

Rec & Roll COVID-19 Risk Mitigation Plan

Program Name	Rec & Roll
Workplace Risk	Refer to BC Centre for Disease Control: Covid-19 Public Health Guidance for Child Care Settings
Limit Occupancy	Licensed to care for 35 As per licensing regulations: 1 staff/ 12 children school ages 5- 12 years Office at the CMRC: Occupancy 3 staff
Program Location	Marie Sharpe Elementary Library Children will be outside wherever possible.
Program Address	260 Cameron Street, Williams Lake
Contact Information	Emma Davidson, Recreation Coordinator, 250-392-1799 Malinda Gill, AfterSchool Coordinator
Staff on Site	Malinda Gill, Char Tresaria, Kelly Croft, Tina Benedet, Tracy Campbell, Zoe Klassen, Vicky McLellan
Licensing Officer	Robyn Vermeulen, Interior Health, 250-267-1488 Robyn.Vermeulen@interiorhealth.ca
School District 27	Kris Beaulne, Marie Sharpe Principal, 250-392-4104 Norine Durban, Interim Secretary Treasurer, 250-398-3802 Patrick- Janitor, on-site until 6:00pm
Policies & Procedures	Rec & Roll is licensed under the Community Care and Assisted Living Child Care Licensing Regulation. This Risk Mitigation Plan augments Rec & Rolls current policies and procedures.
Staff Health	<ul style="list-style-type: none"> • Do not report to work if you feel unwell, are symptomatic or have been in close contact with a symptomatic person. • Carry a “Grab & Go” kit that contains hand soap, hand sanitizer, disinfecting wipes and gloves. • Greet others with a smile - no handshakes or hugs - maintaining at least an arm’s length distance. • Maintain physical distancing from other staff members, children and their guardians • Ask those you are supporting if they are sick or have been sick recently. If the answer is yes, please advise the program coordinator immediately. Volunteers should minimize contact with the subject and seek to isolate them. This should be done in a private and respectful manner. The local health authority should be contacted to determine next steps. • Ensure that all work surfaces are cleaned with disinfectant wipes before and after assisting others. • Do not handle the belongings of those you are supporting. • Staff are encouraged to have a change of clothes available at work should they have any concerns that the virus transferred onto their clothing while caring for a sick child before returning to the other



	children in care
Participant Health/ Health Screening	<p>Staff will conduct daily checks for respiratory illness at arrival by asking the child to confirm that they do not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.</p> <p>Healthy Participant Policy- Parent Handbook and Policy & Procedures Do not allow your child to participate in any of our programs if your child has:</p> <ul style="list-style-type: none"> • experienced cold or flu-like symptoms with the last 14 days • been in close contact with anyone else who has had these symptoms in the last 14 days; or • been in close contact with anyone else who has travelled outside of Canada in the last 14 days.
Isolation Space	<p>If a child becomes unwell during our program staff will follow the BC Centre for Disease Control: Covid-19 Public Health Guidance for Child Care Settings, protocol for child or staff with symptoms of COVID-19 in a childcare setting.</p> <p>Outdoor: separate area on school field; Indoor: parent entrance to gym</p>
Program Outline	<p>2:30pm Staff arrives at Marie Sharpe Elementary, enters school at keyboard access, signs in as REC and ROLL-gym, hand sanitizes and proceeds to kitchen to prep snack and then grab any outside equipment</p> <p>Malinda has ensured children’s allergies posted on fridge and in safety binder.</p> <p>2:55pm Staff member is stationed at playground garbage can to meet first students. Nature K bus is first @ 2:55pm. List of buses and students in safety binder.</p> <ul style="list-style-type: none"> • Children check in with staff, • Staff greets child and asks them if they have been feeling well today. • Child sanitizes hands, • Child place backpacks along rope quadrant and then play on playground until whole group arrives. • Staff member records time kids arrived and actively supervises them on the playground. <p>3:00pm Staff member is stationed at bus stop with Rec & Roll sign to direct children to other staff for sign in.</p> <p>3:20pm All children should have arrived. Children play on playground.</p>

