



**JOHN M. BARRY
BOYS & GIRLS CLUB
OF NEWTON**

COVID-19 Procedures Manual

2021/2022

School Year

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COVID-19 Procedures Manual

NOTE: The policies and advice provided herein are intended to layer atop of the information provided in the Program Policies and Procedures Manual and the Licensed Childcare Parent Handbook so that we may provide additional safety for members during the 2021/2022 school year. Whenever advice here conflicts with traditional policies, the information found in this supplemental guide will take precedent.

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SECTION 1 – GENERAL PRECAUTIONS

Symptoms Consistent with COVID-19

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache when in combination with other symptoms
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms

Screening of Staff and Members

- All staff and members have been told to stay away from the facility if they have symptoms of COVID-19
- All members will enter through a single entry point at the main lobby of the Club.
- A visual inspection of the staff and members will be done upon their arrival.
- Staff are asked to limit their contact with one another. Contact between staff members must conform to social distance protocol.
- Staff and members will be monitored throughout the day for the onset of symptoms.

Isolation and Discharge of Sick Member or Staff

If a staff member shows symptoms for COVID-19, then

- Cease childcare duties immediately and isolate them from other children and staff.
- Gather close-by personal belongings, depart the facility. If multiple symptoms develop or if symptoms remain the staff member will be required to take a COVID-19 test. In the event of a positive test the staff member will begin to quarantine until they have met the requirements for discontinuing quarantine. The Healthcare Consultant and the Newton Health Department will be contacted in the event of a positive test.

If a Member shows symptoms for COVID- 19, then

- Staff shall immediately isolate the member and their belongings from other children and staff and proceed to the isolation area. If additional isolation space is needed, the individual offices present near the games room areas are to be used for that activity.

- Notify the Program Director or Curiosity Club Director.
- Contact the child's parents and ask them to take the child home as soon as possible.
- The staff member who was caring for the child at onset of a symptom will remain with the child while wearing PPE appropriate for the care setting. They will communicate with them in an ongoing manner, while maintaining social distance. For their safety, they will minimize time in the same room with the child. After making the child comfortable, they will maintain themselves in a publicly viewable area (doorway of first aid room or observation window of an office). Whenever possible, a back-up staff person will be called to the area to observe from afar and to support as needed.
- Upon arrival of parents, they will be told to wait outside. When they are ready to receive the child, the lobby doors are to be propped open by a back-up staff member and the child will be escorted from the isolation room to the exterior of the facility through the open doors. All other groups will remain in their designated areas while this takes place.
- The Newton Health Department will be contacted in the event of a positive test.
- For a positive test in the licensed child care program the Curiosity Club Director will complete an incident form in the LEAD portal and submit a report to the state Department of Health.

Hand Washing

Members and staff will be educated on the importance of handwashing in infection control. Handwashing instructions will be placed near every handwashing sink where they can easily be seen by children and staff. The Club will maintain adequate supplies to support these activities. Hand sanitizer will be used when sinks are not available.

How to Properly Wash Hands: members and staff will wash their hands with liquid soap and warm running water, using friction, for 20 seconds in accordance with Department of Public Health guidelines. Hands must be dried with individual or disposable towels. The use of common towels is prohibited. Staff members are to assist members as needed.

Members and staff must wash their hands with soap and water or hand sanitizer with at least 60% alcohol when:

1. before and after eating or handling food;
2. after sneezing, coughing, or nose blowing, or first aid activities
3. after bathroom use

In addition, staff must wash their hands:

1. before and after administration of medication;
2. after performing cleaning tasks, handling trash or using cleaning products
3. before and after changes of gloves

SECTION 2 – MAINTAINING A SANITARY ENVIRONMENT

MASKS AND FACE COVERINGS - The John M. Barry Boys & Girls Club of Newton requires that all members and staff wear masks when inside the building. If eating inside then 6 feet of distance must be maintained or protective barriers used. While outside, staff and members are not required to wear face masks. Face masks must cover the nose and mouth, fit snugly against the sides of the face, and be secured behind the ears or head. The Club will maintain a supply of masks in the event a replacement mask is required.

Members will be instructed about mask hygiene and the proper way to put on and remove the masks. The CDC recommends that this be done by grasping bottom ties or elastics of the mask, then the ones at the top, and then removing the mask without touching the front. Wash hands after.

Families must provide their children with two masks to have with them at all times. The family must have a plan for routine cleaning of cloth masks and face coverings. It must be easy to tell which side of the mask is to be worn facing outwards. The Club will not wash and re-use masks.

GLOVES - Non-latex gloves will be worn when assisting with the applying of sunscreen, while providing medical assistance, and while conducting all cleaning activities. To prevent cross contamination, gloves will be changed after any activity that requires contact. Previously removed gloves will not be reused and gloves will be discarded in a lined trash receptacle.

CLEANING, SANITIZING, and DISINFECTING - The Club will intensify routine cleaning. The Club will ensure that equipment, materials, items or surfaces (including floors, walls and table tops) are washed with soap and water and sanitized as needed to maintain a sanitary environment. All floors used by children must be swept and/or vacuumed daily. All eating surfaces must be washed and sanitized before and after each use. Staff will clean, sanitize/disinfect their areas at least once per day, paying attention to frequently touched objects and surfaces. A minimum of twice per week, our professional janitor will sanitize the classrooms in use for the program, the common areas that the children pass through, and bathrooms and will deploy a COVID-19 resistant fogging system during those sessions.

EQUIPMENT - Equipment and materials will be unique to the program areas i.e. gym, STEM, Art. Electronics and sporting equipment will be cleaned and sanitized after each use.

PLAYGROUNDS & OUTDOOR SPACE - The Club does not own a playground. We may on occasion use the nearby playground that is owned by the City of Newton. Individual groups may use portions of Albemarle field for outdoor activity. Meals may be eaten outdoors.

BELONGINGS - Children are strongly discouraged from bringing personal items the Club beyond a backpack to hold their lunch, cell phone, masks, additional clothing, and any materials needed. Belongings will be stored in individual cubbies. The sharing of personal belongings is prohibited.

VENTILATION SYSTEMS – In November 2020, Merv-13 high restriction filters were installed throughout the facility. The air handling units are set to allow fresh air into the building at all times. The fan motors for the heating and cooling equipment servicing all areas will be set to their on position and will run continuously for the duration of the program day.

VISITORS– Visitors are required to wear masks at all times in the facility. Visitors are encouraged to schedule a visit before arriving to the Club.

WATER FOUNTAINS – The water fountains will be available for use. Children may bring a personal water supply from home which may be carried with them to outdoor activities. Children may not share or touch another member’s water container. If not in use, they are to be stored separately from each other. Bottles must be clearly marked with the child’s name.

TRANSPORTATION - The Boys & Girls Club will conform to all rules regarding the transportation of members. Field trips may be planned during holiday vacation weeks. Such opportunities will be advertised in advance. Group size will be small for these excursions and use of public facilities will be minimized to the smallest extent possible. Masks must be worn at all times when on transportation.

RESTORING AN AREA TO SERVICE AFTER POTENTIAL EXPOSURE- Outside doors and windows will be opened and ventilation fans will be placed within the space. After 24 hours have passed, the cleaning and disinfecting process will begin. The cleaning staff will disinfect all areas such as offices, bathrooms, common areas and shared electronic equipment that may have been used by an ill person, while focusing on frequently touched surfaces. We will follow the advice of the Newton Public Health Department regarding the restoration of a program space.