



## ARMS COVID-19

# Operational Procedures for Day Camps and Education Programming

Updated July 8, 2020

The below programming and delivery procedures have been designed in consultation with numerous resources, and with the understanding that while the Alouette River Management Society aims to reduce risk as much as possible, we cannot guarantee the health of all its staff and participants.

We will remain flexible as the COVID-19 pandemic context changes, and we will adjust our programming as required, based on guidance and advice from, BC Centre for Disease Control, the Government of Canada, Public Health Canada, Fraser Health, and other resources. Our programming adjustments may change over time as new information, research, and guidance comes forth.

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

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

<https://www.fraserhealth.ca/covid19#.XuuyLOVKhPY>

Programs that cannot meet current requirements and guidelines will be cancelled or restructured.

Accompanying document

“ARMS COVID-19 SAFE WORK POLICY AND PROCEDURES”

## **General Summer and Education Program COVID-19 Protocols:**

ARMS has kept informed of the COVID-19 pandemic and the Public Health Officer's orders, notices and guidances by actively accessing resources to understand what COVID-19 disease is, its symptoms, how transmission occurs, how to reduce the risk of transmission and understanding that ARMS has a responsibility to create a safe working and day camp environment to the best of our ability.

ARMS has reviewed and incorporated public information, notices and infographics from the BC Centre for Disease Control, the provincial Health Office, and the Canadian Government into its Protocols and Procedures.

The Provincial Public Health Office has established 8 principles for the public to follow to prevent the transmission of COVID-19. These steps are:

1. Staying informed, being prepared and following public health advice;
2. Practising good hygiene – hand hygiene, avoid touching your face and respiratory etiquette;
3. Staying at home and away from others if you are feeling ill – with no exceptions – whether for school, work or socializing;
4. Maintaining physical distancing outside the household, e.g., no handshakes or hugs, keeping your number of contacts low and keeping a safe distance;
5. Making necessary contacts safer with appropriate controls, e.g., using plexiglass barriers or redesigning spaces;
6. Increasing cleaning of frequently touched surfaces at home and work;
7. Considering the use of non-medical masks in situations where physical distancing cannot be maintained, such as on transit or while shopping; and,
8. Continuing to minimize non-essential personal travel.

Source: Dr. Bonnie Henry, Provincial Health Officer

[https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs\\_restart\\_plan\\_web.pdf](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs_restart_plan_web.pdf)

ARMS COVID-19 Health and Safety Protocol and Summer Camp and Education Programming Procedures have been developed with the “Hierarchy of Controls for COVID-19” understanding that no one control is effective on its own and that all levels of controls work together to reduce the risk of transmission of COVID-19.

**First level protection**

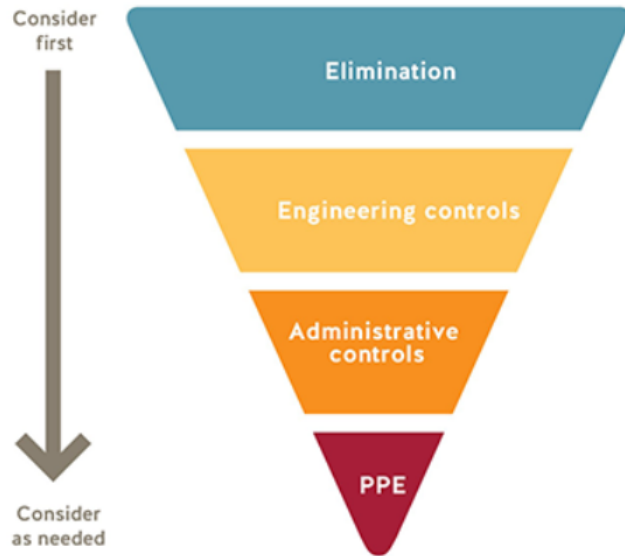
**(elimination):** Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft) from co-workers, customers, and members of the public.

**Second level protection**

**(engineering controls):** If you can't always maintain physical distancing, install barriers such as plexiglass to separate people.

**Third level protection (administrative controls):** Establish rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.

**Fourth level protection (PPE):** If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are selected and cared for appropriately and that workers are using masks correctly.



Source: WorkSafe BC

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/child-care>

A summary of control measures that ARMS will use to help reduce the risk of transmission of COVID-19 is illustrated in the infographic below.



