



Dovercourt Boys and Girls Club

After School Program Operational Procedures



**Dovercourt
Boys and Girls Club**

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This document sets out the policies and procedures that have been developed specific to COVID-19, in order to increase the health and safety of children, staff and families. All DBGC procedures will be updated and revised regularly to ensure best practices in accordance with Toronto Public Health authorities, Ministry of Heritage, Sport, Tourism and Culture Industries and Ministry of Education.

Dovercourt Boys and Girls Club's After School Program runs at Dovercourt Clubhouse and outreach school locations including:

1. St Helen's Catholic School
2. St. Mary's of the Angels Catholic School
3. St. John Bosco Catholic School
4. Holy Rosary Catholic School
5. St. Alphonsus Catholic School
6. Stella Maris Catholic School
7. St. Vincent de Paul Catholic School
8. St. Paul VI Catholic School
9. Alexander Muir/Gladstone Ave Junior and Senior Public School
10. Perth Public School
11. St. Luigi Catholic School
12. St. Matthew Catholic School

DBGC Team

Dovercourt Boys and Girls Club has trained all staff to implement the following measures that will reduce the spread of COVID-19 and other potential infectious illness within the Club's program delivery spaces. All DBGC staff have current *Standard First Aid and Infant/Child CPR Certification and complete Vulnerable Sector Checks*.

Screening

It is our shared responsibility to ensure all DBGC members, staff, parents are safe and protected. To minimize the spread of COVID-19, daily entry screening is required for all staff, parents, members who will be entering the Club. All DBGC staff will have to complete a self-assessment screening questionnaire before commencing their shift. Screening records of all will be kept on file this includes staff who work at our main site and all satellite locations. Records of the screening results will be available on-site in the event of a confirmed COVID-19 case or outbreak.

Children and staff must complete screening prior to arrival at the before and after school program. This applies to children that attend after school programs only.

It is the parents/guardians responsibility to report screening results to the before and after school program. This can be done in person, phone, or electronically. If a child attends before care school programs, it will be the parent/guardian's responsibility to share screening results to the child care program in the morning prior to the child attending in the before or afternoon school program.



In the event that an individual is not screened prior to arriving at the program, active (in-person) screening will be completed necessary. (Using Screening Questionnaire)

Note: Individuals who do not pass the screening are not permitted to attend the program

Attendance

Daily sign in/out records of attendance and absences will be recorded. Absence records will include reason for absence.

All records of all individuals entering program are to be kept on the premises. This includes children and adults. These records include the individual's name, the parent/guardian contact information, the individual's arrival and departure times, individual's reason for visit and the results of their health questionnaire.

Programs & Grouping

Upon arrival, all children and staff, will wash their hands. Hand sanitizer will be used when soap and water are not available.

School-aged children who attend different schools or who are from different classrooms can attend the same child care program location and may be combined when escorting to and from school to ensure proper supervision. DBGC staff will make every effort possible to group children based on their core day program grouping. Children from the same school will be grouped together wherever possible.

Ratios

The staff-to-member ratio must be no higher than 1:15. This applies to all DBGC authorized recreation programs.

Health & Safety Requirements

PPE

Staff and children using shared spaces (classrooms) in the Before and After School programs must adhere to the same requirements that are placed on staff and students in schools:

- All staff must wear face mask and eye protection (e.g. face shield or goggles while in program
- Masks must be worn indoors at all times, by all children and staff.
- Masks may be removed for the purpose of eating or drinking, or if the person is experiencing a medical emergency.
- The use of masks is not required outdoors if physical distancing of a least 2-metres can be maintained between individuals.

Mask exemptions can be made if the individual is not able to wear a mask due to a medical condition. In such cases, reusable face shields will be used.



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

All staff will have an emergency bag which will include emergency PPE, this includes an extra supply of masks, hand sanitizer, tissues, and disinfecting wipes, gloves etc. Staff will also have resource binders which will include all policies and procedures in accordance with Toronto Public Health authorities, Public and Ministry of Education.

Cleaning & Disinfecting Protocols

DBGC will cooperate with all necessary stakeholders to ensure enhanced cleaning protocols are in place. DBGC will work in collaboration with school's Caretaking staff to ensure cleaning measures occur. All high-touch areas will be cleaned and disinfected after the core day program ends and before the after-school program begins.

Outdoor programming will be used during the time cleaning and disinfecting is taking place. Play structures in school playgrounds will not be used.

Belongings

Children will not share personal items this includes: clothing, water-bottles, sunscreen, meals, and utensils, etc. All personal items **must be** labelled with child's name to avoid accidental sharing. Personal items must be kept to a minimum, essentials only.

Washrooms

Where possible, scheduled cohorts will go to the washroom together. Proper hand hygiene before and after washroom use is required.

Isolation Room

Determination of isolation space will be made in conjunction with each individual school.

Pick Up/Drop-Off Procedures

Please note that no parents/guardians will be allowed entry into the Before & After Program.

A designated DBGC staff wearing proper PPE will meet each member at the front entrance. A staff member from the child's cohort will chaperon the child to the front entrance where parents can pick-up. Parents must wait outside of the building.

If pick-up occurs when the children are in the playground, parents must not enter the playground area; staff will bring the child to the parent. Parents should bring ID to pick-up.

Breakfast/Snack Program

Individually portioned snacks are the only option for Before and After School Programs. There will be no food sharing within members and physical distancing will be in place during mealtimes. Staff must be wearing proper PPE when serving food (e.g. gloves, eye protection, and face mask).



Exclusion Due to Symptoms of Illness

All staff will follow Dovercourt's Exclusion of ill Child or Staff Policy.

Children and staff 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: fever, cough, and shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.

Children and staff who are symptomatic or have been advise to self-isolate by local public health unit will not attend program. Asymptomatic individuals awaiting results may not need to be excluded from program.

If a child/ staff becomes sick while in program/ appear symptomatic, they will be separated in an isolation room. The individual should be kept at a minimum of 2 meters from others if a separate room is not available.

Parents/ family member will be notified to pick up ill individual as soon as possible. The Club is required to notify of all confirmed cases with Toronto Public Health & parents will be notified.

All confirmed cases of COVID-19 will be reported to the local health unit. While maintaining confidentiality of the ill individual DBGC will cooperate with the school's administrator to ensure school's outbreak protocols are followed in conjunction with direction from Toronto Public Health.

Questions/Inquiries

Please feel free to contact the Club at **416-536-4102** if you have any questions about the policies and procedures that are outlined in this Operational Procedures Guidelines document.