

**ADDENDUM**

**ACSA COVID MANUAL**

**AFTERSCHOOL PROGRAM**

**COVID SAFTY PLAN**

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## PURPOSE

Infection prevention and control has always been a fundamental part of ACSA after school program's mandate. In view of the current Pandemic, along with the ACSA Pandemic Manual, ACSA after school program (ACSA ASP) has added policies and procedures that are program specific to mitigate risk and ensure the health and safety of the staff and students attending such program. We will continue to monitor COVID-19 and follow the recommendations from Toronto Public Health, the Ministry of Health, Health Canada, Ontario Ministry of Education, TDSB, MHSTCI and additional relevant authorities.

We will work with our staff, participants and families to ensure that we strictly adhere to all the guidelines and protocols set out by Toronto Public Health, Ministry of Education, MHSTCI, and TDSB. This safety plan may be amended as needed to respond to the changing circumstances during this pandemic. We will ensure that the updated safety plan is freely available on our after school program section of the Agency's website. We will do our best to verbally appraise our participants and families as well.

## HEALTH SCREENING

### Staff

The staff will follow the protocols set out in the ACSA Pandemic Manual before they come to the after school sites. They will adhere to all the safety measures set out by the particular site they will be working out of. They will be provided with masks, shields and gloves.

### Students

When the students arrive at the designated spot, all of them will be screened before they enter the space allowed for after school program. To ensure the screening process is successful only one entrance will be used. Students will be asked to line up with the required two metres distance. A screening table should be set up, where possible with all the needed materials:

- Hand sanitizers
- Screening Questionnaire
- Disposable Masks (for those who don't have)
- Thermometer
- Public Health Covid-19 information sheets

The after school program leaders will ensure that they fill out the screening questionnaire before the participants are allowed into the space. The staff will maintain a minimum of 2 metres distance from the participants being screened. Markers will be used to assist participants to maintain the needed physical distance. The staff will greet everyone in a friendly manner. Should a participant answer YES to any of the screening questions, they will have failed the screening test. Even if they answer NO to all the questions but the temperature is above 37.8 degrees Celsius, they would have failed the screening test. At such time, the parent/caregiver or the emergency contact person will be contacted to take the participant home.

### Parents/Caregivers

Parents/caregivers will not be entering the school building. They will collect their children after program at a designated spot outdoors. Parents will also be lining up with the required 2 metres distance and markers will be made available for visual cues. For safety reasons, parents will be required to sign their children out. A sign-out sheet will be kept outside. The parents will be required to bring their own pen and wear gloves to sign out.

## Procedure in the event of Health Screening Failure

In the event a participant fails the Health Screening, after school program leaders will contact the parent/caregiver or emergency contact to come immediately and collect the participants. Until such time the participant will be isolated with one of the leaders in a safe area. Parents/caregivers also will be provided with the necessary handouts/resources.

The school Principal will be immediately contacted and informed, along with the custodian at site. The after school program leaders will also inform the ACSA after school program facilitator and Manager, Child and Family immediately. The other participants may remain in program. The parents/caregivers will be informed that there was a health screening failure and the next steps, when they come to collect the participants.

The participant will be required to go for testing and should the testing be negative, will be able to return to program after 24 hours. Should the results be positive, the processes set out by the Ministry of Education, TDSB, and Toronto Public Health will be followed.

## Development of Symptoms of Illness While in the Program

When a participant develops symptoms of respiratory illness related to Covid-19 while at program, the parent/caregiver should be notified immediately to pick up the participant. The ill child will be separated from the rest of the group till pick up. The parent/caregiver must be instructed to go to a local assessment Centre for Covid-19 testing. The principal, custodian, Toronto Public Health, Manager, child and family will be notified.

Should a staff member develop symptoms of illness related to Covid-19 while at program, they will follow the procedure set out in the ACSA Pandemic Manual. The principal, custodian, and Toronto Public Health will be notified immediately.

While awaiting test results symptomatic staff and participants will be directed to self-isolate.

The rest of the group including staff can remain at program for the remainder of the time. However, there will be no program till such time as directed by Toronto Public Health and the school. They will be advised to avoid contact with vulnerable persons.

## Reporting

ACSA after school leaders will follow the procedures set out in the Pandemic Manual and immediately inform the Manager. The School Principal, TDSB and Ministry of Education will be informed and as set out in procedures a Serious Occurrence report also should be filed. The Manager will report to the Toronto Public Health and the Agency's JHSC.

## CLEANING AND DISINFECTION

The cleaning and disinfection process and procedures set out by Toronto Public Health will be followed.

All cleaning agents and disinfectants must be labelled and stored in a secure location inaccessible to children. The products for disinfecting must have Drug Identification Numbers (DIN) and Material Safety Data Sheets (MSDS).

Proper personal protective equipment (PPE) must be worn in accordance with MSDS information for the particular product in use when carrying out any cleaning or disinfecting duties.

Only cleaning agents approved by TDSB will be used.

The staff will ensure that high touch surfaces will be cleaned and disinfected before program and half way through program or when it is visibly dirty. A cleaning log will be maintained for surfaces as well as equipment used by participants while playing.

## HAND HYGIENE PRACTICES

Staff and participants will practice hand washing with soap and water at regular intervals. When playing outdoors alcohol based hand sanitizers will be available to be used. (70%-90% concentration). Staff will continually remind and teach participants hand hygiene. The practice will be modelled by staff.

## Staff

Staff must practice good hand hygiene when hands are dirty and before and/or after:

- Sneezing, coughing or blowing noses
- Using washroom
- Handling garbage
- Outdoor play
- Cleaning and disinfecting
- Touching a cut or open wound
- When in doubt

## Students

Staff will support participants to practice good hand hygiene:

- After outdoor play
- After using the washroom
- When sneezing, coughing or blowing noses

## Hand Washing Steps

The most up-to-date hand washing information sheet will be posted while in program.

- Wet hands
- Apply soap
- Lather for at least 20 seconds. Rub between fingers, back of hands, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel or hot air blower
- Turn taps off with paper towel, if available

Liquid soap and paper towels will be made available.

## Hand Sanitizing Steps

- Apply sanitizer (minimum 70% alcohol-based)
- Rub hands together
- Work sanitizer between fingers, back of hands, finger tips, under nails
- Rub hands until dry

A written consent must be on file before applying hand sanitizer to any participant. Should a non-alcohol based sanitizer is needed for the child, the parent/caregiver should provide such needed item.

Gloves will be used by staff if they handle broken skin, mucous membranes, soiled tissues, wounds etc. Staff will be trained in proper use, i.e. wearing, removing and disposing.

## Use of Masks

All staff and participants will be required to wear masks as per TDSB protocols. Masks and shields will be provided by the Agency for the staff and there will be extra masks for participants should their masks become soiled or they forget their masks. When outside, the masks may be removed for breathing but strict physical distancing of 2 metres should be maintained at all times.

## Forms

Parents will have to read the parent hand book along with the Health and safety plan/guidelines relating to Covid-19 and sign off before participants are allowed into program.