

Parent Handbook Addendum
Summer Day Camp Program 2020 COVID-19 Edition
July 13, 2020

Waterdown District Children's Centre
(Camp Waterdown)

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Parent Handbook Addendum (COVID-19)

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I. 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, camp group leaders, and administration at Waterdown District Children's Centre (Camp Waterdown Summer Day Camp Program) 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 program are safe and enjoyable places for your family.

Shelley Bradaric

Executive Director of the
Waterdown District Children's Centre

Program Statement

WDCC's program statement was created to ensure that WDCC provides high quality, engaging and stimulating early childcare and school-age program environments, 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, WDCC 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 childcare centres and summer day camp programs. The latest versions of these documents will be made a part of our COVID-19 Policies and Procedures, to ensure we are abiding by ALL recommendations for a safe program. In addition, WDCC has created a new COVID-19 Policies and Procedures Addendum (this document) and Program Policies and Procedures¹. 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 WDCC / Camp Waterdown 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

WDCC 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**² which all families will be required to sign upon re-enrolment. This waiver states that WDCC 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.

¹ A collection of approved Policies and Procedures that can be obtained and viewed on our Web Site.

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

Parent Fees

During the time of the COVID-19 pandemic, parent fees will stay the same as they were originally advertised. A breakdown of these fees can be found on our website. For more detailed information about fees, feel free to contact our Registration Team or our Executive Director.

Testing and Exclusion Policy

In accordance with Public Health Guidelines provided by the City of Hamilton, the following testing and exclusion protocol will be used at Camp Waterdown Summer Day Camp, and Waterdown District Children's Centre.

1. Symptomatic staff and program participants will be referred for COVID-19 testing. Testing of asymptomatic persons would be performed as directed by the local public health unit as part of case/contact and outbreak management or on medical advice. A current list of typical screened symptoms can be found posted at all WDCC programs, as well as on the Ministry of Health's COVID-19 website³ and will be updated as necessary in this addendum below.
 - a. Those families and children screened with symptoms or discovered to have symptoms during the day, will be excluded from the program and directed to Hamilton Public Health to request a referral for COVID-19 testing. Testing is not mandatory, but refusal to test, or refusal to allow negative test results to be shared with WDCC / Camp Waterdown by Hamilton Public Health, will require families to remain excluded for 14 days until re-screened. All daily screening results and any suspected cases of COVID-19 or similar are reported to the Hamilton Public Health for review and follow-up.
 - b. Those who test negative for COVID-19 (where permission has been granted to Hamilton Public Health to share those results with us) must be excluded from the program until 24 hours after symptom resolution. If a symptomatic person receives a negative result, a repeat test may be recommended, before resuming attendance, if clinical suspicion is high. You will be asked for permission to share a negative test result with us, but if you have not, we will not allow admittance until 14 days after onset of symptoms.
 - c. Those who test positive for COVID-19 must be excluded for 14 days after the onset of symptoms and clearance has been received by us from Hamilton Public Health.
 - d. Hamilton Public Health will report ALL Positive test results for our registered families and staff to us. We in turn must report all Positive test

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http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf

cases to our families (without identifying the specific affected child or family).

- e. A child with symptoms of a communicable disease confirmed not to be COVID-19 would be excluded until symptom free for a period as normally required in our regular policies and with guidance from Hamilton Public Health.
2. Our program must consider a single laboratory confirmed case of COVID-19 in a staff member or camp participant as a COVID-19 outbreak, in consultation with the local public health unit.
3. An outbreak in a single cohort will result in the entire cohort being sent home for 14 days or until authorized to resume by Hamilton Public Health. An outbreak in two or more cohorts will result in the suspension of the whole program until clearance is received to resume from Hamilton Public Health.
4. Program participants or staff (outside the affected cohort) who have been in contact with suspected COVID-19 cases will be monitored for symptoms and further grouped together until laboratory tests, as may be required, have been completed or until directed by the local public health unit.
5. Families may voluntarily withdraw from the program with a refund after 24 hours, should their child be ill, or a Positive COVID-19 test has been confirmed.
6. Staff members and program participants awaiting test results will be excluded.

