



**BOYS & GIRLS CLUBS
OF SOUTHERN ILLINOIS**

COVID 19 In-Person Programming Plan

Fall 2020

Executive Summary

The Boys & Girls Clubs of Southern Illinois, Board of Director's Safety Committee and Chief Executive Officer are continuing with the recommendations for in-person programming for the Fall. Extensive social distancing measures, enhanced sanitation measures, and other accommodations are necessary to ensure the safety of members, employees and their families.

Per IDPH we will adhere to the following requirements:

1. Prohibit more than 25 individuals from gathering in one room;
2. Require social distancing policies; and,
3. Require the use of personal protective equipment provided by the BGCSI

BGCSI will ensure all are wearing face masks and other PPE as appropriate to the duties (i.e., food service and gloves) and risk of exposure, wash hands frequently, conduct temperature and symptom checks before entering any building, regularly clean and sanitize spaces and equipment, restrict the borrowing or sharing of items, and limit capacity in any space to 25 or fewer people. Individuals who show any signs or symptoms of illness should stay home.

This document outlines the policies and protocols that will be followed by BGCSI employees and members; what to do if someone appears ill and further considerations for specific areas such as restrooms, designated rooms, water fountains, hallways, office space, food service, computer lab, sound studio, etc. BGCSI will clearly communicate safety protocols and expectations to employees, members and their parents/guardians in advance and in multiple modes including signage around the Club sites.

The executive order allows for meetings and training to convene, meal distribution, and programming.

Health Screening

BGCSI has elected to follow guidance provided by the Illinois Department of Public Health; Jackson County Health Department, Illinois State Board of Education, and Boys & Girls Clubs of America

- Prohibit any person except the following from accessing any permanent and temporary Club sites: Administration, Leadership, Program employees and Board of Directors; persons with legal authority to enter, including law enforcement officers, and Department of Family and Protective Services Employees; professionals providing services to youth and children; volunteers; interns; members enrolled at the BGCSI; and parents who have members enrolled and present at the BGCSI.
- Screen all of the individuals listed above before allowing entry into the Club sites, including taking the temperature of each person upon arrival at the sites each day, and deny entry to any person who meets any of the following criteria:
 - Who has a temperature of 100.4°F or above;
 - Who exhibits recognizable symptoms include new onset or worsening cough or shortness of breath or at least two of the following symptoms: cough, difficulty breathing, fatigue, muscle aches, loss of taste or smell, nausea, or diarrhea.
 - Who, in the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or
 - Who, in the previous 14 days has travelled to a place with widespread, sustained community transmission, or travelled internationally.
- Require pick up and drop off of children outside of the Club sites.
- Require employees to maintain a log of members, employees and anyone entering any Club sites, including temperatures taken each day as well as absences due to illness.

NOTE: BGCSI does not require daily attendance of enrolled members, therefore the Club will contact parents/guardians of any

members enrolled for summer who are absent, in order to assess their absence.

Hand Washing and Hygiene

BGCSI will encourage frequent and proper handwashing. Ensure availability of supplies (i.e., soap, paper towels, hand sanitizer, tissues, etc) for all groups and in all common areas of the building. Cloth towels will NOT be used. Handwashing with soap and water is the most recommended and best line of defense, but where this is not feasible or readily accessible, hand sanitizer with at least 60% alcohol may be used.

- Employees and members will wash their hands before and after the following activities:
 - Immediately after entering the building
 - Before entering a program area
 - After leaving a program area when shift is over
 - After using the restroom
 - Before food preparation
 - After removing gloves
 - Before/After eating and drinking
 - After coughing or sneezing into your elbow
 - After blowing one's nose
 - Children will wash their hands after playing outside, and after they use the bathroom.

- How to Wash - The procedure for hand washing recommended by the Centers for Disease Control and Prevention (CDC) for both children and adults is:
 - Wet your hands with clean running water and apply soap
 - Rub your hands together to create a lather and scrub them well; be sure to scrub the backs of your hands, between your fingers, and under your nails
 - Continue rubbing your hands for at least 20 seconds (to help time yourself: hum the "Happy Birthday" song twice)
 - Rinse your hands well under running water
 - Dry your hands using a clean towel or air dry
 - Use a paper towel to turn off the faucet

Face Coverings:

- All employees and members must wear masks that are provided for them.
- Employees and members will be trained on how to don and doff face masks and how to properly store it when eating or disposal upon leaving the site.
- Members will receive disposable masks upon arrival.
- Employees will be given 5 handmade cloth masks and will be responsible for laundering them, extras will be available as needed.
- Hand washing will be performed immediately after removing masks

BGCSI will meet the needs of Club members who are unable to wear a face mask due to conditions such as asthma, anxiety, etc. Medical professionals and family will be consulted as appropriate. Consideration of these situations will be addressed with employees and Club members.

Social Distancing:

- All employees and members must wear masks that are provided for them.
- Visual reminders will be posted throughout the buildings.
- Tape will be placed on the floors of the hallways indicating 6 feet;
- There will be one way to enter and one way to exit – arrows will be placed to indicate
- Employees will observe social distancing from other employees as well as members, maintaining 6 feet of distance as able.
- Members will be assigned their own table or seated at opposite ends of large rectangular tables when applicable.
- Members will not share supplies or equipment.
- Employees will approach members from opposite sides of tables when helping members with activities.
- Employees will use designated floor markings to maintain spacing when lining up.
- Employees and members should avoid physical contact, including, but not limited to – handshakes, high fives, hugs, etc.

Clean and Disinfect

BGCSI will complete a building cleaning and disinfection on August 17th which includes carpets and all furniture with fabric. Additionally, a disinfectant fogging will be completed of all rooms.

- Clean AND disinfect frequently touched surfaces throughout the day, at shift changes, and at the end of a program period. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.
- Employees will clean and disinfect all common areas including bathrooms, at the beginning of a shift, before/after meal services, and at the end of a shift.
- Cleaning logs will be posted and kept in each room utilized

To Disinfect:

- Most common EPA-registered household disinfectants will work. Use disinfectants appropriate for the surface.
- Gloves and masks must be used during cleaning and disinfecting.
- Follow label directions
- Allow required wet contact time
- Keep all cleaning and disinfectants out of the reach of members
- Do not mix bleach or other cleaning products and disinfectants together
- Employees or members cannot bring in any personal cleaning supplies; cleaning supplies used at any BGCSI site should only be those provided by the Club or site that is temporarily being used.

Employees or youth with cold/flu-like symptoms

- Employees and members must complete a daily health screening. If employees or members are ill, they will be required to stay home.
- Symptoms vary widely, recognizable symptoms include new onset or worsening cough or shortness of breath, fever of 100.4 or at least two of the following symptoms: cough, difficulty breathing, fatigue, muscle aches, loss of taste or smell, nausea, or diarrhea.

