



Policy # 37

Hand Washing Policy

Intent

The Kids 4 Kids Leadership Program has adopted this policy to ensure that all reasonable measures are taken to prevent the spread of bacteria and diseases within the workplace, and to ensure the ongoing health and safety of our staff, clients, and visitors.

Guidelines

All employees shall practice hand hygiene before any contact with clients or visitors (even if gloves are worn). All employees must wash, rinse, and dry their hands or apply an alcohol hand rub before beginning work, after using the rest room, and before leaving work. For routine hand washing, use the liquid lotion soap located in the dispensers. Use antiseptic (antimicrobial) hand washing products or alcohol hand rub for hand hygiene before any expected contact with clients or visitors. Perform hand hygiene after contact with clients or their environment. Employees may use an alcohol hand rub for hand hygiene in place of an antimicrobial soap hand-wash. Grossly contaminated hands must be washed with lotion soap before hand disinfection with an alcohol hand rub. Gloves must be worn when there is exposure to blood, excretions, or any other body fluids or when secretions are likely to occur when working.

Routine Hand Washing Procedure

All employees of Kids 4 Kids Leadership Program must follow the outlined techniques for washing hands to perform their work duties and before any contact with clients and visitors:

- Use warm water to wet the hands;
- Apply lotion soap;
- Work up a good lather and rub hands palm to palm and in between and around fingers;
- Apply with vigorous contact on all surfaces of the hands (back of hands, fingertips, and each thumb);
- Wash hands for at least 15 seconds;
- Rinse thoroughly under running water and avoid splashing;
- Keep hands down so that runoff will go into the sink and not down the arm;
- Dry hands well with paper towels and use the paper towels to turn off the faucet; and
- Discard the paper towels into the appropriate container.

Hand Antiseptics

For hand washing, employees may substitute an antimicrobial soap for lotion soap. Furthermore, an alcohol hand rub may be substituted for an antimicrobial soap. All employees must use the following technique for an alcohol hand rub:

- If hands are visibly soiled, wash hands with lotion soap before applying alcohol hand rub.
- Apply enough alcohol hand rub to cover the entire surface of hands and fingers.
- Rub the solution vigorously into hands until dry.
- The use of alcohol hand rubs may result in a sticky residue on the hands. Wash with lotion soap periodically to remove the hand rub residue.

Fingernails

Kids 4 Kids Leadership Program employees must maintain their fingernails so that the tips of the nails do not extend past the fingertips and the nail surface remains smooth. Artificial nails and wraps or acrylic overlays are not permitted. Nail polish must not be chipped or cracked.

Allergies

Allergic contact dermatitis may be associated with hand hygiene products. Reactions to products applied to the skin may present as delayed reactions or less commonly as immediate reactions. If a Kids 4 Kids Leadership Program employee suspects allergic contact dermatitis, they will be instructed to go to the **camp director** for assessment. If allergic contact dermatitis is diagnosed by a **camp director**, the employee will be provided with an alternative hand hygiene product to perform their job safely.

Monitoring

Kids 4 Kids Leadership Program will enforce this policy through the use of managerial supervision and spot-checks. If an employee witnesses a violation of this policy, they must direct the violator to complete the required hand washing procedures as outlined. If the violator refuses this direction or continues in their work, the employee should inform their supervisor as soon as possible.

Pandemic Chronology Template

The Pandemic Chronology Template is designed to assist with organizational pandemic planning. This template provides a set of operational initiatives that should be undertaken as part of a progressive pandemic planning policy.

