

Boys & Girls Clubs of Santa Clara Valley

CRISIS MANAGEMENT, SAFETY & EOP PLAN, (INCLUDING COVID) DECEMBER 2020

BOYS & GIRLS CLUB OF SANTA CLARA VALLEY

At Boys & Girls Club of Santa Clara Valley Child Safety is Job No. 1

Ensuring child safety is fundamental to the mission of the Boys & Girls Club of Santa Clara Valley

The Safety and Wellbeing of Young People is Our Number One Priority

We work every day to create a safe, fun environment so kids can have every opportunity to be successful in life. We have ZERO tolerance for inappropriate behavior of any kind, including child sexual abuse or misconduct, and we put resources behind that stance.

Culture of Safety: The Boys & Girls Club of Santa Clara Valley continually updates robust safety policies, programs and training for our staff and volunteers that are designed to promote child safety and protect young people from threats that are present in our society. We implement layers of safety policies and guidelines to keep our kids safe including:

- Comprehensive screenings and background checks for staff/volunteers
- Ongoing safety and COVID-19 trainings

Safety Policies: The Boys & Girls Club of Santa Clara Valley has comprehensive safety policies in place that protect youth – including, but not limited to, supervision, transportation, communication and prohibiting private one-on-one contact.

24-hour Toll-free Child Safety Hotline: We encourage all staff, members and families to report any incident or situation they feel is unsafe. Through our national partnership with [Praesidium](#), one of the nation's leading safety experts, The Boys & Girls Club of Santa Clara Valley members and staff have access to a confidential 24-hour toll-free Child Safety Hotline, [866-607-SAFE \(7233\)](tel:866-607-SAFE) or email SafeClub@Praesidiuminc.com.

Mandatory Background Checks: Mandatory criminal background checks are required every year for every staff and board member at The Boys & Girls Club of Santa Clara Valley. In addition, criminal background checks are required for any volunteer who has direct contact with children. All potential employees and volunteers are also run through the National Sex Offender Registry, First Advantage and The Office of Justice.

Required Immediate Reporting: The Boys & Girls Club of Santa Clara Valley staff and volunteers are all mandated reporters. We are required to report any critical incident/safety concern to local authorities immediately. We are also required to report any critical incident to Boys & Girls Clubs of America within 24 hours.

Mandatory Annual Safety Assessments: We complete a safety assessment each year to ensure we continually make improvements to safety at our Clubs.

Safety Trainings: Ongoing training and supervision of staff is critical. We participate in a wide variety of child safety training conducted such as onsite yearly trainings, webinars and assessments. We also engage leading third-party safety experts to provide guidance for our policies and approaches, including Praesidium, the National Center for Missing & Exploited Children, and the National Children's Advocacy Center.

Safety Committee: The Boys & Girls Club of Santa Clara Valley has a dedicated safety committee to provide input and guidance on local policies and safety strategies. Priorities and initiatives include:

- Yearly facility assessments
- Updated child/safety laws
- Quarterly safety meetings

Mandatory Employee Reference: Any employee interested in moving to another Boys & Girls Club is required to have a reference from the previous Club, even if the Clubs are within the Santa Clara valley.

State and Local Laws: We comply with federal, state and local safety laws, including those impacting facilities and vehicles.

Safety Partnerships: Nationally, Boys & Girls Clubs of America works with leading experts in the areas of safety, security and technology to develop state-of-the-art solutions for Clubs. Partners include:

- National Child Safety Advisory Task Force, made up of leading experts and organizations
- Blue Ribbon Taskforce, comprised of local Club leaders charged with providing input on the safety direction and key safety initiatives
- Mental Health First Aid, a national program that teaches skills to recognize and respond to signs of mental illness and substance abuse
- Crisis Text Line, a confidential text message service for youth in times of crisis

Nationally, Boys & Girls Clubs of America has advocated the passage of the [**U.S. PROTECT Act**](#), which improved background screening systems and access. The national organization has also partnered with the [**FBI**](#), the [**National Center for Missing & Exploited Children**](#) and the [**Centers for Disease Control**](#) to contribute to the development of safety practices that benefit ALL youth-serving organizations.

America's young people deserve nothing less than our constant focus on their safety and our firm commitment to protect every child who is entrusted to our care at Boys & Girls Club of Santa Clara Valley To [**learn more**](#) about our national safety policies and actions, please visit Boys & Girls Clubs of America's Child Safety at [**www.bgca.org**](http://www.bgca.org)

**BOYS & GIRLS CLUB OF SANTA CLARA VALLEY
CLUB FACILITIES**

ADMINISTRATION/HARVARD CLUB

1400 E. Harvard Blvd.
Santa Paula, CA 93060
Phone: 805 525-7910
Website: www.bgclubscv.org

Mail: PO Box 152
Santa Paula, CA93061

Administration:

CEO	Jan Marholin	jmarholin@bgclubscv.org
Director of Operations:	Pearl Galvan	pgalvan@bgclubscv.org
Director of Engagement :	Nancy Hernandez	nhernandez@bgclubscv.org

Site Director:	Mari Soriano	msoriano@bgclubscv.org
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Property owned by Santa Paula City

City Manager:	Dan Singer	dsinger@spcity.org
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Phone: 805 708-0045

Parks & Recreation:	Greg Barnes	gbarnes@spcity.org
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Phone: 805 525-4478

Facility Snapshot:

150 Club Members
4 Rooms, 1 Gym, Enclosed Park Area, Playground Area
Security Cameras
2 Vans for transportation

FILLMORE CLUB

562 1st Street
Fillmore, CA, 93015
Phone: 805 524-0456

Site Director:	Buddy Escoto	bescoto@bgclubscv.org
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Phone: 805 210-0174

Property owned by Fillmore City

City Manager:	Dave Rowlands	drowlands@ci.fillmore.ca.us
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Phone: 805 524-1500 x 209

Facility Snapshot:

425 Members
4 Rooms , 1 Gym , 1 Office, Small cement back area enclosed
Security cameras
2 Vans

PIRU CLUB

802 Orchard Street
Piru, CA 93040
Phone: 805 765-0146
Site Director:
Phone: 805 855-5008

Cesar Villanueva

cvillanueva@bgclubscv.org

Property owned by Ventura County

Parks & Recreation: Theresa Lubin
Phone: 805 654-3968

Theresa.Lubin@ventura.org

Facility Snapshot:

112 Members
2 Rooms, Kitchen, Sports Fields, Garden enclosed, Storage
Security Cameras
1 Van, 1 Truck

BACKGROUND CHECK POLICY

The Boys & Girls Club of Santa Clara Valley is committed to selecting and retaining the best staff and volunteers to serve our youth. As part of the initial selection process and on an on-going basis, Boys & girls Clubs of Santa Clara Valley will conduct background checks in accordance with the following policy.

