COVID-19 Preparedness & Phased Reopening Plan
EXECUTIVE SUMMARY

Boys & Girls Clubs of Metro South is committed to providing a safe and healthy environment for all of our members, staff, and extended Club community. To ensure this, we have developed the following COVID-19 Preparedness & Phased Reopening Plan in response to the coronavirus pandemic.

Our Clubs' management and staff teams are all responsible for implementing this plan to ensure its success. Our goal is to mitigate the potential for transmission of COVID-19 in our school year and camp programs, and that requires full cooperation and buy-in from our staff, management and members. Only through this cooperative effort can we establish and maintain the safety and health of everyone in our extended BGCMS family.

Management and staff are responsible for implementing and complying with all aspects of our COVID-19 Preparedness & Phased Reopening Plan. Boys & Girls Clubs of Metro South management has Club leadership's full support in enforcing the provisions of this policy.

Our staff are our most important assets. We are serious about safety and health and keeping our staff working in the meaningful roles they occupy at Boys & Girls Clubs of Metro South. Staff involvement will be essential in developing and implementing a successful COVID-19 Preparedness & Phased Reopening Plan. We have involved our staff in this process through internal surveys, active and passive listening sessions, and the utilization of shared resources.

Our COVID-19 Preparedness & Phased Reopening Plan follows Centers for Disease Control and Prevention (CDC) and Massachusetts Department of Public Health (MDPH) guidelines, federal OSHA standards related to COVID-19, and outlines best practices and our standard operating procedures moving forward as they relate to: screening, prevention and hygiene, operations and membership controls and protections, and workforce operations.

These times require flexibility from our staff and each of us may be called upon to perform duties and tasks not previous associated with our positions to ensure the continuation of our core operations and programming.

PHASE OVERVIEW

PHASE ONE – RED – APPROVED MAY 18, 2020
UPON RETURN OF STAFF TO CLUBS/CAMP, UNTIL THE RETURN OF YOUTH TO PROGRAMMING

PHASE TWO – YELLOW – APPROVED JUNE 8, 2020
UPON RETURN OF YOUTH TO PROGRAMMING

PHASE THREE – GREEN
TBD AS THE COMMONWEALTH OF MASSACHUSETTS RETURNS TO A “NORMAL” STATE OF OPERATIONS
GLOSSARY OF TERMS

**Workplace Health Coordinators** – Workplace Health Coordinators are responsible for COVID-19 issues and their impact at the workplace. Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their COVID-19 response plan based on local conditions.

Boys & Girls Clubs of Metro South’s designated Workplace Health Coordinators are:
Derek Heim, President & CEO ([dheim@bgcmetrosouth.org](mailto:dheim@bgcmetrosouth.org))
Ayana Henderson, Human Resources Director ([ahenderson@bgcmetrosouth.org](mailto:ahenderson@bgcmetrosouth.org))
Amanda Bernasconi, Brockton Clubhouse Executive Director ([abernasconi@bgcmetrosouth.org](mailto:abernasconi@bgcmetrosouth.org))
Samantha Fagundes, Taunton Clubhouse Executive Director ([sfagundes@ngcmetrosouth.org](mailto:sfagundes@ngcmetrosouth.org))
Juan Rodriguez, Facilities Director ([jrodriguez@bgcmetrosouth.org](mailto:jrodriguez@bgcmetrosouth.org))

**Routine Cleaning** – Always clean surfaces prior to use of disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effective use.

**Deep Cleaning/Disinfection** – Disinfecting is the responsibility of both the Club’s facilities team and our staff. However, staff are reminded to ensure procedures for safe and effective use of all products are followed. Cleaning of soiled areas must be completed prior to disinfection to ensure the effectiveness of the disinfectant product. Label directions must be followed when using disinfectants to ensure the target viruses are effectively killed. This includes adequate contact times (i.e., the amount of time a disinfectant should remain on surfaces to be effective), which may vary between one and ten minutes after application. Disinfectants that come in a wipe form will also list effective contact times on labels. For disinfectants that come in concentrated forms, staff should reach out to our facilities team for making the diluted concentration needed to effectively kill the target virus.

**Basic Infection Prevention (BIP) Kits** – BIP Kits are to be stocked with standard supplies staff will need to keep their program areas safe and clean. BIP Kits shall include:

- Mask(s)
- Face Shields/Goggles
- Gloves
- Thermometer (and cleaning wipes)
- Disinfectant Wipes
- Hard Surface Disinfectant Spray
- COVID-19 Preparedness & Phased Reopening Plan
- Guideline Cards
- Emergency Contact Information
- Reporting Contact Information
- Confidential Recordkeeping Guidelines
- Reasonable Accommodation Guidelines

**Important COVID-19 Resources and Contacts:**

**Brockton Board of Health:** 45 School St #5, Brockton, MA 02301 | Phone: (508) 580-7175
**Taunton Board of Health:** 45 School St #1, Taunton, MA 02780 | Phone: (508) 821-1400
**Abington Board of Health:** 500 Gliniewicz Way, Abington, MA 02351 | Phone: (781) 982-2119

During “PHASE ONE” of the COVID-19 Preparedness & Phased Reopening Plan we shall begin the process of readying our Clubhouses, Camp Riverside, and our staff team to welcome boys and girls back into our care. We shall proceed with the utmost caution and care, and will take our directives from the reopening plan being developed by the task force assembled by Governor Baker, which shall establish baseline best practices for serving the public while safeguarding our employees.

