



### **Restroom Policy and Guidance**

The Boys & Girls Clubs of Border Towns (BGC-BT) is committed to providing a safe environment for our members, staff, volunteers and visitors. Below is the approved policy and guidance for all Club site restrooms and will be adhered to by all Boys & Girls Club staff, volunteers, visitors, and members.

- Adults, teens and children shall not use a restroom at the same time. This policy of separation by age group is strictly enforced.
- The number of teens and/or children in a restroom at any one time must be limited to the number of stalls available.

Staff and volunteers shall:

- Only use designated adult restrooms. Should separate restrooms be unavailable, adults shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members.
- Abide by all staff codes of conduct.
- Enforce the Organization's code of conduct.
- Intervene and notify Club leadership in appropriate conduct be observed. An incident shall be completed as soon as possible.
- Ensure restrooms are regularly cleaned and sanitized. Staff observing unacceptable restroom conditions shall immediately notify Club leadership. The conditions shall be rectified as soon as possible.
- Routinely visually inspect the area for repairs or maintenance needs. If conditions warrant, the Club Director or other appropriate leadership shall be notified as soon as possible. The club Director shall take appropriate action to rectify the situation. If necessary, this shall include limiting or supervising use of a restroom stall until repairs can be completed.

All Club sites will adhere to the restroom policy by implementing the following plan when adult designated restrooms are not available.

- The outer restroom doors will be closed when an adult is using the restroom where there are multiple stalls in the facility. The restroom shall be locked when in use for single stall restrooms.

- For multiple stall restrooms, adults needing to use restrooms will verify the restroom is not in use by any Club member. They will close the outer door to the restroom, indicating it is in use by an adult.
- When the outer door is closed, members will not enter the restroom until the door is open.
- Single stall restrooms will be locked when in use.
- Only one person is allowed at a time for each stall or single use restroom.

**Audit of Document Changes**

Review/revision	Date	Approval*	Title

\*Approval can be performed by the Safety Chair or CEO after Safety Committee review of revised document.