- Children have also presented with inflammatory symptoms, such as bright red rashes, swollen lips, hands, and feet, as well as reddened or discolored palms and soles of the feet.
- Employees will notify supervisor, Director of Program Services and Chief Executive Officer if a member or employee presents with any symptoms during the health screening.
- Employees and members will be observed for COVID19 like symptoms throughout the day. Employees and members will be required to leave the facility if they develop a temperature of 100.4 or greater.
- If an employee or member are found to have a fever while in programming, that program area will immediately be closed for deep cleaning and disinfecting. Program space or facility may be closed for multiple days or an extended period of time.
- Members will be moved to an isolated supervised area, keeping a safe distance away from other members and Employees while waiting for parent/guardian pick-up.
- Member quarantine area will be outdoors where 2 tents will be set up. The tented area will be supervised by an employee, who will wear a face shield and comply with social distance guidelines. The member will have access to a portable a/c unit, water and activities.
- Once member is picked up, the quarantine area will be cleaned and disinfected.
- Member and/or employee cannot return to the Club until they are fever free for 72 hours, without the use of fever reducing medication, and if other symptoms were present, 10 days symptom free.

Confirmed Cases of Covid-19

- If confirmation has been made that an Employees/member/parent or someone else in the family has tested positive for Coronavirus:
 - Immediate notification will be made to the Unit Director/Site Director who will then contact the Director of Program Services and then contact the CEO. The CEO will communicate or provide notice to appropriate county health officials. The CEO will circle back to the Club to communicate next steps.
 - Confidentiality of employees, members and others will be maintained. No names will ever be released to the public or to employees as to who has tested positive.

- If a positive case of COVID-19 is confirmed, any area used by a sick person will be closed off immediately, and the organization will follow the direction of the Jackson County Health Department regarding cleaning and the reopening of the facility or specific space.
- **Employees and members can return upon the following:**
- For those tested positive – they cannot return until cleared by a physician and the Health Department.
- For those who were suspected of COVID19 but not tested, the CDC and IDPH guidelines state that 72 hours after the resolution of fever without fever-reducing medication AND 10 days must have passed since the symptoms first appeared.

Employees/Member ratios

- The Club will operate with an employee/memberratio of 2:10
- Based on IDPH Guidelines, no program area will exceed 25 people including employees and members until further notice based on Illinois Department of Public Health.
- No groups will be combined in program areas or common areas
- No groups will be combined for meal service
- The gym will be used for remote learning in the mornings utilizing pipe and drape that will be disinfected daily and the drapes laundered weekly.

Facility Usage

- Drinking fountains will not be used and will remain covered to prevent usage
- Only one member or employee at a time will be allowed to use the restroom
- Outside play with guided activities will be facilitated and encouraged
- Computer lab can only be used for 5 members and one employee
- Sound Studio will be closed for the fall

Equipment & Supplies

- Members will be allowed to bring the following items in a book bag:
Chrome Book, workbooks, school related items, cell phone
- All book bags will be sprayed with a disinfectant upon entering the Club
- If there are specific or medical reasons a member will need to bring personal belongings, these instances will need clearance by CEO.
- Materials and Supplies for programming will be provided by the Club.

- Program areas will be outfitted with totes or baskets to keep members supplies separated and unshared.

Meal Service and access to drinking water

- Groups will not be combined for meals or snacks.
- All snacks and meals must be individually served, no family style meals or snacks at this time.
- Each program area will have bottled water
- Prior to starting any meal service, tables, chairs, and serving areas will be cleaned and disinfected.
- Gloves will be worn by Employees during meal service, following food handlers protocol, including changing gloves anytime moving between handling food and touching other objects.
- Employees will place rolling garbage cans away from tables and allow members to dispose of their own trash one at a time.
- Members will be instructed to wash their hands before and following any meal service.
- Eating and serving area will be cleaned and disinfected for the next group.

Programming and Activities

Boys & Girls Clubs of America have provided extensive guidance on how socially distanced programming and those guidelines will be followed by BGCSI. Two documents will be reviewed in detail during 2 weeks of training that begins on June 8th. Social Distancing in the Club and Program Basics for COVID19.

- Programming will be facilitated by Employees or self-guided formats
 - Employee-Guided examples: Money Matters, Triple Play, Healthy Habits, DIY STEM, Sports & Fitness, Passport to Manhood, SMART Girls,
 - Self-Guided: STEM activities, Lego projects, reading, online resources, fine arts, and digital music production
- Activities will be planned with regard for social distancing and limiting contact.
- All Employees will have completed live training on observing social distancing while facilitating programs and activities.

Daily Scheduling

- In a 24-hour cycle there will be 3 program Employee shifts: morning, afternoon, late afternoon-evening.
- Members will have 2 program times available at the Springer Street Site – 8:00 am – 5:30 pm all ages

5:30 – 7:30 Monday, Wednesday, Friday
extended hours for high school

School based sites will be – 8:00 am to 5:00 pm

- Employee shifts will overlap to allow for cleaning, transition, and completion of daily communication logs for parents.
- Members will be assigned to a specific group and will not rotate to other groups or be combined with other groups. Youth Development professionals will work with the same group of members throughout the fall program. This is to assure stronger contact tracing and management if someone should test positive for COVID19.

Training and Compliance

- All Employees have received live training on observing social distancing while facilitating programs and activities.
- Employees have participated in evidence-based training on high quality club experience and program quality
- Employees have been trained on proper cleaning and disinfecting methods as recommended by the CDC and Jackson County Health Department
- BGCSI will follow daily checklists for safety, facility conditions, cleaning, and disinfecting
- BGCSI will have daily drop-in compliance checks by designated director level personnel.

Please note that BGCSI reserves the right to refuse or terminate the membership of a participant for any failure on the part of the participant and/or the parent/guardian to comply with policies and procedures set forth by the organization which allows for the safe operation of its facilities and programs.

Prior to enrolling any child in BGCSI programs, a parent or guardian must complete a membership application and complete the membership orientation process in its entirety. The orientation process will cover member, parent, and Employees expectations; health and safety standards; organization and site level policies, procedures, and practices; fees; and systems and communication. Failure to complete any enrollment processes will prevent the prospective member from attending.

Member and Family Expectations

It is important that every parent cooperate fully with the Health and Emergency Procedures of the organization. Our regulations are designed to protect the wellbeing of all members. Boys & Girls Clubs of Southern Illinois welcomes all children and is committed to act in a non-discriminatory manner and to make reasonable accommodations to provide equal opportunity and service to individuals with disabilities and other needs. BGCSI's number one priority is to safely serve all children and youth in our care. The Boys & Girls Clubs of Southern Illinois employees will work with families to understand special needs of children seeking accommodation, and to identify potential modifications necessary to support the disability within our ability to safely serve the child. Employees will work to integrate individual accommodations as safely and feasibly as is achievable.

Restore Illinois

All process implementation is done in accordance with organizational policy, and an adherence to local, state, and federal laws and ordinances, including but not limited to anti-discrimination, ADA compliance, Child Abuse and Neglect, and FRPAA.

The Boys & Girls Clubs of Southern Illinois strives to maintain a Club environment that is built on respect for all. As such, there is a zero-tolerance policy for behaviors or actions that jeopardize the health, safety, and well-being of any individual(s) being served or employed by the organization; this includes but is not limited to other parents, members, Employees, volunteers, and partners of the organization.

All members and youth attending or participating in BGCSI programs and activities must be able to comply with BGCSI safety policies and procedures, along with member expectations. Members and their ability to comply with these guidelines helps to ensure that all participants are able to receive a quality Club experience.



