

**WHAT WE'RE DOING TO
KEEP OUR MEMBERS
HEALTHY AND OUR CLUB
CLEAN & SAFE !**

**DAILY HEALTH STATUS
SCREENINGS**

WEARING MASKS

WASHING OUR HANDS OFTEN

**SANITIZING &
DISINFECTING**

PHYSICAL DISTANCING

SMALL GROUP SIZES

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**BOYS & GIRLS CLUB
OF LAGUNA BEACH**

Laguna Canyon | Bluebird | Lang

**COVID-19 READY
FALL 2020
DISTANCE LEARNING
CLUB SERVICES GUIDE**

***Subject to Change**

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Dear Boys & Girls Club Families:

On behalf of our whole organization, from our frontline Youth Development Professionals to our volunteer Board of Directors, **we are so grateful to open our doors and serve young people in person once more!** Since the pandemic hit, we have remained 100% committed to doing **whatever it takes** to stay connected to and positively impact our Club members.

The power of our Boys & Girls Club's purpose grows stronger each day, as does the need for it. Upon closing our doors in March, we quickly pivoted to "opening" our live, interactive **Virtual Clubhouse** for kids. **It was a gift to be able to stay connected with our Club members.** Even though these programs are virtual, the relationship we have with each of our members is very real. **Our Virtual Clubhouse will now be a permanent part of our enrichment opportunities for young people.**

Since the initial stay at home order, our BGC Team has been working diligently to ensure the health and safety of those we serve. As we begin in-person programs and welcome back our Club Members, we are aware it will look a little different. **Adhering to OC Health Care Agency, State, and CDC guidelines, we have new policies and protocols in place to protect the families we serve, as well as our team members.** Your patience and understanding are greatly appreciated as we all get used to a new way of being together. Unfortunately, the number of youths we serve will be reduced and is projected to have higher costs due to COVID-19 guidelines, which include physical distancing, smaller separate "pods" with higher staff to child ratios, PPE, and regular, sanitation protocols, etc. We are also aware that as we move forward and more is learned about the virus, guidelines may need to be periodically revised. Please make sure your contact information that we have on file is correct. so you can be apprised as changes are made.

Even so, the core of our work remains the same: to promote the healthy physical, emotional, social, and intellectual development of young people to give them an edge in life. Another thing that will remain the same is our great team of caring, trained BGC professionals who are mentoring your children. We are continually training, assessing, and educating our team members to be intentional in how we work with our young people. Using innovative and evidence-based approaches, the youth we serve will develop the skills and attributes that will help them thrive. We know that however our new way of working with kids looks, **it will keep them safe, strengthen their resiliency, and be FUN.**

Thank you for entrusting your children in our care. Our young people are our most precious resource and we are here to support them becoming the leaders to a better future for us all!

Please take care of yourselves and each other.

Pamela Estes, CEO
Boys & Girls Club of Laguna Beach



BOYS & GIRLS CLUB
OF LAGUNA BEACH

Fall Program Start

August 24th, 2020

1:10 Staff/Member Ratio				
Laguna Beach Sites	Program Spaces	COVID-19 Capacity	# Of Staff	Supervisory Staff
Canyon Branch Branch Director: Hans Laroche hans@bgclaguna.org 11085 Laguna Canyon Road, L.B. 92651	5	55	12	3
Bluebird Branch Branch Director: Stephen Tinen stephent@bgclaguna.org 1470 Temple Terrace, L.B. 92651	5	24	5	2
Teen Center @ Lang Park Site Director: Ricki Delatorre rickid@bgclaguna.org 21540 Westley Dr, L.B. 92651	2	20	3	1

