

**Snc'c'amala?tn**  
**Early Childhood Education Centre**

**COVID-19**  
**and**  
**HEALTH AND SAFETY PLAN**  
**Parent Information**

**250-545-3800**

*Last updated October 20, 2020*

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## Introduction

Dear Parents,

Snc'c'amala?tn Early Childhood Education Centre is open and we have been slowly welcoming children back to the centre.

Our team has made changes to our programs with new policies and procedures in place in order to help prevent the transmission of COVID-19 and maintain safe and healthy environments for children and staff during the pandemic. We are doing our best to follow the guidelines recommended for physical distancing and increased cleaning by the BC Centre for Disease Control and Ministry of Health. We want to assure families that children are being cared for in a safe, warm and nurturing environment.

The following is important for you to read and understand. Please be aware that information may change as we move forward as the situation is unprecedented and constantly evolving.

Please feel free to contact me if you have any questions. We would like to thank all of our families for your understanding and support as we go forward.

Sincerely,

*Lorraine Fadan*

Manager

## COVID-19 and Children

Children typically have much milder symptoms of COVID-19 most often presenting with low-grade fever and a dry cough. GI (gastrointestinal) symptoms are more common over the course of disease, while skin changes and lesions, are less common. Many children have asymptomatic disease. Evidence indicates transmission involving children is primarily limited to household settings, and from COVID-19 positive adults to children. Most cases in children have been linked to a symptomatic household member. Clusters and outbreaks involving children are unusual and tend only to occur in areas where there are high levels of community spread.

For younger children, maintaining physical distance is less practical and the focus will be on minimizing physical contact instead.

We encourage parents to consult with your health care provider to determine if your child should attend child care if you are uncertain.

*snc'c'amala?tn has implemented Provincial hygiene protocols  
but can not fully protect you or your child from contracting COVID 19.*

## Registration

### Registration and contact with parent

1. Protocols will be reviewed with the parent by phone.
2. To limit contact, any documents will be emailed to the family and returned by email where possible.
3. Centre tours will be scheduled when the Room Supervisor can meet with the new family outside of the daycare room or when the other children are outdoors.
4. Do NOT enter the centre if you or your child are sick (even if symptoms resemble a mild cold) or anyone in the household, or if they have been exposed to anyone who may have or has COVID-19.
5. Please be advised to allow more time when arriving, as additional health and safety procedures upon arrival will take a little longer.
6. Authorized pick-up – We ask that you limit the number of people coming to collect your child and to avoid going back and forth during the day.

## Parent Communication

- If your child is feeling unwell, please keep them at home and make alternate care arrangements if needed.
- You need to phone the centre by 9:30 am if your child is going to be away that day for any reason. When you call in to say your child will be absent, be sure to inform us as to the reason, which we will take note of on the message.
- It is ESSENTIAL to ensure that an authorized person will be *available to come immediately* to pick up your child from the centre if they become sick.
- Ensure all of your phone numbers and emergency contacts are current.
- You will be asked to sign a memo of understanding indicating that you understand the Health and Safety Plan.
- The centre could close or have further reductions in the number of children in care with short or no notice due to lack of staff, illness outbreak or by order of the Health Authority or OKIB. Parents are to have a backup plan in place.
- The centre will close if any children or staff are confirmed to have COVID-19.
- All families using daycare or any of our programs are to adhere to BC's Provincial Health Officer mandates on social distancing and other orders and restrictions while outside the daycare and home.

## Arrivals and Departures

### Hours of Operation

Centre hours are:

7:30 am to 5:00 pm for daycare

9:00 am to noon for Head Start

8:45 am to 3:00 pm for Preschool

8:45 am to 3:00 pm for Kindergarten/Grade 1

Staff will be on site for cleaning and organizing the half hour after closing the centre.

