



BOYS & GIRLS CLUB
OF EDEN-LAKE SHORE

TWO COMMUNITIES | ONE GREAT MISSION
bgcedenlakeshore.org

EDEN CLUBHOUSE and Main Office

8284 North Main Street | Eden NY 14057
716.992.2702 | info@bgcedenlakeshore.org

LAKE SHORE CLUBHOUSE

W.T. Hoag Educational Center
42 Sunset Boulevard | Angola NY 14006
716.926.2119

Coronavirus - COVID-19

School Year Safety Plan

Jason Mazurkiewicz, Executive Director June, 2020

Letter from the ED

At the Boys and Girls Club of Eden – Lake Shore our number one priority is the health and safety of the youth in our care and the safety of our employees/volunteers. As a result of the Coronavirus Disease (Covid-19) outbreak and the impact that this virus has had on all of our lives, we want you to know that our Club is doing everything possible to keep your child, our staff/volunteers and the families we serve, protected from the spread of the virus. We are closely monitoring reports from the Center for Disease Control and the Prevention (CDC) and our local health department for all updated information and are using the resources available to us from the CDC, NYS Health Department, Government Officials, The Office of Child and Family Services (OCFS), The Child Resource Network, American Camping Association (ACA) and from Boys and Girls Clubs of America to guide us as we put protocols in place to protect our youth and staff.

As we begin to re-open we have broken down our enhanced safety protocols into the following five areas of focus:

- 1) Health and Wellness of Our Members and Staff (Health Screenings)
- 2) Increased Hand Washing and Sanitizing Protocols
- 3) Increase Facility Maintenance and Cleaning
- 4) Best Practices for Social Distancing in a Club Setting
- 5) Reduction in Group Sizes with an Increase in Staff to Member Ratios

The Clubs Safety Committee, led by the Board and Staff has developed these protocols. We have identified ED, Jason Mazurkiewicz as the Club's Coronavirus Safety Leader. He will be responsible for carrying out the protocols identified in this plan, will train all staff members and will enforce all of the protocols established. A copy of these safety protocols can be found on our website at bgcedenlakeshore.wordpress.com.

As we begin to re-open we certainly understand the anxiety and apprehension that our parents and staff may feel as we return to our new normal Club/Camp program environments. We are confident that with these safety revisions that we can safely transition ourselves to provide a quality club experience for members and staff.

If you have any questions, comments or concerns please do not hesitate to contact Jason Mazurkiewicz at 716-597-1726 ©, 716-992-2702 (w) or email at Jason@bgcedenlakeshore.org.

Stay Safe and Stay Healthy.

Jason Mazurkiewicz, Executive Director - Boys and Girls Club of Eden - Lake



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Letter to Staff and Parents

Dear: Staff and Parents:

Our commitment to keeping the young people and our staff safe is our number one priority. Following the Coronavirus disease (Covid-19) outbreak, it's important that you know that the Boys and Girls Club of Eden – Lake Shore is doing everything possible to keep our members, campers, and staff protected from its spread. We are also closely monitoring reports from the Center of Disease Control and Prevention (CDC) and our local health department for all update information.

As a reminder, we recommend these prevention action every family and staff member should take to prevent exposure to Covid-19:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze with a tissue, then throw tissue in the trash.
- Stay home when you are sick.
- Clean and disinfect frequently touched objects and surfaces using a recommended NYSDOH or CDC cleaning spray or wipe.
- Follow the CDC's recommendation for using a facemask:
 - Face Masks should be worn when in public when 6 feet of social distancing cannot be maintained.
 - Face Masks should be worn at all times by people who show signs of the Covid-19 symptoms to help prevent the spread of the virus to others.
- Wash your hands often:
 - Wash your hands often with soap and water for a least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing.
 - It takes an average of 11.8 seconds to sing the entire Happy Birthday song, so if you sing it twice, that will ensure you've scrubbed long enough. This is a great method to share with children in your family. While this measure is simple, it is effective.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - Always wash hands with soap and water if your hands are visibly dirty.
 - For more information about handwashing, see the CDC handwashing guidelines at the CDC website.
- For families and staff who have traveled the CDC also provides specific guidance for travelers.

