

TCRCE
AFTER-SCHOOL PROGRAMS



COVID–19 Operating Plan
2020 – 2021



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• Stay informed and follow public health advice



• Wash hands often, avoid touching face, and practise cough and sneeze etiquette



• Ensure physical distancing in public



• Disinfect high-touch surfaces often



• Stay home and away from others when you feel unwell



• Wear a non-medical mask when you can't physically distance

TCRCE After-School Program COVID – 19 Operating Plan 2020-2021

INTRODUCTION

The goal of this document is to provide staff, parents/guardians and students, as it relates to the TCRCE After-School Program, with guidance on how to reduce the risk of transmission of the virus that causes COVID-19. The goal is to provide safe and healthy environments for children and staff, and respect the need to balance healthy child development while maintaining appropriate safety measures.

This document provides guidance to staff for the prevention and control of COVID-19 in the TCRCE After-School Program settings which will be used in conjunction with the Guidelines for Communicable Disease Prevention and Control for Child Care Settings.

The details in this document are subject to change based on direction from the Office of the Chief Medical Officer of Health. The measures in this document are based on the best available information, practices, and advice provided at this time. This Plan is in keeping with these guidelines and any future direction or changes provided by Public Health.

In the event of a localized outbreak or increased community transmission, staff and parents/guardians are to be aware that Public Health may need to stop or require modified delivery of the TCRCE After-School Program. Depending on the circumstance, this could happen with little notice.

This guidance document may be modified from time to time, as applicable, to reflect any updated or new advice. Direction from the Office of the Chief Medical Officer of Health must be followed, even if it conflicts with, or is inconsistent with this guidance document.

This guidance document uses the term **student(s)** to refer to **participants** in the TCRCE After-School Program.

This guidance document uses the term **parents/guardians** to include **family and legal guardians** of children who participate in the TCRCE After-School Program.

PREVENTION

The following people are to self-isolate and not enter the TCRCE After-School Program, including pick-up and drop-off areas:

- Any person who is experiencing symptoms suggestive of COVID-19
- Any person who travelled outside Atlantic Canada in the previous 14 days
- Any person who is a close contact of a confirmed case of COVID-19
- Any person who is awaiting a COVID-19 test result

Anyone who is unsure whether they or their child should self-isolate should be directed to the 811 assessment tool at <https://when-to-call-about-covid19.novascotia.ca/en>

Daily Screening

Families are required to screen their children and staff are required to self-screen daily for signs and symptoms of COVID-19 at home before coming to the TCRCE After-School Program, using the COVID-19 Daily Checklist <https://novascotia.ca/coronavirus/docs/Daily-COVID-checklist-en.pdf>.

COVID-19 Daily Checklist

It is important to closely monitor your health and the health of those you care for. Please consider these questions each day before leaving home and entering public spaces.

If you are feeling sick, you should stay home or go home immediately, and follow the instructions below.

- 1** Are you feeling sick?
If yes, stay home and avoid public spaces, including work, school/child care, and shopping.
- 2** Do you have any of these symptoms?
 - Fever (i.e. chills, sweats)
 - Cough or worsening of a previous cough
 - Sore throat
 - Headache
 - Shortness of breath
 - Muscle aches
 - Sneezing
 - Nasal congestion/ runny nose
 - Hoarse voice
 - Diarrhea
 - Unusual fatigue
 - Loss of sense of smell or taste
 - Red, purple or blueish lesions (spots) on the feet, toes or fingers without clear cause
- 3** In the last 14 days, have you travelled outside Atlantic Canada?
If yes, you must stay home. You are required by law to self-isolate for 14 days upon return to Atlantic Canada.
- 4** In the last 14 days, have you had close contact (within 2 metres / 6 feet) with someone confirmed to have COVID-19?
If yes, you must stay home. You are required by law to self-isolate if you have been identified as a close contact of someone with COVID-19. If you haven't spoken with Public Health or been tested, you should contact 811 to be screened for testing for COVID-19.
- 5** Are you waiting for results from a COVID-19 test?
If yes, stay home. You are required by law to self-isolate while awaiting COVID-19 test results. Please follow instructions given by Public Health.

Revised July 15, 2020

Designated Drop-Off and Pick-Up Areas

TCRCE will have designated pick-up areas outside the school to facilitate physical distancing between staff and adult family members. Parents/guardians will be told prior to school starting where the designated pick-up area will be for each site. Families/guardians will have to call the site phone number and state who they are and which students they wish brought to the designated pick-up area.

Families are not to enter the schools or facilities unless scheduled and approved by the Head Program Leader of the site.

Mask Wearing

Staff are required to wear a non-medical mask while inside when within 2 metres of children and other adults.

Children in grade 4 and up are also required to wear a non-medical mask inside.

Staff and children must follow mask protocols as outlined on the provincial coronavirus site <https://novascotia.ca/coronavirus/masks/>

Hygiene Practices

Everyone within the TCRCE After-School Program are required to wash their hands often with soap and water for at least 20 seconds. If soap and water is not available an alcohol-based hand sanitizer (with a minimum alcohol concentration of 60%) should be used.

Alcohol-based hand sanitizer will be available at the program's entry points and on the playground. The sanitizer will be situated where no student can access it without supervision.

Hand sanitizer is to be used if safe to do so. Staff is to monitor students for missuse of hand sanitizer (e.g. hand sanitizer should not be used for children who routinely put their hands in their mouth)

Hand sanitizer is to be dispensed into the child's hand and observed while the child thoroughly rubs in the sanitizer by the program staff.

Practice hand hygiene (wash hands or use hand sanitizer) often; including but not limited to:

Before:

- Entering the school/classroom
- Eating/drinking/handling food
- Outdoor activities

After:

- Sneezing
- Coughing
- Blowing your nose
- Outdoor activities
- Eating/Drinking
- Cleaning

Staff and students are to practice cough etiquette by coughing and sneezing into your sleeve or a tissue and discard immediately. Staff will explain this to students on a daily basis. There will be signs to reinforce this practice.

- Staff and children should avoid touching their mouth, nose or eyes.
- Avoid sharing personal items (i.e. backpacks, hats, lip chap, food/drinks, etc.)
- Signage will be posted to reinforce hand hygiene and proper cough etiquette

PROPER HAND WASHING

Washing your hands frequently with soap and water is the best way to reduce the spread of germs.

- 1** Wet your hands with warm running water
- 2** Add soap and scrub for 15–20 seconds
- 3** Wash backs, thumbs, between fingers, and under nails
- 4** Rinse off soap under running water
- 5** Dry your hands with a clean towel
- 6** Turn off tap with a towel

When soap and water are not available, alcohol-based hand sanitizers can be used if hands are not visibly soiled.

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Cough and Sneeze Etiquette

- Cover coughs and sneezes with a tissue.
- Throw the used tissue in the garbage and wash your hands or use an alcohol-based hand rub immediately.
- If you don't have a tissue, cough and sneeze into your elbow, not your hand. Wash your hands or use an alcohol-based hand rub immediately.
- Avoid touching your eyes, nose and mouth.
- If you need to touch your face, wash your hands first.

novascotia.ca/coronavirus

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Essential Visitors

There may be cases where the TCRCE After-School Program will require the support of other adults in the program for the organization or provincial based services for staff support or to support inclusion of children with special needs. The TCRCE After-School Program will determine and list who the essential visitors are for the programs sites.

There will be a COVID-19 TCRCE After-School Program Site Attendance Register for all staff and essential visitors

All essential visitors will self-screen using the COVID-19 Daily Checklist:

<https://novascotia.ca/coronavirus/docs/Daily-COVID-checklist-en.pdf> before entering any program site.

Program staff will keep a record of when essential visitors are in the program or cohort, including dates and times of visits. Scheduling of essential visitors will ensure that the number of adults in the program or with a cohort is limited.

