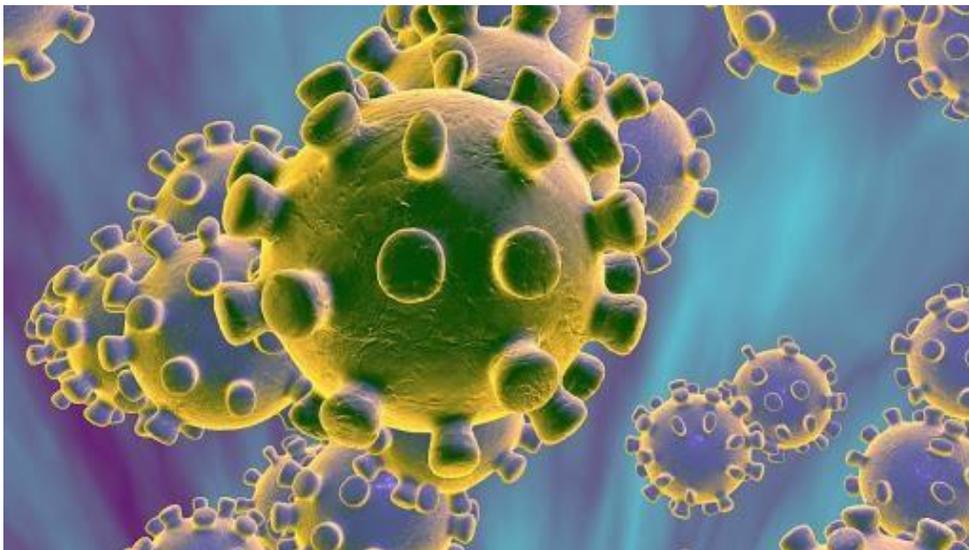




BOYS & GIRLS CLUBS
OF KING COUNTY

STAFF SAFETY & HEALTH PLAN
CORONAVIRUS (2019 – NCOV)



This guidance focuses on practices, for children and youth programs, that lower the risk for spread of COVID-19. This plan and it's procedures/protocols are based on guidelines provided by the Washington State Department of Health (DOH), King County Public Health, and Center for Disease Control (CDC).

Any specific questions regarding Boys & Girls Clubs of King County’s Safety Plan should be directed to the Safety Director, Stacy Kain, at 206-436-1803.

All Club specific questions, should be directed to the Senior Program Directors, Operations Director, or Area Director overseeing that program.

- Public Health Phone Number: 206-296-4600
- King County Health Department: 206-477-8000
- BGCKC Safety Director: 206-436-1803

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Key Principles for Reducing Potential Exposure

The main ways of reducing exposure to the Coronavirus and other respiratory pathogens involve:

- **Keeping ill persons out of program.** Educate children, families and staff to stay home when sick, and use screening methods.
- **Cohorts.** Conduct all activities in small groups that remain together over time with minimal mixing of groups.
- **Physical distancing.** Minimize close contact (less than six feet) with other people.
- **Hand hygiene.** Frequently wash with soap and water, or use alcohol-based hand gel.
- **Protective equipment.** Use face coverings or shields, and other barriers.
- **Environmental cleaning and disinfection.** Prioritize the cleaning of high-touch surfaces.
- **Improve indoor ventilation.** Open windows to the outside when possible.
- **Isolation.** Isolate sick people and exclude exposed people.
- **Outdoor spaces.** Consider outdoor activities when possible as they have less transmission risk than indoor activities.

VIRUS PREVENTION

Face Coverings

In compliance with the [Safe Start Washington Plan](#) and statewide face covering mandate, all youth, age 5 or older, staff, volunteers, and guests must wear face coverings or acceptable alternatives at all times, including during physical activity, while on Club property until further notice. For the safety of each person, and those they come in contact with, it is important that a face covering be worn properly, covering both the nose and mouth, and removed using CDC guidelines for safe removal and disinfection.

Upon request, a disposable mask will be provided by BGCKC for all youth, staff, volunteers or guests until such measures are deemed unnecessary.

Based on recommendations from Washington State Department of Labor & Industries, effective 11/30/2020, **BGCKC staff** must comply with the following mask requirements dependent upon the activity risk level. Most activities fall under the “medium transmission risk” category, however, there are a few activities considered “high transmission risk”. Requirements for both categories are as follows:

- **Medium Transmission Risk:** regular Club activities
 - A face shield with a cloth face covering; OR a 3 ply, medical grade surgical mask
- **High Transmission Risk:** staff involved in meal preparation, those conducting daily Health Screenings, performing First Aid, or tending to a sick or isolated person
 - An N95 mask OR a face shield plus a KN95 or 3 ply surgical mask

To ensure the safety of our Club communities, effective 11/30/2020, all **youth** who attend Boys & Girls Clubs of King County programming must wear a 3 ply, medical grade surgical masks. Parents/guardians are asked to send their child(ren) to Club with a personal, disposable mask labeled with their child's name, however, a mask will be provided for those who need one.