At this time, there is no evidence that children are more susceptible. Children should engage in usual preventive actions to avoid infection, including cleaning hands often using soap and water or alcohol based hand sanitizer, avoiding people who are sick, and staying up to date on vaccinations, including the influenza vaccine.

The National Child Traumatic Stress Network offers a Parent/Caregiver guide for Covid-19 with more helpful information for families.

Should you have any questions or concerns about this or any other matter, please do not hesitate to contact me at 716-597-1726 ©, 716-992-2702 (w) or email at Jason@bgcedenlakeshore.org

Sincerely,

Jason Mazurkiewicz, Executive Director – Boys and Girls Club of Eden-Lake Shore



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WAIVERS

All parents/guardians and Club employees must sign the waiver below before attending the Club for Summer Camp, After School Program, Recreation or Work.

For Parents/Guardians-Assumption of Risk and Waiver of Liability Relating to the Coronavirus/Covid-19

The novel coronavirus, Covid-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19, is extremely contagious and has significant person to person spread. As a result, federal, state and local governments and federal and state health agencies have recommended social distancing measures, additional safety protocols and have, in many locations, required ongoing prohibitions on the congregation of groups of people of various sizes.

The Boys and Girls Club of Eden – Lake Shore has put in place preventative measures to reduce the spread of COVID-19. These include, but are not limited to: Social Distancing, wellness monitoring, increased sterilization/cleaning, required hand-washing, smaller group sizes, limited enrollment, wearing of masks by staff, etc. However, the Club cannot guarantee that you or your children will not become infected with the COVID-19. Further, attending the Club/Camp could increase your risk of your child or children's risk of contracting the virus.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child/children and I may be exposed to or infected by COVID-19 by attending the Club/Camp and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Club may result from actions, omission, or negligence of myself and others, including, but not limited to, Club employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child or children or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child/children may experience or incur in connection with my child/children's attendance at the Club/Camp or participation in Club/Camp programming (Claims). On my behalf, and behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the Club, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expense of any kind arising out of or relating thereto. I understand and agree that this release includes and Claims based on the actions, omission, or negligence of the Club, its employees, agents and representatives, whether a COVID-19 infection occurs before, during or after participation in any Club/Camp program.

Signature of Parent/Guardian

Date

Name of Parent/Guardian

Name of Club/Camp Participant(s)

**For Staff/Volunteers - Warnings Relating to Coronavirus/COVID-19 for Onsite
Work or Volunteer Service**

The novel coronavirus, Covid-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19, is extremely contagious and has significant person to person spread. As a result, federal, state and local governments and federal and state health agencies have recommended social distancing measures, additional safety protocols and have, in many locations, required ongoing prohibitions on the congregation of groups of people of various sizes.

While COVID-19 can cause mild symptoms in some individuals, it can lead to severe illness and even death in others. Adults over age 65 and people of any age with serious underlying medical conditions including, but not limited to, HIV, asthma and other respiratory conditions, and pregnancy, may be a higher risk for more serious complications for COVID-19.

The Boys and Girls Club of Eden – Lake Shore has put in place preventative measures to reduce the spread of COVID-19. These include, but are not limited to: Social Distancing, wellness monitoring, increased sterilization/cleaning, required hand-washing, smaller group sizes, limited enrollment, wearing of masks by staff, etc. However, the Club cannot guarantee that you or your children will not become infected with the COVID-19. Further, working onsite at the Club/Camp could increase your risk of your child or children's risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child/children and I may be exposed to or infected by COVID-19 by attending the Club/Camp and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Club may result from actions, omission, or negligence of myself and others, including, but not limited to, Club employees, volunteers, and program participants and their families.

My decision to work onsite at the Club/Camp is exclusively my own and made in full understanding and acceptance of the foregoing risks. My employer, The Boys and Girls Club of Eden – Lake Shore, has shared with me and I understand my leave options.