**1. STAY HOME WHEN SICK**

*All children and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.*



**2. HAND HYGIENE**

*Everyone should wash their hands more often!*

*Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.*



**3. RESPIRATORY AND PERSONAL HYGIENE**

*Cover your coughs.*

*Do not touch your face.*

*No sharing of food, drinks, or personal items.*



**4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT**

*Spread children out to different areas.*

*Take them outside more often.*

*Stagger lunch times. Incorporate individual activities.*

*Remind children, "Hands to Yourself!"*



**5. CLEANING AND DISINFECTION**

*Clean and disinfect frequently touched surfaces at least twice a day.*

*General cleaning of the centre should occur at least once a day.*

*Use common cleaning and disinfectant products.*

Source: COVID-19 Guidance for K-12 Schools May 19, 2020

This document provides information and considerations for ARMS day camps to support compliance with these principles and focuses on three main areas for both children and their families as well as staff.

1. Processes to run day camps and education programming safely;
2. Measures to keep people safe and avoid further outbreaks;
3. Guidance if a case or an outbreak should occur.

To address these three considerations, procedures are provided for physical distancing controls, hand hygiene provisions, and touch point sanitization.

## COVID-19

It is important for all ARMS staff, volunteers and/or sub-contractors to know the following:

- Coronavirus is transmitted via larger liquid droplets when a person coughs or sneezes, but also potentially when they are talking in very close proximity to another person. The virus in these droplets then can enter the body of another person when that person breathes in the droplets. Also, droplet contact with mucous membranes in the eyes, nose or mouth via contact with contaminated hands or objects can also introduce the virus into the body.

This requires you to be in close contact – less than the physical distancing of 2 meters. This is referred to as ‘droplet’ transmission and is believed to be the primary way COVID-19 is transmitted.

- In addition, droplet transmission is much more likely when in close contact in an indoor setting.
- COVID-19 may also be transmitted through droplets in the environment if someone touches the contaminated area then touches their face or eyes without cleaning their hands. This speaks to the importance of regular hand cleaning and the cleaning and disinfection of high touch areas in the environment.
- So far in the pandemic, COVID-19 has a very low infection rate in children; they seem to be at lower risk of developing symptoms.

COVID-19 symptoms could include:

- Fever
- New cough
- Shortness of breath
- Sore throat
- Nasal congestion
- Headache
- Runny nose
- Diarrhea
- General feeling of being unwell

Your risk of severe disease may be higher if you have a weakened immune system or underlying health conditions. This may be the case for:

- older people
- obese individuals
- people with chronic disease (e.g., diabetes, cancer, heart, renal or chronic lung disease)
- Some children

### **Actions to Protect your Health**

- Stay at home when sick, and remind parents that they should be monitoring their children's health and keeping children who are unwell at home
- Washing your hands often with soap and water, including before meals, after using the bathroom, and when hands are visibly dirty
- Sanitizing hands regularly throughout the day with alcohol-based hand sanitizer
- Sneezing and cough into your sleeve
- Avoid touching your eyes, nose or face
- Avoid contact with people who are sick
- If traveling outside of Canada, stay home for 14 days after returning to Canada, and remind parents to do so as well.

### **Physical Distancing**

- ARMS summer camp and education programs will be split up into smaller group sizes based on age and will distance themselves throughout the activity areas. Camp programming will be limited to 12 campers per day. Ratio of 1 adult to 4 campers (children) approximately.
- Programming will take place outdoors, there will be no indoor component.
- Physical distancing within the group will be observed as much as possible. Physical distancing will be incorporated into the games for the day.
- Programs will stay away from members of the public as much as possible. Signage will be posted to advise the public of camps running in ALLCO Park from 13 July to 21 August 2020.
- Programming will be adjusted so that physical contact between participants is limited as much as possible. Activities with close physical contact will be limited.
- Depending on the size of the program, lunchtimes may be staggered to allow for smaller groups within the undercover spaces.



- All shared equipment and supplies will be cleaned at the end of each day with soap and water or wiped down with public health approved sanitizer. Sharing supplies and equipment will be minimized as much as possible.
- Any picnic tables, park benches, and chairs used throughout the day will be sanitized at the end of each day.
- Items that are impossible to clean will be avoided, or campers will be given personalized supplies that will be cleaned at the end of the day (i.e.: crayons).
- Campers personal backpacks and items will be stored in individually labelled tubs for the duration of the camp. These tubs will be wiped down at the end of each camp day with disinfectant.
- All participants **MUST** bring their own supply of water for the day in their own water bottle. Emergency water will be on hand if needed.
- No sharing of food will be permitted. All participants must bring a personal bottle of public health approved hand sanitizer however, hand sanitizer will be available onsite and during programming.

