



2021-2022 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 are responsible for implementing and complying with all aspects of this Preparedness Plan. **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 was created after review of the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and recommendations and federal OSHA standards related to COVID-19 and addresses:

- Social Distancing Strategies
- Face Coverings
- Schedules and Meals
- Prevention to Reduce Transmission
- Healthy Facilities

Boys & Girls Club of Detroit Lakes will continue to monitor federal, state, and local guidance in regards to COVID-19 protocols. If direction changes, communication will be provided to our staff and families. We will continue to follow DHS certification requirements unless otherwise notified by the local health department.

Social Distancing Strategies

- Families will be required to enroll their children and submit a schedule of days that they will be in attendance.
- The maximum number of members attending is 75 (subject to change)
- The maximum group size is 30 (subject to change)
- To the best of our ability, Club members will be assigned to a cohort that remains together throughout the afternoon.
- Special events such as festivals, holiday events, and special performances are limited.
- Visitors and volunteers will follow regular protocols and screening when checking into the Club.
- Daily group activities will be adjusted to the best of our abilities 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.

Face Coverings

- Masks will not be required for any staff or student in the buildings.
- All Club members, staff and visitors who are not fully vaccinated are strongly encouraged to wear face coverings.
- Face coverings that cover your nose and mouth are required on a school bus per federal mandates regarding public transportation.

Schedules & Meals

- The Club follows the Detroit Lakes district calendar as well as any school cancellations.
- The Club is open after school until 6:15pm
- If the school district switches to a different safe learning model, the Club will close down and resume if/when we are able to increase our staff. At that point, the Club may adjust its capacity.
- Meal and snack times will be staggered to limit groups eating together.
- Tables and chairs will be disinfected between uses. Grade levels will be assigned seating to stay in their cohorts.
- Some groups may eat in their room to minimize the number of kids moving through the cafeteria.
- Members will maintain a safe distance between each other when in a food service line.
- Food service staff will use materials and procedures that meet requirements of Minnesota Department of Health, Food and Drug Administration and Minnesota Department of Education.

Prevention to Reduce Transmission

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 recommended/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. Staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19.

- Screening
 - Self screening for symptoms of illness is a practice that keeps everyone safe. If you are ill, or showing symptoms, stay home and report your symptoms to the Club. We are mandated to report any positive cases to the Minnesota Department of Health.
- Pick Up Procedures
 - Families are asked to keep distance between each other at pick up time and try to move in and out quickly.
 - If possible, families should try to designate the same person for drop off and pick up every day.
 - Families are asked to remain in the lobby at pick up time. Their child will meet them.
- Quarantining and Isolation
 - If there is a positive case within the Club, we will notify anyone who is considered a close contact.
 - The decision to partially or fully close the Club will be determined on a case by case basis with the assistance and recommendations of public health officials.
- Vaccines
 - The Minnesota Department of Health and the CDC strongly recommends those people 12 years old and older to get a vaccine.
- Handwashing and Respiratory etiquette

All children, staff, and volunteers should use proper respiratory etiquette and wash their hands with soap and water for at least 20 seconds 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

Healthy Facilities

- HVAC systems will be running at maximum capacity to ensure high air flow and air quality.
- Cleaning practices continue to support the mitigation of COVID-19. The Club will continue to clean and disinfect all areas on a consistent basis. When staff are unable to provide a deep cleaning of all areas, disinfecting of high touch surfaces will be prioritized.
- Disinfecting wipes will be provided to classrooms as another disinfecting tool.

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