



# **SCHOOL YEAR COVID RESPONSE PLAN**

**Updated 8/9/2021- For use at all sites**

## **Background**

The Boys & Girls Club of Vista (the Club) was the first Boys & Girls Club in San Diego to reopen for youth in April 2020. The Club exists to identify and fill gaps in the community and to ensure that every child is set up for success in life by providing a safe space, with caring adults, and high-quality programs during out of school time. As of June 14<sup>th</sup>, 2020, the Club is open to all families on a first-come, first-served basis based while continuing to follow the County of San Diego's Public Health recommendations for childcare and school settings.

## **Program Model**

Club programs are divided into groups based on grade level. Programs focus on academic enrichment, health and wellness, and character development.

## **Admission**

At the requests of State, County, & Local Officials including the Governor of California as stated in Executive Order N 45-20 on April 4<sup>th</sup>, 2020, the Boys & Girls Club of Vista began offering COVID-19 Emergency Childcare for Healthcare Workers, First Responders and other essential workers. Given the limited capacity and specific need of these sectors, priority enrollment was given to current Club members.

Traditional Boys & Girls Club school programs start August 18<sup>th</sup>, 2021. AM/PM programs at Madison Middle School, Vista Magnet Middle School and VIDA open at 6:30am until the start of the school year and accommodate late starts on Mondays as well as VUSD staff development days. The Club also opens early on Mondays for early release days. The cost is \$250 a month for am or am/pm programs. Afterschool programs are available at the California Avenue Main Site for \$250 a month based on availability. Afterschool transportation is provided from various elementary schools and VIDA to the California Avenue Site at no additional cost based on



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availability. The Raintree Learning Center is available for \$50 during the school year for the school year. Financial assistance is provided at all sites based on annual household income and availability.

### **Safety Protocol & Expanded Measures**

#### **Staffing**

As part of enhanced safety and health protocols, the Club will staff one Program Staff for every 20 Club members or whatever County of San Diego Health and Human Services deems necessary. All staff will undergo extensive training of enhanced safety protocols, proper hygiene videos, observation and sign-off from the CEO or Program Director.

#### **Site Infrastructure for 20:1 Ratio**

**California Avenue Site:** Total Capacity– The emergency day care program started with 18 Club members and 4 program staff for the emergency day camps. During summer 2021, the Club served 102 Club members daily utilizing 14 program staff throughout the day.

#### **Staff Uniform Requirements**

To address safety and easily identify employees, all staff must wear Boys & Girls Club of Vista shirts with name badges. Staff are asked to arrive to program with newly washed clothes every day and are encouraged to leave personal belongings at home or in vehicle. Masks must be worn by Club staff as recommended by CDC guidelines while indoors.

#### **Parent Expectations**

Parents are asked to support the Club by informing the Club of any changes to their child's health or family exposure. If a child exhibits any symptoms of fever, runny nose, coughing, or shortness of breath, parents are asked to keep them home until their symptoms have subsided for 24 hours without the assistance of medication and proof of a negative COVID test. Parents authorize the Club or its representatives to administer a daily temperature check on their child prior to admission into the program.

#### **Club Member Expectations**

Club members participating in the program are expected to follow Club policies surrounding behavior, hygiene, health practices, social distancing, and any recommendations outlined by the CDC. Club members must wear masks indoors regardless of vaccination status and respect social distancing guidelines.



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Club members and parents that show disregard for Club policies or exhibit intentional disruptive behavior may be asked to leave the program.

### General Hygiene

The Club will require all Club members and staff to follow current CDC recommendations for reducing transmission, maintaining healthy business operations, and a healthy work environment including but not limited to:

1. Wash Hands:
  - a. Upon entry into building
  - b. After using the restroom
  - c. Before & after eating
  - d. After outdoor activities
  - e. Before & After any health assessment or screening of any staff or member
2. To not be within 3 feet of or make any contact with another person
3. To not touch their face
4. To cough & sneeze into a tissue or inside of elbow and then wash hands
5. To stay at home if they are sick or know they will not pass wellness screening
6. Staff will keep inside doors open to minimize touching door handles and open windows as practical and to maintain security
7. Club members use water dispenser with water bottle and staff sanitize regularly

### Personal Items

Staff and Club members are asked not to bring in any personal items. Cell phones and Chromebooks/laptops may be used but must be sanitized upon entry into the building. All snacks and meals will be provided to members. Club members may bring their own snacks. Snacks are provided at the California Avenue site and Raintree Learning Center through the Vista Unified food program. Free dinners are provided by Chef Bruno and the Catarina Foundation for families. Club members are highly encouraged to bring their own water bottle with their name on it- disposable cups are available if necessary.

