

COVID-19 Health policies and guidelines for Fernwood NRG

* As of June 10th 2020 – this document will be continually updated as required

* Updated August 14, 2020

*Updated October 28, 2020

*Updated November 20 2020

Organizational Procedures:

Building Access:

- Before entering the building you must complete a health check with your supervisor, these forms will be printed at the front desk (Addition November 20 2020);
- All people entering the building must be wearing a mask (Addition November 20 2020);
- Upon arrival, WASH YOUR HANDS, this is one of the best ways to minimize the spread of the virus.
- At this time the building is still closed to the public. Please lock the door after you.

Cough and sneeze etiquette: Cough and sneeze into arm or tissue. Immediately throw away tissue into garbage and wash your hands.

Six steps to proper handwashing:

1. Wet hands with warm running water.
2. Apply a small amount of liquid soap. Antibacterial soap is not required.
3. Rub hands together **for at least 20 seconds** (sing the ABC's). Rub palms, backs of hands, between fingers and under nails and creating a lather.
4. Rinse off all soap with running water.
5. Dry hands with a clean, disposable towel.
6. Discard the used towel in the waste container.

* Hand washing signs are to be posted in all bathrooms.

- Hand sanitizer is available to everyone as they enter the building, please ensure you are using this if unable to wash your hands;
- Please see the posted signage indicating that employees, contractors, or visitors exhibiting COVID-like symptoms will not enter the office building.
- Do not enter the kitchen, for requests and drop offs go to pass through (addition as of August 14 2020)

Child Care Programs:

Child Care Drop off Time:

Is between 7:45am to 9:30am (families arriving late should call and coordinate with a staff member for health screening procedures).

Entering the Childcare Space:

- We will have only one family dropping off at a time;
- We will ask parents/guardians to stay outside the centre until it is their turn to drop off. So we can maintain six feet of social distancing;
- Parents/guardians are to remain in the cubby outside in the yard or deck;
- Please stay six feet away from the parent/guardian during this time. Speak up if someone is in your bubble;
- The Educator will sign the child in and out each day to minimize who comes in contact with the attendance sheet.

Staff/Childcare Illness Screening

To ensure the health and wellness of everyone accessing the Community Centre staff, children and the families in our care will complete a daily health assessment; see attached Appendix A.

- **No person who is sick is permitted to enter the facility for any reason**, this includes Child, Parent or Staff.
- Children and staff need to stay home and call 811 or primary health care provider when **new symptoms** of illness develop, such as:
 - Fever
 - Chills
 - Cough or worsening of chronic cough
 - Breathing difficulties breathing (breathing fast or working hard to breathe)
 - Loss of sense of smell or taste
 - Diarrhea
 - Nausea and vomiting



- **For mild symptoms without fever**, children and staff members need to stay home and monitor symptoms for 24 hours. If symptoms improve the child/staff member feels well enough, they can return to care without further assessment or doctor's note.
- **If symptoms last for more than 24 hours or get worse**, seek a health assessment by calling 811 or your primary Health care provider. If a COVID-19 test is recommended, please follow the following:
 - **If the COVID-19 test is positive**, continue to self isolate and follow the direction of public health
 - **If the COVID-19 test is negative**, return to care when clear of symptoms and 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 to care when clear of symptoms and well enough to participate.
- **If you are unsure, call 8-1-1 for advice.** You can also use the BC assessment tool at <https://bc.thrive.health/>
- If a COVID-19 test is not recommended, staff and children may return to care when symptom free and well enough to participate.
- Staff and children need to stay at home if anyone in your house has been advised to Self isolate and you are awaiting a COVID-19 test.
- If your child has seasonal allergies please advise your Team Lead and Director of Childcare, so we can create a baseline of symptoms. Your child will be sent home if their baseline symptoms worsen.

