



Boys & Girls Clubs  
of Central Vancouver Island

August 22, 2020

Re: Covid-19 updates for iCYFS Programs

Dear Participants, Parents, Guardians and Caregivers:

In light of increases in provincial Covid-19 cases and the ongoing updates and changes from local government and health authorities we ask that you regularly check our website at [www.bgccvi.com](http://www.bgccvi.com) for most current information and documents which can be found under the 'Resources' tab at the top of the page.

Please be sure to read and familiarize yourself with all of the information in this Memorandum of Understanding however we wanted to highlight some of the key responsibilities for participants and families. Should you have questions or require clarification around the information in this document, please speak to your worker or a staff member who will be able to explain the information and answer any questions you may have.

Key Points:



- Please ensure that all participants and other members of the household are healthy and not exhibiting any symptoms of Covid-19 before attending a BGCCVI program.
- Notify your worker/BGCCVI staff member IMMEDIATELY should anyone in your household:
  - Become ill or begin showing symptoms of Covid-19.
  - Travel outside of Vancouver Island.
  - Come in contact with someone who has tested positive for Covid-19.
- If a participant is unable to attend program due to illness to them or someone in their home, the participant must be kept at home until the parent/guardian has spoken and been given direction by 811. Once a participant has completed the required steps/actions required by 811 and they have communicated these to a staff member, a plan for a return to program will be established. If available, virtual services will be provided during the period of isolation.

Thank you,

Corey Sugiyama  
Director of Integrated Child Youth and Family Services

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## BGCCVI Integrated Child Youth and Family Services (iCYFS) Memorandum of Understanding – COVID-19

As we face the ever-evolving challenges of the COVID-19 pandemic, the health and safety of our employees and the children, youth and parents in our programs remains our top priority. Like everyone, BGCCVI is concerned about the well-being of staff and their families, parents and children, and those most vulnerable to the virus. BGCCVI is also committed to doing our part to 'flatten the curve' across Vancouver Island.

COVID-19 has been identified as a Pandemic by World Health Organization (WHO) and so it is not within BGCCVI's capabilities to eliminate/substitute, i.e. remove the virus, from within our club locations. However BGCCVI's is adhering to the orders of the Provincial Health Officer and guidance provided by the BC Centre for Disease Control by developing control measures to minimize exposure to staff and children.

In light of the COVID-19 global pandemic, we feel it is important to clarify that Dr. Bonnie Henry has confirmed and encouraged childcares to remain open, where possible, to serve families that are needing childcare.

Boys and Girls Clubs of Central Vancouver Island (BGCCVI) will continue to follow all updated protocols and procedures as outlined by the Health Authorities and CDC. They can be found at the following links:

[https://www2.gov.bc.ca/assets/gov/family-and-social-supports/covid-19/ga\\_covid19\\_childcare\\_settings\\_mar\\_24\\_2020.pdf](https://www2.gov.bc.ca/assets/gov/family-and-social-supports/covid-19/ga_covid19_childcare_settings_mar_24_2020.pdf)

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/reports-publications/covid-19-guidance-for-schools-childcare-programs.pdf>



Given these important requirements, it is imperative that all parents understand and agree to the following additional program requirements:

### **Provision of Care**

We are currently providing child, youth and parenting services through an adapted service delivery model. Programs that solely ran face to face are integrating virtual services with slowly increasing face to face interaction between staff, participants and their families/caregivers. As such service delivery for participants will look different for the coming weeks and possibly months. Should you have questions or concerns about service delivery please be sure to speak to your worker.

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## What is BGCCVI doing to help prevent staff and children from being exposed to COVID-19?

1. Reducing the number of people staff and program participants are exposed to:
  - a) Changes to service delivery.
    1. Virtual services will be offered whenever possible.
    2. Direct face to face interaction will be gradually increased as suggested and directed by the Provincial government and health authorities. Direct interaction will start with outdoor visits/meetings only. Indoor visits will be allowed under Level 1.
    3. Transportation of participants will not occur while iCYFS programs are running in Level 2 & 3 of the adapted service plan. Level 1 transportation is permitted under specific circumstances and as outlined in the appropriate BGCCVI Vehicle Health and Safety Plan.
    4. Administrative work will occur at remote sites and/or homes to reduce the chance of transmission between staff members.
  - b) iCYFS groups
    1. All groups will use virtual platforms under Level 2 & 3.
    2. Programs such as CYFS will not organize sub groups under Level 2 & 3.
    3. iCYFS Programs will allow for groups and sub groups under Level 1. When possible these groups will be facilitated outdoors. Indoor groups will be permitted when a safety plan and protocols have been approved and physical distancing can be assured.
2. Health Checks will be completed :
  - a) Staff will complete a verbal health check prior to each session/visit where face to face interaction will occur. Staff will also be monitored for their own health and asked not to engage in face to face visits/sessions when they are exhibiting symptoms.
  - b) Staff will complete a health check with parent(s) to determine and ask the following questions below. Should the answer yes to any of the following questions, the session/visit will be cancelled and re scheduled at a later date:
    1. If the child/youth/parent/household member has any new or existing cough, sore throat, fever/chills, and/or any other health concerns that are new for them.
    2. Has there been recent travel outside of Canada by your child or anyone in your household within the last 14 days?



