

Checklist for Before and After School Programs

This checklist is intended to support operators of Before and After School programs to reduce the spread of COVID-19 by implementing public health measures. Please review the Ministry of Education's [Before and After School Programs Kindergarten – Grade 6](#) and [Operational Guidance During COVID-19 Outbreak: Child Care Re-Opening](#) and [WDGPH's COVID-19 Guidance for Child Care](#). Other relevant documents are on the [Child Care Provider](#) section of our website.

Visit wdgpublichealth.ca for ongoing updates and links to additional resources.

Wellington-Dufferin-Guelph Public Health (WDGPH) is unable to review individual policies and protocols. These are not legal documents.

Screening

- Direct staff, children, parents/guardians and visitors to use the [COVID-19 School and Child Care Screening](#) tool prior to arrival.
- If screening is completed on site, screeners should maintain a 2 metre distance or be separated by a physical barrier (e.g. Plexiglass), and wear a medical mask and eye protection (goggles or face shield).
- Consider signage/markings or staggered entry to maintain physical distancing during drop off and pick up.
- Alcohol-based hand rub containing (ABHR) 70-90% alcohol content is available at screening stations.
- Individuals screened during the before school program or core day program do not require to be re-screened for the after school program.
- Keep daily records (name, contact information, time of arrival/departure, screening, etc.) of anyone entering the premise (e.g., children, parent/guardian, staff, cleaners, maintenance staff) in order to facilitate contact tracing in the event of a confirmed COVID-19 case.
- Individuals who do not pass the screening are not permitted entry. This does not need to be reported to Public Health.
- Parents/guardians should not go past the screening area.

Physical Distancing

- Develop policies and procedures to maintain physical distancing between children from different groups (e.g., separate entrance, staggered entry).
- Limit interactions between children from different core day classes by incorporating individual activities.
- Indoor spaces that are shared between more than one group should be separated by a barrier that is at least 8 feet in height, as wide as the space/room, and can be cleaned and disinfected between uses.

Personal Protective Equipment (PPE)

- Staff must wear a medical mask and eye protection (goggles or face shields) indoors.
- School-aged children in grade 4 and higher are required to wear a non-medical or cloth masks indoors.
- The wearing of non-medical or cloth masks indoors is strongly recommended for younger school-aged children, or as per school policies.
- Ensure medical masks and eye protection are available for staff when needed.
- Staff should be trained on the [proper use of PPE](#).
- A medical mask can be used over the course of the day. If a mask is removed and saved for reuse, keep it from being contaminated by storing it in a labelled clean paper bag or in a cleanable and individually labelled container. A mask must be discarded if it becomes visibly soiled, moist, or the integrity becomes compromised.
- Reusable eye protection must be cleaned and disinfected using standard methods for hard plastic surfaces. Follow the manufacturer's instructions for use for cleaning of reusable face shields and consider assigning the face shield to a single user to reduce the risk of transmission between workers.
- Cleaning and disinfection of face shields should follow the manufacturer's instructions for use.
- Store PPE in a manner to prevent contamination, when not in use.
- Ensure staff perform hand hygiene before and after using PPE.

Hand Hygiene

- Remind staff and children to wash/sanitize their hands:
 - Before entering the program
 - Before and after eating
 - After coughing, sneezing, or touching the face
 - After cleaning and disinfecting surfaces
- Have 70-90% ABHR available in each classroom.
- Hands must be cleaned with soap and water when visibly soiled.

Cleaning & Disinfection

- Use Health Canada approved [disinfectants](#), in accordance with the manufacturer's instructions.
- Clean environmental surfaces and toys before disinfection.
- 2-in-1 products (cleaner/disinfectants) may be used to clean and disinfect equipment and surfaces. Follow the instructions for use on the product label.
- Toys/equipment should be designated to each group, as much as possible, or are cleaned and disinfected between groups.
- Toys that cannot be cleaned and disinfected (e.g., unsealed wooden items) must be used for only one day and then be placed in a sealed and cleanable container for two weeks before being re-introduced to the cohort (this is a precaution put into place to protect against both COVID-19 and Norovirus).
- Washrooms should be used by one group at a time. Frequently touched surfaces should be cleaned and disinfected between each use.
- Shared spaces being used by more than one group should be cleaned and disinfected between use.

Symptomatic Children/Staff

- Staff who develop COVID-19 symptoms must go home/self-isolate immediately and seek testing for COVID-19.
- Children who become symptomatic while in program must be separated from others in a supervised room or area, 2 metres from others, until they go home.
- Staff should contact the parent/guardian immediately to pick up the ill child.
- Staff should wear full PPE when caring for symptomatic children: medical mask, eye protection, gown and gloves.
- Symptomatic children should wear a medical mask, if tolerated.
- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues in a non-touch garbage bin, and proper hand hygiene.
- Parents should be provided the [Symptomatic Child Information \(letter to parents\)](#) and are encouraged to follow the directions provided in the [COVID-19 School and Child Care Screening](#) tool.
- Siblings of the symptomatic child should be assessed for symptoms and sent home if symptomatic.
- All items used by the ill person must be cleaned and disinfected.
- Notify Public Health of confirmed COVID-19 cases.

Return to Child Care After Being Symptomatic

- Individuals who develop any symptom(s) of COVID-19 should follow the direction provided by the [COVID-19 School and Child Care Screening](#) tool. Symptomatic individuals awaiting test results must remain home (self-isolate).
- Other household members (including siblings) of the symptomatic child/staff may attend child care if they pass the COVID-19 School and Child Care Screening tool. They should be monitored for symptoms and isolate if they begin to show symptoms.
- Ill individuals who test **negative** can return to child care if ALL the following apply:
 - Individual does not have a fever (without using medication) AND
 - It has been at least 24 hours since symptoms started improving, AND
 - Individual was not in close physical contact with someone who currently has COVID-19
 - Note: Documented proof of the negative test is not required to return

- Ill individuals who test **positive** can return to child care following the guidance from public health.
- If testing is recommended but the individual does not get tested, they can return to child care after they isolate for at least 10 days and are able to pass the [COVID-19 School and Child Care Screening](#) tool.
- If a health care provider has diagnosed the individual with another condition that isn't related to COVID-19, they can return to school after their symptoms improve.
- Individuals do not need a medical note to return.
- Mild symptoms known to persist in young children (e.g., runny nose) may be ongoing at time of return IF other symptoms have been resolved.
- Refer to the [Childhood Illness Reference Guide for Schools and Child Care Centres](#) for direction on exclusion requirements if the child has been diagnosed with an infectious disease other than COVID-19.

Transportation

- If the before and after school program is located off school premises, every effort should be made to minimize interactions between children from different core day groups during transportation to the program.
- All school-aged children are required to wear a non-medical or cloth masks during bus transportation.

Additional Considerations

- Snacks should be served in individual portions and are not shared.
- Self-serve or family style dining is not permitted.
- Provide condiments in single serve packages.
- Children and staff should practice physical distancing while eating.