

Snc'c'amala?tn
Early Childhood Education Centre

COVID-19
and
STAFF HEALTH AND SAFETY PLAN

250-545-3800

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SECTION 1 - Children

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 should be on minimizing physical contact instead.

Parents are encouraged to consult with their health care provider to determine if their child should attend child care if they are uncertain.

Parents need to be informed of the risk of sending their child to daycare and that snc'c'amala?tn has implemented Provincial hygiene protocols but can not fully protect children from contracting COVID 19.

Registration for New Children

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. Parents will be advised to allow more time when arriving, as additional health and safety procedures upon arrival will take a little longer.
5. Authorized pick-up - Advise parents to restrict the number of people coming to collect the child and to avoid going back and forth during the day.
6. Remind parents through posters at the child care facility and when children are first registered for the program to:
 - not to enter if they or their 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.

Parent Communication

- Educators will keep parents and caregivers informed about what staff are doing to take extra precautions and to be responsive to the needs of each child. Conversation will occur daily as a reminder. Take the time to listen to the needs of the parent and remind them of your duty to protect everyone.
- Be clear about policy that children need to stay home if they are sick.
- When parents call in to say their child will be absent, be sure to find out why and record in message.
- Ask parents to ensure that an authorized person will be *available to come immediately* to pick up the child from the child care facility if the child is sick.
- Ensure all phone numbers and emergency contacts are current.
- Direct parents to appropriate sources of information, including those provided by the government.
- Have all parents sign a memo of understanding indicating that they understand the Health and Safety Plan.
- Inform parents that 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.
- Inform parents that the daycare will close if any children or staff are confirmed to have COVID-19.
- All families using daycare 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.
- 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.

- 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.
- The hand sanitizer at the entrance is to be used by parents and visitors upon entry.
- Staff will sign children in and out to avoid sharing or disinfecting of pens.
- If arriving with parent or being dropped off by someone, staff will ask the following:
 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?
- Guidance will be provided regarding drop-off procedure – parents will be fully aware of process prior to arrival. 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.
- 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 38C) they will need to go home.
- Educators should exercise judgment. For example, children who are crying can exhibit a runny nose. If a symptom is clearly due to a behaviour such as crying (running nose), running or over-dressed, ask parents to wait outside or in their vehicle for 15 minutes, and then reassess the child.
- Advise parents to restrict the number of people coming to collect the child and to avoid going back and forth during the day.
- Allow more time when arriving; ensuring families are aware that additional health and safety procedures upon arrival will take a little longer.
- If a child has any symptoms, they must be excluded from the child care centre, as per the Health and Safety Plan.
- Parents are asked to 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.

Greeting Children

The parent or person dropping off the child may accompany them to their cubby and place their outer clothing and belongings in the cubby.

- Direct parents to maintain physical distance from staff and other children and family members and practice hand hygiene. Avoid close greetings such as hugs and handshakes.
- Wash children's hands with soap (20 seconds) as soon as they arrive / before playing. The staff accompanying the child should also wash their hands.

- Staff should ensure that children’s belongings are stored separately (for example, use alternate cubbies where possible) with the exception of children from the same family.
- Parents are asked to 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.