### Safe Learning Space

- A. Club members shall not change from one group to another throughout the day
- B. The use of pool noodles, hula hoops and other program items may be used to help teach younger Club members to socially distance
- C. Club staff shall remain solely with one group of children



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- D. If Club members rotate from one space to another, the room & equipment will be sanitized prior to another group entering
- E. Tables and chairs will be positioned to accommodate six feet of separation between every person
- F. Parents should contact Club members only in an emergency through the main phone line of 760-724-6606 and then the phone must be sanitized
- G. Only items that can be sanitized/cleaned daily are authorized to be used as part of program (wood, plastic, metal, etc.). Items that cannot be washed or sanitized daily at the facility will be prohibited (stuffed animals, toys, etc.)

### Program Delivery

Staff will receive additional training regarding disease control and fostering a safe learning environment. Staff are encouraged to clarify expectations and institute best practices for behavior management in the event an issue arises. Rooms and equipment are cleaned during transition time to another program area.

### Restrooms

Club members and staff must use restrooms dedicated for their separate use. Club member restrooms may only be used by Club members. Everyone that uses the restroom or handwashing stations must wash hands for at least 20 seconds with soap and water prior to exiting the restroom.

Staff may use a restroom timer to ensure proper tracking.

### Enrollment Process

1. Parents will enroll kids for program through [www.bgcvista.org](http://www.bgcvista.org) or during onsite school registrations
2. Priority enrollment is given to current and returning Club members

### Onboarding

1. Front Desk Staff will reach out to parents once enrollment is complete
2. Site Supervisors for middle school sites will be on campus during school registrations as necessary
3. Front Desk Staff will call parents and member to review program details, orientation and safety protocols
4. First Day of Program: In-Person introduction of new member to Front Desk Staff and assigned staff for an overview of the day
5. Club Member is assigned a cubby space at Main Site and Raintree Learning Center.



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### Opening Procedures

#### A. Morning Preparation – Front Desk Staff

1. Front Desk Staff to disarm facility, prop open entry door, unlock all program/staff spaces and disinfect interior and exterior door handles and reception desk keyboard. Front Desk Staff to take their own temperature at desk
2. Disinfect all staff walkies and line up at reception
3. Turn on all lights and set up attendance, staff wellness checklist, hand sanitizer and thermometer prior to staff arrival

#### B. Staff Arrival

1. Staff temperatures are taken upon entry into building
2. Staff must sanitize their hands upon entering Club before and after clocking in for their shift
3. Mask/facial covering must be worn by all staff and volunteers

#### C. Staff Wellness Screening – Performed by Front Desk Staff:

##### 1. Temperature Check

Front Desk Staff will take a forehead temperature of each staff member. If lower than 100.4F – Staff may enter building and proceed to handwashing station. Front Staff to note on checklist. If 100.4F or higher - Staff must be sent home until fever free without fever reducing medication for at least 3 days or proof of negative COVID test.

#### D. Program Preparation

**Staff Daily Safety Briefing:** Once all staff have arrived and clocked in, program staff will remind Club members of general hygiene practices, safety reminders and any special circumstances of situations of which the team needs to be aware.

Staff should ensure:

- ✓ Welcome signage is in front of building with signaling social distancing and mask requirements
- ✓ Walkie-talkies are charged and distributed
- ✓ All rooms must have hand sanitizer and disinfectant spray is available



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- ✓ Transportation drivers and all Club passengers must wear masks; vehicle will be sanitized prior to each route
- ✓ Staff, volunteers and all guests must wear masks indoors and follow all current safety guidelines at all sites

Site Supervisors and Front Desk Staff should ensure the following are ready for Club member check-in:

- ✓ Sign in sheet
- ✓ Temporal thermometers, mask and gloves, cleaner for thermometer
- ✓ Staff maintain social distancing

After clocking in, Program Staff should ensure:

- ✓ Kids wear masks correctly and consistently indoors including sports
- ✓ Maximum number of children per program space per current County gathering policies
- ✓ Each space should have all Club members positioned at least three feet apart from one another
- ✓ Each workstation and all equipment should be wiped down with soap and warm water, sprayed with bleach cleaner, or disinfectant wipes fifteen minutes before program sessions end (during Club member handwashing rotations)

### Temperature Check

If lower than 100.4F – Club members may enter building and proceed to handwashing station. If 100.4F or higher- Staff must be sent home until fever free without fever reducing medication for at least 3 days or proof of negative COVID test.

