

## Parent Handbook 2021

Information updated July 2021

West Shore Parks & Recreation staff look forward to a summer of adventure and fun with your child(ren)! Even though restrictions are lifting, to mitigate the spread of COVID 19 and other communicable diseases within West Shore Parks & Recreation day camps, the following guidelines are followed to protect the health and safety of children and staff. The information outlined in this handbook is informed by the Province of British Columbia's *COVID-19 Public Health Guidance for Child Care Settings*, the Provincial Health Minister, and West Shore Parks & Recreation Society's Health and Safety Committee.

### **Sickness Policy**

**Children may NOT attend day camp programs while they have any symptoms of illness such as:**

- Fever (temperature of 37.8 C or higher (orally) or 37.2 C or higher (under the arm))
- Repetitive or persistent cough
- Sore throat, difficulty breathing or wheezing
- Unusual, unexplained loss of appetite, fatigue, irritability, or headache
- Eye infections
- Unexplained rashes *or* any rash that is not confirmed by doctor to be non-contagious
- Known or suspected communicable diseases (measles, chicken pox, pink eye, hand foot and mouth, etc)
- Nausea, vomiting and/or diarrhea in the last 48 hours

Children must stay home to evaluate their symptoms. If a child receives a negative COVID-19 test or is assessed by their family physician or nurse practitioner and it is determined that they do **NOT** have COVID-19, they may return to the childcare **once** symptoms resolve.

- All staff, parents, caregivers, and children who are displaying symptoms of COVID-19 **OR** who travelled outside of the Country in the last 14 days **OR** who were identified by Public Health as a close contact of a confirmed case must stay home and self-isolate.

If your child develops these symptoms while at day camp, program leaders will move your child to a separate supervised area, and you will be required to pick them up immediately. If your child has **ANY** of the symptoms above, they are not able to return to West Shore Parks and Recreation day camps unless they have received a negative COVID-19 test or are assessed by their family physician or nurse

practitioner and it is determined that they do NOT have COVID-19, they may return to the childcare **once** symptoms resolve.

**Please ensure the Emergency Form is signed and handed in prior to or on the first day of camp. No children will be able to stay in camp without a signed form. Forms can be found at <https://www.westshorerecreation.ca/programs-registration/camps>**

### **Drop off and pick up procedures**

#### **Drop-off**

- Parents will be given specific pick up locations and times in their specific camp email.
- Where possible drop off and pick up will be located outside of the building
- Please sign in during the times specified in the email.
- If the drop-off is inside the building:
  - o only one parent may enter.
  - o Children and Parent will be required to sanitize their hand immediately upon entering the building
- Ensure you have checked, updated and handed in the Emergency contact information prior to coming to camp. Additional forms such as Anaphylaxis policy and permission to sign in and out must be completed at home and brought to camp with the child.
- Leaders will sign in your child and confirm that a symptom screening check was done prior to bringing your child to camp each day.
- Belongings will be kept in designated area for your child only.
- One staff member will be in charge of signing children in and out of camp
- Parents will be asked to wait on designated marked areas as they wait to sign in and sign out, to ensure physical distancing between families

#### **Handwashing**

- Staff and children will be expected to wash hands prior to entering camp, prior to eating, after eating, after coughing or sneezing after returning inside and after using the washrooms
- Posters with reminders of proper handwashing is posted on all washrooms and program rooms

#### **Physical Distancing**

- Most camp activities will primarily be offered outdoors however when indoors, rooms that allow for adequate ventilation and physical distancing will be used
- Camps will not mix with other camps indoors, unless room capacities allow and physical distancing can be applied. There will be no all camp fun days or carnivals etc. however in

outdoor spaces up to 3 camps (50 children max) can join. Camps will be joined in cohorts for the week

- There will be separate entrances and exits as well as designated washrooms for camps
- When a shared space is used, such as fields, camps must maintain a distance of 10m apart from public groups.
- Children are encouraged to maintain distance when possible.
- Children will remain at the Camp location site and will not partake in out trips or bus rides until Provincial guidelines state otherwise.
- If transportation on buses does occur everyone will sanitize hands before boarding and unloading and the vehicle will be cleaned and disinfected in alignment with BCCDC guidelines
- Games and activities will be adapted to encourage Physical Distancing however it is important that children be permitted to play and this includes games where there may be touching (such as Tag).
- Children will be spread out during snack and lunch break and no sharing of food will be permitted.
- While inside, programs will ensure windows are open to guarantee adequate ventilation at all times.

### **Mask Usage**

- It is recommended for staff to wear masks if not fully vaccinated.
- Children may wear masks if they choose to do so.
- Children Grade 4 and up are recommended to wear masks while indoors if physical distancing can not be maintained.

### **Supplies and Equipment**

- All soft items will be removed from the rooms, no dress up, stuffies, dolls etc.
- A clean bin and dirty bin system will be implemented where possible to ensure toys, sports equipment etc. are frequently sanitized.
- No toys/electronics from home are permitted (unless required for specific camps).
- Lost and found items will be laid out at the Sign in area each morning for parents to view and pick up.

### **Outdoors**

- Staff and children are encouraged to be outdoors as much as possible throughout the day.
- Please ensure your child is dressed appropriately and has a hat, SPRAY sunscreen and plenty of water.
- Sunscreen will need to be applied prior to your child coming to camp. They will be encouraged to reapply by themselves throughout the day. If your child needs help applying sunscreen please send a SPRAY style bottle.
- Outdoor handwashing stations will be provided around the site.

- Locations will be specified for extra shade/ rain protection

### **First Aid**

- Staff are required to administer First Aid wearing appropriate PPE and following West Shore Parks & Recreation's Health and Safety First Aid policy.

### **Cleaning protocols**

- Cleaning schedules will be posted for leaders in each room and include disinfecting tables and other high touch surfaces before and after eating, upon entrance and end of day.
- All high touch surfaces (door handles, light switches, washrooms, sinks, etc) will be cleaned regularly throughout the day.
- Garbage cans, recycling bins and composts will be cleaned frequently.
- Staff will follow the West Shore Parks & Recreation Non-Maintenance Cleaning & Disinfection Policy

### **Personal Hygiene**

- If a staff member is unwell with any symptoms of illness listed above (unless a negative COVID-19 test or Dr's note has been received), or have traveled outside of the Country in the last 14 days they will be required to stay home and monitor their illness. If staff receives a negative COVID-19 test or they are assessed by their family physician or nurse practitioner and it is determined that they do **NOT** have COVID-19, they may return to work **once** symptoms resolve.
- Staff will wash hands when entering the building, before and after eating, after using the washroom, after coughing or sneezing and cleaning.
- Everyone must sanitize hands when they enter any building.

We thank you for following these procedures throughout the summer as we strive to bring your child the best summer camp program possible. We also appreciate your patience as we work through these ever changing times, we will continue to work with our local Health Authority, Provincial Government and BC Recreation and Parks Association to monitor the situation and adapt policies and procedures as necessary.