Registration / Check-in & Check-out

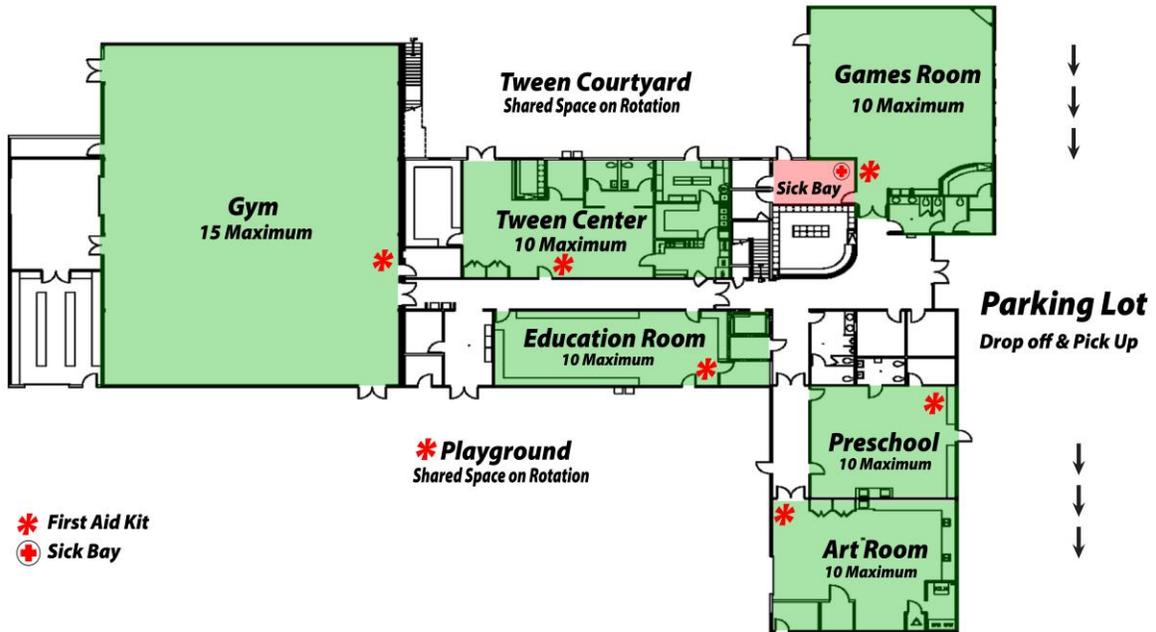


In order to limit direct contact as much as possible, registration and payments for fall programs will be on our Parent Portal - no on-site registration is offered until further notice. Our Member Services team will review eligibility and confirm enrollment with parents/guardians. Parents and guardians are encouraged to watch a recorded virtual orientation on the Club’s web site to review expectations and safety protocols. Our Club is operating at limited capacity for fall. If

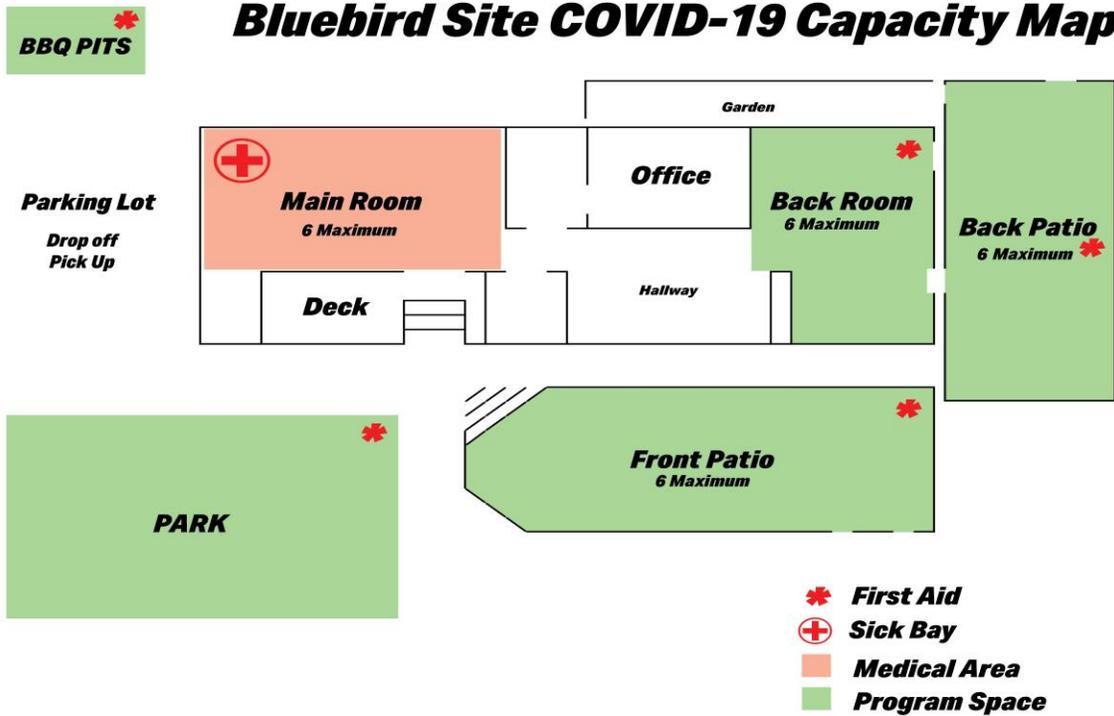
registration fills up, members will be placed on a waitlist and parents will be contacted as soon as space becomes available for the chosen site. Club operations and program delivery is subject to change given the fluid nature of COVID-19 and continually evolving guidelines for schools at the federal, state and local levels. The Club has restricted entry to staff and members only. Check-in and checkout will take place curbside. Parents and guardians will be instructed to wait in their car at drop off and call the front desk prior to arrival for pick up. Ideally, the same parent/guardian or designated person should drop off and pick up members every day. EMS, Fire, or other care personnel will only be permitted to attend to a member’s specific medical needs. Police, repair technicians, visitors and delivery drivers will be permitted to enter our sites accordingly.

As part of The Club’s COVID-19 revised attendance and registration, parents/guardians are required to complete a daily Health Screening Questionnaire. Assumption of Risk and Waiver of Liability E-Signatures relating to Coronavirus/COVID-19 will be required from parents/guardians for youth to attend the Club. Waivers with e-signatures will be on the Club Parent Portal.

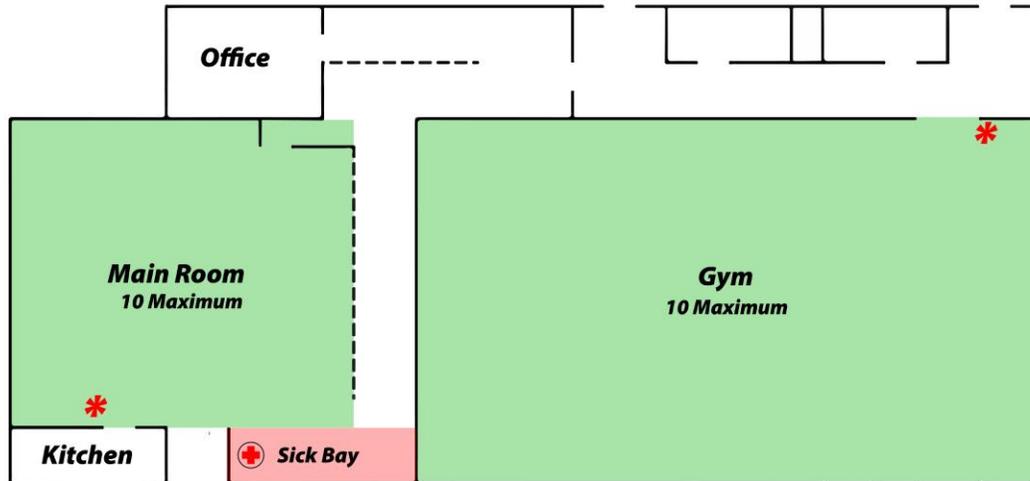
Canyon Site COVID-19 Capacity Map



Bluebird Site COVID-19 Capacity Map

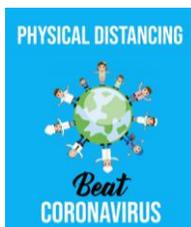


Lang Site COVID-19 Capacity Map



* First Aid Kit
+ Sick Bay

The Club Climate



Staff and members are facing the challenge of balancing safety and fun. We realize that attending the Club may be the first social interaction members may have since the safer at home order due to COVID-19. If members ask for information about the current situation, staff will provide facts about what is being done with age appropriate language. Rumors and gossip will be swiftly addressed and discriminatory behavior and remarks that may occur will not be tolerated.

During operations, both staff and members will practice physical distancing at a minimum of 6 feet from another individual as much as possible. Physical contact such as hugging, shaking hands, high fives, etc. will be redirected to air hugs, air high fives, and other physically distant forms of engagement.

We will be practicing fun safely by playing physically distanced games and singing "Happy Birthday" when washing our hands. Members will participate in activities such as running and jumping and will spend time outdoors.

During this period of uncertainty and change, we will do our best to make our kids and teens feel safe, loved and protected. We will listen to how they feel, validate their feelings including worries, fears, disappointments, and frustrations and acknowledge how hard it must be for them not to have normal interactions with peers.



COVID-19 CLUB SAFETY PLAN

Daily Health Screening / Drop off, Pick up Protocols



The BGCLB requires staff and children who are sick or who have recently had close contact with a person with COVID-19 to remain at home to [prevent the spread](#). Discrimination against children who, or whose families, were or are diagnosed with COVID-19 is not tolerated and will be prevented.

Member Drop Off

To provide optimum services, members must be dropped off at their designated times (See program pages for drop off & pick up times)

Health screenings and other procedures for staff and children entering the facility are as follows:

- Curb-side visual health checks for all members will be conducted in the safety of your vehicle using a no-touch thermometer to gauge temperatures.
 - If the club member has a temperature of 100 or over, they will not be allowed to enter the Club.
- Parents must answer the following member's questionnaire and if any are a "yes", the member will not be permitted to attend:
 - Do you live with anyone, or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 - Have you been in contact with anyone who is presently sick?
 - Do you or anyone in your household have a fever, cough and/or shortness of breath?
 - Do you or anyone in your household have chills, new loss of taste or smell, vomiting and/or diarrhea?
 - Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
 - Have you traveled out of state in the last two weeks?
 - Have you traveled internationally for the last two weeks?
 - Has your child received medications such as Tylenol or Motrin to reduce a fever in the last 5 days?
 - Has anyone in your home had [COVID-19 symptoms](#) or a positive test in the last month?
 - Does your child have a history of allergies related to hand sanitizer or cleaning products?

Member Pick Up

If you would like to pick up before the designated time parents must call the Front Desk prior to arrival at the Club. Parents will sign any such slips, injury reports or needed paperwork curbside with their own pen. A staff member will retrieve members from the program space, along with their personal items and escort them to the car.



Face Coverings / Healthy Hygiene Practices



[Face coverings](#) are required for all persons over the age of 2. The Club will provide two tubular face coverings with registration. Children, youth, and staff will be frequently reminded not to touch their face covering and to wash their hands. Information on proper use, removal and washing of cloth face coverings will be provided to staff during trainings and to families during parent orientation.

The BGCLB will reinforce:

- [Washing hands](#), avoiding contact with one's eyes, nose and mouth.
- Teaching children and youth and remind staff to use tissue to wipe their nose and to [cough/sneeze inside a tissue or elbow](#).
- Children, youth and staff to wash hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Youth and staff to wash their hands for 20 seconds with soap, rubbing to completely cover hands, and use paper towels to dry hands thoroughly.
- Staff to model and practice handwashing. For example, for younger children, use bathroom time as an opportunity to instill healthy habits and monitor proper handwashing.
- [Hand sanitizer will be used for children, youth, and staff when handwashing is not practicable](#). Sanitizer must be rubbed into hands until completely dry.
- Note: frequent handwashing is more effective than the use of hand sanitizers.
 - Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children and youth. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
 - Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed; 1-800-222-1222.

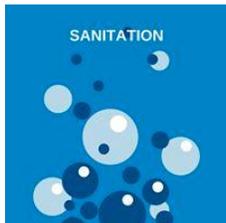
BGCLB will develop routines enabling children, youth, and staff to frequently wash hands at staggered intervals.

BGCLB will teach and reinforce proper use of cloth face coverings for children, youth, and staff.

Members will receive Safety Briefings before programs begin to reinforce the importance of physical distancing and maintaining good hygiene. Staff will receive training around fostering a safe, clean, and positive environment and are required to regularly go over expectations and institute best practices for behavior management in the event an issue arises.



Sanitation



In compliance with [CDC guidelines](#), the Club's cleaning procedures focus on frequently touched areas and surfaces such as tabletops, chairs, light switches, door handles, toilets, and bathroom fixtures. Our Club has stored away equipment that cannot be easily cleaned and sanitized. Playground structures are off limits until further notice. The use of shared supplies will be limited. Members may be issued individual activity kits to use throughout the week. If supplies or equipment need to be shared, staff will sanitize and disinfect after each use. Staff will routinely disinfect and sanitize program spaces throughout the day. An enhanced cleaning/sanitizing of each program space will be done at the end of the day after members go home, and in the evening by the cleaning crew.

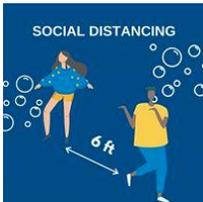
Intensive Cleaning, Disinfection, and Ventilation

The BGCLB will choose cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) – approved list "N" and follow product instructions. BGCLB enhanced safety and cleaning protocols includes:

- Using disinfectants labeled to be effective against emerging viral pathogens and following label directions for appropriate dilution rates and contact times. Staff will be provided training on manufacturer's directions and on Cal/OSHA requirements for safe use.
- Dedicating a Clean Team custodial staff with the responsibility of cleaning and disinfecting throughout the day.
- Implementing a posted cleaning and disinfecting schedule in order to avoid both under- and over-use of products.
- Equipping our Club sites with adequate protective equipment including gloves, face shields, facial coverings, booties, and other appropriate items as required.
- Keeping all cleaning products out of children's reach and stored in a space with restricted access.
- Ensuring proper ventilation during program time when cleaning and disinfecting and providing fresh outdoor air as much as possible. For example, by opening windows/doors to air out program spaces before youth arrive and throughout the day.



Physical Distancing



Members will be assigned to a specific “Pod” to reduce risk of potential exposure and promote [physical distancing](#). Staff and members will remain in the same group/Pod throughout the week to minimize risks. Pods will not physically interact with one another. Pods will be staffed at a 1:10 staff to member ratio and allow adequate space for all persons to be six feet apart. Pre-planned games and activities will limit unnecessary contact between members. Each Pod has a designated outside exploration time each morning and afternoon. Transportation services and field trips will be postponed until further notice.

Safe Learning Space

- Members shall not move from one Pod to another.
- If members rotate from one space to another, the room & equipment will be sanitized prior to use by another group/Pod.
- Workstations, tables, and benches are positioned to accommodate six feet of separation between each person.
- Only items that can be sanitized/cleaned daily are authorized to be used as part of program (wood, plastic, metal, etc.). Items that cannot be washed or sanitized daily at the facility are prohibited (sofas, rugs, stuffed animals, plush toys, etc.)

Medical Supplies / PPE / Hygiene Supplies

The BGCLB will stock a 60-day supply to ensure safety and support healthy hygiene practices. Our supply list includes:

- Touchless thermometers
- Alcohol wipes for thermometers
- Exam gloves
- Non-contact soap and sanitizer dispensers
- Outdoor hand washing stations
- Hand Sanitizer with at least 60 percent ethyl alcohol
- Spray bottles with disinfecting solution in every program space
- Face masks
- Face Shields
- Aprons
- Band-Aids
- Paper Towels
- Toilet Paper and Tissue paper
- Toilet Seat Covers
- Brooms / Dust Pans / Mops
- COVID-19 ready trash cans
- Disposable gowns and shoe coverings

Social-Emotional Support & Learning



We realize that the COVID-19 pandemic can have lasting effects on young people's mental health. Even though most youth are resilient in the face of even severe stress or trauma, there are some who may experience lasting adverse mental health effects. Our staff is here to help with supporting children's resilience in the face of stressful circumstances by ensuring their physical safety and providing emotional support. Our Achievement & Wellness Director is available to coach members and staff to help them learn how to express and understand their emotions. Interventions include engaging in positive activities, using relaxation strategies like deep breathing, talking with a parent or friend, coloring, drawing, or writing, as well as accessing social support to solve problems. As youth adjust to new Club rules, they may experience a variety of emotions, this is normal and expected. It is important to remind your child(ren) that the current situation will eventually improve, and we will all adapt.

The Club will also leverage the expertise of mental health professionals to provide counseling, workshops, wellness content to our staff, Club members, and families, and to train our team to respond appropriately to any indication of emotional stress.

Staff Expectations

The Club requires staff to follow CDC recommendations for reducing transmission, maintaining healthy Club operations, and a clean work environment. Staff are trained on how to recognize symptoms in individuals and instructed to stay home if they have them in order to [limit the spread of COVID-19](#).

