



### COVID-19 Reopening Operational Procedures

The COVID-19 pandemic and its effects are fluid and we reserve the right to adjust policies and procedures as needed to maintain the health and safety of children and staff.

#### General Facility Information:

Upon entering, guests, staff and members assume all risks of injury, damage to property, and any transmissions of virus or disease.

Tentative Opening Date: Monday June 15<sup>th</sup>, 2020.

Hours: Monday through Friday, 7am – 6pm (additional hours for rentals, as needed).

#### COVID Prevention Best Practices:

- Masks are required while inside the building from 7am – 5pm for all staff, members and guests ages 2+. Patrons are encouraged to bring and wear their own. Masks will be provided if needed.
- Guests and members should adhere to a physical distance of at least 6' apart whenever possible.
- Guests are encouraged to use hand sanitizer upon entry (located at the front desk).
- It is strongly recommended that those with underlying health issues or preexisting conditions avoid coming to the BGCK and BGCK programs.

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### 1. Program Area Sanitation Plan

Cleaning and disinfecting will occur with all toys, materials, equipment and surfaces daily. Full plan is listed below.

- BGCK COVID-19 cleaning checklist. Gloves should be worn for all of the cleaning duties below.

#### Program Areas

- Disinfectant materials which have been placed in the area's used bin.
- Spray door handles & wipe down with microfiber cloth between transitions.
- Floors vacuumed or swept and mopped daily.
- Between each transition, disinfect tables.
- At the end of every day, sanitize windows.
- Clean out trash containers daily.

#### Bathrooms

- After each group of members, using a disinfectant, sanitize highly touched objects, such as doors, sinks, toilets, urinals and partitions.
- Floors swept and mopped daily and as needed.
- At the end of every day, disinfectant walls.
- Clean mirrors daily.
- Twice daily check soap dispensers.

#### Gym

- Wipe down highly touched objects between transitions.
- Sweep floors daily and mop weekly.

#### Intake Area

- Disinfect table at the end each drop off & pick up time.
- Wipe down laptop every time a new staff member needs to use it and before use.
- Spray & wipe down door handles with disinfectant every hour.
- Spray doors with window cleaner & wipe dry each night.

#### Kitchen

- Before and after food prep, clean and sanitize food prep surfaces.
- Clean food preparation appliances after each use. Sanitize again at the end of the day.

### 2. Food Plan

- Breakfast
  - Breakfast for AM Adventure members will be served from 8:30-9am. Kids will eat, spaced out in the meal service area.
- On site lunch
  - All lunches will be bagged and will include a sandwich, fruit, veggies and milk.
  - Kids must wash hands before meal service.
  - All members will be served lunch from 12pm-1pm.
  - Youth & Tween Center staff will give each zone area the number of lunches they need for youth in that area. Kids will eat in separate zones throughout the Club.



- Teen Center staff will get the number of lunches needed for the teens.
- Grab and go lunch
  - From 1-2pm, drive through meals will be available for other community youth.
- SYEP lunch
  - Bagged lunches will be made the day before needed and staff will pick up lunches the morning of the program.

### **3. What To Do If Someone Tests Positive for COVID-19**

- Plan to communicate
  - Ensure that staff know how to notify their supervisors if they are showing symptoms of COVID-19 and/or they test positive for the virus. Generally, supervisors will not require proof of a positive test result or note from a healthcare provider to confirm COVID-19 illness.
  - If a youth or staff member has recently been tested for COVID-19 and does not have their results back yet, they will not be permitted in the BGCK.
- Immediate steps
  - Send home or separate anyone who becomes sick at the Club.
  - We will advise employees to contact their doctor as soon as they show symptoms.
  - Club members will have a designated, separate area to wait while they wait to be picked up.
- BGCK will contact and notify several groups of people and organizations.
  - Notify the Kenosha County health department and BGCA.
  - If the individual who tested positive was in contact with any other staff or members during the 14 days prior to the positive test result, inform fellow employees and members' parents of their possible exposure to COVID-19 but maintain the confidentiality of the individual who tested positive. Fellow employees may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.
- Close & sanitize
  - Close any areas used by the sick person for deep cleaning and disinfection.
- Reopening
  - 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.