SECTION 2 - Child and Staff Illness

Sick Children and Staff

- All children and staff who are ill and feeling unwell, for any reason and/or have symptoms of COVID-19 are asked to stay home. (fever, cough, sneezing, sore throat or difficulty breathing).
- If children are away from the centre and we have not heard from the parent by 9:30 am, the Room Supervisor or another staff person is to call home and find out why the child is away. Record the reason and symptoms if it is due to illness in a note.
- Staff must inform their immediate Supervisor, with as much advance notice as possible, that they will not be at work.
- Staff must request to leave work if unwell.
- Follow BC CDC guidelines for seeking medical attention.
http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Epid/CD%20Manual/Chapter%201%20-%20CDC/2019-nCoV-Interim_Guidelines.pdf
- Contact 8-1-1 or complete the BC COVID-19 Self-Assessment online questionnaire at <https://bc.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.
- If the child or staff member requires a COVID-19 test, as per the BC COVID 19 self-assessment tool recommendation, then you must call to make an appointment using the **OKIB Nurse Hotline 250-241-7595** Monday to Friday 8 a.m. to 4:30 p.m. Do not go directly to the health building. Make an appointment so that staff are ready to receive you and/or the child.
- The Early Childhood Centre’s regular Illness Policy still applies.
- Children or staff who have been exposed to a confirmed case of COVID-19 or symptomatic person(s), should be excluded from the childcare setting for 14 days.
- If a child who attended a child care 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 Department and/or the Interior Health Authority. After your test, the OKIB Health department will

follow-up with you to determine the status of your symptoms. Please answer your phone when they call.

- 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 the daycare space.
- Children and staff 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, then no specific action is needed. If children or staff are unsure if the symptoms are related to allergies, they should stay home and use the self-assessment tool at <https://bc.thrive.health> and call 8-1-1 to assess symptoms or be assessed by a health care provider to determine if testing is required.
- Anytime more than 10% of children are off sick, it will be reported to OKIB Health along with symptoms as reported by parents. The community health team will be keeping a watch on potential outbreaks. Staff illnesses will also be reported. If receiving a call or taking a message about a sick child, staff are to always ask and record symptoms. This information is to be passed on to the Administrative Assistant.

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
<p>IF CHILD DEVELOPS SYMPTOMS AT HOME</p> <p>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.</p>	<p>IF STAFF DEVELOPS SYMPTOMS AT HOME</p> <p>If the staff member has <i>two or more COVID-19 symptoms for more than 24 hours</i> http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms they are to call the OKIB Health Nurse Hotline 250-241-7595 and arrange for a COVID-19 test.</p>
<p>IF CHILD DEVELOPS SYMPTOMS WHILE AT CHILD CARE</p> <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 (front office) until they can go home. 3. Contact the child’s parent or caregiver to pick them up right away. 4. Inform the Manager and OKIB Health Nurse. 5. Where possible, maintain a distance of 2 metres from the ill child. If this is not possible, the staff member may use a mask and/or shield. 6. Provide the child with tissues, and support as necessary so they can practice respiratory hygiene. 7. Open outside doors and windows to increase air circulation in the area. 8. Avoid touching the child’s body fluids. If you do, wash your hands. 9. Once the child is picked up, wash your hands. 10. Clean and disinfect the space where the child was separated and any areas used by the child (e.g., bathroom, common areas). 11. Document details - steps taken, child's name, symptoms and date. <p>Parents or caregivers must pick up their child promptly once notified that their child is ill.</p>	<p>It takes 3 days to get the results from the test. The staff member MUST self-isolate at home while awaiting test results. If the staff member is concerned that they may have been exposed to COVID-19, but not demonstrating symptoms, then they should remain at home, in self-isolation for 14-days and monitor for symptoms.</p> <p style="text-align: center;">IF STAFF DEVELOPS SYMPTOMS WHILE AT WORK</p> <p>If a staff member feels ill, they should leave the building and go home and follow as above.</p> <p>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 mask and/or shield to cover their nose and mouth while they wait for an on-call staff to replace them or wait to be picked up. The plan is that there should always be enough staff for backup if a staff member feels ill and needs to go home. This may mean staff having to move into another room. 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. Inform the Manager and OKIB Health Nurse. <p>Staff members will take sick leave while away from work.</p>

*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.*

*If a child or staff **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.***

Staff Illness Protocol

1. Before every shift at the centre, staff members must assess themselves for symptoms of COVID-19.
2. If a staff member thinks they have symptoms of COVID-19, even one, (fever, cough, sore throat, sneezing, or difficulty breathing), or even mild symptoms, they should stay home to avoid spreading illness to others. Call your direct supervisor to inform them.
3. Staff with underlying health conditions should consult their health care provider to assess their risk and to determine if they should work. People with chronic health conditions such as diabetes, heart disease and lung disease may be at higher risk of developing more severe illness or complications from COVID-19.

