



Boys & Girls Club
of Kamloops

COVID-19 Operational, Safety and Control Plan

April 19, 2020

May 20, 2020

June 8, 2020

September 1, 2020

February 8, 2021 (latest version)

COVID-19 Operational, Safety and Control Plan

Overview:

As the COVID-19 pandemic unfolds, BGCK remains committed to providing a safe and healthy workplace for all our members, participants, and staff. We are implementing a range of safety measures to minimize exposure to COVID-19 while working to ease the spread throughout our facilities and ensure we have operational procedures in place for workplaces, programming and best practice for all facilities and services.

The COVID-19 Operational, Safety and Control Plan will be shared with all staff and updated as needed. All staff must read the COVID-19 Plan, and follow the procedures outlined in the COVID-19 Plan to prevent or reduce exposure to COVID-19. This plan is a guide for programs that are currently closed to be used to ensure practices are in place prior to opening and it is also intended to be used by programs that have remained open. While we do not currently have volunteers on site, when we do, they are also expected to read the plan prior to volunteering.

This plan exceeds all other procedures and responses released to date and it will be updated as needed with relevant information as it come available.

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General Operations Preparation (prior to opening programs after closure)

- Review and stay up to date with any information about symptoms that could indicate coronavirus and any safety procedures to mitigate risk.
- Determine public health contact you can call directly for questions and reporting.
- Consider hours of operation based on who you are serving i.e. designated essential service worker. Either increasing hours of operation or decreasing depending.
- Cleaning products and dispensers:
 - Confirm that all cleaning products are approved by CDC and EPA.
 - Review cleaning equipment and sanitizing dispensers (type, location, quantity).
 - Ensure bathrooms are well stocked with soap, paper towels (ensure back up product in case of dispensers becoming empty) have a dedicated person to refill as required.
 - Place orders earlier than usual in case of decrease of availability of products.
 - Review cleaning frequency, procedures and equipment needed for staff.
 - Ensure hand hygiene posters are at all sinks for kids and staff to see.
- Isolation procedures:
 - Review procedures to isolate or quarantine a sick child.
 - Plan to have an isolation room/area that could be used for quarantine for a sick child.
- Plan procedures for child sign-in and pick up and other interface with members.
 - Process for temperature checks and health declaration or screening questions.
 - Determine how many people can be on site to maintain physical distancing.
 - Create a plan for curb side drop off and pick up that limits direct contact and adheres to social distancing recommendations.
- Employee Needs:
 - Review all policies and procedures and ensure staff are aware of any changes
 - Ensure your sick leave and COVID-19 leave policies are up to date according to provincial standards.
 - Ensure staff are aware of all licensing regulation changes.
 - If you are using staff who do not normally work in licensed programs, ensure they have a copy of all procedures and regulations.
 - Employees who may be vulnerable health wise to the virus should consult with their doctors prior to working.
 - Ensure staff have access to mental wellness resources and encourage any staff feeling discomfort about working to address with their supervisor.
- Food preparation:
 - Consider adjustment to any food service to ensure cleaning procedures are adequate.
 - Adjust food service from 'family style' to workers plating food.
 - Plan to space children adequately to meet physical distance, may need to bring in extra tables.
 - Ensure no sharing of food and staff and children may not eat at the same time to allow to adequately clean hands and disinfect surfaces between meals.
 - Ensure there is no sharing of food
 - May consider providing meals to all children so they are not bringing food or packaging from home.
- Communications
 - Provide transparent communication with parent to include all efforts to protect children on site. Utilize multiple channels including emails, newsletters and website.
 - Confirm plans for communication if you experience a participant who shows symptoms or is confirmed with COVID-19.
 - Be prepared with messaging for media regarding any questions you receive around safety.

BGCK Staff/Volunteer Responsibilities

All BGCK Staff/Volunteer Mandatory Measures

- Follow the Provincial Health Officer recommendations at work and outside of work.
- All staff must complete a health check (appendix 8) prior to commencing work either written or verbally with their program leader or supervisor. Program Leaders and supervisors will track the health checks daily on a form confirming they have been complete.
- Avoid areas where there are large crowds (guidelines set by Provincial Health Officer) and/or crowded areas, including public facilities, events, and public transit. If you must be in a crowded area wear a mask (see reliable links for up-to-date information).
- Ensure physical distance wherever possible, (2 meters from others) when outside of your personal home and avoid any unnecessary contact with those not in your close bubble. When you cannot physically distance wear a mask
- Employees working on site must take every effort to maintain physical distance from others in the workplace, this may require assessing the environment and spreading furniture to allow a 2 metres distance.
- Employees working from home must also follow WorkSafe practices and ensure they maintain physical distancing when outside of their home and report to their supervisors any safety issues that arise from working at home.
- If you are delivering direct service and are unsure or have concerns about how to accomplish physical distancing, consult with your supervisor.
- Take special precautions for those with compromised immune systems.
- Do not come to work and stay home if you are feeling unwell, and/or have symptoms of COVID-19 (appendix 8). Call 8-1-1 or complete the BC Covid-19 Self-Assessment online questionnaire at <https://covid19.thrive.health> for direction and contact your direct supervisor immediately.
- Contact your direct supervisor if you suspect that a participant and/or family member /stakeholder /co-worker has symptoms of COVID-19.
- Do not come to work if you live in the same household as a confirmed or suspected COVID-19 case person who is self-isolating. Staff who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19, should call Health Link BC at 8-1-1 for an assessment and to determine necessary steps.
- Follow the COVID-19 Training Plan that outlines:
 - Proper handwashing, sneezing and coughing etiquette
 - Universal work procedures/prevention
 - Point of Care Risk Assessment
 - Personal Protective Equipment Protocol
- Check your email and/or the Club website (bgckamloops.com) regularly for updates on the COVID-19 situation.

BGCK Staff/Volunteers with Symptoms

1. If you think you have symptoms of COVID-19, even one, (appendix 8), or even mild symptoms, do not come to work and stay home to avoid spreading illness to others. Call 8-1-1 and/or complete the BC COVID 19 Self-Assessment online questionnaire <https://covid19.thrive.health> for direction and contact your direct supervisor.
2. If you are experiencing normal allergy symptoms (sneezing, itchy eyes, etc.) you may treat your symptoms and must check in with supervisor for a further assessment before coming to work.
3. Employees may access their regular accrued sick leave benefits, if eligible, if they are not able to work due to personal illness as per HR policies.
4. If you develop even mild symptoms while at your workplace, contact your direct supervisor. Wherever possible, separate yourself from your colleagues and go home, avoiding use of public transit if possible. If you are unable to leave the workplace (due to critical staff levels), isolate yourself as best as possible, wear a mask and contact your direct supervisor.
5. If applicable, in conjunction with your direct supervisor, inform any clients/participants or family members that you may have been in contact with while symptomatic (e.g. caregivers and staff of children in childcare resources).
6. Non-frontline staff who become ill may be allowed to work from home – depending on the severity of their symptoms. This will be agreed upon with their direct supervisor and in conjunction with the Executive Director. A work plan must be devised to support the employee to work from home which will consist of duties, hours, all other work-related activities including work safe guidelines.
7. An employee can take unpaid, job-protected leave related to COVID-19 if they are unable to work for any of the following reasons:
 - They have been diagnosed with COVID-19 and are following the instructions of a medical health officer or the advice of a doctor or nurse.
 - They are in quarantine or self-isolation and are acting in accordance with an order of the provincial health officer, an order made under the Quarantine Act (Canada), guidelines from the BC Centre for Disease Control or guidelines from the Public Health Agency of Canada.
 - Their employer has directed them not to work due to concern about their exposure to others.
 - They need to provide care to their minor child or a dependent adult who is their child or former foster child for a reason related to COVID-19, including a school, daycare, or similar facility closure.
 - They are outside of BC and unable to return to work due to travel or border restrictions.

