



Health & Safety Protocol

Purpose:

This protocol is meant to be used by all staff and club members reporting to the West Springfield Boys & Girls Club to ensure consistency of standards and practices designed to safeguard the safety of our members, staff, and community.

Steps that will be taken to prevent the spread of illness in our program:

- All sick individuals are required to stay home.
- All individuals coming into the building will go through a brief health screening prior to being admitting into program space.
- Social distancing and increased hand hygiene protocols will be in place during all programs.
- Cloth face coverings may be required during certain times of the day. Please provide 2 clean masks for your child daily.
- Staff will regularly monitor children for illness symptoms and will report any concerns to the Director in charge.
- A safe space has been designated for a child who may become sick during program.
- New drop off and pick up procedures will be implemented to avoid unnecessary person to person contact.
- Parent meetings regarding concerns about a member will happen virtually unless otherwise determined by the Director of Operations or Executive Director.
- Increased cleaning and sanitizing procedures will be required before and after a group uses a program space.
- Parents will not be allowed beyond the designated pick up and drop off location. Special arrangements may be made with the Director of Operations or Executive Director.
- Pick up and drop off times will be strongly enforced. Any special drop off or pick-up times outside of the designated times must be coordinated with the membership office.
- Staff will go through training of all new policies and procedures prior to being allowed to work in any program.
- Group sizes will be smaller, and rooms have been designed to create better separation of groups.

Daily Screening Protocol

Preparation by the Health Screener:

- Wear gloves and change them if you come in direct contact with someone or something. Hands must be washed, or hand sanitizer must be used before donning new gloves.
- A cloth face covering must be worn.
- Clipboard, pen, and paperwork will be designated for the Health Screener only! Do not share these items or let them be touched by anyone who is not designated for Health Screening.
- Make every effort to stand at least three feet from the person being screened.
- Always wash your hands for at least 20 seconds before applying personal protective equipment (ppe).
- Always use a non-contact thermometer. Thermometers will be labeled with numbers and must not be removed from it's assigned screening area. (Only if a high temperature is suspected, temperature checks are not required)

Equipment required for screening

- Gloves – be sure to have enough to change gloves if necessary
- Masks (1 per screener)
- Clipboard with member rosters and staff rosters.
- Disinfectant wipes or disinfectant cleaner and paper towels.
- Hand sanitizer
- Thermometer (non-contact). (Temperature Checks not required. Thermometer on site in case needed)
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Sanitize all equipment and supplies being used at the screening station.

Screener must take their own temperature and log results on the employee roster. (please remember that if you are feeling any flu-like symptoms or have a temperature greater than 100° do not report to work and notify a supervisor as soon as possible)

Screening will take place in the morning at arrival and again midday. (after lunch)

Daily Screening Questionnaire

Instructions: The questions below will be used to guide the ongoing monitoring of children and staff throughout the day. (An electronic version may be available for parents prior to drop off)

Does the child/staff exhibit and of the following symptoms?	Yes	No
A temperature of 100.00°F or above?		
Has your child taken fever reducing medication in the past 24 hrs?		
A Cough?		
Shortness of breath?		
Sore throat?		
Gastrointestinal symptoms (diarrhea, nausea, vomiting)?		
New nasal congestions or new runny nose?		
New loss of smell/taste?		
New muscle aches?		
Any other signs of illness?		
Has the child/staff had contact with someone in the previous 14 days with a confirmed or presumptive diagnosis of COVID-19 or someone who is ill with a respiratory illness?		

If all of the above are NO, the child/staff may attend the program. If the child/staff shows signs of any of the above during the day follow exclusion protocols and call the child's parent/guardian to come pick them up.

If ANY of the above are YES, the child/staff WILL NOT BE ALLOWED to enter the program. The child should return home with parent or caregiver and staff should be sent home. Families/staff should be encouraged to consult with their child's health care provider for further guidance.

We will strictly follow and enforce our guidelines with regards to child and/or staff re-entry to the club following illness or exposure to COVID-19.

Staff Screening Prior to Shift Start

Staff members who exhibit any of the following symptoms are asked to report them to your supervisors as soon as possible and do not report to work:

- A temperature greater than 100°F or
- Flu-like symptoms: fever, dry cough, body aches, sore throat, and/or diarrhea within the last 24 hours.

All staff personal health concerns will remain confidential.

For normal temperature and no flu-like symptoms:

- Staff are required to go through the health screening process
- Staff are required to wash their hands after entering the building and wear a mask or comparable covering over the nose and mouth.
- Staff are to avoid unnecessary movement throughout the building and should remain in designated spaces with their groups.

If during the workday a staff member exhibits a temperature greater than 100°F or Flu-like symptoms as noted above, they will be sent home.

- Staff will notify director or supervisor via phone/text.
- Immediate supervisor will identify a backup staff person immediately and the staff will be sent home.
- Staff will be advised to seek medical consultation from their primary health care provider.
- Staff will be unable to return to work until further advisement is given on a case by case basis.

Staff or Club Member Exhibits new onset of symptoms

- Screener will screen staff or member wearing the appropriate PPE during evaluation.
- Staff or member will not return to the program space and will be isolated in designated area.
- Screener/director will discretely collect the staff or members belongings while wearing gloves.
- Staff or parents will be advised to seek medical treatment through their primary care provider.
- Club members parent/guardian will be called to pick them up and advise them on steps for them to return to the program.
- Child will wear their face coverings to protect others from potential infection.
- Staff of club member will be unable to return to work until further advisement is given on a case by case basis.
- Program space including cubbies that were occupied by the member or staff will be temporarily closed. The space will be disinfected with EPA approved chemicals following CDC guidelines. Staff sanitizing the room will use appropriate PPE (gloves, and masks). The room will not be re-opened until approved by the Director of Operations or Executive Director.

Confirmed Case of COVID-19 in a member or staff

- Notify the West Springfield Board of Health (413) 263-3206. The Board of Health will advise the Club on identifying anyone who may have potential exposure to COVID-19 based on timing of the individual's illness and the types of interactions they had with staff and children while they were infectious.
- The West Springfield Board of Health will complete an assessment and will inform any individuals that should be self-quarantined for 14 days following their exposure with an individual who has a confirmed case of COVID-19.
- All program areas that were used by the confirmed case of COVID-19 will be closed off. Doors and windows will be opened to air the rooms out and allow droplets to settle.
- After at least a 24-hour period the room must be cleaned and disinfected. The 24 hours allows the droplets to settle before cleaning and disinfecting. All areas used by the individual must be cleaned and sanitized areas include but are not limited to bathrooms, program spaces, offices, and common areas.
- If more than 7 days have passed since the person who was confirmed sick visited or used the Club, additional cleaning and disinfection is not necessary. Routine cleaning and disinfecting will be continued.

Returning to the Club after testing positive for COVID-19

Children or staff must stay away from others for 10 days from the first day symptoms appeared AND be fever-free for 72 hours (without fever-reducing medications) AND had significant improvement in their symptoms.

If the child or staff members tests negative for COVID-19 or the doctor says they do not have COVID-19, they cannot return until 72 hours after the fever is gone (without fever-reducing medications) and symptoms get better.

Child or Staff Member who has a household member test positive

If anyone in a staff or child's household tests positive for COVID-19, they must stay quarantined for 14 days after the last time they may have possibly been exposed. If a staff or child has not self-quarantined for 14 days, they will not be able to return to the Club.

Cleaning and Disinfecting Plan

Cleaning and disinfecting will be a shared responsibility amongst all staff members to ensure adequate and efficient cleaning and sanitizing during the program day. Each program space will be equipped with cleaner and sanitizer. Staff will be trained on proper and safe use of all chemicals.

All surfaces must be cleaned with soap and water mixture first, then disinfected with an EPA-approved disinfectant for use against viruses that cause COVID-19. Cleaning first is required to allow the disinfecting agent to work as intended in its purpose.

All products will be used according to the manufacturer's directions. Instructions of concentrations, contact time, and application method are critical instructions.

Staff will wear gloves when cleaning and sanitizing. After cleaning and sanitizing staff will wash their hands for at least 20 seconds or use hand sanitizer immediately after. Remember hand washing is the most effective method to handwashing and hand sanitizer is to be used only when handwashing cannot be conducted.

Cleaning and sanitizing practices will be enhanced, and focus will be placed on the following touch points and surfaces:

- Doorknobs
- Bathrooms
- Sinks
- Keyboards
- Bannisters
- Tables
- Chairs
- Toys
- Pool sticks
- Table game handles
- Remote controls
- any and all other shared equipment

Note: Staff may skip the cleaning step when soils are not present, and just disinfect with designated disinfectant after each use.

For example: a pool stick handle used for a game vs. a soiled lunch table and chair.

Toys or equipment that was put in a child's mouth must immediately be set aside and must be fully cleaned with soapy water before disinfecting.

Soft toys are prohibited until further notice. Children that require bedding will be required to provide blankets that fit within the bin provided by the Club. Parents are required to bring bedding home weekly to wash and return on Monday morning.

Staff are required to use the cleaning and disinfecting cleaning log and sign it at the times approved on the cleaning log.

Parent Handbook Policies

Parents/guardians should take their child's temperature each day prior to arriving to the Club. Children with a fever (temperature over 100°F) need to stay home. Children must be free of fever reducing medication before temperature is taken.

Should a child or family member test positive for COVID-19, the family should alert the Club immediately.

Parents/guardians must be prepared to pick up their child at any time in the case the child gets sick or the Club needs to close for any reason. Parents/guardians must have a plan to pick up the child within 45 minutes of being called. Failure to make contact with a parent/guardian or emergency contact will require DCF involvement.

There will be no outside visitors allowed into the program. Any parent conferences with directors must be planned and held outside of program hours.

Anyone coming to the Club to pick up a child must be wearing a face covering or entry will be denied.

Parents will schedule drop off and pick up during a specific time window and will wait in designated area for child to arrive for pick up from program. During registration parents will select a 15 - minute time window to allow for staggered drop off. Confirmation of their time will be given to them after registration and before program starts.

Drop off and pick up for school age children will be at the blue gym door. Please follow all social distancing policies and procedures during drop off and pick up.

Drop off and pick up for Preschool children will be at the Preschool blue door.

The membership office will be used for special drop off/ pick up times that must be prearranged with the membership office. For example: a child who has a doctor's appointment.

Children will be signed in and out electronically. A report will be immediately printed at the end of Drop Off, and the designated staff assigned to the room will also maintain attendance.

Parents will be provided with information related to COVID-19 including symptoms, transmission, prevention, and when to seek medical attention.

Parents will also be encouraged to discuss safety measures with their children. We will encourage developmentally appropriate ways to share information with their children.

Parents are required to sign a waiver allowing their children to use hand sanitizer in place of handwashing when a handwash sink isn't readily available.

THIS FORM IS SUBJECT TO CHANGE WITH UPDATED REGULATIONS.