SECTION 3 - Daily Operations

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.
- Families offered a daycare space can schedule time to coincide with their work hours and commuting time, between the hours of 7:30 am and 5:00 pm.
- Try to have the same staff with children every day. The two daycare rooms will co-exist as a cohort.
- Staff entering the Infant/Toddler Room, other than the staff who regularly work in the room, are to wear a mask and/or shield.
- Staff required to work in a room for any period of time, other than their regular room, are to wear a mask and/or shield.
- Have smaller groups at each table.
- Utilize outdoor spaces in collaboration with other programs – rotation of space. Do not have two groups on the playground at once, for example, Head Start and Preschool. Infants and toddlers will use their own playground.
- Group sizes will be limited in order to allow space to social distance and practice new procedures.

Physical Distancing Strategies

- Children with no symptoms will be treated as we would typically care for a child.
- Children cannot be expected to monitor their distance. Create environments that allow for physical distancing. Move tables further apart, chairs, use every other cubby when

possible to create more distance. The Manager will support staff to use strategies that work for the program. Creativity is welcomed.

- Create programming that explains physical distancing for the children at their level with stories, puppets props and videos.
- Where possible, arrange spaces to encourage more separation, for example, spacing children to avoid close contact during meal and nap times and assigning a designated chair and table for each child.
- Whenever possible separate children into smaller groups to increase physical distancing.
- Remove toys that encourage group play in close proximity or increase the likelihood of physical contact. Toys that encourage individual play will be used.
- Plan to spend more time outside (weather permitting). Snacks and lunch may be served outdoors.
- The outdoor classroom tent may be used and will be well ventilated. Times will need to be scheduled to accommodate each program.
- Play areas should be set up to minimize large groups. Alternatively set up two areas that have the same activities for two smaller groups.
- Activities that require direct contact between children (e.g. holding hands) should be avoided. Review current daily practice and make changes accordingly.
- Reduce movement of staff and children between rooms.
- Use easy to understand visual prompts, for example, coloured dots on the floor to assist with keeping space during a line up or sitting on the carpet at group time. Try to avoid making children line up as a group to wait or move to another area. For example, when going from indoors to the playground, have one staff inside and one outside so children can go outside as they are ready, rather than making them wait until *all* children are dressed and ready.
- Staff should maintain a distance of at least 2 metres from each other. Where this is not possible, for example when transferring a very young child from one worker to another, plan and communicate the work task in advance to ensure that time spent in close proximity is minimized.
- Establish and post occupancy limits for common areas such as break rooms, laundry room and kitchen.
- Stagger staff break times.
- Consider placement of children when using multi-seat strollers.
- Minimize the number of different workers that interact with the same child or group of children.
- At this time, outings are to be limited to Komasket Park or local walks, unless they can be carefully and safely planned with a small group where exposure to the public is minimal. Field trips must be pre-approved.

Staff Physical Contact with Children

It is important to comfort crying, sad, anxious or hurt children. Infants and toddlers often need to be held.

Staff can protect themselves by wearing scrubs or a smock over their clothing and wearing hair in a ponytail or up. Garment protection can be changed throughout the day as needed, and washed in between. Staff should change their clothing or a child's if there are secretions on it from runny noses, crying, etc. Children should have changes of clothing available.

Wear disposable gloves when cleaning blood or body fluids (runny nose, vomit, stool, urine). Wash hands before wearing and after removing gloves.

Find alternate ways to show affection such as air hugs, big waves and air kisses.

