

## Health and Safety Plan for COVID- 19 Boys and Girls Club of Greater Victoria

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As the COVID-19 outbreak unfolds, Boys and Girls Club of Greater Victoria remains committed to providing a safe and healthy workplace for all of our participants, staff and volunteers. We are implementing a range of measures to minimize exposure to COVID-19 while working tirelessly to ease the spread throughout our facilities and resources. The Health & Safety of our participants and staff is our number one priority. Boys and Girls Club has created guidelines for staff and members to use to ensure the health and safety of all. Please note these practices may change depending on the direction and guidance of the Provincial Health officer.

***“All parents, caregivers, children and staff who have symptoms of COVID-19 or travelled outside Canada in the last 14 days or were identified by Public Health as a close contact of a confirmed case must stay at home and self-isolate.”***

### Prior Shift- Staff Responsibilities

- Prior coming into work all staff are required to use the B.C COVID-19 Self Assessment Tool and sign off daily at club that they completed it
- Staff are to follow the directions of the COVID-19 Self Assessment based on their results.
- Staff must wash their hands immediately upon entry of facility.
- Staff are required to wear a mask during their shifts, unless they have a medical reason.
- Staff must wear a mask and face shield when doing first aid.

### Prior Program-Participant/Family Responsibilities

- Parents and guardians must assess their child daily for symptoms of common cold, influenza, COVID-19, and or any other infectious respiratory disease before sending them to child care. Staff will ask guardians daily if they have completed the COVID Self Assessment test, staff will then keep record of this in our daily attendance (in programs where this allows i.e. Day Camp, morning care).

In programs where staff don't communicate directly with guardians at transfer of care. Staff will do a health assessment with the participant attending program prior them boarding the bus and/or coming inside our facility. Staff will initial that this has taken place on the attendance sheet. If a participant is not feeling well, staff will contact guardian for immediate pick up.

- If parent or guardian is unaware if their child should self isolate, you should take the BC COVID-19 Self Assessment Tool and/or contact your physician to be assessed for COVID-19. Participants will not be allowed to attend club unless they have a negative COVID-19 test result and no symptoms. If positive you must remain home for 14 days and have no symptoms upon return.
- All personal items must be labelled to avoid accidental sharing.
- Please ensure sunscreen is applied prior program (if needed). If your child needs assistance with this during program, please advise staff.
- All participants in Grade 4 and higher will be encouraged and supported to wear a mask while in program, unless unable due to medical/health reasons.

### Drop off-Facility Specific

Each facility will have a slightly different drop off procedure based on the specific program. All will have designated markers identifying appropriate social distancing (2 meters apart).

- **Harbourside.** Please use the far stair case and walk in one direction along the deck towards the main door. There will be arrows marked for one-way usage, as well as tape marks every two meters in case of a line. You will then check in with the staff through the window. At this time, you will communicate any necessary information to staff and verbally agree to the health statement below. Participants will enter through the main door. Parents/guardians will not be permitted into club and staff will sign the participant in when checking in with the parent/guardian.
- **Central Saanich-**Parents/guardians will not be allowed in program space. They will be asked to pick up/drop off children at our side entrance (the covered area), and verbally agree to the health statement below and communicate any necessary information to the staff at the entrance of the club. Participants will enter into program once parent/guardian has signed them in. Parents must stand at designated markers for check in.
- **Metchosin-** Program parents/guardians will not enter club spaces, they will drop-off children, then verbally agree to the health statement below.
  - Licensed Nature Based Program – Please come to Club House door
  - Outdoor Adventure – Metchosin Main parking lot OR Juan de Fuca Recreation Center Lower Lot (BMX Park and Lawn bowling area)

- W.I.L.D.- Metchosin Main parking lot
- **Westshore-** Parents/guardians will bring their kids to the glass club doors only, not through the building, where a staff will be waiting to sign them in at a table. If multiple families are dropping off at the same time, 2 metre chalk lines will be drawn daily to ensure social distancing. Parents will not be allowed in the club space. Parents/guardians will verbally agree to health statement below.
- **Crystal View-** Before school, parents/guardians can call the club phone or knock on the glass windows of the club room and a staff will come out to sign in your child. Parents/guardians will not be allowed in the school. Parents/guardians will also verbally agree to health statement below. After school, the participants will come directly into the club room. At pick-up please text/call the club phone and a staff member will get your child ready to go and bring them outside the front doors to the school.
- **Millstream-** Before school, parents will call club phone upon arrival and a staff will come out the main club door and sign in your child and verbally agree to health statement below. Parents/guardians will not be allowed inside club space. After school, parents will call the club phone and a staff will bring your child out to the same main club door.
- If participant appears sick during drop off, parents will be asked to take their child home and be assessed for COVID-19 by using the self-assessment tool at: <https://bc.thrive.health/> and/or utilizing 811 or their medical practitioner.
- Participants will immediately wash their hands before coming into the club room or spaces and put their personal belongings into their marked cubby designated space.

### Program Activities

- Social distancing, handwashing, cough and sneeze etiquette activities will be played with the participants on the first morning or when any new participants join program.
- The physical space has been set up to support physical distancing, such as labelled work areas, tables and play areas are designed to encourage physical distancing.
- Each participant will have their own labelled spot at a table and chair inside the club room for all activities, snack, lunch etc.
- The amount of participants using each item (toy, table, etc) will be monitored to ensure appropriate social distancing.
- Each participant will have their own activity kit (scissors, markers, paper etc) where available
- Every activity will promote social distancing.

- Minimal toys will be available and they will be sanitized between each participant use and at the end of every day.
- Only toys/equipment that can be easily sanitized will be available for play.
- Toys from home will not be permitted.
- Windows and doors will remain open (weather permitted) to ensure adequate ventilation.
- Staff will minimize the frequency of direct physical contact with children and encourage children to minimize physical contact with each other. All activities will support social distancing.

### **Outside Play**

- Minimal equipment will be used. Equipment will be sanitized between each participant (where applicable).
- Participants will be reminded of social distancing (2meters/6 feet). Activities will be planned to support social distancing.
- Scheduled activities will be planned to limit bottlenecks in transition periods.

### **Snack/Meal Time**

- Children will have a designated meal spot that supports social distancing.
- Children are not allowed to share food.
- Ensure to send reusable water bottles.
- Snacks will be provided in the after school program – staff will wash hands prior prepping snack and will be put out on children’s designated table surface (which will be cleaned prior and after snack time)

### **Handwashing**

- Everyone is required at a minimum to wash their hands when entering the facility, before and after eating, before going and after coming back inside from activity, after using the washroom, after coughing or sneezing, when hands are visibly dirty and before going home at end of day.
- Staff will also carry hand sanitizer to be used where areas of hand washing are unavailable, and provided under staff supervision. Please advise staff if you don’t want your child to use hand sanitizer.

## Cleaning Protocols

- Each facility will have 1:9 bleach and water solutions and will only be used at the end of each day.
- Each facility will have a “how to” disinfect toys daily instructions, which staff must follow and sign off on.
- Soap and water will be used throughout the day as to not cause any irritation to the staff or participants.
- The dishwasher will be used throughout the day to clean toys (toys that are easily sanitized will be used).
- High touch surfaces will be cleaned at least twice daily. These include: door knobs, light switches, faucet handles, table counters, chairs and high use toys.
- Garbage will be emptied daily.
- Staff will use disposable gloves when cleaning blood or bodily fluids such as vomit. Staff will wash hands prior and after using gloves.

## Pick Up-School Specific

- Spencer Middle School
  - Staff will meet youth at the crosswalk of the teacher parking lot then walk to the bus. Staff are not allowed to enter the school, please ensure youth are waiting at the pickup location at the pre-determined time.
- Dunsmuir Middle School
  - Staff will pick up youth at the picnic tables in front of the school. Staff are not allowed to enter the school, please ensure youth are waiting at the pickup location at the pre-determined time.
- John Stubbs Middle School
  - Staff will pick up youth at the bus loop located at the front of the school. Staff are not allowed to enter the school, please ensure youth are waiting at the pickup location (Canadian flag pole – front right of school) at the pre-determined time (2:40pm).
- Westshore BGC pick-up at Millstream Elementary
  - Staff will pick up youth outside of gymnasium doors on the front side of the school. Staff are not allowed to enter the school, please ensure youth are waiting at the pickup location at the pre-determined time.
- Sangster Elementary

- Staff will pick up at the requested pickup location designated by the school, then walk to the bus.
- Wishart Elementary
  - Staff will pick up at the requested pickup location designated by the school
- Brentwood Bay Elementary
  - Staff will pick up at the requested pickup location designated by the school
  - The group will wait in a socially distanced line up for all participants.
  - The group will immediately go back to the club facility and wash their hands.
- Macaulay Elementary
  - Staff will pick up the participants from school and stay inside the tennis court to play (weather permitting)
  - All children will be required to hand sanitize as they come into the tennis court.
  - When it is time to go in the group will wait in a socially distanced line up for all participants.
  - The group will immediately go back to the club facility and wash their hands.

**Parents/guardians are expected to complete the daily Health Check prior sending their children to school/program. When children come into program directly from school staff will ask participants how they are feeling prior entry into program.**

#### **Pick Up-Facility Specific**

- The pickup procedure will be the same as the drop off procedure for each individual facility.
- Any communication about the day will happen via phone or 2 meters/six feet away.
- Participants and staff will wash their hands before leaving club.

#### **Agency Vehicles- Out trips**

- Social distancing will be enforced when travelling by Agency vehicle.
- If social distancing can't occur then everyone will be expected to wear a mask (as per school policies)
- Participants will have their names on designated seats.
- Seating will be one per seat, unless siblings utilizing every other seat.
- When using one person per seat model, participant will sit close to the window
- Staff and participants will wash hands prior and after using agency transportation

- Seats will get cleaned at the end of each day at a minimum
- Recreational travel will be limited- discuss with each program on specific details.

### **Behaviour Management**

- In relation to our Positive Behaviour Support Protocols Philosophy:
  - If your child is deliberately invading staff or participants personal space, we will follow our Normative Development Conflict 3-step resolutions as stated above. Depending on the severity of the behaviour we may go from step 1 to step 3. In relation, depending on severity of the child's behaviour, our management has the right to refuse service.

### **Isolation/Sick Child Procedure**

- If a participant is feeling ill during program staff will call parent/guardian to come pick up their child immediately. Please note staff will assess each situation, as some sickness may be related to anxieties/allergies/or other non-related COVID-19 illness.
- While the participant is waiting to be picked up they will be moved into a designated sick room/space to ensure social distancing and health and safety of all.
- While the participant is waiting they will be directly supervised by a staff member and be provided with a quiet and clean resting area.
- The participant will be offered a mask, and staff will be wearing one while supervising this child.
- Staff will wear a Protective Face Shield when administering First Aid. The Face Shield will be disinfected prior and after each use.
- Designated sick area will be disinfected after child is picked up or at end of day.
- Additionally, our regular health and wellness policy stands: It is the staff's obligation to contact a parent/guardian if they determine a participant is sick.
- Children with any underlying health concerns must be cleared by your General Practitioner before attending program.

Please follow this COVID 19 symptoms chart to determine your action steps. When in doubt call 811 or your Family Doctor.

# COVID-19

## When to get tested for COVID-19

Based on current evidence, some symptoms are more likely to be related to COVID-19 than others.

If you or your child have any of the symptoms listed below, follow the instructions.


SYMPTOMS	WHAT TO DO
<ul style="list-style-type: none"> <li>Fever (above 38° C)</li> <li>Chills</li> <li>Cough</li> </ul> <ul style="list-style-type: none"> <li>Loss of sense of smell or taste</li> <li>Difficulty breathing</li> </ul>	<p><b>1 or more of these symptoms:</b> Get tested and stay home.</p>
<ul style="list-style-type: none"> <li>Sore throat</li> <li>Loss of appetite</li> <li>Headache</li> <li>Body aches</li> </ul> <ul style="list-style-type: none"> <li>Extreme fatigue or tiredness</li> <li>Nausea or vomiting</li> <li>Diarrhea</li> </ul>	<p>If you have <b>1 symptom:</b> Stay home until you feel better.</p> <p><b>2 or more of these symptoms:</b> Stay home and wait 24 hours to see if you feel better. Get tested if not better after 24 hours.</p>
<p>If you are a close contact* of someone who has COVID-19 and have any of the symptoms listed above: Get tested and stay home.</p>	
<p>Check your symptoms with the B.C. Self-Assessment Tool. If you have any questions, or the symptoms get worse, contact your healthcare provider or call 8-1-1.</p>	


★ You will be notified if you are a close contact. For more information on close contacts, go to <http://www.bccdc.ca/covid19/closecontacts>

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If you develop severe symptoms, such as difficulty breathing (e.g. struggling to breathe or speaking in single words) or chest pain, **call 9-1-1 or go to the nearest Emergency Department.**





January 6, 2021



- Please ensure you communicate with staff if your child experiences allergies so you can review triggers, symptoms and develop a Care Plan if needed.

### **Refunds**

- If your child misses club due to Covid- 19 sickness you will be refunded.

### **Closures**

- To ensure the health and safety of every individual utilizing our club space, no one will be allowed in the building with an illness. Therefore, we may need to cancel our program with short notice due to insufficient staffing. You will be refunded if this should need to happen. Please ensure you plan for a Plan B for care for these unforeseen circumstances,

### **Programs in Schools**

Programs that are operated on school grounds staff will work with school personnel to ensure consistent Health & Safety Practices.

## Parent Confirmation of Child Wellness

I \_\_\_\_\_ confirm that my child \_\_\_\_\_

(check all that apply):

\_\_\_ has had their temperature taken and is currently fever free

\_\_\_ has not been given any fever reducing medications in the past 24 hours

\_\_\_ does not have a cough

\_\_\_ does not have a loss of sense of smell or taste

\_\_\_ does not have difficulty breathing or wheezy breathing

\_\_\_ does not have nausea or vomiting

\_\_\_ does not have diarrhea

\_\_\_ has not been in contact with anyone that may have been exposed to COVID-19 in the last 14 days to the best of my knowledge

\_\_\_ has not left the country in the last 14 days

If your child or anyone you've been in contact with becomes ill with COVID-19 please inform us immediately.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\*\*In addition, Parents will be asked to verbally agree to the above questions each morning/afternoon, confirming that their child is symptom free and that their child has not been given acetaminophen or ibuprofen in the last 24 hours.**