BACK2SCHOOL™

2020-2021 Member Handbook

Whatever It Takes to Build Great Futures.
# Table of Contents

<table>
<thead>
<tr>
<th>Page 3</th>
<th><strong>Club Contacts</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Page 4</td>
<td><strong>A Welcome from the CEO</strong></td>
</tr>
<tr>
<td>Page 4</td>
<td><strong>School Year Program</strong></td>
</tr>
<tr>
<td></td>
<td>Program Model</td>
</tr>
<tr>
<td></td>
<td>Capacity &amp; Space Breakdowns</td>
</tr>
<tr>
<td></td>
<td>Program Hours</td>
</tr>
<tr>
<td></td>
<td>Rotational Schedule</td>
</tr>
<tr>
<td></td>
<td>Drop-Off &amp; Pick-Up</td>
</tr>
<tr>
<td></td>
<td>Wellness Screening</td>
</tr>
<tr>
<td></td>
<td>Parent Expectations</td>
</tr>
<tr>
<td></td>
<td>Member Expectations</td>
</tr>
<tr>
<td>Page 8</td>
<td><strong>Policies &amp; Procedures</strong></td>
</tr>
<tr>
<td></td>
<td>Pick-Up Policies &amp; Procedures</td>
</tr>
<tr>
<td></td>
<td>What to Bring &amp; Wear</td>
</tr>
<tr>
<td></td>
<td>Personal Items</td>
</tr>
<tr>
<td></td>
<td>Illness</td>
</tr>
<tr>
<td></td>
<td>Medication</td>
</tr>
<tr>
<td></td>
<td>Fundraising</td>
</tr>
<tr>
<td></td>
<td>Internet Use Policy</td>
</tr>
<tr>
<td></td>
<td>Meals &amp; Snacks</td>
</tr>
<tr>
<td></td>
<td>Special Dietary Needs</td>
</tr>
<tr>
<td></td>
<td>Nut Free Policy</td>
</tr>
<tr>
<td></td>
<td>Bring Your Own Device Policy</td>
</tr>
<tr>
<td>Page 12</td>
<td><strong>Safety</strong></td>
</tr>
<tr>
<td></td>
<td>General Hygiene</td>
</tr>
<tr>
<td></td>
<td>Safe Program Space</td>
</tr>
<tr>
<td></td>
<td>Restrooms</td>
</tr>
<tr>
<td></td>
<td>Member Code of Conduct</td>
</tr>
<tr>
<td></td>
<td>Caught You Being Great</td>
</tr>
<tr>
<td></td>
<td>Behavioral Disturbances</td>
</tr>
<tr>
<td></td>
<td>Accident Report</td>
</tr>
<tr>
<td></td>
<td>Emergency Procedures</td>
</tr>
<tr>
<td></td>
<td>COVID-19 Symptoms &amp; Cases</td>
</tr>
<tr>
<td></td>
<td>Site Closures</td>
</tr>
</tbody>
</table>
Club Contacts

BOYS & GIRLS CLUB
OF EL DORADO COUNTY
WESTERN SLOPE

Administration
Phone: 530.295.8019    Fax: 530.344.0185
PO Box 2535, Placerville, CA 95667
www.BGCE.org

Email: bgcinfo@bgce.org

Sean McCartney
Chief Executive Officer
Sean@bgce.org

Sara Harris
Administrative Director
Sara@bgce.org

Georgetown Clubhouse
Front Desk: 530.719.3128
6530 Wentworth Springs Road
Georgetown, CA 95634

Ahnalies Glass
GT Unit Director
Ahnalies@bgce.org
530.719.3128

Placerville Clubhouse
Front Desk: 530.295.8019
2840 Mallard Lane
Placerville, CA 95667

Juan Nunez
GPVUnit Director
Juan@bgce.org
530.719.3120

Pollock Pines Clubhouse
Front Desk: 530.363.8684
2700 Amber Trail
Pollock Pines, CA 95726

Leslie Roy
PP Unit Director
Leslie@bgce.org
530.363.8684

Cody Diamond
Program Coordinator
Cody@bgce.org
Dear Club Members and Families,

We are all filled with excitement at being able to welcome kids back to our facilities across the Slope. The past few months have been tough on everyone and it is my hope that opening up our Clubs helps our kids and families regain a bit of normalcy in their lives.