Signature of Employee/Volunteer

Date



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HEALTH AND WELLNESS - DAILY HEALTH SCREENINGS

Daily Health Screenings - All Employees - Staff/Counselor/Administrators

1) Complete Health Questionnaire (Monday or first day of work)

(Coronavirus Health Screening Form Attached)

- a) All employees and Counselors must complete the Health Questionnaire at the check in desk Monday morning or on their first work day.
- b) As employees arrive they will wait at the designated spots in front foyer with their face masks on until the check in desk area is clear.
- c) Once the check in desk is clear the employee will approach the desk and they will complete a hard copy of the questionnaire or hand in their pre-filled out completed health questionnaire. They will return the questionnaire form to the designated staff member (Sr Staff) who will be managing the check in desk area. In addition, the employee will have their daily temperature scan completed.
- d) If a staff member uses a pen provided by the club, pens will be cleaned with alcohol based cleaning solution prior to use by another staff member.
- e) Sr Staff with face masks and gloves while administering questionnaires and temperature scans.
- f) Staff Members must answer all of the questions on the form. If a staff member answers "yes" to any of the questions they will be asked to leave immediately for the day.
- g) Sr Staff desk area each morning and be responsible for the questionnaire review and the logging in of all staff temperature scans.
- h) Sr Staff will arrive each morning and prepare the area. They will take each other's temperatures and complete the questionnaire for each other before managing the desk area.
- i) Sr Staff will report any declines or issues with the Safety Manager, ED, Jason Mazurkiewicz and/or Sr Staff.
- j) Employees who were sent home will be contacted by Jason or Sr Staff to review the next steps needed for the employee to return to work.
- k) Follow up communication with Employees who answered "Yes"

■ Tested Positive in the Last 14 Days by a Healthcare Provider.

- (1) Return home and self-quarantine for 10 days prior to returning to work.
- (2) Obtain a note from Primary Care Physician stating that they are ok to return to work and are symptom free OR

(3) Obtain another virus test looking for a negative result prior to returning to work.

■ Traveled by airplane internationally or domestically.

(1) Evaluate where they traveled to and when to determine the number of days of self-quarantine required prior to returning to work. Use CDC guidelines to support the decision on the number of days.

■ Had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days. Exposure to COVID-19.

(1) Determine whom they were exposed to and length of time of exposure to identify how many days of self-quarantine would be required to return to work.

(2) Have Covid-19 test taken to determine if the employee tests positive for the virus. If they test negative, allow them to return to work. Provide a note from a Primary Care showing proof of negative test results.

■ Exhibited cold or flu-like symptoms in the last 14 days.

(1) Send Employee home and evaluate their symptoms,

(2) Return to work when symptom free.

(3) If symptoms continue see a primary care physician.

(4) Obtain note of Primary Care Physician that indicates that employee is symptom free.

l) Employees must report any changes to the answers they provided on their completed questionnaire if something changes in their health/situation during the week of work, they need to communicate these changes immediately to Jason or Sr Staff.

m) The questionnaire form must be completed on the first day of work.

n) If an employee misses a day of work, or travels out of state, they must complete the health screening form on the day that they return to work.

2) Temperature Checks (Daily)

a) All employees must have their temperature taken upon arrival to the Club each morning.

b) As employees arrive they will wait at the designated spots front foyer with their face masks on until the check in desk area is clear.

c) Once the check in area is clear the employee will approach the desk to have their temperature scanned with infrared thermometer.

d) Sr Staff will wear face masks and gloves while administering temperature checks with infrared thermometers.

e) Sr Staff will allow employee in to work as long as the reading is below 100.4.

f) If reading is above 100.4 the employee will be asked to retake their temperature with an oral thermometer provided to confirm reading.

g) If oral reading is confirmed at 100.4 or above the staff member will not be permitted to work and will be sent home.

h) Employees who had a temperature reading over 100.4 degrees can return to work the next day to have their temperature scanned as long as they did not use fever reducing medications. Employees should take their temperatures at home before returning to work so that they have a good understanding of what their temperature is prior to returning to work. If



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they use fever reducing medications, they are required to stay home a minimum of 3- days before returning to work. If their temperature/symptoms do not improve, employees need to consult their primary care physician and seek their advice for treatment. An employee may return to work once their fever subsides and is below 100.4 and they have no other related symptoms.

3) Hand Washing

- a) After completion of questionnaire and/or temperature scan all employees must wash their hands with soap and water for 20 seconds prior to beginning their work in one of the club designated bathrooms.
- b) All Employees must wash their hands upon arrival to camp with soap and water in bathroom prior to working directly with members/campers.
- c) All Employees must regularly wash their hands at the Club/camp after each activity period and before and after use of all equipment, supplies, tools, etc.
- d) All Employees must wash their hands immediately after bathroom use.
- e) If soap and water is not readily available all employees must use the hand sanitizer provided by the club to sanitize their hands before working directly with members/campers.