	Awareness / Education	Surveillance	Infection Control	Health Concerns	Continuity of Operations	Communication/ Collaboration
Mitigation/ Prevention Stage 1	<ul style="list-style-type: none"> - Begin awareness building/ education process - Identify individuals to educate staff about - pandemic flu, - personal hygiene, and - local plans - Identify 	<ul style="list-style-type: none"> - Set up system for surveillance of incidence of disease including procedures, templates for reporting and communication with agencies and community - Orient staff re: symptoms and intended surveillance procedures 	<ul style="list-style-type: none"> - Identify individual(s) to ensure the company has adequate supplies for good personal hygiene - Distribute & display posters, etc. re: good personal hygiene - Conduct instruction on 	<ul style="list-style-type: none"> - Identify & assess resources to provide for physical and mental health needs - Plan for provision of additional resources as needed 	<ul style="list-style-type: none"> - Review policies & procedures re: emergency response, communicable diseases, etc. to determine the need for revision - Explore alternate scheduling options, etc. for continuity of operations with reduced staffing, vendor/supply interruptions, etc. 	<ul style="list-style-type: none"> - Identify committee (including community agencies) to develop pandemic plan - Develop communication plans (e.g. closures, schedule changes, bussing) - Ensure
	<ul style="list-style-type: none"> - be translated; identify translators; create templates 	<ul style="list-style-type: none"> - number of staff absent daily - Report numbers absent to appropriate Department of Health office if over 10% or when requested 	<ul style="list-style-type: none"> - hygiene practices 		<ul style="list-style-type: none"> - financial impact - Determine current policies/ procedures that may be impacted (leave, absences, payroll, etc.) 	<ul style="list-style-type: none"> - with appropriate local EMA and DOH agencies - Establish Incident Command structure including back-up plans/ systems/chain of command
Preparedness Stage 2	<ul style="list-style-type: none"> - Identify & pre-screen health & grief service providers - Develop template letters, forms, etc. - Continue to educate staff - Provide training for post-trauma support 	<ul style="list-style-type: none"> - Track the number of staff absent daily - Report numbers absent to appropriate Department of Health office if over 10% or when requested 	<ul style="list-style-type: none"> - Review policies and procedures for sending ill staff home; modify as needed 	<ul style="list-style-type: none"> - Identify & assess resources to provide for physical and mental health needs - Plan for provision of additional resources as needed 	<ul style="list-style-type: none"> - Begin Admin monitoring of conditions and LEA readiness - Review pandemic flu plan in anticipation of implementation; revise as needed - Define critical operations, minimum staffing (& skills), cross-training 	<ul style="list-style-type: none"> - Identify/ review procedures for communication with staff - Develop procedures for communication with DOH

Response Stage 3	<ul style="list-style-type: none"> - Finalize and initiate communication to families (including in appropriate home languages) - Keep staff informed on the extent of infection at company and potential changes 	<ul style="list-style-type: none"> - Track the number of staff absent daily - Report numbers absent to appropriate Department of Health office if over 10% or when requested - Monitor the effects of cumulative stress on remaining staff 	<ul style="list-style-type: none"> - Implement policies and procedures for sending ill staff home - Implement social distancing, isolation, quarantine, etc. as indicated - Cancel work/events as appropriate 	<ul style="list-style-type: none"> - Utilize resources to provide for physical and mental health needs - Arrange for provision of additional resources as needed 	<ul style="list-style-type: none"> - Conduct debriefings re: lessons learned - Document critical actions taken - Closings as needed, directed by authorized personnel 	<ul style="list-style-type: none"> - Implement all interagency agreements and procedures for pandemic conditions - Implement procedures for communication with DOH
Recovery Stage 4	<ul style="list-style-type: none"> - Provide training for post-trauma support - Inform staff re: extent of pandemic flu in community; activities that may assist staff; signs & symptoms to observe; safe room function; counseling support services available to staff - Provide educational materials to staff such as: how to support a recovery from pandemic flu, common symptoms of grief & loss; coping with stress, etc. 	<ul style="list-style-type: none"> - Identify families and staff who may be in need of (physical and/or mental health) support and develop/ arrange resources in response - Monitor the effects of cumulative stress on staff 	<ul style="list-style-type: none"> - Return to Mitigation/ Prevention procedures and activities 	<ul style="list-style-type: none"> - Provide physical assessments as needed and/or make appropriate community health referrals - Plan for and provide rest as needed for those in recovery - Establish "safe rooms" as location for staff counseling and support - Provide counseling and support services - Engage EAP processes as appropriate 	<ul style="list-style-type: none"> - Modify work roles and responsibilities or add volunteer or support staff as needed - Follow-up debriefings with crisis response team - Document lessons learned 	<ul style="list-style-type: none"> - Follow-up with staff referrals to community agencies

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Pandemic Preparedness Checklist

The Pandemic Preparedness Checklist is designed to assist with organizational pandemic planning. This checklist provides a set of operational initiatives that should be undertaken as part of a progressive pandemic planning policy.

