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## **COVID-19 Operational Procedures**

**(Updated 9/30/20)**

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.

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

### **COVID Prevention Best Practices:**

- Masks are required while inside the building at all times for all staff, members and guests ages 2+ unless someone is actively exercising. Patrons are encouraged to bring and wear their own mask. 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

- Dinner
  - Kids must wash hands before meal service.
  - All members will be served dinner from 5 – 6:30 (Mon. – Thurs.) and from 4 – 5:30pm on Fridays. Masks may be removed when eating and drinking.
  - Members will sit no closer than every other seat at the dining tables.



### 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 Center, Tween Center & Jefferson Elementary

- Youth & Tween Center service hours
  - Monday – Thursday 2:30 – 6:45pm, Fridays 11:30 – 4:45pm.
- Laken Family Jefferson Elementary Extension Program hours
  - Monday – Thursday from dismissal – 5:30pm, Fridays from dismissal – 5pm.
- Check-in location & process
  - Members can enter the front door of the Club and check in in the youth and tween centers.
  - Members will be asked to wash their hands upon arrival.
  - Parents may drop off and pick up at any time during open hours. Parents should wear masks while waiting in the lobby.
- Registration
  - Registration must be done in person in order to complete the new member waiver and to secure a spot on the bus and/or at Jefferson. Limited space is available.
- Members permitted
  - Youth will need to attend the club at least 3 days a week to stay on active roster for bussing or Jefferson program.
  - There is no capacity limit at this time. Club staff will reevaluate capacity limits as attendance increases.



### 5. Teen Center

- Service hours
  - Open Monday through Thursday 3-8pm and Fridays 2-6pm.
- Check-in location & process
  - All teen members will enter and exit through the main entrance.
  - 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 1:15.
- Members permitted
  - Only current members will be allowed at this time (all membership information must be up-to-date). No visitors.
  - A maximum of 50 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 tackle football, arena football and sporties for shorties. Similar plans will be formulated for upcoming sports (soccer, basketball) and can be found on BGCSports.org.

#### Football

##### General Health & Safety

- All players and coaches are required to do assessments of players for possible symptoms. Any person who is experiencing symptoms of sickness is prohibited from attending practice or games.
- Athletes and coaches should have a temperature check before beginning practice or a game. If a player or coach displays a temperature of 100.4 or higher, they should not participate.
- A player or coach should not return to practice or games until:
  - They are fever free (less than 100.4) and respiratory symptoms have subsided for at least 72 hours without a fever-reducing medicine. Or until they have been cleared by a medical doctor.
  - Fourteen days have passed since symptoms first appeared.
  - Any player, coach or team that has had contact with a COVID participant must quarantine for a period of 14 days before they may return to play.
  - As a reminder, any player or coach must remit clearance from their physician if they have tested positive for COVID-19.



- Accurate records of participants should be kept whether they participate in practice or games.

#### Practice/Game Protocols:

- Home games will be played at the BGC located at 1330 52<sup>nd</sup> Street in Kenosha. The field is located behind the building and there is parking available.
- Masks may be worn at the discretion of the player, coaches or spectators. If entering the BGC building, you must wear a mask.
- Social distancing is required at all games and practices. Spectators must sit behind the marked 10 yard line from the field. Spectators must sit at least six feet from the nearest non family/spectator and may not approach the team at any time.
- Encourage players to refrain from touching their faces, observe social distancing when possible and no sharing of water bottles.
- Footballs and equipment will be sanitized regularly – especially equipment items used by multiple players.
- We recommend coaches and players bring a personal sized sanitizer to practices.
- There will be sanitizing stations at the games for players and spectators.
- Team benches and equipment will be sanitized between games.
- Practices will be closed to all spectators including parents unless they have been pre -approved by the program directors and the SEYFA Board.
- Players are to bring their own water bottles to practices and games.
- There will be no hand-shakes after the game. Players may line up and tip their helmet or some other sportsmanship act.
- There are to be no group team huddles such as when ending a team meeting or starting the game.

#### Equipment:

- Helmets, shoulder pads and the like should not be shared between players.
- Footballs will be sanitized between series during games as well as before and after each practice.
- Practice equipment (sleds, dummies, pads, etc.) will need to be sanitized after each practice.

#### General Knowledge:

- Drinking fountain will not be operational.
- When traveling to an away game, players, coaches and spectators are expected to follow the guidelines posted by the respective hosting team. No exceptions.





## Arena Football and Sporties for Shorties

### General Health & Safety

- All players and coaches are required to do assessment of players for possible symptoms. Any person who is experiencing symptoms. Any person experiencing symptoms of sickness is prohibited from attending games.
- Parents should do a home health assessment of their child prior to arriving at the BGC.
- Masks may be worn at the discretion of the players and coaches.
- Spectators must wear masks in the BGC building.
- Each participant should only have 2 spectators.
- Social distancing is encouraged at all games.
- Equipment will be sanitized prior to the games.
- Players are to bring their own water bottles. Water fountains will not be operating.
- There will be no team/group huddles.
- There will be no post game handshakes.
- Limiting participants to 12 in a group.

## 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.
  - The Teen Center will be thoroughly sanitized after the STEP program is done for the day and before Club teens enter.
- 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.
  - 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.).



- Gym Rental Guidelines
  - 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
  - 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 is open during the weekdays in the gym.
- The walking track is open from 7:00am-2:00pm Monday-Thursday and Friday from 7:00am-12:00pm. Walkers are required to sign in at the front desk and wear masks.

### 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.