Prevention

- Hand washing is the simplest, most effective means of controlling the spread of illness including COVID-19. Use personal protective equipment (PPE) where applicable.
- Follow Universal Precautions. (Appendix A)
- Staff wearing a non-medical mask and/or shield in the centre is a personal choice. It is important to treat people wearing masks with respect. Non-medical masks and shields are available for staff who choose to wear one.
- No playdough, goop, sand or sensory play unless it is in an individual play bin. Material must be discarded after individual use unless a labelled container with the child's name on it can be reused for them again. For example, playdough stored in a margarine container or freezer baggie with the child's name could be reused for that child again. Dispose of it at the end of that week. Consideration should be given to this carefully.
- If individual use cannot occur do not use sensory materials.
- Sand and water can be used for play provided that children wash their hands before and after play.
- Waterplay must be emptied and disinfected, including any toys in it, when the activity is finished each day. The same applies to putting waterplay out morning and afternoon. Empty, disinfect and use clean water in between morning and afternoon use.
- No child involved in cooking and baking activities unless a child is making an individual serving that only they will eat. The area they use for prep will need to be thoroughly cleaned and sanitized before being used by another child. Precautions will be in place such as handwashing, labeling what is made so it is not mixed up with another child's and possibly using a sheet of foil or parchment paper on their work space on the table that can be disposed of afterwards.
- Toys that cannot be cleaned and sanitized should not be used such as soft or stuffed toys, dress-up clothes and blankets. Remove from the program.
- Toys that are easy to clean or can be put in the dishwasher are best.

- Clean high-touch electronic devices (i.e., keyboards, tablets, phones) with disinfecting wipes.
- All equipment should be disinfected after every use, and before used by another staff or participant. Limit sharing of supplies and equipment (e.g., pens, telephone, tablets, computer mouse) between staff.
- Kitchen and food access should be limited to kitchen staff only as much as possible. Food is to be served to children, no self-serving. Serving bowls/plates are not to be set on the table. The same applies to jugs of water or milk. Use a nearby counter or table. If this is not practical, serving dishes need to be covered in foil or some type of covering.
- Toys and objects that children have placed in child mouths should 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 should be cleaned as soon as possible and between uses by different children.
- When holding young children, for example when feeding or rocking to sleep, use a blanket or cloth to cover clothing. Change blankets or cloths between children.
- Do not share blankets, face cloths, towels, and bibs between uses by different children.
- Provide adequate amounts of high touch materials, such as art supplies, in order to minimize sharing between children.
- Children and staff should cough or sneeze into their elbow, sleeve or a tissue.
- Children and staff should avoid touching their eyes, nose or mouth.

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. Times will need to be scheduled to accommodate each program. It will need to be cleaned and disinfected daily.
- The gazebo may be used for groups of children small enough to maintain physical distancing.
- A sophisticated air purification system (iWave) was 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.

Staff Room

- Staff using the table in the staff room to eat or drink are to disinfect it immediately after.
- If using the computer or phone, staff are to clean and disinfect before and after each use.
- Physical distancing is to be practiced in the staff room. No more than four staff should be in the room at once.

Outside Play and Equipment

- Extended outside time is encouraged.
- Wash hands before going outside and when coming in.
- Regular playground checks and sanitization of equipment to be done before children are in playground. Wipe down with bleach solution or disinfectant high touch areas such as bike handles, swing chains, climbing equipment rails, slide sides, etc.
- Find ways to allow for distancing whenever possible.
- Have limited equipment available. Put extra sand toys away. No double/passenger bikes to be used. Rotate toys and equipment more often.
- Kleenex, disposal bins and hand sanitizer will be available and used on the playground after wiping noses and when needed.
- When going on walks, take disinfectant wipes or hand sanitizer.

