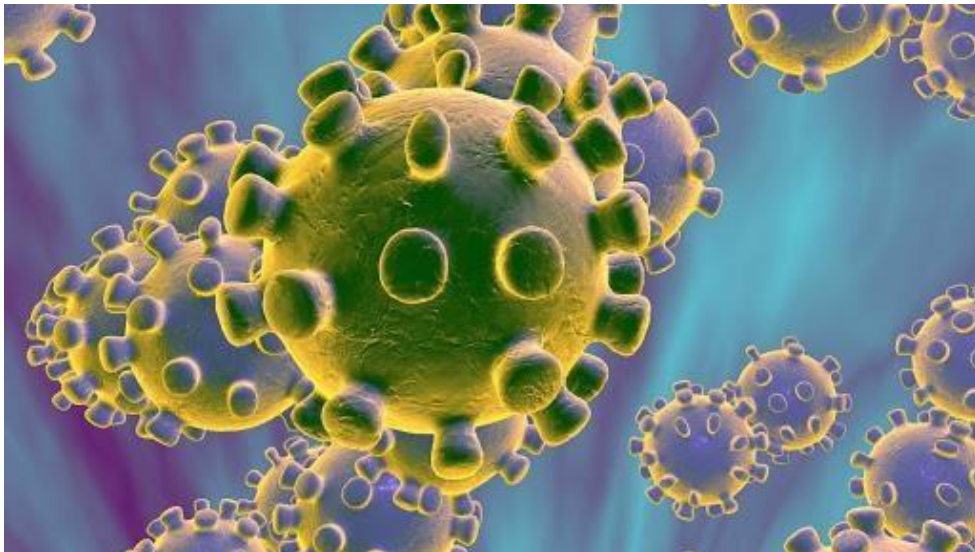




BOYS & GIRLS CLUBS
OF KING COUNTY

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 its 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 Executive Director of Health & Safety, Rachel Smith, at rsmith@positiveplace.org.

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

- Public Health Phone Number: 206-296-4600
- King County Health Department: 206-477-8000
- BGCKC Executive Director of Health & Safety: rsmith@positiveplace.org

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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

On February 28th, Governor Jay Inslee put out a [statement](#) that the mask mandate in Washington State will end at 11:59pm on March 11th. Effective Monday March 14, 2022, face coverings requirements for youth will align with the public-school district in which the Club resides.

Boys & Girls Clubs of King County continues to require masking for all staff and volunteers , indoors and outdoors, when youth are present. Masking remains optional, but strongly encouraged when in close contact with other staff when youth are not present.

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 distanced 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 and Club staff will monitor the doors at all times, especially during drop off and pick up times.

Health Screenings

It is important that staff, volunteers, and families monitor themselves and/or their children for signs and symptoms of COVID-19, stay home if you're sick and/or keep sick children at home, and get tested for COVID-19 when applicable.

Any adult visiting the Club, who does not regularly work there, must fill out the Visitor Log and follow all requirements for staff including, but not limited to, mask coverings, handwashing, and physical distancing.

COVID-19 Vaccinations

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 vaccination. 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.

[COVID-19 vaccines](#) available in the United States are effective at protecting people from getting seriously ill, getting hospitalized, and even dying. As with vaccines for other diseases, people who are up to date are optimally protected. CDC recommends that everyone 5 years and older get their [primary series](#) of COVID-19 vaccines, and receive a booster dose when eligible

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.

People are considered “up to date”:

- Up to date means a person has received all recommended COVID-19 vaccines (see above), including any booster dose(s) when eligible.

Fully vaccinated and Up to Date persons should:

- Get tested 5-7 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.

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 singing, 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 three 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 3 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 3 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 3 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. Create a seating chart for meal and snack time, and space youth as far apart as you can at each table and make sure tables are at least 3 feet apart.

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

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
 - For computer cleaning, use a soft cloth when doing so
 - Face mask
 - 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)

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 cohort.
- 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. At least 2 front and 2 rear windows should be open a few inches. 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 home 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 3 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 a Household Member Tests Positive

Regardless of vaccination status, students, children, and staff who were potentially exposed to COVID-19 should be encouraged to:

- Monitor for symptoms, AND
- Test every 24-48 hours until 5 days after the last positive household member's isolation has ended. Molecular (PCR/NAAT), antigen, and at home tests are acceptable. If they test positive, they must isolate.
 - For individuals who have been recently infected (within the past 90 days), antigen testing should be performed as PCR results may remain persistently positive and not be indicative of a new, active infection.

