

COVID-19 Operating Procedures for Childcare Families & Staff

(Version 5)

Please note this information was updated based on information currently available on **October 2, 2020 (changes highlighted in yellow)** and is subject to change as per direction from Public Health Authorities.

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Introduction

Since the COVID-19 “Coronavirus” pandemic began, we at Kiwassa have been closely monitoring the constantly evolving situation and following directions from all public and provincial health organizations so that our child care professionals, families and children can depend on us to provide a safe environment and continue our ongoing commitment of service to the community. Although the health authorities continue to advise that all parents or guardians who can, should care for their children at home, we understand that this may not be possible for everyone. This document will highlight our COVID-19 Operating Procedures as we explore the needs and challenges associated with the pandemic while providing safe childcare services.

Our operating procedures and prevention measures are in accordance with the advice and guidelines from:

- The Canadian Federal Government and its designates such as Public Health Authorities and Official Travel Advisories,
- The British Columbia Provincial Government and its agencies such as The Ministry of Health, B.C Centre for Disease Control, Ministry of Children and Family Development, Vancouver Coastal Health, Child Care Facilities Licensing and WorkSafe B.C.

Preventative Measures: Keeping Children and Families Safe

Public Health Measures:

- Any individual showing symptoms of COVID-19 or who has been identified by Public Health as a close contact of a person with a confirmed case of COVID-19 is not permitted to enter any Kiwassa Childcare Centres.
- We will continue to practice good hand hygiene and respiratory hygiene such as coughing in elbows instead of hands and throwing tissues out immediately after use.
- Families and caregivers must assess their children daily prior to drop off, using the Daily Health Check ([Appendix B](#)).
- If a child starts showing symptoms of what could be COVID-19, we will contact the child’s parent or caregiver to come and pick them up as soon as possible, and they will go home right away and follow the Public Health Guidelines, as outlined in this document.
- If a staff person starts showing symptoms of COVID-19, they will go home right away and follow the Public Health Guidelines, as outlined in this document.

Sign in/out Procedures for Families and Caregivers:

Parents and caregivers must assess their children daily for the presence of symptoms of COVID-19 prior to drop off. All programs will have the sign-in/out table located directly in front of, or just inside the door of, the childcare entrance, which may be moved from its usual location. All families will be asked to sign children in and sign/initial that they have completed a Daily Health Check ([Appendix B](#)) upon arrival and prior to dropping their children off each day. Children will be asked to enter through one door only.

- Parents and guardians will be allowed in designated areas only, and generally will not be allowed inside the centre.
- Parents must practice physical distancing when dropping off or picking up children – please ensure a distance of 2 metres between all adults not from the same household, and do not stay in the program area/playground longer than necessary.
- Upon arrival and before leaving the program, children and staff must wash their hands.
- At this time, we are not providing snacks for children at any Kiwassa Childcare Centre, except Kiwassa Variety Club Daycare. For children/families in need, individually wrapped snacks will be made available – arrangements can be made through program staff.
- Children are NOT ALLOWED to bring any or toys or other things from home to share at the centres.

COVID-19 Tests and Travel Restrictions:

These guidelines apply to both children, families, and staff members of the Kiwassa Childcare Centres.

- Children or staff cannot attend any Kiwassa Childcare Centres for at least 14 days if they or anyone in the household has come in direct contact with someone who is confirmed to have COVID-19 or has been asked to self-isolate by Public Health authorities.
- If it is determined, through public health protocols, that a test is required but is not possible to obtain, children or staff cannot attend Kiwassa Childcare Centres and must self isolate until they have been assessed by a health care provider to exclude COVID-19 or other infectious disease, and until their symptoms have resolved.
- **Children or staff who have had a COVID-19 test must provide written results to be kept on file.** We require written proof of exclusion of COVID-19 and will keep these documents stored securely; in the event of an exposure or outbreak, this information may be shared with Public Health or Licensing officials as necessary for contact tracing.
- Children or staff who have travelled outside of Canada, or travelled domestically by plane, must be monitored very carefully for the first 48 hours upon return and continue to be monitored closely for 14 days. During this time, the individual cannot attend the Kiwassa Childcare Centres.
 - Anyone who has travelled by plane to/from another city (either within or outside of Canada) may not attend a Kiwassa centre for 14 days.
 - Vehicle trips outside of BC and within Canada do not require children or staff members to self-isolate, but all should be vigilant about monitoring for symptoms after increased exposure to larger numbers of people from different areas.

Administrative Measures

Enhanced Cleaning and Sanitization:

Kiwassa Childcare staff teams will:

- Follow the updated **Daily Cleaning Checklist** ([Appendix C](#)) to ensure that the centre is thoroughly cleaned and sanitized throughout the day.
- Clean common areas (e.g. washrooms, staff rooms) which will be sanitized in accordance with the **BC CDC's Cleaning and Disinfectants for Public Settings** document ([Appendix D](#)).
- Clean and sanitize high-touch areas (e.g. door knobs, cupboard handles, light switches, faucet handles, tables, chairs, toys) and frequently used surfaces at least twice a day to maintain a safe and healthy environment.
- Regularly clean and sanitize items that are shared between children.
- Set aside any toys or objects that children have placed in their mouths 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.
- Clean and disinfect cots, cribs and mats after each use and launder linens between uses by different children.
- Empty garbage containers at least once daily.
- Ensure our childcare centres are always well-stocked with handwashing supplies (e.g. soap, clean towels, disposable towels, a minimum of 60% alcohol-based hand sanitizer, gloves etc.).
- Clean high-touch electronic devices (e.g. phones, keyboards, tablets) with 70% alcohol wipes, and ensure the wipes make contact with the surface for one minute for disinfection.
- Use water, household detergents and common disinfectant products as this is sufficient for cleaning and disinfection in childcare settings.

Programs & Activities:

Kiwassa Childcare staff teams will:

- Minimize the frequency of direct physical contact with children.
- Form multiple separate play areas to space children apart as much as possible.
- Organize snack/meal areas to space children apart.
- Organize nap areas to space children apart and placing children head-to-toe or toe-to-toe.
- Stagger snack/meal and nap times.
- Include the use of outdoor space for various activities, including snack/mealtime, while adhering to physical distancing and hygiene principles.

Personal and Environmental Measures

Handwashing Practices:

Children must wash their hands:

- When they arrive/ before they go home
- Before eating and drinking
- After using the toilet, or after a diaper change
- After playing outside
- After sneezing or coughing into hands
- Whenever hands are visibly dirty

Childcare staff must wash hands:

- When they arrive/ before they go home
- Before handling, preparing food or feeding children
- After cleaning tasks
- After changing diapers, assisting a child with toileting and using the toilet
- After removing gloves
- After contact with bodily fluids
- After handling garbage
- Whenever hands are visibly dirty

Physical Distancing:

As physical distancing may not be possible with all children, we feel it is reasonable to establish different expectations based on age and/or developmental readiness.

Within childcare settings, physical distancing should include avoiding physical contact between staff, avoiding unnecessary physical contact between staff and children, minimizing close, prolonged, face-to-face interactions where possible, and encouraging everyone to spread out as much as possible within the space available. It is not necessary to attempt to eliminate close contact between children, recognizing the importance of children's emotional, physical and developmental needs.

For example:

- Everyone is encouraged to avoid close greetings like handshakes, or side hugs/high fives, including with the children.
- We will increase the space between children during activities by moving or using separate table and chairs so they are farther apart.
- We will reduce prolonged face-to-face contact between other staff members and practice physical distancing where possible.
- We will organize more activities that encourage individual play and more space between children and staff.
- Staff will reinforce and remind children of the rule of "hands to yourself."
- We will minimize the number of visiting adults that enter the centre, unless that person is providing care or supporting the inclusion of a child in care.
- Food and beverage will not be shared between individuals. Homemade food items will not be made available to other children at this time (e.g. birthday treat).

Self-Isolation:

The following people must stay home and self-isolate:

- A person experiencing key symptoms described in Appendix B; or
- A person waiting for results of a COVID-19 test; or
- A person confirmed by public health as a case of COVID-19; or
- A person confirmed by public health as a close contact of a confirmed case or outbreak of COVID-19; or
- A person who has travelled outside of Canada in the last 14 days.

Anyone required to self-isolate will be supported by public health.

Other Environmental Measures:

- Where feasible and applicable, Kiwassa Childcare Centres will divide areas into zones using furniture or floor markings and limit the number of children in each zone.
- We will create individual "kits" for each child; these will include any common supplies that are hard to sanitize such as scissors, glue, markers, pencils, pencil crayons etc.
- Space out children's cubbies or hooks.
- Avoid large group games and activities.
- Put all hard toys on a rotation - this will allow adequate time to sanitize and dry the toys.
- Remove any soft toys that cannot be regularly cleaned.
- Continue to complete regular cleaning and sanitizing of all surfaces throughout the day.
- We will use sand and water tables (indoors and outdoors) – children will wash hands before and after playing in sand or water and the table and water toys will be cleaned and sanitized after use.

Personal Protective Equipment (PPE):

It is not recommended that children wear cloth or homemade masks. In young children, masks can be irritating and may lead to increased touching of the face and eyes.

- Where PPE has been identified for tasks prior to the COVID-19 pandemic, staff will continue to use this PPE when performing these tasks. Staff will wear disposable gloves when cleaning body fluids (e.g., runny nose, vomit, stool, urine) and when diapering.
- To determine what PPE may be required for workers who are responsible for cleaning and disinfection, staff will read product labels and Material Safety Data Sheets.

Personal Health Measures

Imperative Personal Measures:

As directed by the Public Health authorities, if you or your child are unwell, please stay at home. All children and staff who are ill with fever, or have a cough or worsening of a chronic cough, have breathing difficulties, have a loss of sense of smell or taste, have diarrhea, nausea or have vomited, **need to stay home**.

- If you are at all unsure of your status, the [BC Centre for Disease Control's Online Assessment Tool](#) can help you assess whether you should stay home or not. Alternatively, you can call 8-1-1 or your family doctor.
- If a child or staff member starts showing symptoms of what could be COVID-19 while at a Kiwassa program, it is important to contact a supervisor or manager right away, so that they can provide guidance through next steps.

Daily Health Check:

A daily health check is a tool to use to reduce the risk of a person attending a childcare setting when potentially infectious. Parents/caregivers of children, children, staff and other adults have a responsibility to conduct a daily health check before attending or dropping their child off at a Kiwassa childcare facility. A checklist to conduct a daily health check is available as Appendix B.

Parents do not need to sign a Family Health Declaration anymore, but will need to initial upon signing a child into care (or when picking up for after school programs) that they did complete a daily health check.

Staying Home When Sick and When New Symptoms Develop:

Staying home when sick is one of the most important ways to reduce the spread of communicable diseases, including COVID-19. This is why it is important for anyone who is sick to stay home. Staff or children who are experiencing symptoms of a previously diagnosed health condition (ie. as recorded on childcare registration documents) do not need to stay home and are not required to provide a doctor's note to attend a childcare facility. Asymptomatic staff and children may attend childcare settings if a member of their household develops new symptoms of illness. If the household member tests positive for COVID-19, public health will advise on self-isolation and when they may return to the childcare setting.

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

- Fever
- Chills
- Cough
- Difficulty breathing (in young 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 (also refer to [Sneezes and Diseases](#)), they can return to the childcare facility without further assessment or doctor's note. As per Kiwassa Childcare Family Handbook which outlines Policies and Procedures,... If your child cannot participate in daily activities due to illness, they should stay at home for up to **48 hours after** the symptoms have disappeared.

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 as a result of the health assessment, self-isolate while waiting for results.

- **If the COVID-19 test is positive**, self-isolate and follow the directions of public health.
- **If the COVID-19 test is negative**, return to the childcare facility with a copy of test results, once well enough to participate – if children arrive and are unable to participate throughout the day, parents will be called to come and pick them up.

If you are unsure, call 8-1-1 for advice. If a COVID-19 test is not recommended, staff and children may return when well enough to participate.

Children and staff are permitted to return to the childcare facility with mild symptoms of illness remaining, in line with the guidance in this document.

COVID-19

Do you have any of the following:



Fever



Cough



Difficulty breathing



**Sore throat,
trouble swallowing**



**Runny nose or
red eyes**



**Loss of taste or
smell**



**Not feeling well,
tired or sore muscles**



**Nausea, vomiting,
diarrhea**



Have you been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days?



Have you returned from travel outside Canada in the past 14 days?



Daily Health Check

The following is a daily health check to determine if you or your child should attend a child care setting that day. **Remember, if your child is ill, please keep them at home.**

Daily Health Check			
1. Key Symptoms of Illness	Do you have any of the following new key symptoms?		
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Breathing difficulties (breathing fast or working hard to breathe)	YES	NO
	Loss of sense of smell or taste	YES	NO
	Diarrhea	YES	NO
	Nausea and vomiting	YES	NO
2. Travel	Have you returned from travel outside Canada, or within Canada by plane, in the last 14 days?	YES	NO
3. Confirmed Contact	Are you a confirmed contact of a person confirmed to have COVID-19?	YES	NO

If you answered “YES” to two or more of the questions included under ‘Key Symptoms of Illness’, or you have a fever or difficulty breathing, seek a health assessment.

