

Sanctuary Pre-Teen Centre



Covid-19 Health and Safety Plan

COVID-19 HEALTH AND SAFETY POLICY – SUMMARY FOR COMMUNICATION REV 1
GENERATION TO GENERATION SOCIETY, LCD

Sanctuary Preteen Centre Health & Safety Plan for Operation during Covid-19

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Preamble

In accordance with the BC ministry of health COVID-19 Public Health Guidance for Childcare Settings, we are implementing the following protocols for safe operation of Sanctuary Preteen Centre during the Covid-19 pandemic.

Understanding Risks

(references: BCCDC Public Health Guidance for Childcare Settings during the Covid-19 Pandemic, **Sept 25 2020**, WorkSafe BC Child care: Protocols for returning to operation; School District 20 safety plan,)

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face.

The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk, particularly between adults.

The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

“The risk in childcare settings is considered low in BC as evidence shows:

- COVID-19 is less commonly transmitted between children, and between children and adults;
- COVID-19 is more commonly transmitted between adults, and from adults to children; and
- Young children are less at risk for severe illness from COVID-19.

As incidence will change over time in the province, the risk of cases or clusters in daycares may be higher or lower in the future than it is currently. This guidance will be updated as the pandemic evolves.” (BC CDC Sept 25, 2020)

Controlling access to facility when open

Children welcomed inside the centre will be pre-registered and their visits are according to daily reservations. Sanctuary now operates with scheduled programming rather than operating as a drop-in centre.

To minimize the number of adults in contact with the children and staff, adult access to the preteen centre is restricted to staff and a small group of necessary adults. Visitors, including former volunteers, family members of staff, and parents are not permitted access when we are open. Exceptions will be made for pre-approved adults volunteering for necessary processes. This means no walking past the entrance mat or use of the washrooms by non-approved adults.

Parents and guardians are allowed inside for pre-arranged appointments only. During appointments, they will only be given access to the office for conversations with a staff member, and may not use other parts of the centre.

Parents and guardians are asked to communicate with staff by phone or email whenever possible. Face to face conversations will be kept short.

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When inside the facility, all adults must follow instructions to maintain physical distancing of 6 feet, (2m). We ask that adults visiting for appointments wear a mask. Non-medical disposable masks are available on request.

Signs will be posted on our entrance door reminding people not to enter our facility if they are ill or have any cold or flu symptoms that could indicate COVID-19.

Drop-offs and pick-ups

Whenever possible, drop-offs and pick-ups should be done in the covered front entrance area outside our front door. If stepping inside to gather children is necessary, we ask that parents stay on the entrance area carpet as close to the door as possible.

A staff member will verify safe arrival and pick-up of the children and will ensure that children use clean pencils to sign in and out on our attendance list.

Adults are asked to practice social distancing by waiting six feet (2m) away from the entrance area if a parent or guardian is already picking up or dropping off a child.

Volunteers

We have reduced the number of adult volunteers in our space. Volunteers will be in the centre for specific activities requiring their presence only.

Individual risk for each volunteer will be considered before a visit is arranged.

Whenever possible, volunteers for outdoor activities may be asked to join children and group leaders outside rather than having the volunteer enter the preteen centre space.

Volunteers will perform a health self-assessment prior to joining any Sanctuary activity and will stay home if they are ill.

Practicum Students

We have 3rd year nursing students visiting our facility for practicum experiences. The students wear masks and practice distancing and hygiene when spending time with the children.

Hand hygiene and respiratory etiquette

Hand Washing

Hand washing is encouraged with signage, verbal reminders and by the example of staff members. Rigorous hand washing with plain soap and water is the single most effective way to reduce the spread of illness. Children and staff can pick up germs from things they touch, and can spread those germs to objects, surfaces, food and people.

Each sink has soap and disposable paper towel beside it. The garbage cans are placed close to the door. Hand washing reminder posters are placed near each sink.

Hand sanitizing stations are installed near the main entrance and close to the computer tables, for use when hand washing is not possible. Hand sanitizer will be brought and made available to the children when outdoors.

Our hand hygiene protocols are detailed in Appendix A.

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Respiratory Etiquette while at Sanctuary

Children and staff should:

- Cough or sneeze into their elbow sleeve or a tissue. Throw away used tissues and immediately perform hand hygiene (“Cover your coughs”).
- Not touch their eyes, nose or mouth with unwashed hands (“Hands below your shoulders”).

Boxes of tissues are in multiple places throughout Sanctuary so that they are readily available.

