



March 10, 2020

Dear Parents/Guardians/Community Partners:

Boys & Girls Clubs of Union County (BGCUC) follows the guidance and expertise of local, state, and National Health officials to protect our BGCUC members, their families, our volunteers and our employees from all communicable diseases.

The leadership of BGCUC is closely monitoring media reports and information being publicized by the CDC and school district partners regarding the growing concerns around the spread of the respiratory illness known as Novel Coronavirus (COVID-19).

In an ongoing effort to provide our staff, volunteers and parents with the most up-to-date information regarding the safety and security of Club members, we have prepared a COVID-19 management plan.

As a community partner, we are pleased to share the plan with you knowing that child safety is the number one priority.

We are not an infectious disease agency, nor are we experts in handling infectious disease. Any part of this plan that you choose to use must be reviewed by the experts that you would turn to in these matters prior to adoption.

Sincerely,

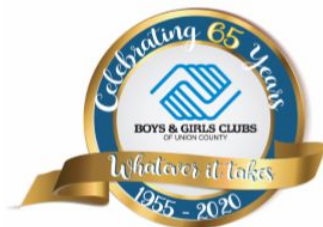
*Russell Triolo*

Russell Triolo  
Chief Executive Officer

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## BOYS & GIRLS CLUBS OF UNION COUNTY (BGCUC) COVID-19 PLAN

### SUMMARY

The Centers for Disease Control and Prevention have labeled COVID-19 (the coronavirus) a public health emergency. With anxiety surging following pervasive coverage, and with New Jersey's first cases recently confirmed, nonprofit employers must prepare to address the concerns of their workers and stakeholders, and plan for business disruption.

Of course, the first thing to do is find clear and reliable sources for keeping up with the current situation. Official, up-to-date, and practical information on the COVID-19 outbreak will be found on dedicated pages maintained by the CDC; we will also find a practical five-minute overview in this to-the-point video that's ideal for sharing.

BGCUC leaders will focus on three primary dimensions related to navigating this issue, as well as any future issue, that threatens to disrupt our vital work: employees, stakeholders, and the organization. This guide to have us consider each of these dimensions, and start taking action now to engage our team in mitigating personal and business risks.

Regardless of the outcome of this particular public health issue, this plan for reacting to unplanned, continuity-disrupting situations is vital to our organization and our mission.

### TOP-LINE CONSIDERATIONS

We will ensure that employees know how to care for themselves, understand our employer policies, and feel comfortable and safe taking steps for their well-being.

We will ensure that stakeholders (audiences, beneficiaries, participants, volunteers, etc.) have the resources they need to navigate risk while engaging in our programs and services.

We will navigate severe business disruptions that may impact finances and mission delivery.

### PROVIDING RESOURCES

Our plan will provide resources and establish processes to accommodate change and lower anxiety levels.

We will schedule a number of discussions, and will be responsive:

*We will...*

- Ask staff what would lower their anxiety, then act on reasonable requests. We will set up hand cleaning stations around the Club.
- Consider virtual conferencing instead of meeting in-person using an online platform like Zoom or GoToMeeting.
- Consider telecommuting: What employees is this an option for?
- Consider setting up a central spot for information that addresses this event, including potential impacts, available resources, and relevant policies. This could take the form of an online document or a bulletin board located in a common areas.

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- Establish proactive steps our team will take to help, like assigning employees to “sweep teams” that clean surfaces after group meetings.  
Stakeholder care

## STAKEHOLDER CARE

An emergency situation requires, more than ever, that we be transparent with, and show concern for, our stakeholders. Communicate head-on with donors, volunteers, clients, and everyone else involved about what we are doing to keep them safe and ensure our work continues.

- *We will...*
  - Put up signage around our facility (and any other sites) about the proactive steps we’re taking to keep people safe.
  - Examine our refund policies, and adapt them if needed.
  - Provide an alternative way of accessing our services, if it’s practical for the type of work we do.
  - Conduct meetings virtually, rather than in-person.
  - Make our efforts as visible as possible; for example, set up hand sanitizing stations centrally, and make clearly-articulated policies about refunds or alternative delivery options a prominent part of our website’s home page.

## ORGANIZATION CARE

To ensure our organization will navigate a disruption, we’ll gather a response planning team made up of key staff and board members. Together, we will discuss business disruption scenarios, their impacts, and what’s appropriate for each. Disruption planning will be confusing because the nature of disruption isn’t always apparent until it is happening. For that reason, we’ll need to plan different levels of response based on the severity of the situation.

Employer responses should be reasonable and rational; thinking in terms of levels is a great way to head off that “boil the ocean” feeling that will take over when facing the unforeseen. When the risk level in our locations is low, our response will focus on employee communication and education, rather than shutting down programs. We will think in terms of response “levels” will save time, resources, and anxiety.

