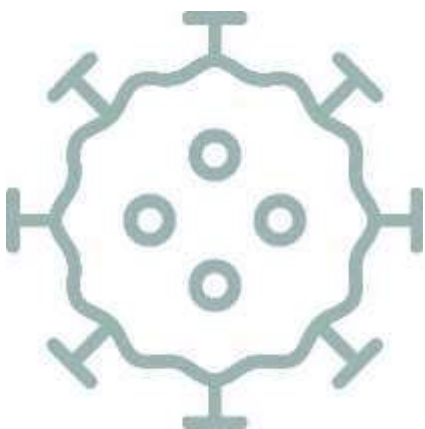
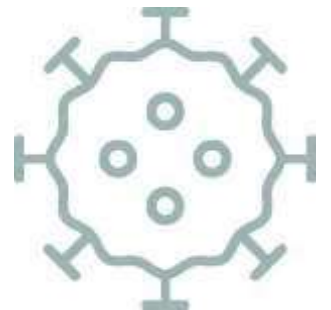
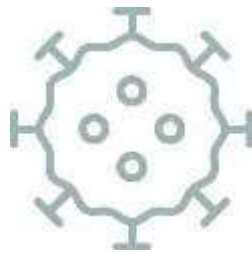




**Boys and Girls Clubs in Nova Scotia**  
**Covid-19 Operating Plan**  
September 8, 2020



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## **Section 1 - Introduction**

As Boys and Girls Clubs of Greater Halifax (BGCGH) operates its club sites during the Covid-19 pandemic, we aim to have policies and procedures in place to ensure the health and safety of children, families and staff and decrease risk of disease transmission. The BGCGH Covid-19 operational plan is based on Nova Scotia public health documents including COVID-19 Guidance for Child Care Settings (June 2020), COVID 19 Public Health Guidance for Before and After School Programs 2020-21, COVID-19 Return to Day Camp Guidelines (NS) and Nova Scotia Workplace COVID-19 Prevention Plan. As Public Health directives change over time, BGCGH will update this working document in order to maintain constant compliance with current Nova Scotia Public Health Directives as issued by the Chief Medical Officer.

The goal of this document is to provide guidance on how to reduce the risk of transmission of the virus that causes COVID-19 in all BGCGH club sites. The COVID-19 protocols in this document apply to all BGCGH club sites, and all program and administrative operations. It is expected that all parents, staff and visitors comply with the COVID-19 protocols in this document in order to help BGCGH identify and manage risk and ensure our staff and users can comply with BGCGH's COVID-19 prevention protocols.

To ensure awareness of and compliance with all of our new COVID-19 procedures, BGCGH will make sure this information is readily available to our staff, families, members and visitors on our website ([www.BGCGHgh.ca](http://www.BGCGHgh.ca)), upon program registration and upon request, as well as post clear signage at all club sites.

BGCGH will continue to revise this COVID 19 Operational Plan in accordance with any and all changes issued by the Province of Nova Scotia. BGCGH will keep staff and families up to date on any changes in BGCGH operations connected with COVID 19 prevention.

**Staff, families, volunteers, visitors and our members must comply with these COVID-19 procedures daily.**

**ALL Families and staff must READ, SIGN and RETURN the last page (MOU) of this document to your BGCGH club site prior to the start of programs/employment.**

**Non-compliance with BGCGH's COVID-19 procedures may result in immediate removal from the club.**

## Section 2

### Preventing the Introduction of COVID-19 in BGCGH club sites

To prevent the introduction of COVID-19 into any of BGCGH club sites, people experiencing any ONE of the symptoms listed below, including children, staff and visitors, **should not enter a BGCGH club** and should self-isolate:

**a) Anyone who is experiencing any one of symptoms suggestive of COVID-19<sup>1</sup>**

Fever, chills, sweats	New or worsening cough	Sore throat, hoarse voice
Headache, muscle aches, unusual fatigue	Shortness of breath	Congestion, runny nose, sneezing
Red, purple blueish lesions on feet or toes	Loss of sense of smell or taste	Diarrhea

**b) Anyone who has travelled outside Atlantic Canada in the last 14 days.**

**c) Anyone who is a close contact of a confirmed case of COVID-19 in the last 14 days.**

**d) Anyone who is waiting for a COVID-19 test result**

Families are required to screen their children daily for signs and symptoms of COVID-19 at home before coming to after school or youth programs, using the COVID-19 Daily Checklist <https://novascotia.ca/coronavirus/docs/daily-covid-checklist-en.pdf>

All BGCGH staff are also required to self-screen daily before coming to work at any BGCGH site using the COVID – 19 Daily Checklist <https://novascotia.ca/coronavirus/docs/daily-covid-checklist-en.pdf>.