BGCK Staff/Volunteers Returning from Travel outside of Canada

- Employees returning from travel are responsible to ensure they are following the guidelines in the quarantine act follow this link for up-to-date guidelines. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/travel>.
- Employees/Volunteers in self-isolation (appendix 1A) should self-monitor daily for signs and symptoms of COVID-19 such as fever, cough, sneezing, sore throat, or difficulty breathing.
- If you develop symptoms, call 8-1-1 or speak with your health care provider to discuss any need for testing and follow up.
- Employees/Volunteers who have self-isolated can return to normal activities after 14 days if they have not developed any symptoms. This may be subject to change please check the guidelines for the quarantine act link above.

- All self-isolating employees/volunteers must keep their direct supervisor updated regarding the status of any direction or updates they receive from a qualified medical professional. The employee and the supervisor will set a communication plan regarding the employee being away from work.

BGCK Staff/Volunteers who have had close contact with someone who is presumed to have COVID-19 or has been diagnosed with COVID-19

- Workers who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19, should call Health Link BC at 8-1-1 for an assessment and to determine any necessary next steps. Self-isolate (appendix 1A) after your last encounter with individual who is presumed to have COVID-19 or who has been diagnosed with COVID-19 upon further direction from Health professional.
- Monitor yourself daily for symptoms (fever, cough, sneezing, sore throat, or difficulty breathing).
- All self-isolating employees/volunteers should keep their direct supervisor updated regarding the status of any direction or updates they receive from a qualified medical professional.
- Continue to practice physical distancing even in your home with others maintaining a two-meter distance (see Appendix 2), practice hand washing hygiene (see Appendix 3), and avoid touching your face.
- If you do not develop symptoms and have fulfilled the recommended self isolation time period as directed by a health professional or 811 then you are expected to return to work.

BGCK Staff Coverage, Work Location and Program Status & Policies

While we understand that employees may experience concern around exposure to COVID-19, it is important to follow all guidelines from provincial health authorities around work attendance.

- We are trying very hard to minimize the hardship that our children, youth and families face during this time, and are making every effort possible to keep essential services open and staff these programs where possible. As of September 8th, 2020, most group programs are back in session.
- To ensure that staffing coverage is available in all programs, **all leave requests (vacation, time off with/out pay)** may be re-evaluated. Your direct supervisor will inform you of any changes to your requests.
- During the COVID-19 pandemic, there may be closures or partial closures ongoing to at various worksites/ program areas. In the event of further program closure, or shifting to other program service models (virtual, essential etc.) staff may be expected to be available to work in an alternative manner or program area, to ensure participant needs are supported. The Program Manager will communicate this with you as needed.

Administration Status:

Most of the administrative staff can work on site while maintaining physical distance. Considerations of a flexible schedule or the changing of schedules to allow for less staff on site are considered. Staff required to work from home can with the following considerations:

- A work schedule is agreed upon between the supervisor and the employee. (i.e. days/hours of work).
- All WorkSafe guidelines must be followed. This includes all new or updated orders from the Health Officer.
- All established work safety procedures must be followed the same while working from home as they would when on site at the Club (i.e. reporting illness, injury, unsafe work environment).
- The employee and supervisor will check in at least once per workday.

Program Status & Policies:

1. Early Years Programs

Little Club Kids

- Is open to members and any spaces available will be filled from the waitlist.
- Parents will complete a Healthy declaration monthly which outlines expectations regarding illness or exposure.
- Children will participate in screening procedures including daily temperature checks and handwashing.
- **Ratios and group Size:**
 - Normal regulated ratios are in effect as of September – l/t - 1 staff per 4 children and 3-5 1 staff per 8 children, all staff must pay extra attention to cleaning and monitoring children for symptoms of illness- when possible extra staff will be brought in to support.
 - Group sizes are as per licensing requirements. Depending on the re serge of cases these are subject to change. Staff and families will be informed as required.
- **Daily Routine:**
 - Children will follow regular play activities (i.e. outside play, access to various structured activities inside such as blocks, puzzles, colouring, etc.)
 - Handwashing will be performed at least once every hour as per the handwashing recommendations below and see appendix 3.

- Meals and snacks will be provided to children throughout the day; therefore, children are not required to bring any food into the building.
- Naps/Rest Time: Children are to not bring any sleeping toys (i.e. stuffed animals) or home toys. Children's bedding (i.e. blankets) will be washed daily after rest time.
- Cleaning of the facility is to be done three times per day: morning, afternoon, and end of day. Cleaning can be completed during nap time, and when kids are outside.
- **Parent/Guardian drop-off/pick up:** Parents are expected to wear masks in lobby/area
 - Drop-off- Parent/guardian will drop off in lobby and will wait to be greeted and for their child to have screening procedures completed before leaving (health declaration and temperature check).
 - Staff will sign in the child – ensure hand washing procedures and will accompany them to the program space.
 - Pick up- Parent(s)/Guardian(s) will call or text staff once they have arrived at the facility to pick their child(ren) up. Parent(s)/Guardian(s) will then make their way to the same door they dropped their child(ren) off at.
 - Staff will prepare the child(ren) to leave. Staff will meet parent(s)/guardian(s) at the door and dismiss the child(ren) with their parent(s)/guardian(s).

First Steps

- Is open to registered families as per usual procedures.
- Parents will complete a Healthy declaration monthly which outlines expectations regarding illness or exposure.
- Children and parents will participate in screening procedures daily (temperature checks and hand washing) upon entry.
- **Ratios and group Size:**
 - Normal regulated ratios are in effect as of September and as per registration— all ages- 1 staff per 4 children, staff must pay extra attention to cleaning and monitoring children for symptoms of illness- when possible extra staff will be brought in to support.
 - Group sizes are as per licensing requirements. Depending on the re surge of cases these are subject to change. Staff and families will be informed as required
- **Daily Routine:**
 - Children will follow regular play activities (i.e. outside play, access to various structured activities inside such as blocks, puzzles, colouring, etc.)
 - Handwashing will be performed at least once every hour as per the handwashing recommendations below and see appendix 3.
 - Meals and snacks will be provided to children throughout the day; therefore, children are not required to bring any food into the building.
 - Naps/Rest Time: Children are to not bring any sleeping toys (i.e. stuffed animals) or home toys. Children's bedding (i.e. blankets) will be washed daily after rest time.
 - Cleaning of the facility is to be done three times per day: morning, afternoon, and end of day. Cleaning can be completed during am opening, nap time and end of day.
- **Parent/Guardian drop-off/pick up:**
 - Drop-off- Parent/guardian do not come into the centre. Staff will receive the child at the door, parents are expected to be wearing masks.
 - Staff will sign the children in and out.
 - Pick up – parents/guardians do not come in the centre – they may call the centre for staff to ready the child for pick up

- If a Parent(s)/Guardian(s) is required to come in to the centre to support their child or if in the best interest of the child all screening procedures must take place.
- Parent(s)/Guardian(s) must wear a mask.

2. School Aged Programs

CRDP

- For the 2020-2021 school year as of September all out of school programs are open.
- BHV, LSNC, and BNC children and staff will be required to wear a mask if physical distancing can not be met in accordance with SD73 policies as these centres are on school grounds and children attending will not be from the same cohorts.
- **Ratios and Group Sizes:**
 - All staff to child ratios have returned to normal level as per Licensing Regulations. 5/6 age 1:12 and grade 1+ 1:15 staff are to be incorporating cleaning and monitoring children for symptoms of illness.
 - Group sizes are as per licensing regulations; 5/6 age max 24 and grade 1+ 30. Children must be spaced out to allow for physical distancing, when possible within one group the leaders can separate the group for different activities and where possible different rooms/spaces (i.e. centre space/outside/gym etc.). When physical distancing can not be met children and staff must wear masks.

