



### COVID-19 Operational Procedures

(Updated 4/12/21)

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. The Boys & Girls Club of Kenosha will adhere to the City of Kenosha's indoor mask mandate at least through May 27, 2021.

#### General Facility Information:

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

#### 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 eating or drinking. This includes those who are actively exercising or participating in sports. 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.

#### **Program Areas**

- Disinfectant materials are being used between each transition.
- Spray door handles & wipe down with microfiber cloth between transitions.
- Floors vacuumed or swept and mopped daily.
- Between each transition, disinfect tables.
- Clean out trash containers daily.

#### **Bathrooms**

- Daily, use 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 and clean mirrors.

#### **Gym**

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

#### **Intake Area**

- Disinfect membership desk at beginning and end of each day.
- 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.

#### **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

- Meal Service
  - Kids must wash hands before meal service.
  - SCHOOL YEAR: 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.
  - SUMMER: Members will be served breakfast from 8:30 – 9am and lunch will be served from 12 – 1:30pm.
  - 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 3 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
  - SCHOOL YEAR: Monday – Thursday 2:30 – 6:45pm, Fridays 11:30 – 4:45pm.
  - SUMMER
    - Open membership hours: Monday – Friday 12 – 4:45pm.
    - AM Adventure: Fee based, Monday – Friday 7am – 12pm.
- Laken Family Jefferson Elementary Extension Program hours
  - SCHOOL YEAR: 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
  - SCHOOL YEAR: Open Monday through Thursday 3-8pm and Fridays 2-6pm.
  - SUMMER: Monday through Friday 12 – 5pm.
- Check-in location & process
  - All teen members will enter and exit through the main entrance.
  - 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.
- Members permitted
  - Only current members will be allowed at this time (all membership information must be up-to-date). No visitors.
  - Students will be required to wear masks while they are in the building.



### 6. Sports

Below are protocols for all sports. Additional measures may be added or removed depending on the nature of the sport.

#### General Health & Safety

- 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 must be worn at all times (including while playing/exercising) while inside the building. Masks may be worn at the discretion of the players and coaches if a program takes place outside.
- Spectators must wear masks in the BGC building.
- For indoor sports, 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, but a bottle fill station is available at the BGCK.
- There will be no post game handshakes.

### 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.
  - 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 & Soccer Field Rental Guidelines
  - Masks are required for all indoor rental groups (includes athletes, coaches, parents and etc.)
- CYC Park
  - Spectators must bring their own chairs or blankets and spread out a minimum of 6 feet apart.
- Pickleball is open during the weekdays in the gym. Masks are required.
- 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.