

Town of Minto
2021 Opening Plans



After School Program

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Introduction

This document is to be used in conjunction with the established Policies and Procedures for after school programming. These documents have been prepared in accordance with policies and guidelines found in the Ministry of Education's Before and After School Programs Kindergarten – Grade 6 Policies and Guidelines for School Boards for the 2021-22 School Year Version 4 – August 2021 and the Wellington-Dufferin-Guelph Health Unit's Checklist for Before and After School Programs.

Crowd Control

Arriving at the After School Program

Screening requirements will be posted on site by the Upper Grand District School Board.

Anyone entering the program must pre-screen for symptoms and conduct hand hygiene prior to entry. Saving documentation of a screening pass is strongly recommended.

Anyone entering the program must follow Provincial and other jurisdictional vaccination regulations. This may require proof of vaccination and/or proof of a recent negative COVID-19 test and/or an on-site rapid test prior to entry.

One of the program staff will greet participants, while maintaining physical distance, outside the Learning Commons (wearing PPE as prescribed by the Health Unit) as they arrive for screening. Attendance, temperatures, and observation for symptoms will be recorded of anyone entering the program. Anyone who is symptomatic, does not pass screening, or has been advised to self-isolate by the Health Unit will not be permitted to enter the program.

Other routine questions may be asked and hand sanitizing is required before the participant is granted access to the program.

A physical barrier will be used where possible. Staff will be required to wear a shield or goggles in the absence of a barrier where physical distancing is not possible. Non-latex medical gloves should be used.

Anyone at the program area for any length of time will be noted in the daily record.

Anyone entering the facility will be asked to sanitize or wash their hands. Portable hand sanitizer will be kept out of reach of children.

Leaving Day Camp

Names and time will be recorded of anyone leaving the program area at the end of day. Pick-up will occur outside (weather permitting) or in the front vestibule areas of the school entrances. Physical distancing to be maintained.

Anyone leaving the facility will be asked to sanitize or wash their hands. Portable hand sanitizer will be kept out of reach of children.

Check in, including screening and check out will be completed using ePACT software on tablets.

Staff Positions and Staff PPE Requirements

Greeter

One of the program staff will be designated the Greeter for each day. This staff will be required to wear PPE as prescribed by the Health Unit. As participants arrive, the Greeter will greet them and go through the screening process. A physical barrier will be used where possible. Staff will be required to wear a shield or goggles in the absence of a barrier where physical distancing is not possible when indoors.

Other Staff

All other staff except the designated Greeter will supervise the participants inside the facility and will be required to wear a surgical mask.

Exceptions to wearing a surgical mask include while eating and drinking (away from others) and when physically distanced outside.

Eye protection (face shield or goggles, goggles preferred) is required for staff working in close contact with participants who are not wearing face protection. Staff may choose to wear eye protection at their own discretion when working in close contact with participants who are wearing face protection.

Program Overview

Program Hours

End of school day bell - 600pm on in-class instructional days.

Locations and Information

Masks are required to be worn by participants when indoors; they can be removed when physically distanced outdoors.

Preregistration required. Full week registration preferred.

Program locations will be in Harriston at Minto-Clifford Public School and in Palmerston at Palmerston Public School utilizing:

- Gym
- Outdoor areas and play structures
- Designated classroom

Use of large, well-ventilated spaces (gym, outdoors) is strongly encouraged wherever possible.

Cohorts to use own equipment; no sharing amongst cohorts and cohorts to use separate washrooms as designated by space being used. Floor markings to promote safe physical distancing will be used.

A snack bin will be made available if needed. Staff to serve participants. Participants must be able to physically distance from others while eating.

Water fountains not to be used, participant water bottles to be refilled by staff if needed.

Maximum number of participants and staff in the program at any time including staff not to exceed Provincial guidelines.

Group Sizes

Currently staff and 30 children per cohort per day and per week. Staff pairings at program will remain as consistent as possible.

Hand Hygiene and Face Coverings

Hand hygiene upon arrival at program and departure, before eating food, after using the washroom, when returning to the classroom from another area.

Face coverings are required to be worn by everyone on site not in kindergarten. Face coverings for kindergarten aged participants is strongly encouraged. Masks to be replaced when they become damp or visibly soiled. Extra disposable face coverings of various sizes will be available on site.

Schedule and Themes

Each month will have new activities, themes, and games. Activities will be low contact.

Program Registration

Website Link

The online registration form will run as normal and contain a review of COVID-19 disclaimers.

Participants will be able to register and submit emergency info using a form provided on the Town of Minto website. They will also need to create a profile on ePACT for emergency info and check in check out processes as of January 2022.

