



# Health and Safety Policy

## Protocols for returning to operation

### Developing a COVID-19 safety plan

Employers are required to develop a [COVID-19 Safety Plan](#) that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission. This plan follows the six steps outlined on [COVID-19 and returning to safe operation](#).

Employers are not required to submit plans to WorkSafeBC for approval, but in accordance with the order of the [Provincial Health Officer](#), this plan must be posted at the worksite. During a WorkSafeBC inspection, we will ask employers about the steps they have taken to protect their teachers or to see the plan if it has been developed.

### Understanding the risk

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. Higher risk situations require adequate protocols to address the risk.

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



## Protocols for child care

Child with Symptoms of COVID-19	Staff with Symptoms of COVID-19
<p style="text-align: center;"><b>IF CHILD DEVELOPS SYMPTOMS AT HOME:</b></p> <p>Parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p> <p style="text-align: center;"><b>IF CHILD DEVELOPS SYMPTOMS WHILE AT CHILD CARE:</b></p> <p>Staff must take the following steps:</p> <ol style="list-style-type: none"> <li>1. Identify a staff member to supervise the child.</li> <li>2. Identified staff member should immediately separate the symptomatic child from others in a supervised area until they can go home.</li> <li>3. Contact the child's parent or caregiver to pick them up right away.</li> <li>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.</li> <li>5. Provide the child with tissues, and support as necessary so they can practice respiratory hygiene.</li> <li>6. Open outside doors and windows to increase air circulation in the area.</li> <li>7. Avoid touching the child's body fluids. If you do, wash your hands.</li> <li>8. Once the child is picked up, wash your hands.</li> <li>9. Clean and disinfect the space where the child was separated and any areas used by the child (e.g., bathroom, common areas).</li> <li>10. If concerned, contact 8-1-1 or the local public health unit to seek further advice.</li> </ol> <p>Parents or caregivers must pick up their child promptly once notified that their child is ill.</p>	<p style="text-align: center;"><b>IF STAFF DEVELOPS SYMPTOMS AT HOME:</b></p> <p>Staff must be excluded from work, stay home and self-isolate for a minimum of 10 days from the onset of symptoms AND until all symptoms resolve, whichever is longer.</p> <p style="text-align: center;"><b>IF STAFF DEVELOPS SYMPTOMS WHILE AT WORK:</b></p> <p>Staff should go home right away where possible.</p> <p>If unable to leave immediately, the symptomatic staff person should:</p> <ol style="list-style-type: none"> <li>1. Separate themselves into an area away from others.</li> <li>2. Maintain a distance of 2 meters from others.</li> <li>3. Use a tissue or mask to cover their nose and mouth while they wait for a replacement or to be picked up.</li> <li>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).</li> <li>5. If concerned, contact 8-1-1 or the local public health unit to seek further advice.</li> </ol>
<p>If a child or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to childcare once symptoms resolve.</p>	



## Access to childcare facilities

- Do not enter the facility if
  - » you have symptoms of COVID-19
  - » 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. Communicate this policy to teachers, parents, and caregivers.
- No visitors to the facility without prior approval and health check questions answered.

## Pick up and drop off

Drop off and pick up follows the following protocol:

- Line up on blue X's on the floor
- Wait your turn to reach the classroom
- Green Room (3-5): Drop off child at the door and knock at door for pickup, the teacher will take the child in the morning and bring them ready to the door at pickup
- Blue Room and Yellow Room (under 36 months): 2 parents max in the room at any given time. Please knock on the door and the teacher will advise if you can enter or need to wait until there is an available spot inside for drop off and pick up.

If there are siblings at the centre in two different rooms:

- at drop off please drop off older child first at their door and return to the lineup for the younger child's class.
- please pick up from the youngest class first and wait outside the older child's classroom.
- The children are not allowed to enter other classrooms.

At drop off, there will be a daily “yes/no” verbal confirmation that children do not have symptoms of common cold, influenza, COVID-19, or other respiratory disease. Do not accept a child drop off if the answer is yes.

Please maintain physical distance from teachers and other children, and practice hand hygiene. Where this is not possible, for example when transferring a very young child between a parent and a teacher, plan and communicate the work task in advance to ensure that time spent in close proximity is minimized.

Only one parent or caregiver enters the facility.

Avoid close greetings such as hugs and handshakes.



## Hand hygiene and respiratory etiquette

- Teachers to wash their hands regularly throughout the day, including:
  - » When they arrive at the Child Care Centre and before they go home
  - » Before and after handling food (raw, cooked or pre-packaged), preparing bottles or feeding children
  - » Before and after giving or applying medication or ointment to a child or self
  - » After changing diapers
  - » After assisting a child to use the toilet
  - » After using the toilet
  - » After contact with body fluids (e.g., runny noses, spit, vomit, blood)
  - » Before donning and after doffing personal protective equipment
  - » After cleaning tasks
  - » After handling garbage
  - » Whenever hands are visibly dirty
- Support children to wash their hands regularly throughout the day, including:
  - » When they arrive 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
- Provide education and direction to teachers and children to:
  - » Cough or sneeze into their elbow sleeve or a tissue.
  - » Throw away used tissues and immediately perform hand hygiene.
  - » Not touch their eyes, nose or mouth with unwashed hands.



