



King Street Youth Centre

Covid-19 Youth Program Guidelines

Responsibility

The YMCA King Street Youth Centre is committed to providing a positive and safe place for youth. The health and safety of participants and staff/adult volunteers is our top priority.

These guidelines are specific to the recovery of Covid-19.

The responsibility for managing this plan lies with the CEO and the Youth Coordinator.

These guidelines apply to all Youth Program Staff, Adult Volunteers, Visitors, Participants and Parent/Guardians.

The guidelines below, incorporate our core values of Respect, Responsibility, Caring, Inclusiveness and Honesty to ensure that all youth and staff can continue to feel safe and have positive experiences while in the Youth Centre.

Commitment

To fulfill this operational plan, the YMCA is committed to:

- Providing safe environments for children, staff, parents/guardians and visitors;
- Ensuring everyone understands their roles in flattening the curve of Covid-19, during this recovery phase
- Ensuring we have the tools and resources to support us with the recovery phase;
- Ensuring we adhere to the implementation of new strategies/additions to prevent and control Covid-19 spread;

The goal is to create a safe and healthy environment for staff and youth by making the necessary adjustments to help limit the risk of exposure to Covid-19.

Hours of Operation

To ensure we are meeting the directives/additional precautionary measures set out by the Nova Scotia Government we will operate at reduced hours in order to achieve these measures.

Operating Hours: Wednesday	6:00PM – 9:00PM
Friday	5:30PM – 9:00PM
Saturday	1:00PM – 4:00PM



What we're doing to keep everyone safe

- Limiting numbers to TEN (10) (maximum of eight youth with two staff/adult volunteers)
- Rearranging our programming areas to allow for more individual space, and easier cleaning
- Not permitting youth in staff office spaces
- Providing labelled/numbered cubbies for all staff and youth participants to store their own belongings during shifts and programming
- Increasing our cleaning procedures
- Keeping lines of communication open so all staff feel comfortable and confident in staying safe and healthy at work
- Ensuring that youth and their families feel safe attending programming
- Cleaning before and after every program
- Requiring registration for all programs

Prior to opening

- Centre will be arranged to accommodate a reasonable distance. **As of June 18th 2020, physical distancing IS NOT required for groups of 10 or less*
- Youth Centre will be deep cleaned and sanitized prior to our opening date
- A registration process for programs will be implemented
- A staff meeting will be held to make sure everyone is on the same page with regard to hygiene, expectations and updated best practices
- Signage will be posted on floors in areas where distancing must be respected
- Signage will be posted indicating hand sanitizing stations

Registration

- All participants will be required to register for programs on day of program (Example, youth cannot register for Saturday program on Friday)
- There will be **NO DROP IN PROGRAMS**
- Families will be reminded of the requirement to self-isolate for two weeks if they've travelled outside of the "Atlantic Bubble". Youth who have travelled outside of the Atlantic provinces in the past fourteen days will not be permitted to attend any programs until they have completed the required 14-day isolation
- Families will be reminded that youth presenting any symptoms of COVID-19 will not be permitted to attend any programs. A list of symptoms will be printed, and posted on the front door of the Youth Centre
- A maximum of eight (8) participants per program, plus two (2) staff/adult volunteers (10 individuals in total, no distancing required)
- Youth will only be permitted to register for one program at a time. For example, they can register for "Chill Zone" on Week One, but cannot reserve a spot for Week Two at the same time. This is to ensure all youth have a chance to attend programming



Records

Youth Participant sign up sheets, staff schedules and Adult Volunteer/Guests logs will be retained on site. All participants and guests will be required to provide their phone number and complete the screening questions each time they enter. Staff and Adult Volunteers are not permitted to work if they unwell.

Operation

- Registered youth must arrive at the appropriate start time. Early entry will not be permitted
- Screening questions will be posted at entrance and all youth, adult volunteers and guests will be asked to answer them upon arrival
- Participants will be asked to only bring with them the items they will need during the duration of programming (i.e. avoid large backpacks etc.)
- Everyone entering the Youth Centre will be required to remove their shoes and wash their hands before entering programming area
- All youth will be given a quick reminder of best practices from Public Health (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html?topic=tilelink>)
- **Parents/guardians will not be permitted to enter the facility for drop-off/pick-ups**
- Participants who leave in the midst of programming, may not be permitted to return for the duration of the program unless cleared with Youth Program Staff prior
- **Any youth or staff/adult volunteer or Guest presenting any of the following symptoms will not be permitted to attend programming/their scheduled shifts:**
 - Cough or worsening of a previous cough
 - Shortness of breath
 - Fever (temperature $\geq 38^{\circ}\text{C}$)
 - Nasal congestion/ runny nose
 - Sneezing
 - Hoarse voice
 - Diarrhea
 - Headache
 - Sore throat
 - Unusual fatigue
 - Muscle aches
 - Loss of sense of smell or taste
 - Red, purple or bluish lesions on the feet, toes or fingers without clear cause.