## **Summer Camp and Education Programming – Operating Procedures**

### **1.0 Preparing Staff, Volunteers, Contractors for ARMS Summer Camps**

ARMS will provide all camp staff, volunteers and contractors with the “ARMS COVID-19 Policy Guidelines” and the “ARMS Health and Safety Operating Procedures – Camps and Education Programming” booklets to review and become familiar with.

ARMS will ask each camp staff, volunteer and/or contractor to sign off stating they have read and understand their obligations while working and participating in ARMS summer camps or other education programming.

ARMS will provide all camp staff, volunteers and/or contractors with an orientation to ARMS summer camp COVID-19 procedures and will conduct at least one run-through of procedures before camps commence to trouble-shoot any potential issues at the front end.

ARMS will ask that all staff, volunteers and contractors do a self-assessment prior to coming into work each day. The self-assessment tool is accessed here:

<https://bc.thrive.health/>

### **2.0 Parent Welcome Package**

- Parent and caregivers will receive a Welcome Package which will include the changes ARMS has made to taking into account COVID-19 disease and efforts to reduce the risk of transmission and other important information to help keep campers, parents, caregivers, ARMS staff, volunteers and sub-contractors safe.
- ARMS will email the parents/caregivers directly with the Welcome Package at least 3 business days before the commencement of camp.
- Parents and caregivers are solely responsible for bringing all their child/ren’s food to camp, including water for the duration of camp.
- Parents and caregivers should be encouraged to bring thermos containers and/or insulated lunch bags all of which will be kept in children’s backpacks until lunch and/or snack times.

### **3.0 Before coming to ARMS camps**

#### **3.1 Parents and Participants**

- ARMS will clearly communicate with parents and caregivers through email prior to their child’s attendance to camp that they must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to camp.
- ARMS will not permit a participant to attend the program if the participant or a member of their household has experienced any flu-like or cold symptoms within 14 days prior to the first day of the program.

- ARMS will not allow a participant to attend the program if the participant or a member of their household has had close contact with someone who has tested positive for COVID-19, or is awaiting COVID-19 test results, within 14 days prior to the start of the program.
- Upon arrival each day, participants and their parent/guardian will confirm that they are in good health and not exhibiting any flu-like or cold symptoms. ARMS staff will conduct daily checks at drop-off each morning by verbally asking parents and caregivers to confirm their child(ren) do not have the abovementioned symptoms.

**1. Have you, or members of your household, experienced any flu-like or cold symptoms within the last 14 days?**

**2. Have you, or a member of your household, had close contact with someone who has tested positive for COVID-19, or is awaiting COVID-19 test results within the last 14 days?**

- ARMS or any other staff, volunteers or contractors engaged by ARMS, will not conduct temperature checks upon arrival as per the BC Public Health Minister's recommendations. Parents will be asked to take their child/ren's temperature each day before arriving and will sign off stating that they have done so, and their child does not have an elevated temperature.
- As per the BC Public Health Minister's recommendations, participants will not be required to wear masks. Participants may do so if they choose.
- If a participant starts exhibiting any flu-like or cold symptoms during the program, they will be removed from the program immediately and sent home. The participant will be kept in a separate and supervised area until they can be picked up.
  - Separate area designated away from other participants. There will be one ARMS staff or volunteer allocated to stay with the participant during and up to pick up by the parent or caregiver. Supervising staff will be provided with personal protective equipment such as eyewear and mask.
  - Parent/caregiver will be contacted immediately by ARMS staff informing them of the situation.
  - ARMS staff assigned to the participant will walk the child up to the pick-up point when parent/caregiver arrives.
  - ARMS staff have the right to discreetly request that families portraying any symptoms must be sent home and do not attend camp for a minimum of 10 days.

### **3.2 ARMS staff, volunteers and/or contractors**

- Staff will not come to work if they are feeling ill. If they are feeling ill, they are to stay home and self-isolate for a minimum of 10 days from the onset of symptoms, or until symptoms have completely cleared.
- Staff are not permitted to come to work if a member of their household has tested positive for COVID-19, is awaiting a COVID-19 test result, or has a probable case of COVID-19. A return to work date will be determined in consultation with public health officials.
- Staff are not permitted to come to work if they have traveled internationally within 14 days prior to their first day of work.