Washrooms

- When children outside need the washroom, a staff member goes and stays with them to supervise and ensure proper handwashing. If there is only one staff member outside or all staff present are needed to maintain ratios, a staff member will stand with the door propped open to supervise a child using the washroom while continuing to supervise the children outside.
- Children enter washrooms no more than two at a time in group washrooms, one at a time in single washrooms.
- Supervise the washroom as usual.
- Clean and disinfect the diaper change area before and after each use.
- When possible, staff will clean and wipe down surfaces as child leave washroom. Checklist includes tap handles, surfaces and toilet seats.
- Staff washrooms are cleaned as above after each use by person using the washroom.
- Washrooms will be cleaned midday and each evening.
- Bathroom garbage is emptied twice daily.

Lunch Times and Snacks

- Ensure meticulous hand hygiene by staff who handle/prepare food and they are excluded from work if they are symptomatic.
- After cleaning and sanitizing the food prep area, staff will serve snacks and lunch for children. Children are *not* to serve themselves or others.
- The Cook will cover food, dishes and utensils well.

- Water bottles will be stored separately and washed in the dishwasher daily.
- The kitchen will not be accessed by children or visitors. Staff will have limited access.
- Ensure proper handwashing takes place before eating.
- "No sharing" policies: It is important to reinforce no food or water bottle sharing policies for children.
- Reusable dishware, glasses, and utensils must be cleaned and sanitized after each use.
- Fruits and vegetables are to be washed under running water before serving or using in cooking.
- Alter the eating area to allow for extra space by spacing out tables, having only the exact number of chairs needed available.
- Stagger snack/lunch time to accommodate smaller groups with more space if needed.
- 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.

Nap 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).
- Place cots 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.
- If cots are stacked for storage, the bedding must be removed and they must be disinfected before each use.

Toys, Equipment and Art Supplies

- There is to be a cleaning schedule posted for each room.
- Toys that children have placed in mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are sanitized or cleaned.
- Do not share toys between groups of children, unless they are washed and sanitized before being moved from one group to the other.
- Children's books, like other paper-based materials such as construction paper, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. Rotate books more frequently.
- Remove any toy or material that cannot be easily sanitized.

- Outdoor equipment should be wiped down weekly, including climbing equipment, slides, sand toys, bikes and balls.
- Put a small amount of bikes, sand toys and other outdoor equipment out at once. Clean weekly and rotate more frequently.

SECTION 4 - Transportation

Head Start / Language Nest Bus and School Bus

- 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 should sit one child/per row of seating unless they are from the same household.
- 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.

SECTION 5 - Cleaning, Sanitizing and Disinfecting

Cleaning and Disinfecting Practices

- Set cleaning schedule checklist – staff to initial.
- Spot clean and disinfect more often.
- Disinfecting requires a stronger concentration of bleach to kill germs. There are many disinfectants that are approved for use in the early learning and childcare environment. All disinfectants should have a PCP or DIN number or contain chlorine bleach. Bleach is the preferred product.
- When using bleach/water solution in a spray bottle to clean tables and equipment, children are not to be nearby. Spray will be in the air and could get on the children or be inhaled.
- Sanitizing wipes may be used when the use of bleach is not practical, for example, on phones and keyboards.
- Place a “to be washed” bin in the classroom. Any toy that has been mouthed / sneezed, etc, goes straight into the bin and is not returned to the classroom until cleaned and disinfected. This could be done at the end of the day as part of closing duties.

To Know

- **Cleaning** is about removing contaminants from a surface.
- **Disinfecting** is about killing pathogens.
- **Sanitizing** is meant to reduce, not kill, the occurrence and growth of bacteria, viruses and fungi.

CAUTION: Do NOT mix household bleach with other household chemicals such as toilet cleaners, rust removers, acids, or products containing ammonia. Mixing these chemicals with bleach may produce toxic hazardous gases.

Sanitizing Solution (as recommended by the Canadian Paediatric Society)

For general housekeeping purposes:

-1 tablespoon of household bleach per 1 gallon of water or 1 teaspoon of household bleach per 1 litre of water. Mix this solution daily, as it loses its potency after 24 hours.

