

Big Brothers Big Sisters of Saint John Pandemic Recovery and Operational Procedures Operational Plan

This operational plan is a living document that has been established with the recommendations and requirements of Public Health and will be available at the request of the proper authorities. The Executive Director is responsible to review this plan every 2 weeks, update as required and communicate any changes.

Implementation Date: May 19, 2020 Executive Director Signoff: _____

This Plan has been reviewed* to assess new risks or changes to regulatory guidelines.

*Review/Revision Date: June 1, 2020 ED Signoff: _____
*Review/Revision Date: June 18, 2020 ED Signoff: _____
*Review/Revision Date: October 13, 2020 ED Signoff: _____
*Review/Revision Date: November 23, 2020 ED Signoff: _____

This operational plan has been put in place with the health and safety of our volunteers and our young people in mind, both being our top priorities. Our staff team has been given the proper information from the Public Health Agency of Canada and will be implementing the following procedures according to which NB Provincial phase we are in.

About COVID-19

Coronaviruses are a large family of viruses. They can cause illness ranging from mild symptoms, like the common cold, to more severe illness such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS-CoV). COVID-19 is a new disease caused by a strain of coronavirus that has not been previously identified in humans.

How it's transmitted

Human coronaviruses cause infections of the nose, throat and lungs. They are most commonly spread from an infected person through:

- respiratory droplets that are spread when you cough or sneeze
- close personal contact, such as touching or shaking hands
- touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

Symptoms

Those who are infected with COVID-19 may have little to no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu.

Symptoms may take up to 14 days to appear after exposure to COVID-19.

Symptoms have included:

- Fever above 38 degrees Celsius
- A new cough, or worsening chronic cough
- Sore throat
- Runny nose
- Headache
- A new onset of fatigue
- A new onset of muscle pain
- Diarrhea
- Loss of sense of taste
- Loss of sense of smell
- In children, purple markings on the fingers and toes
- Difficulty breathing

In severe cases, infection can lead to death.

If you or a member of your family are showing symptoms contact Tele-Care 811 or your healthcare provider to help arrange an appointment at the closest testing facility.

Coronavirus (COVID-19)

PUBLIC HEALTH ADVICE



PROTECT YOURSELF AND OTHERS FROM GETTING SICK:



Wash your hands often with soap or hand sanitizer



Elbow cough/sneeze



Avoid touching eyes, nose, mouth with hands



Cleaning surfaces properly



Wearing a community face mask is required in public when physical distancing can't be maintained



Stay home if you are sick



Avoid contact with sick person



Physical Distancing

NEW SYMPTOMS INCLUDE:



Fever above 38 degrees Celsius



A new cough, or worsening chronic cough



Difficulty breathing



Runny nose



Sore throat



Headache



A new onset of fatigue



A new onset of muscle pain



Diarrhea



Loss of sense of taste



Loss of sense of smell



In children, purple markings on the fingers and toes

May 8th, 2020

FEELING SICK OR HAVE CONCERNS?

CALL **TELE-CARE 811** BEFORE YOU PRESENT AT YOUR HEALTHCARE PROVIDER'S OFFICE OR THE EMERGENCY ROOM

For the latest information visit: www.gnb.ca/coronavirus

If New Brunswick is at the Provincial Phase Level Red

Big Brothers Big Sisters of Saint John and Satellite **offices will be closed** with all staff working from home. Matches may continue to meet on an established e-mentoring platform (virtual) or via phone call where a virtual connection can be established. If unable to agree to meet virtually, matches will be placed on hold. The Executive Director or Designate will confirm the closure of the office with the staff and send out email and social media releases to state the format of the closure.

The Executive Director, Laurie Collins, is the **Emergency Plan coordinator** for BBBS. All internal and external communications should be led by the ED. The ED will ensure the **main physical office location is “checked”** on a weekly rotating schedule when all staff are working from home. The checklist entitled **“Items to Check When in Office”** is to be completed by staff upon physical inspection of the space. Checking will ensure the physical space is free from hazards or unplanned, necessary repairs. Offices located in partner schools are the responsibility of school personnel. All staff meetings, staff-volunteer meetings, staff-family meetings will be done via Teams, Zoom or phone call.

Items to Check When in Office
• no water leaks, from ceiling or under sinks
• electrical panel is closed and clear of any obstructions
• garbage has been cleared to reduce unwanted critters
• water taps turned off
• check book room to make sure no damage
• electrical room is clear of anything that can cause a fire
• make sure the space is in working order

If New Brunswick is at the Provincial Phase Level Orange

Big Brothers Big Sisters of Saint John’s physical office in Brunswick Square will be open but with a rotating staff schedule to ensure physical distancing. As Satellite offices are in schools, staff will work from home at this time. Big Brothers Big Sisters is committed to providing a safe and healthy workplace for all employees. The top priority for the re-opening of the office space will include focusing on physical distancing (2 metres of space between people) and restructuring the physical setting to increase space between people. Physical distancing considerations do not only apply to interactions between employees; such considerations also apply to interactions with customers, suppliers, parents, visitors and members of the public.

The set up of the office space will ensure that staff present in the physical workplace are able to maintain the physical distancing required to work safely. A rotating work schedule will be set up to ensure when staff return to work so measures can be established to ensure a safe return to work. The option to work from home is available for those in higher risk categories, those concerned about the risks of returning to the workplace, or those facing childcare challenges. Staff should speak to the ED if this is the case in order to make a suitable and acceptable leave of absence or other arrangement as per WorkSafe NB and the OHS Act.

Mental health support is available to all employees, including access to an employee assistance program (EAP) through the agency benefits program.

The Occupational Health and Safety Act entitles all employees to three fundamental rights:

1. The right to know about health and safety matters.
2. The right to participate in decisions that could affect their health and safety.
3. The right to refuse work that could affect their health and safety and that of others.

Employees should familiarize themselves with these rights:

<https://ohsguide.worksafefb.ca/topic/rights.html>

All staff are required to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the workplace. Public Health will advise the employee and/or the employer if there is a need to communicate with the employer or workforce during contact tracing. If the employer is advised of a positive case, they must then report it to WorkSafeNB.

Please read the following NEW updates under the Orange Recovery Stage, as of November 20, 2020 from the GNB Website:

Balancing the reopening of businesses and activities while preventing a resurgence of transmission. Significant risk that COVID-19 is no longer under control in the province.

Risk Assessment:

- Travel-related cases and new chains of community transmission are accelerating.
- Health-care system still able to manage but under pressure.
- Compliance with public health measures decreasing.
- Outbreaks can still be controlled through public health measures.

Subject to the [Public Health](#) and [WorkSafeNB](#) COVID-19 general guidance, the following activities are allowed:

- **NEW:** Single household bubble. A household bubble can be extended to caregivers or to an immediate family member requiring support.
- **NEW:** Essential travel only is recommended in and out of Orange level zones, however, people can continue to travel within the province for work, school, essential errands and medical appointments.
- **NEW:** Outdoor gatherings with physical distancing of 25 people or fewer are permitted. Physical distancing is required in all other settings.
- **NEW:** Faith venues can operate under a COVID-19 operational plan. In-person services are limited to 50 participants, or fewer depending upon the size of the facility, with two metres of physical distancing. Continuous mask wearing is required. No singing is permitted. Other indoor religious observances, funerals, celebrations of life, marriage ceremonies, receptions and social gatherings of more than 25 people are prohibited.
- Wearing face masks is mandatory in public spaces, both indoors and outdoors. Outdoor public spaces include parks, playgrounds, markets, festival sites, dog parks, and walking trails. A mask is not required while walking, jogging or cycling with people in the same bubble, where they are unlikely to encounter people, or risk coming within two metres of, people from outside their bubble.
- Non-urgent medical procedures and elective surgeries are allowed.
- Strict visitor restrictions are to be maintained in settings with vulnerable people.
- Primary care providers and regulated health professionals may operate but are urged to use virtual appointments whenever possible.
- **NEW:** Unregulated health professionals, barbers, hair stylists or spas may operate under a COVID-19 operational plan, with enhanced public health measures such as active screening of patrons, closed waiting rooms, and enhanced barriers.
- Daycares and K-12 schools are open under strict guidance. Virtual teaching is to be used for at-risk populations. Day camps are allowed.

- Post-secondary educational institutions may operate.
- Outdoor recreational activities are allowed, including campgrounds, ATV or snowmobile trails.
- **NEW:** Recreational and sport organizations may operate but are limited to practices and/or skills and drills within a single team.
- **NEW:** Gym, fitness facilities, and yoga studios may operate under a COVID-19 operational plan with additional public health measures, including:
 - Two metres of physical distancing, with masks, in low-intensity fitness classes such as yoga, tai chi, and stretching; and three metres of physical distancing for high-intensity activities such as spin, aerobics and boot camp.
 - active screening and record keeping of patrons.
 - closed locker rooms/common areas.
- **NEW:** Entertainment venues such as casinos, amusement centres, bingo halls, arcades, cinemas and large live performance facilities may operate under a COVID-19 operational plan. The occupancy limit is set at 50 or fewer, depending upon the size of the venue and the ability to ensure two metres of physical distancing, with continuous mask use and record keeping.
- **NEW:** Public Transit can operate with 1m distancing between riders AND continuous use of a mask. Ensure space is available for individuals who require 2m distancing for medical reasons (e.g. immunocompromised and those that can't wear mask).
- All other businesses, including food, beverage and retail, may operate under a COVID-19 operational plan. Distancing of two metres is required where food and beverages are served. Record keeping for seated venues is a requirement. Single household bubbles must be maintained. For example, people may not sit with people from another household at a restaurant.

The Saint John office will remain open in the orange phase with the following procedures for staff, volunteers, families, clients and other members of the public:

Pre-Screening Tool

In an effort to control the number of clients and other third parties entering and exiting the office, the PreScreening Tool will be **enforced by staff members** who greet visitors. Prior to entering, all employees and office visitors are **required to self-assess** using the posted Pre-Screening Tool before entering the office.

If answered "YES" to question 1 and have only one symptom, you are permitted to enter the office. If answered "YES" to question 1 and have two or more symptoms, you are NOT permitted to enter the office and you must Self-Isolate immediately and call 811. If you answer "YES" to any of the items in question 2, you are NOT permitted to enter the office and must self-isolate.

Any visitors to the office should be reminded by staff to maintain the physical distancing space required. Staff are also to ensure visitors **wear a mask upon entry**. When visitors enter the office without an appointment, staff are to ensure they **stop at the marked area** and wait for staff to assist. Hand sanitizer is available at this station as well as information about Covid-19.

ATTENTION

PLEASE DO NOT ENTER THE FACILITY WITHOUT ANSWERING THE FOLLOWING QUESTIONS:

1.

Do you have any of following symptoms:

fever/feverish, sore throat, headache, runny nose, a new cough or worsening chronic cough, new onset of fatigue or muscle ache, diarrhea, loss of taste or smell; in children, purple markings on the fingers or toes?

If you answered YES, and have ONLY ONE symptom, you may phone 811 to discuss COVID-19 testing, but you do not need to self-isolate. As a precaution, please self-monitor for onset of additional symptoms that may develop.

If you answered YES, and have 2 OR MORE of the symptoms, then self-isolate at home, and call 811.

2.

If you answer YES to ANY of the following below, then you must stay home and self-isolate for 14 days.

If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage.

- a. **Have you had close contact within the last 14 days with a confirmed case of COVID-19?**
- b. **Have you been diagnosed with COVID-19 within the past 14 days?**
- c. **Have you returned from travel outside of Newfoundland and Labrador, New Brunswick, Prince Edward Island and Nova Scotia within the last 14 days (IF for work purposes, you are not required to self-isolate upon return, but should self-monitor for symptoms)?**
- d. **You have been told by public health that you may have been exposed to COVID-19.**

Follow Public Health advice if you are waiting for testing results for COVID-19 or have been told to self-isolate.

If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage.

General Safety Procedures

- Employees will be provided with information from Brunswick Square in order to be aware of their practices and procedures and to ensure they are followed while in the center.
- All employees will be trained on all COVID-19 related policies and procedures, including up-to-date education and training on COVID-19 risk factors and protective behaviours (for example, transmission points, equipment cleaning processes, cough etiquette and handwashing).
- Staff and patrons who are either symptomatic and/or have been advised by Public Health to self-isolate, should remain home and not enter the premises. **If you are sick, stay home!**
- **Employees who are sick must stay home!** If employees suspect they have come into contact with someone diagnosed with COVID-19 must ensure self-assessment prior to attending the workplace. The ED is responsible to ensure staff follow this practice.
- Posters with information about COVID-19 symptoms and other information will be posted to help enable and reinforce passive screening of staff, volunteers, families and the public.
- Staff are responsible to keep the office free of communal items that cannot be easily cleaned, such as newspapers, magazines, brochures, and candy bowls.
- Staff are to reduce or eliminate the sharing of tools and equipment (such as keyboards, pens and other tools) between employees, or if sharing is required, disinfecting is required between users.
- Staff are to minimize physical interactions with each other and clients by utilizing technology to share documents and host virtual meetings.
- Staff should consider improving office ventilation by keeping the main doors ajar and/or turning on the air conditioning to help reduce the risk of transmission.

Physical Distancing

When working in the office, all employees are to take every reasonable precaution to ensure minimal interaction of people within two metres of each other!

