



Day Camp COVID-19 Pandemic Safety 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 Safety 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 Day Camp 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 the pandemic.

Procedures

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

- Reviewing the information provided by the YMCA.
- Checking the Day Camp 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 Day Camp program.
- The screening tool will be based on off the latest version from the Ministry of Education, Ministry of Health and/or Niagara Region Public Health.
- Parents/caregivers and staff will have the opportunity to answer screening questions online.
- Online screening questions will be completed in advance of the drop off/start time.
- Any child or staff must receive a permitted to access message in order to enter the program.
- Children and staff who are sick must remain home and follow the absence reporting procedures. They may be asked 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 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 (disposable medical mask and goggles or face shield).
- Staff will receive children from the parent/caregiver at the entrance and only the child and staff will enter the program area.

Children and Family at 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.
- Parents/guardians should wear masks at drop off and pick up.

If Symptoms Become Present:

- 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).
- The parent/caregiver should follow the recommendations of the Ministry of Health for School/ Child Care related to next steps for children who develop new or worsening symptoms.
- The child will remain away from the program until they have followed the recommendations from the Ministry of Health and/or Niagara Region Public Health.
- 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 or their health care professional.
- Environmental cleaning of the space the child or staff was recently in should be conducted once they have left the program.

Staff Schedules:

- Staff members will be assigned to a specific cohort/group of children and all efforts will be made to have them remain with that cohort for the duration of the camp program or week (5 days).
- Movement of Supervisors/floater staff should be limited between groups and only when necessary, and personal protective equipment (PPE) will be required.
- Staff will be scheduled in a manner that ensures that cohorts are set and maintained as much as possible.
- Camp hours, ratios and staff schedules will be adjusted to reflect that cohorts should not be mixed at the beginning or end of the day.
- All efforts will be made to have staff work at a consistent site when possible, for the duration of the camp week. If a staff must move between sites all safety protocols will be strictly adhered to.
- All efforts will be made to schedule staff to only support one site during a camp week.

Personal Protective Equipment (PPE):

- All staff will wear PPE while at work as recommended by the Ministry of Health and Niagara Region Public Health.
 - Staff will wear disposable masks in all areas of camp.
 - Staff are required to wear goggles/face shields when inside, when they are fulfilling a role that required them to move between two cohorts, or when physical distancing of 2 meters cannot be maintained.
 - Exception is made only for staff working in the office at the computer, alone and with the door closed.
 - Exception also made for staff while in a designated break area/staff area, only while eating or drinking, and while keeping socially distanced.
 - Any exception requested by staff for wearing PPE will be reviewed by Human Resources.
- Children are required to wear a mask at camp except when eating, drinking or outdoors when physical distanced for stationary activities.
- Exceptions will be granted if children cannot tolerate a mask for medical reasons and a doctor's note is provided.
- Parents/guardians are responsible for providing their child(ren) with a non-medical mask(s) or face covering each day, and children will require a way to store their mask when not in use.

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% to 90% 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:

1. Groups and Physical Distancing
 - Groups of up to 15 children and 2 staff will stay together exclusively. A third Helping Hands staff may be added to group for the purpose of providing additional support to campers.
 - Strategies will be implemented to reduce exposure to other groups including:
 - Separate areas or rooms for each group.
 - Scheduled washroom times.
 - Scheduling of group locations.
 - Regular cleaning and sanitization of equipment and high touch surfaces.
 - The use of enhanced Personal Protective Equipment by any staff joining a group.
 - Day Camp activities are designed to promote physical distancing between participants. **Within their group, children and staff should 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.

3. Physical Activity

- Children and staff will maintain a distance of 3m when participating in physical activity indoor or outdoors.
- Physical activity will occur outdoors or in a gymnasium. When outdoors and maintaining the appropriate physical distancing children and staff are able to remove their masks.

4. 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.
- 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.

5. 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 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.

Attendance Records:

- Attendance records will be properly completed by staff each day and filed weekly in a secure and orderly manner to facilitate contact tracing.
- The daily records of all those visiting the centre will also be kept up to date and filed in a secure and orderly manner to facilitate contact tracing.

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 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.
- Specific 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.

Communication with Parents:

- It is essential that parents/guardians be kept informed of the status of the pandemic. It is also important that they understand the policy surrounding exclusion and understand why ill children are not to be present in camp.
- Communication will be provided to families explaining these key points.

- In-person communication with parents/guardian will be limited. Staff will strive to communicate with parents/guardians via telephone, email or use technology for on-line/video meetings.
- If there is a confirmed case of COVID-19 or an outbreak at a camp site, phone calls or emails will be made to each family with children at that site to make them aware.

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.

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