Daily Child Health Screening

Parents and guardians are expected to do daily health checks on their children and not send them to Sanctuary if they are ill. A copy of the BC Centre for Disease Control, (BC CDC), checklist for a daily health check is in our Appendix B.

Illness in a Child or Staff Member

In typical years, it is not uncommon for children and staff to have influenza or other respiratory viruses with symptoms similar to COVID-19. For this reason, all children and staff who are ill with fever or infectious respiratory symptoms of any kind need to stay home.

Signage to remind people not to enter the facility if they are sick is posted at the facility entrances.

BC CDC has provided clear instructions on how to manage people when they are sick. These are duplicated in Appendix C for greater clarity. Sanctuary specific protocols are shown in greater detail in Appendix D.

Children who arrive ill or develop symptoms at Sanctuary

We are not allowed to keep children on-site when they are sick.

If they arrive ill or become ill while at Sanctuary, children will be isolated in a designated area of the office where they can rest while awaiting pick up. A staff member will supervise the child while they are waiting.

Parents will be advised as soon as possible that their child is ill and must be picked up. Parents must provide contact information for an emergency contact that is available to pick up and care for their child in the event of illness. When parents are unable to pick up their child in a timely manner, or we are unable to reach them, we will phone the emergency contact for pickup.

Once sent home, we ask that recommendations by public health are followed before children are sent back to Sanctuary.

Daily Staff Health screening

All staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering Sanctuary.

If they are ill, they will stay home and not come into Sanctuary. They will call their supervisor to advise of their absence and stay home.

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Staff who become ill while at Sanctuary will follow protocol for notifying supervisor and or other staff members, and isolating while waiting for a replacement worker. (see appendix D)

Masks and PPE

Currently we do not require children to wear masks full-time when they are at Sanctuary. We recognize that having a mask free space is better for creating a positive child environment. However, we serve children from two schools and a range of grades. Thus, we have multiple cohorts represented in the group of children each day. For this reason, we sometimes show greater caution than schools and preschool childcare centres. During normal activities we do not ask children to wear masks at Sanctuary. However, if children are playing close together in groups of 3 or more, we may ask them to wear a mask while playing. We have child size masks for them if needed. If we find that cases of Covid-19 become more common in our area, or BC public health changes their guidance, we may encourage mask wearing more often.

Staff have masks on hand for covering up if we must work closely with children for extended time periods. Staff will wear masks if we become sick and must wait for a replacement, or if we are caring for an ill child whose symptoms pose increased risk of transmission. If any of us have had cold symptoms that are not covid-19 related, we may opt to be cautious and wear masks when the children are with us.

In recognition of their temporary status, practicum students will wear masks when working at Sanctuary.

Cleaning and Disinfection

(ref COVID-19 Public Health Guidance for Child Care Settings May 19, 2020)

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. Sanctuary Preteen Centre is cleaned and disinfected in accordance with the BC Centre for Disease Control's Cleaning and Disinfectants for Public Settings document. This includes:

- General cleaning and disinfecting of the centre at least once a day.
- Cleaning and disinfecting frequently-touched surfaces at least twice a day.
- Use of detergents and disinfectant products that follow the BCCDC Cleaning and Disinfectants for Public Settings guidance document. An adequate supply of cleaning and disinfection products and materials will be maintained.

If an adult or child leaves the centre due to symptoms of COVID-19, the areas those individuals were in, including surfaces they may have touched, will be cleaned immediately upon their departure.

We have removed unnecessary items from the centre to reduce surfaces that could become contaminated.

Physical Distancing and Minimizing Physical Interaction

Our requirements for physical distancing by children are based on the current safety information available with consideration for maintaining a happy environment for the children.

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Our emphasis is on limiting physical contact, which is a regular policy the children are already used to.

We establish different expectations based on age and/or developmental readiness. Younger children are supported to have minimized direct contact with one another, while older children are supported to maintain physical distance whenever possible.

Children from the same household (e.g., siblings) do not need to maintain physical distance from each other.

We offer individual activities or activities that encourage space between children and staff.

Staff and adults should maintain physical distancing of 2 meters from one another.

We monitor common areas and, when possible, reduce the number of people in any space at one time.

Arrival procedure

Children will be greeted at the door. A staff member will verify safe arrival and pick-up of the children and will ensure that children use clean pencils to sign in and out on our attendance list.

