**COOL AID SOCIETY**

**GUIDELINES DURING COVID-19**

1. **STAFF**
	1. Staff will record their temperature on their time cards every day.
	2. Must always wear a face mask.
	3. Sanitize their hands when entering and exiting the building.
	4. If all checks out, punch in and prep activity.
	5. One staff must be at the door ready for children, to check their temperature, ask them if they went to school and supply them with a new mask.
	6. Extra time must be allocated for sanitizing and cleaning purposes so that the centres can be cleaned before and after each program.
	7. The floors must be mopped every day.
	8. Clean and sanitize all high touch surfaces.
	9. Make sure all bins that must be isolated for 72 hours are away from children in the office.
	10. Prepare next days plan. Switch bins for the next days activity.
2. **CENTER**
	1. Preregistration is a must.
	2. Maximum of 20 children.
	3. When we reach our maximum, we will not take any more children. We will keep a list of other registrations.
	4. We will be using the isolation tactic from the afterschool provincial guidelines where anything that is used must be isolated for 72 hours. For example, 3 bins of toys, Lego, games, books, and puzzles cycle them every day to make it possible for 72 hours of isolation.
	5. Fill and use spray bottles with sanitizer.
	6. Follow the isolation system,
	7. Wipe the couches, chairs, and tables with Lysol every time a kid sits/uses them.
	8. There will be no stuffed animals, or floor pillows.
	9. Have a designated table for snacking and practice social distancing.
	10. After the snack wipe down all surfaces of the table and chairs and move on to the next group.
	11. Outside they will be able to share equipment. They must sanitize hands after playing outside and the equipment used will be isolated for 72 hours.
	12. We will not be able to hang anything on the walls including pictures and ornaments. If they want to finish a product the next day, they must put it in their bin or on the hanger as it is their product and others should not touch it.
3. **PARENTS**
	1. Parents will be required to phone in for us to send their kids outside. If not ring the doorbell as they will not be allowed inside. If parents are required to enter the must maintain 2 meters distance from everyone.
	2. Masks mandatory at our centres and minimal social distancing even with masks on when possible.
	3. Lost and found, if we know which children/youth the items belong to, we can put it in a bag and hang it on their hook.
4. **CHILDREN/YOUTH**
	1. Each child will have their own bin for their belongings, or each child will have their own hook for their belongings.
	2. While waiting to enter the building children must social distance to wait for their turn as only one child at a time can come into the building.
	3. When entering the building each child will have their temperature taken, asked if they went to school that day, sanitize their hands, and get a mask.
	4. The child’s temperature will be recorded on the attendance sheet daily.
	5. If a child fails one of the tests, the staff will isolate them and call their parents to pick them up.
	6. If the sick child gets sick while at the centre and needs attention staff must wear a face mask and gloves to help them.
	7. Field trips are cancelled for the foreseeable future.
	8. Teens and Tweens
		1. Follow the rules from the children/youth section.
		2. Must eat before coming.
		3. No more than 10 participants.
		4. Field trips are cancelled for the foreseeable future.
		5. The program will begin at 6:30 end at 9:30 for extra cleaning before and after they arrive