

## **KILLARNEY PARK PRESCHOOL (K.P.P.) COVID-19 SAFETY PLAN** **(updated: July 20, 2020)**

This Safety Plan outlines the policies and procedures that have been put into place to reduce the risk of COVID-19 transmission. These measures are based on the BC Centre for Disease Control's COVID-19 Public Health Guidance for Child Care Settings. Changes to these plans may be necessary as the situation evolves.

### **ACCESS TO FACILITY / STAYING HOME WHEN ILL**

- Teachers, children, parents, and caregivers must not enter the building if they have symptoms of common cold, influenza, COVID-19, or other infectious respiratory diseases. They must stay home and self-isolate until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved fully.
- All parents, caregivers, children, and teachers who have travelled outside of Canada in the last 14 days or have been identified by public health as having come in close contact with a person with a confirmed case of COVID-19 will not be allowed in the building. They must stay home and self-isolate and monitor for symptoms.
- If anyone from a child or teacher's household has COVID-19 or other infectious diseases, they must stay home even if they themselves are well.
- Parents and caregivers are required to assess their children **DAILY** for symptoms of common cold, influenza, COVID-19, and other infectious respiratory diseases **PRIOR** to drop off.
- If a parent, caregiver or teacher is unsure if they or a child should self-isolate, they can use the BC COVID-19 Self-Assessment tool, or contact 8-1-1 or the local public health unit. They can also contact a family physician or nurse practitioner to be assessed for COVID-19 and other respiratory diseases.
- Teachers must assess themselves **DAILY** for symptoms of common cold, influenza, COVID-19, or other infectious respiratory diseases **PRIOR** to working and sign the daily staff health check form
- Visitors to the facility will be minimized (licensing officer, health department, supportive child care assistants, ECE practicum students, etc.)
- Signage to remind people not to enter the facility will be posted at the entrance.

### **COMPLETE DAILY HEALTH CHECK FORMS FOR ALL CHILDREN**

- At drop off, return a completed and signed health check form confirming that children do not have symptoms of common cold, influenza, COVID-19, or any other respiratory disease.
- Sufficient health check forms will be provided for parents and caregivers at the end of each month for the following month.

### **GRADUAL ENTRY**

- A care plan will be made to address the needs of each individual child during gradual entry.
- Parents will be encouraged to leave as soon as possible.

## **DROP OFF AND PICK UP**

- Preschool doors will be open 15 minutes early at 8:45 am for the morning class and 12:30 pm for the afternoon class to allow for a staggered drop off.
- Parents and caregivers will line up outside on physical distancing footprints.
- Only one parent or caregiver will enter with the child. When they come out, the next in line will enter.
- Parents and caregivers must leave immediately after drop off. If they need to talk with the teachers, they can write down their questions or comments on the back of the Health Check Form, or phone the preschool and leave a message.
- Parents should make sure their children have gone to the washroom at home before coming to preschool in order to avoid congestion in the washroom and lobby.
- Pick up will occur outside in the playground. If it is raining, children will be dismissed from the garage at the end of the playground. Parents and caregivers will line up on physical distancing footprints beside the fence.
- Parents and caregivers must leave immediately after pick up and avoid close greetings such as hugs and handshakes.

## **HAND HYGIENE AND RESPIRATORY ETIQUETTE**

- Children will be taught to wash their hands with soap and water for at least 20 seconds (sing the “ABC’s” or “Thank-you God” before eating).
- Teachers and children are to wash their hands or use alcohol-based hand sanitizer containing at least 60% alcohol immediately upon entering the facility and before they go home.
- Teachers are required to wash their hands regularly throughout the day, including but not limited to the following times:
  - Before and after handling food (raw, cooked, or pre-packaged).
  - Before and after giving or applying medication or ointment.
  - After assisting a child to use the toilet.
  - After using the toilet.
  - After contact with any body fluids (e.g., runny noses, spit, vomit, blood).
  - Before donning and after doffing personal protective equipment, if required.
  - After cleaning tasks.
  - After removing gloves.
  - After handling garbage.
  - Whenever hands are visibly dirty.
- Teachers will support children to wash their hands regularly throughout the day, including but not limited to the following times:
  - Before and after eating and drinking.
  - After using the toilet.
  - After playing outside.
  - After sneezing or coughing.
  - Whenever hands are visibly dirty.
  - Teachers will provide education and direction to children to:
    - Cough or sneeze into their elbow sleeve or a tissue (“Cover your coughs”).
    - Throw away used tissues and immediately perform hand hygiene.