- Physical distancing is required when in the office at all times where possible, 6 feet or 2 meters apart.
- The office space has been physically marked in two-metre intervals with floor tape. Following the directional tape on the floor and respecting the mandatory spacing is required to ensure safe traffic flow to various areas of the office. Where it is not possible to maintain one-way traffic flow, such as in the hallways, occupants will pause at one end to allow the other person to walk through first.
- Staff and visitors are required to perform "Passive Screening" before entering the office space. Passive screening includes paying attention to or being directed to signage on the front door and performing the self-screening survey before entering the workplace. **Visitors to the office will be reminded to perform the self-screening by staff who greet them.**
- Upon entry, Staff and visitors are **required to utilize the hand sanitizer** at the welcome station just inside the doors.
- Staff are responsible to ensure their working space/desks are set up in a way to allow for the physical distancing required.
- Following posted instructions regarding room capacity (signs indicate the maximum number allowed in offices and meeting rooms). Please keep tables and chairs where they are set. They are placed there to maintain a minimum of 2 meters or 6 feet between those in the room at all times.
- Staff are not to congregate in groups without maintaining a minimum of 2 meters or 6 feet between others at all times.

- In-person meetings with outside parties are not permitted during the Provincial Level Orange.

Masks

As November 21, 2020, Public health requires Under the Orange level, wearing face masks is mandatory in public spaces, both indoors and outdoors. Outdoor public spaces include parks, playgrounds, markets, festival sites, dog parks, and walking trails. A mask is not required while walking, jogging or cycling with people in the same bubble, where they are unlikely to encounter people, or risk coming within two metres of, people from outside their bubble.

Continuous mask use is still required in seated venues with one metre physical distancing.

- **BBBS is now requiring the use of face masks at all times when Bigs and Littles are interacting** either indoors or outdoors. **Exceptions to this rule are when physically eating/drinking, exercising.** Staff are required to wear masks when moving around the shared spaces in the office (halls, lobby/entrance area, meeting rooms, etc.). It is not required for staff to wear face coverings when working at their own desk.
- All visitors to the office will be required to wear a face mask when in the office.
- The use of community face mask (e.g., face coverings/homemade cloth masks) by asymptomatic people in the community may reduce the touching of the nose or mouth with contaminated hands, although one needs to take care to not touch the face as the mask is adjusted or when pulled on and off.
- Wearing a face mask can be a way of covering your mouth and nose to prevent respiratory droplets from contaminating others or landing on surfaces.
- See Appendix *“How to safely use a non-medical mask or face covering”*.

Personal Hygiene and Respiratory Etiquette

- Proper hygiene can help reduce the risk of infection or spreading infection to others:
 - **Frequent Handwashing** with soap and water for at least 20 seconds, especially after using the washroom and before preparing food.
 - There will be a hand sanitation station at the doors when entering the office. Please ensure you use the hand sanitizer or immediately wash your hands with soap and water when you have entered the office. Hand sanitizer will also be available throughout the office in various locations.
- **Handwashing** stations (bathroom and kitchen) have clean water, soap, paper towel, and a disposal bin. In the absence of this, minimum 60% alcohol-based hand sanitizer are available. Handwash signs are posted. Users must ensure the space has been wiped down thoroughly including taps and counters when finished.
- Hand sanitation and hand washing posters will be posted at all locations where hand sanitizer is provided and at various other locations.
- See Appendix *“Reduce the spread of Covid-19. Wash your hands”*.
- When coughing or sneezing:
 - cough or sneeze into a tissue or the bend of your arm, not your hand.
 - dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards.
- Avoid touching your eyes, nose, or mouth or mask with unwashed hands.
- Proper hand-washing and enhanced sanitation/cleaning practices must be followed in areas where multiple people handle tools, goods, supplies, equipment or other shared items. Limit tools to one person if possible. **Tools or equipment which must be shared, must be disinfected after use.**

Surface Cleaning and Disinfection Procedures

- Staff are required to ensure all common areas are disinfected twice daily, or more often as required (e.g., if soiled). Photocopier, light switches, door knobs, faucets, and more commonly used office furniture will need to be disinfected more frequently throughout the day.
- **Room cleaning charts** need to be completed by staff to ensure the spaces are being disinfected at least twice daily or when spaces are soiled. Supplies provided by BBBS include regular household cleaners, paper towel, disinfectant wipes and gloves.
- **Staff are responsible to disinfect their own desks** prior to leaving work each day.
- Information on cleaning and disinfection can be found on the Government of New Brunswick website and is posted in the office in multiple locations.
- Staff will use a clean set of disposable gloves and paper towels or clean disinfectant wipes when cleaning surfaces each time.
- Staff should wash hands with soap and water or use hand sanitizer after removing gloves.
- Office desks and materials used such as telephones, staplers, pens, stamp pad, hole punches, etc. should be disinfected after each use in common areas and at the end of each work day by the owner of each individual desk.
- Garbage receptacles should be emptied using protective gloves.

Washrooms

- All users of the one on-site washroom must ensure the space has been wiped down thoroughly including the toilet flush handle and seat, sink taps, counters, door knobs and light switch after each use. Please use disposable gloves when wiping surfaces.
- Public washrooms are located in Brunswick Square on Level 1 and 3.

Supplies

- The agency will ensure there are all the necessary supplies such as hot running water, liquid soap, and paper towel for handwashing; minimum 60% alcohol-based hand sanitizer; toilet paper, cleaning and disinfecting supplies, personal protection equipment (non-medical masks and disposable gloves) and garbage bins for use as appropriate.
- **Meagin Huisman** has been delegated the responsibility to monitor supplies to ensure stock is maintained during operating hours.

Operational Components

- **Handling of money** - Use of electronic payment devices are preferred when possible. However, if staff must handle money, always ensure regular handwashing or use of hand sanitizer afterwards. Do not touch your face after handling money. Hand hygiene supplies are available for both patrons and staff at the point of purchase. Please follow all personal hygiene guidelines after handling money or doing bank deposits.
- **Food preparation** – Equipment such as the toaster oven, toaster, tea kettle, etc. will be kept inside of cupboards until being used. Staff are responsible to sanitize equipment after each use. Staff are also responsible to ensure food preparation/consumption areas are sanitized after each use.

Illness in the Workplace (BBBS Staff)

When an employee, customer, or other individual present in the workplace becomes ill with symptoms of COVID-19, the following protocols will be put in place:

- The agency will co-operate with Public Health if there is a suspected case within the office and will report any COVID-19 transmission in the workplace.
- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will immediately be separated from other employees, customers, and visitors and sent home. If transportation is required by a fellow staff member, the driver is required to wear a mask as well as the sick employee who will sit in the back seat of the co-worker's vehicle.
- If the employee is able to be tested, the employee is not be allowed to return to the workplace until the employee tests negative for COVID-19 and has completed any self-isolation period mandated by public health authorities.
- If the employee is unable to be tested, the employee will not return to the workplace until the employee has completed any mandated self-isolation period and is free of symptoms.
- In the case of a confirmed case of COVID-19 in the workplace. Public Health will advise the employee and/or the employer if there is a need to communicate with the employer or workforce during contact tracing. If the agency is advised of a positive case, it will be reported by the ED to WorkSafeNB.