SCREENING

1. Upon arrival for their shift, all BGCMS employees shall have their temperature taken via no-contact infrared thermometers to detect potential fevers, a common symptom of coronavirus, and answer several general screening questions.
   i. Temperatures to be taken and recorded by a designated Workplace Health Coordinator thoroughly trained in proper procedures and protocol.
      1. Building Supervisors who have been thoroughly trained may take and record temperatures in lieu of a Workplace Health Coordinator when absolutely necessary due to scheduling conflicts.
   ii. Screenings will be conducted in the following locations:
      1. Brockton Clubhouse: Employees shall enter through the gymnasium doors on the righthand side of the building and shall immediately proceed to the rear of the gym (behind the hanging partition) for screening.
      2. Taunton Clubhouse: Employees shall enter through the double doors at the top of the ramp on the right side of the building and immediately proceed to the designated screening area located immediately inside the vestibule.
      3. Corporation Offices: Employees shall enter through the back door at 19 Court Street and proceed upstairs to the storage room at the top of the landing which has been designated as the temporary screening area.
   iii. Any employee exhibiting a low-grade fever (temperature of 100.0 or higher) on two consecutive thermometer readings shall be sent home to monitor their symptoms and must not return to work until the following conditions are met:
      1. The employee certifies in writing that the employee is fever-free and has been completely symptom free (no coughs, no chills, no symptoms consistent with COVID-19) for at least three (3) days; AND at least seven (7) days have passed since the later of the onset of symptoms that led to the employee being sent home or a positive COVID-19 test; OR the employee provides documentation from a medical provider confirming that the employee can return to work, that the employee had a negative test for COVID-19 and that any lingering symptoms are not the result of a contagious illness.
2. Employees who suspect they are exhibiting any known symptoms of coronavirus, or who are feeling otherwise unwell, should report their symptoms to their immediate supervisor before reporting or work, or as soon as possible if symptoms onset during a shift.
   i. Employees who report suspected coronavirus symptoms should make every effort to be tested for the virus within 24 hours and should not return until they receive positive confirmation of a negative COVID-19 test and their original symptoms have subsided.
   ii. Employees who test positive for COVID-19 must inform their Executive Director and should quarantine at home in isolation for at least 14 days and/or follow the medical advice of their physician to treat and manage their symptoms.
3. Management will also send home any employee who “worked closely” with an infected employee, with more than incidental contact, for a minimum of 5 days so they can get tested and self-monitor. The quarantine period may be extended based on circumstances at-hand.
   i. “Worked closely” shall be defined as riding in same vehicle, working in close physical proximity on a joint project, or other sustained close contact with someone for a period lasting longer than 15 minutes.

PREVENTION AND HYGIENE

1. Handwashing & Hand Sanitizing Stations
   a. We have installed additional hand sanitizing stations throughout our Clubhouses and around the Camp Riverside property.
      i. All staff are expected to wash their hands with soap and water thoroughly in restrooms upon arrival for their shift, after any breaks in their shift before returning to action, and of course after using the restroom.
      ii. All staff should utilize hand sanitizer stations when moving between program areas (games rooms, STEM labs, gymnasiums, cafeterias, etc.).

2. Daily Sanitizing of Common Areas, Program Spaces, and Private Offices
   a. We are committing to the sanitization of all program areas and close contact equipment at a minimum of once daily by a professional cleaning service.
   b. We are further committing to one additional sanitization of all program areas and close contact equipment by our BGCMS facilities staff, designated by location as follows:
      1. Brockton Clubhouse – Filomena DoSantos
      2. Taunton Clubhouse – Jose Rodriguez
      3. Corporate Offices – Jose Rodriguez
   c. Door knobs, light switches, other high-use hard surfaces shall be sanitized 1 additional time per day by the aforementioned facilities staff designees for each location.
   d. Staff shall make every effort to keep their private offices, workspaces, and equipment clean by thoroughly sanitizing their workspaces and equipment used at the end of their shifts.
      i. When utilizing shared spaces (meeting/conference rooms, kitchenettes, etc.) staff must sanitize all hard surfaces (tables, chairs, etc.) after use to ensure the health and safety of the next user(s) of the room/space.

3. BIP Kits
   a. Preparation and maintenance of BIP (Basic Infection Prevention) Kits to support staff in their cleaning responsibilities shall be the responsibility of Workforce Health Coordinators and will be located in several designated areas throughout each Clubhouse and at Camp Riverside.

4. Facemasks & PPE
   a. Employees shall wear protective face coverings at all times when moving throughout our Clubs. Masks do not need to be worn in private offices, so long as office doors remain closed.
      i. The MA Department of Public Health has defined face coverings as anything that covers your nose and mouth, including dust masks, scarves, and bandanas.
         1. Do not use health care worker masks, such as the N95 masks, as those should be reserved for frontline healthcare workers.
         2. When you wear a cloth mask, it should:
            a. Fit snugly but comfortably against the side of the face
            b. Be secured with ties or ear loops
            c. Include multiple layers of fabric
            d. Allow for breathing without restriction
            e. Be able to be laundered and machine dried without damage
   b. Gloves are only provided/needed when cleaning and/or disinfecting.
OPERATIONS AND MEMBERSHIP CONTROLS AND PROTECTIONS

1. Practicing Social Distancing at All Times and at Every Level of the Organization
   a. Plexiglass shields have been installed as protective barriers between our Membership staff working at our front desks and patrons/parents/vendors/etc.
      i. Facemasks will be required of all patrons entering our buildings per the order of the Commonwealth of Massachusetts requiring face coverings effective May 6, 2020.
   b. No non-essential visitors will be permitted in our Clubhouses for the duration of PHASE ONE.
      i. This includes deliveries of food/takeout to staff, volunteers (other than board members), and friends/relatives of staff not intending to conduct Club-related business.
   c. Team meetings shall be limited in size to less than 10 in-person attendees and should be conducted in more open-air environments whenever possible.
      i. Teleconferences are an ideal alternative to larger group meetings.
   d. Only staff member at a time should be in a company vehicle, when feasible.
   e. Manager should make every effort to stagger shift starting times in 15 to 30-minute intervals so that employees are not in the workspace all at once.
   f. All BGCMS staff should maintain at least a 6-foot distance between themselves and others (coworkers, parents/youth/patrons, delivery workers, etc.) and avoid any handshakes, high fives, and other unnecessary forms of close physical contact.

2. Maintaining an Adequate Supply of PPE and Sanitizing Supplies
   a. Club leadership will make every effort to ensure a minimum two-week supply of PPE and sanitizing supplies to ensure staff are prepared to meet the expectations outlined in this COVID-19 Preparedness & Phased Reopening Plan.

