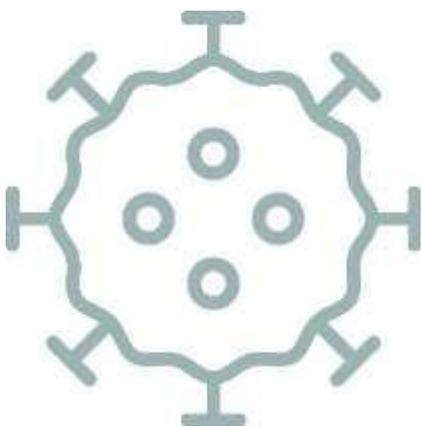
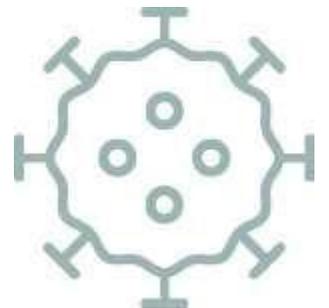
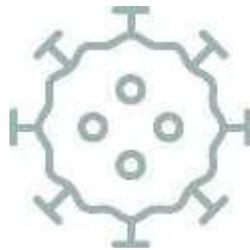




**Boys and Girls Clubs in Nova Scotia**  
**Covid-19 Operating Plan**  
June, 2021



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## **Section 1 - Introduction**

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

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

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

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

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

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

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

## Section 2

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

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

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

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

- b) Anyone who has travelled outside NOVA SCOTIA in the last 14 days.
- c) Anyone who is a close contact of a confirmed case of COVID-19 in the last 14 days.
- d) Anyone who is instructed by public health to self-isolate while waiting for a COVID-19 test result.
- e) Anyone who is living or staying with someone who is required by public health to self-isolate.

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

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

## STAYING HOME

Children and staff need to stay home if they are feeling ill, even if their symptoms are mild AND complete a COVID 19 test.

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

## Health Monitoring

### Children

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

**Children need to stay home if they are feeling ill, even if their symptoms are mild. Even if the illness is not COVID-19 related, children who are ill must not return to the Club until their symptoms are gone in order to prevent the transmission of ANY illness.**

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

**To determine if a COVID-19 test is required, complete the online assessment at:**

<https://covid-self-assessment.novascotia.ca/en>

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

### Staff

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

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

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

### Visitors

Visitors are generally not allowed into the BGCTC site, without a prior appointment. All club visitors must complete the BGCTC health screening questionnaire (Appendix A), confirm they have no symptoms or exposure to COVID-19 and wear a non-surgical mask prior to entering any BGCTC facility. Visitors with symptoms or exposure are not permitted to enter the BGCTC club site. All visitors entering the club must register their visit with club management.

## Section 3

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

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

Public Health Measures to reduce the risk of COVID-19 transmission:

1. Social distancing (2 meters or 6 feet).
2. Frequent Hand Washing
3. Wearing a non-surgical mask
4. Cough & Sneezing etiquette (into your elbow)
5. Limit social gatherings
6. Cleaning and disinfecting frequently

However, these measures are not always practical in childcare settings. Therefore, it is most effective to use a layered approach including multiple measures from the areas listed in this document. Below is a brief summary of the public health measures in place at all BGCTC club sites:

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

At BGCTC sites, groups of children are organized into “**Program Cohorts**” with a maximum of 15 people, including Program Leaders.

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

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

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

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

### 2. Physical Distancing:

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

Where possible, maintain physical distancing:

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



Staff and children within their program cohort group ARE NOT expected to maintain physical distancing from each other but must wear a face mask.

Within program cohorts, when physical distancing is not possible, staff and children must wear a face mask.

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

### **Outdoor Play**

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

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

When physical distancing is not possible between children and staff, non-surgical face masks should be worn by BGCTC staff and children.

