



OF ABILENE

## COVID-19 - Program Emergency Operations Policies and Procedures

**The following are the Boys & Girls Clubs of Abilene's health protocols to operate in Texas and to help protect the health and safety of all staff and club members.**

The virus that causes COVID-19 can be spread to our most vulnerable people by infected persons who have few or no symptoms. Because of the hidden nature of this threat, we must rigorously follow the practices specified in the protocols set forth by the state of Texas and the CDC in regards to prevention measures. As the virus that causes COVID-19 still circulates throughout our community, we will continue to observe practices that protect everyone, including those who are most vulnerable.

*\*Please note, public health guidance cannot anticipate every unique situation and we will stay informed and take additional actions as necessary. We also continue to be mindful of federal and state employment and disability laws, workplace safety standards, and accessibility standards to address the needs of both workers and club members.*

We will continue to operate our facilities in accordance with applicable state rules, including Health and Human Services Commission (HHSC) emergency rules and licensing rules applicable to our type of child care facility.



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## Preventative Actions to Reduce the Spread of the Coronavirus

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**General information on COVID-19 and how to stay knowledgeable and reduce the spread of the virus:**

### What is COVID-19?

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

### Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting, diarrhea

### When to Seek Emergency Medical Attention:

Look for emergency warning signs\* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.*

### How it Spreads

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19.
- COVID-19 is primarily spread from person-to-person.



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- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.
- COVID-19 may also be spread by people who are not showing symptoms.

### **How to Protect Yourself and Others**

#### **(Overview)**

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

#### **Practice Social Distancing**

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch, and/or your hands.
- Get deliveries and takeout, and limit in-person contact as much as possible.

#### **Preventing the Spread of the Virus if You are Sick**

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



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### Know the Risks for Severe Illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

### Vulnerable/High Risk Groups

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it's important that everyone practices healthy hygiene behaviors.

If you have staff members or teachers age 65 or older, or with serious underlying health conditions, encourage them to talk to their healthcare provider to assess their risk and to determine if they should stay home.

If you have club kids with underlying health conditions, talk to their parents about their risk. Follow children's care plans for underlying health conditions such as an asthma action plan.

- Those at high-risk for severe illness from COVID-19 are:
  - People aged 65 years and older
  - People who live in a nursing home or long-term care facility
  - People of all ages with underlying medical conditions, particularly if not well controlled, including:
    - People with chronic lung disease or moderate to severe asthma
    - People who have serious heart conditions
    - People who are immunocompromised
      - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
  - People with severe obesity (body mass index [BMI]  $\geq 40$ )
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease

### Keep Club Kids and Parents Informed about COVID-19 Policies and Procedures

We will provide fact sheets with important information, as well as remind club members, parents, and guardians, and staff on exit of our summer program of the enhanced risks of members being in direct contact with anyone age 65 or older for 14 days after the end of the summer session.



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### Promote Healthy Hygiene Behavior

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We constantly promote healthy hygiene behavior at the club. Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Remember, germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

### Healthy Hand Hygiene & Key Times to Wash Your Hands

*All children and staff should engage in handwashing at the following times:*

- Arrival to the club and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food
- Before and after administering medication or medical ointment
- After using the toilet or helping a club kid in the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors
- After handling garbage
- Remember to:
  - Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
  - Supervise children when they use hand sanitizer to prevent ingestion.
  - Assist children with handwashing, when necessary.
  - After assisting children with handwashing, staff should also wash their hands.
  - Place posters describing handwashing steps near sinks.

### Five Steps to Wash Your Hands the Right Way

*Follow these five steps every time:*

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds.
  - a. Need a timer? Hum the "Happy Birthday" song twice, or other 20 second melodies.
4. Rinse your hands well under clean, running water.



5. Dry your hands using a clean paper towel or air dry them.

## **Use Hand Sanitizer When You Can't Use Soap and Water**

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Sanitizers can quickly reduce the number of germs on hands in many situations. However,

- Sanitizers do not get rid of all types of germs.
- Hand sanitizers are not as effective when hands are visibly dirty or greasy.
- Hand sanitizers will not remove harmful chemicals from hands like pesticides and heavy metals.
- Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.

*\*Posters will be hung throughout the clubs to help share knowledge and best practices*

## **Prevent the Spread of COVID-19 (Taking Action)**

We will encourage staff to take everyday preventative actions to prevent the spread of respiratory illness and practice these healthy hygiene behaviors inside and outside of the club:

- Washing hands often
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.
  - Remember that some people without symptoms may be able to spread the virus.
  - Stay at least 6 feet (about 2 arms' length) from other people.
  - Do not gather in groups.
  - Stay out of crowded places and avoid mass gatherings.
- Cover your mouth and nose with a cloth face cover when around others
  - Everyone should wear a face mask when they have to go out in public.
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
  - The face mask is meant to protect other people in case you are infected.
  - Do NOT use a face mask meant for a healthcare worker.
  - Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
- Cover coughs and sneezes
  - If you do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow.
  - Throw used tissues in the trash, immediately.