Children will be asked to use hand sanitizer on their arrival. They will then put away their possessions and change to indoor shoes. We have increased the area for personal items with physical distancing in mind.

Children will be reminded of our safety protocols through the use of signs and verbal cues by staff.

Children will bring clean indoor shoes or slippers for wearing at Sanctuary. Bare feet or outdoor shoes will not be allowed. Space will be designated for children's outdoor footwear and clothing. We will no longer be loaning slippers. New socks will still be available to replace wet ones when needed.

Modifications to Space

We have modified our room and furniture configurations to promote distancing.

We have replaced our large dining and craft table with multiple smaller tables. This promotes small group environments to reduce the number of children in a group. For example, multiple areas are used for colouring or doing crafts rather than grouping everyone onto our large table.

We have added a new play area in the room that was our bottle room, (our refundable container fundraiser has been relocated to a space outside Sanctuary)

Modifications to Activities

We will strive to minimize the number of different staff that interact with the same children throughout the day.

Whenever possible, children will be organized into smaller groups and/or spread out to minimize direct physical contact.

We will allow younger children to interact in small groups with encouragement to use distancing. We will plan activities and games to reduce frequency of physical contact and get outside as much as possible.

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For adolescent children, (gd. 6 to 12), we will minimize group activities and avoid activities that require physical contact. Older children should try to follow social distancing

For all children, we will adapt group activities to minimize physical contact and reduce shared items. We will offer more individual activities or activities that encourage more space between children and staff. We will continue to offer books, individual games, video and online programs as a part of learning so children can sit independently and distanced from each other.

All toys, games and activities will be modified to encourage individual play. We have removed some of the games and toys that promote sharing of items and grouping close together.

Food Service

All food service and kitchen standards continue to follow Foodsafe level 1 protocols.

During the first stages of our re-opening we will not offer hot meals and our regular snacks will be modified. We will slowly reintroduce food and drinks in a staggered manner once the children and staff are comfortable with the safety protocols we have in place.

When meals are re-introduced:

- All food will be provided directly to children in pre-portioned individual servings.
- There will be no common serving utensils or trays
- We will not allow sharing of food or drink by workers or children.
- Parent and guardian provided food items and containers will be stored with the child's belongings
- We will continue to clean and sanitize all reusable dishware, glasses and utensils after each use. Food-safe kitchen protocols will continue to be used.
- Acceptance of food donations will be limited and follow protocols.

Other methods to control risk

We limit the sharing of supplies and equipment (e.g., pens, pencils, telephone, computers) between children as well as between adult staff.

We provide an adequate amounts of high touch materials, such as art supplies, in order to minimize sharing between children.

Children's belongings are stored separately using cubbies and open hooks.

We will not allow sharing of personal items. Personal items will be labelled with the child's name to prevent accidental sharing.

We will ensure adequate ventilation and open windows whenever possible.

We will take children outside whenever possible, including for play time, snack time, and for learning activities.

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Appendix A: Hand Hygiene Protocols *(ref COVID-19 Public Health Guidance for Child Care Settings May 19, 2020 and September 25, 2020)*

Children should perform hand hygiene:

- When they arrive at Sanctuary and before they go home
- Before and after eating and drinking
- After using the computers, or game controllers, (these will be wiped down between children whenever possible).
- After playing with shared toys or art supplies.
- After using the toilet
- After playing outside
- After handling pets and animals
- After sneezing or coughing
- Whenever hands are visibly dirty

Staff and volunteers should perform hand hygiene:

- When they arrive at Sanctuary and before they go home
- Before and after handling food (raw, cooked or pre-packaged), or feeding children
- Before and after giving or applying medication or ointment to a child or self
- After using the toilet
- After coming in from outside
- After organizing items handled by children
- After putting items on the 'to be sanitized shelf'
- After handling pets and animals
- After sneezing or coughing
- After contact with body fluids (e.g., runny noses, spit, vomit, blood)
- After cleaning tasks
- After removing gloves
- After handling garbage
- Whenever hands are visibly dirty

Instructions for handwashing:

- Wet hands with warm running water.
- Apply a small amount of liquid soap. Antibacterial soap is not required. Rub hands together for at least 20 seconds (sing the ABC's). Rub palms, backs of hands, between fingers and under nails/creating a lather.
- Rinse off all soap with running water.
- Dry hands with a clean, disposable towel.
- Turn off taps, using the paper towel.
- Open the door and turn off the light using the paper towel.
- Discard the used towel in the garbage can.

