



Community Programs 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 participants and 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/youth.
- 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 staff, children, youth, 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.

Procedures

Participants and parents/caregivers will ensure they are up to date by:

- Reviewing the information provided by the YMCA.
- Reviewing any signs and information posted.

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.
- Participating in any required training to maintain a current understanding of health and safety related to the pandemic.

Health screening and record keeping:

After School Community Programs (YMCA Beyond the Bell, Youth Club, etc.)

- Children will be registered in advance for the program by their parents. Staff will keep accurate records of who attended the program each day as these will be used for contact tracing in the event of an outbreak.
- As children are coming directly from school, wellness checks will be completed each day of children and staff.
- Children are not permitted to attend the program if they did not attend school that day.
- Wellness checks will include a visual scan of the child, paying particular attention to energy level (sluggishness or lethargy,) and observation of any possible symptoms of illness. Staff will ask generalized questions such as “how are you feeling today?” Staff will have heightened awareness of any unusual, out of character signs that a child may not be well.
- If a child appears to have any symptoms associated with COVID-19 they will be isolated and sent home immediately.

Youth Action/Study Zone Programs

- All youth will sign up to attend through Eventbrite. Staff will check in each youth in the Eventbrite app to allow for accurate record keeping and contact tracing. On a regular basis attendance records will be downloaded and stored in a secure electronic location.
- Temperatures will be taken of participants upon entry to the program. Anyone with a temperature of 37.5 or higher will not be permitted access to the program that day. They will be asked to return home immediately, self isolate and follow direction from Niagara Region Public Health.
- Participants will complete the Ontario School/ Child Care health screening prior to entry to the program. Screening questions can be completed online and show their green pass on their phone screen as they enter the program. If they do not pass the screening questions and have a red fail screen, they will not be permitted access. Online screening questions will be completed no more than 1 hour in advance of the drop off/start time. For any participants without a phone, staff will ask them the screening questions verbally.

Staff

- Staff will be responsible for completing the Ontario School/Child Care health screening no earlier than 1 hour prior to the start of their shift.
- Staff will take their temperature upon arrival to confirm that they do not have a temperature of 37.5 or higher.
- All shift changes will be communicated with the program supervisor and hours in and out recorded on the staff's time sheet for payroll purposes and contact tracing.

If symptoms are or become present:

- Participants 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 or their family doctor.
- 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/youth 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 participant or staff will remain away from the program until:
 - They have consulted with a Public Health or a family doctor 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.

Program Guidelines and Practices:

- Participants and staff who are sick must remain home and follow the absence reporting procedures.
- Everyone will wash or sanitize their hands prior to entry to the program, and as often as possible during the program.
- Water fountains will only be used for the purpose of filling up water bottles, and not drinking. Participants will be encouraged to bring their own water bottle to the program. Sharing of water bottles will not be permitted.
- An identified maximum number of participants will be established for each program location. Due to the limited number spaces in the program. Youth will be encouraged to attend the program once per week.
- Activities should promote physical distancing between participants. 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.

Masks or Face Coverings and Personal Protective Equipment

- Use of masks or face coverings will be required in the program. Any persons in the indoor area of the premises of the business or organization wears a mask or face covering in a manner that covers their mouth, nose, and chin during any period when they are in the indoor area.
- When participants are waiting outside the program, they are required to wear face masks and follow physical distancing guidelines. When busing is offered, participants will wear masks on the bus and be spaced out appropriately (one per seat).
- Participants will wear a mask or approved face covering at all times inside the program (except when eating or drinking) unless they have an approved medical exemption.
- Staff are required to wear eye protection (face shield or goggles) anytime they are not able to maintain a physical distance of 2 metres from participants and when completing screening at the entrance. Staff are asked to wear a new medical grade masks each shift while in program (instead of fabric one).

Equipment

- Equipment will be made of material that can be disinfected or disposed of at the end of the day.
- Equipment will be cleaned prior to the start of the program, and then again after use/at the end of the program.

- Beyond the Bell – only prepackaged food will be served at the program. No food prep or handling will occur.
- Unnecessary personal items or toys will not be permitted in the program.

Sign in and out

- Beyond the Bell participants will be bused from the School to the YMCA Employment and Immigrant Services office and back each program day. Sign out will occur outside of the school once students are off the bus. The parent/individual (16+) will show staff valid government issued photo identification each day confirming they are an authorized pick up. Once the pick ups identify is confirmed the staff will record their name on the sign out sheet and release the child to the authorized individual.
- Youth Action participants will sign themselves into the program between 6pm and 6:15pm and out at the end of the program at 8pm. If they choose to leave the program early, they will not be permitted to re-enter that evening.
- Study Zone participants will sign themselves in and out of the program based on the study time selected at the point of registration (available in 2-hour blocks).

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 to 3 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, youth 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.

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.
- When participants are rotating spaces, tables or desks during the program, the surface areas will be properly cleaned and disinfected between each use.

Proper Cleaning Steps:

- Wash all surfaces with soap and water or using an approved disinfectant. Use 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 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 recorded on a visitor log.