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## QUESTIONS TO INFORM OUR RESPONSE PLANNING EFFORTS

As we develop our plan... Here are some questions to inform our response planning efforts. Set up multiple courses of action, and establish what kind of scenario would trigger a given response level.

What kind of staff or mission delivery back-up do we need? What if key players – staff people, presenters, – are incapacitated?

In the case of extended work delays or stoppages (conferences or fundraisers), what is our plan for handling staffing and cost issues? For example, will we furlough staff?

What internal process, if any, would need changing? Who is responsible for making those changes?  
In terms of policy, what kinds of changes or temporary adaptations do we need to consider? Consider telecommuting, family medical leave, sick leave, refund policies, etc.

How would we communicate with all staff, and all stakeholders, in case of an emergency? Who is responsible for outreach? Is there a central and remotely accessible way of providing information to staff or the public?

Do we have a way to access key files and information remotely?  
What kinds of resources and platforms should we make available to accommodate adapted working styles? How do we ensure our team knows how to access and utilize them?

Should we consider re-budgeting to build in risk scenarios?

## FINANCIAL PLANNING

What are the worst financial impacts possible, and how might we mitigate them?

What are our policies related to compensation if employees' work is suspended, or they will not come in?

How much cash do we need on hand to should payments slow or events get cancelled over one month, three months, or longer?

Are government contract payments at risk if delivery targets aren't achieved within a certain period?  
What are the potential risks involved in contracts we've already signed for conferences, events, and other programming? If we're about to sign a contract (for space or anything else) will we cite the current event (e.g., coronavirus) as an out clause?  
For nonprofits, there is much to consider: as employers, mission-driven service providers, and businesses. As leaders, we owe it to everyone who counts on us to take a moment and consider how a potentially disruptive force could impact the organization in all three dimensions.

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**Purpose:** To develop a comprehensive strategy to prevent the transmission of the novel coronavirus COVID-19.

**Summary:** COVID-19 is a respiratory illness caused by a new strain of virus that has not been previously identified in humans. Centers for Disease Control and Prevention (CDC) is researching COVID-19, but there is currently no vaccine to protect against the virus. The Boys & Girls Clubs of Monmouth County (BGCUC) shall take reasonable measures to protect Club members, staff, and volunteers from the spread of COVID-19.

**Operational Plan:** BGCUC has identified five groups to suppress the spread of COVID-19: staff, parents, Club members, volunteers, and the contracted cleaning companies. All groups play an integral role in creating a safe environment at the Club.

#### Staff

- Educate staff members on how to help prevent the transmission of COVID-19 within the Club.
- Train staff members on proactive measures during interactions with Club members
- Instruct staff members to use disinfectant wipes to clean their respective areas at the end of each block of programming
- Senior staff members shall monitor updates from the CDC and will discuss at senior staff meetings.
- Staff members shall abide by the "Club Member Illness and Medication Policy" While the policy is written for Club members, all staff members should abide by the same standards if they become ill.
- All staff members, including administrative staff, should wipe down their respective workspace areas with a disinfectant on a daily basis. Workspace includes, but is not limited to copy machines, telephones, and desks.
- The bus and vans must be wiped down with disinfectant cloths after each use. Do not rely on the next person who will drive the vehicle to do it; the responsibility belongs to each driver.
- The Unit and Area Directors will maintain contact with their respective school districts regarding updates on school policies and actions taken.

#### Parents

- Send a letter to parents informing them of the measures being taken by BGCUC to provide a safe Club environment.
- Post a message on the Club website with safety tips and links to additional

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information.

- Provide handouts to parents with guidelines for coping with COVID-19. Handouts will be made available in the lobby.

#### **Club Members**

- Provide staff-facilitated lessons on safety measures and educate Club members on playing an active role in preventing the spread of COVID-19.
- Have Club members create posters promoting safety measures and hang them throughout the Clubs.
- Hang posters in the bathrooms illustrating proper handwashing techniques

#### **Volunteers**

- Provide all volunteers with a copy of the parent letter and handouts.
- All volunteers shall be trained in the procedures that BGCUC is taking to prevent the transmission of COVID-19.

BGCUC will remain vigilant and abide by the highest safety standards within its premises to protect the wellbeing of the members, staff, and volunteers. The safety protocols put in place shall apply to all locations where BGCUC programming is provided. In the event that BGCUC units are closed due to the COVID-19 outbreak, parents as well as programming partners will be notified immediately.

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## STAFF TRAINING

**Subject:** Coronavirus (COVID-19) Management Training

**Objective:** To educate Boys & Girls Clubs of Union County (BGCUC) staff and volunteers on safe practices to help prevent the transmission of COVID-19 within the Club.