Each and every day, your Club member will receive fresh, scratch-made meals, hours of Academic Success, Good Character & Citizenship, and Healthy Lifestyles programming, homework help, and more all facilitated by our well-trained, friendly, finger-printed, CPR and First Aid Certified Staff.

We have been and will continue to be in constant communication with our partner school districts, EDCOE, and public health agencies. We will continue to evaluate how current restrictions impact the number of members we can safely serve within our facilities. We will accept more than the current registration cap as soon as it is safe to do so.

The safety and well-being of our members, families, and community is our top priority. We hope all of you are healthy and well as we continue to navigate through this very unsettling time.

Our staff is ready to give your kids their very best this year and we ask that in turn we get the very best of our members!

Thank you for joining our Club for the 2020-2021 School Year Program!

Thank you,

Sean McCartney, CEO

GREAT FUTURES START HERE.
School Year Program
The Club will shift its rotational program model to better support physical distancing. Members will be grouped according to their grade groups. The Placerville Clubhouse will operate from 8:30am to 5:30pm and the Georgetown & Pollock Pines Clubhouses will operate from 1:00pm to 6:00pm Monday through Friday. Except for outdoor breaks, members will remain in their designated areas for the entirety of the time they are signed into the program and will experience academic reinforcement, enrichment, and wellness curriculum daily. Areas will be periodically sanitized throughout the day by a designated staff.

**Program Capacity and Space Breakdown**

In order to align with the health and safety best practices provided by the Center for Disease Control and Prevention (CDC), the Club will reduce its capacity for each building. Each group will take turns using the outdoor and eating spaces which will be cleaned and sanitized between each use.

<table>
<thead>
<tr>
<th>Enrollment Capacity</th>
<th>Program Areas</th>
<th>Maximum Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>*as of 7/28/20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Georgetown</td>
<td>5</td>
<td>80</td>
</tr>
<tr>
<td>Placerville</td>
<td>8</td>
<td>136</td>
</tr>
<tr>
<td>Pollock Pines</td>
<td>5</td>
<td>60</td>
</tr>
</tbody>
</table>

**Program Hours**

**Georgetown**
- Open: 1:00pm-6:00pm
- Drop-Off: 1:00pm-2:00pm
- Pick-Up: 5:00pm-6:00pm

**Placerville**
- Open: 8:30am-5:30pm
- Drop-Off: 8:30am-10:00am
- Pick-Up: 3:30pm-5:30pm

**Pollock Pines**
- Open: 1:00pm-6:00pm
- Drop-Off: 1:00pm-2:00pm
- Pick-Up: 5:00pm-6:00pm

Whenever possible, members should be signed into the program during the drop-off window and signed out during the pick-up window.
**Rotational Schedule**

Members will remain with their groups for the entire time they are in attendance at the Club. The Placerville & Pollock Pines Clubhouses will follow a rotational schedule: members will utilize one area in the morning and one area in the afternoon. Groups will utilize outdoor space as much as possible to encourage further physical distancing. Use of outdoor space will be determined day-off by the Unit Director. Please see below for a sample schedule:

<table>
<thead>
<tr>
<th>Clubhouse</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groups</td>
<td>Area 1/ Area 3</td>
<td>Area 2/ Area 4</td>
<td>Area 1/ Area 3</td>
<td>Area 2/ Area 4</td>
<td>Area 1/ Area 3</td>
</tr>
</tbody>
</table>

**Parent Expectations**

Parents are asked to support the Club in providing a safe space for our members and staff by informing the Club of any changes to their child’s health or community exposure. If a child exhibits any symptoms of fever, runny nose, coughing, shortness of breath, rash, vomiting, or diarrhea parents are asked to keep them home until their symptoms have subsided for 48 hours without the assistance of medication. Parents are expected to authorize the Club or its representatives to administer a daily temperature check on their child prior to admission into the program. Upon enrollment, parents will be asked to review our “Club Member Handbook” with their children and reinforce the importance of compliance and safety.