- For youth under the age of 5, face coverings are encouraged, but optional.
- In rare circumstances when a face covering cannot be worn, youth and adults may use a face shield with a drape as an alternative to a traditional face covering.
 - Face shields should extend below the chin, to the ears, and have no gap at the forehead to be effective.

Face coverings may be removed during the following times only:

- Outdoors, only when physical distancing is possible
- During meals and snacks

If youth need a “mask break”, take them outside or to a large, well ventilated room where there is sufficient space to ensure more than six feet of physical distance between people.

Questions regarding a person's inability to meet this mandate should be addressed with the following individuals:

- Staff – please direct any questions regarding staff to Human Resources
- Youth – please direct any questions regarding youth to the Club/Area Director
 - If an exemption is granted, please ensure proper documentation is kept on file

Personal Protective Equipment (PPE)

In addition to providing face coverings upon request, Boys & Girls Clubs of King County will provide additional PPE, including hand sanitizer and any other PPE that is determined necessary in keeping youth and staff safe. Hand sanitizer will be stocked as needed and kept throughout the building

Hygiene Practices

Wash hands often with soap and water for at least 20 seconds. Youth and adults should wash hands when they enter the program space, before meals or snacks, after outside time, after going to the bathroom, after nose blowing or sneezing, and before leaving to go home. Help young members wash their hands correctly.

- All programs, including outdoor programs, should be in areas that have adequate handwashing facilities on site. Set up temporary handwashing stations with running water if a program must operate without sufficient facilities
- Use an alcohol-based hand gel with at least 60% alcohol when soap and water are not readily available
 - Alcohol-based hand gel is not a substitute for handwashing when hands are dirty or before eating. Wash hands with soap and water as soon as possible.
- Youth and staff should not touch their eyes, nose, and mouth with unwashed hands.
- Cover coughs or sneezes with a tissue, then throw the tissue in the trash. Clean hands with soap and water, or hand gel.

Parent Arrival for Drop off / Pick Up

To reduce the risk of exposure to youth and staff, all Clubs must develop a system for drop off and pick up that reduce the need for families to enter the Club. Club staff are responsible for ensuring families are able to remain physically distance when dropping off or picking up members. This may include staggering drop off and pick up times, greeting youth and families at their vehicles, or placing distancing markers outside.

- Club staff will sign in all members, eliminating the sharing of computers or pens
- Doors will be locked when possible and Club staff will monitor the doors at all times, especially during drop off and pick up times

Health Screenings Prior to Entry

Health screenings of all youth, staff, and volunteers, including temperature checks and intake questions, will be conducted upon arrival and must be kept on file for 30 years. 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.

- Temperature will be taken before entry, if over 100.4 degrees that individual will be sent home. Refer to the “Returning to Club after Suspected Symptoms” section to determine when your child(ren) are able to return. Club staff will keep a record of all temps, as well as, a running log of youth or staff that are out each day due to illness.
- In addition, anyone entering the building will be asked the following questions at drop off. Anyone who answers “yes” to any of the questions may not attend Club. Refer to the “Returning to Club after Suspected Symptoms” section to determine when your child(ren) are able to return.

- Has your child, or anyone in your household, had any of the following symptoms within the last day? (If it is the first day after a break or for a new member, please ask about the past 3 days)
 - 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
- Has your child been in close contact with anyone with a confirmed case of COVID-19 or who is awaiting testing?
- Has your child had a positive COVID-19 test for active virus in the past 10 days?
- Within the past 14 days, has a public health or medical professional told your child to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?
- Any adult visiting the Club, who does not regularly work there, must fill out the Visitor Log, have a health screening conducted before entering, follow all requirements for staff including, but not limited to, mask coverings, handwashing, and physical distancing.

Cohort / Group Sizes

Keeping youth and staff in the same small groups or cohorts daily reduces the number of close contacts they may have. Assign youth to small groups, and try to keep them in the same groups each day. Staff should be assigned to individual cohorts or groups and should not mix with other groups when possible. Groups should not be mixed during daily activities, including during the beginning and end of the day.