-Smaller quantity (for squirt or spray bottle): 1 teaspoon of household bleach in 2 cups water (5 ml bleach in 500 ml water). Mix this solution daily, as it loses its potency after 24 hours.

-Apply the sanitizing solution to the surface. It should be left on for at least 30 seconds to be effective.

CAUTION: Keep this solution in a clearly marked sealed container, out of children's reach.

Clean first, then sanitize: Ideally, cleaning is always done before sanitizing. For dirty surfaces or large spills, you should first wash the surface with a soapy detergent, then rinse, then apply the sanitizing solution, and finally let the surface air-dry. The bleach solution should be mixed daily, as it loses potency after 24 hours.

Cleaning and Disinfecting Toys and Surfaces

1. Wash with warm soapy water.
2. Rinse with water.
3. Soak in sanitizing solution. (1 tablespoon bleach per 1 liter of water)
4. Air dry.
5. Wash your hands.

Hand Washing

- Hand washing with soap and water is still the single most effective way to reduce the spread of illness.
- Washing your hands can prevent you from getting sick and reduce the risk of infecting others. If you don't wash your hands properly before coming into contact with others, you can infect them with the germs on your hands. Other people can also get sick from the germs unwashed hands leave on shared objects such as within shared vehicles (steering wheel, handles, etc.), and objects such as doorknobs, keyboards, and other equipment in the home or workplace. Staff should refrain from wearing non-essential hand/arm jewellery during the COVID-19 pandemic.

Children should 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.
- Before and after playing outside or handling pets.
- After sneezing or coughing into hands.
- Whenever hands are visibly dirty.

Staff should wash hands

- When they arrive at the centre and before they go home.
- Before preparing, handling, serving or eating food.
- Before and after giving or applying medication or ointment to a child or self.
- Before putting on and after removing any personal protection equipment.
- Before and after engaging in group activities.
- Before contact with a participant or their environment.
- Before and after changing diapers, assisting a child to use the toilet, and using the toilet.
- After personal body functions – blowing the nose, coughing or sneezing into the hand.
- After contact with body fluids (runny noses, spit, vomit, blood).
- After removing gloves.
- After handling garbage.
- After contact with participant and/or their environment.
- Whenever hand are visibly dirty.

*Children forget about proper hand washing so practice often and teach them to wash their hands properly in a fun and relaxed way.

*When sinks for hand washing are not available, you may use alcohol-based hand sanitizers (ABHS) containing at least 60% alcohol.

Six steps to proper handwashing

1. Wet hands with warm running water.
2. Apply plain soap (anti-bacterial soap not necessary, as COVID-19 is a virus and not bacteria).
3. Rub hands together for at least 20 seconds (sing the ABC's). Rub palms, backs of hands, between fingers and under nails/creating lather.
4. Rinse your hands well for 10 seconds under warm running water, using a rubbing motion and creating friction.
5. Dry hands with a clean, disposable towel.
6. Discard the used towel in the waste container.

Turn off tap using the paper towel so that you do not re-contaminate your hands. Use the same paper towel to open the door when you leave.

SECTION 6 - Respiratory Etiquette

Coughing / Sneezing / Nose Blowing

Remember crying, upset children often do this... it isn't always illness!

- Ensure staff model proper coughing and sneezing etiquette, finding teachable moments to remind children of these important precautions. Cough and sneeze into your elbow, then wash your hands.
- Place tissues in every activity area, including outside ensuring quick access.
- When blowing a child's nose, be sure to use enough layers of tissue paper so that the fingers do not touch the secretions. Immediately dispose of tissues in a bin with a lid (make sure it contains a bag). Wash the hands with soap and water or use hand sanitizer if washing is not possible.
- Empty garbage cans often.

SECTION 7 - Centre Visitors

Procedures for Guests

- Visitors are to be pre-authorized (i.e. practicum students/instructors, maintenance personnel, predetermined alternate pick up persons, delivery/service people, parent tours, Supported Child Development consultants). Visitors must be signed in at the front desk. Name, phone number, time and date will be recorded of all visitors. The information collected is to assist with COVID-19 contact tracing if necessary and will be properly secured and used only for that purpose.
- Parent tours will preferably take place by appointment and when the children are outside.

