

WESLEY AFTER SCHOOL PROGRAMS COVID-19 PLAN



November 2020

WESLEY AFTER SCHOOL PROGRAMS

MINISTRY OF HERITAGE, SPORT, TOURISM AND CULTURE INDUSTRIES

HAMILTON, ON



COVID-19 PLAN FOR WESLEY AFTER SCHOOL PROGRAMS

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Wesley After School Programs:

- **Beasley Community Centre/Simone Hall, 145 Wilson St, Hamilton, ON L8R 1E2**
- **Hess Street School, 107 Hess Street North, Hamilton, Ontario L8R2T1**
- **Lake Avenue School, 157 Lake Avenue North, Hamilton, Ontario L8E1L5**
- **Queen Victoria School, 166 Forest Ave, Hamilton, ON L8N 0A6**



Wesley After School Programs COVID-19 Plan Introduction

November 2020

All current MTCS After School Program guidelines and procedures continue to be in effect. This document outlines additional requirements and procedures to be implemented as of September 8, 2020, during initial opening and service recovery phases, and will remain in effect until there is direction from the Ministry of Heritage, Sport, Tourism and Culture Industries, the Ministry of Education or the City of Hamilton to do otherwise. The Wesley After School Programs COVID-19 Plan has and will continue to be revised with any new directions received from the Ministry of Education, the City of Hamilton Emergency Services or Child Care System Support and the City of Hamilton Public Health.

All after school programs will follow the health and safety requirements set out by the Ministry of Education as well as guidance provided by the school board, the City of Hamilton and local public health unit.

All staff, the Supervisor, Manager and Director will review the COVID-19 policies and date and sign off to verify they have read and acknowledge that they are responsible to adhere to these policies.

References

The following documents were used in the creation of the Wesley After School COVID-19 policies and procedures.

- Wesley Pandemic Plan
- Ministry of Education
 - Operational Guidance During COVID-19 Outbreak - Child Care Re-Opening Version 4 – November 2020 (In the event of a conflict between this document and the licensing manuals, this document will prevail. Advice of the local public health unit must be followed, even in the event that it is different from this guidance document.)
 - Before and After School Programs Kindergarten – Grade 6 Policies and Guidelines for School Boards For The 2020-2021 School Year
 - Before and After School Operational Guidance 2020-21 - 2020-10-30_Nov 6, 2020
 - Building on How Does Learning Happen? Pedagogical Approaches to Re-opening Early Years and Child Care Programs in Ontario
- City of Hamilton
 - COVID-19 Screening Assessment
 - Guide to Reopening Child Care Centres COVID-19 Requirements
 - COVID-19 Operational Requirements: Child Care Re-Opening (Public Health Inspection items checklist)
 - COVID-19 Mandatory Training for Child Care Staff

- Recommendations for the use of Personal Protective Equipment (PPE) in Child Care Centres
- City of Hamilton Reopening Child Care and EarlyON; Child Care and Early Years Community Information Sessions - Frequently Asked Questions, October 2020

Flushing of all water sources will be completed by HWDSB prior to opening.

During this phase of operations, all meetings or events have been cancelled or put on hold and all meetings will be online/virtual when required.

1. ENVIRONMENT PREPARATION PRIOR TO OPENING

Cleaning:

All toys/materials, program equipment will be cleaned and disinfected with Oxivir (provided by HWDSB).

Cleaning is done with soap and water to remove dirt and grease that can hide and protect germs from disinfectants. Cleaning with soap and water will also substantially reduce the number of germs that may be on surfaces.

Disinfecting after cleaning will kill most of the germs that were left behind.

Signage:

All public health requirements for posting information for parents will be provided on the Parent Information Board.

Any updates to this information received will be posted and out-dated information will be removed.

Parent packages of all public health requirements, the enhanced cleaning, what to do if your child fails the screening or becomes ill during the day, and a copy of the screening questions will be provided to each family. All of these documents will be translated into a family's preferred language if this is required or requested. The COVID-19 Wesley After School Programs plan will be available to be reviewed to all families and will be displayed daily.

The Ministry of Education and the City of Hamilton- COVID-19 use of Personal Protective Equipment (PPE) in before and after school programs will be posted.

2. COMMUNICATION WITH PARENTS/GUARDIANS

Confirmation of enrolment: All families will be contacted to confirm their enrolment in the After School Program.

- Families will be emailed information about the screening requirement and procedures. This information will be available in a family's primary language if requested. The families will be asked to review the information carefully and ask any questions they have.
- Families will also be informed of the enhanced cleaning and sanitizing procedures and the procedure should their child fail the screening or become ill during the day. These procedures will also be available on the first day or can be sent to them via email.
- As per the HWDSB procedures to change their child's school attendance option, only children currently registered to attend regular school delivery will be enrolled in the After School Program, and any changes to this option will only be permitted on identified dates as stated by HWDSB: October 13, January 4, March 22.

