

# ABCA OUTDOOR PROGRAMS

## COVID-19 Policies and Procedures

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The policies and procedures outlined below are meant to provide a safe environment for participants, their families, and staff while staying true to our values and quality of programming at ABCA as possible.

We're committed to providing an environment that is fun, engaging and safe. ABCA's Outdoor programs will meet Ontario and Huron-Perth Health Unit health recommendations. However, doing so offers no guarantee that you or your child will not be exposed to COVID-19. The ABCA is committed to mitigating risk using a 'layered' approach with both physical distancing and personal preventative practices.

Families and participants are asked to review and agree to the below policies and procedures. In addition to agreeing to the policies and procedures participants and families will be required to review and agree to abide by our code of conduct (Appendix A).

For all ABCA Education Policies and Procedures, not related to COVID-19, please see the Participant Information Guide.

## Policy

### Responsibilities of Families

- All families must participate in screening each day of the program and are required to be honest. Fever screening will be completing using non-contact thermometer
- Participants displaying symptoms of COVID-19 (fever, cough, shortness of breath/difficulty breathing, etc.) will not be permitted to attend that day's program and will be encouraged to get tested. They will not be permitted to return until 14 days after the onset of symptoms, and only if clearance has been received from Huron Perth Public Health, unless negative test results are provided.
- Participants displaying symptoms of COVID-19 (fever, cough, shortness of breath/difficulty breathing, etc.) at the program will be isolated in a safe place with a facilitator and must be picked up immediately. They will not be permitted to return until 14 days after the onset of symptoms, and only if clearance has been received from Huron Perth Public Health, unless negative test results are provided.
- Participants who test positive for COVID-19 or who come in close contact with a person who has tested positive for COVID-19 will not be permitted to return until 14 days after the onset of symptoms (or after contact with that person), and only if clearance has been received from Huron Perth Public Health, unless negative test results are provided.
- Acorns & Oaks families are encouraged to physically distance themselves throughout the duration of the program, and are required to follow all directions given by staff. Failure to do so may result in immediate cancellation without compensation.
- Families will work with staff to ensure that the procedures listed below are followed.
- We strongly encourage families and participants to be up to date on all vaccines and to get their flu shot/influenza immunization

## Closure

Though we are currently able to operate our outdoor programs, there remains the possibility that we may need to shut down due to government mandate or other COVID-related circumstances. We will endeavour to notify all participant families with as much time as possible of any program cancellations. However the emergent nature of the global pandemic may result in programs being cancelled with minimal notice.

- Programs will be cancelled if staff shortages occur.
- Programs will be cancelled if Huron Perth Public Health or the Province of Ontario deems that the site be closed.
- Program cancellation can happen prior to or during a day's programming. In the event that program cancellation occurs during the day, families will be notified and asked to pick their children up immediately.

## Refunds

### Outdoor Science! & Oaks and Acorns

- Refunds will be offered for those programs that are cancelled due to a decision by Huron-Perth Public Health or the Province of Ontario.
- Refunds will be offered to individuals that are not permitted at program due to illness for a 2 week period
- Refunds will not be offered to families that fail to properly follow ABCA policies and procedures, or create an unsafe environment for others
- A full refund, less a \$50 administration fee/program session/person, will be issued to any cancellation made during the notice period of 10 calendar days or more prior to the start date of the program.
- If a program is cancelled or changed due to weather, no refund will be issued. Where possible, arrangements will be made for a make-up day.
- If a program is cancelled or changed due to low enrolment, a full refund will be issued. We are not able to guarantee a notice period. However, we will do our very best to advise families as soon as we are able.

### Outdoor School (Seedlings & Saplings)

- Refunds will be offered for those programs that are cancelled due to a decision by Huron-Perth Public Health or the Province of Ontario.
- Refunds will be offered to individuals that are not permitted to attend the program due to illness for a 2 week period
- Refunds will not be offered to families that fail to properly follow ABCA policies and procedures, or create an unsafe environment for others
- We offer a two week trial period for our Outdoor School program. If a cancellation is made within the first two weeks of the program, the cancellation fee will reflect a pro-rated price.