1. Staff has undergone extensive training on enhanced safety protocols.
 - Staff understands the procedures BGCLB put in place for physical distancing and will facilitate programs and activities accordingly.
 - Staff is expected to remain calm and model expectations.
2. Staff must wear facial coverings in program spaces including on playgrounds and at the park.
3. Staff is encouraged to avoid stops on their way to work in order to limit exposure.
4. Staff will receive a health screening performed by a trained staff member at arrival and have their temperature taken before and after their shift.
5. Staff will avoid going in and out of the Club once the health screening has been performed.
 - Consider bringing a disposable brown bag lunch and extra snacks and water.
6. Staff must wash their hands:
 - Upon entry into the Club (hand sanitizer will be used).
 - After using the restroom.
 - Before/After eating.
 - After outdoor activities.
 - After sneezing or coughing or assisting a member with any activity where bodily fluid is present.
 - Before/After any health assessment or screening of any member.
7. Staff will not be within six feet of another person unless necessary.
8. Staff will not make any contact with another person unless necessary.
9. Staff will be monitored by supervisors throughout the day for signs of illness.
10. Staff is expected to model proper coughing & sneezing etiquette.
11. [Staff MUST stay home if sick](#) or know they will not pass wellness screening.
12. Staff will follow CDC guidelines for [return to work](#) if confirmed or likelihood of having COVID-19.



Exposure to COVID-19 Response Plan

BGCLB will monitor staff and children throughout the day for signs of illness and send home children or staff with a fever of 100 degrees or higher, a cough or other COVID-19 or flu symptoms.

BGCLB has designated a Sick Bay (isolated space) at each site to separate anyone who is ill or exhibits [symptoms of COVID-19](#). Any child or staff member exhibiting symptoms will immediately be escorted to an isolated space or sick bay to be cared for and to wait until they can be picked up and transported home or to a healthcare facility as soon as practicable. If necessary, Branch Directors will arrange for safe transportation home or to a healthcare facility when an individual is exhibiting the symptoms below.

Symptoms include, but are not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Congestion or runny nose
- Fatigue
- Muscle pain
- Vomiting
- Headache
- New loss of taste or smell

If our Club has been made aware that someone has been exposed or has become sick with COVID-19, notification of the exposure to individuals who may have had contact with the sick person will be swiftly initiated. This will include parents, staff, volunteers, and local health officials. The Club communication plan may include messages to counter potential rumors, stigma, and discrimination. Based on guidance from the Orange County Health Care Agency, our Club may need to implement short-term closure procedures if an infected person has been inside one of our sites. CDC recommends the following procedures regardless of the level of community spread:

- **Coordinate with local health officials.** These officials will help Club administrators determine a course of action for the site affected by the exposure.
- **Dismiss exposed members and staff for 2-5 days.** This allows local health officials to help the Club determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
- **Discourage staff, members, and their families from gathering or socializing anywhere.** This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, the beach, or the local shopping mall.
- **Clean and disinfect thoroughly.** Close off areas used by the individual affected by COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
- **Open outside doors and windows** to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection. Cleaning staff should clean and disinfect all affected areas.



Staff Dress Code

Staff must wear their Boys & Girls Club long sleeve shirts. If outerwear is needed, grey hooded sweatshirt may be worn, otherwise jackets may not be worn over shirts. For safety, hair that touches the nape must be pulled up into a high ponytail or placed in a bun or braided bun. Closed toed shoes must be worn at all times. Name badges must be displayed on upper right chest during shifts. Staff are asked to arrive to program with newly washed clothes every day.

Parents and Caregiver 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 symptom 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.

Once registered, parents are encouraged to discuss with their child(ren) the importance of compliance with our Club's revised safety protocols.

The BGCLB is committed to providing its Club members with the very best social, emotional, educational, and fun experience possible and to ensuring the safety and the overall well-being of all Club members, parents, staff, and volunteers. To achieve this goal, the support of parents/guardians and a strong and positive relationship with the Club is imperative. Therefore, all parents/guardians are expected to conduct themselves in a responsible manner consistent with the values of integrity, open communication, and mutual respect. Parents/guardians shall always model positive and responsible behavior and communicate in an ethical manner. In doing so, they not only show their children how to appropriately express and address issues and concerns, but they ensure that there is no disruption to the Club program process. If a parent/guardian displays inappropriate action on the premises of the BGCLB which disrupts Club program process, it will compel administrative action. This may lead to the withdrawal of their child(ren) from the BGCLB. In an instance in which membership is terminated for violation of Club policies, no refunds will be issued.



Member Expectations

Participating members are expected to follow Club policies surrounding behavior, hygiene, health practices, and physical distancing. Failure of any member to comply with these expectations may result in implementation of the BGCLB disciplinary policy.

1. Wash Hands:
 - a. Upon entry into the Club (Hand sanitizer will be used)
 - b. After using the restroom
 - c. Before/After eating
 - d. After Outdoor Play
 - e. Before/After any health assessment or screening by staff.
2. Not to be within six feet of or make any contact with another person as much as possible.
3. Not to touch their face.
4. Cough & sneeze into a tissue or inside of elbow.
5. Member must arrive pre-sun screened.
6. Stay home if they are sick or know they will not pass wellness screening

Members' Personal Items

PERSONAL ITEMS MAY NOT BE SHARED. The Club will not be responsible for lost, stolen or broken items.