## 4. Youth & Tween Centers

- Service hours
  - Youth drop off for AM Adventure must be between 7-8am. Drop off for the afternoon session must be between 12-1pm.
  - Pick up should be between 3:30 – 4:45pm for all members.
- Check-in location & process
  - BGCK membership personnel will greet all members in the front of the building by the bus drop off area. Member will be checked in (will need to be on the registered list) and families must answer a few health related questions about recent illness or symptoms. Members will then be led to enter through the side door.
  - Members will be asked to wash their hands upon arrival.
  - Membership personnel will report back outside at 3:30pm for parents to start pick up for the day.
  - If a parent arrives and no staff is outside, there will be a sign posted with a number to call to have the member exit the building.
- Ratio
  - Staff to member ratio is 1:10.
- Program areas
  - Four zones in the youth center (learning center, computer lab, art room, games room).
  - During transition time, youth center will use the 4 gym courts.
  - Two zones in the tween center (MPR 1, MPR 3).
  - During transition time the tween center will separate the soccer field into 2 zones.
- Registration
  - Phone calls, social media, website, mass email, hand out flyers to current meal pickup families.
  - Registration must be done in person in order to complete the new member waiver and to secure a spot on the roster. AM Adventure families must pre-pay weekly, at a minimum.
- Members permitted
  - Youth will need to attend the club at least 3 days a week to stay on active roster.
  - A maximum of 60 kids will be able to attend on any given day (split up into 6 zones of 10 each).
- AM Adventure
  - Limited to 30 youth.
  - Members' grade level must be recorded upon registration.
  - Members will need to stay at the club until at least 3pm.
- Afternoon program
  - First come, first served for the 30 remaining spots in the afternoon program, based on grade level. Must be an existing Club member.
  - Must monitor grades to determine if they are in the youth or tween center and to ensure we don't go over our numbers for each area.
  - Youth will need to attend for at least 3 hours each day for at least 3 days per week.



- A waiting list will be kept and new families will be able to attend if kids don't adhere to the attendance policy.

### 5. Teen Center

- Service hours
  - Open Monday through Friday 12-5pm.
- Check-in location & process
  - All teen members will enter and exit through the side door (along 14<sup>th</sup> Ave.).
  - Members will be checked in (non-contact) and questioned if families are ill or had any type of COVID-19 symptoms.
  - Students will be instructed to wash their hands as soon as they are checked in the Teen Center.
  - We will be enforcing a strict policy of when the student leaves he/she may not return until the following day.
- Ratio
  - Staff to member ratio is 1:10.
- Program Areas
  - Three zones in the teen center (learning center, computer lab, games room).
  - A time will be schedule to visit the gymnasium daily but will be limited to "no contact" activities.
  - Students will be placed into groups that maintain no more than eight students at a time.
  - Only two students will be allowed at a time in the restroom. Restrooms will be locked when not in use to ensure social distancing.
  - A maximum of 3 people are allowed in the Teen office at any given time.
- Members permitted
  - Only current members will be allowed at this time (all membership information must be up-to-date). No visitors.
  - A maximum of 30 teens are permitted during the hours of operation.
  - Students will be required to wear masks while they are in the building.

### 6. Sports

Below details a plan for baseball, softball and t-ball seasons. Similar plans will be formulated for upcoming sports (golf, speed & agility, football, etc.).

- General health & safety
  - All players and coaches should keep no less than an arm's length distance apart from each other, except when the ball is in play.
  - Parents and coaches are required to do assessments of players for possible symptoms. Any person who is experiencing symptoms of sickness is prohibited from attending the event.
  - Players will be assigned a slot in the dugout to keep their personal equipment.
  - There will be no chewing gum, or seeds allowed in the dugout.
  - Athletes may choose to wear PPE items at their discretion.





- Equipment & sanitizer
  - Each player shall bring their own water bottle and glove. Bats, helmets, and any other personal items should not be shared. It is suggested that parents supply participant's own helmet and bat.
  - BGC helmets or bats that can be shared will require a piece of red duct tape on the handle of the bat or top of the helmet, and will be sanitized between each use.
  - Each team will have team helmets provided by the BGC, and we ask that each player who chooses to use these helmets wear a protective head covering item on their head, underneath the helmet. In addition, coaches will sanitize each shared helmet between uses.
  - Each bench will have their own antibacterial tub for use by the players and coaches. Umpires will bring these tubs to the diamonds and return them at the end of the night. Players should use hand sanitizer before and after using any shared equipment.
- Practice
  - Practices will be limited to 10 players plus a coach on each diamond. All players will maintain at least a 6 foot distance from other players and the coach at all times.
  - No spectators will be allowed on or around the field or diamond. Parents/guardians may remain in their cars to watch if they wish.
  - Players will have designated spots for personal items and equipment, and should not share with teammates.
- Gameplay
  - Games will have increased time between play to minimize traffic flow and overlap.
  - A health monitor will be staffed at each diamond to monitor guidelines and sanitize equipment.
  - Lineups should be spoken word and recorded by officials/umpires without exchanging any physical documents with coaches or players.
  - Shared catching equipment must be sanitized by the manager after each player's use. Personal catching equipment must be approved and kept sanitized.
  - Each team will use their own ball so both teams do not handle the same ball. Last pitcher shall hold the ball. Each coach will have an extra ball. Any foul balls will need to be retrieved by that team and/or coach.
  - At the end of each game, both teams will tip their hat or wave to opposing team from their own foul baseline. There will be no post-game base running.
  - There will be no huddles, as players need to keep physical distance whenever possible. Teams shall keep physical distance of at least 6' during mound visits to the pitcher.
- Spectators
  - While it is recommended that spectators wear face coverings, it is not mandatory.
  - Maintaining social distancing for anyone not in the same family is required.
  - Use of bleachers is prohibited.
  - Spectators must stay out of dugouts and off the fields.
  - Spectators should bring their own sanitation equipment if they wish.
- Umpires & coaches
  - Umpires must adhere to social distancing practices when behind the plate, and when addressing players, coaches, and spectators off the field of play.