If a participant or staff/adult volunteer presents with any of the above symptoms (even just one) they will be immediately excluded from all programming and must stay home, contact



811, and cannot return until fully recovered. If tested, Public Health will inform the individual or parent (when a youth is involved) when isolation may be lifted.

- **Note:** youth or staff/adult volunteers who have been identified as having seasonal allergies or suffer from chronic runny nose/nasal congestion are not required to be excluded, **Doctors note must be provided and kept on file**
- If staff or youth participants of the Youth Center test positive for COVID-19, Public Health will identify who the close contacts are and manage the outbreak with respect to public health measures and communication

For detailed response plan, please refer to the YMCA of Southwest Nova Scotia COVID response on the Association website.

Handwashing

Proper, and frequent hand-washing is the best way to limit the spread of COVID-19. The following guidelines will be used when instructing youth on proper hand-washing.

Hand sanitizer (70% alcohol) will also be provided, however, youth will be reminded that soap and water washing is more effective and therefore, preferred. Hand sanitizer is to be used only when soap and water are not readily available.

1. Wet hand with warm water and apply soap.
2. Rub hands vigorously for 15-20 seconds, making sure to clean between fingers, backs of hands and tops of wrists.
3. Rinse hands with warm water until all soap is gone.
4. Dry hands with clean paper towel.
5. Use paper towel to turn off faucet and open door.
6. Dispose of paper towel.

Handwashing will be required upon entry, exit and during any activity that will require touching a common surface (i.e. a board game).

Cleaning & Hygiene Practices

- The Youth Centre will be deep cleaned before official opening on July 3rd
- An appropriate disinfectant will be used to clean all touch points after all programming.
- Sanitizing wipes will be provided for wiping shared items/equipment such as video games controllers, video games, computer keyboards, screens, etc. If sanitizing wipes are unavailable, then disinfectant spray will be used
- Board games and art supplies will be placed on the “Used – to be Cleaned” table and left for 3 days to inactivate any contamination prior to be put away



Program Materials

- Board games, video games, art supplies, books, etc. are available for youth to use. Youth must ask staff/adult volunteer for the item they wish to use

Food & Cooking

- Youth will be discouraged from bringing their own snacks. Alternatively, food/snacks will be provided
- Snacks should not be shared
- Youth will be reminded to wash their hands before eating
- Any dishes used by youth will be washed by a staff member to ensure adequate cleanliness standards are being met
- Youth will not be permitted to remove any dishes, utensils, foods etc. from either of the pantry cupboards, shelves or refrigerator
- Cooking programs/sessions will be run on an “instructional” model. Staff will demonstrate how to prepare the meal

Public Health Communicable Disease Contact List

Public Health Bridgewater Office.
215 Dominion Street Suite 200
Bridgewater, NS B4V 2K7
Canada
Phone: (902) 543-0850



Cleaning Schedule

Covid – 19 Cleaning and Disinfection Procedures Saber Heavy Duty Disinfectant 1:16 (DIN 02362562) and cleaner is used for sanitizing surfaces.

Please note: the Centre will be sprayed-disinfected at the end of scheduled programming/use

Disinfect Tables/Chairs	daily @ end of day
Disinfect Sofas/Chair	daily @ end of day
Disinfect door knobs	Min 2 times a shift
Disinfect light switches	Min 2 times a shift
Disinfect taps	Min 2 times a shift
Disinfect toilet flusher	Min 2 times a shift
Disinfect Counters	daily @ end of shift
Disinfect Cubbies	daily @ end of shift
Dust Surfaces	weekly
Keyboards	daily @ end of shift
Program Materials	daily @ end of shift
Garbage	daily
Vacuum carpets	daily
Windows/mirrors	daily
Sweep Floors	daily
Chairs Up	daily