- Refillable water bottle (mandatory)
- School backpack with Chrome Book / Laptop with charger and headphones (label all items)
- Classroom supplies for distance learning
- Nut-free lunch (consider a disposable brown bag or zip lock bag instead of a lunch box). Refrigeration and microwave appliances will not be available for member usage. Please plan accordingly.
- **The Club will not be providing snacks or drinks for purchase. Water bottles will be provided if a member runs out of water for the day. At this time, we will not accept parents dropping lunches or delivery orders at the Club until further notice.**
- Closed toed shoes (Mandatory)
- Face coverings (Mandatory)
- Sunscreen
- Personal hand sanitizer if over the age of 9 (recommended)
- Skateboard, scooter or rollerblades for Skate Days (*Canyon Branch members ONLY)
***Podsters on Wheels** must have the following items in a dedicated bag labeled with first and last name.
 - Helmets are mandatory and pads are recommended.
- The Club cannot loan out helmets for the safety of our members.
- Members who bring their own *wheels*, but no helmet will have to miss out on participating.



**BOYS & GIRLS CLUB
OF LAGUNA BEACH**

FALL PROGRAMS (K-8th)

Canyon Branch (K-8th), Bluebird Branch (K-5th)

Boys & Girls Club of Laguna Beach is thrilled to provide families with in-person distance learning support and afternoon enrichment programs. Our dedicated Youth Development Professionals will facilitate Club Members' distance learning and participation in their online classrooms and planned curriculum using their personal Chromebooks or laptops as outlined by their school.

Members will have a supervised lunch break and once daily distance learning concludes; afternoon enrichment programs begin! Members can play games, stay active, and receive homework assistance, all while connecting and having fun with friends in the safety of their Pods (small groups/cohorts). Pods will contain no more than 10 members. The Club is here for families who need a safe, fun, and engaging environment where their children can learn, grow and create meaningful relationships during these difficult times.

Full-Day Distance Learning Assistance and Enrichment Programs

Beginning of school day: Distance learning assistance in individual pods.

End of school day - pick-up time: Club enrichment programming: Activities, games, sports, homework help and **FUN!**

CANYON FALL PROGRAM (K-8th)

Time

7:30 am - 4:30 pm

7:30 am - 7:50 am: Drop Off (CAPO, Saddleback)

8:00 am – 8:20 am: Drop Off (LBUSD)

4:00 pm - 4:30 pm: Pick Up

Program Cost:

\$695/Month*

\$100/Year registration fee

*Financial assistance available for qualifying families

BLUEBIRD FALL PROGRAM (K-5th)

Times

8:00 am – 4:00 pm

8:00 am - 8:30 am: Drop Off

3:30 pm – 4:00 pm: Pick Up

Program Cost:

\$695/Month

\$100/Year registration fee



TEEN CENTER @ LANG PARK
FALL AFTER-SCHOOL (7th - 12th Grade)

Join the **BRAND-NEW** Teen Center @ Lang Park for homework help, leadership and community service opportunities, and exploring future careers. Teens can spend their after-school time with their friends and our dedicated staff playing sports, staying active, mastering the arts, and socializing.

20-member capacity

Time

3:30 pm – 6:30 pm

Program Cost

\$195/Month*

*Financial aid available for qualifying families

Check in

The check in process for teens will take place at the Lang Site front door. A daily wellness screening and temperature check will be required for every member to enter.

Operations

During operations, both staff and members will practice physical distancing at a minimum of 6ft from another individual. No physical contact such as hugging, shaking hands, high fives, lap sitting, hair braiding, etc. will be allowed between members. Youth and staff are encouraged to do air hugs/high fives and other physical distant forms of engagement. Group activities and indoor capacity are limited to no more than 10 individuals, and each program space will be staffed accordingly. Even though Lang park is a public park, every effort will be made to ensure that youth and staff have little to no interaction with the public.

Check out

After parents / guardians have notified staff/ member of their arrival and physical presence at the parking lot, the member will be escorted by a staff to the parking lot and follow check out procedures. Members must be picked up by the parent or guardian and cannot walk or take other forms of transportation home (bike, skateboard, Uber, Lyft, carpool, public transportation, etc.).



BOYS & GIRLS CLUB
OF LAGUNA BEACH

FALL VIRTUAL PROGRAMS

Boys & Girls Club of Laguna Beach offers a dynamic way of participating in Club programs, interacting with Staff, and connecting with friends all while learning, playing, and having fun! All sessions are hosted securely and privately on Zoom. Members must be signed into their school district email through Google to participate. Register for our free "Virtual Programming Membership" by going to www.bgclagunabeach.org and receive your Zoom links for the following sessions.

Time

Monday - Friday: 3:00pm - 4:00pm

Mondays: Art 4 the Heart

Social and Emotional Wellness through fun and engaging art activities.

Tuesdays: Let's Play!

Stay fit and healthy with your virtual leader!

Wednesdays: Cookin' with Kids

Learn healthy habits and valuable life skills through hands on culinary activities.

Thursdays: Art Masters

Practice the styles and techniques of art masters like Monet and Picasso!

Friday: The Hangout

Socialize, play games, or "Hangout" with friends and Club Staff to wrap up your week.



