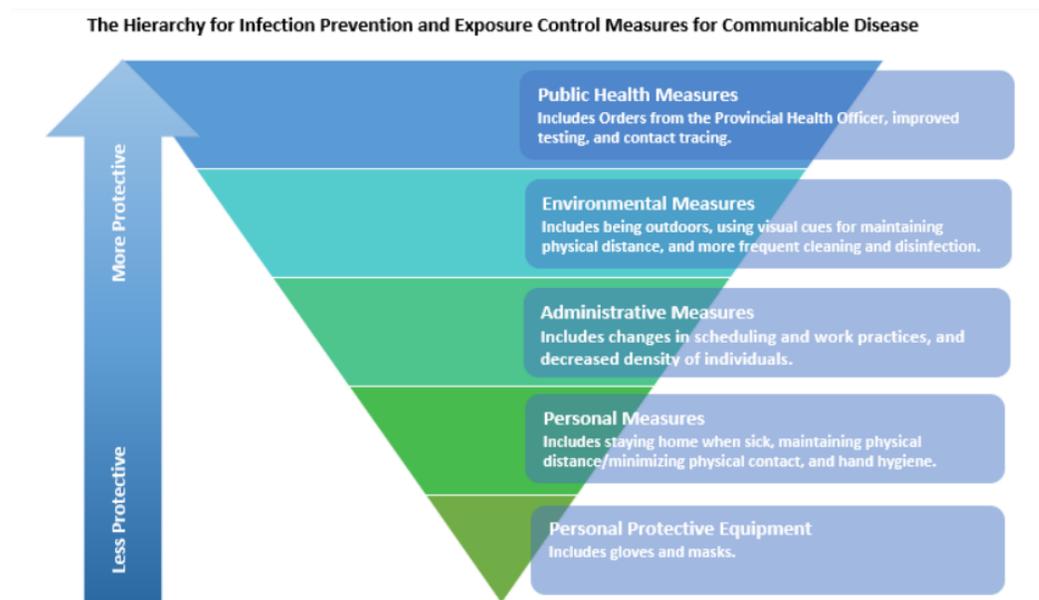


Park Place Daycare & Montessori
COVID-19 Specific Policy & Procedures Package

Our Philosophy

"We are a Montessori and Play to Learn program that strives to be a home away from home. We believe children are capable and it's our honour to carefully and lovingly guide children to develop the skills and mindset to thrive. Our vision is to support each child individually to reach their own unique potential as someone who treats themselves, others, their space, and the natural world with the utmost respect and empathy".



Parkplace Daycare implements all levels of the hierarchy for infection prevention & exposure control measures for communicable disease outlined in the above graphic in their COVID Policies

Note: All COVID operations and policies abide by:

Center for disease Control & Prevention (CDC): Guidelines for Child Care to Remain Open

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

MH, Licensing guidelines:

<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>

<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>

Worksafe BC:

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

ENTERING CHILD CARE POLICY (Updated November 2020)

This policy ensures to the best of our ability Parkplace Daycare ensures health and safety in accordance with Provincial Health Officer requirements and Worksafe BC guidelines, and precautions are in place when inability to social distance in the hallways due to limited space.

PROCEDURE

The following steps are in place for families to minimize risk for all and spread of disease. Educators will ensure:

- Drop off and Pick Up:
 - Only one adult permitted to drop off/pick up to minimize the number of adults in the hallways
 - Families are required to wear a mask when entering the child care building (Please keep a personal mask on yourself at all times when dropping off and picking up your child)
 - Families are required to use the hand sanitizer upon entry, hand sanitizer is located at the door.
 - At this time families are not permitted into the child care program room, staff will greet you and receive your child, and do the sign in/out. (Only staff touch the pen/sign-in-out log)
 - Families may assist their child in the bathroom if necessary, masks required.
- Staff are required to wear masks in the hallways, and if travelling from room to room (ex. Break-coverage staff).
 - Staff are wearing them in the rooms at the moment due to their personal preference.
 - Staff must ensure consistent hand washing practices (i.e. touching food, entering room, toileting/diapering, and if touching something that another adult has just touched).
- If anything prevents a family from wearing a mask, please call us at the front desk, we will arrange to come outside to bring your child inside (or to your car at the end of the day).
 - Note: We have left a limited supply of masks at the door to each center if needed.
- 15th Street Center:
 - Please enter and exit through the back steps only. If you have a stroller please leave this at the bottom of the steps. (no elevator use at this time)
- Keith Rd. Center:
 - Parents to only enter and exit through the back door off of the parking lot. Please do not use the front door at all.
- Parents and educators are asked to create space between adults in the hallway of 2 meters to ensure physical distancing. (Parents have received communication regarding all processes, being asked to ensure they move out of the way if at all possible, etc.).
- Mandatory distance when visiting the front desk at either location, 2 meters marked on the floor with tape. Parents are encouraged to phone/email the center with discussions/information at this time.
- Educators and Parents are encouraged to communicate any concerns with the center as we all work together to refine our processes and address challenges.

Dropping Off/Picking Up at classroom:

1. Please drop off and pick up your child to the door of the classroom to the classroom teacher. Families will not enter the classroom.
2. The teacher will sign your child in and out for the day, and wash the child's hands again.

CENTER CONTACTS:

- Keith Road Center: 604-512-5801 (Maryam's cell), Biba's cell 778-558-7920 & Main front desk 604-990-5572
- East 15th Center: 778-840-2601 (Sherry's Cell) & Main front desk 604-986-6494

COVID-19 TRANSPORTATION POLICY

To ensure van transportation is meeting all Covid health guidelines, Park Place Daycare ensures the following procedures will be in place during school drop-offs/pick-ups and fieldtrips.

PROCEDURE

In addition to the Park Place Daycare Transportation policy procedures and steps, to ensure limiting the spread of Covid-19, the following additional precautions are in place:

Staff will:

- Wear masks while in the van
- Sanitize hands before entering the van

Child Placement:

- Children will sanitize their hands when entering the van

COVID SIGN IN POLICY

To ensure physical distancing and minimizing touched surfaces, the following procedures will be in place for a new sign in process.

PROCEDURE

For both center locations (Keith Rd. and e 15th St.) there will no longer be any parents allowed to sign in and out. We do not wish for the parents to share the pen or breathe near the sign in and out book to minimize virus spreading.:

- The sign in and out book will be only accessed by the educators/teachers.

COVID POLICIES & PROCEDURES

CLEANING AND DISENFECTIONING POLICY

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. The following policies outlines the cleaning and disinfecting processes.

PROCEDURE

Child Care settings should be cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings document, as such, the following procedures are in place:

- General cleaning and disinfecting of the centre should occur at least once a day, at Park Place we do 3 times a day.
- Frequently-touched surfaces should be cleaned and disinfected at least twice a day or more as needed.
 - These include door knobs, light switches, faucet handles, table counters, chairs, electronic devices, and toys.
 - Cleaning each toy after it is used and then replacing it. We will do this by placing the toy in a bin or the art sink after it is used and then bleach spraying it and then returning it to general use after it is dry.
- Clean and disinfect any surface that is visibly dirty.
- Use common, commercially-available detergents and disinfectant products. Follow the instructions on the label. See the BCCDC Cleaning and Disinfectants for Public Settings guidance for more information.
- Remove toys and other items that cannot be easily cleaned (e.g., avoid plush/stuffed toys).
- Empty garbage containers daily, at minimum.
- Wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine). Wash hands before wearing and after removing gloves.
- Clean and disinfect cots and cribs after each use, and launder crib linens between children. If parents are providing their own crib linen, the linens should be laundered and placed in a sealed plastic or washable bag before bringing to the centre. Do not shake the linens.
- Clean diapering stations after each use.

Note: There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution of books or paper based educational resources to children because of COVID-19.

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-childcare.pdf>

COVID POLICIES & PROCEDURES

COVID PROGRAM OPERATIONS POLICY

To ensure our centers are meeting the Provincial Health guidelines, Worksafe BC guidelines, and CDC suggestions, the following operational COVID processes will be in place for the safety of children, educators, and families.