4) Masks

- a) All staff will be required to wear a mask while working with members/campers and with each other regardless of the social distance. Masks will be provided by the Club or a staff member may choose to wear their own mask.

5) Gloves

- a) All staff will be required to wear gloves when and if required to be worn by the CDC of State Health Department.
- b) Gloves must be worn when working with any member/camper in the infirmary or dealing with any sort of minor injury.

6) General Guidance for COVID-19 Exposure REMINDER:

- All COVID-19 exposure policies should be reviewed and approved by legal counsel and the board of directors.

- Any decision to operate within the CDC's definition of critical infrastructure workers should be made in conjunction with legal counsel, the board of directors, your insurance carrier, and, if applicable, any governmental entity or agency with whom you are partnering to provide these services.
- Exposure FAQ:
 - An employee of ours has tested positive for COVID-19. What should we do?
 - The infected employee should be sent home until released by their medical provider or local health provider.
 - You should send home all employees who worked closely with that employee to ensure the infection does not spread.
 - Before the infected employee 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. Any person that a staff member has been within 6 feet for at least 15 minutes of someone with a confirmed laboratory or probable Covid-19 patient.
 - When sending the employees home, do not identify by name the infected employee or you could risk a violation of confidentiality laws.
 - If you work in a shared office building or area, you should inform building management so they can take whatever precautions they deem necessary.
 - The CDC provides that the employees who worked closely with the infected worker "should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath)."
 - How long should the employees who worked near the employee stay at home?
 - Those employees 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 should at least remain at home for three days without a fever (achieved without medication) if they don't 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).
 - Critical Infrastructure Workers The CDC has released relaxed guidelines for critical infrastructure workers, as previously defined by the Cybersecurity and Infrastructure Security Agency, who have been potentially exposed to COVID-19. Under the relaxed guidelines, critical infrastructure workers potentially exposed to COVID-19 may continue to work following exposure provided they remain symptom-free and employers implement additional precautions to protect the employee and the community.
- More information on the guidelines can be found [HERE](#) for Employers:
 - Measure the employee's temperature and assess symptoms prior to permitting the worker resuming work, ideally, before they enter the facility.



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- Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.
- For Employees:
 - Self-monitor under the supervision of their employer's occupational health program.
 - Wear a face mask at all times while in the workplace for 14 days after last exposure.
 - Maintain a six-foot distance from others and otherwise observe social distancing in the workplace as work duties permit.
 - Critical infrastructure employees who become sick during the workday should continue to be sent home immediately.
 - You should notify those who had contact with the ill employee while the employee had symptoms, and two days prior to the symptoms appearing.
 - You should then implement additional precautions for those employees as described above.
- Club Facilities The CDC also provides the following recommendations for most non-healthcare businesses that have suspected or confirmed COVID-19 cases.
 - It is recommended to 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.
 - 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.
 - Employers should develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks.
- Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
 - If you require gloves or masks or other PPE, prepare a simple half-page Job Hazard Analysis: list the hazards and the PPE (gloves, masks, etc., as needed), and the person who drafts the document should sign and date it.
 - If employers are using cleaners other than household cleaners with more frequency than an employee would use at home, employers must also ensure workers are trained on the hazards of the cleaning chemicals used in the workplace and maintain a written program in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200). Simply download the manufacturer's Safety Data Sheet (SDS) and share with employees as needed, and make sure the cleaners used are on your list of workplace chemicals used as part of the Hazard Communication Program (which almost all employers maintain).

