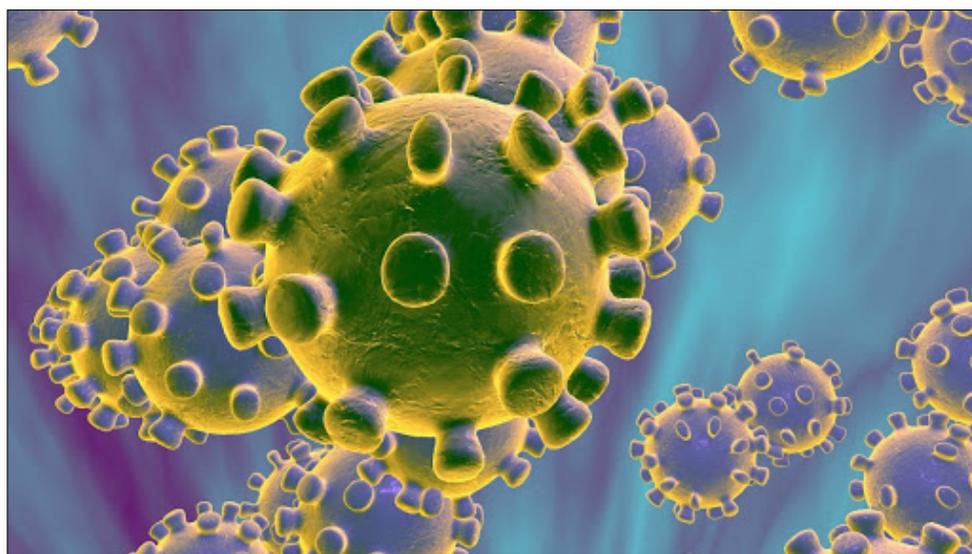




**BOYS & GIRLS CLUBS  
OF SKAGIT COUNTY**

# **Safety & Health Plan**

**COVID-19 \* MARCH 2020**



# Virus Prevention Expectations

## Health Screening of Youth and Staff Upon Arrival

- ☑ Temperature screening will occur prior to entry, while students are still in their vehicle. A dedicated tablet with cellular connectivity will document information.
  - ☑ If a temperature shows of 100.0 or more, the staff or youth is sent home and encouraged to contact their primary care provider or Skagit Regional Health MyEClinic (provide current handout).
  
- ☑ Families and staff will be asked respective questions to determine the following:
  - ☑ If anyone in the household has experienced a fever greater than 100 degrees F in the previous 72 hours.
  - ☑ If anyone in the household has taken fever-reducing medication in the previous 72 hours.
  - ☑ If anyone in the household has experienced any of these symptoms in the previous 72 hours: Cough, Shortness of Breath, Sore Throat, Runny Nose, Vomiting, Diarrhea.
  - ☑ If anyone in the household has experienced any known COVID-19 exposure in the previous 14 days.
    - If the family answer is yes to any questions, the youth is unable to attend.
    - If the staff answer is yes to any questions, the staff is unable to return to work until after the quarantine period has elapsed and a return to work clearance is provided by a doctor.
  
- ☑ All necessary information will be kept in a log that will be retained for 60 days.
  - ☑ One staff person shall be responsible for the Youth Log at any time.
  - ☑ One Supervisor or Person-in-Charge (PIC) shall be responsible for a staff log at any time.
  - ☑ When possible, logs should be downloaded as a PDF, labeled as DATE\_SITE\_LOGTYPE and placed into the ALL-STAFF Team Drive into the appropriate COVID-19 LOGS folder. Format should look exactly like this example: 03172020\_ADMIN\_STAFF or 03712020\_MV\_YOUTH



**BOYS & GIRLS CLUBS**  
OF SKAGIT COUNTY

NAME	NAME	ADULT PROVIDING RESPONSE	COHORT #	Temperature greater than 100 degrees F		In the previous 72 hours, has your child(ren) or anyone in your household experienced a fever greater than 100 degrees F?		In the previous 72 hours, has your child(ren) or anyone in your household taken fever-reducing medication?		In the previous 72 hours has your child(ren) or anyone in your household experienced any of the following symptoms: Cough, Shortness of Breath, Sore Throat, Runny Nose, Vomiting, Diarrhea?		In the previous 14 days, has your child(ren) or household members experienced any known COVID-19 exposure?		IN TEMP	TEMP TIME	OUT TEMP	TEMP TIME
				YES	NO	YES	NO	YES	NO	YES	NO						

DATE:

LOCATION:

Mary Purcell Elementary School - SEDRO-WOOLLEY SCHOOL DISTRICT

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# Virus Prevention Expectations