Cancellations after the two week trial period and before December 15th will result in a 50% reimbursement of the program tuition. No refunds will be issued after December 15th.

- If a program is cancelled or changed due to weather, no refund will be issued. Where possible, arrangements will be made for a make-up day.
- If a program is cancelled or changed due to low enrolment, a full refund will be issued. We are not able to guarantee a notice period. However, we will do our very best to advise families as soon as we are able.

## Communication

- All attempts will be made to protect the privacy of individuals and dignity of families
- Huron Perth Public Health will be notified by the ABCA of any positive or suspected cases related to our programs, as recommended by Health Canada
- Huron Perth Public Health will be consulted when making decisions about who to contact, next steps, and whether or not to close, should a participant or education staff test positive for COVID-19.
- Families are required to notify ABCA education staff if any family member or close contact tests positive
- Families are required to honestly complete screening upon arrival for each program day

## Procedures

### Programming & Physical Distancing Measures

- Physical distancing practices will occur within groups where possible, but cannot be guaranteed
- We plan for physical distancing activities where possible and will avoid activities that require clustering around a particular item or small area
- One program will operate at a time at Morrison Dam Conservation Area thereby minimizing the number of interactions participants experience
- The use of communal toys and tools will be minimized. Where sharing toys and tools is required students will sanitize their hands before and after use.
- We will be encouraging physical distancing between participants, caregivers and staff whenever possible.
- Physical distancing may not be possible in situations such as providing first aid, managing participant behaviour and emotions, during safety and emergency situations or in inclement weather.
- All participants (excluding Oaks and Acorns children) and staff will be required to wear masks when physical distancing is not possible. Families will be asked to send participants to program with a clean mask.
- Our face-covering policy will be revisited should local epidemiology and community transmission in Huron-Perth warrant it and in consultation with Huron-Perth Public Health

- The physical distancing measures mentioned above will be woven into our routines as naturally as possible by encouraging the use of our different spaces for activities, spreading out within a space, and offering smaller groups as interest-based options etc.
- Physical distancing will not be necessary between members of the same family or social circle attending forest school together. **Any families wishing to declare other participating families as part of their social circle must do so in writing.**
- The 8-week/30-week long program model creates cohorts where participants will interact with the same participants over the course of the program. One program operates at a time thereby eliminating cross cohort interactions.

## Screening

- Staff members, parents/guardians and children must not attend the program if they are sick or feel unwell, even if symptoms resemble a mild cold.
- Staff will do a non-contact active symptom and temperature check daily upon arrival at the program. You will be required to be honest with your answers to the arrival questionnaire (SEE APPENDIX B Screening Questionnaire).
- Symptom monitoring will include the primary COVID-19 symptoms (fever (above 37.5°C), cough, shortness of breath/difficulty breathing, sore throat, chills, painful swallowing, runny nose/nasal congestion, feeling unwell/fatigued, nausea/vomiting/diarrhea, unexplained loss of appetite, loss of sense of taste or smell, muscle/joint aches, headache, conjunctivitis (pink eye)).
- The child will not be able to attend camp if anyone in the household has travelled outside of Canada in the last 14 days, has had close unprotected contact (face to face contact within 2 m/ 6 feet) with someone who is ill with cough and/or fever; or has been in close unprotected contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19; or are being investigated as a suspected case of COVID-19.
- Your child must not attend camp if they have symptoms or exposure to someone with symptoms listed in screening questionnaire.
- If your child develops symptoms while at camp they will be isolated and you will be required to pick them up as soon as possible.
- Daily records will be kept of anyone attending the program for 15 minutes or longer. Records must be kept up to date and available for two weeks to facilitate contact tracing. We will only release this information to the Huron Perth Public Health if a potential exposure has occurred onsite. Any personal information collected for COVID-19 contact tracing can only be used for this purpose.

