



COVID-19 HEALTH & SAFETY PLAN POLICY & PROCEDURE

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Office: 778-587-4800
Obed: 250-384-4850
Infants: 250-385-9299
Earl Grey: 250-384-4830
info@newkidsdaycare.com

Understanding the Risk

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

We have a shared responsibility in preventing the spread of the virus and must continue to do our part by following cleaning and disinfecting guidelines, hand hygiene, respiratory and personal hygiene practices, practicing social distancing and staying home if we feel sick.

All staff have been directed to follow these administrative controls in conjunction with [BC Centre for Disease Control public health guidance for child care settings](#), [Licensing Childcare Practice Standards](#) and [Worksafe BC child care: Protocols for returning to operations](#).

Health and Safety Protocols:

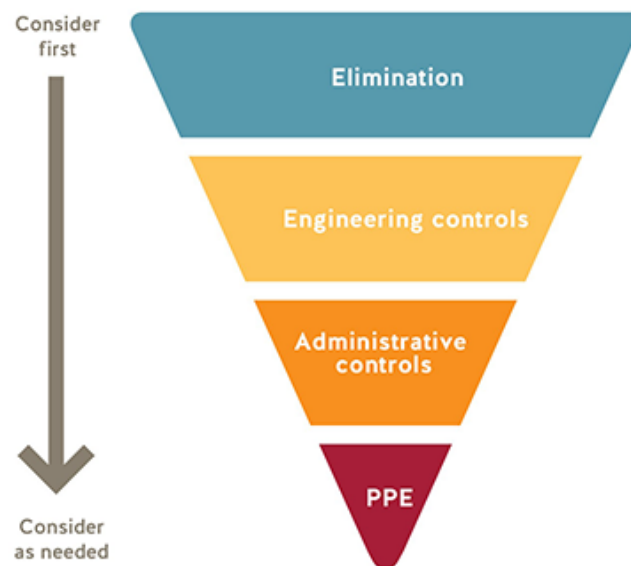
To reduce the risk of the virus spreading, New Kids on the Block will be implementing various protocols to protect against identified risks. Different protocols offer different levels of protection. Wherever possible, we will use the protocol that offers the highest level of protection and implement controls from additional levels if the first level isn't practicable or does not completely control the risk. There will also be various levels of controls to address the identified risks. This may mean our different centers may have different protocols depending on the centers' configuration and risks identified.

First level protection (elimination):

Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft) from co-workers, customers, and members of the public.

Second level protection (engineering controls): If you can't always maintain physical distancing, install barriers such as plexiglass to separate people.

Third level protection (administrative controls): Establish rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.



Fourth level protection (PPE): If the first three levels of protection aren't enough to control the risk, consider the use of non-medical masks. Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Ensure workers are using masks appropriately.

General Covid-19 Preventative Measures:

- Staff, children and parents staying home when sick; explicit illness protocols and avoid close contact with people who are sick;
- Practicing social distancing by staying at least six feet/two meters away from others at all times; using other levels of protection when unable to maintain social distancing (ie. PPE);
- Practicing good hand hygiene, washing hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing or sneezing, going to the bathroom and before eating or preparing food;
- Avoid touching eyes, nose, mouth with unwashed hands;
- Along with regular cleaning schedule, clean and disinfect frequently touched objects and surfaces at least twice a day.

Pick up and Drop off:

- Drop off and pick-up will occur outside at your child's designated playground space until further notice.
- Please use hand sanitizer before entering our space, whether inside or outside.
- Please avoid close greeting such as hugs and handshakes with other parents, children and our teachers.
- Families must designate a single adult (over the age of 19) for pick-up and drop-offs. If this adult is experiencing a cold, influenza, respiratory symptoms or fever, or generally feels unwell, please arrange for an alternative pick-up person.
- Only two families at a time will be allowed in our facility at any given time. If you arrive and two families are already in the cubby space, you must wait outside before entering.
- In the infant/Toddler center, due to the smaller space, only one parent is allowed in the cubby space at any given time.
- We will not have a cut-off time for drop-offs to allow the time that might be necessary for physical distancing
- Cubbies spaces have been rearranged where possible to allow for social distancing and to minimize contact between children items. Please ensure you take all or your child's items home each day, including blankets and stuffies used for naps, to allow us to clean and sanitize the cubby space each day.
- Please ensure a quick drop off and pick-up to allow other families to access our space.