- Any staff exhibiting symptoms during the program will go home immediately.
- All staff will follow proper hygiene and handwashing guidelines. This includes washing their hands when they arrive and before they leave.
- Staff will maintain required physical distancing (2 metres) to the best of their ability, as the situation dictates.
- Staff are not required to wear masks and gloves unless administering first aid or needing to be within proximity of a child (e.g., nonviolent crisis intervention).
- During summer camp programming, ARMS summer camp staff will be a small team of approximately 5-6 people (staff and volunteers).
- ARMS will do our best to stay consistent with one group of participants from week to week.

Before proceeding!

**If at any time children have any symptoms, please request that the parent/caregiver take their child home and seek medical advice as necessary.**

#### **4.0 Arrival at ARMS day camps and education programming**

##### **4.1 Greeting families and participants**

- ARMS summer camps will be held outdoors in Allco Park, Maple Ridge. There will be no indoor component.
- ARMS will utilize the picnic shelters and other shade structures such as pop-up tents for shade and shelter. In the event of bad weather, shelters will be used while observing the minimum 2 metre physical distancing measures.
- In the event of high winds or thunderstorms or other dangerous weather conditions, ARMS will notify parents/caregivers to collect their child as soon as possible. If parent/caregivers are unable to collect their child, ARMS staff will move up to the River Heritage Centre keeping physical distancing measures in place.
- ARMS will dedicate one staff person who is not leading a participant group to greet summer day camp children and parents with guidance on keeping a 2-metre distance.
- ARMS will set up the registration point at the Allco Parking lot each morning for participant sign-in and sign-out.
  - Prior to 1<sup>st</sup> day of camp, each participant/parent will receive a staggered time slot to drop off and pick up their child/ren. This timeslot will be the same each day for drop off and pick up.
  - Parents will be asked to park on Alouette Road and to walk into the parking lot area with their child/children to reduce the number of cars in the Allco Park parking lot
- Parents and child/ren will wait at a designated 2 metre spaced mark (e.g. hula hoop, yellow paint) in front of the registration desk until they are called by the ARMS camp staff doing drop off.

- ARMS staff will ask individual families to approach the staff person one by one, maintaining physical distance (two metres) from other families and from the staff person on duty.
  - The registration desk will be set up under cover
  - Sign-in and sign-out will be a verbal interaction to limit close physical contact among parents/caregivers and staff
- ARMS staff will ask parent/caregiver if they or their child/ren have any COVID-19 symptoms.
  - Responses are recorded on sign-in sheet.
  - Parent/caregiver says goodbye.
- ARMS staff will double-check with parents/caregivers when they are dropping off their children that they have enough water and food for the day.
- ARMS will remind participants and parents/caregivers that they must avoid close greetings and regularly remind campers to keep “hands to yourself”.
- Another ARMS staff will assist child/ren with finding their camp leader in the designated ARMS summer camp area within Allco Park (see map)
  - The camp leader will have a designated area (home base) for their participants and a designated area for their backpacks with their lunches (picnic shelter area).
- ARMS will offer children frequent hand hygiene options; they should wash their hands at the hand washing station at the beginning of the day, after using the washroom, and prior to eating. (see map for handwashing station)
- ARMS staff will provide hand sanitizer and all participants should use it regularly throughout the day.

#### **4.2 Once all participants (campers) have arrived**

ARMS Summer Camps Supervisor will welcome campers, introduce all camp leaders, volunteers and review important health and safety guidelines for the camp. It is suggested this be done in a positive and fun manner, so children do not get scared, bored or anxious.

##### Hygiene

- ✓ ARMS will show participants where the handwashing stations are set up and where hand sanitizer will also be available.
- ✓ ARMS will run through the proper handwashing techniques with all participants and will support children to wash their hands regularly throughout the day, including:
  - When they arrive at the day camp and before they go home from camp
  - Before and after eating and drinking
  - After using the toilet
  - After playing outside
  - After sneezing or coughing
  - Whenever hands are visibly dirty
- ✓ ARMS will provide education and direction to campers to:
  - Cough or sneeze into their elbow sleeve or a tissue.