### Protocol Surrounding Health Concerns

If a member or staff exhibit signs of illness or experiences any symptoms, staff will implement the following protocol:

1. Program Staff will contact Program Director or CEO and inform of situation
2. Front Desk Staff or Site Supervisor will perform visual assessment in pre-designated quarantine room (Program Director's Office) or safe and secure area outdoors.
  - a. Staff will take temperature as needed (gloves must be worn)
3. Front Desk or Site Supervisor staff calls parent and requests that the member be picked up immediately; anyone with symptoms will leave



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4. Front Desk Staff/Site Supervisor/Program Director will document detailed account of incident, persons present, symptoms, steps taken, and outcome to include in end of day summary
5. Site Supervisor, Program Director or CEO will follow up with family within 24 hours of incident
6. If learning of a confirmed case of COVID-19, the Club will immediately contact the San Diego Public Health Department to determine a course of action including contact tracing and recommendations as to who should be quarantined and excluded from Club programs as well as possibly closing the Club. CEO should contact the San Diego County Epidemiology Unit at 619-692-8499 during normal business hours (Monday-Friday 8AM- 5PM, or 858-565-5255 after hours, on weekends, and County-observed holidays. If the event the County Health Department is not responding in a timely manner, the Club may reach out to the State Health Department. The Club will also alert Boys & Girls Clubs of America within 24 hours.
7. Staff, parents and Club members are strongly encouraged to get vaccinated as well as utilize COVID testing when symptoms are present or after a known contact to reduce possible spread
8. If Club needs to be closed for deep cleaning based on Public Health Department consultation, the CEO or Program Director will reach out to Joey Pope at North County Janitorial Supply at 760-277-1548 for emergency cleaning
9. In consultation with the Public Health Department, Boys & Girls Clubs of America, the Club prepare the appropriate communications, including:
  - a. If the individual who tested positive was in contact with any other staff during the 10 days prior to the positive test result, inform employees of their possible exposure to COVID-19 but maintain the confidentiality of the individual who tested positive. Employees may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the Public Health department
  - b. If the individual who tested positive was in contact with any Club members during the 14 days prior to the positive test result, inform parents of their children's possible exposure to COVID-19 but maintain the confidentiality of the individual who tested positive. Families may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department
  - c. If the individual who tested positive was in contact with any other community partners during the 14 days prior to the positive test result, inform the community partners of their possible exposure to COVID-19 but maintain the confidentiality of



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- the individual who tested positive. Other individuals may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department
- d. Prepare a media holding statement and distribute parent letter
  - e. Refer to the CDC's Guidance for Businesses and Employers for more information
10. If Club needs to be deep cleaned based on Public Health recommendations, close any areas used by the sick person for deep cleaning and disinfection.
    - a. Refer to the CDC guidance on cleaning and disinfecting, including:
      - Open outside doors and windows
      - Wait 24 hours (or for as long as possible) before cleaning and disinfecting.
      - Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, and shared electronic equipment
  11. Work in collaboration with Public Health to determine when to re-open closed areas and when staff in quarantine may be allowed to return to work
  12. After re-opening, continue regular cleaning, disinfection, social distancing, and hygiene practices



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### Stay Home & Get Tested If:

- Fever, Cough, Congestion, sore throat, nausea, fatigue, loss of taste/smell, headache, aches
- Close contact with someone (15 minutes or more within a 24 hour period un-masked) who has tested positive for Covid-19.

### Return to Work/Club When:

- Negative Test Results & symptom free without medication for 24 hours
- Positive Test Result 10 days from date of exposure & symptom free without medication for 24 hours.

All staff, volunteers and Club members with symptoms associated with COVID-19 will be required to self-isolate for 10 days or provide proof of a negative Nucleic Acid Amplification Test (NAAT)

They all must be free of fever without the use of fever reducing medications during the 24 hours prior to their return.