Illness while in care Policy

If a child or staff member starts showing symptoms of common cold, influenza or COVID-19 during care we will:

- Contact the child's parent or caregiver to come and pick them up right away. An **immediate** pick up will be required. Please be follow the protocols above for when to return to care.
- We will have a separate and supervised area where we can promptly separate a child or staff. If a child or staff becomes sick, they will be removed from the group. Children will be supervised until their parent or caregiver can come and pick them up.
- Any staff showing symptoms will be sent home right away. Please be aware that we may have to suspend care if we don't have the appropriate number of staff to operate.

We have asked parents to limit the number of items that are being brought from home. Please make sure children's belongings are put in their individual cubbies and to keep children's belongings as separate as possible.

Once children have been screened and arrive into program they will immediately go and **wash their hands** with soap and water for 20 seconds. Parents have been asked to talk about the importance of



handwashing with their children and to prepare them for the expectation that handwashing will happen several times a day.

Communal Spaces and Deliveries:

- Masks are required in all communal spaces, this includes: hallways, front office, studio office, gym. (addition as of August 14 2020)
- We have limited number of workers allowed in common areas at any one time, ensure you are up to date on the capacity limits;
- Please continue to work from home, unless required to be in the centre, we **need** to limit the number of people in the centre at one time;
- Please keep communal doors to remain open throughout the workday to reduce contact with door handles;
- Please use your own equipment, such as pens, staplers, headsets, and computers;
- If it is not possible to use your own equipment, please ensure you are cleaning and disinfecting shared equipment after each use;
- Our delivery zone is clearly identified (at the front desk). If receiving an order please ask the delivery person places the item in the zone;
- We have arranged for suppliers and/or delivery persons to drop off goods at building entrance to avoid searching for business within the premises.

Outside Visitors to the Building:

- We required to keep a record of visitors to the centre, please have all visitors sign in at the front desk (including: name, email and phone number);
- We have posted signage to inform everyone of the measures in place;
- When booking appointments, visitors should be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation;
- Please minimize non-essential in-person interaction between workers and visitors (e.g., use of virtual meeting tools, email, or telephone);
- Visitors should attend appointments alone and minimize time spent in waiting area before their appointments (e.g., request visitors to wait in vehicles and text message or call when ready);
- Beverages (coffee, tea, water) should not be offered at this time;
- Please remind visitors to use hand sanitizer;
- All visitors are required to wear a mask when entering the building (addition as of August 14 2020)

Physical Distancing and Mask Usage:



- Keep physical distancing is required as much as possible, especially with other staff;
- Wearing masks in shared spaces in addition to physical distancing is mandatory (addition as of August 14 2020);
- Masks are not required at meal time, but physical distancing is required (addition as of August 14 2020)
- Have the meetings outside, in well ventilated areas or over video calling;
- Ensure you have good ventilation in the centre by opening windows if possible;
- Although you may have co-workers in your “bubble” outside of work, you are required to maintain physical distance while at work;
- Staff should maintain physical distancing from one another;
 - This means: 6ft/2metres
- Avoid close greetings (e.g., hugs, and handshakes).

Childcare Specific Physical Distancing:

- Only keep enough toys out to encourage individual play. Only offer toys that can be easily cleaned (i.e., **no dress-up clothes or stuffed animals**). **Toys must be cleaned and sanitized after every use.**
- The use of playdough and goop should be limited as to reduce hand-to-hand contact and cross contamination. Do not set up group food preparation activities.
- Minimize the frequency of direct physical contact with children when possible. We have less children enrolled which hopefully will make it easier.
- Establish different expectation based on age and developmental level. Support younger children to have less direct contact with one another and support older children to maintain physical distance (your own bubble).
- Staff should maintain physical distancing from one another and parents/guardians.
- Use ideas that work for your program and space.
- **Avoid close greetings** (e.g., hugs, cuddles, and handshakes). Regularly remind children to keep “Hands to yourself” and to stay within their own bubble.
- Create games that help children learn about social distancing. Ex. Play music and have children dance with hands outstretched. Be creative!
- Organize children into smaller groups to minimize direct physical contact.
- Set up small group provocations to reduce the number of children in a group, for example, set up 2 or 3 areas for colouring or doing crafts.
- Create space between children during snack, lunch and nap times, by spreading the children out so they are farther apart. If space is limited, place children head-to-toe or toe-to-toe.
- Redirect children to other areas or centres to decrease direct contact.
- Encourage children to eat and drink from their own plates and cups.



- We will be minimizing the number of additional adults entering our programs, unless they are providing Inclusion support. So at this time there will be no Music, Multi Sport, Story Time, Yoga, or students in our programs.
- We will allow staff to complete working practicums.

Childcare Food Policies:

FNRG will provide all the children and staff with 2 snacks and a lunch. If any of the children are identified as having dietary restrictions please inform your Team Lead or Director of Child Care. All children's cups and water bottles must remain at the centre and are to be cleaned and sanitized daily.

Food and beverages should not be shared, so at this time we cannot allow homemade food items to be brought into the centre (e.g. birthday treats). Children and staff can bring their own reusable food containers for their own personal use if needed.

All dishes are to be sent to the kitchen to be cleaned and sanitized by the kitchen staff. No staff is to enter the kitchen without the permission of kitchen staff.

Children are not allowed to help serve food at this time.

Health Policies:

No person who is sick is permitted to enter the facility—any parent, child or educator with symptoms of illness should not enter.

If a staff member starts showing symptoms of what could be COVID-19, it is important to:

- go to first aid attendant or manager;
- wash and sanitize their hands;
- be asked go home right away;
- For mild symptoms without fever staff members need to stay home and monitor symptoms for 24 hours. If symptoms improve the staff member feels well enough, they can return to work without further assessment or doctor's note (addition October 2020);
- If symptoms last for more than 24 hours or get worse, seek a health assessment by calling 811 or your primary Health care provider. If a COVID-19 test is recommended, please follow the following:
 - If the COVID-19 test is positive, continue to self isolate and follow the direction of public health (addition October 2020);



- If the COVID-19 test is negative, return to work when clear of symptoms and well enough to participate (addition October 2020);
- If symptoms increase and a COVID-19 test is recommended but not done, self isolate for 10 days after the onset of symptoms and return to work when clear of symptoms and well enough to participate (addition October 2020);
- Once the ill worker has gone home please clean and disinfect any surfaces at the ill worker has come in contact with;
- Once the health care professional has cleared you please contact Erin or Jenna to discuss returning to work;
- Continue to practice good hand hygiene and respiratory hygiene such as coughing in elbows instead of hands and throwing tissues out immediately after use.

During Childcare Programming:

Health and safety guidelines will be updated and adapted as needed as we are following the BC's Ministry of Health and the BCCDC guidelines.

Hand Washing for Childcare Staff:

- When they arrive at the centre and before they go home
- Before handling food, preparing bottles or feeding children
- Between handling raw and cooked food – cross contamination is a risk
- Before and after giving or applying medication or ointment to a child or self
- After changing diapers, assisting a child to use the toilet, using the toilet
- After contact with body fluids (runny noses, spit, vomit, blood)
- After cleaning tasks
- After removing gloves
- After handling garbage
- Whenever hands are visibly dirty

Hand Washing for Children in programming:

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



Public Playground Usage:

Public parks are now open to use. When accessing them follow these steps:

- Adults must practice social distancing (2 metres).
- Wash your hands and the children's hands before and after use. Please remember that if hands are visibly dirty sanitizer will not be effective.
- Limit your time if others are waiting.
- Come back later if it is too busy.

Cleaning and Disinfecting:

COVID-19 is a respiratory illness and is transmitted in the same fashion as influenza. Make sure you are well-stocked with hand washing, cleaning and disinfecting supplies at all times (i.e., soap, clean towels, paper towels, bleach, laundry soap, multi purpose cleaner and, if needed, 70% alcohol-based hand sanitizer).