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

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

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

### **4. Personal hygiene**

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

Handwashing is required:

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



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

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

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

BGCTC has cleaning and disinfecting schedules (Appendix B) for all club sites and uses the process of initially cleaning surfaces with soap and water or a multi-purpose cleaner, followed by disinfecting.

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

## Section 4

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

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

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

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

**Upon arrival at the club, any child, parent/guardian or visitor with a potential indicator of COVID 19 will not be permitted to enter the club that day.**

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

1. Parents/guardians **will not be permitted to pick up children inside** either a BGCTC club site or school based site – this procedure will be done outside in the parking/play area. BGCTC staff will administer the sign in/out sheets to record attendance of each child.
2. Parents/guardians can wait in their vehicle or can come to the Club door. If a team member does not arrive soon please knock on the window or call the Club.
3. A BGCTC staff person wearing a face mask will greet families picking up children in the club parking area. The BGCTC staff person will take each child/ren to the waiting parent/guardian for sign-out and provide daily review of the child's experience at the club.

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

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

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

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

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

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

**Payment of fees or invoices** – BGCTC strongly recommends e-transfer as payment. Payment by debit or cash will require an appointment. All parents will undergo screening before entering the Club.

## Section 5

### Program Safety Measures

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

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

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

**No sharing of food.** Children can bring their own food for snacks. Children will keep their food in their individual storage containers or in their lunch bags/book bags and NO SHARING of food will be permitted. BGCTC will provide limited individualized snacks for children, as required.

**Water Bottles.** BGCTC fountains will not be used. There are water coolers in program areas that children can use to refill their water bottle. CHILDREN MUST BRING A WATER BOTTLE DAILY to programs.

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

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

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

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

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

**Public transit will not be used.** Travel will only be via walking or a BGCTC bus. Only individual cohorts will travel together at one time. The bus will be disinfected daily.

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

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

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

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

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

BGCTC has cleaning and disinfecting schedules (Appendix B)

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

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

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

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

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

### **BGCTC Equipment**

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

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

Program materials such as desks, chairs will be labelled for individual use to cut down on sharing, and cleaned and disinfected twice daily on full days and once daily during the after school hours.

Electronics that are shared between children, such as tablets, will be cleaned and disinfected with disinfectant wipes.

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

Staff bins– staff will be provided with individual lockers to store personal possessions, food, phones and other items.

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

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

## Section 7 – Outbreak Management

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

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

Any child or staff person who feels ill and/or displays symptoms of COVID-19 while at a club site will IMMEDIATELY wash their hands, wear a face mask, and isolate from all others at the club in the designated self-isolation area. **For children who become ill at the club, parents will be required to pick up the child/ren within one hour of being contracted by a staff member.** Parents must follow up with 811, follow all directives if further assessment is required, prior to returning to the BGCTC club site.

For staff - report feeling ill to a supervisor, go home and complete the 811 online assessment and follow any further directives for assessment prior to returning to work.

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

Staff and/or child cannot return to the Club until testing confirms no COVID 19, self-isolation directives are completed and symptoms are gone

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

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

Public Health directives may include, but not limited to:

- 1.) A positive COVID-19 test triggers an immediate contact tracing process by Public Health, which will identify all close contacts of the individual. BGCTC will assist by sharing our attendance, visitor logs and contact information with Public Health.
- 2). Public Health will direct close contact individuals to testing and/or self-monitoring for symptoms.
- 3).Public Health will assess and advise BGCTC regarding closure and cleansing of a club site.
- 4). BGCTC will advise all families of any club closure due to a COVID 19 exposure.

**Any staff person or parent/guardian of a child who personally, or if their child feels ill, symptomatic of COVID-19 or who has been possibly exposed to a case of COVID-19 is expected to contact Public Health for testing and follow up. Parents and their children CANNOT COME to the Club until cleared or directed by Public Health.**

## Section 8 - BGCTC Staff

### Before to coming to work:

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

### While at work:

1. Complete attendance records or time sheets daily. Recording your attendance DAILY is required for the purpose of contact tracing,
2. Respect and maintain physical distancing between staff members, as required. This includes in common areas such as kitchen and washrooms. Staff working in the same program cohort are not required to physical distance from each other or children in their cohort. Wear face non-surgical mask when physical distancing between staff is not possible.
3. Stay with your Program Cohort throughout the day.
4. ~~Stay with your Program Cohort throughout the day.~~ BGCTC staff must social distance during breaks
4. Store personal possessions such as food, phones, in your staff bin. Do not share personal possessions with other staff or with children.
5. Staff communication with parents and other staff is to be maintained daily.
5. ~~Staff~~ communication with parents and other staff is to be maintained through text, email, phone or
6. Shopping for program supplies is to be limited to once a week and ordering online whenever possible.
7. BGCTC will provide staff with some PPE, such as a reusable face mask per staff person, disposable face non surgical mask, if required and gloves, as required.
8. **If feeling ill while at work**, staff must immediately wash your hands, wear a face mask, self-isolate from others at the club, report feeling ill to a supervisor and leave the club as soon as possible. All staff feeling ill must complete a COVID 19 test and follow directions if further assessment is required prior to returning to work.

### Staff Training and Orientation:

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

### Training methods:

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

## **Monitoring Methods**

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

## **Staff Illness:**

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

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

## **Staff Injury at work:**

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

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

## **Club Staff Meetings**

Regular staff meetings are important to maintain staff morale, training, education and policy compliance..

## **Staff Communication**

All staff communication must respect physical distancing protocols. Maintaining a 2-metre (6 foot) distance while in conversation is expected at all times. When possible, staff are expected to communicate via phone, text or email to each other and provide daily check-ins with supervisors. Staff should be wearing their mask if they cannot social distance from one another.

## **BGCTC Administrative Staff**

BGCTC's Administrative Office is located at onsite at the Club at 40 Douglas Street, Truro, NS.. Administrative staff have workstations that are physically distanced from each other. They will use phone calls, emails, and texts for regular communication. Meetings will be held via Zoom whenever possible. When in-person contact is required, physical distancing is to be maintained. Face non-surgical mask are to be worn at work when physical distancing is not possible, and such instances should be kept to a minimum. When possible, Administrative staff should consider working from home and/or in staggered shifts to not share office space.

## **Section 9**

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

Youth Outreach Workers must follow these protocols:

- Youth Staff may work from home.
- Youth programs are treated as social gatherings and must follow all Public Health guidelines for social gatherings. This will fluctuate throughout the year and great attention must be paid to maintaining all current Public Health guidelines and rules.
- Youth programs can be maintained by utilizing Zoom for virtual programs.
- When physical distancing is required, but not possible, face masks must be worn by youth and staff. Face masks must be worn in all indoor, public spaces.
- Group cooking activities are not to be organized. Sharing of food is not allowed.
- Youth and staff should frequently wash their hands and practice good hygiene. Youth and staff must wash their hands when changing locations or activities.
- Youth trips should be limited to no longer than 45 minutes total including transportation. All Youth trips must be approved by Director of Programs.
- Physical distancing must be practiced on BGCTC buses. Buses must be sanitized after each use.
- Youth members who attend in person programs at the Club site must follow all the screening procedures of children and Staff.

## **Section 10**

### **Communication**

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

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

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

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

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

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

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

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

Staff will be expected to sign time sheets daily.

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

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

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

## Appendix “A”

### COVID-19 Health Screening Questionnaire

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

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

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

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

## Appendix “B”



### Program Room Cleaning Schedule & Log

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

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

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

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

Please initial to confirm completion of cleaning duties:

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

## Appendix “B”

### Club-Wide Cleaning Log

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

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

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

Please initial to confirm completion of cleaning duties:

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



## Appendix D

### Memorandum of Understanding (MOU)

Between

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

And

Boys and Girls Club of Truro and Colchester

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

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

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

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

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

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

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

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

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

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

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

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