Boys & Girls Clubs of Santa Clara Valley will conduct criminal background checks of all employees, including minors, board volunteers, and others who serve on a standing committee, and conduct background checks on all volunteers, including partners and minors, who have direct , repetitive contact with children. Name-based or fingerprint-based record searches may be used in any combination, but will, at a minimum,

- (a) Verify the person's identify and legal aliases through verification of a social security number,
- (b) Provide a national Sex Offender registry search,
- (c) Provide a comprehensive criminal search which includes a national search,
- (d) Provide a comprehensive local criminal search which includes either a statewide criminal search or county level criminal search, depending on your jurisdiction (a current list of jurisdictions can be found at www.bgca.net/childsafety, and
- (e) Include here any additional background check criteria required by organizational policies, funding, or licensing agencies or required in your jurisdiction, such as motor vehicle records, child abuse registry , or credit checks.

Such checks will be conducted prior to employment and at regular intervals not to exceed (12) months.

All background check findings will be considered when making employment or volunteer decisions. It is the policy of the Boys & Girls Clubs of Santa Clara valley that an employee or volunteer will be automatically ineligible for employment or volunteer service, if such individual:

- (a) Refuses to consent to a criminal background check,
- (b) Makes a false statement in connection with such criminal background check,
- (c) Is registered, or is required to be registered on a state or national sex offender registry,
- (d) Has been convicted of a felony consisting of:
 1. Murder
 2. Child abuse
 3. A crime against children, including pornography,
 4. Domestic violence,
 5. Abduction or human trafficking,
 6. A crime involving rape or sexual assault,
 7. Arson
 8. Weapons or
 9. Physical assault or battery,
- (e) Has been convicted of a drug related offense committed within the last five years.

The Boys & Girls Clubs of Santa Clara Valley will conduct reference checks on any candidate for employment or volunteer service. Should candidates for employment have previous experience with a Boys & Girls Club, a reference from the former Boys & Girls Club Supervisor will be obtained by the Boys & Girls Clubs of Santa Clara Valley prior to extending an offer for employment or volunteer service.



Local Organization Compliance with Boys & Girls Clubs of America Operating Standard Section 10 – Background Checks*

Printed Name of Board Chair: _____	
Title: _____	
I certify that	
_____ ORGANIZATION NAME, CITY, STATE	
is fully compliant with the Boys & Girls Clubs of America Background Checks Operating Standard.	
_____ SIGNATURE OF BOARD CHAIR	_____ DATE

Operating Standard Section 10 – Background Checks*

Conduct criminal background checks of all employees, including minors, board volunteers, and others who serve on a standing committee. Conduct background checks on all volunteers, including partners and minors, who have direct, repetitive contact with children. Name-based or fingerprint-based record searches may be used in any combination but shall, at a minimum, (a) verify the person's identity and legal aliases through verification of a social security number, (b) provide a national Sex Offender Registry search, (c) provide a comprehensive criminal search which includes a national search and (d) provide a comprehensive local criminal search which includes either a statewide criminal search or county level criminal search, depending on your jurisdiction (a current list of jurisdictions can be found at www.bgca.net/childsafety). This membership requirement must also be shared with your current background check provider. Such checks shall be conducted prior to employment and at regular intervals not to exceed twelve (12) months.

All background check findings shall be considered when making employment or volunteer decisions and each Club shall have a policy defining eligibility for employment or volunteer service, if such individual:

- (a) refuses to consent to a criminal background check,
- (b) makes a false statement in connection with such criminal background check,
- (c) is registered, or is required to be registered on a state or national sex offender registry,
- (d) has been convicted of a felony consisting of:
 - 1. murder,
 - 2. child abuse,
 - 3. a crime against children, including child pornography,
 - 4. domestic violence,
 - 5. abduction or human trafficking,
 - 6. a crime involving rape or sexual assault,
 - 7. arson,
 - 8. weapons, or
 - 9. physical assault or battery
- (e) has been convicted of a drug-related offense committed within the last five years.

Every member organization shall conduct reference checks on any candidate for employment or volunteer service. Should candidates for employment have previous experience with a Boys & Girls Club, a reference from the former Boys & Girls Club supervisor must be obtained prior to extending an offer for employment or volunteer service.

***New Background Checks Operating Standard, per National Council resolution passed on December 14, 2017. Effective May 1, 2018, Boys & Girls Club organizations must comply with the new Background Checks Operating Standard.**

<p>Please email, fax or mail a copy of this signed document to: Christina Love, Boys & Girls Clubs of America, 1275 Peachtree St NE, Atlanta, GA 30309 Fax: 404.487.5727 Email: BGCAMemberRequirements@bgca.org</p>

CRISIS MANAGEMENT PLAN

1. The Club has basic emergency procedures covering any major unanticipated event that would disrupt the delivery of services to members. These include child abuse/neglect, earthquake, fire, missing child, pool accident, positive COVID case, transportation accident, weapons and violent behavior.
2. All branches are protected by security systems when facilities are closed.
3. All employees receive crisis management training.
4. In the event of an emergency requiring police, fire or medical response, staff should call 911.
5. In all emergency situations, no statements are to be made by staff to reporters, insurance investigators, etc. All questions should be referred to the Executive Director.
6. All exit doors are to be kept free of obstructions and in operable condition.
7. Outside assembly areas are designated for times when the buildings must be evacuated.
8. When an accident occurs, a responsible adult staff is to remain with the victim to ensure that the injured is not disturbed and to keep the area clear for emergency personnel.
9. The Site Director or staff-in-charge should be notified immediately of all emergencies. This person shall follow established procedures and direct staff to:
 - a) Ensure the safety of all members, guests and staff.
 - b) Control existing injuries so they do not become worse.
 - c) Notify the appropriate emergency authority.
 - d) Limit damage to the facility and equipment (only after completing a,b,and c).
10. Each Site Director shall maintain a staff roster with phone numbers in order to communicate in an emergency if the building shall be open or closed.
11. The decision to open or close a building should be based on the following criteria:
 - a) There is no threat to individual lives.
 - b) Operating conditions are safe and healthy.
 - c) Staff and resources are adequate for serving the anticipated clientele.
 - d) Official approval has been given by the appropriate authority to resume normal operations.
12. In the event that the building cannot be occupied, Club staff and members should utilize the nearest safe public facilities. Staff should leave a note on the building announcing where you have gone.
13. For all emergencies, as immediately as possible, the staff-in-charge should contact management in the following order until one is notified:
 - a) Executive Director
 - b) Director of Operations
 - c) Director of Program Services
 - d) Site Director
14. In the case of serious misconduct that endangers the physical or psychological welfare of members, the staff-in-charge is authorized to immediately suspend staff or volunteers engaged in the misconduct.
15. In the case of a traumatic event or workplace trauma, assessment and group psychological debriefing is mandatory within 48 hours of the incident.
16. First aid and emergency supplies shall be inventoried and maintained to ensure an adequate supply

BOYS AND GIRLS CLUB OF SANTA CLARA VALLEY

CHILD ABUSE/NEGLECT

POLICY STATEMENT

All Club employees are required by law to report all suspected cases of child abuse.

