

Procedures:

- Access Control: Parent/caregivers and visitors must not enter the preschool. Only childcare workers and authorized City of Courtenay Maintenance or Operations staff may enter. In all cases authorized Maintenance and /or Operations staff must thoroughly sanitize hands prior to entering the preschool area and social distance from children and childcare staff. In the event that social distancing cannot be obtained a single use surgical mask must be worn if entering while the preschool is occupied.
- Registration forms must be complete for all children, including up to date emergency contact numbers should the child become ill while at the preschool.
- A plan is in place for replacement of educators who become sick during their shift. A responsible adult will be on site to ensure that ratios are met in accordance to the Child Care Regulations if an educator needs to leave due to illness.
- Responsive adherence to wellness policies and ‘pick up if sick’ policies that are currently in place.
- Staffing levels in childcare will be such that a symptomatic child can be isolated and supervised without compromising minimum required supervision ratios.

Prevention Measures

We will continue to follow applicable health and safety legislation to ensure the safety and health and well-being of children. This includes all standards within The Community Child Care Standards Act and Child Care Licensing Regulations in accordance with VIHA.

The safety and wellness of staff and children is paramount the following modifications are being made to current policy and practice requirements. These instructions will be adapted as guidance to British Columbians evolves.

The staff and the children in care will take actions to limit the spread of COVID-19. Some of these are already part of the quality care provided through our program. However, special attention will be paid to ensure additional measures are followed at this time.

Daily Screening

Symptoms staff will look for may include: • fever (anything 38 degrees or above) • cough • shortness of breath • sore throat • runny nose • nasal congestion • headache • a general feeling of being unwell. (*Child care providers will exercise judgment. For example, children who are crying can exhibit a runny nose.*)

Teachers will utilize the screening questions in the *Risk Assessment Screening Questionnaire* daily for each child before families drop off to support staff and the families they care for and maintain a healthy environment.

Contracted childcare staff must also complete and document daily health checks. Results must be documented and retained.

No person who answers yes to any of the health check questions listed in the health check documents/questionnaire may enter/occupy the preschool area.

Parents will not enter the preschool, rather they will “hand-off” the child outside in the designated drop-off area. The staff member will sign the children in with direction on pick-up details provided by the parent.

Arrival of Children:

- * Parents are not permitted to enter preschool; unless discussed prior with staff
- * If parents are permitted to enter preschool they are required to use the Hand Sanitizer Station (outside of room), they should maintain physical distance from staff and other children present. They shall be reminded to practice diligent hand hygiene and maintain physical distance when they are in the room/ facility.
- * Parents will be asked on child’s behalf the daily health screening questions prior to entering the classroom.
- * Children are to place belonging (backpacks) in bin outside or on outside hooks to be sanitized before entering the building. Staff will sanitize all backpacks once all children have arrived.
- * Children are to sanitize hands using the hand sanitizing station provided or wash hands (in the bathroom with soap and water) before playing with the toys.
- * Parents and caregivers that are symptomatic must not enter the preschool room and/or facility.

Parent or Guardian drop off:

- Cozy Corner will be open from 8:45 – 9:00am to allow a staggered and safe entry for all children.
- Adults will line up with children and wait outside while social distancing – each child will be “handed off” one at a time to a preschool staff through the side entrance (visual 2m apart markers will be placed on cement outside along ramp to help guide, once child has been “handed off” to staff, parent will exit down the stairs)
- Staff will conduct health screening with each adult regarding the child, and take attendance
- No person who answers yes to any of the health check questions listed in the health check documents/ questionnaire may enter/occupy the preschool area

Departure of Children:

Parent or Guardian pick up:

- Adults line up and wait along the ramp outside while social distancing – (visual 2m apart markers will be placed on cement outside along ramp to help guide) Children will depart one at a time , with a parent or guardian, down the stairs to maintain appropriate social distancing requirements.

Social Distancing

It is important to note that social distancing advice is meant for interactions among colleagues, strangers and adults, etc. When working in a preschool setting:

- *Children with no symptoms will continue to be treated as we typically would care for a child.
- *Where possible, we will arrange spaces to encourage more separation. For example, spacing children to avoid close contact during snacks and assigning a designated chair and table for each child.
- *Remember that young children need easy to understand visual prompts. For example, we will use tape on the floor, hoops, mats or other items that can mark off personal space. Another idea is to organize play activities with a visual cue about how many children should be in that area. For (example, two chairs next to an activity with markers or numbers taped to the floor.).

Wash your hands with soap and water frequently and when you come into close physical contact with a child (e.g., soothing a crying child, changing diapers or helping with washroom routines). Avoid touching your eyes, nose and mouth with unwashed hands.

Hygiene

Six steps to proper handwashing:

1. Wet hands with warm running water.
2. Apply a small amount of liquid soap. Antibacterial soap is not required.
3. Rub hands together **for at least 20 seconds** (sing the ABC's). Rub palms, backs of hands, between fingers and under nails and creating a lather.
4. Rinse off all soap with running water.
5. Dry hands with a clean, disposable towel.
6. Discard the used towel in the waste container.

