



COVID-19 Operational Procedures

Entry/Drop Off/Pickup

- Dates of Operation: June 8- July 31
- We will implement a curbside drop-off and pick-up to limit direct contact between parents/guardians and staff members and adhere to social distancing recommendations. We will greet members outside as they arrive.
- Drop-off and Pick-up Times:
 - Drop-off: 7:30-8:30
 - Pick-up: 4:30-5:30
 - Late fee charged after 5:30 - \$1 for every minute late
- Drop-off and Pick-up Procedures
 - Our screening requirements will be posted on entry doors.
 - Intake staff members will ask daily screening questions curb-side while Club families remain in their vehicles. Some of these questions may include:
 - Have you, your child, or anyone else in the household traveled outside of Arkansas in the last 14 days? (Per the Arkansas Department of Health, A 14-day self-quarantine is required for travelers entering Arkansas who have visited an international location or New York, New Jersey, Connecticut or New Orleans)
 - Have you, your child, or anyone else in the household attended any events/gatherings of more than 50 people in the last 14 days?
 - Have you, your child, or anyone else in the household been in contact with a person known to have COVID-19?
 - Have you, your child, or anyone else in the household experienced any cold or flu-like symptoms in the last 14 days (including fever, cough, sore throat, respiratory illness, difficulty breathing)?
 - Greeting stations will be located outside Check in procedures will look like this:
 - We will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing, cough, fatigue, or extreme fussiness.
 - Temp checks: Persons (Staff or Child) who have a fever of 100* F or above or other signs of illness will not be admitted to the facility. We will Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Children will be sent home if fever is over 100 degrees or if child displays concerning symptoms of COVID-19.
 - There will be a Daily Report completed on all members in attendance that includes the questionnaire, Visual Inspection, Temperature Check(s) & general behavior to communicate with Parents, Directors, Safety Committee & other local stakeholders & authorities when requested.
 - Children that pass requirements will be admitted into the building where they will check in at the front desk and directed to their assigned areas.
 - Parents are encouraged to have the same designated authorized person drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.
 - Hand hygiene stations will be set up at the entrance of the facility, so that members can clean their hands before they enter.

- We will provide hand sanitizer with at least 60% alcohol for all persons entering the building. We will supervise use of hand sanitizer.
- We will have a designated Boys & Girls Club staff outside from 4:30-5:30 for pickup. Parents/Guardians will be given a form with child(ren)'s name on it and be asked to remain in vehicle. Designated staff will radio into Club for child to be called and sent outside. You must have the form with your child's name on it, placed on vehicle dash visible for Club staff to see, in order to pick up your child(ren).
- If child(ren) needs to be dropped off or picked up at any other times than the designated times listed above you must call the Club (870-863-8753) and a member of our staff will meet you at your vehicle to go through the intake procedures. You will not be permitted into our building to drop off as our doors will be locked.
- All visitors/volunteers are not allowed in the building without prior approval. Doors will remain locked during the duration of our program. If visitor is admitted they will be prescreened and be required to wear a mask.
- We ask that members do not bring personal items from home with the exception of breakfast, lunch or snack which will be placed in a designated cubbies and left there until appropriate times.
- Families will be required to sign a waiver indicating understanding of COVID-19, its symptoms and possible complications, and release of liability if allowing child to attend.
- Members may wear masks, or other personal protective equipment, if desired but will not be required to do so.
- If a Club staff or member have a temperature between 99 degrees and 99.9 degrees they will be rechecked in an hour from that point. If temperature rises they will be sent home.

Staff

- Staff must enter through the front entry and directly wash hands.
- Staff will have their temperature and symptoms checked and sent home if fever over 100 degrees or if they display concerning symptoms of COVID-19.
- Staff will be mandated to wear masks in order to prevent the spread of droplets.

Bathrooms

- We will limit 2 members at a time in the restrooms and schedule hand cleaning breaks.

Group Size

- We intend to limit group size to 10 children and 1 staff.
- Members will remain in designated groups throughout the day, rotating to different stations/areas. Members will be assigned a group that they will be with throughout the duration of the program. Each area will be sanitized before rotating as well as each child using hand sanitizer.

Field Trips

- We will not be participating in any field trips or bringing in any special guests until further notice.

Programs

- We will continue to offer meaningful, intentional programs that focus on healthy lifestyles, character and leadership, academic success which engages members and promotes fun.

Attendance Requirements

- Due to the limited availability, we will require our members to attend the Club a minimum of 3 days a week. If your child does not attend at least 3 days a week they will lose their spot in the program to make room for a child on the waiting list.

Expectations

- Club members must do their best to follow all expectations. Failure to do so can result in removal from our program. Traditional Club expectations apply and COVID-19 related expectations are below:
 - Club members are asked to remain 6 feet apart when possible. Staff members will do their best to ensure this happens, but we ask that parents/guardians remind their members of this rule.
 - Club members will participate in regular, scheduled hygiene practices to ensure safety.

Cleaning and Sanitation

- We will have a detailed cleaning and sanitization schedule to ensure proper safety. Cleaning and disinfecting will occur with all toys, materials, equipment and surfaces daily. Additionally, we will have a staff member at each location dedicated to cleaning frequently touched surfaces such as door handles, light switches, etc. throughout the day.

Use of Medication

- Rules for giving medication at the Club have been established by the BGCED and must be followed in all cases by an adult family member. These rules have not changed due to COVID-19.

Communication

- Please communicate any changes in family health circumstances as quickly as possible so that we may mitigate any issues that may arise. We will commit to communicating as much information as possible as often as possible.

Positive COVID-19 Case

- In the event that a Club or staff member encountered an individual that has tested positive for COVID-19:
 - All Club families and staff, the Union County Health Department (they would probably know before we will), the City of El Dorado and BCGA will be notified using our already prepared holding statement/parent letter.
 - Club or staff member would be mandated to self-quarantine for 14 days.
 - Operations would remain normal with screening and cleaning processes continuing daily, unless otherwise directed by the Union County Health Department.
- If someone directly involved in our program tests positive for COVID-19:
 - All Club families and staff, the Union County Health Department (they would probably know before we do), the City of El Dorado and BCGA will be notified using our already prepared holding statement/parent letter.
 - We will immediately send home or separate anyone who becomes sick.
 - Work in collaboration with health department to determine when to re-open closed areas and when staff in quarantine may be allowed to return to work. This could be up to a 14 day quarantine for everyone involved with the program by either recommendation, or mandate, from the Union County Health Department.
 - After re-opening, continue regular cleaning, disinfection, social distancing, and hygiene practices.

Changes

- The COVID-19 situation is fluid and we reserve the right to adjust policies and procedures as needed to maintain the health and safety of children and staff. We will communicate any changes with families.