With the Provincial Phase Level changing to yellow, all of the above protocols will remain in place except for the following restrictions that have been adjusted by Public Health officials:

If New Brunswick is at the Provincial Phase Level Yellow

Please read the following updates at the **Yellow** Phase by GNB as of November 20, 2020:

Reopening of more businesses and activities after the ability to control transmission has been demonstrated. COVID-19 is controlled, still a risk of community transmission.

Risk Assessment:

- Sporadic travel-related cases and isolated outbreaks are occurring.
- Individual cases and outbreaks can be controlled through testing, tracing and self-isolation.

Subject to the [Public Health](#) and [WorkSafeNB](#) COVID-19 general guidance, the following activities are allowed:

- **NEW:** Informal indoor gatherings of up to 20 people are permitted, and close contacts should be limited to a consistent list of family and friends.
- Keep uncontrolled outdoor gatherings with physical distancing at 50 people or fewer.
- Occupancy limits in controlled indoor and outdoor settings should remain at a level which allow for physical distancing. Record keeping for participants is required to facilitate contact tracing.
- **NEW:** Sports teams can continue to play, following their operational plan, and tournaments or larger events may be permitted, subject to the approval of a plan.
- **NEW:** Faith venues can continue to be open as long as one metre of distance is maintained, and everyone is wearing a mask. Masks must be worn, and two metres of distance must be in place, for singing to be permitted – otherwise, no singing is allowed.
- Community face masks must be worn in public spaces (including retail businesses, malls, service centres, public transport, etc.) and at unofficial indoor gatherings in New Brunswick. However, community face masks are not a substitute for physical distancing.

- Visitor restrictions are loosened in vulnerable settings with the use of personal protective equipment.
- All types of businesses and activities are allowed to operate under a COVID-19 operational plan. Record keeping for seated venues is a requirement.
- All educational and camp facilities are open under appropriate public health guidance, virtual to be used for at-risk groups.
- **NEW:** Public Transit can operate at full ridership with the continuous use of a mask. Ensure space is available for individuals who require 2m distancing for medical reasons (e.g. immunocompromised and those that can't wear mask).

Occupancy of any facility must be based on the ability to maintain physical distancing between people that are not close friends and family.

Controlled venues at which seating is offered for the purposes of eating, drinking, socialization, celebration, ceremony or entertainment are required to maintain a record of the names and contact information of all persons who attend. The same applies to anyone who hosts, organizes or permits gatherings larger than 50. Keep information in a secure place and not in the public view. More information can be found in [Collection of names and contact information under the Mandatory Order COVID-19](#).

This will enable Public Health to conduct targeted contact tracing in an expeditious manner should there be a COVID-19 case associated with the facility.

- The agency will ensure that all indoor events and activities will respect the guideline of 20 or less people gathered together with physical distancing.
- In-person meetings at the office will be permitted during the Provincial Level Yellow phase but must respect the room set-up and capacity. Staff should stagger any necessary physical appointments and meetings with clients or other meeting attendees.
- Visitors to the office should wear a mask while in the office and do need to maintain the physical distancing of 2 metres.
- A “near normal” work schedule will be set up with all employees returning to the physical office space except for the satellite offices which are guided by school regulations. The option to work from home will still be available for those in higher risk categories, those seriously concerned about the risks of returning to the workplace, or those facing ongoing childcare challenges. Staff should speak to the ED if this is the case in order to make a suitable and acceptable schedule arrangement or leave of absence as per WorkSafe NB and the OHS Act.

Participants involved in Community-Based matches are NOT permitted to see each other in-person for inside and outside activities. Virtual activities are only permitted at this time, until other wise stated by the Executive Director.

When the area returns to a Yellow Level, activities will be allowed, Bigs are responsible to ensure physical distancing measures are in place as indicated in the “*now allowed in the Yellow Phase of recovery*” document. If these guidelines are not being met, the Big and Little should not participate in the activity. Matches are not permitted to participate in or attend indoor or outdoor events or activities where large crowds are present in a confined area (more than 20 people). In public settings with seated venues (i.e. hockey rink), physical distancing can be reduced to 1m with the continuous use of a community mask. Distancing of 2m would be required in order for food or drinks to be consumed. Outdoor settings for match activities are preferred over indoor to reduce the risk for transmission of COVID-19. All outings will be at the discretion of the parent/guardian. Overnights visits are not approved at this time.

Greetings: Staff, volunteers, Littles, etc. are encouraged to use a standard greeting with each other that is positive but reminds other to keep a safe distance (i.e. elbow bump).

Transportation: Bigs are **required to screen Littles** using the screening checklist on page 6 of this document when picking them up. If Littles pass the screening and are being transported, we ask that whenever possible, they sit in the backseat so that physical distancing of 6 feet can be maintained. We require both match participants to wear **masks at all times during transportation and during all match activities**. Each volunteer should only transport one passenger at a time in the vehicle, unless they are from the same household. Do not transport passengers from different households together. Consider wearing disposable gloves if you must touch passenger’s items. Use one pair of gloves per person and throw them away after. Volunteers should clean and disinfect all surfaces potentially touched by a passenger after each transport or if they look soiled. Pay careful attention to high touch surfaces such as door handles, armrests and seatbelts. This should be done between all transport, whether the passenger looks healthy or not. Bigs should ensure everyone washes hands or uses hand sanitizer at various times during outings. Bigs could consider setting the ventilation of the vehicles to non-recirculated air or opening windows to help reduce the risk of transmission.

Sharing: Bigs and Littles are asked not to share any food, snacks, etc. when on outings together.

Masks: Bigs are to ensure that everyone wears a mask unless they are physically eating, drinking or exercising. For Masks to be of benefit, they need to be worn correctly and young people reminded not to touch them or their faces.

Volunteer/Family Intake and Match Monitoring: At the present time, National Standards exemptions state that the following processes may be conducted on an electronic web-based program such as Teams, Zoom, Skype, FaceTime, etc.

- Child and parent interviews
- Volunteer enrollment interviews
- The Strong from the Start Program
- Match Introduction meetings
- Required in-person match monitoring contacts
- Match Wrap-Up activities
- Match Closure meetings
- Re-screening interviews with mentors

Records requiring signature can be transmitted electronically if a reliable method is used to ensure the signature belongs to the individual whose signature is required. Copies of criminal record checks may be accepted (without viewing the original). However, if possible the original copy should be collected after the COVID-19 crisis.

Agency staff who are required to enter clients' or volunteers' homes for interviews, match meetings, etc. or in a community setting interacting directly with parents, children and volunteers, the nature of interactions makes it difficult to maintain physical distancing. **Therefore, staff are required to wear masks** in these situations and should strongly encourage families and volunteers to do the same. **The use of hand sanitizer is required** prior to and after these scheduled meetings, volunteers/parents/guardians should ensure everyone uses proper handwashing prior to and after the visit. Staff are to assess the capacity of the family to adhere to the Public Health measures and guidelines and adjust visits accordingly. Agency staff will take additional precautions (example virtual visit, physical barriers) if they are at risk themselves, live with vulnerable family members or if there are vulnerable people in the family being visited. Outdoor settings are preferred over indoor to reduce the risk for transmission of COVID-19. Staff are encouraged to provide information about sanitation and ways to prevent transmission of COVID-19 as part of family visits. Should masks be required for family members, these can be arranged with the ED.

School-Based Mentors/Mentees & Group Programs: As of November 23, 2020, all ISM programs are ONLY to meet virtually, as indicated by the Executive Director. Only when the area moves to the yellow stage, then they can move back to in-person meetings, where applicable.

Individual school operational plans have been developed for each of our partner schools with guidance from the NB Department of Education and Early Childhood Development. Program staff are working diligently in partnership with each school where our In-School 1:1 and group mentoring programs take place. Respecting the wishes of the school district and each individual school while continuing these vital programs is key to providing a safe learning environment for all students as we are all in this together! For detailed information about our in-school programs, please consult our ISM Operational Plan.

MENTOR Links Program and other Group Activities: As of November 23, 2020, all MENTOR Links Program and other Group Activities are ONLY to meet virtually, as indicated by the Executive Director. Only when the area moves to the yellow stage, then they can move back to in-person meetings, where applicable.

BBBS is committed to the continuation of this program for participants who rely on the connection with those involved in the program. At this time, we are focused on providing virtual opportunities and activities for children and youth on the waitlist. We are also allowing limited in-person, small group outings and activities with the guideline of a max of 20 participants (including staff and volunteers) per outing. Some other precautions and practices include ensuring everyone wears a mask unless physically eating, drinking or exercising. In these instances where masks are not being used, physical distancing will be enforced.

For these group activities, BBBS will: only use pre-packaged snacks to avoid shared containers; delegate one person to prepare and serve the snacks; ensure food handlers follow proper hand hygiene; discourage any sharing of food between children, staff and volunteers; during play time, staff will be vigilant in reminding children to not touch their face; Staff will ensure children are following good personal hygiene by washing or sanitizing hands frequently and that children wash their hands before and after playing on any equipment; staff will ensure proper cleaning and disinfecting of any shared program supplies and equipment.

Outings will avoid crowded places where physical distancing of 2 metres cannot be maintained. Outdoor settings are preferred over indoor to reduce the risk for transmission of COVID-19. Staff will ensure there is access to handwashing and/or alcohol-based hand sanitizer during outings and children are to bring their own pre-filled water bottles if needed for the outing. In public settings with seated venues

(i.e. hockey rinks), physical distancing can be reduced to 1m with the continuous use of a community mask. Distancing of 2m would be required in order for food or drinks to be consumed. Transportation will not be provided by BBBS staff or volunteers for Mentor Links outings. Taxi vouchers will be available for families who need this service.

Logs of field trips must be maintained by staff who will record participants (staff/children/volunteers), date, time, duration of field trip, place/location and transportation method used.

All outings will be at the discretion of the parent/guardian.

Other potential precautions and practices for small group activities are included in the Appendix entitled **Public Health Guidelines for Child and Youth Care Settings (Group Activities)**.

Special Events and Fundraisers: We are personally committed to the health and well-being of our BBBS community and we will work diligently to support the wellness of Staff, Volunteers, Mentees, families, and extended community during this time. Each event is being considered and operational plans put in place for any events taking place.

As noted previously, this is an evolving situation and the above actions and recommendations with regards to programs and operations are subject to change.

If a volunteer has any underlying health conditions and/or is immune-compromised, and are not comfortable with participating just yet, we do understand and encourage that. Please connect with us and we will be sure that everyone is aware of the situation, and you can continue to stay in contact virtually for the time being. This will also be the case for a child who has any underlying health conditions, where we recommend holding off on in-person activities at this time.

ADDITIONAL RESOURCES

Government of New Brunswick Coronavirus: Office of Chief Medical Officer of Health:

https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus.html

For Resources and Posters: Office of Chief Medical Officer of Health:

<https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19/resources.html>

For up to date information on COVID-19 in Canada: Public Health Agency Canada:

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

New Brunswick Department of Education and Early Childhood Development Covid-19 Updates

<https://www2.gnb.ca/content/gnb/en/corporate/promo/education-and-early-childhood-developmentcovid-19.html>

HOW TO SAFELY USE A NON-MEDICAL MASK OR FACE COVERING

DO'S



DO wear a non-medical mask or face covering to protect others.



DO ensure the mask is made of at least two layers of tightly woven fabric.



DO inspect the mask for tears or holes.



DO ensure the mask or face covering is clean and dry.



DO wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.



DO use the ear loops or ties to put on and remove the mask.



DO ensure your nose and mouth are fully covered.



DO replace and launder your mask whenever it becomes damp or dirty.



DO wash your mask with hot, soapy water and let it dry completely before wearing it again.



DO store reusable masks in a clean paper bag until you wear it again.



DO discard masks that cannot be washed in a plastic-lined garbage bin after use.

DO YOUR PART.

Wear a non-medical mask or face covering to protect others when you can't maintain a 2-metre distance.

NON-MEDICAL MASKS ARE NOT RECOMMENDED FOR:

- People who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- Those who have difficulty breathing
- Children under the age of 2

DON'T JUDGE OTHERS FOR NOT WEARING A MASK.

Kindness is important as some people may not be able to wear a mask or face covering.

DON'TS



DON'T reuse masks that are moist, dirty or damaged.



DON'T wear a loose mask.



DON'T touch the mask while wearing it.



DON'T remove the mask to talk to someone.



DON'T hang the mask from your neck or ears.



DON'T share your mask.



DON'T leave your used mask within the reach of others.

REMEMBER, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. You must also wash your hands often, practise physical distancing and stay home if you are sick.





REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.



1

Wet hands with warm water



2

Apply soap



3

For at least 20 seconds, make sure to wash:



4

Rinse well



5

Dry hands well with paper towel



6

Turn off tap using paper towel



palm and back of each hand



between fingers



under nails



thumbs

1-833-784-4397

@canada.ca/coronavirus



Public Health
Agency of Canada

Agence de la santé
publique du Canada

Canada

Going out? Do it safely.

Your actions matter.

Make informed choices to keep yourself and others safe.

Avoid

 <p>Closed spaces</p>	 <p>Crowded places</p>	 <p>Close contact</p>
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Always

 <p>Stay home and away from others if you feel sick</p>	 <p>Follow local public health advice</p>	 <p>Stick to a small and consistent social circle</p>
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Assess the risk level

Risk levels may vary based on your ability to physically distance, the use of non-medical masks by you and others, and the controls put in place at the establishment or setting to further reduce risk. Some examples of low, medium, high risk are provided below but depend on whether or not proper public health measures are followed. Risk level for exposure is impacted by closed spaces, prolonged exposure time, crowds, forceful exhalation (yelling, singing, coughing).

Low risk

-  Getting mail and packages
-  Grocery and retail shopping with public health measures
-  Camping
-  Driving Car (solo or with household contacts)

Medium risk

-  Hair salon / barbershop
-  Medical, health and dental appointments
-  Hotel / BnB
-  Taxi / ride shares
-  Working in an office

High risk

-  Bars and nightclubs
-  Gyms and athletic studios
-  Cruise ships and resorts
-  Hugging, kissing or shaking hands
-  Large religious / cultural gatherings
-  Watching sporting



Understand risk factors



Help limit the spread.

Download the COVID Alert app.



For more information on COVID-19:

canada.ca/coronavirus

1-833-784-4397

Mental Health during COVID-19



It is natural to feel stress, anxiety, grief, and worry during and after a stressful situation.

Everyone reacts differently, and your own feelings will change over time. Notice and accept how you feel. Self-care during a stressful situation will help your long-term healing. Taking care of your emotional health will help you think clearly and protect yourself and your loved ones.

For Parents and Guardians

Children react, in part, to what they see from the adults around them. When parents and caregivers deal with the COVID-19 calmly and confidently, they provide the best support for their children.

Not all children respond to stress in the same way. Some common changes to watch for in children:

- ☼ Excessive crying and irritation
- ☼ Returning to behaviors they have outgrown (e.g., toileting accidents or bedwetting)
- ☼ Excessive worry or sadness
- ☼ Unhealthy eating or sleeping habits
- ☼ Irritability and “acting out” behaviors
- ☼ Difficulty with attention and concentration
- ☼ Avoidance of activities enjoyed in the past
- ☼ Unexplained headaches or body pain
- ☼ Use of alcohol, tobacco, or other drugs

There are many things you can do to support your child:

- ☼ Take time to talk with your child about the COVID-19 outbreak. Answer questions and share facts about COVID-19 in a way that your child can understand.
- ☼ Reassure your child that they are safe. Let them know it is ok if they feel upset. Share with them how you deal with your own stress so that they can learn how to cope from you.
- ☼ Limit your child’s exposure to media coverage of the event. Children may misinterpret what they hear and can be frightened about something they do not understand.
- ☼ Help your child to have a sense of structure. Once it is safe to return to school or child care, help them return to their regular activity.
- ☼ Be a role model; take breaks, get plenty of sleep, exercise, and eat well. Connect with your friends and family members and rely on your social support system.

Reaching out for help is not a sign of weakness; it is a sign of strength.

CHIMO Helpline - Help is just a phone call away: 1-800-667-5005

Hope for Wellness Helpline – The Hope for Wellness Helpline offers immediate mental health counselling and crisis intervention to all Indigenous people across Canada: 1-855-242-3310

Kids Help Phone - Text TALK to 686868 or call 1-800-668-6868 to chat with a volunteer Crisis Responder 24/7.



Mental Health during COVID-19

It is natural to feel stress, anxiety, grief, and worry during and after a stressful situation.

Everyone reacts differently, and your own feelings will change over time. Notice and accept how you feel. Self-care during a stressful situation will help your long-term healing. Taking care of your emotional health will help you think clearly and protect yourself and your loved ones.

For Children and Youth

We know that COVID-19 is probably on your mind. Everyone is talking and worrying about it. And some of your favourite activities and places are being cancelled or closed. So how are you supposed to deal with all of this? Here are some tips:

1. Keep active

It is important for both your physical and mental health to do 30 minutes of exercise a day. This can include going for a walk, stretching/yoga, playing active video games, or having a dance party! It doesn't matter what it is, as long as it gets you moving!

2. Have fun

Do things that make you feel good. You could go outside and play or stay in to read a book. Be creative and make a craft. Draw, write or make music. All of these things can help you feel good and relax. You might even find some fun things online that will allow you to continue to participate in activities you enjoy. For example, some dance companies are starting to offer free live dance classes online. Or some musical artists are streaming live concerts. See what you can find!

3. Keep a routine

It's very important to sleep, exercise, and eat healthy food every day. Even though you may have nowhere to go, it's important to keep a fairly regular routine. On weekdays, change into daytime clothes (save the pajamas for the weekend). Create a schedule for each day, including things like physical activity, learning, fun, connecting with friends and family, and quiet time.

4. Keep in touch

Even though we are being asked to keep our distance from each other, that doesn't mean you can't connect with family and friends. In fact, it's very important for your mental health to keep in touch. Use technology to help you contact your friends and family regularly. Connect using the phone, social media, FaceTime or WhatsApp, etc. Whatever works for you and your loved ones!

5. Know the facts

It can be helpful to learn more about COVID-19, how to protect yourself, what the symptoms are and what to do if you feel sick. There is a lot of information out there about COVID-19, but it's important to make sure you are getting your information from trustworthy sources. But, don't spend too much time watching, reading, or listening to news stories. It can be upsetting to hear about it too much.

Reaching out for help is not a sign of weakness; it is a sign of strength.

CHIMO Helpline - Help is just a phone call away: 1-800-667-5005

Hope for Wellness Helpline – The Hope for Wellness Helpline offers immediate mental health counselling and crisis intervention to all Indigenous people across Canada: 1-855-242-3310

Kids Help Phone - Text TALK to 686868 or call 1-800-668-6868 to chat with a volunteer Crisis Responder 24/7.

For the latest information visit: www.gnb.ca/coronavirus

New Brunswick
Nouveaux Brunswick

Public Health Guidelines for Child and Youth Care Settings (Group Activities)

This information is based on concepts outlined in the guidance developed for community-based measures titled: [Community-Based Measures to Mitigate the Spread of Coronavirus Disease \(COVID-19\) in Canada](#).

What are the COVID-19 risks in children and/or youth setting?

If there is known COVID-19 activity in the community, the likelihood that it could be introduced into the settings is higher. The risk of COVID-19 introduction and spread is also presumed to be greater if a higher proportion of individuals visit the setting from outside of the community.

COVID-19 spreads from person to person, most commonly through respiratory droplets (e.g. generated by coughing, sneezing, laughing, singing or talking) during close (i.e. within 2 metres) or prolonged (i.e. lasting more than 15 minutes and may be cumulative) interactions. People who have COVID-19 may have few to no symptoms, or symptoms may be mild. COVID-19 can be spread by infected individuals who have mild symptoms, or who have not yet or who may never develop symptoms.

- A higher number of interactions with others is presumed to have greater risk of transmission.
- Close interactions are defined as those within 2 metres of others. Closer interactions are presumed to have greater risk of transmission than interactions at a distance.
- Prolonged contact is defined as lasting for more than 15 minutes and may be cumulative (i.e., over multiple interactions). Person-to-person spread is more likely with prolonged contact.
- A crowded setting is presumed to have greater risk of transmission.
- A confined indoor space is presumed to have greater risk of transmission

COVID-19 can also be spread through touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands.

- A higher frequency of contact with high-touch surfaces (e.g., door handles, toilet handles, faucets, communal toys, playground equipment and structures, electronic devices) is presumed to have greater risk.

COVID-19 can cause more severe disease or outcomes among older adults (increasing risk with each decade, especially over 60 years); people of any age with chronic medical conditions (e.g., lung disease, heart disease, high blood pressure, kidney disease, liver disease, stroke or, dementia); people of any age who are immunocompromised, including those with an underlying medical condition (e.g., cancer) or taking medications which lower the immune system (e.g., chemotherapy); and people living with obesity (BMI of 40 or higher).

- If children/youth, staff or volunteers belong to any of these higher risk groups, they should not participate in group activities.
- If children/youth reside with those who belong to any of the higher risk groups (e.g., grandparents, medically at-risk parent/guardian, sibling, caregiver), they should not participate in group activities.

COVID-19 spread can be reduced by consistently practicing personal preventive practices. Staff should consider the following:

- Are children/youth able to follow hygiene practices such as frequent hand hygiene, respiratory etiquette, physical distancing, and identifying when they are feeling ill and staying home? The ability of a child/youth to complete tasks and follow direction will be dependent on a variety of factors (e.g. age, maturity, physical ability, comprehension) and can impact their ability to

comply consistently with personal practices without assistance. If assistance is required, is there adequate supervision?

- Are facilities available where participants can wash and/ or sanitize their hands frequently, before and after eating, and after contact with high-touch surfaces (e.g., access to hand hygiene stations/supplies)?
- Are supplies available for hygiene practices (e.g. hand hygiene supplies, tissues, wastebaskets)?
- Can we educate participants to avoid greetings that include physical contact, such as handshakes, hugs? Can we use elbow bumps instead?

How can child/youth settings mitigate COVID-19 risks?

Risk mitigation measures that are more protective involve separating people from each other or shared surfaces through physical distancing and physical barriers. However, these most protective measures are not always the most practical in settings such as these. Measures that are less protective rely on individuals to consistently follow personal preventive practices (e.g., [environmental cleaning and disinfection](#), conducting frequent hand hygiene, wearing of [non-medical masks or cloth face coverings](#)). In some settings, physical distancing or separation may not be possible. **To maximize safety, BBBS will use a "layered" approach with multiple measures to reduce the risk of COVID-19 spread**, including decreasing the number of interactions with others and increasing the safety of interactions. Layering of multiple mitigation measures strengthens the risk mitigation potential overall. The following examples of risk mitigation measures are provided for consideration. BBBS Staff are encouraged to find creative and adaptive ways to mitigate risk that align with public health advice and are respectful of children/youth, staff and volunteers.

Prohibit individuals who have symptoms of/or have had exposure to COVID-19 from entering the child/youth setting.

- A strict exclusion policy is in place for children/youth, staff and volunteers who are ill.
- Staff, volunteers and children/youth are to stay home if exhibiting symptoms of COVID-19, if in quarantine (self-isolation) due to exposure of COVID-19, or if taking care of someone who has COVID-19. Children/youth, staff and volunteers are to stay at home if ill with [symptoms of COVID-19](#) until criteria to discontinue isolation have been met, in consultation with the local public health authority (PHA) or healthcare provider.
- Staff are to communicate this and ensure accessible [signage](#) is posted about staying at home when exhibiting symptoms of/or after exposure to COVID-19 to children/youth, families, staff, volunteers in languages/formats appropriate for age.
- Staff are to teach children/youth in age-appropriate and non-stigmatizing language how to identify symptoms of COVID-19 and instruct them to speak to a staff member immediately if they are experiencing symptoms.
- Staff are to follow directions from Public Health about entry screening of children/youth, staff and volunteers for symptoms of COVID-19 or for exposure to COVID-19 in the past 14 days, before allowing the child/youth, staff or volunteer to access the setting.
- Staff are to notify Public Health promptly of unusual situations, such as when absenteeism of children/youth or staff is greater than would be expected, or when illness is observed or reported.

Promote and facilitate personal preventive practices. Everyone plays a part in making child/youth settings safer, including children/youth, staff and volunteers and families.

- Keep children/youth, staff, volunteers and families informed about current public health advice.

- Reassure children/youth, staff, volunteers and families that there are many things they can do to stay healthy (e.g. personal practices).
- Promote the use of personal practices (e.g. frequent hand hygiene, avoid touching face, respiratory etiquette).
- Post signage that is appropriate for age, ability, reading level and language preferences to remind individuals to practice good hygiene.
- Teach children and youth about why, how and when to clean hands and cover coughs and sneezes, using age appropriate learning resources and tools (e.g. "Glow-germ" hand washing demonstrations and how to use hand sanitizer).
- Implement a schedule for frequent hand hygiene.
- Provide increased access to hand hygiene facilities (e.g. by placing hand sanitizer dispensers in easy to see locations) and ensure accessibility for those with disabilities or other accommodation needs.
- Ensure adequate supplies to reinforce hand hygiene and respiratory etiquette such as soap, an alcohol-based hand sanitizer (at least 60% alcohol), paper towels, tissues, and no-touch waste receptacles.

Examples of protective public health measures mitigation strategies tailored for age categories

The ability of a child/youth to complete tasks and follow direction will be dependent on a variety of factors (e.g. age, maturity, physical ability, comprehension). It will be important for child/youth staff and/or volunteers to assess ability to properly use and care for NMMs, based on the individuality of children/youth.

Younger children

- reinforce and remind children not to touch others or put toys or objects in their mouths.
- ensure assistance/supervision of children when performing hand hygiene
- consider increasing staffing complement to reduce the staff to child ratio, according to jurisdictional recommendations and budgetary limitations
- incorporate fun strategies to encourage compliance (e.g. hum catchy songs while handwashing)

Older children and youth

- implement classroom and/or grade level projects (e.g. point programs, poster contests)
- organize "spirit week" (school wide) awareness initiatives
- leverage technology and use social media (e.g. post your most creative video on handwashing)

Promote physical distancing as much as possible. Keeping a 2-metre distance from others helps to reduce the spread of illness; however, it is not always practical in child and youth settings. Layering of multiple mitigation measures in these circumstances strengthens the risk mitigation potential overall.

- Reinforce general practices to maintain physical distancing, such replacing physical greetings like high fives, fist bumps and hugs with friendly verbal greetings or virtual high fives.
- Where possible, establish a 2-metre separation between children/youth, staff and volunteers. In settings with very young children, this may not be possible, and maintaining a 2-metre separation between groups of children (e.g. those separated by age) will be important.
- Reduce contact between children/youth during transportation including separation of children/youth by 2 metres where possible. If separation of children/youth is not possible, the importance of personal practices (e.g. hand hygiene before boarding, avoid touching face,

respiratory etiquette) and frequent [environmental cleaning and disinfection](#) of high touch surfaces with [approved products](#) should be encouraged. The use of non-medical cloth masks or face coverings are required.