Information about procedures:

- Parents will be provided with written information about
 - The COVID screening assessment requirements including keeping children home when they are sick, which are aimed at helping to keep all children and staff/providers safe and healthy
 - Reminders about hand hygiene and respiratory etiquette
 - Enhanced cleaning requirements, sharing play materials and physical distancing that will be implemented each day
 - What to do if their child becomes ill during the day (details about isolation)

This information will be available in languages of the family's preference.

A copy of the Wesley After School Programs COVID-19 Plan will be posted on Wesley's website and should a parent request a copy, the program will provide a hard copy of the plan.

3. PERSONAL PROTECTIVE EQUIPMENT/UNIVERSAL PRECAUTIONS

Handwashing:

Staff will perform and promote frequent, proper hand hygiene (including supervising or assisting children with hand hygiene). Hand washing using soap and water is recommended over alcohol-based hand rub for children. Posters have been put up in the classroom.

Staff will wash their hands throughout the day including but not limited to whenever doing food prep or lunch or snack routines, prior to and after donning or removing PPE, prior to assisting children with their handwashing routine, prior to and after going outside.

Hand washing using soap and water is recommended over alcohol-based hand rub for children.

Personal Protective Equipment (PPE):

HWDSB has stated that all children from Kindergarten to grade 3 are recommended to wear masks and student in Grade 4 to Grade 8 are required to wear a non-medical or cloth mask while indoors. Parents/guardians are responsible for providing their school-aged child(ren) with a mask(s), however the Board will also provide.

All adults in a program are required to wear a medical mask and eye protection (i.e., face shield) when in the program, including the hallways.

Staff are required to wear medical masks and face shields during the day. Medical masks are to be discarded at the end of each day. Face shields should be wiped clean and with disinfectant as needed.

The use of masks is not required outdoors for adults or children if physical distancing of a least 2-metres can be maintained between individuals.

Exceptions to wearing masks indoors could include circumstances where a physical distance of at least 2 metres can be maintained between individuals, situations where a child cannot tolerate wearing a mask, reasonable exceptions for medical conditions, etc.

The use of PPE will be tracked daily on the PPE Burn Out Rate calculator excel sheet.

Wesley will provide the staff with required PPE.

All staff working the in the program, including the Supervisor will complete the following training prior to being in the program. Review and confirmation of completing this training is signed off by each staff.

- 7 Steps of Hand Hygiene
<https://www.publichealthontario.ca/en/videos/7-steps-handhygiene>
- Putting on Gloves
<https://www.publichealthontario.ca/en/videos/ipac-gloves-on>
- Putting on Mask and Eye Protection
<https://www.publichealthontario.ca/en/videos/ipac-maskeyes-on>
- Taking off a Gowns and Gloves

<https://www.publichealthontario.ca/en/videos/ipac-gowngloves-off>

- Taking off Full Personal Protective Equipment
<https://www.publichealthontario.ca/en/videos/ipac-fullppe-off>
- Putting on Full Personal Protective Equipment
<https://www.publichealthontario.ca/en/videos/ipac-fullppe-on>

Staff will also review, date and sign off on all COVID-19 Procedures.

4. PHYSICAL DISTANCING

Pick up children after school:

Children enrolled in the After School Program will be asked to wait in their classroom designated convening area on the school grounds. The program staff will collect the children from the outdoor designated classroom areas after dismissal, and remain outdoors for 15 minutes while the classroom(s) is being cleaned.

This group of program children will separate from any other program groups that operate in the school, while being outdoors.

Classroom:

When in the same common space (e.g., entrances, hallways) physical distancing of at least 2 metres must be maintained between different groups and should be encouraged, where possible, between children within the same group by:

- spreading children out into different areas;
- incorporating more individual activities or activities that encourage more space between children; and
- using visual cues to promote physical distancing.

Make use of large, well-ventilated spaces (e.g. gymnasium) or outdoor spaces as much as possible for the before and after school programs.

Snacks:

Tables/desks and chairs will be set up to ensure physical distancing.

Children are required to wash their hands prior to snack.

Marks will be placed on the tables to identify each child's sitting location.

No self-serve or sharing of food at meal times. There should be no items shared (i.e., serving spoon or salt shaker).

Children should neither prepare nor provide food that will be shared with others.

Ensure proper hand hygiene is practiced when staff are preparing food and for all individuals before and after eating.

Child Pick Up at end of the day:

Parents will be reminded they are not to enter the school and are requested to call the program cell phone when they arrive for pick up. Parents will remain outside the program door.

Parents will be requested to arrive at a consistent time each day.

An identified program staff will bring the child outside to the parent. The parent will sign out their child on the daily attendance record.