## STAYING HOME

Children and staff need to stay home if they are feeling ill, even if their symptoms are mild.

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<sup>1</sup> <https://novascotia.ca/coronavirus/docs/daily-covid-checklist-en.pdf>

## Health Monitoring

### Children

Families are required to screen their children daily for signs and symptoms of COVID-19 at home before coming to after school programs, using the COVID-19 Daily Checklist <https://novascotia.ca/coronavirus/docs/daily-covid-checklist-en.pdf>

### **Children need to stay home if they are feeling ill, even if their symptoms are mild.**

**If a child displays illness consistent with symptoms or conditions on the COVID-19 Daily Checklist (<https://novascotia.ca/coronavirus/docs/daily-covid-checklist-en.pdf>) while attending BGCCH programs**, staff will document the symptoms on the COVID 19 Screening Form (Appendix A), and the child's parent/guardian will be contacted immediately by club management. Parents/guardians are required to pick up the child from the club site within one hour of notification by a club staff person. Families must follow up with 811 for assessment prior to re-entry into BGCCH programs or sites.

Families must disclose any pre-existing health conditions of children in programs to BGCCH as part of program registration. If children display symptoms normally consistent with a pre-existing health condition, (ie: asthma, allergies) they may not be required to go home if the symptomology is a normal part of a pre-existing health condition.

### Staff

Staff are required to self-screen daily for signs and symptoms of COVID-19 (<https://novascotia.ca/coronavirus/docs/daily-covid-checklist-en.pdf>) at home before coming to work at any BGCCH site. Staff need to stay home if they are feeling ill, even if their symptoms are mild.

**If a staff person displays illness consistent with symptoms or conditions on the COVID-19 Daily Checklist (<https://novascotia.ca/coronavirus/docs/daily-covid-checklist-en.pdf>) while at work**, staff will document the symptoms on the COVID 19 Screening Form (Appendix A), and go home. Staff must follow up with 811 for assessment prior to returning to work

Staff must disclose any pre-existing health conditions to their supervisor. If staff display symptoms normally consistent with a pre-existing health condition, (ie: asthma, allergies) they may not be required to go home if the symptomology is a normal part of a pre-existing health condition

### Visitors

All club visitors must complete the BGCCH health screening questionnaire (Appendix A), confirm they have no symptoms or exposure to COVID-19 and wear a non-surgical mask prior to entering any BGCCH facility. Visitors with symptoms or exposure are not permitted to enter the BGCCH club site. All visitors entering the club must register their visit with club management.

## Section 3

# NS Public Health Measures to Prevent the Transmission of COVID-19

Although public health measures can significantly reduce the risk of COVID-19 entering and being transmitted in childcare settings, the risk is never zero.

The most effective measures to reduce the spread of COVID-19 include separating people by maintaining physical distance, consistent and frequent personal hygiene, appropriate wearing of non-surgical masks, and program cohorts. However, these measures are not always practical in childcare settings. Therefore, it is most effective to use a layered approach including multiple measures from the areas listed in this document. Below is a brief summary of the public health measures in place at all BGCGH club sites:

### 1. Small group gathering sizes “Program Cohorts”:

At BGCGH sites, groups of children are organized into “**Program Cohorts**” with a maximum of 15 children.

When feasible, child siblings and students from the same schools will be in the same Program Cohort.

Children and staff in a Program Cohort are kept together throughout the day and must physical distance from other Program Cohorts in the club site.

Program Cohorts must keep physical distance (2 metres) from all other program cohorts.

*In the event that BGCGH is short-staffed due to illnesses, and given that program cohorts cannot be combined, BGCGH may have to cancel a Program Cohort, without notice, on any given day if sufficient staff are not available to maintain ratio.*

### 2. Physical Distancing:

As a general rule, **all individuals must observe physical distancing requirements of at least 2 metres (6 feet)**. Staff and children assigned to the same program cohort are NOT required to physical distance from each other, but are required to physical distance from other program cohorts. However, it is not always practical in child care settings.

Where possible, maintain physical distancing:

- Between staff members in the workplace
- Between staff members and essential visitors
- Between program cohorts
- Between staff members and parents/guardians, during pickup and drop-offs

Staff working within their program cohort group ARE NOT expected to maintain physical distancing from each other or from children, but must respect physical distancing from other program cohorts and staff working elsewhere in the club. When unable to maintain physical distancing from other groups or staff members, staff must wear a face mask.

