



Kawarthas

Program Services Protocol

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Program Services Protocol

Accessible formats and communication supports are available upon request

SECTION 1: PROGRAM DESCRIPTION

Definition

DGH – *Short form for Dr. George Hall Childcare Centre*

KinM – *Kids In Motion Childcare Centre*

CLUB – *Club refers to the all programs offered by BGC Kawarthas*

WYC – *Short form for Warehouse Youth Centre*

Purpose

We plan to provide care and programming for children and youth within our summer camp, full day, before & after school program, childcare and youth programs.

Registration

- A safe in-person registration area will be available.
- Families of children participating in our childcare, authorized recreation, and camp programs will be required to provide reliable emergency contact information. When a parent is requested to pick up their child, they will be asked to do so as quickly as possible in a reasonable amount of time, 30 minutes or less. Parents may be asked to provide additional emergency contact information. At time of registration, its imperative families have a reliable plan in place to respond to a request for their child to be picked up from program within 30 minutes.
- Children will bring their own sunscreen and it will not be shared with other children. The sunscreen will need to be labeled with the child's name.
- Families accessing care will be directed to the Club website for access the Protocol.

Child Pick Up / Departure Procedure

Pre-COVID procedures will be in place for Sign In/Out at the Lindsay Club location.

Care Programs in Schools Sign In/Out:

1. As of March 21, 2022- Based on a case by case basis's with individual schools, parents/guardians may be permitted to enter the school and proceed to the Club program location to drop off/pick up their child(ren).
2. For schools that are not permitting parents/guardians to enter the school for pick up/drop off:
 - a. Parents/Guardians will arrive to the designated entrance, to be determined in collaboration with each school, will be greeted by a staff member or ring a wireless door bell (subject to school availability and permission). The staff member will communicate to the appropriate

the program supervisor that the participant's parent/guardian has arrived to pick-up their child.

- b. A staff will usher the child to the designated exit with their belongings.
3. The Supervisor will then circle the individual picking up the child on the sign in/out list and record the sign out time.
4. Ensure no participants leave the Club without signing out. The designated staff will ensure children are only released to those who are on the authorized to pick-up list. Ask for photo identification if identity cannot be immediately confirmed.

SECTION 2: SCREENING

- As of March 21, 2022, daily confirmation of screening for children, staff, visitors will no longer be required. Individuals will be directed to continue to self-screen every day before attending the Club using the COVID-19 school and child care screening tool.

SECTION 3: ILL CHILDREN / INDIVIDUALS TO THE CLUB

When considering an individual who has failed the Health Screening:

- When the Club excludes an individual from the Club/program due to a failed screening, they will direct the individual to follow the Government of Ontario's Public Health guidance.
- Program supervisors and all necessary Club staff will be provided access to current Government of Ontario Public Health Guidance.
- The Club will contact Public Health to advise if the situation presents as unique and further guidance is needed.
- If the symptomatic individual is a participant or an employee in another department the supervisor will communicate to the supervisor of that department directly to share that an individual was absent due to symptom(s) of COVID. The supervisor of the department can determine the communication to other employees within the department.
- As per regular outbreak surveillance, the Club will contact the Health Unit when there is an identification of an increase to the baseline incidence of illness among childcare and camp attendees. The Club will indicate to the Health Unit there is a higher than expected number of children or staff experiencing symptoms of illness (30% of total attendance).

Isolation requirement for household contacts of symptomatic individuals

- The individual will be directed to follow the Government of Ontario's public health guidance.

If a Child is Reported Absent by School or Parent:

- If it is known to the Club that a child is absent due to illness the Club will strive to contact the parent and acquire more information in regards to the illness. If the individual is absent due to a COVID-19 circumstance the Club staff will direct them to follow the Government of Ontario's public health guidance.

SECTION 4: ARRANGEMENTS FOR ILL INDIVIDUALS

Children/Youth:

- Participants will be monitored for signs of ill health throughout the day; staff will consistently be observing participants and each other for the onset of a new or worsening symptom.

- If an individual is noted to be having a new or worsening symptom of COVID-19, they will be removed from the program, isolated and sent home immediately.
- Refer to the Government of Ontario Childcare and Screening tool for a list of COVID-19 symptoms.
- Symptomatic children or youth are immediately separated from others and moved to the designated location.
- For Asymptomatic household contacts please follow the Government of Ontario's public health guidance.
- When the Club sends a child or youth home due to a new or worsening symptom of COVID-19, the parent/guardian will be advised that they must remain home and will direct them to follow the Government of Ontario's public health guidance.