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Appendix B : Daily Health Check Example *(Duplicate of App B in BCCDC COVID-19 Public Health Guidance for Child Care Settings September 25, 2020)*

Daily Health Check			
1. Key Symptoms of Illness	Do you have any of the following new key symptoms?	CIRCLE ONE	
	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. International Travel	Have you returned from travel outside Canada 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. 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 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 you answered “YES” to questions 2 or 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 (see information on how results are provided here).

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 recommended but not done, self-isolate for 10 days after the onset of symptoms and return when you or the child are well enough to participate.

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

A health-care provider note (i.e., a doctor’s note) should not be required to confirm the health status of any individual.--

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Appendix C: Illness assessment guidance from Public Health, *(Duplicate of text from pages 5 to 6 of BCCDC COVID-19 Public Health Guidance for Child Care Settings September 25, 2020:*

How to Manage People Who Become Sick

Personal measures are actions individuals can take to protect themselves and others. Examples include physical distancing, minimizing physical contact, frequent hand washing, practicing respiratory etiquette and staying home if sick (see Appendix A). When COVID-19 is present in the community, the risk of introducing COVID-19 into child care settings is reduced if staff, children and parents/caregivers:

- Self-isolate if required by law or public health.
- Perform a daily health check (see Appendix B).
- Stay at home when sick.
- Call 8-1-1 or use the BC COVID-19 Self-Assessment Tool to determine if a COVID-19 test is needed.

Self-Isolation

The following people must stay home and self-isolate:

- A person experiencing key symptoms described in Appendix B;
- A person waiting for results of a COVID-19 test;
- A person confirmed by public health as a case of COVID-19;
- 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. Additional information is available from BCCDC.

Daily Health Check

Daily health check is a tool to use to reduce the risk of a person attending a child care setting when potentially infectious. Child care directors should communicate to people who regularly attend a child care setting (i.e., children, staff, parents or caregivers of children, and other adults) their responsibility to conduct a daily health check before attending or dropping their child off at the facility. A checklist to conduct a daily health check is available as Appendix B- F.

There is no need for a child care facility to verify that a health check has occurred every day; similarly, parents do not need to submit a daily health check form to the facility. Child care providers are not expected to screen other staff or children for specific symptoms or to take temperatures – these health assessments should be reserved for health care professionals.

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 do not need to stay home and should not be required to provide a doctor's note to attend a child care facility. Asymptomatic staff and children may still attend child care settings if a member of their household develops new

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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 child care setting.

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

- Fever
- Chills
- Cough
- Difficulty breathing (in small 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, they can return to the child care facility without further assessment or doctor's note.

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 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 recommended but not done, self-isolate for 10 days after the onset of symptoms and return when feeling well enough to participate.

If you are unsure, call 8-1-1 for advice.

See the BCCDC website for more information on when to seek emergency care.

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

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Appendix D. Protocol for children or staff with symptoms of COVID-19 in a child care setting *(ref. COVID-19 Public Health Guidance for Child Care Settings May 19, 2020 and September 25, 2020)*

Child with Symptoms of COVID-19

If child develops symptoms at home:

Parents or caregivers must keep their child at home until their symptoms have resolved or they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases.. (see appendix C)

If child develops symptoms while at child care:

Staff must take the following steps:

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 as soon as possible.
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.

Parents or caregivers must pick up their child promptly once notified that their child is ill.

Staff with Symptoms of COVID-19

If staff develops symptoms at home:

Staff must be excluded from work, stay home and follow guidance in the daily health check example in Appendix F,

If staff develops symptoms while at work:

Staff should go home right away where possible.

If unable to leave immediately, the symptomatic staff person should:

1. Separate themselves into an area away from others.
2. Maintain a distance of 2 metres from others.
3. Use a tissue or mask to cover their nose and mouth while they wait for a replacement or to be picked up.
4. Remaining staff must clean and disinfect the space where staff was separated and any areas used by them (e.g., office, bathroom, common areas).
5. If concerned, contact the local public health unit to seek further advice.

Sanctuary Specific Information:

The isolation room is the office, which has a comfortable large upholstered chair with a washable cover. It is close to the main entrance/exit door and has a window for promoting fresh air. This room has interior windows which allow the staff member to check on the child without always opening the door. (the child will be checked on directly with the door open at least once, but this will be dependent on the length of time the child waits for pick up and the symptoms they have)

The supervising staff member will note the other children and adults who had closer contact with the sick child that day. A sick child report will be filled out at the end of the day.