



City of Courtenay Covid-19 Resuming Operations Safety Plan

Site Specific Plan for: Cozy Corner Preschool Operations

An electronic copy of this document can be found: T:\COVID-19\Safety Plans and Completed Risk Assessments\Finalised Safety Plans and RAs

1.0 Introduction:

This plan has been developed as a result of completing an “Infectious Disease Exposure Risk Assessment” for this work group/function which was completed in consultation with members of the management team, workers and the Joint Occupation Health and Safety Committee. This safety plan will be posted on the workplace Safety bulletin board with the Risk Assessment for viewing by all employees

2.0 PROTOCOLS FOR EMPLOYEES IN THIS AREA

PERSONAL DISTANCING - LIMITED OCCUPANCIES

1. Licensing requirements dictate how many staff per participants are needed in this area.
2. Employee must adhere to occupancy limits posted on door.
3. Occupancy limitations are as follows:
 - a. Cozy Corner Preschool – 23 people
4. No access to preschool other than authorized staff and registered participants.

USE OF EMPLOYEE AND PUBLIC WASHROOMS

1. Staff will have access to staff washrooms.
2. Staff will also have access to washrooms in the program space. Sanitize after use.

LIMITING SOCIAL INTERACTION

Employees are encouraged to minimize their in-person social interaction as much as possible by practising the following:

1. Limit size of meetings in person
2. Staff should maintain physical distancing from one another.
3. Staff should minimize the frequency of direct physical contact with children and encourage children to minimize physical contact with each other.
4. Staff will use Zoom for meetings when possible
5. Lunch room available if needed with limited access
6. Staff will have access to other locations or outside for breaks.

HANDLING OF MAIL/ DELIVERIES AND SUBMITTALS FROM PUBLIC

1. Mail/registrations which are not priority are to be left untouched by employee for a period of 24 hours prior to being handled.
2. If there is priority mail/ other documents that must be handled disposable gloves shall be worn.

SANITATION OF COMMON TOUCH SURFACES AND EQUIPMENT

1. Workstations are to be wiped down after each use.
2. Touch points sanitized throughout the day as needed and after each class.

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3. Rotating toys & equipment used by participants to ensure proper sanitization between use.
4. Deep clean after each day by custodial.
5. Backpack and outside materials will be sanitized before they enter the facility.

DESIGNATED TRAFFIC PATTERNS FOR TRAVELING WITHIN THE OFFICE/BUILDING

1. Directional arrows/indicators installed in hallways to direct employees and aid in safe personal distancing.

3.0 PROTOCOL FOR PUBLIC INTERACTIONS

ENTERING AND EXITING THE FACILITY

1. Registered participants may enter only.
2. Only access through the sliding glass door located within Cozy Corner Preschool.
3. No parent/Guardian access within the program space.

SITE AMBASSADOR / PUBLIC COMMUNICATION

1. Communication with families completed prior to program start date via email & phone.
2. Important information and procedures will be posted on the website for public access.
3. Social distance markers on the drop off / pick up point with public lining up outside.

INTERACTION WITH EMPLOYEES / ADMIN. CLERKS

1. Public will be required to maintain social distancing from preschool staff and each other when dropping off/ picking up participant.
2. Crowd control posts and chains will be used to stop public access to the building until staff have given instructions.
3. Social distance markers on the cement to indicate where public are to stand while waiting.

TRANSFER AND HANDLING OF DOCUMENTS

1. Registration papers are to be completed prior to program starting. Forms available online.
2. If a participant joins at a later date, staff will wear gloves, collect in a basket and will leave untouched for 24 hrs. Staff will wash hands after collection.

FRONT COUNTER ACTIVITIES

1. Staff will be available to meet with parents before and after program outside the facility in a safe manner ensuring distancing can be maintained. Telephone communication will be encouraged.

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4.0 SUMMARY OF ALTERATIONS TO FACILITY ARRANGEMENT / FURNISHING

1. A one way enter/exit system implemented for the public outside.
2. Markers installed on the cement outside to indicate where public are to stand when approaching staff.
3. Crowd control gates placed in designated areas to stop public access until further directions from staff.
4. Furniture moved to provide adequate space to allow for safe movements in the facility.
5. Smaller play areas will have less participants allowed in the area.
6. Participant seating limited at each table.


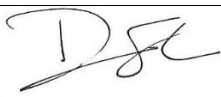
THE FOLLOWING SIGNAGE WILL BE IN PLACE FOR THIS DEPARTMENT/WORK GROUP:

#	Location	Sign Content
1	Front Door (outside)	"Do not enter if you are feeling ill" WSCB sign listing Covid-19 symptoms.
2	Washroom	How to wash your hands instructions
3	Kitchen	How to wash your hands instructions
4	Kitchen	Cover if you cough sneeze
5	Front Door (outside)	Social distance signage

6.0 REFERENCE DOCUMENTS

- WorkSafeBC Covid-19--returning-safe-operation/child-care; http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance_Child_Care.pdf
- BC Ministry of Health and BCCDC <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-response-covid-19/child-care-response-covid-19-provider/child-care-response-covid-19-health-safety>
- *Participant Illness in Program Procedure*
- *Caring for a Sick participant Procedure*
- *COVID Hygiene & PPE Procedure*

6.0 DOCUMENT APPROVAL

Date	Name and Title (OHS Advisor/Director)	Signature
Sept 18, 2020	Paige Knapman, OHS Advisor	
September 18, 2020	Dave Snider, Director of Recreation and Cultural Services	

7.0 DOCUMENT CHANGE MANAGEMENT

Revision No.	Date	Description of Change	Authored by/ Change made by (name and title)
0	Sept. 18, 2020	Initial Release	Roberta Churchill

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List of Appendices:

Appendix A: Returning to Safe Operations Cozy Corner Preschool Risk Assessment