



Lunenburg County Childcare Center

Covid-19 Child Care Operational Plan

Responsibility

The YMCA Childcare Centre is committed to promoting safe practices; this operational plan is specific to the recovery of Covid-19.

The responsibility for managing this plan lies with the CEO and the Director of Childcare.

This Operational Plan applies to all Childcare staff, Visitors, Participants and Caregivers-Parent/Guardians.

Commitment

To fulfill this operational plan, the YMCA is committed to:

- Providing safe environments for children, staff, parents/guardians and visitors;
- Ensuring everyone understands their roles in flattening the curve of Covid-19, during this recovery phase
- Ensuring we have the tools and resources to support us with the recovery phase;
- Ensuring we adhere to the implementation of new strategies/additions to prevent and control Covid-19 spread;

The goal is to create a safe and healthy environment for staff and children by making the necessary adjustments to help limit the risk of exposure to Covid-19.

Hours of Operation

To ensure we are meeting the directives/additional precautionary measures set out by the Nova Scotia Government we will operate at reduced hours in order to achieve these measures.

Operating Hours: Monday to Friday 8:00 AM-5:00 PM

Service Plan

We will be implementing “self-contained” group restrictions within the facility while still maintaining staff to child ratios and communicable disease prevention controls such as personal hygiene practices, cleaning and disinfection, and management of illness protocols.



As the Government of Nova Scotia moves into the recovery phase of Covid-19 Pandemic, it is critical that both employers and employees have access to childcare for their young children to enable them to return back to the workforce.

Effective **June 15, 2020** The childcare center will re-open our Full – time childcare centre for children ages 6 months to 12 years old; Monday to Friday. We realize that during the recovery phase that it is **not** business as usual and that protocols and procedures outlined within this document will remain in place until otherwise advised by the Chief Medical Officer of Health(NS), and the Department of Education & Early Childhood Development.

Awareness

The YMCA Childcare Centre will provide parents/guardians with information on the covid-19 related measures that are required for child care attendance during the recovery phase.

The YMCA Childcare Center has posted signage such as:

- Handwashing signs
- Screening drop off location
- Screening Procedures in place
- Physical Distancing Signage and Decals
- Covid-19 Monitoring Symptoms sign
- Parent Communication Board will include all applicable Covid-19 information/Resources

Staff are to be trained on all additional precautionary measures being implemented during the recovery phase.

Visitors will be greeted at the entrance, signage will be posted restricting access into the centre during this recovery phase – with the exception of Public Health, and the Department of Education & Early Childhood Development.

Records

Child Care Facility Group Log will be used for each self- contained group, including the staff person assigned to each group and any changes to staffing due to absence, breaks, or morning and end of the day practices.



Daily pre-screening Questionnaire that includes Temperature Checks

We will have clear door rules to regulate entry. Parents will be asked to fill out an assessment form on the first day for their child and verbally asked after that the self-assessment questions. From June 15th –June 30th, the child's temperatures are taken upon arrival.

Set Up of Screening Station:

Prior to beginning active screening at the centre, set up is required. The Manager/Director is required to ensure that the following steps are completed:

- 1) Set up the screening station:
 - Parents will stop at the door and be greeted by a staff in that room.
 - Staff conducting the screening must maintain a minimum 2-meter distance from the person being screened when possible.
 - Staff are aware of the questionnaire for COVID-19 staff, parents/caregivers, children and visitors and that the questions must be asked each day at drop off.
- 2) Hand sanitizer is located inside each door of each classroom and must be used upon entry by the adults.
- 3) Once a child has passed the active screening, they must wash their hands when they enter the classroom.
- 4) Temperature is taken for each child screened with an infrared forehead thermometer, that is disinfected after each use.

Drop-off and Pick-Up

Only one Parent/Guardian is permitted in the centre at a time and we have recommended that **ONLY ONE IDENTIFIED** parent/guardian per family be responsible for the drop-off and pick-up of their child or children during this recovery phase. We understand this is not feasible for some families and that some families will have different individuals picking up and dropping off. ALL persons dropping off and picking up that enters the center will have to sign the visitor log, and these records will be kept on file.

