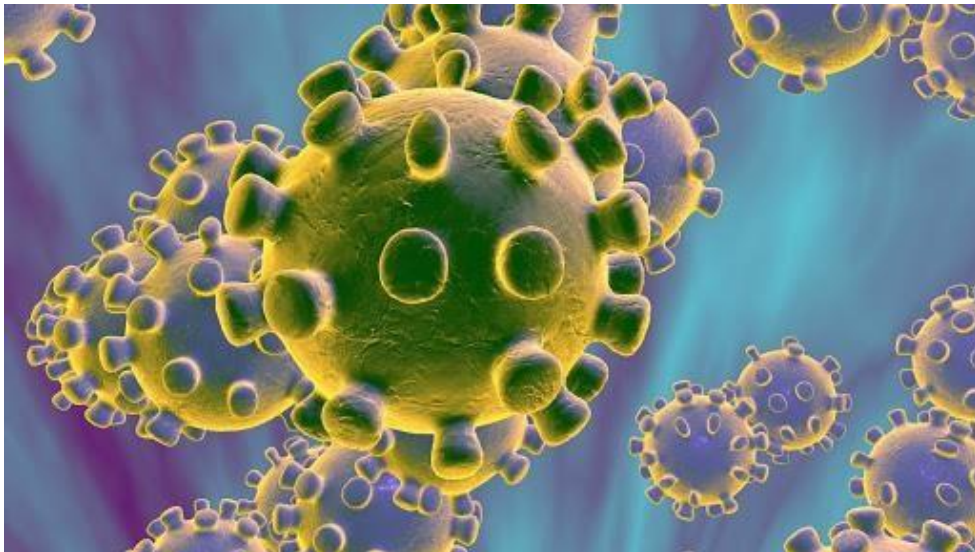




BOYS & GIRLS CLUBS
OF KING COUNTY

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

While vaccinations and ongoing precautions have helped reduce the infection rate, it is important to remember that children under the age of 12 are not yet able to be vaccinated. Follow the face covering requirements below.

Indoors

In compliance with the statewide indoor mask mandate issued by the Governor's Office, effective August 23, 2021 all youth, age 5 or older, staff, volunteers, contractors, and guests must wear facial coverings, or an acceptable alternative, indoors regardless of vaccination status unless eating or drinking.

Outdoors

Masks are required at all outdoor events with 500 or more people. Masks are not required outdoors, regardless of vaccination status, for events with less than 500. People who are unvaccinated, including youth, are encouraged to wear a mask in crowded outdoor settings such as sporting events or similar settings where it's hard to maintain physical distance.

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, disposable 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, disposable 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 (layer) mask at all times, disposable or cloth. This includes a 2-ply (layer) cloth mask with a filter insert.

- Neck gaiters, bandanas, or other coverings that have less than 3 layers, will not be allowed. A 3-ply, disposable mask will be provided to anyone arriving to Club in any non-approved facial coverings.

Parents/guardians are asked to send their child(ren) to Club with a personal mask labeled with their child’s name, however, a mask will be provided for those who need one. It is the responsibility of the family to ensure cloth face coverings are washed properly after use daily.

- 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.

Any youth 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 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, who is not fully vaccinated, been identified as being in close contact with a confirmed COVID-19 case in the past 14 days?
- Has your child, tested positive for COVID-19 in the past 10 days or are awaiting results of a COVID19 test due to possible exposure or symptoms and not from routine asymptomatic COVID-19 screening or surveillance testing.
- Within the past 14 days, has a public health or medical professional told your child, or anyone in your household, 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 Daily Health Screening & Temp Log for Adults, have a health screening conducted before entering, follow all requirements for staff including, but not limited to, mask coverings, handwashing, and physical distancing. All Adults entering the Club will have their temperature checked and be asked the following questions. Anyone who answers "yes" to any of the questions may not enter the Club. Refer to the "Returning to Club after Suspected Symptoms" section to determine when a person is able to return.

- Are you fully vaccinated?

- If “yes”, individuals will review the following statements. If they are true for that individual they may be admitted into the Club:
 - I do not have any COVID-19 symptoms.
 - I do not have a COVID-19 diagnosis.
- If “no”, individuals will review the following statements. If they are true for that individual they may be admitted into the Club:
 - I do not have any COVID-19 symptoms.
 - I do not have a COVID-19 diagnosis, AND I do not live in the same household as someone with a COVID-19 diagnosis.
 - I am not currently awaiting a COVID-19 test result.
 - I have not been in close contact of someone with COVID-19.

COVID-19 Vaccine

On August 18, 2021 Governor Jay Inslee announced that most child care, early learning, and youth development providers must be fully vaccinated against COVID-19 by October 18, 2021 or obtain a religious or medical accommodation.