Child abuse is any act of omission or commission that endangers or impairs a child's physical or emotional health and development.

Public law 93-247 defines child abuse and neglect as the physical or mental injury, sexual abuse, negligent treatment or maltreatment of a child under the age of 18 by a person who is responsible for the child's welfare, under circumstances which indicate that the child's health or welfare is harmed or threatened. The act of inflicting injury or allowing injury to result, rather than the degree of injury, is the determinant for intervention.

PREVENTIVE ACTION

- All staff shall receive training regarding child abuse/neglect indicators.
- All staff shall receive training regarding appropriate discipline and supervision of members.

RESPONSE TO EMERGENCY

- Once abuse/neglect is suspected staff shall:
 - a) Inform their supervisor.
 - b) Interview the child only to the extent necessary to confirm the suspicion.
 - c) Call C.P.S. immediately to report the incident. All reports to C.P.S. need to be documented as to date, time, person spoken to, outcome of conversation, etc.
 - d) Complete the C.P.S. report and submit within 36 hours.
 - e) If the suspected perpetrator is not a parent, supervisor shall call the parent.
- Interview guidelines:
 - a) Use a private, quiet room.
 - b) Begin with comfortable information (where child lives, any brothers or sisters, etc.).
 - c) Be "up front". Explain why you wish to talk to him or her. Share with the child your concern about any visible marks, the child's health, safety, etc.
 - d) Ask only questions which relate to your concerns and the child's condition.
 - Use open-ended questions "could you tell me more?"
 - Use empathetic expressions "gee, that must have been painful."
 - Use clarifying statements "I'm a little confused about that."
- Don't go beyond assessment. Once you have enough information to suspect possible abuse turn it over to C.P.S.
- Don't judge, investigate, treat or counsel. Keep the interview strictly confidential.
- If police or C.P.S. want to interview the child, check their identification and then assist them in any way possible.

Disclosures of Child Abuse

How to Respond

*If a child discloses abuse, it is critical to stay calm, listen carefully, and never blame the child.
Thank the child for telling you and reassure him or her of your support.*

Some key actions/steps to take immediately if a child discloses abuse:

- Listen actively and avoid criticizing, second-guessing, or shaming the youth confiding in you. Do not interview the youth.
- Remain calm and supportive if a young person withdraws from telling, and offer anonymous sources of support, such as a helpline or hotline by phone, text or live chat. (we don't want to pressure youth and should instead reinforce that you and other adults care about their safety and will be there to listen when they are ready to talk more).
- Try not to focus on any mistakes or misjudgments you think may have put them at risk.
- Be clear about the limits of confidentiality by letting the member know what information you may be required to share with authorities; do not make promises that you are unable to keep.

Limit questioning to only the following four questions if the child has not already provided you with the information:

- What happened?
- When did it happen?
- Where did it happen?
- Who did it?

If the relationship of the abuser is unclear, the following question can also be asked:

- How do you know them?

After providing an immediate supportive response, it is imperative that the staff member who received the disclosure follow state mandated reporting laws. Often times this means reporting to a supervisor, as well as the appropriate authorities. Boys & Girls Club staff are not responsible for investigating or proving the truth about the allegation of sexual abuse. Staff have two roles: to report and to support.

Report: According to each state's reporting laws, Club staff are mandated to report disclosures or **reasonable suspicions** of child sexual abuse to Child Protective Services (CPS). Clubs should have procedures in place to help with this reporting. Failure to report can have serious consequences for staff and the Club. If you believe the child is in immediate danger or needs medical attention, call your local law enforcement or 911.

Support: Provide practical and emotional support to children who disclose sexual abuse. Children should be able to continue to attend the Club as comfortably as possible. This may require the child, parents, and Club personnel discussing together how to create a safe environment that is devoid of questioning or judgment. It may be helpful to connect youth to additional assistance. When you are working with a young person who has been hurt, social workers, youth victim advocates, children’s advocacy centers and specialized police and child protection agencies are available to guide professionals through how to ensure safety planning takes place.

<u>Suggested Responses to Disclosures of Abuse</u>	
Helpful Things to Say	Things to Avoid Saying
There are certain types of situations where we’ll have to get help from someone else.	You know I have to call the police and the person who did this will go to jail.
The most important part of my job is helping kids to be safe and sometimes I need to get help from other people who know about teen rights.	You owe it to other kids to report this person to keep others from being abused, too.
I’m glad we’re talking about this.	Why didn’t you tell? or Why did you...? (“Why” questions often imply blame.)
There are people who can help with this.	What happened to you is disgusting. It makes me sick.
You have a right to feel safe.	I promise you won’t be taken from your home.
You have a right to feel better and there are people who can help.	You’ll have to go to therapy.
We (The Club) will be here to support you.	I know how you feel, I was abused too...

Resources

[US Department of Health and Human Services Mandated Reporting](#)
[National Child Traumatic Stress Network Child Abuse Resources](#)
[National Child Advocacy Centers](#) and [Child Advocacy Center Lookup](#)
[National Child Abuse Hotline](#)

BOYS AND GIRLS CLUB OF SANTA CLARA VALLEY

EARTHQUAKE

POLICY STATEMENT

In the event of an earthquake, the Club's main priority shall be the safety of its members. Club facilities, equipment, food, water and supplies shall be made available for members and staff.

PREVENTIVE ACTION

- Staff shall conduct internal and external hazard assessments of the facilities, particularly the storage of heavy, breakable items.
- Staff shall receive first aid and CPR training.
- Staff shall receive earthquake preparedness training including: a) safest place in each room b) location of all exits c) location of utility shut-off valves d) storage site for emergency supplies and equipment e) How, where and when to evacuate
- Staff and children shall be taught to "duck, cover and hold" using sturdy tables or desks as protection when possible.
- Staff shall conduct earthquake drills twice annually.
- Parents of members shall be advised of emergency procedures.

