



## **Boys & Girls Clubs of Albany | COVID-19 General Safety Policy**

### **Purpose**

To ensure the safety of our members, staff, and volunteers and to prevent the spread of COVID-19.

### **Policy**

It is the policy of the Boys & Girls Clubs of Albany, Inc. to provide a safe workplace for all its members, staff, and volunteers. BGC Albany shall be in comply with the Governors Executive Order(s) and will continually monitor guidance from the Centers for Disease Control and Prevention, and other local authorities and will adjust policies and protocol as necessary to ensure compliance.

### **Procedure**

BGC Albany will:

1. Screen Members and Staff prior to entering the facility and will prevent anyone from entering that exhibits a temperature greater than 100.4 degrees Fahrenheit, cough, shortness of breath, difficulty breathing, other respiratory symptoms, or at least two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell;
2. Require that any persons exhibiting a temperature greater than 100.4 degrees Fahrenheit, cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell at any time while at the facility to be separated from the group immediately and required that they leave the facility as soon as practical;
3. Ensure that any Staff or Member that has stayed home sick, been prevented from entering due to signs of illness, or been sent home during the program due to signs of illness be prohibited from entering the facility again until they have been fever and fever medication free for seventy-two (72) hours, other symptoms have improved, and at least ten (10) days have passed since symptoms first appeared. Ensure compliance with all return to Club criteria found in the Daily Health Screening Protocol;
4. Require parents dropping-off and picking-up Members to remain in their vehicles;
5. Place signage at any entrance to instruct Members that they cannot enter if they have been diagnosed with COVID-19, have exhibited symptoms of COVID-19, or had contact with a person that has or is suspected to have COVID-19 within the past fourteen (14) days;
6. Place signage at any entrance and throughout the facility to instruct Members of the enhanced sanitation procedures, Social Distancing requirements, and other instructions and limitations, as applicable, set forth below;
7. Utilize contactless check-in and check-out;
8. Provide hand sanitizer to Members as soon as practicable upon drop-off;

9. Prohibit unnecessary visitors to the facilities;
10. Limit Club tours. Tours will only be available when members are not present.
11. Provide training to Staff on how to identify symptoms of illness in Members, the proper processes for removing a potentially ill Member, and the infection mitigation procedures to perform in such an event;
12. Provide an isolation area for sick Staff or Members;
13. To the extent necessary, limit groups to twenty (20) persons or less, excluding Staff, in a space where all persons gathered cannot maintain at least six (6) feet of distance between themselves and any other person;
14. To the extent possible, keep the same Staff and Members in the same group for the duration of the day;
15. Enforce Social Distancing between groups, prohibit Gatherings, and prohibit congregating among Members belonging to different groups;
16. Limit Members from bringing personal belongings to the facility and provide a separate designated space for each Member to store approved personal belongings;
17. Prohibit use of Club facilities and equipment that are not able to be regularly sanitized;
18. Only one group shall use Club equipment at a time;
19. Sanitize equipment after each group use;
20. Require Staff to monitor areas to enforce the cleaning and sanitization policy and conduct additional cleanings during times when equipment is not being used;
21. Provide hand sanitizer stations for Members and requiring regular use;
22. Require Members to wash or sanitize their hands during each restroom break, snack break, and meal break and between activities;
23. Provide bagged meals in the room the group is held in with disposable products;
24. If Club vehicles are used for transporting Members to and from on or off-site activities, require Staff to sanitize each vehicle before and after use;
25. All members and staff will wear PPE while in the vehicle and will be required to use hand sanitizer before entering the vehicle and upon exiting the vehicle.
26. Require Staff to clean and sanitize bathrooms and all frequently touched surfaces regularly throughout the opening hours in addition to the regular cleaning schedule. Shared restrooms will be sanitized no less than twice per day;
27. Provide masks or other Personal Protective Equipment to Staff as available and appropriate to the function and location of Staff within the facility; and
28. Providing masks or other Personal Protective Equipment to Members as available and appropriate to the activity and location of Members within the facility;
29. Require masks to be worn at all times while inside the building;
30. Monitor the status of the Pandemic and Guidance(s) from authorities to ensure continuous compliance and will continually update and engage the Board of Directors to secure appropriate approvals when necessary.
31. Orient and train members and parents about the virus and policies or rules that have been put into place.