**Background:** COVID-19 is a respiratory illness caused by a new strain of virus that has not been previously identified in humans. Centers for Disease Control and Prevention (CDC) is researching COVID-19, but there is currently no vaccine to protect against the virus. BGCUC shall take reasonable measures to protect Club members, staff, and volunteers from the spread of the virus. BGCUC staff and volunteers can play an important role in preventing the spread of COVID-19, and proper training is the key to applying consistent and efficient measures.

### Virus Transmission

#### 1. The virus is thought to be spread mainly from person to person.

- Most likely to be transmitted between people who are in close contact with one another (within about 6 feet).
- Virus spreads through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

#### 2. Can someone spread the virus without being sick?

- People are thought to be most contagious when they are the most symptomatic (the sickest).
- Some transmission might be possible when infected people have not begun to show symptoms; there have been reports of this occurring with COVID-19, but this is not thought to be the main way the virus spreads.

#### 3. Spread from contact with contaminated surfaces or objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

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#### 4. How easily does the virus spread?

The virus that causes COVID-19 seems to be spreading easily and sustainably in the community ("community spread"). Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

**Instructions:** As we plan and prepare to suppress the spread of COVID-19 there are proactive measures that we can take to promote a safe environment at the Club.

- **Sick Policy:** BGCUC enacted our sick leave policy as it pertains to Club members. It is important that we familiarize ourselves with the policy and adhere to strict enforcement. In addition to holding the Club members accountable for managing illness, until further notice, staff and volunteers will be held to the same standards. Please refer to the Club Member Illness and Medication Policy for details.
- **Clean and Disinfect:** BGCUC staff and volunteers play an important role in creating a safe environment at the Club. Effective immediately, and in furtherance of safeguarding the Club, we will implement the following measures:
  - > At the conclusion of the specific program instruction, take the time to wipe down all hard surfaces in your respective program areas. For example, at the end of Power Hour wipe down the tables, chairs, light switches, and door knobs with disinfectant wipes.
  - > Staff and volunteers who use office space are required to use disinfecting wipes to clean their desks, telephones, keyboards, chairs, and any other hard surfaces within their respective work spaces on a daily basis.
- **Staff Interaction with Club Members:** BGCUC staff and volunteers must remain vigilant and practice enhanced safety measures when interacting with Club members.
  - > Avoid physical contact such as hugging, high fives, or fist bumps. While we strive to provide a caring and nurturing environment, best practice under these circumstances is to discourage physical contact.
  - > Provide staff-facilitated lessons on safety measures and educate Club members about playing an active role in preventing the spread of COVID- 19.
  - > Maintain an ongoing dialog with Club members; this information may be scary for them, so provide a safe place for them to express their fears.

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- **Personal Hygiene:** It is the responsibility of every staff member to practice recommended hygiene procedures.
  - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
  - Avoid touching your eyes, nose, and mouth. Wash your hands often with soap and water for at least 20 seconds. If washing your hands is not practical, use hand sanitizer.
- **The Club:** BGCUC employees and volunteers must take precautions to ensure the physical environment is conducive to preventing the spread of COVID-19.
  - Prop doors open to allow free access throughout the Club. Open doors reduce the likelihood of transmitting the virus to door knobs. Please keep in mind that safety is of the utmost importance, so please don't compromise the security of the building while allowing free access.
  - External doors shall remain closed.
  - Avoid sharing personal items such as cups, eating utensils, or towels.
  - Remain aware that germs are all around the Club, on surfaces such as remote controls, basketballs, cell phones, pens, and pencils. Use caution and don't forget to wipe your program areas.
- **Staffing:** Be prepared to adjust and adapt if staffing levels are impacted by call outs.
- **Staff Support:** If you feel overwhelmed or just need to talk about the impact of implementing the safety measures, seek out a senior staff member that you are comfortable with and have the conversation! We are here for you and will work through this situation together. We will update you on a consistent basis with all currently available information.

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## RESOURCES

To help in carrying out our planning efforts, here is a list of resources we've found helpful. In this moment of uncertainty, Momentum will continue to provide resources, updates, and recommendations as they become available.

### *Employee education and care:*

A simple, short and easy-to-understand video about COVID-19 and personal care (CBC News)

Print-friendly "What to know" information sheet (Infectious Disease Society of America) Official U.S. overview, updates, and self-care for COVID-19 (CDC) International travel advisories (U.S. State Dept.)

### *Stakeholder care:*

For clinicians and other direct healthcare providers: Accredited continuing education opportunities and other resources (Accreditation Council for Continuing Medical Education)

For arts institutions and other agencies organizing routine public gatherings: Guidance for readying large community events (CDC)

For K-12, higher education, and childcare: Resources and information for schools and school personnel (U.S. Dept. of Education)

### *Organization care:*

COVID-19 information and commentary for employers (Occupational Safety and Health Administration)

Cleaning products approved for fighting COVID-19 (EPA)

Crisis communication plan template (CDC)

Nonprofit financial scenario planning tool (The Wallace Foundation)

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