Daily Routine:

- Children will follow regular play activities (i.e. outside play, access to various structured activities inside, outings [see transporting members]). Programming will reflect and allow for physical distancing. As weather permits – most activities will be outside.
- Handwashing will be performed at least once an hour as per the handwashing recommendations below see appendix 3.
- During snacks, the children will be separated to respect physical distancing, children are not to share any containers or food. All food containers are to go back into lunch kits and back packs, not washed at the centre.
- Children are to not bring any toys from home.
- **Parent/Guardian drop off/pick up**
 - Although most children will be arriving via bus or walking from their school to the centre, if a parent is to Drop-off- Parent/guardian will drop off in lobby/front entrance to centres and will wait to be greeted and for their child to have screening procedures completed before leaving (health declaration and temperature check)
 - Parents must wear masks in lobby/or area they are receiving their child.
 - Staff will sign in the child – ensure hand washing procedures and will accompany them to the program space.
 - Pick up - Parent(s)/Guardian(s) will call the facility staff (landline or cell) once they have arrived at the facility to pick their child(ren) up. Parent(s)/Guardian(s) will then make their way outside entrance or lobby (John Tod). Parents are not to enter the satellite centres.
 - Staff will prepare the child(ren) to leave. Staff will meet parent(s)/guardian(s) at the door and dismiss the child(ren) with their parent(s)/guardian(s).
 - Staff will sign the children out.

Power Start

- Offered five days a week to families as per enrollment with the school.
- Children will continue to be called in the am and picked up from their home.
- Staff must ensure upon their first pick up of all children that the school health declaration has been completed by the parent and delivered to the school prior

to bringing the child to school. This should be done once for every child and any new children joining the program throughout the year.

- Children and staff are required to wear masks on the bus if they can not be physically distanced and while in the school.
- Children will likely not be in the same cohort so masks will be required in the school.
- Staff must follow all school safety protocols at all time while on school property.

Virtual programming

- We are currently not offering regular virtual programming for school aged children at this time.

3. Youth

- All youth group programs and services are operational.
- All participants must participate in screening procedures upon entry – temperature check, handwashing, and health declaration – completed weekly, or if a regular participant (attends 3-5 times a week, the health declaration can be done monthly).
- Staff will ensure physical distancing of the youth and when it can not be met youth and staff will be required to wear a mask. When physical distancing can not be met youth and staff must wear masks.

Life Skills

- Outreach services: Staff must follow school safety protocols when on school grounds to provide service with youth.
- At this time, we will attempt to avoid transporting individual youth one on one in the Club van, however when it can not be avoided both the participant and staff must wear a mask.

Drop in & Nights Alive

- All group and ratios are back to previous levels prior to COVID-19. However, staff must monitor group sizes to ensure physical distancing and mitigate any risks by either separating the group, access space in other rooms, or outside. A rough guideline for the main youth space is approximately 36 (including staff) while still being able to maintain 6ft distance. However, depending on the activity and proximately the max # may need to be smaller or groups separated into other spaces.
- Youth must wash their hands regularly when on site and youth are not allowed to leave the facility and return without completing screen procedures.

Lead UP

- Group activities in person will be planned while maintaining physical distancing.

4. Family Development

Parenting Programs

- Offering virtual programs as demand presents. Will begin to incorporate group programming later in the fall.

Friday Family Night

- Friday night meal is offered as a grab and go, parents continue to register online. Group programming is cancelled until further notice.

5. Transportation

- Children, youth, and staff are required to wear a mask when they are not able to physically distance by 2 metres (6 ft) on Club vehicles.
- All Club vehicles must be disinfected between each user group – a schedule for cleaning will be included in the daily pre- and post-trips. Staff must initial each schedule to communicate to the next user if the vehicle is clean or requires cleaning.

- Staff will encourage children to not touch seats as much as possible.
- All cleaning standards must be followed (see appendix 4).

BGCK COVID-19 Training Plan

COVID-19 Symptoms:

Symptoms of COVID-19 includes fever, cough, and respiratory symptoms (shortness of breath, difficulty breathing).

COVID-19 Contact Transmission

Droplet Transmission: Spread from person-to-person; happens among close contacts. Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets typically spread only one to two metres and are too large to float in the air (i.e. airborne) and quickly fall to the ground. Influenza and SARS are two examples of diseases capable of being transmitted from droplet contact. Currently, health experts believe that coronavirus/COVID-19 can also be transmitted in this way.

Airborne transmission: Experiences of COVID-19 in hospital settings around the world, including in B.C., suggest that COVID-19 is primarily spread by droplet contact. While there is some discussion that COVID-19 can spread by staying in the air (by aerosols), there is no convincing scientific evidence to support this. Therefore, health experts believe that coronavirus/COVID-19 cannot be transmitted through airborne transmission. Airborne transmission occurs when much smaller evaporated droplets or dust particles containing the microorganism float in the air for long periods of time. Transmission occurs when others breathe the microorganism into their throat or lungs. Examples of diseases capable of airborne transmission include measles, chickenpox, and tuberculosis.

Direct Contact: The coronavirus/COVID-19 can be spread by touch. This may happen if a person touches something with droplets containing the virus and then touches their face, eyes, nose, or mouth. The most important thing you can do is to wash your hands regularly and avoid touching your face.

COVID-19 Control Measure

All BGCK staff and volunteers are required to follow the control measures outlined in the following three procedures contained within this training plan:

1. Universal Safe Work Procedures and Prevention
2. Quarantines Measures During COVID-19 Outbreak
3. Point of Care Risk Assessment

Universal Safe Work Procedures and Prevention

Continue to follow routine practices, which include hand hygiene (hand washing is the simplest, most effective means of controlling the spread of COVID-19) and the use of personal protective equipment (PPE) where applicable and available.

Screening Upon Entry into facilities

All people entering through our doors must be screened for illness.

- **Checking for fever:** Children, youth, staff, and anyone else required to be on site will be checked for fever temperature is 37.9c or below the individual may be admitted to the centre. If the temperature reading is higher than 38c they are not permitted to enter the building. Refer the family to access the self assessment tool on the government of BC website or call 811. If the thermometer is used by multiple staff, it must be disinfected between each use.
- **Washing Hands:** Upon entry everyone must immediately wash their hands. If entry into programs happens outside hand sanitizer must be used.
- **Declaration of Health document:** All parents must sign a Declaration of Health form weekly for each child in childcare programs. Youth will complete their own declaration. Declaration forms must be retained throughout the pandemic in a locked space. Staff will completed a health check daily and verbally inform their leader or supervisor so it can be documented.
- **Screening questions:** staff signing in children/youth must ask how the child/youth is doing, is there any signs of illness, has the family had any interaction with anyone who has been exposed to COVID-19.

During the pandemic we are limiting the # of people in our facilities. Parents of children accessing programs are not to come into the main hallway (unless exceptional circumstances i.e. orientation to child care, in the best interest of the child), staff will sign in the children and parents picking up will call the staff to bring their children to the front as per notices on the doors as they wait in the lobby. If parents enter the hallway, they must have screening procedures followed.

Staff doing sign in must be prepared with physical distancing tools (visual guides) if ever there is a line up (i.e. cones to space the individuals)

Other adults required to come into the building i.e. maintenance, custodians, can do so but it must be prearranged, and all screening procedures, including a health check completed and documented, must be followed and masks worn.

Wearing a Mask

Staff are required to wear a mask whenever they are not able to keep 2 metres distance from other staff, members or parents. Masks are required at John Tod Centre in the lobby, hallways and program spaces when 2 metres is not able to be maintained.

As we host several programs that are school based, we will be following their protocols regarding masks in those centres, when transporting members and when we cannot effectively physically distance.

Masks can have a role to play in preventing the spread of COVID-19, this is because masks act as a barrier and help stop the spread of droplets from a person's mouth and nose when talking, laughing, yelling, singing, coughing, or sneezing. All mask must be 3-ply. If children or youth don't have a mask the Club will supply them with one.

Wearing a mask should be combined with other important preventive measures such as frequent handwashing and physical distancing. Using only a mask is not enough to prevent the spread of COVID-19.

Remember that using a mask alone is not enough to prevent the spread of COVID-19. Children who wear a mask still need to:

- avoid touching their face,
- wash their hands often,
- stay home when sick and minimize physical contact with other children or adults.

Children under two years of age should not wear masks because there are risks of breathing problems, choking or strangulation. For young children over the age of two, masks are generally not recommended as they can be irritating and may lead to increased touching of the face and eyes. However, for school aged children and youth there is a benefit. Staff play a role in ensure they are worn correctly and safely.

We have masks at all sites for children/youth who don't have one. We also have extra masks in the case of someone becoming sick on site with COVID-19 symptoms ie. young children. A mask can be used to decrease the possibility to infect others in the short term ie. waiting for a parent to pick up (children) or staff before they could leave to maintain ratios (if necessary). Staff tending to an ill person may also use Personal Protection Equipment including a mask and gloves.

What this means:

- Staff who are sick are asked to stay home; if a staff become sick at work they are asked to leave and must use a mask until ratios are met if necessary.
- Masks are to be given to participants who demonstrate signs of sickness to wear with the goal of decreasing the spread of the virus to others.
- Masks are not the only measure to be taken with participants who demonstrate signs of sickness. If a participant demonstrates signs of sickness see below (when a member becomes ill on site).
- Masks also do not replace universal precautions, increased cleaning procedures, and physical distancing in programs. They are an add-on to further protect the spread of illness.
- Anyone who wears a reusable mask to prevent the spread of germs must wash their mask daily. If you are using a one-time mask it must be replaced daily or if it becomes wet <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/prevention>.

Hand Washing

Washing your hands can prevent you from getting sick and reduce the risk of infecting others. If you do not wash your hands properly before coming into contact with others, you can infect them with the germs on your hands. Other people can also get sick from the germs unwashed hands leave on shared objects such as within shared vehicles (steering wheel, handles, etc.), and objects such as doorknobs, keyboards, and other equipment in the home or workplace. Staff should refrain from wearing non-essential hand/arm jewelry during the COVID-19 pandemic. (Please see Appendix 3 for Handwashing posters that can be used BGCK programs.). All members accessing service must wash their hands throughout the day as listed below and at least every hour.

All BGCK staff/members must wash their hands:

- When they arrive at the centre and before they go home
- Before preparing, handling, serving, or eating food
- Before and after giving or applying medication or ointment to a child or self
- After changing diapers, assisting a child to use the toilet, and using the toilet
- After personal body functions
- After contact with body fluids (runny noses, spit, vomit, blood)
- Before putting on any personal protection equipment
- After taking off any personal protection equipment
- Before and after engaging in group activities
- Before contact with a participant or their environment
- After contact with participant and/or their environment
- Every hour at least while on site.

Proper handwashing method: (appendix 3)

1. Wet your hands

2. Apply plain soap (anti-bacterial soap not necessary, as COVID-19 is a virus and not bacteria)
3. Rub hands together for at least 20 seconds
4. Wash the front and back of your hands, as well as between your fingers and under your nails
5. Rinse your hands well for 10 seconds under warm running water, using a rubbing motion
6. Wipe and dry your hands gently with a paper towel or a clean towel (drying them vigorously can damage the skin)
7. Turn off tap using the paper towel so that you do not re-contaminate your hands (when using a public bathroom, use the same paper towel to open the door when you leave)
8. If skin dryness is a problem, use a moisturizing lotion

Hand Sanitizer:

- Hand sanitizer can be used when access to water and soap is not available.
- The sanitizer must be alcohol-based with a final concentration of 60% to 80% ethanol or 60% to 75% isopropanol (isopropyl alcohol) in order to kill coronavirus and it cannot be mixed with any other products, as this would dilute the concentration levels.
- Staff will apply the hand sanitizer to children's hands.
- Hand sanitizer should not be used on any child aged 2 or younger.

Respiratory Hygiene

Respiratory hygiene refers simply to covering your mouth and nose with a tissue when you cough or sneeze. Throw tissues away immediately, then wash or sanitize your hands. If you do not have a tissue, cough, or sneeze into the bend of your elbow, or into your upper arm or sleeve (not your hands).

Touching Your Face

It is believed that people on average touch their face up to 16 times per hour. COVID-19 can be transmitted by touching your nose, eyes and mouth with hands that are carrying the virus from surfaces that have droplets from an infected person sneezing or coughing. Be conscious of not touching your face.

Cleaning and Disinfecting

Ensure that thorough cleaning and disinfecting procedures are being done at least twice a day (twice by staff and once by custodians). Ensure all high touch surfaces being touched/exposed to germs are cleaned more often throughout the day (e.g. steering wheel, seat belt buckles, door handles within BGCK vehicles; handles, counters, faucets, sinks, phones, light switches, keyboards, equipment, bathrooms, tables, toys, chairs etc.). See Appendix 7 Cleaning Log

In general, for all sites:

- Staff must clean and disinfect common areas at least once per day (including shared BGCK vehicles or between users): regular cleaning products are fine for this. Then disinfect (kill germs) by applying a disinfectant to areas that are touched often.
- Clean high-touch electronic devices (i.e., keyboards, tablets, smartboards) with 70% alcohol (ie., alcohol prep wipes) making sure your wipe contacts the surface for 1 minute for disinfection.
- Water and detergent (e.g. liquid dishwashing soap) or common household cleaning wipes should be used for cleaning surfaces.
 - Apply firm pressure while cleaning.
 - Surfaces should be cleaned at least once a day throughout a shift.
 - Use a store bought disinfectant or diluted bleach solution, one-part bleach to 9 parts water, and allow the surface to remain wet for one minute.
 - Clean surfaces that are touched often (e.g. counters, tabletops, doorknobs, toilets, sinks, taps, etc.) at least twice a day and immediately after exposure to a symptomatic person.
 - Any equipment that is shared between clients should be cleaned and disinfected before moving from one client to another.
 - **If a member is suspected or confirmed for COVID-19 and has moved through your setting**, clean the entire space, including all touch surfaces (e.g. surfaces, toys and anything that may have been touched by the person). Store bought disinfectant or ready-to-use wipes can be used. Always follow the manufacturer's instructions.
 - Wash items according to manufacturer's instructions. If possible, wash with detergent at the warmest water settings possible for the items and dry completely. Dirty laundry from an ill person can be washed with other items. Hand hygiene should be performed after handling laundry.
 - The centre or space does not need to close if an individual with suspected or confirmed COVID-19 has been in your setting, however proper cleaning and

disinfection of the rooms and surfaces within the facility contacted by the symptomatic person is required as listed above.

Important Notes:

- Ensure the disinfectant product has a Drug Identification Number (DIN) on its label or use diluted bleach, one-part bleach in 9 parts water.
 - Follow product instructions for dilution and wet contact time.
 - Ensure the safe use of cleaning products. This includes the use of gloves, good ventilation, etc. and other precautions advised by the manufacturer's instructions on the product label.
 - Clean surfaces and items to remove visible debris from visibly soiled surfaces before disinfecting, (unless otherwise stated on the product instruction)
- Keep enough toys out to encourage individual play. Offer toys that can be easily cleaned (i.e., no dress-up clothes or stuffed animals)
 - Limit the use of playdough and goop to reduce hand-to-hand contact and cross contamination
 - All equipment should be disinfected after every use, and before used by another staff or participant.
 - Kitchen and food access should be limited to staff only with identified staff who prepare and serve food for participants, clean food handling spaces and sanitize dishes.
 - Wash dishes in the dishwasher on "hot" or with appropriate disinfecting solutions.
 - Where applicable, immediately upon soiling, machine wash laundry on "hot"

Quarantine Measures:

Measures if COVID-19 Outbreak Involving Members Receiving Service Occurs

Contact Tracing at the Club involves keeping all attendance records, employee hours and any visitors name, on site must be recorded and kept.