If you answered “YES” to only one of the questions included under ‘Key Symptoms of Illness’ (excluding fever and difficulty breathing), you should stay home for 24 hours from when the symptom started. If the symptom improves, you may return to a child care facility when you feel well enough. If the symptom persists or worsens, 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, you should not return to the child care setting until COVID-19 has been excluded and your symptoms have improved.

If you answered “YES” to question 2, you are required to quarantine (if travel outside of Canada) or stay away from the childcare facility (for domestic travel by plane) for 14 days.

If you answered “YES” to question 3, use the [COVID-19 Self Assessment Tool](#) to determine if you should seek testing for COVID-19.

If a COVID-19 test is recommended as a result 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 the child care facility once well enough to participate.

If a COVID-19 test is not recommended, staff or children may return when well enough to participate.

Appendix C: Daily Program Clean-up Checklist



DAILY PROGRAM CLEAN UP CHECKLIST Date: _____

Beginning of the program:	Cleaning and Sanitizing:	Middle of the day:
	Upon arrival, make a bleach solution in all spray bottles located in the kitchen – daily 10ml / 500 ml	
	Clean and sanitize all tables and countertops in the classroom	
	Clean and sanitize the stove, countertops and fridge door handles, microwave buttons	
	Sanitize the exit buttons and door handles (entrance, room doors, bathroom doors) indoors and outdoors	
	Clean and sanitize the phone(s), keyboards	
	Sanitize the washroom counters, door, soap dispenser	
	Clean and sanitize all food preparation equipment and appliances used	
	Clean and sanitize materials used in the play area: blocks, cars, tiles, etc.	
	Clean and sanitize materials used in the art area: pens, markers, paint, etc.	
	Clean and sanitize pens at sign in/out table	
	Clean and sanitize of all materials used outdoors	
	Other:	



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

Good cleaning and disinfection are essential to prevent the spread of COVID-19 in BC.

This document provides advice to public groups, transit, schools, universities, child care and other institutions in BC on cleaning for non-health care settings.

Make sure to wash hands with plain soap and water after cleaning or use an alcohol-based hand sanitizer.


OR


Cleaning: the physical removal of visible soiling (e.g. dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth.

Disinfection: the killing of viruses and bacteria. A disinfectant is only applied to objects; never on the human body.

All visibly soiled surfaces should be cleaned before disinfection.

Cleaning for the COVID-19 virus is the same as for other common viruses. Cleaning products and disinfectants that are regularly used in households are strong enough to deactivate coronaviruses and prevent their spread.

Recommendations:

- General cleaning and disinfecting of surfaces should occur at least once a day.
- Clean and disinfect highly touched surfaces at least twice a day and when visibly dirty (e.g. door knobs, light switches, cupboard handles, grab bars, hand rails, tables, phones, bathrooms, keyboards).
- Remove items that cannot be easily cleaned (e.g. plush toys).

Cleaning

For cleaning, water and detergent (e.g. liquid dishwashing soap), or common, commercially available cleaning wipes should be used, along with good physical cleaning practices (i.e. using strong action on surfaces).

Disinfection

For disinfection, common, commercially available disinfectants such as ready-to-use disinfecting wipes and pre-made solutions (no dilution needed) can be used. Use the figure and table below for guidance. Always follow the manufacturer's instructions printed on the bottle.



CDC

BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

Non-medical inquiries (ex. travel, physical distancing): 1-888-COVID19 (1888-268-4319) or text 604-630-0300



IPC v3.2



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



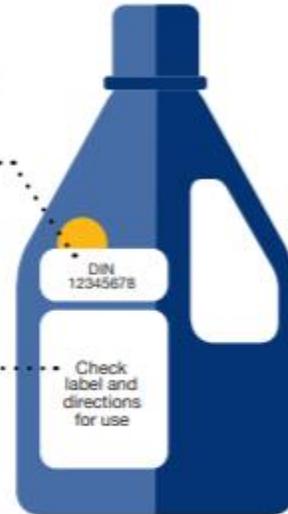
CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

See Health Canada's **List of hard-surface disinfectants for use against coronavirus (COVID-19)** for specific brands and disinfectant products.

Drug Identification Number (DIN):
A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.

