



Summer Camp 2020

COVID-19 Handbook



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Program Capacity and Space Breakdown

In order to align with the health and safety best practices provided by the Center for Disease Control and Prevention (CDC) and the Office of Early Childhood (OEC), the Boys & Girls Club of the Lower Naugatuck Valley (the Club) will reduce its capacity for both the Raymond P. Lavietes Unit in Shelton (80 members) and the Joel E. Smilow Unit in Ansonia (60 members) and limit all program spaces to 10 members. The staff-to-member ratio will be 10:2. Once members are in their designated groups, social distancing does not apply, as per the OEC guidelines. Each group will have the opportunity to use our outdoor spaces daily.

Staffing

As part of enhanced health and safety protocols, the Club will staff each building with one Director to oversee the drop-off process and address any issues that arise, two staff per group to run programs, and support staff to ensure cleanliness throughout and provide additional support as needed. All staff will undergo extensive training of enhanced safety protocols, observation, and sign-off from the Director of Operations.

Staff Uniform Requirements

All staff must wear a Boys & Girls Club shirt, Monday-Friday. All clothing must be newly washed and in good repair every day; i.e., no faded, torn, stained clothing. Name badges must be worn every day.

Parent Expectations

Parents are asked to inform the Club of any changes to their child's health or community exposure. Parents are expected to answer a verbal daily health screening upon drop off and authorize the Club or its representatives to administer a daily temperature check on their child prior to admission to the program.

Parents are asked to allow more time for drop off due to this required health screening. Children should not exit the vehicle until cleared to attend camp that day.

Parents are not permitted to enter the Boys & Girls Club at any time. All communication will be done via phone or email. Contact information may be found at the end of this handbook.

Member Expectations

Members are expected to follow Club policies surrounding behavior, hygiene, health practices, and any recommendations outlined by the OEC; these recommendations can be found on their website at www.ct.gov/oec.



Members must be able to participate in the program and follow staff instructions to ensure their safety. Members who disregard Club policy or exhibit intentional disruptive behavior may be asked to leave the program.

General Hygiene

All members and staff are required to follow OEC recommendations for reducing transmission, maintaining healthy business operations, and a healthy work environment including, but not limited to:

- Wash hands in their group's assigned restroom:
 - Upon entry to the building
 - After using the restroom
 - Before and after eating
 - After outdoor play
 - Before and after any health assessment of any staff or member
- There will be a sanitation station in each program space
- Not touch their face
- Cough and sneeze into a tissue or inside of the elbow; immediately throw tissue in trash
- Stay home if they are sick or know they will not pass the wellness screening

Personal Items

Members may bring their own laptops for distance learning; members will be required to acknowledge and adhere to the Club's Bring Your Own Device Acceptable Use Policy, which is available on our website at www.BGC-LNV.org.

Breakfast and lunch will be available to all members daily. Members may bring their own meals and snacks which must be packed in a lunchbox with an ice pack. Members should bring their own water bottle with enough water to last the entire day. Refrigeration and microwaving is not available to members.

All items must be labeled with your child's first and last name. **Members may not share any items.** Items that cannot be washed or sanitized daily, such as stuffed animals, plush toys, etc., are strictly prohibited.

Program Delivery

All members will receive morning announcements at the start of their day. Staff receive training around fostering a fun and safe environment and are encouraged to clarify expectations and institute best practices for behavior management.

- Children will stay with their group; no changing from one group to another
- Each group will be in a separate room; groups will not mix with each other



- Staffs will remain with their group of children for the entire day
- If children rotate from one space to another, the room and equipment will be sanitized prior to another group using the space

Enrollment Process

In order to meet a demand that may far exceed our enforced capacity, **registration will be first come, first served**. Once we reach the 80th registration for Shelton and the 60th registration for Ansonia, applicants will be placed on a waiting list. **You will have two business days** to provide your child(ren)'s physical form and, for any 5 year olds, a copy of their birth certificate (do not give us your original).

If the full payment and required forms are not received within 2 business days of registration, your child will be moved to the *end* of the waiting list. We are only accepting online debit/credit card payments this year; payments must be made online through our website. No cash or checks will be accepted.

Full payment for each additional week is due **by 4 pm on Thursday the week before your child will attend camp**; if not received in time your child will be moved to the *end* of the waiting list.

The following are required for registration:

- Completed online membership application - www.BGC-LNV.org
- Payment in full for first week of camp
- Physical Form – download from www.BGC-LNV.org. Must be received within 48 hours of registration
- Completed Authorization to Administer Medicine form for any child who requires an epi-pen or inhaler. These forms must be signed by you and your child's doctor.
- Birth Certificate for 5 year olds – must be received within 48 hours of registration
- The following must be read and agreed to upon registration:
 - Informed Consent and Acknowledgement & Waiver of Liability – download from www.BGC-LNV.org
 - Bring Your Own Device Acceptable Use Policy – download from www.BGC-LNV.org
 - This Summer Camp COVID-19 Handbook
 - Our Summer Camp Parent Handbook – download from www.BGC-LNV.org
 - Our Late Pickup Policy – available on www.BGC-LNV.org



The Boys & Girls Club will not confirm your child's registration; parents may confirm registration by emailing your Unit Director:

Raymond P. Lavietes Unit, Shelton - JenDeLeon@BGC-LNV.org

Joel E. Smilow Unit, Ansonia - BreonSanders@BGC-LNV.org

Seymour Unit - JessePatrick@BGC-LNV.org

Seymour members should email Jesse Patrick and indicate which location their child will attend.

Opening Procedures

The Director will

- Unlock all program/staff spaces and disinfect interior and exterior door handles and reception desk keyboard. Director to take their own temperature and record the reading on daily Health Screening Log
- Disinfect all staff walkie talkies and line up at reception
- **Turn on all lights and set up table outside exterior door with Staff Daily Health Screening Log, utilize hand sanitizer/wash hands before putting on gloves and taking thermometer 10 minutes prior to staff arrival**
- Stand at exterior check-in table to take temperatures and administer verbal health questionnaire as staff arrives:
 - Have you had fever, cough, sore throat, shortness of breath, vomiting, diarrhea, or a rash in the last 5 days?
 - Have you been exposed to someone with COVID-19?
 - Any staff answering yes to any of the questions will be sent home and asked to return only when they can answer no to all questions
- Once staff passes the verbal Daily Health Screening and take forehead temperature of staff member twice, recording on the Daily Health Log
 - If lower than 100.0°F – Staff may enter building and proceed to handwashing station.
 - If 100.0°F or higher – Staff must be sent home until fever free without fever-reducing medication for at least 72 hours.
- Once staff are all admitted to the building, the Director will conduct Member Daily Health Screenings at each member's car as they arrive

Daily Staff Program Preparation

All staff must wash their hands/use hand sanitizer upon entry into the building. Staff should then ensure:

- Welcome signage is in front of building for member drop off
- All rooms have hand sanitizer



- Interior doors are propped open
- Be in their assigned room by 9:00 am

Drop Off Procedure

Standard drop-off time will be between 9:00-9:45 am. If you are dropping your child off outside this time frame, please call our Clubhouse—Shelton: (203) 924-9329, Ansonia: (203) 735-1200.

- Parents drive up to car line and remain in your vehicle at all times with child(ren)
- Staff members will walk up to the car to conduct the Verbal Daily Health Screening (below)
- Child(ren) are to stay in the car until staff confirm they are cleared to attend camp that day.

Member Verbal Daily Health Screening

Parents are required to answer these questions daily prior to member leaving the car:

- Have you had fever, cough, sore throat, shortness of breath, vomiting, diarrhea, or a rash in the last 5 days?
- Have you been exposed to someone with COVID-19?
- Have you or has anyone in your household traveled internationally in the past 14 days or have you or anyone in your household had contact with anyone who traveled internationally in the past 14 days?

If the parent answers yes to any of these questions, the child will not be admitted into the program and will be asked to return when they are able to answer no. Once a member passes the verbal screening, the child may exit their vehicle for the temperature check.

Temperature Check

Director should wear gloves and take forehead temperature of member twice. Director to note verbal screening acknowledgement and record both temperature readings on Daily Health Screening Log.

- If lower than 100.0°F – Member may enter building and proceed to handwashing station.
 - If 100.0°F or higher – Member must be sent home until fever free without fever-reducing medication for at least 72 hours.

Protocol Surrounding Health Concerns (Sickness) During the Camp Day

If member exhibits signs of illness or experiences any symptoms, staff will implement the following protocol:



Staff to walkie-talkie Director and inform of situation

- Director and one support staff to retrieve member for visual assessment in pre-designated sick room
- Staff may take temperature as needed; medical gloves must be worn
- First Aid administered as needed; medical gloves must be worn
- Director to call parent and request member to be picked up within 30 minutes. If the child is not picked up within 30 minutes, we will be forced to call an ambulance to transport the member to Griffin Hospital. Any member who is transported to the hospital in this circumstance will not be allowed to return to camp for the remainder of the summer.
- Director to document detailed account of incident, persons present, symptoms, steps taken, and outcome

Protocol for Confirmed/Suspected COVID-19 Cases

- If a member or staff becomes sick with COVID-19 or is suspected to be sick with COVID-19, the room and group the member or staff were assigned to will be closed for 14 days and all members and staff from that group will be barred from returning for those 14 days.
- All summer camp families will be notified of the existence of a possible/confirmed COVID-19 case within our facility
- COVID-19 is a reportable illness, and we are required to report the confirmed case to the Department of Public Health as well as local health authorities
- Protocols for intensified cleaning and disinfecting will be implemented

Parent Pick-Up Procedures

Standard pick up time will be between 3:15-4:00 pm. If you are picking your child up outside this time frame, please call our Clubhouse—Shelton: (203) 924-9329, Ansonia: (203) 735-1200.

- Parents drive up to car line and remain in your vehicle at all times
- Staff members will walk up to the car and get child's name; staff member will call Front Desk to send child outside
- Staff will ensure child gets in car safely

Staff Closing Procedures

- Program space is cleaned and disinfected by staff after the last member leaves the program space daily, including all tabletops, devices, and equipment used during program
- Remove all trash/debris off the floor



End of Day Summary

- Director to send out snapshot of highlights to Chief Executive Officer and Direct of Operations at the end of each day, including
 - Number of members served
 - Number of members (if any) sent home through wellness screening
 - Overview of any incidents

Staff Departure

- Director to ensure all exterior and interior doors are closed and locked, arm facility, and exit the building
- All staff are instructed to wash clothes and disinfect upon getting home

Contact Information

Raymond P. Lavietes Unit, Shelton

Jennifer DeLeon, Unit Director
(203) 924-9329
JenDeLeon@BGC-LNV.org

Jesse Patrick, Unit Director
(203) 924-9329
JessePatrick@BGC-LNV.org

Joel E. Smilow Unit, Ansonia

Breon Sanders, Unit Director
(203) 735-1200
BreonSanders@BGC-LNV.org

Baron Jones, Program Director
(203) 735-1200
BaronJones@BGC-LNV.org