



City of North Bay After School Program Covid-19 Procedural Guide

Our team is highly trained and experienced in delivering high-quality, activity-based programming.

All staff will be trained on the procedures for working during the outbreak of COVID-19, which are in line with the guidelines of local Public Health and the Ministry of Education.

Parents and/or guardians can find this informational document pertaining to the After School Program (ASP) on the City of North Bay website, and they will be directed to read it upon registering their child.

This document will outline safety procedures around screening, cleaning and sanitary practices, and the reporting requirements concerning signs or symptoms of illness (including our duty to report and consult with local Public Health).

Curriculum and Programming

- Our focus will be cultivating a positive social environment for participants and ensuring their health and safety. We will continue to provide high-quality physical activity programming through the delivery of our program based on the age group and interests of the children.
- We will work to ensure all health and safety procedures are in place at all times, safety needs surpass programming plans.
- Children naturally play in close physical proximity. There is no requirement to separate children during play, but we are implementing additional precautions like screening and enhanced disinfection to reduce the spread of illness. However, activities will be setup to allow for additional space between all children wherever possible.
- When enrollment exceeds 10 children at a location, cohorts will be developed to focus on keeping the same children and staff together as much as possible to reduce the spread of illness.

Some other steps that will be taken to keep the CNB ASP safe include the following:

- Educating staff on COVID-19 symptoms as well as preventative measures.
- Regulate meals to include grab-and-go serve.
- All individuals that are not feeling well are to stay at home to prevent the spread of germs.
- Mandate that those who are not feeling well to stay home to prevent the spread of germs.
- Develop a routine and schedule as it helps children feel safe and comfortable.
- Plan activities and experiences that support the interests and needs of the children with a program plan.
- Suspension of all sensory activities (water, slime, etc.).
- Masks are worn at all times when physical distancing cannot be practiced.



Opening Checklist (Before Children Arrive)

- All staff are screened.
- Clean with detergent/soap and then disinfect using required dilution for outbreak (see label or Manufacturer Safety Data Sheet (MPDS) for more information on correct dilution):
- All high touch areas (e.g. door knobs/push bars, light switches, railings, sinks, toilets, soap/hand sanitizer dispensers, phones, computers, garbage cans, change tables, diaper genies, counter tops, table tops, chairs, mirrors).
- Take inventory of personal protective equipment including disposable covers for ear probe thermometers, vinyl gloves, masks (only procedural or surgical grade and must be minimum Class 1 or ASTM Level 1) and goggles and gowns (from blood spill kit). Inform your Supervisor/Manager well in advance if you require more supplies (before your supplies are depleted).
- Take inventory of cleaning and disinfecting supplies including detergent/soap, disinfectant, cleaning supplies like cloths, disposable disinfecting wipes, liquid hand soap and hand sanitizer. Inventory of all required supplies per classroom, kitchen and full centre will occur. Inform your Supervisor/Manager well in advance if you require more supplies (before your supplies are depleted).
- Take inventory of paper products including napkins, dishes, cutlery, disposable serving utensils, tissue, and paper towels. Inform your Supervisor/Manager well in advance if you require more supplies (before your supplies are depleted).

Pick-up

- Families will be informed on the procedure for drop-off and pick-up. This will allot for physical distancing
- Relevant information will be posted on the front door, including pick up instructions, hours of operation and contact information, and COVID-19 screening/information.
- Limit of 1 adult at drop-off and pick-up and consistent members and only those that are approved with the registration.
- Parents will not be permitted to enter into the child care centre (only screening area).
- Visitors will not be permitted in the centre except essential workers (e.g. Maintenance) but proper PPE needs to be worn, and they will be screened.

Role of Supervisor or Designate

- Provide all staff with a copy of these COVID-19 procedures and review/train staff so that they understand their responsibilities.
- Ensure that staff know how to use PPE correctly, as per Public Health guidelines.
- Regular reminders for staff that medical masks/eye protection is required when unable to maintain 2m distances from staff/children. Gloves are not required during regular activities – only when cleaning and disinfecting body fluids or caring for an ill child.



