



BOYS & GIRLS CLUBS
OF LANIER

OPERATIONS PLAN

REPOSE | RECOVERY | RESILIENCE

JUNE 2020

CONTENTS

CASE STATEMENT	2
PROGRAM MODEL.....	2
SOCIAL EMOTIONAL SUPPORT.....	2
ADMISSION.....	2
PROGRAM CAPACITY.....	2
STAFFING/UNIFORM REQUIREMENTS.....	5
PARENT EXPECTATIONS.....	5
MEMBER EXPECTATIONS.....	6
HYGEINE PRACTICES DURING PROGRAM HOURS.....	6
PERSONAL ITEMS.....	7
SAFE LEARNING SPACE.....	7
PROGRAM DELIEVERY.....	7
RESTROOMS.....	8
ENROLLMENT/REGISTRATION.....	8
PARENT OREINTATION.....	9
OPENING PROCEDURES.....	9
PICK UP AND DROP OFF PROCEDURES.....	11
MEMBER WELLNESS SCREENING.....	12
PROTOCOL SURROUNDING HEALTH CONCERNS.....	13
STAFF CLOSING PROCEDURES.....	13
STAFF TRAINING OVERVIEW.....	14
SUPPLIES AND EQUIPMENT.....	15
PHASE II EXPANSION.....	16
FIELD TRIPS/CLUB VEHICLES	17
MEALS	17
TESTING POSITIVE FOR COVID-19	17

CASE STATEMENT

Our organization exists to identify and fill gaps in the community and to ensure that every child is set up for success in life. We have the geographical footprint, facilities, capacity, and expertise to address the community's needs. The Club is constantly communicating with health authorities and key partners, prepared to respond to community needs when it is safe to do so.

PROGRAM MODEL

The Club will shift its on-site rotational program model to better support the new environment for virtual programming and social distance learning during the summer. We will resume regular programming hours in August 2020. Members will have access to online enrichment activities that provide extended learning opportunities and challenges to students who have already mastered or can quickly master the primary curriculum. Online tutors are available to provide academic support to help students themselves to the point at which they become independent learners.

SOCIAL EMOTIONAL SUPPORT

The Club will leverage the expertise of medical professionals to provide counseling sessions, workshops, and wellness content to our staff and Club members. Our team will also train to respond appropriately to any indication of emotional stress. Virtual mentoring is also available to club members weekly.

ADMISSIONS

Due to Georgia Department of Education (GADOE) and other critical state agencies' guidance, the current plan is to continue virtual programming and social distance learning when members return to our facilities. We will diligently follow sanitation guidelines set forth by the CDC, and recommendations for childcare safety published by DFCS and other related agencies.

PROGRAM CAPACITY AND BREAKDOWN

To align with the health and safety best practices provided by the CDC, the club will reduce its capacity for each building and limit all program spaces no more than 10 and 15 people based on classroom/program space and size.

The YDP to member ratio will reduce to 1:9, with all persons positioned at least six feet apart. In larger program spaces identified below, the YDP to member ratio will be to 1:15 with all persons positioned at least six feet apart. Groups will remain separate while utilizing all of our program spaces, including outdoors. At every Club, there will be two dedicated staff to clean and disinfect. High touch surfaces

such as doorknobs, light switches, tablets, computers, phones, toilets, sinks and handles will be cleaned most frequently.

PROGRAM SPACE IDENTIFIED

Positive Place Downey

Games Room 1:15 ratio

Computer Lab 1:15 ratio

Library 1:9 ratio

Art Room 1:9 ratio

Gym 1:15 ratio

Outside Field (not Playground) 1:15 ratio (2 groups may utilize outside at once if Fair Street or Teen Center is not outside)

