

Health and Safety Policy and Procedures during Covid-19 Pandemic updated on August 18th, 2020

Please note that this Health and Safety Policy applies to all staff and children within Shine-Sign facility.

Dear Parents,

This document is prepared, as per BC CDC Health Guidelines and Dr. Bonnie Henry's recommendations in order to meet the changes due to the COVID19 Pandemic. It is important to clarify that Dr. Bonnie Henry has confirmed and encouraged childcares to remain open, where possible, to serve community. Please remember that the Covid19 public health emergency is rapidly changing, and our ability to remain open may change with a very short notice.

With strict protocols set out by the government to lessen our risk, we must ensure that all families are able to follow these protocols. In the event that you feel you are unable to comply with these requirements, we would sadly have to recommend you seek other programs that may better suit your needs.

These are the Procedures we will follow in accordance to Safety and Health Recommendations:

For younger children maintaining physical distance is less practical and the focus will be on minimizing physical contact and reducing shared items instead.

We will avoid close greetings (high fives, hugs, handshakes) and will be reminding children to keep their "hands to yourself". Whenever possible and appropriate we will spread children out into different areas and allow distance between children and adults.

In the interest of reducing the number of families making children's "social bubble", **we limited the number of children in each class to a maximum of fourteen (14).**

Teachers will incorporate more individual activities or activities that encourage more space between children when possible and appropriate.

Health check procedures

Please understand that it is the parents' responsibility to assess their children daily before sending them to the Preschool. **Each day, prior to sending the child to Shine-Sign Preschool, parents are asked to take the child's temperature at home and send a text message to the Preschool confirming that the child is well, symptom free, and that their child has not been given any medications in the last 12 hours.**

Teachers will be also assessing themselves daily for symptoms of common cold, influenza, or COVID-19 prior to coming to work. We will also be taking teachers' and children's' temperature every day at Preschool to ensure that there is no rapid change in the health status of individuals. That will be done with our touchless thermometer.

Below is the chart with symptoms and instructions for the return to Preschool. These rules apply for both children and teachers

Symptom	May return when
Temperature of 100 F / 37.8 C or higher (orally) or 99 F / 37.2 C or higher (under the arm) or 100.4 F / 38 C or higher (forehead)	May return to child care after a medical note or negative COVID19 test confirms the child does not have COVID19 and the child is symptom free for 48 hours.
Runny nose	May return to child care after a medical note or negative COVID19 test confirms the child does not have COVID19 and the child is symptom free.
Cough	May return to child care after a medical note or negative COVID19 test confirms the child does not have COVID19 and the child is symptom free.
Sore throat	May return to child care after a medical note or negative COVID19 test confirms the child does not have COVID19 and the child is symptom free.
Difficulty breathing or wheezing	May return to child care after a medical note or negative COVID19 test confirms the child does not have COVID19 and the child is symptom free.
Unexplained fatigue, aches or cold/flu-like symptoms	May return to child care after a medical note or negative COVID19 test confirms the child does not have COVID19 and the child is symptom free.
Sinus congestion	May return to child care after a medical note or negative COVID19 test confirms the child does not have COVID19 and the child is symptom free.
Eye infections, discharge, red/pink eyes	May return to child care after a medical note or negative COVID19 test confirms the child does not have COVID19 and the child is symptom free
Children who have, or children with others living in the same home who have just returned from international travel	May return after self-isolating for 14 days and being symptom free
Children who have, or children with others living in the same home who have been identified as at-risk of potential Covid19 exposure	May return after self-isolating for 14 days and being symptom free. *Note, this does not apply to health care providers. In the event that the person in the home is a health care provider, this only applies in the event that the person who is a health care provider has been directed to self isolate due to possible exposure or symptoms.

If you are unsure of if they or the child should self-isolate are advised to use the BC COVID-19 Self Assessment Tool, contact 8-1-1 or the local public health unit to seek further input. You are also advised to contact a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases.

Illness and attendance policy

Teachers and children who are ill, including children of essential service workers, will not be permitted to attend Shine-Sign Preschool. When someone is symptomatic, they must self-isolate and follow directions provided by their health care provider. Self-isolation is also advised for those who are considered a close contact of a confirmed case and are waiting to see if they develop COVID-19 illness.

Children and who become sick while at Shine-Sign Preschool will be isolated from others, placed on the couch while attended by a teacher wearing a mask.

Teachers will inform parents and parents are expected to pick up their sick child as soon as possible.

A sick child will be provided with tissues to cover their coughs or sneezes while waiting for parents to arrive.

Once the sick child is picked up, the area will be sanitized, and the attending teacher will practice diligent hand hygiene.

The manager will contact the local public health unit to notify them of a potential case and seek further input.

Please note: fees are not being refunded for absences due to illness.

A teacher who becomes sick while at Shine-Sign Preschool will be sent home immediately.