Within program cohorts, when physical distancing is not possible, staff and children in grades 4-6 must wear a face mask. All children are permitted to wear face masks, if provided by parents, guardians.



Signage and visual cues such as floor markings will be posted throughout the club to encourage physical distancing where required.

### Outdoor Play

One of the best ways to promote physical distancing is through outdoor play. BGCGH programs will schedule daily outdoor activities to increase physical distancing and provide safe opportunities for children and staff to remove face masks while outdoors and physically distancing.

### 3. Non-surgical masks for staff and children

When physical distancing is not possible between children and staff, non-surgical face masks should be worn by BGCGH staff and children in grades 4-6. All children are permitted to wear face masks while in programs, if provided by parents/guardians.

Staff and children are required to wear non-surgical face masks in the following situations:

1. When physical distancing is not possible (except while in program cohorts)
2. When in public facilities or shared spaces such as hallways, bathrooms, elevators, stairways
3. When entering and exiting all BGCGH club sites
4. During transportation on all BGCGH club buses
5. When feeling ill while in BGCGH programs

Parents are required to provide children with reusable, non-surgical face masks. BGCGH will have a limited supply of non-surgical face masks available for children and adults at each club site, if required.

### 4. Personal hygiene

Frequent hand washing, not touching one's face and good cough and sneeze etiquette (into elbow) are crucial to prevention of disease transmission. All individuals entering a BGCGH club site must wash and sanitize hands prior to entry and/or wash their hands often with soap and water for at least 20 seconds.

Handwashing is required:

- Before entering BGCGH program spaces, after getting off the bus.
- Eating or drinking refreshments and snacks
- After sneezing, coughing
- Upon returning to the club from outside

Personal Hygiene signage will be posted throughout club sites to remind staff and children to engage in frequent hand washing.



## **5. Environmental Cleaning and Disinfecting**

Cleaning refers to the removal of dirt, grime and impurities with the use of soap and water. Cleaning does not kill germs but helps remove them from the surface. Disinfecting refers to using chemicals (bleach) to kill germs on surfaces.

BGCGH has cleaning and disinfecting schedules (Appendix B) for all club sites and uses the process of initially cleaning surfaces with soap and water, followed by disinfecting.

To encourage compliance with public health measures, signage will be posted in main entries of the all Club locations, as well as any common areas of the Club where people tend to gather. Signage will also be posted on Club entrances to instruct everyone about screening requirements, practices before entering.



## Section 4

### Interacting with Club members, families and other required visitors.

#### Contactless Drop-off, pick up and Club Entry:

##### Drop-off at Club Sites:

1. Parents/guardians **will not be permitted to drop off or pick up children inside** a BGCGH club site – this procedure will be done outside in the parking area. BGCGH staff will administer the sign in/out sheets to record attendance of each child.
2. Parents/guardians will be provided with drop-off and pick up times for their child/ren in order to prevent large groups of parents arriving at a club site at the same time.
3. A BGCGH staff person wearing a face mask will greet families dropping off children and all visitors in the club parking area.
4. When entering a club site, all children, staff and essential visitors will be required to use hand sanitizer available at the front door of all club sites prior to entering the club. Parents/guardians and required visitors will also be required to wear a face mask and maintain physical distancing while inside the club. Finally, all staff and essential visitors are required to register attendance at the club office.
5. The health status of every child/youth will be monitored throughout the day. **If a child displays symptoms of illness during the day, they will immediately be comfortably isolated, and parents will be required to pick up the child within one hour of being notified by club staff.**
6. Parents/guardians who wish to speak to a club staff member is asked to do so via phone, email, text, Zoom or by appointment. Club contact information will be provided to all parents/guardians.
7. All required visitors, contractors entering the club sites must also be pre-screened, use hand sanitizer upon entry, maintain physical distancing and sign the daily club log, for potential contact tracing purposes.

**Upon arrival at the club, any child, parent/guardian or visitor with a potential indicator of COVID 19 will not be permitted to enter the club that day and asked to follow up with 811 for further directions.**

#### Parent/guardian pick up of children/youth

1. Parents/guardians **will not be permitted to pick up children inside** either a BGCGH club site or school based site – this procedure will be done outside in the parking/play area. BGCGH staff will administer the sign in/out sheets to record attendance of each child.
2. Parents/guardians will be provided with pick up times for their child/ren in order to prevent large groups of parents arriving at a club site at the same time.
3. A BGCGH staff person wearing a face mask will greet families picking up children in the club parking area. The BGCGH staff person will take each child/ren to the waiting parent/guardian for sign-out and provide daily review of the child's experience at the club.

