

Dear PAL Parent/Guardian,

We are excited to announce the PAL Center will re-open on a limited basis on July 13, 2020! It was with great sadness we had to temporarily close the PAL Center back in March due to the COVID-19 crisis and we understand the past several months may have been difficult for your family and your child has really missed PAL. We have really missed your child as well!!!

Even though we are able to re-open the PAL Center again, due to the potential seriousness of COVID-19, we are making several changes on how we operate. These changes are being made to keep your child and the PAL Officers as safe as possible. Below is a summary of the precautions we are taking and our new procedures:

### **PAL Center**

- The PAL Center is thoroughly cleaned on a daily basis daily and this will continue after we re-open. Additionally, prior to re-opening, the entire PAL Center will be disinfected (fogged) by a professional company.
- The PAL Center has many different locations where the youth and staff can wash their hands and there are numerous hand sanitizer dispenser located throughout the facility.

### **General Operations**

- All participants must be a registered PAL youth.
- Parents/Guardians will submit a survey/questionnaire each Monday regarding the youth's health and any issues. If the answer to any question is "yes", the youth will not be allowed entry to the PAL Center and will be required to self-quarantine for 14 days or until written clearance from a doctor is obtained.
- We will separate the PAL Center into three separate zones. Zone 1 will be the upstairs gymnasium; Zone 2 will be the downstairs boxing area, and Zone 3 will be the Computer Lab and Community Room. Each zone will have a maximum capacity of 10 youth and 2 adult leaders.
- We will encourage social distancing per suggestions of Federal, State, Local governments and CDC Guidelines.
- PAL Leaders will wear face coverings. Face coverings are optional for PAL Youth but will be readily available, if requested.
- We will have a designated "sick room" (per CDC recommendation) for any youth that is symptomatic and will have them wait in that room, with a protective mask on, until a parent/guardian can pick them up. If used, this "sick room" will be thoroughly cleaned and disinfected prior to its next use.

### **Daily Sign-In and Operational Procedures**

When the PAL Center is opened, the following entry/exit procedures will be followed:

- PAL Staff will have their temperatures taken, with a touch-free thermometer, to ensure nobody has a fever.
- The youth will enter the door, one at a time, for their respective zone. Zone 1 will enter the upstairs, main door; Zone 2 will enter the downstairs boxing room door, and Zone 3 will enter through the east, community room door. A PAL Staff member direct you and/or your youth to the appropriate zone.

- Each youth will have their temperature taken with a touch-free thermometer.
- Hand sanitizer will be placed on the youth's hands and they will be required to utilize it.
- Hand sanitizer will be used throughout the day.
- The youth must sign-in with name and contact phone number.
- When they leave the PAL Center for the night, the youth must sanitize their hands and sign-out.
- Each zone will have their own designated bathrooms and will only use those bathrooms.
- Meals will either be served in the group's respective zone that they are in at the time of meals or each group will rotate into the Community Room for meals. In either scenario, the eating area will be thoroughly cleaned before and after meals and all personnel will be required to sanitize their hands.
- We will limit the amount of balls/equipment available for use. This equipment will be thoroughly sanitized at the beginning of the shift, at the end of the shift, or when a new group rotates into a zone.

We are excited we can re-open the PAL Center and provide services for your family. All of the changes we are making are designed to lessen the risk of COVID-19 exposure to your child; however, please remember there is currently no possible way to 100% eliminate the risk of exposure.

By signing this letter, you are acknowledging you have read it in its entirety; you understand there is a potential risk for your child to be exposed to COVID-19, and you will not hold the Kansas City, Missouri Police Department, Board of Police Commissioners, nor the Police Athletic League of Kansas City Inc, responsible if exposure does occur. Additionally, you are agreeing to abide by the procedures above and you give permission for your child to attend activities at the PAL Center.

If you have any questions, please feel free to contact me at 816-413-3503 or [Darren.Ivey@kcpd.org](mailto:Darren.Ivey@kcpd.org).

Major Darren Ivey  
Commander  
Youth Services

---

**Name of Child:** \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_