



# YIS COVID-19 Operational Plan

Site: YMCA Centre for Immigrant Programs 104-7071 Bayers Road, Halifax, NS B3L 2C2

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The following Operational Plan outlines steps to be taken to prevent, mitigate and respond to risks of COVID-19

## 1. Physical Distancing

Risk Identified	Mitigation or Prevention Steps
<b>Maintenance of 2 meter distancing</b> <u>Between staff</u>	Measures implemented to <b>reduce physical contact</b> in the office setting include: <ul style="list-style-type: none"> <li>➤ Recognition and avoidance of congestion entering and leaving facility at start/end of day</li> <li>➤ Rotational staff return to work to reduce and manage volume of interaction</li> <li>➤ Staff assigned work spaces that are separated by 2 meters</li> <li>➤ Use of visual cues like floor markings to encourage two meter (six feet) physical separation as well as room and common area capacity limits</li> <li>➤ Avoidance of gatherings of employees during breaks, meetings, and mealtimes</li> </ul>
<b>Maintenance of 2 meter distancing</b> <u>Between clients</u>	<ul style="list-style-type: none"> <li>➤ Use of visual cues like floor markings to encourage two meter (six feet) physical separation as well as room and common area capacity limits</li> <li>➤ Directional signs on floor to avoid meeting in hallways</li> <li>➤ Seating plan and assigned seats</li> <li>➤ Communicate expectations before clients come to Centre, office, workshops, programs (see Appendix)</li> <li>➤ Identification of high-risk areas (i.e. child minding) for consideration of closure or adaptation</li> <li>➤ Clients should stay with their cohort during service or program delivery and not intermingle with other cohorts.</li> <li>➤ Staff should be assigned to individual cohorts and should not be moved between cohorts.</li> </ul>
<b>Maintenance of 2 meter distancing</b> <u>Between staff and clients</u>	Virtual delivery of services will continue to be a high priority in early phasing to limit in person interaction with staff and clients as well as between clients. In person service delivery complies with the following safety measures: <ul style="list-style-type: none"> <li>➤ Maintenance of 2 meter distancing</li> <li>➤ Appointment only; drop-ins and group as per phasing plans</li> <li>➤ Staff follow measures to ensure both the client and the staff are well prepared for the appointment to avoid subsequent visits (client brings all necessary documentation needed to complete the service) to eliminate and/or reduce the number of subsequent visits.</li> <li>➤ Staff prepare for meetings in advance by considering possible points of interaction and mitigate (i.e. have clients bring their own pens, have pens to give away or have pen sanitizing plan)</li> <li>➤ Limiting numbers of clients in centres at any one time. Extra family members should not be allowed to encounter other families or participants.</li> <li>➤ Use of visual cues like floor markings to encourage two meter (six feet) physical separation as well as room and common area capacity limits</li> <li>➤ Communicate expectations before clients come to Centre, office, workshops, programs</li> <li>➤ Re-arrange furniture to support 2 meter distancing protocols</li> </ul>

	<ul style="list-style-type: none"> <li>➤ If meeting with a client at their place of employment or off site location, ensure the location has policies and procedures in place to protect from Covid-19 infection</li> </ul> <p><b>Greetings</b></p> <ul style="list-style-type: none"> <li>➤ It is not uncommon to greet people with a handshake however, given current Covid-19 this is not safe. Any greeting must consider the need for physical distancing and could include signage, gestures, and verbal greetings to make people feel welcome in the space. A smile can go a long way and combine it with the welcome gesture of a wave, a bow or other gesture</li> </ul>
<b>Personal Protective Equipment (PPE)</b>	<ul style="list-style-type: none"> <li>➤ Physical barriers like Plexiglas will be used in high risk areas (Reception desks, desks for client meetings) If alone behind a physical barrier, the use of a non-medical mask or face covering is not necessary.</li> <li>➤ Masks are required in all indoor public spaces. (Staff provided with reusable masks and disposable masks available for visitors)</li> <li>➤ Masks are required in outdoor programming if physical distancing cannot be maintained</li> </ul>
<b>Facility Physical Distancing Program Rooms</b>	<ul style="list-style-type: none"> <li>➤ Room layouts are modified and room furniture is set up to allow for physical distancing</li> <li>➤ Choke points identified and directional indicators used so people know how to move and keep distance</li> <li>➤ Room capacities posted</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>➤ Hallways turned into one way where possible</li> <li>➤ Directional signage and indicators used to maintain the traffic flow</li> <li>➤ Doors are kept open where possible and in compliance with Child Protection protocols</li> </ul>
<b>Common Areas</b>	<ul style="list-style-type: none"> <li>➤ Use of visual cues like floor markings to encourage two meter (six feet) physical separation as well as room and common area capacity limits are clearly posted</li> <li>➤ Use of physical barriers if 2 meter distance cannot be maintained</li> <li>➤ Restricted use of common areas to maintain distancing</li> <li>➤ Use of directional indicators so people know how to move about the space and keep distance</li> </ul>
<b>Offices</b>	<ul style="list-style-type: none"> <li>➤ Limited number of people in the office</li> <li>➤ Reconfigured office use so distance can be maintained</li> <li>➤ Excess furniture removed to ensure capacity and physical distancing is maintained</li> <li>➤ Client meetings held in other areas of the Centre where distance can be maintained</li> <li>➤ Use of Plexiglas barriers as needed</li> <li>➤ Meetings held remotely as part of ongoing work practices</li> </ul>
<b>Reception &amp; Lobby</b>	<ul style="list-style-type: none"> <li>➤ Reconfigured area so distance can be maintained</li> <li>➤ All excess furniture and items removed ( chairs, table and high touch surfaces such as toys)</li> <li>➤ Appointments only (revised through phasing)</li> <li>➤ Use of physical barriers around reception desks</li> <li>➤ Signage to direct flow of traffic and capacity</li> </ul>
<b>Lunchrooms and Kitchens</b>	<ul style="list-style-type: none"> <li>➤ Reconfigured area so distance can be maintained</li> <li>➤ Limited access (i.e. schedule times) to maintain distancing; capacity limits signage visible</li> <li>➤ Leave door open</li> </ul>

<b>Washrooms</b>	<ul style="list-style-type: none"> <li>➤ Leave outer doors open if privacy can be maintained</li> <li>➤ Capacity limits signage visible</li> </ul>
<b>Entrances and Exits</b>	<ul style="list-style-type: none"> <li>➤ Limit access by having appointments only (revised through phasing)</li> <li>➤ Doors left open where possible</li> <li>➤ Use of windows to increase visibility of approaching visitors</li> <li>➤ Use of signs on outside of building to ensure social distancing when at capacity; outside 2 meter markings</li> <li>➤ All locations have a public facing sign (NS Public Health) that indicates need to self-exclude if unwell</li> </ul>
<b>Traffic Flow</b>	<ul style="list-style-type: none"> <li>➤ Create one-way areas, and added signage to reduce the chance of close contact</li> <li>➤ Added barriers (i.e. strategically spaced furniture or caution cones) to encourage the flow we want</li> <li>➤ Any measures used consider if a physical hazard could be created. (i.e. tripping, reduced visibility)</li> </ul>
<b>Programming Delivery Plans</b>	See Addendum

## 2. Proactive Identification of (and Response to) COVID-19 Symptoms

<b>Risk Identified</b>	<b>Mitigation or Prevention Steps</b>
<b>Potential for staff, clients, visitors to enter facility with COVID-19 symptoms due to lack of screening</b>	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>➤ Up to date and accurate information will be disseminated to clients, volunteers and community members about re-opening processes and procedures</li> </ul> <p><b>Screening</b></p> <p>In addition to passive screening through the use of <b>posters and signage</b> at entry points and communications and website that can be viewed prior to arrival, the new health screening protocols will be as follows:</p> <p><b>Pre-Screen</b></p> <ul style="list-style-type: none"> <li>➤ All clients and visitors will be contacted by telephone to complete a Client/Visitor Screening Questionnaire 24 hours prior to coming to a scheduled appointment at a YMCA Centre. Both the <b>telephone script</b> to be used and the questionnaire are found in Appendix</li> <li>➤ When they arrive at their appointed time, they will be asked to complete and sign the questionnaire again.</li> </ul> <p><b>Screening at Arrival</b></p> <ul style="list-style-type: none"> <li>➤ Active screening of all persons prior to entering the facility</li> <li>➤ Designated space at the entrance of the Center to allow for screening and hand hygiene prior to entering</li> <li>➤ Screening station includes: gloves, pens, screening forms on clipboards, disinfecting wipes and spray, paper towels, and waste bin</li> <li>➤ Log book maintained to track entrance and exit (contact tracing) and capacity (sign in and out process)</li> <li>➤ Ask individuals the <b>screening questions</b> when they arrive</li> <li>➤ Any person who answers yes to any question above are asked not to enter the facility. Anyone who has any symptoms*of COVID-19 is recommended to go straight home, and consult their local health authority or healthcare provide for further guidance related to testing and self-isolation.</li> <li>➤ All staff must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID exposure or possible symptoms.</li> <li>➤ Reduce non-essential visitors to Centre. If essential visitors must come on site screening protocols apply.</li> <li>➤ <u>Staff screening completed prior to entering facility</u></li> </ul> <p><b>Records for Contact Tracing</b></p> <p>Due to the latency period of COVID-19, it is important to track where workers have</p>

	<p>worked, where possible. If a worker tests positive for COVID-19, the local public health unit will ask employers to provide information on where the worker worked as well as the contact information of any other people who may have been exposed.</p> <ul style="list-style-type: none"> <li>➤ Records of staff schedules and work activity as well as visitors to facilities are kept to support any future contact tracing needs. (records kept for two month periods)</li> </ul>
<p><b>Suspected or confirmed case of COVID-19 associated with presence at facility</b></p> <p>Are you currently experiencing:  <b>Fever (i.e. chills/sweats) OR Cough (new or worsening)</b>  <b>OR</b>  <b>Two or more of the following symptoms (new or worsening):</b></p> <ul style="list-style-type: none"> <li>• Sore throat</li> <li>• Runny nose/nasal congestion</li> <li>• Headache</li> <li>• Shortness of breath</li> </ul>	<p><b>If there is a Case of COVID-19 in the Workplace</b></p> <ul style="list-style-type: none"> <li>➤ Anyone developing symptoms of COVID-19 at a YMCA Centre must immediately perform hand hygiene, report to manager, avoid contact with people and leave as soon as it is safe and/or isolate in designated room until able to leave</li> <li>➤ Emergency clean down procedures include an immediate wipe down of all high touch surfaces with recommended disinfectant and notification to cleaner for deep down clean of isolation and symptomatic staff areas used</li> </ul> <p><b>Follow Up</b></p> <ul style="list-style-type: none"> <li>➤ If someone at the workplace contracted COVID-19, public health will conduct an investigation and assess risks to staff that may have occurred in the workplace.</li> <li>➤ Public Health will advise workplace of any additional measures needed to reduce the risk of transmission</li> </ul>

### 3. Enhanced Cleaning and Disinfection of Shared Areas and Surfaces

Risk Identified	Mitigation or Prevention Steps
<p><b>Contamination and transmission of COVID-19 symptoms via frequently touched areas and surfaces</b>  (e.g., door handles, counters, washrooms, phones, computers, tables, chairs, fridges, dishwasher, paper towel dispenser, light switches etc.)</p>	<p>Cleaning is an important tool in helping reduce the spread of the virus within our sites and will be a key factor that visitors to our facilities will expect to see evidence of. This will include having disinfecting wipes readily available for use, requiring disinfecting of shared items prior to and after use, and implementing a thorough and frequent cleaning protocol.</p> <p><b><u>The following procedures for cleaning frequently touched items will be implemented and monitored:</u></b></p> <ul style="list-style-type: none"> <li>➤ Contracted cleaner will clean all high touch surfaces for start of each day</li> <li>➤ Training for staff on new cleaning protocols that include a “clean after you use it” approach to common goods like photocopier, phones, microwave</li> <li>➤ Provision of disinfectant wipes at all common and frequently touched areas for individual wipe down for pre and post usage</li> </ul> <p><b>•Common areas</b></p> <ul style="list-style-type: none"> <li>➤ If a meeting is held with a client and visitor, the staff person responsible for holding the meeting will clean and disinfect the meeting space or boardroom before and after the meeting.</li> <li>➤ Disinfectants that follow Public Health guideline are placed in frequently touched, common areas and visible for usage.</li> <li>➤ Common dishes, utensils removed</li> </ul> <p><b>•Office Spaces</b></p> <ul style="list-style-type: none"> <li>➤ Office/workstation will be disinfected daily by each staff including work surfaces, devices (laptops, telephones, screens, keyboards) equipment, tables, light switch, door handle, and chairs. Every staff will complete this cleaning routine at the end of each day or work shift if they are in the office.</li> <li>➤ If staff has to share the office/workspace with other staff on a rotation basis,</li> </ul>

	<p>clean and disinfect frequently touched objects and surfaces such as desks, tables, chairs, phones and doorknobs before and after each use.</p> <ul style="list-style-type: none"> <li>➤ Office equipment that must be shared (i.e. shared printers) will be wiped /cleaned before and after each use.</li> </ul> <p><b>Visual Cues</b></p> <ul style="list-style-type: none"> <li>➤ Visual cues and signage throughout the facility will be used to reinforce expectations and directions.</li> </ul> <p><b>Adequate Stores</b></p> <ul style="list-style-type: none"> <li>➤ A COVID Lead is appointed to assess that supplies for handwashing, washroom facilities, hand sanitizer and cleaning are adequate and always available as well as maintaining a checklist to confirm that this assessment process is completed.</li> </ul>
<b>Sanitation considerations that are responsibilities of third parties (i.e Leased rental space)</b>	<p><b>Particular items that require communication with landlord/property management include:</b></p> <ul style="list-style-type: none"> <li>➤ Building preparations for reopening and timelines (water may have been shut off; cleaning staff laid off etc.)</li> <li>➤ Permission to make physical changes to spaces if required</li> <li>➤ Building imposed restrictions (number of people allowed in the space; hours of operation; use or closure of common/public spaces)</li> <li>➤ YMCAs will need to work landlord/property managers to determine if the protocols in place at these locations meet YMCA standards and/or can be adjusted to meet them. In the event this is not possible, alternate delivery locations/methods may be required.</li> <li>➤ In other cases, the building may not be ready to reopen and therefore we will not be able to reopen and an alternate site may need to be found.</li> </ul>
<b>Securing required cleaning products</b>	<p><b>Procurement of Cleaning products and PPE</b></p> <ul style="list-style-type: none"> <li>➤ All cleaning products follow Public health Guidelines, are vetted and procured by centralized YMCA Lead to ensure robust and efficient supply chain</li> </ul>

#### 4.Hand Washing, Sanitizer Stations & Respiratory Etiquette

<b>Risk Identified</b>	<b>Mitigation or Prevention Steps</b>
<b>Spread of COVID-19 by insufficient or improper proper hand washing and respiratory etiquette by staff, clients and visitors to facility</b>	<p>To maintain the highest degree of safety for staff, clients and visitors to facility, everyone should ensure they understand and comply with safety protocols and respiratory etiquette.</p> <p><b>Hand Sanitizing</b></p> <ul style="list-style-type: none"> <li>➤ Hand sanitization stations available at entrance and exit points</li> <li>➤ Each staff person will receive their own personal hand sanitizer for their work station with the recommendation that they sanitize when they leave and return to their desk area</li> <li>➤ Hand sanitizers will be located throughout facilities for ease of access (Reception, screening and common areas)</li> <li>➤ Staff and visitors will practice hand sanitizing upon entrance into facility</li> <li>➤ Handwashing signs posted in the bathrooms and in kitchens</li> </ul> <p><b>Respiratory Etiquette</b></p> <ul style="list-style-type: none"> <li>➤ All staff instructed on proper respiratory hygiene which includes turning away from others and coughing or sneezing into their own sleeve or elbow or a tissue (if available) and the tissue disposed of immediately</li> <li>➤ The individual to wash hands for 20 seconds or use hand sanitizer immediately afterward.</li> <li>➤ Avoid touching their eyes, nose and mouth at all times.</li> <li>➤ Everyone practices physical distancing, keeping a distance of 2 meters from others</li> </ul> <p><b>Personal Protective Equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>➤ Face masks are required in all indoor public spaces. Indoor public space is any space that is accessible to the public (i.e. reception area, lounge, hallways,</li> </ul>

	<p>washrooms etc.) Policy Appendix E</p> <ul style="list-style-type: none"> <li>➤ Face masks are provided for staff and are made available for clients and visitors to our facilities in the event they do not have their own. Not everyone will be able to tolerate a mask and should not be denied service - alternative ways to provide service to these individuals will be considered (online appointments).</li> <li>➤ Plexiglas partitions will be provided for points of high contact (Reception Area, Screening area, Client meetings)</li> </ul> <p><b>Visual Cues</b></p> <ul style="list-style-type: none"> <li>➤ Visual cues and signage throughout the facility is used to reinforce expectations and directions</li> </ul>
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## 5. Compliance with Safety Protocols

Risk Identified	Mitigation or Prevention Steps
<p><b>Staff not understanding or complying with safety protocols</b></p>	<p><b>Training Plan &amp; Schedule</b>            YMCA staff will receive the following information:</p> <ol style="list-style-type: none"> <li>1) Overview of new YMCA standard safety procedures that have been established (i.e pre-screening, on-site screening, proper use and removal of PPE, cleaning and disinfection (hands, hard surfaces ...)</li> <li>2) Orientation to new facility specific practices and protocols (i.e. cleaning, high touch surfaces, use of bathrooms and common areas, staggered arrival and departure times etc..)</li> <li>3) How to de-escalate situations where protocols are not being followed (proper use of PPE, feeling someone is not maintaining physical space, perceptions of discrimination, racism, etc.) and when to escalate issues</li> <li>4) Included as standard staff meeting agenda items</li> </ol> <p><i>Where volunteers are critical to in person service, they follow the same guidelines/trainings as staff this includes student placements.</i></p> <p><b>Visual Cues</b></p> <ul style="list-style-type: none"> <li>➤ Visual cues and reminders will be placed throughout facilities re: physical distancing, traffic flow, room capacities, hand sanitizing, respiratory etiquettes etc.)</li> <li>➤</li> </ul>
<p><b>Clients or visitors not understanding or complying with safety protocols</b></p>	<p><b>Pre-Access Information</b>            These procedures will provide opportunities to ensure clients and visitors are made aware of safety precautions in place and the expectations of compliance in advance of accessing services or visiting centres:</p> <ul style="list-style-type: none"> <li>➤ All clients will be contacted by telephone 24 hours prior to coming to a scheduled appointment which will include information about safety protocols in place that they can expect upon arrival and accessing services.</li> <li>➤ Every effort will be made to translate and/or interpret this information if language is identified and as a barrier to understanding.</li> </ul> <p><b>Visual Cues</b></p> <ul style="list-style-type: none"> <li>➤ Visual cues and reminders will be placed throughout facilities re: physical distancing, traffic flow, room capacities, hand sanitizing, respiratory etiquettes etc.)</li> </ul> <p><b>Responding to Non-Compliance</b></p>

- Staff will receive information on best practices to respond respectfully and safely to visitor non-compliance

## 6. Monitoring for Continuous Improvement

Risk Identified	Mitigation or Prevention Steps
<p>Ensuring that our Operational Plan is both meeting, and responding to evolving health requirements, and that staff concerns, solutions, innovations and efficiencies continue to improve our plan</p>	<p><b>Review</b></p> <ul style="list-style-type: none"> <li>➤ Ensure our procedures are up to date by a regular review of Public Health guidance</li> <li>➤ Plans are regularly reviewed and adapted as new information and/or technology emerges</li> </ul> <p><b>Communicate</b></p> <ul style="list-style-type: none"> <li>➤ Any and all changes are communicated in a clear and timely manner</li> </ul> <p><b>Collaborate</b></p> <ul style="list-style-type: none"> <li>➤ Mechanisms are in place for staff to raise concerns and solutions (i.e. staff meetings, with supervisor, fostering climate of feedback)</li> </ul>

## Appendix A – COVID 19 Telephone Script & Client Screening Questionnaire

### Telephone Script

Please complete the following questionnaire with your client prior to them coming for an appointment (within 24 hours prior to meeting).

#### **Read the following:**

At this time, people can come into our office by appointment only. Most services are delivered by phone, internet, or by a virtual platform. This appointment will be no longer than 30 minutes. It will allow us to exchange documents and sign documentation. If there are items that need to be discussed that require more time, please ensure these conversations happen prior to the in-person meeting.

When you arrive please ring the bell. Please wear a mask as they are required in our facilities.

I will meet you at the front entrance and you will be required to use hand sanitizer, answer screening questions and sign in.

You are the only person allowed to enter the facility. Family members or friends will not be permitted inside the facility.

We are going to ask you a couple of questions now, and these same questions will be asked of you again when you come for your appointment.

We ask that you be truthful with your response so we can make any necessary arrangements to best serve you.

### Process for Staff – In Person Appointment Only

#### Day Before

- Call clients to make appointment (consult with team members so we stagger appointment times and leave minimum 30 minutes in between appointments)
  - Complete telephone script if meeting will take place within 24 hours (pre-screening must take place no more than 24hrs in advance)
- Inform front desk of confirmed appointment so they can track and manage flow

#### Day of Arrival

- Greet clients at front door. Give them a mask if they do not have one  
Hands sanitize, ask screening questions again, get them to sign in  
Escort them to meeting room  
After meeting escort them back out of building; get them to sign out  
Immediately clean meeting space (all touch points)  
Keep both telephone and day of arrival pre-screening forms in a binder

*Follow measures to ensure both you and the client are well prepared for the appointment to avoid subsequent visits (client brings all necessary documentation needed to complete the service) to eliminate and/or reduce the number of subsequent visits.*

*Prepare for meetings in advance by considering possible points of interaction and mitigate (i.e. have clients bring their own pens, have pens to give away or have pen sanitizing plan)*



## Appendix B - COVID-19 - Client Screening Questionnaire

You are obligated to complete this questionnaire truthfully to access in-person services at a YMCA Centre.

COVID-19-Client Screening Questionnaire	
SCREENERS NAME/TITLE	SCREENERS CONTACT INFORMATION
PERSONS NAME	PERSONS CONTACT INFORMATION
1. Do you have any of the following SYMPTOMS: Fever or cough (new or worsening) Two or more of the following symptoms: sore throat, runny nose, headache, rash or shortness of breath (new or worsening)  Circle Yes or No	
2. Have you or a <b>household member</b> returned from travel outside of Atlantic Canada within the past 14 days?  Circle Yes or No	
3. Have you been in contact with a suspected or confirmed case of COVID-19 within the last 14 days?  Circle Yes or No	
4. Have you been tested for COVID-19 and awaiting test results, or been diagnosed with COVID-19 within the last 14 days?  Circle Yes or No	

If you have answered "Yes" to any of the questions above, access to "in person" YMCA Centre services will be denied at this time. You may still access our services via telephone, email or virtually.

If you answered "No" to all of the above questions you will be able to continue in person service access at this time.

**YMCA Centres are committed to taking all safety precautions and measures put in place by the Nova Scotia Government to help flatten the curve and slow the spread of Covid-19 as well as to protect the safety of staff, clients and partners.**

Applicant Signature: \_\_\_\_\_

Screeener Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix C

## MANDATORY USE OF MASK OR FACE COVERING AT THE YMCA

In compliance with the government response to COVID-19 updated restrictions, effective immediately, the YMCA of greater Halifax/Dartmouth is **requiring the use of masks or face coverings in all indoor public spaces in our facilities or program sites**. This requirement includes all program areas and program & strategy support, with the exception of Child Care, which will follow their program regulations for mask usage as per their sector specific plan.

- An **indoor public space** is any space that is accessible to the public, e.g. reception area, lounge, hallways and publicly accessible washrooms.
- This requirement **applies to all staff, volunteers, participants and visitors** (except children under the age of 2 and children between the ages of 2-4 when their caregiver can't get them to wear a mask. People with a valid medical reason for not wearing a mask are also exempted). This requirement **applies regardless of whether the individual is registered in a program, has a scheduled appointment/booking, or a membership**.
- Staff and volunteers are not required to wear a mask if they are behind a physical barrier (e.g. plexi glass), in a private office or work area that is not accessible to the public.
- A mask is not required when actively engaged in a fitness activity.
- While a mask is an additional measure to protect against the spread of COVID-19 to others, we continue to emphasize frequent and thorough hand rub with alcohol based sanitizer / hand wash with running water and maintaining a minimum physical distance of 2 meters apart from others, to further minimize the risk of COVID spread.

**Where a mask is not required, staff may wear their own masks in the workplace if they choose to do so.** Staff are encouraged to use non-medical/reusable masks and are strongly discouraged from using medical masks as these should be reserved for the health care workers and other essential workers.

### ACCOMODATION:

If a medical condition, mental health condition, cognitive condition, or disability makes it difficult for an individual to wear a mask or face cover, it is not required.

Proof that the exemption applies is not required. The staff member who requires an exemption should speak to their supervisor.

### COMPLIANCE WITH THE RESTRICTION UPDATE:

Signage advising the public of this requirement must be posted at all entrances and throughout the public areas.

- ❖ For appropriate signage please visit the HFX-Re-opening Committee file on Share point.

### HEALTH AND SAFETY:

The YMCA has also implemented health and safety practices that require staff to wear masks or personal protective equipment (PPE) for the purpose of screening program participants, caring for symptomatic or ill participants or staff, cleaning and disinfecting surfaces, or in situations where it is difficult to maintain a 2 meter distance from others. The YMCA will ensure a sufficient supply of masks and PPE is available for staff use in these circumstances.

Visual information and videos on the proper use of mask will be available for all staff and will be added to the COVID-19 safety training and resource library.

#### PROVISION OF MASKS:

The YMCA has supplied disposable masks for immediate use and is in the process of securing reusable cloth masks for all staff. Staff are also welcome to use their own reusable cloth masks (see guidelines below under “proper usage of masks”).

#### BRING YOUR OWN MASK:

- Reusable cloth masks should be free of logos or writing (staff who work with children may; with their supervisor’s approval, use masks with child-friendly designs).
- Reusable masks should have a minimum of two-layer of breathable fabric (e.g. cotton or linen)
- Masks should fit properly, covering the nose and mouth and allowing the user to communicate clearly.

#### PROPER USAGE OF MASKS:

- Make sure that the mask fits your face properly and ensure it covers your nose and mouth.
- Wash and sanitize your hands thoroughly before putting on your mask and before & after taking your mask off.
- Avoid touching your face when putting on or taking off your mask.
- Avoid touching the front of the mask while wearing it.
- Keep your mask clean and change/ wash it daily.
- Put on a new mask when arriving at work (e.g. after taking public transit)
- Do NOT share your mask with others.
- Store your mask in a clean/ dry area or separate bag (e.g. Ziploc or paper bag when not in use. Do not place it on shared surfaces or where it can be picked up by others).
- Remove your mask completely when not in use-it should not be left around your neck or on your hand.