Drop-off and Pick up routines will be conducted at the classroom door by staff.



Drop –off routine: pre-screening and temperatures in the screening designated spot and has been identified and marked with an X.

Symptom Monitoring and Exclusion

Symptom Monitoring

Pre-screening and monitoring of children throughout the day for noticeable changes in their health.

Required temperature checks FOR Children upon arrival. Each staff has a record list in their individual binders.

Staff must ensure that all children in care are monitored for illness including the following symptoms of COVID-19:

- Fever (temperature $\geq 38^{\circ}\text{C}$)
- Cough or worsening of a previous cough
- Shortness of breath
- Nasal congestion/ runny nose
- Sneezing
- Hoarse voice
- Diarrhea
- Headache
- Sore throat
- Unusual fatigue
- Muscle aches
- Loss of sense of smell or taste
- Red, purple or bluish lesions on the feet, toes or fingers without clear cause

Staff must ensure that hand hygiene is performed before and after each health check with each child. Staff are only required to document the health check if symptoms are noted.



Symptom Monitoring Checklist

Centre Name: _____

Lead Educator: _____

Date: _____

Please check in with **each member** of your group (including educators) and ask if they have noticed any of the following symptoms today: fever, new or exacerbated cough, nasal congestion, runny nose, hoarse voice, difficulty breathing, sneezing, diarrhea, muscle aches, fatigue, headache, sore throat loss of taste or smell or purple fingers and toes.

Name of Guest	Symptoms present? (Y/N)	If YES, which symptoms are present?	Isolation and/or Pick-up Plan (including parent name and contact info)



Exclusion

Strict exclusion of children or staff who are sick with 1 or more of the following symptoms: Fever, new or worsening cough or shortness of breath, runny nose, diarrhea, headache, sore throat, new onset or unusual of fatigue, new onset of muscle pain, loss of taste or smell and or a child displaying purple fingers or toes even as the only symptom or either of the above criteria is met, those who are sick must stay home, contact 811, and cannot return until fully recovered. If tested, Public Health will inform the individual or parent (when a child is involved) when isolation may be lifted.

- Note: Children or staff who have been identified as having seasonal allergies or suffer from chronic runny nose/nasal congestion are not required to be excluded, **Doctors note must be provided and kept on file.**
- Any person arriving from travel outside of the Atlantic Provinces must self-isolate for 14 days, monitor for symptoms and avoid attending the YMCA Childcare Center.
- If staff or child/children of the YMCA Childcare Center test positive for COVID-19, Public Health will identify who the close contacts are and manage the outbreak with respect to public health measures and communication.

Personal Hygiene – Frequent Handwashing

Handwashing is one of the best ways to protect yourself and others from getting sick from Covid-19 and other communicable diseases. Handwashing stations are equipped with hot and cold running water under pressure, liquid soap, and paper towel. Handwashing signs are posted on all bathroom stalls and by all sinks.

We have hand sanitizer dispensers in the following locations: One outside the main entrance and inside the main entrance, and all classrooms and each classroom will have individual containers in their first aid bags for playground use.

Handwashing Facilities – all toddler and infant’s classrooms, and all washrooms

- Children must be monitored to ensure they are washing their hands appropriately.

Handwashing Procedures with Soap and Water:

- Wet your hands and apply liquid soap or clean bar soap
- Rub your hands vigorously together, scrubbing all skin surfaces
- Pay special attention to the areas around your nails and between your fingers
- Continue scrubbing for a least twenty seconds
- Sing the Happy Birthday song twice!
- Rinse your hands and dry them well
- Turn off taps with paper towel



- Open door of bathroom with paper towel in hand and then dispose in waste basket

Handwashing with Hand Sanitizer Alcohol- based hand sanitizers with a minimum 70% alcohol may be used by children and staff if they do not have access to soap and water, and when their hands are not visibly soiled.

Children will be supervised when using these sanitizers if needed. Hand sanitizer products must not be ingested and must always be kept out of reach of children. As with all health products, Health Canada recommends that people always follow the directions on the product label.

