



**BOYS & GIRLS CLUBS
OF NORTHEAST OHIO**

Club Reopening Operational Guidelines - May 2020

This document outlines proposed staffing and operational guidelines developed to ensure the safety and welfare of members, staff and visitors in connection with the reopening of Boys & Girls Clubs of Northeast Ohio locations. The information referenced here was secured from Boys & Girls Clubs of America's (BGCA) COVID-19 Summer Planning Guidebook, the Ohio Department of Health Responsible RestartOhio Youth Day Camps Document and The Centers for Disease Control and Prevention (CDC).

Our objective is to provide BGCNEO members optimal Club experiences without comprising the health or safety of any individual who attends one of our sites. The following practices will be kept in place until direction from the appropriate source (Governor, BGCNEO CEO or Board President) indicates otherwise. Staff, members and visitors will be held accountable for adherence to all applicable standards listed below. In order to safely operate program sites BGCNEO is requiring:

Staff	Description
Keep their faces and hands (as needed) covered to lessen the potential of germs being spread	All staff are responsible for wearing a mask or face covering and gloves (as needed). Boys & Girls Clubs badges or shirts should be worn during Club hours.
Disinfect used program spaces regularly	Staff are to use supplies provided for each program area to wipe down doorknobs, tables, computer keyboards, etc. every half-hour or as needed.
Regularly (hourly) wash their hands for at least 20 seconds and develop a schedule for youth to do so as well	The CDC recommends individuals wash their hands often with soap and water. If soap and water are not available, an alcohol-based hand sanitizer should be used. Hands must be washed upon arrival, prior to eating, when visibly soiled, after playing outside and upon departure.
Must maintain adult to youth ratios	BGCA requires a 1:9 adult to youth ratio at all times. Program areas that are not appropriately staffed will close until adequate staffing expectations can be met.
Are expected to refrain from touching others and prevent youth from touching other members	Staff, members and volunteers should refrain from touching one another in any capacity. This includes abstaining from behaviors such as: hugging, handshakes, high fives, etc.
Will maintain social distancing recommendations at all times	According to State of Ohio/CDC best practices, staff and members should maintain 6 feet of separation between each individual at all times.
Should report inappropriate behavior	Staff should immediately report any behavior deemed inappropriate (improper social distancing, touching, uncleanliness, etc.) to their immediate supervisor.

Are required to regularly host member information sessions	Daily, by department or during meal periods, staff should review Club safety policies with youth. This should be done while adhering to State of Ohio recommended group gathering size recommendations.
Cleanliness	Description
Buildings are to be cleaned daily, especially high traffic areas such as: kitchens, bathrooms and front-desk areas	Facilities are cleaned according to State of Ohio Child Care facility maintenance standards. EPA Registered. This includes carpets and the usage of soap and water.
Disinfect used program spaces regularly with products that are safe for youth	Staff are to use supplies provided for each program area to wipe down doorknobs, tables, light switches, computer keyboards, etc. every half-hour or as needed.
No Department will be made available for programming without confirmation a daily cleaning walk-through has occurred	Staff are to complete a daily department cleaning inspection prior to initiating programming. If the department clears inspection programming will be allowed to occur. Electro-static Cleaners may be used.
Operations	Description
Signage	Signage should be posted at each public Club entrance to inform all youth, parents and visitors of Club policies prior to facility entry.
The number of individuals in a facility adhere to state recommendations	No facility should host more than the designated maximum number of individuals according to State of Ohio guidelines. Once the maximum number has been reached no additional individuals will be allowed inside of a facility. The “one-in-one-out” procedure will be enacted once a Club is at capacity.
Food Service will be prioritized and closely monitored	All food service program delivery will happen in accordance to State of Ohio group gathering guidelines. Any staff or volunteer who participates in the serving of food is required to do so masked, with gloves and in accordance with social distancing guidelines.
Registration	Participants should be pre-registered prior to engaging in Club programming. Drop-in participation will only occur if parents/caregivers provide consent, youth display no signs of illness and space/staff-to adult ratios permit.
Gatherings at the start of a program day or at dismissal	Staff are required to ensure youth or parents do not gather inside or outside of Club facilities. Upon entering our spaces, youth will not be allowed to congregate or loiter in or around Clubs. Walkers should immediately head home and riders should remain in programming until transportation arrives.
Limit Face to Face Contact	According to the CDC, limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease. Staff are to discourage face-to-face communications between individuals occurring within a 6-foot perimeter.
Temperature Checks	Staff are required to check the temperatures of children, and adults (including staff) upon arrival at a program location. Individuals displaying a fever of 100 degrees or higher will not be allowed to enter the facility.

Cough etiquette	Members and staff should receive instruction regarding the need for coughs to be appropriately covered. This includes covering mouths with tissue or the inside of an elbow to mitigate the spread of germs.
Individual(s) that have been identified as being ill	Any individual(s) that has been identified as being ill will be moved to an isolation area away from others and asked to leave the facility as soon as possible. Areas a sick individual(s) has been in should be disinfected as soon as possible. If an individual has been identified as having the Coronavirus staff should adhere to CDC guidelines for disinfecting potentially affected spaces.

It should be noted, prior to the reopening of a Boys & Girls Club site we expect to have each program space cleaned and disinfected according to best practice recommendations. As referenced earlier, the guidelines listed in this document will remain in place until BGCNEO Administration indicates otherwise. All staff and program sites will be held accountable for adhering to these expectations.