ACKNOWLEDGEMENTS

The Boys & Girls Club of Laguna Beach instills **SAFETY FIRST** with all that we do for our youth, staff, volunteers, and community. It is with heartfelt **THANKS** that we recognize the individuals and organizations below who provided guidance, ideas, resources, and recommendations that helped inform and shape this COVID-19 CLUB READY Guidebook. We are so **READY** to offer fun and meaningful in-person services again with confidence!

THANK YOU AGAIN... YOU ARE ALL GREATLY APPRECIATED!

Formal Safety Committee Team: Eric Bostwick, Committee Chair & Board Member; Linda Saville, Board President; Dean Dunlap, Dunlap Insurance & Volunteer; Pam Estes, CEO; Addie McHale, COO; Rocio Chavez, Risk Management Director; Ricki Delatorre, Teen & Safety Director; Hans Laroche, Sr. Branch Director; Stephen Tinen, Bluebird Branch Director; Jonathan Navarrete, Preschool Director; and Lasslie Martinez, Achievement & Wellness Director; Danny Panduro, Program Development Director

Safety Team Contributors: Abby Ryan, Resource Development Associate; Alan Chan, Activity Leader; Amit Aharoni, Activity Leader; Alex Ferreiras, Activity Leader; Beny Cruz, Member Services; Caleb Hudson, Arts Expressions Coordinator; Chris Holmes, Teen Arts Expressions Director; Chris Switzer, CFO; David Armendariz, CRO; E.J. Gomez, Sports & Recreation Coordinator; Erik Vasquez, Sports & Recreation Director; Faye Branscombe, IMPACT Director; Jack Simon, Activity Leader; Jennifer Costales, Community Engagement Director; Kamisha Johnson, El Toro Park Coordinator; Kelsi Briggs, Girls Sports & Recreation Coordinator; Krissy Hauer, Clean Team Leader; Linnea Newquist, Member Services Administrative Assistant; Mar Stash, Elementary Art Expressions Director; Marlen Montoya, Preschool Teacher; Martha Contreras, Preschool Teacher; Miguel Contreras, Bluebird Branch Coordinator; Michelle Fortezzo, CDO; Gabriela Garcia, Activity Leader; Rosie Chavez, Activity Leader, Savannah Johnson, Activity Leader; Shoshana Pritchard, Activity Leader; Terry-Anne Barman, Grant Administrator; Tori Jones, Kindergarten Coordinator; Yaretsi Mendoza, STEM Activity Leader; Zac Brewer, Education Coordinator; Edgar Rabadan, Activity Leader and Joshua Bachrach, Activity Leader.

Organizations: Boys & Girls Club of America, Boys & Girls Club of BREA-Placentia-Yorba Linda, Boys & Girls Clubs of Huntington Valley, and Boys & Girls Clubs of Central Orange Coast. CA Department of Social Services, Centers for Disease Control & Prevention, CA Department of Public Health, and California Occupational Safety and Health Administration.



FOR PARENTS/GUARDIANS

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and has significant person-to-person spread. As a result, federal, state, and local governments and federal and state health agencies have recommended social distancing measures and have, in many locations, required ongoing prohibitions on the congregation of groups of people of various sizes.

Boys & Girls Clubs of LAGUNA BEACH (“Club”) has put in place preventative measures to reduce the spread of COVID-19. These include, but are not limited to physical distancing, wellness monitoring, increased sterilization and sanitation, required handwashing, and mask wearing. However, the Club **cannot guarantee** that you or members of your household will not become infected with COVID-19. Further, attending the Club **could increase** your risk and members of your household’s risk of contracting COVID-19.

.....

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that any household members living with the member who is participating in any and all Club programs, may be exposed to, or infected by, COVID-19 by attending the Club and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to, or infected by, COVID-19 at the Club may result from the actions, omissions, or negligence of myself and others, including, but not limited to: Club employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to the members of my household (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that members of my household may experience or incur in connection with my child(ren)’s attendance at the Club or participation in Club programming (“Claims”). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the Club, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Club; it’s employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Club program.

Signature of Parent/ Legal Guardian

Date

Name of Parent/ Legal Guardian

Name of Club Participant(s)



**BOYS & GIRLS CLUB
OF LAGUNA BEACH**

How to use a Face Covering?

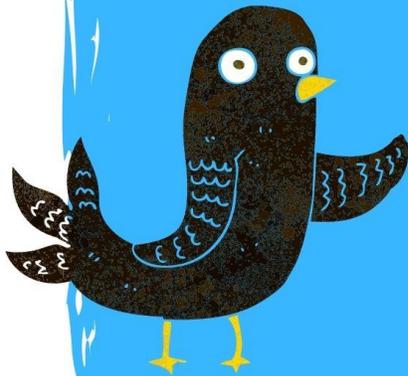


Before Putting on a Face Covering:

Clean hands with alcohol-based hand rub or soap and water.

While Wearing Face Covering:

1. **Cover your mouth and nose.** Make sure there are no gaps between your face and the face covering.
2. **Avoid touching the face covering.** If you do, clean your hands with alcohol-based hand rub or soap and water.
3. Replace the face covering with a new one as soon as it is damp. **Do not re-use single-use face coverings.**



To dispose of Face Covering:

1. Remove the mask from behind using the strings. **Do not touch the front of face covering.**
2. Discard the face covering **immediately** in a closed bin.
3. **Clean hands** with alcohol-based hand rub or soap and water.



