

COVID-19 CAMP GUIDELINES

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Kids Kingdom Orleans

1290 Trim Rd.
Orleans, ON
K4A3P7

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Visitors

- There should be no non-essential visitors of the program. Please see a supervisor for individual circumstances. The use of video and telephone services should be used when possible, instead of in person. Ministry staff, and other public officials such as fire, police, Ottawa public health inspectors, mandatory maintenance personnel and paramedics are permitted to enter our facility, but will be screened prior to entering. Volunteers are prohibited at this time.

Maximum Group Size Ratio

A Cohort is defined as a total number of persons in 1 space. (Child and adult combined). As of September 1st, we are allowed to go back to our original max number of children per program, but will still remain in cohorts.

Child to staff ratio will be as follows:

2 staff/15 children per 4 – 10 year program (day camps on playside)

Working with Ottawa Public Health

Although Ministry provides guidance, we will follow the advice and direction of Ottawa Public Health when establishing and implementing safety protocols.

Health and Safety

We have developed the following policies and they will be implemented as of July 6th, 2020. The most recent update is applicable as of October 9th, 2020. *

- Sanitization of Space, toys and equipment
- How to report an illness
- How to physical distancing will be encourage
- Shifts and scheduling
- How attendance records will be organized and maintained in order to facilitate contact tracing
- A communication plan in the event of a case/outbreak
- Parental drop offs and pick ups

Sanitization of Space, Toys and Equipment

While we already hold the obligation to maintain clean areas, our obligation is now under a sharper focus. We will follow, maintain and implement all Public Health of Ontario's Guidelines for proper cleaning and Sanitization.

COVID-19 virus can survive for several days on different surfaces and objects. We are partnered with ECO Lab to ensure safe, yet effective cleaning products will be kept on site for cleaning of commonly touched surfaces and will be completed twice daily at minimum. Cleaning products used will have a drug identification number. In addition;

- Toys and equipment will be cleaned and disinfected at a minimum between cohorts using Ecolab product and alcohol based wipes when needed, i.e. doorknobs.
- We will provide only toys in which are made of materials that can be cleaned and disinfected easily. (no plush for example)
- Sensory tables are prohibited and will be removed from each play area and properly stored.
- Sensory materials will be kept a minimum, and if used, will be provided for single use (available to a specific child for the day), and properly stored and labelled with the child's name on it.
- All outdoor toys and equipment will be properly sanitized between each child, and again between each cohort, when yards are shared.
- Shared washrooms (i.e, Camps) will be cleaned and disinfected in between each cohort. **This cleaning will be tracked on a disinfecting log posted in each washroom.**

****Increased staffing is going to allow for regular staff to child ratio, and to maintain cleaning procedures****

We ask that parents keep to a minimum when sending items with their children and all items **must be clearly labelled** with their child's name. We prohibit any stuffed animals, dolls, or fabric items that cannot be easily sanitized.

Guidance for PPE (personal protective equipment)

-All adults in our facility are required to wear masks while inside the child care premises, including hallways.

-Masks are recommended for children aged 2 – 5, subject to reasonable exceptions. **If you wish to have your child opt out of wearing a mask while in our facility, please reach out to the supervisor directly.**

-The use of masks are not required outdoors for adults or children if physical distancing of at least 2-metres can be maintained between individuals.

-All other adults (eg. parents/guardians, visitors) are required to wear a face covering or non-medical masks while inside the premises

-Reasonable exceptions to wearing a mask include;

- Where 2-metres between individuals can be kept indoors
- Where a child integrating into the facility is fearful of the mask, and is showing evident signs of distress
- Medical conditions that prevent an individual from wearing the face coverings.

-We at Kids Kingdom will secure and sustain the proper amount of PPE, (including but not limited to, goggles, face shields, medical masks, gloves, etc) and cleaning supplies that can support our current and ongoing operations.

We at Kids Kingdom will secure and sustain proper amounts of PPE supplies for opening and ongoing operations. We will perform and promote frequent and proper hand hygiene. Staff will assist each child with hand hygiene and visuals are posted at each hand washing station.

Washing your hands

1. *Wet hands under running water.*
2. *Place a quarter-size of liquid hand soap in your palm*
3. *Rub your hands together, palm to palm*
4. *Rub the back of each hand with the palm and fingers of the other hand*
5. *Rub around each thumb*
6. *Rub fingertips of each hand back and forth in the other hand*
7. *Towel or air dry hands.*
8. *Turn taps off with a towel or your sleeve.*

Using hand sanitizer

1. *Place a quarter-size drop of alcohol-based hand sanitizer in your palm.*
2. *Rub hands together, palm to palm.*
3. *Rub back of each hand with palm and fingers of the other hand.*
4. *Rub around each thumb.*
5. *Rub fingertips of each hand back and forth in the other hand.*
6. *Rub until your hands are dry (at least 20 seconds).*

Washing a young child's hands

1. Wet a paper towel with water and a small amount of liquid soap.
2. Rub child's hands for 15 seconds.
3. Rinse under running water.

4. Dry hands with a paper towel.
5. School aged children may wash their own hands with the supervision of an educator.

Using hand sanitizer with a young child

1. *Clean your hands first using the method above.*
2. *Place a dime size drop of hand sanitizer on your own hands.*
3. *Rub child's hands until dry (at least 15 seconds).*

water and soap is recommended over the use of Alcohol-based hand rub for children

Screening for Symptoms

All individuals including; children attending, staff, parents/guardians and approved visitors must self-screen every day before arrival at the child care setting.

The chief medical officer of Health has now directed that the single-symptom screening criteria be applied province wide.

The provincial screening tool has been updated to reflect this direction.

<https://covid-19.ontario.ca/school-screening/>

****Child care staff, providers, placement students and visitors are now required to provide daily confirmation/proof of having self-screened prior to or upon their arrival. Any individual that does not pass this on-site screening procedure will be asked to return home and self-isolate until they meet the criteria for return.****

In the event that you are unable to complete screening at home prior to your arrival, we will arrange screening on site.

If you are screened at the facility:

- Screeners will take appropriate precautions when screening and escorting children to and from their program, including maintaining a distance of 2 metres from those being screened.

Visible signage will be posted in our entrance area, as well as proper markings on the floor for clear guidelines on where to stand.

The designated staff in our entrance area will greet you and your child. The staff will then ask the parent/guardian to give their children hugs and kisses, and escort the child to their program from there.

If an individual does not pass the screening and is not permitted to attend the program, this does not need to be reported to the local public health unit.

An ill individual who has a known alternative diagnosis provided by a health care provider may return to our facility if they do not have a fever and have been improving for 24 hours.

At pick-up, a runner will greet you upon your arrival and will go and get your child(ren) for you from his/her program.

The parent/guardian is not to access the child care setting, unless in necessary circumstances. Shall the supervisor approve the request, the approval is based on a 1-time approval. The Parent/Guardian will then need to be screened, and properly apply PPE (provided by us), including a face mask.

If a Family member or person in direct contact develops symptoms, and/or gets testing done, your child must self-isolate until the person's symptoms improve, or when tested, a negative result is confirmed.

Attendance Records

We will create, maintain and keep daily records on site, of anyone entering the facility. Records will contain; length of stay, reason for entry, first and last name, contact information, time of arrival, time of departure and screening completion/result. It will be kept up to date and readily available for contact tracing in the event of a confirmed Covid-19 case or outbreak.

Testing Requirements

Symptomatic children or staff must stay home until:

- They receive a negative Covid test result
- They receive an alternative diagnosis by a health care practitioner, or
- It has been 10 days since their symptom onset and they are feeling better

Testing of asymptomatic persons will only be performed as directed by the local public health unit as part of case/contact and outbreak management.

The protocols in which we will follow for when a child becomes sick, or in the event of a suspected case are as follows:

- Staff, parents, guardians and children must not enter the facility if they or someone in direct contact with them have travelled outside of Canada within 14 days. If they have, they must self-isolate for 14 days before entering our facility.
- Staff, parents, guardians and children must not attend the program if they are sick, even if symptoms resemble a mild cold. Symptoms to look for include but are not limited to:
 - o Fever (38 or 100.4)
 - o Cough
 - o Shortness of breath
 - o Sore throat
 - o Runny nose
 - o Nasal congestion
 - o Headache
 - o And a general feeling of being unwell

Monitoring and Responding to reports of COVID-19 Symptoms in a child care setting

We will work together with the Ministry of Health and public Health to monitor and respond to reports of COVID-19 symptoms.

Anyone who is symptomatic, does not pass screening or has been advised to self-isolate by the local public health unit must not be permitted to attend our programs and should stay home (this includes children, child care centre staff, students completing post-secondary placements)

- Children will be monitored for atypical symptoms and signs of COVID-19.
- If a child or staff member becomes sick while in the program, they will be isolated immediately and a family member will be contacted for pick-up.
- The sick person will be provided with tissues and reminded of hand hygiene, respiratory etiquette and proper disposal of tissues.
- If the sick person is a child, a designated staff person will remain with the child until their parent/guardian arrives. If tolerated and above the age of 2 years, the child will be encouraged to wear a mask. The staff designated to remain with the child will have to put on a mask, eye protection, and medical gown. The designated staff should also avoid contact with the child's respiratory secretions.
- Once the child has been picked up by his/her parent/guardian, the staff is to properly remove and dispose of the PPE and wash hands properly and thoroughly.
- All items used by the sick person must be cleaned and disinfected immediately. All items that cannot be cleaned (paper, books, cardboard puzzles), should be removed and stored in a sealed container for a minimum of 7 days.
- The ill individual and/or parent or guardian must complete the online self-assessment tool and follow instructions which may include seeking medical advice or going for testing for COVID-19. Please note that proof of a negative test is not required to return back to program.
- Regular child care operation can continue unless directed otherwise by the local public health unit.
- Persons who test positive may not return to the child care setting until they are cleared by the local public health unit. Please note that individuals do not need to provide proof of negative result to return to the program.

All asymptomatic household contacts of symptomatic individuals are required to quarantine until the symptomatic household member:

- Receives a negative COVID-19 test result, or
- Receives an alternative diagnosis by a health care professional.

If the symptomatic individual tests positive, or is not tested and does not receive an alternative diagnosis from a health care professional, the symptomatic individual must isolate (including from household members) for 10 days from symptom onset, and all household contacts must isolate until 14 days from their last contact with the symptomatic individual.

Parents will be provided email communication shall a confirmed case of COVID-19 be identified at the child care centre. The centre will follow all direction given from OPH to ensure proper management and follow up.

Outbreak Management

An outbreak may be declared by the local public health unit when:

- within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff/providers or other visitors with an epidemiological link (e.g., cases in the same room, cases that are part of the same before/after school care cohort) where at least one case could have reasonably acquired their infection in the child care setting.
- The local public health unit will work with the licensee to determine whether epidemiological links exist between cases and whether transmission may have occurred in the child care setting.
- If the local public health unit declares an outbreak, they will determine what happens next. This could include closing particular child care rooms or cohorts or an entire child care setting.
- The public health unit will help determine which groups of children and/or staff/providers need to be sent home or if a partial or full closure of the child care setting is required.
- If the public health unit determines that partial or full closure of the child care setting is required, the licensee must revise their existing serious occurrence report for a confirmed COVID-19 case to include information.

Staff Training

Alongside Ottawa Public Health, we will ensure that training is provided to all of our staff members, on health, safety and other operational measures outlined in this document, plus any

additional local requirements in place prior to re-opening.

New Training is not required with each iteration of covid-19 guidance, but will be offered to

any staff who feels they need further training. Training is provided at least once. We will be utilizing resources from our Public Services Health and Safety association to stay up to date and current on measures to consider for our staff. This will include how to properly clean and sanitize commonly used areas, toys and the space of the cohort, including their outdoor space, how to conduct daily screening and ensure knowledge on how to keep daily attendance records and what to do in the case of someone falling ill.

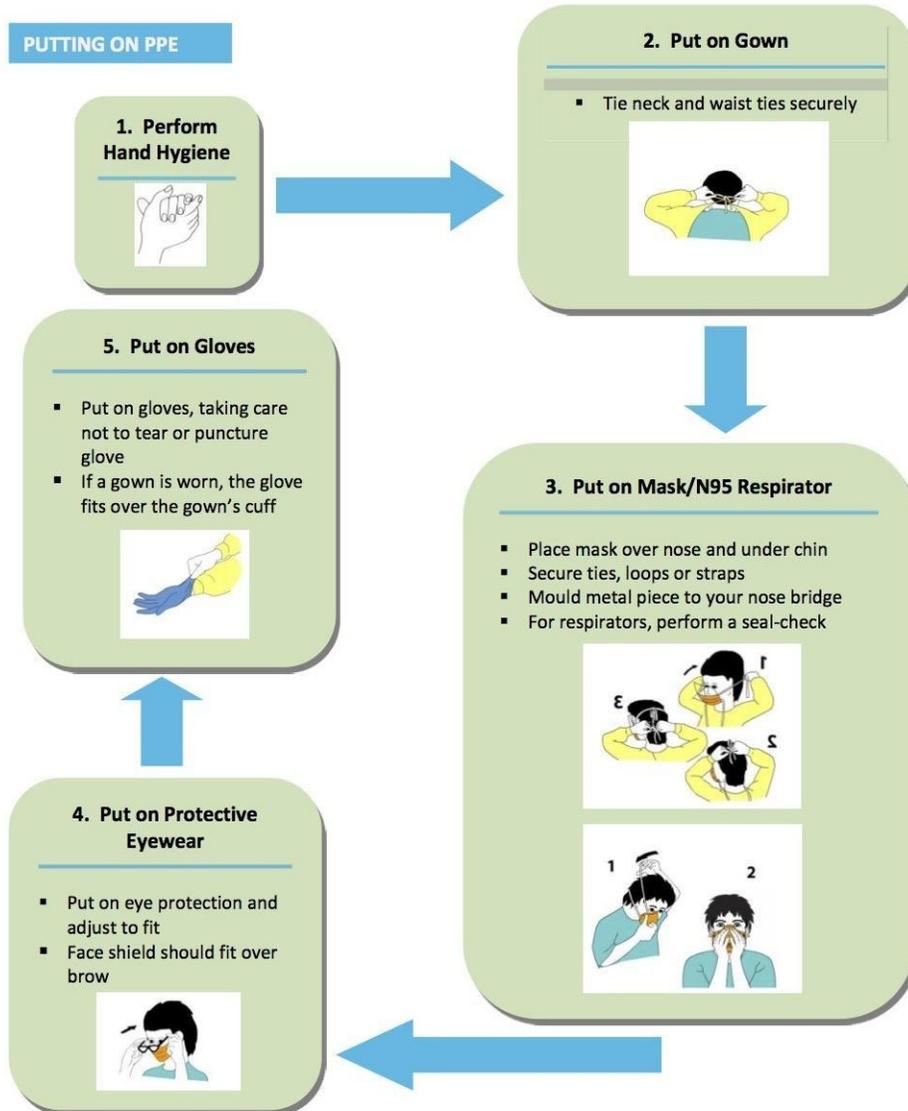
Drop Off and Pick up

Upon arrival, a runner will take or show your camper to their room. Please come to the main doors. We have hand sanitizer available and a mask must be worn by parents/guardians at all times.

In

**Routine Practices and Additional Precautions
(November 2012)**

This is an excerpt from *Routine Practices and Additional Precautions In All Health Care Settings (Appendix L)*



For more information please contact Public Health Ontario's Infection Prevention and Control Department at ipac@ohpp.ca or visit www.publichealthontario.ca

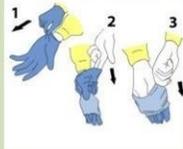
**Routine Practices and Additional Precautions
(November 2012)**

This is an excerpt from *Routine Practices and Additional Precautions In All Health Care Settings (Appendix L)*

TAKING OFF PPE

1. Remove Gloves

- Remove gloves using a glove-to-glove/skin-to-skin technique
- Grasp outside edge near the wrist and peel away, rolling the glove inside-out
- Reach under the second glove and peel away
- Discard immediately into waste receptacle



2. Remove Gown

- Remove gown in a manner that prevents contamination of clothing or skin
- Starting at the neck ties, the outer, 'contaminated', side of the gown is pulled forward and turned inward, rolled off the arms into a bundle, then discarded immediately in a manner that minimizes air disturbance



6. Perform Hand Hygiene



3. Perform Hand Hygiene



5. Remove Mask/N95 Respirator

- Ties/ear loops/straps are considered 'clean' and may be touched with hands
- The front of the mask/respirator is considered to be contaminated
- Untie bottom tie then top tie, or grasp straps or ear loops
- Pull forward off the head, bending forward to allow mask/respirator to fall away from the face
- Discard immediately into waste receptacle



4. Remove Eye Protection

- Arms of goggles and headband of face shields are considered to be 'clean' and may be touched with the hands
- The front of goggles/face shield is considered to be contaminated
- Remove eye protection by handling ear loops, sides or back only
- Discard into waste receptacle or into appropriate container to be sent for reprocessing
- Personally-owned eyewear may be cleaned by the individual after each use



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