3. Posting of Important Health, Safety, and Employment Information
   a. The following resources must be clearly posted in each of our buildings for the education and reference of our staff, members, and patrons in the following locations: membership desks, temperature screening locations, and all staff break rooms at our Clubhouses and Camp Riverside.
      i. SHRM “Social Distancing at Work” Flyer
      ii. SHRM “Stop the Spread of Germs at Work” Flyer
      iii. Redwoods Insurance Group Warning Disclaimer on Risk of Exposure to COVID-19
      iv. FMLA Emergency Paid Leave Act Poster

WORKFORCE OPERATIONS

1. Limited Workforce Capacity
   a. Per the guidelines set forth in the “Reopening Massachusetts” phased plan for the reopening of the Commonwealth of Massachusetts released on May 18, 2020, we shall limit the number of employees working “on campus” to no more than 25% of (a) the maximum occupancy level specified on any certificate of occupancy or any similar permit or as provided for under the state building code, or (b) the organization’s typical occupancy as of March 1, 2020.

2. Accommodating Flexible Work Schedules
   a. Supervisors: If an employee has a childcare issue or other hardship related to the COVID-19 pandemic, please work to reasonably accommodate them on another shift, even if an opening doesn’t exist. No disciplinary action will be assessed and available paid time off may be used for absences related to the pandemic.
      i. All full-time employees will be expected to make arrangements to work “on campus” for 24 of their 40 hours in a typical workweek, and “off campus” (remotely from home or another location) for the remaining 16 hours of the 40-hour workweek.
         1. Full-time employees may flex their normal schedules to earlier or later start times to accommodate child care needs or similar personal commitments.
3. Recruiting & Hiring
   a. Unless otherwise approved by the HR Director, we are requiring immediate modifications to our recruitment and onboarding processes.
      i. In-person interviews must be suspended until further notice. Virtual interviewing should be employed for potential hires until further notice.
      ii. Only recruit and hire for critical positions. It is ok to onboard people already in the hiring and onboarding process.
      iii. Due to precautions being implemented by employers and employees related to physical proximity associated with COVID-19, the Department of Homeland Security (DHS) announced that it will exercise discretion to defer the physical presence requirements associated with Employment Eligibility Verification (Form I-9).
         1. Employers with employees taking physical proximity precautions due to COVID-19 will not be required to review the employee’s identity and employment authorization documents in the employee’s physical presence. However, employers must inspect the Section 2 documents remotely (e.g., over video link, fax or email, etc.) and obtain, inspect, and retain copies of the documents, within three business days.
            a. These provisions may be implemented by employers for a period of 60 days from the of this notice (March 20, 2020) OR within 3 business days after the termination of the National Emergency, whichever comes first.
            b. Employers who avail themselves of this option must provide written documentation of their remote onboarding and telework policy for each employee. This burden rests solely with the employers.
         2. Once normal operations resume, all employees who were onboarded using remote verification, must report to their employer within three business days for in-person verification of identity and employment eligibility documentation for Form I-9, Employment Eligibility Verification.
PHASE TWO – YELLOW

JULY 6, 2020 THROUGH AT LEAST DECEMBER 31, 2020 (TENTATIVE)

During “PHASE TWO” of the BGCMS COVID-19 Preparedness & Phased Reopening Plan we shall begin welcoming boys and girls back into our care at our Clubhouses and Camp Riverside, in accordance with the maximum capacity guidelines set forth by the Commonwealth of Massachusetts, which is expected to gradually increase over time between July and August. We shall proceed with the utmost caution and care, and will continue to adapt our standard operating procedure in step with ongoing/developing directives from the Commonwealth of Massachusetts’ official reopening plan developed by the task force assembled by Governor Baker, which has established and continues to adjust baseline best practices for serving the public while safeguarding our employees.

SCREENING

1. All of the screening practices for employees outlined in PHASE ONE remain in full force and effect for the duration of PHASE TWO, with the following exceptions:
   a. Only temperatures in excess of 100.0 shall be recorded by the Health Care Supervisor.
2. Parents should remind their children daily of the importance of immediately reporting to BGCMS staff any symptoms which onset while participating in our programs.
3. Parents will be provided a copy of our Clubs’ policies for preventing and responding to infection and illness via email upon registration. Hardcopies of the plan will be printed and provided upon request and available at our Clubhouses.
4. Per the order of the Minimum Health & Safety Requirements for Child & Youth Serving Programs released by the Commonwealth of MA on June 1, 2020, staff must also make a visual inspection of each child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
   a. Parents will also be asked a brief series of screening questions related to symptoms of coronavirus and recent activities which may have exposed them to the virus.
      i. Screening questions will be asked before children are permitted to exit their vehicle in designated drop-off zones for each Clubhouse.
5. All staff, parents, children, and any individuals seeking entry into the program space must self-screen at home, prior to coming to the program for the day, per the order of the Minimum Health & Safety Requirements released by the Commonwealth of MA on June 1, 2020.
   a. Self-screening shall include checking temperature and checking for symptoms included fever, cough, shortness of breath, gastrointestinal symptoms, abdominal pain, unexplained rash, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold.
      i. Parents who suspect their child is exhibiting symptoms of coronavirus, or who are feeling otherwise unwell, should call their Clubhouse’s Membership Desk, to be transferred to speak directly with a Health Care Supervisor or the Clubhouse Executive Director to discuss/report these symptoms.
   b. In the event of symptoms or contact, parents and staff must sign written attestations regarding any household contacts with COVID-19, symptoms (fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given children medicine to lower a fever.
      1. Individuals who decline to complete the screening questionnaire or have temperature checked will not be permitted to enter the program space.
   c. Families who report suspected coronavirus symptoms should make every effort to be tested for the virus within 24 hours and cannot return to programs until the following conditions are met:
      i. A parent/guardian certifies in writing that the child is fever-free and has been completely symptom free (no coughs, no chills, no symptoms consistent with COVID-19) for at least three (3) days; AND at least ten (10) days have passed since the later of the onset of symptoms that led to the child being sent home or a positive COVID-19 test; OR parents provide documentation from a medical provider confirming
that the child can return to programming, that the child had a negative test for COVID-19, and that any lingering symptoms are not the result of a contagious illness.

ii. Any child who tests positive for COVID-19 should remain at home in isolation and/or follow the medical advice of their physician with regards to self-care or supportive care to treat and manage their symptoms.

1. Children who test positive for COVID-19 will not be permitted to return to programming until they following conditions are met:
   a. If the individual tests positive for COVID-19, but is asymptomatic, isolation may be discontinued when at least 10 days have passed from the date of the positive test, as long as the individual is asymptomatic.