- Groups will maintain, at least, a ratio of 1:15.
- Groups larger than 15 should be split into 2 subgroups within their program area. The adult from one subgroup may briefly supervise the other subgroup to facilitate breaks but youth from different subgroups should limit interactions.
 - If equipment, such as sporting equipment, goes from one subgroup to the other the staff person should retrieve it not the youth.
- Groups should not be mixed for any programming or activities and must maintain the appropriate group size outlined by DOH. (22 total)
 - No groups will exceed 22 people, including staff and other adults.
 - For example, groups may use a 2:20 or 3:19 ratio.
- Outdoor play should take place in shifts and groups should not mix, even outdoors, unless there is adequate space between each group.
 - For example, two groups could occupy each side of a large field, however, two groups should not occupy a small playground at the same time.
- For group sizes specific to athletics, please review the Return to Play – Athletics plan.

Providing staff breaks / utilizing subs or floaters:

- When a floater or sub is brought in to provide breaks, they must wash their hands immediately upon entering and upon leaving the space, wear a face mask/covering at all times.
- When utilizing floaters, consider timing when bringing in staff who are not normally part of a group to minimize close interactions with youth.
 - For example, give staff their lunch break during reading, outside, or movie time, or another activity that does not require close contact, so they can supervise the group while remaining 6 feet from youth.

Clubs may utilize volunteers during program time, however, all volunteers must be counted in the total group size of 22 and cannot be left alone with youth.

In addition to following all protocols staff and youth adhere to, volunteers must complete the following:

- Background Check
- Completion of required volunteer Praesidium Training
- Club orientation, including, but not limited to the COVID-19 Volunteer Training

Physical Distancing

Clubs will practice physical distancing of at least 6 feet between people and should consider the size of their rooms when determining group sizes to ensure physical distancing is possible. Create space between youth using visual markers and reduce the amount of time they are close with each other, even within their cohort groups.

- Gyms or large spaces can be divided into two areas. If dividing a gym or large Club space, dividers such as cones, chairs, tables, etc. must be used to ensure a minimum of 6 feet of distance from each group.

Practical tips to maintain physical distancing:

- Limit the number of youth in each program space.
- Increase the distance between youth during table work and meals.
- Youth should have their own set of items to limit the sharing of supplies or equipment.
- Maintain six feet of distance and reduce time standing in lines.
- Increase fresh air as much as possible. Use the ventilation system and/or open windows where safe.
- Go outside more.

Outside Play

Offer outdoor play in staggered shifts. If two or more groups are outside at the same time, they should have at least 6 feet of open space between them. Use cones, flags, tape, or other signs to create boundaries between groups. If you can, have equipment such as balls and jump ropes for each group. Always wash hands right after outdoor play time.

Meals & Snack Time

Provide meals and snacks in the program space and avoid large group gatherings. If you provide meals or snacks in a lunchroom or multi-purpose room, stagger meal times, create space between groups and avoid mixing. Space youth as far apart as you can at each table and make sure tables are at least 6 feet apart.

- Clean and sanitize tables before and after each group eats.
- Eliminate family style.
- Ensure youth are not sharing food.

All Club drinking fountains will be closed until further notice.

- Clubs must ensure there is adequate drinking water, as well as, individual sterile cups available for water consumption.

Program Supplies & Equipment

Limit shared materials to those you can easily clean, sanitize and disinfect. Clean and sanitize hands-on materials and equipment often and after each use. Use individually labeled containers or bins for each youth.

Remove items that cannot be cleaned and sanitized unless they are individually assigned and labeled.

- Youth should have their own set of items to limit the sharing of supplies or equipment.
- Sporting equipment must remain in each subgroup and be thoroughly sanitized after each use.

Deep Cleaning Guidelines

Clean, sanitize, and disinfect throughout the day. Clean and sanitize toys, equipment, and surfaces in the program space, including high touch items like doorknobs, faucet handles, check in counters, and restrooms.

1. All Surfaces (tables, countertops, desks, cabinets, bookshelves, floors, toilets, sinks, etc.)
 - a. Wear disposable gloves when cleaning and disinfecting surfaces.
 - b. 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, disinfect 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
 - a. Wear disposable gloves when handling dirty laundry and then discard after each use.
 - b. If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
 - c. 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. If possible, consider placing a bag liner that is either disposable or washable.
 3. Toys, activity centers, books, games, sports equipment, chairs, office equipment, or any object that needs to be cleaned.
 - a. Wear disposable gloves when cleaning and disinfecting any of the above items.
 - i. Gloves should be discarded after each cleaning.
 - b. All items need to be sanitized with a disinfectant and left to air dry following the guidance for all surfaces above.
 - c. Computers (including DASH stations)
 - i. Put 90% rubbing alcohol on a towel and wipe down computers. Do not use Clorox or Lysol on computers.
 - d. For plastic toys, stuffed animals, metal toys, anything that will not get damaged if washed

