preparing food and after helping children to eat.
- Masks and gloves must be worn for food service

Field Trips and Events

- Field trips and large group events have been postponed. Family events will be considered if we are able to modify it to meet guidelines.
- If we have an in house presenter they will follow our screening procedures upon arrival. In-house field trips will be held outside or in small group settings. Social distancing will be maintained, groups will not be mixed, and cleaning and sanitizing should occur between groups.

Communication

- In the event of a positive case within our Club setting, management will contact MDH for guidance for notifying families and possible closures.

**** All policies and procedures are subject to change as new recommendations and guidelines are created to meet the current situation.