- Ensure there are emergency contacts in addition to immediate family listed on an easily accessible document.
- Monitor symptoms of health of staff/children throughout the program.
- Monitor throughout the program, that staff are implementing COVID-19 procedures.
- Immediately report to the Public Health, if a child, parent, or staff is suspected/confirmed positive for COVID-19. Follow all directions of Public Health. The supervisor will also contact CNB ASP Child Care Management Team
- Orient staff who are new to the centre. Take them on a tour, review the fire/emergency plan and all children's emergency health information.
- Ensure all Policies are being followed.
- Review PPE procedures with staff prior to working and as required thereafter.
- Child Cares can operate at their pre-COVID maximum group sizes set out under CCEYA. When possible, try to have additional staff to ensure proper ongoing cleaning and disinfection. There will be a supply/back-up staff available in the event that a staff is unable to report to work.

Role of Staff

- Welcome children and assist them to wash their hands before entering the room.
- Sign in and out the children coming into care.
- Be patient with children. Allow them time to re-familiarize themselves with their environments, educators and peers.
- Provide play-based activities or experiences based on children's ages and interests and update parents.
- Provide as many opportunities of programming as you are able to, keeping in mind current limitations or restrictions.
- Send art work home only after minimum 7 days of quarantine.
- Assist with cleaning and disinfecting.
- Send all children's personal belongings home at end of day to be cleaned and disinfected.
- Report any health or safety concerns to your supervisor immediately.
- Practice and respect confidentiality at all times.
- Staff will be informed as soon as possible of any required changes to the typical work day. When possible, staff will be assigned to work at one location with one cohort. Tracking is required for staff that move from one cohort/location to another.
- The staff must wear medical masks.
- Staff are required to have valid certification in first aid training including infant and child CPR. Special note – the WSIB has indicated that all certifications that expire after March 1, 2020 are automatically temporarily extended until December 31, 2020.
- As of September 1st, students completing placements will be permitted to enter the child care centre but will be assigned to only one program location.
- Students will follow the same health and safety protocols (screening, PPE) as staff.



COVID-19 Parent Information *Provided to Each Parent and/or Guardian

- We encourage the same parent/guardian to drop-off/pick-up child. We request this be limited to 1 person at a time and consistent if possible (18 years of age or older).
- Parents and all adults are required to wear a mask at drop off and pick up every day.
- If someone in the household (close contact) develops signs of COVID-19 (cough, fever, difficulty breathing), we encourage you to bring the participant for a COVID test.
- Parents will not be permitted to enter the child care facility (limited to the screening area only).
- Children grade 4 and above are required to wear masks in the child care, parents are required to supply their child with non-medical or cloth masks. The ASP will have a back up supply on hand if needed.

Personal Protective Equipment (PPE)

The below procedures outline the required PPE for all staff as per Public Health. The City will provide staff with all required PPE, and training will be provided on the below instructions.

- All staff must wear a procedural mask.
 - When physical distancing cannot be maintained by staff within their cohort, they must wear a medical mask, and eye protection (visor or approved goggles) including, but not limited to: Providing direct care (for example, assisting a child with hand hygiene, consoling an upset child), in hallways
 - Children grade 4 and above are required to wear a non-medical or cloth mask while in the child care and including hallways. All school-aged children are encouraged to wear a mask in the child care program.
 - The use of masks and visor/approved goggle is required outdoors for adults or children (mask only) when you cannot maintain physical distancing (2 meters) between individuals
 - PPE should be stored in a way that it is protected from contamination (sealed bag or container).
 - Reusable masks should be taken off carefully and stored in a paper bag labelled with the staff name.
 - Gloves should be disposed of immediately.
 - Goggles and face shields can be disinfected and stored away from contamination.
- ** The use of prescription glasses is not considered PPE and is not be acceptable. Eye protection must be CSA approved and the fit must be appropriate for the staff using them. Eye protection includes safety glasses, safety goggles, a face shield or visor attached to a mask. Eye protection should be comfortable, should fit securely and should not interfere with vision
- <https://www.publichealthontario.ca/-/media/documents/poster-ipac-pss-putting-on-ppe.pdf?la=en> <https://www.publichealthontario.ca/-/media/documents/poster-ipac-pss-removing-ppe.pdf?la=en>
- The supervisor will review how and when to use PPE with all staff prior to working and on a regular basis to ensure staff understand how to put on and take off their PPE.



- Families will be trained on the required process for drop-off and screening to ensure all health and safety protocols are compliant (physical distancing, hand hygiene and facial masks are worn). The screener will have on approved personal protective equipment (PPE) as recommended by local Public Health (face mask, shield, gloves). If unwell, they are not to arrive at the child care centre and call the supervisor immediately.
- Children will wash their hands prior to entering the child care space. The ASP will keep a record of the child's school and openly communicate with the school if there are potential COVID-19 symptoms pertaining to that child.

Child Screening

An individual who has been screened for symptoms prior in the day would not need to be re-screened (i.e. a child coming to an after school program who was screened for their core day program).

Staff Screening

- Take temperature and record all information in designated document. Temperature must be lower than 37.8 Celsius.
- If the employee answers "NO" to all questions, they have passed the screening process and can enter into program.
- If the employee answers, "YES" to any of the questions, they cannot enter program, and must reach out to local Public Health. *Some discretion can be used during allergy season (runny nose, watery eyes with no presenting symptoms of illness or being unwell). Consult with Public Health if unsure.
- The Screening Staff or designate is responsible for all screening of staff at each program session.
- Screening will be conducted outdoors (weather permitting) or in the vestibule area with open doors.

Any child or staff with the symptoms below will be excluded and both the ASP and the parent are to contact local Public Health and follow all their directions, parents directed to testing centre:

- Fever (temperature of 37.8 degrees Celsius or higher)
- New or worsening cough
- Shortness of breath
- Sore throat
- Difficulty swallowing
- Decrease or loss of sense of taste or smell
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose/nasal congestion without other known cause
- The following atypical symptoms are new or worsening for the staff/child, or any member of the household:
- Unexplained fatigue, malaise, muscle aches, lethargy



- Lack of energy or enthusiasm and difficulty feeding in infants (if no other diagnosis)
- Delirium (involves confusion, changes to memory, and odd behaviours)
- Acute functional decline
- Worsening of chronic conditions
- Unexplained or increased numbers of falls
- Chills
- Headaches
- Croup*
- Pink eye (conjunctivitis)
- Unexplained tachycardia (heart rate over 100 beats per minute) including age specific tachycardia for children*
- Decreased blood pressure*
- Unexplained hypoxia (oxygen saturation)*
- Clinical or radiological evidence of pneumonia*
- Multisystem inflammatory vasculitis in children* Note: items with a * would be diagnosed by a physician

Individuals showing symptoms included on the COVID-19 screening guide that are chronic and pre-existing; that are not new or worsening, are permitted to enter the child care centre. If unsure contact Public Health for guidance.

If the symptomatic person believes their runny nose, or nasal congestion – in absence of underlying reason for these symptoms such as seasonal allergies, post nasal drip, etc. allergies testing would not be required.

If a staff member who reports only a headache and NO other symptoms, they would not fail the screening. There is no requirement of medical note from the staff member.

Please be advised that the recommendations regarding self-isolation have changed for individuals who have been in contact with a person who is experiencing symptoms of COVID-19. This does not include recommendations for individuals who have been in close contact with a confirmed case of COVID-19. Based on the low number of COVID-19 cases and outbreaks across our districts, the Heath Unit advises that when a symptomatic individual is tested for COVID-19, their close contacts no longer need to self-isolate while waiting for their results. These individuals are requested to self-monitor. Self-monitoring means that they complete their daily activities and watch for symptoms of COVID-19. If they begin to show symptoms of COVID19, self-isolate immediately and get tested for COVID-19.

Staff Personal Belongings & Routines

- Bring only what is necessary into centre.
- Each staff is designated a space to store personal items that is separate from other staff.
- Each staff member is responsible for cleaning and disinfecting their area at the end of each shift.



- Staff room/washroom – each staff member is responsible for cleaning and disinfecting after each use.
- Office – each staff member is responsible for cleaning and disinfecting after each use including - desk, phone, computer, chair arms, door handles, and light switches.
- Staff are to practice physical distancing whenever and wherever possible with one-another or wear a mask.
- As a best practice, we recommended staff to wash their hands and their clothes when they arrive home.

