



Mail to: P.O. Box 820 | Muncie IN 47308  
Madison St Unit: 1710 S. Madison St | Muncie IN 47302  
Roy C. Buley Unit: 1111 N. Penn St | Muncie IN 47303  
Phone: 765.282.4461  
[www.bgcmuncie.org](http://www.bgcmuncie.org)

# COVID Guidelines

## Masks

Wearing a mask while in BGC of Muncie buildings will be required for all staff, visitors and students. Volunteers must be fully vaccinated in order to work at the Club and Buley, but must wear their masks while in the building. All students and staff must wear masks on MIT's buses.

## Physical space

The Club and Buley will continue to monitor safety of the workplace and will do this via the following steps, which include all appropriate preventative and precautionary measures to ensure the sites are safe for our staff, students and visitors:

1. Staff and students should maintain a distance of at least three feet from other people as often as possible when inside.
2. Signage will remain posted to encourage physical distancing and hand sanitizer will be located throughout the building.
3. Additional floor markings will remain in place where lines or groups potentially form in order to facilitate physical distancing.
4. Water fountains and touchless water stations will be available for use, but students are permitted to use individual water bottles or cups the Club provides.
5. Desks will be separated by at least three feet whenever possible.
6. Seating charts will be used for each classroom.
7. Plexiglas barriers remain in place in high density, public areas that involve regular face-to-face contact with others (e.g., front desk).
8. Rigorous cleaning of high-traffic areas and anywhere someone experiencing COVID-19 symptoms has will continue throughout both BGC of Muncie facilities.

## Health Monitoring & Vaccinations

In order to provide the safest learning environment possible, BGC of Muncie expects staff, students, parents and visitors to closely monitor their own health and refrain from attending school if experiencing any COVID-19-related symptoms, including:

- Temperature of 100.4 degrees or above
- Dry, persistent cough

## Mission

To inspire and enable all young people, especially those who need us most, to reach their full potential, as productive, caring and responsible citizens.



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- Shortness of breath
- New loss of taste or smell
- Sore throat
- Chills
- Repeated shaking with chills
- Muscle pain
- Severe headaches

The Club will not test for COVID-19, but will monitor and handle symptoms appropriately. Individuals may be directed to quarantine and follow established and updated protocols if there is reason to believe the person is positive for COVID-19. If the person is not feeling well and there is no reason to believe the symptoms are COVID-related, they should remain home until symptoms improve and they have been fever-free for 24 hours without the use of fever-reducing medication.

The BGC of Muncie will not require vaccinations for staff or students. However, the district strongly encourages everyone eligible (currently all persons age 12 or older) to get vaccinated based on health industry statistics showing the overwhelming number of COVID-19 cases and deaths attributed to unvaccinated people. A person's vaccination status will also play a role in determining their quarantine status based on exposure to someone who tests positive.

Parents may enter the building to pick up kids, but masks are required. We are still doing call ins for pick up as well. We won't require parents to be vaccinated in order to enter the building.

Volunteers, on the other hand, must certify that they have been fully vaccinated to volunteer in either of our buildings.

## Quarantine & Contact Tracing

The BGC of Muncie is responsible for conducting contact tracing whenever a positive case of COVID-19 is discovered in a school or at a Club afterschool function. This will be done in a manner where staff will refer to established seating charts and class schedules.

Fully vaccinated staff and students will not be required to quarantine if exposed to a positive case, but unvaccinated staff and students will be required to quarantine based on protocols.

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