Members who have previously accessed programs with presumed or diagnosed COVID-19:

If a member in BGCK programs, after having received service, is presumed to have COVID-19 or has been diagnosed with COVID-19, the following steps will be taken:

1. Any participants that have been exposed to the member who is presumed to have COVID-19 or has received a diagnosis of COVID-19 must self-isolate for 14 days after the last encounter with member. The virus can take up to 14 days to make someone sick after they have been exposed. This is the incubation period. It may also be possible to spread the virus even when someone has mild symptoms. Typically, people will not be tested unless they are displaying COVID-19 symptoms.
2. Staff are to notify all participants in former contact with member and request that they monitor themselves and their family members for symptoms and call 8-1-1 if they develop symptoms.
3. Staff to monitor self-daily for symptoms (fever, cough, sneezing, sore throat, or difficulty breathing).
4. If staff member develops symptoms, call 8-1-1 or speak with health care provider to discuss any need for testing and follow up.
5. All self-isolating employees should keep their direct supervisor updated regarding the status of any direction or updates they receive from a qualified medical professional

6. If the participant has been tested and the test is negative, the people who had been previously notified and are self isolating can be contacted to be notified of the false test and follow any advice of the health authority regarding return to work or programs.

Members who have become ill with COVID-19 symptoms while in our care:

If a member becomes ill while on site, the following steps will be taken.

1. Any participant showing symptoms of illness must be immediately separated from others and picked up by a parent/guardian as quickly as possible. A mask should be placed on the person (if they can tolerate it) and staff monitoring the person must use Personal protective equipment while attending to the person as needed.
2. A quiet space must be provided with the ability to allow physical distancing. Tissues and any other supplies will be provided to the person as needed. Remind the person of Respiratory hygiene practices.
3. The rest of the group must be removed from the space the ill member was in and the space must be cleaned and disinfected prior to members coming back into the space.
4. When the member is picked up parent/guardian are provided information to contact 811 and the online self assessment. If it is presumed or confirmed the member has COVID-19 the above measure will be followed. Program Leader must follow up with the family after leaving the centre to ensure the steps have taken place and direction given.
5. All other members must be monitored through out the day for signs on illness.

Physical Distancing Ideas for Early and Middle Years and Youth Programs

Physical distancing is challenging in a childcare and youth setting. At the same time, it is important that we do what we can to try to assist children.

Use ideas that work for your setting:

- Avoid close greetings like hugs or handshakes
- Help children to learn about physical distancing by creating games. For example, put on some music and have children spread their arms side to side and spin around slowly trying not to touch their friends.
- Take children outside more often.
- Set up regular activities outside such as snack time, arts and craft time.
- Regularly clean and sanitize items that are designed to be shared such as toys and game controllers.
- Set up mini environments within your facility to reduce number of children in a group, for example set up 2 or 3 craft areas for colouring or doing crafts.
- Increase the space between children during activities such as snack and lunch by moving or separating tables and chairs so they are farther apart.
- Make use of all the space in your facility for napping to increase space between children.
- When children want to use the same area or do the same activity, redirect some children to another area. Set up distinct areas for children who may have symptoms of illness until they can be picked.

- Discourage any food or drink sharing.
- Eliminate group food preparation activities.
- Minimize the number of non-essential people into the facility.

Point of Care Risk Assessment

Prior to any interaction with a potentially contagious individual, all employees have a responsibility to assess the infection risk posed to themselves and to other individuals, visitors, and co-workers. This risk assessment is based on professional judgement about the situation and up-to-date information on how the specific program has designed and implemented various controls, along with the availability and use of personal protective equipment.

When Should a Risk Assessment be Conducted?

The Point-of-Care Risk Assessment (PCRA) is an assessment that must be performed by every BGCK employee before every interaction with a supported individual who is exhibiting symptoms of COVID-19. This can be performed over the phone, day program, resource, etc.,. The PCRA is designed to help BGCK employees decide what level of risk they are exposed to by the tasks done throughout the day, as well as what actions or precautions they should take in order to reduce the risk of exposure to infectious disease.

How to Conduct a Point of Care Risk Assessment

Step 1: Before every interaction with a participant, BGCK employees must ask themselves the following three questions:

1. What tasks are you doing with the supported individual? It is helpful to classify the support as either direct or indirect
 - Direct: Most “hands-on” support and direct interaction with participant is considered direct care. Direct care would increase the risk of exposure to COVID 19 or any infectious disease to the employee.
 - Indirect: Indirect care might include (but not be limited to):
 - Preparing food
 - Setting the table for a meal/snack and cleaning up after
 - Setting up program activities
2. What is the health status of the participant(s)?
 - Is the participant(s) symptom-free and healthy, or does the individual have symptoms of COVID-19?
3. Where are you performing the tasks, and are there any people with symptoms present?
 - The risk of COVID-19 is increased if supporting participants in confined spaces (e.g. bathroom, or personal care room, and/or space with poor ventilation)
 - The risk of COVID-19 is decreased if supporting participants outside or in larger, well-ventilated areas and physical distancing can be maintained
 - Consider whether the space where you are providing support has been sufficiently disinfected, and disinfect according to the guidelines contained herein, if necessary

Step 2: Based on the answers to the above three questions, you must determine: what actions to take? What (if any) personal protective equipment is available and should be used?

4. Indirect Care/healthy person served: No personal protective equipment is required, all hand hygiene and cough/sneeze etiquette should be followed, including the use of hand sanitizers as necessary
5. Indirect care/direct care to participants with symptoms of COVID-19:
 - Participants who are symptomatic of/have COVID-19 will need to be isolated
 - When providing direct care, staff will need to wear gloves and mask

Reliable Information Links

It is important to get information from credible and reliable health agencies. Please see below for regularly updated, evidence informed sources. Regular internal updates will be posted through BGCK employee email and on our website:

1. Additional questions/concerns about COVID-19 can be answered by contacting the following numbers/websites:
 - Health Link BC: 8-1-1 or <https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19> (open 24 hours/day x 7 days per week)
 - COVID-19 Information Line: 1-888-COVID19 or <http://covid-19.bccdc.ca> (open from 7:30 am to 8:00 pm x 7 days per week)
2. Body Temperature Guidelines <https://www.healthlinkbc.ca/medical-tests/hw198785#hw198788>
3. Public Health Agency of Canada <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/know-facts-about-coronavirus-disease-covid-19.html>
4. Interior Health <https://news.interiorhealth.ca/covid-19/>
5. BC Government COVID-19 Support and Information Page <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>
6. Managing COVID-19 Stress, Anxiety and Depression https://www2.gov.bc.ca/assets/gov/health-safety/covid19_stressmanagement_5_accessible.pdf
7. World Health Organization <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>
8. Government of Canada <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/canadas-reponse.html>
9. Mental Wellness during COVID-19 <http://www.bcmhsus.ca/about/news-stories/stories/tips-for-supporting-your-mental-health-through-the-covid-19-pandemic>
10. Virtual Mental Health supports <https://www2.gov.bc.ca/gov/content/health/managing-your-health/mental-health-substance-use/virtual-supports-covid-19>



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



Dos and don'ts of self-isolation

For people who may have been exposed but do not have symptoms

April 16, 2020

If you have come into contact with an infected person, you are required to self-isolate. This does not necessarily mean that you have COVID-19, but you are at risk for developing the disease and passing the infection on to others.

As of March 25, 2020 it is mandatory Under the [Quarantine Act](#) that anyone arriving in British Columbia from outside of Canada to [self-isolate](#) and monitor for symptoms for 14 days upon their arrival and [complete/register a self isolation plan](#).

There are some [individuals who are exempt from this order to provide essential services](#), but they still require a self-isolation plan and need to self-monitor for symptoms.

