

# The James Bay Community School Centre



# Program Participant Covid-19 Handbook

## Policies & Procedures

Programs  
2020-2021

# Basics

- Masks are required in the Centre lobby and hallways
- Please do not arrive more than 5 mins before your class starts
- Hand Sanitize when entering/leaving the Centre (Wash with soap/water or use Sanitize Station)
- Please be aware of your distance with other participants and staff- keep a 2m distance between yourself and others at all times
- Water fountain is not available. Participants are encouraged to bring their own filled water bottles.
- Washrooms are available with limited capacity.

# Policies

We are asking registered participants to enter and exit the Community Centre through more direct access points. The goal is to have less people using the Centre's lobby and avoid any congestion.

There is a map below to show where you should enter the Centre based on where your class is running. Although there are some covered areas to stand under, these areas are not always available because of school or out of schoolcare use, etc.

## **PLEASE BE PREPARED TO WAIT OUTSIDE NO MATTER THE WEATHER!**

Bring umbrellas and rain gear as you will not be able to wait in the lobby.

Starting on October 26th, evening classes (5:00pm or later) will wait/enter at the outside area in front of the Centre Lobby doors or the Elementary School Entrance. Your instructor will come gather the whole class a few minutes before it begins and bring you into the room.

# Enter/ Exit Points

**Activity Room:** Enter by side doors, leave by side doors

**After Oct 26-** Evening Classes wait/enter/exit at the Centre Lobby doors

**Gym:** Sept-Oct Evening Classes: Outside Gym Doors

**After Oct 26-** Evening Classes wait/enter/exit at the Elementary School entrance

**Library:** Wait/enter/exit at the Elementary School entrance

**After Oct 26-** Evening Classes wait/enter/exit at the Elementary School entrance

**Orca Room:** Wait/enter/exit at Front Side Doors (Doors to the right of the Centre's front doors)

**After Oct 26-** Evening Classes wait/enter/exit at the Centre Lobby doors

**Café/ MR2:** Wait/enter/exit at Front Lobby Doors

**After Oct 26-** Evening Classes wait/enter/exit at the Centre Lobby door

## Policies Continued

As you arrive at the enter/exit points (located on provided map) the instructors will open the door 5 mins before class and the doors will be locked right as the instructor starts the class. If you are running late (we understand it happens sometimes!) you can enter through the Centre Lobby front door

It is important to note that you will be unable to enter the class 5 mins after the class starts. When you enter the room, the instructors will be ready to greet you and provide you with hand sanitizer. If you do not want to use our sanitizer, feel free to please bring your own! But the instructor must see you sanitizing your hands as you enter the space.

Instructors will be busy before the class and after the class (lots of cleaning that needs to happen before a next class starts) so they will not have a ton of time to connect during class time. The instructors will let you know the best way to get in touch with them- whether it's by email, phone, or waiting outside after class.

If you are "Dropping in" for Pickleball or Table Tennis, we ask that you enter through the lobby so our Centre Desk Attendant can sign you in. We will require a full name and phone number for Covid tracking. When you are done playing, we ask that you leave out the Activity Room doors that lead to the outside

### **For Yoga/Fitness Classes:**

-You will need to bring your own equipment (yoga mats, yoga block, yoga bolsters, fitness straps, etc.)

-Doors will need to be propped open for air flow purposes. It is recommended to wear layers accordingly. Door stoppers will be provided at certain doors to help encourage an open door policy.

-Equipment should not be shared

### **Max Number of Participants per room:**

Activity

Room: 12

Gym: 25-30

Library: 10

Orca Room: 7

Café/ MR2: 10

Strong Start Room: 7

We will not be accepting drop-in participants for our Yoga/Fitness programs. People must register for the class in order to attend.

Please see the program guide for what programs can be dropped into.

# Health & Safety

## Policies

### Illness Screening

Step 1: You will be required to complete a daily health check each day before attending a program.

Participants should stay at home when symptoms of illness develop, such as:

Fever	Yes	No
Chills	Yes	No
Cough or worsening chronic cough	Yes	No
Shortness of Breath	Yes	No
Loss of Smell or taste	Yes	No
Diarrhea	Yes	No
Nausea and vomiting	Yes	No

**If you answer “YES” to one of the questions** included under “Key Symptoms of Illness” (excluding fever), you should stay home for 24 hours from when the symptom started. If the symptoms improve, you may return to the Centre when you feel well enough. If symptoms persist or worsen, seek a health assessment.

**If you answered “YES” to two or more of the questions included under “Key Symptoms of Illness” or you have a fever,** seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, you should not return to daycare until Covid-19 has been excluded and your symptoms have improved.

# Health & Safety Policies

## **When a Covid-19 test is recommended by the health assessment:**

If the COVID-19 test is **positive**, the person must stay home until they are told by public health to end their self-isolation. In most cases this is 10 days after the onset of symptoms. Public health will contact everyone with a positive test.

If the COVID-19 test is **negative**, the person can return to the childcare facility once well enough to participate. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless the person develops a new illness. (BCCDC has more information on receiving negative test results.

·If a COVID-19 test is **recommended but not done**, self-isolate for 10 days after the onset of symptoms and return when feeling Well enough to participate. If you are unsure, call 8-1-1 for advice.

If a Covid-19 test is not recommended by the health assessment, the person can return to care when symptoms have improved, and they feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not Covid-19).

**If you are unsure, call 8-1-1 for advice.**

# Health & Safety

## Policies

### Sick Participant or Staff on Site

If a participant or staff starts showing 2 or more symptoms of what could be influenza or COVID-19 we will:

Participant or staff will be asked to leave immediately

Please be advised that we will not allow the participant or staff to come back into program until they have followed the steps above.

#### Testing Positive Protocol

If a staff member or participant that attends the program has been confirmed to have tested positive for Covid-19, we will take direction from public health and licensing regarding next steps.

<https://www.islandhealth.ca/learn-about-health/covid-19/symptoms-testing-and-isolation>

## Advisements

#### Hand Washing:

Hand washing should take place continuously throughout the day:

- When they arrive at the center and before they go home
- Before eating and drinking
- After using the toilet
- After playing outside
- After sneezing or coughing
- Whenever hands are visibly dirty
- And other times at staff discretion

## Six Steps to Proper Hand Washing:

1. Wet hands with warm running water.
2. Apply a small amount of liquid soap. Antibacterial soap is not required.
3. Rub hands together for at least 20 seconds (sing the ABC's). Rub palms, backs of hands, between fingers and under nails and creating a lather.
4. Rinse off soap with running water.
5. Dry hands with a clean, disposable towel.
6. Discard the used towel in the waste container.

## Cough and Sneeze Etiquette:

- Cough and sneeze into arm or tissue.
- Wash hands for 20 seconds with soap and water

**We are taking opening up and providing this service to our community very seriously and we know and understand that this looks different than in the past. We have you and our staff as our priority in keeping everyone safe and healthy.**

**With that in mind, The James Bay Community School Centre is responsible for the policies and procedures that we have implemented and can control. We are committed to ensuring that proper procedures and policies are being followed. We will do our part by limiting the number of people in attendance, encouraging social distancing, making sure there's enough room to social distance, and try to enforce a sanitization policy.**

**It is important to note that we do not have control over what participants do when not in our program. Because there are factors out of our control, if this makes you nervous or uncomfortable, please do not participate in our programs.**

**Rules are subject to change and will be updated as needed. Those disregarding the rules may be asked to leave the facility**