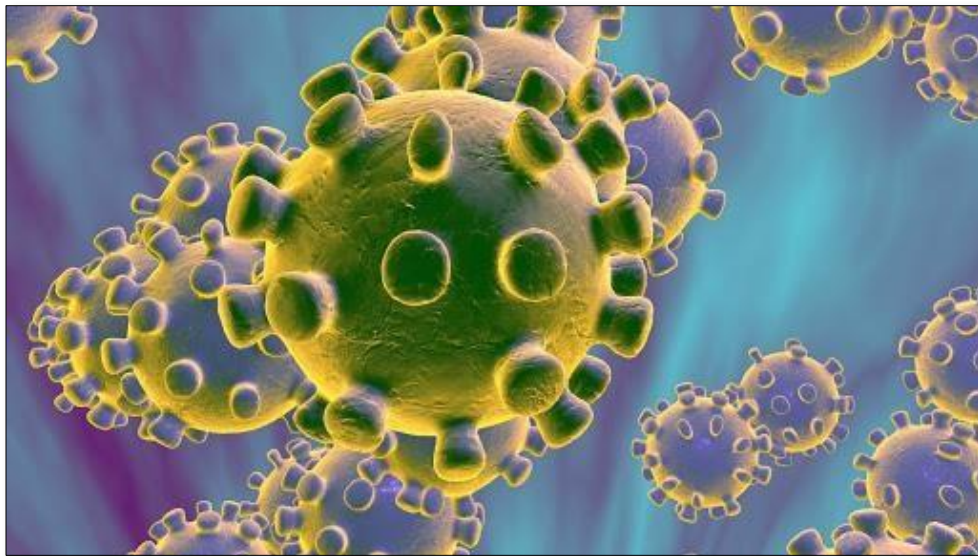




BOYS & GIRLS CLUBS
OF KING COUNTY

STAFF SAFETY & HEALTH PLAN

CORONAVIRUS (2019 -NCOV)



This Plan Includes

- Virus Prevention Expectations
- If a Positive Coronavirus Case is Found in a Club
- If Signs of the Coronavirus Appear in a Club
- If Notified a Club Parent/Guardian is Infected
- Staff Deep Cleaning Guidelines
- Transportation Guidelines

Virus Prevention Expectations



- In compliance with the Washington Statewide face covering mandate, effective June 26, 2020, all adults and youth are required to wear face masks or coverings at all times, including during physical activity, while on Club property until further notice.
 - Masks/coverings may be removed during the following times only:
 - Outdoors, only when physical distancing is possible.
 - During meal times.
 - For the safety of each person, and those they come into contact with, it is important that a face mask be worn properly, covering both the nose and mouth, and removed using CDC guidelines for safe removal and disinfection.
- Club Staff:
 - Upon request, a cloth or disposable mask will be provided by BGCKC for all employees until such measures are deemed unnecessary. It will be the staff members responsibility to ensure cloth masks are washed properly.
 - Questions regarding a staff's inability to meet this mandate should be addressed with Human Resources.
- Youth/Members:
 - Parents/guardians are asked to send their child(ren) to the Club with a personal mask labeled with their child's name, however, upon request, a cloth or disposable mask will be provided by BGCKC until such measures are deemed unnecessary.
 - Questions regarding a member's inability to meet this mandate should be addressed with the Club/Area Director. If an exemption is granted, please ensure proper documentation is kept on file at the Club.
- Health screening of both youth and adults, including staff, are conducted upon arrival and will be kept on file for 30 years.
 - Temperature taken before entry, if over 100.4 degrees staff or youth will be sent home and may not return until symptom free for 72 hours. Staff will keep a record of all temps taken each day and will keep a running log of youth or staff that are out each day due to illness.
 - Families and staff are asked the following questions at drop off:
 - Has your child taken any medication to reduce a fever?
 - Has your child, or anyone else in your household, had contact with anyone who has had a confirmed case of the Coronavirus or is currently awaiting test results in the last 14 days due to potential exposure?
 - Has your child, or anyone else in your household, have any of the following symptoms?
 - A fever (greater than 100.4) symptoms of lower respiratory illness (such as cough, shortness of breath, difficulty breathing), new loss of taste/smell, head/body aches, congestion, or nausea/vomiting.
 - Staff and youth can not attend the club if any of the above questions are answered with a "yes". Staff will then contact the CEO for next steps.
 - *BGCKC understands that medical professionals will have occupational exposure due to the nature of their profession, which will not impact their child(ren)'s attendance as long as they have not been exposed outside of work*
- Drinking fountains will be closed until further notice.
 - Clubs must ensure there is adequate drinking water, as well as, provide individual sterile cups for water consumption.

Virus Prevention Expectations Continued



- Members & Club staff will wash hands when entering the building, at any time, and will wash thoroughly before eating meals and snacks. In addition, hand sanitizer and facial tissue should be accessible in high traffic areas throughout.
- Doors will be locked to anyone entering the Club:
 - Club staff will sign in all members, eliminating the sharing of computers or pens.
 - Club staff will assist in the drop off and pick up of members, ensuring that parents/guardians do not enter the building.
 - Club staff will ensure that proper social distancing is taking place if/when there is a physical line formed during drop off or pick up. When possible, Clubs may stagger drop off/pick up times to ensure proper physical distancing.
- Regular outside volunteers are not allowed in Club buildings and/or program, however, Clubs may bring in outside program contractors and coaches to assist with programming.
 - Any adult visiting a Club, who does not regularly work there, must fill out the Visitor Log, have a health screening conducted before entering, and follow all requirements for staff including, but not limited to, mask coverings, handwashing, and physical distancing.
- No groups will exceed 22, including staff and adults. For example, groups may use a 2:20 or 3:19 ratio.
 - Clubs should consider the size of their rooms and ensure physical distancing is possible when determining group size.
 - Gyms or large spaces can be divided into two areas. If dividing a gym or large club space, dividers such as cones, chairs, table, etc. to ensure a minimum of 6 feet distance from each group.
 - For group sizes specific to athletics, please review the [Return to Play – Athletics](#) plan.
- Groups should not be combined for meals and/or snack.
 - Have members eat meals in separate areas, if possible.
 - If you need to use a common space, lunch times must be taken in shifts.
 - All snacks and meals must be individually served, no family style meals or snacks at this time.
- Incorporate as much outside time as possible. Groups must maintain 6 ft distance from each other while outdoors, no combining of groups.
- Outdoor areas, including Club playgrounds, may be used and require normal routine cleaning, but do not require disinfection.
 - High touch surfaces, made of plastic or metal, such as grab bars and railings, should be cleaned after each use and/or before a new group uses the same equipment.
- Try to get fresh air in by opening windows. Adjust HVAC systems to allow more fresh air to enter the Club.
- Hard to clean items should be removed from the Club at this time, toys and other single use items should be cleaned and sanitized daily, as well as between uses. Disinfect toys as appropriate at the end of each day and allow them to dry overnight.
- Disinfect all hard surfaces at least daily, paying special attention to high use items such as door knobs, light switches, keyboards, telephones, computer mice, countertops, and tables.

If Signs of the Coronavirus Appear in a Club



- If a member is showing signs of Coronavirus at Club:
 - Remove that individual from the group immediately, and take them to an isolation room or area that can be used to isolate a sick person, call a parent/guardian asking them to pick up the member. If an isolation room or area is not available, give a mask to the member to wear and ensure they are at least 6 feet away from other participants while they wait.
 - After the member is picked up by their parent/guardian, clean and disinfect surfaces in isolation room or area following the cleaning guidelines on page 7.
 - Immediately contact your supervisor/Area Director, who will then contact the CEO and Director of Youth & Club Safety. The Director of Youth & Club Safety will work with the CEO to notify, Human Resources and Marketing & Communications. The Director of Youth & Club Safety and CEO will circle back to the Club to communicate next steps if applicable.

If Notified a Club Parent/Guardian is Infected

- Immediately contact your supervisor/Area Director, who will then contact the CEO and Director of Youth & Club Safety. The Director of Youth & Club Safety will work with the CEO to notify, Human Resources, Marketing & Communications, School Districts and Department of Health. The Director of Youth & Club Safety and CEO will circle back to the Club to communicate next steps.
 - Club will close for 24-48 hours for deep cleaning.
 - Member must stay home for 14 days before returning to Club.

If a Positive Coronavirus Case is Found in a Club



- If you receive a call that a staff/member/parent has tested positive for Coronavirus:
 - Immediately contact your supervisor/Area Director, who will then contact the CEO and Director of Youth & Club Safety. The Director of Youth & Club Safety will work with the CEO to notify, Human Resources, Marketing & Communications, School Districts and Department of Health. The Director of Youth & Club Safety and CEO will circle back to the Club to communicate next steps.
- If Public Health determines the Club needs to be closed, the entire club will need to be deep cleaned and sanitized before reopening.
- Area Directors will work with Clubs, Director of Youth & Club Safety on next steps to sanitize the area.