- | | |
|--|---|
| <ul style="list-style-type: none">✓ Do stay home for 14 days<ul style="list-style-type: none">▪ Work from home▪ Use food delivery services or online shopping✓ Do protect others<ul style="list-style-type: none">▪ Wash your hands frequently (hand hygiene)▪ Cough into your sleeve (respiratory etiquette)▪ Keep 2 metres away from others (physical distancing)▪ Greet with a wave instead of a handshake, a kiss or a hug✓ Do get creative to prevent boredom in kids<ul style="list-style-type: none">▪ Get creative by drawing, painting or running back yard obstacle courses and games✓ Do monitor your symptoms<ul style="list-style-type: none">▪ If you develop cough or fever and symptoms worsen, use the COVID-19 Symptom Self-Assessment tool by visiting bc.thrive.health or call 8-1-1 for health advice▪ If you are having trouble breathing, call 9-1-1▪ If you are directed to an assessment centre or the Emergency Department, wear a surgical mask▪ If travelling by ambulance, notify the dispatcher that you may have COVID-19 | <ul style="list-style-type: none">✓ Do keep in contact with friends<ul style="list-style-type: none">▪ Use technology, such as video calls, to keep in touch with friends and family▪ Host virtual meetings, hangouts, family dinners or playdates for your kids✓ Do continue to exercise<ul style="list-style-type: none">▪ Exercise at home▪ Go outside for some fresh air, a run, bike ride, rollerblade, snowshoe, walk the dog or get the mail – ensuring you stay 2 metres away from others✓ Do clean all high-touch surfaces<ul style="list-style-type: none">▪ High-touch surfaces: toilets, bedside tables and door handles should be cleaned daily using a store bought disinfectant. If not available use diluted bleach solution, one part bleach to 50 parts water (e.g. mix 10ml bleach with 500ml water), and allow the surface to remain wet for 1 minute▪ If they can withstand the use of liquids for disinfection, high-touch electronics such as phones, computers and other devices should be disinfected with 60% alcohol that remains wet for 1 minute |
| <ul style="list-style-type: none">✗ Do not go to school, work or other public areas<ul style="list-style-type: none">▪ (e.g. malls, fitness centre, place of worship)✗ Do not have visitors<ul style="list-style-type: none">▪ Except for individuals providing care or delivering food/supplies, and in that case, maintain a distance of 2 metres | <ul style="list-style-type: none">✗ Do not use public transportation✗ Do not share personal items with others<ul style="list-style-type: none">▪ Including toothbrushes, towels, linens, thermometers, cigarettes, unwashed utensils, and electronic devices (such as phones and computers) |

If you develop symptoms of COVID-19, continue to isolate for a minimum of 10 days after onset of symptoms. Returning travellers that develop respiratory symptoms are also required to self-isolate for a period of **10 days after the onset of symptoms**, or when the symptoms resolve, whichever is *later*.

Consult the [BCCDC website](https://www.bccdc.ca) for more information or visit the Government of Canada webpage for more details about [self-isolating and self-monitoring for incoming travellers](#). If your condition worsens, contact your family doctor or call 8-1-1.

Frequently asked questions

What is the point of self-isolation?

This is one way every Canadian can help slow the spread of this virus in their community and protect their friends, family, and health care workers.

Why should I self-isolate myself for 14 days if I don't have symptoms?

You can be sick and not know it yet. It is important to stay at home because you can develop symptoms at any time.

Can I go to work?

No. You could put your co-workers at risk. Many employers have made arrangements for working from home.

Can I use taxis/public transit/ride share?

No. You cannot ensure sure that you are 2 metres from other people. Using taxis, public transit, and ride shares puts the public at risk.

Can I go for a walk outside?

Yes. It is important to continue to exercise. BUT it is important that you avoid crowded areas and stay at least 2 metres from other people. You should wash your hands before you leave your home and when you return.

Can I go to the pharmacy to pick up my medication?

No. If you need medications, use a pharmacy delivery service or ask a friend to pick them up and bring them to your home.

Can I get the mail and newspaper?

If your mail is delivered directly to your house, it is ok to go to your mailbox. Make sure you wash your hands. If your mail is delivered to an apartment or community mailbox, or the post office, ask a friend to pick-up and deliver to you.

Can I go through a drive-through for coffee/food?

No. There is a risk of infecting other community members, including food service workers. Use delivery services or ask someone to deliver coffee or food to you.

Should I cancel my haircut/pedicure/spa treatment?

Yes. These are examples of non-essential appointments. You would be exposing your service providers and the public to unnecessary risk.

Can I have visitors?

No. Use technology, such as video calls, to keep in touch with friends and family.

Can I have playdates for my kids or playdates in my home?

No. Consider novel ways to keep in touch like virtual meetings, hangouts, family dinners or playdates for your kids.

Can children play outdoors together? Can my child have a sleepover with children who are also self-isolating?

No. Children need to keep 2 metres away from other people.

Learn more at bccdc.ca/covid19

April 16, 2020
Dos and don'ts of self-isolation: For people who may have been exposed but do not have symptoms



Ministry of
Health



BC Centre for Disease Control

**If you have fever, a new cough, or are
having difficulty breathing, call 8-1-1.**





Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



How to isolate

For those who have COVID-19 or respiratory symptoms

April 15, 2020

Follow the advice that you have received from your health care provider. If you have questions, or you start to feel worse, contact your health care provider, 8-1-1, your local public health unit, or complete the COVID-19 Symptom Self-Assessment tool by visiting covid19.thrive.health.

Stay home for at least 10 days after onset of symptoms

- Do not go to work, school, or public areas including places of worship, stores, shopping malls and restaurants.
- Do not use public transportation, taxis or rideshares.
- If leaving your home for medical care, call ahead and tell the medical facility that you are coming in so they can prepare for you.



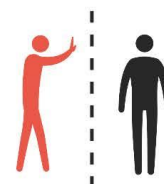
Do not have visitors to your home

- It is okay for friends, family or delivery drivers to drop off food or other necessities, but try to have them drop off deliveries outside your home.
- Keep away from seniors and people with chronic medical conditions (e.g. diabetes, lung problems, heart disease or weakened immune system).



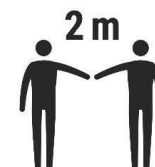
Avoid contact with others at home

- Stay and sleep in a separate room away from other people in your home as much as possible and use a separate bathroom if you have one.
- Make sure that shared rooms have good airflow (e.g. open windows).



Keep distance

- If you are in a room with other people, keep a distance of at least two metres and wear a mask that covers your nose and mouth.
- If you cannot wear a mask, people should wear a mask when they are in the same room as you.



Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Cough or sneeze into your upper sleeve or elbow, not your hand.
- Throw used tissues in a lined wastebasket, and wash your hands. Lining the wastebasket with a plastic bag makes waste disposal easier and safer.
- Wash your hands after emptying the wastebasket.



Wash your hands

- Wash your hands often with soap and water.
- Dry your hands with a paper towel, or with your own cloth towel that no one else shares.
- Use an alcohol-based hand sanitizer if soap and water are not available.



Wear a mask over your nose and mouth

- Wear a mask (surgical or procedure mask) if you must leave your house to see a health care provider.
- Wear a mask when you are with other people.



Recovery and ending isolation

You are required to stay home and isolate for a minimum of 10 days from the onset of any symptoms. You may return to your regular activities if:

- *At least 10 days have passed since the start of your symptoms, AND*
- *Your fever is gone without the use of fever-reducing medications (e.g. Tylenol, ibuprofen), AND*
- *You are feeling better (e.g. improvement in cough, runny nose, sore throat, nausea, vomiting, diarrhea, fatigue).*
- Coughing may persist for several weeks, so coughing alone does not require you to continue to isolate. If you are experiencing your usual symptoms of seasonal allergies, you do not need to self-isolate.
- Sometimes people with COVID have mild illness, but their symptoms may suddenly worsen in a few days. If your symptoms worsen or you become short of breath, call your family physician or nurse practitioner for immediate medical attention. If you are unable to reach your regular care provider, seek care in a COVID-19 Assessment and Treatment Centre, Urgent & Primary Care Centre (UPCC) or Emergency Department.

Contact your local Public Health unit

Visit immunizebc.ca/finder to locate your nearest public health unit

Learn about the virus

COVID-19 is a new virus. It spreads by respiratory droplets of an infected person to others with whom they have close contact such as people who live in the same household or provide care.

Learn more at bccdc.ca/covid19

April 15, 2020
How to isolate: For those who have COVID-19 or respiratory symptoms



Ministry of
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If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.





