



Boys & Girls Clubs  
of Saskatoon

## **Welcome to Boys & Girls Clubs of Saskatoon for the 2020-2021 School Year!**

BGCS is proud to be able to offer our Programs under the Re-Open Saskatchewan plan. Our programs will still reflect our core values and will continue to provide a fun, engaging and quality experience.

It is important to note that while we are part of the active community response to COVID 19, Programs will look different than it did before the pandemic - if we all work together we will be able to continue to provide a safe and engaging experience for your children. All of our regular procedures are in place, with the exceptions listed below. In the event the COVID19 enhanced procedures conflict with existing procedures/policies outlined in your program's parent handbook please note that the enhanced procedures will supersede existing procedures until such time BGCS is able to resume normal operations. These enhanced procedures may change without notice, depending on the guidance and recommendations outlined by the Province of Saskatchewan, the Chief Health Medical Officer of Saskatchewan, the Saskatchewan Health Authority, Saskatoon Public School Division, Greater Saskatoon Catholic School Division and Prairie Spirit School Division.

Boys & Girls Clubs of Saskatoon understands that not all families will be confident in the guidelines we will be following. Participation is at your own risk and you will be required to sign a COVID-19 waiver to participate in our programming. Since the start of the Pandemic, our Early Learning Centre in Evergreen has been open, providing care to children of essential service workers. Our 2<sup>nd</sup> ELC site opened mid June and 4 Summer Day Camp Programs have run this summer, all without any public health concerns.

We have and will be very diligent in ensuring the guidelines are followed and we appreciate your patience with us as we are all in uncharted territory. All of the Pandemic Procedures, as listed below, are based on the required procedures from Greater Saskatoon Catholic Schools, Saskatoon Public Schools and Prairie Spirit School Division.

Please read the following information on the procedures - if you have any questions please feel free to contact us.

### ***MONITORING FOR SYMPTOMS:***

Parents and caregivers must assess their child daily for symptoms of the common cold, influenza, COVID-19 or other infectious respiratory diseases before sending them to program. Staff will be self-monitoring for symptoms and will not be permitted to work, if need be. Boys & Girls Clubs of Saskatoon has provided self-monitoring guidelines for all Staff.

In order to send your child(ren) to our program, they must be free of the following common symptoms:

fever; • cough; • headaches; • aches and pains; • sore throat; • chills; • runny nose; • loss of sense of taste or smell; • shortness of breath or difficulty breathing



## Boys & Girls Clubs of Saskatoon

Children who are ill or have any of the above symptoms are not permitted to attend. All parents, guardians, children and staff who are under mandatory self-isolation must not attend – stay home and self-isolate.

If a child develops symptoms consistent with COVID-19 while at the program, the child will be isolated from other children and the parent or guardian must pick up the child immediately. If a separate room is not available, the child will be kept at least two metres away from other children.

If the sick child requires close contact and care, staff will continue to care for the child until the parent arrives. Staff must wear a mask and a face shield during all interactions with the child. Once the child has left, staff will wash their hands and ensure all areas, supplies and equipment that the sick child occupied are cleaned and disinfected.

Any staff member who develops symptoms consistent with COVID-19 while at the program, will immediately ensure that they are separated from the group by at least two metres. The staff member will contact their direct supervisor and will be replaced by another staff member.

**Positive Contact or Positive COVID19 Test Results:** Boys & Girls Clubs of Saskatoon will follow all guidelines and recommendations from Public Health (Saskatchewan Health Authority) in the event a child or staff member is exposed to a positive COVID19 contact or has a positive COVID19 test result. Any temporary closures due to a positive result would be based upon the direction of health and school officials.

If you or your child has a positive test result, ensure that you advise health officials of your child's enrollment in our program. They will ensure proper contact tracing occurs and advise our organization of the next steps needed. In the event a staff member has a positive test result, Boys & Girls Clubs of Saskatoon will ensure health officials are notified and assist them to ensure contact tracing can occur as quickly as possible (such as providing health officials with names and contact information of enrolled children/families).

### ***GROUPINGS:***

All staff and participants will be required to wear masks 100% of the time. Programs will mix age groups (school cohorts) except when there are enough kids from one school cohort to place one leader with that cohort. We will be working with the schools to try to implement this in our larger programs, where there is a greater chance of many kids from 1 cohort.

We will try to keep group size to 15 wherever possible. This will depend on how much space we have access to at each site. Larger programs may see increased group sized to a maximum of 25 if the space allows for physical distancing (minimum 6 ft).

Wherever possible, the same Leader will be placed with the same group of kids. Wherever possible the groupings will remain as close to the same as possible. Our participants do fluctuate through out the school year, but most of the kids attending are consistent. Groupings, whether by age or family will be dependent on if we can keep kids from the same school cohorts together. We may group the kids by grade, each school will be different as far as the numbers of kids from each grade attending the program. We will be working closely with the school administration to decide what works best for the children and the school.



Boys & Girls Clubs  
of Saskatoon

### ***PHYSICAL DISTANCING:***

Staff and parents must encourage and practise physical distancing. Staff should minimize the frequency of direct physical contact with children and encourage children to minimize physical contact with each other. For younger children, maintaining physical distance is less practical and the focus should be on minimizing physical contact instead. We will help younger children learn about physical distancing and less physical contact by creating games that include basic principles such as 'two-arm lengths apart.' Children from the same household (e.g. siblings) do not need to maintain physical distance from each other.

Boys & Girls Clubs of Saskatoon will plan activities that minimize group activities as much as possible, with the understanding that our Programs are provided to a group of kids. We will be spending as much time outdoors as possible (masks are not required outdoors, but physical distancing is) and will be modifying games and activities to allow for physical distancing. Boys & Girls Clubs of Saskatoon recognizes the importance of physical activity and it will be a part of our daily activities.

### ***SANITIZING:***

Proper and frequent hand hygiene by staff and children is a vital component in preventing the transmission of illnesses. Staff and children will be practising proper hand hygiene and coughing/sneezing etiquette. Parents and staff can teach and reinforce these practices.

Hand hygiene: stations will be set up at the entrance, so that children can clean their hands when they enter. BGCS will provide hand sanitizer with at least 70 per cent alcohol approved by Health Canada and will supervise its use. When indoors, children will be able to use soap and warm water to wash their hands. This will be incorporated into the daily schedule at frequent intervals. We understand that children regularly forget about proper hand washing. Staff and children will practice often, with staff modelling washing hands properly in a fun and relaxed way.

Handwashing & Sanitization will occur at minimum:

- Before and after snack
- After returning from outside play
- Bathroom use
- At drop off and pickup
- When there is a change in indoor activities
- After personal hygiene practices (blowing noses etc.)

Program Sanitization (high touch surfaces, tables, chairs etc.), Equipment and Materials: Sanitization will occur multiple times throughout the day on all high touch surfaces and designated staff will be sanitizing equipment and materials regularly. Program staff will sanitize in between activities or every half hour, whichever occurs first.

All staff will follow a daily checklist that reflects current guidelines. The use of playgrounds and outdoor recreation space will be limited to one group at a time.



Boys & Girls Clubs  
of Saskatoon

There will be no shared materials. Supplies will be provided individually, based on program plans. Equipment will be assigned to individual participants and sanitized prior to sharing with another participant.

***DROP OFF & PICK UP PROCEDURES:***

Parents will not be allowed into the programs; we have emergency cell phones at each site for communication. In a couple of schools, cell phone reception can be a problem or there is no direct entry to where the program is being held. We will be sending out site specific procedures for those programs.

Where possible, the pickup and drop off of children will occur outside the school, unless there is an urgent need for the parent or caregiver to enter. If parents or guardians must enter the school, they will be required to fill out a health questionnaire before entering the building. The form can be filled out by using a smartphone to scan the QR code posted at the entry door of the school, which will go directly to the questionnaire site. Paper copies will be made available as needed. These forms will be used if a contact tracing investigation is necessary. Parents and caregivers must put on a mask and use hand sanitizer immediately upon entering the school. In the school, parents and caregivers should maintain physical distance from staff and other children and should practice diligent hand hygiene. Boys & Girls Clubs of Saskatoon understands that there may be circumstances unique to children and their families. We will work to ensure that participants are safe and make arrangements, if possible, with families. Please talk to the Managers of the programs if you have concerns or need arrangements to be made. We will do the best that we can for all families, with the understanding that we have to abide by all School Division procedures.

**Drop Off Procedures:** All Children will be signed in by our Staff. Parents will drop off participants at the designated door (will be marked) and then text or call the Program Cell Phone to let staff know that their child(ren) will be entering the program site. The text message will need to include the child's and parents name. You will receive a text back confirming that your child(ren) are signed in. ***The phone call or the text that is sent by the parent/guardian is equivalent to a signature on the sign in sheet.*** IF a parent/guardian is concerned with their child entering the program by themselves (especially on their first day), please call the managers before the first day of school to discuss concerns. Most of the time, there will be a door that leads directly to the program. If there is not a direct door, site specific instructions will be sent to you.

**Pick Up Procedures:** Parents will text or call the Program Cell Phone with their name and their child(ren) name, letting the Staff know that they are outside of the site and ready for their child(ren) to be sent out. ***The phone call or text that is sent by the parent/guardian is equivalent to a signature on the sign out sheet.*** Once this text is received, Staff will release your child(ren). Then, when your child(ren) is with you outside of the program site, ***you must text or call the Program Cell Phone to let staff know that your child(ren) has been picked up.***

\*\*Please note that if a parent/guardian is not picking up their children, our normal procedures apply. On your registration form you have listed parent designates to pick up or drop off your child(ren). These individuals must text the password listed on the registration form each time they come to pick up.



Boys & Girls Clubs  
of Saskatoon

***FOOD/MEALS:*** Children will bring their own snacks for each day; this will be stored with their personal belongings. Food from home must not be shared with other children. Children will practice physical distancing while eating. If there is food served, all staff will wear a mask and gloves and will serve the food to the children.

***PERSONAL BELONGINGS:*** There are no personal belongings, such as stuffed animals, electronics, allowed at programs. We are providing individual supplies for each child, if a parent would like to send further supplies for their child, we can keep them with their individual supplies at the program.

***QUESTIONS OR CONCERNS?***

Please feel free to contact our office at (306)244-7820 with any questions or concerns. Thanks for your patience as we navigate the guidelines as set out by the Government of Saskatchewan, Greater Saskatoon Catholic Schools, Saskatoon Public Schools and Prairie Spirit School Division.