

# COVID Policies and Procedures

1. The maximum number of children permitted to be registered in the program shall be determined by the required COVID capacity limit and the number of adult and high school student staff that must be present.
2. Washrooms and common areas shall be cleaned once a day.
3. Indoors, masks shall be worn at all times by children and staff. Masks may be removed for eating and drinking, provided 2 m of separation between individuals can be maintained.
4. Staff shall be provided with medical grade masks and face shields or goggles.
5. Signs shall be posted to remind individuals to self-screen for symptoms.
6. Signs shall be posted to remind individuals to maintain 2 m of physical distancing whenever possible indoors.
7. Signs shall be posted to indicate capacity limits in the washrooms.
8. Hand sanitizer shall be available at the main entrance. It shall be used by every individual entering the building, upon entry.
9. Parents and caregivers picking up children shall not be allowed inside the building.
10. At the beginning of the year, children will be taught age-appropriate possible symptoms of COVID-19 and will be told to let a staff member know if they ever feel like they may have a symptom.
11. All staff shall be required to complete COVID screening at most four hours before reporting for work.
12. Parents are required to complete COVID screening for school/child care before sending their child to school EVERY morning. If the tool indicates the child should not go to school, they may also not attend the After School Program. Parents are required to immediately inform the After School Program Manager that their child will not be attending and the reason for the absence.
13. Children or staff who have any or just one symptom associated with COVID-19 as listed on the [Ottawa Public Health screening tool](#) (which allows for exceptions based on known medical conditions and other considerations) shall not be allowed to attend the program. Such symptomatic individuals shall be allowed back to the program when one of three conditions is met:
  - a. The individual goes for COVID testing and receives a negative result AND they do not have a fever, and their symptoms have been improving for at least 24 hours, or 48 hours for gastrointestinal (vomiting, diarrhea) symptoms.
  - b. The individual receives an alternative diagnosis that explains the symptoms from a doctor or nurse practitioner, AND they do not have a fever, their symptoms have been improving for at least 24 hours, or 48 hours for gastrointestinal (vomiting, diarrhea) symptoms.
  - c. 10 days have passed from symptom onset AND all symptoms have been resolved for at least 24 hours. Even if the individual completely recovers within a few days, if they did not go for COVID testing, they must not attend for the full 10 days.

14. Parents or other caregivers to the children in the program are strongly encouraged to notify the program if they test positive for COVID-19. Their unvaccinated children will be considered high risk contacts and should self-isolate and follow all directions from Ottawa Public Health.
15. If anyone becomes ill at a the program, they will:
  - a. be immediately separated from others, until they can go home
  - b. be provided with a medical mask
  - c. continue to be supervised by staff
  - d. be asked to maintain physical distancing
  - e. be unable to take school or public transportation
16. All adult and teenage staff, including casual staff, shall disclose their vaccination status. All staff are required to be fully vaccinated before their first shift.
17. Children in the program shall have 8 weeks from the vaccine being eligible for their age cohort to have received both doses. After this time, all children who have not received both doses will be asked to leave the program, unless they can provide a documented medical reason they cannot get vaccinated or if they require accommodation under the Human Rights Code.
18. Staff who must stay home because they are ill or do not pass the COVID screening, are entitled to a minimum of two weeks of paid sick leave. Additional sick leave hours may be granted at the discretion of the QGPCA board. High school students who are volunteering will still receive credit for time even if they cannot attend because they do not pass the COVID screening.