- Not touch their eyes, nose or mouth with unwashed hands (“Hands below your shoulders”).
- Parents should reinforce these practices at home.

## **PHYSICAL DISTANCING**

- Teachers will maintain a distance of at least 2 metres from each other.
- Since it is not always possible for physical distance to be maintained by teachers from children, or between children, the focus will be on minimizing the frequency of direct physical contact instead.
- Children who live in the same home do not need to maintain physical distance from each other.
- Children will be taught to maintain their “space bubble” and regularly reminded to keep “Hands to yourself”.
- Only one teacher and a limited number of children will be allowed in the washroom at any time. If there are more than the allowable number, the rest of the children will line up in the lobby on physical distancing footprints.

## **PLAYTIME**

- A number of separate play areas will be formed in order to space children apart.
- Teachers will encourage children to engage in the social interactions and cooperative play necessary for their development but to do so at a safe distance.
- Toys will be chosen that are either dishwasher safe or easily sanitized with disinfecting wipes after each class.
- Individual high-touch materials will be provided to each child in order to minimize sharing between children. Each child will use their own tub of playdough, crayons, and markers.
- Individual tubs of water used for water play will be emptied and refilled after each child.
- Teachers will support all interactions and build connections as much as possible.

## **LARGE GROUP / CIRCLE TIME**

- Children will sit at a safe distance from each other to maintain their “space bubble” during story time and large group activities.
- Children may be separated to participate in age-appropriate activities.

## **SNACKTIME**

- Children will eat their own snack in staggered times.
- Parents should send a leak proof water bottle or thermos of water rather than a cup.
- Parents should send snacks in containers that their children can easily open and close by themselves, including their snack bags. Please practice this self-help skill with your children at home.
- All items should be labelled with the child’s name to prevent accidental sharing.

## OUTDOOR PLAY AND VENTILATION

- Use of playground for various activities will adhere to physical distancing and hygiene principles.
- Outdoor toys will be chosen that are easily cleaned.
- Each child will use their own bubble soap bottle in order to minimize sharing between children.
- Playground equipment will be sanitized with disinfecting wipes before and after use.
- Adequate ventilation and open windows if possible will be ensured.

## CLEANING AND DISINFECTING

In accordance with the BCCDC's Cleaning and Disinfectants for Public Setting document, the following will be adhered to:

- General cleaning and disinfecting will occur at least **once a day**.
- Common areas (e.g., washrooms) and frequently-touched surfaces (e.g., door knobs, cupboard handles, light switches, faucet handles, table counters, chairs, electronic devices, and toys) will be cleaned and disinfected at least **twice a day**.
- Toys and objects that children have placed in their mouths will be set aside in a "yucky toy" bin until they are cleaned and disinfected. Toys, objects, and surfaces known to have been in contact with bodily fluids will be cleaned as soon as possible and between uses by different children.
- Teachers will wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, urine, and stool) and will wash their hands before wearing and after removing gloves.
- Teachers will don an extra shirt or use a cloth to cover clothing when holding a child that needs comforting. Shirts or cloths will be changed between children.
- Garbage containers will be emptied daily at a minimum.
- Sharing of supplies and equipment (e.g., pens, telephone, computer mouse, keyboard, and photocopier) between teachers will be limited. These will be sanitized with disinfecting wipes after each use.
- If a teacher or child leaves the preschool due to symptoms of COVID-19, the areas those individuals were in will be disinfected, including surfaces they may have touched, immediately upon their departure.
- An adequate supply of cleaning and disinfection products and materials will be maintained.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Teachers will wear a mask where physical distance cannot be maintained.
- Teachers will wear disposable gloves when cleaning body fluids (e.g., runny nose, vomit, stool, urine).
- Teachers will wash their hands before wearing and after removing gloves.
- Parents and caregivers are encouraged to wear a mask where physical distance cannot be maintained. Please respect and maintain a distance of at least 2 metres when talking to a teacher and others.
- It is not recommended that children wear masks in particular. Masks can be irritating and may lead to touching of the face and eyes.