Designated entrances and exits are the following:

- Earl Grey – The red gate at the end of the long driveway. Main doors are located in the playground space. Please follow arrows for directions on entering and exiting.
- Obed Infants – Parents may use the gate facing Obed street and enter through the door located in the 3-5 playground space.
- Obed 3-5 – Parents may use the gate facing Obed street and the front door facing Obed Street.
- Obed gate and back door facing Earl street will be closed.
- Note – For families moving between centers, please use the hand sanitizer provided at each center.

We are screening children when they arrive daily. All families are asked a set of questions each day during drop-off until further notice. If parents or caregivers say yes to any of the questions, the child cannot participate in the program. The health screening questions are:

- Has your child or anyone in your household had any of the following symptoms in the last 14 days?
(Fever, sneezing, coughing, difficulty breathing or shortness of breath)

- Has your child or anyone in your household knowingly come in contact with someone who has tested positive for COVID-19? (Please note that we appreciate that health care workers apply additional protective measures in their workplace and as such, this question most likely will not apply)
- Has your child or anyone in your household travelled in the last 14 days outside Canada?

Where parents must enter our child care facility:

- Use the hand sanitizer provided
- Enter/exit our building through our single designated door
- Parents are permitted only in the cubby space
- Place your child's lunch bag and water bottle in a designated space on the shelves (3-5 year old program), or on top of their cubby (infant/toddler)
- Maintain physical distance at all times. Where not possible, for example when transferring a very young child between a parent and a teacher, hand off should be quick to minimize close proximity. If possible, place the child in the play space from the infant gate and a staff will tend to your child once you are able to step away.

Illness Protocol

Generally, children who are not feeling well and not participating in the days' activities, including outside play, should not be attending daycare. Children and staff with Covid-19 like symptoms may return to the centre once they are assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, and their symptoms have resolved.

We do not accept children who have been medicated, unless otherwise directed by a physician.

For example, a child becomes lethargic at our center and presents with a fever. The parent or emergency contact will be called for immediate pick-up. Since these can be symptoms of COVID-19, the child will not be able to attend for 10 days. Upon COVID-19 testing and a visit to the Dr. it is determined that the child has an ear infection. When the child feels well enough to participate in the days' activities, they may return to the center and staff can administer medication if required.

According to BCCDC, testing is recommended for anyone with cold, influenza or COVID-19 like symptoms, even mild ones. Symptoms include:

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|--------------------------------------|--------------------------|
| - Fever | - Loss of sense of smell |
| - Chills | - Headache |
| - Cough | - Muscle aches |
| - Shortness of breath | - Fatigue |
| - Sore throat and painful swallowing | - Loss of appetite |
| - Stuffy or runny nose | |

Protocol for child or staff with symptoms of COVID-19 in a child care setting:

Child with Symptoms of COVID-19	Staff with Symptoms of COVID-19
IF CHILD DEVELOPS SYMPTOMS AT HOME:	IF STAFF DEVELOPS SYMPTOMS AT HOME:
Parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.	Staff must be excluded from work, stay home and self-isolate until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.
IF CHILD DEVELOPS SYMPTOMS WHILE AT CHILD CARE:	IF STAFF DEVELOPS SYMPTOMS WHILE AT WORK:
<p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Identify a staff member to supervise the child. 2. Identified staff member should immediately separate the symptomatic child from others in a supervised area until they can go home. 3. Contact the child's parent or caregiver to pick them up right away. 4. Where possible, maintain a distance of 2 metres from the ill child. If this is not possible, the staff member may use a mask if available and tolerated, or use a tissue to cover their nose and mouth. 5. Provide the child with tissues, and support as necessary so they can practice respiratory hygiene. 6. Try to stay outside, or open outside doors and windows to increase air circulation in the area. 7. Avoid touching the child's body fluids. If you do, wash your hands. 8. Once the child is picked up, wash your hands. 9. Clean and disinfect the space where the child was separated and any areas used by the child (e.g., bathroom, common areas). 10. If concerned, contact the local public health unit to seek further advice. <p>Parents or caregivers must pick up their child promptly once notified that their child is ill.</p>	<p>Staff should go home right away where possible. If unable to leave immediately, the symptomatic staff person should:</p> <ol style="list-style-type: none"> 1. Separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or mask to cover their nose and mouth while they wait for a replacement or to be picked up. 4. Remaining staff must clean and disinfect the space where staff was separated and any areas used by them (e.g., office, bathroom, common areas). 5. If concerned, contact the local public health unit to seek further advice.
<p><i>If a child or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to child care once symptoms resolve.</i></p>	

Children sent home with symptoms similar to COVID-19 (cold, fever, respiratory symptoms or influenza) will be required to self-isolate for 10 days and will not be admitted until they have been assessed negative for Covid-19, they may return once symptoms are resolved.

Parent/family has symptoms, has been exposed or diagnosed with COVID-19:

- Child would be kept home and will not be able to attend daycare for a period of 14 days.
- If symptoms develop, child must be kept home or a minimum of another 10 days from the onset of symptoms

Covid-19 testing is currently available. For more information: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing>. You can also call 8-1-1 to find the nearest centre.

Allergies – children with allergies do not need to stay home, but if they develop fever or cough or sneeze or show any signs of illness or the sniffles, parent will be required to pick up.

Social Distancing Among Adults

- Avoid touching or hugging
- Give lots of space when talking, minimum 2m (6ft)
- Where possible, staff will make phone calls instead of having in person discussions
- Use designated entrances/doors only and parents to stay in the cubby space; Cubby spaces have been rearranged where possible to allow for physical distancing
- We are currently limiting visitors by suspending all in-person tours
- Staff to maintain 2m(6ft) distance from each other. Where this is not possible, for example when transferring a very young child from one worker to another, communicate the task in advance to ensure that time spent in close proximity is minimized
- Ensure rooms are large enough to ensure social distancing can occur among staff. Where rooms are small, only one staff allowed, such as nap rooms.

Social Distancing for Children

For young children, maintaining physical distancing is less practical, with the recommendation that the focus should be on minimizing contact. It is not always possible for workers to maintain physical distance from children, and between children, when in care. Adhere to the principle of physical distancing where possible by:

- Elimination of large group activities
- Helping children learn about social distancing through activities, games, circles, stories and visuals
- Setting up mini-environments for play to reduce the number of children in an activity, including using furniture and other rooms to spread children out
- Incorporate more individual activities by offering toys that encourage individual play
- Increasing the space between children during activities such as snack, lunch and napping, including the staggering of these activities
- Setting up distinct areas for children who may have symptoms of illness until they can be picked up
- Provide outside time as much as possible, including for snack and lunch, crafts and other activities

Hand Hygiene & Respiratory Etiquette

Our center continues to teach children these valuable skills during circle, close supervision when bathrooming, through play and modeling good hand hygiene practices. Lessons taught include coughing or sneezing into their elbows or a tissue, throwing away used tissues and immediately washing hands and not to touch their eyes, nose and mouth with unwashed hands.

