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COVID SAFETY PROCEDURES

JUNE 2020

COVID-19 Guidance: Summer Day Camps

05/2020

As a leader in after-school and supplemental healthcare programming, we have developed a post Coronavirus Checklist System, based on The Ministry of Health recommendations, for safe and effective learning outside the classroom. Our number one priority is the health and wellbeing of our participants and their families and we all play an important role in keeping our community safe and healthy for everyone. To that end we have created a system that takes every precaution to safeguard communities and clients.

Below are our Health Safety Requirements implemented to protect participants and staff.

- 1. Before any participant enters our learning space, instructor will sanitize all surfaces and materials. This includes but is not limited to door handles, tables, desks, workspaces, chairs, light switches, white board and pens, all materials used during the course. Instructor will make sure that sink handles, bathroom facilities are disinfected by the housekeeping staff in the facility where the camp is performed and that they are being disinfected after each use. Frequently touched surfaces will be cleaned and disinfected twice a day.*
- 2. Upon entry to the classroom space, all children and caregivers will hand wash or hand sanitize before check in. We will ensure handwashing strategies include washing with soap and water or other Canada Health approved sanitizers for at least 20 seconds, especially after going to the bathroom; before eating; and after nose blowing, coughing, or sneezing. We will make sure there is enough soap in place and that hand sanitizers are available in multiple locations to encourage hand hygiene. We will provide tissues and wipes with no-touch disposal receptacles.*
- 3. All outside material and personal belongings shall be limited and if brought they must be provided in easy to wipe labelled containers or zipper bags, including lunches, drinks, etc. and will be left in a designated area in the classroom, separate from other children's belongings. All external items will be accessed when in use and will be returned to space or discarded when done. Any medicines or other required items can be brought in a plastic bag with the child name on and will be stored and kept in a sanitized area for the duration of the class.*
- 4. Participants and instructors shall have their own water bottles that could be refilled from the water fountain. Drinking from the mouthpiece won't be allowed.*
- 5. The instructor will continually wipe down surfaces and materials throughout the duration of the class with disinfectant products (according to the Ministry of Health guidelines). All materials and handouts will only be distributed by the instructor, who will disinfect their hands before and after handing out material. All weekly supplies will be stored separately at camp under the child's name and can go home with the camper at the end of the camp session.*
- 6. We will administer a No Share policy. Each student will receive writing utensils that will be theirs for the duration of the class. This will include all craft materials, plush toys and playdough, those will be provided individually to each child and the child will take them home in the end. Children will be appropriately spaced (2 meters) in compliance with the Ministry of Health guidelines for the entirety of the class. Instructors are encouraged to use an outdoor space as much as possible.*

7. *Each child will sanitize their hands before, during and upon leaving the facility.*
8. *At the end of each class, the facility and all material will be carefully disinfected and cleaned by the instructor.*
9. *Our class size is decreased to 8 students to allow a room for 1 to 2 instructors so the number of individuals in a class will not exceed 10.*
10. *All instructors and participants will be required to carry a face covering and use it when a physical distancing of 2 meters cannot be maintained. As per the MOH guidelines, "Consideration should be given to mitigating any possible physical and psychological injuries that may inadvertently be caused by wearing a face covering (e.g., interfering with the ability to see or speak clearly, or becoming accidentally lodged in equipment the wearer is operating)". Non-medical face coverings shall be washed daily, and disposable ones shall be changed according to manufacturer recommendation or when visibly soiled or damaged.*
11. *At the beginning of each camp, participants will be taught about hand washing and how to use the PPEs*
12. *Each group of students/instructors will remain together in the same room/ space for the entire camp, there will be no mixing of groups or rooms or space at any time during the camp. This includes but not limited to: Pick up/drop off, outdoor space. Participants will have their lunch and snacks on the table/chairs designated to them during the camp. Sharing of food is not allowed. Parents/visitors won't be allowed to enter the camp.*
13. *If a room/space has to be shared between 2 groups (such as the gymnasium) instructor has to ensure that the space is cleaned and disinfected before and after each use, including the equipment.*
14. *A cleaning log must be posted in all the rooms/ spaces including toilets to keep track of the cleaning process.*
15. *Outdoor structures shall be cleaned and disinfected before and after each use of the same group of campers.*
16. *Participants and instructors have to be daily screened with temperature check prior to arrival via an online form that will be sent to participants/instructors anyone feeling unwell must stay home. We have instituted a health policy with our instructors to not work if they have any cold or flu symptoms or any of [COVID-19 symptoms listed by the MOH](#). Only instructors that are in good health will be able to administer classes. Parents and caregivers must follow the same restriction. We reserve the right to send any participant home who is showing signs or symptoms of illness.*
17. *COVID-19 response plan: if a participant, parent or an instructor is exposed to COVID-19 or experiencing any symptoms of COVID-19, we will follow the instructions stated by the MOH on this [link](#)*