6. Staff must actively monitor children throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, vomiting, abdominal pain, and unexplained rash. Children who appear ill or are exhibiting signs of illness must be separated from the larger group and isolated until able to leave the facility.

SELF-ISOLATING FOLLOWING EXPOSURE OR POTENTIAL EXPOSURE

1) If a staff or child is exposed to a sick or symptomatic person, the following protocols must be followed.
   a. If a child or staff has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or staff must not enter the program space and must be sent home.
      i. Exposed individuals must be directed to stay home for at least 14 days after the last day of contact with the person who is sick.
      ii. In the event of exposure, the Clubhouse Executive Director must consult the local board of health for guidance on quarantine for other children and staff and what additional precautions will be needed to ensure the program space is safe for continued child care.
      iii. If an exposed child or staff subsequently tests positive or their doctor says they have confirmed or probable COVID-19, they must be directed to stay home for a minimum of 10 days from the 1st day of symptoms appearing AND be fever-free for 72 hours without fever reducing medications AND experience significant improvements in symptoms.
         1. Release from isolation is under the jurisdiction of the local board of health where the individual resides.
      iv. If a child’s or staff’s household member tests positive for COVID-19, the child or staff must self-quarantine for 14 days after the last time they could have been exposed.
         1. If the exposed individual remains asymptomatic and/or tests negative for COVID-19, they must remain in quarantine and continue to monitor for the full 14 days.

2) Our Health Care Supervisors and/or Clubhouse Executive Directors will immediately notify the families of any children who came into “close contact” with a confirmed infected child.
   a. Per the Commonwealth of MA, “close contact” is defined as being within 6 feet of an individual who has tested positive for COVID-19 for more than 10 minutes while that person was symptomatic, starting 48 hours before their symptoms began until their isolation period ends.

3) Isolating Campers and/or Staff Who Begin Experiencing Symptoms During Programming
   a. Any child who begins experiencing symptoms during the programming day will be immediately removed from their group and will be placed in isolation in the Health Care Supervisor’s office.
      i. The Health Care Supervisor will dress in the appropriate PPE.
      ii. The Health Care Supervisor will conduct an assessment to include a non-contact temperature check and verbal health screening to identify other symptoms.
      iii. The child’s parent will be contacted to be picked up immediately.
         1. If the camper relies on camp transportation, a private BGCMS van will transport the child home once a parent/guardian has been contacted.
         2. The child should be off the property within 1 hour of becoming symptomatic.
The Health Care Supervisor will conduct a monitoring screening on all other campers in the group and continue to monitor that group throughout the week.

b. If a staff member becomes symptomatic, they will immediately be removed from their group.
   i. A member of the Clubhouse Leadership Team will replace them until a negative test result has been received.
   ii. The Health Care Supervisor will dress in the appropriate PPE.
   iii. The Health Care Supervisor will conduct an assessment to include a non-contact temperature check and verbal health screening to identify other symptoms.

iv. Staff who report suspected coronavirus symptoms should make every effort to be tested for the virus within 24 hours and should not return until they receive positive confirmation of a negative COVID-19 test and their original symptoms have subsided.
   1. Staff who test positive for COVID-19 must inform their Executive Director and should quarantine at home in isolation for at least 14 days and/or follow the medical advice of their physician to treat and manage their symptoms.
   2. In the event of a staff person requiring a 14-day quarantine, a replacement staff person will take their place until the next full week of camp.

c. If a child or staff person tests positive for COVID-19, the following notifications will be made:
   i. Parents/guardians of children and staff who may have been exposed will receive written notification and a phone call from the Health Care Supervisor and/or Executive Director.
   ii. The local Board of Health will be notified of all suspected or confirmed cases of COVID-19.

PREVENTION AND HYGIENE

1. Handwashing & Hand Sanitizing Stations
   a. All of the handwashing and hand sanitizing practices for employees outlined in PHASE ONE remain in full force and effect for the duration of PHASE TWO.
   b. We have installed additional hand sanitizing stations throughout our Clubhouses with highly visible signage to explain proper handwashing and hand sanitizing techniques.
      i. All members/campers will be given the opportunity and expected to wash their hands thoroughly in restrooms upon arrival at our Clubhouses, before/after any snacks and lunch, and when using the restroom.
         1. If handwashing with soap and water is not feasible, hand sanitizer with at least a 60% alcohol content will be deemed an acceptable substitute.
      ii. All members should utilize hand sanitizer stations when moving between program areas (activity stations, ropes courses, playground, etc.)

2. Daily Sanitizing of Common Areas, Program Spaces, and Private Offices
   a. We are committed to the sanitization of all program areas and close contact equipment at a minimum of once daily by a professional cleaning service.
   b. We are further committed to one additional sanitization of all program areas and close contact equipment by our BGCMS facilities staff, designated by location as follows:
      i. Brockton Clubhouse – Filomena DoSantos
      ii. Taunton Clubhouse – Jose Rodriguez
      iii. Corporate Offices – Jose Rodriguez
   c. Door knobs, light switches, other high-use hard surfaces shall be sanitized 1 additional time per day by the aforementioned facilities staff designees for each location.
      i. Children’s books, like other paper materials like mail or envelopes, aren’t considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
   d. Staff shall make every effort to keep their private offices, workspaces, and equipment clean by thoroughly sanitizing their workspaces and equipment used at the end of their shifts.
      i. When utilizing shared spaces (meeting/conference rooms, kitchenettes, etc.) staff must sanitize all hard surfaces (tables, chairs, etc.) after use to ensure the health and safety of the next user(s) of the room/space.
e. Our Clubhouses’ policy for close contact equipment shall be to clean the contents of each group’s designated supplies bin at the conclusion of each activity period, and the content of each bin shall be disinfected at the end of each programming day.
   i. High-use activity areas and hard to clean surfaces (playground, etc.) will be sanitized at least once daily using our Victory Electrostatic Backpack Sanitation System
f. HVAC system components will be verified weekly for proper function, including the following elements: fan belts are appropriately tensioned to ensure proper airflow is provided to all spaces; outdoor air and other damper linkages are fully connected and operational; heating and cooling coil valves and valve actuators are connected and operational; and all filters are changed and maintained seasonally.