7) Employee **Test Positive** for the COVID-19 Virus

- Immediately send home or separate anyone who becomes sick at work.
- Advise employees to contact their doctor or local health department as soon as they show symptoms.
- Ensure that staff know to notify their supervisors if they are showing symptoms of COVID-19 and/or they test positive for the virus.
- Our supervisors will not require proof of a positive test result or note from a healthcare provider to confirm COVID-19 illness
- Notify our local public health department of the positive case.
- Notify our DOD from Boys and Girls Club of America.
- In consultation with the State Health Department and our DOD from BGCA, prepare appropriate communications including:



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- If the individual 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 the COVID-19 virus 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.
- If the individual who tested positive was in contact with any members/campers during the 14 days prior to the positive test result, inform parents of their children's possible exposure to the COVID-19 virus but maintain the confidentiality of the staff member who tested positive. Families may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.
- If the individual who tested positive was in contact with any community partners during the 14 days prior to the positive test result, inform the community partners of their possible exposure to the COVID-19 virus but maintain the confidentiality of the staff member who tested positive. Other individuals may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.
- Prepare a media holding statement and parent letter (See Attached)
- Seek guidance for the CDC website in regards to Businesses and Employers.
- Close any areas used by the sick person for deep cleaning and disinfection.
 - Refer to the CDC guidelines for cleaning and disinfection.
- Open outside windows to increase ventilation
- Wait 24 hours (or as long as possible) before you clean and disinfect.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas and shared equipment.
- Work in collaboration with the health departments to determine when to re-open the Club/camp, the closed areas and when staff in quarantine may be allowed to return to work.
- After re-opening, continue regular cleaning, disinfection, social distancing and hygiene practices.
- Employee will remain home until symptom free
- If symptoms persist - employee must contact their primary care physician.
- If an employee continues to show signs of the virus, they must be tested for the Covid-19 virus and have a negative result prior to returning to work.
- Employees will need complete the Positive Covid-1 Test Questionnaire via phone call or email from Jason or Sr Staff
- Communication - Jason or Sr Staff will notify all camp parents via phone. That an employee has contracted the virus and that the Club/camp will be closed until further notice.
- Jason and Sr Staff will provide support for Contract Tracing to the County Representative.
- The Club/Camp will remain closed until the Health Department approves our return.

- Jason and Sr Staff will hire a Janitorial Company to complete a deep cleaning of our entire Club/camp facility, supplies and equipment.

NO STAFF MEMBER SHOULD REPORT TO WORK IF THEY FEEL ILL, ARE EXHIBITING ANY COVID-19 SYMPTOMS, HAVE A FAMILY MEMBER THEY ARE LIVING WITH THAT IS ILL, OR HAVE BEEN IN CONTACT WITH ANY INDIVIDUAL WHO HAS BEEN DIAGNOSED WITH COVID-19!

Daily Health Screening - Members/Campers

- 1) **Complete Health Questionnaire** (Coronavirus Health Screening Form Attached) first day at Club/camp (Via Email Communication or hard copy at the Club/camp).

Answer all Questions on the Health Questionnaire and return to the designated Club/Camp staff upon your arrival to the Club/camp, from your car, on the first day that you attend the Club/camp.

- Designated Club/camp staff will greet you and your child at the Club entrance point with a clipboard with the form attached for the parent/guardian to complete or parents can bring a pre-filled out form to hand in Monday or the first day of attendance.
- Parents and members/campers should stay in their car throughout the entire entering of club/camp process.
- Designated staff will hand the clipboard and a pen to the parent driving the vehicle and ask them to complete the form.
- While the parent is completing the form the designated Club/camp staff who will be wearing a face shield, face mask and gloves. Designated Club/camp Staff will also complete a temperature scan on the child/children who are attending the Club/camp.
- The designated Club/camp staff will send home any campers who answer "yes" to any of the four questions.
- If a child/children is sent home the designated staff member will communicate any member/camper entry declines to the Sr Staff.
- Parents must wear face masks while answering the questions.
- Parents will be encouraged to bring their own hand sanitizer so that they may use the sanitizer to wash their hands off after touching the clipboard, pen and dealing with designated Club staff.

If a parent/guardian answers "Yes" to any of the questions the camper will not be permitted to attend the Club for that day.

- Parents/Guardians of the members will be contacted by the Sr Staff or Executive Director, Jason Mazurkiewicz to review the next steps later that day.

- 2) Follow up communication with Employees who answered "Yes"



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- Tested Positive in the Last 14 Days by a Healthcare Provider.
 - (1) Return home and self-quarantine for 10 days prior to returning to Club.
 - (2) Obtain a note from Primary Care Physician stating that they are ok to return to work and are symptom free OR
 - (3) Obtain another virus test looking for a negative result prior to returning to work.
- Traveled by airplane internationally or domestically.
 - (1) Evaluate where they traveled to and when to determine the number of days of self-quarantine required prior to returning to work. Use CDC guidelines to support the decision on the number of days.
- Had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days. Exposure to COVID-19.
 - (1) Determine whom they were exposed to and length of time of exposure to identify how many days of self-quarantine would be required to return to work.
 - (2) Have Covid-19 test taken to determine if the employee tests positive for the virus. If they test negative, allow them to return to work. Provide a note from a Primary Care showing proof of negative test results.
- Exhibited cold or flu-like symptoms in the last 14 days.
 - (1) Send Employee home and evaluate their symptoms,
 - (2) Return to work when symptom free.
 - (3) If symptoms continue see a primary care physician.
- Parents/Guardians of members must report any changes to the answers they provided on their completed Monday questionnaire to Sr Staff if something changes in their health/situation during the Club session.
- Form must be completed on the first day of attendance at the Club.
- If a member misses a day at the Club because they are sick or travel out of state, they must complete the health screening form on the day that they return to the Club.
- All parents/guardians of members/campers must provide us with a method for immediate contact - phone, email, etc.

2) Temperature Checks (Daily)

- i) All members must have their temperature taken upon arrival at the Club each morning.

- i) Parents are encouraged to take their child's temperature at home prior to arriving at the Club. If temperature is above 100.4 please keep your son or daughter home from for the day.
- ii) Designated Club Staff will take members/campers temperatures upon their arrival at the designate Club entrance area.
- iii) Members temperatures must be scanned in Front Foyer.
- iv) Designate staff who take temperatures will wear face masks and gloves to take temperature with inferred temperature.
- v) If a reading is confirmed at 100.4 or above the camper will be sent home for the day.
- vi) Members who had a temperature reading over 100.4 degrees can return to the Club the next day to have their temperature scanned as long as they did not use fever reducing medications. Again, parents should take their temperatures at home before returning to the Club so that they have a good understanding of where the temperature is at prior to returning. Staff will need to confirm the temperature of a camper who had a high temperature the day before by taking that member's temperature upon arrival to the Club. If the member uses any fever reducing medications, they are required to stay home a minimum of 3- Days before returning to the Club. If their temperature/symptoms do not improve parents will be encouraged to consult their primary care physician and seek their advice for treatment. A member may return to the Club once the fever subsides below 100.4 and they have no other related symptoms.
- j) Staff will monitor members as they arrive to the Club. If they suspect a member is not feeling well they will take the possibly ill member to the Club infirmary where they will be reviewed and treated by designated Club staff who have Responding to Emergencies First Aid and CPR.
- k) Responding to Emergencies Club staff will wear a face mask and gloves while they are evaluating the member.
- l) If Staff feels member is ill parents will be notified to come and pick up their child

3) Daily Healthy Surveillance

- a) Club Staff will be trained during orientation on how to best complete periodic visual safety checks with the members in their groups. They will report and concerns to the Club Health Director so that they can follow up with the members. If a member is showing any signs of the virus symptoms the counselor should immediately escort them to the club infirmary.

4) Masks

- a) The wearing of face masks by members is required at this time, when social distancing cannot be maintained. The Club will have times for members to take a mask break while they are following social distancing.
- b) The Club will follow the guidelines set by the CDD and State Health Department in regards to a requirement for members to wear facemasks.
- c) Members can choose not to wear a mask while outside and social distancing can be maintained.



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d) While at the Club members must provide their own face mask, we will have extras if a member's mask is damaged, or forgotten.

5) Hand Washing/Hand Sanitization

f) All members must wash their hands with soap and water prior to attending the Club for 20 seconds.

g) All members must regularly wash their hands at the Club after each activity period, lunch, after bathroom usage and before and after use of all equipment, supplies, tools, etc.

6) If a Member exhibits signs or symptoms of the COVID-19 or is feeling ill while at the Club.

- Members will be escorted to the Club Infirmary.
- A designated staff member will wait with the member in the infirmary until the member is picked up by parent/guardian.
- Staff members will wear face masks and properly social distance themselves from the member - minimum 6 feet away.
- Parents/guardians will be called Immediately to come and pick up their child at the Club.
- Members may return to the Club if they are symptom free
- If symptoms persist members must contact their primary care physician.
- Members will need a note from their primary care physician to return to the Club.