Priority and Waitlist

Waterdown District Children's Centre (Camp Waterdown) recognizes the needs of the community, and understands the anxieties around returning to school-age care programs, and the questions about who will be able to return. Pre-registration was first opened to those families who have previously established care in our programs. Camp staff use an established priority protocol, as adapted from our Parent Handbook⁴, 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. Considerations will be made based on demonstrated need.

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 / Camp Waterdown 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

⁴ <https://www.campwaterdown.com/parent-handbook/>

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 daily and / or 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, Camp Waterdown Summer Day Camp will be operating with lower ratios and will be **maintaining a ratio of 2 staff to 8 children (July 20 – 24) and a ratio of 2 staff to 15 children (July 27 – August 21)**, in order to maintain a limited cohort while supporting a safe environment for children. 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.

Personal Belongings

We ask that personal belongings being brought to the program are limited and labelled with children's names. At camp, we ask that you provide only the necessities including backpack, sunscreen, extra clothes and outdoor clothes and a supply kit (pencil case and drawing materials) a peanut and sesame seed free lunch and water bottle, as detailed in your registration confirmation.

Drawing kits and other items re-used daily will be stored at camp, kept in a designated area for the child's sole use. Personal belongings at camp will be kept in a child's backpack, labeled with your child's name, and can be brought home each night. If your child requires a personal item (toy, blanket, stuffed animal, accessibility items) please inform staff before coming to program, so we can ensure that the item can be safely cleaned. In most cases it will need to be safely stowed in a child's backpack during the day and it will also be required to be labelled with your child's name in indelible ink or similar.

Outbreak Response Procedure

In compliance with the City of Hamilton's Public Health Services, WDCC has developed an Outbreak Response Procedure (Section 4, Enhanced Health Measures Policies and Procedures)⁵ 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 Procedures⁶.

Staff Training

All staff working at WDCC programs, including Camp Waterdown Summer Day Camp 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.

⁵ Available for review on our website: <https://www.campwaterdown.com/wp-content/uploads/Camp-Waterdown-Enhanced-Health-Measures-Policies-and-Procedures-HPH-Approved-July-13.pdf>

⁶ Available for review on our website (as above).

COVID-19 Modified Policies

i. 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, WDCC has 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. WDCC acknowledges 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 pick-up and drop off times in order not to delay the entry and exit of all families. Late drop offs and late pickups are to be minimized and arranged only in advance wherever possible. We require that children be dropped off by their parent, guardian or an adult household caregiver so that the screening can be completed properly. Children may be picked up by a pre-designated adult caregiver who must present photo identification.

We ask that any family arriving by walking or cycling during a hot day arrive 10 minutes early in order to be able to cool down before having temperatures taken and so as not to delay screening and program start.

Deciding on one procedure to suit the needs of all families was incredibly difficult, and staff filtered through several different options before choosing the option that provides the safest experience for staff and families, while also supporting the needs and schedules of each family. New safety measures that we have put in place at drop off and pick up include; modifying our hours, multiple assigned screening entrances, distanced line-ups outside, a comprehensive family and child health screening at drop off (including contactless temperature checks each day), staff face masks and other personal protective equipment (PPE) and wear as required for staff assisting at drop off and pick up, requiring children to wash their hands before they enter their program, and before they leave at pick up, and considerations regarding children's belongings. A full breakdown of drop off and pick up procedures can be found, upon request, in WDCC's **Enhanced Health Measures Policies and Procedures** for both the childcare Centre, and Camp Waterdown. 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 in an orientation email sent to families the week before attendance.

ii. Screening Procedure

As outlined by the Government of Ontario, the Ministry of Education, and Public Health, all individuals including children attending childcare, summer day camps, staff, parents/guardians, and visitors will be screened each day before entering the summer camp location, including daily temperature checks for all staff and children. Any temperature higher than 37.8 degrees Celsius will be considered a fever and the individual will not be admitted. The screening process will occur at the start of everyday and is being implemented to ensure the safety of all our children, staff, and families. The screening process will include questions that must be answered honestly, and a contactless temperature check. Please refer to our **Enhanced Health Measures Policies and Procedures**.

Example Screening Questionnaire (as of July 6, 2020):

Do you or your child or any member of your household have any of the following symptoms/signs of illness:

- Fever (temperature of 37.8°C or greater)
- New or worsening cough, or Croup
- Shortness of breath (dyspnea)

- Sore throat
- Difficulty swallowing
- New olfactory or taste disorder(s) (Loss of taste or smell)
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose, or nasal congestion – in absence of underlying reason for these symptoms such as a seasonal allergy - which requires prior medical proof

- Unexplained fatigue (tiredness) / malaise (feeling ill) / myalgias (muscle aches)
- Lethargy / Difficulty Feeding (in infants)
- Chills
- Headaches
- Conjunctivitis (Pink Eye)

Have you or your child had contact with anyone with acute respiratory illness anyone who travelled outside of Canada in the last 14 days?

Has your child been given any fever reducing medication or antihistamine in the last 8 hours?

Have you or your child had close contact with someone who has been diagnosed with or had a POSITIVE Test result for COVID-19?

If you answer **YES** to any of these questions then your child will not be permitted to enter the program, and you must either: remain out of the

program until a Negative COVID-19 Test Result (with permission to Hamilton Public Health to disclose the results to us), direct confirmation from Public Health that we may re-admit your family, OR are symptom free, 14 days from onset of symptoms.

Contact your health care provider as well as Hamilton Public Health at **905-546-9848, option 2** for further instructions and, if applicable, referral for a COVID-19 Test.

Results of all screenings are provided to the Hamilton Public Health unit. We will refund camp fees for all days missed due to exclusion after the first 24 hours.

Daily requirements:

It is recommended that you take your child's temperature daily and review these symptoms at home daily before attending camp, and so that you can report this to us if absent for our records (or upon return if you are away on a trip) and submission to Hamilton Public Health as needed.

We request that you not administer common illness medications (such as Tylenol and antihistamines) to children in the morning before our prescreening that might mask screening symptoms, and if doing so, you will need to report this and provide us a doctor's note in advance before admittance. Similarly, a doctor can give us permission in writing to administer some medications (such as allergy medications) on your behalf after screening.

Should you have these symptoms or answer any YES NOW, then you should contact your family doctor, AND the Hamilton Public Health Unit at 905-974-9848, option 2 for further assessment instruction.

(These are the currently known screening questions and exclusion protocols, subject to change as dictated by Hamilton Public Health and Ministry of Health as of July 6, 2020 and are subject to change.)

iii. Documentation Procedure

In order to comply with the Government of Ontario, the Ministry of Education, and Public Health, WDCC / Camp Waterdown 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 camp, and inventory tracking of medical supplies. This documentation will be a part of our everyday life at Camp Waterdown and will ensure the safety of all members of our WDCC / Camp Waterdown 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**.

iv. Physical Distancing 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 Waterdown District Children's Centre. To support these measures, visual aids will be used in both our daycare program and summer camp programs (as well as outside our programs) to remind and ensure that physical distancing is maintained throughout the day. Reduced teacher to child ratios will be implemented to ensure that physical distancing is possible throughout our program. All group (cohort) leadership staff will also wear cloth face masks, which are changed regularly as needed and laundered nightly. For more information about physical distancing in our programs, please refer to our **Physical Distancing Protocol**.

v. Enhanced Cleaning Measures Procedure

Enhanced Cleaning Measures have been put in place at Camp Waterdown 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**.

vi. Materials Procedure

The safety of all members of the WDCC 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. In the case of our Summer Camp program, families will be asked to provide certain materials from home that will stay at the camp for the week for the child's sole use and stored in their own designated area, before being returned at the end of the week. 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.

vii. 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 campers along with a supervisor, ensuring the child wears a mask if older than 2 years, 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 how long the child must self-isolate before being able to return to the Centre. For the full procedure, please refer to our **Managing Children with Symptoms of COVID-19 (Section 3, Enhanced Health Measures Policies and Procedures)**.

viii. First Aid Procedure for Outbreaks

To ensure the safety of all members of the WDCC 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 First Aid Procedure for Outbreaks (Section 17, Enhanced Health Measures Policies and Procedures).

ix. Emergency Procedure

The safety of all members of the WDCC 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 to 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 / Camp Waterdown 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 staff accompanies their cohort outside the classroom. This allows staff 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 **Emergency Procedures (Section 18, Enhanced Health Measures Policies and Procedures)**.

x. Sunscreen Procedure

Sunscreen procedure is an important factor of our day at WDCC's Camp Waterdown. 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. 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 at WDCC and Camp Waterdown, 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 **Sunscreen Procedure (Section 13, Enhanced Health Measures Policies and Procedures)**.

xi. Outdoor Procedure

WDCC is ensuring that outdoor procedures are in place at the summer day camp 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 a time. 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 WDCC'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.

xii. Procedures for Assisting Children with Individual Needs

At WDCC and Camp Waterdown, 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 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**.

xiii. Camp Waterdown Bathroom Procedure

At Camp Waterdown, 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. To ensure the safety of the children and staff, children will be escorted to the bathroom by their staff group leader to ensure that only one child from a group goes at a time. That staff will oversee and maintain the cleaning and disinfecting of the bathroom, to eliminate the cross-contamination between one camper and the next camper. In addition, staff will wash their hands, change their gloves, wear a mask and any other PPE while cleaning and disinfecting the bathroom, as well as when in contact with a child. Group procedures will be implemented when an entire group of campers need to go to the bathroom at the same time to ensure that children do not come into contact with any other children that are not in their group and that surfaces are cleaned between each child's use.

xiv. 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. WDCC and Camp Waterdown will ensure that handwashing is being followed by using the best practices as outlined by Public Health. WDCC 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 program locations are always well-stocked with handwashing supplies, and will demonstrate proper handwashing techniques alongside children, if needed.

xv. Snack and Mealtime Procedure

At WDCC and Camp Waterdown, 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 staff member will be preparing 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 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.

At Camp Waterdown, children will be instructed to bring their own peanut and sesame free lunches from home, and will be instructed by educators to follow proper handwashing etiquette before and after eating, to maintain physical distancing while eating, and will instruct children to repack any leftover food and all packaging waste to take home. A single serve or fruit snack will be provided by Camp Waterdown once or

twice daily, and to ensure the safety of our staff, children and families, only one kitchen staff will be allowed in the kitchen area daily and to disperse snack amongst the groups following our *Snack and Mealttime Procedure*. For more information regarding the *Snack and Mealttime Procedure*, please refer to our **Enhanced Health Measures Policies and Procedures**.

xvi. 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.

xvii. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time. Children will not visit local parks, but will go on neighbourhood walks for exercise.

II. 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 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 Camp Waterdown understand that families and children will have questions regarding changes to the program and may be feeling anxious about their

participation in the program. Our staff aims to ensure that all families and children feel comfortable returning to the program. We recognize that 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, we want to create enriching and engaging programs 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. WDCC recognizes the importance of all our staff in creating a high-quality program, and also understands the concerns staff may have surrounding returning to work. WDCC provided staff with a survey to allow staff to voice their concerns, provided 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 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. WDCC understands 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 will limit the use of in-person communication, and will focus on email, web post, telecommunication and text messages (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.