## Physical distancing

- Teachers should maintain a distance of at least 2 metres from each other. Where this is not possible, for example when transferring a very young child from one teacher to another, plan and communicate the work task in advance to ensure that time spent in close proximity is minimized.
- Arrange common areas in a way that allows at least two metres of physical distance between each teacher. For small areas or rooms, such as a small laundry room, implement schedules and/or procedures for single-teacher or limited-teacher access to maintain physical distance.
- It is not always possible for teachers to maintain physical distance from children, and between children, when in care. Adhere to the principle of physical distancing where possible, by:
  - » Minimizing the frequency of direct physical contact with children.
  - » Forming a number of separate play areas in order to space children apart. Note that children who live in the same home do not need to maintain physical distance from each other.
  - » Creating smaller groups or cohorts of children and keeping these groups separate from each other.
  - » Minimizing the number of different teachers that interact with the same child or group of children.
  - » Organizing snack/meal areas to space children apart.
  - » Organizing nap areas to space children apart and placing children head-to-toe or toe-to-toe.
  - » Including the use of outdoor space for various activities, including snack/mealtime, while adhering to physical distancing and hygiene principles.



## Cleaning and disinfection

- Remove toys from the Child Care Centre that have surfaces that are not easily cleaned, such as plush stuffed animals.
- Only bring personal comfort items (e.g., stuffed animals) if they are clean and laundered at the end of each day.
- Remove unnecessary items from the Child Care Centre to reduce surfaces that could become contaminated.
  - » General cleaning and disinfecting of the Child Care Centres should occur at least once a day.
  - » Frequently touched surfaces should be cleaned and disinfected at least twice a day.
- Toys and objects that children have placed in their mouths will be set aside, until they are cleaned and disinfected. Toy, objects, and surfaces known to have been in contact with bodily fluids should be cleaned as soon as possible and between uses by different children.
- Clean and disinfect cots and cribs after each use, and launder crib linens between children. If parents are providing their own crib linen, the linens should be laundered and placed in a sealed plastic or washable bag before bringing to the centre. Do not shake the linens.
- Clean and disinfect diapering stations after each use.
- When holding young children, for example when feeding or rocking to sleep, use a blanket or cloth to cover clothing. Change blankets or cloths between children.
- Wash blankets, face cloths, towels, and bibs between uses by different children.
- Empty garbage containers daily at a minimum.
- If a teacher or child leaves the Child Care Centre due to symptoms of COVID-19, clean areas those individuals were in, including surfaces they may have touched, immediately upon their departure.
- Maintain an adequate supply of cleaning and disinfection products and materials.



## Use of personal protective equipment (PPE)

- [COVID-19 Public Health Guidance for Child Care Settings](#) states that personal protective equipment, such as masks and gloves, are not needed beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.
- Wear disposable gloves when cleaning body fluids (e.g., runny nose, vomit, stool, urine) and when diapering.
- Determine what PPE may be required for teachers who are responsible for cleaning and disinfection. Read product labels and Safety Data Sheets to help make this determination.

## Meals and snacks

- Do not allow sharing of food or drink by teachers or children.
- Do not use self-serve and family-style meal service. Provide snacks and meals directly to children in individual servings.
- Do not allow children to participate in food preparation.
- Place lunchboxes on the designated cubby area, parent and caregiver provided food items and containers. The lunchboxes will be placed in their cubbies at the end of the day.
- Reusable dishware, glasses, and utensils must be cleaned and sanitized after each use.

## Other methods to control risk

- Limit sharing of supplies and equipment (e.g., pens, telephone, tablets, computer mouse) between teachers.
- Provide adequate amounts of high touch materials, such as art supplies, in order to minimize sharing between children.
- Store children's belongings separately, for example through the use of cubbies.
- Label personal items with the child's name to prevent accidental sharing.
- Have children outside wherever possible, including play time, snack time, and for learning activities.



## Additional resources

### [BC CDC COVID 19: Public Health Guidance for Childcare Settings](#)

#### For more information

The information on this page is based on current recommendations and may change. For the latest guidance, please see the health information from the [British Columbia Centre for Disease Control](#) and the latest news from the [government of British Columbia](#).

#### If you have a question or concern

Teachers and employers with questions or concerns about Child Care Centre exposure to COVID-19 can call WorkSafeBC's Prevention Information Line at 604.276.3100 in the Lower Mainland (toll-free within B.C. at 1.888.621.SAFE). You'll be able to speak to a prevention officer to get answers to your questions, and if required, a prevention officer will be assigned to assess the health and safety risk at your Child Care Centre.

#### Resources

##### [COVID-19: A guide to reducing the risk](#)

This resource is for employers, outlining the steps to follow to make sure you are minimizing the risk of COVID-19 so your business can operate safely.

##### [COVID-19 Safety Plan](#)

Employers are required to develop a COVID-19 Safety Plan that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission. This tool will guide...

##### [Help prevent the spread of COVID-19: Cover coughs and sneezes](#)

This poster reminds teachers and visitors to cover their mouths when they cough or sneeze, and to wash their hands afterward.