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## College 4 Kids (C4K) COVID-19 Operational Plan

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As the Government of New Brunswick moves into the recovery phase of the COVID-19 Pandemic, it is critical that youth have the opportunity to participate in learning and growth opportunities in the summer. As part of the GNB recovery phase, licensed Early Learning and Child Care Facilities (ELCFs) and unlicensed Day Camps will be permitted to operate.

The Government of New Brunswick [COVID-19 Recovery Phase: Guidance to Early Learning and Child Care Facilities and Day Camps](#) document provides clear direction to ELCFs and Day Camps on steps they can take to manage their facilities as safely as possible. This document outlines how NBCC will create a safe and healthy environment for staff and campers participating in our C4K program by making the necessary adjustments to help limit the risk of exposure to COVID-19.

This document is specific to COVID-19. It does not replace or reduce any of the other requirements the operations of the C4K program, conduct of staff or conduct of participants.

### PURPOSE

The purpose of this plan is to facilitate the safe and healthy operation of the NBCC College 4 Kids (C4K) summer program within NBCC buildings. The program provides middle school age children the opportunity to participate in hands-on, practical training, while mitigating the risk of spreading COVID-19.

### NBCC COVID-19 Operational Plan

The minimum standard for all activity which takes place on campus is the **NBCC COVID-19 Operational Plan**. All requirements outlined in that plan must be met. This C4K plan outlines the additional requirements for the operations of C4K.

### Enabling Conditions to Reduce the Risk of Transmission

Consistent with the GNB guidelines C4K will operate at full capacity, using a grouping method. The grouping method involves creating multiple self-contained groups within the facility, with the size of each group limited to a maximum of 15 participant (plus staff). Each group will be allocated separate training locations and other than the end of day pick-up area will be in different parts of the campus. Within the pickup area, a large (greater than 2-metre) separation between each group will be maintained. Note: Within each group of 15, physical distancing is not required.

Parents will be advised that adults in contact with participant attending C4K need to be hypervigilant about monitoring for symptoms and get tested if they develop 2 or more of the following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell.

### About COVID-19

Coronaviruses are a large family of viruses. Novel coronaviruses are new strains of the virus that have not been previously identified in humans. There is evidence that this virus can be spread person-to-person.

At this time, it appears the virus is transmitted by larger droplets, like from a cough or sneeze. Current evidence indicates it is not airborne through long distances or times. However, it can survive up to a few days on various surfaces so frequent environmental cleaning is important.

Symptoms for the novel coronavirus are mostly similar to those for influenza or other respiratory illnesses. They can range from mild to moderate and can include fever/feverish, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell. Symptoms can sometimes lead to severe illnesses. See self-assessment - <https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19.html>

## NBCC C4K Key Strategies to Prevent and Control COVID-19 Spread

- Strict exclusion of:
  - all participant or staff who are sick with 2 or more of the following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell, or
  - a participant displaying purple fingers or toes even as the only symptom.
  - If either of the above criteria is met, those who are sick must stay home, contact 811, and cannot return until fully recovered. If tested, Public Health will inform the individual or parent (when a participant is involved) when isolation may be lifted.  
<https://www2.gnb.ca/content/dam/gnb/Departments/hs/pdf/en/CDC/PosterCL.pdf>
- **Note:** Participant or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded.
- Any person arriving from travel outside of New Brunswick must self-isolate for 14 days at home, monitor for symptoms and avoid attending C4K.
- If a staff or participant of C4K tests positive for COVID-19, Public Health will identify who the close contacts are and manage the outbreak with respect to Public Health measures and communication. NBCC will follow direction for them with respect to how to proceed.
- C4K Staff are encouraged to remind participants to practice good respiratory etiquette such as covering the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing.
- Staff and participants must practice good hand hygiene. See Personal Hygiene Etiquette for more detail.
- NBCC has significantly increased access to handwashing stations and hand sanitizer.
- Enhanced regular environmental cleaning of the facilities including high touch surfaces is being completed. See Cleaning and Disinfection Procedures for more detail.
- Items that cannot be easily cleaned (e.g. stuffed toys, play dough, puzzles) have been removed.
- NBCC will not provide meals or snacks for participants. Water fountains with bottle refill attachments will be available for use.
- C4K staff will reinforce "no sharing" policies. The practice of not sharing in C4K will support the efforts of reducing virus transmission between participants.
- Respect physical distancing as described below.

## COVID-19 Awareness

NBCC C4K will provide parents with information on the additional COVID-19 related measures that are required for participant care attendance during the recovery phase. Signage will be posted such as hand washing and personal hygiene etiquette throughout the facility. C4K will send out a “what you need to know” e-mail a week before each camp and put a copy of the guideline link to the parents.

## Records

NBCC C4K will have up to date records of household members for each participant attending their facility (e.g. names and contact numbers).

A log will be kept for each self-contained group (camp) that would include the names of those in the group and date the group was established, in case Public Health asked for it to help with contact tracing, if a COVID-19 case was found in the facility or might have attended a camp.

## Drop-off and Pick-up

C4K is encouraging only one identified adult per family be responsible for the drop-off and pick-up of the participant at the facility. By providing a time window for drop-off and pick-up it allows for the spacing of arrivals and departures to reduce the number of people at facility at the same time. Arrival will be done outside the campus at a designated door, unless the adult absolutely needs to come into the facility. All participants will be required to wear masks while traveling through the building in areas where social distancing is not possible (hallways, stairwells, etc.)

Participants will not be permitted to use gym equipment, gaming stations or other equipment used in past years so they will be encouraged to bring a book or something to keep them occupied before and after camp as well as during their lunch break.

## Pre-Screening Tool

All staff are pre-screened through NBCC Security staff following NBCC guidelines. Signage is posted at the entrance advising of the pre-screening process.

Prior to entering the C4K facility, staff, participants, adult bringing the participants into the facility or others deemed essential must be pre-screened.

### **C4K Pre-screening**

Pre-screening is to include temperature checks of all persons, using a non-contact thermometer. The Canadian Pediatric society does not recommend the temporal or forehead temperature taking for participant as they say it is not accurate enough.

[https://www.caringforkids.cps.ca/handouts/fever\\_and\\_temperature\\_taking](https://www.caringforkids.cps.ca/handouts/fever_and_temperature_taking) For reference, normal temperatures are:

Mouth: 35.5-37.5°C (95.9-99.5°F) Underarm: 36.5-37.5°C (97.7-99.5°) Ear (not recommended for infants under 2 years of age): 35.8-38.0°C (96.4-100.4°F)

Parents are required to remain with the children until they have completed the screening process.

Following pre-screening, those participant and staff exhibiting symptoms will be advised of the following:  
Strict exclusion of:

- participant or staff who are sick with 2 or more of the following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell, or
- a participant displaying purple fingers or toes even as the only symptom
- If either of the above criteria is met, those who are sick must stay home, contact 811, and cannot return until fully recovered. If tested, Public Health will inform the individual or parent (when participant is involved) when isolation may be lifted.  
<https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/en/CDC/PosterCL.pdf>

**Note:** Participant or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded.

Once onsite, all participants will be rescreened every 5 hours to insure symptoms have not developed during that time period.

## Safeguards for Visitors

NBCC C4K does not encourage visitors for the camps. Where necessary, they must follow the pre-screening protocol described above. They must also wash their hands or sanitize upon entry at the nearest station and must maintain physical distancing as much as possible.

## Physical Distancing

NBCC C4K will follow their staff to participant ratio when grouping participants, and each group will not exceed 15 (plus staff). NBCC C4K will limit each room to one group per room. Each group of 15 is exempt from the 2-metre physical distancing requirement. Breaks will be staggered and scheduled in different locations so camps will not be in the same part of the building. Although exempt, staff will encourage participants not to touch other participants and to practice good personal hygiene.

Participants are to wear a mask any time that they are out of the classroom area (hallways and common areas) and they are to wear the mask to the camp. C4K will not be providing masks.

For each group, the same facilitator(s) and same group of participants will stay together for the duration of the camp.

Should a participant be found in areas of the campus that are off-limits, they will be removed from the program.

## Cleaning and Disinfection Procedures

To provide for better cleaning NBCC has increased the frequency of cleaning and disinfecting high-touch surfaces. This is significant in controlling the spread of viruses, and other microorganisms. All surfaces, especially those general surfaces that are frequently touched, such as door knobs, handrails, toys, etc., are cleaned at least twice daily and when soiled.

A cleaning and disinfection schedule is in place with clear accountabilities assigned to specific staff.

## Personal Hygiene Etiquette

### Hand washing

Handwashing is one of the best ways to protect yourself and others from getting sick from COVID19 and other germs. Ensure handwashing facilities and/or hand-sanitizing products are readily available.

Participants must be monitored to ensure they are washing their hands correctly.

### **Hand Washing with Soap and Water**

To wash your hands properly with soap and water, follow these steps:

- Wet your hands and apply liquid soap or clean bar soap.
- Rub your hands vigorously together, scrubbing all skin surfaces.
- Pay special attention to the areas around your nails and between your fingers.
- Continue scrubbing for at least twenty seconds. Sing the Happy Birthday song twice!
- Rinse your hands and dry them well.
- Turn off taps with paper towel.
- Open door of bathroom with paper towel in hand and then dispose in waste basket.

### **Hand Washing with Hand Sanitizer**

Alcohol-based hand sanitizers with a minimum 70% alcohol that has been approved by Health Canada may be used by participants and staff if they do not have access to soap and water, and if their hands are not visibly soiled. Participants are to be supervised when using these sanitizers.

Hand sanitizer products must not be ingested and must always be kept out of reach of participant.

As with all health products, Health Canada recommends that people always follow the directions on the product label. Check whether a product and its claims have been authorized for sale by Health Canada by searching the List of Hand Sanitizers Authorized by Health Canada. Authorized hand sanitizers have an eight-digit Drug Identification Number (DIN), or Natural Product Number (NPN).

To wash your hands properly with alcohol-based hand sanitizers, follow these steps:

- Apply hand sanitizer.
- Rub into the front and back of hands, between fingers, around nails (especially cuticles), thumbs and wrists.
- Rub until dry.

Staff and participant must practice good hand hygiene. They must wash their hands frequently with soap and water, especially:

- on arrival;
- before and after meals;
- after using the toilet;
- after blowing nose, coughing, or sneezing;
- after playing with shared toys;
- after handling animals or their waste; • when taking medications; and
- after playing outside.

In addition, staff are required to wash their hands:

- before and after handling food;

- after helping a participant use the toilet;
- after breaks;
- before and after giving medications.

## Additional measures to help prevent and control COVID-19 spread

### Supplies

C4K Camps will ensure they have all the necessary supplies such as hot/cold potable running water, liquid soap, paper towel, toilet paper, cleaning and disinfecting supplies and personal protection equipment (community masks and disposable gloves).

For personal protective equipment C4K will have a supply of community masks for participants or staff who may become ill while at the day camp. For this purpose, parents should be encouraged to provide community masks for their children.

A staff member will be delegated responsible to monitor supplies to ensure stock is maintained during operating hours.

In cases where staff are responsible for picking up supplies, if using one vehicle, NBCC SWP for traveling is a vehicle shall be followed.

### Washrooms

Washrooms are equipped with handwashing stations with hot and cold running water under pressure, liquid soap, paper towel, toilet paper, and garbage containers. Handwash signs are posted. Washrooms are cleaned frequently.

### Hand Sanitizer Stations

Hand sanitizer stations are located throughout the campus and specifically in all training areas.

### Food

NBCC C4K will not provide any food products or dishes for use by the participants. Participants are required to bring their own lunch and snacks. They are permitted to use the snack vending machine.

## Control measures as guided by Public Health if an outbreak is detected.

What is considered an outbreak when dealing with a confirmed case or a suspect case of COVID-19?

One confirmed case of COVID-19 (Individual who tests positive for the virus causing COVID-19);

OR Two or more suspect cases of COVID-19. A suspect case is defined as:

- a participant/staff that has 2 or more of the following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell; or
- a participant displaying purple fingers or toes even as the only symptom

**Note:** Participant or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion would not be considered a suspect case.

## How to report cases to Public Health?

If C4K becomes aware of a confirmed case of COVID-19 or, has 2 or more suspect cases of COVID-19, the facility will advise Public Health by contacting the Regional Health Authority Public Health Nurse or the after-hour emergency number (for after hours). Testing is usually not recommended to clear an individual. Public Health will inform the individual or parent (when a participant is involved) when isolation may be lifted.

If an outbreak is declared, then C4K will close. The C4K will not reopen until advised by Public Health. Regional Public Health will be involved to manage the outbreak and ensure contacts are identified, public health measures are in place and will lead any communication that is required.

## Outbreak Management Plan

In order to minimize the risk of COVID-19 spread should an outbreak occur NBCC C4K will cancel its camps until directed by Public Health that it is permitted to reopen.

If C4K is required to be closed because of an outbreak, Public Health will give the directive. If exclusion/isolation is required, C4K has measures in place to inform parents/guardians and staff of the situation and of how important this control measure is. Proper exclusion/isolation is one of the most important and effective measures in controlling the spread of disease to others. Parental and staff cooperation is critical.

C4K will have a designated room at each campus to isolate a staff or participant that becomes symptomatic during the day while waiting to be picked-up. Pick-up is to occur within an hour of notification. Parents will be informed that this is an expectation. Symptomatic participant will be immediately separated from others in a supervised area until they can go home. Where possible, anyone providing care to an ill participant shall maintain a distance of 2 metres. If a 2-metre distance cannot be maintained from an ill participant, if circumstances allow, the participant should wear a community mask.

Ill staff will immediately isolate from others and wear a community mask until they are able to leave the facility.

Required temperature checks for staff and participant will be done upon arrival and repeated every five hours thereafter. Environmental cleaning and disinfection of the isolation area will be conducted once the ill participant/staff has left the facility.

If an outbreak is confirmed, appropriate notices will be posted for parents/guardians at all entrances to the facility to ensure that disease information is available for staff and parents/guardians if needed or requested. This will also be shared with other staff and students involved in other activities of the campus.

## Adjusting to Change

Should the requirements for GNB Zone 1 be changed during the delivery of C4K, NBCC will adjust and update its C4K plan.

## OTHER RELATED DOCUMENTS

COVID-19 Operational Plan (2600.5375)