Positive Place Teen Center

Games Room 1:15

Theater Room 1:15

Multi-Purpose Room 1:15

Workout Room 1:10

Technology Room 1:9

Joseph F. Walters Club

2 Small Classrooms 1:9 each classroom

3 Large Classrooms 1:15 each classroom

Computer Lab 1:9

Games Room 1:15

Cafeteria Area 1:9

Fair Street Elementary Extension

8 Classrooms 1:9 each classroom.

Gym 1:15

Music Room 1:9

Culinary Kitchen 1:5

Cafeteria 1:15

Outside 1:15

Tadmore Elementary Extension

Music Room 1:9

Computer Lab 1:9

Gym 1:15

Cafeteria 1:15

Outdoor Area 1:15

Cumming Elementary Extension (Forsyth County)

3 classrooms 1:19 each classroom

Cafeteria 1:15

Media Center 1:15

2 Playgrounds 1:15

Gym 1:15

New Holland Elementary Extension

2 Classrooms 1:9 each classroom

Cafeteria 1:15

Gym 1:15

Technology Center 1:9

Outdoor Area 1:15

Site	Program Spaces	Total Capacity	Members	YDP	Support Staff (not with groups)	Director
Downey	6	84	78	6	2	1
Teen Center	6	85	79	6	2	1
Walters	10	129	119	10	2	1
Fair Street	10	108	99	10	2	1
Tadmore	5	68	63	7	2	1
Cumming	8	113	105	8	2	1
New Holland	6	81	75	7	2	1

STAFFING

To adhere to CDC recommendations and the Executive Order from Georgia Governor Brian Kemp, each group will have no more than 15 persons in the classroom, separated by 6 feet within the classroom/program space. Support Staff will be present at each site to perform consistent cleaning and disinfecting in each program space as well as assist with member drop off and pick up. The director will provide oversight and ensure staff are adhering to all safety measures and rotating the groups in a safe and efficient manner. All staff will participate in extensive training of enhanced safety protocols, observations, and sign off from senior leadership.

UNIFORM REQUIREMENTS

To address safety and quickly identify mentors/volunteers, all staff must wear khakis, blue or black pants or shorts during summer camp, closed toed shoes, and a Boys & Girls Clubs polo/t-shirt. Jackets may not be worn over polo's; however, a white or black long sleeve shirt that is worn under the polo is permitted. Long hair should be pulled back away from the face. Name badges and identification cards will be worn at all times. Hats cannot be worn in the building. **Staff is expected to arrive at the program with freshly layered clothes every day.**

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, or shortness of breath, parents are asked to keep them home until their symptoms have subsided for 120 hours without assistance of medication. Parents are expected to answer a verbal health questionnaire daily upon drop-off and authorize a representative from the Club to administer a daily temperature check on their child prior to admission into the program. Upon enrollment, parents will be asked to undergo a virtual onboarding session. They will also be asked to review our "Our Parent and Member" Handbook with their children and reinforce the importance of compliance and safety. A signed parent acknowledgement form is required to be kept in each membership file.

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. 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.

GENERAL HYGIENE DURING PROGRAM TIME

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 Hands:
 - a. Upon entry into building
 - b. After using the restroom
 - c. Before/After eating
 - d. After Outdoor Play
 - e. Before/After any health assessment or screening of any staff or member
2. Maintain a **6 feet distance** between one another
3. Avoid touching the eyes, nose and mouth with unwashed hands.
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.

Hand washing breaks will be observed by all members and staff. Every 45 minutes staff will escort members to the bathroom to wash their hands. Staff will also be required to wash their hands every 45 minutes.

Support Staff will ensure that tissue and trashcans to dispose of tissue will be placed in all rooms, offices, front desk, gym and games rooms. Signs showing how to properly cover your coughs and sneezes will be placed in all program use areas. Trashcans containing waste will be sealed and disposed of in the outside dumpster regularly and at closure so waste is not sitting in the buildings overnight.

Disinfectant wipes will be placed in all program use areas and offices. All surfaces are to be wiped down at the end of each program and at the end of the day.

Computers, phones, and office equipment should be sanitized with disinfectant wipes after each use. Especially at the front desk. Limit cross sharing of equipment between staff (i.e. telephones, computers).

PERSONAL ITEMS

All staff and members are asked not to bring any personal items except their cell phones and they must adhere to cell phone policy during programming hours.

