



## O-YA's After School Homework Club COVID-19 Protocols

Given that there are active cases of COVID-19 in Ottawa, there is a risk that both symptomatic and asymptomatic transmission may occur. While measures to attempt to control these risks have been implemented in O-YA's environment, it is important that parents/guardians are made aware of and understand these risks.

### **Notice of Risk:**

When children from multiple families attend a program, there is an increased risk of the COVID-19 virus coming into the program. Children who are infected with the COVID-19 virus are more likely than adults to have a very mild infection, or to have no symptoms at all. Nevertheless, these children can still transmit the infection to other children and to adults. This means that children can bring home an infection acquired in the program and put other persons at risk. All of O-YA's programs have a screening process to help detect infections when there are symptoms, however this screening process cannot detect infected children or adults who are asymptomatic at the time of the screening.

### **All of O-YA's programs follow the guidelines of Ottawa Public Health and the Ontario Ministry of Health's Principles of Safe Programming:**

- Physical distancing
- Adequate cleaning
- Frequent hand washing
- Proper and effective use of PPE (including wearing masks and eye protection when necessary)
- Respiratory etiquette
- Health checks / screening prior to program each day
- Staying home when unwell

### **Active Screening of Children and Staff**

The Ontario Ministry of Health recommends that all After School programs have the following measures in place to avoid the spread of COVID-19:

- Active screening is required for anyone entering the facility.
- Active screening is the process of proactively checking for symptoms (e.g., temperature checks), travel history and the contact with or care of a person(s) who may have COVID-19.
- A participant will not be permitted to attend program if the child or a household member fits the criteria below and will need to self-isolate. The decision on when to return to program is made in consultation with the Ottawa Public Health Outbreak Reporting Line:
  1. If you or your child(ren) have any COVID-19 symptoms described below;
  2. If you or your child(ren) have traveled outside of Canada in the last 14 days (including the United States of America);
  3. If you or your child(ren) live with, provide care for or spend extensive time with someone who has tested positive for COVID-19, suspected to have COVID-19 or who has a fever, cough or shortness of breath that started within 14 days of travel outside of Canada (including the United States of America).

## **Symptoms of COVID-19 can include:**

- Fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)
- Chills
- Cough that's new or worsening (continuous, more than usual)
- Barking cough, making a whistling noise when breathing
- Shortness of breath (out of breath, unable to breath deeply)
- Sore throat
- Difficulty swallowing
- Runny, stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)
- Loss of taste or smell
- Pink eye
- Headache that's unusual or long lasting
- Digestive issues (nausea / vomiting, diarrhea, stomach pain)
- Muscle aches
- Extreme tiredness that is unusual (fatigue, lack of energy)
- Falling down often
- For young participants sluggishness or lack of appetite

Any child/staff who has any symptoms of illness OR whose parent or other household members are showing any symptoms of illness as described above, will be asked to stay home and self-isolate. The decision on when to return to camp is made in consultation with the Ottawa Public Health Outbreak Reporting Line.

## **Participant Illness During O-YA Programs**

- Symptomatic participants will be immediately isolated from the rest of the group (in the boardroom).
- O-YA staff will notify parent / guardians that the participant must be picked up from the program as soon as possible.
- At least one staff will stay with the participant at all times when they are in isolation. Staff who stay with the participant in isolation will wear a medical mask and remain 2 meters away from the participant.
- If the participant's symptoms include sneezing, coughing or the production of other bodily fluids, staff will wear full PPE including mask, eye protection, gown and gloves.
- In the event of serious illness (ie: participant is disoriented, becomes unconscious, is having difficulty breathing), call 911 and follow appropriate emergency procedures.
- Tissues will be provided to the participant to support proper respiratory etiquette, along with proper dispose in a plastic lined garbage container.
- Upon arrival of parents / guardians, staff will inform that we cannot know whether the participant has COVID-19 or not and that participant should be tested. It is up to the parent to determine if further medical assistance is needed. Following the test, the participant should stay home and self-isolate while waiting for the results.
- Environmental cleaning and disinfecting of the isolation space will be conducted immediately after the participant has been picked up. All items used by the sick participant should also be disinfected. Items that cannot be disinfected should be disposed of.
- The Outbreak Reporting Line will be contacted for further guidance.
- At the end of program day, Senior staff will inform all other parent / guardians verbally and in writing that a participant has developed a symptom and been sent home pending testing. Parents should monitor the health of their children. Provided they are symptom free, they can continue to participant in the program.

