



**BOYS & GIRLS CLUB  
OF BURLINGTON**

**Boys & Girls Club of Burlington, Inc.  
Addendum to Personnel Manual  
Summer 2020  
As of June 10, 2020**

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**This is a “living document” that will continuously be updated as informed by guidance from experts, including the State of Vermont and the Centers for Disease Control (CDC), and our own experiences.**

## **GENERAL**

The Boys & Girls Club of Burlington continues to place the highest priority on the health, safety and wellbeing of its staff and club members, as well as the wider community. This document addresses the most recent public health directives pertaining to reopening our facility and returning to work. It is intended to address specific issues related to COVID-19. For normal Boys and Girls Club policies, employees should continue to refer to the Personnel Manual.

This plan has two main purposes:

1. To communicate policies and procedures to employees in order to protect the health and safety of our Club members and staff, and
2. To implement the health and safety requirements and guidance as required by the Vermont Department of Health, CDC, the Vermont Occupational Safety and Health Administration (VOSHA) and the Vermont Agency for Commerce and Community Development.

## **KEY POINTS**

We will open our summer camp as of June 29<sup>th</sup>, as originally planned. Though we expect to have a good summer, we also acknowledge that it will not be like those of the past. The last page of this document is the “Warnings Relating to Coronavirus/COVID-19 for Onsite Work or Volunteer Service” agreement. All employees and volunteers must review this document, and sign and submit this waiver to their supervisor prior to returning to work.

## **EMPLOYEES RETURNING TO WORK**

All staff members should be sure to make an informed choice about whether and when to return to work. If you have concerns about returning to work, please contact your supervisor and/or the Executive Director, Tanya Benosky, to discuss your options.

The State of Vermont has determined that certain categories of individuals should not provide childcare during the COVID-19 outbreak unless they first discuss the risks with their healthcare provider. Therefore, the following categories of people are strongly encouraged to talk to their healthcare provider to assess their risk and to determine if they should remain at home.

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- People 65 years of age and older
- People who have serious underlying medical conditions
- People who are pregnant
- People with HIV

Employees and volunteers shall *not* report to, or remain at, work if sick or symptomatic (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, sore throat, new loss of taste or smell).

All employees and volunteers, including those already working, must complete, and employers must document, the VOSHA-provided training at <https://labor.vermont.gov/VOSHA>.

Employees who are sick, caring for a sick family member, have a loss of child care and/or meet certain criteria may be eligible for benefits under the Families First Coronavirus Response Act. More guidance and criteria requirements are listed here: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>.

Processes and procedures, as provided herein will be adhered to on a daily basis. All employees and volunteers should read and become familiar with these processes and procedures.

### **WORK SCHEDULES**

As the Club reopens, regular schedules will resume. In some instances, a schedule may be shifted to accommodate the employee and the Club.

Employees who are able to effectively work from home are encouraged to do so whenever possible, with the approval of the Executive Director, Tanya Benosky.

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## **SUMMER CAMP OPERATIONS**

The following precautions will be taken in summer camp operations. These are specifically in line with most recently released guidance to childcare and camp providers from the Vermont Department of Health. These processes are in place to keep everyone safe, while maintaining quality support for our club members. Should you have any questions or concerns about the policies or witness a violation, please reach out to your supervisor or Tanya Benosky.

### **Health Officers**

The Club has designated the following employees as “Health Officers.” At least one health officer must be on the property during hours of operation. The health officer(s) will be responsible for ensuring compliance with relevant COVID-19 policies and guidance and will have the authority to stop or modify activities to ensure work conforms with mandatory health and safety requirements:

- Anthony Grattelo
- Kyle Barber
- Jack Stackhouse
- Dan Kearney

The Club has designated the following employee as the “Safety Officer”. This employee is responsible for this plan and the overall operations of the Boys & Girls Club of Burlington.

- Tanya Benosky

### **Health Screenings**

- Health screenings will be provided prior to an employee or volunteer entering the building. This will include:
  - Temperature checks as provided by Vermont Department of Health guidelines.
  - Observation of the person for visible symptoms of infection. The CDC is constantly evolving the list of possible symptoms. Such symptoms currently may include: fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle pain or aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting and/or diarrhea.
  - A daily survey for each employee or volunteer will be required. Please see Exhibit A, attached to this document.

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### **Hand Hygiene**

- All staff and volunteers will need to engage in hand hygiene at numerous times throughout the day, as indicated by the Vermont Department of Health. This includes: before entering the facility, after staff breaks, before and after preparing or eating food or drinks, before and after eating and handling of food, before and after administering medication, after using a toilet, after coming in contact with bodily fluid, after handling any animals, after playing outdoors, after playing with any sand or sensory play, after cleaning and after handling garbage.
- Hands should be washed with soap for at least 20 seconds. When not available, hand sanitizer with at least 70% alcohol can be used in lieu of soap. The Club will provide soap and hand sanitizer.

### **Facial Coverings**

- All staff will be required to wear facial coverings while providing care, as is medically appropriate, and will be instructed on their proper use.

### **Cleaning and Disinfecting**

- In addition to normal cleaning mandated by state licensing requirements, all common spaces and equipment and frequently touched surfaces and doors must be cleaned and disinfected at the beginning, middle and end of each shift, as well as when any spaces or equipment turnover.

### **Sickness or Symptoms Consistent With COVID-19**

- Children and staff/volunteers will not be allowed to attend camp if any of the following are true. If any of these begin while at camp, the child or staff member will be sent home as soon as possible:
  - They are sick for any reason
  - They have tested positive for COVID-19, subject to isolation guidelines
  - They are showing symptoms consistent with COVID-19. The CDC is constantly evolving the list of possible symptoms. Such symptoms currently may include: fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle pain or aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting and/or diarrhea.
  - They have been in close contact with someone with COVID-19 within the last 14 days.

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- They have a temperature of more than 100.4 degrees Fahrenheit. They may return when they have no fever (defined as less than 100.4 degree Fahrenheit) for more than 72 hours without fever reducing medicine.
  - They have a significant rash
  - They have severe ear pain
  - They have an uncontrolled cough
  - They have a severe headache
  - They have a severe sore throat lasting more than 48 hours
- Healthy children and staff/volunteers with the following symptoms/conditions *may* attend programming:
  - Allergy symptoms, with no fever, that cause coughing and clear runny nose, if allergies have been medically diagnosed and medical treatment plans are being followed
  - Well controlled, mild asthma
- Space or equipment used by children or staff/volunteers who have been sent home will be cleaned and disinfected as soon as reasonably possible.

### **COVID-19 TESTING AND RESULTS**

- We will be guided by the Vermont Department of Health in making decisions in the event of a positive COVID-19 test or any other health issue of a Club child or staff/volunteer. The following reflects current relevant guidance.
- Definitions of language used by the Vermont Department of Health are evolving and *as of this writing* can be found online, as follows:
  - Close contact: <https://www.healthvermont.gov/response/coronavirus-covid-19/about-coronavirus-disease-covid-19>
  - Isolate, quarantine, self-observation: [https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID-19-chart-observation-isolation-quarantine\\_final.pdf](https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID-19-chart-observation-isolation-quarantine_final.pdf)
- If a staff member/volunteer has symptoms of COVID-19 and **is being tested** for COVID-19, they and anyone considered a close contact should quarantine (see definitions above) for 48 hours or until test results are returned.
- If a staff member/volunteer **is tested for COVID-19 and results are:**
  - Positive: They should isolate (see definition above).
  - Negative: They should complete self-observation (see definition above).

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- If a staff member/volunteer has been in **close contact with anyone who has tested positive** for COVID-19, they should quarantine (see definition above).
- If COVID-19 is confirmed in a staff member/volunteer, we will:
  - Close off the area(s) used by the person and open any windows and doors in that area.
  - Clean and disinfect the spaces or equipment used by the person after 24 hours (in accordance with state guidance).
  - Contact the Vermont Department of Health (802-863-7240) for guidance on extended closure of the facility or part of the facility.
  - If more than seven days have passed since a person who has tested positive was in the facility, we will continue with routine cleaning and disinfecting, but will not close the space.
  - General information may be communicated to Club families and staff as is appropriate. Confidentiality will be maintained.

### **CROSS STATE TRAVEL**

Travel to and from Vermont from outside the daily commuting area AND by those who do not travel to and from adjacent states daily is currently restricted and subject to mandatory quarantine upon arrival in Vermont. Leisure travel to Vermont – either for the day or overnight – remains prohibited unless the traveler self-quarantines for 14 days. For more information about how to quarantine, please see the Vermont Department of Health quarantine chart at Exhibit B.

#### **You can end your quarantine period before 14 days only if:**

- You have not had symptoms during your quarantine period;
- You are tested on Day 7 or later;
- You remain in quarantine until the result comes back; AND
- You receive a negative test result and are still not having symptoms.

However, if you end your quarantine period before 14 days, you must continue to monitor yourself for symptoms for the full 14 days. If symptoms develop, you must isolate at home immediately and contact your health care provider.

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## FOR STAFF/VOLUNTEERS

### Warnings Relating to Coronavirus/COVID-19 for Onsite Work or Volunteer Service

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.

While COVID-19 can cause mild symptoms in some individuals, it can lead to severe illness and even death in others. **Adults over age 65** and **people of any age with serious underlying medical conditions** including, but not limited to, **HIV, asthma and other respiratory conditions,** and **pregnancy,** may be a **higher risk for more serious complications from COVID-19.**

Boys & Girls Clubs of Burlington has made the decision to reopen now that community transmission rates have declined and has put in place preventative measures to reduce the spread of COVID-19, guided by the CDC and local health agencies. These include, but are not limited to, social distancing, wellness monitoring, increased sterilization, required hand-washing, etc. to reduce the spread of COVID-19; however, the Club cannot guarantee that you will not become infected with COVID-19. Further, working onsite at the Club could increase your risk of contracting COVID-19.

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By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by working or volunteering onsite at 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.

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**My decision to continue working onsite at the Club is exclusively my own, and made in full understanding and acceptance of the foregoing risks. The Boys & Girls Clubs of Burlington has shared with me, and I understand, my leave options.**

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**Signature of Employee**

**Date**

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