



Boys & Girls Club of the Tri-County Area Policies & Procedures

In an effort to help prevent the spread of COVID-19, we have been working closely with medical professionals and our local health department, in addition to following CDC guidelines as we prepared and trained staff to care for your child(ren). The following policies and procedures have been put in place for the safety of all. Please review these procedures with your child prior to their first day of attendance.

Child(ren) Drop Off Procedure/Wellness Checks (Precautionary for COVID-19)

Upon arrival to the Club all individuals entering the building will be required to complete a wellness screening. If parents/guardians are dropping off, staff will greet children and parents/guardians at the door to complete a COVID-19 screening questionnaire and check the child's temperature prior to the child entering the Club. If a child is arriving by bus, or walking-bus, children will participate in temperature checks only. A daily log will be kept with screening questionnaires and temperatures documented, for potential contact tracing through the Green Lake County Health Department. The Club is committed to working closely with the local health department to assist with contact tracing in incidents of positive cases. By enrolling your child, you are agreeing that the Club may share attendance information with the health department for purposes of Covid-19 contact tracing.

- If symptom free, children will be allowed to enter the club.
 - Temperature must be less than 100.4
 - Must be symptom free of respiratory infections, such as cough & shortness of breath, diarrhea/vomiting, loss of smell/taste, etc.
- Boys & Girls Club staff will record the child's temperature and mark a checklist for respiratory symptoms, including time, date, and the parent/guardian who transported the child to the Club.
- Child(ren) will then be directed to where they wash their hands following CDC protocol and sent to their designated program area.
- Children will be rescreened for temperature and symptoms one hour after entrance, and again mid-afternoon if in full-day care.
- All children must arrive promptly at the beginning of programming in order to participate. After-school programming begins at 3:30 pm.
 - Parents/guardians must call the Club to inform Club staff of a child's reason for absence.
 - **Berlin Site** (920)361-2717 Ext. "0"
 - **Green Lake Site** (920)229-3455



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Child(ren) Pick Up Procedure

Parents/guardians will pull up at the front entrance in a drive-thru fashion to help with verification and safety for the release of children. Parents/guardians will call the Club upon arriving and will be asked to identify themselves with a code number (to be assigned at registration).

Parents/guardians must be visible to staff through front entry doors, but will not come inside.

Once staff have a clear view of the parent/guardian, they will walk the child(ren) to the parent to be released into parent/guardian's care. It is important for anyone who is listed as an emergency contact to know your child's code number and to bring a photo ID with them.

Children will not be released to an individual who does not know the code number.

- The Club will close promptly at 5:30 pm (Green Lake Site-Fridays at 5:00 pm). All youth are required to be picked up between 5:00-5:30 pm ONLY. Early release of children will only be honored for appointments and/or extracurricular activities.

Fees & Scheduled Care

The annual registration fee is \$25/per child (due by September 1, 2020). The semester fee is \$50/per child due September 1st (covers after-school care September-December 2020). Due to our limited capacity payments are required in advance. A spring semester fee of \$50/per child will come due January 8th (covers after-school care January-May, 2021). Children are encouraged to attend the Club 5 days a week, but the minimum requirement is 3 days. If your child will only attend 3-4 days a week, staff should be made aware what days to expect them, and what days they will not be utilizing care. Payments will not be accepted in person.

Payments are encouraged to be made online. In the event that a parent/guardian cannot make payments online, checks can be sent in with the child at drop off and staff should be made aware that their child has a check to turn in. In the event that the Berlin Area School District switches from in-person learning to virtual learning (for all students), weekly fees will be assigned and Club hours will likely change. Semester fees would be assessed at that time to determine if a credit is warranted.

Scholarships are available to any family who cannot afford the fees associated with care. An application and verification of income may be required to determine eligibility directly related to household income and number of dependents.

Late Pick Up Policy

There is a late fee for those children who are not picked up on time, at closing. That fee is \$10.00 for the first 15 minutes a child is picked up late and \$1.00 for each minute thereafter.

Given the limited capacity of the staff and the undue burden late pickups will cause, this policy will be strictly enforced. We sincerely appreciate your understanding.



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If an emergency situation arises preventing the parent/guardian from picking up the child(ren) prior to closing time, it is the responsibility of the parent/guardian to coordinate alternate arrangements for pick up and to contact Club staff to let them know who will be picking up the child(ren).

Volunteers, Guests, & Mentors

For the health and safety of all, volunteers, guests, and mentors will not be granted access to the building at this time. These individuals would count towards our 10 staff maximum and would indirectly affect our ability to best serve children. Doors will remain locked during program hours and the Club phone number will be posted at the Front Entry for individuals wishing to speak to Club staff. All deliveries will be placed outside of the Front Entry and a designated staff member will assist in moving the items inside in a timely manner.

If Children or Staff Become Ill With Symptoms of ANY Type While at the Club

If children/staff begin to show signs of illness, including, but not limited to developing a fever greater than 100.4, respiratory infection symptoms, etc. they will be sent home immediately. The child will be separated from other children in a designated room and allowed to rest until they are picked up. Staff who are assigned to supervise them while they wait will practice social distancing and use PPE (personal protective equipment, ie. mask, gloves). Staff will always err on the side of caution, which means even if you believe it is allergies your child will likely be sent home until symptom free. This is for the protection and safety of all. Parents/guardians should have a back up plan for care in the event a child is sent home from the Club sick and cannot return until symptom free.

- Parents/guardians will be called to pick up the child ASAP.
- Parents/guardians will be directed to call their health care provider to discuss the child's symptoms and possible need for evaluation. A signed physician's note will be required for your child to return to the Club detailing that contact has been made/child has been seen by the provider and approving the child to return to care at the Club.
- The symptomatic child or staff member will be directed to self isolate if they are tested for COVID-19 and awaiting results.
- Children or staff who have had contact with or reside with a family member with a pending COVID-19 test and do not have symptoms, no action is necessary. If they are showing signs of illness, the child or staff member should self isolate.
- If a child or staff member has had contact with someone with a confirmed case of COVID-19, they must go home immediately and self quarantine for 14 days and call their health care provider.



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If There is a Positive Case of COVID-19 Among Children or Staff at the Club

If there is a positive case of COVID-19 among a child or staff member, the facility will close immediately and the BGC will await direction for reopening from the Green Lake County Health Department. The facility will be thoroughly cleaned and disinfected. Parents/guardians should be ready for changes and prepare for possible shutdowns, quarantines, and other precautionary or responsive measures that may leave a family without care for up to 14 days.

- Parents/guardians will be notified of the positive case of COVID-19 and the need for closure of the facility and informed of what symptoms to watch for in their children.
- The child or staff member that has a confirmed positive case will be directed about home isolation from their health care provider. The Green Lake County Health Department will be notified and will investigate all contacts.
 - A positive case of COVID-19 will likely result in the entire small group (1 staff:15 children) being required to self-isolate for 14 days. Parents/guardians should be aware of this in advance.

Travel Restriction

If a child and/or their parents travel outside of the United States, the child must self-isolate for 14 days prior to returning to the Club.

- Parents should avoid out of state travel if possible, but when necessary, they must report all travel to the Club's Site Coordinator or the Director of Operations.

Masks

Per Governor Tony Evers state wide mandate to wear masks indoors beginning August 1, 2020 through the end of September, all staff and children will be required to wear masks while indoors at the Club even with the ability to social distance from others.

- The Club has purchased washable cloth masks for each staff member. Staff will be required to wear their mask at all times when in the presence of others (children and/or adults). Staff should put their mask on prior to exiting their personal vehicles upon arrival to work and should not remove them (unless eating) until they are back in their vehicles upon completion of their work shift.
- In compliance with the Governor's mandate, children are also required to wear a mask while in the Club. Parents are asked to provide a mask for their child. It is expected that masks will be worn upon entering the Club, until the time of dismissal, unless children are eating or playing in the gym or outside. In the event that a family cannot provide a mask for their child, the Club will provide one.