## **If Participants are Referred for COVID-19 Testing**

- Participants referred for COVID-19 testing must self-isolate while waiting for test results.
- Close contacts of participants or staff at the program over the last 48 hours before symptoms appeared should be monitored for symptoms.
- If parents / guardians choose not to have participants tested, participants must stay home and self-isolate for 14 days from the first day of symptoms OR until 24 hours (48 hours if vomiting and / or diarrhea occurred) after all symptoms have been fully resolved – whichever is longer.
- Determining when the participant or staff can return to program will be done in consultation with the OB Reporting Line.
- Determining closure and re-opening of program will be done in consultation with the OB Reporting Line.

## **If COVID-19 Test is Negative**

Participants who test negative for COVID-19 will still be excluded from the program until 24 hours after symptom resolution (48 hours for vomiting and diarrhea).

## **If COVID-19 Test is Positive**

- Ottawa Public Health will be notified of any positive COVID-19 test results at O-YA.
- Participants who test positive for COVID-19 must stay home and self-isolate for a minimum of 14 days after the onset of symptoms.
- Determining when the participant can return to the program will be done in consultation with the OB Reporting Line.
- Determining closure and re-opening of O-YA's programs following a Positive COVID-19 test will be done in consultation with the OB Reporting Line.
- A participant who has been identified as a close contact of a confirmed COVID-19 case should self-isolate and not attend program. Discontinuing self-isolation depends on whether they are still in contact with a case of COVID-19 and will be determined in consultation with the OB Reporting Line.

## **COVID-19 Sign Out Procedures**

After School Homework Club Sign Out will take place outside of the internal entrance to O-YA. To limit exposure, O-YA is only allowing participants and staff into the building. Parents and guardians are not permitted to enter. When arriving to pick up your child, parent / guardians may either wait (one family at a time) in the front coat room at O-YA, or call 613-826-0726 from their car. Participants will come to parents / guardians and be signed out by staff.

## **Enhanced COVID-19 Safety Protocols**

- It is mandatory for all staff and participants to wear a mask while inside O-YA
- Front Hall hooks have been spaced 2 hooks apart
- Participants are asked to bring their own refillable water bottles which staff will fill for them
- Participants are asked to bring their own helmets if they wish to use the scooters outdoors (helmets can be left at O-YA)
- Each participant will have an assigned seat
- Only one family is allowed in the front room at a time
- Only one person is allowed in the washroom at one time
- Visual markers will be used to designate areas for each participant and staff to occupy.
- Frequent handwashing will take place throughout the day.
- Equipment will be sanitized regularly and only materials that can be readily cleaned and sanitized will be used. Plush toys, books, puzzles, board games, play dough, etc. will not be used.
- High touch surfaces in the camp room and throughout the common areas of the facility will be sanitized frequently throughout the day.

- Participants with minor injuries who are old enough to follow directions and remain calm will be coached to provide themselves with first aid treatment with the guidance of a staff whenever possible.
- Staff will monitor and be responsible for physical distancing being maintained in all rooms.
- In areas such as hallways, verbally communicate when you are coming through. If possible, wait until space is clear.
- Food sharing is not permitted.
- Physical distancing of 2 meters should always be maintained.

*I have read, understand and agree to abide by all of O-YA's After School Homework Club COVID-19 Protocols detailed above.*

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**Participant's Full Name (Printed)**

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**Parent / Guardian Full Name (Printed)**

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**Parent / Guardian Signature**

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**Date**