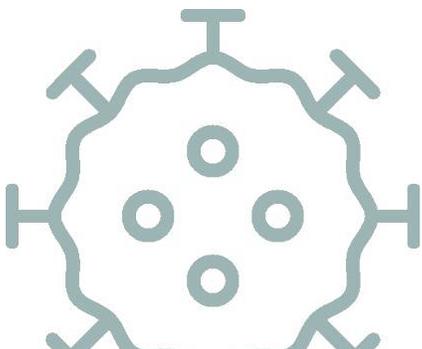
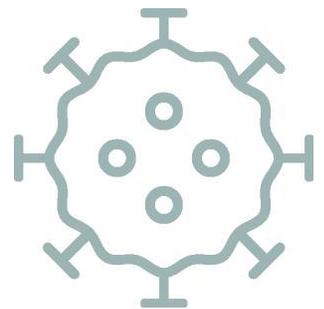
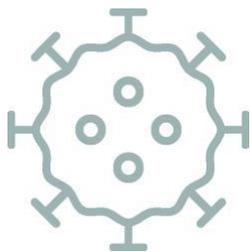




**Boys and Girls Clubs of Yarmouth**  
**Covid-19 Operating Plan**  
**Summer Day Camp**  
**June 18, 2020**



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## **Section 1 - Introduction**

As Boys and Girls Clubs re-opens its club sites during the Covid-19 pandemic, we aim to have policies and procedures in place to ensure the health and safety of children, families and staff and decrease risk of disease transmission. The BGCY Covid-19 operational plan is based on Nova Scotia public health documents including COVID-19 Guidance for Child Care Settings (June 2020), COVID-19 Return to Day Camp Guidelines (NS) and Nova Scotia Workplace COVID-19 Prevention Plan. As Public Health directives change over time, BGCY will update this working document in order to maintain constant compliance with current Nova Scotia Public Health Directives as issued by the Chief Medical Officer.

The goal of this document is to provide guidance on how to reduce the risk of transmission of the virus that causes COVID-19 in all BGCY club sites. The COVID-19 protocols in this document apply to all BGCY club sites, all program and administrative operations. It is expected that all parents, staff and visitors comply with the COVID-19 protocols in this document in order to help BGCY identify and manage risk and ensure our staff and users can comply with BGCY's COVID-19 prevention protocols.

To ensure awareness of and compliance with all of our new COVID-19 procedures, BGCY will make this information readily available to our staff, families, members and visitors on our website ([bgcyarmouth.ca](http://bgcyarmouth.ca)), upon program registration and upon request, as well as post clear signage at all club sites.

BGCY will continue to revise this COVID 19 Operational Plan in accordance with any and all changes issued by the Province of Nova Scotia. BGCY will keep staff and families up to date on any changes in BGCY operations connected with COVID 19 prevention.

**Staff, families, volunteers, visitors and our members will be expected to comply with these procedures daily.**

**Non-compliance with BGCY's COVID-19 procedures may result in immediate removal from the club.**

## Section 2

### Preventing the Introduction of COVID-19 in BGCY club sites

To prevent the introduction of COVID-19 into any of BGCY club sites, people experiencing any ONE of the symptoms listed below, including children, staff and visitors, **should not enter a BGCY club** and should self-isolate:

**a) Anyone who is experiencing any one of symptoms suggestive of COVID-19<sup>1</sup>:**

- Fever (chills, sweats) over 38C
- Cough or worsening of a previous cough
- Sore throat
- Headache
- Shortness of breath
- Muscle aches
- Sneezing
- Nasal congestion or runny nose
- Hoarse voice
- Diarrhea
- Unusual fatigue
- Loss of sense of smell or taste
- Red, purple or blueish lesions on the feet, toes or fingers without a clear cause

**b) Anyone who has travelled outside Nova Scotia in the previous 14 days,**

**c) Anyone who is a close contact of a confirmed case of COVID-19,**

**d) Anyone who is waiting for a COVID-19 test result**

**e) Anyone who has been told by Public Health that they may have been exposed and need to self-isolate.**

**BGCY will be pre-screening ALL individuals prior to entry into a club site, including staff, children and visitors, using the health screening questionnaire<sup>2</sup> in Appendix A of this document.**

**Individuals with any ONE of the above symptoms will not be permitted entry to a BGCY club site that day and will be advised to contact 811 for further assessment.**

**BGCY strongly advises staff, visitors and parents/guardians of children to first pre-screen yourself and/or children at home, prior to coming to a BGCY club site. If you have any ONE of the above symptoms, please DO NOT come to a club site that day and follow up with 811 for further assessment. Parents and staff can also access the 811 assessment tool at <https://when-to-call-about-covid19.novascotia.ca/en>.**

Current information on the list of COVID 19 signs and symptoms will be provided to staff, families and posted at all club sites.