Agents effective against coronavirus:

- Bleach: sodium hypochlorite (5.25%)
- Hydrogen peroxide (0.5%)
- Alkyl dimethyl benzyl ammonium chlorides (QUATs)



IMPORTANT NOTES:

- Ensure disinfectant product has a Drug Identification Number (DIN) on its label.
- Follow product instructions for dilution, contact time and safe use.
- All visibly dirty surfaces should be cleaned BEFORE disinfecting (unless otherwise stated on the product).

List of disinfecting agents and their working concentrations known to be effective against coronaviruses^{1,2}:

Agent and concentration	Uses
1. 1:100 dilution Chlorine: household bleach – sodium hypochlorite (5.25%)* 10 ml bleach to 990 ml water	Used for disinfecting surfaces (e.g. hand railings, grab handles, door knobs, cupboard handles). Make fresh daily and allow surface to air dry naturally.
2. 1:50 dilution Chlorine: household bleach - sodium hypochlorite (5.25%)* 20 ml bleach to 980 ml water	Used for disinfecting surfaces contaminated with bodily fluids and waste like vomit, diarrhea, mucus, or feces (after cleaning with soap and water first). Make fresh daily and allow surface to air dry naturally.
3. Hydrogen Peroxide 0.5% Do not dilute your own.	Used for cleaning and disinfecting surfaces (e.g. counters, hand rails, door knobs).
4. Quaternary Ammonium Compounds (QUATs): noted as 'alkyl dimethyl benzyl ammonium chlorides' on the product label Do not dilute your own.	Used for disinfecting surfaces (e.g. floors, walls, furnishings).

¹ Dellavero, Christine, Quinn Vega, and Diane Bossenborg. "The antiviral action of common household disinfectants and antiseptics against murine hepatitis virus, a potential surrogate for SARS coronavirus." *American journal of infection control* 37.8 (2008): 649-652.

² Provincial Infection Prevention Control Network of British Columbia. "Infection Prevention and Control Guidelines for Providing Healthcare to Clients Living in the Community." (2014). https://www.picnet.ca/wp-content/uploads/PICNet_Home_and_Community_Care_Guidelines_2014_.pdf

The BC Ministry of Health does not endorse or promote any specific brands of disinfectant products.



Ministry of Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

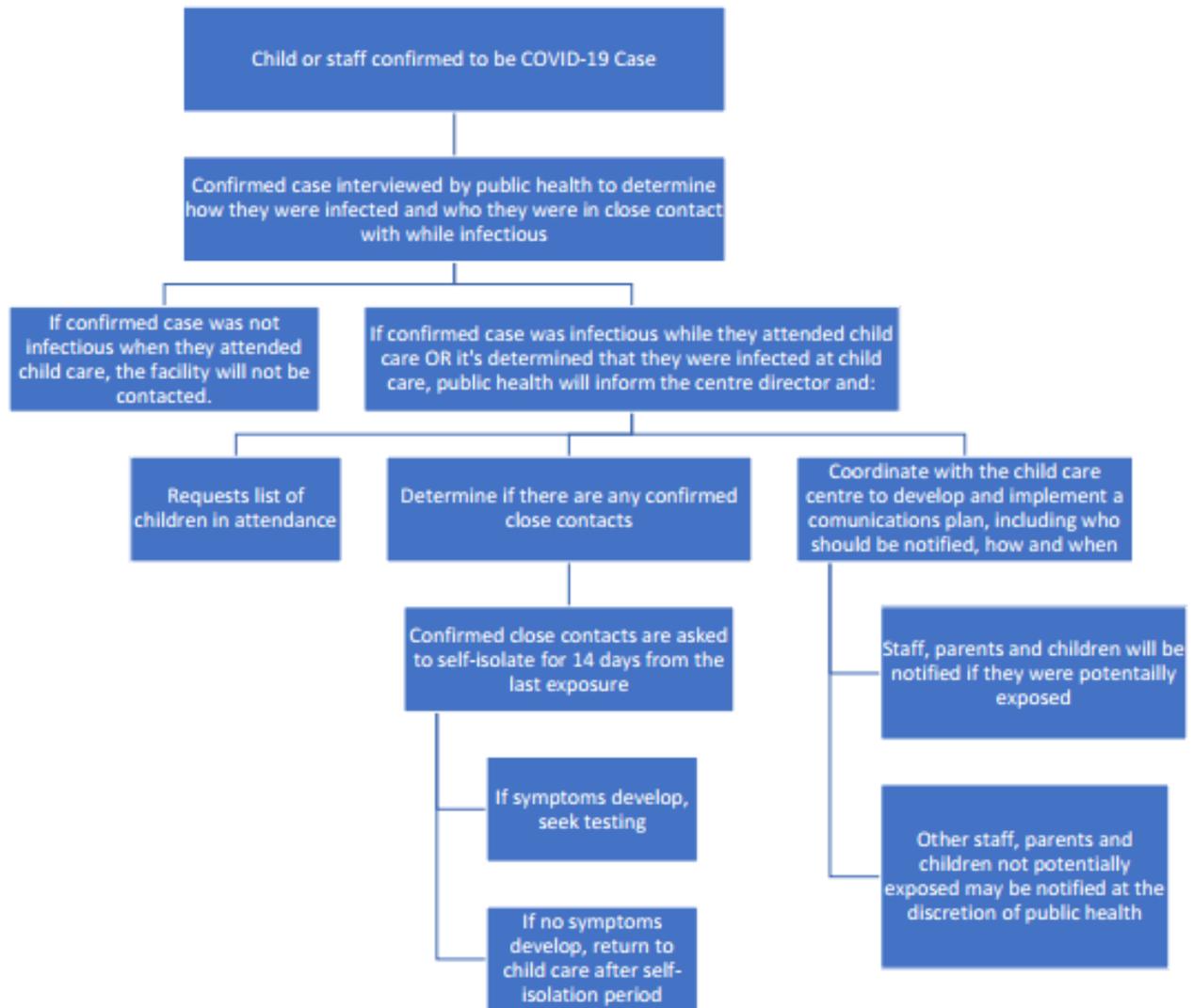
Non-medical inquiries (ex. travel, physical distancing):