3. Facemasks & PPE
   a. Face masks will be worn by staff whenever interacting with others outside their groups at a distance closer than six feet.
      i. When possible and at the discretion of the parent or guardian of the child, staff should encourage the wearing of masks or cloth face coverings for all children who can safely and appropriately wear, remove, and handle masks.
         1. Parents opting their child(ren) of out of mask wearing must sign a waiver attesting to the qualifying reason for opting out. Qualifying exemptions include:
            a. Children who cannot safely and appropriately wear, remove, and handle masks; children who have difficulty breathing with the face covering or who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance; children with severe cognitive or respiratory impairments that may have a hard time tolerating a face mask; children where the only option for a face covering presents a potential choking or strangulation hazard; individuals who cannot breathe safely with a face covering, including those who require supplemental oxygen to breathe; Individuals who, due to a behavioral health diagnosis or an intellectual impairment, are unable to wear a face covering safely; and individuals who need to communicate with people who rely upon lip-reading.
         2. When children can be safely kept at least 6 feet away from others, then they do not need to be encouraged to wear a mask.
            a. Masks must not be worn while children are eating/drinking or napping, and strict and consistent physical distancing must be practiced at all times during these activities.
            b. Masks do not need to be worn while engaging in active outdoor play, if children are able to keep physical distance from others.
            c. Children must be supervised when wearing a mask.
            d. If wearing the face covering causes the child to touch their face more frequently, reconsider whether the mask is appropriate for the child.
   b. Staff and children are expected to bring their own mask to camp each day. Families should provide their children with a sufficient supply of clean masks and face coverings for their child to allow replacing the covering as needed throughout the day if soiled. These families must have a plan for routine cleaning of masks and face coverings, clearly mark masks with child’s name.
      i. We will have a limited supply of adult and child sized masks available for purchase if a staff member or child forgets their mask at home.
   c. Staff must enforce the wearing of face masks by parents or guardians when on the premises and at all times during drop-off and pick-up.
   d. Information must be given to staff on proper use, removal, and washing of cloth face coverings.
      i. The MA Department of Public Health has defined face coverings as anything that covers your nose and mouth, including dust masks, scarves, and bandanas.
         1. Do not use health care worker masks, such as the N95 masks, as those should be reserved for frontline healthcare workers.
2. When you wear a cloth mask, it should:
   a. Fit snugly but comfortably against the side of the face
   b. Be secured with ties or ear loops
   c. Include multiple layers of fabric
   d. Allow for breathing without restriction
   e. Be able to be laundered and machine dried without damage

OPERATIONS AND MEMBERSHIP CONTROLS AND PROTECTIONS

1. Practicing Social Distancing at All Times and at Every Level of the Organization
   a. All of the social distancing best practices for employees outlined in PHASE ONE remain in full force and effect for the duration of PHASE TWO.
   b. Boys & Girls Clubs of America’s Social Distancing Calculator tool is being used to determine the safe capacities for children and staff in our Clubhouses and at Camp Riverside.
   c. Programming groups shall be limited in size to no more than 10 total members, including no more than 2 staff, and should be conducted in open-air environments when possible.
      i. The same staff and children will remain in the same group for the duration of each week/session of programming. Every effort will be made to keep the same staff and children in the same groups from session to session for the duration of the fall season.
      ii. Large assemblies should be avoided at our Clubhouses and youth should keep at least two arm lengths between other children during opening and closing ceremonies.
   d. All staff and children should avoid any handshakes, high fives, and other unnecessary forms of close physical contact.
   e. Staff and children with preexisting medical conditions should consult their primary care physician or another medical specialist before enrolling in our programs to determine their risk of participating.

2. Specific Program/Activity Protocols - BGCMS has developed the following participation models for our Clubhouse operations for the fall of 2020 in response to the Minimum Health & Safety Requirements for Child & Youth Serving Programs released by the Commonwealth of MA on June 1, 2020.
   a. Learning Pods Program
      i. Registration
         1. All Learning Pod participants must be current school year members of Boys & Girls Clubs of Metro South.
         2. Enrollment packets are available at the Member Service desks at both Clubhouses and online.
         3. Enrollment packets include:
            a. Membership Application & Supporting Documentation (if applicable)
            b. Learning Pod Registration Form
            c. Health History Form
         4. Enrollment is completed upon submission of all required documentation and a $10 deposit per day.
         5. Contactless payment methods are preferred such as, credit card, over the phone, auto-pay or through the EZChildTrack Parent Portal.
         6. Enrollment is required at a minimum of 1 week prior to the preferred start date. All documentation must be submitted and deposit made for a start date to be issued.
      ii. Arrival & Screening
         1. All arrivals will be no contact.
         2. Designated drop off locations will be used for each program.
         3. A designated staff team member will be responsible for conducting daily arrival health screenings. All screenings will be kept on file.
            a. During verbal screening, parents/guardians must wear a mask.
b. Parents/Guardians and children will not exit the vehicle during the screening process.

c. If the child is cleared through the verbal health screening, they will be escorted to their group.

4. Children’s personal belongings will be stored in a plastic bin in a cubby that will be cleaned and disinfected daily.

5. Pods will remain with the same group of children and staff from arrival through dismissal. There will be no intermixing of Pods at any time.

iii. Academic Support & Enrichment

1. The Learning Pods program is intended to provide children with childcare during the hours that a normal school day would occur.

2. Club Directors and Youth Development Associates are not in place of teachers and are not responsible for schoolwork.

3. Scheduling is designed around the Brockton and Taunton Public School Districts remote learning schedules for Elementary and Middle School grades.

4. The Learning Pods daily schedules will be implemented in two parts: Academic Support (traditional school hours) and Enrichment (after remote learning through the close of the program).
   a. Enrichment topics include STEM, art, gym games, outdoor activities, and swimming. Swimming is available at the Taunton Clubhouse only.

iv. Staff, Grouping & Materials

1. Children will be placed in developmentally appropriate age groups (pods).

2. A ratio of 1:10 will be observed in all Pods.

3. Children will be assigned to set Pods which will change as little as possible from week to week.

4. Pods will be led by either a Boys & Girls Club Director or specifically trained staff person to provide academic support.

5. Each Pod will have an assigned “homeroom” which will serve as a home base for all programming, academic support, and meals for that group of children.

