

# Camp Waterdown

WATERDOWN DISTRICT CHILDREN'S CENTRE



**Parent Handbook Addendum**

**Before and After Care School Age Program COVID-19 Edition**

*Revised September 15, 2021*

**Waterdown District Children's Centre**

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## **Parent Handbook Addendum (COVID-19)**

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## Introduction

Dear Parents/Guardians,

As we are getting ready to reopen after being closed for many months, I want to make everyone has all the information they need to navigate this new normal. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at Waterdown District Children's Centre are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in your children as we provide them with opportunities to create, explore, and learn.

This handbook should be considered an addendum of changes or additions to our standard Parent Handbook. It will lay out the changes as we enter the next phase of the COVID-19 pandemic in Ontario. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain until further notice. We will make sure that all changes are realistic and feasible for staff and children by following Hamilton Public Health and Ontario Provincial Government (Ministry of Health and Ministry of Education) guidelines. Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook Addendum. They are in place to ensure that Waterdown District Children's Centre and our Camp Waterdown school age programs are safe and enjoyable places for your family.

Shelley Bradaric

Executive Director of the  
Waterdown District Children's Centre

### *Program Statement*

WDC's program statement was created to ensure that WDC provides a high quality, engaging and stimulating early childcare environment, and supports development and growth in all areas of life. Due to the COVID-19 virus, we have had to put a number of new policies and procedures into place, in order to provide childcare which aims to keep children safe from the virus. These policies and procedures create limitations in our program, which may not allow our original program statement to be upheld in full. However, WDC will work hard to ensure that, despite the limitations created by COVID-19, we are still providing care to children that is engaging, stimulating, and focused on growth and development. In addition, while we have been consistent in implementing our program, due to COVID-19, it is important to note that all policies that have been developed in response to COVID-19 are superseding and will be encompassed throughout our whole program.

### *Ministry/City Documents*

The Government of Ontario; Ministry of Health and Ministry of Education, and The City of Hamilton; Hamilton Public Health Unit have created guideline documents, posters, and checklists all related to and supporting the re-opening of early childcare centres. The latest versions of these documents will be made part of our COVID-19 Policies and Procedures, to ensure we are abiding by ALL recommendations for a safe program. In addition, WDC has created a new COVID-19 Policies and Procedures Addendum (this document) and Program Policies and Procedures<sup>1</sup>. These policies were created and approved in accordance with all the recommendations from city and provincial government officials, includes all additional safety measures outlined in these recommendations, and may include extra safety measures and organization policies that go above and beyond the recommendations. The safety of children and staff at our program is our priority. We have created policies and procedures for all aspects of a typical day at WDC to ensure we have made all aspects of the program as safe as possible for your child. For further information, please read the entirety of the parent handbook addendum for details on how the program has changed.

### *Legal Disclaimer*

WDC has worked closely with a legal team to ensure that everyone is equally supported and protected. Together, we have developed a **Waiver and Release of Liability**<sup>2</sup> which all families will be required to sign upon re-enrolment. This waiver states that WDC cannot be held responsible if a child contracts COVID-19 while in our care. Each family will receive a copy of the waiver, which they should read and obtain independent advice, if needed, before signing.

### *Parent Fees*

WDC will be crediting any days missed for COVID-19 related absences. Additionally, WDC will not be changing the daily program fees during the COVID-19 pandemic, and without appropriate notice. For more detailed information about Parent Fees, feel free to contact our Registration Team or our Executive Director.

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<sup>1</sup> A collection of approved Policies and Procedures that can be obtained and viewed on our Web Site: <https://www.campwaterdown.com/wp-content/uploads/WDC-ELCC-Enhanced-Health-Measures-Policies-and-Procedures-HPH-Approved-July-13.pdf>

<sup>2</sup> The Waiver and Release of Liability has been sent to all registrants and is also available on our web site.

### *Priority and Waitlist*

Waterdown District Children's Centre recognizes the needs of the community, and understands the anxieties around returning to care, and the questions about who will be able to return. We use an established priority protocol, as adapted from our Parent Handbook<sup>[1]</sup>, in assigning confirmations and placement from our Wait List. In addition, decisions regarding admission will be made without regard to: race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy, gender identity), sexual orientation, age, marital status, family status, disability, or receipt of public assistance. Due to COVID-19, additional considerations will be made based on demonstrated need or policies regarding health and front-line workers.

### *Responsibility to report*

All staff and parents have a responsibility to report any symptoms or illnesses that they, their child, or any other family members in their household, have or have had within the past 24 hours and while registered for our programs. This responsibility to report ensures the safety of all members of the WDCC early childcare and Camp Waterdown school-age community and is in compliance with Public Health and the Ontario Government. Failure to report any symptoms associated with COVID-19 or any other illness can result in drastic measures, decided upon by the Executive Director. If you, or any members of your family have symptoms of COVID-19, please contact Hamilton Public Health and follow guidelines to ensure the health and safety of yourself, and the community.

As an organization we have a legal responsibility to report any symptoms of illnesses to Hamilton Public Health as required and immediately in case of suspicion of COVID-19. We are also obligated to request a health screening report from families during days of absence from the program. We also have a responsibility to report any Positive COVID-19 test results received from Hamilton Public Health, without personally identifying the affected person, for our staff or registrants and their families, to ALL families in attendance so that they are kept informed.

### *Cohort/Ratio Size*

In accordance with guidance from the Ontario Government, and the City of Hamilton, WDCC will be operating with lower ratios. Staff and children in any given cohort will never mix during a seven-day period with other cohorts, and staff will be assigned to a single cohort for the entire week. Efforts are made to keep all cohorts at least 2 metres apart at all times indoors and outdoors, and any staff who must operate within that distance in multiple cohorts must wear masks and other personal Protective Equipment. Supply staff (substitutes for regular staff who are away) will be assigned to a cohort and will not be permitted to supply or work with another cohort during that week.

