




**BOYS & GIRLS CLUBS  
OF MIAMI-DADE**

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 Miami-Dade. We are doing everything possible to keep our Club members, staff and volunteers protected from the COVID-19 virus.

We continue to monitor all updates from the Centers of Disease Control and Prevention (CDC) and Miami Dade health department for updated information. We are advising all staff, families, and youth members to take precautions as recommended by the CDC, and providing additional resources like handwashing guides, and information about how to talk to young people about the spread of COVID-19.

At this time, the Club  is open for summer camp. The clubs are adapting, modifying and creating new avenues for programs and services this summer and beyond, while following additional safety precautions:

- For in-Club services we are strictly adhering to city, county, and state social-distancing expectations for childcare/youth services.
- Stay at least 3 feet (about 1 arms' length) from other people.
- Staff to wear face coverings at all times.
- Frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.
- Requiring staff and members to stay home if they are sick or know they will not pass wellness screening.
- Members will be assigned a designated learning space based on their grade. Designated learning spaces will be where members spend the majority of their time engaging in summer camp activities.
- Youth development professionals will remain solely with one group of children throughout the course of the day.
- If children rotate from one space to another, the room & equipment will be sanitized prior to having another group.
- Enhanced safety and cleaning procedures will be in place for field-trips, including but not limited to limited capacity in bus, the use of face covering, and open windows for ventilation.
- Enhanced cleaning and disinfecting procedures will be in place.

**Please understand that even with reasonable precautions in place, we are unable to guarantee there will not be exposure to COVID-19. We advise that you make any decisions for your family with this in mind.**




We are monitoring this diligently and will continue to operate as long as we are able to provide a safe environment for young people. As always, we place the safety of our youth and staff at the highest level.

**GREAT FUTURES START [HERE.](#)**







## Readiness Guide

### 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 are required to wear face coverings during indoor activities.
- Removal of facial coverings is only allowed for players/youth while in the game. All staff, coaches, referees, spectators, and players/youth (before and after playing) must wear a facial covering.
- All members are asked not to bring in any personal items other than their face covering, lunch/snack, water bottle, or medicines.
  - Club  staff is encouraging that members use individual refillable water bottles.
- Members must attend camp at least **3 times a week** in order to keep membership active.
- Members must be able to participate in program at their designated workspace and follow instructions of Youth Development Professionals and site staff in order to ensure their safety.
- Members shall not change from one group to another. Each group shall be in a separate room. Groups shall not mix with each other.
- If a member brings permitted items, they must be in a small pouch (i.e. lunch box, fanny pack).
- No book bags, large purses, or briefcases are permitted.
- No Uber Eats or other forms of food delivery allowed.
- Members cell phones must be sanitized upon entry into the building.
- The Club  will require all members to follow CDC recommendations for reducing transmission, maintaining healthy business operations, and a healthy work environment
  - Not be within three feet of or make any contact with another person.
  - Not touch their face
  - Cough & sneeze into a tissue or inside of elbow
  - Stay home if they are sick or know they will not pass wellness screening
- Members are asked to only use restrooms dedicated for their use.
- Anyone who uses the restrooms must wash their hands for at least 20 seconds with soap and water prior to exiting the restroom.

- Members who show disregard for Club  policies or exhibit intentional disruptive behavior may be asked to leave the program.

### 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.
- If a child exhibits any symptoms of fever, runny nose, coughing, or shortness of breath, parents are asked to keep them home until they return with a doctor's note stating they can attend the Club . Or stay home for 14 days after first symptoms\*.
- Parents are required to authorize the Club  or its representatives to administer a daily temperature check on their child prior to admission into the program.
- All parents will be required to sign a warning and waiver when they arrive with their child(ren) the first day of attendance.
- Abide by the drop off and pick up schedule by dropping off and picking up campers during their assigned drop off timeframe (see parent drop-off & pick-up procedures). If a scheduling conflict makes this difficult, reach out to camp administration to find a more convenient time.
- Maintain physical distance with other parents/guardians and campers.
- Wear a cloth face covering when exiting the vehicle.
- It is recommended that a designate parent/guardian pick up and drop off campers every day. Individuals who are at higher-risk for severe illness per CDC guidance should not drop off or pickup campers.
- If member exhibit signs of illness or experiences any symptoms, staff will call parent and requests that the member be picked up as soon as possible.
- Allow for campers to wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer containing at least 60% alcohol upon return home.
- Generally, teach and practice good respiratory hygiene/cough etiquette within the household.