SAFE LEARNING SPACE

1. Members shall remain with their group the entire day.
2. Each group shall be in a separate room. Groups shall not come in to contact with each other.
3. Youth Development Professionals shall remain solely with one group of children throughout the course of the day.
4. If children rotate from one space to another, the room and equipment will need to be sanitized prior to use by a different group.
5. There will be no more than two members per table, and tables should be positioned to accommodate six feet of separation between other tables. Members will be sitting at opposite ends of the table, which will give six feet of separation by table.
6. 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.).

PROGRAM DELIVERY

All members will receive a 'Club Safety Briefing' at the start of their day and after lunch to remind them of the importance of social distancing and maintaining good hygiene practices. Staff will receive additional training around fostering a safe learning environment and are encouraged to clarify expectations and institute best practices for behavior management in the event an issue arises.

1. Members shall remain with their groups the entire day.
2. Each group shall be in a separate room and shall not combine with other groups.
3. YDP shall remain solely with one group of members throughout the course of the day.
4. If members rotate from one space to another, the room and equipment will be sanitized prior to leaving the room.
5. There will be only one member per table unless social distancing can occur, and tables should be positioned to accommodate six feet of separation between every member. Tables must face the same direction with no members facing each other.

6. Only items that can be sanitized/cleaned daily are authorized to be used as part of programs (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. After each use of the staff restroom the staff member using the restroom is responsible for spraying down the bathroom with Lysol or other designated disinfectant.

A support staff member must escort members to the restroom if they are out of line of sight for YDPs during program time. Designated support staff should ensure that not more than two members are in the restroom at a given time and shall remain on the outside of the restroom doors and return members to their designated program space.

ENROLLMENT PROCESS

1. Parents will enroll members through the Club's online application process located on the BGCL website. Online applications are retrieved by the Director of Program Development and then sent to the correct location's unit director/coordinator.
2. No in-person registration will be accepted at this time (subject to change depending on lifted restrictions)
3. The Unit Director and or Site Coordinator will review the application, verify eligibility and confirm enrollment eligibility, and contact the parent if any further documentation is needed. Parents will be responsible for sending all supporting documentation by scanning and emailing to the designated staff person.
4. Payments can be made online or by ACH withdraw for summer camp and fee base sites
5. If a parent is placed on a waiting list they will complete online enrollment if upgraded from waitlist.

PARENT ORIENTATION

Parent orientation will be conducted using an online platform such as Zoom.us or gotomeeting.com at a designated time by the site coordinator/director and parent coordinator when applicable. Parents will be notified by phone, remind app and/or email of the date of time of the online orientation.

Parent orientations are conducted by Parent Coordinator and/or Site Director/Coordinator. All virtual orientations will be recorded and attendance roster recorded through the virtual platform. If a parent

does not attend the online parent orientation their child will not be allowed to begin until they attend the next scheduled parent orientation.

OPENING PROCEDURES

A. Morning Preparation – Site Director

1. Disarm the facility and disinfect interior and exterior door handles, reception desk, phone, and keyboard. The Site Director will take his or her own temperature and ensure reading is less than 100.2°F or less. A check next to a member's and staff person's name signifies they are clear.
2. Disinfect all staff walkies and line them up at reception.
3. Turn on all lights and set up device, staff wellness checklist, health questionnaire, hand sanitizer, and thermometer at table in front of exterior door ten minutes prior to staff arrival.
4. Pre-opening check-off list must be completed daily and emailed to Director of Operations.

B. Staff Arrival

1. Verbal screening questionnaire is administered by Site Director
2. Staff temperatures are taken upon entry into building by Site Director
3. Staff must sanitize their hands before and after clocking into their shift
4. All staff must wash hands upon entry into building
5. Chart of staff with check off that health screening and temperature check completed will be filled out by site director/coordinator and emailed to HR Manager.

C. Staff Wellness Screening – Performed by Site Director: Before staff arrive, Site Director should remain at exterior check-in table ready to take temperatures and administer verbal health questionnaire upon staff arrival.

