

HPNC COVID Manual for In-Person Programs 2021

Adapted from CampTO Guidelines 2020

Updated Nov 25, 2021

Gathering Sizes and Space Required

(2 m²/participant needed indoors, or half of the maximum fire occupancy)

Outdoors	Follow current Toronto Public Health guidelines
The Great Hall (25 m²)	50 participants
The Cottage (106 m²)	12 participants

Physical Distancing

Make every effort to maintain at least 2 meters between participants and other staff.

Physical distancing cannot risk life. The 2 meters distancing can be breached:

- When giving first aid;
- Behaviour management situations, or
- When a participant is in an emergency life-threatening situation.

Not having proper Personal Protective Equipment (PPE) (i.e. gloves or a mask) must not be a hindrance to assisting a participant or staff requiring assistance in an emergency situation.

Efforts to help maintain the 2 meters:

When a participant is hurt or in danger	Staff can wear gloves and masks when possible <ul style="list-style-type: none">• If someone older than 10 years of age has a minor injury (bruise, sprain, nosebleed) staff can coach them on how to place the ice or bandage.• All major injuries require hands-on attention.
Visual indicators	<ul style="list-style-type: none">• Visual markers can be used on floors/tables/desks/etc. to designate areas for each participant and staff to occupy.• Physical distancing signs are posted in the Nature Centre.
In the Nature Centre	Ensure physical distancing can be maintained in all rooms. <ul style="list-style-type: none">• Minimize the number of staff in the office.• If areas such as narrow hallways are challenging, suggest:<ul style="list-style-type: none">○ Verbally communicating that they are coming through.○ If possible, wait until staff are through before another one enters.○ Move out of the way such as another hallway or office space until the other staff has gone past.
Outdoors	Use lesser-used trails, lawn areas and walking areas that allow for more physical space for participants to spread out.

Respiratory Etiquette

Proper respiratory etiquette needs to be taught to participants and regularly practiced by staff and participants.

- Respiratory etiquette posters are posted wherever participants are likely to see them and in washrooms.



Cover your mouth and nose with a tissue when coughing and sneezing



Dispose of the tissue afterwards



After coughing or sneezing, wash your hands with soap and water



Wear a mask if you are coughing or sneezing

Handwashing and Hand Hygiene

Signs need to be posted on [how to hand wash](#) at all sinks.

<p>Indoor washrooms</p>	<p>Sinks are the preferred method of handwashing.</p> <ul style="list-style-type: none"> • Only one participant may be in the washroom at a time. • A separate washroom must be designated for staff. • Washrooms must be disinfected at least twice a day. • HPNC washrooms will be available for participants, staff and volunteers only. Public seeking washrooms will be directed to other washrooms available in the park.
<p>Outside</p>	<p>Additional hand washing stations may be located outside that include a plastic table, plastic 5 gallon carboy of water, soap dispenser, paper towel and garbage receptacle.</p> <ul style="list-style-type: none"> • Staff and participants will not use public washrooms in the park except for the Grenadier Restaurant washrooms when absolutely necessary.
<p>Check frequently</p>	<p>All sinks and hand washing stations need soap and need to be checked on a regular basis to ensure that soap dispensers are full.</p>
<p>Frequency</p>	<p>Staff need to ensure participants have the ability to wash/sanitize hands when needed</p> <ul style="list-style-type: none"> • Staff are asked to wash their hands before and after shifts and when deemed necessary, such as after touching forms and pens etc.
<p>Sanitizer</p>	<p>Hand sanitizer (alcohol level > 70%) can be used if soap and water is not available.</p> <ul style="list-style-type: none"> • Hand Sanitizer does not replace hand washing. Hand washing is always the first line of defence and preferred option to eliminate contagious virus/diseases. • <i>Note: Some participants may have allergies to hand sanitizer. If a participant cannot use hand sanitizer, hand washing must be maintained whenever needed.</i>

Ideas for Program Activities and Content Adjustment

- Use markers on the grass (paint, pylons, hula hoops) arranged with ample physical distance.
- Schedule use of Bowling Field, OURSpace and Campfire areas to accommodate physical distancing.
- Do more auditory exploration.
- Fewer hikes, more self-led challenges with leader going around to visit participants.
- Have camp and club participants bring their own light blanket for lunchtime and eat outside - blanket gives visual definition to personal space.
- Build hand washing into routine and program - turn into game (ie. who can be the person to wash their hands closest to 30 seconds on the dot).
- Try to find ways for partnered, physically distant activities.
- Use laminated ID sheets and scavenger hunts that can be sanitized easily.

Health Screenings

All health screening documents must be kept on file in a lock cabinet or scanned and filed in a secure location.

- Wash hands/avoid touching face before & after handling paper that has been touched by someone else
- Eliminate or reduce the handling of paper between staff. E.g. scan and save electronically

Daily health checks will be required for all participants and staff prior to the start of the program.

- Health checks will be on paper for part-time staff or online for full-time staff.
- Staff can complete their own daily health checks and have them checked by a supervisor.
- Each participant will need to be aware of the rules to physically distance, wash hands, stay home if sick, respiratory etiquette, etc.; if they can't follow the "rules" they may be asked to leave the program.

Daily Procedures for Staff:

- Staff will use online or paper Health Screening Forms every time they work onsite.
- Staff must use hand sanitizer prior to entering the facility or if not possible go to the nearest washroom to wash their hands.
- [**Current screening process for staff**](#)

If staff become sick with COVID-19 symptoms while at work:

Go home right away and self-isolate. Call Telehealth at 1-866-797-0000, health care provider or an Assessment Centre to get tested. [We would go through this checklist.](#)

- Employees may return to work after the self-isolation period if they don't have a fever and symptoms have been improving for 24 hours. TPH is not requiring clearance tests/medical notes to return to work.

Daily Procedures for Participants:

- A caregiver over the age of 18 with knowledge of the participant's health must be present at arrival each day of the program to complete the daily health screening form.
- Staff will complete one health check before each program for all participants
- [**COVID screening criteria for participants**](#)

Sign-In and Sign-Out Procedures for All

Everyone entering the building must sign in and complete a health check/screening to ensure that a complete list is available in the event Toronto Public Health requires it for contact tracing.

- Each program needs to prepare and keep an updated list of names and phone numbers of participants for Toronto Public Health officials, should they be required to do contact tracing.
- Sign in will occur at the same time as health checks/screenings.
- All sign-in sheets need to be saved in a secure space or saved electronically on a shared drive and must not be discarded in the event of an outbreak, requiring TPH to complete contact tracing.

Sign-in Procedure:

Location	Outdoors, with physical distancing of 2 metres between participants. <ul style="list-style-type: none"> • Pylons can be utilized to assist in maintaining physical distance. If outdoors is not possible: <ul style="list-style-type: none"> • A specific area within the building must be marked off, physical distancing must be adhered to and disinfecting needs to be completed afterwards.
Who	Admin staff and floaters will do sign in.
How	Staff will mark participants present when they have passed the screening questions. <ul style="list-style-type: none"> • If temperature checks are not conducted, hand sanitizer is sufficient. • Hand sanitizer must be available at the health check/sign-in station. • Staff must sign in/out participants for caregivers to avoid sharing pens. • When health check screening is completed, participants join their group.
Late participants	Late participants need to be screened away from the group before participating.
If they were away	If participants were ill or unable to attend previously due to COVID-related reasons, they will be required to submit a Returning to Programs Confirmation Form .

End of Program Procedures:

Location	Outdoors, with physical distancing of 2 metres between participants. <i>If outdoors is not possible:</i> <ul style="list-style-type: none"> • A staff member can wait on the verandah and retrieve the child after sign out
Who	Staff will sign out their own participants.
How	Staff will check photo ID from 2 metres distance and sign out the participant.
Early dismissal	For early dismissal, caregivers must call the HPNC to be met outside for pick up.
After the week	Staff will file each of the check-in lists in a secured location.

Cash Handling

Cashless payments are the only option (credit/debit/online or through customer service phone).

Cohorting (Applicable for HPNC Camps only)

There will be no common gatherings among the cohorts.

- Once a participant is placed within a group, they stay with that group for the remainder of the session (this includes at mealtime, arrival and departure times).
- Groups can move throughout the building on a rotating schedule but cohorts need to stay together.
- Children need to have permission to use our hand sanitizer - it will be indicated on contact sheets.
- On inclement weather days if indoor space is not available, verandahs or picnic shelters may be used.

Visitors

Visitors will be restricted from accessing the building to assist in prevention of cross contamination. If for some reason a caregiver or other member of the public needs to come into the facility, a health check must be completed and hand sanitizer utilized or hands must be washed. It is highly recommended that staff, volunteers and participants are the only individuals that are entering the building, except for emergencies.

Illness

Steps if a staff member or participant is showing symptoms of illness:

1. Isolate them outside or in the isolation room

- *Note: Siblings or participants from the same home of a participant showing symptoms will need to be isolated together wearing non-medical masks provided by the Nature Centre.*
- Staff who are monitoring the participant/staff will try to remain outside of the isolation room/space. If they need to enter, staff need to [don \(put on\) proper PPE](#). (Gloves, Mask)
- Staff must wash hands immediately after taking off gloves and leaving the isolation space.

2. Take their temperature & document symptoms

- Use an ear thermometer with a new lens filter.
- Document all symptoms on an illness form.

3. Contact supervisor and caregivers

- Contact immediate supervisor as soon as a participant or staff has displayed any symptoms.
- Contact the caregiver of the participant and advise to pick up immediately (within 1 hour)
- If caregiver/emergency contact does not arrive in a timely fashion, staff must contact their immediate full-time supervisor for further direction.
- In the event of a staff illness, if well enough they can drive or walk home themselves or call a family member/friend
- In the event of serious illness and you cannot get in touch with the caregiver (e.g. Participant is disoriented or slips into unconsciousness), call 911

4. Caregivers must take the participant to get tested

- They can return to the program once a negative test result has been given and they are symptom free. A doctor's note or negative report must be shown upon return.

- If caregiver or staff refuse to be tested or a test has been refused by an assessment centre, participant/staff must remain at home for 14 days or provide a doctor's note to return.
Telehealth Phone: +1 866-797-0000 TPH - 416-338-7600

5. Notifying Toronto Public Health

- TPH only needs to be notified if a staff or participant has a confirmed diagnosis of COVID-19.

6. Notifying other caregivers

- Staff will inform caregiver of participants who were in the same group of possible exposure and must monitor their participants for symptoms.
- If the staff or participant is found to not be ill the caregiver of the other participants need to be notified. If the participant is ill with COVID-19, TPH will inform all participants who are deemed close-contact.

7. Staff who are sick

- Any staff that are presenting COVID symptoms need to go home and must follow guidelines and advice from Toronto Public Health.
- All information must be completed in an Illness Form.

Program or Executive Director must be keeping track of any illness in program and recording daily what illnesses are present in the program and the symptoms.

Isolation Rooms/Spaces

Each teaching space needs one isolation room/space that can hold up to 2 people that are 2 meters apart and with a separation partition in between, where possible. Location must be convenient and secure.

- A staff member needs to be available to stand outside the room to supervise the participant(s). If staff need to go into the room, a mask and gloves must be worn.
- If staff enter the isolation room/space, they must immediately wash their hands using the Hand Hygiene Procedures upon exiting the room/space.
- The isolation room needs to be disinfected immediately after being used.
- Participants or staff can be taken aside to a shady outdoor space, under supervision, where they can see and talk to a staff person 2 metres away and asked to wait until their caregiver arrives.

Each isolation room needs an ear thermometer and extra batteries on-site.

- Thermometers must be disinfected with rubbing alcohol and a cotton swab after each use.

Returning to program after COVID-19

Employees may return to work after the required self-isolation period if they don't have a fever and their symptoms have been improving for 24 hours.

- TPH is not recommending or requiring clearance tests or medical notes for return to work.
- Further guidance for return to work can be obtained from the Ministry of Health's Self Assessment tool or by calling Toronto Public Health at: 416-338-7600.

Participants who test positive for COVID-19 must isolate for 14 days and cannot return to programs until the local public health unit advises that it is safe.

- All participants who are absent for COVID-related reasons must submit a Returning to Programs Confirmation form.

Illness Outbreak and Tracking

- Each program needs to prepare and keep an updated list of names and phone numbers of participants for Toronto Public Health officials, should they be required to do contact tracing.
- Every day, [a tracking sheet](#) needs to be completed to record participants and staff who are ill with COVID-19 symptoms. This information will go to the Executive Director.
- If staff notice a pattern or trend in a group or facility (e.g. 2-3 participants per group are calling in sick over the course of a couple of days) the Programs Director or Executive Director will call and report pertinent information to Toronto Public Health.
- TPH will require names, phone numbers, sign in sheets, daily health screening forms. All documentation must be kept in a secure location on a daily basis or electronically saved.
- TPH will be responsible for declaring an outbreak and will determine and do contact tracing.

Floater Staff Responsibilities

To avoid the need to cancel programs, it will be important to have a roster of relief staff for when staff are away.

On a daily basis, floater staff will be designated with the following:

- Complete health screening each day
- Ensure all documents required by TPH stated within this guideline are kept and filed safe
- Report and track illness
- Supervise the isolation room, if needed
- Check with administrators regularly for updates about late arrivals or early dismissals
- Carry extra PPE (gloves, masks, hand sanitizer)

PPE

First in-person shift: Each staff will be directed where to find cleaning supplies, masks, gloves & other PPE

Start of each shift (daily): Staff will check their first aid kits to ensure that gloves and masks are good. If there is any change to PPE standards or where to find it in the building, staff will be informed immediately.

First Aid Kits	<p>Each staff member will receive one resealable bag that holds one pair of gloves, one non-medical mask and hand sanitizer to use in the event of a major incident.</p> <ul style="list-style-type: none"> • A designated staff will be issued an additional first aid kit that has extra PPE
Masks	<p>Toronto Public Health recommends the use of non-medical masks when physical distancing cannot be maintained and while providing first aid.</p> <ul style="list-style-type: none"> • HPNC will have disposable masks for staff and participants to use. • Staff must carry on them, either in a first aid kit or resealable bag, both a mask and gloves for emergency use. • Staff and participants may bring in their own masks to wear during shifts. <p>When staff, volunteers & participants must wear masks</p> <ul style="list-style-type: none"> • When physical distancing from each other or other people in the park is challenging.

	<ul style="list-style-type: none"> • When indoors regardless of physical distance. • Staff doing health checks/screening and while in an isolation room must wear non-medical masks, which will be provided by HPNC. <p>Masks need to be used properly.</p> <ul style="list-style-type: none"> • The mask must be disinfected or washed for the following day and carried in a plastic resealable bag and brought back and forth to program on a daily basis. • If the mask becomes soiled throughout the day, it must be removed and replaced with a clean, non-medical mask.
Gloves	Gloves are only required in the situations listed within this document.
Face Shields	Face shields are not required at this time.

Materials

All materials and equipment used during the program need to be cleaned and disinfected at the end of each shift/day, when soiled, or when contaminated. Proper cleaning and disinfecting standards must be followed.

- Materials that have become visibly dirty or that have come into contact with body fluids must be taken out of circulation immediately and cleaned and disinfected immediately

Sensory play	Sensory play using water, playdough, sand, porous materials or other materials that cannot be readily disinfected must be discontinued.
Stuffedies	Plush or stuffed toys must be avoided as they can't be readily cleaned/disinfected.
Sharing	Equipment/toys must not be shared amongst participants unless sanitized first.
Cooking	Cooking with participants is currently not permitted due to cross contamination.
Natural materials	<p>Nature artifacts in our collection and touch objects will be put away or out of reach.</p> <ul style="list-style-type: none"> • Avoid frequent use of shared building sticks, loose parts, and fort-building supplies.
Water bottles	<p>Each participant and staff must have an individual water bottle labelled with their name.</p> <ul style="list-style-type: none"> • Use caution to not touch the lip of the bottle to the water fountain or sink. • We have extra bottles on hand to give out if participants arrive without one.

Rooms in the Nature Centre

All high touch surfaces must be disinfected at least once per day. If needed, identify roles and responsibilities between custodian and management/staff to ensure all surfaces are being disinfected.

Kitchen	<p>Only staff are allowed to access to the kitchen</p> <ul style="list-style-type: none"> • The kitchen needs to be disinfected after each use. • All staff must clean surfaces and hands prior to and after eating food
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Offices	<p>Staff must wipe down with disinfectant: countertops, computer keyboards, phone, mouse, printer control panel and any other shared equipment if they have been touched.</p> <ul style="list-style-type: none"> • Used workstations must be disinfected by staff after use
Grand Hall	<p>Tables, chairs, couch, benches need to be assessed and reconfigured to allow for a minimum distance of 2 meters to allow for physical distancing between groups or participants</p>

<p>Procedures</p> <ul style="list-style-type: none"> • Donning gloves • Doffing gloves • Exclusion of Sick Participants & Staff Procedures • Hand Hygiene Procedures • Health Screening Procedures • Toy and Equipment Cleaning Procedures • Covid Testing Locations in GTA 	<p>Forms</p> <ul style="list-style-type: none"> • Daily Participant Health Check Screening • Daily Staff Health Check Form • Hand Sanitizer Permission Form • Participant Declaration of Health Rules • Pre-Program Declaration of Health (Participant) • Workplace Reporting Tool
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