

## **D7 – COVID-19**

**As part of our commitment to high quality programming, the Club / Foundation strives to provide a safe and healthy environment for children, youth, families and the community.**

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<b>D: PROGRAMMING POLICY AND PROCEDURE</b>	
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<i>Contact Person/Department</i> <b>Director of Operations</b>	<i>Identification</i> <b>D7Covid - 4701</b>

## **D7 COVID-19 4701 – Arrangements for Ill Children, Individuals and Staff**

### **RATIONALE**

The purpose of this policy is to ensure that the Boys & Girls Clubs of Kawartha Lakes is prepared to respond to any sign of illness in a manner that will help reduce risk of the illness spreading.

### **POLICY**

In accordance with Ontario Regulations 137/15, s. 36(2) the Boys & Girls Clubs of Kawartha Lakes, must separate a child, individual or staff showing signs of illness from all other individuals. In consideration of the increased health risk associated with the spread of COVID-19, the Club is required to create a plan to provide safe arrangements for children, individuals and staff who become ill while attending program.

### **PROCEDURE**

#### **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.
  - Asymptomatic household contacts of a case or a symptomatic individual are no required to isolate if they are 17 or younger and fully vaccinated; 18 and older and have already received their COVID-19 booster; or tested positive for COVID-19 in the last 90 days and have completed their isolation period. Asymptomatic household contacts are required to self-monitor for 10 days following last exposure.
  - Children under 5 who are asymptomatic household contacts are required to stay home for 5 days.
- Immediate environmental cleaning of all spaces and materials the individuals has come into contact with conducted as soon as possible.
- 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.

### **• The following procedure will be followed once the participant is isolated to the sick room:**

#### **➤ Programs based at Club Lindsay Site (107 Lindsay St. S.)**

- i. The Maintenance team will be alerted as soon as possible by the supervisor that there is currently a sick child in the room, therefore providing the team time to prepare and be ready to clean and disinfect the space when the child leaves.
- ii. To protect the privacy and maintain confidentiality all communication which discloses the name of the child or an identifier should not be completed using the walkie talkie system.
- iii. The staff member should immediately don PPE, using the appropriate process. PPE will include surgical mask, face shield, gloves, and gown at the discretion of the staff member.
- iv. The child should wear a mask if it can be tolerated and the child is over the age of 2.
- v. When possible the staff member and child should maintain 2 metre physical distancing.
- vi. The staff member should not leave the child unattended.
- vii. The staff member attending to the child should be the only person in the sick room, unless there is an emergency.
- viii. The child should be provided tissues and have access to hand washing to practice proper respiratory etiquette.
- ix. When possible a cot or mat will be provided for the child to rest.
- x. When the parent/guardian arrives to pick up the child the staff member attending to the child will escort the child with their belongings outside to the parent/guardian.
- xi. The staff member will return to the sick/ill room to remove their PPE using the appropriate process.
- xii. When removing PPE please place used PPE in the clearly marked PPE garbage bin.
- xiii. The visor will be disinfected before entering into the program space and a new medical mask will be donned. That visor is to be used by that staff member only. The staff member will keep the visor with them or store it with their belongings.
- xiv. The room will be cleaned and disinfected as soon as possible by the maintenance team. A sign will be placed on all doors of the sick room noting the room is closed until it can be cleaned and disinfected.
- xv. The room must be cleaned and disinfected before being used again. Including all items touched and used by the child. If the maintenance team is unavailable the supervisor will designate an alternative staff to clean and disinfect the space.
- xvi. The staff member that was attending to the child will share with the staff responsible for the cleaning and disinfecting the space what items were touched by the child.
- xvii. The cleaning and disinfecting of the room must be recorded in the daily log for the room.

### **Programs operating in School Facilities:**

- i. To protect the privacy and maintain confidentiality all communication which discloses the name of the child or an identifier should not be completed using the walkie talkie system.
- ii. The staff member should immediately don PPE, using the appropriate process. PPE will include surgical mask, face shield, gloves, and gown at the discretion of the staff member.
- iii. The child should wear a mask if it can be tolerated and the child is over the age of 2.
- iv. When possible the staff member and child should maintain 2 metre physical distancing.
- v. The staff member should not leave the child unattended.