Cleaning & Disinfecting

- Cleaning – removing all visible dirt from the surface of an object. Use detergent/soap and water and do not forget to rinse off detergent/soap residue.
- Disinfecting – reduces germs on a surface and is done after cleaning. Ensure you understand the correct concentration of disinfectant to use during outbreaks, that disinfectant is not expired (discard mix everyday), and that you are leaving disinfectant to remain on surfaces for the correct contact time (i.e. don't wipe disinfectant off immediately). If using Virox, follow the strict guidelines for use (spray on towel or cloth, let sit for the required time and rinse). Children should be away from tables or other surfaces when they are being disinfected. You are able to use other cleaners as approved by your local health inspector.
- Virox can be used but it is preferred that it is not sprayed on any toys.
- Use of Personal Protective Equipment (PPE) - gloves, goggles, masks, gowns – read the label of the approved disinfectant or look up the manufacturer's instructions on the internet to determine which PPE is required. Typically, PPE is only required if cleaning up body fluids. Always wash your hands after removing gloves.
- When possible, do cleaning and disinfecting when children are not present.
- School Boards are required to ensure spaces are cleaned and disinfected between the core day program ending and the when the child care program begins.
- Before eating, clean and sanitize tables.
- After children leave a room, clean and disinfect all high touch areas and shared toys/equipment.
- Washrooms, including sink faucets, toilet flusher, and soap dispensers should be cleaned and disinfected in between uses. Cohorts that are sharing a washroom must be cleaned between uses.
- Enhance cleaning every night in all areas, on all touched surfaces.
- Increase the use of anti-bacterial hand sanitizers and disposable gloves.
- Instruct employees to wash/scrub their hands a minimum of hourly, which has been proven by the Centre for Disease Control to be one of the most effective preventative measures.

Cleaning & Disinfecting Bodily Fluids:

- Treat all body fluids as potentially infectious.



- Take photo(s) and/or be able to describe in detail any body fluids that could be potential symptoms of COVID-19 for Health Unit.
- Wear single use non-latex gloves when there may be contact with another person's body fluids such as when cleaning cuts or scrapes.
- In addition to eye protection and gloves, staff should wear a mask when cleaning up vomit or bodily fluids from a contaminated surface.
- An apron, gown or separate set of clothes may be used if direct contact with body fluids is likely to occur.

Steps (to Clean and Disinfect Body Fluids):

- Put on gloves, eye protection and mask.
- Clean up body fluids using a disposable absorbent cloth (e.g., paper towel).
- Clean the area with detergent/soap and water, then rinse off detergent/soap.
- Disinfect the area using the manufacturer recommended concentration and contact time.
- Discard contaminated paper towels, gloves, etc. in a plastic bag. Tie closed and place with regular trash.
- Contaminated clothing can be wrapped tied closed in a plastic bag and sent home for cleaning. Normal detergent and laundry cycles are effective.
- Wash hands after removing gloves.
- Staff will practice physical distancing inside the centre (i.e. lunch rooms, breaks, hallways, offices).
- Staff meetings will be conducted virtually, when meetings are not possible to be done virtually physical distancing and proper PPE will be required.
- Avoid holding hands, except in safety situations; ensuring proper hand hygiene is practiced.
- Avoid sharing of toys and materials between children, where possible, without disrupting play.
- Set-up activities to provide larger distance between each child.

Cohorting

- Cohorts of 10, including staff.
- Staff supporting more than on cohort will be required to wear appropriate PPE which includes facial mask and eye protection and practice physical distancing as much as possible.
- SNR Staff and Enhanced staff supporting more than on cohort will be required to wear appropriate PPE which includes facial mask and eye protection and practice physical distancing as much as possible.
- When there is a confirmed case of COVID-19, the Child Care Centre and the School Board will openly communicate all necessary information.
- School Boards are required to ensure spaces are cleaned and disinfected between the core day program ending and when the child care program begins.



- The ASP and schools will work together as best possible to keep school cohorts and child cohorts consistent wherever possible.

Hand Hygiene and Washing

- Hand washing is the best way to prevent the spread of illness for staff and children. Ensure an adequate supply of liquid soap and paper towels or a hot air hand dryer is in every washroom.
- Wash hands using liquid soap and running water for 30 seconds.
- Staff are responsible for supervising children to ensure they are hand washing correctly.
- If soap and water are not available, hands can be cleaned with an alcohol-based hand sanitizer that contains at least 70% alcohol ensuring all surfaces of the hands are covered and rubbed together until they feel dry. If there is no access to water and soap and the children are using the hand sanitizer, they must be supervised until the hand sanitizer has fully dried.