## Cleaning and Disinfecting Practices

- Frequently touched surfaces/items will be cleaned with a Health Canada approved disinfectant at the beginning and/or end of each program at a minimum
- Loose parts, tools and other program materials supplied by the ABCA will be disinfected between uses, as needed

- Found loose parts (e.g. leaves, logs, trees, sticks, rocks) will not be disinfected
- Acorns & Oaks families will be encouraged to use the tools within their own Curiosity Kits, and to return all shared tools/items to a designated space for disinfection at the end of each day.
- Disinfectant spray and clean rags/paper towels will be easily accessible to staff and participating adults for use, as needed, throughout the day.

### Hand Hygiene & Respiratory Etiquette

- Stations will be made available for frequent hand hygiene
- Alcohol based hand sanitizer will be our primary method of hand hygiene as running water will not be available during program. If you wish to send your own hand sanitizer, please do so.
- Alcohol based hand sanitizer will be available upon entry for parents and staff
- Hand hygiene will be practiced at regular intervals and during natural breaks in programming
- Staff will continue to encourage respiratory etiquette (e.g. coughing or sneezing into a bent elbow)

### Mealtime and Drinking Water Procedures

- We will be enforcing strict no-sharing policies for food and personal items, including bringing items for special events (e.g. birthdays)
- Participants and staff will be encouraged to clean their hands before and after each meal
- Participants and staff will be encouraged to clean their hands before and after using the water refill station
- Participants and staff will be asked to clean their hand after using the bathroom facilities
- Participants and staff will be encouraged to keep their **labelled** food and drink items away from those of other individuals.

### Safe Use of Indoor and Covered Spaces

- Staff will endeavour to discourage any unnecessary use of the picnic shelter during programs. Reasonable uses include, but are not limited to, seeking shelter, consoling a child, snacking out of the elements.
- The use of face coverings will be required for those able to wear them, in the picnic shelter unless eating when physical distancing will be encouraged. Participants should be able to put on their face mask without assistance

### Additional Safety Procedures

- Drop off and pick up of participants will happen at the Reflection Shelter across the road from the ABCA main administration building.
  - One parent/guardian will get out of the vehicle to drop off their children. Mingling and visiting is discouraged

- Personal items brought to program should be minimized. Please clearly **label** all personal items and ensure participants are familiar with their packed personal items
- We have a 'no toys' policy. However, should a child need to bring a small personal item for security/comfort we will strive to ensure it is not shared

### Screening & Exclusion Protocol

- All individuals, including participants, parents/guardians, staff, volunteers and visitors must be screened, including daily temperature checks, upon arrival
- Individuals displaying symptoms of COVID-19 (fever, cough, shortness of breath/difficulty breathing, etc.) will not be permitted to attend that day's program and will be encouraged to get tested. They will not be permitted to return until 14 days after the onset of symptoms, and only if clearance has been received from Huron Perth Public Health, unless negative test results are provided and they are symptom free for 24 hours.
- Families are required to complete the COVID-19 Daily Screening Questionnaire honestly

### Management of Suspected Cases and Exclusion Protocol

- Participants displaying symptoms of COVID-19 (fever, cough, shortness of breath/difficulty breathing, etc.) at an ABCA program will be isolated in a safe place with a facilitator and must be picked up immediately. They will not be permitted to return until 14 days after the onset of symptoms, and only if clearance has been received from Huron Perth Public Health, unless negative test results are provided and they are symptom free for 24 hours
- When there is a suspected case on-site, a 2-metre distance will be enforced, or masks will be worn, until that participant can be picked up.
- Staff will follow existing ABCA staff policies
- Huron Perth Public Health will be notified of all suspected cases, testing will be encouraged, and extra vigilance in terms of cleaning and disinfecting will be exercised.
- Huron Perth Public Health will be consulted when making decisions about who to contact, next steps, and whether or not to close, should an ABCA participant or staff test positive for COVID-19.

