



**BOYS & GIRLS CLUB
OF PAWTUCKET**

COVID19 Childcare Operations Manual

Revised August 28, 2020

Vision: To provide a high-quality childcare experience for Club members while adhering to best practices on preventing community transmission of COVID19.

Guiding Principles:

- **Social Distancing/De-Densification:** In order to maximize social distancing, we will limit the number of children and staff who are in the building at any given time. Administration staff and Resource Development staff will continue with the same schedule of in-office/from-home work. Full-Time program employees will serve as floaters and program administrators will be scheduled in pairs throughout the week. Only staff scheduled to work with children, along with maintenance and front desk personnel, will be allowed in the building while children are present.
- **Contact Tracing:** We will maintain logs of every person (staff and child) that members have contact with each day in order to provide contact tracing in the event of a positive case. In order to minimize risk, every effort will be made to limit members' contact with children outside of their group and assigned teachers, including measures such as limiting hallway traffic, using separate restrooms and/or a stall and sink assigned to a stable pod, and not having any shared spaces used by multiple groups.
- We will still have fun; the Childcare programs and Club Academy will be opportunities for the Boys & Girls Club of Pawtucket to provide innovative out of the box programs for our members. Despite constraints posed by the virus, Club members will still have a quality experience. To this end, we will invest resources where needed to transform each "pod" into a full-service self-contained classroom.

Operating Plans:

- **Program Option 1: Full Day Childcare**
 - Full Day Childcare programming will begin on Monday, August 31, 2020 and is scheduled to run until change in situation. Program hours are Monday-Friday 7:00 am – 5:30 pm. Meals will be served to all members who attend, including breakfast, lunch, and a snack. We will be offering pod style programs **for youth ages 5-12, in grades K-7**. This program is **only available for Pawtucket residents** and is subject to change at any given time.

- **Program Option 2: Kindergarten Before & After School Childcare**
 - Kindergarten Before & After School Childcare programming is scheduled to begin on Monday, September 14, 2020 and is scheduled to run until change in situation. **This program is available for Kindergarteners enrolled in Nathanael Greene Elementary School and Potter Burns Elementary School.** Program hours are Monday-Friday 7:00 am–9:00 am for morning care and after school care will be held from 2:30 pm-5:30 pm. A nutritious meal will be served to all members who attend. All members will be able to utilize transportation to and from school through our Club transportation service. This program is **only available for Pawtucket residents** and is subject to change at any given time.
- **Program Option 3: After School Childcare**
 - After School Childcare programming is scheduled to begin on Monday, September 14, 2020 and scheduled to run until change in situation. We will be offering pod style programs **for youth ages 5-12, in grades K-7.** Program hours are Monday-Friday 2:30 pm-5:30 pm. A nutritious meal will be served to all members who attend. Transportation will not be provided for this program. This program is **only available for Pawtucket residents** and is subject to change at any given time.
- Programming for members in grades 6-12 will be in the form of our Club Academy. Club Academy is designed to complement the school day by giving members academic support and enrichment activities. During the day, teens will secure academic support from a certified schoolteacher. Club Academy members will also be able to enjoy a healthy meal, and wrap around services to assist with their growth throughout the school year. We are still in the planning phase of this program, but as soon as we have more information, we will be communicating that out to all of you.
- Staff Arrival Procedures:
 - Opening staff should plan to arrive at the Club by 6:45 am in order to be ready to provide care at 7:00 am.
 - All staff will be required to wear masks while at the Club. The Club has provided two cloth masks for staff, but they are welcome to wear any face covering they choose so long as it meets CDC requirements for face coverings and does not contain offensive language or imagery.
 - Upon arrival, staff members will have their temperature checked and logged into an employee attendance form. If a staff member has a temperature over 100°F they will not be allowed to enter the Club and will need to remain home from work until 24 hours from the end of said fever **without** the use of any fever reducing medications. In the event they are tested for COVID19 and it is positive, they will need to remain out of work for 14 days or until they receive a doctor's note clearing them to return to work.
 - The staff member will review a laminated health screening form and will sign a log to affirm that no one in the household is ill, is being quarantined,

has travelled out of state, etc. (This form is provided by the department of health).