**BOYS & GIRLS CLUBS
OF SOUTHERN ILLINOIS**

Parent/Guardian and Member Policies & Procedures

COVID-19 PROTOCOL

The Boys & Girls Clubs of Southern Illinois look forward to working with your child(ren). In an effort to help prevent the spread of COVID-19, we have been working closely with medical professionals and the local health department, as well as following CDC guidelines as we prepare and train employee to care for your child(ren).

Drop Off Procedures (Precautionary for COVID-19)

We will implement a curbside drop-off and pick-up to limit direct contact between parents/guardians and employee members and adhere to social distancing recommendations.

If employees are not present outside, parents/guardians upon arrival to the club parking lot will call the front desk clerk or other designated employee to announce that they are with their child(ren) in the parking lot.

- Parents/guardians are required to answer a verbal health questionnaire administered by the Employee curbside while all Club families remain in their vehicles. Questions may include the following:
 - Has your child had fever?
 - Has your child had two of the following symptoms: cough, difficulty breathing, fatigue, muscle aches, loss of taste or smell, nausea, or diarrhea, in the last 5 days?
 - Has your child been exposed to someone who has been diagnosed with the COVID-19?
 - If anyone in the household has pending test results for COVID19, has tested positive for COVID19, or has been in close contact with someone who has a test pending or tested positive.

If the parent/guardian answers yes to any of these questions, the child(ren) will not be admitted into the building.

- Once a member passes the verbal screening, Intake employee members will take the child's temperature. If a child is found to have an elevated temperature at the level designated by the Jackson County Health Department's guidelines to be of concern for COVID-19, the member will not be permitted entry into the BCGSI facility. If the child does not have an elevated temperature, he/she may exit the vehicle. BCGSI employee will maintain documentation of daily wellness checks.
- Parents/Guardians cannot leave until wellness checks are completed.
- Youth who arrive independently will need to follow the same protocol.

Once they can enter the club, members will be provided with a face mask for the day and will then be directed inside the building to a hand washing station, and wash hands following the CDC protocol. After handwashing, the children will be sent to their designated program area.

- Hand sanitizer dispensers will be available in all rooms.
- Children will be rescreened for elevated temperature and symptoms midway through the program session each day that they are at the Club.

Pick Up Procedures

Parents/guardians should park near the front entrance to help with verification and safety for the release of their child.

- Upon arrival, parents/guardians should call the front desk clerk or other designated employee, at which time they will be asked to identify themselves. A roster of approved parents/guardians who may pick up each member will be maintained by the front desk clerk.
- Parent/guardian must be visible to employee through front entry doors but **should not enter the building**.
- Once employee have a clear view, they will walk your child(ren) to the vehicle where the parent/guardian will sign out the child(ren) to be released into your care.
- It is important for anyone who may pick up your child(ren) be listed on the approved pick up roster. Children will not be released to an individual who does not appear on the roster.
- If an emergency situation arises preventing the parent/guardian from picking up the child(ren) prior to closing time, it is the responsibility of the parent/guardian to coordinate alternate arrangements for pick up and to contact Club employee to let them know who will be picking up the child(ren). All people that pick up your children must be on our authorized pick up list. This list can be updated at any time by completing the update authorized pick form.
- Members who are 13 and older and have parent/guardian permission to self-release must sign out prior to leaving the Club.

If there is a positive case of COVID-19 among children or employee at the Club

If there is a case of COVID-19 among a member or employee, the room or facility will close immediately and the BGCSI will await direction for reopening from the Jackson County Health Department. The room and/or facility will be thoroughly cleaned and disinfected.

- Parents/guardians will be notified of the positive test for COVID-19 and the need for closure of the facility and/or group location.
- A list of children/employee who have been in contact with the individual who has tested positive will be provided to the Jackson County Health Department for contact tracing (or for notification and to provide information regarding symptoms to watch for in their children as well as information regarding home isolation/quarantine).
- If a member or employee has had contact with someone with a confirmed case of COVID-19, he/she must go home immediately and self-quarantine for 14 days and call his/her health care provider.
- Per the Illinois Department of Public health, the following steps indicate when someone (employee or member) can return to the Club:
 - If member and/or employee are not tested and are asked to leave due to fever and other symptoms – they cannot return to the Club until they are fever free for 72 hours, without the use of fever reducing medication and if other symptoms were present, 10 days symptom free.
 - If tested for COVID19 and results are negative – employee and/or member can return to the Club after 72 hours of being fever free and without the use of fever reducing medication.
 - Member or employee who have had contact with or reside with an individual in their household with a pending COVID-19 test may not return to the club until the person who

- has been tested receives a negative test result, has been 72 hours without a fever, without the use of fever reducing medication and has been symptom free for 10 days.
- If tested for COVID19 and the results are positive – employee and/or member will follow the guidance from the Health Department/medical professional. Typically, the person will be in isolation for 14 days and must be fever free for 72 hours without fever reducing medication and 10 days without symptoms.
- If an employee or member is in a household with a positive COVID19 test result, they must quarantine for 14 days. If symptoms develop in that timeframe, they will then move to isolation. The quarantine process starts over again for those living in the household.

If a member or employee become sick with flu-like symptoms while at the Club

If a member or employee develop symptoms or a temperature at the level designated by the Jackson County health Department’s guidelines to be of concern for COVID-19, they need to be sent home immediately. The member will be separated from other members in a designated space and allowed to rest until they are picked up. Employees who are assigned to supervise them while they wait will practice social distancing and use PPE (personal protective equipment, i.e., mask, gloves).

- Parents/guardians will be called to pick up the child ASAP.
- Parents/guardians will be called for members who are 13 and older and have parent/guardian permission to self-release. Any member except for an 18-year-old, must be picked up by an authorized pick-up.
- Parents/guardians will be directed to call their health care provider to discuss the member’s symptoms and possible need for evaluation.
- The symptomatic member or employee will be directed to self-isolate if they are tested for COVID-19 and awaiting results.
- If a member or employee has had contact with someone with a confirmed case of COVID-19, he/she must go home immediately and self-quarantine for 14 days and call his/her health care provider.
- Per the Illinois Department of Public health, the following steps indicate when someone (employee or member) can return to the Club:
 - If member and/or employee are not tested and are asked to leave due to fever and other symptoms – they cannot return to the Club until they are fever free for 72 hours, without the use of fever reducing medication and if other symptoms were present, 10 days symptom free.
 - If tested for COVID19 and results are negative – employee and/or member can return to the Club after 72 hours of being fever free and without the use of fever reducing medication.
 - If tested for COVID19 and the results are positive – employee and/or member will follow the guidance from the Health Department/medical professional. Typically, the person will be in isolation for 14 days and must be fever free for 72 hours without fever reducing medication and 10 days without symptoms.
 - If an employee or member is in a household with a positive COVID19 test result, must quarantine for 14 days. If symptoms develop in that timeframe, they will then move to isolation. The quarantine process starts over again for those living in the household.
 - Children or employee who have had contact with or reside with an individual in their household with a pending COVID-19 test may not return to the club until the person who has been tested receives a negative test result, has been 72 hours without a fever, without the use of fever reducing medication and has been symptom free for 10 days.