## **Deliveries, sub-contractors, and other required visitors:**

Visitors, contractors and delivery personnel are NOT PERMITTED into any BGCGH club site without pre-arranged appointments. BGCGH sites are not open to any unexpected visitors. Signage at all BGCGH club site entrances will inform VISITORS not to enter without a prior appointment. Visitor signage with a club phone number will be posted on club doors to help visitors make proper arrangements to connect with club staff. Wherever possible, deliveries will be left outside at the front door of club sites by the 3rd party delivery contact. Delivery staff and contractors must call the phone number posted on the club door to notify us of their arrival.

In some cases, where a large volume is being delivered, every effort will be taken to schedule deliver outside of program hours to limit those in the building, or delivery will be made to a door where the occupants of the room can be safely out of the way.

Sub-contractors that need to enter the building (pest control monitoring, repair persons, etc.) must make a prior appointment and will have to meet the screening requirements:

1. Wear a face mask during the visit
2. Use hand sanitizer provided at club entrance
3. Sign club log to document entry into the club (for contact tracing purposes)

Other individuals that need to access the administration office, or parents required to enter offices, etc. will have to meet the same requirements.

**Payment of fees or invoices** – BGCGH clubs will not accept payments from families or others at any club sites. Program fees are always done online via Activenet and vendors must submit invoices for payment via mail or email.

## Section 5

### Program Safety Measures

#### Program Safety Measures to prevent the transmission of disease

**Daily education, regular communication and clear signage** on prevention measures such as hand washing and cough etiquette and physical distancing. At the beginning of each day during Circle Time, children will be educated on physical distancing measures, handwashing, how to cover their coughs and sneezes properly, and the importance of not touching their face or touching others. Games and small rewards will help to reinforce good personal hygiene practices for the children.

**Program Cohorts** with a maximum of 15 children with no interaction between program Cohorts. Program Cohorts must always maintain 2 metres physical distancing from other program Cohorts.

**No sharing of program supplies.** Individual storage containers in program rooms will be provided for each child, labelled with child's name and separated by 2 metres between storage containers. These individual storage units will contain materials such as crayons, paper, etc., to ensure no sharing of common materials. Children can also safely store backpacks, lunch and snack materials in their personal storage container. Storage containers will be cleaned and disinfected daily.

**No sharing of food.** Children must bring food for snacks. Children will keep their food in their individual storage containers and **NO SHARING** of food will be permitted. BCGGH will provide limited individualized snacks for children, as required.

**Water Bottles.** BCGGH fountains and school fountains will not be used for drinking. Fountains will only be used to refill water bottles. **CHILDREN MUST BRING A WATER BOTTLE DAILY** to programs.

**No toys from home.** Children will not be allowed to bring toys from home to the club.

**Cooking activities will be limited.** Cooking that requires the shared use of the club kitchen will not be permitted. Simple food preparation activities may be done in program rooms using individualized food portions provided to each child.

**Outdoor programming.** Playing outside encourages physical distancing and generally lessens the transmission of any germs or viruses. BCGGH will require every program cohort to play outside daily, rain or shine. Parents must ensure children have sun protection such as appropriate clothing for **ALL WEATHER**, hats and long-sleeved shirts and/or rain gear for inclement weather, or appropriate winter clothing for winter weather. Outdoor program materials, such as balls, will be cleaned and disinfected between usages by staff. Even outdoors, program Cohorts must maintain physical distancing from other program Cohorts.

**Good ventilation** has been identified as a positive measure to prevent transmission of disease. All club sites and program rooms will ensure all available windows and doors remain open (weather permitting), to maximize ventilation capacity in each club site.

**Frequent hand washing, hand sanitizer and non-surgical face masks will be available to all staff and children in BCGGH programs.**

**Public transit will not be used.** Travel will only be via walking or a BGCGH bus. Capacity on a BGCGH bus is limited to 10 individuals on the bus at a time (excluding driver) in order to maintain physical distancing.

**Program schedules will include frequent handwashing and washroom breaks between program activities and when returning to the club sites from playing outside.**

**Club Water Fountains** will only be available for filling water bottles. There will be no drinking directly from water fountains and signage at all water fountains will prohibit direct drinking.

**First Aid administration** - in the event of a child injury while at the club that requires first aid, a qualified staff will administer First Aid, while wearing a face mask and disposable gloves; PPE equipment provided by BGCGH to all staff at all sites.