7) Member Contracts the Virus (Positive Test Result). Same protocol as indicated above for an employee with the following changes:

- Parent must complete the Positive Covid-1 Test Questionnaire via phone call or email
- Need to Self-Quarantine for 10 Days and be symptom free before returning to the Club.
- Or get tested again - Report a negative Virus Test
- Obtain a note from your Primary Care Physician to return to the Club

Steps that the Club would need to take if a member contracts the virus:

- 1) Report Virus immediately to State Health Department and Follow their lead and guidance
- 2) Provide support for Contact Tracing

- 3) Close the Club for a minimum of 24 or 48 Hours for major cleaning
- 4) Potential remain close until State Health Department approves re-opening
- 5) Inform all parents via email

NO MEMBER SHOULD ATTEND THE CLUB IF THEY FEEL ILL, ARE EXHIBITING ANY COVID-19 SYMPTOMS, HAVE A FAMILY MEMBER THEY ARE LIVING WITH THAT IS ILL, OR HAVE BEEN IN CONTACT WITH ANY INDIVIDUAL WHO HAS BEEN DIAGNOSED WITH COVID-19

Handwashing and Sanitizing

1) **Handwashing** - The most effective way to avoid the spread of the Corvid-19 virus and other infectious diseases is to wash your hands with soap and water for a period of 20 seconds. The Club will manage the following to increase the number of times both members and staff wash their hands with soap and water by:

- a) Handwashing stations:
 - i) Bathroom Sink
- b) Developing a daily handwashing schedule
 - i) Arrival at the Club
 - ii) Prior to Lunch
 - iii) After Bathroom Use
 - iv) Prior to Afternoon Activity Period
 - v) Prior to Transportation Home

2) **Hand Sanitizing** - In addition to increased handwashing the Club will provide hand sanitizing stations throughout the Club. When and where handwashing is not possible we will provide hand sanitizer for our staff and members to use that will be at minimum 60% in alcohol content.

- a) Each Program Area of the Club will have a hand sanitizing station (Spray bottle) for staff and members to use.
 - i) Members will use hand sanitizer before and after use of all Club supplies and equipment.
 - ii) Staff will spray one squirt of hand sanitizer in a member's hands
 - iii) Member's will rub hands together to ensure sanitizer is in place and working effectively
- b) The Club will add hand sanitizer stations throughout the Club



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Daily Cleaning of Program Areas

- 1) Staff will work together to properly clean and disinfect all Club facilities, program areas and equipment on a regular schedule.
 - a) Each Staff Member will be responsible for cleaning his/her program area by spraying down all surfaces and equipment that have been touched by members and staff with a bleach & water disinfectant solution or equivalent. The cleaner will be a spray and wipe only (no washing required) with three minutes drying time before next use.
 - b) Each Staff Member will have their own spray bottle of approved surface disinfectant to use to clean their own area.
 - c) Each Staff Member will be assigned a specific non program area that they will also be responsible for cleaning on a maintenance schedule.

Day Cleaning

1. Staff will completely spray/wipe down all program surfaces
2. Program spaces must be completely sanitized by the end of every program day.

Social Distancing Best Practices

Programming

- Staff will be required to wear masks while providing Club activities ● Staff will be required to wear gloves if CDC mandates it.
- Members will wear a mask, when social distancing cannot be maintained.
- Staff will select program activities and competitions that provide the least member to member interaction with the least amount of required equipment and supplies
- Staff will employ social distancing practices at all program areas and will keep members 6 feet apart while waiting their turn to participate in the activity
- Staff will avoid the touching of members for high fives, fist pumps, etc. Verbal support and positive feedback will be provided.
- Program rotations will align with social distancing to the best of our ability. ○ Groups of 15 with one staff member.
 - Groups will remain together and separate, as much as possible, during the day at the Club.
 - Consistent Staff will remain with groups
- Staff will minimize programming activities that involve a large group of members and minimize large group interactions.

Smaller Program Group Sizes (15 members per)

Arrival at the Club:

- i. Members will be divided by groups with counselors by age group in Main Game room. Groups will be placed 6 feet apart.

Social Distancing

- ii. Hand washing - Hand Sanitizing before and after
- iii. Equipment wash downs after use
- iv. Enforcing Member Safety Guidelines and Best Practices as we have followed in the past as outlined in the Club safety manual.



