



REIMAGINE
BOYS & GIRLS CLUBS
OF SOUTHEASTERN MICHIGAN

Frontline & Essential Employees

OPERATIONS MANUAL FOR YOUTH SERVICES

MAY 2020

Dick & Sandy Dauch Club NFL/YET
16500 Tireman Ave, Detroit, MI 48228

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BGCSM Frontline Employees Overview

In recognition of the hard work and dedication of frontline and essential workers, BGCSM will open our signature Club site to offer safe childcare for our heroes. Youth will engage in activities that are aligned with Governor Whitmer’s recommendations, along with CDC guidelines.

BGCSM doors will open for youth of frontline workers at 8 a.m. Breakfast, lunch and snacks will be provided for all youth. Youth will also engage in our online Virtual Club. BGCSM’s childcare services conclude at 6 p.m. Parents of youth are expected to pick up youth at that time or have arranged plans for another childcare.

Daily Program Schedule

TIME	EXAMPLE	
8:00 a.m.	Movie & Game Time	Room Cord 1
9:00 a.m.	Movie & Game Time	
10:00 a.m.	Movie & Game Time	
11:00 a.m.	Snack Time	Room Cord 2
12:00 p.m.	Physical & Wellness Activity	Room Cord 1
1:00 p.m.	Lunch	
2:00 p.m.	Arts and Crafts	Room Cord 2
3:00 p.m.	Virtual Club	Room Cord 1
4:00 p.m.	Virtual Club	
5:00 p.m.	Virtual Club	
6:00 p.m.	Snack - Dismissal	Room Cord 2

Location and Programmable Spaces

Childcare services will be provided at the Dick & Sandy Dauch Club Location. We will have 6 to 7 programmable spaces which meet the six-foot distance requirement. Those spaces will be set up with technology and safe distances will be marked on floors using tape. (More information located in the COVID-19 Procedures.)

COVID-19 Policies and Procedures

BGCSM's COVID-19 policies and procedures are derived from the **CDC's guidelines** and follow best practices of national organizations who provide childcare services for Frontline and Essential Workers. All policies and procedures will be enforced at all times with strict daily oversight from on-site building leader.

Below is the step by step process for administering COVID-19 procedures.



Arrival and Youth Drop-Off and Check-In Limiting Club Access

1. Club Staff assigned to “Safety Check” (non-programming staff) will conduct a written safety check outside the Club for anyone seeking entry to the Club on paper, computer, or tablet. Where the Safety Check is of a child, the Safety Check will be conducted in the presence of the parent. Where the Safety Check is of an adult, only the Club Staff assigned to the Safety Check will be present. Information obtained through the Safety Check may include confidential medical information and will be treated as such, with only those needing to know the information (i.e., the Club Staff member, and any BGCSM employee charged with making decisions regarding action steps related to the Safety Check or maintenance of medical records) having access to it. The Club will conduct Safety Checks in a way to best protect both confidentiality and allow for social distancing, such as staggering arrival times or conducting Safety Checks at the vehicles of incoming individuals.
2. Before entering the Club, all youth and staff will be given a written questionnaire in the form attached. Where appropriate, a parent can fill out the form on behalf of the child. If the person seeking entry indicates on the form that he or she does not feel well or answers in the affirmative as to any of the other questions, the person will not be allowed to enter the Club.

3. All those looking to enter the building will have their temperature taken daily. If the reading is at 99.5 degrees or higher, that individual will not be able to enter the Club for 14 days with the last three being symptom free without the use of a fever suppressant such as Tylenol.
4. Anyone who has a high temperature reading or is excluded as a result of their answers on the questionnaire – or anyone who lives in same household as that individual – cannot come to the Club for 14 days with the last three days being symptom free without the use of a fever suppressant such as Tylenol. If symptoms develop or persist anytime within that 14-day period, the clock goes back to zero and the 14-day waiting period begins again.
5. Clubs themselves will be limited to at most 50% capacity limits and we will be operating on a youth to adult ratio of 8:2.



