

# Health Prevention and Management Policies

NAME OF ORGANIZATION OFFERING CHILD CARE SERVICES: Centre Francophone Hamilton

NAME OF SERVICE: Francophone Summer Camp

DATE OF ESTABLISHMENT OF POLICY AND PROCEDURES: June 26, 2020

POLICY AND PROCEDURES UPDATE DATE: May 15, 2021

## **A. Goal**

This policy is intended to provide a transparent process that the organization offering child care services and staff employed can follow to respond to questions and concerns from parents and guardians. It is strongly recommended that parents and guardians familiarize themselves with these policies, because by registering their child with the organization, they thereby accept these conditions.

## **B. Shared Responsibilities**

The organization encourages parents and guardians to play an active role in health prevention and management by complying with the current standards set out by the public health authorities. Staff members as well as parents and guardians should then inform themselves on the new health standards on a daily basis and follow them as much as possible.

Responsibility for the protection of participants is shared between the staff and program participants as all must respect the instructions of public health authorities and the procedures shared by this organization. Public health measures that apply to children are the responsibility of the parent or legal guardian. Therefore, they must ensure that the proper preventive actions are taken.

Staff are ready to talk to parents and guardians in order to best improve the current service provided and promote transparency and understanding of the methods and procedures that are being applied. All questions and concerns raised by parents and guardians will be taken seriously by the organization, and every effort will be made to meet the satisfaction and safety of all parties. Questions and concerns will be reviewed by staff in a manner that is fair, impartial and respectful of all parties involved.

### **C. Primary Sources for Prevention and Health Information**

The organization sets high standards for securing camp participants. The following health and safety policies and procedures are based on recommendations and guidelines on the operation of children's camps during the COVID-19 pandemic provided by:

- Le Conseil Scolaire Viamonde
- The local public health office
- The Ontario Ministry of Health

This organization is committed to following the recommendations of local public health authorities by establishing the proper health and safety protocols.

### **D. Procedures in Place on Site**

#### *Gatherings on Site*

The organization welcomes staff and participants to the site, Monday to Friday from 7:30 a.m. to 5.30 p.m. starting July 5th until the end of camp on August 20th.

Children will only be welcomed between the times of 7:30 a.m. and 9:00 a.m. No child will be accepted outside this time slot, as it allows staff to properly set up the reception screening so that the necessary screening procedures can be followed.

#### *Daily Health Checks and Procedures*

Every day, during the drop off period, the staff has the obligation to carry out a health verification routine for every child. All daily screening results are noted in a register, which can be consulted at any time by anyone who requires it. The objective of this screening is to ensure the safety of all personnel and children present on the premises of the camp. Written and signed confirmation that neither the child nor a member of their family have been exposed or advised to self-isolate due to any signs of illness will be requested by staff.

Any person, child, guardian or staff member, who has any of the symptoms described by the Ministry of Health or has been in close contact with someone showing symptoms or being a confirmed case of COVID-19 in the last 14 days, will be refused entry on site. Any child whose guardian refuses to provide proper health confirmations cannot be accepted in the building.

So as not to confuse symptoms of allergies and symptoms of COVID-19, staff will be able to consult the child's medical record as completed and provided by their parents or guardians, to ensure that symptoms are not COVID-19 related, but due to allergic reactions or other conditions.

Refusal of access to the camp will be at the total discretion of the staff member carrying out the screening process. Moreover, those who have been turned away from camp will not be able to return until they have received the authorization to return from the regional public health unit or showed a negative result to a COVID-19 test from all close family members.

### *Physical distancing*

To encourage a physical distance of at least one meter between children, parents and staff members, several measures are put in place, detailed below:

- The staff will install visual aids in the premises and distribute the furnishings, the equipment of the center and the activity stations in different areas in order to promote physical distancing.
- The number of people in a room will not exceed 10, which includes children and adults.

- There will be groups that are separated from each other at all times to reduce the number of children in the same spaces.
- We will be spending time outdoors as much as possible, and open windows inside at all times to ensure proper aeration.

### *Personal protection equipment*

All adults and children aged 12 or more present on site are required to wear a mask at all times, indoors and outdoors. Masks are not mandatory for children aged 12 or less. All staff will be wearing, at all times, a mask and a shield inside, and a mask outside. Staff will be wearing gloves when handling objects and cleaning property. Staff member carrying out the screening process will be equipped with gloves, sanitizer, shield, mask and gown.

### *Hand Hygiene*

Staff will follow a strict handwashing procedure. In addition, visuals to help children with hand washing routines will be set up around camp, to ensure the memorization of these sanitary practices.

### *Cleaning and disinfection*

The staff will perform, in addition to regular cleaning, cleaning and disinfection more frequently and thoroughly on surfaces that are often touched by the staff and children. Cleaning on the premises will be carried out following the guidelines provided by the Ministry of Public Health of Ontario. The disinfectants used are also those recommended by the Ministry of Public Health of Ontario but the Conseil Scolaire Viamonde as well. Products used for cleaning are safe cleaners and disinfectants that do not contain any bleach, and have a Drug Identification Number (DIN).

Personnel performing cleaning and disinfection, will be required to indicate the time and day by signing the register used to track activities, in order to demonstrate the frequency of cleaning and disinfection. This register will be available to anyone who requires it.

### *Register of presence on the premises*

A daily attendance register will be used, indicating the name of each person who has arrived on site and the approximate duration of that visit (including those delivering food). It will always be up to date, accessible and kept in the center of the camp, in order to facilitate contact tracing in the case of an outbreak of COVID-19.

### *Prohibited activities and behaviors*

The staff ensure that at all times during the camp, the activities and behaviors that may endanger the health and safety of children do not take place. In the event of possible endangerment, the staff will be required to indicate in a searchable register what took place and the measures that were taken to secure those present at that time.

## **E. Management of Cases and Symptoms**

A child who has respiratory symptoms (fever, cough, congestion, nasal discharge, sore throat, diarrhea, etc.) upon arrival as well as a child who has had contact with a person who exhibits these symptoms, will not be accepted into the building.

If a child or staff member shows signs of illness during the day, they will be immediately isolated from other children. The guardian of the sick child will be immediately notified and must pick them up as soon as possible.

The staff, including volunteers and substitutes who show signs or symptoms have the obligation to immediately inform management and will be excused from work until presentation of a negative COVID-19 test.

Any suspected case of COVID-19 will be considered as such until proven otherwise. All parents will be advised and asked to take tests in order to confirm they are not contact cases. Furthermore, the camp will be closed until all staff and campers can return with negative test results.

If a case is confirmed, it will be reported as a serious health incident to the local public health unit. The camp will remain closed for 2 weeks in order for all campers and personnel to self-isolate. Staff will contact the health unit at 1-800-361-5653 to advise that a child or children in their camp are sick. Parents of a sick child should contact the health office and follow up with the proper recommendations.

Anyone exposed to a confirmed case of COVID-19 or anyone who receives a positive COVID-19 test result may return after a 14-day quarantine following the onset of symptoms or until they have been authorized to return from the regional public health unit.

#### **F. Vaccine and testing policy**

Staff members are required, if eligible, to have taken their first dose of the COVID-19 vaccine before camp starts. Furthermore, staff will be required to schedule an appointment every 2 weeks for a COVID test, to ensure safety and security of the camp during the time of the pandemic.