



**BOYS & GIRLS CLUB
OF GREATER WATERBURY**

**COVID-19 RESPONSE PLAN
POLICIES & PROCEDURES
Summer Enrichment Program 2020**

PARENT/GUARDIAN INFORMATION

The Boys & Girls Club of Greater Waterbury's will open for the 2020 Summer Enrichment Program on July 6, 2020. We are working hard to ensure that we fully comply with the directives of the City of Waterbury, State of Connecticut and Center for Disease Control and we will continue to comply with these directives as they evolve and change.

We will open on July 6, 2020 and offer a six-week program. That may change as we are careful to comply with all Executive Orders and other mandates.

The program will be limited to 40 campers per week. Registration will be accepted on a first-come, first-serve basis.

Registration for camp has begun. The application can be downloaded and printed off our website. You may mail the completed application to us at 1037 East Main Street, Waterbury, CT 06705 or drop it off at the Club (call us first). You may not complete the application at the Club. We will start accepting payments June 1st; payments must be received before your child can attend the program.

During the program, we will adhere to the directives of the State and we ask that you assist us in complying for the health and safety of everyone. We will update these policies and procedures as directives change.

- Parents are asked to support the Club in providing a safe space for our members and staff by fully complying with our directives.
- All staff and children will be screened daily for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees Fahrenheit. Screening includes assessing health by taking temperature.
- Parents/guardians will be expected to answer a verbal health questionnaire daily upon drop-off. We may ask you to take your child's temperature upon arrival.
- Parents/guardians must authorize the Club to administer a daily temperature check on their child prior to admission into the program.

- Staff or children who have a temperature greater than 100 degrees are not permitted into the program.
- Parents/guardians must inform the Club of any changes to their child's health or community exposure. If your child exhibits any symptoms of fever, runny nose, coughing, or shortness of breath, parents must keep children home until their symptoms have subsided for 120 hours without the assistance of medication.
- The Club will have a "sick room" for child(ren) with an elevated temperature or who may be ill; however, any child presenting with those symptoms upon arrival will be sent home and, in the event that a child presents symptoms during the day, parents/guardians will be called and expected to pick up their child immediately.
- Though not required, children may wear cloth face coverings at the discretion of their parent/guardian. The Club will have masks available.
- All children are expected to follow Club policies surrounding behavior, hygiene, health practices, social distancing, and any other recommendations outlined by the CDC and implemented by the Club.
- All children must be able to participate in program at their designated workspace and follow instructions of staff in order to ensure their safety.
- Members are asked not to bring in any personal items, including cell phones, games, electronics or toys. Meals will be provided.
- Items that cannot be washed or sanitized daily at the facility are prohibited (stuffed animals, plush toys, etc.).
- Hand Washing Hygiene Policy:
 - All staff and children will engage in regular hand washing with soap and water for at least 20 seconds;
 - Before coming in contact with any child;
 - Before and after eating;
 - After sneezing, coughing or nose blowing;
 - After using the rest room;
 - Before handling food;
 - After touching or cleaning surfaces that may be contaminated;
 - After using any shared equipment like toys, computer keyboards, mouse.
 - If soap and water are not available, use an alcohol-based hand sanitizer. (Children may bring their own hand-sanitizer)
- Respiratory Hygiene Policy:
 - Staff will cover coughs and sneezes with tissues or the corner of the elbow;
 - Children, when appropriate, cover coughs and sneezes with tissues or the corner of the elbow;
 - Dispose of soiled tissues immediately after use.
- Bathroom Use Procedures:
 - Each group will be assigned bathroom time(s). Only one group shall use the bathrooms at a time;
 - Staff shall send boys into the boys' locker room and girls into the girls' locker room at the same time. Staff shall wait by the front desk in the game room for the group to finish and shall ensure that hands have been washed;
 - Children may use the single person bathrooms only in an emergency;
 - A staff member must communicate via walkie when sending a child to the bathroom outside of the designated group time. Staff shall state to which bathroom the child is being sent. No more than 2 children may be in the bathroom at one time. Children may not use the locker room bathrooms outside of the designated group time.
- Clean Program Areas Procedures
 - Program rooms will be cleaned after each use.

- The entire building will be cleaned nightly.
- Social Distancing Procedures
 - Staff shall make every effort throughout the day to maintain social distancing, including using alternating seating, avoiding children touching each other and maintaining the same group throughout the day and never allowing more than one group in an area
 - No area shall ever have more than 10 campers at one time
 - There shall be no congregation of campers and staff at any time
 - Children shall not change from one group to another
 - Each group shall be in a separate room. Groups shall not mix with each other
 - Staff shall remain solely with one group of children throughout the course of the day
 - If children rotate from one space to another, the room & equipment will need to be sanitized prior to having another group
 - There will be no more than one child per table, and tables should be positioned to accommodate six feet of separation between every person
 - Only items that can be sanitized/cleaned daily are authorized to be used as part of program (wood, plastic, metal, etc.). Items that cannot be washed or sanitized daily at the facility are prohibited (stuffed animals, plush toys, etc.)
- Drop off and pick up procedures:
 - Stagger your arrival between 7 – 8 am and 4 – 5 pm
 - Only 1 parent/guardian will be allowed in the building at a time
 - Please use the hand sanitizer/wipes provided before touching the buzzer or door
 - Please stay 6 feet from the front desk
 - Sign-out will be located separate from the front desk. Please use hand sanitizer/wipes provided before touching the sign-out sheet &/or pen
 - Please move quickly to allow for next parent/guardian to enter
 - Remind your child of the need to pack up quickly upon being called for pick-up
- Members who show disregard for Club policies or exhibit intentional disruptive behavior may be asked to leave the program.