The following information will be included with the link:

The novel Coronavirus (COVID-19) has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, provincial and municipal governments and health agencies continue to recommend the practice of social distancing.

While the Town of Minto has put in place preventative measures to reduce the spread of COVID-19, the Town cannot guarantee that you and/or your child(ren) will not become infected with COVID-19. Further, attending the program could increase your risk and your child(ren)'s risk of contracting COVID-19.

Rules and Regulations:

1. All participants must pre-register and pay online for programs
2. All personal belongings to be kept to a minimum

Before attending school, please ensure you complete online screening using the provincial tool found at:

<https://covid-19.ontario.ca/school-screening/context>

This screening tool is available online using any device that can access the internet. Upon completion, the results can be saved or emailed as a .PDF file and is valid until 11:59 of the day it was completed.

Parents will be required to complete the Provincial online screening form of participants daily.

The form includes a list of possible COVID-19 symptoms and for these are listed as:

1. Fever and/or chills (temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher)
2. Cough or barking cough (croup) (Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions they already have))
3. Shortness of breath (out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions they already have))
4. Decrease or loss of taste or smell (not related to seasonal allergies, neurological disorders, or other known causes or conditions they already have)
5. Nausea, vomiting, and/or diarrhea (not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions they already have)

This list will be printed and placed in the staff binder on site for ease of reference.

Staff are required to monitor participants in the program for these symptoms and for other symptoms of ill health.

Employees

General Guidelines

1. Under health and safety legislation, all employees retain the right to refuse work if they believe the workplace and their duties may cause them harm
2. All policies will be communicated to employees
3. Training will consider the emotional and mental stress that employees may be experiencing and include an opportunity for employees to ask questions and express concerns
4. All training will be documented and dated
5. All employees will be expected to sign off on training received through the Town's online training portal.
6. Employees that are higher risk of severe illness from COVID-19 (ex. people who have serious underlying medical conditions) are required to inform the employer of their condition to determine if it is safe to work.
7. Employees will follow established sickness and return-to-work protocols
8. Employee training and meetings will occur via online technology whenever possible
9. Employees will work in consistent teams whenever possible to avoid increasing the number of interactions
10. Employees will self-screen daily prior to arrival at work using the provincial tool found at: <https://covid-19.ontario.ca/school-screening/context>

11. Employees must sanitize or wash their hands when arriving at and leaving the program, and before and after:
 - a. Eating
 - b. Taking breaks
 - c. Blowing one's nose, coughing or sneezing
 - d. Going to the washroom
 - e. Using shared equipment
 - f. Providing routine care for another person who needs assistance
12. Personal items and clothing brought in by employees will be kept to a minimum
13. Where employees must bring items in, they will be stored separately, with adequate space between each employees' items
14. Employees must follow physical distancing of 2m when possible

PPE

1. Each employee will be provided with their own PPE needed for their shift
2. Employees will be trained on its use and established protocols for its use
3. One employee will be designated the first aid responder and use more robust PPE to prevent undue delays in responding to first aid or resuscitation requirements caused by donning appropriate PPE
4. Employees will follow the procedures prescribed by the World Health Organization (WHO) when removing gloves and PPE

Respiratory Protection

Staff who cannot maintain physical distancing outdoors will wear at least a surgical mask. Surgical masks are required to be worn indoors.

Eye and Hand Protection

Face shields may be used, goggles preferred as needed. Non-latex medical gloves should be used (Greeter). Practice hand hygiene after gloves are removed.

Keeping Personal Protective Equipment Organized, Clean and Dry

Each employee will have first contact PPE on their person including gloves and two surgical masks. The gloves and surgical masks must be kept in a resealable zip-top bag to avoid getting wet. Each program location will have a dry storage container that includes additional PPE, hand sanitizer and disinfection wipes.

Personal Protective Equipment and Disinfection

Proper disposal of single-use equipment is required.

1. All employees will have their own PPE.
2. Employees are encouraged to wash work clothes at the end of each day of program.