- i. 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.
 1. Items include are but not limited to: Lego's, any plastic small toys, toy kitchen items, sports balls, etc.
 - ii. Stuffed animals, dress-up clothes, or objects that can be washed in a washing machine, should be following the guidelines above.
 - iii. Any item that can't be wet should be sprayed with a disinfectant and left to air dry.
 1. Books, keyboards, board games, etc.
4. Outdoor areas, like playgrounds, generally require normal routine cleaning, but do not require disinfection.
- a. 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.
 - b. High-touch surfaces made of plastic or metal, such as grab bars and railings, should be cleaned routinely.
 - c. Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

General cleaning guidance:

- 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, all staff must wear a mask and eye protection (eye glasses, sunglasses, 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, do not spray chemicals. Instead clean by dipping a rag into bleach and water.
- Items to have in stock before cleaning:

○ Spray Bottles	○ Face mask
○ Bleach	○ Gloves
○ Clorox/Lysol spray and/or wipes	○ Rubbing Alcohol (90%)
○ Eye Protection	

 - For computer cleaning, use a soft cloth when doing so
- 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.

Travel Guidelines

On 11/13/2020, Governor Jay Inslee issued a travel advisory, recommending a 14-day quarantine for interstate and international travel and asks that Washington State residents stay close to home and refrain from any non-essential out of state travel. We request that you and your family follow the Governor's guidance to do our part in reducing the transmission of COVID-19.

If you are a BGCKC employee, who is essential to Club operations, and have recently traveled out of state, we ask that you wait 72 hours from when you completed your travels and test negative for Coronavirus prior to returning into the workplace.

If Signs of Coronavirus Appear in a Club

No symptoms at the start of the day does not mean symptoms will not develop as the day goes on.

- Staff should monitor youth during the day for symptoms.
- Any youth or staff that develop symptoms during the day will be sent home immediately.
- Clubs should track any illnesses of youth or staff.
- If youth that attend on a regular basis do not show up for two days and staff have not heard from a parent/guardian as to the reason, staff should do their best to call to find out if they are out due to illness.

When a Club sends a person with Coronavirus symptoms, clean and disinfect the areas where the ill person spent time.

Youth Who Develop Symptoms

Each Club should have an identified space for isolating an ill person until they can be sent home.

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 guideline found in this plan.

Staff Who Develop Symptoms

If a staff member develops symptoms while at work, they should immediately notify their direct supervisor to arrange for immediate coverage of their area and should exit the building as soon as possible. Staff with symptoms should maintain 6 feet of distance from others until they are able to leave the Club.

Returning to Club after Suspected Symptoms

If testing for COVID-19 is not performed, stay home for at least 10 days after symptom onset, and at least 24 hours after fever has resolved and symptoms have improved. People with compromised immune systems or are considered high risk may need to isolate at home for longer.

If testing for COVID-19 is negative, stay home until 24 hours after the fever resolves and symptoms improve.

- For BGCKC staff, documentation must be placed in their medical/personnel file.
- For members, documentation of a negative test must be viewed by a staff person, but does not need to be kept on file.

If Notified a Parent / Guardian Tests Positive

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.

- In most cases, the 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 youth or staff member has tested positive for Coronavirus, immediately contact your supervisor/Area Director, who will then contact the CEO and Director of Youth & Club Safety.

The Safety Director will work with the CEO to notify, Human Resources, Marketing & Communications, School Districts, Department of Health, and Boys & Girls Clubs of America.

The Safety Director 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.

For Clubs located in school buildings, if a school district employee tests positive for COVID-19, the Club may be shut down due to the entire building being closed for a deep cleaning, regardless of whether or not the district employee was present in the Club space.

Returning to Club after Testing Positive

Anyone with a confirmed case of COVID-19 may return to program when:

- At least 24 hours have passed since recovery.
 - A person is recovered when they have no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath. Additionally, at least 10 days have passed since signs first showed up.
- In addition, a negative COVID-19 test result must be received prior to returning to Club.
 - For BGCKC staff, documentation must be placed in their medical/personnel file.
 - For members, documentation of a negative test must be viewed by a staff person, but does not need to be kept on file.

Returning to Club after Exposure to Confirmed COVID Case

Individuals who were in close contact with a person with confirmed COVID-19 should quarantine at home. They should monitor themselves for symptoms for 14 days starting from the last day they had contact with the infected person.

- Youth and volunteers who have been in close contact with confirmed COVID-19 are encouraged to get tested themselves. It is recommended to wait at least 72 hours before a test is performed.
 - If testing for COVID-19 is positive, please inform BGCKC immediately.
 - If testing for COVID-19 is negative, individuals still must quarantine for 14 days.
- Staff who have been in close contact with confirmed COVID-10 must wait 72 hours before getting tested.
 - If testing for COVID-19 is positive, please inform your supervisor immediately.
 - Due to being classified as an essential workforce, if testing for COVID-19 is negative, staff members may return to work once cleared by their supervisor.