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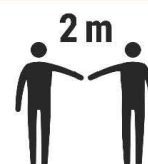
Physical distancing

Protect yourself, your loved ones and your community from COVID-19

March 23, 2020

Physical distancing means making changes in your everyday routines in order to minimize close contact with others.

Keeping about two metres apart when we are outside our homes is something we can all do to help stop the spread of COVID-19.



Here are some other tips to practice physical distancing while keeping up mental wellness:

- ✓ Greet with a wave instead of a handshake, kiss or hug
- ✓ Exercise at home or outside
- ✓ Get groceries and medicines at off-peak times
- ✓ Go for a walk with family or others you are living with
- ✓ Work from home
- ✓ Use food delivery services or online shopping
- ✓ Go outside for some fresh air
 - Go for a run, bike ride, rollerblade, snowshoe, walk the dog or get the mail while maintaining safe physical distance from others
- ✓ Use public transportation at off-peak times
- ✓ Have kids play in the backyard or park

Remember to:

- Stay at home when you're sick, even if symptoms are mild
- Avoid crowded places and non-essential gatherings
 - No play dates, group walks, basketball games or gathering on the beach
- Take care of your mental well-being through checking in with loved ones and self-care
- Cough and sneeze into your elbow or sleeve
- Wash your hands regularly



Learn more at bccdc.ca/covid19

March 23, 2020
Physical distancing: Protect yourself, your loved ones and your community from COVID-19



Ministry of Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.





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Hand Hygiene

**SOAP OR ALCOHOL-BASED
HAND RUB: Which is best?**



**Either will clean your hands:
use soap and water if hands
are visibly soiled.**



Remove hand and wrist jewellery

HOW TO HAND WASH

<p>1</p> <p>Wet hands with warm (not hot or cold) running water</p>	<p>2</p> <p>Apply liquid or foam soap</p>
<p>3</p> <p>Lather soap covering all surfaces of hands for 20-30 seconds</p>	<p>4</p> <p>Rinse thoroughly under running water</p>
<p>5</p> <p>Pat hands dry thoroughly with paper towel</p>	<p>6</p> <p>Use paper towel to turn off the tap</p>

HOW TO USE HAND RUB

<p>1</p> <p>Ensure hands are visibly clean (if soiled, follow hand washing steps)</p>
<p>2</p> <p>Apply about a loonie-sized amount to your hands</p>
<p>3</p> <p>Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)</p>

COVID19_HH_001




Ministry of Health



BC Centre for Disease Control


If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.





Coronavirus COVID-19

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CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

Good cleaning and disinfection are essential to prevent the spread of COVID-19 in BC.

This document provides advice to public groups, transit, schools, universities, and other institutions in BC on cleaning for non-health care settings.

Make sure to wash hands with plain soap and water after cleaning or use an alcohol-based hand sanitizer.


OR


Cleaning: the physical removal of visible soiling (e.g., dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth.

Disinfection: the killing of viruses and bacteria. A disinfectant is only applied to objects; never on the human body.

All visibly soiled surfaces should be cleaned before disinfection.

Cleaning for the COVID-19 virus is the same as for other common viruses. Cleaning products and disinfectants that are regularly used in households are strong enough to deactivate coronaviruses and prevent their spread.

Recommendations:


- General cleaning and disinfecting of surfaces should occur at least once a day.
- Clean and disinfect highly touched surfaces at least twice a day and when visibly dirty (e.g., door knobs, light switches, cupboard handles, grab bars, hand rails, tables, phones, bathrooms, keyboards).
- Remove items that cannot be easily cleaned (e.g., newspapers, magazines, books, toys).

Cleaning


For cleaning, water and detergent (e.g., liquid dishwashing soap), or common household cleaning wipes should be used, along with good physical cleaning practices (i.e., using strong action on surfaces).

Disinfection

For disinfection, common household disinfectants such as ready-to-use disinfecting wipes and pre-made solutions (no dilution needed) can be used. Use the figure and table below for guidance. Always follow the manufacturer's instructions printed on the bottle.




Ministry of Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

Non-medical inquiries
(ex. travel, physical distancing):
1-888-COVID19 (1888-268-4319)
or text 604-630-0300



IPC v2.0



Coronavirus COVID-19

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CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

See Health Canada's **List of hard-surface disinfectants for use against coronavirus (COVID-19)** for specific brands and disinfectant products.

IMPORTANT NOTES:

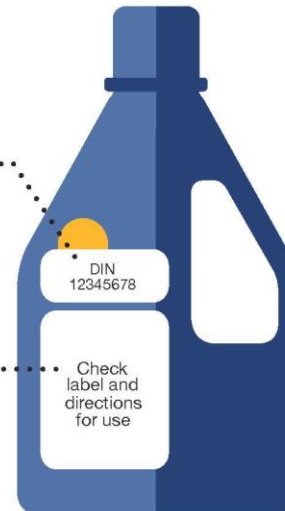
- Ensure disinfectant product has a Drug Identification Number (DIN) on its label.
- Follow product instructions for dilution, contact time and safe use.
- All visibly dirty surfaces should be cleaned BEFORE disinfecting (unless otherwise stated on the product).

Drug Identification Number (DIN):

A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.

Agents effective against coronavirus:

- Bleach: sodium hypochlorite (5.25%)
- Hydrogen peroxide (0.5%)
- Alkyl dimethyl ammonium chlorides



List of disinfecting agents and their working concentrations known to be effective against coronaviruses^{1,2}:

Agent and concentration	Uses
1. 1:100 dilution Chlorine: household bleach – sodium hypochlorite (5.25%)* 10 ml bleach to 990 ml water	Used for disinfecting surfaces (e.g., hand railings, grab handles, door knobs, cupboard handles). Make fresh daily and allow surface to air dry naturally.
2. 1:50 dilution Chlorine: household bleach – sodium hypochlorite (5.25%)* 20 ml bleach to 980 ml water	Used for disinfecting surfaces contaminated with bodily fluids and waste like vomit, diarrhea, mucus, or feces (after cleaning with soap and water first). Make fresh daily and allow surface to air dry naturally.
3. Hydrogen Peroxide 0.5%	Used for cleaning and disinfecting surfaces (e.g., counters, hand rails, door knobs).
4. Quaternary Ammonium Compounds (QUATs): noted as 'alkyl dimethyl ammonium chlorides' on the product label	Used for disinfecting surfaces (e.g., floors, walls, furnishings).

¹ Dellanno, Christine, Quinn Vega, and Diane Boesenberg. "The antiviral action of common household disinfectants and antiseptics against murine hepatitis virus, a potential surrogate for SARS coronavirus." *American journal of infection control* 37.8 (2009): 649-652.

² Provincial Infection Prevention Control Network of British Columbia. "Infection Prevention and Control Guidelines for Providing Healthcare to Clients Living in the Community." (2014). http://www.picnet.ca/wp-content/uploads/PICNet_Home_and_Community_Care_Guidelines_2014_.pdf

The BC Ministry of Health does not endorse or promote any specific brands of disinfectant products. IPC v2.0



Ministry of Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

Non-medical inquiries (ex. travel, physical distancing): 1-888-COVID19 (1888-268-4319) or text 604-630-0300



A4.5 Virtual Programming

Policy Statement: BGCK appreciated that there may be a need to provide safe, accessible and innovative virtual programming for vulnerable children and youth. However, offering Club programming online creates new risks to child safety.

Blurred Boundaries: First, online programming creates a change in boundaries between staff and members. We know that setting and maintaining appropriate boundaries helps prevent abuse. When programming moves online, it changes previously established boundaries. It is easier for staff to step outside of the role that has previously been set. Club members, colleagues, and parents may be less clear about what is unacceptable boundary crossing or “red flag behavior”.

Less Supervision: Second, there is a risk that online programming is less closely supervised than usual Club interactions. There is an opportunity for interactions with members to move from a public platform to a private one. Colleagues and parents may be less able to monitor interactions between staff and members or be less clear about when or how to report concerns.

