



## Boys & Girls Club of East Providence Covid-19 Childcare Operations Manual

**Vision:** To provide a high-quality childcare experience for Club members while adhering to best practices on preventing community transmission of Covid-19.

### **Guiding Principles:**

- **Social Distancing/De-Densification:** In order to maximize social distancing, we will limit the number of children and staff who are in the building at any given time. Workers who can work from home will continue to do so (resource development and administrative staff). Full-Time employees will serve as floaters and program administrators and will be scheduled in pairs through out the week, working other days at home. Only staff scheduled to work with children, along with maintenance and front desk personnel, will be allowed in the building while children are present.
- **Contact Tracing:** We will maintain logs of every person (staff and child) that members have contact with each day in order to provide contact tracing in the event of a positive case. In order to minimize risk, every effort will be made to limit members' contact with children outside of their group and assigned teachers, including measures such as limiting hallway traffic, using separate bathrooms, and not having any shared spaces used by multiple groups.
- **We will still have fun:** Summer is not cancelled at the EPBGC. Despite constraints posed by the virus, Club members will still have a quality experience. To this end, we will invest resources where needed to transform each "pod" into a full-service self-contained classroom.

### **Operating Plans:**

- Based on parent survey results, we are anticipating offering care from 6:30 am – 5:30 pm.
- **Staff Arrival Procedures:**
  - Opening staff should plan to arrive at the Club by 6:15 in order to be ready to provide care at 6:30 am.
  - All staff will be required to wear masks while at the Club. The Club has provided 5 cloth masks for staff, but they are welcome to wear any face covering they choose so long as it meets CDC requirements for face coverings and doesn't contain offensive language or imagery.
  - Upon arrival, staff members will have their temperature checked and logged into an employee attendance form.
  - The staff member will review a laminated health attestation and will sign a log to affirm that no one in the household is ill, is being quarantined, has travelled out of state, etc. (This form is provided by the department of health).
  - If the staff members has a temperature over 100 degrees F or is symptomatic for Covid-19, they cannot enter the building and must stay home until they have documentation from a medical provider or one of the following:
    - After being sent home tests negative for COVID-19 and has no other illness restricting summer camp attendance
    - No evidence of illness restricting summer camp attendance
    - Staff is no longer contagious

- After being sent home tests positive for COVID-19, but has since met the RIDOH guidelines for ending isolation:
      - Symptom free for three full days without use of fever reducer AND at least 10 days from symptom onset OR
      - Two negative tests 24 hours
  - If a staff member has been exposed to someone who tests positive for Covid-19, they must stay home from work until they:
    - Quarantines at home for 14 days
    - Have documentation of a negative test for COVID-19 (recommended)
  - Direct care staff will proceed directly to their assigned classrooms, not entering other classrooms on their way. They can stop if needed at external supply closets to ensure they have adequate materials ready for their children.
  - When they arrive in their classrooms, they will turn on the laptop assigned to the classroom and enter a zoom meeting (being recorded and monitored by on-call full-time staff working from home). This zoom meeting will serve as the second set of eyes in the classroom as BGCA rules require no one-on-one contact with members, but Covid best practices make traditional means of adhering to this requirement difficult.
  - Staff will use their walkie-talkies to communicate with the drop off staff and advise that their classroom is open and ready for members.
- Drop Off Procedures:
  - Upon enrollment, parents will be asked to select a 15 minute drop-off window to bring their child to the Club. A limited number of slots will be offered in each window so as to avoid traffic congestion on Williams Avenue.
  - When a family arrives at the Club, they will line up on the street at a designated drop-off point. Children and parents will remain in the car, and a Club staff member will go to the car to complete the process.
  - The arriving children will first have a wellness check. A staff member will ask them to roll down their car window and their temperature will be taken with a non-contact thermometer. Staff will also observe their overall appearance for any signs of obvious malaise.
  - The parent will review a laminated health attestation with the parent or guardian who will verbally affirm that no one in the household is ill, is being quarantined, has travelled out of state, etc. (This form is provided by the department of health).
  - If a child has a temperature over 100 degrees F or is symptomatic for Covid-19, or members of their household are symptomatic or fail the quarantine questions, they can not enter the building and must stay home until they have documentation from a medical provider of one of the following:
    - After being sent home tests negative for COVID-19 and has no other illness restricting summer camp attendance
    - No evidence of illness restricting summer camp attendance
    - Child is no longer contagious
    - After being sent home tests positive for COVID-19, but has since met the RIDOH guidelines for ending isolation:
      - Symptom free for three full days without use of fever reducer AND at least 10 days from symptom onset OR
      - Two negative tests 24 hours

- A staff member will then certify the child is eligible to enter the building, and log the child's temperature, the name of the adult giving the health attestation, and the child's arrive time on an attendance form.
  - The staff member will then escort the child into the building, bring them to wash their hands, and then bring the child to their classroom. The staff escort will be a full-time staff member assigned as the floater to that pod in order to minimize contact.
    - An exception to this procedure will be for pods assigned to the games room. As there is a sink in that room, the child will not be brought to wash their hands first, but instead the pod staff will observe the hand washing.
  - At the conclusion of the drop off period, the Club membership secretary will contact the families of all absent children to find out if unscheduled absences are due to illness.
- Classroom Procedures:
    - For purposes of Covid-19 operations, all classrooms will serve as self-contained "pods" and will be outfitted with all elements needed to provide a range of high-quality activities all in one space.
      - At enrollment, parents will choose a focus area for their child, and pods will be assigned considering a child's interest levels in physical fitness, arts, and STEM. All pods will do activities in all three areas each day, but the main focus will align with what each member enjoys the most.
      - Choice will be incorporated throughout the program schedule in order to give members some voice and agency in their activities. As we are not able to have members "vote with their feet" and choose activities, they will be allowed to opt out of activities and enjoy quiet time in other areas ("centers") in their classroom if they prefer
    - During regular program operations, classroom doors will be propped open to eliminate the need for children or staff to touch those door handles upon entering and exiting the room. In the event of an emergency evacuation, the staff member will be tasked with closing the door upon leaving,
    - Bathroom and hand washing breaks will be scheduled hourly in order to minimize hallway traffic.
      - In the event of a unscheduled bathroom need, the floater assigned to the pod will be summoned using the walkie-talkie to escort the child to and from the bathroom.
      - There will be two pods that will be assigned to share one bathroom at the Club. This bathroom will be cleaned and sanitized hourly and the staff assigned to these pods will use walkie-talkies to alert each other when sending a child to the bathroom.
    - Meals will be provided to members, but all meals will be brought to the classroom and will be prepackaged. No sharing of food or beverages, common water fountains, or family-style food or food activities will be permitted.
    - Members will each be given their own supply of crayons, markers, glue etc. Similarly, each pod will have their own games, balls, and other equipment. No soft toys will be permitted, and games and toys will be sanitized nightly.

- Staff will be required to wipe down high contact surfaces, including door handles and light switches, at least hourly. Cleaning products, including bleach solution bottles, disinfectant wipes, and hand sanitizer, will be available in all classrooms.
- Pods will have time to go outside each day, though pods cannot be in the same outdoor space at the same time.
  - Given the playground at Central Avenue is used by the community at large, and that the playground structures are very large, disinfecting the space in compliance with CDC guidelines would be very burdensome. Our initial operating procedures will not include using this playground. We are working to see if there are better ways to utilize the small grassed areas and parking lot at Williams Avenue to provide more controlled outdoor access for members.
  - Pod staff and/or Club maintenance staff will clean any outside surfaces they have used prior to returning inside.
- Discipline procedures will follow the Club's previous guidelines, however in the event that a senior staff person is needed to intervene in a situation, every effort will be made to address that concern in the classroom, rather than bringing the child to the office.
  - Staff are being provided additional training in advance of operations to improve their classroom management skills and to account for the potential of increased acting out behaviors due to the trauma caused by the Covid crisis.
- Given that parents will not be allowed to visit the classrooms, staff will be using the platform Class Dojo to give parents daily updates on their children.
- In the event of a fire or evacuation, all regular evacuation routes should be followed to ensure the building is emptied as quickly as possible. Once outside, each pod will be assigned a gathering point that is socially distant from other pods.
- In the event that a child becomes ill, the child needs to be isolated from other children and as many staff as possible until a parent arrives to pick them up.
  - The child will immediately be given a mask to wear and will remain in their classroom while their fellow pod members are relocated to a spare classroom.
  - The full-time staff floater assigned to that pod will remain with the child, and will open and record a zoom meeting with another full-time staff member (present or on-call off site) to comply with BGCA one-on-one contact guidelines.
  - The staff member should remain 6 feet from the child unless a life-threatening emergency arises.
  - Once the ill child has left the building, the classroom will remain out of service for 24 hours and until it is fully cleaned and disinfected.
  - If the ill child has symptoms consistent with Covid-19, they must stay home until they have documentation from a medical provider of one of the following:
    - After being sent home tests negative for COVID-19 and has no other illness restricting summer camp attendance
    - No evidence of illness restricting summer camp attendance
    - Child is no longer contagious
    - After being sent home tests positive for COVID-19, but has since met the RIDOH guidelines for ending isolation:
      - Symptom free for three full days without use of fever reducer AND at least 10 days from symptom onset OR
    - Two negative tests 24 hours apart

- All members of the child’s pod will move to “heightened vigilance” status in terms of illness monitoring:
        - Temperature checks will be done on the pod twice daily.
        - Their classroom will have enhanced cleaning in alignment with CDC guidelines.
    - In the event that a staff member becomes ill, they need to either return to their home or seek medical attention immediately.
      - If they are working directly with the children, their pod will be relocated to the spare classroom until their usual classroom is cleaned and disinfected.
      - The full-time floater assigned to their room will serve as the classroom staff until a substitute can arrive at the Club.
      - A substitute staff member will be assigned to the pod for the duration of the main staff’s illness.
    - If the ill staff member has symptoms consistent with Covid-19, they will not be able to return to work until they have documentation from a medical provider or one of the following:
      - After being sent home tests negative for COVID-19 and has no other illness restricting summer camp attendance
      - No evidence of illness restricting summer camp attendance
      - Staff is no longer contagious
      - After being sent home tests positive for COVID-19, but has since met the RIDOH guidelines for ending isolation:
        - Symptom free for three full days without use of fever reducer AND at least 10 days from symptom onset OR
        - Two negative tests 24 hours
- Pick-Up Procedures:
  - Beginning at 4:00 pm, a pick-up station will be set up outside of the Club at the same traffic cones that were used at child drop-off.
  - The membership secretary will remain outside and will use the walkie-talkie to radio the classroom and full-time floater to announce which child is being dismissed.
  - The membership secretary will have pick-up lists for each child available outside and will check id’s as needed by looking at them through the car window. Non parent pickups will be verified and a photo will be taken of the id for the child’s file.
  - The child will be signed out by staff, including time of departure.
  - If a child is being picked up prior to 4 pm, we will ask parents to call the main office and the secretary will meet them at the car.
- Staffing:
  - Two staff will be assigned as the primary staff for each pod. Shift 1 will work from 6:15 – 12 pm, and shift 2 will work from 11:45 am – 5:30 pm.
  - Each pod team will have 3 hours of prep time available to them for planning in their off hours.
  - Staff will be assigned pods based on their strengths and skills.
  - In addition to the 12 staff members assigned as primary pod teams, other staff will work on virtual programming for our 21<sup>st</sup> CCLC programs and will be available as substitute staff in the event of illness.

- Routine Cleaning.
  - The entire building will be cleaned and disinfected nightly per CDC guidelines.
  - Shared bathrooms will be cleaned hourly.
  - High touch surfaces in classrooms and shared spaces will likewise be cleaned hourly.
  - Staff should wipe down walkie-talkies with disinfectant wipes upon getting them from their charging base and prior to placing them on the charging base.
- In the Event of a Symptomatic Child/Staff or a Positive Covid Test for Child/Staff
  - The EPBGC will be adhering to the Rhode Island DHS Outbreak Response Playbook Guidelines (available online for review at [https://www.reopeningri.com/resource\\_pdfs/Outbreak-response-playbook-child-care-06.08.20.pdf](https://www.reopeningri.com/resource_pdfs/Outbreak-response-playbook-child-care-06.08.20.pdf)) in the event of a symptomatic child or Club staff member.
    - The Outbreak Response outlines three stages of operations
      - Green: Normal Club operations
      - Yellow: Increase vigilance for detecting/screening for symptoms
        - Conduct two temperature checks to validate potential symptoms
        - Conduct deeper cleaning in adherence to CDC guidelines
      - Red:
        - Isolate individual(s)
        - Send individual home and remove any of child/staff's belongings immediately
        - Engage RIDOH in contact tracing and testing
        - Do not allow individual(s) to return until completing clearance protocols
        - Conduct deeper cleaning in adherence to CDC guidelines
        - Contact RIDOH and DHS Child Care Licensing Unit if/when child or staff member tests positive
    - Following the Playbook, if a pod has **ONE symptomatic child or staff member**
      - The symptomatic individual moves to level "Red" and needs to remain home until they have medical clearance outlined previously.
      - Their pod moves to level "Yellow" with increased temperature checks and cleaning.
      - All other pods remain at "Green"
      - Parents are notified as applicable
    - If a pod has a **child or staff member who tests positive for Covid OR there are multiple symptomatic individuals in a pod**
      - **All children in that pod revert to "red" level and must remain home until they have medical clearance to return.**
      - All other pods revert to level "yellow" with increased cleaning and temperature checks.
      - If the affected child(ren) or staff test negative, all groups revert back to green.
    - If there are **positive tests or symptomatic children/staff across MULTIPLE Pods**
      - All pods revert to red
      - The Club will work contact DHS and work with DHS and RIDOH to determine a safe path for reopening.