Identification of Core People and Core Skills	STAFF	
Identify a pandemic coordinator and/or team with defined roles and responsibilities for preparedness and response planning. The planning process should include input from labour representatives.	The camp directors	Scott Graham, Connor Parkin, Joe McNamara, Abbie Jager
Identify essential employees and other critical inputs (e.g. raw materials, suppliers, subcontractor services/ products, and logistics) required to maintain business operations by location and function during a pandemic. Plan for impact on financials.		Chantler's Environmental Services
Train and prepare ancillary workforce (e.g. contractors, employees in other job titles/ descriptions, retirees).		
Develop and plan for scenarios likely to result in an increase or decrease in demand for your products and/or services during a pandemic (e.g. effect of restriction on mass gatherings, need for hygiene supplies, travel restrictions).		
Implement an exercise/drill to test your plan, and revise periodically.		
Set up authorities, triggers, and procedures for activating and terminating the company's response plan.		
Plan for Large Absence (10% to 50%) Forecast and allow for employee absences during a pandemic due to factors such as personal illness, family member illness, community containment measures and quarantines, school and/or business closures, and public transportation closures.		

Policy # 40

Influenza Pandemic Planning Policy

Intent

Kids 4 Kids Leadership Program has adopted this policy to ensure the ongoing health and safety of our employees, and to ensure business continuity in the event of an influenza pandemic.

Pandemic Periods and Phases

For help with response planning at Kids 4 Kids Leadership Program, please refer to the table of pandemic periods and phases (Table 1). These guidelines have been sourced from the [World Health Organization](http://www.who.int) (WHO)

Table 1- Pandemic Periods and Phases

Period	Description
Inter-pandemic Phase	Time between pandemics
Level 1 - Alert	New virus has been identified in humans. Increased vigilance is required
Level 2 - Pandemic	Global spread of human influenza
Level 3 - Transition	Global risk has reduced. Movement towards recovery actions
Post-pandemic Period	Return to inter-pandemic period

Suggested Actions

Inter-pandemic Phase

- Review existing business continuity plans and/or develop pandemic-specific procedures as appropriate.
- Identify ways to promote prevention and identify ways to minimize staff, customer and visitor exposure and illness.
- Consider how essential messages can be communicated across {Kids 4 Kids Leadership Program}.
- Establish mechanisms for alerting staff to a change in pandemic status.
- Establish procedures and triggers for escalating a response.

Alert Phase

- Inform staff of the change in pandemic status.
- Activate illness minimization and prevention plans/activities.
- Initiate pandemic information communication.
- Review and update business continuity plans.

Pandemic Phase

- Inform staff of the change in pandemic status.
- Take necessary actions to minimize the introduction and/or spread of influenza.
- Initiate essential business continuity measures where needed, and review and implement emergency-management process.
- Review impact assessment, updating as needed.
- Identify specific action required and set response objective.
- Determine any work activities or departments where work can be performed from home, or where the office can be temporarily closed.
- Maintain strong lines of communications with staff to promote confidence in the workplace response activities.
- Use the established process for staff members who are not, or are no longer sick, to return to work.

Post-pandemic Period

- Review and update risk and impact assessments.
- Establish criteria and process for agreeing to return to business normal.
- Activate process for communicating business-normal status to staff, customers, and visitors.
- Manage return to business-normal status.
- Activate debrief process(es).
- Update pandemic plans as appropriate.
- Update Emergency Response Plan and various business-continuity plans as appropriate.

Policy # 41

Action Plan for Maintaining Essential Service/Activity

An action plan for each essential service/activity should be documented during the planning process.

The Kids 4 Kids Leadership Program action plan shall include the following:

1. Essential services and/or activities that must be performed to ensure the ongoing success of the organization.
2. Identification of key staff members needed to perform essential services / activities and implement the action plan.
3. Triggers for activating the Pandemic Planning business continuity plan.
4. Identify employees that possess varied skill-sets and will be able to perform a variety of duties where needed.
5. A planned strategy for communicating with staff, business partners and customers/community.
6. Employee absence management procedures.
7. Business reporting requirements.
8. An identified chain of command for decision making processes.
9. Contact information for staff members.

Policy # 42

Employee Absence Due to Pandemic Influenza

Kids 4 Kids Leadership Program recognizes that in the event of a federally, provincially or locally declared Influenza Pandemic, the current sick leave policy may not address the needs of Kids 4 Kids employees.

It is imperative that a staff member who has been diagnosed with Pandemic Influenza, or has been exposed to Pandemic Influenza because a member of their household has been diagnosed with Pandemic Influenza, stay at home rather than come to work and potentially infect other staff members.

1. Kids 4 Kids Leadership Program shall provide paid sick leave for staff members diagnosed with Pandemic Influenza. This will not exceed a week's wage.
2. Staff members that require sick leave shall be required to provide appropriate medical documentation.



HEALTH AND SAFETY PLAN

NEW HEALTH & SAFETY PROTOCOLS

Before camp starts, parents will be informed by Scott Graham that if their child displays any signs of sickness or if they have been around family members who have been sick, they must stay at home. The families would only pay for the days their child attended camp.

CAMPERS CHECK-IN

FIRST STUDENT TRANSPORTATION COMPANY follows a strict process and cleans their buses with anti-bacterial soap before all trips.

AT THE BUS STOPS: We will have hand sanitizer available for campers, if required and if the campers haven't had their hands washed by their parents. The campers will be on their own seats, when possible and spread out on the bus.

BUSES AT CAMP:

- Before the campers arrive, the swings and play structures will be wiped down with anti-bacterial soap/wipes.
- When parents and campers arrive, they will check-in at the check-in desk with Connor Parkin. They will be asked whether they have been sick or a home with someone that is sick. There will be an anti-bacterial solution available at check-in. Campers will be asked to wash their hands in the washrooms with a camp provided anti-bacterial soap if they have not washed their hands.
- Campers will then go to the park under the supervision of Kahuna staff.
- We will limit the number of campers in the park. Staff will escort campers to the campsite upon the direction of a camp director
- When the bus arrives, the campers will immediately go to the campsite.
- If camper numbers are limited to fifty participants, we will use two sites at Camp Sidrabene: our original site and a site predetermined prior to the beginning of camp.

OUR CAMPSITE

CAMP TOILETS: Two toilets will be available at our campsite that will have sinks with running water, anti-bacterial soap and paper towels. These toilets are provided by Chantler's Environmental Service.

CLEANING OF THE TOILETS - The toilets will be professionally emptied and cleaned once a week by Chantler's Environmental Service. The bathrooms will also be wiped down at the beginning and end of the camp day and at mid-morning. Scott Graham and the camp directors will be responsible for ensuring this is done.

Each toilet will have anti-bacteria soap and paper towels.

WASHING STATIONS: We will set up three washing stations in the tent area. These washing stations will have water, anti-bacterial, and paper towels.

HYGIENE: Children will wash their hands before eating snacks or lunch. This will be a learning opportunity. We will teach children the importance of washing their hands before eating after they have gone to the washroom and throughout the day.

UNDER THE TENT: Staff will disinfect the camp tables, benches, and surfaces at camp each morning before camp begins. This will be completed by Scott Graham, Connor Parkin, Joe McNamara, or a staff member assigned by the directors.

SICK CAMPERS:

Campers who show signs of sickness while at camp will be separated from camp by one staff member and Katie Harper. Campers will be brought to the parking lot where they will wait for pick up. Parents will be contacted immediately. Staff members will adhere to the social distancing policy, wear protective rubber gloves, and wash their hands after the child once the camper has left camp.

CORVID-19 and Wages

If camp is unable to open due to the Canadian Government mandating all non-essential companies to close, you will be notified and receive notice from Kids 4 Kids Leadership Inc. Kids 4 Kids will close camp on a week to week basis, hoping that there would be weeks open and camp would eventually resume as usual.

Senior staff will receive payment for the weeks worked, however if camps are able to open, and you have lost weeks of work, your weekly wage will increase to \$16.00 per hour. You will also receive an additional \$50.00 on your pay check for the sleep-away camp. The Camp Directors rate will be prorated over the course of the summer and receive payment for the weeks worked. The term of employment is seasonal and extends from Monday, June 29th to September 4th, 2020.

Acknowledgement and Agreement

I, (_____), acknowledge that I have read and understand the Influenza Pandemic Panning Policy of Kids 4 Kids Leadership Program. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name:	_____
Signature:	_____
Date:	_____
Witness:	_____