Isolation of Ill Children:

- Isolation spaces for ill children will be equipped with masks, gloves, protective eyewear, tissues, garbage with a lid. A well identified garbage will be provided for disposal of PPE. The spaces will also have access to a sink for hand washing or hand sanitizer.

Employees & Other Individuals/Visitors (Adults)

- Individuals will self monitored for signs of ill health throughout the day
- If an individual is noted to be having a new or worsening symptom of COVID-19, they will be removed from the program, isolated and sent home immediately.
- Refer to the Government of Ontario Childcare and Screening tool for a list of COVID-19 symptoms.
- When the Club sends an individual home, the individual will be advised that they must remain home and will direct them to follow the Government of Ontario's public health guidance.

For All Individuals (Children, Youth, Employees, Other Individuals, Visitors)

- The Club will contact Public Health to advise if the situation presents as unique and further guidance is needed.
- As per regular outbreak surveillance, the Club will contact the Health Unit when there is an identification of an increase to the baseline incidence of illness among childcare and camp attendees. The Club will indicate to the Health Unit there is a higher than expected number of children or staff experiencing symptoms of illness. The Health Unit staff will work with the Club on identifying if an outbreak exists and put outbreak protocols in place.
- For a license childcare program, staff must record and document the situation in the daily communication logbook as well as notify the Supervisor/Designate immediately.
- If the symptomatic individual is a participant or an employee in another department the supervisor will communicate to the supervisor of that department directly to share that an individual was absent due to symptoms of COVID. The supervisor of the department can determine the communication to other employees within the department.
- Licensed Childcare Only-A serious occurrence with regular updating would be required if an entire centre is closed due to COVID-19.
- Staff and Supervisors will continue to follow and seek advice from local public health on any further steps up to and including temporary closure of the centre.

SECTION 5: ENVIRONMENTAL CLEANING AND DISINFECTING

When carrying out any cleaning or disinfecting appropriate PPE must be worn in accordance with MSDS information for the particular product in use. Products selected for use in disinfecting must

have a DIN. Hand hygiene must be completed before and after use of PPE, and upon completion of cleaning and disinfecting routines.

Environmental Cleaning and Disinfecting Routine Practices

Common Areas:

- All high touch areas, such as door knobs and light switches must be cleaned and disinfected at a daily and as often as necessary (e.g. when visibly dirty, or contaminated with body fluids).
- All low touch areas, such as walls and floors must be cleaned and disinfected at a minimum, often as necessary (e.g. more frequently touched surfaces, when visibly dirty, or contaminated with body fluids).

Program Spaces:

- All high touch areas must be cleaned and disinfected daily and as often as necessary (e.g. when visibly dirty, or contaminated with body fluids);
- High touch areas include but are not limited to:
 - shelves containing children's toys
 - door knobs
 - tables
 - counter tops
 - chairs
 - sinks;
 - light switches
 - Window ledges;
- All low touch areas, such as walls and floors must be cleaned and disinfected as often as necessary (e.g. more frequently touched surfaces, when visibly dirty, or contaminated with body fluids).
- Low touch areas include but are not limited to: floors, walls in proximity to high touch areas, door surfaces.
- Tables, chairs and countertops used for food service/meal routines must be cleaned and disinfected immediately prior to use and again after food service has ended

Washrooms within Club owed or leased facilities:

- All washroom surfaces are considered high touch surfaces and must be cleaned and disinfected daily and as often as necessary (e.g. when visibly dirty, or contaminated with body fluids)
- A Public Health Hand washing poster must be posted in a conspicuous location near all sinks.
- If there is a change table located in the washroom a Public Health Diapering Routine poster must be posted in a conspicuous location near the change table

Washrooms Use in School Permitted Facilities:

- Schools will clean washrooms and designated washrooms should only be used at this time.

Outdoor Play Equipment:

- Proper hand hygiene practices will be implemented for all participants prior to using the fixed play structure and immediately after.
- Toys will be cleaned at least once per week. Toys are also to be cleaned more frequently, as necessary (e.g. visibly dirty, or contaminated with body fluids)
- If outdoor play equipment and toys are shared by multiple groups of children, all items must be cleaned and disinfected prior to use by each individual group. Items are also to be cleaned more frequently, as necessary (e.g. visibly dirty, or contaminated with body fluids).

SECTION 6: TOY AND PLAY MATERIAL CLEANING AND DISINFECTION PRACTICES

- All toys and play materials accessible to children will be cleaned and disinfected with appropriate frequency as stated by the Ministry of Health and/or Ministry of Education guidelines.
- Any toys which are mouthed, or otherwise come into contact with bodily fluids must be immediately removed and placed in a designated container away from children's reach until the item can be appropriately cleaned and disinfected
- Toy and play material cleaning and disinfecting must be carried out using either the three sink method, or a dishwasher. Large items may be cleaned and then sprayed with disinfectant left for the appropriate contact time
- Use of sensory materials is permitted. Individuals using the sensory materials will practice hand hygiene (washing) before and after using the materials.