When staff must hand wash:

- After arriving to work & before leaving.
- After removing gloves.
- Before & after handling food, including eating.
- After coughing, sneezing, or blowing your nose or helping a child.
- After using the toilet
- Before and after cleaning/bandaging cuts, scrapes, wounds.
- After cleaning & disinfecting.
- When hands are dirty.
- When children must wash hands
- After playing outside.
- After arriving at the centre
- Before & after eating.
- After coughing, sneezing, or blowing nose.
- After using toilet.
- When hands are dirty.

Hand Sanitizer:

- Limit the use of hand sanitizer to adults only (soap and water is the best method).
- Using soap and water is the best method of cleaning hands. Use hand sanitizer when soap and water are not available.
- If hands are dirty, they must be washed with soap and water before using hand sanitizer.
- Minimum concentration of alcohol in hand sanitizer is 60% the maximum is 90%.
- Use enough hand sanitizer to wet hands for 15-20 seconds.
- If you permit children to use hand sanitizer, ensure they are supervised, and that they do not touch their eyes, nose or mouth until it dries.



Cough and Sneeze Etiquette (Respiratory Etiquette)

- Cover mouth and nose when you cough or sneeze with a tissue (use enough tissue so that fingers do not touch mucus).
- Immediately dispose of tissue in a bin lined with a garbage bag and with lid.
- Wash hands with soap and water.
- Keep hands away from face.

Food Handling

- Families will be asked to not have participants bring lunch/snacks into the ASP. If there are special circumstances where food must be brought into the centre (special diet or allergies, etc.), the supervisor must approve this plan and our regular policy will take effect (label and proper storage).
- Designate one staff, preferably with a current Food Handler Certificate to be responsible for handling snacks. When possible, this person should not be the same person who is assigned to do cleaning and disinfecting, or the person assigned to look after ill children.
- The best practice is to have the cook pre-plate and cover/wrap all meals just before serving. If staff are serving food, they must take extra precautions in plating away from the children and no child can self-serve. Unused food must be discarded in that classroom after use. There will be no family style serving where children self-serve.
- Supervise the children at all times so they are not sharing food.
- Food must be covered or wrapped when not serving.
- Provide a bin with a lid that is lined with a garbage bag to discard food. Take outside each day (outdoor garbage bins).
- Children must not prepare or handle food, therefore no cooking activities.

MONITORING HEALTH OF STAFF, CHILDREN & PARENTS/GUARDIANS: Tracking Symptoms of Ill Health

- The supervisor is responsible for monitoring all staffs' symptoms of ill health during the session.
- Staff are responsible for monitoring children throughout the day for symptoms of ill health.
- If staff observe children with symptoms of ill health, they must report their observation to the supervisor immediately and it will be noted in the logbook.
- Use the tracking system approved by Public Health.
- Staff should be tracking all symptoms noticed, including non COVID-19 symptoms.
- If a child is observed to have symptoms related to COVID-19 or any other communicable illness, the child must be isolated from the group, under the supervision of 1 staff member.
- Siblings are not to be put into isolation at this time, unless both are showing symptoms.
- Siblings of a symptomatic child will not be sent home.
- At minimum the child should wear a mask (if tolerated, except if under 2, do not use). The staff in the room will wear a mask and goggles or face shield. Barrier (gown or blanket) and gloves should be worn if likely to have contact with respiratory droplets/bodily fluids.



- The supervisor will call the parent or guardian for immediate pick up (within 30 mins if possible, depending on circumstances).
- The Supervisor will also advise the parent to contact their health care provider and local COVID-19 Test Centre and the supervisor will also contact local Public Health.
- If a staff member is observed to have symptoms related to COVID-19 or any other communicable illness, the staff is to go home, self-isolate and contact local COVID Testing Centre for instructions. The supervisor will also contact local Public Health.
- Staff should (if possible) keep as much distance as possible (2 meters if possible) from the ill child while maintaining appropriate supervision.
- After the child is picked-up, a deep cleaning and disinfecting must occur.
- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.