BOYS & GIRLS CLUB
OF LAGUNA BEACH

Protecting yourself & others



Know how it spreads

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced 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.



Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
 1. Before eating
 2. After using the restroom
 3. After leaving a public place
 4. After blowing your nose, coughing, or sneezing
 5. After handling your cloth face covering
- If soap and water are not readily available, use a hand sanitizer. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.



Avoid close contact

- Stay at least 6 feet (about 2 arms' length) from other people.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick

Cover your mouth & nose with a cloth face cover when around others

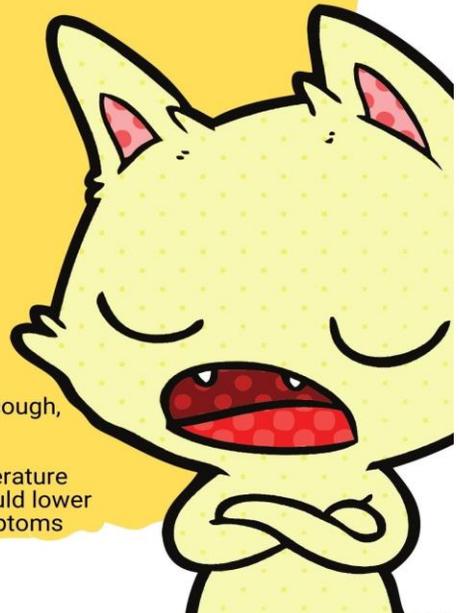
- The cloth face cover is meant to protect yourself and others around you.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

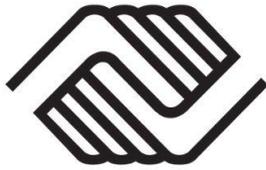
Clean & Disinfect Frequently

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

Monitor Your Health Daily

- Monitor Your Health Daily Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
- 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. Follow CDC guidance if symptoms develop.





Prevent the Spread if sick

Self-quarantine is recommended for individuals who have been directly exposed to the new Coronavirus or have history of travel in infected or heavily populated areas.

Stay at home.

Limit all your non-essential travels.

Unless you're going out for food, medicines or other essentials.



Wash your hands.

Practice good hand hygiene by washing your hands with soap and water or using alcohol or hand sanitizer.



Check your temperature.

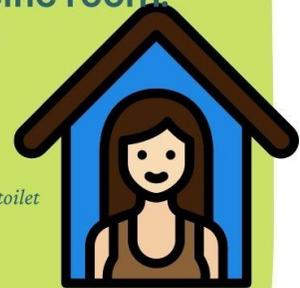
Check your temperature at least two times a day.



Stay in a specific room.

If you're sick or suspect yourself to be sick, it's best to stay in a designated room or area away from others.

If possible, have a designated toilet and bathroom as well.



Watch for other symptoms.

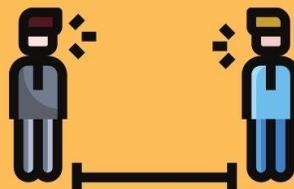
Aside from fever, Covid-19 symptoms include cough, difficulty breathing, and fatigue.

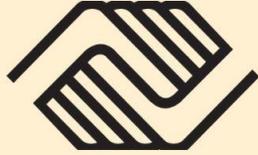
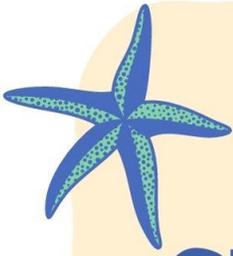
Call your doctor or hospital before visiting.

If you need to seek medical attention whether for viral symptoms or other medical care reasons, contact your doctor or hospital ahead of time so they can prepare and take precautions for your arrival.

Practice social distancing.

If you need to go out, maintain at least 2 meters (6 feet) distance from others.

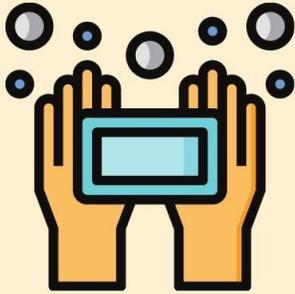




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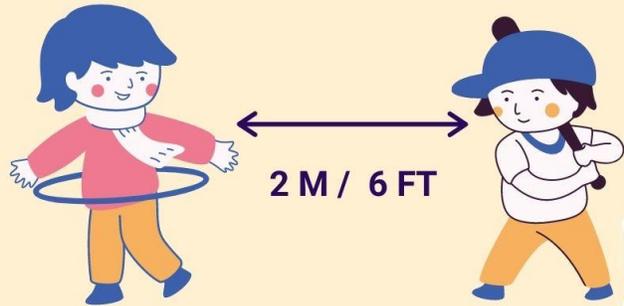


STOP THE SPREAD



WASH YOUR HANDS FREQUENTLY

Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.



MAINTAIN PHYSICAL DISTANCING

Maintain at least 2 meters (6 feet) distance between yourself and anyone who is coughing or sneezing.



AVOID TOUCHING EYES, NOSE AND MOUTH

Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.



IF YOU HAVE A FEVER, COUGH AND DIFFICULTY BREATHING, SEEK MEDICAL CARE EARLY

Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance.