



# Willow Park Church Covid-19 Health & Safety Guidelines – Youth Group

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# 1. Introduction

## 1.1. Guidance

This document provides interim guidance for Willow Park Church's Youth Program offering a weekly youth group program service to prevent the transmission of COVID-19 and maintain safe and healthy environments for children and staff during the pandemic. The practices outlined in this document are based on recommendations and orders from BC Centre for Disease Control (BCCDC), BC's Provincial Health Officer (PHO), WorkSafeBC and other industry leaders. Please understand that this document is designed to supplement those recommendations and orders. Make sure you have a full understanding of what those are by referencing the following sources and the sources linked throughout this document.

BC Centre for Disease Control - COVID-19 Public Health Guidance for Child Care 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-childcare.pdf>

BC Centre for Disease Control - COVID 19

[http://www.bccdc.ca/health-info/diseases-conditions/covid-19?utm\\_campaign=20200311\\_GCPE\\_AM\\_COVID\\_2\\_NOTIFICATION\\_BCGOV\\_BCGOV\\_EN\\_BC\\_NOTIFICATION](http://www.bccdc.ca/health-info/diseases-conditions/covid-19?utm_campaign=20200311_GCPE_AM_COVID_2_NOTIFICATION_BCGOV_BCGOV_EN_BC_NOTIFICATION)

BC's COVID-19 Orders, Notices and Guidance

<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

BC's Response to COVID-19

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>

Government of Canada: Coronavirus Disease (COVID-19) <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Worksafe BC: COVID-19 Information and Resources

<https://www.worksafebc.com/en/about-us/covid-19-updates>

WorksafeBC: Child care and day camps: Protocols for returning to operation

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

## 1.2. Use of this Guideline

The practices outlined in this document are based on recommendations and orders from WorkSafeBC, BC's Provincial Health Officer, and other industry leaders. This guideline is intended to supplement and inform the development of our youth group individualized reopening plan. A printed copy of this document must be on-site for all 2020 WPC Youth Group operations.

### 1.3. Moving Target

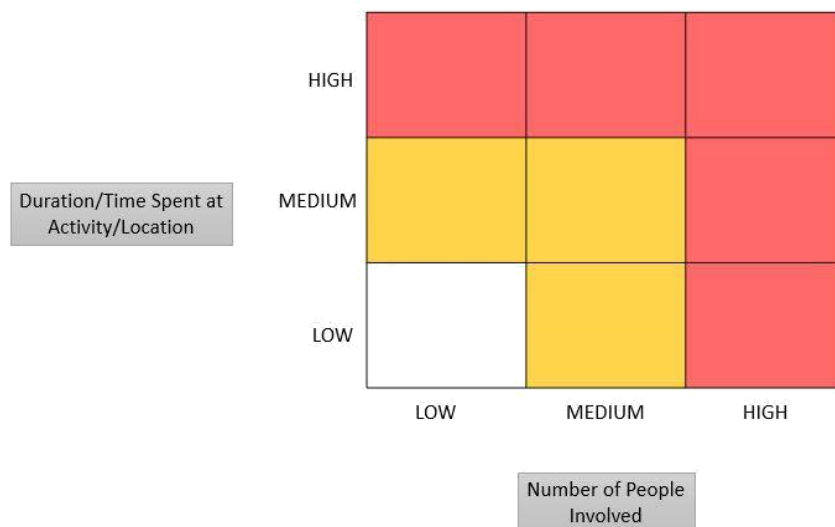
The recommendations and orders from the BC Provincial Health Officer are continuously changing as the COVID-19 situation is dynamic. Owners and operators of camps have the obligation to stay up to date on the requirements set out by the BCCDC and PHO.

### 1.4. Evaluating and Mitigating Risk

The task set before us is twofold. First, to evaluate areas of risk. Second, to mitigate risk of all operations regardless of risk level.

#### 1.4.1. Evaluating Risk

Use the tool below to assess the risk of transmission from social interaction. It is based on two factors. First, what is the contact intensity in your setting – the type of contact (close/distant) and the duration of contact (brief/prolonged). Second, what is the number of contacts in your setting or the number of people present in the setting at the same time. By doing this you are able to evaluate risk throughout our youth program.

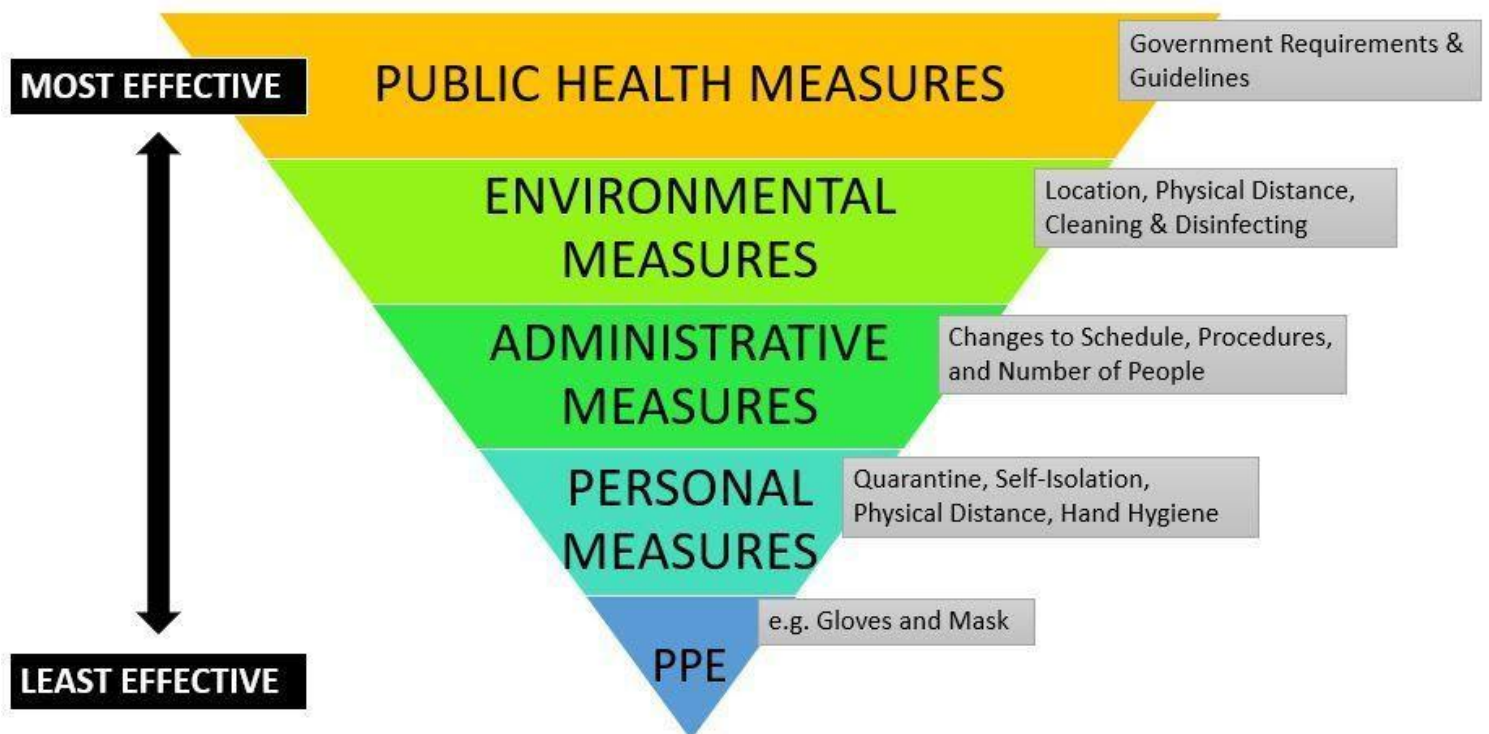


#### 1.4.2. Mitigating Risk

Once the level of risk has been assessed, measures can be put in place to prevent infection and control exposure. All settings of youth group will require some level of mitigation; however we will evaluate whether sufficient mitigation can be done to move any setting from high risk to low risk. If a setting cannot sufficiently reduce the risk of infection and exposure then that setting should be removed or avoided.

## 2. Infection Prevention and Exposure Control Measures

Infection prevention and control measures can help create a safe environment for children and staff. This is how we mitigate risk. The Hierarchy of Infection Prevention and Exposure Control Measures for Communicable Disease (below) describes the measures that can be taken to reduce the transmission of COVID-19. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced. The remainder of this document outlines how each area of the hierarchy can be addressed at youth in order to reduce the risk of infection and exposure.



## 2.1. Public Health Measures

Public health measures are implemented throughout society to manage COVID-19. These generally come from the Provincial Health Officer.

### 2.1.1. Restricted gathering size

- The Provincial Health Officer's Order for Mass Gatherings continues to prohibit gatherings and events of people in excess of 50 people, however this Order does not apply to child care settings. As such, there can be more than 50 children and staff at any given setting if they are not all in one area and if they are actively engaged in physical distancing to the greatest extent possible. However, our plan is to keep gathering sizes to 50 and under allowing Care Groups to stay in their "Cohorts."
- Refer to 2.3.1 for information on Cohort groups.

### 2.1.2. Finding, tracing, and managing outbreaks

- The role of finding, tracing and managing outbreaks fall on public health staff, not church staff.
- Clear and concise record keeping by our staff of all that attend a youth gathering can help public health staff accomplish their job.
- Attendance should be taken each day of all patrons including staff and any parents or caregivers who remain on site for any length of time to assist in contact tracing should the need arise.
- For "Big Group Nights" Online pre registration will be required in order for anyone to attend youth.
- For "Care Group Nights" parents will be required to give consent for their child to attend, and ensure the child is not sick.

### 2.1.3. Requiring Self-Isolation and Quarantine

- Anyone with cold/flu symptoms or symptoms of COVID-19 are required to stay home, consult a doctor and be tested for COVID-19.
- Self-isolation is also advised for those who are considered a close contact of a confirmed case and are waiting to see if they develop COVID19 illness.
- If a person is found to be a confirmed case of COVID-19, public health staff will ensure there is robust contact tracing and management of any clusters or outbreaks.

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## 2.2. Environmental Measures

Environmental measures are physical changes to a space or environment to reduce the risk of exposure to the virus.

### 2.2.1. Cleaning and Disinfecting

- Buildings should be generally cleaned and disinfected daily.
- High contact surfaces (e.g. shared equipment, door knobs, light switches, table tops) should be cleaned on a regular basis.
- Clean and disinfect any surface that is visibly dirty.
- Use commonly available detergents and disinfectants. Follow the label instructions and allow the disinfecting agent to remain wet on the surface for the specified amount of time.

- For equipment or surfaces that cannot be easily disinfected (e.g. climbing wall, stuffed toys). Increase attention to appropriate hygiene practices (i.e. handwashing).
- Empty garbages daily.
- Complete appropriate hand hygiene after cleaning
- Wash hands before and after wearing gloves.

### 2.2.2. Outdoor Spaces and Ventilation

- We will conduct activities outside whenever possible. Outdoor programming is strongly encouraged.
- If a program or activity must occur indoors, we will ventilate the space as much as possible (e.g. keep windows and doors open).

### 2.2.3. Physical Markers and Barriers

- Install markers (e.g. tape, cones, etc) to give guidance to children in settings where they must wait their turn or were previously allowed to gather as a large group.
- We will post appropriate signage reminding staff and children of guidelines or indicating off limits areas. [BCCDC Signage](#).

## 2.3. Administrative Measures

Administrative measures are implemented through policies, procedures, planning and training to manage and reduce virus exposure.

### 2.3.1. Physical Distancing and Minimizing Physical Contact

- Cohorts will be composed of up to of 20 people, including leaders.
- Leaders should remain with a single group as much as is practicable and feasible.
- The number of staff interacting with each group of children should be minimized; staff should be dedicated to a single group and not move between groups if at all possible. If “floater staff” or different staff rotate with the group, they should be sure to sanitize their hands prior to entering the space with the cohort group of children, and staff will be encouraged to wear face a covering.
- A youth night can have multiple groups of 20 if the facility or site can accommodate physical distancing for the number of patrons.
- Maintain 2 metres of physical distance between people.
- Leaders must avoid physical contact with other leaders and encourage children to do likewise with each other.
- Avoid greetings which require physical contact (e.g. high fives, handshakes, hugs).
- Restrict non-essential visitors and volunteers.

### 2.3.2. Pick-up and Drop-off

- Pick-up and drop-off should occur outside and as close to the entrance to the room as possible.
- Separate pick up and drop off locations will be designated to each room of 50 to ensure that there will be no mingling between the patrons in the separate rooms.
- Daily check at drop-off may be conducted by asking parents and caregivers to confirm that their child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.
- If a sign in/out sheet is used, parents and caregivers should use their own pen. Parents and caregivers should practice hand hygiene before and after touching the sign in/out sheet.
- Sanitized pens will be available for those who are unable to provide their own.

### 2.3.3. Program and Activities

- Choose or modify activities so that they maintain physical distance. We will not schedule contact sports.
- Shared equipment must be disinfected before and after each use (e.g. bows and arrows).
- For equipment or surfaces that cannot be easily disinfected (e.g. climbing wall, stuffed toys) increase attention to appropriate hygiene practices (e.g. handwashing).

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### 2.3.4. Staff Training

- In addition to the training normally received, staff must receive training on all COVID-19 related policies and procedures.

### 2.3.5. Child and Parent or Guardian Education

- Make sure that children and their parents or guardians are educated on all COVID-19 related policies and procedures relevant to them through a combination of the registration process, pre-youth communications, on site lessons, signage and other forms of communication.
- Be aware that continual reminders for children, particularly younger ones, will be necessary.

### 2.3.6. Food Service

- Adhere to the orders and guidelines mandated by the PHO in regards to food service industries. See [here](#).
- Food services must adhere to [WorkSafeBC protocols](#) for restaurants, cafes and pubs.
- All food preparation must be done by FoodSafe trained staff.
- Buffet style dining, food sharing, shared drink stations and shared condiments are not appropriate at this time.
- Increase the space between children during any meals or snacks by moving or separating tables and chairs so they are farther apart.
- Have children eat in their cohort groups.



### 2.3.7. First Aid

- The FA attendant and patient should wear masks while care is being provided.
- Use approved procedure mask, gloves and eye protection for all first aid applications
- If CPR is required, use a pocket mask with a viral filter, or a bag-valve-mask with an HME filter to protect the first aider from possible infection.
- More information for WorkSafeBC OFAA protocols are available [here](#).
- New LifeSaving Society recommendations are available [here](#).

### 2.3.8. Transportation

- Group transportation is not recommended.
- If group transportation is necessary, sanitation and physical distance must be maintained:
  - Each child must have their own (unless they are from the same household) seat and be separated by 2 metres if possible (unless they are in the same cohort).
  - Vehicles must be cleaned and disinfected before and after each use in accordance with [Industrial Work Camps Guidance](#).
  - Group transport should be for unavoidable transport only, not recreational travel.
- If using contracted bus services, the service provider should be contacted to ensure that appropriate measures are in place for physical distancing, cleaning and sanitization, and their general COVID-19 procedures.

### 2.3.9. Record Keeping

- Keep a daily records of the following for contact tracing purposes:
  - Child Name
  - Drop-off and pick-up location
  - Adult emergency contact information
  - This log must be maintained for a minimum of four weeks after the completion of that youth night.
- Keep records of children or staff unable to attend due to being symptomatic.
- Keep records of any incidents involving children or staff becoming symptomatic at youth.

### 2.3.10. Staff and Children with Symptoms

- If a child or staff member develops a new cough (e.g., unrelated to pre-existing conditions such as asthma), fever, shortness of breath, or other symptoms of COVID-19 during youth gathering, isolate them away from others immediately, and send them home as soon as possible.
  - While waiting for a sick child to be picked up, a staff member should stay with the child in a room isolated from others. The caregiver should remain as far away as safely possible from the child (preferably at least 6 feet), while remaining in the same room.
  - The affected individual should isolate at home and be tested for COVID-19. If the test is negative, the individual can return to activities once symptoms are resolved. If the test is positive, the individual must isolate at home until directed otherwise by public health (for at least 10 days after illness onset).
- If a staff or child develops symptoms, they must stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.
- If anyone who has entered the facility is diagnosed with COVID-19, report to and consult with the [local public health authority](#) for advice.
- Report to the [local public health authority](#) any cluster of illness among the program staff or children.

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## 2.4. Personal Measures

Personal measures can be taken by the individual for the safety of themselves and others they interact with.

### 2.4.1. Daily Child and Staff Screening and Staying Home

- All parents, caregivers, children and staff who have symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR were identified by Public Health as a close contact of a confirmed case must stay home and self-isolate.
- Anyone with cold/flu or COVID-19 symptoms or other illness must stay home.
- Parents/guardians must check their children each day for symptoms. Staff should ask parents/guardians to confirm this during the registration process.
- Staff must check themselves each day for symptoms and stay home if they are unwell.
- **Staff:**
  - Must clearly communicate with parents and caregivers to assess their children daily for symptoms before sending them to youth.
  - Must establish procedures for children and staff who become sick while at the facility.

### 2.4.2. Hygiene

- Wash hands with soap and water for at a minimum of 20 seconds.
- Alcohol-based hand sanitizer containing at least 60% alcohol may be used if sinks are not available.
- If hands are visibly soiled, alcohol-based hand sanitizers may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
- Include regular hand washing times in daily schedules.
- Ensure the centre is well-stocked with hand washing supplies at all times including plain soap, clean towels, paper towels, waste bins, and where appropriate, hand sanitizer with a minimum of 60% alcohol.
- Children regularly forget about proper hand washing. Staff and children should practice often and staff should model washing hands properly.

### 2.4.3. Respiratory Etiquette

- Cough and sneeze into your elbow. Teach this to both children and staff.
- Remind children and staff to avoid touching their face.
- It is not recommended that children wear cloth or homemade masks.

## 2.5. Personal Protective Equipment (PPE)

PPE is the last and least effective of the infection prevention and exposure control measure and should only be considered after exploring all other measures.

- Personal protective equipment, such as masks and gloves are not required in this setting, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.
- Staff and children will be required to wear a mask while singing.
- This last form of protection should only be considered after careful consideration of the previous control measures. The use of gloves and face masks may be considered where none of the above controls are possible/effective. If gloves and masks are used, proper usage guidelines should be followed.