



Covid-19 Operational Protocols

In order for our staff to keep all of our families and children in attendance safe, as well as our staff and their families, we have adapted the following safe keeping measures, MANY of which we already practiced pre Covid-19. **These protocols take precedence over all else in this handbook and may affect other sections.**

1. Access Inside our Facility

- a. Parents & staff must assess their child/self at home **EVERY** day for the symptoms of a common cold, influenza, COVID-19 or other respiratory disease. You may use the BC Covid-19 Self Check Tool that is on our website. Children that appear ill will NOT be permitted in-see below (#9) for re-entry conditions.
- b. ALL staff & families upon their first day of returning (absence of 5 days or more) must submit Form C-19. After this time, parents and staff may be asked daily at drop off if their child has any of the symptoms of a common cold, influenza, COVID-19 or other respiratory disease and answer a simple **YES or NO**.
- c. Outside visitors will be limited and only have access to our cubby area for a short period of time (15 minutes max.).

2. Pick Up & Drop Off

- a. Parents will wait outside with their child at drop off, along the front windows and maintain a distance of 6ft between their self and the next person in line. You can use the individual sidewalk blocks as a reference for spacing. Alternatively, you can wait in your vehicle with your child. Your child will come in one at a time and we ask that you move ahead for the next family once your child is inside.
- b. If you need to talk to a staff member, we will do so outside the front door under the building overhang area.
- c. There will be no handshakes but a verbal greeting.
- d. Parents will wait outside at pick up, along the front windows and maintain a distance of 6 ft between their self and the next person in line. You can use the individual sidewalk blocks as a reference for spacing. Your child will be sent out one at a time to the first person in line. Please leave once you have your child to allow space for the next parent to move up in the line.
- e. Upon entering, children will sanitize their hands at the door.
- f. Children with lunch kits will hang them in their cubby right away, get changed and then proceed straight to the sinks to wash their hands with soap and water BEFORE sitting down on an "X" at our circle time carpet.
- g. Children without lunch kits will go to their cubby, get changed and proceed straight to the sinks to wash their hands with soap and water.

3. Physical Distancing Measures

- a. Children will work on their own mat apart from another child so they can talk while they do their own activity.
- b. Tables and desks have been spaced out to allow for more individual work and on the large tables only two children at opposite ends per table.
- c. Circle time will be adjusted so that each child sits on a designated "X", facing forward with a space between them and the next child.

4. Meals & Snacks

- a. Snacks will not be self serve. **Two children at a time** can come and ask for a snack AFTER they have washed their hands. A staff member will give them a pre-portioned snack already prepared, and a glass to fill up with water at the sink (if requested).
- b. At this time, children will not be cutting apples and carrots to share with the class.
- c. Group snack has been suspended.
- d. Children that stay for lunch will go one at a time to get their lunch bag from their cubby, place it on a table and then wash their hands with soap and water, sit at their spot and wait until all children are sitting.



5. **Hand Hygiene**

Children & staff will wash their hands when:

- a. Arriving
- b. Before and after lunch
- c. Before and after a snack
- d. After using the washroom or assisting someone in the washroom
- e. After coughing or sneezing by mistake into their hands
- f. After contact with any bodily fluid
- g. After using and throwing into the garbage a tissue
- h. After handling one of our guinea pigs
- i. Coming back in from the playground
- j. Before leaving

6. **Absences & Travel**

If your child will be missing school for **ANY REASON**, please call, text or email the preschool as to what the reason is; sick, appointment, family emergency, slept in etc.

If your family will be away for more than 5 days, or we are closed for more than 5 days, a **NEW COVID-19 RETURN FORM MUST be completed** and brought in on your child's first day back to preschool.

7. **Cleaning & Disinfecting**

- a. Extra sanitizing of frequently touched/used surfaces during the day will take place as needed.
- b. Lunch surfaces will be cleaned BEFORE and AFTER lunchtime.
- c. At the end of each day all tabletops and chairs, bathroom surfaces and front sinks will be sprayed with a hydrogen peroxide solution.
- d. Garbage containers will be emptied at the end of each day.
- e. Any object that a child may put into their mouth will be cleaned immediately with disinfecting wipes.

8. **Child Develops Symptoms at School**

- a. Your child will be settled into our reading corner which is for 1 child at a time ONLY.
- b. Staff will call you to pick them up immediately. If you or your spouse cannot be reached, we will contact your local emergency contact to pick up your child.
- c. Your child will be attended to and watched until you pick them up.
- d. Once your child is picked up, we will disinfect our reading corner, remove all books, clean any areas your child was in and wash our hands.

9. **Return to School (taken from the BCCDC Sept.25 update)**

Staying home when sick is one of the most important ways to reduce the spread of communicable diseases, including COVID-19. Therefore, it is important for anyone who is sick to stay home.

Staff or children who are experiencing symptoms of a previously diagnosed health condition do not need to stay home and do not need a doctor's note to attend our facility.

If a member of your household develops new symptoms of illness, asymptomatic staff and children may still attend.

If a household member tests positive for COVID-19, public health will advise on self-isolation and when they may return.



Children and staff should stay at home when new symptoms of illness develop, such as:

- Fever
- Chills
- Cough
- Difficulty breathing (in small children, this can look like breathing fast or working hard to breathe)
- Loss of sense of smell or taste
- Nausea or vomiting
- Diarrhea

For mild symptoms without fever, children and staff members should **stay home and monitor symptoms for 24 hours**. If symptoms improve and the child/staff member feels well enough, they can return to preschool without further assessment or doctor's note.

If symptoms include fever or difficulty breathing, or if symptoms last for more than 24 hours or get worse, seek a health assessment by calling 8-1-1 or a primary care provider. If a COVID-19 test is recommended because of the health assessment, self-isolate while waiting for results.

- **If the COVID-19 test is positive**, self-isolate and follow the direction of public health.
- **If the COVID-19 test is negative**, return to preschool once your child is well enough to participate.
- **If a COVID-19 test is recommended but not done**, self-isolate for 10 days after the onset of symptoms and return when well enough to participate.
- **If a COVID-19 test is not recommended**, staff and children may return when well enough to participate.

If you are unsure, call 8-1-1 for advice.

See the BCCDC website for more information on when to seek emergency care.

To read more of this document please go to:

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