Expectations for children and families outside of BGCSI Club hours

Parents/guardians should let Club employees know immediately:

- Has your child had fever, cough, difficulty breathing, fatigue, muscle aches, loss of taste or smell, nausea, or diarrhea, in the last 5 days?
- Has your child been exposed to someone who has been diagnosed with the COVID-19?
- If anyone in the household has pending test results for COVID19, has tested positive for COVID19, or has been in close contact with someone who has a test pending or tested positive.

The reason BGCSI is asking everyone to follow these guidelines is for your safety, the safety of other members, and the safety of the employees working with your children. **Please do NOT send your child(ren) if they have a persistent cough or symptoms of potential illness.**

Families will be required to sign a waiver indicating understanding of COVID-19, its symptoms and possible complications, and release of liability if allowing child to attend.

Membership Fee Structure

Membership

The membership year follows the calendar year – January through December.

Fees:

Kindergarten through 8th grade - \$20.00

High School - \$10.00

BCGSI accepts cash, money orders, and debit/credit card payments. Payment for membership is due upon enrollment.

No child will be denied services for inability to pay.

Hand Washing and Hygiene

BGCSI will encourage frequent and proper handwashing. Ensure availability of supplies (i.e., soap, paper towels, hand sanitizer, tissues, etc) for all groups and in all common areas of the building. Cloth towels will NOT be used. Handwashing with soap and water is the most recommended and best line of defense, but where this is not feasible or readily accessible, hand sanitizer with at least 60% alcohol may be used.

- Employees and members will wash their hands before and after the following activities:
 - Immediately after entering the building
 - Before entering a program area
 - After leaving a program area when shift is over
 - After using the restroom
 - Before food preparation
 - After removing gloves
 - Before/After eating and drinking
 - After coughing or sneezing into your elbow
 - After blowing one's noseMembers will wash their hands after playing outside, and after they use the bathroom.

How to Wash - The procedure for hand washing recommended by the Centers for Disease Control (CDC) for both children and adults is:

- Wet your hands with clean running water and apply soap

- Rub your hands together to create a lather and scrub them well; be sure to scrub the backs of your hands, between your fingers, and under your nails
- Continue rubbing your hands for at least 20 seconds (to help time yourself: hum the “Happy Birthday” song twice)
- Rinse your hands well under running water
- Dry your hands using a clean towel or air dry
- Use a paper towel to turn off the faucet

Meals and Access to Drinking Water

All meals will be provided. If your child has a food allergy, please bring it to the attention of employee immediately, so that we can work together to accommodate and safely serve your child.

- Groups will not be combined for meals or snacks.
- All snacks and meals must be individually served, no family style meals or snacks at this time.
- Each program area will have bottled water
- Prior to starting any meal service, tables, chairs, and serving areas will be cleaned and disinfected.
- Gloves will be worn by Employees during meal service, following food handlers protocol, including changing gloves anytime moving between handling food and touching other objects.
- Employees will place rolling garbage cans away from tables and allow members to dispose of their own trash one at a time.
- Members will be instructed to wash their hands following any meal service.
- Eating and serving area will be cleaned and disinfected for the next group

Face Coverings

- All employees and members must wear masks that are provided for them.
- Members will be trained on how to don and doff face masks and how to properly store it when eating or disposal upon leaving the site.
- Members will receive disposable masks upon arrival.
- Hand washing will be performed immediately after removing masks

BGCSI will meet the needs of Club members for whom wearing a face mask may cause harm or impediment (i.e, asthma, anxiety). Medical professionals and family will be consulted as appropriate. Consideration of these situations will be addressed with employees and Club members to help them understand some person may not be wearing a mask and these situations do not need intervention from others.

Social Distancing

- All employees and members must wear masks that are provided for them.
- Visual reminders will be posted throughout the buildings.
- Tape will be placed on the floors of the hallways indicating 6 feet;
- There will be one way to enter and one way to exit – arrows will be placed to indicate
- Employees will observe social distancing from other employees as well as members, maintaining 6 feet of distance as able.
- Members will be assigned their own table or seated at opposite ends of large rectangular tables when applicable.
- Members will not share supplies or equipment.
- Employees will approach members from opposite sides of tables when helping members with activities.
- Employees will use designated floor markings to maintain spacing when lining up members.
- Employees and members should avoid physical contact, including, but not limited to – handshakes, high fives, hugs, etc.

Child Abuse & Neglect Reporting

The health and wellbeing of each child is our number one priority. BGCSI employees serve as Mandated Reporters and are required to participate in child abuse training upon hire, and annually thereafter.

Phones & Personal Property

- Members will be allowed to bring the following items in a book bag:
 - Chrome Book, workbooks, school related items, cell phone
- All book bags will be sprayed with a disinfectant upon entering the Club
- Personal cell phones can be brought but members are to keep them on their person
 - Cell phones will be disinfected before entering the building
 - Cell phones will not be shared with any other person while at the Club.
 - Please make sure that members understand that they are responsible for their phone and the Club is not responsible for lost or stolen personal property.
- If there are specific or medical reasons a member will need to bring any other personal belongings, these instances will need clearance by CEO.
- Materials and Supplies for programming will be provided by the Club.
- Program areas will be outfitted with totes or baskets to keep members supplies separated and unshared.
- Club employees reserve the right to search any personal property if there is a safety concern.

Medication Policy

The Boys & Girls Clubs of Southern Illinois (BGCSI) will NOT administer prescription medication. BGCSI employees are not trained medical professionals and will not make any judgments or discretionary decisions regarding a Member's medication.

Members who utilize an inhaler, epi-pen, and/or insulin, etc can bring and keep in a lock box at the front desk and will be guided in self-administration.

Emergency Medication

In the event a child needs life-saving treatment, BGCSI employee will act in the child's best interest and attempt any life-saving efforts. 911 will be called for any emergency.

Clean and Disinfect

BGCSI will complete a building cleaning and disinfection on August 17th which will include carpets and all furniture with fabric. Additionally, a disinfectant fogging will be completed of all rooms.

- We will clean AND disinfect frequently touched surfaces throughout the day, at shift changes, and at the end of a program period. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- Employees will clean and disinfect all common areas including bathrooms, at the beginning of a shift, before/after meal services, and at the end of a shift.
- Cleaning logs will be posted and kept in each room utilized

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- Drinking fountains will not be used and will remain covered to prevent usage
- Only one member or employee at a time will be allowed to use the restroom
- Outside play with guided activities will be facilitated and encouraged
- Computer lab can only be used for 5 members and one employee
- Sound Studio will be closed for the fall

Daily Scheduling

- Members will have 2 program times available at the Springer Street Site – 8:00 am – 5:30 pm all ages
5:30 – 7:30 Monday, Wednesday, Friday extended hours for high school
- School based sites will be – 8:00 am to 5:00 pm
- Program times will overlap to allow for cleaning, transition, and completion of daily communication logs for parents between shifts.
- Members will be assigned to a specific group and will **not** rotate to other groups or be combined with other groups. Youth Development professionals will work with the same group of members throughout the summer program. This is to assure stronger contact tracing and management if someone should test positive for COVID19.

Training and Compliance

- All Employees have received live training on observing social distancing while facilitating programs and activities.
- Employees have been trained on proper cleaning and disinfecting methods as recommended by the CDC and Jackson County Health Department
- BGCSI will follow daily checklists for safety, facility conditions, cleaning, and disinfecting
- BGCSI will have daily drop-in compliance checks by designated director level personnel.

Please note that BGCSI reserves the right to refuse or terminate the membership of a participant for any failure on the part of the participant and/or the parent/guardian to comply with policies and procedures set forth by the organization which allows for the safe operation of its facilities and programs.

Prior to enrolling any child in BGCSI programs, a parent or guardian must complete a membership application and complete the membership orientation process in its entirety. The orientation process will cover member, parent, and Employees expectations; health and safety standards; organization and site level policies, procedures, and practices; fees; and systems and communication. Failure to complete any enrollment processes will prevent the prospective member from attending.

Changes

The COVID-19 situation is fluid and we reserve the right to adjust policies and procedures as needed to maintain the health and safety of children and employee. We will communicate any changes with families.

ACKNOWLEDGMENT OF PARENT/GUARDIAN AND MEMBER
POLICIES AND PROCEDURES – COVID-19 PROTOCOLS
Fall 2020

I, hereby acknowledge that I have received a copy of the Parent/Guardian and Member Policies and Procedures – COVID-19 Protocols for in person programming at the Boys & Girls Clubs of Southern Illinois. I have had an opportunity to review and ask questions of BGCSI staff regarding the Parent/Guardian and Member Policies and Procedures – COVID-19 Protocols and all my questions have been satisfactorily answered. I agree that I will abide by the Parent/Guardian and Member Policies and Procedures – COVID-19 Protocols. To the extent that I am signing this document as the parent or legal guardian of a minor child who is being enrolled in in person programming at BGCSI or facilities it operates, I agree that my minor child will abide by the Parent/Guardian and Member Policies and Procedures – COVID-19 Protocols. I understand that the failure of myself or my minor child to abide by the Parent/Guardian and Member Policies and Procedures – COVID-19 Protocols may result in the termination of participation by myself or my minor child.

Signed this _____ day of _____, 2020.

Adult Participant/Parent/Legal Guardian

Printed Name

Adult Participant/Parent/Legal Guardian

Printed Name

If signing for enrollment of a minor child, Names of minors participating in in person programming:



**BOYS & GIRLS CLUBS
OF SOUTHERN ILLINOIS**

COVID-19 EMPLOYEE PROTOCOLS

The World Health Organization has declared the novel coronavirus, COVID-19, a global pandemic. COVID-19 is a **highly contagious** virus and is believed to be spread through person-to-person contact. Currently there is no vaccine or cure available to combat the spread of COVID-19. As a result, federal, state, and local governments recommend social distancing and have prohibited large gatherings.

Boys & Girls Clubs of Southern Illinois (BGCSI) has put in place measures to prevent the spread of COVID-19; however, BGCSI **cannot guarantee** that you will not be exposed or become infected as a result of working. Interacting with members, families, community members and other employees **could increase** your risk of contracting COVID-19.

BGCSI is committed to following Center for Disease Control and Prevention (CDC), Illinois Department of Health and Human Services (IDHS), Jackson County Health Department and Occupational Safety and Health Administration (OSHA) guidelines and standards in such a way as to minimize the chance of spread or exposure of COVID-19 to employee and members.

The following procedures are protocol that all BGCSI employees are required to adhere to for the full duration or lifecycle of COVID-19. COVID-19 protocol will remain in place until guidance from the Illinois Department of Public Health, CDC and local health department declares that COVID-19 is no longer a threat, there is a vaccine, or changes published guidance. Additional guidelines or changes to COVID-19 protocol may be made as additional information becomes available. BGCSI reserves the right to update, adjust or altogether change procedures and protocol as it relates to COVID-19 at any time with, or without, advanced notice. BGCSI will be sure to communicate such changes to all employee through email, telephone call and/or text messages and through communication from each employee's direct supervisor. Any employee that does not follow the protocol designed to reduce exposure and risk of the spread of COVID-19 within our Organization will be subject to disciplinary action, up to, and including termination.

SYMPTOMS

Symptoms of COVID-19 include fever, cough and shortness of breath or difficulty breathing. Other symptoms might include fatigue, body or muscle aches, new loss of taste or smell, nausea or diarrhea. Any employee experiencing symptoms of COVID-19 should remain home and inform their direct supervisor immediately.

Children may have additional symptoms for COVID-19 related illness which include a red rash, changes in color of skin (blue, pale or patchy), labored breathing, lethargy, irritability, abdominal pain, racing heart, confusion, cracked lips or swollen neck glands.

Please continue to refer to CDC and WHO information about COVID-19 symptoms by visiting www.cdc.gov and www.who.int or by checking with the local health department.

ARRIVAL PROCEDURES (Precautionary for COVID-19) TEMPERATURES

Employees are required to have temperatures taken upon arrival to the workplace. Taking of temperatures is considered an acceptable practice and requirement for work as outlined by the Equal Employment

Opportunity Commission (EEOC). All employees will be able to log in prior to having their temperature taken.

There will be 1-2 designated employees to take temperatures of employees upon arrival to work. For any employee that receives a high temperature reading (100.4 or higher) they will be asked to go home and seek medical attention.

- Employees are required to answer a verbal health questionnaire administered an employee
Questions may include the following:
 - Have you had fever or 2 of the following symptoms, cough, difficulty breathing, nausea, fatigue, muscle aches, loss of taste or smell, nausea, or diarrhea in the last 5 days?
 - Have you been exposed to someone who has been diagnosed with the COVID-19?
 - Does anyone in the household have pending test results for COVID19, has tested positive for COVID19, or has been in close contact with someone who has a test pending or tested positive?

If the employee answers yes to any of these questions, they will not be admitted into the building.

- Once an employee passes the verbal screening, Intake employee will take the employee's temperature. If an employee is found to have an elevated temperature at the level designated by the Jackson County Health Department's guidelines to be of concern for COVID-19, the employee will not be permitted entry into the BCGSI facility. If the employee does not have an elevated temperature, he/she may proceed. BCGSI will maintain documentation of daily wellness checks.

Once they can enter the club, employees must wear face mask and proceed to a hand washing station, and wash hands following the CDC protocol. After handwashing, the employee can proceed to their designated program area.

- Hand sanitizer dispensers will be available in all rooms.
- Employees will be rescreened for elevated temperature and symptoms upon leaving their shift.

If there is a positive case of COVID-19 among employee or member at the Club

If there is a case of COVID-19 among a member or employee, the room or facility will close immediately and the BCGSI will await direction for reopening from the Jackson County Health Department. The room and/or facility will be thoroughly cleaned and disinfected. Names of the positive cases will not be disclosed in order to maintain confidentiality.

- Parents/guardians will be notified of the positive test for COVID-19 and the need for closure of the facility and/or room.
- A list of children/employee who have been in contact with the individual who has tested positive will be provided to the Jackson County Health Department for contact tracing (or for notification and to provide information regarding symptoms to watch for in their children as well as information regarding home isolation/quarantine).
- If a member or employee has had contact with someone with a confirmed case of COVID-19, he/she must go home immediately and self-quarantine for 14 days and call his/her health care provider.
- Per the Illinois Department of Public health, the following steps indicate when someone (employee or member) can return to the Club:
 - If member and/or employee are not tested and are asked to leave due to fever and other symptoms – they cannot return to the Club until they are fever free for 72 hours, without the use of fever reducing medication and if other symptoms were present, 10 days symptom free.
 - If tested for COVID19 and results are negative – employee and/or member can return to the Club after 72 hours of being fever free and without the use of fever reducing medication.

- Employee who have had contact with or reside with an individual in their household with a pending COVID-19 test may not return to the club until the person who has been tested receives a negative test result, has been 72 hours without a fever, without the use of fever reducing medication and has been symptom free for 10 days.
- If tested for COVID19 and the results are positive – employee will follow the guidance from the Health Department/medical professional. Typically, the person will be in isolation for 14 days and must be fever free for 72 hours without fever reducing medication and 10 days without symptoms.
- If an employee is in a household with a positive COVID19 test result, they must quarantine for 14 days. If symptoms develop in that timeframe, they will then move to isolation. The quarantine process starts over again for those living in the household.

If an employee becomes sick with flu-like symptoms while at the Club

If an employee develops symptoms or a temperature at the level designated by the Jackson County health Department’s guidelines to be of concern for COVID-19, they need to be sent home immediately.

- The symptomatic employee will be directed to self-isolate if they are tested for COVID-19 and awaiting results.
- If an employee has had contact with someone with a confirmed case of COVID-19, he/she must go home immediately and self-quarantine for 14 days and call his/her health care provider.
- Per the Illinois Department of Public health, the following steps indicate when someone (employee) can return to the Club:
 - If employee is not tested and are asked to leave due to fever and other symptoms – they cannot return to the Club until they are fever free for 72 hours, without the use of fever reducing medication and if other symptoms were present, 10 days symptom free.
 - If tested for COVID19 and results are negative – employee can return to the Club after 72 hours of being fever free and without the use of fever reducing medication.
 - If tested for COVID19 and the results are positive – employee will follow the guidance from the Health Department/medical professional. Typically, the person will be in isolation for 14 days and must be fever free for 72 hours without fever reducing medication and 10 days without symptoms.
 - If an employee is in a household with a positive COVID19 test result, must quarantine for 14 days. If symptoms develop in that timeframe, they will then move to isolation. The quarantine process starts over again for those living in the household.
 - Employees who have had contact with or reside with an individual in their household with a pending COVID-19 test may not return to the club until the person who has been tested receives a negative test result, has been 72 hours without a fever, without the use of fever reducing medication and has been symptom free for 10 days.

Expectations for employees outside of BGCSI Club hours

Employees must inform their supervisor immediately:

- If anyone at home is showing respiratory infection symptoms, such as fever, persistent cough, shortness of breath, or chills
- if anyone in the household is pending test results for COVID 19 or has tested positive.
- If employees participate in public activities that is not part of Phase 3 Restore Illinois (i.e. congregating in large groups of more than 10 people) – these employees will need to self-quarantine for 14 days. CDC recommends being tested 5-7 days after attending such an event.
 - If employees take part in such events, that is of their own choosing after we have requested they follow the Restore Illinois Phase 3 mandates, we cannot guarantee

continued employment as this puts the organization, youth, employees and other community members at risk due to the nature of the COVID19 virus and its spread.

The reason BGCSI is asking everyone to follow these guidelines is for your safety, the safety of other members, and the safety of the employees working with your children. **Please do NOT come to work, if you have a persistent cough or symptoms of potential illness.**

Employees will be required to sign an acknowledgement indicating understanding of COVID-19, its symptoms and possible complications.

Hand Washing and Hygiene

All employees are required to take part in frequent and proper handwashing. We will ensure availability of supplies (i.e., soap, paper towels, hand sanitizer, tissues, etc) for all employees and in all common areas of the building. Cloth towels will NOT be used. Handwashing with soap and water is the most recommended and best line of defense, but where this is not feasible or readily accessible, hand sanitizer with at least 60% alcohol may be used.

- Employees will wash their hands before and after the following activities:
 - Immediately after entering the building
 - Before entering a program area
 - After leaving a program area when shift is over
 - After using the restroom
 - Before food preparation
 - After removing gloves
 - Before/After eating and drinking
 - After coughing or sneezing into your elbow
 - After blowing one's nose
 - After outside activities, and after they use the bathroom.

How to Wash - The procedure for hand washing recommended by the Centers for Disease Control (CDC) is:

- Wet your hands with clean running water and apply soap
- Rub your hands together to create a lather and scrub them well; be sure to scrub the backs of your hands, between your fingers, and under your nails
- Continue rubbing your hands for at least 20 seconds (to help time yourself: hum the "Happy Birthday" song twice)
- Rinse your hands well under running water
- Dry your hands using a clean towel or air dry
- Use a paper towel to turn off the faucet

Meals and Access to Drinking Water

Meals are provided for Club members.

- Groups will not be combined for meals or snacks.
- All snacks and meals must be individually served, no family style meals or snacks at this time.
- Each program area will have bottled water
- Prior to starting any meal service, tables, chairs, and serving areas will be cleaned and disinfected.
- Gloves will be worn by Employees during meal service, following food handlers' protocol, including changing gloves anytime moving between handling food and touching other objects.

- Employees will place rolling garbage cans away from tables and allow members to dispose of their own trash one at a time.
- Employees will be instructed to wash their hands before and following any meal service.
- Eating and serving area will be cleaned and disinfected for the next group

Face Coverings

Employees and members will be asked to use PPE while on Club property until further notice. PPE will be provided by BGCSI for all members and employees until such measures are deemed unnecessary. For the safety of each person and those they come in contact with, it is important that PPE be worn at all times and changed and discarded using CDC guidelines. Proper usage of PPE is required to ensure the safety of members and employee and reduce the possible transmission and spread of COVID-19.

Upon removal of PPE, employees should immediately discard if disposable PPE, in a trash can with a lid and immediate wash or sanitize their hands, OR place cloth masks in bags provided and launder. All employees will be provided with 5 cloth masks. Employees should be careful not to touch their face after removing PPE and before washing or sanitizing their hands. Employees should make their best effort to not touch the front of the mask when removing it. Please refer to COVID-19 Training for additional information on how to safely and properly put on and take off PPE.

To summarize:

- All employees must wear masks that are provided for them.
- Employees will be trained on how to don and doff face masks and how to properly store it when eating or disposal (if it is a disposable mask) upon leaving the site.
- Employees are given 5 cloth masks and they are responsible for laundering on a weekly basis.
- Hand washing will be performed immediately after removing masks

BGCSI will meet the needs of Employees for whom wearing a face mask may cause harm or impediment (i.e, asthma, anxiety). Medical professionals will be consulted as appropriate. Consideration of these situations will be addressed with employees to help them understand some person may not be wearing a mask and these situations do not need intervention from others.

