

## COVID-19 Pandemic Policy

The health and safety of our children and employees are paramount.

The facility will be well-stocked with hand washing supplies and cleaning supplies at all times including plain soap, clean towels, paper towels, waste bins, disposable gloves, tissue, garbage bags, hand sanitizer (minimum of 60% alcohol) and bleach.

Provincial guidance documents state that PPE (masks and gloves) are not needed in a childcare setting beyond those used as part of regular precautions for the hazards normally encountered in the regular course of work (e.g. vomit, blood). Therefore, it is each employee's choice to wear non-medical masks. If other adults are in the facility during childcare programs, it is mandatory for those to wear non-medical masks.

Posters will be placed throughout the facility to serve as reminders for proper hand hygiene and respiratory etiquette. Signage will be placed at entrances to remind everyone not to enter the facility if they are sick.

### Personal Responsibility

Children and employees will follow instructions under the direction of the Northern Medical Health Officer. A daily health check is a tool to reduce the likelihood of a person with COVID-19 coming into our facility when they are infectious.

- Parents/caregivers must perform a daily health check for their child every day before sending them to school, Kids Club and/or Preschool. See Appendix A.
- Employees and other adults must assess themselves daily for key symptoms of illness prior to entering the facility.

Children and employees should stay at home when new symptoms of illness develop. The key symptoms to watch for are fever, chills, cough, shortness of breath, loss of sense of smell or taste, nausea, vomiting and diarrhea.

- If the child (parent) or employee indicates that the symptoms are consistent with a previously diagnosed health condition and are not unusual for the individual, they may return to the facility.
- For mild symptoms without fever, children and employees can monitor at home for 24 hours. If symptoms improve, they can return to the facility without further assessment.
- If symptoms include a fever, or if after 24 hours symptoms remain unchanged or worsen, 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 center.

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

- If the COVID-19 test is **positive**, the person should stay home until they are told by public health to end their self isolation. In most cases this is 10 days after the onset of symptoms. Public health will contact everyone with a positive test.
- If the COVID-19 test is **negative**, the person can return to school once symptoms have improved and they feel well enough. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless the person develops a new illness. BCCDC has information on receiving negative test results.
- If a COVID-19 **test is recommended but is not done** because the person or parent chooses not to have the test or a health assessment is not sought when recommended, and the person's symptoms are not related to a previously diagnosed health condition, they should stay home from the facility until 10 days after the onset of symptoms, and then may return if feeling well enough.

If a **COVID-19 test is not recommended** by the health assessment, the person can return to the facility when symptoms have improved, and they feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).

Children and employees may still attend the facility if a member of their household has cold, influenza or COVID-19 like symptoms, provided the child/employee is asymptomatic. It is expected that the household member is seeking assessment of a health care provider. If the household member tests positive for COVID-19, public health will advise the asymptomatic child/employee on self - isolation and when they may return to school. Most illnesses experienced in BC are not COVID-19, even if the symptoms are similar.

### COVID-19 in the Facility

If a child or employee is a confirmed case of COVID-19 through testing or investigation (i.e. case finding), public health will identify who that person has been in close contact with recently (i.e. contact tracing) to determine how they were infected and who else may have been at risk of infection.

If there was a potential exposure at the facility (i.e. child or employee who has a confirmed case of COVID-19 AND attended the facility when they may have been potential infectious), public health will work with the facility to understand who may have been exposed, and to determine what actions should be taken, including identifying if other children or employees are sick (case finding) or have been exposed and should monitor for symptoms or self-isolate.

Personal privacy rights will be maintained. Public health will not disclose that a child or employee is a confirmed case of COVID-19 unless there is a reason to believe they may have been infectious when they attended the facility. In this case, public health will provide only their information required to support effective contact tracing and only the facility Manager or delegate.

Public health will notify everyone who they determine may have been exposed, including if any follow-up actions are recommended (e.g. self-isolate, monitor for symptoms, etc.). They will work with the facility Manager to determine if additional notifications are warranted (e.g. notification to the community). To ensure personal privacy rights are maintained and that the information provided is complete and correct, the facility manager, BOD or employees should not provide notifications to employees or children's families about potential or confirmed COVID-19 cases unless the facility Manager is directed to do so by the Medical Health Officer.

When multiple confirmed linked cases of COVID-19 occur among children and/or employees within a 14 day period (a cluster), public health, under the direction of the facility Manager and BOD, will investigate to determine if additional measures are required to prevent further transmission of COVID-19. The medical health officer will advise the facility if additional prevention measures are needed.

The declaration of an outbreak of COVID-19 or any other communicable disease in the facility is at the discretion of the medical health office. This is expected to occur rarely, and only when exceptional measures are needed to control transmission. Self Isolation means staying home and avoiding situations where you could come in contact with others. **Self Isolation** is required for those confirmed as a case of COVID-19 (i.e. those diagnosed with COVID-19) and those who are identified as a close contact of a confirmed case of COVID-19). Quarantine is a term typically reserved for people who return from travel outside the country, who are at risk of developing COVID-19. **All children and employees who have travelled outside Canada in the last 14 days must stay home and quarantine.**

### Cleaning and Disinfecting

Regular cleaning and disinfection of objects and high-touch surfaces is essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. The facility will be cleaned and sanitized following the BCCDC "Cleaning and Disinfectants for Public Settings" document.

- General cleaning and disinfection of the facility will occur at least once a day
- Frequently touched surfaces will be cleaned and disinfected at least twice a day
- Empty garbage containers at least once a day
- Toys and other items that cannot be easily cleaned daily will not be used (dress up clothes, stuffed toys)
- Any items from home (toys, books) are not to be brought into the facility
- Employees will wear disposable gloves when cleaning blood or body fluids (runny nose, vomit, stool, urine) and wash hands before wearing and after removing gloves

### Facility Health

If a child develops symptoms while at Kids Club or Beverly Preschool, the following steps will be taken:

- Identify an employee 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 right away
- Where possible, maintain a distance of 2 meters from the ill child. If this is not possible, the employee may use a mask if available
- Provide the child with a non-medical face mask and support as necessary so they can 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 (bathroom, common areas)

### **PARENTS/CAREGIVERS MUST PICK UP THEIR CHILD PROMPTLY ONCE NOTIFIED THAT THEIR CHILD IS ILL**

If an employee develops symptoms while at work, they should go home right away when possible. If unable to leave immediately, the symptomatic employee will:

- Separate themselves into an area away from others.
- Maintain a distance of 2 meters from others
- Use a non-medical face 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 areas used by them (office, bathroom, common room)

### Physical Distancing

Employees will minimize the frequency of direct physical contact with children and encourage children to minimize physical contact with each other. Employees will maintain physical distancing from one another.

- Children from the same household do not need to maintain physical distance from each other.
- Avoid close greetings (hugs, handshakes). Employees will regularly remind children to keep "Hands to yourself"
- Strive to minimize the number of different staff that interact with the same children each day
- Organize children into smaller groups and/or spread children out to minimize direct physical contact
- Incorporate more individual activities or activities that encourage more space between children and staff
- Have a separate supervised area available for children who have symptoms of illness rest until they can be picked up and ensure these areas are cleaned and disinfected after the child has left
- Minimize the number of additional adults entering the center
- Have children outside as much as possible, encouraging 2-meter distance between each other
- Discourage food or drink sharing
- Eliminate group food preparation
- Ensure adequate ventilation and open windows if possible

### Pick-up and Drop-Off

### **PARENTS AND/OR CAREGIVERS ARE NOT TO ENTER THE FACILITY. DROP OFF AND PICKUP OF CHILDREN WILL OCCUR OUTSIDE THE FACILITY.**

- Daily check at drop off will be conducted by asking parents and caregivers to confirm their child does not have symptoms of common cold, influenza, COVID-19, or other respiratory diseases.
- Preschool will have staggered assigned drop off times, line up on designated markers along the ramp to the facility, only 1 guardian/caregiver to drop off/pickup child.
- Kids Club children will line up on designated markers along the ramp to the facility and wait for an employee to assess and allow them into the portable one at a time.
- Employees will sign in and sign out each child, to reduce the risk of potential transmission.
- If children are in the facility when the parent arrives to pick up, the parent will call 250-964-1511 to inform the employees of this.

### Hand Hygiene Etiquette

Proper handwashing with plain soap and water is the single most effective way to reduce the spread of illness. Children and employees can pick up germs easily from anything they touch, and can spread those germs to objects, surfaces, food, and people. Everyone will practice diligent hand hygiene. When soap and water are not available, alcohol-based hand sanitizer containing at least 60% alcohol will be used.

- A hand hygiene station will be provided for anyone to use before entering the facility
- Children will perform hand hygiene with the supervision of an employee:
  - When they arrive at the facility and before they go home.
  - Before and after eating and drinking
  - After using the toilet
  - After playing outside
  - After handling pets and animals
  - After sneezing or coughing
  - Whenever hands are visibly dirty
- Employees will perform hand hygiene:
  - When they arrive at the facility and before they go home.
  - Before and after handling food
  - Before and after giving or applying medication or ointment to a child or other employee
  - After assisting a child to use the toilet
  - After 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

### Respiratory Etiquette

Children and employees should:

- Cough or sneeze into their elbow sleeve or a tissue. Throw away used tissues and immediately perform hand hygiene and be reminded by employees to “Cover your coughs”.
- Not touch their eyes, nose, or mouth with unwashed hands (“Hands below your shoulders”)

### Meal/Snack

FOODSAFE Level 1 covers important food safety and employee safety information including foodborne illness, receiving, and storing food, preparing food, serving food, and cleaning and sanitizing. This level of food service will continue to be maintained. • Children and employees will not share food, drinks, and other personal items

- If meals or snacks are provided, they will be served to each individual from employees. Ensure each child has their own individual meal or snack. Reusable utensils, plates, cups must be cleaned and sanitized after each use.
- Children will not be allowed to prepare or serve food
- **Homemade food items will not be brought into the facility at this time to share with the other children (i.e. birthday treats, holiday treats)**

## APPENDIX A

### Daily Health Check for Students

This tool is for parents and caregivers to assess their child prior to coming to school.

Parents and caregivers are required to assess their child daily **BEFORE** sending the child to school.

Daily Health Check			
1. Key Symptoms of Illness*	Does your child have any of the following new key symptoms?		
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Loss of sense of smell or taste	YES	NO
	Diarrhea	YES	NO
	Nausea and vomiting	YES	NO
2. International Travel	Has your child returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Is your child a confirmed contact of a person confirmed to have COVID-19?	YES	NO

If you answered "YES" to one of the questions included under 'Key Symptoms of Illness' (excluding fever), your child should stay home for 24 hours from when the symptom started. If the symptom improves, your child may return to school when your child feels well enough. If the symptom persists or worsens, seek a health assessment.

If you answered "YES" to two or more of the questions included under 'Symptoms of illness' or your child has a fever, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, your child should not return to school until COVID-19 has been excluded and your child's symptoms have improved.

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

- If the COVID-19 test is **positive**, your child should stay home until you are told by public health to end self-isolation. In most cases this is 10 days after the onset of symptoms. Public health will contact everyone with a positive test.
- If the COVID-19 test is **negative**, your child can return to school once symptoms have improved and your child feels well enough. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless the child 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 child's symptoms are not related to a previously diagnosed health condition, your child should stay home from school until 10 days after the onset of symptoms, and then your child may return if your child is feeling well enough.

If a COVID-19 test is not recommended by the health assessment, your child can return to school when symptoms improve and the child feels well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).

If you answered "YES" to questions 2 or 3, use the [COVID-19 Self-Assessment Tool](#) to determine if your child should seek testing for COVID-19.

**A health-care provider note (i.e. a doctor's note) should not be required to confirm the health status of any individual.**