Provision of care in case of staff illness

As teachers are also required to stay home when exhibiting illness symptoms, until they have received a negative Covid-19 test, this presents a significant limitation to our operation in the event of staff illness. We will be addressing staff illness in the following way: we will attempt to engage a substitute teacher if at all possible.

If this will not be possible, the program will be unable to operate until the teacher's test is completed and she is able to return to work.

If we are forced to close the Preschool due to a lack of staff, equivalent fees to the time of closure will be returned.

Cleaning and Disinfection

Shine-Sign Preschool will be cleaned and disinfected in accordance with the BC CDC's Cleaning and Disinfecting for Public Settings document. This includes but it is not limited to:

General cleaning and disinfecting of the premises will be done at least once a day.

Frequently touched surfaces will be cleaned and disinfected twice a day.

For disinfecting we will be using Bleach solution and Lysol

We will limit items that are not easily cleaned

We will continue to empty garbage and organic containers daily.

We will be ventilating the room often.

Hand Hygiene and Respiratory Etiquette:

Children and staff will be practicing rigorous handwashing with plain soap and water for at least 20 seconds. Children and teachers will wash hands upon arrival at Preschool, before and after meals, after using the toilet, after using a tissue, before and after going to the playground, between activities and before going home.

Teachers will also wash their hands after any cleaning task. If the water and soap are not available (outside) alternatively we will offer children to use alcohol-based hand rub containing at least 60% alcohol.

Posters promoting the importance of regular hand washing are posted in the bathrooms.

Children and staff will: cough or sneeze into their elbow sleeve or a tissue, throw away used tissues and immediately perform hand hygiene. Children and teachers should refrain from touching eyes, nose, or mouth with unwashed hands. Children and teachers will not be sharing any food, drinks, utensils, or any personal belongings.

Teachers will be wearing masks and gloves only as part of regular precautions for the hazards normally encountered in our regular course of work. Unless we get instructions from BC CDC that wearing masks is mandatory, teachers and children may wear masks as their personal choice.

Arrival Time

Parents are currently not allowed to access our Preschool. We will be expecting children to come into the room by themselves. If you anticipate a difficult drop off transition, please discuss this with teachers. It is advisable to keep communications with teachers mostly through e-mail, texting, and phone calls as much as possible.

Signing children in and out will be done by teachers the same as before.

Upon entering the room, children will be asked and guided to: remove their outdoor shoes, put their backpack in the assigned cubby, and wash their hands before going to play.

Pick up Time:

When you arrive to pick up your child from the Preschool, please wait outside. Teachers will note that you have arrived, get your child ready and bring her/him outside. Please maintain physical distance while waiting with all the other parents outside.

Personal Items

Children must have a backpack to keep all their belongings in it. Please make sure to clearly mark all your child's belongings to avoid accidental sharing. Toys from home will not be permitted to come to daycare at this time. We will not have "Toy Share Day" until the pandemic is over.

Outdoors

For playing outside, once again, we will be using the school primary playground since they are open and safe to be used. Children will be practicing appropriate hand hygiene before, during, and after outdoor play. We will be taking children outside more often and stay outside for longer time than in the past. **Please make sure that your child is well equipped for the weather on any given day.** We will be going outside even when it is raining, so children will need to have adequate protection for cold, wet days, as well as for the hot sunny days.

Meals

Children and teachers will be observing social distancing during meals. We will be practicing a “rotating snack”. That means, when one child is done with a snack, that place will be sanitized, and another child will be invited to eat. In that way, not many children will be at the table at the same time. For lunchtime, we have a small number of children and we will sit together observing the proper distance.

Liability

According to the Liability Order issued by the Attorney General, child care providers cannot be held liable if an employee or child is exposed to the COVID-19 virus. This protection only applies to providers who are following the specific protocols of the provincial health officer and other applicable regulatory bodies. As Shine-Sign Preschool is and will continue to follow all updated protocols and procedures as outlined by the Health Authorities and BC CDC, this Liability Order applies.

Toys and art supplies

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 or sharing of books or paper-based educational resources to children.

Due to BC Health regulations, the following items may also not be used: water table, sand table, and any other toys that are not easily sanitized. There will be a limited number of toys available for the children, due to sanitization procedures. However, we will have a lot of fun activities and children will be engaged in games, crafts, and outdoor play!

Please note that this document is an addition to our regular Preschool Policies outlined in the Preschool Handbook

Please be aware that there may be changes to these policies as things change and new information becomes available. If it becomes necessary to amend the current policies, you will receive the updated version that will either replace or be added to the current pandemic version. Every parent will be asked to sign the Parent Declaration stating compliance with Shine-Sign Preschool Policy.

Thank you for your patience and understanding
as we work through this together!

Dragana Ilic,
Shine-Sign Manager