



<i>Village of Tahsis</i>	File #: VOT 003
TITLE: Puddle Ducks Daycare COVID-19 Safety Plan	Number of Pages 6

PURPOSE

This Safety Plan describes the policies, guidelines and procedures for employees, children, and parents to reduce the risk of transmission of COVID-19 in Puddle Ducks Daycare located in the Tahsis Recreation Centre.

PROTOCOLS

WorkSafe BC Protection Levels 1 through 4 are implemented based on the type of activity.

RISK ASSESSMENT

- Daycare staff and supervisor have been involved in developing this plan
- Common areas have been identified, e.g., drop off and pick up area.
- Activities where parents, children and staff are potentially close to each other have been identified
- Surfaces that children and staff and touch often have been identified.

ACCESS TO THE DAYCARE FACILITY

- WorkSafe BC signage is posted to deny access to any adult or child exhibiting symptoms of COVID-19
<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en>
- Daycare staff, children, parents, and caregivers must stay at home and not come to the daycare if they have symptoms of COVID-19 or have travelled outside of Canada in the last 14 days or have been identified by public health as a close contact of a person with a confirmed case of COVID-19. They can return to the daycare after self-isolating for 14 days or after receiving a “negative” COVID-19 test result.

- The above policy statement has been communicated through a letter to staff, parents and caregivers and is posted on the Village website.
- At drop off each day, all parents and caregivers must respond “yes/no” (verbal confirmation) when asked by staff if their child has symptoms of common cold, influenza, COVID-19, or other respiratory disease. If the response is “yes”, the child will not be permitted to attend.
- If a child becomes ill while attending daycare, staff follow the steps described in Appendix “A”.
- Parents and caregivers are not permitted to enter the daycare area.

PICK UP AND DROP OFF PROCEDURES

- Drop off and pick up takes place in the Tahsis Rec Centre parking lot outside of the Puddle Ducks Daycare entrance.
- Upon arrival, the parent or caregiver will knock on the Daycare’s glass door and step back two-meters
- Before entering the building, the child will take off his/her shoes and leave them outside on the mat. The outdoor shoes will be wiped down.
- The child will leave their personal toys, jacket and shoes outside the daycare, in the space provided.
- The child’s outdoor shoes, toys, jacket and shoes will be left in the space provided.
- Once inside the daycare, the child will put on their indoor shoes and wash their hands.
- All parents and caregivers are required to maintain social distancing while dropping off and picking up children.

HAND HYGIENE

Staff Hand Hygiene

- Upon arrival and prior to exiting at the end of shift.
- Before handling food, preparing bottles or feeding children.
- Before and after giving or applying medication or ointment to a child or self.
- Before and after changing diapers,
- Before and after assisting a child to use the toilet
- Before and after using the toilet.
- After contact with body fluids (runny noses, spit, vomit, blood).
- After cleaning tasks.
- After removing gloves.
- After handling garbage.
- After donning and donning personal protective equipment
- Whenever hands are visibly dirty.
- At least once every hour.

Child Hand Hygiene

- When a child arrives at the daycare and before they go home
- Before and after eating and drinking
- After a diaper change
- After using the toilet

- After playing outside
 - After handling pets and animals
 - After sneezing or coughing
 - Whenever hands are visibly dirty
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- Children are taught to:
 - Cough or sneeze into elbow or tissue
 - Throw away used tissues and immediately wash their hands
 - Not touch their eyes, nose or mouth with unwashed hands.

PHYSICAL DISTANCING

Only one staff person works at the Daycare so the physical distancing requirements are not required for personnel. The supervisor does not enter the Daycare area. All meetings/conversations between Daycare staff and supervisor are conducted virtually or in compliance with physical distancing of 2 meters.

Physical distancing is challenging in a childcare setting. At the same time, it is important that Daycare staff assist children. The Daycare follows these practices:

- No close greetings like hugs or handshakes.
- Children learn about social distancing through games. For example, children will spread their arms side to side and spin around slowly trying not to touch their friends while music is playing.
- Mini environments within the facility are set up to reduce the number of children in a group, for example 2 or 3 children in the craft areas for coloring or doing crafts. (Children from the same family are not required to observe the same physical distancing rules.)
- The space between children is increased during activities (snack and lunch) by moving or separating tables and chairs so they are farther apart.
- All of the space in the daycare is used during nap time to increase space between children.
- When children want to use the same area or do the same activity, other children are directed to another area.

CLEANING AND DISINFECTING

- All toys that have surfaces that are not easily cleaned, such as plush stuffed animals, have been removed.
- Parents and caregivers have been instructed, in writing, to only bring personal comfort items (e.g., stuffed animals) which are clean and laundered at the end of each day.
- Remove unnecessary items from the workplace to reduce surfaces that could become contaminated.
- All common areas (e.g., washrooms) and frequently-touched surfaces (e.g., door knobs, cupboard handles, light switches, faucet handles, tables, chairs, toys) have been identified.

- cleaning and disinfection schedule and procedures has been implemented.
 - General cleaning and disinfecting of the workplace occurs daily.
 - Frequently-touched surfaces are cleaned and disinfected at least twice a day.
- Toys and objects that children have placed in their mouths are set aside, for example in a “to be washed” bin, until they are cleaned and disinfected. Toys, objects, and surfaces known to have been in contact with bodily fluids are cleaned as soon as possible and between uses by different children.
- Cots and cribs are cleaned after each use, and crib linens are washed between children. Parents providing their own crib linen are required to launder and placed the linens in a sealed plastic or washable bag before bringing to the Daycare.
- Diapering stations are cleaned and disinfected after each use.
- When holding young children, for example when feeding or rocking to sleep, a blanket or cloth is used to cover clothing. Blanket or cloth is changed for each child.
- Blankets, face cloths, towels, and bibs are washed between uses by different children.
- Garbage containers are emptied daily.
- If a worker or child leaves the workplace due to symptoms of COVID-19, the areas where those individuals were in are cleaned immediately upon their departure, including surfaces they may have touched.
- An adequate supply of cleaning and disinfection products and materials is maintained.

PERSONAL PROTECTIVE EQUIPMENT

- Nitrile disposable gloves are used when cleaning bodily fluids (e.g., runny nose, vomit, stool, urine) and when diapering.
- Personnel tasked with cleaning also wear nitrile disposable gloves when cleaning the daycare.

MEALS AND SNACKS

- No sharing of food and drink by staff and children.
- All food is served directly to each child.
- Children do not participate in food preparation.
- Food provided by parents and caregivers is stored with the child’s belongings or, if refrigeration is required, is kept in an area designated for the child’s grouping or cohort, where applicable.
- Reusable dishware, glasses, and utensils is cleaned and sanitized after each use.


OTHER MEASURES

- High touch materials, such as art supplies, are well stocked so to minimize sharing between children.
- Children's belongings are stored separately.
- Sharing of personal items, e.g., soothers, bottles, sippy cups, toothbrushes or other personal items is prohibited. Parents are asked to label their children's belongings and items to prevent accidental sharing.
- Children learn about social distancing through games. For example, children will spread their arms side to side and spin around slowly trying not to touch their friends while music is playing.
- Regular activities will be held outside such as snack time, arts and craft time, weather permitting.
- Outdoor activities are confined to 251 and 285 Alpine View Road.
- Snack and lunch times are staggered, so smaller groups with more space can be accommodated.
- Children are reminded of the rule of "hands to yourself".

APPENDIX “A”

PROCEDURES FOR A CHILD ATTENDING DAYCARE WHO BECOMES ILL WHILE AT THE FACILITY

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.

CAO Signature: 	Effective Date: June 5, 2020
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