- vi. The staff member attending to the child should be the only person in the sick room, unless there is an emergency.
  - vii. The child should be provided tissues and have access to hand washing to practice proper respiratory etiquette.
  - viii. A cot or mat will be provided for the child to rest.
  - ix. When the parent/guardian arrives to pick up the child the staff member attending to the child will escort the child with their belongings outside to the parent/guardian.
  - x. The room will be cleaned and disinfected as soon as possible by the staff who attended to the sick child. A sign will be placed on all doors of the sick room noting the room is closed until it can be cleaned and disinfected.
  - xi. The room must be cleaned and disinfected before being used again. Including all items touched and used by the child.
  - xii. The cleaning and disinfecting of the room must be recorded in the daily log for the room.
  - xiii. After the cleaning and disinfecting is completed the staff member will remove their PPE using the appropriate process.
  - xiv. When removing PPE please place used PPE in the clearly marked PPE garbage bin.
  - xv. The visor will be disinfected before entering into the program space and a new medical mask will be donned. That visor is to be used by that staff member only. The staff member will keep the visor with them or store it with their belongings.
  - xvi. Supervisor of the program is to notify the all appropriate school officials immediately and the custodian on duty at the time.
- Immediate environmental cleaning of all spaces and materials the child has come into contact with conducted as soon as possible.

### **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.
  - Immediate environmental cleaning of all spaces and materials the individuals has come into contact with conducted as soon as possible.
- 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)**

- If the family/individual requires support navigating the Public Health online system to acquire their results/information a Club support staff can be assigned to offer guidance and assistance.
- 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. Incident report documentation will be required as well.
- 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.



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## **D7 COVID-19 4702 – Cohorting and Assembly Policy**

### **RATIONALE**

The purpose of this policy is to provide clear direction when assembling groups of individuals. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

### **POLICY**

Cohorts/Classrooms will be permitted to mix, per CCEYA regulations & Public Health Guidelines. In circumstances where risk of COVID transmission rises programs will be directed to keep cohorts/classrooms separate for the entire day, additionally, the Club will follow the direction of Public Health and the Ministry of Education.

### **PROCEDURE:**

**Ratios / Cohorts:** Will be based on the Ministry of Education guidelines.

#### **Program Space Set-up**

- Cohorts/Classrooms will be permitted to mix, per CCEYA regulations & Public Health Guidelines. In circumstances where risk of COVID transmission rises programs will be directed to keep cohorts/classrooms separate for the entire day, additionally, the Club will follow the direction of Public Health and the Ministry of Education.
- A focus on regular hand hygiene to reduce the risk of infection related to high touch and shared materials.
- When operating programs within a school setting all groups must remain in the designated spaces as coordinated by the Club with the School/School Board.

#### **In Person Meetings and Pre-planned Group Events**

- Facilitated group events will follow all provincial guidelines.
- Meeting attendees may confidentially ask the meeting organizer for accommodations in order to feel comfortable and safe.



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## **D7 COVID-19 4703 – Environmental Cleaning and Disinfecting Policy**

### **RATIONALE**

The purpose of this policy is to provide clear direction for environmental cleaning and disinfecting practices in the Boys & Girls Clubs of Kawartha Lakes program facilities. This policy is designed to help reduce risk of the spread of illness, including COVID-19

### **POLICY**

In accordance with Ontario Regulation 137/15, s. 33 and in consideration of the increased health risk associated with the spread of COVID-19, the Boys & Girls Clubs of Kawartha Lakes, is required to strictly adhere to environmental cleaning and disinfecting procedures.

All employees are expected to know and understand these procedures, and carry out these procedures as per their job duties.

### **PROCEDURE**

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 Record Keeping**

- Cleaning and disinfecting logs will be used to document cleaning.
- All tasks listed in the logs must be carried out with appropriate frequency as stated by the Ministry of Health and/or Ministry of Education guidelines.
- All logs once completed must be kept on file at the Club for a period of 2 years, at which point they may be destroyed. They can be scanned and saved to a file on one drive. The file needs to be clearly labelled and easy to locate. Logs should be kept at an off-site location for at least 30 days.

#### **Environmental Cleaning and Disinfecting Routine Practices**

##### **Common Areas:**

- An Environmental Cleaning and Disinfecting Log shall be kept for common building areas (e.g. entryways and hallways). This log must be accessible to all staff (e.g. posted on a wall, or in a binder kept in an accessible location);
- All high touch areas, such as door knobs and light switches must be cleaned and disinfected at a minimum, twice 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, once per week or often as necessary (e.g. more frequently touched surfaces, when visibly dirty, or contaminated with body fluids).

### **Program Spaces:**

- Each room shall maintain its own Environmental Cleaning and Disinfecting Log. This log must be accessible to all staff working in the room (e.g. posted on the wall, or in a binder kept in an accessible location)
- All plush toys and play materials such as stuffed animals should be removed from the play environment
- All high touch areas must be cleaned and disinfected at a minimum twice 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
  - tables
  - chairs
  - light switches
  - door knobs
  - counter tops
  - sinks;
  - Window ledges;
- All low touch areas, such as walls and floors must be cleaned and disinfected at a minimum, once per week or 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:**

- For each washroom within the Club facilities a Washroom Environmental Cleaning and Disinfecting Log shall be kept. This includes washrooms located within childcare spaces and general washroom spaces. This log must be accessible to all staff (e.g. posted nearby the washroom, or in a binder kept in an accessible location)
- All washroom surfaces are considered high touch surfaces and must be cleaned and disinfected at a minimum twice 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.

### **Childcare Only: Cots and Bedding:**

- Each room shall maintain its own Cot and Bedding Environmental Cleaning and Disinfecting Log. This log must be accessible to all staff working in the room (e.g. posted on the wall, or in a binder kept in an accessible location)
- In accordance with Ontario Regulation 137/15 33.1(2.C.i) All children who sleep while in attendance at the childcare centre shall be assigned a cot or crib, as developmentally appropriate. All cots/cribs once assigned to a child are to be labeled with that child's name
- Cots must be stored in a manner that prevents the bedding and/or sleeping surface of one cot from touching the bedding and/or sleeping surface of any other cots (e.g. do not allow a blanket to hang over the side of a cot and make contact with the cot stacked below);
- If cots are to be stored in the classroom, cots must be covered with a large fabric sheet used solely for this purpose, and laundered as per requirements for children's bedding
- No items are to be placed or stored on top of cots (e.g. extra bedding, toys).
- Cots must be cleaned and disinfected after each use
- All bedding will be removed from the cot/crib, stored separately and securely and labelled with the child's names. If the bedding is visibly dirty or was contaminated with other materials or children then it will be laundered after use. At a minimum bedding will be laundered once/week.
- If a child requires a personal comfort item for sleep (e.g. stuffy, special blanket etc.) the item should, be left at the childcare centre. This item will be stored separately and securely and labelled with the child's names. If the comfort item is visibly dirty or was contaminated with other materials or children then it will be laundered after use. At a minimum personal comfort items will be laundered once/week.
- Personal comfort items (e.g. stuffy, special blanket etc.) must not be brought from home daily.

### **Children's Hygiene Items:**

- Toothbrushes and pacifiers must be individually labeled with the child's name, stored separately (not touching each other), and covered. These items must not be shared among children. The plastic handle of a toothbrush and/or pacifier must be washed in detergent upon arrival to the centre, and regularly after use.
- For diapering creams and lotions, each container/tube must be labeled with the child's name and disinfected upon arrival at the centre, and regularly after use. Never put hands directly into lotion or cream containers, use a tissue or single-use glove to remove product from the container and apply product to child's skin. If more product is needed, a fresh tissue or single use glove must be used.
- Only sealed packages of diapers should be accepted for use at the childcare centre. Upon arrival, the package must be disinfected and labeled with the child's name. This refers specifically to disposable diapers. Cloth diaper use will not be accommodated at this time.
- Children's individual sunscreen containers must be labeled with the child's name and disinfected upon arrival at the centre, and regularly after use. When applying, or helping children to apply sunscreen staff must use disposable gloves. If the same container of sunscreen is to be used for multiple children, the sunscreen must be dispensed onto a paper towel and then applied to the child.

### **Laundry:**

- All laundry should be handled in a manner that minimizes possibly spreading the virus.
- Wash with regular laundry soap and hot water and ensure it is dried thoroughly.
- Linens and children's clothing soiled with fecal material should be washed separately.
- Clean and disinfect laundry/hamper container that comes in contact with heavily soiled laundry.

- Towels and linens will not be shared between children.
- Launder on a regular schedule.
- Contaminated articles belonging to a symptomatic child (including soiled clothing) are to be sent home immediately for cleaning. Do not rinse or launder at the Club, roll and place items separately in a sealed plastic bag (take care not to contaminate the surrounding environment).
- All linens touched/used by a symptomatic child at the centre must be laundered immediately.

### **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).



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## **D7 COVID-19 4704 – Exclusion of Ill Children/Individual Policy**

### **RATIONALE**

The purpose of this policy is to provide clear direction to follow when considering the return to program of a child who has been excluded either because they failed the Health Screening, or due to signs of illness while in attendance in program. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

### **POLICY**

Due to the increased health risk associated with the spread of COVID-19, the Boys & Girls Clubs of Kawartha Lakes, must adhere to this policy when considering admitting a child into program who has been previously excluded due to failing the Health Screening, or due to observed symptoms of ill health while in attendance in program.

### **PROCEDURE**

#### **SECTION 3: ILL CHILDREN / INDIVIDUALS TO THE CLUB**

When considering an individual who has failed the Health Screening:

- If the individual has failed the Health Screening the individual will be excluded from program/Club along with any other individuals attending the Club that reside in the same household.
- 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.
- If the individual requires support navigating the Public Health online system to acquire their results/information a Club support staff can be assigned to offer guidance and assistance.
- 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. The Health Unit staff will work with the Club on identifying if an outbreak exists and put outbreak protocols in place.

**Isolation requirement for household contacts of symptomatic individuals**

- If a participant is attending a Club program and a household contact is ill or at home due to Covid-19 circumstances the Club cannot accept the participant, the individual will be directed for 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 do 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.



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## **D7 COVID-19 4705 – Hand Hygiene Best Practice Policy**

### **RATIONALE**

The purpose of this policy is to ensure that all employees of the Boys & Girls Clubs of Kawartha Lakes are aware of, and adhere to hand hygiene best practices. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

### **POLICY**

The Boys & Girls Clubs of Kawartha Lakes is required to ensure that all staff are aware of, understand, and adhere to hand hygiene best practices. This is of extreme importance as proper hand hygiene is crucial in reducing the spread of illness, including the potential of COVID-19.

The Boys & Girls Clubs of Kawartha Lakes will routinely monitor staff and provide feedback as needed in order to ensure that the hand hygiene practices described within this policy are strictly adhered to.

Hand Hygiene is defined as hand washing, or hand sanitizing carried out as per the procedures described in this policy.

### **PROCEDURE**

#### **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



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## **D7 COVID-19 4706 – Health Screening Policy**

### **RATIONALE**

The purpose of this policy is to provide clear direction when conducting health screening procedures. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

### **POLICY**

In consideration of the increased health risk associated with the spread of COVID-19, the Boys & Girls Clubs of Kawartha Lakes, will direct all individuals entering the Club to self-screen daily. Parents will be directed to self-screen on their child's behalf.

### **PROCEDURE**

- 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.





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## **D7 COVID-19 4707 – Toy and Play Material Cleaning and Disinfection Practices Policy**

### **RATIONALE**

The purpose of this policy is to provide clear direction for the Boys & Girls Clubs of Kawartha Lakes to follow when cleaning and disinfecting children’s toys and play materials. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

### **POLICY**

In accordance with Ontario Regulation 137/15, s. 33, the Boys & Girls Clubs of Kawartha Lakes, are required to have in place, procedures with respect to sanitary practices. Due to the increased health risk associated with the spread of COVID-19, the Club is required to adopt a new Covid-19 cleaning and disinfecting procedure in addition to currently existing sanitary practice policies and procedures.

Routine toy and play material cleaning and disinfection is to be documented using the Toy and Play Materials Cleaning and Disinfecting Log.

All employees are expected to know and understand these procedures, and carry out these procedures as per their job duties.

### **PROCEDURE**

#### **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
- All toy and play material cleaning and disinfection routines are to be documented using the Toy and Play Materials Cleaning and Disinfecting Log.
- Use of sensory materials is permitted. Individuals using the sensory materials will practice hand hygiene (washing) before and after using the materials.



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## **D7 COVID-19 4708 – Use of Personal Protective Equipment Policy**

### **RATIONALE**

The purpose of this policy is to ensure that the Boys & Girls Clubs of Kawartha Lakes is knowledgeable of appropriate use of Personal Protective Equipment (PPE), to ensure employee safety and to help reduce risk of the spread of illness, including COVID-19.

### **POLICY**

The Boys & Girls Clubs of Kawartha Lakes will provide their employees with all PPE required to safely carry out their required job duties. This includes but is not limited to, routine cleaning, mixing of disinfectant solutions, screening, changing diapers, and assessing potentially ill children.

All employees shall receive training on proper and safe use of PPE.

### **PROCEDURE**

#### **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 following circumstances:
  - Upon return from international travel, individuals must, wear a mask at all times in public spaces (incl. schools and the Club) for the first 14 days in Canada.
  - Asymptomatic individuals who are close contacts of a case or a symptomatic individual in the community are required to wear a mask for 10 days following last exposure.
  - Asymptomatic household contacts of a case or a symptomatic individual, that is not required to isolate must wear a mask for 10 days after last exposure.
  - If self isolation is complete after 5 days, the individuals are required to wear a mask for a total of 10 days.
  - Individuals who are exempt from masking (ie. Preschool, toddler children) may return to the Club without masking, after the required isolation period has been completed.



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**D7 COVID-19 4709 – Recording Attendance Policy**

**REFERENCE:** HIGH FIVE # 2.5.1  
CCEYA Sec. 12.3

**RATIONALE**

To protect the safety and security of children by ensuring that each child who is registered for a program is accounted for during the program’s hours of operation. This policy is designed to help reduce risk of the spread of illness, including COVID-19

**POLICY**

A record is kept of the daily attendance of each participant receiving in a registered Club program showing the time of arrival and the time of departure of each participant or if a participant is absent. The record will be completed by Club personal only.

**PROCEDURE**

Designated employees will record daily attendance for each participant registered. Programs to confirm their attendance records prior to safe arrival calls being made.

Employee Qualifications:

Employees shall be qualified for the program in which they are working and trained by department supervision in attendance procedures.

Attendance Documentation:

Attendance records include information to support the safety of the participant, and meeting compliance requirements under the CCEYA and HIGH FIVE.

Appropriate program attendance forms are used to record each participant’s name, the date, an indication of whether a participant was present, absent or late and any specific comments with regards to a child's attendance (e.g. a note to indicate that parents verbally advised the program that their child would be absent or late on a particular date). Each form is labeled and includes the name of the program, location and the name(s) of the employee or childcare program.

Program employees are trained on proper attendance taking procedures that include when to conduct attendance, how to record attendance accurately, accuracy and neatness, confidentiality, secure storage of forms and what to do if a child is late or absent.

Program employees are advised on whom attendance forms should be submitted to for filing.

A regular routine is established whereby attendance is taken within the first 10 minutes of the scheduled start time of the program. Attendance is also taken on a regular basis, whenever there is a break in the program, participants have been permitted to leave and return (e.g. after lunchtime) or, after a major transition within a program (e.g. as participants board a bus to return to their program site during a field trip).

Program employees have quick and easy access to children's records should they need a parent or emergency contact phone number to follow up on an absent child (e.g. participant information sheets are available through Active Net or if off site, attendance form are kept together in a program binder carried by the program employee).

After daily attendance is taken, forms are stored in a designated spot that ensures confidentiality and allows for quick access should they require them (e.g. they are returned to the program binder and later stored in a locked cupboard or secure office when the program is not in operation).

If the number of participants in attendance exceeds appropriate participant - leader ratios, additional leadership is brought into the program or the number of participants in program groups are adjusted to ensure proper supervision.

### **Child Pick Up / Departure Procedure**

#### **General Arrival:**

1. Record participants name, age, and time of arrival.
2. Monitor sign-in area at all times. Maintain orderly and clutter free work area. Ensure after sign-in participants proceed to appropriate program areas.
3. Greet participants in a friendly, positive manner that aligns with the Clubs Core Values.
4. Designated staff will record the sign in time for each individual child entering the Club programs.
5. Staff will be the only individuals accessing and recording sign in/attendance records.
6. Contact supervisor with any concerns or problems.
7. As of March 21, 2022, parents will be permitted to enter the Club to pick up and drop off their child(ren).
8. Sign in/out staff will direct the parent to their child's location, to limit movement throughout the program spaces. A supervisor/hub staff will be available to assist the parents as well.

#### **Authorized Recreation Programs:**

1. The sign in/out employee, with assistance of program staff, will ensure children are only released to those who are on the authorized to pick-up list. The employee will ask for photo identification if identity cannot be immediately confirmed.
2. The sign in/out employee will then circle the individual picking up the child on the sign in/out list and record the sign out time. A parent signature is not required at this time.
3. Ensure no participants leave the Club without signing out

#### **Authorized Recreation 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.

#### **Warehouse Youth Centre Sign Out:**

1. Sign In/Out employee will sit at the sign in desk (at entrance to Youth Centre)
2. Parents/guardians may enter the Warehouse vestibule at the back door (facing the basketball courts).
3. The sign in/out employee will walkie talkie the program staff to notify them a youth's parent has arrived to the Club.
4. If required, the sign in/out employee, with assistance of program staff, will ensure youth are only released to those who are on the authorized to pick-up list. The employee will ask for photo identification if identity cannot be immediately confirmed.
5. A program staff will bring the youth to the vestibule area with their belongings.
6. When possible youth, staff, or parents are required to physical distance.
7. The sign in/out employee will then circle the individual picking up the youth on the sign in/out list and record the sign out time. A parent signature is not required at this time.
8. Ensure no participants leave the Club without signing out.
9. The youth will exit through the Warehouse door.
10. If a youth has permission to leave on their own, they must gather all their belongings, let the program staff and the sign out staff know they are leaving and exit through the Warehouse doors facing the basketball courts

#### **General:**

1. With teamwork in mind work in a cooperative and friendly manner with all employees.
2. Daily sign in/out and/or attendance records will be kept onsite and filed in an organized manner.
  - If parents pick up when the group is outdoors, staff will ask parents to wait outside (at least 2 meters away from the playground area). If outdoor time occurs at the end of the day, the children's belongings will be brought outside with them. If the child's belongings are not outside at the time of pick-up then the staff will retrieve the child's belongings and bring them to the family.

#### **Storage and Organization of Attendance Records:**

- All daily program and staff attendance records will be organized and maintained in an orderly manner.
- All daily program and staff attendance records will be stored onsite and organized by date for contact tracing.

### **Communication with 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.
- If a symptom of Covid-19 develop at home, staff, parent/guardian and essential visitors must report the illness to the Club immediately.
- Covid-19 specific information will be visibly posted and available to staff and parents/guardians.



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**D7 COVID-19 4710 – Controlled Access Policy**

**RATIONALE**

In order to effectively reduce and eliminate security risks to participants. This policy is designed to help reduce risk of the spread of illness, including COVID-19.

**POLICY**

The Club is committed to the implementation of appropriate controlled access precautions to support essential visitors entering the building.

**PROCEDURE**

- All visitors entering the building must sign in/out to the visitor log.

1. Sign In and Out

- All visitors and participants will sign in and out by Club personal.
- A log will be utilized for all visitors to the Club. The log will include the visitors name, phone number, address, sign in time, sign out time.
- Front desk personnel and childcare supervisors or designates must be available at all times to ensure that visitors and participants sign in and out of the building.
- Supervisors will be available to the front desk personnel via paging system or telephone.
- All entrance doors will be locked, except the front doors during regular operating hours.

**Storage and Organization of Visitors Log Records:**

- All daily visitors’ logs will be organized and maintained in an orderly manner.
- All daily visitors’ logs will be stored onsite and organized by date for contact tracing.