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<sup>1</sup> Webpage: [novascotia.ca/coronavirus/when-to-see-help/#symptoms](https://novascotia.ca/coronavirus/when-to-see-help/#symptoms)

<sup>2</sup> COVID-19 Guidance for Child Care Settings

## **COVID-19 Screening**

BGCY will take every reasonable step to prevent persons who exhibit symptoms of COVID-19 or have been exposed to someone with COVID-19, from entering club sites. Therefore, BGCY will be requiring daily health screening measures for everyone who enters a BGCY club site, including, but not limited the screening strategies listed below:

### **Screening Tools**

- Daily Health Screening Questionnaire (Appendix A)
- Daily temperature checks
- Health monitoring throughout the day
- Exclusion of staff, children, parents and visitors who indicate potential COVID 19 symptom(s)

**Staff, members, families and visitors who are feeling sick are requested to not enter a BGCY club site.**

## **Health Monitoring**

### **Children**

Parents are encouraged to monitor the health of their children daily for COVID-19 symptoms prior to sending them to Boys and Girls Club sites. A health screening tool is in Appendix A. Upon arrival at a BGCY site, children will be screened using the screening tool in Appendix A as well as health monitoring of children being conducted by staff throughout the day. If a child displays illness while at the club, the parent/guardian will be required to pick up the child within one hour of notification by a club staff person.

### **Staff**

All staff are to self-monitor daily for symptoms of COVID-19 at home, prior to reporting to work. If symptomatic and/or ill, staff are not to report to work that day and should contact 811 for assessment and follow up. Upon arrival to work, all BGCY staff will need to complete the screening questionnaire and not enter the club site responding YES to any of the questions. Staff who become ill while at work are to notify their supervisor immediately and leave the club for the rest of the day or until directed by public health.

### **Visitors**

All club visitors must complete the BGCY health screening questionnaire (Appendix A), confirm they have no symptoms or exposure to COVID-19. Visitors with symptoms or exposure are not permitted to enter the BGCY club site. All visitors entering the club must register their visit with club management.

## Section 3

# NS Public Health Measures to Prevent the Transmission of COVID-19<sup>3</sup>

Although public health measures can significantly reduce the risk of COVID-19 entering and being transmitted in childcare settings, the risk is never zero.

The most effective measures to reduce the spread of COVID-19 include separating people by maintaining physical distance and the use of physical barriers. However, these measures are not always practical in childcare settings. Therefore, it is most effective to use a layered approach including multiple measures from the areas listed in this document. Below is a brief summary of the public health measures in place at all BGCY club sites:

### 1. Small group gathering sizes “Program Cohorts”:

Originally limited to gatherings of five persons within the same household, this measure is gradually changing. Right now, families can join with one other ‘bubble’ and people can gather in groups of up to 10 persons, while still maintaining physical distancing.

At BGCY sites, groups of children are organized into “**Program Cohorts**” with a maximum of 10 people including 6-8 children and 2 Program Leaders. When feasible, child siblings will be in the same Program Cohort.

Children and staff in a Program Cohort are kept together throughout the day and must physical distance from other Program Cohorts in the club site.

### 2. Physical Distancing:

Physical distancing of 2 meters or 6 feet between individuals helps reduce the spread of illness. However, it is not always practical in childcare settings. Where possible, maintain physical distancing:

- Between staff members in the workplace
- Between staff members and essential visitors
- Between program cohorts
- During pickup and drop-offs

**Physical distancing between children and staff in the same program cohort is not required.**

When physical distancing is not feasible, face non-surgical mask should be worn by adults. Children are not required to wear face non-surgical mask

Signage and visual cues such as floor markings will be posted throughout the club to encourage physical distancing where required.

3. **Personal hygiene** – frequent hand washing, not touching one’s face and good cough and sneeze etiquette (into elbow) are crucial to prevention of disease transmission.



<sup>3</sup> COVID-19 Guidance for Child Care Settings (June 2020)

All individuals entering a BGCY club site must sanitize hands prior to entry and/or wash their hands often with soap and water for at least 20 seconds.