Help Prevent the Spread of **COVID-19*** ("novel coronavirus")

Clean surfaces that
are touched a lot.



Please let Erin or Jenna know when you are running low, so that we can order.

- We will be using a bleach solution to disinfect. The solution needs to be re-made each day.

Bleach dilution instructions:

1/3 cup of bleach per 4.5 Liters of cold water

Or

10mL into 990mL of cold water (for smaller batches and general cleaning)



- Clean and disinfect tables before and after use and especially before eating.
- General cleaning and disinfecting of the centre should occur at least once a day;
- After each bathroom use every employee must disinfect the following:
 - Toilet Seat
 - Flusher handle
 - Light switch
 - Faucet's
 - Door Knobs (addition as of August 14 2020)
- Frequently-touched surfaces should be cleaned and disinfected at least twice a day
These include:
 - door knobs
 - light switches
 - faucet handles
 - table counters
 - chairs
 - electronic devices
 - tables
 - phones
- Clean and disinfect any surface that is visibly dirty;

Childcare Specific Cleaning Requirements:

Bleach dilution instructions for disinfecting surfaces contaminated with bodily fluids; E.g. vomit, diarrhea, mucus. Clean with soap first.

20mL into 990mL of cold water (for smaller batches and general cleaning)

- Remove toys and other items that cannot be easily cleaned (e.g., no plush/stuffed toys or dress-up clothing).
- Clean and disinfect all toys after every use. If a child puts a toy in their mouth, please put it aside to be cleaned.
- **Garth Homer will not be cleaning toys, so it will be your responsibility.**
- Clean toys with soapy water and then lay out on a clean surface and spray thoroughly with sanitizer. Allow to air dry.
- Clean and disinfect tables before and after use and especially before eating.
- Empty garbage containers daily, at minimum. The city will empty the garbage's in the community centre building.
- 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.
- Clean diapering stations after each use.
- 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.
- Program phones will need to be cleaned and sanitize after each use, for the health and safety of staff please assign one person to answer the phone. Please sanitize phone between uses.
- Keep several cleaning cloths available for cleaning. You are not re use a cleaning cloth if you have used it to clean a contaminated area, immediately put it in the dirty laundry.

End of Day cleaning:

Childcare Cleaning Requirements:

At the end of the day please wash and sanitize all high touch surfaces, such as door handles, phones, cell phones, light switches, pens, gates, tables, shelves, and any surface a child/adult may touch throughout the day.

Do a load with napping blankets and sheets daily and spray cots. You should have enough sheets that you can do a load every other day. Start load either after nap or in the morning, so you have enough sheets and cloths for the day.

Office Cleaning Requirements:

Who ever is **last to leave** the office area is required to wash and sanitize all high touch surfaces, such as:

- door handles
- phones
- cell phones
- light switches
- pens
- tables/desks

Please communicate with administrative staff if you require any other custodian support for the main community centre building.



Appendix A: Daily Health Check

Please remember, if you think your child is ill, please keep them at home.

| 1. Key Symptoms of Illness | Do you, or your child, have any of the following symptoms: | Circle One: | |
|----------------------------|--|-------------|----|
| | | Yes | No |
| | 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 |
| | Diarrhea | Yes | No |
| | Nausea and vomiting | Yes | No |
| | Mild symptoms (stuffy or runny nose or sore throat) | Yes | No |
| 2. International Travel | Have you or anyone in your household, travelled outside of Canada within the last 14 days or been in close contact with someone who has? | Yes | No |
| 3. Confirmed contact | Are you a confirmed contact of a person confirmed to have COVID-19? | Yes | No |
| 4. Self Isolation | Has anyone in your household been advised to self isolate? | Yes | No |
| 5. Awaiting COVID testing | Are you or anyone in your household awaiting COVID testing and results? | Yes | No |

