

## Checklist for Before and After School Programs

This checklist is intended to support operators of Before and After School programs to reduce the spread of COVID-19 by implementing public health measures.

Visit [wdgpublichealth.ca](http://wdgpublichealth.ca) for ongoing updates and links to additional resources.

Wellington-Dufferin-Guelph Public Health (WDGPH) is unable to review individual policies and protocols. These are not legal documents.

### Screening

- Staff, children, parents/guardians and visitors are screened prior to entry to the program
- If possible, screening should be done electronically prior to arrival
- If screening is completed on site, screeners should maintain a 2 m distance or separated by a physical barrier (e.g. Plexiglas), and wear a medical mask and eye protection
- Consider signage/markings or staggered entry to maintain physical distancing during drop off and pick up
- Alcohol-based hand rub containing (ABHR) 70-90% alcohol content is available at screening stations
- Individuals screened during the before school program or core day program do not require to be re-screened for the after school program
- Keep daily records (name, contact information, time of arrival/departure, screening, etc.) of anyone entering the premise (e.g. children, parent/guardian, staff, cleaners, maintenance staff) in order to facilitate contact tracing in the event of a confirmed COVID-19 case
- Individuals who do not pass the screening are not permitted entry. This does not need to be reported to Public Health
- Parents/guardians should not go past the screening area

### Physical Distancing

- Develop policies and procedures to maintain physical distancing between children from different groups (e.g. separate entrance, staggered entry)
- Limit interactions between children from different core day classes by incorporating individual activities
- Indoor spaces that are shared between more than one group should be separated by a barrier that is at least 8 feet in height, as wide as the space/room, and can be cleaned and disinfected between uses

## Personal Protective Equipment (PPE)

- Staff must wear a medical mask and eye protection (goggles or face shields) indoors
- School-aged children in grade 4 and higher are required to wear a non-medical or cloth masks indoors
- The wearing of non-medical or cloth masks indoors is strongly recommended for younger school-aged children, or as per school policies
- Ensure medical masks and eye protection are available for staff when needed
- Staff should be trained on the [proper use of PPE](#)
- A medical mask can be used over the course of the day. If a mask is removed and saved for reuse, keep it from being contaminated by storing it in a labelled clean paper bag or in a cleanable and individually labelled container. A mask must be discarded if it becomes visibly soiled, moist, or the integrity becomes compromised.
- Reusable eye protection must be cleaned and disinfected using standard methods for hard plastic surfaces. Follow the manufacturer's instructions for use for cleaning of reusable face shields and consider assigning the face shield to a single user to reduce the risk of transmission between workers
- Cleaning and disinfection of face shields should focus on the area most likely to be contaminated (i.e., the outer surface). The straps or foam that are part of the face shield do not need to be cleaned. If they become visibly soiled, the face shield should be replaced
- Store PPE in a manner to prevent contamination, when not in use
- Ensure staff perform hand hygiene before and after using PPE

## Hand Hygiene

- Remind staff and children to wash/sanitize their hands:
  - Before entering the program
  - Before and after eating
  - After coughing, sneezing, or touching the face
  - After cleaning and disinfecting surfaces
- Have 70-90% ABHR available in each classroom
- Hands must be cleaned with soap and water when visibly soiled

## Cleaning & Disinfection

- Use Health Canada approved [disinfectants](#), and follow the manufacturer's instructions
- Clean environmental surfaces and toys before disinfection
- 2 in 1 products (cleaner/disinfectants) may be used to clean and disinfect equipment and surfaces. Follow the instructions for use on the product label
- Toys/equipment should be designated to each group, as much as possible, or are cleaned and disinfected between groups
- Toys/items that cannot be cleaned and disinfected (e.g., playdough, craft supplies, unsealed wooden items, nature-based toys) must be i) dedicated to each child and kept in a designated location (i.e., cubby/bag/container labelled with the child's name) OR, ii) if they can not be dedicated to a single child, toys/items must be used for only one day and then be placed in a sealed and cleanable container for two weeks before being re-introduced to the cohort (this is a precaution put into place to protect against both COVID-19 and Norovirus)
- Washrooms should be used by one group at a time. Frequently touched surfaces should be cleaned and disinfected.
- Shared spaces being used by more than one group should be cleaned and disinfected between use.

## Illness

- Staff who become symptomatic while in program must self-isolate immediately and be tested for COVID-19
- Children who become symptomatic while in program must be separated from others in a supervised room or area, 2 metres from others, until they go home
- Staff should contact the parent/guardian immediately to pick up the ill child and asymptomatic sibling(s), if applicable
- Notify Public Health of ill staff/children
- Staff should wear full PPE when caring for symptomatic children: medical mask, eye protection, gown and gloves
- Symptomatic children should wear a medical mask, if tolerated
- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues in a non-touch garbage bin, and proper hand hygiene
- All items used by the ill person must be cleaned and disinfected
- Symptomatic individuals should be referred for testing
- Other staff and children, who were present while a child or staff member became ill should be identified as a close contact. WDGPH will provide any further direction on testing and isolation of these close contacts

## Exclusion

- Ill individuals must be excluded until symptom free for 24 hours with a negative COVID-19 result **OR**,
- Self-isolated for 14 days and symptoms have resolved **OR**,
- Received a different diagnosis from a healthcare provider (e.g., strep throat, bacterial conjunctivitis)
- Refer to the [\*Childhood Illness Reference Guide for Schools and Child Care Centres\*](#) for direction on exclusion requirements if the child has been diagnosed with an infectious disease other than COVID-19
- Asymptomatic siblings must also be excluded

## Transportation

- If the before and after school program is located off school premises, every effort should be made to minimize interactions between children from different core day groups during transportation to the program
- All school-aged children are required to wear a non-medical or cloth masks during bus transportation

## Additional Considerations

- Snacks should be served in individual portions and are not shared
- Family style dining is not permitted
- Provide condiments in single serve packages
- Children and staff should practice physical distancing while eating