## Regular Safety & Health Practices:

- ☑ All Youth & Staff will wash hands:
  - ☑ Upon arrival to the Club
  - ☑ After restroom Usage
  - ☑ Before & After Eating Meals or Snacks
  - ☑ Upon reentering the Club from any outside activities
  - ☑ Before using any computer or tablet
  - ☑ No less than hourly
  
- ☑ Youth Ratios
  - ☑ Club maximum capacity is 32 youth to help ensure safer distancing practices
  - ☑ Direct Program Ratios of No More than 1:8
  - ☑ All-Staff to Youth Ratios of No More than 1:7 (including Club Leadership)
  
- ☑ If a Club experiences a confirmed case of COVID-19 (Coronavirus) of either a youth or staff, the Club will close for the remainder of that week and may or may not open the following Monday. A decision will be communicated by 2:00 pm the Sunday prior to a potential opening.
  - ☑ Use provided template for parent letter regarding closure
  
- ☑ Disinfect all hard surfaces Mid-Day and at Club Close, including door knobs, light switches, keyboards, telephones computer mice, countertops, and tables.
  
- ☑ Disinfect all toys and equipment at the end of each day and allow them to dry overnight
  
- ☑ Ensure hand sanitizer and facial tissue is available in high traffic areas throughout your Club or worksite.



**BOYS & GIRLS CLUBS**  
OF SKAGIT COUNTY

**Date:**

To our Club Family,

A youth or staff member at this location has a confirmed case of COVID-19 (CoronaVirus) and notification was provided to us today.

This Club will close effective immediately and will not reopen before Monday. This will allow us to fully disinfect the entire building again, and work with Public Health authorities to determine the best path forward for everyone's Safety and Health. An announcement regarding the open/close status of this Club will be made on Sunday at approximately 2:00 pm via Facebook and Email (please ensure we have your best email contact information on file).

Please monitor your families health. Remember that COVID-19 symptoms include a runny nose, sore throat, cough, fever, and can result in difficulty breathing in severe cases. If any of these symptoms develop contact your Primary Care Physician, or utilize the free service provided by Skagit Regional Health at [MyEClinic.org](http://MyEClinic.org).

Unfortunately, to limit cross-contamination in communities, we cannot accept your child at another Club location immediately unless you are able to provide a physician clearance for them. Please visit [childcareawarewa.org](http://childcareawarewa.org) to be provided referral information for other possible alternatives.

As an organization, we are working hard to balance the many needs of our families and community during this unprecedented time with guidance provided by public health officials and operational requirements. We care very much for all the youth we are entrusted to serve and understand the additional burden a Club closure can be for a family, and apologize. We will endeavor to continue offering services, at Club locations, and via iClubhouse, a digital program delivery accessed via the Google Hangouts platform.

Yours in service,

Ron McHenry, CEO  
[rmchenry@skagitclubs.org](mailto:rmchenry@skagitclubs.org)



**BOYS & GIRLS CLUBS**  
OF SKAGIT COUNTY

**Fecha:**

Para nuestra familia del club,

Un joven o miembro del personal en este lugar tiene un caso confirmado de COVID-19 (CoronaVirus) y nos enviaron una notificación hoy.

Este Club cerrará de inmediato y no volverá a abrir antes del lunes. Esto nos permitirá desinfectar completamente todo el edificio nuevamente y trabajar con las autoridades de Salud Pública para determinar el mejor camino a seguir para la Seguridad y Salud de todos. Se hará un anuncio sobre el estado de apertura / cierre de este Club el domingo aproximadamente a las 2:00 p.m. a través de Facebook y correo electrónico (asegúrese de tener su mejor información de contacto por correo electrónico en el archivo).

Por favor controle la salud de su familia. Recuerde que los síntomas de COVID-19 incluyen secreción nasal, dolor de garganta, tos, fiebre y pueden causar dificultad para respirar en casos severos. Si se desarrolla alguno de estos síntomas, comuníquese con su médico de atención primaria o utilice el servicio gratuito proporcionado por Skagit Regional Health en [MyEClinic.org](http://MyEClinic.org).

Desafortunadamente, para limitar la contaminación cruzada en las comunidades, no podemos aceptar a su hijo en otra ubicación del Club de inmediato, a menos que pueda proporcionar una autorización médica para ellos. Por favor visita [childcareawarewa.org](http://childcareawarewa.org) recibirá información de referencia para otras posibles alternativas.

