

# **Cordova Bay Preschool**

## **COVID-19 Safety Plan**

Last updated: March 4th, 2021

Please remember that the COVID-19 public health emergency is rapidly changing and our ability to remain open may change without notice; or we may be ordered to close by B.C. Provincial Health Officer Dr. Bonnie Henry and/or our licensing officer. This is a living document and will be updated and/or adjusted when necessary. Any changes will be communicated to preschool staff and families.

The risk in childcare settings is considered low in BC as evidence shows:

- COVID-19 is less commonly transmitted between children, and between children and adults;
- COVID-19 is more commonly transmitted between adults, and from adults to children; and
- Young children are less at risk for severe illness from COVID-19.

As incidence will change over time in the province, the risk of cases or clusters in daycares may be higher or lower in the future than it is currently. Public health's guidance will be updated as the pandemic evolves.

### **1. Access to facility**

- The following people must stay home and self-isolate:
  - A person experiencing the key symptoms as outlined in our COVID-19 Illness Policy (please see attached);
  - A person waiting for results of a COVID-19 test;
  - A person confirmed by public health as a case of COVID-19;
  - A person confirmed by public health as a close contact of a confirmed case or outbreak of COVID-19; or,
  - A person who has travelled outside of Canada in the last 14 days.
  - When a provincial travel ban is in effect, please do not attend preschool for 14 days after returning to Vancouver Island from the mainland. If you are required to travel to the mainland for work or health care, you are exempt from this policy and may still attend the preschool.
- Children and staff without symptoms can still attend preschool even if someone else in their household is sick. They cannot go to preschool if public health has told them not to (please call 8-1-1 to speak with a public health nurse about symptoms in your household).
- If a sick household member tests positive for COVID-19, the staff member or child cannot be at preschool until allowed by public health.
- The physical space requirements for licensed childcare settings set out in the Child Care Licensing Regulation mean that childcare centres have sufficient

space to support physical distancing of 2 metres between staff without reducing the number of children in care at any one time. This means we can safely operate at capacity (15 children in the 3's and 20 children in the 4's).

- Any person entering the facility must use hand sanitizer or wash their hands.
- Telephone or video conferencing will be used when possible to meet with staff, parents, and caregivers.

## **2. Exclusion from facility**

- Temporary suspension of the duty parent program and our open door policy. All duty parent fees for 2020-21 will be raised accordingly to the non-duty parent rate of \$180 in the 3's class and \$295 in the 4's class.
- A third teacher will replace duty parents in order to maintain consistent adults in the classroom and our high quality of care. The teachers perform the duties of the parent helper, but parents help to support the teachers to accomplish the extra daily cleaning requirements.
- Parents and visitors have strict access limits to the preschool. The outside preschool gate is the entrance and admittance at the preschool gate is only upon approval.
- If one or more teachers are sick and absent from the preschool, parents may volunteer to work in the classroom. These parents are approved by VIHA licensing to work in the classroom on an emergency basis. A substitute teacher may also be paid to work in the classroom.
- Families should not use the outdoor program space at drop off/pick up, including the playground, sand box, etc.
- Families should not arrive early for drop off or linger in the parking lot at pick up/drop off.

## **Children and staff should stay at home:**

- When new symptoms of illness develop. The key symptoms to watch for are fever, chills, cough, difficulty breathing, loss of sense of smell or taste, nausea, vomiting and diarrhea. (Please see the attached COVID-19 Illness Policy for full details.)
- If the staff member or the child's parent/guardian indicates that the symptoms are consistent with a previously diagnosed health condition and are not unusual for that individual, they may return to preschool. No assessment or note is required from a healthcare provider.
- If children and staff have only one of the key symptoms without fever or difficulty breathing, they can monitor at home for 24 hours. If symptoms improve, they can return to preschool without further assessment in accordance with our established illness policy (please see attached).
- If symptoms include fever or difficulty breathing, two or more of the key symptoms, or if after 24 hours, symptoms remain the same or get worse, seek a health assessment. A health assessment can include calling 8-1-1, a

primary care provider like a physician or nurse practitioner, or going to a COVID-19 testing centre.

**If a child develops symptoms as outlined in our attached COVID-19 Illness Policy while at preschool:**

- Identify a staff member to supervise the child.
- Identified staff member should immediately separate the symptomatic child from others in a supervised area until they can go home.
- Contact the child's parent or caregiver to pick them up immediately.
- Where possible, maintain a distance of 2 metres from the ill child. If this is not possible, the staff member may use a mask or a tissue to cover their nose and mouth and support the child to practice respiratory hygiene.
- Open outside doors and windows to increase air circulation in the area.
- Avoid touching the child's body fluids. If you do, wash your hands.
- Once the child is picked up, wash your hands.
- Clean and disinfect the space where the child was separated and any areas used by the child (e.g., bathroom, common areas).
- If concerned, contact the local public health unit to seek further advice.

**If staff develop symptoms as outlined in our attached COVID-19 Illness Policy while at work:**

- Staff should go home right away where possible.

If unable to leave immediately, the symptomatic staff person should:

- Separate themselves into an area away from others.
- Maintain a distance of 2 metres from others.
- Use a mask to cover their nose and mouth while they wait for a replacement or to be picked up.
- Remaining staff must clean and disinfect the space where staff was separated and any areas used by them (e.g., office, bathroom, common areas).
- If concerned, contact the local public health unit to seek further advice.

**If a child or staff member is assessed by a healthcare provider and they do NOT have COVID-19**, they may return to preschool once symptoms have resolved in accordance with our established illness policy. (Our established illness policy is attached for reference.)

**When a COVID-19 test is recommended by the health assessment:**

- If the COVID-19 test is positive, you should stay home until you are told by public health to end self-isolation. Public health will contact everyone with a positive test.
- If the COVID-19 test is negative, you can return to preschool once symptoms have improved and you feel well enough, in accordance with our established illness policy. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless you develop a new illness.
- If a COVID-19 test is recommended but is not done because you choose not to have the test, or you do not seek a health assessment when recommended, and your symptoms are not related to a previously diagnosed condition, you should stay home from preschool until 10 days after the symptom/s started, and then you may return if you are feeling well enough in accordance with our established illness policy.

**If a COVID-19 test is not recommended by the health assessment:**

- You can return to preschool when symptoms improve and you feel well enough, in accordance with our established illness policy.

**If a person is confirmed to have COVID-19**, staff will assist public health to ensure there is robust contact tracing and management of any clusters or outbreaks.

### **3. Cleaning and disinfection**

The preschool will be cleaned and disinfected in accordance with the BC Centre for Disease Control’s Guidance on Cleaning and Disinfectants for Public Settings, using a product from Health Canada’s hard-surface disinfectants for use against the virus that causes COVID-19, to:

- Clean and disinfect the premises, including the toys, at least ONCE every 24 hours.
- Clean and disinfect frequently touched surfaces at least TWICE every 24 hours, including doorknobs, light switches and toilet handles.
- Clean and disinfect any surface that is visibly dirty.
- Empty garbage containers daily and when full.
- Wear disposable gloves when cleaning blood or body fluids; wash hands before wearing and after removing gloves.

### **5. Physical Distancing/Minimized Contact**

Within child care settings, physical distancing should include avoiding physical contact between staff, avoiding unnecessary physical contact between staff and

children, minimizing close, prolonged, face-to-face interactions where possible, and encouraging everyone to spread out as much as possible within the space available. It is not necessary to attempt to eliminate close contact between children, recognizing the importance of children's emotional, physical and developmental needs.

The physical space requirements for licensed child care settings set out in the Child Care Licensing Regulation mean that child care centres have sufficient space to practice physical distancing between staff without reducing the number of children in care at any one time.

Staff should try to:

- Reduce prolonged face-to-face contact between other staff members and practice physical distancing where possible.
- Reduce the number of different staff that interact with the same children throughout the day.
- Minimize unnecessary physical contact with children.
- Minimize the number of visiting adults that enter the centre, unless that person is providing care or supporting the inclusion of a child in care.
- Organize more activities that encourage individual play and more space between children and staff.
  - Temporary suspension of shared snack in the 4's class.
  - Temporary suspension of field trips as this requires parental involvement.
  - Posted occupancy limit notice.
  - Posted distancing notices.

## **6. Pick-up and drop-off**

- Pick-up and drop-off will occur outside the preschool building at the gate unless there is a need for the parent or caregiver to enter the setting (e.g. separation anxiety and very young children). If a parent must enter the setting, they should maintain physical distance from staff and other children present and be reminded to practice diligent hand hygiene and maintain physical distance when they are in the facility.

- Physical distancing markers will be placed outside the preschool gate for families waiting to drop off/pick up children.
- At pick up/drop off, families should NOT arrive early, linger to chat with each other in the parking lot or use the outdoor program space, including the playground, sand box, etc.
- At drop off, families should wait on a physical distancing marker until admitted to the preschool by staff at the outdoor gate. If the physical distancing markers are full upon arrival, families should wait in their vehicle (or in the parking lot/sidewalk if 2 metres distance from other families can be maintained) until a physical distancing marker is available.
- At drop off, the parent/caregiver will be asked to provide a daily “yes/no” verbal confirmation that the child:
  - is not experiencing key symptoms described in our COVID-19 Illness Policy, including fever, chills, cough or worsening cough, shortness of breath, loss of sense of smell or taste, diarrhea, nausea or vomiting;
  - is not confirmed by public health as a close contact of a confirmed case or outbreak of COVID-19; or,
  - has not returned from travel outside Canada in the last 14 days.

Staff will sign on behalf of the parent/care giver with verbal consent at drop off/pick up, and will record who drops off/picks up the child.

- At pick up, children will be released at the playground gate by staff. Parents and caregivers should wait on a physical distancing marker until the child is released into their care. If the physical distancing markers are full upon arrival, parents should wait in their vehicle (or in the parking lot/sidewalk if 2 metres distance from other families can be maintained) until a physical distancing marker is available.
- When dropping off and picking up children, adults should keep 2 metres from other adults not in their own household.

## **7. Hand hygiene & respiratory etiquette**

- Children and staff will use hand sanitizer/wash hands on arrival, before and after eating, and after using the washroom.
- Posted hand washing and distance notices.

- Non-medical masks are NOT recommended in childcare centres by the BC Centre for Disease Control, since the preschool is implementing environmental, administrative and personal infection prevention and control measures to reduce the transmission of COVID-19.
- Masks, gloves and tissues are available for staff and children who display symptoms at preschool, and protocols are in place to support staff and children with symptoms of COVID-19.
- It is a personal choice if preschool families wear a mask at drop off/pick up/ entering the preschool (e.g. separation anxiety and cleaning).

## **8. A Non-biased, Inclusive Approach**

Cordova Bay Preschool has an inclusive-based approach and works to be a safe space for all families, children and staff. We will not tolerate any acts of violence (verbal or physical), harassment, racism or bigotry towards any parent, child, employee, or community member. Any such acts may be subject to an immediate dismissal from our program. Please direct any questions about the administration of the preschool to the executive team at [cordovabaypreschool@gmail.com](mailto:cordovabaypreschool@gmail.com). If you have any questions about your child's involvement in the preschool program, please speak with the head ECE.

# Cordova Bay Preschool COVID-19 Illness Policy

Last updated: March 4th, 2021

This COVID-19 Illness Policy applies to all staff, children, parents/guardians and visitors entering this facility, and is in addition to our established preschool illness policy.

Families should perform a daily health check to ensure their child is well enough to attend preschool. Please stay home if you are sick, self-isolate if you are required to by public health, and call 8-1-1- or use the BC Self Assessment Tool to determine if a COVID-19 test is needed ([bc.thrive.health](https://bc.thrive.health)).

<b>1. SYMPTOMS</b>	<b>WHAT TO DO</b>
<ul style="list-style-type: none"> <li>• Fever (above 38 degrees Celsius)</li> <li>• Chills</li> <li>• Cough</li> <li>• Loss of sense of smell or taste</li> <li>• Difficulty breathing</li> </ul>	<p><b>1 or more of these symptoms:</b> Call 8-1-1 to get tested and stay home.</p> <p>You should not return to preschool until COVID-19 has been excluded and your symptom/s have improved in accordance with our established illness policy.</p>
<ul style="list-style-type: none"> <li>• Sore throat</li> <li>• Loss of appetite</li> <li>• Headache</li> <li>• Body aches</li> <li>• Extreme fatigue or tiredness</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul>	<p><b>1 of these symptoms:</b> Stay home until you feel better.</p> <p><b>2 or more of these symptoms:</b> Stay home and wait 24 hours to see if you feel better. Call 8-1-1- to get tested if not better after 24 hours.</p> <p>If a health assessment is required, you should not return to preschool until COVID-19 has been excluded and your symptoms have improved in accordance with our established illness policy.</p>
<p>If you are a close contact of someone who has COVID-19 and have any of the symptoms listed above: Get tested and stay home.</p>	
<p>Check your symptoms with the B.C. Self-Assessment Tool (<a href="https://bc.thrive.health">bc.thrive.health</a>). If you have any questions or the symptoms get worse, call 8-1-1.</p>	

<p><b>2. International travel</b> Have you returned from travel outside Canada in the last 14 days?</p>	<p>If you answered yes, please use the COVID-19 Self-Assessment Tool at <a href="https://bc.thrive.health">bc.thrive.health</a> to determine if you should seek testing for COVID-19.</p>
<p><b>3. Travel off Vancouver Island</b> Have you returned from travel off Vancouver Island to the mainland in the last 14 days?</p>	<p>When there is a provincial travel ban in effect, please do not attend preschool for 14 days after returning to Vancouver Island from the mainland. If you are required to travel to the mainland for work or health care, you are exempt from this policy and may still attend the preschool.</p>
<p><b>4. Confirmed contact</b> Are you a confirmed contact of a person confirmed to have COVID-19?</p>	<p>If you answered yes, please use the COVID-19 Self-Assessment Tool at <a href="https://bc.thrive.health">bc.thrive.health</a> to determine if you should seek testing for COVID-19.</p>

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- If a COVID-19 test is recommended but is not done because you choose not to have the test, or you do not seek a health assessment when recommended, and your symptoms are not related to a previously diagnosed condition, you should stay home from preschool until 10 days after the symptom/s started, and then you may return if you are feeling well enough in accordance with our established illness policy.

**If a COVID-19 test is not recommended by the health assessment:**

- You can return to preschool when symptoms improve and you feel well enough, in accordance with our established illness policy.

**Staff and children may not attend preschool while they have any of the following symptoms:**

- Unusual, unexplained loss of appetite, fatigue, irritability, or headache.
- Eye infections.
- Unexplained rashes *or* any rash that is not confirmed by doctor to be non-contagious.
- Known or suspected communicable diseases (measles, chicken pox, pink eye, hand foot and mouth, etc.).
- Ear infection.
- Nausea, vomiting and/or diarrhea in the last 48 hours.

A doctor's note is not required to confirm the health status of any individual.

I confirm that I understand the above. I have performed the Daily Health Check with my child today and I will continue to do so each day preschool is in session before sending my child to preschool.

Parent Name: \_\_\_\_\_

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

## **Cordova Bay Preschool Established Illness Policy**

Please use the following guidelines to help us prevent the spread of illness in our preschool. Please keep your child at home for the following conditions:

- Pain — any complaints of unexplained or undiagnosed pain.
- An acute cold with fever, coughing and sore throat.
- Difficulty in breathing—wheezing or persistent cough.
- Fever accompanied by general symptoms may be an early sign of illness.
- Sore throat or trouble swallowing.
- Infected skin or eyes or an undiagnosed rash.
- Headache and stiff neck.
- Unexplained diarrhea — combined with nausea, vomiting or abdominal cramps.
- Nausea and vomiting.
- Lice.
- Children with known or suspected communicable diseases.
- If you feel your child is not well enough to take part in the full program (outdoor program also).
- Children and parents are encouraged to be fully immunized.
- Smoking is not allowed in the classroom or at the outside play area.
- If a child becomes sick during class time, the ECE will contact the child's parents. The ECE will ensure that the child is comforted and kept away from the other children until their parent or guardian arrives.
- It is the preschool's policy that bicycle helmets are mandatory for using the preschool bicycles. If a parent wishes to send a bicycle helmet to preschool, duty parents or the E.C.E., whenever possible, will assist a child with the helmet as they would with any other article of clothing.

## **COVID-19 Parent Agreement**

I, \_\_\_\_\_, have read the Cordova Bay Preschool COVID-19 Safety Plan and COVID-19 Illness Policy understand the information and procedures contained therein.

I agree to abide by the policies as they have been laid out.

\_\_\_\_\_

Signature of Parent

Date: