



**BOYS & GIRLS CLUB
OF PAWTUCKET**

COVID-19 Childcare Operations Manual

Revised March 1, 2021

Vision: To provide a high-quality childcare experience for Club members while adhering to best practices on preventing community transmission of COVID-19.

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 Teen Center programs 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:

Before & After School program:

- Program Hours: Monday-Friday 7:00am-start of the school day & 2:30pm-5:30pm
- Transportation will be provided to and from school using stable bus pods
- Program Fees: **\$130 weekly**, covering the cost of both AM/PM programming
 - All families will be registered for both AM and PM services due to the nature of transporting members to and from school in stable groups
 - Scholarships are available for those who qualify
 - DHS accepted
- A nutritious meal will be served to all members during the afternoon program
- Please note this program is open to students in all schools except Flora S. Curtis Elementary at this time

Drop-In program:

- Program Hours: Monday-Friday 2:30pm-5:30pm
- Transportation will **NOT** be provided
- Program Fees: **\$100 weekly**, covering the cost of PM programming
 - Scholarships are available for those who qualify
 - DHS accepted
- A nutritious meal will be served to all members during the afternoon program
- Flora S. Curtis Elementary school students are welcome to attend this program
- Teen Center programming for members in grades 6-12 will be in the form of after school program activities. During the day, members will receive academic support, hands on learning, a healthy meal, and wrap around services to assist with their growth throughout the school year. Program hours are Monday-Friday from 2:30pm-7:30pm. Teen Center members will be placed in stable pods and will participate in fun activities with their peers.
 - \$40 annually for residents of Pawtucket and Central Falls
 - \$60 annually for all other cities
 - Scholarships are available for those who qualify

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 contains appropriate language and 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 COVID-19 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 complete a health screening questionnaire and will 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). Our Club uses the LiveSafe application for questionnaire administration.
- If anyone in their household has symptoms consistent with COVID-19, 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-19 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:

- Members need to be dropped off to the Club at the appropriate time corresponding with their registered program. All members must wear a mask to the program unless otherwise stated by the Department of Health.
 - Before and After School Childcare- between the hours of 7:00 am and 7:30am.
 - Drop-In After School program- starting at 2:30pm
 - Teen Center program- starting at 2:30pm
- 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:
 - 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.
 - 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.
- 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 COVID-19 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 health screening with the parent or guardian who will 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-19, 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, a staff member will contact the families of all absent children to find out if unscheduled absences are due to illness.

Pick-Up Procedures:

- Dismissal begins 1 hour prior to the end of your member's program day, 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 and will check IDs as needed. The child will be signed out by a staff member, including time of departure.
- If a child requires a pick up prior to 4 pm, parents/guardians need to notify the main office at 401-722-8840 option 1.

Classroom Procedures:

For purposes of COVID-19 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 grade specific, and only members of that grade or grade ranges are allowed in that pod. School specific pods will 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.
 - 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.
 - 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.
 - 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 the playground. We will keep you informed if this changes.
 - The designated grass play area, fields and hard surface play areas will be scheduled to provide more controlled outdoor access for each pod.
 - 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.
 - 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-19 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. The child will need to be picked up within 30 minutes of receiving a call from the Club.
 - The child will immediately relocate to the assigned isolation classroom and given a mask if needed.
 - 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.
 - The staff member should remain 6 feet from the child unless a life-threatening emergency arises.
 - If the child's symptoms are consistent with symptoms of COVID-19, RIDOH and/or RI DHS will be contacted for guidance on testing and quarantine procedures.
 - Once the ill child has left the building, the spare classroom will remain out of service until it is fully cleaned and disinfected.
 - If the ill child has symptoms consistent with COVID-19, they must stay home until they have documentation from a medical provider of one of the following:
 1. After being sent home test negative for COVID-19 and has no other illness restricting program attendance
 2. No evidence of illness restricting program attendance
 3. Documented proof that the child is no longer contagious
 4. After being sent home, tests positive for COVID-19, 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
 5. Two negative tests 24 hours apart
 - All members of the child's pod will move to "Yellow; heightened vigilance" status in terms of illness monitoring
 1. Temperature checks will be done on the pod twice daily
 2. 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.
 - If they are working directly with the children, their pod will relocate to a spare classroom until their usual classroom is cleaned and disinfected.
 - The full-time floater assigned to their room will serve as the classroom staff until a substitute can arrive at the Club.
 - A substitute staff member will be assigned to the pod for the duration of the main staff's illness.
 - If the ill staff member has symptoms consistent with COVID-19, they must stay home until they have documentation from a medical provider of one of the following:
 1. After being sent home test negative for COVID-19 and has no other illness restricting program attendance
 2. No evidence of illness restricting program attendance
 3. Documented proof they are no longer contagious

4. After being sent home, tests positive for COVID-19, 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
5. Two negative tests 24 hours apart

Staffing:

- Two staff will be assigned as the primary adults for each pod. Shift 1 will work from 6:45am until approximately 9am, and shift 2 will work from approximately 2pm – 5:30 pm.
- In addition to the staff members assigned as primary pod pairs, other staff members 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.

Outbreak Response Playbook for Childcare:

In the event of a Symptomatic Child/Staff or Positive COVID-19 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 here:

https://reopeningri.com/wp-content/uploads/2021/02/Child-Care-Playbook_English.pdf

Travel:

As mentioned by the Rhode Island Department of Health all travelers should use precaution when returning to their home states. If you are traveling to any of the states that have restricted entry into Rhode Island (please check the RI Department of Health website for restricted states) your child will need to remain at home and is unable to return to our program for a select amount of days. Please contact our Club at 401-722-8840 to speak with a Director regarding your return to program after traveling out of state. Thank you for doing your part to keep everyone at our Club happy and healthy.