Social Distancing

The CDC recommends that all individuals remain 6 feet apart from each other. BGCSI will support social distancing measures within all facilities. Employees should maintain social distancing measures while in the Club and during program time. Employees are expected to ensure social distancing practices are in place and that members are regularly reminded of social distancing guidelines.

Employees should refrain from high fives, hugs, and other forms of physical touch. Employees should discourage high fives, hugs, and other forms of physical touch between members.

- All employees must wear masks that are provided for them.
- Visual reminders will be posted throughout the buildings.
- Tape will be placed on the floors of the hallways indicating 6 feet;
- There will be one way to enter and one way to exit – arrows will be placed to indicate
- Employees will observe social distancing from other employees as well as members, maintaining 6 feet of distance as able.
- Employees will not share supplies or equipment.
- Employees will approach members from opposite sides of tables when helping members with activities.
- Employees will use designated floor markings to maintain spacing when lining up members.

- Employees and members should avoid physical contact, including, but not limited to – handshakes, high fives, hugs, etc.

Child Abuse & Neglect Reporting

The health and wellbeing of each member is our number one priority. BGCSI employees serve as Mandated Reporters and are required to participate in child abuse training upon hire, and annually thereafter.

Phones & Personal Property

- No outside or personal belongings with the exception of cell phones, will be allowed into the facility.
- Personal cell phones can be brought but employees are to not use them while on the clock.
 - Cell phones will be disinfected before entering the building
 - Cell phones will not be shared with any other person while at the Club.
 - Employees understand that they are responsible for their phone and the Club is not responsible for lost or stolen personal property.
- If there are specific or medical reasons an employee will need to bring any other personal belongings, these instances will need clearance by CEO.
- Materials and Supplies for programming will be provided by the Club.
- Each employee is assigned a cubie/drawer to keep their supplies and/or belongings separated and unshared.
- Club employees reserve the right to search any personal property if there is a safety concern.

Medication Policy

The Boys & Girls Clubs of Southern Illinois (BGCSI) will NOT administer prescription medication. BGCSI employees are not trained medical professionals and will not make any judgments or discretionary decisions regarding a Member's medication.

Members who utilize an inhaler, epi-pen, and/or insulin, etc can bring and keep in a lock box at the front desk and will be guided in self-administration.

Emergency Medication

In the event a member or employee needs life-saving treatment, BGCSI employees will act in the person's best interest and attempt any life-saving efforts. 911 will be called for any emergency.

Clean and Disinfect

It is the responsibility of every employee of BGCSI to contribute to a clean work environment. Employees will be assigned a specific work area/room. Scheduled cleaning of all surfaces per CDC guidelines, regularly and logged on the cleaning logs in each room. Employees are required to wipe all surfaces at the scheduled intervals identified, with EPA approved sanitizing products. Employees will regularly clean high traffic areas such as bathrooms, front desk entry areas, common areas, food or cafeteria areas, and surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, sink handles, countertops, desks, chairs, cubbies, keyboards, desks and mousepads.

Employees will keep all cleaning products out of the hands of members and will follow all CDC guidelines for safe storage and usage of products.

Along with following set protocol to clean identified items and spaces at specific intervals during the day, the building maintenance manager will complete a thorough cleaning and disinfecting after hours.

Additionally, employees should use reasonable judgment and clean surfaces that they believe may be soiled or compromised or a possible source for the transfer of infection.

BGCSI has completed a building cleaning and disinfection on May 27th which included carpets and all furniture with fabric. Additionally, a disinfectant fogging was completed of all rooms.

- We will clean AND disinfect frequently touched surfaces throughout the day, at shift changes, and at the end of a program period. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- Employees will clean and disinfect all common areas including bathrooms, at the beginning of a shift, before/after meal services, and at the end of a shift.
- Cleaning logs will be posted and kept in each room utilized

Facility Usage

- Drinking fountains will not be used and will remain covered to prevent usage
- Only one member or employee at a time will be allowed to use the restroom
- Outside play with guided activities will be facilitated and encouraged
- Computer lab can only be used for 5 members and one employee
- Sound Studio will be closed for the summer

Daily Scheduling

- In a 24-hour cycle there will be 2 program shifts: morning-afternoon, late afternoon-evening. Employees will be assigned at minimum one shift and possible both or overlap with another employee.
- Program times will overlap to allow for cleaning, transition, and completion of daily communication logs for parents between shifts.
- Members will be assigned to a specific group and will not rotate to other groups or be combined with other groups. Youth Development professionals will work with the same group of members throughout the summer program. This is to assure stronger contact tracing and management if someone should test positive for COVID19.

Training and Compliance

- All Employees have received live training on observing social distancing while facilitating programs and activities.
- Employees have been trained on proper cleaning and disinfecting methods as recommended by the CDC and Jackson County Health Department
- BGCSI will follow daily checklists for safety, facility conditions, cleaning, and disinfecting
- BGCSI will have daily drop-in compliance checks by designated director level personnel.

Please note that BGCSI reserves the right to refuse or terminate the employment for any failure to comply with policies and procedures set forth by the organization which allows for the safe operation of its facilities and programs.

Emergency Paid Sick Leave (EPSL) and Expanded Family Medical Leave Act (EFMLA)

BGCSI follows all federal and state regulations. Under the EPSL employees of BGCSI are entitled to two weeks of paid time off due to a qualifying event as outlined below. EPSL applies to all current full- and part-time employees currently scheduled but unable to work (or telework). EFMLA applies to all current

full- and part-time employees that have been employed for 30 days and are currently scheduled but unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

Please see the Expanded FMLA Leave for additional information including qualifications for leave, compensation amounts, policies to request leave and additional provisions. Contact the Director of Finance with any questions.

ADDITIONAL MEASURES

BGCSI is following the guidance of the CDC, local health departments, Illinois Department of Health and Human Services and reserves the right to update, amend and change any protocol based on new information and recommendations about how to minimize the spread of COVID-19. BGCSI will communicate all changes to employees. If employees have concerns about changes in protocol, they should contact the Chief Executive Officer or Director of Finance to voice their concerns. BGCSI always seeks to act in the best interest of employees, members, member families and other key stakeholders and will continue to monitor guidance from the CDC, WHO, HHS, IDPH and OSHA in order to continue to make informed decisions about policies and protocol.

Changes

The COVID-19 situation is fluid and we reserve the right to adjust policies and procedures as needed to maintain the health and safety of children and employee. We will communicate any changes to employees and families.

References:

- “Guidance Documents.” *Centers for Disease Control and Prevention*, Centers for Disease Control and Prevention, 6 May 2020, www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Dahttps%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunication%2Fguidance-list.html%3FSort.
- “Coronavirus Disease (COVID-19) Pandemic.” Go to World Health Organization., <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- “Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus.” Go to Occupational Safety and Health Organization., <https://www.osha.gov/Publications/OSHA3994.pdf>
- “Protecting Workers During a Pandemic.” Go to Occupational Safety and Health Organization., <https://www.osha.gov/Publications/OSHA3994.pdf>

ACKNOWLEDGMENT OF COVID-19 EMPLOYEE PROTOCOLS
Fall 2020

I, hereby acknowledge that I have received a copy of the COVID-19 Employee Protocols. I have had an opportunity to review and ask questions regarding the COVID-19 Employee Protocols and all my questions have been satisfactorily answered. I agree that I will abide by the COVID-19 Employee Protocols. I agree to follow and abide the COVID-19 Employee Protocols. I understand that if I do not follow and abide the COVID-19 Employee Protocols, I will be subject to disciplinary action, up to and including termination of employment.