1. Verbal Questionnaire

Staff and members will be required to answer before entering building and begin work by their direct supervisor or designated person:

- a. Have you experienced any related COVID-19 symptoms, including any coughing, shortness of breath, difficulty breathing, other respiratory symptoms, or at least two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, nausea, vomiting, diarrhea, fatigue, fever, muscle or body aches or new loss of taste or smell in the past 24 hours?

- b. Have you been tested for COVID-19?
- c. Have you been in contact with anyone who has been told they may have been exposed to COVID-19 within the past 14 days?
- d. Have you been in contact with anyone who has tested positive for COVID-19 in the past 24 hours?

If a staff person answers yes to any of these questions, they will be sent home. Any worker that has stayed home sick, been prevented from entering the facility due to signs of illness, or been sent home during work due to signs of illness shall not be permitted to return to work until they have had a negative COVID-19 test or have been fever-free without medication for 72 hours, other symptoms have improved, and at least 10 days have passed since symptoms first appeared.

2. Temperature Check

Once the staff passes the verbal questionnaire, the Site Director should wear gloves and take the forehead temperature of each staff member twice. The Site Director is to note verbal screening acknowledgment and record both temperature readings on intake form.

If temperature reading is lower than 100.2°F – Staff may enter building and proceed to handwashing station. Site Director to note on checklist.

If temperature reading is 100.2°F or higher - Staff must be sent home until fever free without fever reducing medication for at least 72 hours or current CDC recommendation.

D. Program Preparation

Staff Daily Safety Briefing: Once all staff have arrived, clocked in, and completed the wellness screening and temperature check, the Site Director must lead a daily safety review of general hygiene practices, safety reminders, and any special circumstances of situations of which the team needs to be aware.

After the Daily Safety Briefing, staff should ensure:

- Welcome Signage is in front of building for member drop-off
- All rooms have a bottle of hand sanitizer and restroom doors are propped open
- Staff are positioned at the drop-off points with their walkies, checklists, and temporal thermometers fifteen minutes before first program session starts

Site Director should ensure the following are ready for Member Drop-Off:

- Sign-In Checklist with verbal health questionnaire acknowledgment
- Medical Gloves
- Masks
- Temporal thermometers
- Staff are smiling & greeting everyone

After clocking in Staff should ensure:

- Maximum of 15 children per program space if social distancing can be practiced.
- Each space has 8 tables positioned at least six feet apart, setting two children per table at opposite ends of each table to keep them 6 feet apart as well.

- Each workstation and all equipment is wiped down with warm soap and water or disinfectant wipes fifteen minutes before the first program session starts.

PICK UP AND DROP OFF PROCEDURES

Staggered drop off and pick up will occur. Each group will be given a designated time to drop off and pick up members. Parents are expected to arrive at the designated times assigned to them to ensure limited number of persons at the facility at one time. If a parent is not able to come at designated time, they must call the site director to get an alternative time. If a parent drops off their child and leaves before the wellness screening and temperature check can be conducted, the member will be escorted to the isolation room and the parent will be contacted to come pick up child. The parent will be instructed their child will not be able to attend the program for the remainder of the summer due to non-compliance of safety protocols.

Program hours- 8:00 am to 5:00 pm

Drop Off:

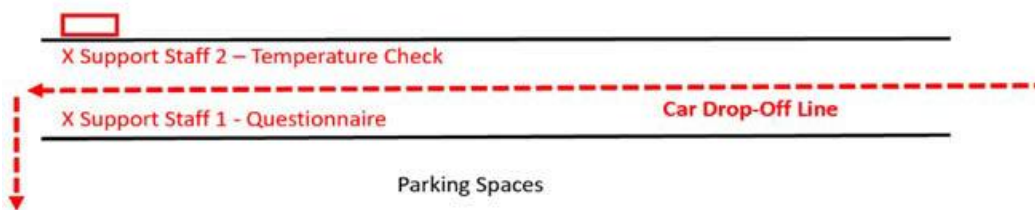
- 8:00 - 8:20 Grades K-1/6-7
- 8:20 – 8:40 Grades 2-3/8-9
- 8:40 – 9:00 Grades 4-5/10-12