	<p>3:30pm (Approx) Staff gathers rope and children and escorts children to courtyard entrance.</p> <p>Staff goes to keypad entrance of school and follows school procedures to enter and then opens courtyard doors for Staff and children.</p> <p>Staff puts out rope quadrants for backpacks down the hallway.</p> <p>Children remove shoes, enter school, put backpacks and all belongings along quadrants in hallway and then proceed to washroom. Children must use the bathroom and wash hands. Staff shows and directs children to check bathroom use sheet (only checked when toilets are used). After 10 toilet uses SD 27 Janitor cleans washroom, as per SD 27 procedures.</p> <p>4:00pm (Approx) Snack will be outdoors in courtyard or field, pending portability. Picnic table tops soap and water cleaned and then disinfected prior to children use, children sit socially distanced. Once the weather changes, snack will be served in the library.</p> <p>After snack children wash hands in school or use hand sanitizer. Children are encouraged to use bathroom again.</p> <p>4:30pm-till closing Children will participate in a variety of planned and free time activities while remaining as socially distant as possible.</p> <p>5:30pm All children are to be picked up and signed out. Child must wash or sanitize hands when leaving the program.</p> <p><u>Closing Procedures</u></p> <p>Staff will</p> <ul style="list-style-type: none"> • Clean and sanitize all equipment that has been used that day with disinfectant provided by SD27 • Replace/ replenish disinfectant and hand sanitizer and cleaning clothes • Staff wash their hands before departing for home and follow Marie Sharpe School sign out procedures. <p>5:45pm Staff Depart</p>
<p>Sign In/ Sign Out Procedures</p>	<p>Sign In Children sign-in with staff maintaining physical distance from child. Leader will conduct a verbal health screening with child.</p>

	<p>Sign Out</p> <p>Parents are encouraged to check if the program is still outside first and then come to front door of school. Parents must text the rec and roll number when they arrive at the front door of the school. Staff will bring them their child and belongings. Staff will document time of pick up as well as who picked up as per licensing regulations. Staff and Parents will remain socially distant.</p>
Evacuation Procedure	Marie Sharpe School field is the emergency evacuation muster area. Staff has been trained on the evacuation route. If the field is not a safe muster area staff will lead the children to the Cariboo Memorial Recreation Complex.
Post Signage	<p>All access points into Marie Sharpe school have signs that state 'STOP- do not visit if unwell'.</p> <p>Hand Hygiene signs in bathrooms.</p>
Control Access	When in Marie Sharpe Elementary children are only allowed in the library, gym and washroom areas.
Hand Hygiene	<p>Hand Hygiene posters are in bathroom and kitchen.</p> <p>Children:</p> <ul style="list-style-type: none"> • When they arrive at the childcare centre and before they go home • Before and after eating and drinking • After using the toilet • After playing outside • After handling pets and animals • After sneezing or coughing • Whenever hands are visibly dirty <p>Staff:</p> <ul style="list-style-type: none"> • Practice and model washing hands properly to the children • When they arrive at the childcare centre and before they go home • Before and after handling food (raw, cooked or pre-packaged), • Before and after giving or applying medication or ointment to a child or self • After assisting a child to use the toilet • After using the toilet • After contact with body fluids (e.g., runny noses, spit, vomit, blood) • After cleaning tasks • After removing gloves • After handling garbage • Whenever hands are visibly dirty
Respiratory Etiquette	<p>Children and staff should:</p> <ul style="list-style-type: none"> • Cough or sneeze into their elbow sleeve or a tissue. Throw away

	<p>used tissues and immediately perform hand hygiene <i>Verbal Reminder: 'Cover your coughs'</i></p> <ul style="list-style-type: none"> • Not touch their eyes, nose or mouth with unwashed hands <i>Verbal Reminder: 'Hands below your shoulders'</i> • It is not recommended that children or staff wear cloth or homemade masks. However, wearing one is a personal choice.
Personal Items	Children and staff will not share personal items. Children are not permitted to bring toys from home
Meals/ Snacks	Snacks are provided at Rec and Roll. Children do not prepare or serve snacks. Disposable utensils will be used. Safe food handling and hand hygiene procedures will be followed.
Physical Distancing Strategies	<p>Pool noodles will be used for kids to be able to visualize distances Ropes with knots 2 meters apart laid out for children to place personal items or have 'their space' Dots or pylons on ground for distance markers 2 children in bathroom at a time</p>
Shared Items	<p>During the program staff will:</p> <ul style="list-style-type: none"> • Implement regular hand hygiene. • Make a visual inspection of the children for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness and inflamed body parts (MIS-C). • Reduce crowding activities. (Ministry states that social distance is not a rule, but a guideline and may not be practical in all childcare settings.) • Encourage physical distancing, but not enforce • Plan and encourage outdoor and small group play. • Increase cleaning and disinfecting protocols. <p>Playground Children will wash/ sanitize their hands before and after playing in playgrounds.</p> <p>Toys All soft toys have been removed. Children can take a bin from the toys trolley. Once finished playing the toys will be put on top of the toy trolley for staff to disinfect. After disinfected the toy bin will be put back.</p> <p>Books Books can be selected by the children, but leaders will remove the book from bookshelf and give to child. Once done reading the child will put the book in a 'used' bin. The outside of the books will be gently wiped down with disinfectant. The used books will be left for 48 hours before placing back on trolley.</p> <p>Sports Equipment Children will hand sanitize or wash before and after using sport equipment.</p>

	<p>Activities that allow the children to have their own equipment to participate are encouraged or if sharing kicking is preferred. Used sports equipment will be disinfected after use.</p> <p>Craft/ Art Individual, limited equipment art/ craft projects will be offered. Hand sanitization/ washing will occur before and after the project.</p> <p>Outdoor Kitchen This space has been approved for use by the school principal. Children and staff will sanitize hands upon entry and exit.</p>
Transportation/ Special Guests	<p>Activities that require transportation have been cancelled. Special guests may come to Rec & Roll if physical distancing can occur and they abide by the Healthy Participant Policy. (ie. dance instructor, yoga instructor etc). Special guests will be asked about illness upon arrival.</p>
First Aid/PPE	<p>Level 1 first aid kits</p> <p>Staff trained in first aid, mask use, glove and hand washing.</p> <p>PPE provided: pocket mask with viral filter, gloves, safety glasses, coveralls, clothe and N95 masks.</p> <p>Whenever possible the child should be encouraged to self-treat while staff can provide direction and supplies. If the child is unable to provide self-treatment or needs comfort, then staff need to don the appropriate level of personal protective equipment for the situation. This includes gloves, safety glasses and a mask.</p> <p>Safe Disposal of PPE: Face mask and gloves are not to be re-used after providing care. Put them both back into the zip lock bag and dispose in garbage. Cloth masks are to be put in zip lock bag and then washed.</p> <p>If staff is concerned that they may have been exposed to droplets when caring for a sick child it is advised that they talk to their supervisor and contact 811 for health advice.</p>
First Aid/PPE (cont.)	
Reporting of COVID-19	<p>COVID-19 is a reportable incident.</p> <p>Our Licensing Officer will be contacted, and a report made within 24 hours to Licensing Direct AND staff must alert the local Medical Health Officer if there is a child self-monitoring for symptoms who develops symptoms compatible with COVID-19 while at our program.</p> <p>Health Center in Williams Lake: 250-302-5000, ask for intake nurse, if unavailable call 8-1-1</p>

<p>Unusual Absenteeism</p>	<p>If a child or staff member tests positive, all families or staff who have been in contact with that individual will be notified.</p> <p>Daily attendance sheets with family contacts/ phone numbers will be provided to Interior Health/ Provincial Health Authority.</p> <p>Notify the local Medical Health Officer in unusual situations, such as when absenteeism of children/ staff is greater than would be expected or there is a suspected case of COVID-19 in a child/ staff that is self-monitoring for symptoms.</p> <p>Health Center in Williams Lake: 250-302-5000, ask for intake nurse, if unavailable call 8-1-1</p>
<p>Use Appropriate Disinfectant</p>	<p>School District 27 is providing Rec & Roll with the following products as hand sanitizer & disinfectant. Staff have been provided with SDS sheets.</p> <div style="display: flex; justify-content: space-around;">   </div>
<p>Touch Point/ Sanitization</p>	<p>Cleaning and disinfection protocols of the school are set out by SD 27 and are provided their janitor.</p> <p>General cleaning and disinfecting of the center should occur at least once a day. Frequently-touched surfaces should be cleaned and disinfected at least twice a day. These include door knobs, light switches, faucet handles, table counters, chairs, electronic devices, and toys. Clean and disinfect any surface that is visibly dirty.</p> <p>Washrooms: once a child has used the toilet they are to place a check on the sheet on the door. After approx. 10 checks the SD 27 janitor provides cleaning/ sanitization.</p> <p>Staff will manage the cleaning and sanitization of high touch surfaces in the Rec & Roll program area such as tables, toys and equipment. Equipment used by children will be placed in a used bin for staff to clean and sanitize. <i>See shared items.</i></p>
<p>Provider Liability</p>	<p>According to the Liability Order issued by the Attorney General, childcare</p>

	providers cannot be held liable if an employee or child is exposed to the COVID-19 virus. However: This protection only applies to providers who are following the specific protocols of the provincial health officer and other applicable regulatory bodies.
Risk & Permission Form	Guardians will be asked to sign an informed consent. * starting Sept 2020
Staff Training	Information on COVID-19 and MiS-C Staff and Participant Health Protocols BC Centre for Disease Control: Covid-19 Public Health Guidance for Child Care Settings Sign in & Out Procedures PPE Use & Disposal: mask use, glove Hand Hygiene Cleaning and Disinfecting Protocol for child or staff with symptoms of COVID-19 in a childcare setting.
Reference Documents	BC Centre for Disease Control: Covid-19 Public Health Guidance for Child Care Settings BC Centre for Disease Control: Covid-19 Public Health Guidance for K-12 School Settings WorkSafe BC: childcare: Protocols for returning to operation WorkSafe BC: A guide for employers and occupational first aid attendants Centers for Disease Control and Prevention: For Parents: MIS-C associated with COVID-19 BCRPA: Guidance and Consideration for Children’s Day Camps during COVID-19 Pandemic The Recreation & Parks Sector Guidelines for Restarting Operations COVID 19: Recovery Through Recreation & Parks