



## **BOYS & GIRLS CLUBS OF THE GREATER CHIPPEWA VALLEY**

Chippewa Falls Center • Lunda Center  
Lee & Mary Markquart Center • Menomonie Center

### **Club Member Guide to a Safe Program**

#### **Updated Health & Safety Protocol**

The emergence of COVID-19 has caused the Boys & Girls Clubs of the Greater Chippewa Valley to put in place several new preventative strategies to ensure the health and safety of our staff and club members. The following are mandatory guidelines to ensure we keep our club members, staff and community safe.

#### **Purpose:**

This protocol is to be used by all staff, club members and families reporting to the Club to ensure consistency and standards of practice.

#### **New Facility Requirements:**

- Club front doors are to remain locked throughout the day. Visitors and parents must have an appointment before entering the facility and will be subject to a health screen *before* entering facility
- Program areas must be intentionally set up with tables, desks, and chairs spaced apart. Club staff must enforce a one chair per table set up, unless the table is 8 feet or longer
- Club sites will provide club members with their own set of supplies, so they do not have to share. For example, each youth will have their own pencil box with scissors, glue, and pencils to use throughout the day
- All items that are frequently shared and hard to clean will be put away, such as: Legos, playdough, items that are cloth-like material, and/or fabric covered furniture
- *Hand Washing* signs must be displayed at every bathroom
- *Cover and Cough Sneeze* signs must be displayed in every room in the Club
- All club safety signage must be available for viewing. If one falls, it must be put back up immediately
- Hand soap and hand sanitizer must be available to club staff and club members at all time
- Water fountains must be made inaccessible to youth. Members are encouraged to bring in their own water bottles. They will be cleaned upon entering the building. Staggered usage of water refill stations will be closely monitored, ensuring members stay six feet apart if a line begins to form. Staff will aid members when they are needing to refill their water bottle to ensure that only person is touching the station/fountain for the day
- Clubs must mark waiting spaces six feet apart by sinks, water refill stations, and restrooms
- Proper signage detailing the Club's new Pick Up & Drop Off Procedures must be visible curbside for parents
- Each Club site must tape/cone off Curbside Pick Up & Drop Off area to ensure the utmost safety for our members as they are screened and processed
- A covered area, table, chairs, and water must be available to staff conducting health screenings outside of the club
- A designated sick area must be available to any club members displaying COVID-19 like symptoms



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### **Modified Daily Club Operations:**

- Every parent/guardian must attend a virtual orientation and Club Staff must document their attendance for verification. Parents that cannot attend must schedule a one-on-one training with Club Management
- Club Operational Hours: 8:00 am – 5:00 pm (staggered drop-offs beginning at 7:30 am)
- Large Club House Meetings are not allowed. Club House Meetings will be conducted in each individual program room to minimize large gatherings
- Clubs must review the new COVID 19 Rules with club members daily
- Club Staff are required to wear a face mask throughout the day and must wash their hands for at least twenty seconds every hour
- All youth may wear a face mask daily, except when they are playing outside, eating, or engaging in physical activity in the gym. Parents can supply their child(ren) with a face mask before coming to the Club each day. The Club will provide all members with (1) mask to keep and maintain
- All staff and youth must wash hands with soap and water at least once every hour and follow Club specific schedules to not crowd around sinks. Refrain from going to bathroom in groups, Clubs must have a specific schedule for club members to wash their hands. Club Staff and club members are strongly encouraged to hand sanitize throughout the hour
- There will be no summer field trips. Virtual field trips are encouraged
- To reduce transmission, member movement must be reduced. Club rotations will consist of two-hour rotations
- All members must wash hands immediately after outside play
- Club activities must not encourage close physical contact between club members
- Designated shared locations must be sanitized by staff prior to the next rotation and PM staff will thoroughly disinfect each program area from 5 pm to 6 pm daily

### **New Attendance Policy:**

Club members must attend at least three days a week.

- Club members are allowed one unexcused absence. On the second unexcused absence, Club members will lose their spot in the program
- Excused absences must be submitted ahead of time with a written letter and/or email stating why their child(ren) are unable to attend
- If a club member is sent home sick for the day due to an elevated temperature or COVID symptoms, they will not be allowed to come back to the Club without a doctor's note or have been symptom-free and fever-free for 120 hours (without fever-reducing medication)



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### **Payments:**

Weekly payments for members are due no later than 8am Monday morning. If payment is not received prior to drop-off on Monday morning, they will not be allowed to enter the program for that day, until payment is received. No daily rates or reimbursements will be provided.

- Weekly payments are \$60/week
- You may pay in advance by credit card through the website [www.cvclubs.org/summer-program](http://www.cvclubs.org/summer-program)
  - You will be asked to show your proof of payment via email receipt
- You may pay in person during drop-off in exact cash or check
- Free or reduced fees may be available upon request

### **Health Screenings:**

All Club members must receive a health screening prior to walking into the Club for the day. They will participate in a verbal questionnaire and temperature check as part of the screening.