**Label Child possessions** – All items brought to the club by children must be labelled with their name, such as water bottles, lunch containers, backpacks, hats, etc... This will prevent unnecessary sharing of items between children.

## **Section 6 - Cleaning and Disinfecting & BGCGH Equipment**

Increasing the frequency of cleaning and disinfecting high-touch surfaces is significant in controlling the spread of viruses, and other microorganisms. Cleaning refers to the removal of dirt, grime and impurities with the use of soap and water. Cleaning does not kill germs but helps remove them from the surface. Disinfecting refers to using chemicals (bleach) to kill germs on surfaces.

BGCGH has cleaning and disinfecting schedules (Appendix B)

For disinfecting, BGCGH will use Health Canada recommended disinfectants and/or 1000 ppm sodium hypochlorite/water solution (Bleach).

All surfaces, especially those general surfaces that are frequently touched, such as doorknobs, handrails, washrooms, toys, etc., will be cleaned at least twice daily and as needed.

A cleaning and disinfection schedule will be in place in all program rooms and monitored by club management.<sup>5</sup>

A log sheet for each program room, washrooms and administrative offices will clearly identify items to be cleaned and disinfected, by who, time and frequency.

Trash will be removed from rooms at the end of each day and/or as necessary, by designated cleaning staff.

### **BGCGH Equipment**

Program equipment such as balls, games and other shared materials must be cleaned and disinfected immediately after every use by a designated staff person prior to its next use.

Program toys such as plastic dishes, etc., will be cleaned and disinfected after group use prior to re-using.

Program materials such as desks, chairs will be labelled for individual use to cut down on sharing, and cleaned and disinfected twice daily, or as needed.

Electronics that are shared between children, such as tablets, will be cleaned and disinfected with alcohol wipes after every usage.

Office equipment such as computers, laptops, phones will be labelled for individual users and not shared unless necessary.

Staff lockers – staff will be provided with individual lockers to store personal possessions, food, phones and other items and are requested to lock personal possessions to ensure non-usage by others.

Program Binders and pens will be provided to individual staff. Staff are required to label their work materials and ensure they are kept clean, stored and not shared with others.

PPE, such as face non-surgical mask and gloves are NOT to be shared between staff members. BGCGH will provide staff with non-surgical mask and gloves at club sites.

## Section 7 – Outbreak Management

BGCGH's Outbreak Management plan is to follow the directives of NS Public Health, including the following actions:

Daily attendance records and health screening results are kept for all staff and children, as well as a registry of visitors in order to facilitate accurate contact tracing, if necessary.

Any child or staff person who feels ill and/or displays symptoms of COVID-19 while at a club site will IMMEDIATELY wash their hands, wear a face mask, and isolate from all others at the club in the designated self-isolation area. For staff - report feeling ill to a supervisor, go home and complete the 811 online assessment and follow any further directives for assessment prior to returning to work. A child feeling ill will be isolated from others, with staff supervision, until a parent arrives to take the child home (within one hour of being called by staff). Parents must follow up with 811, follow all directives if further assessment is required, prior to returning to the BGCGH club site.

Staff supervising an ill child will be required to wear a face mask while with the child until the parent arrives for pick-up.

**For children who are ill, parents will be required to pick up the child/ren within one hour of being contacted by a BGCGH staff person. Parents, guardians must follow up with 811 for assessment prior to returning the child to the club.**

Staff who are feeling ill at work should immediately advise a supervisor and leave the club. Again, staff will be allowed to return to the club upon being able to clear the health screening processes described in this document.

If a staff person or child is instructed by 811 to have a COVID 19 test, the staff and/or child cannot return to the club until testing confirms no COVID 19.

If a case of COVID-19 is confirmed to be connected to any BGCGH site, NS Public Health will take immediate responsibility for all contact tracing procedures and will provide BGCGH management with guidance and direction including ensuring that appropriate supports are in place to coordinate the response.

**ONE confirmed case of COVID-19, whether child or staff, would be considered an outbreak.**

Public Health directives may include, but not limited to:

- Public Health contact tracing, which involves identifying contacts of a positive COVID-19 case and contacting all necessary individuals who may be exposed. Public Health will direct individuals regarding self-isolation requirements.

- Requesting records from BGCGH that identify cohorts/groups of staff and children in the club setting, for a specified time frame.

- Testing of staff and children that may have been exposed to a positive case. Enhancing environmental cleaning.

- Assessing the needs for BGCGH club site closure.