- Throw away used tissues in designated receptacle and immediately perform hand hygiene.
- Not touch their eyes, nose or mouth with unwashed hands.
- ✓ ARMS will have proper hand-washing protocol signs posted at the handwashing station.
- ✓ All participants and staff are discouraged from touching their face and must cough or sneeze into their sleeve.
- ✓ ARMS will have non-surgical grade masks and gloves available in first aid kits and must be used when administering any type of first aid. A mask must also be worn by the person receiving first aid for the duration of being treated.
- ✓ ARMS will provide a personal first aid kit complete with hand sanitizer, non-surgical grade masks, gloves and eyewear to each ARMS staff, volunteer and contractor for use in situations where close contact is unavoidable such as in the administering of first aid.

ARMS camp supervisor will explain each day's activities including when break times will be, where snacks and lunches will be taken.

The following food practices should be followed consistently:

- ✓ Wash hands thoroughly before and after eating.
- ✓ Do not have communal meals/snacks- food must not be shared.
- ✓ Use individual plates, cutlery and serving utensils only (if applicable).
- ✓ Do not touch anyone else's food. If food falls onto a table or ground, clean it up and discard it in the garbage.
- ✓ Practice physical distancing (staff and children sit two metres apart from each other at designated eating site or home base) while eating food.
- ✓ ARMS staff will clean and disinfect any picnic tables or benches at the end of the camp.
- ✓ After meals or snacks, children should put all their food away in their backpack, backpack will go into their individually labelled tub and wash their hands.

If ARMS camps use any supplies for crafts, each child will have their own activity pack to keep at camp. Each activity pack will be stored by camp leaders in individually labelled tubs which will be kept in the picnic shelter area. At the end of the week those items that can't be disinfected can go home with the child so there is a new kit for the following week with new children.

## 5.0 Day Camp Activities

As stated in the COVID-19 Guidance for K-12 Schools document, physical distancing (i.e., maintaining a distance of 2 metres between two or more people) is challenging for younger children. We should be reasonable in our expectations of differing age levels and activities. For example, younger children should be supported to have **minimized physical contact** with one another, while older children and adults should seek to maintain a **safe physical distance** whenever possible.

ARMS will adjust our camp activities and outdoor programming activities to be mindful of physical distancing strategies including:

- Organize campers into smaller groups that stay together throughout each day and for the whole duration of camp.
- Strive to minimize the number of different camp leader(s) and other camp counsellor(s) that interact with each group of campers throughout the day
  - Each camp leader will be assigned a small group of campers (4-5 children)
  - Each camp leader will stay with that small group for all activities, snack and lunch time, pick up and drop off times and for the duration of camp
  - Note that children who live in the same home do not need to maintain physical distance from each other.
- Set up “home base” for each small group e.g. base of a large tree or demarcated area located within Allco Park
- Incorporate more individual activities or activities that encourage more space between students and staff.
  - For younger students, adapt group activities to minimize physical contact and reduce or eliminate shared items.
  - For adolescent students, minimize group activities and avoid activities that require physical contact.

## 6.0 Cleaning and Disinfection

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. ARMS will have staff available to regularly clean before, during and after day camps and other outdoor education programming.

The general standards as set out in the BC Ministry of Health “COVID-19 Public Health Guidance for K-12 School Settings” (<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf>)

ARMS staff will do:

- General cleaning and disinfecting of the public washroom, picnic benches, picnic tables at least twice a day.
- Clean and disinfect any surface that is visibly dirty.
- Use common, commercially available detergents and disinfectant products and closely follow the instructions on the label.
- Limit items that are not easily cleaned (e.g., fabric or soft items, no stuffies, or personal toys)
- Empty garbage containers daily.
- Wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine).

ARMS staff will be instructed to wash hands before wearing and after removing gloves.

## 6.1 Washroom Facilities

A public washroom is available in Allco Park. This public washroom will be cleaned by City of Maple Ridge Parks staff between 10 a.m. – 12 p.m. approximately each day.

ARMS staff will be assigned to clean and disinfect throughout the day:

- ✓ clean and disinfect the public washroom before the commencement of camps each day
- ✓ clean and disinfect twice more while camp is in session that day
- ✓ clean and disinfect one upon the end of the camp day each day

**See Appendix and link for Cleaning and Disinfectants for Public Settings**

[http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting\\_PublicSettings.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)

## 6.0 End of Camp Day

### 6.1 Parent/Caregiver pick-up

- Prior to each day's pick-up, ARMS staff will be located at the front entrance parking lot (yellow gate and ARMS tent).
- Parents and caregivers will be required to come in staggered time slots according to their Welcome Package email. This will reduce the likelihood of congestion.
- Parents and caregivers will park out on Alouette Road and walk in to the Allco Park parking lot.
- Parents will wait at the designated point marked in front on the registration desk (physically distanced 2 metres) and will verbally indicate which child/ren they are picking up.
- ARMS staff will check-off (initial) that the parent has picked up.
- ARMS staff will radio down to ARMS camp activities area for the relevant Camp Leader to bring up each child while practising physical distance.
- Each child will use hand sanitizer before departing camp for the day. This will be located at the registration table.