- Verbal questionnaire
  - Have you had fever, cough, sore throat, shortness of breath, vomiting, diarrhea, or a rash in the last 5 days?
  - Have you been exposed to someone who has been diagnosed with the COVID-19?
  - Have you traveled outside the local area in the last two weeks?
  - If you answer **yes** to any of these questions, the club members will be sent home and asked to return only when they are able to answer **no** to all questions
- Temperature Check
  - If lower than 99.5 F – Club member may enter building and proceed to handwashing station. Center Director to note on checklist
  - If 99.5 or higher - Club member must be sent home until fever-free without fever reducing medication for at least 5 days

### **Pick Up & Drop Off Procedures:**

***Curbside Drop-Off Procedures:*** (Minimum of three staff are recommended) Parents must drop off Club members by 9 am.

- Parents must drive up and remain in their vehicles. Parents are not to come out of their vehicles. Club Staff will be waiting curbside to intake members for the day. If a Club Staff is unavailable, parents must call the Club phone number for a Club Staff to intake that member for the day outside of the facility
- A Club Staff must take the temperature of the child(ren) with a touchless thermometer and conduct a health screening of that member. Club members must stand right outside their vehicle until the health screening has been completed. Club Staff will log each member's wellness at that time. Conditions present not due to COVID-19, must be listed under the club member's medical conditions on the member's application
- If a Club member is cleared to enter the club, an additional Club Staff must walk them into the facility. Before entering their program room, each member will be required to wash their hands upon entry
- The parent/guardian will receive a passcode number that is active for the day. This passcode will be required for secure pick-up at the end of the day. If a parent/guardian needs an additional person to pick up their member who is not on their contact list, they must submit a written note ahead of time to



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notify the Club. It is the responsibility of the parent/guardian to share the correct passcode information with that person

- Club Staff must ensure that each Club member arrives to their designated area safely with clean hands

***Curbside Pick-Up Procedures:*** Club members will be assigned a membership #. The parent/guardian will use the daily passcode and their member's membership # during pick-up for secured authorization and release of a child. Parents are required to also show an ID as proof of identification. At least two Club Staff will be available curbside from 3:30 pm-5 pm for club side pick-up to ensure a smooth process.

- Parents must drive up and remain in their vehicles
- Parents must provide their member's membership # and passcode
- Club Staff will ask for a Driver's License to be displayed for verification to log each member's designated pick-up person and time of pick up
- After verifying the identity of the designated pick up person, Club Staff will notify Club Staff via walkie to release the club member(s) from their program room/location
- Club Staff will document the name of the person picking up each member and document the time in which they were picked up
- If parents need to pick up their child prior to 3:30 pm, they must call the front desk of the Club, verify their information and a staff will bring their child out to their vehicle. A sign displaying this process and Club phone number will remain on the Club's front doors during program hours

### **New Sick Procedures:**

- Club Staff will notify Club Management that a member is not feeling well
- Club members displaying COVID symptoms will be sent to the Club's designated sick area and required to wear a face mask until pick up
- A Medical Form must be completed documenting the member's symptoms and parents must be contacted immediately for the club member to be picked up
- All siblings of that member will have to go home for the day
- Parent must pick up their child(ren) from the site within thirty minutes. Because it is important for the health of your child and other children in the program, prompt pick-up is important. Therefore, fines will be assessed for late pick-ups of \$5 per additional 15 min wait or removal from the program
- Club members will not be allowed to come back to the Club without a doctor's note or have been symptom free and fever free for 120 hours without fever reducing medication. Parents unable to provide a doctor's note will be required to provide a written statement that their child(ren) are symptom free
- If a child tests positive for COVID -19, the Club will contact city health officials for guidance, immediately close the designated zone for disinfecting until further notice and follow CDC and local recommendations. All families will be notified of the confirmed case and communication will NOT include any personal information of the ill child



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### **Summer Meals:**

- Club Staff must wash their hands with soap and water before and after handing out lunch or snack. Food handling or latex gloves must be used while handing out lunch or snacks
- Club members must wash their hands with soap and water before and after eating lunch or snack
- To reduce transmission, meals/ snacks must be delivered to program areas to reduce youth movement

### **Mandatory Club Summer Programming:**

- Art
- Summer Brain Gain
- DIY STEM
- Daily Challenge
- Ultimate Journey
- Torch Club

### **Pop-up services for Teens 7<sup>th</sup> grade and above:**

- Thursday evenings at a pre-determined location
- Virtual program available on Fridays
- Grab & Go program materials available upon request on Mondays

### **Summer Applications:**

- Parents can access summer forms and new re-open waivers and protocols through the Club website [www.cvclubs.org](http://www.cvclubs.org) or by emailing your site contact to submit
- In-person application forms will be accepted beginning the week of June 1 by appointment only at your site location from 3-6 pm
- All interested families will be put on a waiting list while their materials are being reviewed
- Priority will be given to families who meet the following criteria: current Club members from the 19-20 school-year, 3-4 days/ week attendance, and have returned to work

*These policies and procedures are subject to modifications based on city, state, and national health and government official mandates and recommendations, and well as CDC guidelines.*