Pick Up:

- 4:00 – 4:20 Grades K-1/6-7
- 4:20 – 4:40 Grades 2-3/7-8
- 4:40 – 5:00 Grades 4-5/10-12

A car drop off line will be established at each site for parents to drive through. Two support staff will be at the end of the car drop off line to receive the members. One will be taking the temperature check and the other will have the questionnaire for the parent to answer. Once the child is cleared, they will be allowed to enter the program. The Parent Coordinator or Unit Director will have a clipboard to sign all members in and notate the check-in time.

See diagram for how it should be designed for continuous flow. The same line will be used for drop off and pick up.



Pick up procedure:

1. Parents drive up to car line (see drop-off diagram)
2. Table is set up for staff w/sign-out rosters & walkies staffed by parent coordinator/unit director and support staff.

3. Students are lined up outside at their assigned pick up time with staff on sidewalk.
4. Student will be walked to door of car of parent to ensure they get into the correct car.
5. Staff to note that member has been picked up and departure time on sign out chart.

MEMBER WELLNESS SCREENING

Performed by Support Staff before members arrive, support staff should position themselves at drop-off, ready to administer verbal health questionnaire and take temperatures upon member arrival.

A. Verbal Questionnaire

Parents are required to answer these questions daily prior to member leaving the car:

1. Has your child experienced any related COVID-19 symptoms, including any coughing, shortness of breath, difficulty breathing, other respiratory symptoms, or at least two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat or new loss of taste or smell in the past 24 hours?
2. Has your child been exposed to someone who has been diagnosed with COVID-19?
3. Has your child tested positive for COVID-19?
4. 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. Any member that has stayed home sick, been prevented from entering the facility due to signs of illness, or been sent home during camp/club time due to signs of illness shall not be permitted to return to the Club until they have had a negative COVID-19 test or have been fever and fever medication free for 72 hours, other symptoms have improved, and at least 10 days have passed since symptoms first appeared.

Once a member passes the verbal screening, the child may exit their vehicle for the temperature check.

B. Temperature Check

Support staff should wear gloves and take forehead temperature of member twice. Support Staff will note verbal screening acknowledgement and record both temperature readings on intake form.

If temperature is lower than 100.2°F – Member may enter building and proceed to handwashing station. Staff to note on checklist.

If temperature is 100.2°F or higher or showing other signs of illness – Member should not be admitted to the facility. Member can return when fever-free without fever reducing medication for at least 72 hours or current CDC recommendations. (Please refer to guideline in member wellness screening)

PROTOCOL SURROUNDING HEALTH CONCERNS

If member exhibit signs of illness or experiences any symptoms, staff will implement the following protocol:

1. Youth Development Professional will walkie-talkie Site Director and inform them of the situation.
2. Site Director and one support staff will retrieve member for visual assessment in pre-designated isolation/quarantine room.
 - a. Staff may take temperature as needed. (Medical gloves and mask must be worn).
 - b. First Aid may be administered as needed. (Medical gloves and mask must be worn).
3. Site Director will call parent and request that the member be picked up as soon as possible. The member is to remain in the isolation/quarantine room until picked up by a parent.
4. Site Director will document a detailed account of the incident, persons present, symptoms, steps taken, and outcome to include in end of day summary. The Youth Development Professional is to fill out an incident report form and give it to the site director as well.
5. Site Director is to notify the Director of Operations after the parent is called to inform them of the incident. The Director of Operations will notify CEO and determine if any further action needs to be taken.

STAFF CLOSING PROCEDURES

A. Facilities Maintenance (after last member leaves the program space)

1. Disinfect all tabletops, devices, and equipment used during the program, including office spaces, the conference room, and front desk.
2. Remove all trash/debris off the floor.
3. Take the trash out to the dumpster.
4. Disinfect all door handles (interior and exterior).
5. Wipe down switch plates and turn off all lights.