- A *COVID-19 Active Screen Tracking Checklist Form for Children* will be completed daily by the parent prior to their child attending Snc'c'amala?tn Early Childhood Education Centre or boarding a centre bus. Completion of the form is on the honour system.
- Kindergarten/Grade 1 students arriving by school bus will use the outside door that opens directly into the classroom.
- Other arrivals will take place through the front door with parents/drop off person, only going as far as the cubby area of their child's room.
- Parents are to use the hand sanitizer at the entrance upon entry.
- Only one family at a time can be in the cubby area. Parents may be asked to wait in the lobby or outside in order to maintain physical distancing.
- Staff will sign children in and out to avoid sharing or disinfecting of pens.
- A staff member will be checking each child's temperature upon arrival in the room and possibly more often throughout the day if the child seems unwell. No-touch thermometers will be used. If a child has a fever (above 100F or 38F) they will need to go home.
- Please be cooperative if asked the following questions by staff:
  1. Does child or anyone at home have any COVID symptoms?
  2. Has child received fever reducing medication?
  3. Have they left our Health Region?
- If a child has any symptoms, they will be excluded from the child care centre, as per the Health and Safety Plan.
- If a different person than usual is dropping off or picking up a child, it is up to the parent to make them aware of procedures.
- Please restrict the number of people coming to collect your child and to avoid going back and forth during the day.
- We ask that parents or whomever is bringing or picking up your child, come directly to the daycare in the morning and then to work, and the reverse at the end of the day - work to child care - no stops in between.

- Individuals who are ill and feeling unwell or have any symptoms of COVID-19, may not drop off or pick up children at the centre.
- Parents are to maintain physical distance from staff and other children and family members and practice hand hygiene. Avoid close greetings such as hugs and handshakes.
- Staff will assist children to wash their hands upon arrival before playing.
- Children's belongings will be stored separately in cubbies.
- Please label children's clothing and belongings. Only belongings that are necessary should be brought into the daycare in order to reduce the amount of items coming in and out of the building.

# Symptoms of COVID-19

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. The most common symptoms of COVID-19 include:

- Fever (see below)
- Chills
- Cough or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches

While less common, symptoms can also include:

- Stuffy nose
- Conjunctivitis (pink eye)
- Dizziness, confusion
- Abdominal pain
- Skin rashes or discoloration of fingers or toes.

**Fever:** Average normal body temperature taken orally is about 37°C. For more on normal body temperature and fevers, see HealthLinkBC's information for [children age 11 and younger](#) and for [people age 12 and older](#). Infants less than three months of age who have a fever should be assessed by a health care provider.

## Child with Symptoms of COVID-19

### IF CHILD 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.

### IF CHILD DEVELOPS SYMPTOMS WHILE AT CHILD CARE

Staff will take the following steps:

1. A staff member will supervise the child.
2. The staff member will immediately separate the symptomatic child from others in a supervised area in the office until they can go home.
3. The parent or caregiver will be contacted to pick the child up right away.
4. The Manager and OKIB Health Nurse will be informed.
5. As much as possible, a distance of 2 metres will be maintained from the ill child. A mask may be worn.
6. The child will be given tissues, care and support as necessary so they can practice respiratory hygiene.
7. The space used by the child will be cleaned and disinfected.
8. Details will be documented - steps taken, child's name, symptoms and date.

Parents or caregivers must pick up their child promptly once notified that their child is ill.

*If a child 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.*

*If a child **HAS** a case of COVID-19, families and staff will be notified of the exposure. The case will be reported to OKIB Health Department and Interior Health Authority. **The centre will be closed until further notice.***

- Children who are ill and feeling unwell, for any reason and/or have symptoms of COVID-19 are to stay home. (fever, cough, sneezing, sore throat or difficulty breathing).
- Follow Interior Health guidelines for medical help.
- Contact 8-1-1 or complete the BC COVID-19 Self-Assessment online questionnaire at <https://covid19.thrive.health>
- Self-isolate at home and practice social distancing.
- Fever, diarrhea and vomiting require the child to additionally be symptom free without fever reducing medications, for 48 hours following the last symptom.
- The centre regular Illness Policy still applies.
- Children who have been exposed to a confirmed case of COVID-19 or symptomatic person(s), will be excluded from the childcare setting for 14 days.
- If a child who attended the centre, or their family member, is being investigated by public health to confirm whether they have COVID-19, or if public health has confirmed a case of COVID-19, direction will be provided by OKIB Health and Interior Health.
- If any immediate family member or other person of a child inside the home or that the child has been in contact shows ANY of the symptoms of COVID-19, the centre must be informed and the child will need to stay home until the symptoms have passed for that family member or person and it is determined that they do not have COVID-19. Failure to inform the centre could result in the termination of daycare.
- Children with seasonal allergies don't need to stay home, if the allergy symptoms are the same as they usually are during this time of year (e.g. itchy eyes, runny nose) and can be relieved with antihistamine or allergy medication. If you are unsure if the symptoms are related to allergies, children should stay home and use the self-assessment tool at [bc.thrive.health](https://bc.thrive.health), call 8-1-1 to assess symptoms or be assessed by a health care provider to determine if testing is required.