### Parent Drop-Off Procedure

- Drop-off time will be between **8:00 – 10:00 AM**. If dropping off after the allocated time, you must contact the club and a staff member will meet you at the drop-off.
- Minimize the amount of time used for saying goodbye to campers to allow for the continual flow of traffic.
- Say goodbye close to or inside your vehicle.
- Parents must wait for member wellness screening clearance. Once a member passes the verbal screening, the child may exit their vehicle for the temperature check.
- Drop-off location varies per Club .
- Children will be picked up in the same area they were dropped off

### Hank Kline Drop-Off: Drop off of Walk Up

Car Drop Off:



Cars should drive into the gate, drive to the back of the parking lot, turn at the roundabout; temperature check will be given in the car and parent drops off their child in front of the gym door.

Walk Up Drop Off:

Parents who do not have transportation will be required to walk their child(ren) to the side of the building in front of the gym door. Temperature check will be given before entering the building. A mask must be worn at all times.

**South Beach Drop-Off: Drive up/Walk Up**

Car Drop Off:

Cars should drive in front of the building; temperature check will be given in the car and parent drops off their child in front of the main entrance door.

Walk Up Drop Off:

Parents who do not have transportation will be required to walk their child(ren) through the ADA ramp in front of the building. Temperature check will be given before entering the building. A mask must be worn at all times.

**Kendall Drop-Off: Drive Up Only**

Car Drop Off:

Cars should drive in the parking lot and up to the ramp leading to the front door. Temperature check will be given in the car and parent drops off their child in front of the main entrance door.

**Northwest Drop-Off:**

Car Drop Off:

Cars should drive in through the parking lot, turn at the roundabout and stop at the designated area. Temperature check will be given in the car and parent drops off their child in front of the gym door.

Walk Up Drop Off:

Parents who do not have transportation will be required to walk their child(ren) to sidewalk leading to the gym door. Temperature check will be given before entering the building. A mask must be worn at all times.

**Member Wellness Screening – Performed by Staff**

Before members arrive, support staff should position themselves at drop-off, ready to administer temperature checks upon member arrival.

**1. Temperature Check**

Support staff should wear gloves and take forehead temperature of member twice.

If lower than 100.4 F – Member may enter building and proceed to hand washing station.

If 100.4 F or higher - Temperature will be retaken after 15 minutes. If 100.4 F or higher again, member must be sent home until fever-free without fever reducing medication for at least 14 days

### Parent Pick-Up Procedures

- Pick-up time will be between **4:00 – 6:00 PM**. If picking up before the allocated time, you must contact the club and a staff member will meet you at the pick-up location.
- Parents drive up to car line (see drop-off instructions)
- Table is set up for staff w/sign-out rosters & radios.
- Pick up pass- Pass to be placed on dashboard with BGCMA logo and membership number.
- Person picking up must show identification (Government issued ID) through glass.
- Students are called via radios to meet parents on designated area
- Staff to note that member has been picked up by documenting information provided on ID and departure time

## Additional Resources

### Hygiene

#### 1. When to Wash or Disinfect Hands:

- a) Upon entry into building
- b) After using the restroom
- c) Before/After eating
- d) After Outdoor Play
- e) Before/After any health assessment or screening of any staff or member
- f) After being in contact with someone who may have been sick
- g) After touching frequently touched surface (railings, doorknobs, counters, etc.)
- h) After using common items, such as sports equipment, computer keyboards and mice, craft supplies, etc.
- i) After coughing, sneezing, or blowing your nose



#### How to Wash Hands

- a) Wet your hands with clean, running water. Turn off the tap and apply soap.
- b) Lather your hands by running them together with the soap. Make sure to lather the back of your hands, between your fingers, and under your nails.
- c) Scrub your hands for at least 20 seconds (about the time it takes to sing the “Happy Birthday” song twice.)
- d) Rinse your hands well under clean, running water.

- e) Dry your hands using a clean towel or an air dryer. You may use paper towels to turn off the faucet and/or open doors of the bathrooms.

### **How to Use Alcohol-Based Hand Sanitizer**

Hand sanitizers should contain greater than 60% ethanol or greater than 70% isopropanol. Hand sanitizers are not a substitute for handwashing for kitchen and dining staff.

- a) Apply the product to the palm of one hand.
- b) Rub your hands together. Make sure the product contacts the back of your hands, palms, between your fingers, and fingertips.
- c) Continue to rub your hands together until your hands are dry (about 20 seconds)

### **Handwashing Misconceptions**

- a) Water temperature is not important. Clean cold and warm water work equally well.
- b) Antibacterial soap is not more effective than regular soap.
- c) Bar soap and liquid soap are equally effective.
- d) Soap and water are more effective than alcohol-based hand sanitizer if hands are visibly dirty or greasy.
- e) If water is available but soap and hand sanitizer are not, rubbing your hands together under water and drying them off with a clean towel or letting them air dry can remove some germs. Only use this method as a last resort.