RESPONSE TO EMERGENCY

- Staff shall follow established procedures:
 - a) Calm and reassure the children.
 - b) Take the children to a safe place.
 - c) Take attendance and assess the medical condition of children.
 - d) Provide first aid as needed.
 - e) Check for safety - gas, water, sewage, electrical and building damage.
 - f) Clean up spills.
 - g) Wear shoes.
 - h) Turn on the radio and listen for instructions from public safety agencies.
 - i) Don't use the telephone, except for emergency use.
 - j) Record the name of each child and the adult who retrieved them.
 - k) Do not leave until all children have been retrieved by their parent/guardian.

BOYS AND GIRLS CLUB OF SANTA CLARA VALLEY

FIRE

POLICY STATEMENT

In the event of a fire, the Club's main priority shall be the safety of its members.

PREVENTIVE ACTION

- Staff shall conduct fire drills on a quarterly basis. The Site Director shall record the dates and times that drills are conducted. The alarm company shall be warned prior to each drill. The alarm company shall be notified of all false alarms.
- The Fire Department emergency telephone number (911) shall be posted at all phone locations.
- The emergency evacuation plan, including the location of emergency exits and evacuation routes, shall be posted in all rooms.
- Staff shall treat all fire alarms as if there was a fire.

RESPONSE TO EMERGENCY

- Staff shall supervise an orderly evacuation of rooms to a pre-designated area, taking with them a sign in book
- The Clerk/Receptionist shall call the Fire Department upon notification of any fire.
- The Site Director or staff-in-charge shall check the building for occupants before exiting the building.
- Staff and members shall remain in the designated evacuation area until the Site Director or staff-in-charge indicates that it is clear to re-enter the building.

BOYS AND GIRLS CLUB OF SANTA CLARA VALLEY

MISSING CHILD

POLICY STATEMENT

A member shall be considered missing if he/she

- misses taking the bus to the Club
- leaves the Club without a parent or guardian
- does not return to the group at the end of a field trip or outing

PREVENTIVE ACTION

- Notify parents of their responsibility to inform their child to stay at the Club.
- Inform members of Club procedures through New Member Orientation.
- Staff shall be trained in group supervision techniques.
- On walking trips:
 - a) If there are two staff, they shall place themselves in front and in back of the group.
 - b) If there is one staff, he/she shall place him/herself at the back of the group after instructing the group to stop at each intersection.
 - c) Staff shall take roll before departing and before returning on field trips.
- On bus trips:
 - a) Staff shall take roll after members enter the bus - before departing and before returning.
 - b) If members are allowed to leave the adult supervisor, they shall be given explicit instructions on when and where to meet.

RESPONSE TO EMERGENCY

If a child is missing, staff shall

- Search for the child. Remember: the members who are not missing must continue to be adequately supervised.
- On a field trip or outing, if the child is not found within one hour after the designated time of departure, notify the Club and parent. If applicable, notify security.
- Notify the Club's Administrative Office.
- Notify the parent. Request the parent's assistance.
- Suggest to the parent that they file a missing person report.
- Ask the parent to call us when the child is found.

BOYS AND GIRLS CLUB OF SANTA CLARA VALLEY

SWIMMING POOL

POLICY STATEMENT

There are two types of emergencies: life-threatening and non life-threatening.

Emergencies that are life-threatening include those such as when a person stops breathing, is bleeding severely or has been poisoned. Examples of these are a drowning person, a person who is bleeding severely or a person who has been exposed to chlorine gas. Each situation calls for immediate emergency action by the lifeguard to prevent death or permanent damage to the victim.

Non life-threatening emergencies are those that may require the action of the lifeguard, but whose danger to the victim is minimal such as:

1. Major emergencies, which include situations such as broken bones, head injury, heat exhaustion, seizure or tired swimmer.
2. Minor emergencies, which include situations such as sunburn or abrasions.

A non life-threatening emergency may become life-threatening if not handled properly. Although the immediate danger to the victim is minimal, the lifeguard still has the responsibility for providing the best care possible.

PREVENTIVE ACTIONS

- Members shall be informed of all pool safety rules.
- Rules shall be posted in a conspicuous location.
- Rules shall be enforced at all times.
- The lifeguard shall be qualified and experienced.
- The lifeguard shall be alert at all times. The lifeguard should close the pool and schedule short breaks throughout the day.
- All safety/first aid equipment shall be ready and accessible.
- The lifeguard's office shall be designated as the location for first aid care.
- Staff shall conduct periodic emergency procedure drill

RESPONSE TO EMERGENCY

- If the victim is close enough, the lifeguard may use a reaching assist or an extension rescue.
- If the victim is conscious, the lifeguard should try to calm the victim by talking.
- If the victim is unconscious, the lifeguard should determine whether the victim is breathing.
- If spinal injury is suspected, the lifeguard should use proper technique to contact the victim.
- After a quick evaluation of the situation, the lifeguard should alert a second staff person.

- This staff person shall get any equipment such as a backboard or resuscitator, or give any assistance.
- A prearranged signal lets members and other staff know that an emergency exists and the lifeguard needs assistance.
- The lifeguard shall use the proper rescue technique to prevent further injury to the victim.
- In the case of a minor injury, another staff should care for the victim, while the lifeguard returns to duty.
- In all cases of swimming rescues, the victim should be examined by medical personnel.
- Once contact is made with the victim, the victim shall be brought to safety - to shallow water or to the deck area.
- The victim shall be moved only as far as necessary and only as much as the injuries will allow.
- If the victim is not injured and is capable of taking care of him/herself, the lifeguard shall return to duty.
- If the victim has an injury or needs more care, a second staff should clear the water and pool deck.
- If the victim's condition requires emergency medical treatment, the lifeguard shall direct another staff to call 911.
- An easily identifiable staff person shall meet the emergency medical personnel and guide them to the victim.
- While waiting for help to arrive, the lifeguard shall continue to give first aid to the victim.
- Responsibility for the care of the victim should be transferred to emergency medical personnel in an orderly way including the disclosure of information about the victim.
- The lifeguard shall notify the Site Director and Administrative Office as soon as possible.
- The lifeguard shall then notify the victim's family.
- The lifeguard and other staff should interview witnesses to the injury as soon as possible.
- All interviews should be conducted individually and privately and documented in writing.
- The lifeguard must complete an injury report as soon as possible for all rescues and serious injuries.

RESTROOM POLICY

The Boys & Girls Club of Santa Clara Valley is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers and other adults.

Since our Clubs only have one set of bathrooms it will be enforced that staff/adults are not in the restrooms when club members are using. Restrooms will be regularly monitored by designated staff set by Site Directors. Monitoring includes walk-throughs and inspections set by Club leadership.

Staff shall:

Use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members.

Abide by all staff codes of conduct.

Limit the number of restroom users at one time.

If not possible to remove restroom doors, then keep doors propped open.