Signed this _____ day of _____, 2020.

Employee

Printed Name



**BOYS & GIRLS CLUBS
OF SOUTHERN ILLINOIS**

PARENTAL/LEGAL GUARDIAN

**WAIVER, RELEASE, AND ASSUMPTION OF RISK
Fall 2020**

The person or persons signing this document (Undersigned) is/are the parent(s) or legal guardian(s) of _____, (Minor) who is a member of the Boys & Girls Clubs of Southern Illinois (BGCSI). The Undersigned is seeking to have Minor attend programming at one or more of the sites that have been designated for in person programming by BGCSI. With regards to that in person programming the Undersigned acknowledges, understands, and agrees:

- a. That the novel coronavirus, COVID-19 has been declared a worldwide pandemic by the World Health Organization and, as a result, the in person programming being provided by BGCSI is being delivered during a time of a national public health crisis;
- b. That COVID-19 is an extremely contagious virus for which there is currently no vaccine or cure. As a result, there are risks, known and unknown, associated with the Minor participating in in person programming at BGCSI;
- c. That the Minor, other children, and staff may be infected before and/or during in person programming at BGCSI and could transmit COVID-19 without displaying any symptoms;
- d. It is the responsibility of the Undersigned to manage the risks to Minor, myself, and others the Minor may come into contact which are associated with COVID-19;
- e. That the Minor may pose a risk to those that are most impacted or at greatest risk of infection from COVID-19;
- f. That BGCSI cannot guarantee that the Minor will not be infected by COVID-19 or any other illness while attending in person programming at BGCSI;

g. That BGCSI is not responsible for and does not assume the costs of any testing or medical care and treatment associated with the Minor's participation in in person programming being provided by BGCSI and that any such costs are the sole responsibility of the Undersigned;

h. That BSCSI has policies and procedures in place with regards to in person programming related to in person programming to which the undersigned agrees on behalf of himself/herself and on behalf of the Minor to abide. Noncompliance with any such policies and procedures or procedures by the Undersigned or Minor may result in termination of Minor's participation in in person programming at BGCSI.

i. That the COVID-19 public health crisis continues to result in changing and developing circumstance. As a result, additional or modified policies may be adopted with or without advance notice. The Undersigned will be notified of and agrees to abide by all additional or modified changes to the policies of the BGCSI. Undersigned further agrees that no additional release, wavier and assumption of risk document is required to be signed with regards to any additional or modified policies and that the Minor's continued participation in in person programming at BGCSI and the facilities it operates shall be deemed acknowledgement and acceptance of those policies.

Having been given sufficient time to read and review the above acknowledgements, understandings, and agreements, the Undersigned, hereby consents to the Minor attending in person programming at BGCSI.

The Undersigned voluntarily agrees to assume all risks, known and unknown, and accept sole responsibility for any injury to Minor, myself, or others with whom we may come into contact, including but not limited to personal injury, disability, death, illness, damage, loss, claim, liability, or expense, of any kind that the Undersigned, Minor, or others who may come into contact with us may experience or incur in connection with Minor's participation in in person programming at BGCSI or facilities operated by it. The Undersigned, on his/her/their own behalf, on behalf of the Minor, and on behalf of the Undersigned and the Minor's heirs and personal representatives hereby releases, waives, forever discharges, and will hold harmless BGCSI, its successors, assigns, employees, Board members, agents, attorneys, and volunteers from any and all claims or causes of action, suits, expenses, debts, accounts, controversies, damages, claims and demands arising out of the Minor's participation in in person programming at BGCSI or facilities operated by it.

I hereby acknowledge that I have read this Parental/Legal Guardian Waiver, Release, and Assumptions of the Risk, I understand the same, and I have voluntarily signed it below.

Signed this ____ day of _____, 2020.

Names of Minors: _____

Parent/Legal Guardian Signature

Printed Name

Parent/Legal Guardian Signature

Printed Name



**BOYS & GIRLS CLUBS
OF SOUTHERN ILLINOIS**

**WAIVER, RELEASE, AND ASSUMPTION OF RISK
Fall 2020**

I, _____, am a member of the Boys & Girls Clubs of Southern Illinois who is 18 or older and is seeking to attend programming at one or more of the sites that have been designated for in person programming by BGCSI. With regards to that in person programming I acknowledge, understand, and agree:

- a. That the novel coronavirus, COVID-19 has been declared a worldwide pandemic by the World Health Organization and, as a result, the in person programming being provided by BGCSI is being delivered during a time of a national public health crisis;
- b. That COVID-19 is an extremely contagious virus for which there is currently no vaccine or cure. As a result, there are risks, known and unknown, associated with the Minor participating in in person programming at BGCSI;
- c. That I, other participants, and staff may be infected before and/or during in person programming at BGCSI and could transmit COVID-19 without displaying any symptoms;
- d. It my responsibility to manage the risks to myself, and others that I may come into contact which are associated with COVID-19;
- e. That I may pose a risk to those that are most impacted or at greatest risk of infection from COVID-19;
- f. That BGCSI cannot guarantee that I will not be infected by COVID-19 or any other illness while attending in person programming at BGCSI;
- g. That BGCSI is not responsible for and does not assume the costs of any testing or medical care and treatment associated with my participation in in person programming being provided by BGCSI and that any such costs are my sole responsibility;
- h. That BSCSI has policies and procedures in place with regards to in person programming related to in person programming to which I agree to

abide. My noncompliance with any such policies and procedures may result in termination of my participation in in person programming at BGCSI.

i. That the COVID-19 public health crisis continues to result in changing and developing circumstance. As a result, additional or modified policies may be adopted with or without advance notice. I will be notified of and agree to abide by all additional or modified changes to the policies of the BGCSI. I further agree that no additional release, wavier and assumption of risk document is required to be signed with regards to any additional or modified policies and that my continued participation in in person programming at BGCSI and the facilities it operates shall be deemed acknowledgement and acceptance of those policies.

I voluntarily agree to assume all risks, known and unknown, and accept sole responsibility for any injury to myself or others with whom I may come into contact, including but not limited to personal injury, disability, death, illness, damage, loss, claim, liability, or expense, of any kind that I or others who may come into contact with me may experience or incur in connection with my participation in in person programming at BGCSI or facilities operated by it. On my own behalf and on behalf of my heirs and personal representatives, I hereby release, waive, forever discharge, and will hold harmless BGCSI, its successors, assigns, employees, Board members, agents, attorneys, and volunteers from any and all claims or causes of action, suits, expenses, debts, accounts, controversies, damages, claims and demands arising out of my participation in in person programming at BGCSI or facilities operated by it.

I hereby acknowledge that I have read this Waiver, Release, and Assumptions of the Risk, I understand the same, and I have voluntarily signed it below.

Signed this _____ day of _____, 2020.

Signature

Printed Name