- Deliveries will be signed off and take place outside of the front door when possible.
- Special events such as the mini pow wow, holiday gatherings and special performances will not take place at this time or will be held with just the children and staff until such a time when guests can safely attend.

SECTION 8 - Checklists

Child Care Checklist

- All staff have been trained in new protocol/procedures.
- Clear and concise written COVID-19 Health and Safety Plan shared with parents and staff/posted in program.
- Identified policies around parent access to facility and shared with parents and staff, posted in program.
- Step-by-step procedures regarding drop off and pick up shared with parents and staff, posted in program.
- Have adequate cleaning and sanitization supplies on hand.
- Identified / prepared space to isolate a staff with a child in the event symptoms arise during the day. The couch in the office area will be used or a cot.
- Have a contingency plan in place to ensure adequate staffing ratios if a staff member begins to exhibit symptoms while at work.
- Standardized cleaning/sanitizing/disinfecting procedure and check list in place and tracked.

Facility / Building Checklist

- Clear and concise written COVID-19 health policy that is shared with parents.
- Identified policies around parent access to facility and shared with parents.
- Set up clear space and boundaries for parent drop off / pick up times, including any physical distancing markers.
- Step-by-step procedures regarding drop off and pick up shared with parents.
- Written and shared COVID-19 staff health policy with staff.
- Contingency plan in place for staffing shortages due to illness.
- Identified new routines, registration, and/or environmental set up to reduce group sizes and/or increase physical space within the classroom.
- Remove materials from classroom(s) that cannot be sanitized and/or provide strict procedures for their limited use.
- Have adequate cleaning and sanitization supplies on hand.
- Identified / prepared space to isolate a staff with a child in the event symptoms arise during the day.
- Put up posters for handwashing / no entrance with COVID-19 symptoms.

- ❑ Disinfecting supplies and PPE ordered every Friday through Valerie Genaille at the OKIB Health Department.

Program Cleaning Log - COVID-19

Program Area: _____

Staff:

First Name: _____ Last Name: _____ Int. _____

First Name: _____ Last Name: _____ Int. _____

First Name: _____ Last Name: _____ Int. _____

For the week of: _____

Please initial to confirm completion of cleaning duties: place n/a if not applicable to your program area.

Item/Location	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Door handles/doors										
Counters										
Cupboard/drawer handles										
Sinks & faucets										
Tables & Chairs										
Mirrors										
Toilet										
Walls (high touch areas)										
Paper towel dispenser										
Shelves										
Garbage bins										
Light switches										
Food/dishes totes										
Floor										
Electronic devices										
Toys/equipment										

*Dilution: 10ml bleach to 990ml water – allow to sit on surface for minimum 1 minute.

Outside toys must be cleaned before use daily or in between multiple groups of children.

If multiple groups of children are using spaces, high touch surfaces (i.e. tap handles, toilet handles, doorknobs etc.) should be disinfected between groups.

Any surface that comes in contact with any bodily fluid must be immediately cleaned and disinfected – see guidelines for increased disinfectant ratio.

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.

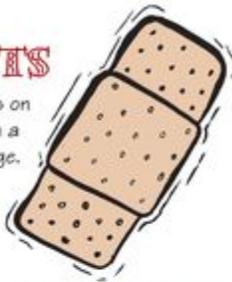
Fever: Average normal body temperature taken orally is about 37°C. For more on normal body temperature and fevers, see HealthLinkBC's information for children age 11 and younger and for people age 12 and older. Infants less than three months of age who have a fever should be assessed by a health care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

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**
☎ 877-888-7740 ☎ 613-725-1205
✉ aidsinfo@cpha.ca www.aidsinfo.cpha.ca

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