B. Staff Departure

1. Staff to clock out using device at reception. Hand sanitizer must be used before and after clocking out.
2. Staff wipe down walkie talkies they used throughout day and return to docking station at the end of the shift.
3. Site Director to ensure all exterior and interior doors are closed and locked, arm facility, and exit the building.
4. All staff are instructed to wash clothes and disinfect upon getting home.

STAFF TRAINING OVERVIEW

I. Objectives

- a. Ensure the safety of our members and their families at our Club facilities
- b. Ensure the safety of staff during program
- c. Provide staff with the tools to administer quality programming under new safety protocols.

II. Overview

Staff will undergo extensive training around new processes and procedures. Staff will go through virtual and in-person trainings. The Director of Operations and Director of Program Development will oversee a “run-of-show” to assess the readiness of each site prior to clearing for relaunch.

a. Virtual Training (Conducted by Director of Operations)

- i. Overview of new Club plan and protocols
- ii. Guidelines for staff health and safety upon arrival to Club
- iii. General health guidelines for staff safety off the clock
- iv. Uniform requirements
- v. Safety scenarios
- vi. Staff Q&A

b. In-Person Training (Conducted by Director of Operations)

- i. Review of health screening
- ii. Overview of facilities maintenance
- iii. Overview of programming
- iv. Practice-run for each function
 - 1. Staff entering building at start of shift
 - 2. Prepping program area
 - 3. Brief programming/activity practice
 - 4. Cleaning program area
 - 5. Drop-off process
 - 6. Pick-up process
 - 7. Closing program area

- v. Formal run-through with staff and observed by DO and/or DPD.

Communication to Stakeholders by BGCL

- A. Staff
- B. Parents
- C. Key Partners

- D. Local Government
- E. School Districts
- F. Other Non-Profits
- G. Community Funders/Donors
- H. Board of Directors
- I. Advisory Councils
- J. Boys & Girls Clubs of America

SUPPLIES AND EQUIPMENT

Facilities/Cleaning Supplies

- Antibacterial wipes
- Microfiber cloths
- Hands-free Sanitizer
- Sanitizer Pumps
- Clorox Total 360
- Surface Cleaning Spray for wood/painted Surfaces
- Alcohol Based Solvents for technology/equipment
- Paper Towels
- Toilet Paper
- Toilet Seat Covers
- Brooms/Dust Pans
- Mops/Steamers

Health/Medical Supplies

- Temporal/infrared thermometers
- Alcohol wipes for thermometers
- Hydrogen Peroxide
- Exam gloves
- Face masks
- Hair ties
- Band-Aids
- Gauze
- Rubbing Alcohol

Program Supplies

- Walkies
- Clipboards
- Construction Paper
- Crayons (1 per member)
- Markers (1 per member)
- Colored Pencils (1 per member)
- Glue sticks (1 per member)
- Plastic supply box (1 per member)
- Scissors (1 per member)

- Rulers
- Zip lock bags (all sizes)
- Permanent markers
- Dry erase markers
- Copy Paper
- Pens
- Mechanical Pencils

Technology/Equipment & Software

- Chromebooks
- Zoom
- MyFutures.net
- YouTube
- Office 365
- Google Classrooms

Supplemental Materials/Parent Resources

- Onboarding/Emergency Services FAQ
- Release of Liability Waivers
- Parent Expectations
- Member Expectations
- Contact information for site and organizational leadership
- Building & Parking Lot signage
- Government Issued Notices

PHASE II EXPANSION

Phase II is an expansion of the Club experience to more or all members. Phase II may go into effect if one of the following occurs:

- A. The restrictions regarding groups of 20 and social distancing are lifted or adjusted.
- B. The Club secures additional locations.
- C. The COVID-19 crisis is downgraded or lifted.

FIELD TRIPS/CLUB VEHICLES

Field trips at this time are not permitted and if that changes, parents will be notified of the change. Boys & Girls Clubs of Lanier will determine when it is deemed safe to resume field trips with club members. If a club vehicle is used for any other purpose besides field trips, it must be sanitized before and after use, which includes wiping down all hard surfaces and spraying seats with Lysol or an approved aerosol spray sanitizer. See Director of Operations for what is to be used.

MEALS/SNACKS

All meals and snacks will be brought to the group's designated room and the group will remain in the room to eat their meals and snacks. This will limit the congregating of large groups during meal times.

IF AN EMPLOYEE OR MEMBER TESTS POSITIVE FOR COVID-19

The infected employee/member will be sent home until released by their medical provider or local health provider. All employees/members who worked closely with that employee/member will be sent home to ensure the infection does not spread. Before the infected employee/member departs, ask them to identify all individuals who worked in close proximity (within six feet) for a prolonged period of time (more than a few minutes) with them in the previous 14 days to ensure you have a full list of those who should be sent home. When sending the employees/members home, do not identify by name the infected employee/member so the organization is not in any violation of confidentiality laws. If exposure to infected person was in a shared office building or area, inform Director of Operations, so they can take whatever precautions deemed necessary and recommended by local health officials. The CDC provides that the employees who worked closely to the infected worker "should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath)."

Employees/members that have been exposed to the infected employee should first consult and follow the advice of their healthcare providers or public health department regarding the length of time to stay at home. If those resources are not available, the employee/member should at least remain at home for three days without a fever (achieved without medication) if they do not develop any other symptoms. If they develop symptoms, they should remain home for at least seven days from the initial onset of the symptoms, three days without a fever (achieved without medication), and improvement in respiratory symptoms (e.g., cough, shortness of breath).

Facility Controls for the site where infected person is confirmed:

The CDC provides the following recommendations for most non-healthcare businesses that have suspected or confirmed COVID-19 cases:

1. Close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
2. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

To clean and disinfect:

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection (Note: "cleaning" will remove some germs, but "disinfection" is also necessary).

- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
- Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
- Gloves and gowns should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Follow the manufacturer's instructions regarding other protective measures recommended on the product labeling.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.

What BGCL will do if an Employee/Member Tests Positive for COVID-19

1. Immediately send home or separate anyone who becomes sick at work. Advise employees/members' parents to contact their doctor or local health department as soon as they show symptoms.
2. Ensure that staff know how to notify their supervisors if they or their members are showing symptoms of COVID-19 and/or they test positive for the virus. Generally, supervisors should not require proof of a positive test result or note from a healthcare provider to confirm COVID-19 illness.
3. Notify your local public health department of the positive case. The health department will provide guidance on what actions need to be taken.
4. In consultation with the public health department and our DOD, prepare the appropriate communications, including:
 - a) If the individual who tested positive was in contact with any other staff during the 14 days prior to the positive test result, inform fellow employees of their possible exposure to COVID-19 but maintain the confidentiality of the individual who tested positive. Fellow employees may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.
 - b) If the individual who tested positive was in contact with any members during the 14 days prior to the positive test result, inform parents of their children's possible exposure to COVID-19 but maintain the confidentiality of the individual who tested positive. Families may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.

- c) If the individual who tested positive was in contact with any other community partners during the 14 days prior to the positive test result, inform the community partners of their possible exposure to COVID-19 but maintain the confidentiality of the individual who tested positive. Other individuals may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.
 - d) Prepare a media holding statement and parent letter.
 - e) See the CDC's Guidance for Businesses and Employers for more information.
5. Close any areas used by the sick person for deep cleaning and disinfection.
- a) Use CDC guidance on cleaning and disinfecting, including:
 - i. Open outside doors and windows.
 - ii. Wait 24 hours (or for as long as possible) before you clean and disinfect.
 - iii. Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, and shared electronic equipment.
 - iv. BGCL will contact Boyd's cleaning services to come in, conduct a deep cleaning, and utilize industrial CDC approved disinfectant in areas/locations used by the sick person.
6. 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.
7. After re-opening, continue regular cleaning, disinfection, social distancing, and hygiene practices.