To wash your hands properly with alcohol-based hand sanitizers, follow these steps:

- Apply hand sanitizer
- Rub into the front and back of hands, between fingers, around nails (especially cuticles), thumbs and wrists
- Rub until dry

Staff and children must practice good hygiene. They must wash their hands frequently with soap and water, especially:

- On arrival
- Before and after snacks and meals
- After using the toilet
- After blowing nose, coughing or sneezing
- After playing with shared toys
- After handling animals or their waste
- When taking medications
- After playing outside

In addition, staff are required to wash their hands:

- Before and after handling food
- After helping a child use the toilet
- After breaks
- Before and after changing diapers
- Before and after giving medications



Every child shall have their own grooming materials, and these have to be stored in way to prevent cross-contamination. They should be adequately identified and segregated.

TIPS to remember:

- Avoid touching the face, eyes, nose or mouth with unwashed hands
- Cover the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing. Dispose of used tissues immediately and then wash hands
- Ensure signage on personal hygiene etiquette such as handwashing, sneezing and coughing etiquette is posted throughout the facility. This would be included common areas, kitchen preparation area, washrooms and diaper changing areas.

Physical Distancing and Group Method

Enabling Conditions to Reduce the Risk of Transmission of Illness

- It is important for toddlers and older children to be educated at the beginning of each day on when and how to wash their hands, how to cover their sneezes and coughs properly, and the importance of not touching their face or touching others
- We are permitted to open and operate at full capacity for licence, using a group method
- Children shall be placed in self- contained groups, maximum of 16 children per group. Educators are not included in this number.
- Groups may be kept in separate areas or kept in the same general area if a 2 metre separation between groups can be maintained
- Within each classroom group, physical distancing is not required
- The intent of the grouping method is that children in a group and their educator stay together throughout the day which helps minimize social contact and will aid in contact tracing should an outbreak occur
- **Children are not to be moved from group to group (Individual Classrooms) throughout the day with the exception of early morning and late day when this may need to happen for staffing purposes**
- All movement must be documented in each groups communication log book.
- Children within a defined group are permitted to intermingle with one another although educators should encourage children not to touch each other and to practice good personal hygiene
- Logs must be available at all times for Public Health and Licensee Inspector
- Staff is kept with their group where possible; the exception being moving staff to cover staff shortages.



Increased Cleaning and Disinfecting

Increasing the frequency of cleaning and disinfecting high touch surfaces is significant in controlling the spread of the viruses, and other microorganisms. All surfaces, especially those general surfaces that are frequently touched, such as door knobs, handwashing taps, toys etc., should be cleaned at least twice daily and when soiled. Toys that children may put in their mouths must be rinsed with potable water after they have been cleaned and disinfected.

A cleaning and disinfection schedule must be place with clear accountabilities assigned to specific staff.

Please see attached cleaning schedule frequency.

Additional measures – PPE Supplies, Napping/Sleeping and Food Services

PPE Supplies

We will ensure that we have all the necessary supplies such as hot/cold potable running water, liquid soap, paper towel, toilet paper, cleaning and disinfecting supplies and personal protection equipment (non–medical mask and disposable gloves) and food to supply meals.

For personal protective equipment the centre will have a supply of non-medical masks for children or staff who become ill while at the centre. For this purpose, parents should be encouraged to provide a mask for their children.

Please note masks are not required for children in the Childcare Centre, as these are not settings where people are typically trained on their use, and there is a potential risk of infection with improper mask use. However, in an event a child becomes sick at the Centre and a 2 metre distance cannot be maintained from the sick child then the child should wear a non –medical mask, if circumstances allow, until the child is picked up from the Centre.

The Manager of Childcare, Director of Childcare and Facility Manager are responsible to monitor supplies to ensure a stock is maintained during operating hours.



Napping and Sleeping

- Ensure cots are maintained in a clean and sanitary manner
- Arranging children so they nap head to feet would be appropriate if possible and maintains 6 feet apart.
- Blanket, covers and pillow cases must not be shared, and must be laundered at least weekly or more often if soiled
- Blankets and sheets are to be stored in the child's cubby and taken out daily for nap time

Laundry

- Wash hands before and after doing laundry
- Wipe down controls and handles before and after use
- Don't leave soiled clothing or baskets on top of machines or tables
- Don't shake dirty laundry before putting it in the machine
- Wash with soap and the warmest water possible. Do not over load the machine
- Don't leave dryer door open when not in use
- Dry items at the highest temperature possible and dry them completely
- Disinfect your hamper before filling with clothes

Food

The YMCA Childcare Center will ensure the food premises will operate in accordance with the licensing regulations. Snacks and lunches will be prepared in the Centre's licensed kitchen and brought to each classroom in individual servings for each child and passed out by the Educators.

- The cook will be the only staff preparing the snacks and meals
- Staff will serve the children
- Do not allow shared food containers, such as shared pitchers of water or juice
- Ensure food handlers follow good hand hygiene and exclude themselves from kitchen duties if they become ill
- Dishwashers are acceptable for cleaning dishes
- If manually dishwashing, follow the 3-step method (wash, rinse, sanitize). If using household bleach (5.25%) a concentration of 100ppm is acceptable
- Discourage any sharing of food between children or staff



Outdoor Play Areas/Restrictions

For multiple groups, play times may have to be staggered to meet the physical distancing requirements of 2 metres between each group.

- During Play time, staff must be vigilant in reminding children not to touch their face
- After each playtime, staff must be vigilant in reminding children to wash their hands
- During the COVID-19 pandemic, water tables and sand tables are prohibited
- Until a directive is given by the License officer to be able to make use of open parks and school playground equipment (playsets), facilities are not permitted to use play sets (slide, swings, monkey bars, etc.) within their own outdoor play area. Once play sets are permitted, staff must ensure children are following good personal hygiene while on the equipment and that children wash their hands after playing on the equipment
- Shared toys are permitted such as bikes, balls and bats. Shared toys must be cleaned and disinfected between users

Field Trips and Special Events

During the COVID-19 pandemic, field trips, holiday events, festivals, and other activities such as birthday parties that bring together parents and group are not permitted.

Outbreak Response

What is considered an outbreak when dealing with a confirmed case or suspect case of COVID-19?

One confirmed case of COVID-19 (Individual who tests positive for the virus causing COVID-19);

OR Two or more suspect cases of COVID-19.

A suspect case is defined as:

- A child/staff that has 1 or more of the following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, unusual fatigue, new onset of muscle pain, hoarse voice, sneezing, diarrhea or loss taste or smell;
Or
- Red, purple or bluish lesions on the feet, toes or fingers without clear cause. Note: children or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion would not be considered a suspect case.

How to report cases to Public Health? If the facility has one confirmed case of COVID-19 or, has 1 or more suspect cases of COVID-19, the facility is to advise Public Health by contacting the Regional Health Authority Public Health Nurse or the after-hour emergency number. Please refer to page 16 for Public Health Communicable Disease Team Contact List.



Testing is usually not recommended to clear an individual. Public Health will inform the individual or parent (when a child is involved) when isolation may be lifted.

If an outbreak is declared, the facility must close. The facility cannot reopen until advised by Public Health. Regional Public Health will be involved to manage the outbreak and ensure contacts are identified, public health measures are in place and will lead communication that is required. Outbreak Management Plan as part of the current mandate, Centres are required to have an outbreak management plan.

Outbreak Response – COVID-19

In addition to our current Outbreak Response Measure (outlined within our Parent Handbook) the following specific additions/directives from Public Health has been made to support the evolving recovery process of COVID-19 – Outbreak Response Measures.

Control measures on suspected case of COVID-19 include:

- If exclusion/isolation is required, parents/guardians will be advised immediately
- Symptomatic children must be immediately separated from others in a supervised area (isolation room) until they can go home. When possible, anyone providing care to an ill child should maintain a distance of 2 meters
- Pick-up is to occur within an hour of notification. Parents are aware that this is an expectation
- Call COVID-19 Public Health Communicable Disease Team
- The Centre will provide the COVID-19 Public Health Communicable Disease Team with all required documents, logs etc.
- It is important that the group of combined children/staff the symptomatic child was in, not mix with the rest of the child care population until the 'suspect case' is assessed
- If a 2-metre distance cannot be maintained from an ill child, if circumstances allow the child should wear a non-surgical mask. Note: Masks are not required for children at the Early Learning Centre
- Ill staff must immediately isolate from others and wear a non-medical mask until they are able to leave the facility
- Hygiene and respiratory etiquette must be practiced while the ill child/staff is waiting to be picked up
- Required temperature checks for staff and children upon arrival and repeated temperature checks at least every five hours thereafter
- Environmental cleaning and disinfection of the isolation area must be conducted once the ill child/staff has left the facility
- If an outbreak is confirmed, post appropriate notices for parents/guardians at all the entrances to the facility to ensure that disease information is made available



Outbreak Response in Parent Handbook

- Staff will immediately notify the Public Health Office in Bridgewater 902-543-0850 upon first suspicion of a child, staff, volunteer or parent who has a communicable disease
- Staff will also notify Public Health immediately of an unusually high number of children with diarrhea symptoms
- Accurate and detailed record keeping will be done
- Public Health inspection will be welcome to assist with minimizing the spread of illness
- All staff will cooperate with this important process and communicate with all staff parties to alleviate stresses as much as possible
- The Manager may close the Centre as a precaution to prevent further spread of the infection
- Parents will be notified by the Centre of suspicion of any communicable disease
- The Centre will provide the Public Health Department with the children's personal information such as birth date, and the home phone number, parent/guardians
- The Centre will exclude the child(ren) from the rest of the children
- Parents are to arrive promptly (**within one hour**) of being notified by the Centre that the child is ill
- Additional cleaning toys and equipment (including washroom door handles, water taps, door jams, light switched, and flush handles) are performed using 1000 ppm of chlorine solution. Chlorine solution used ¼ cup of chlorine to 2 cups of water
- These processes are done above and beyond normal cleaning each time a child vomits and or excrements. This is why it is important to immediately exclude the sick child
- The Centre will abide by the Guide for Common Childhood Illness and Infections for Nova Scotia mandated by Public Health and Department of Education & Early Childhood Development. All forms will need to be filled out by the parents and or physician and returned to the Centre before a child can be readmitted to the Centre
- Staff will not be permitted to work while having a communicable disease and must stay away from the Centre during the incubation period



Staff Breaks

Staff are not, permitted to have lunch breaks in another classroom within the licensed facility.

- Staff can leave the building
- Staff can use another area in the facility – but must maintain physical distancing and proper hygiene practices
- Staff breaks will be staggered where possible

Screening Questionnaire for Covid-19

We will be using the Screening Tool provided in the document released from the government.
Appendix A Screening tool.

Public Health Communicable Disease Contact List

Public Health Bridgewater Office.
215 Dominion Street Suite 200
Bridgewater, NS B4V 2K7
Canada
Phone: (902) 543-0850



Cleaning Schedule

Covid – 19 Cleaning and Disinfection Procedures Each Classroom has a posted cleaning schedule. A bleach solution will be used for food prep areas and Saber Heavy Duty Disinfectant 1:16 (DIN 02362562) and cleaner is used for sanitizing surfaces. Dirty toys will be put through the dishwasher.

Please note: the Centre will be sprayed-disinfected each evening after operating hours.

Disinfect Tables/Chairs	Min 2 times a day and disinfect after each
Disinfect door knobs	Min 2 times a day
Disinfect light switches	Min 2 times a day
Disinfect Toys	Min 2 times a day and disinfect after each if toys are mouthed
Disinfect Counters	Min 2 times a day
Disinfect Cubbies	daily @ end of day
Dust Surfaces	weekly
Wash/Dry Sheets	weekly (stored individually)
Disinfect Beds	daily
Garbage	daily
Water bottles	daily (Store Separately)
Vacuum carpets	daily
Windows/mirrors	daily
Sweep Floors	daily
Chairs Up	daily