Program Rooms

Managing Club Spaces

1. When entering the building, admin will check child's name on roster (attendance) and usher the child to their programming room for the day.
2. Youth will continued to be largely separated by age group (ages 6-9; 10-12) to limit congregation and group size.
3. Program rooms will have no more than 8 youth and 2 staff in them at a time.
4. Youth will remain in the same room for duration of their time at the club that day/registered period.
5. Youth will only be permitted to leave program space to A: use bathroom, and B: eat lunch. Youth will always be monitored by program staff.
6. All programming spaces will be arranged so that all youth and staff whether standing or sitting will always be at least six feet apart, with taped X's on floors or chairs marking the distance. No more than 8 youth and two adults will be in a program space at any time.
7. We will be keeping all programs at sites "in-house" meaning there will be no outside field trips taken, large gatherings or events planned that bring additional people in the Club, and no trips taken between sites.



Lunch

Having Mindful Meals that are Safe

1. Any snacks or meals that are offered at the Club will be prepackaged in a grab and go style that doesn't need to be prepared by or served by staff. We will be working with food service providers to assist us during this time in the providing of meals & snacks.
2. All meal distributors will wear a mask and gloves at all times and any utensils or napkins needed will be for one-time use.
3. Restroom visits will be monitored and limited with restrooms being cleaned hourly.
4. Tables will be marked with six feet lines, and areas where youth may congregate (such as the food receiving line) will be marked off with lines six feet apart.
5. Staff will not eat at the same time as youth to ensure areas are cleaned between each group going through the break time.
6. Groups will be staggered, and it as isolated as possible (at least six feet apart in any direction from others while eating and receiving food.



Virtual Club

1. During Virtual Club hours (3:00 p.m. - 5:00 p.m.) all youth will participate in Virtual Club maintaining the mandated safety and distancing policies.



Dismissal

1. Youth leave program areas in staggered manner – staying six feet apart and dismissed by building lead team.
 2. Adults picking youth up are not to go past the temperature check point. Staff will use walkie talkies to alert youth that a ride is present.
 3. Doors will be propped as much as safely possible to limit the touching of common surfaces like door handles.
 4. Staff clean all common surfaces and continue to wash hands hourly while working.
 5. Youth continue to wash hands hourly until they leave.
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Emergency Policies and Procedures



Emergency Room

1. The Club will have a room near the entrance of the building that is an isolation room for anyone who becomes ill or shows symptoms of illness. If an individual is sent to that room, parents/guardians/emergency contacts will be contacted so that the youth can be picked up as soon as possible.
2. Emergency Room door will remain closed at all times.
3. Emergency Room will be sanitized and disinfected at the conclusion of every day.



Cleaning & Disinfecting

1. Every hour including mid-day, and at end-of-day, staff will clean & disinfect commonly touched surfaces. This includes but isn't limited to doorknobs, countertops, handles, keyboards, touch screens, toilets, faucets, sinks, phones, program equipment & supplies (balls, tables & seats, etc.)
2. All individuals in the Club will wash their hands every hour.
3. Bathrooms will continue to be well stocked with soap, sanitizer and paper towels. Bathrooms will be sanitized and disinfected hourly by staff.
4. At the end of each week, Clubs will be sanitized and disinfected including floor scrubbing, full wipe downs and sanitizing of all surfaces to limit lingering germs.
5. When cleaning, have windows open to extent possible to lower drying time.
6. Cleaning logs will be managed and maintained by staff at all times.



Personal Safety

1. All staff and youth will be given a mask as required. Any youth showing signs of a cough will be given a mask to use and then sent to an isolation room where they will wait to be picked up by parent or someone on emergency contact list.
2. Signs will be posted throughout the Club, and staff will reinforce, the importance of covering your cough/sneeze and doing so into the bend of your arm.
3. All people in the building will be required to wash or sanitize their hands before any snack or meal time as well as after using the rest room for any reason.
4. Staff that feel ill are encouraged to stay home and use sick time or bonus COVID-19 sick time to make sure they do not put others at risk. Knowingly putting others at risk and spreading germs, especially after receiving any medical diagnosis of illness, can be subject to repercussions from Human Resources including and up to termination.

Important Forms

Below are links to the FORMS FOLDER and the CLEANING FORM.

Forms Folder: https://bgcsm.sharepoint.com/:f:/s/BGCSMOperations/EuawWLI9BJNArSsjrZIWMWsBH08YN72I_HNdcgeNJtr-VQ?e=WNHqx7

Cleaning Form: https://bgcsm.sharepoint.com/:w:/s/BGCSMOperations/EUUs4TU-3BdMnK0vu_Vtd4YBOEHlbfKdV-EaowTkvszJ3w?e=SECic7

Club Daily Tasks



Lowering Access & Risk

1. All staff are wearing masks and gloves at entry of club.
2. Safety Check staff will use clipboards while completing entry questionnaires (daily three questions to ask all people entering building) for families outside of Club.
3. Check in table for youth and staff to get temperature check before going into Club will be staffed at all times.
4. Club staff will be equipped with walkie talkies to communicate to admin at front desk.
5. Safety Check staff will communicate the name of youth entering the building to prevent touching shared items.
6. During lunch and snack times building lead will dismiss room by room so that youth can be staggered in terms of timing.
7. All youth will wash hands before eating.
8. Club staff will post provided posters about covering coughs/sneezes and importance of hand washing in Club program areas and in all restrooms.
9. Use cleaning materials to disinfect all common spaces including keyboards hourly. (Reminded by Club Lead Staff hourly.)

10. Ensure proper electronics setup prior to Virtual Club.
11. Always have in-room snacks and water bottles available.
12. Always escort youth to bathroom using walkie talkie to ensure clear pathway (distance guidelines).
13. Prior to dismissal, clean up trash using in room trash receptacles.
14. Dismiss youth using staggered system, directed by Club lead team.
15. Clean and wipe down all surfaces after dismissal of youth.



Proactive Programming - Before We Open

1. In each program area table, mark six foot separation lines with tape (be sure to think of that distance in terms of left to right and front to back), as well as lines for lining up to exit or enter rooms with six feet markers on floor.
2. In gym spaces mark off boundary zones of 10 feet, including around water fountains or drink dispensers.
3. To largest extent possible, prop doors open to limit number of hands touching knobs.
4. Put up signs noting that those who are sick, and those in household with that person may not come to the Club for 14 days with the last three being symptom free without the use of a fever suppressant such as Tylenol (if symptoms develop anytime or persist within that 14-day period, the clock restarts).
5. Determine which Club space will be the isolation room and set that space up so anyone inside is still six feet apart from others.



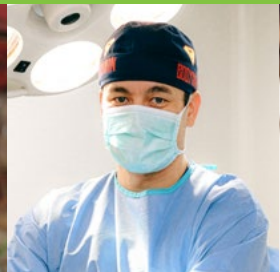
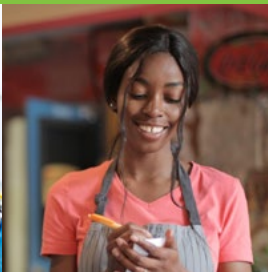
Clean Facilities - Once We Open

1. Fill in staff schedule to have common surfaces wiped down twice a day (at mid-day and end of day).
2. Fill in staff schedule to have bathrooms checked and sanitized hourly.
3. Have all people in Club wash or sanitize hands hourly.
4. Have the isolation room prepared for if needed (prepared by having room identified, chairs six feet apart/marked. Masks available if needed).
5. Make sure markers for six feet on floors and tables remain in place.
6. Ask screening questions to each person trying to enter the building.



Mindful Meals & Actions - Once We Open

1. Create snack/meal schedule so all youth are staggered.
2. Plan separate time or rotation for staff to eat so they can keep areas clean while youth eat.
3. Remind people of our policy of not being able to attend for seven days if there are symptoms present in themselves or amongst someone in their household.
4. Let staff know of sick time benefits and rules that have been created by Human Resources.



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THANK YOU
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Employees!

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