Unauthorized Access to Children: Third, there is a risk that predatory adults may try to access members through technology platforms used by Clubs. Just as you would prevent strangers from entering your Club and interacting with members, you must do the same for online activities.

Peer-to-Peer Abuse: Finally, online interactions open the door to peer-to-peer abuse, including sexual exploitation and cyberbullying.

Procedures:

1. Standard Practices:

- a. No 1 on 1 Contact- as similar with face to face programming employees must not be in contact 1 on 1 virtually as well.
- b. Staff are prohibited from communicating directly with individual members through digital means as per electronic communications policy above.
- c. Communication to members must include a group of members or, ideally all members.
- d. Staff must use official Club accounts for virtual programming such as zoom goggle classroom or other tools. They cannot use their own personal accounts to offer virtual programs.
- e. Hours of virtual programming must be consistent with the usual and advertised hours of the Club.

2. Supervision Protocols:

- a. More than one staff must be on all outgoing and/or incoming communications.
- b. Where possible, for live/interactive programming, an additional staff or supervisory should be online monitoring the staff delivering the programming.

3. Caregiver Consent and Education:

- a. Before a child/youth can participate in virtual programming written parental consent must be given. As per electronic communication consent forms in Electronic communication policy above.

- b. Where communication with parents is challenging, consider how to get meaningful and informed consent.
- c. Ensure parents/guardians understand how the Club will use online platforms to interact with members and how they can support the process. Parents/guardians should be told what the expectation and guidelines are around the programming and understand where or how to report any concerns i.e. time/length/purpose of programming.
- d. Be sure that parents/guardians have read and consent to the platform's terms and conditions related to privacy and data collection. Be sure to collect parent/guardian permission to collect and monitor electronic data about the member prior to recording any online interactions.
- e. Encourage parents/guardians to supervise members while online.
- f. Permission and consent forms can be distributed in paper or via electronic means. An online survey may suffice, so long as the staff is assured the parent is the person who completed the form.

4. Choice of Technology Platform

- a. All platforms must be approved after reading and understanding the terms and conditions relating to privacy and data collection. Many software tools collect and sell information about users. It is crucial that software selected by the Club take responsible care of information from participants.
- b. Platforms must be age appropriate (note that some platforms have minimum age requirements)
- c. Ensure that any computers, cell phones or other software have secure passwords that are required for accessing that technology platform.
- d. BGCK chosen and vetted platform will be Zoom see information below on the use of Zoom.

5. Technology Protocols

- a. BGCK must take steps to protect members privacy and block access by any other users. Club staff should have a way to know the members in their session are a part of their Club; their session is not open for other young people to join – closed groups
- b. Staff must ensure the technology requires a verified login (perhaps using an email) which allows them to see the full names of participants.
- c. BGCK can enforce appropriate communication by enabling/disabling platform features:
 - Enable chat logging for all chat communications, but do not record members in a session. You may record a session led by facilitators (featuring only facilitators) for other to review.
 - At the end of each session, a club staff must save a chat log to their computer (locally) to ensure an audit trail exists.
 - Prohibit private communications between staff and members and between members and themselves.
 - Prohibit file sharing, screen sharing and recording by members.

6. Creating a Safe Atmosphere:

- a. It is the Clubs responsibility to create a safe atmosphere.
- b. Establish member codes of conduct and guidelines for discussion. Members should be told that at no time should they share any of the following via live meetings: email address, social media address(es) or locations to personal profiles, mobile numbers, or other personally identifiable information.
- c. Staff must respond quickly to any inappropriate behaviour online. They must document incidents and report them immediately just as they would face to face programming.

- d. As staff will see into children's home lives, they should review child protection policies and how to report any concerns.
- e. Staff must pay close attention to member to member interactions and keep an eye out for potential instances of cyberbullying.
- f. Staff should ensure the websites and/or other distance experiences they select are appropriate for their audience. Check out all tools and websites, links before messaging outward.
- g. If using video, make sure that any items that may be in the background are appropriate. Some platforms allow you to select a digital background, such as a photo or a logo.
- h. Select a quiet space with little background noise and no distractions.
- i. Virtual programming should be offered out of a Club space whenever possible, however if it is necessary to offer in a home environment ensure that it is never in a bedroom or bathroom area.



Declaration of Health

In response to the COVID-19 pandemic, we are asking parents to complete this declaration of health each week that your child is attending. Our goal is to ensure our participants, staff and all others on site remain as safe as possible during this pandemic. In addition to this form being completed each week you will be asked daily about any changes in health.

Child's Name: _____ **Program:** ☐ Little Club Kids ☐ School Age

Screening questions:	*YES ✓	NO ✓
Does your child or anyone in your household, or anyone your family has had contact with in the last 14 days have any symptoms of COVID-19 (fever, sore throat, coughing, difficulty breathing, shortness of breath)?		
Has there been any recent travel outside of Canada by your child or anyone they may have come into contact with?		
Has your child or anyone in your household come in contact with someone who has tested positive for or is presumed to have COVID-19		

* If you answer yes for any of the above questions your child will not be permitted to enter the facility into programs. You are asked to complete the self assessment tool on the BC Government website and call 811 if you are symptomatic.

Parent name & signature: _____ **Date:** _____

Our staff will monitor all children for symptoms throughout the day. If a child develops symptoms while in care, we will contact the parents/guardians to pick the child up and take them home until the symptoms pass. If the symptoms get worse, parents should contact their physician or call 811 for further instructions.

Our management and staff will continue to monitor this rapidly changing situation and we are committed to following all recommendations from the government and health authorities. We will continue to ask that parents do not enter through our hallway and we will continue with screening procedures of their child(ren).

We are also implementing extra handwashing and cleaning/disinfecting procedures throughout the day. If you should have any questions or concerns please contact the Manager of Program Operations, Kerry at 250-554-5437 ext. 203 or programs@bgcakmloops.com. Thank-you for your patience during this time.

Boys and Girls Club of Kamloops

Program Cleaning Log - COVID-19

Program Area: _____

Staff:

First Name: _____ Last Name: _____ Int. _____

First Name: _____ Last Name: _____ Int. _____

First Name: _____ Last Name: _____ Int. _____

For the week of: _____

Please initial to confirm completion of cleaning duties: place n/a if not applicable to your program area.

Item/Location	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Door handles/doors										
Counters										
Sinks										
Tables & Chairs										
Mirrors										
Toilet										
Walls (high touch areas)										
Paper towel dispenser										
Shelves										
Garbage bins										
Light switches										
Food/dishes totes										
Floor										
Cupboard doors/shelves										
Diaper change table										
Electronic devices										
Toys/equipment										

Playground equipment and outside toys must be cleaned before use daily or in between multiple groups of children

If multiple groups of children are using the washroom, high touch surfaces (i.e. tap handles, toilet handles, doorknobs etc.) should be disinfected between groups.

Any surface that comes in contact with any bodily fluid must be immediately cleaned and disinfected

Keep our workplace safe from COVID-19

Please do not enter this workplace if you:

- Have travelled outside of Canada within the last 14 days
- Have been identified by Public Health as a close contact of someone with COVID-19
- Have been told to isolate by Public Health
- Are displaying any of the following new or worsening symptoms:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing
- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

If you are displaying symptoms consistent with COVID-19, refer to HealthLink BC at 811.

[worksafebc.com](https://www.worksafebc.com)

11/20

WORKSAFE BC

Help prevent the spread of COVID-19

Please do not enter this workplace if you:

- Have travelled outside of Canada within the last 14 days
- Have been identified by Public Health as a close contact of someone with COVID-19
- Have been told to isolate by Public Health
- Are displaying any of the following new or worsening symptoms:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing
- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

All other visitors, please wash your hands or clean them with hand sanitizer before and after your visit. Please maintain physical distancing of 2 metres.

If you are displaying symptoms consistent with COVID-19, refer to HealthLink BC at 811.

worksafebc.com

11/20

WORKSAFE BC