Beginning September 1, 2020, ratios were allowed to return to the ratios described in the Child Care and Early Years Act. WDCC will inform parents of changes to cohort size, and acceptance off the waitlist when applicable.

### *Personal Belongings*

We ask that personal belongings being brought to the program are limited and labelled with children's names where possible. We ask that you provide only the necessary items including sunscreen, extra clothes and outdoor clothes. Do NOT bring in outside food from home or store.

Additionally, items other than clothing brought into the program will be cleaned upon entry and must remain at the Centre until the end of the week, to avoid items entering and leaving the program.

### *Outbreak Response Procedure*

In compliance with the City of Hamilton's Public Health Services, WDCC has developed an Outbreak Response Procedure<sup>3</sup> in order to ensure the safety of all staff, children, families, and the community if an outbreak of COVID-19 occurs at our programs. This procedure will be followed by all staff if a child or staff is suspected of having COVID-19 symptoms. Parents and Public Health will be notified accordingly, and all staff will follow instructions given to them by Public Health. For more information, refer to our Enhanced Health Measures Policies and Procedures<sup>4</sup>.

### *Staff Training*

All staff working at WDCC programs will be given training on ALL new policies and procedures. This training is mandatory. Any staff who does not complete the training will not be allowed to work. Records of staff training will be required from staff and will be kept by the director. Training will include training on how to safely and correctly put on and remove all PPE, as well as training on all new policies, to ensure that the environment at WDCC is safe for all children and staff.

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<sup>3</sup> Available for review on our website.

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## COVID-19 Staff & Employee Vaccination Policy

WDCC has a legal obligation under the *Occupational Health and Safety Act* to take all reasonable precautions to protect employees and staff members from work-related illness and injury. Moreover, the Ministry of Education recently announced a requirement for licensed child care settings to develop COVID-19 immunization disclosure and testing policies.

The COVID-19 pandemic has caused significant morbidity, mortality, and social and economic disruption in Canada and worldwide. Vaccines that have been approved for use in Canada have been shown to be safe, as well as effective against COVID-19.

WDCC is adopting this Policy to safeguard the health of its children in care, employees and staff members, their families, WDCC clients, and visitors, and the community at large from COVID-19.

Starting on **September 1, 2021**, all WDCC employees and staff members must do one of the following:

- (a) provide proof of full vaccination<sup>5</sup> against COVID-19 (in the form of a medical note or vaccination receipt); or
- (b) provide written proof of a medical reason from a physician or nurse practitioner that sets out a documented medical reason for not being fully vaccinated against COVID-19, and the effective time period for the medical reason; or
- (c) participate in an educational session about how COVID-19 vaccinations work, vaccine safety related to the development of COVID-19 vaccines, the benefits of vaccination against COVID-19, risks of not being vaccinated against COVID-19, and possible side effects of COVID-19 vaccination. Further details regarding this educational session will be announced at a later date.

Employees and staff members who are not immunized, including those with medical reasons for remaining unvaccinated, will be required to complete regular COVID-19 testing as directed in provincial guidance. Further details regarding testing procedures will be announced at a later date, and this policy will be updated accordingly. Employees and staff members who do not comply or who are found to misrepresent their vaccination status may be subject to discipline up to and including termination of employment.

WDCC is required to keep a log of the aggregate disclosures of its employees vaccinations and non-vaccination and update the Ministry of Education and Hamilton Public Health Services as may be required.

All employees and staff members, regardless of vaccination status, must continue to follow WDCC's COVID-19 infection prevention and control measures, including:

- Washing their hands frequently;
- Not attending work if they display COVID-19 symptoms;

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<sup>5</sup> For the purposes of this Policy, “fully vaccinated” means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by WHO (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days ago.

- Reducing frequency, proximity and duration of contact between people as much as reasonably possible outside of the requirements of client physiotherapy care;
- Maintain a physical distance of 2 m/6 ft. as much as reasonably possible; and
- Wearing a mask at all times, unless eating or drinking.

This COVID-19 vaccination policy is reviewed regularly and updated to reflect the latest scientific research, guidance and legislation from provincial health authorities, as well as provincial and federal governments. A blank copy of our full current COVID-18 Vaccination Staff & Employee Policy can be reviewed by parents upon request. We are not permitted to disclose the vaccination status of individual staff and employees publicly but do ensure that it is complied with.

## Testing and Exclusion

### Rationale

WDCC and Camp Waterdown programs will put in place the following Testing and Exclusion policy, to be implemented at all programs, in accordance with Hamilton Public Health, and the Ontario Ministry of Education.

### Testing

1. Symptomatic staff and program participants should follow the latest screening guidelines to be referred for medical assessment and/or for COVID-19 testing, in accordance with the Ontario Government's updated testing policy for symptomatic individuals.
2. Programs must consider two or more symptomatic, laboratory-confirmed case of COVID-19 in a staff member or child (or other visitor) as a confirmed COVID-19 outbreak with an epidemiological link within a 14 day period, in collaboration between the local public health unit, to ensure outbreak numbers are properly recorded, and contact tracing can occur.
3. Hamilton Public Health Services will work with the licensee to determine whether epidemiological links exist between cases and whether transmission may have occurred in the child care setting.
4. Program participants or staff who have been in contact with suspected COVID-19 cases should be monitored for symptoms, and further grouped together, until laboratory tests, if any, have been completed, or until directed by the local public health unit.
5. Staff members and program participants awaiting COVID-19 test results will be excluded.