BGCGH will always work with Public Health to ensure a prompt response to cases of COVID-19 that may have been exposed in or may have attended a BGCGH club site.

**Any staff person or parent/guardian of a child who personally, or if their child feels ill, symptomatic of COVID-19 or possibly exposed to a case of COVID-19 is expected to contact 811 IMMEDIATELY for assessment and follow up, and NOT COME TO THE CLUB until cleared or directed by health officials at 811.**

## **Section 8 - BGCGH Staff**

### **Before to coming to work:**

Staff are required to self-screen daily for signs and symptoms of COVID-19 (<https://novascotia.ca/coronavirus/docs/daily-covid-checklist-en.pdf>) at home before coming to work at any BGCGH site. Staff need to stay home if they are feeling ill, even if their symptoms are mild.

### **While at work:**

1. Complete attendance records daily in ADP or staff sign-in sheet. Recording your attendance DAILY is required for the purpose of contact tracing,
2. Respect and maintain physical distancing between staff members, as required. This includes in common areas such as kitchen and washrooms. Staff working in the same program cohort are not required to physical distance from each other or children in their cohort. Wear face non-surgical mask when physical distancing between staff is not possible.
3. Stay with your Program Cohort throughout the day. BGCGH staff are not permitted to gather together during lunch or staff breaks.
4. Store personal possessions such as food, phones, in your staff locker. Do not share personal possessions with other staff or with children.
5. Staff communication with parents and other staff is to be maintained daily. With parents, staff are expected to use phone text or email communication or use ZOOM when required to meet with parents.
6. Shopping for program supplies is to be limited to once a week and ordering online whenever possible.
7. BGCGH will provide staff with some PPE, such as a reusable face mask per staff person, disposable face non surgical mask, if required and gloves, as required.
8. **If feeling ill while at work**, staff must immediately wash your hands, wear a face mask, self-isolate from others at the club, report feeling ill to a supervisor and leave the club as soon as possible. All staff feeling ill must complete the 811 health assessment online and follow directions if further assessment is required prior to returning to work.

### **Staff Training and Orientation:**

- All BGCGH staff are provided with a written job description to outline job duties and responsibilities. All BGCGH staff are provided with BGCGH policy manuals, such as this COVID-19 Operational
- Plan, HR Policy Manual, OHS Manual and Program Leaders Manual.
- All BGCGH staff will receive targeted training on new COVID-19 procedures outlined in this operational plan.
- Information on COVID-19 symptoms, and health monitoring techniques and procedures,
- Information on Public Health measures and expectations regarding program planning and safety. Responsibilities for daily personal hygiene, cleaning and disinfecting

### **Training methods:**

1. Comprehensive online training delivered to new BGCGH employees prior to working at a club setting that includes orientation to BGCGH, child protection, program planning and facilitation, First aid and new COVID-19 protocols and procedures.
2. All BGCGH staff must sign documents to verify their review of BGCGH policies and procedures as described in this manual, HR Manual, OHS guidelines and Program Manual.
3. Ongoing orientation, supervision and coaching from club management and supervisors.

### **Monitoring Methods**

1. Daily check-ins with supervisors at beginning and end of shifts
2. Weekly check-ins at online staff meetings
3. Regular staff evaluations

### **Staff Illness:**

The risk level of introduction and transmission of COVID-19 within a childcare setting is impacted by the transmission of the virus in the community, and at the present time, it is relatively low. However, BGCGH must be diligent in the prevention of introduction and/or transmission of COVID-19 within our organization. All staff are expected to self-monitor their health daily, **before coming to work**, <https://novascotia.ca/coronavirus/docs/daily-covid-checklist-en.pdf>.

Staff need to stay home if they are feeling ill, even if their symptoms are mild.

### **Staff Injury at work:**

In the event of a staff injury while at work, a qualified staff person will administer First Aid, while first donning a face mask and disposable gloves. An incident report will be filled out by all staff involved in the incident and reviewed and filed with Club Management

*Please note, that while strictly enforcing staff health is essential, this could potentially result in child spaces being temporarily closed if adequate numbers of staff cannot be maintained. Child-to-staff ratios must always be maintained to ensure child and staff safety.*

### **Club Staff Meetings**

Regular staff meetings at each club site are important to maintain staff morale, training, education and policy compliance. These weekly meetings will take place via ZOOM platform and minutes of meetings will be kept by club management.

### **Staff Communication**

All staff communication must respect physical distancing protocols. Maintaining a 2-metre (6 foot) distance while in conversation is expected at all times. When possible, staff are expected to communicate via phone, text or email to each other and provide daily check-ins with supervisors.

