



## Adventure Club COVID-19 Pandemic Plan

### Introduction

A pandemic is distinguished as an infectious disease/illness that becomes a worldwide epidemic that spreads easily and rapidly through many countries and regions of the world affecting a large percentage of the population. A pandemic occurs when an infectious disease emerges to which the population has little or not immunity. It may spread easily from person to person and may cause serious illness and death. Pandemics are unpredictable and can affect any age group with the severity affecting each individual differently. During a pandemic, infectious diseases or illnesses can be prevented through appropriate hygiene, sanitation and infection prevention/control practices. Provisions of daily health screenings for children/staff and heightened disinfecting are put in place to protect the health, safety and well-being of children and staff.

A Pandemic Plan is intended to:

- Educate parents/caregivers on the procedures in place and the steps they are responsible for taking.
- Ensure all staff are educated about pandemic risk factors and prevention procedures to protect themselves and the children.
- Control infection risks through the application of preventative measures.
- Integrate pandemic prevention strategies into daily operations.

Policies and Procedures are subject to review to be modified/revised when needed as the Pandemic evolves. The Medical Officer of Health is the authority that deems when a pandemic has ended.

### Expectations

YMCA Adventure Club staff, children and families must adhere to the guidelines and practices described below (and in other associated documents) in order to reduce the risk of contracting or transmitting an infectious disease or illness during a pandemic.

Parents/caregivers will review the Pandemic Plan prior to signing their child up for YMCA Adventure Club and will sign off confirming their understanding and acceptance. Adventure Club staff will also review and sign off on the Pandemic Plan at the beginning of their employment.

### Procedures

**Parents/caregivers will ensure they are up to date by:**

- Reviewing the information provided by the YMCA.
- Checking the Adventure Club website and reading emails from the YMCA.
- Reviewing any signs and information posted at the sign-in and out area.

**Staff will make themselves aware of the pandemic by:**

- Reading YMCA emails regarding Pandemic information.
- Reviewing all Pandemic guidelines and expectations set by the YMCA.

- Reviewing the latest version of the “Ministry of Health COVID-10 Guidance: Summer Day Camps”.
- Participating in any required training to maintain a current understanding of health and safety related to the pandemic.

#### **Health Screening:**

- All staff and children will be screened prior to entry to the Adventure Club program.
- The screening tool will be based on off the latest version from Niagara Region Public Health.
- Parents/caregivers will have the opportunity to answer screening questions in person on the first day and online after the first day of the program in the four-day program week.
- Staff will complete screening questions online each day.
- Online screening questions will be completed no more than 1 hour in advance of the drop off/start time.
- All staff and children will have their temperature taken each day in person as part of the screening. A screening staff will take temperatures using a forehead thermometer.
- Any child or staff who answer yes to any of the screening questions or has a temperature at or above 37.2 for children or at or above 37.8 for staff on the forehead thermometer will not be permitted access to the program. The individual/family should refer to the Public Health COVID-19 information line at (905) 688-8248 x 7019.
- Children and staff who are sick must remain home and follow the absence reporting procedures. They will be required to provide specific information related to the reason for their absence.
- Everyone will wash or sanitize their hands prior to entry to the program.

#### **Staff Responsibility during Child Health Screening:**

- Staff will disinfect the thermometer between each use if handled by the parent/caregiver as per manufacturer’s instructions. If one staff member handling the forehead thermometer and not touching individuals at screening disinfecting between use is not required.
- Staff will sanitize their hands between each individual screened.
- Staff will clean and disinfect any area that is touched by a parent/caregiver or child during the screening process before screening the next family.
- Staff will wear personal protective equipment (mask and goggles or face shield is required).
- Staff will receive children from the parent/caregiver at the entrance and only the child and staff will enter the program space.

#### **Children and Family Health Screening:**

- All family members in the household will be screened with questions related to the pandemic in person or online.
- Only one parent/guardian should drop-off or pick-up a child.
- Families will physically distance themselves from other families waiting.
- Children will be required to use hand sanitizer upon entry to the program. If the child has allergies to any ingredients in certain hand sanitizer the family will have the option of providing their own. If an allergy is not noted at the time of registration and an alternative hand sanitizer provided, the hand sanitizer purchased by the YMCA will be utilized.

**If symptoms are or become present:**

- Families that are not permitted to enter or remain in the program will be directed to contact Niagara Region Public Health at (905) 688-8248 x 7019.
- If a child develops symptoms during the program, they will be isolated under the supervision of a staff. The child's parent or emergency contact person will be contacted for immediate pick-up. While in a separate area, the child and staff should:
  - Wear a disposable mask (if tolerated).
  - Use tissues for proper respiratory etiquette.
  - Practice proper hand hygiene.
  - The staff member will also wear eye protection (face shield or goggles).
- If a staff develops symptoms during the program, they will be sent home immediately and directed to contact Niagara Region Public Health at (905) 688-8248 x 7019.
- Environmental cleaning of the space the child was recently in should be conducted once the child has been picked up.
- The Site Coordinator will also contact the local public health unit to notify them of a potential case and follow the direction given. The YMCA will freely share all requested information about the child or staff with Public Health. This includes personal information about other children or staff in the program.
- The child or staff will remain away from the program until:
  - They have consulted with a Public Health nurse through the COVID-19 information line who has confirmed with the family/staff and the YMCA it is safe for them to return to the program, AND
  - They are symptom free for 24 hours without fever reducing medication, AND
  - They have tested negative for COVID-19 or have tested positive for COVID-19 and have completed the required 14-day isolation.

**Reducing the Spread of the Illness:**

- Cover your nose and mouth when you cough or sneeze by using a tissue or coughing into your sleeve or elbow; dispose of the tissue immediately into a garbage can and wash your hands.
- Wash your hands often with soap and water, especially after you cough or sneeze.
- When soap and water are not readily available, alcohol-based hand rub/sanitizer with 60% alcohol is required.
- Avoid touching your eyes, nose and mouth to prevent the spreading of germs.
- Physical distance yourself when possible to prevent the spread of illness. Distancing yourself 2 meters from other individuals is required wherever reasonably possible.
- If you become ill, stay home until you are symptom free for 24 hours.
- Limit contact with others during this time as a preventative measure.

**Pandemic Heightened Handwashing, Hand Sanitizer and Disposable Glove Use:**

Staff will implement strict heightened hand washing practices after all activities for themselves and the children. Activities where hand washing should be implemented are included but not limited to those outlined below:

- Upon entering the program
- After screening each individual upon entry.
- Before/after direct physical contact with children.
- After each transition whenever possible.

- Before/after staff break/lunch times.
- After using the washroom.
- After sneezing or coughing.
- After a child sneezes or coughs in close proximity.
- After handling garbage.
- Before/after giving any medications.
- After contact with blood/body fluids.
- When hands are visibly soiled.
- Before and after using protective gloves.
- After completion of work shift to avoid taking micro-organisms home.
- After using chemicals.

Children and staff will use correct hand washing procedures as outlined by Public Health. *\*Please see How to wash your hands and How to use hand sanitizer from Public Health Ontario*

If your hands look dirty and running water is not available, use a moistened towelette (i.e. baby wipe) to remove dirt, followed by an alcohol-based hand sanitizer.

Disposable non-latex gloves are to be used for infection control purposes; however, the use of disposable non-latex gloves does not replace the need for hand washing.

#### **Program Guidelines and Practices:**

- Adventure Club is a 100% outdoor program. Pavilion shelters are available in the event of rain, planned activities will be modified, and frequent breaks scheduled in the event of extreme heat. During extreme weather Adventure Club may be cancelled, or hours adjusted at the discretion of the YMCA.
1. Groups and Physical Distancing
    - Groups of up to 10 children and staff will stay together exclusively for the four days in each program week.
    - Siblings will be placed in groups together when age and developmentally appropriate at the discretion of the YMCA.
    - Strategies will be implemented to reduce exposure to other groups including:
      - Staggered start and end times.
      - Scheduled washroom times.
      - Scheduling of group locations.
      - Regular cleaning and sanitization of equipment and high touch surfaces.
      - The use of Personal Protective Equipment (masks) by any staff joining a group.
    - Adventure Club activities are designed to promote physical distancing between participants. Within their group, children and staff are encouraged to maintain physical distancing when possible. Physical distancing will be encouraged and promoted in a variety of ways.
    - Program areas will be identified with signage to encourage individuals to maintain an appropriate physical distance from all children and staff.

## 2. Equipment

- Each group will have its own program equipment. Any program equipment shared between groups will be disinfected between uses.
- Equipment will be made of material that can be disinfected or disposed of at the end of the day.
- Picnic tables will be covered with plastic to allow for sanitization of tabletops. Staff will ensure tabletops have been cleaned and disinfected before/after eating.
- Camp participants should not share sunscreen and should apply their own.

## 3. Program Elements

- Programming will promote physical distancing and minimal personal contact with shared equipment when possible.
- Hand holding will not be incorporated into any activities.
- Swimming will not be offered. Water games may be included on hot days.
- Transportation will not be available.
- Food will not be served as part of the program, participants will bring their own snacks, lunch and water.
- Trips or special guests will not be incorporated into the program.
- Outdoor play structures will not be utilized.
- Personal items or toys will not be permitted in the program. All necessary items should be clearly labelled with the child's first and last name.

## 4. Sign in and out

- Parents/caregivers will not initial or sign a paper to drop off or pick up their child. The transfer of care process will be a verbal exchange between the parent/caregiver and the staff.
- The staff will take responsibility to sign in and sign out a child on the sign in sheet. The parent/caregiver can visually observe the sign in and out.
- On a log sheet the full name and time of the individual dropping off and picking up will be recorded daily.
- Only individuals 16+ listed as authorized pick-up during the registration process will be permitted to sign participants out.
- Authorized pick-ups including parents/caregivers will be required to show valid, government issued photo identification daily.
- The individual dropping off or picking up a child should be free of illness and symptoms, and able to speak to the health of the child and their household for the past 14 days.
- If parents/caregivers need to drop-off or pick-up outside of the designed times they will be provided with a site number to text in advance to let the staff know.

### **Daily Cleaning and Disinfecting of surfaces:**

- Cleaning and disinfecting are the essential first steps in minimizing the risk of spreading during a pandemic. Without cleaning, dirt or organic matter can interfere with the disinfectant's ability to kill pathogens (germs) present on surfaces.
- When staff are cleaning multiple surfaces, they will move from the least to most soiled areas to reduce the risk of spreading contamination.
- Cleaning and disinfecting will be completed at least twice daily of frequently touched surfaces (washroom doorknobs, handles, locks, soap, etc.) and objects, equipment, and other frequently touched items.

- A schedule and record of cleaning will be developed for constant and enhanced cleaning and disinfecting.

Proper Cleaning Steps:

- Wash all surfaces with soap and water or using an approved disinfectant using friction to remove dirt or organics. If using soap and water rinse with clean (drinkable) water.
- Air dry or use single-use paper towel to dry.

Disinfecting:

- A disinfectant is a chemical product used to reduce pathogens to a safe level.
- Disinfecting may be completed using a spray product and paper towel, or a disinfecting wipe.
- Some disinfectants function as a cleaner as well.
- Staff will follow directions on the label regarding contact time, dry time, expiration dates and proper use.

**Outbreak Management:**

- The YMCA must consider a single, symptomatic, confirmed case of COVID-19 in a child or staff as a confirmed outbreak in consultation with Niagara Region Public Health.
- If a child or staff becomes ill, they will be isolated and immediately sent home.
- Children or staff with symptoms will be referred to Niagara Region Public Health for testing suitability and will not be permitted to return to the program until:
  - They have consulted with a Public Health nurse through the COVID-19 information line who has confirmed with the family/individual and the YMCA it is safe for them to return to the program, AND
  - They are symptom free for 24 hours without fever reducing medication, AND
  - They have tested negative for COVID-19 or have tested positive for COVID-19 and have completed the required 14-day isolation.
- Children or staff referred for testing will not be permitted to enter the program until Niagara Region Public Health has approved their re-entry.
- Children or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms and isolated until laboratory tests have been completed or direction from Niagara Region Public Health has been obtained.
- Children or staff who are waiting for test results, are symptomatic, or have been advised to isolate by Public Health are not permitted in the program.
- Children or staff who have been in close contact with an individual diagnosed with COVID-19 are not permitted in the program until after 14 days from their last exposure to that individual.
- The YMCA will take direction from Niagara Region Public Health on control measures to prevent the potential spread, monitoring children and staff, and communication with parents/caregivers.

**Visitors:**

- Visitors are not permitted inside the program. The only exception is essential services (ID required) and YMCA supervisors. These individuals will be required to complete a health screen before entering the program, and their information and time in and out will be taken and recorded on a visitor log.