SECTION 7: HAND HYGIENE BEST PRACTICES

- Public Health Hand washing posters must be posted in a visible location near all sinks
- Public Health Hand Sanitizing posters must be posted in a visible location near where hand sanitizer is kept for use
- Public Health Diapering Routine posters must be posted in a visible location near all diaper change tables.
- Employees will be trained on and will be able to assist participants with appropriate hand hygiene and respiratory etiquette
- Programs will provide children with targeted, age-appropriate education in proper hand hygiene and respiratory etiquette.

Hand Hygiene shall be carried out routinely as described below:

- All staff must practice hand hygiene upon entry to the program spaces, prior to engaging in play or any other activities
- Hand hygiene must be practiced when hands are visibly dirty
- Hand hygiene must be practiced after:
 - Sneezing, coughing, or blowing your nose
 - Using the washroom
 - Handling garbage
 - Handling soiled laundry or dishes
 - Handling soiled toys or other items
 - Coming into contact with bodily fluids
 - Coming into contact with any soiled/mouthed items
- Hand hygiene should be practiced before and after:
 - Preparing, handling, serving and eating food
 - Touching your face
 - Handling animals
 - Handling raw foods
 - Outdoor play
 - Sensory play
 - Toileting/diapering routine
 - Touching a cut or open sore
 - Changing diapers
 - Glove use
 - Dispensing/handling expressed breast milk
 - Entering/Leaving the program space/facility
 - Giving medication
- Hand washing shall be carried out in accordance with the following steps:
 - Wet hands
 - Apply soap
 - Lather for at least 20 seconds. Rub between fingers, back of hands, fingertips, under nails

- Rinse well under running water
- Dry hands well with paper towel
- Turn taps off with paper towel.
- Hand Sanitizer shall be used in accordance with the following steps:
 - Apply hand sanitizer (minimum 60% alcohol-based)
 - Rub hands together for at least 20 seconds
 - Work sanitizer between fingers, back of hands, fingertips, and under nails
 - Rub hands until dry

SECTION 8: USE OF PERSONAL PROTECTIVE EQUIPMENT

- Staff are trained on the proper use of PPE including how to don and remove PPE
- Single-use PPE should be discarded after use and should not be saved for re-use

Gloves:

- Gloves shall be available for staff who will be using them.
 - Gloves are required when carrying out any of the following:
 - Performing first aid
 - Taking a participant's temperature when performing a health check
 - Caring for a child or youth who shows symptoms of illness
 - Changing a child's diaper or assisting a child with toileting
 - Mixing disinfectants (use PPE as required in accordance with MSDS)
 - Routine cleaning and disinfecting activities
 - Cleaning bodily fluids
 - Handling toys, bedding or other items which may have come into contact with bodily fluids
 - All staff preparing, cooking, distributing, or plating food are required to wear gloves.

Eye Protection:

- Eye protection shall be available for staff to use upon request.
 - Eye protection is required when carrying out any of the following:
 - Mixing disinfectants (use PPE as required in accordance with MSDS)
 - Caring for a child or youth who shows symptoms of illness.

Masks:

- 3 layer blue medical masks and/or N95/KN95 masks will be available for employees to use upon request.
- Individuals may choose to continue to wear masks at times, or consistently. We require all individuals to show respect, compassion, and be welcoming and inclusive of everyone and their choices.
- New medical masks will be provided to staff on a daily basis and as needed.
- Medical masks should be safely stored when not being used.
- Masks are required for the certain circumstances, please follow the Government of Ontario Guidelines

SECTION 9: COMMUNICATION TO FAMILIES

- New and updated policies/procedures will be shared with families and will illustrate health and safety guidelines. Policies/procedures can be accessed by families on the Club website and upon request families will be emailed or provided hard copies of the policies and procedures.

- Parents/guardians and youth aged participants will receive communication on their expectations including keeping children home/staying home when they are sick, and being available to pick up their child as soon as possible if they become ill.
- Covid-19 specific information will be visibly posted and available to staff and parents/guardians.

SECTION 10: STAFF TRAINING

- With the support of local public health training will be provided to all staff on the following:
 - Use of PPE
 - New policies and procedures pertaining to health and safety, the care services protocol
 - Screening
 - Responding to an ill individual
 - Hand Hygiene

SECTION 11: VISITORS

- A log will be utilized for all visitors to the Club. The log will include the date, visitors name, phone number, address, sign in time, sign out time.