### 6.2 Cleaning

- Any shared items or equipment will be cleaned and disinfected.
- Picnic tables, benches, hand washing station, and other high-touch surfaces will be cleaned and disinfected.
- Cleaned and disinfected items will be put into labelled totes for use the next day.

### 6.3 Camp Daily Debrief

- The camp supervisor will debrief with camp leaders and volunteers about the day's procedures, activities and any incidents of note. Debrief will take place in Allco Park directly after the camp tear-down has taken place. Physical distancing of 2 metres between camp supervisor, leaders and volunteers must be observed.



- Troubleshoot and advise on adaptive measures to improve or change for the next day's camp.
- Camp staff to take all equipment, signage, handwashing station etc. back to River Heritage Centre in trailer.

## 5.0 ILLNESS PROTOCOL

- If a child or staff member develops symptoms while at the program, ARMS will
  1. Move to isolate the individual away from the rest of the children
  2. Notify the parent or caregiver immediately to come and pick up the child
  3. If a child requires close contact and care, staff can continue to care for the child until the parent or caregiver is able to pick them up.
  4. Staff should wear a mask and eye protection during all interactions with the child and should avoid contact with the child's respiratory secretions. ARMS will provide each staff, volunteer and/or contractor with their own personal kit of hand sanitizer, masks, gloves, and first aid for use during the camps.
  5. Staff should perform hand hygiene (washing or sanitizing their hands) before donning a mask, before and after removing the mask, and before and after touching any items used by the child.
  6. Staff may wish to have a change of clothes available should they have any concerns that the virus transferred onto their clothing while caring for the sick child before returning to the other campers. Items used by the child while isolated should be cleaned and disinfected after the child has been picked up.
  7. Parents/caregivers should get child who has developed symptoms
- If a child or staff member tests positive, public health will contact and instruct families or staff as necessary.
- Camps may be asked to participate with and facilitate Public Health Officials in identifying all contacts; public health will determine at-risk contacts and reach out to them regarding self-isolation.
- Camps can contact their Public Health Authority for advice on communications and to determine if there is a risk to that individual or others at camp; public health may work with the camp activities operators to notify those at risk.
- Mass communications by the camp, or messaging to potential contacts, should be discussed with public health.
- ARMS camps will decide on the need and breadth of closing the camp should an outbreak occur.

Appendix

What to Do if a Student or Staff Member Develops Symptoms while at School – Checklist

<i>If a Student Develops Symptoms of COVID-19</i>	<i>If a Staff Member Develops Symptoms of COVID-19</i>
<b>IF STUDENT DEVELOPS SYMPTOMS AT HOME:</b>	<b>IF STAFF DEVELOPS SYMPTOMS AT HOME:</b>
<p><b>Parents or caregivers must keep their child at home</b> until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p>	<p><b>Staff must be excluded from work and stay home</b> until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p>
<b>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</b>	<b>IF STAFF DEVELOPS SYMPTOMS AT WORK:</b>
<p><b>Staff must take the following steps:</b></p> <ol style="list-style-type: none"> <li>1. Immediately separate the symptomatic student from others in a supervised area.</li> <li>2. Contact the student’s parent or caregiver to pick them up as soon as possible.</li> <li>3. Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.</li> <li>4. Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.</li> <li>5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.</li> <li>6. Once the student is picked up, practice diligent hand hygiene.</li> <li>7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas).</li> <li>8. Contact the local public health unit to notify them of a potential case and seek further input.</li> </ol> <p><b>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</b></p>	<p><b>Staff should go home as soon as possible.</b></p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> <li>1. Symptomatic staff should separate themselves into an area away from others.</li> <li>2. Maintain a distance of 2 metres from others.</li> <li>3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up.</li> <li>4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).</li> <li>5. If concerned, contact the local public health unit to seek further input.</li> </ol>
<p><b>If a student or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.</b></p>	

Source: COVID-19 Guidance for K-12 Schools May 19, 2020

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf>