



## Elkford Play School COVID-19 Safety Plan and Operating Policy – August 5, 2020

The following considerations and procedures are a plan to guide the delivery of pre-school programming offered by the Elkford Women's Task Force Society as we resume programming at Elkford Play School amid the COVID-19 pandemic.

Employers are required to develop a COVID Safety Plan that outlines the policies, guidelines, and procedures to reduce the risk of COVID-19 transmission. The risk reduction plan includes the following:

- A. Assessment of Risk at Workplace – Assessment of workplaces to identify places where the risk of transmission is introduced. The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching the face. To further assess risk at the workplace the following are circumstances to consider:
  1. What job tasks or processes require workers to come into close proximity with one another or members of the public?
  2. What equipment do people come into contact within the course of their work?
  3. What surfaces are touched often, such as doorknobs, pens, puzzles, art supplies, games, shared resources, and tables?
- B. Implement Measures to Reduce the Risk – We must select and put in place measures to minimize the risk of transmission.
  1. Limit the number of workers and children in one space at a time.
  2. Maintain as much space between children, workers, and parents as possible.
  3. Implement measures to ensure workers can maintain two meters distance when serving or working with or near members of the public.
  4. Provide adequate hand-washing facilities on site for all workers and children and ensure location is visible and easily accessible. Provide hand sanitizer when hand-

washing facilities are not available. Develop policies around when workers and children must wash their hands.

5. Implement a cleaning protocol for common touch areas and surfaces.
6. Remove any unnecessary tools or equipment that may elevate the risk of transmission.
- C. Develop Policies – Develop policies to manage your workplace, including who can be in the workplace, how to address illness, and how workers are kept safe in adjusting work conditions.
  1. The Provincial Health Officer and the BC CDC have issued the following guidance around self-isolation, which must be reflected in policies:
    - a) Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
    - b) Anyone under the direction of the Provincial Health Officer or their health care provider to self-isolate must follow these instructions.
    - c) Anyone who has arrived from outside of Canada, or who is in contact with a confirmed COVID-19 case, must self-isolate for 14 days and monitor for symptoms.
  2. Prohibit or limit visitors.
  3. Have a plan around workers who may start to feel ill while at work, including who they should notify and how they will travel from workplace to home.
- D. Develop Communication Plans and Training – We must ensure that everyone entering the workplace, including workers and clients, know how to keep themselves safe while accessing program services.
  1. Be sure everyone is trained on the measures put in place and the policies around staying home when you are sick.
  2. Post signage, including occupancy limits and effective handwashing practices. Signage should be posted at entrance and easily visible.
  3. Ensure supervisors have been trained on monitoring workers and workplace to ensure policies and procedures are being followed.
- E. Monitor Workplace and Update Plan as Needed -
  1. Circumstances change as our business operates. If you identify a new area of concern, or if it seems like something is not working, notify Executive Director to take steps to update policies and procedures. Workers must be involved in this process.
  2. Ensure workers can raise safety concerns. This may be addressed through Executive Director. If employees feel Executive Director has failed to address worker concerns presentation of concerns to Board of Directors is applicable.

## Children and COVID-19 – BC CDC Information

- Current epidemiology of COVID-19 in BC shows that children are at a much lower risk of transmitting or becoming ill with the virus. COVID-19 has an extremely low infection rate in children. In BC, less than 1% of children and youth tested have been COVID-19 positive. Most children are not at a high risk for COVID-19 infection.
- Children and youth typically have much milder symptoms of COVID-19 most often presenting with low-grade fever and dry cough. GI symptoms are more common over the course of the disease, while skin changes and lesions, are less common.
- Many children have asymptomatic disease. However, there is no conclusive evidence that children who are asymptomatic pose a risk to other children or adults.
- Evidence indicates transmission involving children is primarily limited to household settings, and from COVID-19 positive adults to children. Most cases in children have been linked to a symptomatic household member.
- Clusters and outbreaks involving children and youth are unusual and tend to occur only in areas where there are high levels of community spread.
- Children are not the primary drivers of COVID-19 spread in childcare facilities, schools or in community settings.
- In young children maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.

## Protocols

1. Health Policy – Workers, children, parents, and caregivers must not enter the Elkford Play School if they or someone they live with have symptoms of COVID-19 or have traveled outside of Canada in the last 14 days. Symptoms of COVID-19 include fever, cough, sneezing, sore throat, headache, new body aches, and fatigue. A daily screening will be done at drop off. **Any child that is unwell will not be permitted to enter the play school.** Children with the presence of symptoms of the common cold, influenza, COVID-19, or other respiratory illness will not be permitted to return to the program until they have been assessed by a health care professional to exclude COVID-19 or any other infectious diseases, and their symptoms have resolved. Workers with COVID-19 symptoms will stay home and self-isolate until they have been cleared by a health care professional to return to work and their symptoms have resolved. **The health policy will be strictly enforced.** We appreciate parents' assistance in helping to keep other children, families, and staff well by following our health policy. If your child or any member of your family becomes ill with COVID-19 like symptoms, please notify Becky immediately. Notification assists us with keeping all our learners, their families, and staff healthy.
2. Becoming Ill at the Play School – Staff and children that become ill while at the Play School will leave the classroom as soon as possible. Children that become ill will be separated

from the rest of the group and will wait in an area outside of the classroom with a staff member to be picked up. Parents/caregiver will be contacted for immediate pick up. Staff that become ill while at work will immediately contact Executive Director and will physically distance from other staff and children until replacement staff arrives.

3. Physical Distance – Working with pre-school aged children will make physical distancing extremely challenging. Pre-school aged children often require assistance with tasks such as dressing, toileting, handwashing, and eating. BC CDC recommends focusing on minimizing physical contact rather than maintaining physical distances when working with young children. Class sizes have been adjusted to allow for a maximum of 12 children and two staff per class. Children will be encouraged to keep their hands to themselves and discouraged from close physical contact such as hugging. As recommended by the Provincial Health Officer, the class composition will remain the same limiting exposure to larger groups. Staff is required to maintain six feet of distance from parents/caregivers and external support staff (i.e. Supported Child Development Worker). Including opportunity for outside activity is encouraged as part of our program.
4. Pick Up and Drop Off – Families will be assigned staggered pick up and drop off times limiting the number of people gathered in the hallway outside of the play school room. We ask that parents assist us with this procedure by arriving promptly at your designated drop off and pick up time. **Following Provincial Health Orders made November 19, 2020 parents and staff are now required to wear masks while picking up and dropping off children for school occurs.** No more than five families at a time will be permitted in the hallway outside of the play school. Remember to maintain physical distancing between families at pick up and drop off. Hand sanitizer will be available inside the door and each parent/caregiver must use the hand sanitizer before entering the hallway. Entrance to the hallway will be at the side entrance located beside the play school. Exit of the building will be through the main entrance of the community conference centre. Only one parent/caregiver per child will be permitted inside the building at pick up and drop off. Where possible, please do not bring siblings into the building at pick up and drop off.
5. Hand Hygiene – Staff and students will wash hand immediately upon entering the classroom and before exiting the classroom. Hand washing will also occur:
  - Before and after handling food
  - After toileting
  - After contact with bodily fluids
  - After outside play
  - After cleaning tasks
  - After sneezing or coughing
  - Whenever hands are visibly dirty (i.e. after craft or painting time)
6. Respiratory Etiquette – Children and staff will cough or sneeze into elbows or a tissue. Immediate disposal of used Kleenex is required. Children and staff must not touch their eyes, nose, or mouth with unwashed hands. Immediate hand washing following a cough or sneeze is required. This procedure will be frequently taught to children.

7. Cleaning and Disinfecting – Toys that are not easily cleaned will be stored away and not available for students to use. A limited number of toys will be out to assist with cleaning procedure. All common touch areas will be cleaned twice daily, between morning and afternoon classes and at the end of the day. Common touch areas include faucets, tables, chairs, door handles, switches, toys, and bathrooms. Each class will have their own craft supplies (i.e. glue stick, crayons, markers, paints, scissors) and the supplies will only be used by those children. Children are asked not to bring items from home to class unless they are required for support and have been pre-approved by staff. Each child is required to provide an indoor pair of shoes that will be left in the child’s assigned storage bin and will not be shared with other children. Garbage cans will be emptied daily.
8. Use of Personal Protective Equipment (PPE) – COVID-19 Public Health Guidelines for Child Care Settings states that PPE, such as masks and gloves, are not needed beyond those used by staff as part of regular precautions for hazards normally encountered in their regular course of work. Disposable gloves should be worn by staff when cleaning bodily fluids. **Following Provincial Health Orders issued November 19, 2020 parents and staff are required to wear masks during student drop off and pick up. Parents must wear their masks while inside the Elkford Community Conference Centre.** Staff and children are not required to wear masks while working with children in the classroom.
9. Snacks – Sharing of food or drinks will not be permitted. Children must bring their own clearly labeled snacks and water bottles. A reminder that healthy snack policy and water to drink (no juice or milk) remain in place for children attending class. Class prepared snacks will not be available at this time (i.e. baking cookies in class). Parent snacks for special days will be arranged via staff and may be limited to single serving items.

## Questions or Concerns

Questions or concerns should be directed to our Play School Supervisor, Becky Andrusiak or the Executive Director, Kim Bauer. The phone number at the Play School is 250.433.1863. Kim Bauer can be reached by phone at 250.425.5125 or by email at [ewtf@telus.net](mailto:ewtf@telus.net) .