1-888-COVID19 (1888-268-4319) or text 604-630-0300



IPC v3.2

Appendix E: Public Health actions if a child, staff or other person who has been in the childcare setting is a confirmed COVID-19 case:



Appendix F: What to do if a child or staff member develops symptoms:

<i>If a Child Develops Any New Symptoms of Illness While in a Child Care Setting</i>	<i>If a Staff Member Develops Any New Symptoms of Illness While in a Child Care Setting</i>
<p>Staff must take the following steps:</p> <ol style="list-style-type: none">1. Immediately separate the symptomatic child from others in a supervised area.2. Contact the child’s parent or caregiver to pick them up as soon as possible.3. Where possible, maintain a 2-metre distance from the ill child. If not possible, staff should wear a non-medical mask or face covering if available and tolerated or use a tissue to cover their nose and mouth.4. Provide the child tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.5. Avoid touching the child’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.6. Once the child is picked up, practice diligent hand hygiene.7. Staff responsible for facility cleaning must clean and disinfect the space where the child was separated and any areas recently used by them (e.g., classroom, bathroom, common areas). <p>Parents or caregivers should pick up their child as soon as possible if they are notified their child is ill.</p>	<p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none">1. Symptomatic staff should separate themselves into an area away from others.2. Maintain a distance of 2 metres from others.3. Use a tissue or non-medical mask to cover their nose and mouth while they wait to be picked up.4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).
<p>Children and staff should return to the child care facility according to the guidance in this document.</p>	

This only needs to be completed once – not required in October if signed in August/September

COVID-19 Operating Procedures for Families & Childcare Staff Acknowledgement Form

Name: _____ Parent/Guardian: Staff

Parent/Guardian of: _____ (child's name)

Once you have received and read this document, please sign below. As this situation continues to develop and evolve, we will continue to communicate with you to provide you with additional information and updates via email, and through posting notices at the centres. Once again, the safety of the children in our programs and the healthcare of our team is paramount. We thank you for your cooperation as we step up and deal with the new normal together.

I have received and read Kiwassa's COVID-19 Operating Procedures for Childcare Families & Staff and acknowledge that I understand and agree to comply with these current procedures and any further updates that will be communicated to me by Kiwassa Neighbourhood House (via email and posted on the Kiwassa website and at the centres) and I will follow the directions of Kiwassa Childcare staff/administration.

We recognize that staying home with what may be a "common cold" may present challenges for individuals and families. However, during the pandemic, this a requirement for all British Columbians, and we will be enforcing this at Kiwassa with all staff and children who participate in our childcare programs.

Your signature below indicates you agree to follow these procedures and we respectfully request that you do not ask staff to make an exception for you/your child.

Thank-you!

Signature: _____ Date: _____

Be kind. Be calm. Be safe.