### Testing and Exclusion Protocol

- Symptomatic staff and participants will be referred for testing.
- Those who test negative for COVID-19 must be excluded from the program until 24 hours after symptom resolution.
- Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and clearance has been received from Huron Perth Public Health.
- Should any participants or staff become infected, Huron Perth Public Health will be consulted when making decisions about who to contact, next steps, and whether or not to close.
- Attendance records will be kept for each program day to aid with contact tracing in the event that an individual tests positive for COVID-19.

## Reference Documents

ABCA Outdoor Programs COVID-19 Policies and Procedures have been developed in consultation with the Huron-Perth Health Unit and using the below reference documents.

Ontario Ministry of Health Summer Day Camp Guidance:

[http://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_summer\\_day\\_camps\\_guidance.pdf](http://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_summer_day_camps_guidance.pdf)

Government of Canada Risk mitigation tool for child and youth settings:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-risk-mitigation-tool-child-youth-settings-operating-during-pandemic.html>

Government of Canada Risk mitigation tool for outdoor recreation spaces and activities:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-mitigation-tool-outdoor-recreation-spaces-activities-operating-covid-19.html>

Government of Canada Guidance for schools and childcare: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/guidance-schools-childcare-programs.html>

Ontario Ministry of Education Guidance for before and after school programs (childcare):

<http://www.edu.gov.on.ca/childcare/before-and-after-school-programs-guide.pdf>



## APPENDIX A: CODE OF CONDUCT

At the core of our code of conduct is respect. Respect for self, others and the environment.

Participants must be able to take care of themselves and others by:

- Physical distancing: staying at least 2m away from others and using masks when needed
- Listening to and following staff instructions
- Following and staying with their group within the established boundaries
- Not sharing personal items such as food and drinks, sunscreen or bug spray
- Practicing healthy personal hygiene, such as sneezing or coughing into their elbow
- Washing their hands themselves
- Using the washroom themselves

### Communicating with Staff

- Letting staff know if they have a physical need (e.g. washroom, feeling sick, thirsty)
- Letting staff know if something is bothering them

### Treating everyone with respect

- Bullying will not be tolerated
- Respecting the personal space of other participants
- Engaging in physical conflict with other participants will not be tolerated
- Carrying all their items in their own backpack
- Caring for their own personal needs, such as eating, staying hydrated, changing wet socks, (with verbal help and encouragement from staff)

Participants must also take care of nature by respecting and caring for our natural surroundings. Supporting participants as they learn to integrate these expectations is a priority for our staff. It is our intention to work with caregivers and participants to address behaviour challenges as they arise. **If these agreements are broken, staff will contact the participant's guardians to discuss strategies and align expectations. If the participant's behaviour does not improve and puts others at risk, the participant may be asked to leave the program.**

## APPENDIX B – SCREENING QUESTIONNAIRE

We're committed to maintaining a healthy and safe environment for all participants and families. New health guidelines for day camps require daily screenings. Families are asked to take your child's temperature each morning before arriving. The following questions will be asked verbally at the beginning of each program.

**Daily Temperature:** \_\_\_\_\_

**Does the participant have any of the following symptoms?**

- Fever (37.9C or greater)?
- New or worsening cough?
- Difficulty breathing or shortness of breath?
- Sore throat or difficulty swallowing?
- Runny nose or nasal congestion – without other known reason (e.g. seasonal allergies, post-nasal drip)?
- Decrease or loss of taste or smell?
- Not feeling well, tired or sore muscles?
- Nausea/vomiting, diarrhea, or abdominal pain?
- Conjunctivitis/pink eye

**Has the participant travelled outside of Canada in the past 14 days?**

**Has the participant been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days?**