Exposed youth and staff may continue to take part in Club programming as long as they are not symptomatic. If an exposed youth or staff develops symptoms, they are required to immediately isolate at home, and follow the guidance listed under "Returning to Club After a Positive Test".

Youth and staff, who have someone in their household that has tested positive for COVID-19, should get tested at least 5 days after their first exposure. *A person with COVID-19 is considered infectious starting 2 days before they develop symptoms, or 2 days before the date of their positive test if they do not have symptoms.* They should also get tested at least 5 days after the end of isolation for the person with COVID-19, and wear a well-fitting mask around others for 10 days after the infected person's isolation period ends.

In this situation, the following precautions may limit the spread.

- The person with COVID-19, and everyone they live with should wear a well-fitting mask inside the home.
- If possible, one person should care for the person with COVID-19 to limit the number of people who are in close contact with the infected person.
- Take steps to protect yourself and others to reduce transmission in the home:
 - Isolate if you are sick or test positive for COVID-19, even if you don't have symptoms.

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, and the Executive Director of Health & Safety.

The Executive Director of Health & Safety will work with Human Resources, CEO, Marketing & Communications, School Districts, King County Public Health, and Boys & Girls Clubs of America.

To determine next steps please notify the Executive Director of Health & Safety with the following information:

1. Name of individual who tested positive
2. Date individual was last at the club
3. If symptomatic, date of symptom onset.
 - a. If asymptomatic, testing date.
4. Date of positive test
5. Group/cohort impacted by exposure

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, and there has been no direct exposure to youth and staff, the Club will continue with normal operations and will not need to send out exposure notifications.

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 individual will need to isolate at home regardless of vaccination status and the Club will need to send out exposure notifications to the impacted group/cohort. Youth and staff do not need to quarantine unless they have symptoms. If they have symptoms they should stay home and get tested.

A youth or staff who tests positive for COVID-19 is required to isolate at home, regardless of vaccination status. The isolation period is 5 full days from the start of symptoms or the date of positive test. Children or staff who remain symptomatic or test positive after 5 days of isolation must continue to isolate for the full 10 days.

If multiple positive cases occur in a Club during the same time frame, the Executive Director of Health & Safety, Human Resources, CEO, Marketing & Communications, and Area Director will review all relevant information to determine next steps.

- In the event of an identified outbreak in a specific cohort only that cohort of the Club will be closed. The cohort will close for 5 days from the first positive test, including weekends. This will happen only after determining if the exposure risk to other youth and staff in separate areas/rooms of the Club is low. In the event of an identified outbreak across multiple cohorts the Club may be required to implement mitigation strategies such as a 2-week masking policy or improve ventilation to help slow the spread. The Executive Director of Health & Safety will consult with Public Health, Human Resources, CEO, Marketing & Communications before determining if an entire club location needs to close.

- If Public Health determines the Club needs to close a specific group/cohort or the Club, the entire club will need to be deep cleaned and sanitized before reopening.
- Area Directors will work with Clubs, and Executive Director of Health & Safety on next steps to sanitize the area.

Returning to Club after Exposure to Confirmed COVID Case

Exposed youth, staff, and volunteers may continue to take part in all in-person Club programming, including athletics, as long as they are not symptomatic. If possible, exposed youth, staff, and volunteers should test 3 to 5 days after exposure. If an exposed youth, staff, or volunteer develops symptoms, they are required to immediately isolate at home.

Youth, staff, and volunteers who have symptoms of COVID-19, are required to stay home and should get tested and/or see a health care provider. If testing for COVID-19 is positive please inform BGCKC immediately.

Returning to Club after Testing Positive

A youth or staff member who tests positive for COVID-19 is required to isolate at home, regardless of vaccination status. The isolation period is 10 full days from the start of symptoms or the date of positive test.

This individual may return to Club after 5 full days of isolation if:

- Their symptoms have improved or they are asymptomatic, AND
- They are without a fever for the past 24 hours without use of fever-reducing medications.

AND IF returning to Club days 6-10, the individual is **required** to:

- Wear a well-fitted mask during days 6-10 of their isolation period, consistent with CDC guidance. *If they must remove their mask for eating or drinking, they must do so far away from others.*
 - *Children and staff are encouraged to test after day 5, before returning to the Club.*

If this individual is not able to wear a well-fitted mask or face shield with a drape, remains symptomatic, or continues to test positive after day 5, they are required to continue isolating through the end of their 10 day isolation period.