All BGCKC youth facing staff have provided proof of either fully vaccination or initiating the process. We anticipate that all youth facing staff will be fully vaccinated by November 29, 2021.

BGCKC volunteers fall under this mandate as well.

Please reach out to Human Resources at hr2@positiveplace.org to obtain the form to request a religious or medical accommodation.

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. (32 total)
 - No groups will exceed 32 people, including staff and other adults.
 - For example, groups may use a 2:30 or 3:29 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.

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 32 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 3 feet of distance between youth 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. In certain circumstances, youth must still maintain 6 feet of distance:

- In common areas.
- During meal and snack times.
- During activities when increased exhalation occurs, such as signing, shouting, playing instruments or when performing physical activity. These activities should move outdoors or to a large, well-ventilated space whenever possible.

Staff must continue to maintain six feet of physical distance from other staff and from youth, regardless of vaccination status.

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
 - Bleach

- Clorox/Lysol spray and/or wipes
- Eye Protection
- Face mask
 - For computer cleaning, use a soft cloth when doing so
- Gloves
- Rubbing Alcohol (90%)
- 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.

Transportation cleaning guidance:

- Once at trip destination and passengers exit the vehicle:
 - Clean and disinfect all high-touch areas, including seats, door handles, and hand rails
- Once bus is returned to Club and passengers exit the vehicle:
 - Clean and disinfect all high touch areas, including the following:
 - Seats, door handles, hand rails
 - Steering wheel
 - Shift Knob
 - Dashboard and buttons
 - Dust and wet mop vehicle floors
 - Remove the trash
 - Wipe heat and air conditioner vents, seats, walls, and windows
 - Clean spills
- All cleaning equipment must be locked and kept on the bus. Once half of the products are gone, please inform supervisor that they need to be restocked.
 - What should be included: PPE (non-latex gloves / masks), cleaning products (disinfecting spray/wipes, bleach, rubbing alcohol)

Travel Guidelines

On 03/19/2021, Governor Jay Inslee rescinded his November 2020 advisory and is advising all Washingtonians to comply with the [Center for Disease Control's current COVID-19 travel advisory guidance](#) when traveling.

Guidance for Unvaccinated Employees

Any BGCKC employee, who is unvaccinated and essential to Club operations, is required to wait 72 hours from when you completed your travels and test negative for Coronavirus prior to returning to the workplace for both international and domestic travel.

Guidance for Vaccinated Employees

Domestic Travel (*within the United States*): Any BGCKC employee, who is vaccinated, that has traveled within the United States does NOT need to self-quarantine or get tested for Coronavirus prior to returning to the workplace.

International Travel (*outside of the United States*): Any BGCKC employee, who is vaccinated, that has traveled outside of the United States is required to wait 72 hours from when you completed your travels and test negative for Coronavirus prior to returning to the workplace.

Field Trips

Boys & Girls of King County is planning to offer field trips as part of Summer Camp programming. Many will be walking field trips, and within a short distance of the Club. Some field trips will require a short drive. All Boys & Girls Clubs transportation guidelines will be followed. As will the COVID guidelines for the field trip location. The safety and wellbeing of our members and community are the top priority for Boys & Girls Clubs of King County. If you do not wish to have your member participate in field trips, please contact your Club's Program Director.

Club staff are responsible to ensure compliance of all BGCKC COVID-19 safety policies when they are not on Club property. In addition, they are required to follow the safety policies of locations visited while off-site.

Transportation

Via School Bus

- The bus driver, as well as, all passengers must wash hands, or use hand sanitizer, 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
- No more than 2 youth in a seat at a time, with a backpack in between to encourage physical distancing.
 - Youth should be paired with members from their household or with other Club members in their pod.
- Adult volunteers and staff must sit in their own seat.
- Passengers must load the bus back to front and unload front to back, limiting the number of individuals walking passed one another.
- All passengers should sit in the same seats on the way to and from the field trip.
- Keep trips as short as possible, limiting the amount of time spent on the bus.
- Bus seats, seat belt, hand rail disinfected after each use (See Cleaning Protocols below).

- Bus windows should be open to allow airflow. If you can't keep the windows open due to weather, trip should be postponed.

Via Club Vans/Mini Bus

- The driver, as well as, all passengers must wash hands, or use hand sanitizer, 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 and travel in pods.
- Passengers must load the van/mini bus back to front and unload front to back, limiting the number of individuals passing one another.
- Adult volunteers and staff must sit in their own seat on mini buses.
- Keep trips as short as possible, limiting the amount of time spent in vans.
- Backpacks and other belongings should be placed on the ground in front of the passenger or on their lap.
- Van/mini bus windows should be open to allow airflow. If you can't keep the windows open due to weather, trip should be postponed.
- Van/mini bus seats, seat belt, door handles disinfected after each use (See Cleaning Protocols below).