- Restrict or manage flow of people in common areas including hallways, entrances/foyers (e.g. with entry and exit procedures). In narrow hallways or aisles of the setting, encourage unidirectional travel where possible by painting or placing arrows on the ground.
- Use visual cues to encourage physical distancing (e.g., accessible signage, floor markings).
- Postpone activities where physical distancing cannot be maintained or where touching of common equipment cannot be avoided. Where appropriate, offer activities "virtually" using technology.
- Limit or restrict non-essential visitors/guests.
- Parents dropping off or picking up children must do so at scheduled times and outside of activity zone where [physical distancing](#) can be maintained.
- For children/youth, staff or volunteers who need care (e.g. injury, illness or emotional upset) while on site, it is important for staff to utilize all available PPE. For those who have symptoms associated with COVID-19, the individual must remain isolated until they can go home safely in a private vehicle, maintaining a distance of 2 metres between the ill person and others.

Examples of physical distancing mitigation measures tailored for age categories

Younger children

- create and play games that encourage physical distancing, e.g. set up play stations and limit the number of children at each station, allowing for sufficient breaks for environmental cleaning and disinfection before children change stations
- ensure children are separated during large group activities e.g. reading/circle time
- consider moving large group activities outside when space and weather permits
- recommend that only one parent/guardian do drop-offs and pick-ups, and to remain in designated waiting areas (if walking) or in vehicle if driving, e.g., children to be brought to waiting areas or vehicles (would not apply in circumstances where parents/caregivers are in attendance as a part of the program)

Older children and youth

- can activity space be enhanced, even temporarily, to provide more space?
- consider the option of online/remote activities, especially for older children or those at [risk of more severe disease or outcomes](#) - consideration to those with limited access to the electronic devices and the internet is important
- increase seating distance between children/youth to ensure sufficient space between individuals
- stagger break times to avoid children going together to the bathroom, etc.
- floor markings should be followed to restrict or manage flow of traffic in common areas

Increase ventilation.

- Increase air exchanges by adjusting the HVAC system.
- Open windows if possible and, if weather permits.
- Move activities outdoors when possible.

Mitigate risks from exposure to high-touch surfaces (i.e., surfaces frequently touched by others).

- Increase frequency of [environmental cleaning and disinfection](#), especially washrooms and high touch surfaces or equipment (e.g. doorknobs, faucet handles, toys, electronic devices, and seats).
- Reduce the number of common surfaces that need to be touched (e.g., prop doors open, notouch waste containers).
- Reduce or restrict access to non-essential shared equipment (e.g. play structures, gym equipment, balls) and implement post-play hand hygiene practices.
- Avoid sharing communal equipment/supplies, if possible or implement post-use hand hygiene and [environmental cleaning and disinfection](#) (e.g. toys, tablets, electronic devices, sleeping mats).
- Ensure adequate supplies where possible to minimize sharing (e.g. art supplies, toys, pencils).
- Clean and disinfect essential shared equipment before and after use (e.g. electronic devices).
- Keep belongings separated from others.
- Limit items to be carried between the child/youth setting and home. Reinforce no sharing of home items.
- Reinforce "no sharing" food and drink policy.

Examples of mitigation measures for high-touch items, tailored for age categories

Younger children

- increase frequency of [environmental cleaning and disinfection](#) of commonly touch objects/surfaces unique to setting e.g. table tops, chairs, and toys
- remove toys that cannot be easily cleaned like plush toys, dress up clothes, water stations, indoor sand stations or playdough
- keep enough toys available to encourage individual play

Older children and youth

- Children/youth should bring their own water bottles if required for the activity
- encourage youth to leave personal items at home (e.g., cell phones, head phones)

Modify practices to reduce how long children are in contact with each other and how many children come into contact with each other during activities.

- When considering numbers of individuals within a space, it will be important to consider the size of the space, the number of individuals (including their ages/sizes) to promote physical distancing.
- Divide group into smaller numbers of children/youth.
- If possible, have the same children/youth in groups with the same staff or volunteers each time.
- Stagger the timing of breaks to limit numbers in the same location at the same time.
- Discourage activities that can contribute to the spread of COVID-19 in confined indoor spaces (e.g., singing, close contact sports or vigorous physical activity).
- Close or restrict access to non-essential common areas.
- Postpone or cancel non-essential activities.

- Move some activities outdoors if possible.
- Ensure that COVID-19 measures do not introduce new occupational hazards to the setting (e.g., do not prop open fire doors to reduce exposure to frequently touched door handles)

Examples of mitigation measures for changing practices, tailored for age categories

Younger children

- encourage children to have individual bathroom breaks as needed over group bathroom breaks, maintaining required supervision
- encourage fixed seating arrangements over flexible seating arrangements where relevant
- encourage separation of at least 2 metres between groups of children where relevant
- stagger drop-off and pick-up times
- modify practices around the use of play structures (e.g. post-play hand hygiene)

Should children/youth wear non-medical cloth masks or face coverings in community settings?

- [Non-medical cloth masks \(NMM\) or face coverings](#) are not considered personal protective equipment (PPE). Commercially-available or homemade cloth masks or face coverings can play a role in reducing the transmission of COVID-19 in the community when consistent physical distancing is not possible. When the local epidemiology and rate of community transmission warrant it, the wearing of NMMs is an additional personal practice that can help to prevent the infectious respiratory droplets of an unknowingly infected person (the wearer) (e.g. child, student, camper, parent, teacher, volunteer) from coming into contact with other people. Those wearing masks should be reminded not to touch their mask and to comply with key essential personal preventive practices such as frequent [hand hygiene](#) and [physical distancing](#).
- **NMMs should not be placed on young children under age 2** as they may be unable to remove the mask without assistance, which could impair their breathing. Screening, strict exclusion policies for those who are ill or who have ill family members and maintaining small groups of the same children are considered to be more effective.
- **For NMMs to be of benefit, they need to be worn correctly.** Failing to do so may present a risk rather than a benefit. Children (particularly young children) and youth may not be able to consistently use NMMs correctly and safely during the day, including during meals and snacks (i.e. comply with procedures to put on, change and remove) without assistance. The presence of NMMs could lead to increased facial touching and potentially result in self-contamination and contamination of other surfaces.
- **Children and youth may attend these settings for several hours per day.** NMM use in the community is generally recommended for brief, casual interactions where physical distancing is not possible or is unpredictable (such as being on a crowded bus, or while grocery shopping). Wearing NMMs for long durations may not be tolerated by children and youth.
- **Children and youth will have recurrent interactions** with one another, much like those of family members or people in a household. For this reason, NMMs may not be recommended. It will be important that group sizes are small and that the same children/youth, staff and volunteers are attend activities together as much as possible.
- **NMMs should be changed after they become wet or soiled.** This could present operational challenges with respect to supply of NMMs and safe handling of soiled or damp NMMs. Parents/caregivers should be reminded of appropriate use and cleaning.
- **A NMM could become an unintended hazard** (e.g. physical injury if it caught on playground equipment, or psychological injury associated with stigmatization or bullying if not all children are/are not wearing a NMM). It is important that NMM or cloth face coverings be [worn safely](#).