

Beyond 3:30 After-School Program

COVID-19 Safety Plan

Company Details

Business Name: Toronto Foundation for Student Success (TFSS)

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Program/Division: ***Beyond 3:30***

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TFSS: *beyond 3:30* program will follow the health and safety requirements set out by the Ministry of Education in their Covid-19 Operational Guidelines for Before and After-school Programs (Version 1, August 2020). In addition, we will adhere to additional guidelines provided by the local public health unit and the Toronto District School Board (TDSB).

This safety plan will be reviewed regularly and the necessary changes will be made as required. We will refer to the Ontario Government's [COVID-19 website](#) for up-to-date information.

Communication

Communication with Staff

- All staff must participate in an orientation training outlining health and safety protocols and any new program adaptations before they can go into the program site.
- All staff will be provided with electronic copies of the **Beyond 3:30** Covid-19 Safety Plan, the Program Manual and Ministry of Education Operational Guidelines for Before and After-school Programs.
- Each site will have a copy of the COVID-19 Safety Plan in their program binder and additional copies will be posted in permitted spaces.
- Program Manager to review Ministry's updates on a daily basis.
- Up to date information on the provincial guidelines for [stopping the spread](https://www.ontario.ca/page/covid-19-stop-spread#section-0) will be posted at each site (<https://www.ontario.ca/page/covid-19-stop-spread#section-0>)
- Reminders will be included in the weekly bulletin to staff

Communication with Families

- Parents/Guardians will be given a copy of the Covid-19 Safety Plan on registering their children in the program. Our safety-plan will also be posted on TFSS' website and will be available at each school site.
- Parents will be made aware of all safety enhancement as well as required expectations for students enrolled in the program. Any changes to the protocol will be communicated to parents on the same day through emails, phone calls and/or a note sent home with the students.
- Parents are expected to provide masks for their children. Masks must be worn indoors at all time unless an exception is made for medical reasons.

Health and Safety Requirements

Screening

- All individuals attending the program (staff, students, volunteers, visitors) will be screened on a daily basis.
 - Visitors will be limited to TFSS administrative staff and specialty program operators ONLY.



- In order for students to participate in the program on a given day, they must have attended school on that day. If they were absent from school during the day, they will not be permitted to attend the **beyond 3:30** after-school program.
 - Students who have been pre-screened during the school day, will not need to be re-screened during the after-school program. However, staff will monitor any student who exhibits symptoms of Covid-19 and will isolate the child with adequate staff supervision.
 - Students must come directly to the program space after the school bell rings. Students are not allowed to leave the school premises. If a student leaves the school premises they must be re-screened before they can enter the program space.
- Frontline staff and volunteers will complete a [Daily Screening Questionnaire](#) prior to arriving at the program. Daily Screening questionnaires will be submitted electronically to the Program Supervisor or Program Manager.
 - Those answering “YES” to any questions will not be permitted to enter the school/site and will be asked to remain at home and continue to practice physical distancing and self-monitor for symptoms.
 - Those answering “YES” to having symptoms are advised to be tested as per the Ministry of Health and Provincial Testing Guidelines and to contact Telehealth Ontario for further direction (1-866-797-0000).
- Information on COVID-19 testing centres: <https://covid-19.ontario.ca/covid-19-assessment-centres>

Cleaning and Sanitization

- In addition to the cleaning of classrooms/spaces done by the TDSB custodian staff, program staff will clean and disinfect high touch areas before the beginning of program and again at the end of program after students are dismissed. Staff must follow the [Cleaning and Disinfection for Public Settings](#) protocol outlined by Public Health Ontario.
- Hand sanitizers will be provided and placed at the entrances and exits of all program spaces. Students and staff will be required to sanitize hands upon entering the program, during transition activities and at the end of the day.
- Students and staff are required to wash hands with soap and water before eating meals and during transition activities.



- Handwashing will be supervised by the staff to ensure that students adhere to proper handwashing protocol.
- Students and staff will adhere to the 2 meters (6 feet) physical distancing protocol at all times when lining up for handwashing or other activities.
- Staff must sanitize all balls and equipment at the end of each day.
- Site Coordinators will create a schedule for cleaning and sanitization with staff as well as maintain a cleaning and disinfecting log each day to track cleaning schedule.

Personal Protective Equipment (PPE)

- Medical masks, face shields, gloves and cleaning supplies will be provided to all staff/sites.
- All staff and volunteers are required to wear medical masks and face shields while indoors.
 - Staff and students are not required to wear mask outdoors as long as a physical distance of 2 meters is maintained.
- All students will be expected to wear face masks during indoor activities. Parents are expected to provide masks for their children and this will be communicated to all parents during enrollment/registration. However, additional masks will be kept onsite for students who may not have one.
 - Reasonable exceptions will be made for students who are not able to wear mask for medical reasons. Parents must communicate any exceptions with staff upon registration.
 - For the students who are not able to wear facemasks, we strongly encourage parents to provide face shields as an alternative to masks.
 - Physical distance of at least 2 meters must be maintained whenever there is an exception for wearing mask indoors.

Program Modification to Control the Risk of Transmission

Who is allowed in the site/workplace?

- There will be designated staff assigned to each program site. Staff will not be allowed to float/supply in various school sites.
- Visitors to the sites are restricted to TFSS administrative Staff (Program Manager/Supervisors) and staff offering specialty programs.



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- Parents are NOT permitted to enter the program space. Staff will meet all parents at the door for dismissal and pick up.

Daily Attendance:

- Accurate daily attendance of all participants must be kept. Site Coordinators must use the attendance template provided by TFSS administrative office.
- An additional attendance record should be kept for anyone entering the space including, TFSS administrative staff, TDSB staff, specialty program practitioners etc. Site Coordinators must record the length of their stay, and contact information in the event it is needed for contact tracing.

Maximizing Distance and Separation:

- To the best of our ability, we will make every effort to group the **beyond 3:30** participants with their same core day classes so as to limit interactions with students from different classes.
- We will utilize outdoor spaces for physical activities (non-contact activities).
- Program spaces will be equipped with visual cues such as tape on floors or signs/posters on walls to guide appropriate distancing including walk paths, as well as utilizing periods of staggered movement to limit student congregation in lines and hallways.
- Each program will limit the number of participants allowed to attend on a nightly basis based on the spaces available.
- Each site will have only one (1) designated entrance and exit.
- Adapted program environment with specific arrival/departure procedures that support physical distancing where possible.
- Staff will enforce physical distancing with no more than four (4) students per cluster at a given table/program area.
- Only one group will be allowed to use the washroom at a given time.

Meal Time/Preparation:

- Students are NOT allowed to participate in any form of meal preparation.
- The Nutrition staff will be the only person preparing meal for the students each day. Staff must follow proper hand hygiene and food handling practices at all times.

- There must be no self-serving of food during meal time
- Proper utensils must be used to share food
- Meals must be served in individual portions to students
 - There must be no sharing of utensils
- Staff and students are not permitted to bring food from their homes to the program sites.
- Where possible, students must maintain the 2 meters physical distance during meal time.
- Students will be required to wash hands with soap and water before eating their meals.

Arrival and Dismissal:

Arrival

- Students must come directly to the program after the school day ends.
- Where possible, program staff will monitor hallways and transition areas to ensure that students are coming directly to program
- All students will be required to sanitize their hands on arrival to the program. Staff will supervise hand sanitization process.
- One staff will be designated to take attendance
- Students are encouraged to keep their personal belongings to a minimum.
- Students will be grouped according to the core day grouping. Seating plans will be created and adhered to throughout the program period.

Dismissal

- There will be one designated exit for all students and staff
- Students will be required to sanitize their hands on exiting the program
- Parents will not be allowed to access the program space; staff will escort all participants out of the program space and outdoors for safe dismissal and pick-up.
 - In the event that a child is required to leave early, parents must call the Site Coordinator on the designated program phone and a staff will escort the students to the parking lot/outdoor for safe dismissal.

Potential or Suspected Exposure to Covid-19 at the Program.

- Each site will be set up with a safe isolation area and staff will have access to safety procedures on what do if someone gets sick at work as well as when there is a possible or suspected case/exposure.
- Each site has a program phone designated to the Site Coordinator who will follow-up with parents and Program Manager on any potential or suspected exposure(s).
- Contact info for each participant will be available at all sites (both physical and digital) for easy retrieval of information.
 - Contact information for all visitors will be kept on the daily attendance log
- Site Coordinators will follow-up with parents and Program Manager on any potential or suspected exposure(s) as well as with the local public health unit and Telehealth Ontario to speak with a registered nurse.
 - Toronto Public Health 1-416-338-7600
 - Telehealth Ontario 1-866-797-0000

Managing any new risks caused by changes to our operation

- Each site to have weekly staff meetings to go over how program has been delivered up to that point, any positive/negative feedback, strategies for improvement or any areas of concern. Meetings will be documented and minutes forwarded to the Program Manager.
- Program Manager and Program Support Coordinators to check-in regularly with Site Coordinators to discuss how staff are coping with the current situation and to bring to light any areas of concern, potential oversights, and what's working well/could use improvement.
- Site Coordinators will be involved in weekly video meetings (Microsoft Teams) with Program Support Coordinator(s) and Program Manager.
- Two Site Coordinators will be assigned as both East and West Health and Safety Representatives.
- Program Manager will be responsible for evaluating how things are working and for adapting the plan accordingly, with the guidance of the Programs Director.



COVID-19 Safety Plan – Snapshot

This snapshot can be posted in a place where it can be seen easily so staff, students and others people entering the program will know what actions are being taken.

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Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Health and safety training, regular site meetings and up-to-date communication

How we're screening for COVID-19

- We have created a Daily Screening Questionnaire per Ministry of Health guidelines for all staff, volunteers and visitors

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- Adequate PPE's to be provided to all staff
- Masks must be worn indoors at all times
- Where possible, students are grouped in the same grouping as the core day.
- Visual cues and reminders on physical distancing, including [screening posters](#) are displayed in program space.
- Structured environment that promotes physical distancing (ex. limit of four [4] students per table).
- Recreation activities to be played outdoors as long as weather permits.

Cleaning

- Staff to sanitize program space and high touch areas both before and after program, with regular cleaning throughout as per [Cleaning and Disinfection for Public Settings](#) protocol outlined by Public Health Ontario.
- Nutrition Staff to follow-all provincial guidelines as per health and safety for food handling.

Other

- COVID-19 Posters
 - [Physical Distancing](#)
 - [Wash your Hands](#)
 - [Protect Yourself](#)
 - [Cover your Cough](#)
 - [Information about COVID-19](#)
 - [Poster for Entrances](#)

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- **If student:**
 - Self-isolation in designated program area with one staff supervising.
 - Parents and program manager will be contacted.
 - Information on Telehealth Ontario and COVID-19 testing centre will be shared with parents.
 - Incident report will be completed and shared with the school principal
- **If staff:**
 - Return or remain home and practice social distancing and monitor symptoms
 - If exhibiting any symptoms, contact Telehealth Ontario at 1-866-797-0000 and visit local [COVID-19 testing centre](#).
 - Continue to keep Program Manager current on situation.
 - Incident report will be completed and shared with school principal.

How we're making sure our plan is working

- We will continuously review our protocol and and collect regular feedback from staff regarding implementation.



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- Weekly site meetings among staff; weekly Site Coordinator meetings with Program Support Coordinator(s) and Program Manager.
- Staying up-to date with provincial guidelines on COVID-19 health and safety mandates/recommendations.