Como organización, estamos trabajando arduamente para equilibrar las muchas necesidades de nuestras familias y la comunidad durante este tiempo sin precedentes con la orientación brindada por los funcionarios de salud pública y los requisitos operativos. Nos preocupamos mucho por todos los jóvenes a los que se nos ha confiado el servicio y entendemos la carga adicional que puede ser el cierre del Club para una familia, y nos disculpamos. Nos esforzaremos por seguir ofreciendo servicios, en las ubicaciones del Club y a través de iClubhouse, una entrega de programa digital a la que se accede a través de la plataforma Google Hangouts.

Suyo en servicio,

Ron McHenry, CEO  
[rmchenry@skagitclubs.org](mailto:rmchenry@skagitclubs.org)

# Protocols

## Arrival Protocols:

- ☑ Post-Health Screening
  - ☑ Doors shall be opened by staff, wearing gloves
  - ☑ Students are to wash their hands thoroughly before taking their seat
- ☑ Initial Activities
  - ☑ Students will find quiet activities in their self-contained bins for arrival, including coloring sheets, word searches, and individual activities
- ☑ Breakfast will be served at 8:30 am.
  - ☑ The PIC will deliver breakfast meals to each classroom wearing gloves.
  - ☑ The Lead Classroom YDP will wear gloves and distribute individually.
  - ☑ Any child arriving 15 minutes or more before meals are served will individually wash their hands.
- ☑ A rough schedule of the days activities should be posted daily, including outside play times.
- ☑ Care should be taken to allow for youth to work on materials provided by their respective School District. In planning a day, consider some times for directed activities of K-3 students while those in grades 4-6 have an opportunity to complete work product, and vice versa.

# Protocols

## Routines/Transitions:

- ☑ Going Outside
  - ☑ A staff member wearing gloves shall pick up the designated First Aid Backpack containing a complete First Aid Kit and extra gloves, etc
  - ☑ Students wanting to use provided equipment will be given a pair of gloves
    - If a student loses any glove, their participation in the activity must end, and the designated staff member should escort them to wash their hands immediately
  - ☑ Students shall 'line-up', spacing themselves 6 feet apart, to walk to the far side of the play area - **No use of the playground or equipment is locked**
    - **(MP Add'l Info:** Please supervise youth closely to prevent them from picking up rocks and throwing them, based on feedback from building Principal)
  - ☑ Outside/Covered Area - up to 2 Cohorts are allowed at once - there should be no mixing of groups - use clearly defined separate areas
- ☑ Returning inside
  - ☑ Students will be lined up at the appropriate time. In the case of inclement weather, half the group may leave the covered area with one staff member, and the other group may follow once it is observed the entire first group is in the classroom.
  - ☑ Staff wearing gloves shall open the door.
  - ☑ Students should dispose of their gloves, if they are wearing any.
  - ☑ All students shall wash their hands immediately upon reentering the classroom, whether they wore gloves or not.
  - ☑ Doors shall be opened by staff, wearing gloves
  - ☑ Students are to wash their hands thoroughly before taking their seat

# Protocols

## Routines/Transitions (cont.):

- ☑ Bathroom Assignment/Policies
  - ☑ Separate restrooms should be identified for each Cohort group. restrooms shall be considered genderless.
    - If separate restrooms are not available, Cohorts should be assigned in such a way that limits the number using a restroom. Restrooms should be color-coded to match the color of the Cohort for easy identification. Within a restroom (if sharing must occur), individual sinks/stalls/urinals shall also be color-coded to the greatest extent possible.
  - ☑ Make staff and students aware of their assigned restroom and how to identify which station within should be accessed.
  - ☑ No more than 1 student or staff in a restroom at a time.
  - ☑ Do not enter restroom with students.
  - ☑ Following restroom usage, listen for appropriate hand washing sounds and timing, and ask a student if it has been completed when they return to the hall.
- ☑ Bathroom Use
  - ☑ The Cohort Lead shall use a radio to call for the designated restroom staff manager.
  - ☑ The restroom staff manager shall don gloves and respond to the appropriate Cohort, opening all doors for the student between classroom and restroom.
  - ☑ Student uses restroom and staff listens for hand washing.
  - ☑ Restroom staff manager opens all doors leading back to the classroom.
  - ☑ Student washes hands again in the classroom before returning to their seat.
  - ☑ Staff returns to the restroom to sanitize the toilet seat, flushing handles, sink faucets and paper towel dispenser.
  - ☑ Staff disposes of gloves
  - ☑ Staff washes hands thoroughly