6. Each child will have dedicated materials and a cubby for their exclusive use.

7. All personal technology (i.e. Chromebook etc.) will be kept with the student throughout the day. Any personal technology brought from home should be labeled with the students’ name.

8. All soft play and cloth toys will be removed from the program. Children will not be permitted to bring these items into the program. Sand tables, playdough, water tables, and other shared used items will also be discontinued from use.

9. Enrichment activities will be provided for students after each “school day.”

v. Health & Safety

1. Children in grades 2 and up will be required to have a face mask.
   a. Structured mask breaks will be provided for children throughout the day. While masks are not being used, they will be stored in labeled brown lunch bags.

   b. Masks will not be worn while children are eating or drinking.

   c. Masks do not need to be worn while engaging in active outdoor play if children are able to keep physical distance from others.
      i. Strict and consistent physical distancing will be practiced during these activities.

   d. Face covering exemptions are available for medical related reasons.
      i. Face Covering Exemption Forms are available at the Member Service Desk at the time of registration.

      ii. Exemption must be reviewed by the Membership Director before the child can start.
e. Families will be required to supply their child(ren) with a sufficient supply of clean masks and face coverings for their child(ren) to allow replacing the covering as needed. Families must have a plan for routine cleaning of masks and face coverings, clearly mark masks with child’s name and group letter. Clearly distinguish which side of the covering should be worn facing outwards so they are worn properly each day.
   i. If families do not have a mask, washable reusable child masks will be available for purchase.

f. Outdoor play on the playground will be staggered throughout the day to allow for proper disinfection before use by another group. Non-contact activities will be encouraged.
   i. Aquatic activities will also be physically distanced in the pool, on the pool deck, and in locker rooms. One group of 10 children will be in the pool per available period.

g. Handwashing will occur on an as needed, as well as scheduled basis.
   i. Children and staff will be required to wash hands using soap and water before and after eating, after sneezing, coughing or nose blowing, after touching or cleaning surfaces, toileting, before and after administering medication, and after contact with a face mask or covering.

h. Proper Handwashing will be reviewed with children each day. Monitored handwashing will also be scheduled for each group.
   i. Children and staff will be reinforced to wash their hands with soap and water for at least 20 seconds.
   i. When traditional soap and water is unavailable, hand sanitizer will be used. Staff will provide proper monitoring and supervision of all children using hand sanitizing products.
   i. At the beginning and end of each activity block children and staff will sanitize their hands.

b. Licensed School Age Child Care Program
   i. Registration
      1. Parents/Guardians will be required to fill out an enrollment packet for all participants new or returning.
         a. New enrollments will be received by appointment only.
         b. Parents/Guardians will be required to sign a COVID related waiver & acknowledgment.
         c. The Out of School Time Director and Site Coordinator will review all enrollment packets and medical information prior to children being given a start date.
         d. All required documentation, including supporting documentation, must be submitted to receive a start date.
      2. Those families with state subsidized childcare are required to have their PACE voucher submitted prior to receiving a start date.
      3. Payments can be made over the phone to avoid contact, by appointment in person, or on the EZChildTrack Parent Portal.
         a. For in person appointments parents/guardians must wear a mask all times in the Clubhouse.
      4. Drop off and pick up time will be determined on a first come first serve basis and assigned along with the start date.
      5. Welcome packets will be sent digitally to all parents/guardians. A limited supply of hard copy documents will be available upon request and at our Member Services Desk. This will include:
a. Parent Handbook
b. Healthcare Policy
c. Transportation Plan (if applicable)
d. Billing Periods
e. Important Dates & Closures
f. Community Resource Guide
g. Information Flyer
h. Brockton or Taunton Public School Academic Calendar

6. If a child has a diagnosis or special consideration all supporting documentation and medications and consents are required prior to the child being issued a start date. Supporting documentation may include, but is not limited to:
   a. Individual Health Care Plan (signed by the child’s health care provider)
   b. Medication Consent Form (signed by the child’s health care provider)
   c. Medication (in original box with prescription label attached)
   d. Physical & Immunization record
   e. IEP / 504 plan
   f. Restraining order, Custody documents, etc.

ii. Arrival & Screening
   1. All arrivals will be no contact.
   2. Designated drop off and pick up locations will be used for each program.
   3. A designated staff team member will be responsible for conducting daily arrival health screenings. All screenings will be kept on file.
   4. During verbal screening, parents/guardians must wear a mask.
   5. Parents/Guardians and children will not exit the vehicle during the screening process.
   6. If the child is cleared through the verbal health screening, they will be escorted to their group.
   7. Children’s personal belongings will be stored in a plastic bin in a cubby that will be cleaned and disinfected daily.
   8. Pods will remain with the same group of children and staff from arrival through dismissal. There will be no intermixing of pods at any time.
   9. Program staff will conduct ongoing monitoring for symptoms that will include observing for symptoms and group wellness check-ins.

iii. Academic Support & Enrichment
   1. The SACC program is intended to provide children with childcare during the hours that a normal school day would occur.
   2. SACC Directors and Youth Development Associates are not in place of teachers and are not responsible for schoolwork.
   3. Scheduling is designed around the Brockton and Taunton Public School Districts remote learning schedules for Elementary and Middle School grades.
   4. The SACC daily schedules will be implemented in two parts: Academic Support (traditional school hours) and Enrichment (after remote learning through the close of the program).
      a. Enrichment topics include STEM, art, gym games, outdoor activities, and swimming. Swimming is available at the Taunton Clubhouse only.

iv. Staff, Grouping & Materials
   1. Children will be placed in developmentally appropriate age groups.
   2. A ratio of 1:10 will be observed in all groups.
   3. Children will be assigned to set group which will change as little as possible from week to week.
   4. Groups will be led by either a Boys & Girls Club Director or specifically trained staff person to provide academic support.
5. Each group will have an assigned “homeroom” which will serve as a home base for all programming, academic support, and meals for that group of children.
6. Each child will have dedicated materials and a cubby for their exclusive use.
7. All personal technology (i.e. Chromebook etc.) will be kept with the student throughout the day. Any personal technology brought from home should be labeled with the students’ name.
8. All soft play and cloth toys will be removed from the program. Children will not be permitted to bring these items into the program. Sand tables, playdough, water tables, and other shared used items will also be discontinued from use.
9. Enrichment activities will be provided for students after each “school day.”