Enforce the Organizations' restroom code of conduct.

Intervene and notify Club leadership should inappropriate conduct be observed.

Ensure restrooms are regularly cleaned and sanitized.

Staff observing unacceptable restroom conditions shall:

Immediately notify Club leadership.

Document in writing, restroom conduct incidents and report them to Club leadership as soon as possible.

TRANSPORTATION POLICY

The Boys & Girls Club of Santa Clara Valley is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers and other adults.

The Club only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership.

Staff shall not:

Transport Club members in personal vehicles.

Transport one member at a time.

Use electronic devices such as cell phones, PDAs, or other communication devices while transporting members to and from the Clubhouse or Club related activities.

Staff shall:

Only transport members in official Club vehicles.

Ensure at least three individuals are present when transporting members.

Abide by one-on-one policy when transporting members.

Keep an updated list of all youth who are transported to and from the Clubhouse and Club related activities.

Drivers shall:

Keep a log of all youth who are picked up and dropped off.

Perform regular checks to ensure all members are picked up and dropped off at the appropriate times and locations.

Immediately notify Club leadership if there is a delay or issue with transporting members to and from the Clubhouse or Club related activities.

Submit written reports detailing issues or incidents involving transporting members to and from the Clubhouse or Club related activities.

BOYS AND GIRLS CLUB OF SANTA CLARA VALLEY

TRANSPORTATION

POLICY STATEMENT

The purpose of the transportation program is to provide safe transportation of Club members. The Club adheres to all C.H.P. regulations regarding vehicles, drivers and safety procedures.

PREVENTIVE ACTION

Check vehicle carefully before each trip.

Report any problems to Administrative Office immediately.

Strictly obey all safety laws.

Enforce bus rules, stopping if necessary to ensure orderliness of riders.

Drive defensively at all times.

Do not hurry - even if late.

Practice evacuation procedures at least twice a year in local parking lots.

Drive in slow lane on freeway.

Always keep in mind that large vehicles such as buses are slow moving and require more response time and greater space in dealing with emergency situations.

RESPONSE TO EMERGENCY

Minor Accident

1. Pull over.
2. Check for any bumps or injuries/begin emergency first aid treatment as needed.
3. Put out flares if necessary.
4. Calm children by acting in calm manner yourself.
5. Evacuate vehicle if necessary.
6. Notify Club, C.H.P. and/or police.
7. Get information on other driver if another vehicle is involved.
8. Drive back to Club after police investigation is complete if vehicle is operable or call Club to arrange for another vehicle to pick up passengers.

Major Accident

1. Determine extent of injuries/prioritize need for treatment and begin emergency first aid as needed.
2. Put older child or other adult in charge of uninjured if you need to perform CPR or other emergency medical treatment.
3. Calm children
4. Evacuate bus safely. Seek assistance from passersby if needed.

Transportation cont'd

5. Seek assistance in calling proper authorities and Club, in putting out emergency flares and dealing with injured.
6. Keep children in safe place.
7. Arrange for uninjured to be transported back to Club.

On Freeway

1. Try to pull over to the shoulder so vehicle can be safely evacuated.
 - a. Be aware of amount of brake pressure to use last opportunity to brake for maximum results.
2. Check for injuries and begin emergency treatment.
 - a. If any passenger is not breathing, begin CPR immediately.
 - b. Apply pressure to slow bleeding from major trauma.
3. Keep everyone in seats until injured can be removed, then evacuate vehicle when safe to do so.
4. Try to keep calm and keep feelings and voice under control. Assist in investigation of accident.
5. Assist in arrangements for transporting uninjured back to Club.
6. Seek assistance in contacting authorities, putting out flares, treating the injured and safely evacuating passengers to shoulder of freeway.
5. Driver and riders meet with professional counselors for help in dealing with psychological effects of major accident.

BGCA Event Travel Policy & Guidance



Boys & Girls Clubs of America sponsored youth events are events that require youth from local Boys & Girls Clubs and their chaperones to travel together, including overnight stays to events planned and/or hosted by BGCA. Examples of these events include, but are not limited to, National Keystone Conference, Youth of the Year events, and national program events.

All local organizations must follow this policy when attending any Boys & Girls Clubs of America sponsored youth event.

- No minor Club member should travel to a BGCA-sponsored event alone.
- Staff and chaperones shall abide by the local Organization's policy regarding the prohibition of one-on-one contact at all times.
- One adult chaperone and one youth shall not travel alone together.
- Members should be accompanied by at least one adult chaperone who is at least 23 years old and a current employee of a Boys & Girls Club. If a local organization's policy allows board members, part-time staff or staff who are between the ages of 21-22 to chaperone events, written consent must be given by the youth's parents or guardians.
- Adult chaperones must successfully pass a criminal background check that is no more than twelve (12) months old, and have been employed or affiliated with a Boys & Girls Club for at least one (1) year.
- During overnight travel, if youth share sleeping rooms with other youth, reasonable efforts should be made to ensure roommates are of the same gender and of similar age. Reasonable single accommodations should be made for youth should they request it.
- Adult chaperones shall stay in separate rooms from members. Regardless of a local organization's policy, an adult chaperone shall not share a hotel room or other sleeping arrangements with a youth alone. Adult chaperones should make reasonable efforts to reserve rooms on the same floor and/or in close proximity for supervision purposes.
- All youth and chaperones must review and sign appropriate codes of conduct. Youth codes should be reviewed and signed by the parent or legal guardian as well.

BOYS AND GIRLS CLUB OF SANTA CLARA VALLEY

WEAPONS AND VIOLENT BEHAVIOR

POLICY STATEMENT

Members or guests possessing a dangerous weapon shall not be permitted in the Club. A dangerous weapon is a gun, knife, razor, karate stick, metal knuckle, or any other object which by the manner it is used or intended to be used is capable of inflicting bodily harm. In cases that clearly involve a gun, or which involve any other weapon used in a threatening manner, the police shall be called and the individual shall be subject to immediate disciplinary procedures including expulsion from the Club.

Members or guests who are involved in violent behavior shall be subject to immediate disciplinary action, and the police shall be called. Such behavior includes assault with intent to do bodily harm, theft or extortion, arson and sexual assault.

In all cases involving a weapon or violent behavior, the member's parent/guardian shall be notified.

- PREVENTIVE ACTION

All new staff and new members shall receive orientation regarding Club rules and procedures. Members shall be taught how to manage their anger, solve problems through smart choices and be sensitive to other people's feeling.

Positive staff/member relationships and good communications shall help staff to be informed of potential problems and help resolve difficult situations.

Staff shall be alert to conflicts between individuals and groups of individuals. Staff shall be able to identify threatening behavior and be aware of individuals who have a history of disruptive behavior.