**Member Expectations**

Members participating in the program are expected to follow Club policies surrounding behavior, hygiene, health practices, social distancing, and any recommendations outlined by the CDC and state and local government. Members must be able to participate in program at their designated workspace and follow instructions of Youth Development Professionals and site staff in order to ensure their safety. Members who show disregard for Club policies or exhibit intentional disruptive behavior may be asked to leave the program without a refund.
Drop-Off & Pick-Up

Parents are not to enter the Club during drop-off or pick-up. If possible, parents should remain in their cars during drop-off and pick-up. If parents arrive outside of the designated drop-off or pick-up times (listed below), they are to call the Front Desk and a staff will meet your vehicle.

<table>
<thead>
<tr>
<th>Site</th>
<th>Drop-Off Window</th>
<th>Pick-Up Window</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgetown</td>
<td>1:00pm-2:00pm</td>
<td>5:00pm-6:00pm</td>
<td>530.719.3128</td>
</tr>
<tr>
<td>Placerville</td>
<td>8:30am-10:00am</td>
<td>3:30pm-5:30pm</td>
<td>530.295.8019</td>
</tr>
<tr>
<td>Pollock Pines</td>
<td>1:00pm-2:00pm</td>
<td>5:00pm-6:00pm</td>
<td>530.363.8684</td>
</tr>
</tbody>
</table>

Wellness Screening

All members and staff will go through the following wellness screening daily:

1. **Verbal Questionnaire**—Parents are required to answer these questions daily prior to their member exiting the car.
   - Has your child had a fever, cough, sore throat, shortness of breath, vomiting, diarrhea, loss of taste, headaches, fatigue, abdominal pain, or a rash in the last 2 days?
   - Have you or your child been exposed to someone who has been diagnosed with COVID-19 within the previous 2 weeks?
   - Have you or your child traveled internationally in the last two weeks?

If the parent answers **yes** to any of these questions, the child will not be admitted into the program and will be asked to return when they are able to answer no. Once a member passes the verbal screening, the child may exit their vehicle for the temperature check.

2. **Temperature Check**
   - Once the child passes the verbal questionnaire, staff will take forehead temperature of the member using a temporal thermometer. Parent is not to leave until complete.
     - If lower than 100 F – Member may proceed to handwashing station and then enter the building. Unit Director & support staff to note on checklist.
     - If 100 F or higher - Staff will take member’s temperature again after 5 minutes have elapsed. If temperature is still 100 F or higher, member will be sent home until fever free without medication for at least 2 days.
Policies & Procedures
Pick-Up Policies & Procedures

- Members must be signed out of the Club by the time Club closes (see Clubhouse hours) or a late fee of $1 per minute per child will be charged
- **Parents are not to exit their vehicles.** Program staff will be stationed at the outdoor pick-up spots (shown on page 8) and will call for members. Members will then be escorted from the program space to their parent’s vehicle by staff.
- We will only release members to people that are on the member’s approved pick-up list.
- To add someone to your child’s pick-up list, please contact the Front Desk to fill out an authorization form.
- Staff will ID anyone they do not recognize that comes to pick up a member. Please be prepared to show your ID at pick-up daily.
- **Late Fee:** If you will be late picking up your member please call the Front Desk and let them know as soon as possible. **After the Clubhouse closes (see Clubhouse hours on pages 3 & 8) you will be charged $1 per minute per member.** Please note: In the event your child is left at the program and no parent/guardian or emergency contact can be reached 45 minutes after the program closes, staff may call the El Dorado County Sheriff’s Department and will release custody of that/those child(ren) to the Sheriff’s Department.

**What to Bring & Wear**

Please make sure your member is ready to participate in an active day. **Members should wear comfortable clothes and closed toe shoes.** Please note that members will be active and participate in messy activities, so expensive/special clothing is strongly discouraged.

BGCE is not responsible for any lost items.

**Cell phones:** Cell phones are not allowed to be used in the youth programs. Teens may use their phones for music and games during designated times (social media prohibited at all times). BGCE is not responsible for lost or broken phones if you chose to send one with your member. Please see our Bring your Own Device Policy for more information in determining whether to send your member with a cell phone. If you need to get in contact with your member at any time during the program please call the Front Desk.

**Personal Items**

All staff and members are asked not to bring any personal items that are not strictly necessary. This includes but is not limited to:

- Bags
- Gaming Devices
- Stuffed animals
- Toys
- Books
- Lunch Boxes

All backpacks will be kept in designated storage spaces from drop-off to pick-up. Backpacks and bags will not be allowed into the Club. All snacks and meals will be provided to members.

**Illness**

If your child exhibits signs of illness or experiences any symptoms while at the Club, your child will be isolated and you will be called for immediate pickup. Members must be picked up within 1 hour of parent/guardian notification. Member will not be readmitted until the health screening is passed, **2 days have passed without symptoms, or a doctors note is provided.** Please keep your member’s application current so we may contact you immediately in the event of illness or emergency.
**Attendance**

Due to the limited enrollment capacity, members are required to attend at least 4 days a week. (PUSD TK-2nd students who attend school 2 days a week must attend at least 3 days a week).

**Medication**

If your member needs to take medication during the day please contact the Front Desk for a Medication Distribution Consent Form. This form needs to be completed by the parent/guardian and physician; and medications need to be provided in their original, labeled bottle or box. Medications will be kept in a locked cabinet at the Front Desk. Members may not keep medication (see form for exceptions) in their backpacks or on their person. Please see Medication Form for more information.

**Fundraising Policy**

Members are not allowed to sell items for school or other fundraisers at the Club.

**Internet use policy**

The Boys & Girls Club of El Dorado County Western Slope provides internet access to Club members. While the Club goes to great lengths to protect members from inappropriate content, no system can completely guarantee that such material cannot be accessed. The Club prohibits the use of any data containing pornography, sexually orientated material, or that encourages hatred/violence or any actions that are considered crimes in the United States of America. If any member comes across material that may be considered offensive or makes them feel uncomfortable in any way, they are to leave that site immediately. Members who are found to be in violation of the Boys & Girls Club Internet Acceptable Use Policy may face disciplinary measures including computer usage restrictions, parental notification, suspension from the Club, termination of membership, and/or possible civil and criminal penalties. The Club will attempt to administer these disciplinary measures appropriately with regard to the seriousness of the member’s offense. The rules have been designed as guidelines for proper behavior and in no way can they cover every conceivable incidence of conduct by Club members. Club staff will use their own discretion in determining obvious misbehavior by members.

**Meals & Snacks**

BGCE provides all members with a scratch made breakfast, lunch, and afternoon snack (all-day program) or a scratch made lunch and snack (afternoon program) using fresh and whole-grain ingredients. Menus will be posted monthly on our website. Please do not send meals or snacks with your member.

**Special Dietary Needs**

BGCE provides meals to all members who attend the program. These meals follow a pre-set menu that includes a meat or meat alternate, grain, fruit, vegetables, and milk. BGCE can support special meal or other accommodation requests based on medical or religious reasons. If your child needs a special meal or other accommodation, please complete the "Medical Statement to Request Special Meals and/or Accommodations" form. This form can be requested at the front desk and must be submitted at least 5 business days in advance of when special meals are requested.

**Nut Free Policy:** BGCE is a nut free facility.
Bring Your Own Device Policy
At this time, members are only permitted to bring cell phones. No other personal devices will be allowed due to sanitizing concerns.

The Boys & Girls Club of El Dorado County Western Slope adopts this policy to maintain a safe and secure environment for members, staff, volunteers, and others.

A personally owned device includes all member-owned existing and emerging technologies and devices that can take photographs; play and record audio or video; input text; upload and download content and/or media; and transmit or receive messages or images. Emerging technologies and devices include but are not limited to cell phones, computers, tablets and storage media (e.g., flash drives), as well as communication tools including social media sites, text messages, chat and websites.

Not all devices are covered within this policy. Unacceptable devices in this policy include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers and televisions. Club purposes include program activities, career development, communication with experts and/or Club peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to ask staff when they aren’t sure of the permissibility of a particular use of technology prior to engaging in the use.

Personally owned devices are permitted for use during Club time for Club purposes and in approved locations only. The Club expressly prohibits the use of personally owned devices in locker rooms, restrooms and other areas where there is an expectation of privacy.

Any inappropriate use of a personally owned device, as determined by Club staff, can lead to disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of membership, or other disciplinary actions determined to be appropriate to the Club’s existing disciplinary policies including, if applicable, referral to local law enforcement.

Inappropriate communication includes, but is not limited to, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted or spoken by members; information that could cause damage to an individual or the Club community, or create the danger of disruption of the Club environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a member is told to stop sending communications, that member must cease the activity immediately.

Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is bullying that takes place using emerging technologies and devices. Examples of cyberbullying include mean text messages or emails; rumors sent by email or posted on social networking sites; and embarrassing pictures, videos, websites or fake profiles. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club member, Club staff or community is subject to disciplinary action.

Members must be aware of appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages and material posted online by members.

Monitoring and inspection. Boys & Girls Club of El Dorado County Western Slope reserves the right to monitor, inspect, copy and review a personally owned device that is brought to the Club. Parents/Guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/Guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

Internet access. Personally owned devices used at the Club are not permitted to directly connect to the Internet through a phone network or other content service provider. Personally owned devices must access the Internet via the Club’s content-filtered wireless network. Boys & Girls Club of El Dorado County Western Slope reserves the right to monitor communication and Internet traffic, and to manage, open or close access to specific online websites, portals, networks or other services. Members must follow Club procedures to access the Club’s Internet service.

Loss and damage. Members are responsible for keeping the device with them at all times. Staff are not responsible for the security and condition of the member’s personal device. Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally owned device brought to the Club.

Parental notification and responsibility. BGCA’s Internet Acceptable Use Policy restricts the access of inappropriate material. However, supervision of usage may not always be possible while members use the Internet. Due to the wide range of material available on the Internet, some material may not fit the particular values of members and their families. Because of this, it is not practical for BGCA to monitor and enforce a wide range of social values in student use of the Internet. If parents do not want members to access information beyond the scope of the Internet Acceptable Use Policy, parents should instruct members not to access such materials.
**General Hygiene**
The Club will require all members and staff to follow CDC recommendations for reducing transmission, maintaining healthy business operations, and a healthy work environment including but not limited to:

1. Wash or Sanitize Hands frequently
2. Not be within six feet of or make any contact with another person
3. Not touch their face
4. Cough & sneeze into a tissue or inside of elbow
5. Stay home if they are sick or know they will not pass wellness screening
6. Wear face coverings within the facility when feasible
   a. All staff will wear face coverings.
   b. *All members in third grade and above will be required to wear face coverings.*
   c. *Members without face coverings will not be admitted.*
   d. The Club may have extra face coverings available but cannot guarantee that there will always be one available for use

**Safe Program Space**
A. Children shall not change from one group to another.
B. Each group shall be in a separate room. Groups shall not mix with each other.
C. YDPs shall remain solely with one group of children throughout the course of the day.
D. If children rotate from one space to another, the room & equipment will be sanitized prior to occupation by another group.
E. Tables will be positioned to accommodate physical distancing.
F. 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 will be prohibited (stuffed animals, plush toys, etc.).

**Restrooms**
Members and staff are asked to only use restrooms dedicated for their use. Every facility is equipped with an adult restroom that should only be used by staff. Kids’ restrooms may only be used by Club members. Anyone who uses the restrooms must wash their hands for at least 20 seconds with soap and water prior to exiting the restroom. Designated support staff will ensure that not more than two members are in the restroom at a given time.
**Member Code of Conduct**

At the Club we want our clubhouse to be safe and welcoming for all members. While we appreciate each member’s individuality, it is also necessary for members to follow rules and guidelines designed to keep our programs safe and fun for all!

**The 5 Be's**

**BE Safe**
I will follow staff instructions and posted signs.  
I will keep my hands, feet and objects to myself.  
I will stay within designated boundaries.

**BE Respectful**
I will be tolerant and accept other people’s differences.  
I will use good manners and language.  
I will be considerate of the feelings of others.  
I will not bully, threaten, hit or hurt anyone.  
I will deal peacefully with anger, insults and disagreements.  
I will do my best to forgive others.

**BE Fair**
I will play by the rules.  
I will take turns and share.  
I will be open minded and listen to others.

**BE Responsible**
I will not lie, cheat or steal.  
I will use self control and be self-disciplined.  
I will think before I act- consider the consequences.  
I will clean up after myself and put things where they belong.  
I will set a good example for other members.  
I will be accountable for my words, actions and attitudes.

**BE a Member**
I will bring my membership card every day  
I will try to make new friends  
I will participate in programs and activities  
I will HAVE FUN!!!

**Caught You Being Great**

The Club is focused on positive reinforcement and recognizing our members when they do something GREAT! The Caught You Being Great lanyard is a tool staff will use to recognize positive behavior that members exhibit during the day that is in line with the 5-Be’s of our code of conduct. Members will take their pass to the front desk when they get picked up to pick from the treasure chest & be entered in a weekly Caught You Being Great drawing!
Behavioral Disturbances

This color coding system helps staff, members and parents/guardians, communicate behavior issues that have happened during the day. This system is designed as a guidepost to help members make positive choices throughout the day.

**Green - Redirect**
- Actions that need to be noted
- Phones
- Minor defiance
- Power Hour Redirects
- Cussing (1st time)
- Minor Fights- pushing, shoving, etc.
- Multiple Green/Redirects (same behavior) = Yellow at the Unit Director’s Discretion

**Yellow - Requiring Parent Signature (at pick up or call home)**
- Member needs redirection by management
- Small confrontations
- Minor bullying
- Blatant defiance
- Minor Fights- pushing, shoving, etc.- resulting in physical harm requiring an accident report
- Vandalism
- Multiple Yellows (same behavior)= Red at the Unit Director’s Discretion

**Red - Suspension - Requiring Parent Signature & Immediate Call Home/Pick Up**
- Member needs redirection by management
- Major Bullying
- Major Fighting- resulting in physical harm requiring an accident report
- Leaving Campus
- Drugs
- Incidents resulting in an unsafe environment for members and/or staff
- Multiple Reds (same behavior)= Behavior Contract and/or review of Club membership qualification at the Unit Director’s Discretion

*Please note refunds will not be given in the event of a call home for pickup, suspension, or expulsion from the program.*

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**BEHAVIORAL DISTURBANCE REPORT**

<table>
<thead>
<tr>
<th>Location of Disturbance:</th>
<th>Redirect</th>
<th>Green</th>
<th>Yellow</th>
<th>Red</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Initials</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Member Name:**

**Date:**

**Time:**

<table>
<thead>
<tr>
<th>DESCRIPTION OF BEHAVIOR</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DISCIPLINARY ACTION</th>
</tr>
</thead>
</table>

**Parent/Guardian Signature:**

**Date:**

**Member Signature:**

**Date:**
**Accident Report Form**

In the event of an accident, this form will be used to provide the Club a written response plan to the accident that is used by management in discussing what happened with the parent/guardian.

<table>
<thead>
<tr>
<th>Member Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>Location:</td>
</tr>
<tr>
<td></td>
<td>Staff:</td>
</tr>
<tr>
<td><strong>DESCRIBE THE ACCIDENT:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>INJURIES:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TYPE OF AID &amp; PROVIDED BY WHOM:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>OTHER REMARKS &amp; FOLLOW UP:</strong></td>
<td></td>
</tr>
</tbody>
</table>

Parent/Guardian Signature: ___________________________ Date: ___________
Emergency Procedures

**Lockdown**

1. Lockdown is called out on walkie.
2. All kids are quietly moved into the designated lockdown space.
3. Staff lock all doors, cover all windows, and clear restrooms.
4. Attendance is taken.
5. Kids remain in place until all clear is given by management.

**Missing Child**

1. Lockdown is called out on walkie.
2. All kids are quietly moved into the designated lockdown space.
3. All rooms and restrooms are checked by management.
4. Attendance is taken.
5. Kids remain in place until all clear is given by management.

**Evacuation of Facility**

1. Evacuation is called out on walkie.
2. Staff lead all kids out of the building(s) to the designated evacuation site.
3. All rooms and restrooms are checked by management.
4. Kids are to sit in quiet lines according to grade level, with one staff per line.
5. Attendance is taken.
6. Staff leads all kids back in the Club once all clear is given by management and/or first responders.

**COVID-19 Symptoms & Cases**

If a Club member or staff member tests positive for COVID-19 and has exposed others at the Club, BGCE will implement the following steps:

- Notify local health officials, staff, and families of positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.
- Work with local health officials to initiate contact tracing.
- Close and thoroughly clean/sanitize/disinfect any areas used by sick person before further use.
- Consult with local public health officials to determine if closure is warranted based on the risk level within our specific community.
- If warranted, communicate closure plans with staff, families, and partnering agencies.
- Given standard guidance for isolation of at least 14 days after close contact, the Club may need to close temporarily as members or staff isolate.
- Anyone who tests positive for COVID-19 will be advised to follow CDC isolation guidance and will not be allowed to resume attendance until they have met the CDC criteria of 3 days with no fever, improved symptoms, and 10 days have elapsed since symptoms first appeared.
Measures to be taken when a member or staff has symptoms, is a contact of someone infected, or is diagnosed with COVID-19:

<table>
<thead>
<tr>
<th>Member or Staff with:</th>
<th>Action</th>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID-19 Symptoms</td>
<td>• Send home</td>
<td>• No Action needed</td>
</tr>
<tr>
<td></td>
<td>• Recommend testing (If positive, see #3, if negative, see #4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Site/cohort remain open</td>
<td></td>
</tr>
<tr>
<td>Close contact* with a confirmed COVID-19 case</td>
<td>• Send home</td>
<td>• Consider school community notification of a known contact</td>
</tr>
<tr>
<td></td>
<td>• Quarantine for 14 days from last exposure</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Recommend testing (but will not shorten 14-day quarantine)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Site/cohort remain open</td>
<td></td>
</tr>
<tr>
<td>Confirmed COVID-19 case infection</td>
<td>• Notify the local public health department</td>
<td>School community notification of a known case</td>
</tr>
<tr>
<td></td>
<td>• Isolate case and exclude from site for 10 days from symptom onset or test date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Identify contacts*, quarantine &amp; exclude exposed contacts (likely entire cohort**) for 14 days after the last date the case was present at school while infectious</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Disinfection and cleaning of classroom and primary spaces where case spent significant time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Site remains open</td>
<td></td>
</tr>
<tr>
<td>Tests negative after symptoms</td>
<td>• May return to school 3 days after symptoms resolve</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Site/cohort remain open</td>
<td></td>
</tr>
</tbody>
</table>

*A contact is defined as a person who is less than 6 feet from a case for more than 15 minutes. In some situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort or other group may need to be considered exposed, particularly if people have spent time together indoors.

**A cohort is a stable group with fixed membership that stays together for all activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

**Site Closures**

Individual site closure may be appropriate when there are multiple cases in multiple cohorts at a site or when at least 5 percent of the total number of members/staff are cases within a 14-day period, depending on the size and physical layout of the site.

The Local Health Officer may also determine site closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If a site is closed, when may it reopen?
Sites may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department