



YMCA COVID-19 Operational Plan
2020-YPHD Program
The YMCA Greater Halifax/Dartmouth

Edited August 21, 2020

COVID-19 Awareness

The YMCA of Greater Halifax/Dartmouth has responded to the COVID-19 global pandemic in alignment with the most accurate and up-to-date information and guidance from the Province of Nova Scotia, and the Nova Scotia Department of Health. As always, we are committed to providing healthy, safe spaces for all staff, volunteers, visitors, participants, and members.

As we work to reopen, we have a number of systems, policies, and activities that occur on a daily basis in our ongoing effort to keep our programs safe, and we are working hard to meet all of the protocols and guidelines set forth by our Provincial Health Authority.

Our YMCA is guided by core values including respect, responsibility, honesty, caring and inclusion. It is through this lens we are approaching our operational plans, working to ensure the YMCA continues to be safe and welcoming.

Drop Off and Pick-up from your site

In order to limit contact we would ask that one guardian drop off and pick up their child(ren).

The YMCA YPHD Program will have a staff/escort posted in the lobby area outside to greet families and complete the screening tool before the child/children can enter the school/classrooms.

Please note you may experience delays during drop-off due to our new Screening Guidelines. We thank you for being patient with our staff during this process.

Drop-off Procedure

Drop-off Location

Before and After School participants will see a screening station/table.

One Guardian may line up with their child(ren) behind this table while maintaining social distancing. Please note: Your child(ren) will then be screened – see below

Pre-Screening

Prior to entering the school at Drop off, the child participant must be pre-screened on behalf of their guardian using our Screening Questionnaire for COVID-19.

YMCA Staff – Escorts

A YMCA YPHD staff member will escort your child(ren) into the school and then on to their assigned group following the Pre-Screening. The escort will ensure your child(ren) wash their hands upon entry into our Program.

Pick-Up Procedure

Pick-Up Location

YMCA YPHD participants will pick up their children at the drop off table. One guardian may line up while maintaining social distancing. A staff escort will then get your child(ren) from their group and bring them to you.

YMCA Staff – Escort

A YMCA YPHD Staff will bring your child(ren) from their assigned group to you at the screening table.

SCREENING MEASURES

Prior to entering the school/classroom, the Staff bringing the child(ren) into the facility or others deemed essential must be pre-screened.

All families will be provided with the screening questions as well as an informational letter ahead of their visit.

Please See – YMCA YPHD Program Covid-19 Screening Tool

MANDATORY USE OF MASK OR FACE COVERING AT THE YMCA

In compliance with the government response to COVID-19 updated restrictions, effective immediately, the YMCA of greater Halifax/Dartmouth is requiring the use of masks or face coverings in all indoor public spaces in our facilities or program sites. ***This requirement includes all program areas and program & strategy support, with the exception of Licensed Child Care.***

Health and Safety

The YMCA has also implemented health and safety practices that require staff to wear masks or personal protective equipment (PPE) for the purpose of screening program participants, caring for symptomatic or ill participants or staff, cleaning and disinfecting surfaces, or in situations where it is difficult to maintain a 2 meter distance from others. The YMCA will ensure a sufficient supply of masks and PPE is available for staff use in these circumstances.

Symptom Monitoring/Surveillance Process

If at any time during the day children or staff are sick with two or more of the following symptoms; fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, diarrhea or loss of taste or smell OR any form of skin rash (including displaying purple fingers or toes 'COVID toes') even if it is the only symptom, they will be asked to isolate as soon as possible until contact with the participant's family is made and arrangements for them to be picked up in a timely manner.

Staff will work together to actively monitor the symptoms of participants. Should a participant start to display symptoms of illness (cough, fever, new or exacerbated cough, difficulty

breathing, fatigue, headache, sore throat, runny nose or skin rash) they will be isolated from the group, with a staff person until the time that they can leave the premises.

All participants will be instructed to let a YMCA staff know if they are not feeling well.

Please note: Children or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion will **not** be excluded.