Steps for Managing a Child or Adult with COVID-19 Symptoms OR a Confirmed Case of COVID-19

The information below has been sourced from the CDC and Public Health Ontario recommendations. All of these situations require you to always notify local Public Health and take their direction on how best to proceed, as these instructions could change day-by-day depending on Public Health direction.

Note: A Ministry of Education, Serious Occurrence is only required to be filed and/or updated when the individual presents with 1 or more COVID-19 symptoms and the individual is being sent for testing. The CNB ASP will update this procedure as requested by local Public Health and/or the Ministry of Education. The following steps apply when managing a child or adult with presumed or a confirmed case:

- If a child staff, or family member develops COVID-19 or symptoms during the screening process (see screening symptoms), they will be excluded from entering the child care centre and immediately be asked to contact COVID Testing Centre for further instructions. The CNB ASP will inform local Public Health and follow their instructions.
- If a staff member is informed that a child is known to have symptoms or a presumed or confirmed case of COVID-19, they will be excluded from entering the child care centre and immediately be asked to contact the COVID Testing Centre for further instructions. The CNB ASP must also inform local Public Health and follow their instructions.
- If a child develops symptoms of COVID-19 while at the child care centre, staff will immediately separate the child to the isolation room and the parent/guardian will be called to pick up the child. If possible, the staff waiting with the child should stay 2 meters away and wear appropriate PPE (mask, gloves, and face shield). The CNB ASP will contact Public Health and follow their directions.
- If a staff member develops symptoms of COVID-19 while working at the child care centre, the staff will be relieved by the supervisor so they can leave immediately and will be asked to contact Public Health/COVID Testing Centre (as per district guidelines). The CNB ASP will inform Public Health and follow their directions.



A tracking system must be in place where all registered families and staff information is readily available to share with Public Health. Other people (visitors) that could have been within the child care centre 'bubble' during this period will also be included in the tracking, therefore please ensure tracking sheet is completed daily and up-to-date at all times.

When reporting COVID-19 symptoms to Public Health if the child or family member is enrolled at another child care centre/program please inform Public Health in the event of required contact tracing.

Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the After School Program until cleared to return by local Public Health.

All presumed or confirmed cases must be reported to Public Health and CNB ASP Management.

In the event of a confirmed case, that specific cohort (including staff) will be required to be picked up immediately and isolate (e.g. for 14 days, or possibly longer if advised by local health officials.)

Special Notes:

- If it is deemed a staff tests positive for COVID-19 due to a work-related exposure, the CNB ASP Management/Administration will be notified immediately. The ASP will follow all guidelines as outlined in the Occupational Health & Safety Act.
- In the event of a program closure, the duration of the closure will be dependent on staffing levels, outbreak levels in the community and severity of illness in infected individual. All directions will be taken by local Public Health.

Testing for COVID-19

- Symptomatic staff and children should be referred for testing.
- Testing of asymptomatic persons should only be performed as directed by local Public Health or Ministry of Education as part of case/contact and outbreak management.
- Those who test negative for COVID-19 must be excluded until 24 hours after symptoms resolution.
- Individuals with enteric symptoms must be excluded for 48 hours such as vomiting and/or diarrhea.
- Those who test positive for COVID-19 must be excluded from the child care centre for 14 days after the onset of symptoms and until clearance has been received from local Public Health.
- Children or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms and cohorted (i.e. grouped together) until laboratory tests, if any, have been completed or until directed by Public Health.
- Staff members awaiting test results, for random testing who are asymptomatic, may continue to work. In the event of a positive result, the staff or child cannot return to the child care centre. CNB ASP Management, local Public Health and the Ministry Licensing Manager. Notifications will also be provided to the School Board, Ministry of Labour and Municipality. If a staff tests



positive, notify CNB ASP Management immediately and the program will follow the requirements as per the occupational Health & Safety Act.

Guidelines for After the Testing

- Individuals (children/staff) may return to the child care centre once they receive notice from the Health Unit that their test results are negative. The two options are:
- The individual can login to the online portal (covid19results.ehealthontario.ca) and print/email a screen shot to the supervisor; or
- The individual can contact the Health Unit and pick up test results in person (North Bay only).