Emergency Procedures

Sick/Unwell Child at Program

1. First staff to stay with participant and separate from other participants by taking them to an area as designated by the Principal
2. First staff to call Programs and Administrative Assistant
3. Programs and Administrative Assistant to notify school custodians about use of school isolation room
4. Custodians is responsible for cleaning/disinfecting of isolation room
5. First staff and second staff to notify custodians of all other areas the child was present
6. First staff and second staff are responsible for cleaning/disinfecting of any program items handled by the child
7. First staff to wear additional PPE and stay with participant at a distance of 2m (surgical mask, gloves and face shield)
8. First staff to document symptoms
9. Second staff to remain with other participants
10. Programs and Administrative Assistant to contact WDGHU for guidance

Sick/Unwell Staff at Program

1. Sick/Unwell staff to call Programs and Administrative Assistant
2. Sick/Unwell staff to maintain physical distance from everyone at program
3. Programs and Administrative Assistant to replace that staff for the duration of program
4. Sick/unwell staff to document symptoms and call Health Unit for guidance
5. Sick/unwell staff to return to work after being cleared by the Health Unit and/or passing daily screening on a future day

Symptoms of and/or COVID-19 Present

1. Staff and participants exposed to a confirmed case of COVID-19 may be excluded from program by the Health Unit and may only return when cleared by the Health Unit
2. Symptomatic staff and participants shall be tested
3. Staff and participants to be excluded from program while waiting for results
4. Negative test result permits a return to program so long as daily screening is passed
5. Asymptomatic only as advised by the WDGHU (as part of contract tracing)
6. Town of Minto to confer with WGDHU regarding a confirmed case and the declaration of an outbreak
7. If a staff tests positive, they must remain off work until clearance is granted by the WGDHU
8. If a staff who tests positive for COVID-19 and is work-related, WSIB, the Ministry of Labour, Town of Minto JHSC to be notified within 72 hours

First Aid and Resuscitation

The following guidelines are COVID-19 adaptations of assessment and treatment actions that can be performed in conjunction with any specific intervention required by the victim's condition.

Scene and Risk Assessment

1. Ensure the scene is safe.
2. Minimize the number of rescuer contacts with the victim.
3. Maintain physical distancing (2m) whenever possible.
4. Don appropriate PPE.
5. Manage / mitigate any hazards and risks.
6. Collect information about the health status of the victim regarding COVID-19. It is important to pass this information along to EMS, allowing them to provide optimal treatment for the victim.
7. Mechanism of injury.
8. Continuous and dynamic scene assessment.

Primary Assessment

1. Maintain physical distancing (2m) whenever possible. Determine if the victim's condition requires direct contact. Other options may include a victim's caregiver or family member administering first aid treatment with rescuer direction.
2. Don PPE (surgical mask, eyewear protection, gloves, gown is optional).
3. Whenever possible, the victim should also don PPE.
4. Monitor ABCs (Airways, Breathing, Circulation).
5. EMS.
6. Treat for shock.
7. Prepare for transport.

Secondary Assessment

1. Maintain physical distancing (2 m) whenever possible.
2. Only take vital signs that can be observed from a distance (ex. skin colour, visual breathing check) or are required for victim treatment decisions (ex. skin temperature of a possible heat stroke victim).
3. Head-to-toe exam.
4. Treatment.

Cleaning Guidelines

Cleaning, Disinfecting and Personal Protection

1. All employees must wear disposable gloves while cleaning and disinfecting. This includes handling trash.
2. All employees will be trained on proper cleaning and disinfecting techniques and procedures prior to providing cleaning tasks. Training will include when to use PPE, what PPE is necessary, how to properly don, use, and remove PPE, and how to properly dispose of PPE.
3. Gloves need to be compatible with the disinfectant products being used. Additional PPE such as masks, goggles or face shields may be required based on the cleaning / disinfectant products being used and whether there is a risk of splash. Gloves must be removed carefully to avoid contamination of the wearer and the surrounding area. Lifeguards must wash hands after removing gloves.

4. If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered after each use. Hands must be washed after handling dirty laundry. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used.
5. The use of a spray should be avoided if possible, in order to limit the formation of aerosol of disinfectant product which can be inhaled and thus irritate the respiratory tract.

Where and What to Clean With

Program toys, games and equipment made of materials that can be cleaned, no plush toys permitted. Employees will be provided with products that clean and disinfect all at once (ex. premixed store-bought disinfectant cleaning solutions and wipes). Only approved hard-surface cleaner disinfectants that have a Drug Identification Number (DIN) will be used. All employees will be trained on the hazards of the cleaning chemicals used at the facility.

Cleaning Procedures

1. Staff must use damp cleaning methods such as damp clean cloths. They must not dust or sweep which can distribute virus droplets into the air.
2. Employees must place contaminated disposable cleaning items in a lined garbage bin before disposing of them with regular waste.
3. In addition to routine cleaning, surfaces that are frequently touched with hands must be cleaned and disinfected more often, as well as when visibly dirty.

Specific Equipment

Cleaning and Disinfecting Training Accessories and Recreational Toys

Staff must clean and disinfect toys, games and training accessories daily using products as provided by the Town of Minto that have a DIN.