For further guidance on the use of masks and face covering please visit the following links:

<https://www.canada.ca/en/public-health/services/video/covid-19-wear-non-medical-mask-face-covering-properly.html>

<https://www.canada.ca/content/dam/hc-sc/documents/services/publications/diseases-and-conditions/covid-19-safely-use-non-medical-mask-face-covering/covid-19-safely-use-non-medical-mask-face-covering-en.pdf>

[https://youtu.be/9Tv2BVN\\_WTk](https://youtu.be/9Tv2BVN_WTk)

<https://www.youtube.com/watch?v=etZK-GrUYgM>

#### STAFF TRAINING:

For training purposes, a FAQ is provided to support staff in responding to various circumstances:

- Individual has arrived without a mask because they forgot or don't have one.
- Individual is exempted from wearing a mask.
- Individual wants more information about the policy and restriction update.
- Individual who becomes aggressive about the new requirement.
- Individual wants information about wearing a mask or the science on the use of masks.
- Individual asking about the availability of alcohol-based hand sanitizer (70-90% alcohol concentration).

#### RESOURCES:

<https://novascotia.ca/coronavirus/restriction-updates/>

<https://novascotia.ca/coronavirus/>

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>

## YMCA Immigrant Services

### Covid-19 Protocol for WALK-INS (non- scheduled appointments)

#### Walk-Ins: Front door is unlocked during business hours and is accessible by the public Protocol Steps to be followed

##### Entrance Protocols

- 1) Lobby set up with number of chairs that reflect capacity limits (no excess seating)
- 2) Dedicated In-Take staff assigned to greet Walk-In visitors before entering Lobby
- 3) Ask visitor who they are here to see, or what they need help with, and determine if they need to come into Centre
- 4) Ask them to wait in the foyer while appropriate staff is located
- 5) Give visitors a mask to wear if they do not have one
- 6) Ask them to hand sanitize
- 7) Ask screening questionnaire (allow entry, or not, depending on responses)
- 8) Get them to sign into visitor log book, note time \* *Sign in sheets to be kept for 2 months*
- 9) Escort them to front desk for in-take or ask them to sit in lobby while you bring appropriate YMCA staff
- 10) Meeting can happen at designated table with Plexiglas in the lobby area or an office space, or program room if it is set up to receive visitors (i.e. Mobile Crisis/Employment)  
*When interacting with clients, masks must be worn in indoor public spaces even with Plexiglas barrier\**
- 11) When interaction is concluded staff who met with client/visitor will perform Exit Protocols
  - Escort to the door
  - Ensure sign out (note time)
  - Clean space and all touch points (chair, table, door handles etc)

Designated In-Take staff will monitor Centre capacity limits, will lock door when reached and manage flow

#### All other risk mitigation measures for being on site at a YIS facility apply

- ✓ Maintenance of 2 meter distancing
- ✓ Wearing a mask in indoor public spaces
- ✓ Enhanced cleaning and disinfection of shared areas and surfaces
- ✓ Proper and frequent hand washing/sanitizing & respiratory etiquette
- ✓ Self-monitoring for COVID-19 symptoms



**COVID-19 Small Group Outdoor Activity Safety Protocols**  
**YMCA Immigrant Services**

**Effective November 26<sup>th</sup> In Person Small Group outdoor Programs are pivoting to virtual delivery and will resume as per Public Health recommendation. Programs based outside of HRM will continue to follow public health guidelines and operations in their specific communities**

### **COVID-19 Awareness**

As we work to reopen, we have a number of systems, procedures and activities that occur on a daily basis in our ongoing effort to keep our staff, participants and the program safe. It is through this lens we are approaching our safety guidelines for small group outdoor activities and working to ensure the YMCA continues to be safe and welcoming.

The following Safety Protocols outlines steps to be taken to prevent, mitigate and respond to risks of COVID-19 during small group outdoor activities. Safety protocols are in alignment with the most accurate and up-to-date information and guidance from the Province of Nova Scotia and the Nova Scotia Department of Health.

### **Program Planning**

- As part of the planning process the following questions will be considered to determine the risk of the activities and whether they are allowed to proceed.
  - ✓ Does the activity violate a public health order?
  - ✓ Does the activity involve shared surfaces or objects frequently touched by hands?
  - ✓ Can an activity be modified to increase opportunities for physical distancing?
  - ✓ Does the activity involve objects that cannot be cleaned and disinfected?
  - ✓ Does activity involve with community partners and require communication with them for program/activity preparation and safety protocol?

### **Things to keep in mind**

- staff will meet participants at the location of activity.
- Stagger activity schedule to promote physical distancing among participants and meet the requirements of capacity limit according to Public Health guidelines. Once maximum capacity has been reached, manage occupancy by allowing one entry with every one exit
- Consider block booking family/youth programming to reduce exposure by maintaining cohorts with cleaning into between groups,
- Registration is required for each program to ensure management of capacity and volume
- Hand sanitization station at entry and exit points and everyone participating is asked to perform hand hygiene after completing screening and prior to participating
- Determine maximum number of participants based on physical distancing requirements for staff ratio
- Routine daily screening for all staff and participants
- Routine and frequent environmental cleaning including shared items/equipment
- Frequent hand washing
- Each participant will bring their own personal items.
- To support cleaning requirements and reduce the potential spread of the virus, any items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) should be removed from the program.
  
- **Particular items that require communication with community partners (i.e. Community Garden, Parks Canada etc.) for shared programming include:**
  - ✓ Program/activity preparations for reopening and timelines
  - ✓ Permission to make physical changes to spaces if required
  - ✓ Space imposed restrictions (number of people allowed in the space; hours of operation; use or closure of common/public spaces)
  - ✓ YMCAs will need to work with partners to determine if the protocols in place at these locations meet YMCA standards and/or can be adjusted to meet them. In the event this is not possible, alternate delivery locations/methods may be required.
  - ✓ In other cases, the outdoor space may not be ready to follow safety protocols and therefore we will not be able to offer the programming and an alternate site may need to be found.

## YMCA staff will adhere to the following guidelines:

### Grouping/Cohort

- A cohort is defined as a group of participants and staff members assigned to them who stay together throughout the activity.
- Each staff group will be kept separated in a self-contained group to limit the interaction between individuals and maintain distancing of the required 2 meters (6 feet) ; this includes both participants and staff. Participants must pre-register for the activity each time which ensures the gathering limit based on Provincial Health Authority guidelines
- Participants who are in one cohort at the activity are not to intermingle with participants in other cohorts
- Program staff must keep logs for each self-contained group that includes the names of those in the group (e.g. staff, children, parents etc.) for contact tracing. All essential visitors or special guests should also be documented.

### Physical Distancing

- Cohorts cannot mix with other cohorts or be within the same space at the same time, including pickups and drop-offs, snack time, playtime, outdoor activities, etc.
- Avoid close greetings like hugs or handshakes and encourage physically-distant greetings such as “air fives” and waves.
- Plan for physically distant activities such as shadow tag and avoid activities that require clustering around a particular item or small area or sharing items.
- Where a shared outdoor space is used (e.g. green space), cohorts must maintain a distance of 2 metres between groups.

### Entrance/Exit Procedures

- Each Outdoor activity must develop procedures for entrance/exit that support physical distancing and separate cohorts to the greatest extent possible. Possible strategies include separate cohort entrances, staggering entry, or limiting the numbers of people in entry areas.
- Alcohol-based hand sanitizer containing at least 70% alcohol content should be placed in sanitization station at entry/exit points for use by staff, participants, and other essential visitors. (Dispensers should not be in locations that can be accessed by young children as alcohol-based hand sanitizer is not generally recommended for use by young children.)
- The YMCA staff/greeter at the sanitization station, keeping 2 meters distance, to welcome people, answer questions, confirm registration , deter those without a time booking from entering, tell people where to exit after the program, etc.
- Staff members, special guests and participants are to complete a Health screening/Wellness check each day prior to participating. Anyone indicated a positive response to questions in the screening questionnaire is asked not to enter.
- Please note participants may experience delays during drop-off and pick-up due to our new screening procedures.
- There should be no non-essential visitors at the program

### Screening

#### **Pre-Screen**

- All participants and essential visitors will be contacted by telephone to complete a Client/Visitor Screening Questionnaire 24 hours prior to coming to a scheduled activity through YMCA Immigrant Services. Both the **telephone script** to be used and the questionnaire are found in Appendix B & C
- When they arrive at their activity time, they will be asked to complete and sign the questionnaire again.
- These records must be maintained to support contact tracing in the event of an outbreak.

#### **Screening at Arrival**

- Designated space at the entrance of the activity to allow for screening and hand hygiene prior to participating
- Staff conducting the screening must maintain a minimum 2 meter distance from the person being screened.
- Screening station includes: gloves, disinfectant spray, pens, stapler, screening forms on clipboards, alcohol wipes, paper towels, and waste bin
- Log book maintained to track entrance and exit (contract tracing) and capacity
- Ask individuals the **screening questions** when they arrive (Appendix B)

- Any person who answers yes to any screening question are asked not to participate in the activity. Anyone who has any symptoms of COVID-19 will be isolated from the group and go straight home, and consult their local health authority or healthcare provide for further guidance related to testing and self-isolation. All participants will be instructed to let a YMCA staff know if they are not feeling well.
- Reduce non-essential visitors to activities. If essential visitors must come on site screening protocols apply.

**Staff screening completed on line prior to coming to work (Procedure Appendix D)**

- All staff must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID exposure or possible symptoms.
- **Please note:** *Participants or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion will **not** be excluded.*

**Records for Contact Tracing**

- Programs keep daily records of anyone entering / attending the activity (e.g. staff working each day, children, etc.). All visitors or special guests will also be documented. (Daily participant/staff log see Sample below)
- Anyone indicated a positive response to questions in the screening questionnaire is asked not to participate in the program.
- Maintenance of records supports future contact tracing if required
- A log of the daily screening tools and results will be completed by staff and will be kept onsite.

**Hand-Sanitizing and Respiratory Etiquette**

Compliance with safety protocols and respiratory etiquette helps to maintain the highest degree of safety for staff, clients and visitors to activities. These safety protocols include:

**Hand Sanitizing**

- Hand sanitization stations available at entrance and exit points of activities
- Staff, participants, and essential visitors must wash their hands using hand sanitizer prior to participation in any activities.
- Staff and participants should follow these steps for cleaning hands using hand sanitizer:
  1. Apply hand sanitizer (at least 60% alcohol-based)
  2. Rub hands together for at least 15 seconds
  3. Work sanitizer between fingers, back of hands, fingertips, and under nails
  4. Rub hands until dry
- **Staff** to wash their hands with hand sanitizer frequently, and must wash their hands in the following situations:
  - ✓ When they arrive at the activity site and before they go home
  - ✓ Before handling food, if you have to
  - ✓ Before and after eating and drinking
  - ✓ Before and after touching their own or someone else’s face
  - ✓ After sneezing or coughing into hands
  - ✓ Before and after contact with bodily fluids (i.e. runny noses, spit, vomit, blood)
  - ✓ After cleaning and handling garbage
- **Participants** should wash their hands with hand sanitizer frequently, and must wash their hands in the following situations:
  - ✓ When they arrive at the activity and before they go home
  - ✓ Before and after eating and drinking
  - ✓ After using the washroom
  - ✓ After handling shared equipment/items
  - ✓ After sneezing or coughing into hands

**Respiratory Etiquette**

All staff and participants instructed on proper respiratory hygiene which includes turning away from others and coughing or sneezing into their own sleeve or elbow or a tissue (if available) and the tissue disposed of immediately

- The individual to wash hands using hand sanitizer immediately afterward.
- Avoid touching their eyes, nose and mouth at all times.

**Personal Protective Equipment (PPE)**



- In outdoor activities masks are not required if physical distancing can be maintained between different groups/cohorts

### **Symptom Monitoring**

- If a staff person develops symptoms while at work, they should immediately remove themselves from any contact with others, notify their supervisor and go home. Staff are encouraged to seek guidance from their health provider or local health authority.

Staff must ensure that all participants are monitored for illness including the most current symptoms of COVID-19:

**Fever (i.e. chills/sweats) OR Cough (new or worsening)**

**OR**

**Two or more of the following symptoms (new or worsening):**

- **Sore throat**
- **Runny nose/nasal congestion**
- **Headache**
- **Shortness of breath**

- ✓ Participant must then be immediately excluded from the group program and sent home. If the participant has siblings and/or family members who attend the activity, they all must also be excluded. Staff are required to:
- ✓ Isolate the participant with symptoms immediately from other participants and staff into a designated exclusion place. If a separate space is not available, the participant needs to be kept at least 2 metres away from others.
- ✓ Move the cohort of group who were in the activity with the symptomatic participants to the vacant space, immediately clean, and disinfect the impacted equipment/items if there are any.
- ✓ Staff will notify the parent/guardian to arrange for immediate pick-up of the youth participant. If a parent cannot be reached, an emergency contact person will be contacted to pick up the youth.
- ✓ If the participant may not be able to leave site immediately, requires close contact and care, staff can continue to care for the participant, keeping 2 metres distance, until the family member (parent/guardian for youth) is able to pick them up. Make them wear a mask and staff also should wear a PPE during all interactions with them and should avoid contact with the participant's respiratory secretions.
- ✓ Staff should wash their hands before donning a mask and before and after removing the mask (as per mask guidance), and before and after touching any items used by the participant.
- ✓ Staff will document the symptoms observed, the date and time that symptoms occurred, and the activity the participant attended on the Symptoms Monitoring Checklist and Tracking Form.
- ✓ Report to a supervisor immediately if there is any concerns about possible COVID exposure or possible symptoms.
- ✓ All items used by the participant while isolated should be thoroughly cleaned and disinfected as soon as the participant has been picked up.

### **Use of Shared Spaces/equipment**

- Where possible any activity structures that cannot be easily cleaned and disinfected will be avoided for use in programming.
- If activity structures are to be used and by more than one group, the structures can only be used by one cohort at a time will be cleaned and disinfected before and after use by each cohort.
- Each cohort will have designated equipment (e.g., balls, loose equipment) or clean and disinfect equipment before and after cohort uses.
- The program will establish a plan to limit the number of people in a washroom nearby at one time, prevent mingling of cohorts in washrooms and minimize the number of shared surfaces in washrooms. Participants will perform proper hand sanitization.
- Programs that utilize a space that has other user groups (e.g. parks, community gardens, etc.) must ensure the space is cleaned before and after using the space. It is recommended that cleaning be done by one person within the cohort directly before the group enters the space and after it exits the space.

### **Food Services, Snacks and Meals**

- No self-serve or family-style meal service. (distribution of pre-packaged food by staff allowed)

- Food provided by the family should be stored with the participant’s belongings and should not require refrigeration.
- A best practice is to enforce a “no food sharing” policy and ensure all participants bring their own water bottles.
- Ensure participants label personal belongings.
- No activities involving participant participation in food preparation are allowed. (i.e. no Master Chef)
- Ensure that food handling staff practice meticulous hand hygiene and are excluded from work if they are symptomatic or screen positive for any of the screening questions.
- Where possible, participants practice physical distancing while eating.
- No provisions of common food items (e.g., salt and pepper shakers).

**Disposable Gloves**

- Gloves must be worn as per routine practice and disinfecting surfaces and must be disposed after use. Disposable gloves do not replace hand washing. YMCA staff must wash their hands before gloves are put on and immediately when gloves are removed.

YMCA Small Group Outdoor Activity Checklist
✓ Log book
✓ Emergency contact information
✓ Screening questionnaire, Pens
✓ Hand sanitizer, wipes and disinfectants
✓ First aid
✓ Equipment/items for different cohort group
<b>PPE Equipment</b>
✓ Disposable facemasks
✓ Disposable Gloves

Onsite
✓ Hand sanitizer and screening station

**Daily Participant/Staff Log**

Name Program: \_\_\_\_\_

Activity Date and Location: \_\_\_\_\_

No.	Staff Name	Phone number
<b>1</b>		

<b>2</b>		
	<b>Participant Name</b>	<b>Phone Number</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		

Lead Staff Name: \_\_\_\_\_

Lead Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Covid-19 Symptoms Monitoring Tracking Form

Participant's Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Activity Date/Time: \_\_\_\_\_

Symptoms Observed	Date	Time	Notes
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<b>Fever/Feverish</b>			
<b>Cough</b>			
<b>Sore Throat</b>			
<b>Headache</b>			
<b>Runny Nose</b>			
<b>New Cough or Worsening Chronic Cough</b>			
<b>New Onset of Fatigue</b>			
<b>Diarrhea</b>			

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_



# YMCA COVID-19 Operational Plan

## 2020- Indoor Adult/Youth Programming

### YMCA Immigrant Services

#### The YMCA Greater Halifax/Dartmouth

November, 2020

**Effective November 26<sup>th</sup> *In Person* Adult/Youth Group Programs are pivoting to virtual delivery and will resume as per Public health recommendation. Programs based outside of HRM will continue to follow public health guidelines and operations in their specific communities**

### **COVID-19 Awareness**

The YMCA of Greater Halifax/Dartmouth has responded to the COVID-19 global pandemic in alignment with the most accurate and up-to-date information and guidance from the Province of Nova Scotia, and the Nova Scotia Department of Health. As always, we are committed to providing healthy, safe spaces for all staff, volunteers, visitors, participants, and members.

As we work to reopen, we have a number of systems, policies, and activities that occur on a daily basis in our ongoing effort to keep our programs safe, and we are working hard to meet all of the protocols and guidelines set forth by our Provincial Health Authority.

Our YMCA is guided by core values including respect, responsibility, honesty, caring and inclusion. It is through this lens we are approaching our operational plans, working to ensure the YMCA continues to be safe and welcoming.

### **Program Planning**

- As part of the planning process the following questions will be considered to determine the risk of the activities and whether they are allowed to proceed.
  - ✓ Does the activity violate a public health order?
  - ✓ Does the activity involve shared surfaces or objects frequently touched by hands?
  - ✓ Can an activity be modified to increase opportunities for physical distancing?
  - ✓ Does the activity involve objects that cannot be cleaned and disinfected?
  - ✓ Does activity involve with community partners and require communication with them for program/activity preparation and safety protocol?

### **Things to keep in mind**

- Stagger activity schedule to promote physical distancing among participants and meet the requirements of capacity limit according to Public Health guidelines. Once maximum capacity has been reached, manage occupancy by allowing one entry with every one exit
- Consider block booking family/youth programming to reduce exposure by maintaining cohorts with cleaning into between groups,
- Registration is required for each program to ensure management of capacity and volume
- Hand sanitization station at entry and exit points and everyone participating is asked to perform hand hygiene after completing screening and prior to participating
- Determine maximum number of participants based on physical distancing requirements for staff ratio
- Routine daily screening for all staff and participants
- Routine and frequent environmental cleaning including shared items/equipment
- Frequent hand washing
- To support cleaning requirements and reduce the potential spread of the virus, any items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) should be removed from the program.

### **Pre-Registration**

All programming requires pre-registration. Staff will notify and advertise about upcoming Indoor Small Group programming opportunities and maintain a registration file.

### **Pre-Arrival Screening**

- All participants and visitors will be contacted by telephone to complete a Client/Visitor Screening Questionnaire 24 hours prior to coming to a scheduled appointment at a YMCA Centre.
- When they arrive at they will be asked to complete and sign the questionnaire again.

### **Screening at Arrival**

- Active screening of all persons prior to entering the facility
- Designated space at the entrance of the Center to allow for screening and hand hygiene prior to entering
- Screening station includes: gloves, pens, screening forms on clipboards, disinfectant, paper towels, and waste bin
- Logbook maintained to track entrance and exit (contact tracing) and capacity
- Ask individuals the **screening questions** when they arrive
- Any person who answers yes to any question are asked not to enter the facility. Anyone who has any symptoms of COVID-19 is recommended to go straight home and consult their local health authority or healthcare provide for further guidance related to testing and self-isolation.

**Please note you may experience delays during arrival due to our new Screening Guidelines. We thank you for being patient with our staff during this process.**

## **YMCA Staff – Escort**

A YMCA staff member will escort clients and visitors into the building and then on to their assigned group following the Pre-Screening.

*Please See – YMCA Covid-19 Screening Tool (forms for Groups or individuals)*

## **MANDATORY USE OF MASK OR FACE COVERING AT THE YMCA**

In compliance with the government response to COVID-19 updated restrictions, effective immediately, the YMCA of Greater Halifax/Dartmouth is requiring the use of masks or face coverings in all indoor public spaces in our facilities or program sites. ***This requirement includes all program areas and program & strategy support, with the exception of Licensed Child Care.***

## **Health and Safety**

The YMCA has also implemented health and safety practices that require staff to wear masks or personal protective equipment (PPE) for the purpose of screening program participants, caring for symptomatic or ill participants or staff, cleaning and disinfecting surfaces, or in situations where it is difficult to maintain a 2 meter distance from others. The YMCA will ensure a sufficient supply of masks and PPE is available for staff use in these circumstances.

## **Symptom Monitoring/Surveillance Process**

If at any time during the day participants, visitors or staff are sick with **Fever (i.e. chills) OR Cough (new or worsening), OR Two or more of the following symptoms:**

- Sore throat
- Runny nose/nasal congestion
- Headache
- Shortness of breath (new or worsening)

they will be asked to isolate as soon as possible until contact with the participant's family is made and arrangements for them to be picked up in a timely manner.

Staff will work together to actively monitor the symptoms of participants. Should a participant start to display symptoms of illness (cough, fever, new or exacerbated cough or difficulty breathing, headache, sore throat, or runny nose) they will be isolated from the group, until the time that they can leave the premises. All participants will be instructed to let a YMCA staff know if they are not feeling well.

***Please note: Participants or staff who have been identified as having seasonal allergies will **not** be excluded.***

The YMCA will have digital thermometers and basic first aid supplies on hand to be used, as needed (i.e. disposable gloves, antiseptic wipes, etc.).

## **Screening Policy**

**Every person arriving at the YMCA Centre for Immigrant Programs must be actively screened prior to entering. The screening information must be documented on the appropriate COVID- 19 Screening Tool for Staff, Parents/Caregivers, Children, or others deemed essential.**

## **Screening Stations**

Prior to beginning screening at the YMCA Centre for Immigrant Programs, set up is required. The YMCA staff team are required to ensure that the following steps are completed:

1. Set up the screening station and assign staff to conduct the screening:
  - a. Participants will see the screening table in the lobby.
  - b. Staff conducting the screening must maintain a minimum 2-meter distance from the person being screened as much as possible.
  - c. Ensure all fields in screening tool are completed (questions, name, date, and signature),
- Staff must refuse entry to any person who answers YES to ANY of the screening tool questions. This includes not allowing a child into program whose parent(s)/caregiver(s) and/or sibling(s) have answered YES to any of the active screening questions, even if the child has no symptoms. Staff will advise the parent(s)/caregiver(s) to consult with Public Health to confirm whether they and/or their child(ren) meet the COVID-19 criteria for testing and/or self-isolation. The child(ren) may not return to the YMCA Centre until 14 days after their last exposure (i.e. travelling or close and unprotected contact (i.e. no PPE) with a confirmed or probable COVID-19 case).  
For example, if a child has a runny nose or sore throat with no travel history or history of close contact with a person with suspected COVID-19, s/he cannot enter the YMCA Centre for Immigrant Programs and cannot return to program until they are symptom free- minimum 48 hours. Parent(s)/caregiver(s) and/or their child(ren) who have a confirmed negative COVID-19 test result, may return to program within 48 hours after no symptoms are observed.
- Where a child or adult is obviously ill with ANY symptoms described on the Covid-19 screening tool, staff will refuse entry into the YMCA Centre for Immigrant Programs, and encourage the parent(s)/caregiver(s) to contact Public Health for further direction.
- The COVID-19 screening policy and tool will be updated as advised by Public Health.
- Documentation of the information collected during screening must be recorded on the COVID-19 Screening Tool for Staff, Parents/Caregivers, Children or others deemed essential. YMCA staff are responsible for ensuring that this information is recorded as required and managed in accordance with the YMCA of Greater Halifax/Dartmouth's privacy and document management practices.

### **Screening of YMCA Program Staff**

The following steps shall be taken each day:

1. All staff are informed of, and sign off on, the screening policy prior to beginning work at the Centre. Active screening must be completed for ALL staff at the site.
2. If unable to report to work, the Program Supervisor will ensure a backup staff is called into work.
3. Staff are required to stay home if they are experiencing ANY two symptoms identified on the screening tool and to report their absence to their Supervisor immediately.

Any staff who arrive at the YMCA Centre for Immigrant Programs and answer YES to ANY of the questions on the screening tool, must be directed not to enter the building, to return home, and they will report their absence to their Supervisor immediately.

Staff should consult with Public Health to confirm whether they meet the COVID-19 criteria for testing and/or self-isolation and should follow all advice accordingly. If the ill staff does meet the criteria, and/or is confirmed to be positive through testing, the Manager of Child and Youth Settlement will receive advice from Public Health on what measures should be taken for the children and other staff exposed to the symptomatic staff.



Staff, who have a confirmed negative COVID-19 test result, may return to work within 48 hours after no symptoms are observed.

If Staff has been exposed (i.e. travelling or close contact with a confirmed or probable COVID-19 case) they may not return to work until 14 days after their last exposure, or until 14 days after their initial symptom onset if they have not been tested for COVID-19 (if unknown exposure).

### **Records for Contact Tracing**

- Programs keep daily records of anyone entering / attending the activity (e.g. staff working each day, children, etc.). All visitors or special guests will also be documented. (Daily participant/staff log see Sample below)
- Anyone indicated a positive response to questions in the screening questionnaire is asked not to participate in the program.
- Maintenance of records supports future contact tracing if required
- A log of the daily screening tools and results will be completed by staff and will be kept onsite.

## **MONITORING**

The YMCA Centre for Immigrant Programs has the following practice in place if a participant or visitor exhibits symptoms, which include:

If the symptoms related to COVID-19 are present:

- Any one of these alone: Fever (temperature  $\geq 38^{\circ}\text{C}$ ) OR Cough (new or worsening)
- Or any Two of the following: shortness of breath (new or worsening), runny nose, sore throat, headache (or any one of these in addition to fever or cough)

the participant or visitor must be immediately excluded from the YMCA Program and sent home. If the participant or visitor has family members who attend the Program, all family members must also be excluded. Staff are required to:

1. Isolate the person with symptoms immediately from other participants and staff into a designated exclusion room.
2. Move the cohort of participants who were in the program room with the symptomatic person to the vacant room/space, immediately clean, and disinfect the impacted room.
3. Increase ventilation in the new space if possible (e.g., open windows).
4. Staff must ensure that they wash their hands or use hand sanitizer. The most important measures are mask wearing, proper hand hygiene and maintaining a 2-meter distance as much as possible.
5. Staff will document the symptoms observed, the date and time that symptoms occurred, the temperature reading and the program room the participant attended on the Symptoms Monitoring Checklist and Tracking Form.
6. Once the participant has been picked up, the Staff team will ensure that the isolation room (i.e. room where participant was separated to) is thoroughly cleaned and disinfected.

### **Isolation Process**

In the instance that a participant/ staff becomes ill and may not be able to leave site immediately, a space will be provided for them to wait in until arrangements can be made. After their departure, the space will be properly cleaned and disinfected. When disinfecting, YMCAs should reference their communicable disease policy and ensure staff have the necessary PPE (Personal Protective Equipment).

## **Use of Shared Spaces/equipment**

- Where possible any activity structures that cannot be easily cleaned and disinfected will be avoided for use in programming.
- If activity structures are to be used and by more than one group, the structures can only be used by one cohort at a time will be cleaned and disinfected before and after use by each cohort.
- Each cohort will have designated equipment (e.g., balls, loose equipment) or clean and disinfect equipment before and after cohort uses.
- The program will establish a plan to limit the number of people in a washroom at one time, prevent mingling of cohorts in washrooms and minimize the number of shared surfaces in washrooms. Participants will perform proper hand sanitization.
- Programs that utilize a space that has other user groups must ensure the space is cleaned before and after using the space. It is recommended that cleaning be done by one person within the cohort directly before the group enters the space and after it exits the space.

## **CLEANING AND DISINFECTION PROCEDURES**

### **Cleaning Schedule**

During this time, the YMCA of Greater Halifax/Dartmouth is keenly aware that the proactive cleaning of shared spaces and common surfaces is absolutely essential for the health & safety of our children, families and staff. As such, we have committed to the following additional cleaning measures, on top of our regular daily cleaning schedules.

- YMCA staff will complete proactive cleaning of shared spaces once daily across site. Extra cleaning measures will stay in place until further notice and will be completed at times when participants are not occupying these spaces. These will be completed by our YMCA Cleaning staff. Records will be kept to ensure additional cleaning is completed as outlined.
- Records shall be kept of daily sanitization within the site.

### **Cleaning Procedure**

This document is meant to outline steps that will be taken at the YMCA to proactively enact extra cleaning routines during a time of increased risk of disease transmission. These measures are intended to be preventative only and will change in the event of an active COVID-19 outbreak onsite.

During a time of increased risk of disease transmission, YMCA staff will complete daily cleaning and disinfection of all spaces in use.

### **Sanitization and Disinfecting Procedure**

The YMCA staff will be using a disinfectant that has been approved for sale in Canada and for use against SARS-CoV-2 (COVID-19). These products will be made available to all staff to complete extra cleaning of spaces, while supplies last. If these products are no longer available for purchase, we will use bleach to disinfect surfaces. Bleach is to be mixed with water, 1 cup of bleach to every 9 cups of water (1:10 ratio), to create a solution suitable for safely disinfecting surfaces. Bleach mixtures will be poured into spray bottles with a suitable workplace WHMIS label. The contact time for bleach to disinfect a surface is 10 minutes.

In order to disinfect properly we will first ensure the surface is clean from any visible dirt or debris (clean with soap and water first, if necessary), then spray the surface with the product. Let the product sit for a least one minute to ensure proper disinfection, then wipe with a disposable towel or leave to air dry. **Air Dry is preferred whenever possible**

### **YMCA Sanitization Checklist**

It is the responsibility of individuals completing the “Sanitization Schedule” to be aware of the tasks they are responsible for in each area of site. Staff may only complete the log sheet when they have completed all areas of the checklist. Each room/area will have its own checklist.

### **Cleaning & Sanitizing of the Centre for Immigrant Programs**

<b>Item</b>	<b>Product</b>	<b>Method</b>	<b>Frequency</b>
Hard Surfaces	<b>Oxivir Tb</b>	Spray and wipe with paper towel.	After each use
Program equipment	<b>Oxivir Tb</b>	Spray and wipe with paper towel	Before and after each use
Program Materials	<b>Oxivir Tb</b>	Materials not individually wrapped should be sprayed down prior to use with a fine mist of <b>Oxivir Tb and left to dry for a least one minute.</b>	Before and after each use
All Areas	<b>Oxivir Tb</b>	Spray and air dry	After every three hour period

### **PHYSICAL DISTANCING**

All YMCA staff will strictly maintain routine infection prevention and control practices as well as adhere to additional sanitary precautions and physical distancing measures in all aspects of programming to prevent the spread of COVID-19 as described in this policy.

**YMCA staff will adhere to the following guidelines:**

#### **Grouping/Cohort**

- A cohort is defined as a group of participants and staff members assigned to them who stay together throughout the activity.
- Each staff group will be kept separated in a self-contained group to limit the interaction between individuals and maintain distancing of the required 2 meters (6 feet) whenever possible; this includes both participants and staff.
- Participants must register for the activity each time which ensures the gathering limit based on Public Health Guidelines.
- Participants who are in one cohort at the activity are not to intermingle with participants in other cohorts
- Program staff must keep logs for each self-contained group that includes the names of those in the group (e.g. staff, children, parents etc.) for contact tracing. All essential visitors or special guests should also be documented.

#### **Physical Distancing**

- Cohorts cannot mix with other cohorts or be within the same space at the same time, including pickups and drop-offs, snack time, playtime, outdoor activities, etc.
- Avoid close greetings like hugs or handshakes and encourage physically-distant greetings such as “air fives” and waves.

- Plan for physically distant activities and avoid activities that require clustering around a particular item or small area or sharing items.
- Where a shared outdoor space is used (e.g. green space), cohorts must maintain a distance of 2 metres between groups.

## **Hand Washing**

**Staff** should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:

- When they arrive at their site and before they go home
- Before handling food
- Before and after eating and drinking
- Before and after touching their own or someone else's face
- After sneezing or coughing into hands
- Before and after giving or applying medication or ointment to a child or self
- Before and after contact with bodily fluids (i.e. runny noses, spit, vomit, blood)
- After cleaning and handling garbage
- After coming in from outside

➤ **Participants** should wash their hands with hand sanitizer frequently, and must wash their hands in the following situations:

- ✓ When they arrive at the activity and before they go home
- ✓ Before and after eating and drinking
- ✓ After using the washroom
- ✓ After handling shared equipment/items
- ✓ After sneezing or coughing into hands

**Staff** should follow and role model the following steps for proper hand washing:

1. Wet hands
2. Apply soap
3. Lather for at least 20 seconds (or as long as the "Happy Birthday" song). Rub between fingers, back of hands, fingertips, under nails
4. Rinse well under running water
5. Dry hands well with paper towel or hot air blower
6. Turn taps off with paper towel

Staff should increase monitoring of hand washing supplies to ensure they have the proper supplies (i.e. soap, paper towels, and waste receptacles). Ensure hand sanitizer or alcohol-based hand rub (containing at least 60% alcohol) is available.

When hands are not visibly soiled, staff should follow these steps for cleaning hands using hand sanitizer:

5. Apply hand sanitizer (at least 60% alcohol-based)
6. Rub hands together for at least 20 seconds
7. Work sanitizer between fingers, back of hands, fingertips, and under nails
8. Rub hands until dry

Hand sanitizer may be used if needed. Staff must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

## **Food Services, Snacks and Meals**

- No self-serve or family-style meal service. (distribution of pre-packaged food by staff allowed)

- Food provided by the family should be stored with the participant’s belongings and should not require refrigeration.
- A best practice is to enforce a “no food sharing” policy and ensure all participants bring their own water bottles.
- Ensure participants label personal belongings.
- No activities involving food preparation are allowed.
- Ensure that food handling staff practice meticulous hand hygiene and are excluded from work if they are symptomatic or screen positive for any of the screening questions.
- Where possible, participants practice physical distancing while eating.
- No provisions of common food items (e.g., salt and pepper shakers).

**Masks & Disposable Gloves**

Masks and gloves must be worn as per routine practice when cleaning up vomit and diarrhea and disinfecting surfaces and must be disposed after use. Disposable gloves do not replace hand washing. YMCA staff must wash their hands before gloves are put on and immediately when gloves are removed.



**Covid-19 Sign in and Screening Tool**

Program \_\_\_\_\_

Date \_\_\_\_\_

**By Signing this form, you declare that you answered NO to all the following questions:**

1. **Do you have any of the following SYMPTOMS?**
  - Fever or cough (new or worsening)
  - Two or more of the following symptoms sore throat, runny nose, headache, rash, or shortness of breath (new or worsening)
2. **Have you or any member of your household returned from travel outside of Atlantic Canada within the last 14 days?**
3. **Have you been in contact with a suspected or confirmed case of COVID-19 within the last 14 days?**
4. **Have you been tested for COVID-19 and awaiting test results, or has been diagnosed with COVID-19 within the last 14 days?**

Date	Time	Print Name	Sign




## Covid-19 Screening Tool

Individual's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Time: \_\_\_\_\_

### PLEASE ANSWERING THE FOLLOWING QUESTIONS BEFORE ENTERING THE FACILITY:

1. Do you have any of the following **SYMPTOMS**?

- Fever or cough (new or worsening)
- Two or more of the following symptoms including sore throat, runny nose, headache, rash or shortness of breath (new or worsening)

YES       NO

2. Have you or any member of your household returned from **travel** outside of Atlantic Canada within the last 14 days?

YES       NO

3. Have you been in **contact with a suspected or confirmed case** of COVID-19 within the last 14 days?

YES

NO

4. Have you been **tested** for COVID-19 and **awaiting test results**, or has been **diagnosed** with COVID-19 within the last 14 days?

YES

NO

If you answer YES to any of the above questions, please do not enter the facility and call 811 for advice. Thank you 😊

Individual's Signature: \_\_\_\_\_

Screener's Signature: \_\_\_\_\_

### Daily Participant/Staff Log

Name Program: \_\_\_\_\_

Activity Date and Location: \_\_\_\_\_

No.	Staff Name	Phone number
1		
2		
	Participant Name	Phone Number
1		
2		
3		
4		
5		
6		
7		
8		

Lead Staff Name: \_\_\_\_\_

Lead Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Covid-19 Symptoms Monitoring Tracking Form

Participant's Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Activity Date/Time: \_\_\_\_\_

Symptoms Observed	Date	Time	Notes
Fever/Feverish			
Cough (new or worsening)			
Sore Throat			
Headache			
Runny Nose			
Shortness of Breath (new or worsening)			
Temperature Check			

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_



#### Summary Programming Practices

- ✓All participants must register
- ✓24 hour pre arrival screening and arrival screening required
- ✓Temperature check upon arrival
- ✓Maximum groups of 10 (per room)
- ✓Always wear mask – staff & participants
- ✓Encourage a distance of 2 m and plan activities that do the same
- ✓Each child should be assigned their own set of packaged supplies or equipment
- ✓No cardboard program supplies (i.e. puzzles), no foam mats because difficult to disinfect
- ✓Plan activities and use supplies that limit touching and sharing
- ✓Can provide snacks in ziplock bags, water bottles or juice boxes



# **YMCA COVID-19 Operational Plan**

## **2020- Indoor Child Programming**

### **YMCA Immigrant Services**

**The YMCA Greater Halifax/Dartmouth**

November, 2020

**Effective November 26<sup>th</sup> In Person Child Group Programs are pivoting to virtual delivery and will resume as per Public health recommendation. Programs based outside of HRM will continue to follow public health guidelines and operations in their specific communities**

## **COVID-19 Awareness**

The YMCA of Greater Halifax/Dartmouth has responded to the COVID-19 global pandemic in alignment with the most accurate and up-to-date information and guidance from the Province of Nova Scotia, and the Nova Scotia Department of Health. As always, we are committed to providing healthy, safe spaces for all staff, volunteers, visitors, participants, and members.

As we work to reopen, we have a number of systems, policies, and activities that occur on a daily basis in our ongoing effort to keep our programs safe, and we are working hard to meet all of the protocols and guidelines set forth by our Provincial Health Authority.

Our YMCA is guided by core values including respect, responsibility, honesty, caring and inclusion. It is through this lens we are approaching our operational plans, working to ensure the YMCA continues to be safe and welcoming.

## **Drop Off and Pick-up from your site**

(All participants must pre-register for programming)

***In order to limit contact we would ask that one guardian drop off and pick up their child(ren).***

The YMCA will have a staff/escort posted in the lobby area outside to greet families and complete the screening tool before the child/children can enter the YMCA Building.

**Please note you may experience delays during drop-off due to our new Screening Guidelines. We thank you for being patient with our staff during this process.**

## **Drop-off Procedure**

### **Drop-off Location**

All program participants will see a screening station/table in the lobby of the building.

*One Guardian* may line up with their child(ren) behind this table while maintaining social distancing. Please note: Your child(ren) will then be screened – see below

## **Pre-Screening**

Prior to entering the building, the child participant must be pre-screened on behalf of their guardian using our Screening Questionnaire for COVID-19.

### **YMCA Staff – Escort**

A YMCA staff member will escort your child(ren) into the building and then on to their assigned group following the Pre-Screening. The escort will ensure your child(ren) wash their hands upon entry into our Program.

### **Pick-Up Procedure**

#### **Pick-Up Location**

Program participants will pick up their children at the drop off table. One guardian may line up while maintaining social distancing. A staff escort will then get your child(ren) from their group and bring them to you.

### **YMCA Staff – Escort**

A YMCA Staff will bring your child(ren) from their assigned group to you at the screening table.

## **SCREENING MEASURES**

Prior to entering the YMCA Centre, the Staff bringing the child(ren) into the facility, or others deemed essential, must be pre-screened.

All families will be provided with the screening questions as well as an informational letter ahead of their visit.

*Please See – YMCA Covid-19 Screening Tool (forms for Groups or individuals)*

### **MANDATORY USE OF MASK OR FACE COVERING AT THE YMCA**

In compliance with the government response to COVID-19 updated restrictions, effective immediately, the YMCA of Greater Halifax/Dartmouth is requiring the use of masks or face coverings **in all indoor public spaces in our facilities or program sites. This requirement includes all indoor program areas and program & strategy support, with the exception of Licensed Child Care.**

### **Health and Safety**

The YMCA has also implemented health and safety practices that require staff to wear masks or personal protective equipment (PPE) for the purpose of screening program participants, caring for symptomatic or ill participants or staff, cleaning and disinfecting surfaces, or in situations where it is difficult to maintain a 2 meter distance from others. The YMCA will ensure a sufficient supply of masks and PPE is available for staff use in these circumstances.

### **Symptom Monitoring/Surveillance Process**

If at any time during the day children or staff are sick with

**Fever (i.e. chills) OR Cough (new or worsening) OR Two or more of the following symptoms:**

- Sore throat
- Runny nose/nasal congestion
- Headache
- Shortness of breath (new or worsening)
- Skin Rash

they will be asked to isolate as soon as possible until contact with the participant's family is made and arrangements for them to be picked up in a timely manner.

Staff will work together to actively monitor the symptoms of participants. Should a participant start to display symptoms of illness (fever, new or exacerbated cough or difficulty breathing, headache, sore throat, runny nose or rash) they will be isolated from the group, with a staff person until the time that they can leave the premises.

All participants will be instructed to let a YMCA staff know if they are not feeling well.

**Please note:** Children or staff who have been identified as having seasonal allergies will **not** be excluded.

The YMCA will have digital thermometers and basic first aid supplies on hand to be used, as needed (i.e. disposable gloves, antiseptic wipes, etc.).

## **Screening Policy**

**Every person arriving at the YMCA Centre for Immigrant Programs must be actively screened prior to entering. The screening information must be documented on the appropriate COVID- 19 Screening Tool for Staff, Parents/Caregivers, Children, or others deemed essential.**

## **Screening Stations**

Prior to beginning screening at the YMCA Centre for Immigrant Programs, set up is required. The YMCA staff team are required to ensure that the following steps are completed:

2. Set up the screening station and assign staff to conduct the screening:
  - a. Participants will see the screening table in the lobby.
  - b. Staff conducting the screening must maintain a minimum 2-meter distance from the person being screened as much as possible.
  - c. Staff must be trained on conducting the screening using the COVID-19 Screening Tool for Staff, Parents/Caregivers, Children or others deemed essential.
3. Parents/Caregivers screening questions/process will be emailed to each family prior to the first day of opening.
4. Once a child has passed the active screening, they must complete hand hygiene by washing their hands at their assigned washroom within the facility. Handwashing will be monitored by YMCA Staff.

## **Screening of YMCA Program Staff**

The following steps shall be taken each day:

4. All staff are informed of, and sign off on, the screening policy prior to beginning work at the Centre. Active screening must be completed for ALL staff at the site.
5. If unable to report to work, the Manager of Child and Youth Settlement will ensure a backup staff is called into work.
6. Staff are required to stay home if they Answer YES to any of the questions identified on the screening tool and to report their absence to their Supervisor immediately.

Any staff who arrive at the YMCA Centre for Immigrant Programs and answer YES to ANY of the questions on the screening tool, must be directed not to enter the building, to return home, and they will report their absence to their Supervisor immediately.

Staff should consult with Public Health to confirm whether they meet the COVID-19 criteria for testing and/or self-isolation and should follow all advice accordingly. If the ill staff does meet the criteria, and/or is confirmed to be positive through testing, the Manager of Child and Youth Settlement will receive advice from Public Health on what measures should be taken for the children and other staff exposed to the that staff. Staff, who have a confirmed negative COVID-19 test result, may return to work within 48 hours after no symptoms are observed.

If Staff has been exposed (i.e. travelling or close contact with a confirmed or probable COVID-19 case) they may not return to work until 14 days after their last exposure, or until 14 days after their initial symptom onset if they have not been tested for COVID-19 (if unknown exposure).

### **Screening of Children**

- Parents/guardians will be informed of the screening process prior to arriving at YMCA Centre
- Screening must be completed for ALL children entering the facility. Parents will be asked to drop their child(ren) off at the screening station to limit the need for social distancing.
- Staff will administer the COVID-19 Screening Tool for children upon arrival at the Centre. The screening process will be as follows:
  1. If child(ren) ALL answer NO to ALL screening tool questions staff will ask them to complete the temperature check. If an individual in the family unit answers YES to ANY of the screening tool questions, the child will not be permitted to enter the centre. The parent/guardian will be advised to consult with Public Health.
  2. Staff (escort) who are screening will wear a mask. They will maintain a minimum 2-meter (6 feet) distance when possible from those who approach for temperature checks.
  3. Once the parent(s)/caregiver(s) and all children have passed all screening tool requirements, the child(ren) will be escorted into the Centre by staff.
- Staff must refuse entry to any person who answers YES to ANY of the screening tool questions. This includes not allowing a child into program whose parent(s)/caregiver(s) and/or sibling(s) have answered YES to any of the active screening questions, even if the child has no symptoms. Staff will advise the parent(s)/caregiver(s) to consult with Public Health to confirm whether they and/or their child(ren) meet the COVID-19 criteria for testing and/or self-isolation. The child(ren) may not return to the YMCA Centre until 14 days after their last exposure (i.e. travelling or close and unprotected contact (i.e. no PPE) with a confirmed or probable COVID-19 case).

For example, if a child has a fever OR (runny nose AND sore throat) with no travel history or history of close contact with a person with suspected COVID-19, they cannot enter the YMCA Centre for Immigrant Programs and cannot return to program until they are symptom free- minimum 48 hours. Parent(s)/caregiver(s) and/or their child(ren) who have a confirmed negative COVID-19 test result, may return to program 48 hours after no symptoms are observed.
- Where a child or adult is obviously ill with the symptom criteria described on the Covid-19 screening tool, staff will refuse entry into the YMCA Centre for Immigrant Programs, and encourage the parent(s)/caregiver(s) to contact Public Health for further direction.
- The COVID-19 screening policy and tool will be updated as advised by Public Health.
- Documentation of the information collected during screening must be recorded on the COVID-19 Screening Tool for Staff, Parents/Caregivers, Children or others deemed essential. YMCA staff are responsible for ensuring that this information is recorded as required and managed in accordance with the YMCA of Greater Halifax/Dartmouth's privacy and document management practices.

- Parents and Caregivers will remain in communication with YMCA staff to update on their child's health status to determine if they will be allowed to return to the program.

## **MONITORING**

Staff must ensure that all children in care are monitored for illness including the following symptoms of COVID-19:

- Fever (temperature  $\geq 38^{\circ}\text{C}$ )
- New or worsening cough or shortness of breath
- Runny nose, sore throat, headache, Skin Rash

Staff are only required to document the health check or take a temperature if symptoms are noted. Health check should be done if a child starts to develop symptoms or is looking ill during the activity. This can be recorded on the Covid-19 Symptoms Monitoring Tracking Form.

Staff must ensure that hand hygiene is performed before and after each health check with each child.

The YMCA Centre for Immigrant Programs has the following practice in place if a child exhibits symptom, which include:

If ANY TWO of the symptoms related to COVID-19 are present in a child or the child is experiencing FEVER ALONE, the child must be immediately excluded from the YMCA Program and sent home. If the child has siblings who attend the Program, all siblings must also be excluded. Staff are required to:

7. Isolate the child with symptoms immediately from other children and staff into a designated exclusion room.
8. Move the cohort of children who were in the program room with the symptomatic child to the vacant room/space, immediately clean, and disinfect the impacted room.
9. Increase ventilation in the new space if possible (e.g., open windows).
10. Keep the child comfortable with toys and quiet activities. Clean and disinfect all toys after the child leaves the site.
11. While waiting for the child to be taken home, the child must be supervised by only one staff person until the child leaves while maintaining a physical distance of 2-meters if possible.
12. Staff must ensure that they wash their hands or use hand sanitizer. The most important measures are mask wearing, proper hand hygiene and maintaining a 2-meter distance as much as possible.
13. Staff will notify the parent(s) to arrange for immediate pick-up of the child. If a parent cannot be reached, an emergency contact person will be contacted to pick up the child.
14. Staff will document the symptoms observed, the date and time that symptoms occurred, and the program room the child attended on the Symptoms Monitoring Checklist and Tracking Form.
15. Once the child has been picked up, the Staff team will ensure that the isolation room (i.e. room where child was separated to) is thoroughly cleaned and disinfected.

### **Isolation Process**

In the instance that a child/ staff becomes ill and may not be able to leave site immediately, a space will be provided for them to wait in until arrangements can be made. After their departure, the space will be properly cleaned and disinfected. When disinfecting, YMCAs should reference their communicable disease policy and ensure staff have the necessary PPE (Personal Protective Equipment).

## **Use of Shared Spaces/equipment**

- Where possible any activity structures that cannot be easily cleaned and disinfected will be avoided for use in programming.
- If activity structures are to be used and by more than one group, the structures can only be used by one cohort at a time will be cleaned and disinfected before and after use by each cohort.
- Each cohort will have designated equipment (e.g., balls, loose equipment) or clean and disinfect equipment before and after cohort uses.
- The program will establish a plan to limit the number of people in a washroom at one time, prevent mingling of cohorts in washrooms and minimize the number of shared surfaces in washrooms. Participants will perform proper hand sanitization.
- Programs that utilize a space that has other user groups must ensure the space is cleaned before and after using the space. It is recommended that cleaning be done by one person within the cohort directly before the group enters the space and after it exits the space.

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The YMCA staff will be using a disinfectant that has been approved for sale in Canada and for use against SARS-CoV-2 (COVID-19). These products will be made available to all staff to complete extra cleaning of spaces, while supplies last. If these products are no longer available for purchase, we will use bleach to disinfect surfaces. Bleach is to be mixed with water, 1 cup of bleach to every 9 cups of water (1:10 ratio), to create a solution suitable for safely disinfecting surfaces. Bleach mixtures will be poured into spray bottles with a suitable workplace WHMIS label. The contact time for bleach to disinfect a surface is 10 minutes.

In order to disinfect properly we will first ensure the surface is clean from any visible dirt or debris (clean with soap and water first, if necessary), then spray the surface with the product. Let the product sit for a least one minute to ensure proper disinfection, then wipe with a disposable towel or leave to air dry.

### **YMCA Sanitization Checklist**

It is the responsibility of individuals completing the “Sanitization Schedule” to be aware of the tasks they are responsible for in each area of site. Staff may only complete the log sheet when they have completed all areas of the checklist. Each room/area will have its own checklist.

### **Cleaning & Sanitizing of the Centre for Immigrant Programs**

<b>Item</b>	<b>Product</b>	<b>Method</b>	<b>Frequency</b>
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Program equipment	<b>Oxivir Tb</b>	Spray and wipe with paper towel	Before and after each use
Program Materials	<b>Oxivir Tb</b>	Materials not individually wrapped should be sprayed down prior to use with a fine mist of <b>Oxivir Tb and left to dry for a least one minute.</b>	Before and after each use
All Areas	<b>Oxivir Tb</b>	Spray and air dry	After every three hour period

### **PHYSICAL DISTANCING**

All YMCA staff will strictly maintain routine infection prevention and control practices (refer to the “Nova Scotia Guidelines for Communicable Disease Prevention and Control for Child Care Settings”), as well as adhere to additional sanitary precautions and physical distancing measures in all aspects of care to prevent the spread of COVID-19 as described in this policy.

### **Hand Washing**

**Staff** should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:

- When they arrive at their site and before they go home
- Before handling food
- Before and after eating and drinking
- Before and after touching their own or someone else’s face
- After sneezing or coughing into hands
- Before and after giving or applying medication or ointment to a child or self
- Before and after contact with bodily fluids (i.e. runny noses, spit, vomit, blood)
- After cleaning and handling garbage
- After coming in from outside



**Children** should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:

- When they arrive at their site and before they go home
- Before and after eating and drinking
- After a diaper change and using the toilet
- After playing outside
- After handling shared toys/items
- After sneezing or coughing into hands

**Staff** should follow and role model the following steps for proper hand washing:

Wet hands

Apply soap

Lather for at least 20 seconds (or as long as the “Happy Birthday” song). Rub between fingers, 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

Staff should increase monitoring of hand washing supplies to ensure they have the proper supplies (i.e. soap, paper towels, and waste receptacles). Ensure hand sanitizer or alcohol-based hand rub (containing at least 60% alcohol) is available.

When hands are not visibly soiled, staff should follow these steps for cleaning hands using hand sanitizer:

Apply hand sanitizer (at least 60% alcohol-based)

Rub hands together for at least 20 seconds

Work sanitizer between fingers, back of hands, fingertips, and under nails

Rub hands until dry

Hand sanitizer may be used if needed. Staff must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

### **Food Services, Snacks and Meals**

- No self-serve or family-style meal service. (distribution of pre-packaged food by staff allowed)
- Food provided by the family should be stored with the participant’s belongings and should not require refrigeration.
- A best practice is to enforce a “no food sharing” policy and ensure all participants bring their own water bottles.
- Ensure participants label personal belongings.
- No activities involving food preparation are allowed.
- Ensure that food handling staff practice meticulous hand hygiene and are excluded from work if they are symptomatic or screen positive for any of the screening questions.
- Where possible, participants practice physical distancing while eating.

No provisions of common food items (e.g., salt and pepper shakers).

### **Washroom Usage**

- Washroom usage is restricted to program participants and staff only.
- Children are escorted to the washroom in accordance with allowable capacity per washroom.
- Children must be supervised in the washroom, to ensure allowable capacity is not exceeded and physical distancing is maintained and to ensure proper handwashing.
- The same staff person per room should escort the child(ren).

- Rooms/groups will have to rotate bathroom schedules to ensure physical distancing and avoid congestion in the hallways.
- All high touch surfaces ( door handles and facets) should be disinfected after every use.

### **Masks & Disposable Gloves**

Masks and gloves must be worn as per routine practice when cleaning up vomit and diarrhea and disinfecting surfaces and must be disposed after use. Disposable gloves do not replace hand washing. YMCA staff must wash their hands before gloves are put on and immediately when gloves are removed.

### **Please note:**

Due to the guidelines put forth by Public Health, all children attending the YMCA Immigrant Services programming will be placed into groups of no more than 10 children. Once they are in their group, this will be their group for the designated registration period. Siblings will be grouped together. Staff will keep a record of these groupings.

### **YMCA staff will adhere to the following guidelines:**

#### **Grouping/Cohort**

- A cohort is defined as a group of participants and staff members assigned to them who stay together throughout the activity.
- Each staff group will be kept separated in a self-contained group to limit the interaction between individuals and maintain distancing of the required 2 meters (6 feet) whenever possible ; this includes both participants and staff. Participants must register for the activity each time ensures the gathering limit based on provincial Health Authority.
- Participants who are in one cohort at the activity are not to intermingle with participants in other cohorts
- Program staff must keep logs for each self-contained group that includes the names of those in the group (e.g. staff, children, parents etc.) for contact tracing. All essential visitors or special guests should also be documented.

#### **Physical Distancing**

- Cohorts cannot mix with other cohorts or be within the same space at the same time, including pickups and drop-offs, snack time, playtime, outdoor activities, etc.
- Avoid close greetings like hugs or handshakes and encourage physically-distant greetings such as “air fives” and waves.
- Plan for physically distant activities such as shadow tag and avoid activities that require clustering around a particular item or small area or sharing items.
- Where a shared outdoor space is used (e.g. green space), cohorts must maintain a distance of 2 metres between groups.



**Daily Participant/Staff Log**

Name Program: \_\_\_\_\_

Activity Date and Location: \_\_\_\_\_

No.	Staff Name	Phone number
1		
2		
	Participant Name	Phone Number
1		
2		
3		
4		
5		
6		
7		
8		

Lead Staff Name: \_\_\_\_\_

Lead Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

## Covid-19 Symptoms Monitoring Tracking Form

Participant's Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Activity Date/Time: \_\_\_\_\_

Symptoms Observed	Date	Time	Notes
Fever/Feverish			
Cough (new or worsening)			
Sore Throat			
Headache			
Runny Nose			
Shortness of Breath (new or worsening)			
Skin Rash			
Temperature Check			

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_



Participant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Time: \_\_\_\_\_

PLEASE ANSWERING THE FOLLOWING QUESTIONS TO ALLOW THE PARTICIPANT INTO THE FACILITY:

1. Does the participating child have any of the following SYMPTOMS?

- Fever or cough (new or worsening)
- Two or more of the following symptoms sore throat, runny nose, headache, rash, or shortness of breath (new or worsening)

YES

NO

2. Has the participating child returned from travel outside of Atlantic Canada within the last 14 days?

YES

NO

3. Has the participating child been in contact with a suspected or confirmed case of COVID-19 within the last 14 days?

YES

NO

4. Has the participating child been tested for COVID-19 and awaiting test results, or has been diagnosed with COVID-19 within the last 14 days?

YES

NO

If you answer YES to any of the above questions, please do not let the child into the facility and call 811 for advice. Thank you 😊

Adult's Signature: \_\_\_\_\_

Screener's Signature: \_\_\_\_\_



# YMCA COVID-19 Operational Plan

## 2020- Field Trips Adult/Youth Programming

### YMCA Immigrant Services

The YMCA Greater Halifax/Dartmouth

November, 2020

Effective November 19<sup>th</sup> all Field Trips are suspended and will resume as per Public health recommendation

The YMCA of Greater Halifax/Dartmouth has responded to the COVID-19 global pandemic in alignment with the most accurate and up-to-date information and guidance from the Province of Nova Scotia, and the Nova Scotia Department of Health. As always, we are committed to providing healthy, safe spaces for all staff, volunteers, visitors, participants, and members.

As we work to reopen, we have a number of systems, policies, and activities that occur on a daily basis in our ongoing effort to keep our programs safe, and we are working hard to meet all of the protocols and guidelines set forth by our Provincial Health Authority.

Our YMCA is guided by core values including respect, responsibility, honesty, caring and inclusion. It is through this lens we are approaching our operational plans, working to ensure the YMCA continues to be safe and welcoming.

### **Program Planning**

- As part of the planning process the following questions will be considered to determine the risk of the activities and whether they are allowed to proceed.
  - ✓ Does the activity violate a public health order?
  - ✓ Does the activity involve shared surfaces or objects frequently touched by hands?
  - ✓ Can an activity be modified to increase opportunities for physical distancing?
  - ✓ Does the activity involve objects that cannot be cleaned and disinfected?
  - ✓ Does activity involve with community partners and require communication with them for program/activity preparation and safety protocol?

### **Things to keep in mind**

- Stagger activity schedule to promote physical distancing among participants and meet the requirements of capacity limit according to Public Health guidelines. Once maximum capacity has been reached, manage occupancy by allowing one entry with every one exit
- Consider block booking family/youth programming to reduce exposure by maintaining cohorts with cleaning into between groups,
- Registration is required for each program to ensure management of capacity and volume
- Hand sanitization station at entry and exit points and everyone participating is asked to perform hand hygiene after completing screening and prior to participating
- Determine maximum number of participants based on physical distancing requirements for staff ratio
- Routine daily screening for all staff and participants
- Routine and frequent environmental cleaning including shared items/equipment
- Frequent hand washing
- To support cleaning requirements and reduce the potential spread of the virus, any items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) should be removed from the program.

### **Overview of Field Trip Protocol**

- Contact host sites and bus companies to learn about their updated regulations
  - ✓ Research and share the host locations Covid -19 protocol and share the rules and expectations with clients prior to the trip
- Screening
  - ✓ Clients will be pre- screened prior to the trip and on the day upon arrival
  - ✓ Screening will happen when clients arrive
- Gathering Prior to the trip



- ✓ A sanitization station and screening station will be set up outside of the bus.
  - ✓ Participants are required to sanitize and complete the form before entering the bus
  - ✓ They may only attend if they answer “No” to all questions
  - ✓ To avoid large gatherings people will be asked to wait on the bus after they complete their screening
  - ✓ Use of the washroom at the Centre is allowed
  - ✓ Participants may wait outside the bus if they are not on the list – and are waiting to see if there is space on the bus.
  - ✓ Tape will be used to mark the sidewalk to socially distance the line-up getting onto the bus
- Cohorts and social distancing during the trip
    - ✓ Group size decided based on health and safety regulation at the time of the trip
    - ✓ Staff ratio will align with cohort needs- with at least 1 staff per group and at least one floater for monitoring or managing situations
    - ✓ Groups will be assigned in advance
    - ✓ Groups will stagger getting off the bus and throughout the day
- Food Safety
    - ✓ Participants will bring their own water bottles
    - ✓ Best practice is to enforce “no food sharing policy”. If participants bring their own lunch they are not to share.
    - ✓ Pre-packaged food can be provided
    - ✓ One staff person can distribute pre-packaged food with clean hands
- Safety Measures on the bus (as per bus company protocols)
    - ✓ Masks to be worn at all times
    - ✓ Hands washed or sanitized upon arrival
    - ✓ Participants are screened prior to the trip - provided to the bus company
    - ✓ Social distancing is followed in the line and on the bus
    - ✓ Capacity is reduced (limited by up to 75%)
    - ✓ Plexiglas partitions between seats or customers are spaced out
    - ✓ More regular thorough cleaning procedures
- Monitoring and ensuring safety standards
    - ✓ Let everyone know in advance what is expected
    - ✓ If participants are not adhering to the safety policies they will be required to be isolated from the group
    - ✓ For a child or youth the parents will be called
    - ✓ If a participant displays symptoms while on the trip they will be asked to self-isolate on the back of the bus with windows open and arrangements will be made for them to go home immediately after the trip and call 811.

### **Pre-Registration**

All programming requires pre-registration. Staff will notify and advertise about upcoming Field Trip opportunities and maintain a registration file.

### **Pre-Arrival Screening**

- All participants and visitors will be contacted by telephone to complete a Client/Visitor Screening Questionnaire 24 hours prior to coming to a scheduled appointment at a YMCA Centre.
- When they arrive at they will be asked to complete and sign the questionnaire again.

### **Screening at Arrival**

- Active screening of all persons prior to entering the facility
- Designated space at the entrance of the Center to allow for screening and hand hygiene prior to entering
- Screening station includes: gloves, pens, screening forms on clipboards, disinfectant, paper towels, and waste bin
- Logbook maintained to track entrance and exit (contact tracing) and capacity
- Ask individuals the **screening questions** when they arrive
- Any person who answers yes to any question are asked not to enter the facility. Anyone who has any symptoms of COVID-19 is recommended to go straight home and consult their local health authority or healthcare provide for further guidance related to testing and self-isolation.
- The screening will include providing all participants with **explanations of rules and procedures** to be expected while on the trip.

**Please note you may experience delays during arrival due to our new Screening Guidelines. We thank you for being patient with our staff during this process.**

### **YMCA Staff – Escort**

A YMCA staff member will escort clients and visitors into a line up where they will wait to be screened prior to getting on the bus. Participants will be escorted inside if they need to use the washroom and sign-in and out of the log book.

**Waiting lines/areas** – Markings that are 2ft apart will be made on the pavement with tape where clients stand to wait in line before entering the bus. Participants will be asked to wait on the bus. They may wait off the bus if they were not on the list and are waiting to see if a spot becomes available.

***Please See – YMCA Covid-19 Screening Tool (forms for Groups or individuals)***

### **MANDATORY USE OF MASK OR FACE COVERING AT THE YMCA**

In compliance with the government response to COVID-19 updated restrictions, effective immediately, the YMCA of Greater Halifax/Dartmouth is requiring the use of masks or face coverings in all indoor public spaces in our facilities or program sites. ***This requirement includes all program areas and program & strategy support, with the exception of Licensed Child Care.***

### **Health and Safety**

The YMCA has also implemented health and safety practices that require staff to wear masks or personal protective equipment (PPE) for the purpose of screening program participants, caring for symptomatic or ill participants or staff, cleaning and disinfecting surfaces, or in situations where it is difficult to maintain a 2 meter distance from others. The YMCA will ensure a sufficient supply of masks and PPE is available for staff use in these circumstances.

## Symptom Monitoring/Surveillance Process

If at any time during the day participants, visitors or staff are sick with

**Fever (i.e. chills) OR Cough (new or worsening), OR Two or more of the following symptoms:**

- Sore throat
- Runny nose/nasal congestion
- Headache
- Shortness of breath (new or worsening)

they will be asked to isolate as soon as possible until contact with the participant's family is made and arrangements for them to be picked up in a timely manner.

Staff will work together to actively monitor the symptoms of participants. Should a participant start to display symptoms of illness (cough, fever, new or exacerbated cough or difficulty breathing, headache, sore throat, or runny nose) they will be isolated from the group, until the time that they can leave the premises. All participants will be instructed to let a YMCA staff know if they are not feeling well.

***Please note:*** Participants or staff who have been identified as having seasonal allergies will **not** be excluded.

The YMCA will have digital thermometers and basic first aid supplies on hand to be used, as needed (i.e. disposable gloves, antiseptic wipes, etc.).

## Screening Policy

**Every person arriving at the YMCA Centre for Immigrant Programs must be actively screened prior to entering. The screening information must be documented on the appropriate COVID- 19 Screening Tool for Staff, Parents/Caregivers, Children, or others deemed essential.**

## Screening Stations

Prior to beginning screening at the YMCA Centre for Immigrant Programs, set up is required. The YMCA staff team are required to ensure that the following steps are completed:

Set up the screening station and assign staff to conduct the screening:

- a. Participants will see the screening table in the lobby.
  - b. Staff conducting the screening must maintain a minimum 2-meter distance from the person being screened as much as possible.
  - c. Ensure all fields in screening tool are completed (questions, name, date, and signature),
- Staff must refuse entry to any person who answers YES to ANY of the screening tool questions. This includes not allowing a child into program whose parent(s)/caregiver(s) and/or sibling(s) have answered YES to any of the active screening questions, even if the child has no symptoms. Staff will advise the parent(s)/caregiver(s) to consult with Public Health to confirm whether they and/or their child(ren) meet the COVID-19 criteria for testing and/or self-isolation. The child(ren) may not return to the YMCA Centre until 14 days after their last exposure (i.e. travelling or close and unprotected contact (i.e. no PPE) with a confirmed or probable COVID-19 case).  
For example, if a child has a runny nose or sore throat with no travel history or history of close contact with a person with suspected COVID-19, s/he cannot enter the YMCA Centre for Immigrant Programs and cannot return to program until they are symptom free- minimum 48 hours. Parent(s)/caregiver(s)

and/or their child(ren) who have a confirmed negative COVID-19 test result, may return to program within 48 hours after no symptoms are observed.

- Where a child or adult is obviously ill with ANY symptoms described on the Covid-19 screening tool, staff will refuse entry into the YMCA Centre for Immigrant Programs, and encourage the parent(s)/caregiver(s) to contact Public Health for further direction.
- The COVID-19 screening policy and tool will be updated as advised by Public Health.
- Documentation of the information collected during screening must be recorded on the COVID-19 Screening Tool for Staff, Parents/Caregivers, Children or others deemed essential. The Manager of Child and Youth Settlement is responsible for ensuring that this information is recorded as required and managed in accordance with the YMCA of Greater Halifax/Dartmouth's privacy and document management practices.

### **Screening of YMCA Program Staff**

The following steps shall be taken each day:

- All staff are informed of, and sign off on, the screening policy prior to beginning work at the Centre. Active screening must be completed for ALL staff at the site.
- If unable to report to work, the Program Supervisor will ensure a backup staff is called into work.
- Staff are required to stay home if they are experiencing ANY two symptoms identified on the screening tool and to report their absence to their Supervisor immediately.

Any staff who arrive at the YMCA Centre for Immigrant Programs and answer YES to ANY of the questions on the screening tool, must be directed not to enter the building, to return home, and they will report their absence to their Supervisor immediately.

Staff should consult with Public Health to confirm whether they meet the COVID-19 criteria for testing and/or self-isolation and should follow all advice accordingly. If the ill staff does meet the criteria, and/or is confirmed to be positive through testing, the Manager of Child and Youth Settlement will receive advice from Public Health on what measures should be taken for the children and other staff exposed to the symptomatic staff. Staff, who have a confirmed negative COVID-19 test result, may return to work within 48 hours after no symptoms are observed.

If Staff has been exposed (i.e. travelling or close contact with a confirmed or probable COVID-19 case) they may not return to work until 14 days after their last exposure, or until 14 days after their initial symptom onset if they have not been tested for COVID-19 (if unknown exposure).

### **Records for Contact Tracing**

- Programs keep daily records of anyone entering / attending the activity (e.g. staff working each day, children, etc.). All visitors or special guests will also be documented. (Daily participant/staff log see Sample below)
- Anyone indicated a positive response to questions in the screening questionnaire is asked not to participate in the program.
- Maintenance of records supports future contact tracing if required
- A log of the daily screening tools and results will be completed by staff and will be kept onsite.

## **MONITORING**

The YMCA Centre for Immigrant Programs has the following practice in place if a participant or visitor exhibits symptoms, which include:

If the symptoms related to COVID-19 are present:

- Any one of these alone: Fever (temperature  $\geq 38^{\circ}\text{C}$ ) OR Cough (new or worsening)
- Or any Two of the following: shortness of breath (new or worsening), runny nose, sore throat, headache (or any one of these in addition to fever or cough)

the participant or visitor must be immediately excluded from the YMCA Program and sent home. If the participant or visitor has family members who attend the Program, all family members must also be excluded. Staff are required to:

- Isolate the person with symptoms immediately from other participants and staff into a designated exclusion room.
- Move the cohort of participants who were in the program room with the symptomatic person to the vacant room/space, immediately clean, and disinfect the impacted room.
- Increase ventilation in the new space if possible (e.g., open windows).
- Staff must ensure that they wash their hands or use hand sanitizer. The most important measures are mask wearing, proper hand hygiene and maintaining a 2-meter distance as much as possible.
- Staff will document the symptoms observed, the date and time that symptoms occurred, the temperature reading and the program room the participant attended on the Symptoms Monitoring Checklist and Tracking Form.
- Once the participant has been picked up, the Staff team will ensure that the isolation room (i.e. room where participant was separated to) is thoroughly cleaned and disinfected.

### **Isolation Process**

In the instance that a participant/ staff becomes ill and may not be able to leave site immediately, a space will be provided for them to wait in until arrangements can be made. After their departure, the space will be properly cleaned and disinfected. When disinfecting, YMCAs should reference their communicable disease policy and ensure staff have the necessary PPE (Personal Protective Equipment).

If on the trip already, they will remain isolated (keeping one row empty between them and others) on the host site and will isolate on the back of the bus with windows open. One staff will stay close by to monitor.

Participants will also be asked to isolate if they are not adhering to the health and safety protocols and posing a risk to the group. If they are a youth parents will be contacted.

### **Use of Shared Spaces/equipment**

- Where possible any activity structures that cannot be easily cleaned and disinfected will be avoided for use in programming.
- If activity structures are to be used and by more than one group, the structures can only be used by one cohort at a time will be cleaned and disinfected before and after use by each cohort.
- Each cohort will have designated equipment (e.g., balls, loose equipment) or clean and disinfect equipment before and after cohort uses.

- The program will establish a plan to limit the number of people in a washroom at one time, prevent mingling of cohorts in washrooms and minimize the number of shared surfaces in washrooms. Participants will perform proper hand sanitization.
- Programs that utilize a space that has other user groups must ensure the space is cleaned before and after using the space. It is recommended that cleaning be done by one person within the cohort directly before the group enters the space and after it exits the space.

## **CLEANING AND DISINFECTION PROCEDURES**

### **Cleaning Schedule**

During this time, the YMCA of Greater Halifax/Dartmouth is keenly aware that the proactive cleaning of shared spaces and common surfaces is absolutely essential for the health & safety of our children, families and staff. As such, we have committed to the following additional cleaning measures, on top of our regular daily cleaning schedules.

- YMCA staff will contact the visiting site and bus company in advance to ensure they have cleaning practices in place.
- Bus companies have increased their cleaning and air quality as a result of Covid-19.
- In the Centre staff will be responsible for cleaning surfaces where clients were waiting.

### **Cleaning Procedure**

This document is meant to outline steps that will be taken at the YMCA to proactively enact extra cleaning routines during a time of increased risk of disease transmission. These measures are intended to be preventative only and will change in the event of an active COVID-19 outbreak onsite.

During a time of increased risk of disease transmission, YMCA staff will complete daily cleaning and disinfection of all spaces in use.

### **Sanitization and Disinfecting Procedure**

The YMCA staff will be using a disinfectant that has been approved for sale in Canada and for use against SARS-CoV-2 (COVID-19). These products will be made available to all staff to complete extra cleaning of spaces, while supplies last. If these products are no longer available for purchase, we will use bleach to disinfect surfaces. Bleach is to be mixed with water, 1 cup of bleach to every 9 cups of water (1:10 ratio), to create a solution suitable for safely disinfecting surfaces. Bleach mixtures will be poured into spray bottles with a suitable workplace WHMIS label. The contact time for bleach to disinfect a surface is 10 minutes.

In order to disinfect properly we will first ensure the surface is clean from any visible dirt or debris (clean with soap and water first, if necessary), then spray the surface with the product. Let the product sit for a least one minute to ensure proper disinfection, then wipe with a disposable towel or leave to air dry.

### **YMCA Sanitization Checklist**

It is the responsibility of individuals completing the “Sanitization Schedule” to be aware of the tasks they are responsible for in each area of site. Staff may only complete the log sheet when they have completed all areas of the checklist. Each room/area will have its own checklist.

### **Cleaning & Sanitizing of the Centre for Immigrant Programs**

<b>Item</b>	<b>Product</b>	<b>Method</b>	<b>Frequency</b>
Hard Surfaces	<b>Oxivir Tb</b>	Spray and wipe with paper towel.	After each use
Program equipment	<b>Oxivir Tb</b>	Spray and wipe with	Before and after

		paper towel	each use
Program Materials	<b>Oxivir Tb</b>	Materials not individually wrapped should be sprayed down prior to use with a fine mist of <b>Oxivir Tb and left to dry for at least one minute.</b>	Before and after each use
All Areas	<b>Oxivir Tb</b>	Spray and air dry	After every three hour period

## **PHYSICAL DISTANCING**

All YMCA staff will strictly maintain routine infection prevention and control practices (refer to the “Nova Scotia Guidelines for Communicable Disease Prevention and Control for Child Care Settings”), as well as adhere to additional sanitary precautions and physical distancing measures in all aspects of care to prevent the spread of COVID-19 as described in this policy.

### **YMCA staff will adhere to the following guidelines:**

#### **Grouping/Cohort**

- A cohort is defined as a group of participants and staff members assigned to them who stay together throughout the activity.
- Each staff group will be kept separated in a self-contained group to limit the interaction between individuals and maintain distancing of the required 2 meters (6 feet) ; this includes both participants and staff. Participants must register for the activity each time ensures the gathering limit based on provincial Health Authority.
- Participants who are in one cohort at the activity are not to intermingle with participants in other cohorts
- Program staff must keep logs for each self-contained group that includes the names of those in the group (e.g. staff, children, parents etc.) for contact tracing. All essential visitors or special guests should also be documented.

#### **Physical Distancing**

- Cohorts cannot mix with other cohorts or be within the same space at the same time, including pickups and drop-offs, snack time, playtime, outdoor activities, etc.
- Avoid close greetings like hugs or handshakes and encourage physically-distant greetings such as “air fives” and waves.
- Plan for physically distant activities such as shadow tag and avoid activities that require clustering around a particular item or small area or sharing items.
- Where a shared outdoor space is used (e.g. green space), cohorts must maintain a distance of 2 metres between groups.

#### **Hand Washing**

**Staff** should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:

- When they arrive at their site and before they go home
- Before handling food
- Before and after eating and drinking
- Before and after touching their own or someone else’s face
- After sneezing or coughing into hands
- Before and after giving or applying medication or ointment to a child or self

- Before and after contact with bodily fluids (i.e. runny noses, spit, vomit, blood)
- After cleaning and handling garbage
- After coming in from outside

➤ **Participants** should wash their hands with hand sanitizer frequently, and must wash their hands in the following situations:

- ✓ When they arrive at the activity and before they go home
- ✓ Before and after eating and drinking
- ✓ After using the washroom
- ✓ After handling shared equipment/items
- ✓ After sneezing or coughing into hands

**Staff** should follow and role model the following steps for proper hand washing:

Wet hands

Apply soap

Lather for at least 20 seconds (or as long as the “Happy Birthday” song). Rub between fingers, 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

Staff should increase monitoring of hand washing supplies to ensure they have the proper supplies (i.e. soap, paper towels, and waste receptacles). Ensure hand sanitizer or alcohol-based hand rub (containing at least 60% alcohol) is available.

When hands are not visibly soiled, staff should follow these steps for cleaning hands using hand sanitizer:

Apply hand sanitizer (at least 60% alcohol-based)

Rub hands together for at least 20 seconds

Work sanitizer between fingers, back of hands, fingertips, and under nails

Rub hands until dry

Hand sanitizer may be used if needed. Staff must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

### **Food Services, Snacks and Meals**

- No self-serve or family-style meal service. (distribution of pre-packaged food by staff allowed)
- Food provided by the family should be stored with the participant’s belongings and should not require refrigeration.
- A best practice is to enforce a “no food sharing” policy and ensure all participants bring their own water bottles.
- Ensure participants label personal belongings.
- No activities involving food preparation are allowed.
- Ensure that food handling staff practice meticulous hand hygiene and are excluded from work if they are symptomatic or screen positive for any of the screening questions.
- Where possible, participants practice physical distancing while eating.
- No provisions of common food items (e.g., salt and pepper shakers).

### **Safety Measures on the bus**

- Masks to be worn at all times
- Hands washed or sanitized upon arrival
- Customers are screened prior to the trip - provided to the bus company
- Social distancing is followed in the line and on the bus
- Capacity is reduced (limited by up to 75%)



- Plexiglas partitions between seats or customers are spaced out
- More regular thorough cleaning procedures

### **Masks & Disposable Gloves**

Masks and gloves must be worn as per routine practice when cleaning up vomit and diarrhea and disinfecting surfaces and must be disposed after use. Disposable gloves do not replace hand washing. YMCA staff must wash their hands before gloves are put on and immediately when gloves are removed.



## **Covid-19 Sign in and Screening Tool**

Program \_\_\_\_\_

Date \_\_\_\_\_

**By Signing this form, you declare that you answered NO to all the following questions:**

- 1. Do you have any of the following SYMPTOMS?**
  - Fever or cough (new or worsening)
  - Two or more of the following symptoms sore throat, runny nose, headache, rash, or shortness of breath (new or worsening)
- 2. Have you or household member returned from travel outside of Atlantic Canada within the last 14 days?**
- 3. Have you been in contact with a suspected or confirmed case of COVID-19 within the last 14 days?**
- 4. Have you been tested for COVID-19 and awaiting test results, or has been diagnosed with COVID-19 within the last 14 days?**

Print Name	Sign



**Covid-19 Screening Tool**

**Individual's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**PLEASE ANSWERING THE FOLLOWING QUESTIONS BEFORE ENTERING THE FACILITY:**

1. Do you have any of the following **SYMPTOMS?**

- Fever or cough (new or worsening)
- Two or more of the following symptoms including sore throat, runny nose, headache, rash or shortness of breath (new or worsening)

YES

NO

2. Have you or a household member returned from **travel** outside of Atlantic Canada within the last 14 days?

YES

NO

3. Have you been in **contact with a suspected or confirmed case** of COVID-19 within the last 14 days?

YES

NO

4. Have you been **tested** for COVID-19 and **awaiting test results**, or has been **diagnosed** with COVID-19 within the last 14 days?

YES

NO

If you answer YES to any of the above questions, please do not enter the facility and call 811 for advice. Thank you 😊

Individual's Signature: \_\_\_\_\_

Screener's Signature: \_\_\_\_\_

### Daily Participant/Staff Log

Name Program: \_\_\_\_\_

Activity Date and Location: \_\_\_\_\_

No.	Staff Name	Phone number
1		
2		
	Participant Name	Phone Number
1		
2		
3		
4		
5		
6		
7		

<b>8</b>		

Lead Staff Name: \_\_\_\_\_

Lead Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Covid-19 Symptoms Monitoring Tracking Form

Participant's Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Activity Date/Time: \_\_\_\_\_

Symptoms Observed	Date	Time	Notes
Fever/Feverish			
Cough (new or worsening)			
Sore Throat			
Headache			
Runny Nose			
Shortness of Breath (new or worsening)			
Temperature Check			

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_