# Protocols

## **Mandatory Hand-washing Protocols:**

- ☑ Hand-washing will occur for both Staff and Students:
  - ☑ Upon Arrival/Return to Program
  - ☑ Upon Return from Outside the Classroom (Restroom use, Outside, etc)
  - ☑ Prior to eating food
  - ☑ After eating food
  - ☑ Before Program Departure
  - ☑ After removing gloves worn for any purpose

# Protocols

## Planning:

- ☑ Staff shall be innovative and solutions-focused
- ☑ Take existing activities and curriculum whenever possible, and modify for individual engagement; no group activities are allowed that do not provide for social-distancing.
- ☑ Supplies necessary must be individually wrapped or placed in individual bins using sterile means (using gloves to open boxes, disposing of gloves, washing hands, new pair of gloves, items placed in a bin - new set of gloves for each bin)
- ☑ Activities shall not require any direct assistance from a staff member to complete - staff should maintain required distance from students
- ☑ Get creative on 'group games' - students can participate from their desks, holding up colored paper for answers, etc.
- ☑ **BINS SHOULD BE CLOSED AND SEALED EACH NIGHT FOR FOGGING/ DISINFECTING OF CLASSROOMS. ENSURE ALL PAPERS ARE SEALED OR THEY MAY BECOME DAMAGED.**
- ☑ Make considerations to conduct activities that are both targeted by age (K-2/3-6 or K-3/4-6), as well as those that can be inclusive of the entire cohort.
- ☑ Initial program strategies should focus on SEL activities, with more rigorous academic supports and enrichment activities once students are settled more into their new environment and routines.

## Implementation:

- ☑ All supplies for the following day, and any 'templates' shall be placed in bins using the sterile means described above.
- ☑ Structured activities shall use the YPQ format, and include a community-builder, group agreements when necessary, activity, recognition when possible, and reflections.
- ☑ All projects should be easily portable and go home daily with students.
- ☑ Provide feedback to the PIC about successes and obstacles, to help shape the curriculum.
- ☑ Try to fully implement the program/activity schedule provided, but when necessary, have backup plans available for immediate implementation.

# Protocols

## Allowed Activities:

- ☑ Inside
  - ☑ Arts/Crafts
  - ☑ Individual STEM/Academic Success Activities
  - ☑ Up to 1 movie weekly (scheduled in advance with PIC, with parent notification - only 'G' rated movies without express written consent of CEO, and signed permission slips)
  - ☑ Daily Challenges (Math Timed by Grade Level, etc)
  - ☑ Social-Emotional Learning (SEL) Conversations - Modified Meet-up/Buddy-up
  - ☑ Completing School District provided materials
  - ☑ Letter writing to First Responders/Seniors/Healthcare Professionals
  - ☑ Monitored "Virtual Recess" with friends, when possible
- ☑ Outside
  - ☑ Triple-Play Daily Challenges
  - ☑ Individual calisthenics
  - ☑ Dancing to music
  - ☑ Four-Square (wearing gloves)
  - ☑ Horseshoes (wearing gloves)
  - ☑ Frisbee (wearing gloves)
  - ☑ Once settled - other outside activities can be slowly introduced based on demonstrated commitment to safety protocols by staff and students:
    - Soccer Drill/Obstacle Courses
    - Individual Free Throw Challenges
    - Passing a Football between individual students (no contact)
  - ☑ Most activities outside will require wearing gloves.

## Disallowed Activities:

- ☑ Any activity that requires less than 6 feet of distance between any staff and/or student
- ☑ Any activity that would result in exchanged direct contact on any surface (playground, sports equipment without gloves, etc)
- ☑ Until a specific protocol can be established regarding use and health/safety practices, books will not be provided to students

# Protocols

## Departure (Student):

- ☑ A PIC will observe for parent pickup based on times provided.
- ☑ When a parent or contact arrives for pickup, the individual will be asked to provide picture identification
- ☑ The PIC will radio for the student
- ☑ The student will wash their hands, and a staff member in the classroom will wear gloves and open the door for the student
- ☑ The PIC will take a temperature reading of the student and log it in the appropriate box

## Departure (Staff):

- ☑ Individual area will be tidied up and prepared for nightly disinfection. No paper materials should remain outside of individual staff bins, or they may become damaged.
- ☑ Staff will wash their hands prior to leaving the program area, and radio for the PIC to do a final temperature check before departure. During the final temperature check, staff will make the PIC aware of any supplies or supports needed for the following day and provide a brief summary of the days activities.