Essential visitors are required to wear non-medical masks inside facilities. Masking protocols must be followed as described at <https://novascotia.ca/coronavirus/masks/>

Essential visitors who are working with a specific child should be supported to maintain distancing from the other children in the program where possible.

Increased Time Spent Outdoors

Outdoor time is recommended for all children as one of the safeguards in reducing the risk of disease transmission. TCRCE After-School Program staff and students will be spending as much time as possible outdoors. This will include eating their daily snack outdoors.

How and where children spend time outdoors will look different in each program and will depend on what the environments have to offer. Outdoor time will be coordinated with the school and the following will be considered:

- Approved outdoor space or spaces will be identified;
- Outdoor space will not be shared by another program;
- Physical boundaries will be identified for students (in the absence of fencing);
- Hand hygiene;
- There will be a plan in place if children need to use the washroom while outdoors (supervision, nearest washrooms);
- Most snacks will be consumed outdoors;
- Students will have limited access to toys, materials and equipment, with activity supplies being packaged per student and toys allotted per group to maximize sanitary conditions;
- Toys, materials and equipment will be cleaned and disinfected regularly;

Parents are to be aware that appropriate clothing must be provided for expected (and unexpected) weather conditions.

Environmental Cleaning

Cleaning does not kill germs but helps remove them from the surface. The most effective way to clean a surface is by disinfecting it.

Staff will practice daily environmental cleaning and disinfection of surfaces, play areas, equipment and toys.

Staff will clean and disinfect indoor toys and outdoor toys and equipment daily. Shared items (e.g. toys, play areas, including outdoor play equipment/toys) will be cleaned and disinfected between use or where items become visibly soiled and/or are mouthed.

Toys and materials, where possible, will be individual packaged per student or group and will be cleaned and disinfected after use.

Staff will be provided with approved disinfectants.

Toys that are not easily cleaned will be removed from the program.

Waste will be disposed of regularly and hands will be washed after waste removal.

In coordination with the school, the TCRCE After-School Program will ensure cleaning and disinfecting of classrooms or other spaces and materials used by the program is completed at several points in the day depending on the program such as:

- After the core day ends and the TCRCE After-School Program begins; and
- After the TCRCE After-School Program ends.

The TCRCE After-School Program will strive to schedule outdoor play during the time that the cleaning and disinfecting takes place after the core day of programs located in schools.

A cleaning and disinfecting log should be kept for tracking and demonstrating cleaning schedules.

Snacks

Snacks will be served individually to children by staff and food will be prepared by staff only. Students will not be engaged in preparing food or family style eating where they serve themselves.

Eating outdoors is will be encouraged.

Handwashing before and after snack for children and staff is required.

Arranged Physical Space Inside

Physical space inside and outdoors will be arranged to promote space for movement with clear pathways which allow for distancing between staff and student cohorts.

No Sharing of Personal Items, Food or Drinks

To minimize direct physical contact in the TCRCE After-School program there will be no sharing of food or drinks or personal items such as water bottles, backpacks, hats, hair pieces, lip chap, etc. Personal items should be clearly labelled with the child's name to prevent accidental sharing. Self-serving, family style eating or sharing of food is not to be permitted at snack time.

Record Keeping and Absenteeism

Records are maintained of children, staff, and essential visitors who are absent and of any unusual symptoms. This will include name, contact information, time of arrival/departure, screening completion, etc. to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

Managing Symptoms of COVID - 19

Students or staff who develop symptoms consistent with possible COVID-19 infection will not remain in the programs, even if the symptoms are mild. Students and staff will be supported in reporting symptoms immediately and be protected from stigmatization.

Within each school, a space is designated for individuals who become symptomatic to isolate while awaiting pickup, allowing for a 2 metre separation from other students and staff.

If a student or staff develops symptoms consistent with possible COVID-19 infection, they will immediately wash their hands, don a mask, report their symptoms, avoid contact with other staff and students and go home to isolate. Parents/guardians will be advised to contact 811 for an assessment.

Additional environmental cleaning will be completed if a student or staff develops symptoms in areas where the staff or students have spent time.