#### 4. Environmental Cleaning and Disinfecting

Cleaning refers to the removal of dirt, grime and impurities with the use of soap and water. Cleaning does not kill germs but helps remove them from the surface. Disinfecting refers to using chemicals (bleach) to kill germs on surfaces.

BGCY has cleaning and disinfecting schedules (Appendix B) for all club sites and uses the process of initially cleaning surfaces with soap and water, followed by disinfecting.

#### 5. Outdoor Activities

BGCY program design utilizes outdoor activities as much as possible. However, program design does not include usage of prohibited areas, such as playgrounds or other facilities and buildings where physical distancing is not possible. Green spaces, fields and trails will be utilized whenever possible.

To encourage compliance with public health measures, signage will be posted in main entries of the all Club locations, as well as any common areas of the Club where people tend to gather.

Signage will also be posted on Club entrances to instruct everyone about screening requirements, practices before entering.



## Section 4

### Interacting with Club members, families and other required visitors.

#### Contactless Drop-off, pick up and Club Entry:

**Prior to entering our Club, all children or essential visitors will be actively pre-screened.**

1. Parents/guardians **will not be permitted to drop off or pick up children inside** a BGCY club site – this procedure will be done outside the main entrance. BGCY staff will administer the sign in/out sheets to record attendance of each child.
2. Parents/guardians must practice social distancing measures when lining up outside for drop offs and pickups. If it becomes too much we will then have to set scheduled pick up and drop off times for each individual family.
3. A BGCY staff person wearing a face mask will greet families dropping off children and all visitors in the club parking area. The BGCY staff person will speak with each parent/guardian while maintaining physical distance and will administer a mandatory **health screening questionnaire** (Appendix A) for each child/youth participant entering the club. Parents/guardians may wait in their car or stand in a line up in the designated area while maintaining physical distancing. A temperature check to screen for fever will also be administered by a BGCY staff person for children and visitors prior to entering the club. Health Screening questionnaires do not require a parent/guardian signature in order to prevent sharing of pens. BGCY staff will sign off on all completed health screening questionnaires. **A daily Health Screening Questionnaire is mandatory for entry into the club.**
4. Parents/guardians dropping off children/youth at the designated outdoor spot at each club location are not required to complete screening if they are not entering the facility beyond the screening intake point.
5. All screening results for children/youth and visitors will be kept on file for future reference and potential contact tracing purposes.
6. Upon completion of pre-screening procedures, children and visitors may be permitted to enter the club site.
7. When entering a club site, all individuals, including children, will be required to use hand sanitizer available at the front door of all club sites prior to entering the club. Parents/guardians and required visitors will also be required to wear a face mask and maintain physical distancing while inside the club.
8. The health status of every child/youth will be monitored throughout the day. **If a child displays symptoms of illness during the day, they will immediately be comfortably isolated, and parents will be required to pick up the child within one hour of being notified by club staff.**
9. Parents/guardians who wish to speak to a club staff member is asked to do so via phone, email, text, Zoom or by appointment. Club contact information will be provided to all parents/guardians.
10. All required visitors, contractors entering the club sites must also be pre-screened, use hand sanitizer upon entry, maintain physical distancing and sign the daily club log, for potential contact tracing purposes.

**Upon arrival at the club, any child, parent/guardian or visitor with a potential indicator of COVID 19 will not be permitted to enter the club that day and asked to follow up with 811 for further directions.**

## Parent/guardian pick up of children/youth

1. Parents/guardians **will not be permitted to pick up children inside** a BGCY club site – this procedure will be done outside the main entrance. BGCY staff will administer the sign in/out sheets to record attendance of each child.
2. A BGCY staff person wearing a face mask will greet families picking up children in the club parking area. The BGCY staff person will take each child/ren to the waiting parent/guardian for sign-out and provide daily review of the child's experience at the club.

## Deliveries, sub-contractors, and other required visitors:

Visitors, contractors and delivery personnel are NOT PERMITTED into any BGCY club site without pre-arranged appointments. BGCY sites are not open to any unexpected visitors. Signage at all BGCY club site entrances will inform VISITORS not to enter without a prior appointment. Visitor signage with a club phone number will be posted on club doors to help visitors make proper arrangements to connect with club staff. Wherever possible, deliveries will be left outside at the front door of club sites by the 3rd party delivery contact. Delivery staff and contractors must call the phone number posted on the club door to notify us of their arrival.