## Staff Transitions/Breaks:

- ☑ All Arrival Protocols will be followed
- ☑ All Departure Protocols will be followed
- ☑ If a shift requires a break, the staff member should inform the PIC they are ready for their break, wash their hands, and report to the PIC for a temperature check.
- ☑ Breaks must be taken off-site or outside. There is no designated space for breaks to occur within a building. Staff may stay in their assigned cohort space for their break, but should recognize this may present a challenge of having uninterrupted time. **Staff are encouraged to go off site for their break/meal, and engage in stress reducing and other self-care activities, such as walking.**
- ☑ Any food brought to the program must be in disposable containers, and cannot be shared with any student or staff member.
- ☑ Hands must be washed thoroughly upon returning from a break.

# Protocols

## **Deep Cleaning Preparation (when not otherwise provided by a School District):**

- ☑ Windows and doors should be opened and any fans should be turned on to create a well-ventilated area to minimize breathing chemicals and to refresh the interior air.
  
- ☑ If you are going to be spraying chemicals, we request all employees wear a mask and eye protection (eye glasses, sun glasses, safety glasses) that will prevent ingesting cleaning materials in the mouth, nose, and eyes. A mask should be worn throughout the entire cleaning process.
  
- ☑ Items to have in stock before cleaning:
  - ☑ Spray Bottles
  - ☑ Bleach
  - ☑ Clorox/Lysol Spray and/or Wipes
  - ☑ Eye Protection: Safety Glasses, Eye Glasses, Sun Glasses
  - ☑ Face masks - If none are available, do not use any spray chemicals, and use a cleaning rag/cloth dipped in bleach water
  - ☑ Rubbing Alcohol (90% +) for all computer cleaning
  - ☑ Soft cloth for cleaning computers
  
- ☑ Any exposed skin (arms, hands, neck, face areas not covered) should be thoroughly washed with soap and water after removing gloves, mask, and eye protection.

# Protocols

## Deep Cleaning Guidelines (when not otherwise provided by a School District):

- ☑ **ALL SURFACES** (tables, countertops, desks, cabinets, shelves, floors, etc)
  - ☑ **Wear disposable gloves when cleaning and disinfecting surfaces.**
    - ☑ Gloves should be discarded after each cleaning session.
  - ☑ **If surfaces are dirty, have residue, etc, they should first be cleaned using a detergent or soap and water prior to disinfection. After cleaning, disinfect using the following products, making sure to follow all instructions including application process and contact time:**
    - ☑ Lysol or Clorox Wipes or Sprays
    - ☑ Bleach Solution
      - ☑ Prepare a bleach solution by mixing 5 tablespoons (1/3 cup) bleach per gallon of water or 4 teaspoons of bleach per quart of water
  - ☑ **For soft (porous) surfaces such as carpeted floor, rugs, and drapes:**
    - ☑ Vacuum carpets and rugs, and spray with Lysol or Clorox Spray (that will not stain surfaces with bleach)
    - ☑ When able, wash any rugs, curtains or drapes with the hottest setting that will be safe to wash them in.
- ☑ **FABRICS** (clothing, towels, linens and other items that can be laundered)
  - ☑ **Wear disposable gloves when handling fabric items and then discard after each use.**
    - ☑ If possible, do not shake dirty laundry. This will minimize the possibility of dispersing the virus through the air.
    - ☑ Use manufacturer's instructions, using the warmest possible setting.
    - ☑ Clean and disinfect any containers used to hold fabrics before using them again.

# Protocols

## Deep Cleaning Guidelines (when not otherwise provided by a School District):

- ☑ **EQUIPMENT (toys, activity centers, books, games, sports equipment, chairs, office equipment or any other object that needs to be cleaned)**
  - ☑ **Wear disposable gloves when cleaning and disinfecting surfaces.**
    - ☑ Gloves should be discarded after each cleaning session.
  - ☑ **All items need to be sanitized with a disinfectant and left to air dry:**
    - ☑ Lysol or Clorox Wipes or Sprays
    - ☑ Bleach Solution
      - ☑ Prepare a bleach solution by mixing 5 tablespoons (1/3 cup) bleach per gallon of water or 4 teaspoons of bleach per quart of water
  - ☑ **Computers/Peripherals:**
    - ☑ Use 90% Rubbing Alcohol on a towel and wipe down computers, tablets, devices, etc. Do not use Clorox or Lysol.
- ☑ **MISC (plastic toys, metal toys, anything that will not get damaged if washed)**
  - ☑ **Wear disposable gloves when handling items and then discard after each use.**
    - ☑ Run through the dishwasher
      - ☑ It may be helpful to place items in a mesh bag if available, especially small items that may fall through the cracks of a dishwasher including items like Legos, small plastic toys, sports balls
    - ☑ Any item that can't be wet should be sprayed with disinfectant and left to air dry