

# GREAT FUTURES START HERE IN KENOSHA.



**BOYS & GIRLS CLUB**  
OF KENOSHA

Boys & Girls Club of Kenosha Families,

The Boys & Girls Club of Kenosha is excited to open our doors and welcome back teen members for the summer starting on Monday, June 15<sup>th</sup>. Programming will be available from 12-5pm Monday through Friday. Due to the COVID-19 pandemic there will be some new Club policies and procedures/guidelines that we are asking all teen members, families and staff to follow for everyone's safety. Enclosed are the new policies.

I apologize in advance for any inconveniences that these changes may cause for our members and families, but we are doing our part to protect everyone and prevent further spread of the COVID-19 disease in our community. We are all working through these unprecedented and changing times together, so please be courteous and understanding to others and our staff.

Stay tuned for any further updates or changes. If you have any questions or concerns about our new policies and procedures, please do not hesitate to contact me.

See you at "The Club,"

Jason Justus  
Director of Teen Services  
262-653-7340  
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## 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.

## 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.).
  - Check-in is available between 12-1pm. After 1pm or if the maximum number of teens is reached, Club doors will be locked so call 242-653-7329 and a staff member will assist you with entry.
  - 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.



## 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.
- 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.