The YMCA will have digital thermometers and basic first aid supplies on hand to be used, as needed (i.e. disposable gloves, antiseptic wipes, etc.).

Screening Policy

Every person arriving at our YPHD program must be actively screened prior to entering. The screening information must be documented on the appropriate COVID- 19 Screening Tool for Staff, Parents/Caregivers, Children, or others deemed essential.

Screening Stations

Prior to beginning screening at YPHD School sites, set up is required. The YMCA YPHD Before and After School staff team are required to ensure that the following steps are completed:

1. Set up the screening station and assign staff to conduct the screening:
 - a. Participants will see the screening table at their particular site.
 - b. Staff conducting the screening must maintain a minimum 2-meter distance from the person being screened as much as possible.
 - c. Staff must be trained on conducting the screening using the COVID-19 Screening Tool for Staff, Parents/Caregivers, Children or others deemed essential.
2. Parents/Caregivers screening questions/process will be emailed to each family prior to the first day of opening.
3. Once a child has passed the active screening, s/he must complete hand hygiene by washing their hands at their assigned washroom within the facility. Handwashing will be monitored by YMCA Staff.

Screening of YMCA YPHD Program Staff

The following steps shall be taken each day:

1. The Manager of Child and Youth must ensure that all staff are informed of, and sign off; on the screening policy prior to beginning work at the Centre. Active screening must be completed for ALL staff at the site.
2. If unable to report to work, the Manager of Child and Youth will ensure a backup staff is called into work.
3. Staff are required to stay home if they are experiencing ANY two symptoms identified on the screening tool and to report their absence to the Manager of Child and Youth immediately.

Any staff who arrive at their school site and answer YES to ANY of the questions on the screening tool, must be directed not to enter the building, to return home, and they will report their absence to the Manager of Child and Youth immediately.

Staff should consult with Public Health to confirm whether they meet the COVID-19 criteria for testing and/or self-isolation and should follow all advice accordingly. If the ill staff does meet the criteria, and/or is confirmed to be positive through testing, the Manager of Child and Youth will seek advice from Public Health on what measures should be taken for the children and other staff exposed to the symptomatic staff. Staff, who have a confirmed negative COVID-19 test result, may return to work within 48 hours after no symptoms are observed.

If Staff has been exposed (i.e. travelling or close contact with a confirmed or probable COVID-19 case) he/she may not return to work until 14 days after their last exposure, or until 14 days after their initial symptom onset if they have not been tested for COVID-19 (if unknown exposure).

Screening of Children

- The Manager of Child and Youth must inform all parents/guardians of the screening process prior to the family beginning the YMCA YPHD Program.
- Screening must be completed for ALL children entering the YPHD building and/or classrooms. Parents will be asked to drop their child(ren) off at the screening station to limit the need for social distancing.
- Staff will administer the COVID-19 Screening Tool for children upon arrival at the YPHD sites. The screening process will be as follows:
 1. If child(ren) ALL answer NO to ALL screening tool questions staff will ask them to complete the temperature check. If an individual in the family unit answers YES to ANY of the screening tool questions, the child will not be permitted to enter the centre. The parent/guardian will be advised to consult with Public Health.
 2. Staff (escort) who are screening will wear a mask. They will maintain a minimum 2-meter (6 feet) distance when possible from those who approach for temperature checks.
 3. Once the parent(s)/caregiver(s) and all children have passed all screening tool requirements, the child(ren) will be escorted into the YPHD program by staff.
- Staff must refuse entry to any person who answers YES to ANY of the screening tool questions. This includes not allowing a child into program whose parent(s)/caregiver(s) and/or sibling(s) have answered YES to any of the active screening questions, even if the child has no symptoms. Staff will advise the parent(s)/caregiver(s) to consult with Public Health to confirm whether they and/or their child(ren) meet the COVID-19 criteria for testing and/or self-isolation. The child(ren) may not return to the YMCA YPHD Program until 14 days after their last exposure (i.e. travelling or close and unprotected contact (i.e. no PPE) with a confirmed or probable COVID-19 case).

For example, if a child has a runny nose or sore throat with no travel history or history of close contact with a person with suspected COVID-19, s/he cannot enter the child care centre and cannot return to program until they are symptom free- minimum 48 hours. Parent(s)/caregiver(s) and/or their child(ren) who have a confirmed negative COVID-19 test result, may return to program within 48 hours after no symptoms are observed.

- Where a child or adult is obviously ill with ANY symptoms described on the Covid-19 screening tool, staff will refuse entry into the YMCA YPHD Program, and encourage the parent(s)/caregiver(s) to contact Public Health for further direction.
- The COVID-19 screening policy and tool will be updated as advised by Public Health.
- Documentation of the information collected during screening must be recorded on the COVID-19 Screening Tool for Staff, Parents/Caregivers, Children or others deemed essential. The Manager of Child and Youth is responsible for ensuring that this information is recorded as required and managed in accordance with the YMCA of Greater Halifax/Dartmouth's privacy and document management practices.
- Parents and Caregivers will remain in communication with YPHD Staff to update on their child's health status to determine if they will be allowed to return to the program.

MONITORING

Staff must ensure that all children in care are monitored for illness including the following symptoms of COVID-19:

- Fever (temperature $\geq 38^{\circ}\text{C}$)
- New or worsening cough or shortness of breath
- Runny nose, sore throat or diarrhea

Staff must ensure that hand hygiene is performed before and after each health check with each child. Staff are only required to document the health check or take a temperature if symptoms are noted.

The YMCA YPHD Program has the following practice in place if a child exhibits symptoms, which include:

If ANY TWO of the symptoms related to COVID-19 are present in a child, the child must be immediately excluded from the YPHD Program and sent home. If the child has siblings who attend the Program, all siblings must also be excluded. Staff are required to:

1. Isolate the child with symptoms immediately from other children and staff into a designated exclusion room.
2. Move the cohort of children who were in the program room with the symptomatic child to the vacant room/space, immediately clean, and disinfect the impacted room.
3. Increase ventilation in the new space if possible (e.g., open windows).

4. Keep the child comfortable with toys and quiet activities. Clean and disinfect all toys after the child leaves the site.
5. While waiting for the child to be taken home, the child must be supervised by only one staff person until the child leaves while maintaining a physical distance of 2-meters if possible.
6. Staff must ensure that they wash their hands or use hand sanitizer. The most important measures are mask wearing, proper hand hygiene and maintaining a 2-meter distance as much as possible.
7. Staff will notify the parent(s) to arrange for immediate pick-up of the child. If a parent cannot be reached, an emergency contact person will be contacted to pick up the child.
8. Staff will document the symptoms observed, the date and time that symptoms occurred, and the program room the child attended on the Symptoms Monitoring Checklist and Tracking Form.
9. Once the child has been picked up, the Staff team will ensure that the isolation room (i.e. room where child was separated to) is thoroughly cleaned and disinfected.

Isolation Process

In the instance that a child/ staff becomes ill and may not be able to leave site immediately, a space will be provided for them to wait in until arrangements can be made. After their departure, the space will be properly cleaned and disinfected. When disinfecting, YMCAs should reference their communicable disease policy and ensure staff have the necessary PPE (Personal Protective Equipment).

CLEANING AND DISINFECTION PROCEDURES

Cleaning Schedule

During this time, the YMCA of Greater Halifax/Dartmouth is keenly aware that the proactive cleaning of shared spaces and common surfaces is absolutely essential for the health & safety of our children, families and staff. As such, we have committed to the following additional cleaning measures, on top of our regular daily cleaning schedules.

- YMCA YPHD Program staff will complete proactive cleaning of shared spaces once daily across site. Extra cleaning measures will stay in place until further notice and will be completed at times when children are not occupying these spaces (i.e. lunch hours, during program time or outdoor play time). Records will be kept to ensure additional cleaning is completed as outlined.
- Records shall be kept of daily sanitization within the sites.