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### Club Statement if staff/volunteer/member has tested positive for COVID-19:

Safety is the number one priority of Boys & Girls Club of Vista, and we are doing everything possible to keep children, our staff, and volunteers protected from the COVID-19 virus. On (Date), we learned that a Club (staff member/volunteer/ member) tested positive for COVID-19. There is a possibility that (staff/members) were exposed to this individual in the two weeks prior to the date of diagnosis. We are collaborating with the appropriate public health officials and adhering to Centers for Disease Control and Prevention (CDC) recommendations to privately inform anyone determined to have been in close contact with this (employee/volunteer/Club member). We are also in ongoing communication with this individual, who is following strict medical guidelines and will remain in quarantine as recommended by their doctor.

If you are having symptoms that align with COVID-19, please contact your healthcare provider or, if you do not have a healthcare provider, please contact your local health department immediately and indicate that you may have been exposed to the virus.

We continue to work with local public health officials and are taking all precautionary measures regarding deep cleaning and sanitizing of Club facilities to ensure the safety of members, staff and volunteers. In the meantime, we are advising all our Club staff, families, and youth to continue to take precautions as recommended by the CDC. We will continue to update you as we know more.

### Club Parent Letter if Staff, Volunteer or Club member has tested positive for COVID-19:

Dear Parent,

It's important that you know the safety and protection of your children is the number one priority of Boys & Girls Clubs of Vista. We are doing everything possible to keep our Club members, staff and volunteers protected from the COVID-19 virus. On (Date), we learned that a Club (staff member/volunteer/member) tested positive for COVID-19. There is a possibility that (staff/members) were exposed to this individual in the two weeks prior to the date of diagnosis. We are collaborating with the appropriate public health officials and adhering to Centers for Disease Control and Prevention (CDC) recommendations to privately inform anyone determined to have been in close contact with this (employee/volunteer/Club member). We are also in ongoing communication with this individual, who is following strict medical guidelines and will remain in quarantine as recommended by their doctor.

If you or your child are having symptoms that align with COVID-19, please contact your healthcare provider or, if you do not have a healthcare provider, please contact your local health department immediately and indicate that you may have been exposed to the virus.



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We continue to work with local public health officials and are taking all precautionary measures regarding deep cleaning and sanitizing of Club facilities to ensure the safety of members, staff and volunteers. We will continue to keep you updated during this very challenging time. As always, we remain committed to our Club kids, their families and our community.

### Parent/Guardian Pick-Up Procedures

- A. Only 1 parent or staff in lobby at a time; parents must wear masks and maintain social distancing outside as marked on front entrance and follow exit signs
- B. Parents at school sites must maintain socially distancing at wait outside of school room
- C. Parent/Guardian must show Membership ID card for pick up
- D. Club members are called via walkie talkie to meet parents outside
- E. Staff to note that member has been picked up and departure time

### Staff Closing Procedures

- A. Facility cleaning conducted by North Coast Janitorial Company five days a week at California Avenue Site and Raintree Learning Center
  1. Remove all trash/debris off the floor
  2. Take the trash out to the dumpster
  3. Disinfect all door handles (interior and exterior)
  4. Wipe down switch plates and turn off all lights
  5. Staff should dispose of snack area garbage cans, disinfect all tabletops, devices, and equipment used during program activities and lobby
- B. Staff Departure
  - a. Staff to clock out using Parktime app. Hand sanitizer must be used before and after clocking out as necessary
  - b. Front Desk Staff and remaining program staff lock all doors and alarm building
  - c. All staff are instructed to wash clothes and disinfect upon getting home

### Staff Training Overview

- I. Objectives
  - a. Ensure the safety of members and their families at the Club
  - b. Ensure the safety of staff during program



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- c. Provide staff with the tools to administer quality programming under new safety protocols

### II. Overview

Staff will undergo extensive training around new processes and procedures. CEO will oversee a “run-of-show” to assess the readiness of each site prior to clearing for relaunch and ask for feedback/site visit from Public Health Officials or State Licensing.

#### a. Training

- i. Overview of new Club plan and protocols
- ii. Guidelines for staff health and safety upon arrival to Club
- iii. Handwashing, proper mask application, proper gloving, videos, etc.
- iv. General health guidelines for staff safety off the clock
- v. Overview of programming
- v. Safety scenarios
- vi. Prep and cleaning program areas
- vii. Opening and closing procedures
- viii. Practice-run for each function