

GREAT FUTURES START HERE IN KENOSHA.



BOYS & GIRLS CLUB
OF KENOSHA

Boys & Girls Club of Kenosha Families,

The BGCK is excited to be offering our members programming this summer in the youth and tween centers. We have been working hard and have consulted with the health department to ensure the safety of members and staff as we reopen. We have developed safety guidelines included below. Unfortunately because of the pandemic, we are limited in the number of youth we will be able to serve and our programming and staffing has been changed to ensure everyone's safety.

AM Adventure (includes Summer Quest Camp) will be available to 30 youth ages 6-12 years old. This will be on a first come, first served basis. All families will need to fill out a new membership application and waiver for each child before they will be placed on the roster. The requirements to participate in the program will require the youth to be in attendance at least 3 days a week, will need to be dropped off between 7-8am and be picked up no earlier than 3pm. The cost of the program will be \$60/week/member. There is no single day fee option this summer. All payments need to be received at the front desk the Thursday prior to the week attending. If payment does not meet that deadline the youth will not be able to attend the program. No refunds will be given to weeks not used and you will not be able to be used for another week.

Summer Quest Camp (12-4:45pm) will have a limited amount of spots per grade level (30 kids total). The spots are on a first come, first served basis. All families will need to fill out a new membership application for each youth before they will be placed on the roster. If all spots are filled for the members grade level, they will be put on a waiting list. All members need to commit to attending the club 3 days per week and a minimum of 3 hours per day to stay active on the roster. All youth members need to be dropped off between 12-1pm and picked up between 3:30-4:45pm.

Enclosed are the new safety guidelines we will be implementing this summer. Please read through them carefully and let us know if you or your children have any questions.

Thank you,

Andrea Prichard
Director of Youth Services
262.653.7325





COVID Prevention Best Practices:

- Masks are required at all times 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 necessary.
- Guests and members should adhere to a physical distance of at least 6' apart whenever possible.
- It is strongly recommended that those with underlying health issues or preexisting conditions avoid coming to the BGCK and BGCK programs.

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.
 - 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 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.

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.



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.
 - 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.

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.

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- 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.