3. Has your child or anyone in your household come in contact with someone who has tested positive for COVID-19?
  - c) If any participant shows signs of coughing, sneezing, or a fever, they will be taken home or asked to leave the program immediately. As face to face service gradually increases, we ask that parents/caregivers be available at all times for children/youth to be brought home and dropped off as necessary.
  - d) If a participant is unable to attend program due to illness to them or someone in their home, the participant must be kept at home until the parent/guardian has spoken and been given direction by 811. Once a participant has completed the required steps/actions required by 811 and they have communicated these to a staff member, a plan for a return to program will be established. If available, virtual services will be provided during the period of isolation.

### COVID Testing

Testing is recommended for anyone with cold, influenza or COVID-like symptoms, even mild symptoms. You no longer need a referral from a health care provider and you do not need to call **8-1-1** if you have symptoms and would like to be tested for COVID-19.

You can use the [BC COVID-19 Self-Assessment Tool](#) to help determine if you need further assessment for COVID-19 testing by a physician, nurse practitioner or at a local collection centre.

Click on the links below for a list of collection centres (locations where you can be tested) across the province to find one near you or call **8-1-1** to find the nearest centre.

- [Collection centre finder](#) (Mobile and desktop)
- [Collection centre finder](#) (Internet Explorer)

### 3. Hand washing:

- a) Staff and children are required to wash their hands prior to interaction, with soap and warm water for a **minimum** of twenty (20) seconds. Staff working in the community will use hand sanitizer and/or wipes to disinfect their hand before and after interaction with participants.
- b) Hand-washing will be performed every one (1) to two (2) hours minimum: during transition times, after play activities, when eating food, going to the bathroom, etc.

### 4. Cleaning and Sanitizing:

- a) Children/youth are asked to not bring any person items to program.



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- b) Cleaning of all equipment and staff vehicles will be done prior to and following all use.
- c) Surfaces and touch points will be sprayed and wiped down regularly throughout the day in between activities (i.e. after play activities, eating food).
- d) For at home visits we encourage both staff and participants to take a role in disinfecting items that may be touched including tables.

#### 5. Activities:

- a) Social distancing is to be maintained for staff and program participants at all times. Limit any contacts closer than 2 meters to the shortest time possible.
- b) Children/youth are not permitted to play on any play structures while out in the community when they have been closed by the local municipality or health authority.
- c) While on Level 2, face to face interaction will occur but all activities will take place outdoors and within walking distance of the participant's home.
- d) While on Level 1, transportation of program participants will occur but only one at a time. Transportation will take place in accordance with the appropriate BGCCVI Vehicle Health and Safety Plan COVID-19.

### Withdrawal and Temporary Withdrawal

BGCCVI is doing the best to offer valuable service while ensuring the best safety and protocols for our staff and program participants. We appreciate that this adapted service delivery model does not work for everyone, so please speak to your worker should you request to have participation in the program put on hold or withdrawn completely.

### Parent Handbook



For further information on our iCYFS programs, participants and parents/caregivers are encouraged to read their BGCCVI Child, Youth and Caregiver Handbook along with the specific program handbook. Should you need a copy of these documents please speak to your worker who can provide you with a copy.

### Parents/Caregivers are responsible for:

- Ensuring that their **child/youth/themselves/other members of household** are healthy and not exhibiting any COVID symptoms prior to attending program.
- Ensuring there is someone available to pick up their child/youth if needed.

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- Ensuring that individuals residing in the household with any program participant are taking all precautions possible to limit their exposure to COVID-19.
- Acknowledging that BGCCVI cannot guarantee that their child(ren)/youth or themselves will not be exposed to COVID-19 in our childcare programs.
- Reading and understanding this **BGCCVI Integrated Child Youth and Family Services, Memorandum of Understanding – COVID-19** document.
- Completing a verbal active health screening prior to each visit.
- Notifying your staff member or the organization (250-754-3215) immediately should any household member begin exhibiting symptoms. Please do not wait for the next scheduled visit/program night to notify someone at BGCCVI.

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**Parent Acknowledgement**

I have read and been informed about the content, requirements, and expectations of **BGCCVI Integrated Child Youth and Family Services, Memorandum of Understanding – COVID-19**. I understand that this document may be updated and/or edited and that the most recent version can be found on our website at [www.bgccvi.com](http://www.bgccvi.com) under the Resources tab.

I acknowledge that despite social distancing, adapted service delivery and additional cleaning procedures, BGCCVI or their individual programs and staff cannot guarantee that participants will not be exposed to COVID-19 in our programs.

I have received a copy of the document and agree to abide by the guidelines contained within the document.

If I have questions, at any time, regarding the of **BGCCVI Integrated Child Youth and Family Services, Memorandum of Understanding – COVID-19** I will consult with my worker/program staff member or Director of iCYFS.

Please read this document carefully to ensure that you understand the policy before signing this document.

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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