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Coronavirus (COVID-19) Screening Form

The safety of our employees, members, families and visitors remains the Boys & Girls Club of Eden – Lake Shore’s overriding priority. As the coronavirus (COVID-19) outbreak continues to evolve and spread globally, we are closely monitoring the situation and will periodically update our practices and policies in accordance with what we deem required to keep our employees safe from exposure.

To prevent the spread of COVID-19 and reduce the potential risk of exposures to our employees and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this facility.

Dept. _____ Summer _____ After School
Name: _____
Phone # _____ Home _____ Cell _____

Travel & Contact History

	QUESTIONS	YES	NO
1.	Have you received a confirmed diagnosis for coronavirus (COVID-19) by a coronavirus (COVID-19) test or from a diagnosis by a health care professional in the past 14 days?		
2.	Have you traveled by airplane internationally or domestically in the last 14 days?		
3.	Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?		
4.	Have you experienced any cold or flu-like symptoms in the last 14 days (to include: fever, cough, difficulty breathing, sore throat, pressure in the chest, extreme fatigue, earache, persistent headache, diarrhea, and persistent loss of smell or taste)?		

Note: If you plan to be on Club property for consecutive days, there is no need to repeat the questionnaire each day, unless any responses change. **Changes should immediately be reported to the Unit Director.** The information collected on this form will be used to determine your access right to the Boys & Girls Club facilities.

Signature: _____ Today’s Date: _____

Reviewed by Unit Director Access to facility (circle one): Approved Denied

Signature: _____ Today’s Date: _____

Confirmed Diagnosis for Coronavirus (COVID-19) QUESTIONNAIRE

EMPLOYEE NAME: _____ DATE: _____

INSTRUCTIONS: The following questions should be asked of any Employee who has informed you that she or he has either tested positive for COVID-19 or has been told by a medical treater or provider they presumptively have COVID-19. This questionnaire is to be kept confidential and in Employee's medical file with access by only select individuals designated by the Company.

o What is the date that you first exhibited symptoms, if any, of COVID-19?

o Date: _____

o What were the symptoms?

o Fever: Yes No Cough: Yes No Shortness of breaths: Yes No

Sore throat: Yes No Muscle aches: Yes No

o Other: _____ (describe)

o When were you diagnosed with COVID-19 or presumed to have COVID-19?

o Date: _____ Tested positive: Yes No

o Presumed to be positive: Yes No

o Name of medical professional or health care provider giving you the result or telling you that you are presumed to be positive: _____

o What are your current symptoms?

o Fever (100.4° F or higher) Yes No Cough: Yes No

o Shortness of breath that you cannot attribute to another health condition: Yes No

o Sore throat that you cannot attribute to another health condition: Yes No

o Muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise): Yes No

o Other: _____ (describe)

o Have you been told by a medical professional to self-quarantine? Yes No

o If yes, for how long (in days)? _____

o If yes, have you been self-quarantined? If yes, since what date? _____

o In previous 30 days, have you had close contact with an individual confirmed or presumed to have COVID-19 (i.e. spent longer than 15 minutes within 6 feet of the individual)? Yes No

o If yes, give the date of last contact: _____

o If yes, explain your relationship to individual(s) with COVID-19: _____

o If yes, identify the location of last contact: _____

o If yes, identify whether any such contact is or was in your household: _____

o In the previous 30 days, have you traveled to, or stopped over in, a country for which the CDC has issued a travel health notice (including but not limited to China, Iran, or Europe)? Yes No

o If yes, give country name and dates of travel: _____



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o In the previous 30 days, have you traveled domestically by airplane, bus or train? Yes No

o Details: _____

o Date(s) of Travel: _____

o In the previous 30 days, have you used mass transit or public transportation? Yes No

o Details: _____

o Date(s) of Travel: _____

o Outside of work, have you attended any event or visited any public place in the previous 30 days where more than 10 individuals were in attendance and you were, at any time, within 6 feet from any one individual for more than 15 minutes? Yes No

o Location: _____ Date(s): _____

UNIT DIRECTOR OR DESIGNATED MEMBER OF MANAGEMENT:

I certify that the above information was provided to me by telephone discussion with the above-named individual on the ____ day of _____, 20____, and is accurately recorded herein.

Name

Signature