All complaints or concerns from community residents, parents or members shall receive an immediate response.

Adequate security shall be provided to properly supervise Club programs and activities.

Exterior lighting shall be provided at all sites.

Staff shall be encouraged to park their vehicles inside the Club fence during evening programs.

Members shall never be left at site locations after closing. If the child has not been retrieved within one hour of the program's conclusion, staff shall drive the child to the police station for safekeeping.

Staff shall leave a notice at the Club as to the location of the child.

- RESPONSE TO EMERGENCY

The "code word" system shall be used to make staff aware that an emergency situation exists and to elicit staff support.

Staff shall maintain visual contact and be prepared to report observations to staff-in-charge or police if called.

If possible, staff shall ask a disruptive individual to accompany the staff to an area away from other members. Staff shall not persist if the individual is not cooperative.

Staff shall clear all members from the area if a disruptive individual is unwilling to accompany staff to another area.

Usually staff-in-charge will determine if the police shall be called. In an emergency, any staff may make the decision to contact police.

Staff shall not attempt to physically disarm an armed individual. Circumstances, such as the staff person's knowledge of the individual involved, the nature of the weapon, or the need to act in self defense, will have a bearing on whether or not a staff person intervenes. Staff are expected to remove others and themselves from range of the weapon.

Use of force as a response to violent behavior should be the last choice of action for staff and should not be done except to protect oneself or others where serious bodily harm could occur without physical intervention, or to prevent harm such as individuals who are fighting. Staff who are physically assaulted should protect themselves as appropriate. Getting free of the conflict should be the primary goal.

If staff determines that it is necessary to forcibly remove an individual because that person refuses to leave voluntarily:

- a) Staff should seek back-up immediately, including the staff-in-charge.
- b) All members and others should be cleared from the area to isolate the individual.
- c) The police should be notified.

The police, not staff, should remove a severely disruptive person who refuses to cooperate.

Staff-in-charge shall direct staff to ensure the safety of all members and staff until police arrive.

If a weapon is confiscated, it is to be turned over to the police.

As soon as possible following resolution of the incident, staff-in-charge shall report the incident to the Executive Director by phone. If the staff-in-charge is not the Site Director, the Site Director and Director Program Services or Director of Operations shall be informed as well.

Staff shall prepare a written report of the incident and a written log/record of any follow-up to the incident that shall be submitted to the Executive Director.

Group psychological debriefing may be required, based on an assessment by the Executive Director

BOYS AND GIRLS CLUB OF SANTA CLARA VALLEY

OTHER INCIDENTS

BOMB THREAT

In the event of a bomb threat, the building shall be vacated in fire drill style and 911 called. The building should not be re-entered until cleared by law enforcement officials.

FLOOD

With advance warning, the Club should be vacated and all members and staff moved to higher ground. With little or no warning, all members and staff shall be evacuated to the roof, using the emergency accesses. Staff shall closely supervise all individuals on the roof keeping them together in groups away from the edges.

MOLESTED CHILD

If a child is molested in the Club or in a Club activity, staff shall follow procedures for Child Abuse/Neglect. C. P. S. and law enforcement officials must be notified immediately. If the suspected perpetrator remains on the premises, he/she shall be isolated from contact with children.

**EMERGENCY OPERATION PLAN
ATTACHED TO CRISIS MANAGEMENT PLAN**

In the event of an emergency situation, please follow the protocols below.

Incident Command

- Incident Command is either CEO or Dir. Of Operations
- On site Director of Crisis is Branch Director
- Use bullhorn to communicate with those without radios
- Communicate with Admin Office
- PIO (Public Information Officer) is CEO
- Front Desk Person in charge of medication log

Student Release

- Branch Director or Front Desk Person is in charge
- Report to incident Command
- Have designated plan of release
- Greet and direct parents appropriately

Supplies Etc.

- Make sure you have a to go bag
- Have water on hand in storage
- Have some snacks in storage
- Prepare for 6-8 hours. After that time we come under the guidance of another community program

Miscellaneous

- Administer first aid and psychological aid as needed
- Have list of utilities to check
- Consider turning off air conditioner
- All questions communicate with Incident Command



What to Do if Someone Tests Positive for COVID-19

1. Immediately send home or separate anyone who becomes sick at work. Advise employees to contact their doctor or local health department as soon as they show symptoms.
2. Ensure that staff know how to notify their supervisors if they are showing symptoms of COVID-19 and/or they test positive for the virus. Generally, supervisors should not require proof of a positive test result or note from a healthcare provider to confirm COVID-19 illness.
3. Notify your local public health department of the positive case. The health department will provide guidance on what actions need to be taken.
4. CEO or Board Chair will submit a **Critical Incident Report** via the BGCA online reporting system using the "*Any other incident deemed critical*" report category. The system will notify DOD who will provide further support.
5. In consultation with the public health department and your DOD, prepare the appropriate communications, including:
 - a. If the individual who tested positive was in contact with any other staff during the 14 days prior to the positive test result, inform fellow employees of their possible exposure to COVID-19 but maintain the confidentiality of the individual who tested positive. Fellow employees may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.
 - b. If the individual who tested positive was in contact with any members during the 14 days prior to the positive test result, inform parents of their children's possible exposure to COVID-19 but maintain the confidentiality of the individual who tested positive. Families may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.
 - c. If the individual who tested positive was in contact with any other community partners during the 14 days prior to the positive test result, inform the community partners of their possible exposure to COVID-19 but maintain the confidentiality of the individual who tested positive. Other individuals may be advised to self-monitor their symptoms or quarantine, depending on the guidance of the health department.
 - d. Prepare a media holding statement and parent letter (provided on page 2).
 - e. [See the CDC's Guidance for Businesses and Employers for more information.](#)
6. Close any areas used by the sick person for deep cleaning and disinfection.
 - a. Refer to the [CDC guidance](#) on cleaning and disinfecting, including:
 - i. Open outside doors and windows.
 - ii. Wait 24 hours (or for as long as possible) before you clean and disinfect.
 - iii. Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, and shared electronic equipment.
7. Work in collaboration with your health department to determine when to re-open closed areas and when staff in quarantine may be allowed to return to work.
8. After re-opening, continue regular cleaning, disinfection, social distancing, and hygiene practices.

Club leaders: Please refer to the templates below for guidance in the development of a media response statement or parent letter. Should you need communications support in providing specific information (dates, circumstances surrounding potential exposure), please contact your DOD for BGCA support.