Children should wash their hands:

- When they arrive at the centre and before they go home
- Before eating and drinking
- After a diaper change, using the toilet
- After playing outside or handling pets
- After sneezing or coughing into hands
- Whenever hands are visibly dirty

Staff should wash hands:

- When arriving at the center before touching anything and when leaving the center at the end of the day
- When you are moving between centers
- When you blow your nose or sneeze
- After contact with bodily fluids (runny nose, spit, vomit)
- Before handling food, preparing bottles or feeding children
- Between handling raw/cook food
- Before giving medication, before sunscreen is applied
- After diaper changes or helping a child use the toilet
- After removing gloves, garbage or cleaning tasks
- Whenever hands are visibly dirty

When washing hands is not possible, hand sanitizers stations can be used. They are located at the entrance to each center and in the playground areas for easy access.

Meals and Snacks

- Designated shelves for lunch packs and water are located by the cubby space. These are marked with an X for an easy visual. Shelves are cleaned and sanitized each day.
- We do not allow the sharing of food or drink by workers or children
- All food preparation activities are currently suspended until further notice
- Birthday activities involving the sharing treats brought in by families is suspended until further notice
- Hot lunches are suspended until further notice
- All reusable dishware, glasses and utensils are cleaned and sanitized after each use
- Where possible, meals and snacks will be outside
- Reducing the number of children at each table and staggering lunches and snacks whenever possible

Other Information

- No home toys will be allowed at our center until further notice
- If parents bring a blanket or stuffie for nap, it will be sent home for laundering at the end of each day
- Our center will no longer be able to supply extra clothing, please ensure appropriate clothing is supplied each day.
- Out transition program for new clients or children moving to a different program whereby parents assist with transitions is suspended until further notice.

Use of Personal Protective Equipment

Personal protective equipment, such as masks and gloves are not recommended in a childcare setting, beyond those used by staff as part of regular precautions for hazards normally encountered in their regular course of work, such as

cleaning blood or body fluids. Masks are not recommended for children as it may lead to irritation and increase touching of the face and eyes.

Any mask, no matter how efficient at filtration or how good the seal, will have minimal effect if it is not used together with other preventative measures. The use of masks is a personal choice and we respect anyone who may choose to do so.

Cleaning & Disinfecting

- In addition to our regular cleaning schedule, surfaces that have frequent contact with hands are cleaned and disinfected twice per day and when visibly dirty. Examples include doorknobs, buttons, light switches, counters, hand rails, keypads, shelves etc.;
- All toys are cleaned and disinfected at the end of each day; toys that are not easily cleaned such as plush toys and stuffies have been removed;
- All cubbies are cleaned and disinfected at the end of each day;
- All dishes, cutlery are cleaned and sanitized after every use;
- Disposable gloves are worn when cleaning blood or bodily fluid. Hands are washed before and after wearing gloves;
- Cribs and cots are not shared between children and are regularly cleaned, disinfected and laundered;
- Diapering stations are cleaned after every use and hand washed before diapering.

Communication Protocol:

To ensure our staff are able to social distance and provide timely, important information regarding your child's day:

- Where possible, we will call parents to give an update that requires a longer conversation beyond how their child's day was (ie. changes in your child's need that requires problem solving like potty-training, nutrition, allergies etc)
- All minor incidences will be logged and left for parent to read, review, sign and return to the center
- We will continue to call immediately when any major incidence arise.
- We will call for any incidences that are sensitive in nature and would cause a child embarrassment
- Please ask any questions during our phone call to you
- We will call when possible and leave notes for any items missing that is needed ensures the health and safety of your child (ie. more food, diapers, sunscreen etc.)
- All formal meetings will be conducted via skype or teleconference

Staffing

Our staff will follow the same sickness protocol as families attending our center. As such, we may experience staffing shortages that may affect the minimum staffing ratios required by Licensing. In such circumstances we may temporarily do the following:

- Where health & safety protocols can still be maintained, we may choose to combine our 3-5 year old programs
- We may need to reduce hours of care
- We may reduce the number of children in our care by asking parents to voluntarily keep their child home. We would provide a daily refund for parents who are able to volunteer.