## Exclusion of Sick Children/Staff Policy and Procedures

The City of Hamilton wants to ensure that all licensed child care centres are providing a safe and healthy environment for children, families, and providers. Licensed child care providers must be aware of, and adhere to, established exclusion criteria.

Information on different conditions and exclusion periods for other infectious conditions are available in City of Hamilton's Infection Control Guidelines for Child Care Centres (<https://www.hamilton.ca/sites/default/files/media/browser/2018-12-07/infection-control-guidelines-child-care-centres.pdf>). In response to COVID-19, it is critical for licensed child care providers ensure staff and children are screened and excluded as appropriate.

### a. When to Exclude

In alignment with the *COVID-19 Variant of Concern: Case, Contact and Outbreak Management Interim Guidance*, a more rigorous and cautious approach is being adopted to support a more comprehensive and enhanced school and child care screening program.

### **Single-Symptom Screening**

Children and staff with any new or worsening symptoms of COVID-19, **even those with only one symptom**, must stay home until:

- They receive a negative COVID-19 test result,
- They receive an alternative diagnosis by a health care professional,

- Or it has been 10 days since their symptom onset and they are feeling better.

The provincial COVID-19 screening tool has been updated to reflect these changes:

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

You can also download the screening tool:

<https://covid-19.ontario.ca/download-covid-19-screenings#school-and-child-carescreening>

English: [https://covid-19.ontario.ca/covid19-cms-assets/2021-02/COVID19%20school%20and%20child%20care%20screening\\_ENG\\_AODA.pdf](https://covid-19.ontario.ca/covid19-cms-assets/2021-02/COVID19%20school%20and%20child%20care%20screening_ENG_AODA.pdf)

French: [https://covid-19.ontario.ca/covid19-cms-assets/2021-02/COVID19%20school%20and%20child%20care%20screening\\_FR\\_AODA.pdf](https://covid-19.ontario.ca/covid19-cms-assets/2021-02/COVID19%20school%20and%20child%20care%20screening_FR_AODA.pdf)

### **Isolation Requirement for Household Contacts of Symptomatic Individuals**

As outlined in the *COVID-19 Variant of Concern: Case, Contact and Outbreak Management Interim Guidance* all asymptomatic household contacts of symptomatic individuals are required to quarantine until the symptomatic individual receives a negative COVID-19 test or an alternative diagnosis by a health care professional. If the symptomatic individual does not seek COVID-19 testing, all household contacts must quarantine for 14 days from their last contact with that symptomatic individual.

#### **b. How to Exclude**

A written process must be developed to outline the steps required if a child/staff requires exclusion from the program.

- If a child or child care staff becomes sick while in the program, they should be isolated and family members contacted for pick-up. If the sick person is a child, a child care staff should remain with the child until a parent/guardian arrives.
- If tolerated and above the age of 2, the child should wear a surgical/procedure mask.
- The child care centre should specify where the isolation room will be and who will be responsible for monitoring the child.
- Anyone who is providing care to the ill child should maintain a distance of at least 2 metres or wear appropriate PPE (surgical/procedure mask and eye protection, gloves and gown if there is risk of exposure to infectious droplets).
- The child care staff should also avoid contact with the child's respiratory secretions.
- Staff member must perform hand hygiene after any contact with the ill child.
- If a separate room is not available, the ill child should be kept at a minimum of 2 metres from others. This may be achieved by using physical barriers, floor markers, etc.
- The ill child should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- All items used by the ill person should be cleaned and disinfected by the cleaning staff designated for that cohort. Any items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 3 days.

- The ill individual and/or their parent or guardian be advised to use the online self-assessment tool, and follow instructions which may include seeking medical advice or going for testing for COVID-19,
- While an ill child self-isolates at home and their parent/guardian contacts health care provider for advice/assessment, asymptomatic household contacts and/or close contacts can continue to attend school/work and monitor for symptoms.
- **Children or staff who have been in contact with a confirmed or suspected COVID-19 case should follow Public Health’s recommendation on isolation and testing.**

c. End of Exclusion/Return to Child Care

Children and staff should follow the direction provided in the most current COVID-19 screening tool for school and child care from the Ministry of Health.

*Return to Care Scenarios:*

- 1. For a child or staff who are waiting for test results**
  - a. A symptomatic child or staff **MUST** self isolate at home until test results are known
  - b. All symptomatic household contacts of symptomatic individuals are required to quarantine until the symptomatic individual receives a negative COVID-19 test result, or an alternative diagnosis by a health care professional
- 2. For a symptomatic child or staff who tests negative, they can return when ALL of the following apply:**
  - a. They do not have a fever without using medication,
  - b. It has been at least 24 hours since their symptoms started improving
  - c. They were not identified as a “high risk” contact with someone who currently has COVID-19
  - d. Additionally – all asymptomatic household contacts of symptomatic individuals can return to child care/school if the symptomatic individual receives a negative COVID-19 test result and meets the above criteria for returning to child care
- 3. For a symptomatic child or staff who tests positive**
  - a. Child or staff who test positive must complete a 10 day isolation period
  - b. Asymptomatic household contacts and other close contacts of a COVID-19 positive case must complete a 14 day isolation period, even if they receive a negative COVID-19 test
  - c. Child or staff who test positive can then return to child care after the 10 day isolation period if all of the following apply:
    - i. Child or staff does not have a fever (without using medication)
    - ii. It has been at least 24 hours since the child or staff symptoms started improving
- 4. For a symptomatic child or staff who is not tested**
  - a. The symptomatic child or staff must complete a 10 day isolation period
  - b. All household contacts must complete a 14 day isolation period from their last contact with that symptomatic individual
  - c. They (symptomatic child or staff and household contacts) may return earlier if all of the following apply:

- i. A doctor diagnosed child or staff with another illness,
- ii. Child or staff does not have a fever (without using medication)
- iii. It has been at least 24 hours since child or staff symptoms started improving,
- iv. They were not identified as a high risk contact with someone who currently has COVID-19

## COVID-19 Modified Policies

### *Screening Procedure*

#### Rationale

As an organization Camp Waterdown programs and the Waterdown District Children's Centre will conduct a screening procedure for children and staff prior to entry of the program to limit exposure of COVID-19 to our facilities. Each sites' supervisor is responsible to determine and document how the workplace will implement screening in a manner that meets screening requirements given to us by our local public health unit and Public Health Ontario. Site leadership will also communicate to all staff, parents/guardians and the Ministry about the expectations of our daily screening procedures.

To ensure a safe and secure environment for vulnerable individuals, only staff, children and custodians will be permitted entry into the facility. No parents, guardians or special visitors will be allowed inside the building, unless for an emergency.

#### Safety Protocols

All individuals, including children, staff, and visitors, will be screened each day before entering the childcare centre. The following safety protocols will be put into place:

- Screening will occur at a designated location for each site,
- Physical distancing must be maintained by all parties at the screening area. Masks are encouraged to be worn by parents when dropping their children off. Physical distancing markers may be used to guide physical distancing,
- All screeners will wear personal protective equipment, including a face shield or goggles, a gown, and a mask. Gloves may be worn as well. If gloves are not worn, the screener must maintain proper hand hygiene,
- Parents/guardians/caregivers are now required to wear masks at drop off and pick up,
- All childcare licensees must maintain daily records of screening results, and these records must be kept on the premises for 12 months.

#### Screening Responsibilities

Before attending work, staff must screen themselves using the procedure below. Parents are required to follow the procedure below for screening their child(ren) before coming to the childcare centre. All staff and parents should be aware of the signs and symptoms of COVID-19, including but not limited to: fever (temperature above 37.8 degrees Celsius), cough, loss of taste or smell and shortness of breath. Other symptoms include but are not limited to: sore throat, stuffy nose, headache, nausea/vomiting/diarrhea, fatigue, lethargy and muscle aches.

If a staff or parent notices one of the above symptoms in themselves or their child, the below screening procedure will inform the individual on how to proceed. Parents and staff will be required to call in and notify childcare staff of any absence. Children who do not attend care on any day they are schedule to come, unexpectedly, will be screened by staff over the phone. This allows staff to ensure they are aware of all children illness for proper tracking and contact tracing purposes. In addition, when a staff member calls in sick to a shift, they will also be screened over the phone, and will be required to exclude themselves from program according to the policy below.

### *Compensation for COVID-19 related Absences*

At this time we, through an initiative of the City of Hamilton, will be compensating families for any illness absences related to COVID-19 exclusions or closures. In most cases this will be done through a credit provided on the following month's care bill, or will be refunded upon care termination or request.

### Visual Aids

- Visual aids will be present at all screening areas. These visual aids will be in the form of:
- Public Health – provided posters for screening procedures and symptoms, handwashing etiquette, physical distancing procedures, travel alerts, self-isolating, proper PPE usage, and others,
- Site-specific posters and licensing requirements,
- Physical distancing markers.

Visual aids will be updated as directed from Public Health and the Ministry of Education.

### Infection Prevention and Control Measures

To help reduce the risk of COVID-19, the following will be implemented:

- Signage will be posted in visible areas, which clearly explains the screening process and the rules and conditions for entry,
- Alcohol-based hand sanitizer containing at least 70% alcohol content will be placed at all screening stations. Dispensers and bottles should be inaccessible to children,
- A consistent screener will be at each screening location, unless they are away or off sick in which case they will be replaced with another trained staff member.

### Screening Process

Screening will be done in a matter that treats people with respect and dignity, providing them with information so they fully understand the reason for the screening and the impact of attending when not well. Parents/guardians, children, staff, visitors, and anyone else attending the centre for any reason must comply with the centre's process for completing the Daily Health Screening.

#### a. Location of Screening

Screening at WDCC's Before and After Care locations will be specified below in the Drop Off and Pick Up Policy section. Each screening station will be set up with all posters designated by Public Health, as well as others as we feel fit. The screening location will have a small trolley with hand sanitizer, disinfectant spray, extra gloves and masks, a binder with screening paperwork, and pens. A screener wearing full PPE will be stationed at the screening location. Traffic equipment, such as pylons, will be set up to designate physical distancing points while waiting to be screened. A tent will be placed over the screening area, which will also help when there is inclement weather.

#### b. Screening Procedure

These recommendations are based on available guidance from Ministry of Health and Ministry of Education documents. Please refer to the most current versions of these documents for the most accurate and up to date recommendations. All individuals entering the child care centre, beyond the

screening area must be limited only to children, staff and essential visitors. Pre-screening by parents/staff should take place daily prior to arrival at the child care centre using the online provincial screening tool. Please instruct parents/staff to follow the most up-to-date Ministry of Health screening tool found here (<https://covid-19.ontario.ca/schoolscreening/><sup>(1)</sup>).

Onsite active screening of all parents/caregivers, children, staff/students and essential visitors is required prior to entry of a child care premise, including temperature checks and utilization of the Ministry of Health screening tool.

In before and after school programs, an individual who has been screened for symptoms prior to the before school program would not need to be re-screened for the core day program. Similarly, an individual that has been screened prior to the after-school program or core day program, would not need to be re-screened for the after-school program. It is recommended that operators work closely with schools to develop joint tracking protocols.

All parents/caregivers should complete the provincial COVID-19 school and child care screening tool as a “Parent/guardian on behalf of a student/child” prior to arrival at the child care centre. All staff should complete the provincial COVID-19 school and child care screening tool as an “Employee” prior to arrival at the child care centre. All essential visitors should complete the Ministry of Health’s COVID-19 self assessment tool prior to entry. Upon arrival to the child care centre, active screening will occur, with a screener dressed in full PPE, including taking contactless temperatures of any person entering the location, and asking all the questions on the COVID-19 school and child care screening tool.

Entry will be denied to any individual who fails the screening procedure whether it was completed online or in person. Please see the testing and exclusion policy below for exclusion and return to program criteria when an individual fails the screening.

A separate copy of all attestations for return to school / child care following illness or self-isolation will be required by both the school and our program before return to either morning or afternoon only program.

a. Screening Reception Area

Daily pre-screening should be conducted by parents/caregivers and staff prior to arrival at the child care centre, however the child care setting will continue to designate a single entrance where screening can take place, as required. The child care setting is to designate a screener who must be trained on the screening procedure.

The screening area must have public health approved signage identifying the screening process, must be set up at the entrance of the facility, meeting the following criteria:

- Child care settings must have one of the following:
  - o Space allowing for a minimum of 2 metres distance between provider conducting screening and the person being screened, or
  - o Separation by a physical barrier (such as plexiglass barrier) for the screener, or
  - o Screener must wear personal protective equipment (PPE) i.e. surgical/procedure mask, eye protection (goggles or face shield), and gown
- Signage regarding proper hand hygiene, respiratory etiquette, and proper mask use are to be displayed at the screening area.

- Where possible, we may stagger drop offs to ensure physical distancing requirements can be met.
- The child care setting must have a plan in place to:
  - o Ensure that a mobile device such as a tablet or laptop with a wi-fi connection is available at the entrance to facilitate access to the online screening tools if needed or provide a paper written process if this is not possible.
  - o Efficiently process the number of people that need to be screened
  - o Handle the volume while maintaining physical distancing (i.e. floor markers)
  - o Have a contingency plan for inclement weather
  - o Ensure a process is in place for cleaning and disinfecting the thermometer after each user using a disinfectant (spray into a cloth or using a disinfectant wipe) with a 1-3 minute contact time
- alcohol-based hand rub containing at least 70% alcohol content must be provided at screening table or upon entry to the facility.
- Anyone entering the facility must perform hand hygiene upon entering.
- Staff to assist each child with hand hygiene upon entering program

#### Health Screening Procedure for Children/Staff

Upon arrival of a parent/caregiver and child(ren) or staff, the screener, with surgical mask, gown and eye protection, actively screens the individual based on the COVID-19 school and child care screening tool, and take a each individuals' temperature using a contactless thermometer.

- If the individual passes the screening, which occurs by answering NO to every question on the screening form, the individual should be admitted into the program,
- If the individual fails the screening, which occurs by answering YES to ANY question on the screening form, the individual must return home immediately to self-isolate, and should follow the exclusion and return criteria as outlined in the testing and exclusion policy.
- If the child or staff is returning following an illness exclusion or self-isolation, they will be required to provide a signed copy of the "Attestation for return to school/child care following illness or self-isolation" form by paper form, or emailed scanned photos to [info@campwaterdown.com](mailto:info@campwaterdown.com). They will then need to have passed that day's Daily Screening.
- Each child's arrival time and program departure time will also be logged.

#### Health Screening Procedure for Essential Visitors

Upon arrival of an essential visitor, the screener, with surgical mask, gown and eye protection, actively screens the visitor using the Ministry of Health's COVID-19 self assessment tool, and conducts a contactless temperature check. If the screening is passed, the visitor may enter the building. The screener logs the result, using the screening form, and visitor log

#### Failing the Daily Screening Test

Any individual who fails the screening process must be denied entry and should be advised to contact their health care provider and book a COVID-19 test by visiting [www.hamiltoncovidtest.ca](http://www.hamiltoncovidtest.ca). If unable to access the online booking site, individuals can call Public Health's COVID-19 line at 905-974-

9848 option 2 to book a testing appointment. Families of excluded children will be sent an email notification with information about the exclusion and procedures for returning to the program.

### *Screening Records*

The child care centre must keep records of each person entering the facility in a daily log book. The record keeping will take place in the screening area. The supervisor of the centre will be responsible for overseeing the log book. Records must include name, contact information, time of arrival/departure, and the screening results (pass/fail). These records must be kept up to date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

### Medication Use

We suggest that you not administer common illness medications (such as Tylenol and antihistamines) to children in the morning before our screening that might mask screening symptoms, and if doing so, you should report this to the screener. A doctor can give us permission in writing to administer some medications (such as pain and allergy medications) on your behalf after screening. WDCC educators still ask that you disclose to screeners when your child has been given medication, as a precautionary safety measure, in order to monitor your child for any hidden symptoms throughout the day.

## COVID-19 Modified Policies

### *Managing Children with Symptoms of COVID-19 Procedure*

The safety of all members of the WDCC community is a priority. To ensure their safety, a procedure has been put into place to manage any child who shows symptoms of COVID-19 as directed by the Ministry of Health, Ministry of Education and Hamilton Public Health. This procedure includes isolating the child from other children along with a supervisor, ensuring all children are wearing masks, and supervisory staff is wearing a mask and other appropriate protective garments (PPE) when with the child, informing parents and Public Health of the child's symptoms, and the cleaning and disinfecting of all places, items, and any other thing that the child has come into contact with. The full procedure includes a breakdown of how the child will be isolated, how the staff and other children will be protected, and procedures before being able to return to the Centre. For the full procedure, please refer to our **Enhanced Health Measures Policies and Procedures**.

### *Physical Distancing and Child Face Masks Procedure*

As of March 2020, the Ontario government has implemented rules regarding physical distancing in response to the COVID-19 outbreak. To ensure the safety of our staff, children, families, and community, we have implemented physical distancing into our everyday routine at each Before and After Care location. To support these measures, visual aids will be used in all programs (as well as outside our programs) to remind and ensure that physical distancing is maintained throughout the session. Reduced numbers of children per room will be implemented to ensure that physical distancing is possible throughout our program.

All staff will wear medical face masks and eye protection where mandated, which are changed regularly as needed.

In coordination with requirements set by the HWDSB, we will also require children of all ages to wear non-medical or cloth face masks indoors in classrooms, in hallways, and transition stages during the program, except where specifically exempted, or where individual child needs make an exception necessary. Should you believe an exemption from face mask wearing may be applicable for your child, please reach out to staff at [register@campwaterdown.com](mailto:register@campwaterdown.com) and we will direct you to next steps.

For more information about physical distancing in our programs, please refer to our **Enhanced Health Measures Policies and Procedures**.

### *Handwashing Procedure*

Handwashing is the most effective way to prevent the spread of germs and bacteria. It is the first and foremost defense against the spread of COVID-19. All Camp Waterdown programs will ensure that handwashing is being followed by using the best practices as outlined by Public Health. We will ensure that all staff and children are using the recommended method of washing hands, that all staff and children will wash their hands using warm running water and soap for at least 20 seconds, and only use hand sanitizer (minimum 70% alcohol) when sinks are not available. Staff have ensured that all WDCC programs are always well-stocked with handwashing supplies, and will demonstrate proper handwashing techniques alongside children, if needed.

### Enhanced Cleaning Measures Procedure

Enhanced Cleaning Measures have been put in place at all Camp Waterdown Before and After school locations in order to reduce the risk of exposure to any potential virus' or infections such as COVID-19. As educators, we will ensure that classrooms are cleaned and disinfected a minimum of twice daily, that high contact surface items and areas will also be cleaned and disinfected when necessary, after each single-use and a minimum of twice daily. Staff will ensure that equipment and surfaces that are not easily disinfected or cleaned will be prohibited, that waste disposal receptacles are maintained, emptied and cleaned more frequently. These procedures are put into place to maintain the health and safety of our staff, children, families, and community. For a full breakdown of our Enhanced Cleaning Measures, please refer to our **Enhanced Health Measures Policies and Procedures**.

### Documentation Procedure

In order to comply with the Government of Ontario, the Ministry of Education, and Public Health, WDCC has included new procedures for documentation of daily health and safety measures. This includes the daily health screen check for both children and staff, visitor logs tracking who enters the building, cleaning logs of all spaces within the centre and camp, and inventory tracking of medical supplies. This documentation will be a part of our everyday life at WDCC and will ensure the safety of all members of our WDCC community. To look at the breakdown of all the documentation that we will be using, please refer to our **Enhanced Health Measures Policies and Procedures**.

### Drop off and Pick up Procedure

Waterdown District Children's Centre and Camp Waterdown have worked hard to ensure that all of our programs are safe for all children and families, throughout all aspects of the day. In order to ensure our programs run effectively, support our families and their needs, and follow all safety measures laid out by Hamilton Public Health, as well as the Provincial governments, we have created new Drop Off and Pick Up procedures. These new procedures follow physical distancing guidelines to help protect the health of all children, families and staff entering and leaving our program. We acknowledge that Drop Off and Pick Up are some of the busiest times of the day, and these measures help to guide and limit the flow of people in and out of our locations. We also require that families make arrangements to adhere closely to their designated drop off and pick-up times in order not to delay the entry and exit of all families. Late drop offs and late pickups are to be avoided and arranged only in advance wherever possible. We require that children be dropped off by their parent, guardian or an adult caregiver living at the same household so that the screening can be completed accurately. Children may be picked up by a pre-designated adult caregiver who must present photo identification.

New safety measures that we have put in place at drop off and pick up include; modifying our hours, distanced line-ups outside, a comprehensive family and child health screening at drop off, staff face masks and other personal protective equipment (PPE) worn as required for staff assisting at drop off and pick up, requiring children to wash their hands upon entering their program room, and before they leave at pick up, and considerations regarding children's belongings.

Unless otherwise advised, all children will be required to arrive already wearing personal cloth face masks (as required by the School Board) except where circumstances require otherwise.

A full breakdown of drop off and pick up procedures can be found, upon request, in Camp Waterdown's Enhanced Health Measures policies for each before and after care location. Upon

acceptance into the program, parents will all receive full instructions regarding their role in the drop off and pick up procedures as well as any timing considerations. Considerations include drop off windows in the morning, screening procedures, and pick up times in the afternoon, as well as locations for drop off and pick up, each of which are specific to each program. Normally we will deliver those by email in the week before first attendance and may supersede those given below.

**Please do not idle, or park in the school bus lanes or fire lanes in front of any school entrance.**

Caregivers dropping off should line up maintaining physical distancing and wait to be screened. Screening locations will be clearly marked and screening will follow proper protocol. All children must be accompanied by their parent, guardian or an adult caregiver residing in the same household.

Parents/guardians will receive confirmation of their chosen drop off and pickup time the week before starting in the program. This can be changed by request with some notice and discussion, but parents should aim to be consistent with their assigned times.

When parents/guardians/caregivers arrive to pick up their children, they should remain outside the school but come out of their car. A staff member will bring the children out to the parking lot, where the parents/guardians/caregivers can pick up their children. Parents/guardians/caregivers will still be required to show identification when necessary. Parents/guardians should communicate changes and authorizations to pickups in advance by email to [register@campwaterdown.com](mailto:register@campwaterdown.com) or directly to our staff at pick-up or drop off ahead of the change.

Parents should make verbal contact with the staff bringing their child out, so the staff can relay any important messages from educators, and record who picked the child up as well as any information to be relayed back to the child's educator.

#### ***Allan A. Greenleaf Program Drop Off and Pick Up***

The Allan A. Greenleaf program will run out of the business wing of the Waterdown District High School, which is the hallway wing closest to Allan A. Greenleaf. Drop off will take place between the hours of 7:00am and 8:30 am. Parents may arrive any time in this window to drop off. Parents are asked to park in the main parking lot and approach the screening area.

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Pickup times for Allan A. will be 4:30 or 5:30.

#### ***Guy B. Brown Program Drop Off and Pick Up***

The Guy Brown program will be based in the kindergarten wing of the school. Drop off will take place between the hours of 7:00am and 8:00 am. Parents may arrive any time in this window to drop off. Parents are asked to park in the main parking lot. Parents should line up maintaining physical distancing and wait to be screened. Screening locations will be clearly marked and screening will follow proper protocol.

Pickup times for Guy Brown will be 4:30 or 5:30.

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#### ***Mary Hopkins Program Drop Off and Pick Up***

The Mary Hopkins program will be based in the kindergarten wing and the gym of the school. Drop off will take place between the hours of 7:00am and 8:30 am. Parents may arrive any time in this window to drop off. Drop off will take place at the entrance nearest the new kindergarten classrooms. Parents are asked to park their cars in the lot and walk to the drop off location. Parents should line up

maintaining physical distancing and wait to be screened. Screening locations will be clearly marked and screening will follow proper protocol.

Pick up times for Mary Hopkins will be 4:15 or 5:30 **for kindergarten children**, and 4:30 or 5:30 **for primary and junior school age children**.

#### Snack and Mealtime Procedure

At Camp Waterdown programs, staff acknowledge the importance of a healthy diet for our children in our programs. To ensure the safety of our staff, children, and families, one kitchen staff member will be preparing or assembling snacks, as well as clean our kitchen facilities, to ensure that proper physical distancing, as well as other COVID-19 preventative measures are in place. The kitchen or snack preparation staff will follow proper handwashing etiquette, wear all necessary PPE when preparing food, and clean the kitchen area, accordingly, as instructed by Public Health guidelines. For more information regarding the *Snack and Mealtime Procedure*, please refer to our **Enhanced Health Measures Policies and Procedures**.

#### Bathroom Procedure

At each location, bathroom procedures will be implemented to ensure the safest and healthiest way to use the bathroom, to maintain the cleaning and disinfecting of the bathroom, and to ensure physical distancing is taking place while in the bathroom. For each Before and After Care location, WDCC staff have collaborated with the schools to ensure that our programs have access to bathrooms, either in the classrooms we will be using for our programs, or close to the classrooms for easy access and cleaning needs. Where bathrooms are not located in classrooms, procedures for each location have been designed to ensure staff escort children to the washroom, ensure physical distancing is in place and ensure the bathroom gets cleaned thoroughly according to procedure, between each child and group. In addition, staff will wash their hands, change their gloves, wear a mask and any other required PPE while cleaning and disinfecting the bathroom, as well as when in contact with a child. Group procedures will be implemented when an entire cohort needs to go to the bathroom at the same time to ensure that children remain as distanced as practical and do not come into contact with any other *children that are not in their cohort, and that surfaces are cleaned between each child's use*.

#### Sunscreen Procedure

Sunscreen procedure is an important factor of our day at Camp Waterdown Before and After Care programs. To ensure the safety of all our children, our sunscreen procedure has been modified to address the current COVID-19 outbreak. Sunscreen will need to be applied in the morning before drop-off on sunny days. Children will be required to wear sleeved shirts and bring their own sunscreen in a labelled zip bag from home. Generic sunscreen will not be offered, to reduce the possibility of transmission of COVID-19 among children and staff, and families who have forgotten theirs will be called. Children who need assistance when applying sunscreen will be aided by the staff member in their group, once that staff member has donned the required Personal Protective Equipment (PPE), washed their hands with soap and water and are wearing gloves which are discarded between each child and application. For more measures on our sunscreen procedure, you may refer to our **Enhanced Health Measures Policies and Procedures**.

### Outdoor Procedure

WDC is ensuring that outdoor procedures are in place at all locations to ensure the safety of the children and staff and eliminate the cross-contamination between groups. The outdoor procedures will implement physical distancing, while also creating a fun and active environment for the children. Groups will have designated outdoor times that they must follow, and no more than one group will be in an area at one time unless a barrier or absolutely established distance can be maintained. As well, all groups will have their own outdoor supplies that will be cleaned and disinfected after each use, and at the beginning and end of the day. Outdoor activity is an important aspect of WDC's program, and these procedures work to ensure the safety of all our staff, children families, and community, while still promoting fun activities for the children to play outdoors.

### Materials Procedure

The safety of all members of the WDC community is a priority. When retrieving materials, our staff will maintain Public Health recommendations when retrieving and dispersing materials for our programs. Staff will wear PPE when in the store, wash their hands before and after leaving the store, and they will disinfect and clean all materials before distributing them to the children. Staff will ensure that all children have the materials that they need in order to prosper in our programs, as well as keeping our community safe by following all Health and Safety guidelines outline by Hamilton Public Health.

### Procedures for Assisting Children with Individual Needs

At Camp Waterdown Before and After Care programs, teaching children to become independent in a positive environment is a key component of our program. Every day, we work to encourage developing life skills at the program that children must learn. To ensure the safety of our staff and our children, new policies have been put in place to ensure physical distancing, proper handwashing and hygiene etiquette, and proper mask and protective equipment (PPE) procedures are being followed. Children will be assisted when needed, but in a safe and proper way, following COVID-19 guidelines outlined by Public Health and the Ontario Government. For further information regarding our Procedures for Assisting Children with Individual Needs, please refer to our **Enhanced Health Measures Policies and Procedures**.

### First Aid Procedure for Outbreaks

To ensure the safety of all members of the WDC community, first aid procedures have been modified to incorporate COVID-19 measures into our program. While implementing first aid, staff will ensure the safety of the child and themselves by wearing the proper mask and protective garments (PPE) if possible while directing the child and washing their hands with warm water and soap for 20 seconds before and after applying first aid as practical given the situation. Staff will be instructed to apply first aid to the children in their group, to avoid cross-contamination between different groups, if possible. Procedures will change as needed in an emergency situation. For full procedure information, as well as more details on first aid procedures, please see the **Enhanced Health Measures Policies and Procedures**.

## Emergency Procedure

The safety of all members of the WDCC and Camp Waterdown programs, community is a priority. During any emergency situation that may occur during our program, staff will do all they can to ensure that children remain safe, secure and calm during an emergency. The safety of staff, children or other community members should not become compromised in order maintain COVID-19 precautions. Precautions such as donning protective garments (including gowns and face shields), physical distancing, or using exits not included in safety plan, should only be maintained when possible, and should not interfere with emergency evacuations, or direction from emergency service personnel. However, WDCC does understand that safety from COVID-19 is also a concern for staff, families and the community.

In the event of an emergency, WDCC has created certain considerations that can be followed to ensure safety from the emergency, and safety from COVID-19 is maintained. First, it is recommended that all classrooms are equipped with their own “emergency first aid” kit, which includes standard first aid materials, as well as COVID-19 materials, such as gloves, masks, hand sanitizer and if possible, higher grade PPE (Personal Protective Equipment), to be brought wherever educators accompanies their cohort and are to be saved for use in first-aid situations only. This allows educators to have new gloves and masks should theirs become soiled during evacuation and allows them to provide children with hand sanitizer upon arrival at emergency evacuation locations.

In addition, it is required that upon arrival at the emergency evacuation locations, all cohorts (groups of children and staff) maintain 2 metres physical distancing from one another. In the case of pick up from an emergency evacuation, an alternative emergency evacuation pick up policy has been created to keep parents safe and support children being picked up. Parents will arrive at the location, call to inform us they have arrived from their vehicle or a safe location, and their child will be brought to them. Photo identification will be requested. For full procedure information, as well as more details on emergency procedures, please see the **Enhanced Health Measures Policies and Procedures**.

## Visitors

Visitors, including parents / guardians and caregivers, will not be permitted at this time, except for special needs teachers and custodians, and exceptional or emergency circumstances. All visitors will be required to be screened, to wash or disinfect hands and to don masks and/or personal protective equipment as needed.

## Field Trips/Special Events

There will be no field trips or special events / gatherings at this time. Children will not visit local parks but may go on neighbourhood walks for exercise (with 24 hours advanced notice to parents).

## Other Supportive Measures

### *Trauma Informed Practice*

Due to COVID-19 and the impact it has had on not only our children but on our families as well, WDCC / Camp Waterdown will be introducing trauma-based practice into our organization. Our organization aims to be able to focus on the physical and emotional well being of both our children and staff on a daily basis and hopes to create a trauma informed learning environment to support children and families through the current challenges. We will be embedding this practice into our programming in order to better support our participants mental health during this time. This may include but is not

limited to programming around mental health, literacy skills, self care, community support and social skills. We will be encouraging routine, self-awareness and relationship building. We will continue to ensure our environment is a supportive one for children to grow and learn. We will be equipping our educators with the understanding and knowledge needed to provide this environment that will support the children and the educators.

### *Supporting Families through Changes*

All staff at WDCC and Camp Waterdown programs understand that families and some children will have questions regarding changes to the program and may be feeling anxious about their participation and returning to the program. Our staff aims to ensure that all families and children feel comfortable returning to the program. We recognize that families will be returning under different conditions, and these changes to the program may be hard to adjust to, however these changes are necessary to ensure the safety of all members of program. It is of the utmost importance that staff ensure our families are supported throughout all these changes, and that questions and concerns are addressed clearly and quickly. We answer children's questions about COVID-19 and our new procedures honestly, in an age-appropriate manner, and to the best of our ability in line with accepted and current public health practices.

### *Supportive Measures for Staff*

At WDCC and Camp Waterdown programs, we want to create an enriching and engaging program for our children while maintaining a safe and supportive environment for them and their families. We also are taking all necessary measures to ensure the safety and comfort of our staff. We recognize the importance of all our staff in creating a high-quality program, and also understands the concerns staff may have surrounding returning to work. Our organization provided staff with a survey to allow staff to voice their concerns, continue to provide open communication and encouraged feedback on the COVID-19 policies, and provided them with ample training on Ministry policies, and our own policies. We have taken into consideration staff anxieties and have worked hard to create a program that not only supports the children and families, but supports the needs, anxieties and considerations of all of our staff.

### *Communication*

WDCC and Camp Waterdown programs will ensure clear, open and transparent communication with all members of the program, including children, families, staff and the wider community. Updates on the program will be provided in a timely manner. We understand the responsibility of all members of the program to communicate openly and honestly about changes to the program. These updates will be made via emails, text messages (when implemented), posts to our web site, Twitter and Facebook feeds, and important information will also be posted in the form of signs, which will be clearly visible for parents while maintaining distancing, and for staff and children while in our programs. Staff will communicate clearly with families that have questions, and when staff are unable to answer, the program supervisor will be informed, and the program supervisor or administrative staff will respond to the question as quickly as possible via email or telephone. WDCC and Camp Waterdown will limit the use of in-person communication, and will focus on email, web post, telecommunication and text message (when implemented). Staff will be encouraged to use telephone, video conferencing and email for day to day communications to parents about their child's day.