Outbreak Management

In the event that a case of COVID-19 is confirmed to be connected to the TCRCE After-School Program, Public Health will provide additional guidance including ensuring that appropriate supports are in place to coordinate the response.

Public Health actions and directions may include, but are not limited to:

- Contact tracing, which involves identifying contacts of a positive case and contacting those individuals
- Requesting records that identify cohorts/groups of staff, children and essential visitors in the TCRCE After-School Program for a specified time frame
- Testing of staff and students that may have been exposed to a positive case
- Enhancing environmental cleaning
- Assessing need for facility/program/school closure

The TCRCE After-School Program will work with Public Health to ensure a prompt response to cases of COVID-19 that may have been exposed in or may have attended the program.

If a confirmed case of COVID-19 is identified in a school where one of the TCRCE After-School Program is operating, the TCRCE After-School Program will receive guidance from Public Health on necessary actions and directions.

COMMUNICATION

Communication with Families

Face-to-face communication will be limited and the majority of information concerning students and the program will be provided via phone or email.

Messaging to families will reinforce the requirements in this document (i.e. screening for symptoms in the morning, hand hygiene, staying home when sick, masking where age required, etc.) and provide any updated guidance.

Please Note: At this point Parents/Guardians are consider non-essential visitors and will not be permitted in the schools and/or on the TCRCE After-School Program sites. To pick-up a student(s) you will have to call your program staff contact and request the student(s) be brought to the door. Staff will be responsible for signing the student(s) out each day.

Parents/Guardians must insure they have their respective program site's contact information on hand at all times:

TCRCE After-School Program Contact Information

Cynthia Perry, Special Projects Supervisor

Phone: 902-749-2800 Mobile: 902-740-2901 E-mail: cynthia.perry@tcrce.ca

Program Staff Contact Information

Drumlin Heights Consolidated School

Head Program Leader: Laura Gould - Cell #: 902-740-1561 – asp.drumlin@tcrce.ca

Hillcrest Academy

Head Program Leader: Patricia Doucette – Cell #: 902-874-2384 – asp.hillcrest@tcrce.ca

Meadowfields Community School

Head Program Leader: Kandy Moulaison - Cell #: 902-740-6495 – asp.meadowfields@tcrce.ca

Plymouth School

Head Program Leader: Susan Turner-Bain - Cell #: 902-740-6498 – asp.plymouth@tcrce.ca

Port Maitland Consolidated Elementary

Head Program Leader: Susan Surette - Cell #: 902-740-2482 – asp.portmaitland@tcrce.ca

Yarmouth Elementary School

Head Program Leader: Winnie Bodden - Cell #: 902-740-6494 – asp.central@tcrce.ca

REFERENCES

- Nova Scotia's Back to School Plan: COVID-19 Public Health Guidance for Schools (Pre-primary to 12) <https://novascotia.ca/coronavirus/docs/back-to-school-plan.pdf>.
- COVID-19 guidance for schools Kindergarten to Grade 12 <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/guidance-schools-childcare-programs.html>
- Nova Scotia COVID-19 Public Health Guidance for Child Care Settings <https://novascotia.ca/coronavirus/docs/COVID-19-Childcare-setting-guidance.pdf>
- Nova Scotia COVID-19 Return to Day Camp Guidelines <https://novascotia.ca/coronavirus/docs/COVID-19-Return-to-Day-Camp-Guidelines.pdf>
- Nova Scotia Daily Covid-19 Checklist <https://novascotia.ca/coronavirus/docs/Daily-COVID-checklist-en.pdf>.
- Capable, Confident and Curious: Nova Scotia's Early Learning Curriculum Framework <https://www.ednet.ns.ca/docs/nselcurriculumframework.pdf>
- Public Health Agency of Canada Risk Mitigation Tool for Child and Youth Settings Operating During the COVID-19 Pandemic <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-risk-mitigation-tool-child-youth-settings-operating-during-pandemic.html>



Tri-County
Regional Centre for Education

TCRCE COVID – 19 Operating Plan

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