

COVID – 19 Safety Plan

**Step 1: Assess the risks at your workplace**

The virus that causes COVID – 19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face. The risk of person to person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near. The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

* We have identified area where people gather, such as break rooms, classrooms, and washrooms
* We have identified job tasks and processes where workers are close to one another or members of the public (grocery/supply shopping)
* We have identified the tools, and equipment that workers share while working.
* We have identified surfaces that people touch often, such as doorknobs, light switches, railings, parent sign in/out sheets.

**Step 2: Implement protocols to reduce the risks**

* New cleaning/sanitizing protocols
* Orders, guidance, and notices issued by the provincial health officer relevant to the child care industry
* Protocols to protect against our identified risks

1. **First level Protection: Limit the number of people at the workplace and ensure physical distance whenever possible**

* We have established and posted an occupancy limit for our premises. Limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. The physical space requirements for licensed child care settings set out in the **Child Care Licensing Regulations** mean that child care centres have sufficient space to support physical distancing (i.e., maintain a distance of 2 meters between each other) between staff without reducing the number of children in care at any one time.
* Staff should minimize the frequency of direct physical contact with children and encourage children to minimize physical contact with each other.
* Staff should maintain physical distancing from one another.
* It is reasonable to establish different expectations based on age and/or development readiness.
* The following physical distancing protocols have been implemented:
* Avoid close greetings (e.g., hugs, handshakes)
* Regularly remind children to keep “Hands to yourself”
* Strive to minimalize the number of different staff that interact with the same children throughout the day
* Organize children into smaller groups and/or spread children out (different room configurations, separating tables, set up small group environments to reduce the number of children in a group (2 or 3 areas for colouring or doing crafts)
* Incorporated more individual activities that encourage more space between children and staff
* Removed toys that encourage group play (more than 2 children)
* Help children learn about physical distancing and less physical contact by creating games that include basic principals such as “two arm lengths away”
* Increased the distanced between nap mats (cleaned after every use)
* Snack and Lunch carried out in the gym to better distance the children when eating
* Minimized the number of additional adults, only one parent per house hold allowed in the building for drop off and pick up times, they should maintain physical distancing from staff and other children present and be reminded to practice diligent hand hygiene.
* Parents, caregivers and staff that are symptomatic must not enter the facility
* Sign in/out sheet are to be completed by staff
* All special visitors and non-site staff must sign in with date, names & contact information.

**Measures in place**

* Changes to work schedules
* Changes to how tasks are done
* Occupancy limits for children and staff
* Reducing the number of parents in the building

This information is all outlined in Teeter Tots COVID-19 update notices

1. **Second Level Protection: Barriers and partitions**

* We have not established the use of barriers in our workplace

1. **Third Level Protection: Rules and Guidelines**

* We have identified rules and guidelines for how workers should conduct themselves.
* We have clearly communicated these rules and guidelines to workers through a combination of notices and signage.

**Measures in Place**

* COVID – 19 has a very low infection rate in children. Most children are not a high risk for the infection.
* Children who are considered more vulnerable can attend child care. Parents and caregivers are encouraged to consult with their health care provider to determine if their child should attend child care if they are uncertain.
* For younger children maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.
* Should children, youth and staff have symptoms similar to the common cold, influenza or COVID – 19, they must stay home, be assessed by their health care provider and tested.
* Clearly communicate with parents and caregivers their responsibility to assess children daily before sending them to Teeter Tots.
* Children, parents, staff, or other adults that are presenting with symptoms, must not enter the centre.
* Children who become ill while in the centre will have a designated waiting area separated from others and provided with a mask while they wait to be picked up by a parent.
* Have children outside often, including for learning activities, snack time and play time.
* Playgrounds are a safe environment, encourage appropriate hand hygiene practices before, during and after outdoor play.
* Ensure adequate ventilation and open windows when possible.
* Regular cleaning and disinfection are essential to preventing the transmission of COVID from contaminated objects and surfaces.
* Teeter Tots follows in accordance with the BCCDC’s cleaning and disinfectant for public settings document.
* General cleaning and disinfection of the centre occurs at least once a day.
* Frequently touched surfaces are cleaned and disinfected at least 3 times a day. (doorknobs, light switches, faucet handles, tables, counters, chairs, and toys)
* Clean and disinfect any surface that is visibly dirty.
* Use common, commercially-available detergents and disinfecting products.
* Removed toys and other items that cannot be easily cleaned. (dress up/stuffed toys)
* Empty garbage cans daily
* Wear disposable gloves when cleaning blood or bodily fluids. Wash hands before and after wearing gloves
* Clean and disinfect cots after each use.
* Signage posted to remind parents/guardians to not enter the facility if they are sick.
* Licensed child care settings have sufficient space to support physical distancing set out in the child care licensing regulations.
* Rigorous hand washing with plain soap and water is the single most effective way to reduce the spread of illness.
* Signage to show proper hand washing
* Respiratory Etiquette; cough or sneeze into elbow, sleeve or tissue. Immediately perform hand hygiene
* Staff and children are not permitted to share food, drinks, bottles, or any other personal items.
* All employees are reminded that Health and Safety is everyone’s responsibility and they are to wipe and clean after themselves on a regular basis.
* Parents are asked to only bring personal comfort items (e.g., Stuffies) if they are clean and can be laundered at the end of each day.
* Personal protective equipment, such as gloves and masks are not needed in the child care setting, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.
* See level 1 for physical distancing measures.

1. **Fourth Level protection: Using masks**

* We have reviewed the information on selecting and using masks and instructions on how to use a mask.
* Staff and children can wear a mask, face covering or a face shield, this is a personal decision.

**Measures in place**

* Personal protective equipment, such as gloves and masks are not needed in the child care setting, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.
* Disposable masks will be available for anyone who chooses to wear one.

**Reduce the risk of surface transmission through effective cleaning and hygiene practices**

* We have reviewed the information on cleaning and disinfecting
* Our workplace has enough handwashing facilities on site for all our staff and children.
* We have posted signage when staff and children must wash their hands
* We have implemented cleaning protocols for all common areas and surfaces – e.g. Washrooms, tools, equipment, shared tables, desks, light switches and door handles.
* Workers who are cleaning have adequate materials
* We have removed unnecessary equipment to simplify the cleaning process.

**Cleaning Protocols**

Regular cleaning and disinfecting of objects and high-touch surfaces is very important to prevent the transmission of viruses from contaminated objects and surfaces.

* Ensuring we are well-stocked with hand washing supplies at all times
* Increased how often toys and premises are cleaned (every day)
* Cleaning and disinfecting high-touch surfaces regularly
* Staying on top of waste management, emptying garbage cans often
* Cleaning high-touch electronic devices (i.e., keyboards, phones, tablets)

**Toys;**

We have asked all parents to keep home toys at home during this time.

* Enough toys brought out to encourage individual play
* Offering toys that can be easily cleaned at the end of each day (i.e., no dress- up clothes or stuffed animals)

1. **Child Transportation and After School Care Groups**

* We have identified rules and guidelines for how workers should conduct themselves while transporting children to and from field trips and School.
* We have clearly communicated these rules and guidelines to workers through a combination of notices and signage.

**Measures in place**

* Bus drivers are required to wear a non-medical mask, face covering or shield.
* Parents/guardians must assess their child daily for symptoms of common cold, influenza, COVID 19 or infectious respiratory disease before sending them to the centre. If a child has any symptoms, they must not take the bus or go to school.
* Students are to wash their hands before arriving at the centre for drop off, use the sanitization station in the lobby and when entering the centre from school pick up.
* Children will all sit in their own pre determined seat marked with their name, seat sharing will only be available with a member of their household.
* When possible, children will be seated near the window.
* Staff will not transport children in personal vehicles.
* Bus will be loaded from back seats to the front of the bus, empty the bus from front seats to the back to avoid children passing each other in the isle.
* All routes will have a designated seating plan with daily rider attendance.
* All children & staff will be required to sanitize hands before entry and exit on the bus
* Children will be placed in groups upon arrival to the centre
* All groups will be Specific school orientated.
* Signage will be posted daily where children from each school will be required to be dropped off & picked up.

**Step 3: Develop Policies**

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the centre.

* Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
* Anyone directed by public health to self-isolate.
* Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID case must self isolate for 14 days and monitor for symptoms.
* Limited visitors/parents in the centre

Our policy addresses workers who may start to feel ill at work. It includes the following:

* Sick staff are asked to wash or sanitize their hands, provided with a mask and isolated. Ask the worker to go straight home and call 811 for further guidance.
* Clean and disinfect any surfaces that the ill worker has come in contact with.

**Step 4: Develop Communication plans and training**

* we have a training plan to ensure everyone is trained in workplace policies and procedures
* all workers have received the policies for staying home when sick
* we have posted signage in the centre, including occupancy limits and effective hygiene practices.
* We have posted signage at the main entrance indicating who is restricted from entering the building, including visitors and workers with symptoms.

**Step 5: Monitor your workplace and update your plan as necessary**

* We have a plan in place to monitor risks, we make changes to our policies and procedures as necessary
* Staff know who to go to with health and safety concerns