Club Statement if staff/volunteer/member has tested positive for COVID-19:

Safety is the number one priority of Boys & Girls Clubs of (name), and we are doing everything possible to keep children, our staff, and volunteers protected from the COVID-19 virus. On (Date), we learned that a Club (staff member/volunteer/ member) tested positive for COVID-19. There is a possibility that (staff/members) were exposed to this individual in the two weeks prior to the date of diagnosis. We are collaborating with the appropriate public health officials and adhering to Centers for Disease Control and Prevention (CDC) recommendations to privately inform anyone determined to have been in close contact with this (employee/volunteer/Club member). We are also in ongoing communication with this individual, who is following strict medical guidelines and will remain in quarantine as recommended by their doctor.

If you are having symptoms that align with COVID-19, please contact your healthcare provider or, if you do not have a healthcare provider, please contact your local health department immediately and indicate that you may have been exposed to the virus.

We continue to work with local public health officials and are taking all precautionary measures regarding deep cleaning and sanitizing of Club facilities to ensure the safety of members, staff and volunteers. In the meantime, we are advising all our Club staff, families, and youth to continue to take precautions as recommended by the CDC. We will continue to update you as we know more.

Club Parent Letter if staff/volunteer/member has tested positive for COVID-19:

Dear Parent,

It's important that you know the safety and protection of your children is the number one priority of Boys & Girls Clubs of (name). We are doing everything possible to keep our Club members, staff and volunteers protected from the COVID-19 virus. On (Date), we learned that a Club (staff member/volunteer/ member) tested positive for COVID-19. There is a possibility that (staff/members) were exposed to this individual in the two weeks prior to the date of diagnosis. We are collaborating with the appropriate public health officials and adhering to Centers for Disease Control and Prevention (CDC) recommendations to privately inform anyone determined to have been in close contact with this (employee/volunteer/Club member). We are also in ongoing communication with this individual, who is following strict medical guidelines and will remain in quarantine as recommended by their doctor.

If you or your child are having symptoms that align with COVID-19, please contact your healthcare provider or, if you do not have a healthcare provider, please contact your local health department immediately and indicate that you may have been exposed to the virus.

We continue to work with local public health officials and are taking all precautionary measures regarding deep cleaning and sanitizing of Club facilities to ensure the safety of members, staff and volunteers. We will continue to keep you updated during this very challenging time. As always, we remain committed to our Club kids, their families and our community.



BOYS & GIRLS CLUB
OF SANTA CLARA VALLEY

COVID -19 Reopening Solutions/Information

Jan Marholin

June 2020

Board Approved June 12, 2020

Program Model

Our Clubs will realign program design to better support physical distancing protocols. Youth engagement will take place in small groups, which members remain consistent throughout the summer program. Groups will not intermingle, and procedures and policies will provide that youth and staff do not interact with youth outside of their specific group. In addition to safety and recreation, staff will focus on academic enrichment and social-emotional wellbeing.

Admission

Our Club mission is committed to serving those youth who need us the most. Admission eligibility will be equal access for all members. In order to accomplish this and stay true to our new and reduced numbers of capacity due to COVID-19 safety guidelines we will hold a lottery drawing if interest in attending our Clubs exceed our stated capacity. We will engage a third party to assist with this. When a member name is drawn, if that member has siblings who wish to attend also, they will automatically be admitted.

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), the Clubs will reduce their capacity and limit all program spaces to 10 people.

10:1 Ratio	Fillmore	Santa Paula	Piru
Program Spaces	5	5	3
Total Capacity	58	62	36
Member Count	50	50	30

Safety Protocol & Expanded Measures Staffing

As part of enhanced safety and health protocols, all staff will undergo extensive training of enhanced safety protocols. All staff attended a May 20, 2020 COVID-19 ZOOM training by a Ventura County medical professional. All staff will attend a June 1, 2020 ZOOM safety/new protocol informational by CEO.

Site Infrastructure for 10:1 Ratio

10:1 Ratio	Fillmore	Santa Paula	Piru
Program Staff	<u>5</u>	<u>16</u>	<u>3</u>
Reception	<u>1</u>	<u>1</u>	<u>1</u>
Support Staff	<u>1</u>	<u>1</u>	<u>1</u>
Site Director	<u>1</u>	<u>1</u>	<u>1</u>

Staff Uniform Requirements

To address safety and easily identify staff, all staff must wear close-toed shoes, and their Boys & Girls Club staff shirts. BGCSVCV logos should be seen at all times. It is recommended that long hair should be pulled back away from the face. Staff are asked to arrive to our program with newly washed clothes everyday.

Parent Expectations

Parents are asked to support the Club in providing a safe space for our members and staff by informing the Club of any changes to their child's health or community exposure. Upon enrollment, Club staff will communicate with parents and new member to review program details, parent and member expectations, and safety protocol. If a child exhibits any symptoms of fever, runny nose, coughing, or shortness of breath, parents are asked to keep them home until their symptoms have subsided for 120 hours without the assistance of medication. Parents are expected to answer a verbal questionnaire daily upon drop-off and authorize the Club or its representatives to administer a daily temperature check on their child prior to admission into the program.

Member Expectations

Members participating in the program are expected to follow Club policies surrounding behavior, hygiene, health practices, social distancing, and any recommendations outlined by the CDC. Members must be able to participate in program at their designated workspace and follow instructions of Club staff in order to ensure their safety. Members who show disregard for Club policies or exhibit intentional disruptive behavior will be asked to leave the program.

General Hygiene

The Club will require all members and staff to follow CDC recommendations for reducing transmission, maintaining healthy business operations, and a healthy work environment including but not limited to:

1. Wash hands/sanitize upon entry into building
2. Wash hands/sanitize after using the restroom
3. Wash hands/sanitize before and after eating
4. Wash hands/sanitize before/after any health assessment or screening of any staff or member
5. Not be within six feet or make contact with another person
6. Do not touch your face
7. Cough or sneeze into a tissue or inside of elbow
8. Stay home if they are sick or know they will not pass wellness screening
9. Youth and staff will wear masks at all times except when eating

Personal Items

If a child or staff member enters with a backpack or personal item, the UV Wand shall be used over that item. No plush toys allowed.

Safe Learning Space

Children shall not change from one group to another. Each group shall be in a separate room. Groups shall not mix with each other. Staff shall remain solely with one group of children throughout the course of the day. **When children rotate from one space to another, the room and equipment will need to be sanitized prior to having another group enter that space.** Only items that can be sanitized/cleaned daily are authorized to be used as part of the program.

Program Delivery

All members will receive a **Club Safety Briefing** at the start of their day and after lunch to remind them of the importance of social distancing and maintaining good hygiene practices. In this time of uncertainty we want to be able to foster a safe learning environment and institute best practices.

Restrooms

Restrooms are to be cleaned hourly. Anyone who uses the restrooms must wash their hands for at least 20 seconds with soap and water prior to exiting the restroom. A staff must communicate over the walkie talkie when send a member to the restroom. There should not be more than two members in the restrooms at one time.

Daily Morning Opening by Site Director or Staff in Charge

1. Opening staff to disarm facility, prop open entry doors, unlock all program and staff spaces and disinfect interior and exterior door handles and reception desk keyboard.
2. Opener to take own temperature and record the reading in daily log
3. Disinfect all walkies in reception area
4. Turn on all lights and make sure staff and youth wellness questionnaire , daily log, hand sanitizer and thermometer are ready for the front desk greeter to have at front gate.

Staff Arrival

1. Verbal screening questionnaire is administered by staff in charge or site director
2. Staff are required to answer these questions daily, prior to entering the building:
"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 who has been diagnosed with COVID-19 in the past 14 days?"
3. Staff temperatures are taken upon entry into building
If temperature is lower than 100.4F – Staff may enter building and proceed to handwashing station.
If temperature is 100.4F or higher- Staff must be sent home until fever free without fever reducing medication for at least 5 days.
4. All staff must wash hands upon entering building
5. Staff to make sure phones are sanitized

Program Preparation

Once all staff have arrived and clocked in, either the site director or staff in charge will lead a daily safety review of general hygiene practices, safety reminders, and any special circumstances of situations of which the team needs to be aware.

After the daily safety briefing, staff should ensure:

Everything is in place for member drop off

Restroom doors propped open

Hand sanitizer units are filled

Staff positioned at drop off area and thermometers, walkies, checklists are there with a table

Also at the table Verbal health questionnaire acknowledgment , medical gloves.

Member Drop Off

Member Wellness Screening

Verbal questionnaire for parents to answer

If answers yes to either of the two questions (Questions can be referenced above in staff arrival), member will not be admitted into program. Must return home until they can answer no.

Member temperature- must be lower than 99.5F. If 99.5F or higher must be sent home until fever free without fever reducing medication for at least 5 days.

FOOD

Youth will be provided a pre-packaged meal by either SPUSD or FUSD. A designated Boys & Girls Club employee will pick up the pre-packaged hot meals and then serve to youth in their specific rotation groups. Youth may also bring snacks from home. No food sharing among youth will be allowed.

Protocol Surrounding Health Concerns

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

1. Staff to walkie-talkie to supervisor and inform of situation
2. Site Director and one support staff to retrieve member for visual assessment in pre-designated quarantine room.
3. Staff may take temperature as needed-must wear gloves
4. First Aid may be administered as needed – must wear gloves
5. Site Director calls parent and requests member be picked up ASAP
6. Site Director to document detailed account of incident, persons present, symptoms, steps taken, and outcome to include in end of day summary

Parent Pick Up Procedures

1. Parents drive up to car line
2. Table is set up for staff w/sign out rosters & walkies
3. Students are called via walkie to meet parents outside
4. Staff to note that member has been picked up and departure time

Staff Closing Procedures

1. Disinfect all tabletops, devices, and equipment used during the program, including office spaces, and reception
2. Remove all trash
3. Disinfect the restrooms
4. Disinfect all door handles inside and out
5. Wipe down switch plates and turn off lights
6. Set alarm and leave
7. Use hand sanitizer on way out
8. Set alarm
9. All staff should be instructed to wash their clothes upon arriving home

Staff Training Overview

Staff will undergo extensive training around new processes and procedures. Staff will go through virtual and in person training.

VIRTUAL

1. COVID-19 virtual training by Ventura County Medical Professional May 15, 2020
2. New guidelines and protocols by CEO virtual June 1, 2020

IN PERSON

1. CPR & FIRST AID Training
2. Overview of new facilities flow –Site Director
3. Guidelines and flow of day – Site Director
4. Drop off process and pick up process – Site Director
5. Opening and closing of facility daily – Site Director
6. Each site trial run through

Oct. 23, 2020

Hello All,

As a valued community member, I am reaching out today to notify you of a recent update to the CDC's definition of "close contact." This change will affect the way you determine whether an employee has been exposed to COVID-19.

Close contact is now identified as someone who has been within 6 feet of an infected person for a *cumulative total* of 15 minutes or more over a 24-hour period, starting 2 days prior to the onset of symptoms.

When assessing whether an individual has been exposed to COVID-19, you will want to evaluate individual exposures add together over a 24-hour period e.g., three 5-minute exposures for a total of 15-minutes. 15 cumulative minutes of exposure at a distance of 6 feet or less is considered close contact.

As a reminder, the determination of close contact should be made irrespective of whether either individual is wearing respiratory PPE, including fabric face coverings.

Please feel free to contact me if you have any questions.

Kindly,

Evelyn Scott, RN, MBA | Outreach Manager
Community Memorial Health System
Cell: 805-479-1537
Fax: 805-667-2853
escott@cmhshealth.org

PRE-SCREENING QUESTIONNAIRE: Club Member

Edited: 12/01/2020

Today's Date: __/__/__

Arrival Time: _____

Club Site: _____

Club Member's Full Name: _____

Club Member # _____

Temperature observed: _____ *(If temp is 99.5 F+, end questioner and DO NOT allow participant to enter facility)*

If club member answers 'YES' to either Q1 or Q2, DO NOT allow to enter the facility.

1) Now or in the last 2 days, have you had any of the following symptoms?

- *Cough
- *Shortness of Breath
- *Headache
- *Diarrhea
- *Unexplained Body Aches
- *New Loss of Smell or Taste
- *Chills
- *Rash
- *Sore throat
- *Fever (greater than 99.5 F)

YES NO

2) In the past 14 days, have any members in your household been suspected OR BEEN TESTED AND PENDING TEST RESULTS/confirmed COVID-19 cases?

YES NO

PRE-SCREENING QUESTIONNAIRE: Club Member

Edited: 12/01/2020

Today's Date: __/__/__

Arrival Time: _____

Club Site: _____

Club Member's Full Name: _____

Club Member # _____

Temperature observed: _____ *(If temp is 99.5 F+, end questioner and DO NOT allow participant to enter facility)*

If club member answers 'YES' to either Q1 or Q2, DO NOT allow to enter the facility.

1) Now or in the last 2 days, have you had any of the following symptoms?

- *Cough
- *Shortness of Breath
- *Headache
- *Diarrhea
- *Unexplained Body Aches
- *New Loss of Smell or Taste
- *Chills
- *Rash
- *Sore throat
- *Fever (greater than 99.5 F)

YES NO

2) In the past 14 days, have any members in your household been suspected OR BEEN TESTED AND PENDING TEST RESULTS/confirmed COVID-19 cases?

YES NO