### **BGCGH Administrative Staff**

BGCGH's Administrative Office is located at 50 Caledonia Road in Dartmouth. Administrative staff have workstations that are physically distanced from each other. They will use phone calls, emails, and texts for regular communication. Meetings will be held via Zoom whenever possible. When in-person contact is required, physical distancing is to be maintained. Face non-surgical mask are to be worn at work when physical distancing is not possible, and such instances should be kept to a minimum. When possible, Administrative staff should consider working from home and/or in staggered shifts to not share office space.



## **Section 9**

### **Youth Program guidelines during COVID-19**

#### **Youth Drop-In Program**

- Youth must register for this program with program staff prior to attending
- Program groups must be no larger than 15 youth
- Staff and youth must wear masks at all times while in program
- Participating youth must undergo health screening and monitoring consistent with guidelines described for after school programs earlier in this document
- When the program begins, the Club doors will close, and no one else can enter the Club
- Youth cannot leave and re-enter the Club during program time
- Staff can prepare and order meals; youth cannot share food or participate in cooking or meal preparation
- If Club buses are used, masks must be worn on the bus, and buses must be sanitized after each use.

#### **Youth Outreach Programs**

- Youth Outreach Program staff will continue to work from home.
- Off-site, Youth groups may only gather with 15 or less individuals including staff, without physical distancing
- Youth groups may gather with up to 50 people while physical distancing
- When physical distancing is required, but not possible, face masks must be worn by youth and staff. Face masks must be worn in all indoor, public spaces.
- Regular virtual staff meetings are delivered via Zoom
- YOP staff are encouraged to use online platform Webex to check in with their clients and schedule confidential meetings
- Group cooking activities are not to be organized. Sharing of food is not allowed.
- 1 on 1 client in-person meetings and transportation of youth is permitted, but staff and youth must wear proper PPE i.e. masks if physical distancing is not possible. Vehicles must be sanitized between clients.
- Youth and staff should frequently wash their hands and practice good hygiene. Youth and staff must wash their hands when changing locations or activities.
- Youth trips should be limited to no longer than 45 minutes total including transportation. All Youth trips must be approved by Director of Programs.
- Physical distancing must be practiced on BGCGH buses. Buses must be sanitized after each use.
- Appointments must be made and staff must be screened by Club Staff before visiting any BGCGH Club site.
- Youth Outreach Program staff may participate in and/or accompany their program youth to Youth Drop-In programming activity, provided total program cohort size does not exceed 15, and provided appropriate health screening takes place and Youth Drop-In staff are consulted in advance of visits.

## **Section 10**

### **Communication**

Nova Scotia Public Health measures regarding COVID-19 will continue to evolve and change over time. BGCGH senior staff are responsible for the continuous monitoring of federal and provincial COVID-19 updates and for subsequent BGCGH policy changes and updates, as directed by public health. BGCGH senior staff will be responsible for communicating new information and protocols regarding COVID-19 to the entire staff team in a timely basis and for monitoring compliance of COVID-19 protocols.

BGCGH will ensure all parents/guardians, staff and visitors to the club will receive the new COVID-19 Operational Plan prior to starting work, registering a child for programs, or visiting the club site.

BGCGH will also post its COVID-19 Operational Plan on its organizational website for easy access by families, staff and members of the public.

Ongoing and regular communication with parents/guardians will be via weekly online newsletters and will share all program information to help parents/guardians plan each week, as well as reminders of important COVID-19 prevention strategies.

*One important message to be sent weekly to parents is:*

*Please note, that while strictly enforcing staff health is essential, this could potentially result in child spaces being temporarily closed if adequate numbers of staff cannot be maintained. Child-to-staff ratios must always be maintained to ensure child and staff safety.*

#### **Visitor and Attendance Logs**

Daily attendance of children and staff will be documented at each club site.

Staff will be expected to log into ADP or sign attendance sheets at the start and end of each shift.

BGCGH screening staff will sign in all children attending the club daily and sign-out all children at pick up times. Child attendance and health screening questionnaires will be kept in each child's personal folder in a secure location at the club site.

All visitors to BGCGH club sites, including delivery persons and contractors must sign in the BGCGH Visitor and Attendance Log, with name, contact information, time entered and exited, for contact tracing purposes.

Visitor and Attendance Logs will be kept and stored in a secure location at each club site.