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- Immediately wash your hands with soap and water as specified above, or use hand sanitizer.
- Monitor Your Health
  - Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19 if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
  - Take your temperature if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.

### **Sending Club Kids and Staff Home Procedures**

- Require sick children and staff to stay home.
- Communicate to parents the importance of keeping children home when they are sick.
- Communicate to staff the importance of being vigilant for symptoms and staying in touch with the unit directors if or when they start to feel sick.
- Establish procedures to ensure children and staff who come to the club sick or become sick while at your facility are sent home as soon as possible.

### **Plan for Isolation Protocols at the Club**

- Keep sick children and staff separate from well children and staff until they can be sent home.
- Clubs will have a designated isolation room for sick staff or members.

### **Criteria for Home Isolation and When to Discontinue**

- Sick staff members should not return to work until they have met the criteria to discontinue home isolation:
  - You can be with others after:
  - 3 days with no fever and symptoms have improved and it's been 10 days since symptoms first appeared or,
  - If you tested positive for COVID-19 but had no symptoms, you can discontinue home isolation if you continue to have no symptoms for 10 days after the test.

### **For Anyone Who Has Been Around a Person with COVID-19:**

It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness. It is possible that someone could be able to spread COVID-19 for up to 14 days even if they do not have symptoms.

- Provide this guidance to your families.
- Clubs will have a plan if someone is or becomes sick.
- Be ready to follow CDC guidance on how to disinfect your building or center if someone is sick. (*Instructions below*)
- If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.



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### **If COVID-19 is confirmed in a child or staff member:**

- When an individual tests positive for COVID-19 at the club, notify all parents or guardians of club members.
- The parents or guardians may decide to either pick up their child from the club immediately, or leave the child in the club and trust the club staff to take appropriate safeguards.
- If 3 or more staff/club members have any identified positive cases of COVID-19, we will work with state and local public health authorities about continued operations of the program.
- Staff will close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours, or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection

### **Absenteeism Protocols - Substitutes/On-Call**

*Unit Directors will monitor and plan for absenteeism among your staff.*

- Develop plans to cover shifts in the event of increased staff absences. Coordinate with other local youth programs, if needed and reach out to substitutes to determine their anticipated availability if regular staff members need to stay home if they or their family members are sick.
- Staff at higher risk for severe illness from COVID-19 (older adults and people of any age who have serious underlying medical conditions) should consult with their medical provider to assess their risk and to determine if they should stay home if there is an outbreak in their community.

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### **Modified Drop-off and Pick-up Procedures**

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*(Limit access to clubs)*

The pick-up and drop-off of children should be completed outside of the club, unless the club determines that there is a legitimate need for the parent to enter. Should the parent have a legitimate need to enter the club, the parent must be screened by the club staff as outlined in this document.



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Curbside drop-off and pick-up should limit direct contact between parents and staff members and adhere to social distancing recommendations. Parents/Guardians should sign up for the GroupMe application on their cellular device to facilitate drop offs and pickups.

### **Prohibit any but the following individuals from accessing your facility:**

- Club staff
- Persons with legal authority to enter, including law enforcement officers, etc.
- Administrative staff
- Children enrolled at the club
- Under extreme circumstances, parents who have children enrolled and present at the club. Parents should only enter the club when absolutely necessary.

### **Sign-in stations will be placed outside, and sanitary wipes for cleaning pens between each use will be provided.**

- We will limit direct contact with parents as much as possible.
- Staff will greet children outside as they arrive.
- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.
- We will set up hand hygiene stations at the entrance of the facility, so that children can clean their hands before they enter.
- Hand sanitizer with at least 60% alcohol will be provided next to parent sign-in sheets.
  - Keep hand sanitizer out of children's reach and supervise use.

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## **Screening Procedures Upon Arrival**

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Everyone will be screened prior to entering the club.

### **The following individuals must be screened every day before entering the facility:**

- Club staff
- Persons with legal authority to enter, including law enforcement officers, etc.
- Administrative staff
- Children enrolled at the club
- Under extreme circumstances, parents who have children enrolled and present at the club. Parents should only enter the club when absolutely necessary.



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To eliminate or minimize exposure due to close contact to a child/parent who has symptoms during screening, we will be implementing the following screening process:

- Upon arrival, screening staff will have their temperature checked, wash their hands, put on a facemask. If you do not have a facemask, ask your director and they can issue you one.
- Conduct a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
- Staff will take the child's temperature.
  - We will use non-contact thermometers.
- After each day of screening, clean area and equipment and wash hands and/or use hand sanitizer as specified.