*(The above health and safety measures also apply to centre staff.)*

## **Ratios and Group Sizes**

- Infant/Toddler Daycare - 1 ECE IT and 2 ECE Assistants for a maximum 8 children in the room at any time.
- 3-5 Year Old Daycare - 1 ECE and an ECE Assistant for a maximum of 10 children at any time.
- Preschool – 2 ECE’s with 13 children enrolled.
- Kindergarten/Grade 1 – 1 Teacher and an EA with 14 students enrolled.

## **Physical Distancing Strategies**

- Children with no symptoms will be treated as we would typically care for a child.
- Toys will be removed that encourage group play in close proximity or increase the likelihood of physical contact. Toys that encourage individual play will be used.
- The children will spend more time outdoors (weather permitting).
- Play areas will be set up to minimize large groups.
- Activities that require direct contact between children (e.g. holding hands) will be avoided.
- The same staff will be with the children every day, as much as possible.
- Smaller groups of children will be at activities and lunch tables. Group sizes will be limited in order to allow space to social distance and practice new procedures.
- At this time, outings are to be limited to Komasket Park or local walks.

## **Staff Physical Contact With Children**

It is important to comfort crying, sad, anxious or hurt children. Infant and toddlers often need to be held. Alternate ways to show affection such as air hugs, big waves and air kisses will be used as much as possible.

## **Prevention**

- Hand washing is the simplest, most effective means of controlling the spread of illness including COVID-19. We will continue this practice with increased diligence.
- Universal Precautions will be followed.
- Wearing a non-medical mask or shield in the centre is a personal choice for staff with the following exceptions:
  - Staff who need to work in another room, other than the regular room they are assigned to, will wear a mask and/or shield.
  - Staff entering the Infant/Toddler Room or other rooms who are not regular staff in that room, will wear a mask and/or shield.
- Playdough, goop and other kinds of sensory play will be done in individual play bins, one per each child. For example, playdough stored in a margarine container or freezer

baggie with the child's name will be reused for that child again and disposed of at the end of the week.

- Sand and water will be used for play. Children will wash their hands before and after.
- No child will be involved in cooking and baking activities.
- Toys that cannot be cleaned and sanitized will not be used such as soft or stuffed toys, dress-up clothes and blankets.
- Food will be served to children, no self-serving.
- Treats are not to be brought from homes, such as a birthday cake. The last Friday of each month, the centre Cook will make birthday cupcakes to celebrate all birthdays that fall within that month.
- Toys and objects that children have placed in child mouths will be set aside in a “to be washed” bin, until they are cleaned and disinfected. Toys, objects, and surfaces known to have been in contact with bodily fluids will be cleaned before being used by another child.
- Blankets, face cloths, towels, and bibs will not be shared by children.
- Children will be taught to cough or sneeze into their elbow, sleeve or a tissue.

#### Children will wash their hands

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

\*When sinks for hand washing are not available, alcohol-based hand sanitizers (ABHS) containing at least 60% alcohol or wipes will be used.

#### **Naps and Rest Time**

- Cots/will be set up labelled with each child's name. Children will sleep on the same cot every day. In the Infant/Toddler Daycare, the nap room will be used.
- Children will have their own bedding, supplied by the centre. All bedding will be washed weekly or more often if needed.
- Cots/cribs will be placed as far apart as possible (minimum two meters) or placed head to toe in order to further reduce the potential for viral spread if space is limited.
- Weather permitting, and staffing numbers permitting, non-nappers will go outside to increase space for children who are napping.
- Cots will be disinfected weekly or more often as needed.

### **Cleaning and Disinfecting Practices**

- The centre will be thoroughly cleaned each evening by the Custodian.
- Spot cleaning and disinfecting will take place during the day by all staff.
- Washrooms and high touch areas such as doorknobs, tap handles and toilet handles will be cleaned in the middle to the day by a part-time Custodian.

### **Procedures for Guests**

- Visitors are to be pre-authorized visitors (i.e. practicum students/instructors, maintenance personnel, predetermined alternate pick up persons, parent tours, Supported Child Development consultants). Visitors must sign in at the front desk.
- Deliveries will be received outside of the front door of the centre where possible.
- Parent tours will preferably take place by appointment and when the children are outside.
- No walk-in's permitted into program, except in the case of an emergency.
- Special events such as the mini pow wow, holiday gatherings and special performances will not be held or will take place with just the children and staff until such a time when guests can safely attend.