v. Health & Safety

1. Children in grades 2 and up will be required to have a face mask.
   a. Structured mask breaks will be provided for children throughout the day. While masks are not being used, they will be stored in labeled brown lunch bags.
   b. Masks will not be worn while children are eating or drinking.
   c. Masks do not need to be worn while engaging in active outdoor play if children are able to keep physical distance from others.
      i. Strict and consistent physical distancing will be practiced during these activities.
   d. Face covering exemptions are available for medical related reasons.
      i. Face Covering Exemption Forms are available at the Member Service Desk at the time of registration.
      ii. Exemption must be reviewed by the Membership Director before the child can start.
   e. Families will be required to supply their child(ren) with a sufficient supply of clean masks and face coverings for their child(ren) to allow replacing the covering as needed. Families must have a plan for routine cleaning of masks and face coverings, clearly mark masks with child’s name and group letter. Clearly distinguish which side of the covering should be worn facing outwards so they are worn properly each day.
      i. If families do not have a mask, washable reusable child masks will be available for purchase.
   f. Outdoor play on the playground will be staggered throughout the day to allow for proper disinfection before use by another group. Non-contact activities will be encouraged.
      i. Aquatic activities will also be physically distanced in the pool, on the pool deck, and in locker rooms. One group of 10 children will be in the pool per available period.
   g. Handwashing will occur on an as needed, as well as scheduled basis.
      i. Children and staff will be required to wash hands using soap and water before and after eating, after sneezing, coughing or nose blowing, after touching or cleaning surfaces, toileting, before and after administering medication, and after contact with a face mask or covering.
   h. Proper Handwashing will be reviewed with children each day. Monitored handwashing will also be scheduled for each group.
      i. Children and staff will be reinforced to wash their hands with soap and water for at least 20 seconds.
      i. When traditional soap and water is unavailable, hand sanitizer will be used. Staff will provide proper monitoring and supervision of all children using hand sanitizing products.
i. At the beginning and end of each activity block children and staff will sanitize their hands.

vi. Dismissal
1. Dismissal of all children will be staggered.
   a. Time blocks range in 20-minute increments.
   b. There is a maximum of 12 children assigned to each departure block.
   c. All departures will be no contact.
      i. The Brockton Clubhouse pick up location will be the side gym door. The Taunton Clubhouse pick up location will be the side ramp door on Kings Court.
      ii. The passenger side door must be parallel and closest to the building. Parents/Guardians should drive up to the area marked off by cones.
   d. The Site Coordinator and designated staff member will locate the child within the program and escort them to the departure area with a mask on.
      i. Children will wash hands and sanitize personal belongings prior to exiting the building.
   e. Parents/Guardians should not exit the vehicle during dismissal.
      i. During departure, parents/guardians must wear a mask.
      ii. Parents/Guardians are required to have a photo ID each day at pick up. Photo ID’s will be check in a noncontact fashion.
         1. The Site Coordinator will initial for the parent indicating that child has been released from the program.
   f. See the School Aged Child Care Parent Handbook for information regarding Early Dismissal and Late Arrival.

c. Food Service & Safety
   i. BGCMS will follow the following food safety guidelines:
      1. Whenever possible, meals and snacks must be pre-packaged or ready to serve in individual portions to minimize handling and preparation. Meals shall not be served family style.
      2. To minimize potential spread of infection and to promote physical distancing, cafeterias and group dining rooms will be avoided.
         a. All children will eat breakfast and lunch in their assigned home rooms. The meals will be delivered by food service staff to each of the homerooms. Children will wash hands before and after eating.
         b. Staff: Administrative staff will eat their meals in their personal offices/workspaces. Program staff shall eat their meals with their groups.
      3. Children will be provided with single-use eating utensils for meals requiring such.
      4. Sinks used for food preparation will not be used for any other purposes.
      5. Staff will ensure children wash hands prior to and immediately after eating.
      6. Tables and chairs used for meals will be cleaned/sanitized before and after use.
      7. All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products will be washed, rinsed, and sanitized before each use.

d. Transportation Services
   i. Group transportation should only be provided during the phased reopening when there is no other option to transport children to and from the program. When providing transportation services BGCMS shall follow the guidance below:
      1. Parents must screen their children prior to boarding a vehicle, including checking symptom and temperature.
2. The Social distancing and group size requirements outlined for program groups must be maintained while in transit.
3. Because close seating on vehicles makes person-to-person transmission of respiratory viruses more likely, programs providing transportation to child care facilities must maximize space between riders (e.g., one rider per seat in every other row) and follow requirements for wearing masks or face coverings. Windows must be kept open.
4. If not possible nor comfortable to open windows, set ventilation system to high. Do not recirculate conditioned air.

ii. BGCMS will develop a transportation plan for following health and safety protocols before resuming transportation services for licensed child care program participants. We will not be providing transportation for traditional campers this summer. This plan will include:
   1. Protocols for screening drivers, monitors, and/or children.
   2. Strategies for transporting children that may have become sick but rely upon transportation provided by programs.
   3. Strategies for minimizing the time children are in group transportation.
   4. A schedule for routine cleaning of vehicles, detailed below.
   5. A plan for drivers and monitors to be trained on the transportation plan.
   6. A plan for staff to assist children with washing or sanitizing hands upon arrival after exiting the bus, van, or vehicle and prior to departure before boarding the bus, van, or vehicle.

e. Outdoor Program Activities
   i. Communal parks and playgrounds must not be utilized. This includes public offsite playgrounds, though our own playground at the Taunton Clubhouse may be utilized.
   ii. High touch surfaces made of plastic or metal, including play structures, tables and benches, should be frequently cleaned and disinfected.
      1. Cleaning and disinfection of wooden surfaces or groundcovers (mulch, sand) is not recommended.

f. Aquatics Programming
   i. Communal pools must not be utilized, though our own indoor swimming pool at the Taunton Clubhouse may be utilized for select programming.
      1. All pools will meet the regulatory requirements of 105 CMR 435.00: Minimum Standards for Swimming Pools, State Sanitary Code: (Chapter V), as well as any additional more restrictive state or local requirements in response to COVID-19. Our complete aquatics policies are outlined in a separate document.
      2. Handrails and pool ladders must be disinfected frequently throughout the day.

3. Maintaining an Adequate Supply of PPE and Sanitizing Supplies
   a. Club leadership will make every effort to ensure a minimum two-week supply of PPE and sanitizing supplies to ensure staff are prepared to meet the expectations outlined in this COVID-19 Preparedness & Phased Reopening Plan.

WORKFORCE OPERATIONS

1. Work Schedules
   a. All FT staff will continue to work 40 hours a week AND work will now be done 100% on site.
      i. Requests for reasonable accommodations for some split of remote/on site during this phase due to child care shortages and similar circumstances beyond the control of the employee will be taken on a case by case basis.
         a. Employees requesting flexible arrangements must submit a BGCMS Phase Yellow Reasonable Accommodation Request Form to have this request processed.
b. All requests will be reviewed within 48 hours of submission to a direct supervisor and a decision will be made within 24 hours of the review.

2. Accrued Sick Time
   a. Accrued sick time, in accordance with the Massachusetts Sick Time Law, may be taken for:
      i. care for the employee’s own physical or mental illness, injury, or other medical condition that requires home, preventative, or professional care;
      ii. care for a child, parent, spouse, or parent of a spouse who is suffering from a physical or mental illness, injury, or other medical condition that requires home, preventative or professional care;
      iii. attending routine medical and dental appointments for themselves or for their child, parent, spouse, or parent of a spouse;

3. Illness Related to Infectious Disease
   a. If an employee is suspected of having symptom related to an infectious disease, the employee should:
      i. Notify their supervisor as soon as they are able;
      ii. Supervisor are to notify Human Resources once symptoms are reported;
      iii. Make an appointment to received testing related to the infectious disease and notify the supervisor of the appointment and not return to work until the test results have been provided.
      iv. Once the employee receives the test results, they should contact their supervisor.

4. Work/Pay Guidance for Infectious Disease
   a. Negative Test Result
      i. Employees are paid at the regular rate for the hours they were scheduled to work and must return to work for their next schedule shift; if an employee is still stating that they are sick, they will be charged any accrued sick time after the confirmed test result.
   b. Positive Test Result:
      i. Any employee that receives a positive test result will be paid at their regular rate for the quarantine time period. Should the symptoms related to the infectious disease last longer than the quarantine time period, the employee will be place on Emergency Paid Sick Leave (EPLSA), as part of the Families First Coronavirus Response Act (FFCRA). Please contact the Human Resources department immediately and for more information.

5. Emergency Paid Sick Leave
   a. Emergency Paid Sick Leave can be used to pay up to 80 hours of paid sick leave to employees who need to take leave from work for certain specified reasons related to COVID-19.
   b. Up to 80 hours can be taken for a full-time employee, per the Emergency Paid Sick Leave Act.
   c. For a part-time employee, the number of hours equal to the average number of hours that the employee works over a typical two-week period.
   d. Emergency Paid Sick Leave can be taken for any combination of the following qualifying reasons.
      i. The employee or someone the employee is caring for is subject to a government quarantine order or has been advised by a health care provider to self-quarantine; (documentation required)
      ii. The employee is experiencing COVID-19 symptoms and is seeking medical attention; or,
      iii. The employee is caring for his or her son or daughter whose school or place of care is closed or whose child care provider is unavailable for reasons related to COVID-19. (This does not apply to remote, full virtual or hybrid public or private schooling.
         a. Request for this type of accommodation can be made with a Flexible Work Plan Request.
   e. Supervisors – When entering hours into ADP, please make a note that says, “EPSLA” so the hours can be tracked accordingly.
   f. Employees – A doctor’s not clearing you to return is REQUIRED prior to your return to work and must be cleared and approved by Human Resources. Please check our employment boards for more information on the Families First Coronavirus Response Act.
6. Infectious Disease Related Work Accommodations
   a. Any employee seeking work accommodations related to an infectious disease are asked to completed a Flexible Work Plan Request.
      i. Depending on the type of request, documentation may be required. While we will do what we can, please note that not every position can operate on a flexible work schedule and also may not be able to accommodate fully if it conflicts with business operations.
      ii. Employees may request flexible working hours, provided it does not increase staffing costs or decrease departmental efficiency.
         a. Flextime allows employees to maintain a work schedule other than normal BGCMS hours. Regardless of flextime scheduling, all departments should be sufficiently staffed to maintain regular operations during normal BGCMS hours and be approved by Human Resources with a sufficient department work plan schedule completed and signed by the Department Director.
      iii. Employees will be required to sign our Flexible Work Plan Policy as part of setting up this agreement, if their request is approved.
         a. A flexible work schedule may also mean that while you request may be approved, it can change as the business operations change.
   b. Flexible Work Accommodations can be requested for:
      i. Accommodating a school-aged dependents’ remote, virtual or hybrid learning schedule (documentation required, see form)
      ii. Accommodating childcare needs for dependents who are under the age of five (documentation required, see form)

7. Employee Travel
   a. All travelers arriving to Massachusetts – including Massachusetts residents returning home – are instructed to self-quarantine for 14 days or submit to a COVID-19 test to be taken no longer than 72 hours before their return to work, except that, beginning August 1, 2020, travelers from Connecticut, Vermont, New Hampshire, Maine, New York, and New Jersey arriving in Massachusetts are exempt from this directive and need not self-quarantine for 14 days.
   b. Travel Policy/Quarantine Compensation
      i. Employee who have made travel arrangement to a part of the U.S. or outside the U.S. that will requires an automatic 14-day quarantine period, who cannot produce negative COVID-19 test results for a test conducted within 72 hours of the expected date of return to work, will be subject to use accrued PTO to cover this time period.
         a. If an employee does not have any available PTO time available, this time will go unpaid.
      ii. Please check the Mass.gov for a updated list of travel restrictions prior to scheduling your vacation travels.

8. Recruiting & Hiring
   a. All of the recruiting and hiring best practices for employees outlined in PHASE ONE remain in full force and effect for the duration of PHASE TWO.

9. Staff Training
   a. BGCMS’s comprehensive COVID-19 Preparedness & Phased Reopening Plan will be included into staff training and orientation and provided in writing and included in or in addition to the written camp Health Care Policy and other relevant procedures (105 CMR 430.159).