PROCEDURE

In partnership with center administration, Educators will ensure the following summary of processes are implemented:

- Require that each family entering and leaving the center washes/sanitizes their hands...both children and parents with soap and water (for the length of 2 happy birthday songs i.e. at least 30 seconds) or use of sanitization at front door.
- Cleaning all highly touched surfaces 3 times per day or more frequently as needed.
- Creating physical distance between staff when/where possible
- Limiting movement of staff from one room to another
- Increased focus on outdoor time, and opening windows for fresh air flow
- Any visitors (i.e. practicum students, special guests, etc.) will follow all health protocols.
- Staggering child's lunch time as well as making sure there is more space in between each child during lunch and snack.
- Removed and will not use any shared activities such as play dough and water/sand tables.
- Using nap rooms, social distancing requirements met. CCFL section 15 (3).
 - Educators will ensure napping the children head to foot and foot to head etc.
 - Where this nap staggering system is not possible we have installed plexiglass dividers. These dividers are cleaned after each nap time.
 - All of the cots/cribs are bleached after each nap time
- All of the changing tables and toilets surfaces are cleaned and sanitized as per VCH guidelines.
- There will be one muddy buddy assigned to each child for the days use. This muddy buddy is washed at the end of each day.
- Currently not taking more than 4 children age 3 to 5 into the washroom at a time in the large middle washroom.
- Currently washing all grocery items with soap and water and or bleach spray for the packages before use.
- Currently covering each lunch for each child with plastic wrap. We have also cancelled the family style lunch and will only allow the teacher to pass out any extra food asked for. Teacher will use a spoon or tongs used only for this food service time.
- Educators will minimize the frequency of direct physical contact with children and encourage children to minimize physical contact with each other. (age appropriate expectations)
- Educators will maintain physical distancing from one another.
- Educators will encourage respiratory etiquette (cough/sneeze into elbow sleeve, not touching face)

COVID ILLNESS POLICY

To ensure health and wellness for our children, families, and staff, Parkplace Daycare follows the recommendations regarding the Corona Virus (COVID-19) outlined by Vancouver Coastal Health and the Provincial Medical Health Officers.

COVID 19: Public Health guidance for Childcare Settings:

http://www.bccdc.ca/Health-Info-Site/Documents/COVID19_PublicHealthGuidanceChildcareFacilities.pdf

Procedure

As per recommended child care illness prevention guidelines, symptoms that should exclude a child from attending child care, and thus a child is considered sick (should stay home or will be sent home) when any of the following are present, specifically regarding **reducing COVID spread**:

- **An acute cold with fever, runny nose and eyes, cough or congestion, laboured breathing**
- They have a fever over 37.5 C
- Infected looking eyes or skin
- Any type of contagious or communicable disease (such as flu, measles, mumps, rubella, chicken pox, etc.)
- Unexplained diarrhea or loose stool
- Nausea, vomiting or abdominal cramps

If a child becomes ill at daycare (see above) educators will:

- **Remove the child from the group to a sleep room or the couch at the front lobby, ensuring continuous supervised by a teacher**
- Contact the parent/guardian to request pick up **within 1 hour**
- If the parent/guardian is unreachable, an alternative emergency contact will be called
- Educator plays their role in illness prevention in their day to day practices. These practices, such as proper hand washing, diapering, toileting, wearing of masks in common spaces, physically distancing from other educators, and food preparation, will limit the spread of bacteria and viruses.

Families are asked to report:

- **An acute cold with fever, runny nose and eyes, cough or congestion, laboured breathing**
- Any contagious or communicable disease
- Unexplained diarrhea or loose stool
- Nausea, vomiting or abdominal cramps
- Complete a Daily Health Check Form (attached)

As per BC Child Care Licensing Regulations, section 54:

http://www.bclaws.ca/civix/document/id/loo96/loo96/332_2007#section54

- Educators will ensure while under supervision, a quiet and clean resting area for the child.
- **Notification of the medical health officer/LO if a child in the program has a reportable communicable disease/COVID 19 confirmation**
- If the situation develops into a medical emergency, 911 will be called.