There is no screening for the children at departure.

Outdoor playground:

Children maintain social distancing while waiting to go outside and while leaving the school.

Children will wash their hands prior to going outside and wash their hands again when they come inside.

Staff will assist children to apply sunscreen as required. Staff will follow proper hand washing between each child.

Disinfecting wipes must be taken outside by the programming staff.

Individual play materials will be provided while outdoors: balls, hula hoops, etc.

Children will not be allowed on outdoor play structures.

5. CLEANING AND DISINFECTING:

School boards are required to ensure that the classroom is cleaned and disinfected after the core day program ends and before the after school program begins.

Programs will schedule outdoor play during the time that the cleaning and disinfecting takes place, ie: at school dismissal, to allow the caretaker to clean the classroom(s) that will be used by the program.

Frequently touched surfaces should be cleaned and disinfected at least twice a day as they are most likely to become contaminated (for example, doorknobs, light switches, electronic devices, and tabletops).

A checklist of the routine disinfecting completed during the day will be used to record frequency of completing this procedure.

The After School Programs **will not have access to gym equipment** owned by HWDSB during this plan.

Any materials used during the program must be cleaned and disinfected at the end of program.

Washrooms and Toileting

Only one group should access the washroom at a time and it is recommended that the facilities be cleaned in between each use.

After School Program staff are responsible for disinfecting touched surfaces after the washroom routine (sinks and sink taps, toilet handles, door handles) using disinfectant spray or wipes.

6. PROCEDURE: DAILY COVID-19 SCREENING:

Staff:

- All staff working in the program will be screened daily. Their screening will be recorded on the daily screening log.
- Staff who do not pass the screening must call their supervisor immediately.
- Staff with illness symptoms must stay home until illness symptoms are resolved.
- Staff with COVID-19 symptoms will not return to work at the program until a negative COVID-19 test is confirmed or upon Public Health's approval.

Visitors:

HWDSB is not allowing visitors or parents into the school. Any essential visitor must be screened and sign in and out on the program Visitor log. Their contact information must be included to allow for contact tracing. The visitor must wear mask while in the program. A Non-essential visitors should not be allowed during this time.

Child Screening: After School Program Screening at school dismissal (prior to entry to the program):

Staff will complete a health check as the children arrive. This will be recorded on the daily screening log. There will be a thermometer available and can be used if a child appears to be unwell. If a child has a temperature the parent will be contacted to pick up their child. The child will be isolated until pick up.

7. PROCEDURE: ILLNESS SYMPTOMS BEGIN DURING THE DAY

Symptoms to look for include but are not limited to: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.

Children in particular should be monitored for atypical symptoms and signs of COVID-19.

If a child or staff becomes symptomatic while in the program, they should be isolated in a separate room and family members contacted for pick-up.

If a separate room is not available, the person who is symptomatic should be kept at a minimum of 2 meters from others. The isolation area in the school will be within the classroom.

The person who is symptomatic should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.

If the person who is symptomatic is a child, a staff member should remain with the child until a parent/guardian arrives. The student should wear a medical mask. The staff member should wear a medical mask and eye protection (i.e., face shield) and a gown at all times while with an ill child and should not interact with others. The staff member should also avoid contact with the child's respiratory secretions.

Staff will contact their Supervisor when a child becomes ill during the program.

All items used by the person who is symptomatic should be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 3 days.

If the program is located in the school or a shared space setting (e.g. community centre), follow public health advice on notifying others using the space of the suspected illness.

Other students, including siblings of the symptomatic student, and staff members in the program who were present while the child or staff member became symptomatic should be identified as a close contact and grouped together. The local public health unit will provide any further direction on testing and isolation of these close contacts.

Ill children/staff, if not tested, must be excluded for 14 days from onset of COVID-19 symptoms.

Children/staff who test negative for COVID-19 must be excluded until 24 hours after symptom resolution.

Children/staff who test positive for COVID-19 must be excluded from child care centre for 14 days after the onset of symptoms and clearance has been received from the local public health unit.

Child:

- If a child begins to show symptoms of being ill, one staff will document the symptoms in the daily log and call the parent to request the child be picked up as soon as possible.
- Staff member must perform hand hygiene after any contact with an ill child.
- Other children and staff in the program who were present while the child or staff member became ill should be identified as a close contact.
- When the parent arrives, they will call the program. They will wait outside.

- The staff will accompany the child to door. They will inform the parent of the child's symptoms and provide direction in regard to the child's return to the centre (as per Public Health guidelines).
- The staff will complete hand hygiene, disinfect any materials used by the child and return to their regular responsibilities.

Staff:

If a staff becomes ill during the day

- Staff must inform their colleagues and put on a mask, and self isolate.
- Staff will contact the Supervisor to inform. The Supervisor will come to the site if they are not already on site. The Supervisor will be screened and wear a medical mask and face shield.
- The Supervisor will replace the staff so the ill staff can leave for the day.
- Any other replacement staff must complete all training and screening prior to being scheduled.

Exclusion

If a child develops symptoms and their self-screening indicates they should stay home but their sibling(s) do not have symptoms, the siblings do not need to isolate until the other child tests positive for COVID-19.

If a child is tested for COVID-19, and there are other siblings or members of the household that attend school or child care, the local public health unit will provide any further direction on returning to school/child care.

Individuals who are tested:

- Children/staff who test negative for COVID-19 must be excluded until 24 hours after symptom resolution
- Children/staff who test positive for COVID-19 must be excluded from child care centre for 14 days after the onset of symptoms and clearance has been received from the local public health unit

Individuals who are not tested:

- Ill children/staff, if not tested, must be excluded for 14 days from onset of their symptoms

Individuals do not require a medical note or proof of negative test to return back to the program.

Required Steps in an Outbreak

An outbreak may be declared by the local public health unit when: within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff/providers or other visitors with an epidemiological link (e.g., cases in the same room, cases that are part of the same before/after school care cohort) where at least one case could have reasonably acquired their infection in the child care setting.

- The local public health unit will work with the licensee to determine whether epidemiological links exist between cases and whether transmission may have occurred in the child care setting.

- If the local public health unit declares an outbreak, they will determine what happens next. This could include closing particular child care rooms or cohorts or an entire child care setting. The public health unit will help determine which groups of children and/or staff/providers need to be sent home or if a partial or full closure of the child care setting is required.

Declaring an Outbreak Over:

In consultation with Public Health, the outbreak can be declared over if no new cases have occurred in 14 days from the last day of attendance of the most recent COVID-19 positive staff/child

8. PROCEDURE: STAFF RESPONSIBILITIES AND SHIFTS

The After School Program will be open from school dismissal to 5:15 p.m.

Parents will be advised to keep to their typical pick up times and call the program should circumstances arise that prevents this.

Staff have valid First Aid certification and VSC or Offense Declarations on file.

There will be 2 staff in the program at all times.

Staff shifts:

- After School program shifts: 2:30 to 5:30 p.m.
- The Supervisor, Early Years (RECE) will be available by phone during all operating hours.
- Both staff in the program will be responsible for programming and screening/cleaning. They can share the primary responsibilities and rotate these weekly or monthly. This will be determined by the Supervisor.

Programming:

Avoid singing and use recorded music only. Singing outdoors can occur safely with appropriate physical distancing between each member of the cohort however, this may not be operationally feasible.

Indicators to identify a child's sitting location will be used during group activities and snack/lunch routines.

Plan activities that do not involve shared objects or toys. Individualized play materials will be placed in containers. All play materials will be cleaned at the end of each day.

When possible, move activities outside to allow for more space.

Programming activities will continue to be based on "How Does Learning Happen?" pedagogy.

Children should bring their own sunscreen where possible and it should not be shared.

Staff may provide assistance to apply sunscreen to any child requiring it and should exercise proper hand hygiene when doing so, washing hands before and after application.

If sensory materials (e.g., playdough, water, sand, etc.) are offered, they should be provided for single use (i.e. available to the child for the duration of the program) and labelled with student's name, if applicable.

Cleaning:

Staff will use Oxivir provided by HWDSB to complete daily cleaning/disinfecting.

Any mouthed toys must be cleaned and disinfected immediately after each use. After disinfecting, the toy must be rinsed with water prior to returning to play.

Indoor/Outdoor sensory play is discouraged unless items are single use and dedicated to one child.

High touch surfaces such as door handles, hand rails, door knobs, light switches, tabletops, electronic devices should be cleaned and disinfected at least twice per day and more often as needed. The cleaning of these surfaces will be documented on the daily cleaning log.

Items that cannot be properly cleaned and disinfected must not be used by children.

All items used by a symptomatic individual should be cleaned and disinfected. If the items cannot be cleaned (e.g. books) should be removed and stored in a sealed container for a minimum of 3 days

Staff will track the use of PPE daily. The Manager will submit the PPE orders when supplies will be needed.

9. PROCEDURE: SNACKS

Snack menus will continue to be posted. Two week menus must be up to date.

Any substitutes must be posted over the original snack or meal plan.

Staff will wash their hands prior to and after preparing the snacks and lunches.

Unless a child has a specified food restriction or a specified specialized diet as per physician directions, no food from homes will be accepted.

Staff will use Wesley snacks food purchased for this purpose.

There is no self-serve or sharing of food at meal times.

Meals and water/milk will be served in individual portions to the children.

Child will sit in seats that will be set up/identified to ensure physical distancing.