## Appendix “A”



### COVID-19 Health Screening Questionnaire

Today's Date:	Club Site:	
Individual's Name:		
Choose One: Child: <input type="checkbox"/> Staff: <input type="checkbox"/> Parent: <input type="checkbox"/> Visitor: <input type="checkbox"/> - Contact Info:		
	YES	NO
1. Is your child unwell?		
2. Does your child have any of these symptoms?		
Fever (chills, sweats) Fever is 38C or higher		
New or worsening of a previous cough		
Sore throat		
Headache		
Shortness of breath		
Muscle aches		
New or worsening sneezing		
New or worsening nasal congestion or runny nose		
Hoarse voice		
Diarrhea		
Unusual fatigue		
Loss of sense of smell or taste		
Red, purple or blueish lesions on the feet, toes or fingers without clear cause		
3. Has your child taken Tylenol, Advil or any medication within the last 4 hours for the purpose of reducing a fever?		
4. In the last 14 days, has your child travelled outside of Atlantic Canada or live with someone who has travelled outside of Atlantic Canada?		
5. In the last 14 days, has your child had close contact (within 2 meters/6 ft) of someone confirmed to have COVID-19?		
6. Is your child, or anyone in the child's household waiting for a result from a COVID-19 test?		

**YES, to any of the above questions will result in the child/individual not being able to enter the club today.**

**Temperature Check:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**STAFF Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## Appendix “B”



**Boys & Girls Clubs  
of Greater Halifax**

### Program Room Cleaning Schedule & Log

Program Room: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Please initial to confirm completion of cleaning duties:

Item/Location	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Door handles/doors										
Counters										
Tables & chairs										
Walls (high touch areas)										
Toilet										
Paper towel dispenser										
Shelves										
Garbage bins										
Floor										
Electronic devices										
Toys/Equipment										
Storage bins										
Light switches										
Windows										

## Appendix “B”



**Boys & Girls Clubs  
of Greater Halifax**

### Club-Wide Cleaning Log

Staff Name: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Please initial to confirm completion of cleaning duties:

Item/Location	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>DAILY</b>										
Door handles/doors										
Counters										
Tables & chairs										
Walls (high touch areas)										
Washrooms										
Paper towel dispenser										
Shelves										
Garbage bins										
Floor										
Electronic devices										
<b>Toys/Equipment</b>										
Storage bins										
Light switches										
Windows										
Diswasher dishes										

## Appendix D

Memorandum of Understanding (MOU)

Between

Parent/Guardian and Customers of BGCGH and/or BGCGH Employees

And

Boys and Girls Clubs of Greater Halifax

### **Please read carefully, sign and return to BGCGH**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is a contagious disease and is believed to be spread from person-to-person contact. As a result, BGCGH has put into place preventative measures to reduce the introduction and transmission of COVID -19 at all BGCGH club sites. However, BGCGH cannot guarantee that you or your child(ren) will not become infected with COVID-19 during any and all engagements with BGCGH programs and/or club sites.

**Prior to entering any BGCGH facility, all individuals, including parents/guardians (on behalf of child(ren) and BGCGH Employees must agree to receive, review and abide by ALL BGCGH COVID-19 Operational protocols described herein this document,**

Prior to entering any BGCGH facility, all individuals, including parents/guardians (on behalf of child(ren) and BGCGH Employees must agree to review and abide by all conditions described in this document and indicate complete agreement to abide by BGCGH's COVID -19 protocols contained herein by signing this MOU and returning it to BGCGH club site, to be kept on file for future reference..

**Failure to return this signed MOU (just this page) will result in non-entry into BGCGH programs and facilities.**

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I acknowledge I have received and reviewed BGCGH's COVID-19 Operational Plan and voluntarily agree to abide by ALL COVID-19 protocols.

By signing this MOU, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending any BGCGH programs and activities.

I further agree to refrain from entering BGCGH club sites and/or refrain from placing my child(ren) in a BGCGH club site, upon any indication of exposure or symptomology of COVID-19.

I further agree to remove myself or my child(ren) from a BGCGH club site upon request of Club staff due to indication of symptomology and/or exposure to COVID-19

I understand that this Memorandum of Understanding is in addition to, and is not a substitute for any other documentation or registration information I might be required to sign in order to enroll my child(ren) in BGCGH day camp activities.

I understand that the risk of becoming exposed to or infected by COVID-19 at a BGCGH facility may result from the actions, omissions or negligence of myself or others, including, but not limited to, BGCGH employees, other program participants and their families.

Name of Parent/Guardian/Staff member	
Signature:	
Date:	
Child/ren in programs (if applicable)	