## **CHILDREN WHO DEVELOP SYMPTOMS OF COVID-19 AT HOME**

**Parents or caregivers must keep their child at home** for a minimum of 14 days from the onset of symptoms. They must have been assessed by a health care provider AND determined their symptoms have completely resolved before they may return to preschool.

## **CHILDREN WHO DEVELOP SYMPTOMS OF COVID-19 AT PRESCHOOL**

Teachers will take the following steps:

1. Designate a teacher to supervise the child.
2. Designated teacher should immediately separate the symptomatic child from others in the supervised isolation room until they can go home.
3. Contact the child's parent or caregiver to pick them up right away.
4. Where possible, maintain a distance of 2 metres from the ill child. If this is not possible, the teacher may use a mask if available and tolerated, or use a tissue to cover their nose and mouth.
5. Provide the child with tissues, and support as necessary so they can practice respiratory hygiene.
6. Open outside doors and windows to increase air circulation in the area.
7. Avoid touching the child's body fluids. If you do, wash their hands.
8. Once the child is picked up, wash their hands.
9. Clean and disinfect the space where the child was separated and any areas used by the child (e.g., bathroom, isolation room).
10. If concerned, contact 8-1-1 or the local public health unit to seek further advice.

## **TEACHERS WHO DEVELOP SYMPTOMS OF COVID-19 AT HOME**

**Teachers must be excluded from work, stay home, and self-isolate** for a minimum of 14 days from the onset of symptoms. They must have been assessed by a health care provider AND determined their symptoms have completely resolved before they may return to work.

## **TEACHERS WHO DEVELOP SYMPTOMS OF COVID-19 AT PRESCHOOL**

**Teachers should go home right away where possible.**

If unable to leave immediately, the symptomatic teacher should:

1. Separate themselves from others and stay in the designated isolation room.
2. Maintain a distance of 2 metres from others.
3. Use a tissue or mask to cover their nose and mouth while they wait for a replacement or to be picked up.
4. The remaining teachers must clean and disinfect the space where the symptomatic teacher was separated and any areas used by her (e.g., bathroom, designated isolation room).
5. If concerned, contact 8-1-1 or the local public health unit to seek further advice.

# DAILY HEALTH CHECK FORM

Date: \_\_\_\_\_ Name of child: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

Contact number for the day: \_\_\_\_\_

Does your child have any of these symptoms (check at home just prior to drop off):

- |   |  |
|---|--|
| <input type="checkbox"/> Coughing                                   | <input type="checkbox"/> Sneezing          |
| <input type="checkbox"/> Fever (> 37.5 °C)                          | <input type="checkbox"/> Sore throat       |
| <input type="checkbox"/> Stuffy or runny nose                       | <input type="checkbox"/> Chills            |
| <input type="checkbox"/> Shortness of breath / difficulty breathing | <input type="checkbox"/> Headache          |
| <input type="checkbox"/> Feeling unwell / fatigue                   | <input type="checkbox"/> Aches and pains   |
| <input type="checkbox"/> Diarrhea                                   | <input type="checkbox"/> Nausea / vomiting |
| <input type="checkbox"/> Other: _____                               |  |

**If you child has any of these signs and symptoms:**

- Please keep them at home for a period of **10 days** after the onset of symptoms. Once they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved fully, your child may return to preschool.
- Please call 8-1-1 or your health provider for more information.

Has your child, or anyone else in your household, had close contact with someone who has had a possible exposure to the COVID-19 virus?     Yes     No

Have you, or anyone else in your household, travelled to any countries outside of Canada, including the United States, within the last 14 days?     Yes     No

**If you answered “yes” to one or both of the questions above, but do not currently have any symptoms:**

The Ministry of Health and BCCDC state that you need to quarantine (self-isolate) for **14 days**, and monitor yourself for new symptoms.

**If you answered “yes” to one or both of the questions above, and have developed symptoms:**

The Ministry of Health and BCCDC state that you need to isolate and avoid contact with others for at least **10 days** after the onset of symptoms.

- For any medical information please call 8-11 or your health provider.
- For any non-medical information about COVID-19 (including information related to travel) please call 1-888-COVID19 (1888-268-4319). This service is available 7 days a week from 7:30am to 8:00pm.

Parent / Guardian Signature: \_\_\_\_\_

Preschool Staff Signature: \_\_\_\_\_