Fall 2020 COVID-19 Response Program
Operational Policies & Procedures

Fall 2020 COVID-19 Response Program Purpose Statement: In response to COVID-19, Boys & Girls Clubs of Springfield has developed a limited, safe, and intentional Fall 2020 School Year program to accommodate the ever-growing need for quality, safe childcare to serve the kids and families who need us most.

*The COVID-19 situation is fluid and we reserve the right to adjust policies and procedures as needed to maintain the health and safety of children and staff. We will communicate any changes with families. Please be sure to review our traditional PARENT HANDBOOK for additional expectations, policies, and procedures.

Key Information
- The Fall 2020 COVID-19 Response Program will begin on Monday, August 24th and intends to end in December (official date TBD). Please keep in mind that COVID-19 requires that we constantly reassess. These dates are subject to change.
- See graphics below:
### Boys & Girls Clubs of Springfield

**Traditional Units: Henderson, Musgrave, Stalnaker**

We are only able to serve SPS students who choose the in-person learning option.

<table>
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<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<tbody>
<tr>
<td>BLUE GROUP members are seated in SPS classes on Thursday &amp; Friday.</td>
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<td>Alternating Wednesdays for each group. Every other week.</td>
<td>BLUE GROUP attends Wednesdays on 8.26, 9.9, 9.23, 10.7, 10.21, 11.4, 11.18, 12.2, 12.16</td>
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<td>Club open 7:30am-5:30pm.</td>
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<td>GREEN GROUP attends Wednesdays on 9.2, 9.16, 9.30, 10.14, 10.28, 11.11, 11.25, 12.9, 12.23</td>
<td>Club open 7:30am-5:30pm.</td>
<td>GREEN GROUP members are seated in SPS classes on Monday &amp; Tuesday.</td>
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**Max Daily Capacities:** Henderson (160), Musgrave (150), Stalnaker (180).

**Max Enrollment:** 980

**Example:** Brandy Harris is a Club member and her guardian has chosen Springfield Public Schools’ in-person option. Brandy will attend in-person classes at her school on Monday and Tuesday and not receive Club services. Brandy will attend a traditional Unit on Thursday and Friday and every other Wednesday.

**Traditional Unit Fees:** $25 per week. Program runs August 24th-December (TBD). Scholarships available. Capacity limitations. Registration begins Monday, August 3rd and ends Friday, August 14th. There will be no transportation services available. SUBJECT TO CHANGE*
## BLUE GROUP CLUB MEMBERS
### ARE STUDENTS IDENTIFIED BY SPS WITH THE LAST NAMES L-Z

- **MONDAY**
  - BLUE GROUP members are students with the last name L-Z.
  - **M/T/W** Full Day Club Services (7:30am-5:30pm)
  - Drop-off time: 7:30am-8:30am
  - Pick-up time: 4:30pm-5:30pm

- **THURSDAY**
  - **M/T** Wrap-Around Services (7:30am-8:30am and 3:45pm-5:30pm)

- **FRIDAY**
  - **W/TH/F** Full Day Club Services (7:30am-5:30pm)
  - Drop-off time: 7:30am-8:30am
  - Pick-up time: 4:30pm-5:30pm

## BOTH BLUE & GREEN GROUPS MAY ATTEND

- **TUESDAY**
  - BLUE GROUP members are students with the last name L-Z.
  - **M/T/W** Full Day Club Services (7:30am-5:30pm)
  - Drop-off time: 7:30am-8:30am
  - Pick-up time: 4:30pm-5:30pm

- **WEDNESDAY**
  - Both BLUE & GREEN groups may attend. We will have access to more space being able to safely accommodate more members.
  - Club open 7:30am-5:30pm.
  - Drop-off time: 7:30am-8:30am
  - Pick-up time: 4:30pm-5:30pm

- **SATURDAY**
  - **W/TH/F** Full Day Club Services (7:30am-5:30pm)
  - Drop-off time: 7:30am-8:30am
  - Pick-up time: 4:30pm-5:30pm

## GREEN GROUP CLUB MEMBERS
### ARE STUDENTS IDENTIFIED BY SPS WITH THE LAST NAMES A-K

- **MONDAY**
  - GREEN GROUP members are students with the last name A-K.
  - **M/T** Wrap-Around Services (7:30am-8:30am and 3:45pm-5:30pm)

- **THURSDAY**
  - **W/TH/F** Full Day Club Services (7:30am-5:30pm)
  - Drop-off time: 7:30am-8:30am
  - Pick-up time: 4:30pm-5:30pm

- **FRIDAY**
  - **W/TH/F** Full Day Club Services (7:30am-5:30pm)
  - Drop-off time: 7:30am-8:30am
  - Pick-up time: 4:30pm-5:30pm

### MAX DAILY CAPACITIES: M/T/TH/F: 75 FULL DAY & 75 WRAP-AROUND, W: 150 TOTAL

### EXAMPLE: Brandy Harris is a Club member and her guardian has chosen Springfield Public Schools’ in-person option. Brandy will attend in-person classes at her school on Monday and Tuesday and receive wrap-around services from the Club. Brandy will attend full day services at the Club on Wednesday, Thursday, and Friday.

### SERTOMA UNIT FEES: $50 per week. Program runs August 24th-December (TBD). Scholarships available. Capacity limitations. Registration begins Friday, August 7th and ends Friday, August 14th.
**BOYS & GIRLS CLUBS OF SPRINGFIELD**

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**MCGREGOR UNIT: Serves McGregor Elementary ONLY**
We are only able to serve SPS students who choose the in-person learning option

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<th>WEDNESDAY</th>
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**PURPLE GROUP members are students with the last name A-K.** They are seated in SPS classes on Monday & Tuesday and can receive wrap-around services at McGregor on Monday & Tuesday (7:30am-8:30am and 3:25pm-5:30pm)

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On Wednesday, PURPLE GROUP students can receive full-day services at McGregor (7:30am-5:30pm)

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Drop-off time: 7:30am-8:30am

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Pick-up time: 4:30pm-5:30pm

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On Thursdays & Fridays, PURPLE GROUP members can attend Full Day Club Services at the Musgrave Unit

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**ORANGE GROUP members are students with the last name L-Z.** They are seated in SPS classes on Thursday & Friday and can receive wrap-around services at McGregor on Thursday & Friday (7:30am-8:30am and 3:25pm-5:30pm)

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On Wednesday, ORANGE GROUP students can receive full-day services at McGregor (7:30am-5:30pm)

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Drop-off time: 7:30am-8:30am

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Pick-up time: 4:30pm-5:30pm

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On Mondays & Tuesdays, ORANGE GROUP members can attend Full Day Club Services at the Musgrave Unit

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MAX DAILY CAPACITIES: AT MCGREGOR M/T/TH/F: 25 TOTAL * AT MCGREGOR W: 50 TOTAL, * AT MUSGRAVE M/T/TH/F: 25 SPOTS RESERVED FOR MCGREGOR STUDENTS NOT SEATED

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**EXAMPLE: Brandy Harris is a Club member and her guardian has chosen Springfield Public Schools’ in-person option. Brandy will attend in-person classes at her school on Monday & Tuesday and receive wrap-around services from the Club at McGregor. Brandy will receive full day services on Wednesday at McGregor. Brandy can attend full day services at the Musgrave Unit on Thursday & Friday.**

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**MCGREGOR UNIT FEES: $50 for the semester. Program runs August 24th-December (TBD). Scholarships available. Capacity limitations. Registration begins Friday, August 7th and ends Friday, August 14th.**
PURPLE GROUP CLUB MEMBERS ARE STUDENTS IDENTIFIED BY SPS WITH THE LAST NAMES A-K

MONDAY

PURPLE GROUP members are students with the last name A-K. They are seated in SPS classes on Monday & Tuesday and can receive wrap-around services at Fremont on Monday & Tuesday (7:30am-8:30am and 3:25pm-5:30pm)

On Wednesday, PURPLE GROUP students can receive full-day services at Fremont (7:30am-5:30pm)

Drop-off time: 7:30am-8:30am
Pick-up time: 4:30pm-5:30pm

On Thursdays & Fridays, PURPLE GROUP members can attend Full Day Club Services at the Stalnaker Unit

TUESDAY

PURPLE GROUP members are students with the last name A-K. They are seated in SPS classes on Monday & Tuesday and can receive wrap-around services at Fremont on Monday & Tuesday (7:30am-8:30am and 3:25pm-5:30pm)

On Wednesday, PURPLE GROUP students can receive full-day services at Fremont (7:30am-5:30pm)

Drop-off time: 7:30am-8:30am
Pick-up time: 4:30pm-5:30pm

On Thursdays & Fridays, PURPLE GROUP members can attend Full Day Club Services at the Stalnaker Unit

WEDNESDAY

Both PURPLE & ORANGE groups may attend. We will have access to more space being able to safely accommodate more members.

