



27 Jubilee Road
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COVID-19 Protocols & Procedures

Updated: 1st March 2022
Next review: 1st April 2022

Kaleidoscope's camps & classes may look a little different this year, but we are committed to providing a safe environment in which your child can create and have fun. ***At all times the health and safety of staff and students will be paramount in our considerations.*** These procedures may be revised if we identify logistical improvements, if Department of Health guidelines change or with new scientific knowledge about the transmission of COVID19. Please review the below procedures and feel free to contact us with any questions or concerns at info@kaf.bm.

- **Health & Safety:** several new procedures will be strictly maintained. These may be revised at any time in line with government guidance;
 - All staff and students will wash their hands on arrival at the building, before and after eating or restroom breaks and before leaving the building.
 - Class size will be a maximum of 10 for our 3 large classrooms and a maximum of 8 (including the teacher) for the smaller classroom or outdoor classroom. Class size may be adjusted in accordance with any changes to the Bermuda Government's camp guidance found at <https://www.gov.bm/camp-guidance>.
 - Each classroom will act as a "pod" with their own drop-off/pick-up and break slots. Entry to the building will be via outside doors at each classroom rather than the building front door to prevent intermingling.
 - Parents should not enter the building – students will be assisted to drive-through drop-off and pick-up. Parents should wear a mask at drop-off and pick-up. (Separate allowances are in place for toddler classes with parents and you will receive direct emails with alternate instructions.)
 - Classroom set up will be amended to accommodate social distancing. There will be no shared sensory stations and each child will have designated areas for activities and play.
 - Child-friendly signage will be present at all hand-washing areas and all tables and waiting areas will be clearly marked to assist children in maintaining social distancing. Signage will indicate proper hand-washing procedures as well as other hygiene reminders such as not touching your face, covering coughs etc.
 - Students will be required to wear a mask to and from their class/camp but will not be required to wear a mask while in the classroom. Teachers will wear a mask throughout the day with short breaks as needed when away from all students. Mask-wearing guidance is subject to change in line with any government mandates.

- o All unnecessary visits to our facility will be suspended and only staff and students will be onsite.
- **Travel** – These return to camp after travel guidelines can change at any time and will generally follow the Bermuda Government Return to School and Day care after Travel guidance found at <https://www.gov.bm/return-school-and-day-care-after-travel-guidance>.

*Please note: We do have staff members with compromised immune systems.

- **Quarantine/Isolation** – if your child or someone in their immediate household has been instructed to quarantine by the Department of Health, they cannot attend Kaleidoscope until the quarantine is finished.
- **Contact Tracing** – Attendance records will be strictly maintained by all teaching staff so that effective and accurate contact tracing can occur in the case of a confirmed case.
- **Sick Policy** - any child or member of staff with a fever (100.4F or 38C) must stay home. All students will have their temperature taken with a touchless thermometer before the attend Kaleidoscope. Staff/children with any of the COVID19 signs and symptoms (fever equal to or greater than 38C/100.4F, cough, muscle aches and fatigue, difficulty breathing, sore throat, headache, diarrhoea, vomiting and sudden loss of smell and taste) should stay home from symptom onset and seek medical attention immediately. When in doubt, please consult your child’s doctor for guidance. Parents will be asked to report if student absences are due to any COVID-related symptoms so that additional cleaning and protocols can be enforced and the situation closely monitored.
- **Isolation Room** – If a child or teacher develops symptoms (fever, cough, muscle aches, tiredness, difficulty breathing, vomiting) while at school, they will be monitored in the isolation room while their parent/guardian is called to immediately collect them. The office will be designated the isolation room and should be kept clear of excess school supplies and operational at all times. A box of PPE will be maintained there at all times.
- **Case** – if we become aware of a suspected COVID19 case at school or a case in someone who has attended school, school will be closed for professional deep cleaning with classes to resume only after consultation with the Department of Health. Immediate contact will be made with the Epidemiology and Surveillance Unit for further guidance. An Outbreak Response Team has been identified and an Outbreak Response Plan is in place.
- **Cleaning & sanitization schedule** - A checklist of “hotspot” areas will be identified for regular cleaning (not limited to all doorknobs, seats, surfaces). Staff roster for responsibility of “hot spot” maintained. Deep cleaning will be commissioned by a regular external service provider to meet COVID protocols. Only approved cleaning supplies to be used for scheduled



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- **Supplies** – an inventory of Personal Protective Equipment and all necessary disinfectant and cleaning supplies will be kept by the Development & Administration Officer. To be reviewed weekly and full 3-month supply of necessary PPE, hand sanitizer and cleaning supplies to be

maintained in the building at all times. This includes checking water tank levels.

- **Communication** – Parents must ensure their contact information, including emergency contact, is up to date in the registration portal www.bookeo.com/kaleidoscope (Login and use the customer area tab at the bottom of the page to update contacts) . In the case of changes of procedures, parents will be informed by email first and where necessary a follow up phone call. In the event of a necessary school closure, parents will be telephoned by school staff.

Further resources:

Bermuda Government: <https://www.gov.bm/coronavirus> with particular attention to guidance for camps, schools and workplace guidance.

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html> info site for communities, schools, workplaces and events.

WHO:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/guidance-for-schools-workplaces-institutions> guidance for schools.