- Umpires may choose to wear PPE items at their discretion.
- Coaches may choose to wear PPE items at their discretion.
- Coaches are required to keep a social distance of at least 6' from the opposing coaches and game umpires.
- Concessions
  - Employees will wear protective gloves and masks when handling all food.
  - Each food purchase will include an optional squirt of antibacterial gel.
  - There will be no exchanges of food or beverage once purchased.
  - Concession space will be sanitized between customers.
  - Floor markings will indicate line formations.
  - One employee per evening will tender cash.
  - Picnic tables will be spread out and spaced appropriately throughout dining area (more than 6' apart).
- Restrooms
  - Each restroom shall be limited to 3 people at a time and will be stocked with plenty of soap and paper towels.

### 7. Maintenance, Facilities & Rentals

- Facility adjustments & rules
  - All doors to small areas (classrooms, offices, etc.) should be propped open at all times to allow for unrestricted airflow.
  - No more than 3 people should be in a restroom at any given time.
- Daily cleaning
  - Staff will wipe down all surfaces, dispose of any garbage, restock supplies, sweep and clean floors. Depending on soccer and gym usage all bleachers will be disinfected and sanitized as well.
  - Daily complete sanitization of front desk areas, all bathrooms, hallways, and admin offices before the building opens.
  - Hourly disinfecting of all common areas and frequently handled surfaces.
  - Additionally we will be using a chemical sprayer with disinfectant to spray down all surfaces and walls daily. With special focus on all programming areas.
- All building tenants will be responsible for all cleaning responsibilities within their space. Maintenance will communicate with them and offer any guidance if needed.
- Guidelines for all renters, regardless of facility being used
  - Rental space is only available after 5pm on weekdays, and weekends.
  - Maintain social distance whenever possible.
  - Each rental group will need to provide the BGCK with their COVID-19 guidelines on how they will keep their participants safe.
  - Must bring and use own supplies (basketballs, volleyballs, cones, etc.).
  - No use of the bleachers.
- Gym Rental Guidelines
  - No more than 15 people per court (including spectators) until further notice.



- Doors must remain propped open.
  - The group leader must sign in at the front desk upon arrival and sign a waiver.
- Soccer Field Rental Guidelines
  - No more than 50 people in the athletic field complex (on and off the field).
  - Doors must remain propped open.
  - The group leader must sign in at the front desk upon arrival and sign a waiver.
- CYC Park
  - No more than 15 people per diamond.
  - Spectators must bring their own chairs or blankets and spread out a minimum of 6 feet apart.
  - Group leader must sign a waiver prior to play.
- Pickleball and the walking track will remain closed during this time.

## 8. Staff

- New Policies
  - All full time and part time staff will need to complete a health waiver before returning to work and be responsible for self-reporting any illness or COVID related symptoms.
  - All employees will be required to wear a mask/face covering in all common and shared spaces/offices in the building.
    - If you have a medical condition that restricts you from wearing a mask/face covering, please talk to your supervisor.
  - Employees should wash their hands frequently or use hand sanitizer.
  - Cover your nose and mouth when sneezing or coughing and avoid touching your face.
  - Avoid using other employees' phones, desks, offices or equipment.
  - Main a distance of 6' from all coworkers and patrons whenever possible.
  - Do the best that you can to only enter any office or room as needed.
- Staff Guests
  - No family members or guests are permitted while working inside the building except in the gym or soccer fields to help out and volunteer. The reductions of the amount of people in the building is crucial to BGCK success of maintaining the distancing in the building.