Cleaning Procedure

This document is meant to outline steps that will be taken at the YMCA to proactively enact extra cleaning routines during a time of increased risk of disease transmission. These measures

are intended to be preventative only and will change in the event of an active COVID-19 outbreak on onsite.

During a time of increased risk of disease transmission, YMCA YPHD Program staff will complete daily cleaning and disinfection of all spaces in use.

Sanitization and Disinfecting Procedure

The YMCA YPHD Staff will be using a disinfectant that has been approved for sale in Canada and for use against SARS-CoV-2 (COVID-19). These products will be made available to all staff to complete extra cleaning of spaces, while supplies last. If these products are no longer available for purchase, we will use bleach to disinfect surfaces. Bleach is to be mixed with water, 1 cup of bleach to every 9 cups of water (1:10 ratio), to create a solution suitable for safely disinfecting surfaces. Bleach mixtures will be poured into spray bottles with a suitable workplace WHMIS label. The contact time for bleach to disinfect a surface is 10 minutes.

In order to disinfect properly we will first ensure the surface is clean from any visible dirt or debris (clean with soap and water first, if necessary), then spray the surface with the product. Let the product sit for a least one minute to ensure proper disinfection, then wipe with a disposable towel or leave to air dry.

YMCA YPHD Program Sanitization Checklist

It is the responsibility of individuals completing the “Sanitization Schedule” to be aware of the tasks they are responsible for in each area of site. Staff may only complete the log sheet when they have completed all areas of the checklist. Each room/area will have its own checklist.

Cleaning & Sanitizing of the Community Y

Item	Product	Method	Frequency
Hard Surfaces	EP66	Spray and wipe with paper towel.	After each use
Toys (small)	EP66	Spray and wipe with paper towel	Daily
Toys (large)	EP66	These toys are to be sanitized with an EP66 mixture which will be dispensed by an electrostatic sprayer.	Daily
All Areas	EP66	Spray and air dry	Multiple times per day

PHYSICAL DISTANCING

All YMCA YPHD Program staff will strictly maintain routine infection prevention and control practices (refer to the “Nova Scotia Guidelines for Communicable Disease Prevention and

Control for Child Care Settings”), as well as adhere to additional sanitary precautions and physical distancing measures in all aspects of care to prevent the spread of COVID-19 as described in this policy.

Hand Washing

Staff should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:

- When they arrive at their site and before they go home
- Before handling food
- Before and after eating and drinking
- Before and after touching their own or someone else’s face
- After sneezing or coughing into hands
- Before and after giving or applying medication or ointment to a child or self
- Before and after contact with bodily fluids (i.e. runny noses, spit, vomit, blood)
- After cleaning and handling garbage
- After coming in from outside

Children should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:

- When they arrive at their site and before they go home
- Before and after eating and drinking
- After a diaper change and using the toilet
- After playing outside
- After handling shared toys/items
- After sneezing or coughing into hands

Staff should follow and role model the following steps for proper hand washing:

1. Wet hands
2. Apply soap
3. Lather for at least 40 seconds (or as long as the “Happy Birthday” song). Rub between fingers, back of hands, fingertips, under nails
4. Rinse well under running water
5. Dry hands well with paper towel or hot air blower
6. Turn taps off with paper towel

Staff should increase monitoring of hand washing supplies to ensure they have the proper supplies (i.e. soap, paper towels, and waste receptacles). Ensure hand sanitizer or alcohol-based hand rub (containing at least 60% alcohol) is available.

When hands are not visibly soiled, staff should follow these steps for cleaning hands using hand sanitizer:

1. Apply hand sanitizer (at least 60% alcohol-based)
2. Rub hands together for at least 20 seconds
3. Work sanitizer between fingers, back of hands, fingertips, and under nails

4. Rub hands until dry

Hand sanitizer may be used as needed . Staff must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

Masks & Disposable Gloves

Masks and gloves must be worn as per routine practice when cleaning up vomit and diarrhea and disinfecting surfaces and must be disposed after use. Disposable gloves do not replace hand washing. YMCA YPHD Program staff must wash their hands before gloves are put on and immediately when gloves are removed.