### **Building**

- An outdoor classroom tent has been erected for our use with the children. It is well ventilated and can be used for gross motor play and other activities.
- The gazebo may be used for groups of children small enough to maintain physical distancing.
- A sophisticated air purification system (iWave) has been installed in the building's HVAC. This state of the art air purification system will destroy over 90% of all viral pathogens within 30 minutes, greatly helping to reduce the risk of any airborne viral transmission. The technology was developed for commercial airplanes and is the only ionizing purification system to demonstrate it's effectiveness against COVID-19, H1N1, MRS and SARS viruses. All education buildings (portable, school, New Horizons, Nest, Daycare) have received this technology, making their airborne environments the cleanest in the Okanagan Valley.
- Every 6 weeks, ventilation system filters will be changed and coils disinfected.
- Air flow from outdoors has been increased.

### **Head Start / Language Nest Bus and School Bus**

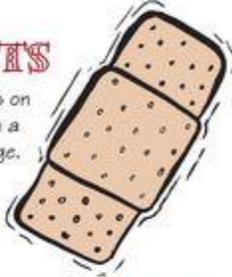
- Children and any individuals who are ill and feeling unwell or have any symptoms of COVID-19, may not board any of the centre or school buses.
- Buses used for transporting children will be cleaned and disinfected according to the guidance provided in the BCCDC's *Cleaning and Disinfectants for Public Settings* document.
- Transportation will be limited to the transport of children to and from the centre. There will be no recreational travel and field trips unless they are pre-approved and can be planned safely for small groups of children where exposure to the public is minimal.
- Children will be assigned seats.
- Parents, family members and others must wear a mask or shield if stepping onto or boarding the bus for any reason.

# UNIVERSAL PRECAUTIONS

To avoid getting infected with HIV, Hepatitis B or C or another communicable disease, use the following precautions when you come into contact with any body fluids or fecal matter. In order to be safe and not to discriminate, assume that everyone is infectious.

## COVER CUTS

If you have cuts or open sores on your skin, cover them with a plastic bandage.



## WEAR GLOVES

If there is any risk of coming into contact with blood or other body fluids, wear latex gloves. Gloves should only be worn once and disposed of in a plastic garbage bag.



## WASH HANDS

Wash your hands with soap and hot water for at least 20 seconds after you have had contact with blood or other body fluids, after going to the bathroom, before preparing or eating food, and after removing latex gloves. Use hand lotion to help keep your hands from becoming chapped or irritated. Intact skin is your first defense against infection!



## CLEAN UP

Spills of blood or other body fluids should be cleaned up with a fresh mixture of household bleach (1 part) and water (9 parts). Paper towels should be used and disposed of in a plastic garbage bag. Remember to wear latex gloves during clean-up.

## DISCARD GARBAGE

Use caution when disposing of garbage and other waste that may contain infected materials or used needles. Discard material soiled with blood or other body fluids in a sealed plastic bag.



## WASH CLOTHES

Soiled items should be stored in sealed plastic bags. Wash soiled clothing separately in hot soapy water and dry in a hot dryer, or have clothes dry-cleaned.

For more copies of this poster or other documents on HIV/AIDS, contact the Canadian HIV/AIDS Information Centre  
☎ 877-939-7740 ☎ 613-725-1205  
✉ [aidsinfo@cpa.ca](mailto:aidsinfo@cpa.ca) [www.aidsinfo.cpa.ca](http://www.aidsinfo.cpa.ca)

Published by the Canadian HIV/AIDS Information Centre, a program of the Canadian Public Health Association.



Funding for this publication was provided by Health Canada.

**Snc'c'amala?tn**  
**Early Childhood Education Centre**

Please thoroughly review the:

COVID-19  
HEALTH AND SAFETY PLAN  
Parent Information

which contains the policies, procedures and information for the centre while in the process of reopening. After reading, complete this form and return it to the centre as soon as possible. This form will be kept in your child's file. (return to Administrative Assistant, [nicole.wilson@okanagan.org](mailto:nicole.wilson@okanagan.org))

Thank you for your cooperation as we do our best to ensure the safety of the children, families and staff while at the centre.

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I, \_\_\_\_\_, the parent/guardian of  
(print name)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(child/children's names)

hereby acknowledge receiving and reviewing the Snc'c'amala?tn COVID-19 Health and Safety Plan. I have read and agree to follow everything set forth in this document.

Signature: \_\_\_\_\_

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