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- There may be potential exemptions for kids with underlying health conditions. These situations will be addressed on a case by case basis.
- Children and staff are exempt from wearing masks during the following activity times: eating, swimming, physical activity in the gym and outdoors.

Child Abuse & Neglect Reporting

All Boys & Girls Club of the Tri-County Area employees serve as Mandated Reporters, and are required to participate in child abuse training upon hire, and annually thereafter.

Expectations for children and families during out-of-care time

Parents/guardians should let Club staff know immediately if anyone at home is showing respiratory infection symptoms, such as fever, persistent cough, shortness of breath, or chills; if anyone in the household has traveled to areas where COVID-19 has been present in high numbers; if anyone in the household is pending test results for COVID-19, or has tested positive. Please do NOT send your child(ren) if they have a persistent cough or symptoms of potential illness. The Club will let families know if staff or children are symptomatic at the club and if the Green Lake County Health Department issues any further directions to us as a result of pending tests.

Electronics & Personal Property

The Club discourages bringing personal items from home, unless absolutely necessary. Necessary items should be clearly marked with the child's name and will be sanitized upon entry, depending on the item. All personal belongings, including cell phones, tablets, Chromebooks, electronics and other property brought into the Club are the responsibility of the child. The Club does not have a secure location to store these items and cannot be held responsible for any damaged, lost, or stolen items. Personal electronics usage is limited to schoolwork purposes only. Children should bring charging devices for school-issued Chromebooks; time for school work is often available during programming, but the Club is unable to provide chargers for all students. Cell phones are asked to remain in children's backpacks or be handed over to Club staff for safe keeping while participating in Club programming. Club staff reserve the right to search any personal property if there is a safety concern.



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PBIS Behavior & Club Expectations

The Club follows the PBIS (Positive Behaviors & Supports) framework. Our three core behavior expectations include: safety, respect, and responsibility. The Club reserves the right to refuse, suspend, or terminate membership of any youth due to disrespectful or unsafe behavior to staff, volunteers or other members, or if their behavior does not allow them to function with others appropriately in our programs.

Medication Policy

The Boys & Girls Club (BGC) will not administer prescription medication without authorization of a parent/legal guardian and physician. With proper approval by the appropriate parent/guardian and physician, the BGC will facilitate the administration of approved medication but will not determine the specific dosage to be administered nor will staff directly administer it to the child. BGC staff are not trained medical professionals and will not make any judgments or discretionary decisions outside the approved limits and approved dosages of the parent and acting physician. The BGC will, however, make an effort to assist members in remembering to take medication and to review the appropriate dose before consuming.

Holding & Storing Medication

All medication must be registered with the front desk. Proper documents must be completed and signed by the parent or legal guardian and must be accompanied by proper doctor authorization. The BGC center director must inventory quantities and authorize the storage of all new medications and any changes to a member's medication needs. Medication must be labeled with the child's first and last name, name of medication, dosage, route, doctor's name, and expiration date and be in original containers.

Medication will be kept in a locked cabinet, unless requiring refrigeration, with access limited to authorized personnel only. All medication will be checked in/out each time it is accessed and the authorized on-duty staff member will initial, date and sign each time medication is provided to members.

Emergency Medication

In the event that a child needs life saving medication or treatment, BGC staff will act in the child's best interest and attempt any life-saving efforts, including the administration of prescribed emergency medication. Examples of such medications include, but are not limited to: Glucagon injections, rescue inhalers (such as Albuterol), Epi Pens, and emergency seizure medication. We will ALWAYS call 911 after administering Glucagon, Epi-pens, or emergency seizure



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medications. Per state law, members with proper authorization are allowed to carry rescue inhalers on their person.

Wisconsin's Good Samaritan statute for emergency medical care states the following: "Any person who renders emergency care at the scene of any emergency or accident in good faith shall be immune from civil liability for his or her acts or omissions in rendering such emergency care."

Upon review of these policies & procedures please sign and return the *COVID-19 Policies & Procedures Acknowledgement*.