Public Health Phone Number:	(206) 296-4600
King County Health Department:	(206)-477-8000
Safety Director, Stacy Kain:	(206)-436-1803



Staff Deep Cleaning Guidelines for Boys & Girls Clubs of King County

- ✓ Windows and doors should be opened and all fans should be on to create a well-ventilated area to minimize breathing chemicals.
- ✓ If you are going to be spraying chemicals, we request all employees wear a mask and eye protection (eye glasses, sun glasses, safety glasses) that will prevent ingesting cleaning materials in mouth, nose & eyes. Mask should be worn throughout entire cleaning process. If a mask is not available, employees should not be spraying chemicals and cleaning by dipping a rag into bleach and water.
- ✓ Items to have in stock before cleaning:
 - Spray Bottles
 - Bleach
 - Clorox/Lysol spray and/or wipes
 - Eye Protection: Safety glasses, Eyeglasses, Sunglasses
 - Face masks- If you are not able to find do not spray any chemicals and use a cleaning rag dipped in bleach and water
 - Gloves
 - Rubbing Alcohol (90%) – for all computer cleaning
 - Soft cloth- to clean computers
- ✓ Any exposed skin (arms, hands, neck, face areas not covered) should be thoroughly washed with soap and water after removing gloves, mask, and eye protection.



Staff Deep Cleaning Guidelines for Boys & Girls Clubs of King County

1. All Surfaces (examples: tables, countertops, desks, cabinets, bookshelves, floors, bathroom toilets, sinks,)

- Wear disposable gloves when cleaning and disinfecting surfaces.
 - Gloves should be discarded after each cleaning.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. After Cleaning, disinfection products with the following products making sure to follow all instructions including application process and contact time:
 - Lysol or Clorox wipes, sprays
 - Bleach solution
 - Prepare a bleach solution by mixing:
5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes;
 - Vacuum carpets, rugs and spray with Lysol or Clorox spray (that will not stain carpets with bleach)
 - Wash any rugs, curtains or drapes with the hottest setting that will be safe to wash them in.

2. Clothing, towels, linens and other items that go in the laundry

- Wear disposable gloves when handling dirty laundry and then discard after each use.
 - If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
 - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.
 - Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

Staff Deep Cleaning Guidelines for Boys & Girls Clubs of King County



3. Toys, activity centers, books, games, sports equipment, chairs, office equipment, or any object that needs to be cleaned.

- Wear disposable gloves when cleaning and disinfecting any of the above items.
 - Gloves should be discarded after each cleaning.
- All items need to be sanitized with a disinfectant and left to air dry:
 - Lysol or Clorox wipes, sprays
 - Bleach solution
 - Prepare a bleach solution by mixing:
5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water
- Computers (including DASH stations)
 - Put 90% rubbing alcohol on a towel and wipe down computers.
Do not use Clorox or Lysol on computers.
- For plastic toys, stuffed animals, metal toys, anything that will not get damaged if washed
 - Run through the dishwasher. A helpful tip is placing items in a mesh bag, especially small items that may fall through cracks of a dishwasher.
 - Items include are but not limited to: Lego's, any plastic small toys, toy kitchen items, sports balls, etc.
 - Stuffed animals, dress-up clothes, or objects that can be washed in a washing machine, should be.
 - Any item that can't be wet should be sprayed with a disinfectant and left to air dry.
 - Books, keyboards, board games, etc.

4. Outdoor areas, like playgrounds, generally require normal routine cleaning, but do not require disinfection.

- Do not spray disinfectant on outdoor playgrounds—it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
- High-touch surfaces made of plastic or metal, such as grab bars and railings, should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

*Any specific questions can be directed to the Safety Director, Stacy Kain, at 206-436-1803 or skain@positiveplace.org



BOYS & GIRLS CLUBS
OF KING COUNTY

Transporting Members

SCHOOL BUS

- The bus driver, as well as, all passengers must wash hands prior to leaving the Club, before meal times, before getting on the bus at the end of the field trip, and when they return to Club
- The bus driver, as well as, all passengers must wear a mask while on the school bus at all times
- Each passenger should have their own seat
 - Members who live in the same household can share seats, but are the only passengers allowed to
- All passengers should sit in the same seats on the way to and from the field trip
- Bus seats, seat belt, hand rail disinfected after each use
- Bus windows should be open to allow airflow

CLUB VANS

- The driver, as well as, all passengers must wash hands prior to leaving the Club, before meal times, before getting on the van at the end of the field trip, and when they return to Club
- The driver, as well as, all passengers must wear a mask while on the van at all times
- Passengers should sit in the same seats on the way to and from the field trip
- There should be one seat in between each passenger while riding in vans. For example, passengers should only ride in seats with a shoulder strap seat belt
- When entering the vehicle, ensure passengers sitting furthest in the back enter first and attempt not to touch other seats on their way to the back seat
- Backpacks and other belongings should be placed on the ground in front of the passenger or on their lap
- Van windows should be open to allow airflow
- Van seats, seat belt, door handles disinfected after each use.

PUBLIC TRANSPORTATION

Traveling via King County Metro or any other Public Transportation systems is prohibited during Summer 2020.

*Any specific questions can be directed to the Safety Director, Stacy Kain, at 206-436-1803 or skain@positiveplace.org