Sub-contractors that need to enter the building (pest control monitoring, repair persons, etc.) must make a prior appointment and will have to meet the screening requirements:

1. Complete screening health questionnaire
2. Possible temperature check
3. Use hand sanitizer provided at club entrance
4. Sign club log to document entry into the club (for contact tracing purposes)
5. Wear a face mask during visit

Other individuals that need to access the administration office, or parents required to enter offices, etc. will have to meet the same requirements.

## Section 5

### Physical Distancing, Program Cohorts and Program Safety Measures

As a general rule, **all individuals must observe physical distancing requirements of at least 2 meters (6 feet)**. Staff and children assigned to the same program cohort are NOT required to physical distance from each other, but are required to physical distance from other program cohorts.

When parents, staff and visitors to the Club are waiting to gain entry, 2 metre waiting spots will be marked so that individuals understand where to wait.

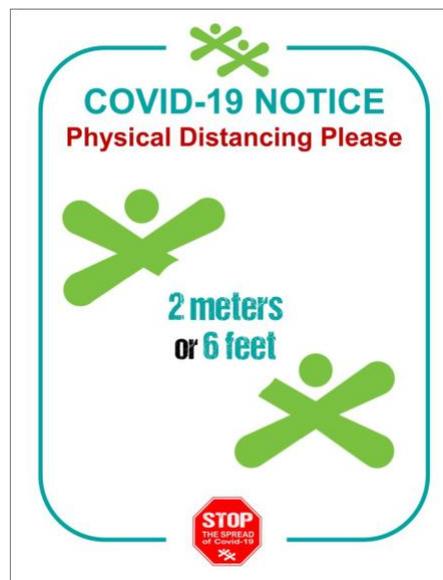
The same system will be used for children and staff in any common areas inside of the club, such as washrooms and kitchen areas where people may be required to wait in line.

Entry into common areas of the club, such as washrooms will be limited at any one time to ensure physical distancing can be respected.

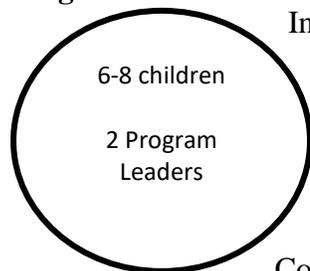
Signs will be laminated and placed on the floor, hung on the wall/other barrier or tape/chalk lines may be used in their place.

Staff and/or visitors who are not able to maintain physical distancing protocol will need to wear a face mask.

Staff working within their program cohort group ARE NOT expected to maintain physical distancing from each other or from children, but must respect physical distancing from other program cohorts and staff working elsewhere in the club. When unable to maintain physical distancing from other groups or staff members, staff must wear a face mask.



#### Program Cohorts

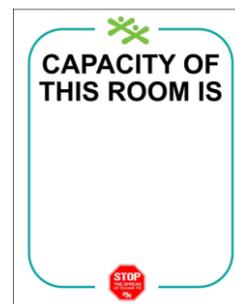


In organizing all activities at BGCY club sites, the child/youth participants will be organized into **PROGRAM COHORTS, consisting of a maximum of 8 children and 2 staff** in each program cohort. When feasible, siblings will be in the same program cohort, unless the age range is too great.

Upon arrival at the club, each child will be pre-screened, then received by a BGCY staff person and escorted to their assigned Program Cohort, in a designated program room/area.

Every program room in the club will have a Room Capacity poster to ensure room capacity is adhered to, in accordance with current public health directives on program cohort maximum sizes.

**While at the club, children and program leaders will stay in their assigned Program Cohorts for all activities including lunch and washroom breaks. They will play, eat and travel together throughout the day.**



While physical distancing is not required for individuals within a Program Cohort, **Program Cohorts WILL NOT mix with other Program Cohorts**, unless physical distancing between the cohorts' groups can be implemented. To encourage good hygiene practices, program rooms are set up to encourage physical distancing whenever possible between children and staff.

Physical distancing is still required between staff who do not work in the same program cohort. If staff are unable to physical distance from other staff, they will wear face non-surgical mask. Children are not required to wear face non-surgical mask.

### **Program Safety Measures to prevent the transmission of disease**

**Daily education, regular communication and clear signage** on prevention measures such as hand washing and cough etiquette and physical distancing. At the beginning of each day during Circle Time, children will be educated on physical distancing measures, handwashing, how to cover their coughs and sneezes properly, and the importance of not touching their face or touching others. Games and small rewards will help to reinforce good personal hygiene practices for the children.

**Program Cohorts** with a max of 6-8 children and 2 Program Leaders, with no interaction between program Cohorts. Program Cohorts must always maintain 2 meters physical distancing from other program Cohorts.

**No sharing of program supplies.** Individual storage containers in program rooms will be provided for each child, labelled with child's name and separated by 2 metres between storage containers. These individual storage units will contain materials such as crayons, paper, etc., to ensure no sharing of common materials. Children can also safely store backpacks, lunch and snack materials in their personal storage container. Storage containers will be cleaned and disinfected daily.

**No sharing of food.** Children must bring food for snacks and lunch daily. Children will keep their food in their individual storage containers and **NO SHARING** of food will be permitted. BGCY will provide limited individualized snacks for children, as required.

**No toys from home.** Children will not be allowed to bring toys from home to the club.

**Cooking activities will be limited.** Cooking that requires the shared use of the club kitchen will not be permitted. Simple food preparation activities may be done in program rooms using individualized food portions provided to each child.

**Outdoor programming.** Playing outside encourages physical distancing and generally lessens the transmission of any germs or viruses. BGCY will require every program cohort to play outside daily, rain or shine. Parents must ensure children have sun protection such as sunscreen, hats and long-sleeved shirts and/or rain gear for inclement weather. Outdoor program materials, such as balls, will be cleaned and disinfected between usages by staff. Even outdoors, program Cohorts must maintain physical distancing from other program Cohorts.

Good ventilation has been identified as a positive measure to prevent transmission of disease. All club sites and program rooms will ensure all available windows and doors remain open (weather permitting), to maximize ventilation capacity in each club site.

**While playgrounds are now open to public, Program Cohorts cannot be in large public gatherings unless physical distancing can be maintained from members of the public.** Programs will rely on

green spaces, field and nearby trails. Water sports and activities will be kept local to the club sites. Trips to beaches will take place only if public health measures can be adhered to.

**Program schedules will include frequent handwashing and washroom breaks between program activities and when returning to the club sites from playing outside.**

**First Aid administration** - in the event of a child injury while at the club that requires first aid, a qualified staff will administer First Aid, while wearing a face mask and disposable gloves; PPE equipment provided by BGCY to all staff at all sites.

**Label Child possessions** – All items brought to the club by children must be labelled with their name, such as water bottles, lunch containers, backpacks, hats, etc... This will prevent unnecessary sharing of items between children.

## Section 6 - Cleaning and Disinfecting & Facilitating Personal Hygiene

Increasing the frequency of cleaning and disinfecting high-touch surfaces is significant in controlling the spread of viruses, and other microorganisms. Cleaning refers to the removal of dirt, grime and impurities with the use of soap and water. Cleaning does not kill germs but helps remove them from the surface. Disinfecting refers to using chemicals (bleach) to kill germs on surfaces.

BGCY has cleaning and disinfecting schedules (Appendix B)

For disinfecting, BGCY will use Health Canada recommended disinfectants and/or 1000 ppm sodium hypochlorite/water solution (Bleach).

### Instructions for mixing Disinfecting Spray

If using household bleach, the following is recommended	
Disinfectant	Concentration and Instructions
Chlorine: household bleach – sodium hypochlorite (5.25%)	1000 ppm • 1 teaspoon (5 ml) bleach to 1 cup (250 ml) water or • 4 teaspoons (20 ml) bleach to 1 litre (1000 ml) water • Allow surface to air dry naturally

All surfaces, especially those general surfaces that are frequently touched, such as doorknobs, handrails, washrooms, toys, etc., will be cleaned at least twice daily and as needed.

A cleaning and disinfection schedule will be in place in all program rooms and monitored by club management.<sup>4</sup>

A log sheet for each program room, washrooms and administrative offices will clearly identify items to be cleaned and disinfected, by who, time and frequency.

<sup>4</sup> Cleaning and Disinfecting Schedules are in Appendix B of this document.

Trash will be removed from rooms at the end of each day and/or as necessary, by designated cleaning staff.

## **BGCY Equipment**

- Program equipment such as balls, games and other shared materials must be cleaned and disinfected immediately after every use by a designated staff person prior to its next use.
- Program toys such as plastic dishes, etc., will be cleaned and disinfected after group use prior to re-using.
- Program materials such as desks, chairs will be labelled for individual use to cut down on sharing, and cleaned and disinfected twice daily, or as needed.
- Electronics that are shared between children, such as tablets, will be cleaned and disinfected with alcohol wipes after every usage.
- Office equipment such as computers, laptops, phones will be labelled for individual users and not shared unless necessary.
- Staff lockers – staff will be provided with individual lockers to store personal possessions, food, phones and other items and are requested to lock personal possessions to ensure non-usage by others.
- Program Binders and pens will be provided to individual staff. Staff are required to label their work materials and ensure they are kept clean, stored and not shared with others.
- PPE, such as face non-surgical mask and gloves are NOT to be shared between staff members. BGCY will provide staff with non-surgical mask and gloves at club sites.

## **Facilitating Personal Hygiene**

Personal hygiene, such as frequent handwashing and not touching one's face have proven to be the most effective measures to prevent the transmission of disease. Personal hygiene will be reinforced with children and staff daily. This will include regular, proper handwashing (20 seconds), and hand sanitizer to be used only when soap and water are not available, and practice of good respiratory etiquette such as covering the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing.

Hand sanitizer (alcohol based) will be available in all program rooms, offices and front entrances to the club sites. Hand sanitizer does not replace regular hand washing, but provides extra protection, when required.

All individuals who enter the club must wash and/or sanitize hands each time they enter. Groups playing outside will enter the club and immediately wash hands before going to program areas.

Handwashing will be scheduled for each group between every program transition, such as leaving the gym and returning to another program area, or after each activity, such as after craft time.

Proper handwashing and personal hygiene signs from Health Canada will be posted in all club rooms and at all handwashing stations to help ensure everyone washes their hands properly.

All persons must wash their hands well and frequently, including in the following scenarios:

- on arrival;
- before and after meals;
- after using the toilet;
- after blowing nose, coughing or sneezing; after playing with shared toys; when taking medications; and
- after playing outside.

In addition, staff are required to wash their hands:

- before and after handling food;
- after breaks;
- before and after giving medications



Signage on personal hygiene etiquette such as handwashing; and sneezing and coughing etiquette is posted throughout the facility.



**Personal Protective Equipment (PPE)** for staff and visitors will be available, when required, including face non-surgical mask and gloves. PPE may be required when physical distancing is not possible.

## Section 7 – Outbreak Management

BGCY’s Outbreak Management plan is to follow the directives of NS Public Health, including the following actions:

Daily attendance records and health screening results are kept for all staff and children, as well as a registry of visitors in order to facilitate accurate contact tracing, if necessary.

Any child or staff person who feels ill and/or displays symptoms of COVID-19 while at a club site will IMMEDIATELY wash their hands, wear a face mask, and isolate from all others at the club in the designated self-isolation area. For staff - report feeling ill to a supervisor, go home and complete the 811 online assessment and follow any further directives for assessment prior to returning to work. A child feeling ill will

be isolated from others, with staff supervision, until a parent arrives to take the child home (within one hour of being called by staff). Parents must ensure the child is assessed by the 811 online assessment tool, follow all directives if further assessment is required, prior to returning to the BGCY club site.

Staff supervising an ill child will be required to wear a face mask while with the child until the parent arrives for pick-up.

If a child becomes ill at the club, it is important that, in addition to supervised isolation until pick-up, the 'program bubble' that included the ill child NOT mix with the rest of the club population until the club can verify the child has been assessed by 811 and cleared of any potential COVID-19.

**For children who are ill, parents will be required to pick up the child/ren within one hour of being contacted by a BGCY staff person.** The child will be allowed to return to the club upon being able to clear the health screening processes described earlier in this document. Staff who are feeling ill at work should immediately advise a supervisor and leave the club. Again, staff will be allowed to return to the club upon being able to clear the health screening processes described in this document.

If a staff person or child is instructed by 811 to have a COVID 19 test, the staff and/or child cannot return to the club until testing confirms no COVID 19.

If a case of COVID-19 is confirmed to be connected to any BGCY site, NS Public Health will take immediate responsibility for all contact tracing procedures and will provide BGCY management with guidance and direction including ensuring that appropriate supports are in place to coordinate the response.

**ONE confirmed case of COVID-19, whether child or staff, would be considered an outbreak.**

Public Health directives may include, but not limited to:

- Public Health contact tracing, which involves identifying contacts of a positive COVID-19 case and contacting all necessary individuals who may be exposed. Public Health will direct individuals regarding self-isolation requirements.
- Requesting records from BGCY that identify cohorts/groups of staff and children in the club setting, for a specified time frame.
- Testing of staff and children that may have been exposed to a positive case.
- Enhancing environmental cleaning.
- Assessing the needs for BGCY club site closure

BGCY will always work with Public Health to ensure a prompt response to cases of COVID-19 that may have been exposed in or may have attended a BGCY club site.

**Any staff person or parent/guardian of a child who personally, or if their child feels ill, symptomatic of COVID-19 or possibly exposed to a case of COVID-19 is expected to contact 811 IMMEDIATELY for assessment and follow up, and NOT COME TO THE CLUB until cleared or directed by health officials at 811.**

**The health screening questionnaire in Appendix A of this document should be used by staff and parents for self-screening daily prior to coming to a BGCY club site.**

## Section 8 - BGCY Staff

### **Before to coming to work:**

During the COVID-19 pandemic, all BGCY staff persons will be required to self-monitor their health daily prior to reporting to work, using 811 Assessment Tools and/or Health Screening Questionnaire provided in Appendix A this manual.

Staff who are feeling ill, are NOT to report to work but contact the club management to report absent for that day.

### **Before entering a work site:**

- Receive and accept a BGCY job description describing their roles and responsibilities.
- Complete all BGCY provided staff training modules, including new training on COVID-19 symptomology, public health measures and all sections of BGCY's COVID-19 Operational Plan
- Complete the required pre-screened daily, as described in this document. The first staff person reporting to the club must self-monitor their health and self-take their temperature prior to entering the club site. Subsequent staff reporting to work will be screened by a designated staff person prior to entry to the club site.

### **While at work:**

1. Complete attendance records daily staff sign-in sheet. Recording your attendance DAILY is required for the purpose of contact tracing,
2. Respect and maintain physical distancing between staff members. This includes in common areas such as kitchen and washrooms. Wear face non-surgical mask when physical distancing between staff is not possible.
3. Stay with your Program Bubble throughout the day. BGCY staff are not permitted to gather together during lunch or staff breaks.
4. Store personal possessions such as food, phones, in your staff locker. Do not share personal possessions with other staff or with children.
5. Staff communication with parents and other staff is to be maintained daily. With parents, staff are expected to utilize phone text or email communication or utilize ZOOM when required to meet with parents.
6. Shopping for program supplies is to be limited to once a week and ordering online whenever possible.
7. BGCY will provide staff with some PPE, such as a reusable face mask per staff person, disposable face non surgical mask, if required and gloves, as required.
8. **If feeling ill while at work**, staff are expected to immediately wash your hands, wear a face mask, self-isolate from others at the club, report feeling ill to a supervisor and leave the club as soon as possible. All staff feeling ill are expected to complete the 811 health assessment online and follow directions if further assessment is required prior to returning to work.

### **Monitoring Methods**

1. Daily check-ins with supervisors at beginning and end of shifts
2. Weekly check-ins at online staff meetings
3. Regular staff evaluations

### **Staff Illness:**

The risk level of introduction and transmission of COVID-19 within a childcare setting is impacted by the transmission of the virus in the community, and at the present time, it is relatively low. However, BGCY must be diligent in the prevention of introduction and/or transmission of COVID-19 within our organization. All staff are expected to self-monitor their health daily, **before coming to work**, against the COVID-19 health screening questionnaire available at 811 or at the end of this document. A staff person who has any indication

of illness or exposure of COVID-19 is required inform their supervisor and to not report for work at the club that day.

**Staff Injury at work:**

In the event of a staff injury while at work, a qualified staff person will administer First Aid, while first donning a face mask and disposable gloves. An incident report will be filled out by all staff involved in the incident and reviewed and filed with Club Management

*Please note, that while strictly enforcing staff health is essential, this could potentially result in child spaces being temporarily closed if adequate numbers of staff cannot be maintained. Child-to-staff ratios must always be maintained to ensure child and staff safety.*

**Designated Club Health Monitor:**

To support COVID-19 protocol compliance, each Club Site will have a **designated staff Health Monitor**. The designated Health Monitor at each club site will responsible for pre-screening of children and staff at the beginning of each day, assist with and ensure compliance of the extra cleaning measures during the day and help all program Cohorts within the club monitor child health, including the responsibility to initiate child or staff isolation procedures, as required.

**Staff Communication**

All staff communication must respect physical distancing protocols. Maintaining a 2- meter (6 foot) distance while in conversation is expected at all times.

When possible, staff are expected to communicate via phone, text or email to each other and provide daily check-ins with supervisors.

## **Section 9**

### **Communication**

Nova Scotia Public Health measures regarding COVID-19 will continue to evolve and change over time. BGCY senior staff are responsible for the continuous monitoring of federal and provincial COVID-19 updates and for subsequent BGCY policy changes and updates, as directed by public health. BGCY senior staff will be responsible for communicating new information and protocols regarding COVID-19 to the entire staff team in a timely basis and for monitoring compliance of COVID-19 protocols.

BGCY will ensure all parents/guardians, staff and visitors to the club will receive the new COVID-19 Operational Plan prior to starting work, registering a child for programs, or visiting the club site.

BGCY will also post its COVID-19 Operational Plan on its organizational website for easy access by families, staff and members of the public.

Ongoing and regular communication with parents/guardians will be via weekly online newsletters and will share all program information to help parents/guardians plan each week, as well as reminders of important COVID-19 prevention strategies.

*One important message to be sent weekly to parents is:*

*Please note, that while strictly enforcing staff health is essential, this could potentially result in child spaces being temporarily closed if adequate numbers of staff cannot be maintained. Child-to-staff ratios must always be maintained to ensure child and staff safety.*

#### **Visitor and Attendance Logs**

Daily attendance of children and staff will be documented at each club site.

Staff will be expected to log into ADP or sign attendance sheets at the start and end of each shift.

BGCY screening staff will sign in all children attending the club daily and sign-out all children at pick up times. Child attendance and health screening questionnaires will be kept in each child's personal folder in a secure location at the club site.

All visitors to BGCY club sites, including delivery persons and contractors must sign in the BGCY Visitor and Attendance Log, with name, contact information, time entered and exited, for contact tracing purposes.

Visitor and Attendance Logs will be kept and stored in a secure location at each club site.

## Appendix "A"



### COVID-19 Daily Health Screening Questionnaire

Today's Date:	Club Site:	
Individual's Name:		
Choose One: Child: <input type="checkbox"/> Staff: <input type="checkbox"/> Parent: <input type="checkbox"/> Visitor: <input type="checkbox"/> - Contact Info:		
	YES	NO
1. Is your child unwell?		
2. Does your child have any of these symptoms?		
Fever (chills, sweats) Fever is 38C or higher		
New or worsening of a previous cough		
Sore throat		
Headache		
Shortness of breath		
Muscle aches		
New or worsening sneezing		
New or worsening nasal congestion or runny nose		
Hoarse voice		
Diarrhea		
Unusual fatigue		
Loss of sense of smell or taste		
Red, purple or blueish lesions on the feet, toes or fingers without clear cause		
3. Has your child taken Tylenol, Advil or any medication within the last 4 hours for the purpose of reducing a fever?		
4. In the last 14 days, has your child travelled outside of Nova Scotia or live with someone who has travelled outside of Nova Scotia?		
5. In the last 14 days, has your child had close contact (within 2 meters/6 ft) of someone confirmed to have COVID-19?		
6. Is your child, or anyone in the child's household waiting for a result from a COVID-19 test?		

**YES, to any of the above questions will result in the child/individual not being able to enter the club today.**

**Temperature Check:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**STAFF Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## Appendix “B”



**Boys & Girls Clubs  
of Greater Halifax**

### Program Room Cleaning Schedule & Log

Program Room: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Please initial to confirm completion of cleaning duties:

Item/Location	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Door handles/doors										
Counters										
Tables & chairs										
Walls (high touch areas)										
Toilet										
Paper towel dispenser										
Shelves										
Garbage bins										
Floor										
Electronic devices										
Toys/Equipment										
Storage bins										
Light switches										
Windows										

## Appendix “B”



**Boys & Girls Clubs  
of Greater Halifax**

### Club-Wide Cleaning Log

Staff Name: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Please initial to confirm completion of cleaning duties:

Item/Location	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>DAILY</b>										
Door handles/doors										
Counters										
Tables & chairs										
Walls (high touch areas)										
Washrooms										
Paper towel dispenser										
Shelves										
Garbage bins										
Floor										
Electronic devices										
Toys/Equipment										
Storage bins										
Light switches										
Windows										
Diswasher dishes										

## Appendix “C”

### Web links to information on COVID 19:

- [NS Government Response to COVID-19 and Cases](#)
- [Public Health](#)
- [Restriction Updates](#)
- [Public Health Agency of Canada](#)

Appendix D

**Please read, sign and return to BGCY**

**Prior to entering any BGCY facility, parents/guardians (on behalf of child(ren)) must agree to receive, review and abide by ALL BGCY COVID-19 Operational protocols described herein this document.**

I acknowledge I have received and reviewed BGCY's COVID-19 Operational Plan and agree to abide by all of the COVID-19 protocols.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Name(s) of participants in BGCY Day Camp