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**We will send home any staff or club member who has any of the following symptoms of possible COVID-19:**

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees F
- Known close contact with a person who is lab-confirmed to have COVID-19

**Do not allow staff/children with the symptoms listed above to return to the club until:**

- In the case of a staff member who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared; or
- In the case of a staff member who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
- If the staff member has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- A staff member or child with known close contact to a person who is lab-confirmed to have COVID-19 cannot return to the club until the end of the 14 day self-quarantine period from the last date of exposure.
- Our sick leave policy permits staff who are symptomatic, particularly high-risk individuals, to stay at home.
- If staff members or parents believe that they or their child has had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19.



## **Social Distancing Strategies**

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- Club staff will maintain 6 ft of separation from other individuals as much as possible. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation will be rigorously practiced at all times.
  - If possible, the same staff member should remain with the same group each day.
  - Keep each group of children in a separate room as much as possible.
  - Limit the mixing of children, such as staggering playground times and keeping groups separate for activities.
  - Minimize time standing in lines, keeping club kids at safe distances apart from each other. Six feet of separation between children is preferred.
  - Increase the distance between children during table work.
  - Incorporate more outside activities, where feasible.
  - When possible, administrative staff will telework from their homes.
  - If possible, designate a room at the club for staff to take a break.
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## **Maintain Adequate Ratio of Staff to Children**

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- We will maintain an adequate ratio of staff to children to ensure safety.
  - Plan ahead and recruit those with club experience to ensure you have a roster of substitute staff members who can fill in if your staff members are sick or stay home to care for sick family members.
- **Class size and ratio requirements:**
  - We will follow the recommended child care ratios..
  - Group sizes should be stable, with the same children and staff in the same group every day. These groups can be in the same room, but the separation of the two groups should be emphasized.
  - Floating staff members are allowed under this modified class size table. To the extent possible, these floating staff members should float in the same rounds with the same students every day.



## Enhanced Cleaning and Disinfecting Measures

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**The following will be done in addition to existing cleaning protocols in place at the Boys and Girls Clubs:**

- Cleaning and disinfecting efforts should be intensified over the pre-COVID-19 standards.
- Plan ahead to ensure adequate supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces. If you have difficulty in obtaining these supplies, please contact the Executive Director or Director of Operations.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
- Each club should develop a schedule for regular cleaning and disinfecting.
- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games.
- Clean objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, faucets, sink handles, countertops, desks, chairs, cubbies, and playground structures. (Use the cleaners typically used at your facility.)
- Adjust the HVAC system to allow for more fresh air to enter the program space, if possible.
- All bathrooms should be cleaned and disinfected at a minimum of three times per day.

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## How to Clean and Disinfect

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### Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on level of use.
- High touch surfaces include:
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



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- Soft surfaces
  - For soft surfaces such as carpeted floor, rugs, and drapes
  - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
  - Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- OR
- Disinfect with an EPA-registered household disinfectant for use against COVID-19.
- Vacuum as usual

### Disinfect

- We will use EPA-registered disinfectants
- Follow the instructions on the label to ensure safe and effective use of the product.
- Many products recommend:
  - Keeping the surface wet for a period of time (see product label).
  - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Diluted household bleach solutions may also be used if appropriate for the surface.
  - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
  - Unexpired household bleach will be effective against coronaviruses when properly diluted.
  - Follow manufacturer's instructions for application and proper ventilation.
    - *Note: Never mix household bleach with ammonia or any other cleanser.*
  - Leave solution on the surface for at least 1 minute.
- To make a bleach solution, mix:
  - 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

### Cleaning Products

- Use all cleaning products according to the directions on the label.
- For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.



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- Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- If possible, provide EPA-registered disposable wipes to child care providers and other staff members so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use.
- Use the ozonator after hours to promote and safely sanitize air in multiple areas. Follow manufacturer's instructions for use.
- All cleaning materials should be kept secure and out of reach of children.

### Cleaning and Sanitizing Toys

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves.
  - Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry.
- Do not share toys with other groups unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
  - Leave used books aside for at least 36 hours before another group uses them.

### Cleaning Electronics

- For electronics, such as tablets, touch screens, keyboards, remote controls, etc. consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
  - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

### Cleaning and Disinfecting Outdoor Areas

- Outdoor areas, like playgrounds and parks generally require normal routine cleaning, but do not require disinfection.
  - Do not spray disinfectant on outdoor playgrounds - it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
  - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
  - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- Sidewalks and roads should not be disinfected.
  - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.



## Laundry

- For clothing, towels, linens and other items
  - Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
  - Wear disposable gloves when handling dirty laundry.
  - Dirty laundry from a person who is sick can be washed with other people's items.
  - Do not shake dirty laundry.
  - Clean and disinfect clothes hampers according to guidance above for surfaces.
  - Remove gloves, and wash hands right away.

## Proper Procedures when Cleaning and Disinfecting

- Regular cleaning staff can clean and disinfect community spaces.
  - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- Wear disposable gloves and masks for all tasks in the cleaning process, including handling trash.
  - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for 20 seconds when cleaning.
  - Always wash immediately after removing gloves and when cleaning areas a sick person was in.
  - If soap and water are not available and hands are not visibly dirty, use hand sanitizer as advised.

## Alternative Disinfection Methods

- The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known.
  - EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19.
- CDC does not recommend the use of sanitizing tunnels. There is no evidence that they are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or damage.
- CDC only recommends use of the surface disinfectants identified on List N against the virus that causes COVID-19.

## Cleaning and Disinfecting your Facility if Someone is Sick

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.



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- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, and shared electronic equipment like remote controls.
- Vacuum the space if needed. Use a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.
  - Do NOT vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
  - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once an area has been appropriately disinfected, it can be opened for use.
  - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue regular cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.



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## **Dining Hygiene Plan**

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**We have implemented a Dining Hygiene Plan which includes:**

- No self-serve buffet meals
- Serving meals with disposable utensils, napkins, cups, plates, etc.
- Cleaning and disinfecting tables, chairs, etc. after every use

### **Food Preparation and Meal Service**

- If a cafeteria or group dining room is typically used, serve meals in classrooms instead, if possible. If not, practice social distancing recommendations.
- If meals are typically served family-style, plate each child's meal to serve it so that multiple children are not using the same serving utensils.
- No food is allowed from outside (individual meals for the children) unless there are specific dietary issues.
- Sinks used for food preparation should not be used for any other purposes.
- Staff should ensure children wash hands prior to and immediately after eating.
- Staff should wash their hands before preparing food.
- Facilities should follow all other applicable federal, state, and local regulations and related to safe preparation of food.
- If Directors provide a meal for staff, they are recommended to have the meal individually packed for each staff member.

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## **Program Activity Hygiene Plan**

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Our BGC Program Activity Hygiene Plan Includes:

- Sanitization of all program areas
- Sanitization of equipment before and after use
- Hand washing or hand sanitizing before and after activities
- Avoid scheduling events that require your children to bring items from home (i.e. show and tells).
- Deep cleaning and sanitizing the club prior to the start of a new session.
- If possible, we will have a staff member wholly or partially dedicated to ensuring the health and sanitation procedures are being successfully implemented and followed.



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## Safety Procedures

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### Our Management Plan for Infection Outbreaks, like COVID-19 Includes:

- Formal plans and procedures if a confirmed case is in the club, as well as short term closure procedures.
- Strategize long-term closures, if needed
- Communicating and coordinating with the local health department, local emergency services, and local health care providers, when necessary.

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## Transportation Protocols

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Close seating on vans makes person-to-person transmission of respiratory viruses more likely. If we provide transportation, we will practice prevention measures while in our vehicles.

Field trips away from the club are strongly discouraged, and should be limited or eliminated where feasible. If a field trip occurs, the following Transportation Protocols should be followed:

- **Club kids and staff will wear masks while in the vehicle.**
- Keep windows open to reduce virus transmission.

### Cleaning and Disinfecting Buses/Vans:

- At a minimum, clean and disinfect commonly touched surfaces in the vehicle at the beginning and end of each ride.
- Open the windows after trips and let the buses or vans thoroughly air out.
- Vehicles should be cleaned after each use.
- Handrails can then be disinfected with an EPA-approved safer disinfectant.
- Windows must be kept open to prevent buildup of chemicals that could cause eye and respiratory problems.
- Doors and windows should remain open when cleaning the vehicle.
- When cleaning and disinfecting, individuals should wear disposable gloves.
- For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles...clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application.
- For disinfection of hard, non-porous surfaces, appropriate disinfectants include:
- Diluted household bleach solution or alcohol solutions with at least 70% alcohol.
- For soft or porous surfaces such as fabric seats, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces. After



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cleaning, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.

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### Staff Training

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All staff will be trained on appropriate hygiene (hand and respiratory etiquette), sanitation (cleaning and disinfecting), and safety (social distancing and preventative measures) procedures.

- Ensure that all Unit Directors have taken required health and safety training related to COVID-19 through the Texas A&M Agrilife extension.
  - **The following training is required:**
  - Providing High Quality Experiences during COVID-19 for Emergency Child Care Settings
  - Special Considerations for Infection Control during COVID-19
  - <https://agrillifelearn.tamu.edu/catalog?pagename=child-care-and-covid-19>
- Staff should help the Unit Directors in identifying exposure risks when possible (a.k.a. contact tracing).