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
- After sneezing or coughing into hands
- Whenever hands are visibly dirty

Preschool staff should wash hands...

- When they arrive at the centre and before they go home
- Before handling food
- Before and after giving or applying medication or ointment to a child or self
- After assisting a child to use the toilet, changing diapers, using the toilet
- After contact with body fluids (runny noses, spit, vomit, blood)
- After cleaning tasks
- After removing gloves
- After handling garbage
- Whenever hands are visibly dirty
- Preschool staff should help young children to ensure handwashing is done correctly.
- If soap and water is not readily available staff may use hand sanitizer to disinfect their hands.
- Gloves are not recommended; good handwashing and sanitization practices are.

Cough and sneeze etiquette

Cough and sneeze into your arm or tissue. If using a tissue, wash hands afterward and immediately dispose of the tissue.

Fever or coughing

If a child or staff member starts showing symptoms of what could be influenza or COVID-19, it is important to:

- Contact the child's parent or caregiver to come and pick them up right away.
- Any staff showing symptoms should go home right away.
- Continue to practice good hand hygiene and respiratory hygiene such as coughing in elbows instead of hands and throwing tissues out immediately after use.
- Do a thorough cleaning of the space once the child has been picked up.

The use of masks

- Masks are not recommended for children. In young children in particular, masks can be irritating and may lead to increased touching of the face and eyes. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/commonquestions>

Keep clean

Do not touch your face, particularly your eyes, nose and mouth.

If you're ill – stay at home

Within preschool settings, children and staff will often have influenza or other respiratory viruses with symptoms similar to COVID-19 (i.e., influenza). For this reason, all children and staff who are ill with fever, have cold, influenza or infectious respiratory symptoms of any kind need to stay home. If children and staff have symptoms, self-isolate for a minimum of 10 days from the onset of symptoms. Once they show no signs or symptoms the child may return to preschool. If you are at all unsure of your status, the BC Centre for Disease Control's online assessment tool can help you assess whether you should stay home or not.

Outside Time:

Outdoor time will be increased during each class. Whenever possible children will play at the playground, or in the field.

Playground: playgrounds are a safe environment, and staff will encourage appropriate hand hygiene practices before, after outdoor play by using sanitizer or with soap and water.

Field Play: visual marks will be used to section off area children will be playing in and staff will encourage appropriate hand hygiene practices before, after outdoor play by using sanitizer or with soap and water.

Children will be required to have appropriate outdoor gear each and every day.

Required outdoor items will be: hats, sunscreen (applied prior to arrival), runners, sweater/ jacket, boots, rainwear (puddle pants/ or suit).

Minimizing Direct Contact

- Divide children into small play groups when possible – stations set up, allowing only 2 or 3 children at each station
 - o Water Table – children will need to wash hand with soap and water after use
 - o Block Area
 - o Housekeeping
 - o Puzzles
 - o Art
 - o Painting
 - o Science
 - o Loose Parts
- The environment will be set up to allow distance between children and staff, such as;
 - o Limit chairs at a table
 - o Provide sitting reminders (cushions, mats, tape on floor) to show where children need to sit during circle-time
 - Divide children into smaller groups for circle time
 - One group for story
 - One group for songs and games
 - An optional area and activity for reluctant participants

Preschool Materials:

- Toys and art supplies are cleaned after each use
- Sensory bins items will be used on an individual basis; such as playdough, sand, foam soap; each child will be given their own individual amount and then thrown away on a weekly basis; as these items cannot be easily disinfected.
- We will not be providing any fabric material items such as dress-up clothes, pillows, stuffies, etc.
- Only a limited number of toys will be brought out each day and all toys indoor will be cleaned after being used, and then placed in prescribed containers supplied by the City of Courtenay and sanitized again at the end of every day.
- As needed, we will develop specific plans for children requiring additional support.
- We will increase children's opportunity for outside play.

Snack Times:

- Families will provide prepared, peanut free daily snacks.
- Small portions, labels and easy child access containers are recommended.
- No food sharing will be allowed.
- Paper bags or containers are required rather than lunch kits to allow independence and reduce touch points.

Access to sanitation supplies

- We will monitor daily the amount of cleaning and disinfecting supplies, gloves, toilet paper, hand soap, tissue, to ensure the preschool is maintaining a high level of sanitation and supplies.
- Follow the proper and appropriate use of masks
[:https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-forpublic/when-and-how-to-use-masks](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-forpublic/when-and-how-to-use-masks)

Hazardous Materials

- All disinfectants, detergents, hand sanitizers will be safely stored out of reach of children.
- Soap and water is the preferred method of cleaning a child's hands.
- All chemicals will be properly labelled in accordance with WHMIS requirements.