Club open 7:30am-5:30pm.
Drop-off time: 7:30am-8:30am
Pick-up time: 4:30pm-5:30pm

Members will remain in their same stable groups

THURSDAY

ORANGE GROUP members are students with the last name L-Z. They are seated in SPS classes on Thursday & Friday and can receive wrap-around services at Fremont on Thursday & Friday (7:30am-8:30am and 3:25pm-5:30pm)

On Wednesday, ORANGE GROUP students can receive full-day services at Fremont (7:30am-5:30pm)

Drop-off time: 7:30am-8:30am
Pick-up time: 4:30pm-5:30pm

On Mondays & Tuesdays, ORANGE GROUP members can attend Full Day Club Services at the Stalnaker Unit

FRIDAY

ORANGE GROUP members are students with the last name L-Z. They are seated in SPS classes on Thursday & Friday and can receive wrap-around services at Fremont on Thursday & Friday (7:30am-8:30am and 3:25pm-5:30pm)

On Wednesday, ORANGE GROUP students can receive full-day services at Fremont (7:30am-5:30pm)

Drop-off time: 7:30am-8:30am
Pick-up time: 4:30pm-5:30pm

On Mondays & Tuesdays, ORANGE GROUP members can attend Full Day Club Services at the Stalnaker Unit


EXAMPLE: Brandy Harris is a Club member and her guardian has chosen Springfield Public Schools’ in-person option. Brandy will attend in-person classes at her school on Monday & Tuesday and receive wrap-around services from the Club at Fremont. Brandy will receive full day services on Wednesday at Fremont. Brandy can attend full day services at the Stalnaker Unit on Thursday & Friday.

FREMONT UNIT FEES: $50 for the semester. Program runs August 24th-December (TBD). Scholarships available. Capacity limitations. Registration begins Friday, August 7th and ends Friday, August 14th. fremont@bgclusspringfield.org.
Membership

- While any SPS student may apply for services, membership preference will be given to those who have previously been or are currently registered Club members, Club staff, and SPS district staff.
- At this time, we are only serving students who choose SPS' in-person option.
- Families will need to make their first payment ($25.00) to secure their spot. If this is an issue, please communicate with your Unit Director. Spots will reopen for others after this date.
- The CDC policy in regards to Children with Certain Underlying Conditions is as follows:
  - While children have been less affected by COVID-19 compared to adults, children with certain conditions may be at increased risk for severe illness. Children who are medically complex, who have serious genetic, neurologic, metabolic disorders, and with congenital (since birth) heart disease might be at increased risk for severe illness from COVID-19. Similar to adults, children with obesity, diabetes, asthma and chronic lung disease, or immunosuppression might be at increased risk for severe illness from COVID-19. CDC is investigating a rare but serious complication associated with COVID-19 in children called Multisystem Inflammatory Syndrome in Children (MIS-C). We do not yet know what causes MIS-C and who is at increased risk for developing it.

Entry

- We will implement a curbside drop-off and pick-up to limit direct contact between parents/guardians and staff members and adhere to social distancing recommendations. We will greet members outside as they arrive. We will have a staff member outside or near our secure entrances to escort members inside the building. We ask that parents call when they arrive for both drop-off and pick up if a staff member is not present. Parents cannot leave without the child’s temperature check & daily questionnaire being completed. Please see key information for drop off and pick up times. We ask that all parents/guardians do their best to use these times. If a child needs to be dropped off or picked up at a different time, parent/guardians must call the Club.
- Drop-off and Pick-up Procedures
  - Intake staff members will ask daily questions curb-side while Club families remain in their vehicles. Some of these questions may include:
    - In the last 14 days, have you or your child(ren) been within 6 feet (unprotected) of anyone with a positive COVID-19 or Coronavirus diagnosis? If yes, entrance should be delayed until 14 days have passed from the last time this occurred.
    - Do you, your child(ren) anyone in close contact have symptoms of cough and/or shortness of breath or difficulty breathing? If yes, entrance should be delayed and not allowed in the building.
    - Do you, anyone living in the household, and/or siblings have a fever of temperature over 100°? If yes, monitor temperature and symptoms of child during program.
    - Do you, your child(ren) or anyone in close contact have at least two of these symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat and/or new loss of taste or smell? If yes for member, member should not be allowed in the building. If yes for parent or contacts, monitor member for temperature and symptoms.
    - In the past 14 Days, have you or your child(ren) returned from travelling 100 or more miles from Springfield, MO? If yes, provide confirmation of electronically signing off on the Covid-19 BGCS Travel Acknowledgement form. If you have not acknowledged your 100 mile + travel, you will need to sign off electronically before your child(ren) can attend.
    - Has your child been fever-free (99.9° or below) without assistance from medicine (Tylenol, Aspirin, etc.) for 24 Hours? If not, member will not be able to attend until fever-free for 24 hours.
    - *If a member or staff has a temperature of 99-99.9 degrees, he or she will be re-checked one hour later at the Club. If the temperature increases, he or she will be sent home.
Check in/out stations will be located outside (in secure vestibules if weather is a concern). Check in procedures will look like this:

- We will check the adult’s identification. Please be sure to bring your ID.
- We will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), cough, fatigue, or extreme fussiness.
- Temperature checks: Persons (Staff or Child) who have a fever of 100* F or above or other signs of illness will not be admitted to the facility. We will encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Temperature checks will occur twice daily. Children will be sent home if fever is over 100*, if child displays concerning symptoms of COVID-19, or if rising temperature upon recheck.

There will be a Daily Intake Report completed on all members in attendance that includes information gathered visual inspection, temperature check(s), etc. This information can be used, while maintaining the anonymity of the member or staff, to communicate with parents, directors, BGCS’ safety committee and/or other local stakeholders and authorities if necessary and requested. For example, this information can be shared with the local health department if a COVID-19 outbreak occurs in our building.

- Parents are encouraged to have the same designated authorized person drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.
- Hand hygiene stations will be set up at the entrance of the facility, so that members can clean their hands before they enter.
- We will provide hand sanitizer with at least 60% alcohol for all persons entering the building.
- We will keep hand sanitizer out of children’s reach and supervise use.
- Intake staff will escort members to their assigned areas.
  - Members will walk with the intake staff member directly to their area.
  - Staff will assist by putting their items away in cubbies or on hooks.
  - Staff will assist with immediately washing the child’s hand and then their own hands.
- There will be no visitors at this time. Volunteers will have to receive prior approval by Jeff Long, Director of Operations.
- Families will be required to sign a waiver indicating understanding of COVID-19, its symptoms and possible complications, and release of liability if allowing child to attend.
- Our screening requirements will be posted on entry doors for reference.

Staff

- We will implement a curbside drop-off and pick-up to limit direct contact between parents/guardians and staff members and
- Staff must enter through the front entry and directly wash hands in the restroom.
- Staff will have their temperature and symptoms checked and sent home if fever over 100 degrees or if they display concerning symptoms of COVID-19. Staff will also undergo temp checks twice daily and will be sent home if temp is 100 or higher.
- Staff must limit leaving the classroom and utilize their radios for communication.
- Baskets shall be placed in the hallway during designated times for pickup by the staff responsible for washing that day. This will limit entry of other staff into each classroom space.
• If a staff leaves for a break or has to leave the building for any reason, they will repeat opening steps once they re-enter the building.

Bathrooms/Water Breaks

• There will be scheduled bathroom breaks. Cleaning procedures will take place regularly throughout the day.
• If a member needs to use the restroom outside of the scheduled bathroom break, he or she will be escorted by a designated staff.
• Members will be provided with reusable water bottles that will be kept and cleaned at the Club. Regular water breaks will occur. Traditional water fountains will not be used as a safety precaution.

Masks

• In order to safely accommodate more members during our Fall 2020 COVID-19 Response Program, face masks/coverings are required for all Boys & Girls Clubs members and staff, except when:
  o Eating (masks may be removed when actively eating. If a member is finished before the rest of the group, then he/she needs to put the mask back on)
  o Going outside (masks may be removed while members are socially distant at six feet or greater
  o Playing in the gym (masks may be removed while actively and participating in the gym at a social distance)
• Masks will be provided for each member, kept at the Club, and washed daily.

Gym/Outside

• Only 1 group at a time will be scheduled for outside time. Each area will have their own equipment and will be responsible for cleaning and sanitizing after they leave the space. We will provide proper and safe supervision that is in line with CDC recommendations.
• Only 1 group at a time will be scheduled for gym time. Each area will have their own equipment and will be responsible for cleaning and sanitizing after they leave the space. We will provide proper and safe supervision that is in line with CDC recommendations.

Meals

• All meals will be eaten in classroom areas, not in any common space. Meals will be served by staff members and no family style dining will be allowed.
• Members will receive breakfast, lunch, and a snack.
• Proper sanitation will take place before and after meals and snacks.

Personal Belongings

• We ask that members do not bring personal items from home and if they are, they will be kept at minimal status and stored in individual bags in cubbies or on hooks.
• We will provide several program materials and personal items for members. We will let you know what those things are as soon as we confirm them.
• Members are expected to bring their own Chromebooks and they will be properly disinfected during the intake process.

Group Size

• We intend to limit stable group size to 10-25 children depending on the capacity of the program area.

Field Trips
• We will not be participating in any field trips or bringing in any special guests until further notice.
• The Musgrave pool will not be used during the Fall 2020 COVID-19 Response Program.

Programs

• In order to minimize the risk of exposure to COVID-19 for our members & staff, members will be assigned to a stable group for the entirety of our time in our care. We will be providing a space for Club members to learn virtually on the days they are in our care and not seated in SPS classes. We will do our best to assist and communicate with teachers to serve each member to the best of our ability. Then, "before & after school" time, while still in stable groups, will be more closely structured like our "normal" Club time (i.e. art projects, social-emotional learning activities, healthy lifestyles programs, etc.)

• We will continue to offer meaningful, intentional programs that prevent learning loss, engage members, and promote fun. Programs will still cover our 5 core program areas.

Expectations

• Club members must do their best to follow all expectations. In addition to our regular Club expectations, Club members will need to follow COVID-19-specific expectations to ensure the safety of everyone in the building.

  Failure to do so can result in removal from our program. Some COVID-19 specific expectations are below:

  o Club members are asked to wear masks and remain socially distant when possible. Staff members will do their best to ensure this happens, but we ask that guardians remind their members of this rule.
  o Club members will participate in regular, scheduled hygiene practices to ensure safety.
  o Club members will be required to stay in one area for the majority of the day due to safety recommendations.
  o Club members will need to try their best to stay on track with their virtual learning assignments. While a staff is there to guide them, it will be important that all Club members know that the structure of the Club will look different during the Fall 2020 COVID-19 Response Program.

Use of Medication

• Rules for giving medication at the Club have been established by the BGCS and must be followed in all cases by an adult family member.
• The medication should be in the prescription bottle. The bottle should be clearly labeled with the child’s name, name/type of medication, directions for giving (time and dosage), and the physician’s name.
• The bottle should only contain enough medicine for one day.
• The medication will be collected by intake staff members who are completing the drop off process.
• Members must be able to administer their own medication. Staff are not authorized or trained to administer medications. We may not be able to accommodate them as a member of our program if they cannot administer their own medication.
• Parents must complete the Medicine Administration Form.

Cleaning and Sanitation

• We will have a detailed cleaning and sanitization schedule with dedicated staff members to ensure proper safety. Cleaning and disinfecting will occur with all toys, materials, equipment and surfaces daily. Additionally, we will have a staff member at each location dedicated to cleaning frequently touched surfaces such as door handles, light switches, etc. throughout the day. We will also be adding a new hospital-grade cleaning agent at the close of each day which will cover carpet, hard floors and soft furniture in addition to toys, equipment and surfaces. If you would like more information about our cleaning checklists and procedures, please see your Unit Director.
Communication

- Please communicate any changes in family health circumstances as quickly as possible so that we may mitigate any issues that may arise. We will commit to communicating as much information as possible as often as possible.

Family Schedules

- It will be critical for families to communicate schedules on a weekly basis to ensure adequate staffing needs are in place and to assist in assigning children to classrooms.

Positive COVID-19 Case

- If someone in our buildings tests positive for COVID-19:
  o Immediately send home or separate anyone who becomes sick at the Club. We will advise employees to contact their doctor or local health department as soon as they show symptoms. Club members will have a designated, separate space to wait while they wait to be picked up.
  o Club families and staff, the Greene County Health Department, and BCGA will be notified.
  o Work in collaboration with your health department to determine when to re-open closed areas and when staff in quarantine may be allowed to return to work.
  o After re-opening, continue regular cleaning, disinfection, social distancing, and hygiene practices.

BGCS AT HOME

- We will still have a virtual presence via our Facebook AT HOME groups and updates to our website. More information about this coming soon.

Food Distribution

- If you need help with food, groceries, or health and hygiene items, please email jhiatt@bgclubspringfield.org or message us on Facebook! We have resources and can help!

Changes

- The COVID-19 situation is fluid and we reserve the right to adjust policies and procedures as needed to maintain the health and safety of children and staff. We will communicate any changes with families.