Child Care Program Staff:

- Can continue to work with NO signs of illness (cough, fever, runny nose/eyes, vomiting/diarrhea, communicable disease, etc.)
- IF an educator becomes ill:
 - They access any sick days they have (All are provided with 12 or more sick days per year paid)
 - If the educator runs out of sick days, they will have the choice to access the EI system.
 - They may return to work with no illness symptoms and a signed doctor note stating they have no contagious disease/virus (Ex. Hay fever/allergies), and/or a negative Covid test if ordered by the Dr (or if needing to extend their isolation)
- IF an educator has confirmed COVID-19 they are to be symptom free for 14 days and produce a doctor note before returning to work
- Park Place Child Care will ensure one "extra" ECE educator is present to facilitate any of the above situations.

Additional Resource: **Preventing Illness in Child Care Settings**

<http://www.health.gov.bc.ca/library/publications/year/2003/com018.pdf>



**1. STAY HOME
WHEN SICK**

All children and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.



2. HAND HYGIENE

Everyone should wash their hands more often!

Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.



**3. RESPIRATORY AND
PERSONAL HYGIENE**

Cover your coughs.

Do not touch your face.

No sharing of food, drinks, or personal items.



**4. PHYSICAL DISTANCING
AND MINIMIZING
PHYSICAL CONTACT**

Spread children out to different areas.

Take them outside more often.

Stagger lunch times. Incorporate individual activities.

Remind children, "Hands to Yourself!"



**5. CLEANING AND
DISINFECTION**

Clean and disinfect frequently touched surfaces at least twice a day.

General cleaning of the centre should occur at least once a day.

Use common cleaning and disinfectant products.

Child with Symptoms of COVID-19	Staff with Symptoms of COVID-19
IF CHILD DEVELOPS SYMPTOMS AT HOME:	IF STAFF DEVELOPS SYMPTOMS AT HOME:
<p>Parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p>	<p>Staff must be excluded from work, 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.</p>
IF CHILD DEVELOPS SYMPTOMS WHILE AT CHILD CARE:	IF STAFF DEVELOPS SYMPTOMS WHILE AT WORK:
<p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Identify a staff member to supervise the child. 2. Identified staff member should immediately separate the symptomatic child from others in a supervised area 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 staff member 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 your hands. 8. Once the child is picked up, wash your hands. 9. Clean and disinfect the space where the child was separated and any areas used by the child (e.g., bathroom, common areas). 10. If concerned, contact the local public health unit to seek further advice. <p>Parents or caregivers must pick up their child promptly once notified that their child is ill.</p>	<p>Staff should go home right away where possible.</p> <p>If unable to leave immediately, the symptomatic staff person should:</p> <ol style="list-style-type: none"> 1. Separate themselves into an area away from others. 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. Remaining staff must clean and disinfect the space where staff was separated and any areas used by them (e.g., office, bathroom, common areas). 5. If concerned, contact the local public health unit to seek further advice.
<p><i>If a child or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to child care once symptoms resolve.</i></p>	

Resources:

Center for disease Control & Prevention (CDC): Guidelines for Child Care to Remain Open

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

MH, Licensing guidelines:

<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>

<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>

Worksafe BC:

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

Child Care Canada (BC: "Re-opening Child Care Centers During Covid-19" PDF resource)

www.childcarecanada.org

DAILY HEALTH CHECK FORM

Now part of the DocuSign documents when families register.

Daily Health Check Resource

Date: _____ Name of child: _____

Name of parent/guardian: _____

Does your child have any of these symptoms?

- | | |
|---|--|
| <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 your 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 symptoms have resolved fully your child may return to the child care centre.
- Please call 8-1-1 or your health provider for more information.

Has your child, or anyone 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 in your household, travelled to any countries outside of Canada, including the US (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 8-1-1 or your health provider.
- For any non-medical information about COVID-19 (including information related to travel) please call 1-888-COVID19 (1-888-268-4319). This service is available 7 days a week from 7:30am to 8:00pm

Parent / Guardian Signature: _____

Child Care Staff Signature: _____