- If anyone in their household has symptoms consistent with COVID, they will need to remain home from the Club for the same duration as outlined above.
 - Direct care staff will wash their hands and proceed directly to their assigned classrooms, not entering other classrooms on their way. They can stop if needed at external supply closets to ensure they have adequate materials ready for their children.
 - A Staff Floater will be assigned to the gamesroom area where they will have full view to all classrooms and provide the second set of eyes as BGCA rules require no one-to-one contact with members, but COVID best practices make traditional means of adhering to this requirement difficult.
 - Staff will use their walkie-talkies to communicate with the drop off staff and advise that their classroom is open and ready for members.
- Drop Off Procedures:
 - Upon enrollment, parents will need to drop off their child to the Club between the hours of 7:00 am and 8:30am.
 - When a family arrives at the Club, they will proceed to their designated drop off point associated with their child's center. There will be two drop-off points:
 1. The Teen Center entry; parents need to park in the parking lot and walk their child up to the entrance of the Teen Center for a wellness check.
 2. The Pre-Teen Center entry; parents can use the drive through circular drop off area to park their car and walk their child up to the Pre-Teen Center for a wellness check.
 - One parent/guardian will accompany their child to the appropriate entry door drop-off point, maintaining required social distancing utilizing the 6ft spacing marks on the sidewalk. Thank you for remaining in line and remaining patient, a Club staff member will meet you to complete the process.
 - The arriving children will first have a wellness check. It is recommended that all members wear masks to the program. A staff member will take the child's temperature, taken with a non-contact thermometer. Staff will also observe their overall appearance for any signs of obvious malaise.
 - If a child has a temperature over 100°F they will not be allowed to enter the Club and will need to remain home from care until 24 hours from the end of said fever **without** the use of any fever reducing medications. In the event they are tested for COVID19 and it is positive, they will need to remain out of the Club for 14 days or until they receive a doctor's note clearing them to return to the Club.
 - The staff member will review a laminated health screening form with the parent or guardian who will verbally affirm that no one in the household is

ill, is being quarantined, has travelled out of state, etc. (This form is provided by the department of health).

- If anyone in their household has symptoms consistent with COVID, they will need to remain home from the Club for the same duration as outlined above.
 - A staff member will then certify the child is eligible to enter the building, and log the child's temperature, the name of the adult giving the health attestation, and the child's arrive time on an attendance form. Designed with appropriate columns – temp/parent or guardian name/arrival time
 - The staff member will then escort the child into the building, bring them to the restroom assigned to their pod to wash their hands, then bring the child to their classroom. The staff escort will be a staff member assigned as a floater in order to minimize contact.
 - At the conclusion of the drop off period, the Club membership secretary will contact the families of all absent children to find out if unscheduled absences are due to illness.
- Classroom Procedures:

For purposes of COVID19 operations, all classrooms will serve as self-contained “pods” and will be outfitted with all elements needed to provide a range of high-quality activities all in one space. Pods will be school specific and grade specific, and only members of that school are allowed in that pod. School specific pods will also be used for transportation purposes. Choice will be incorporated throughout the program schedule in order to give members some voice and agency in their activities. As we are not able to have members “vote with their feet” and choose activities, they will be allowed to opt out of activities and enjoy quiet time in other areas (“centers”) in their classroom if they prefer.
 - During regular program operations, classroom doors will be propped open to eliminate the need for children or staff to touch those door handles upon entering and exiting the room. In the event of an emergency evacuation, the staff member will be tasked with closing the door upon leaving,
 - Each pod is assigned a restroom. Restroom and hand washing breaks will be scheduled in order to minimize hallway traffic.
 1. In the event of an unscheduled restroom need, the floater assigned to the pod will be summoned using the walkie-talkie to escort the child to and from the restroom.
 2. Restrooms will be cleaned nightly. Each restroom will be cleaned once during the program day by a contracted cleaning company as well as throughout the day in the morning and afternoon by a Club staff member.
 - Meals will be provided to members, but all meals will be brought to the classroom and will be prepackaged. No sharing of food or beverages, common water fountains, or family-style food or food activities will be permitted. Members are encouraged to bring a water bottle each day to refill as needed.

- Members will each be given their own supply of crayons, markers, glue etc. Similarly, each pod will have their own games, balls, and other equipment. No soft toys will be permitted, and games and toys will be sanitized nightly.
- Staff will be required to wipe down high contact surfaces, including door handles and light switches, at least hourly. Cleaning products, including bleach solution bottles, disinfectant wipes, and hand sanitizer, will be available in all classrooms.
- Pods will have time to go outside each day, weather permitting, though pods cannot be in the same outdoor space at the same time.
 1. Given the playground structures are very large, disinfecting the space in compliance with CDC guidelines would be very burdensome. Our initial operating procedures will not include using this playground. We will keep you informed if this changes.
 2. The designated grassed play area, fields and hard surface play areas will be scheduled to provide more controlled outdoor access for each pod.
 3. Pod staff and/or Club maintenance staff will clean any outside surfaces they have used prior to returning inside.
- Discipline procedures will follow the Club's previous guidelines, however in the event that a senior staff person is needed to intervene in a situation, every effort will be made to address that concern in the classroom, rather than bringing the child to the office.
 1. Staff are being provided additional training in advance of operations to improve their classroom management skills and to account for the potential of increased acting out behaviors due to the trauma caused by the COVID crisis.
- Given that parents will not be allowed to visit the classrooms, staff will be using a Parent Board to give parents daily updates on their children.
- In the event of a fire or evacuation, all regular evacuation routes should be followed to ensure the building is emptied as quickly as possible. Once outside, each pod will be assigned a gathering point that is socially distant from other pods.
- In the event that a child becomes ill, the child needs to be isolated from other children and as many staff as possible until a parent arrives to pick them up.
 1. The child will immediately be given a mask to wear and will be relocated to a spare classroom.
 2. The Front Desk Receptionist, stationed adjacent to the spare classroom will serve as the second set of eyes to help comply with BGCA one-on-one contact guidelines.
 3. The staff member should remain 6 feet from the child unless a life-threatening emergency arises.
 4. If the child's symptoms are consistent with symptoms of COVID19, RIDOH and/or RI DHS will be contacted for guidance on testing and quarantine procedures.

5. Once the ill child has left the building, the spare classroom will remain out of service until it is fully cleaned and disinfected.
6. If the ill child has symptoms consistent with COVID19, they must stay home until they have documentation from a medical provider of one of the following:
 - After being sent home test negative for COVID19 and has no other illness restricting program attendance
 - No evidence of illness restricting program attendance
 - Documented proof that the child is no longer contagious
 - After being sent home, tests positive for COVID19, but has since met the RIDOH guidelines for ending isolation:
 - Symptom free for 3 full days without use of a fever reducer AND at least 10 days from symptom onset
OR
 - Two negative tests 24 hours apart
7. All members of the child's pod will move to "Yellow; heightened vigilance" status in terms of illness monitoring
 - Temperature checks will be done on the pod twice daily
 - Their classroom will have enhanced cleaning in alignment with CDC guidelines
- In the event that a staff member becomes ill, they need to either return to their home or seek medical attention immediately.
 1. If they are working directly with the children, their pod will relocate to the spare classroom until their usual classroom is cleaned and disinfected.
 2. The full-time floater assigned to their room will serve as the classroom staff until a substitute can arrive at the Club.
 3. A substitute staff member will be assigned to the pod for the duration of the main staff's illness.
 4. If the ill staff member has symptoms consistent with COVID19, they must stay home until they have documentation from a medical provider of one of the following:
 - After being sent home test negative for COVID19 and has no other illness restricting program attendance
 - No evidence of illness restricting program attendance
 - Documented proof that the child is no longer contagious
 - After being sent home, tests positive for COVID19, but has since met the RIDOH guidelines for ending isolation:
 - Symptom free for 3 full days without use of a fever reducer AND at least 10 days from symptom onset
OR
 - Two negative tests 24 hours apart
- Pick-Up Procedures:
 - Dismissal begins at 4:00 pm, weather permitting, a pick up station will be set up outside of the Club at the same traffic cones used at child drop-off.

In the case of inclement/poor weather, a staff member will be located in the foyer to monitor all dismissals.

- The assigned staff will remain outside and will use the walkie-talkie to radio the classroom and full-time floater announcing the child's dismissal.
 - The assigned staff will have pick-up lists for each child available outside and will check IDs as needed. Non-parent pickups will be verified and a photo will be taken of the ID for the child's file.
 - The child will be signed out by staff, including time of departure.
 - If a child requires a pick up prior to 4 pm, parents need to notify the main office at 401-722-8840 option 1, and the secretary/staff member will meet them at the car.
- Staffing:
 - Two staff will be assigned as the primary staff for each pod. Shift 1 will work from 6:45 am – 12:15 pm, and shift 2 will work from 12:00 pm – 5:30 pm.
 - In addition to the 12 staff members assigned as primary pod teams, other staff will work on virtual programming, and/or duties assigned, will be available as substitute staff in the event of illness.
- Routine Cleaning.
 - The entire building will be cleaned and sanitized nightly per CDC guidelines.
 - Additionally, restrooms will be sanitized once mid-morning and once mid-afternoon and initialed on the Restroom Cleaning checklist by a staff member.
 - High touch surfaces in classrooms will likewise be cleaned hourly.
 - High touch hotspots around the Club will be sanitized once mid-morning and once mid-afternoon and initialed on the Restroom Cleaning checklist by a staff member.
 - Staff should wipe down walkie-talkies with disinfectant wipes upon getting them from their charging base and prior to placing them on the charging base.
- In the event of a Symptomatic Child/Staff or Positive COVID19 test for a Child/Staff, the Boys & Girls Club of Pawtucket will be adhering to the Rhode Island DHS Outbreak Response Playbook: Childcare guidelines. These guidelines are available for review at <https://reopeningri.com/wp-content/uploads/2020/08/Child-Care-Playbook-08.11.20-English-CLEAN-AP.pdf?189db0&189db0>
 - The Outbreak Response Playbook outlines three stages of operation
 1. Green: Normal operations
 2. Yellow: Increased vigilance for detecting/screening for symptoms
 - Conduct two temperature checks daily to validate potential symptoms
 - Conduct deeper cleaning in adherence to CDC guidelines

3. Red: High alert adjusted protocols to increase safety
 - Isolate individual(s)
 - Send individual home and remove and of the child/staff's belongings immediately
 - Engage RIDOH in contact tracing and testing
 - Do not allow individual(s) to return until completing clearance protocols
 - Conduct deeper cleaning in adherence to CDC guidelines
 - Contact RIDOH and DHS Child Care Licensing Unit if/when a child or staff member tests positive
- Following the Playbook, if a pod has **ONE symptomatic child or staff member**
 1. The symptomatic individual moves to level "Red" and needs to remain home until they have medical clearance to return as previously outlined.
 2. Their pod moves to level "Yellow" with increased temperature checks and cleaning.
 3. All other pods remain at "Green"
Parents are notified as applicable
- Following the Playbook, if a **child or staff member who tests positive for COVID or there are multiple symptomatic individuals in a pod**
 1. **All children in that pod revert to "Red" level and must remain home until they have medical clearance to return**
 2. All other pods revert to level "Yellow" with increased cleaning and temperature checks
 3. If the affected child or staff members tests negative, all groups revert back to "Green"
- Following the Playbook, **if there are positive tests or symptomatic children/staff across MULTIPLE pods**
 1. All pods revert to "Red"
 2. The Club will contact DHS and work with DHS and RIDOH to determine a safe path for reopening,