Via Public Transportation

- When traveling via King County Metro or any other Public Transportation systems, all individuals must remain masked at all times and staff should do their best to keep members physically distances from other riders.
- All passengers must wash hands, or use hand sanitizer, 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.
- Keep trips as short as possible, limiting the amount of time spent on the bus.

For cleaning guidance specific to transportation vehicles, please refer to the transportation cleaning guidance starting on page 10.

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.

If someone recently had a COVID-19 vaccine and now feel COVID like symptoms, they may return to program IF:

- They feel well enough and are willing to perform normal activities and
- They do NOT have a fever and
- Signs and symptoms are limited only to those observed following vaccination (including pain, swelling, tiredness, headache) and
- They do NOT have any other signs and symptoms of COVID-19, such as a cough, shortness of breath, sore throat, or change in smell or taste.

Symptoms due to the vaccine typically should resolve in a few days.

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.

- Member must stay home for 14 days before returning to Club.
- In some cases, depending on the risk level, the Club will close for 24-48 hours for deep cleaning.

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, King County Public Health, and Boys & Girls Clubs of America.

To determine if the Club must close, or the length of closure time, please collect the following information from the youth or staff member who has tested positive:

1. Date individual was last at the Club.
2. If symptomatic, date of symptom onset.
3. If asymptomatic, testing date.

If it is determined that the individual who tested positive was not at the Club during the 48-hour period when they were most contagious, there has been no direct exposure to youth and staff, and the Club will continue with normal operating hours.

If it is determined that the individual who tested positive was at the Club during the 48-hour period when they were most contagious, the Club will close for 14 days from the date the individual who tested positive was last in the Club. This will include weekends. In addition, those who were in contact with the individual who tested positive should quarantine at home for time the Club remains closed and monitor their symptoms throughout the 14-day period.

To determine next steps, a meeting will be held with Human Resources, the Safety Director, CEO, Marketing & Communications, Area Director, and Club leadership to review all relevant information. Once a decision is made Club leadership will notify staff and families on 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.

In some circumstance, only a portion of the Club will be closed. This will happen only after determining if the exposure risk to other youth and staff in separate areas/rooms of the Club is low.

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 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 5 – 8 days 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. See *below for additional Quarantine options if 14 days is not possible.*
- Staff, that are not vaccinated, who have been in close contact with confirmed COVID-19, must wait 72 hours before getting tested. Staff members who are awaiting test results should NOT work until those results are received.
 - 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.



- Staff that do not have symptoms, who are fully vaccinated, do not need to quarantine, but should be tested 3-5 days following a known exposure to someone with suspected or confirmed COVID-19 and wear a mask in all public indoor spaces for 14 days or until they receive a negative test result.
 - Fully vaccinated staff members are allowed to work during the period they are awaiting test results.
 - It is best that vaccinated staff members who are awaiting testing, maintain physical distance of 6 feet or more until they receive their results.

Additional Quarantine Options

When possible, quarantine should last for 14 days as this is the safest options. If 14 days is not possible, quarantine can last for 10 days after the last close contact, without additional testing required. However, if any COVID-19 symptoms develop during the 10 days, remain in quarantine and continue monitoring for symptoms the full 14 days and get tested.

Under special circumstances, it may be possible to end quarantine after 7 full days beginning after the last close contact if you have been without symptoms and after receiving a negative result from a test (get tested no sooner than 48 hours before ending quarantine). Continue monitoring for symptoms until day 14.

Returning to Club after Testing Positive

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

- When they have recovered.
 - A person is recovered when they have no fever in at least 24 hours without the use of medications, and improvement in respiratory signs like cough and shortness of breath. Additionally, at least 10 days of isolation have passed since signs/symptoms first showed up.
 - For those who are asymptomatic, at least 10 days of isolation have passed since testing positive.

Someone that is Fully Vaccinated

The Centers for Disease Control and Prevention's (CDC) recommendation for fully vaccinated people states that fully vaccinated people who came into close contact with someone with COVID-19 should get tested 3-5 days after the date of their exposure and wear a mask in public indoor settings for 14 days after or until a negative test result.

People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, like the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, like Johnson & Johnson's Janssen vaccine. If it has been less than 2 weeks since their shot, or if the individual still needs to get their second dose, they are NOT fully protected and must keep taking all prevention steps until fully vaccinated.

Fully vaccinated persons should:

- Get tested 3-5 days after being exposed to COVID-19.
- Watch for symptoms for 14 days after their exposure.
- Continue to wear masks, practice social distancing, and keep their social circles small.

Persons who do not meet both criteria should continue to follow current quarantine guidance after exposure to someone with suspected or confirmed COVID-19.