

**Mayne Island Early Childhood Society  
COVID-19 Safety Plan**



Last edited June 3, 2020

## TABLE OF CONTENTS

---

<b>1. Our Priorities, Approach and Strategy.....</b>	<b>3</b>
<b>2. Overview of Risk Assessment and Management Strategy.....</b>	<b>3</b>
a. Physical Distancing Measures	
b. Engineering Controls	
c. Administrative Controls	
d. Personal Protective Equipment	
<b>3. Community Centre Use.....</b>	<b>5</b>
<b>4. Scheduling, Staffing and Curriculum Impacts.....</b>	<b>6</b>
<b>5. Sanitization Measures.....</b>	<b>7</b>
<b>6. COVID-19 Policies.....</b>	<b>8</b>
<b>7. COVID-19 Protocols and Procedures.....</b>	<b>10</b>

## 1. Our Priorities, Approach and Strategy

---

This plan outlines the strategies and measures put in place by the Mayne Island Early Childhood Society as we reopen the Mayne Island Daycare. The daycare closed its doors on March 20<sup>th</sup> as a result of the COVID-19 pandemic and associated concerns with the high risk of transmission among children, staff and families of the daycare.

As we reopen, our plans have been formulated around the singular notion of balancing our ability to manage health risks and promote psychological wellbeing for our children. It is our intention to make the daycare a safe and welcoming place for children, staff and families as we move through the next months of the pandemic. We are confident in our ability to deliver quality programming that meets family need as well as our obligations under the following jurisdictions:

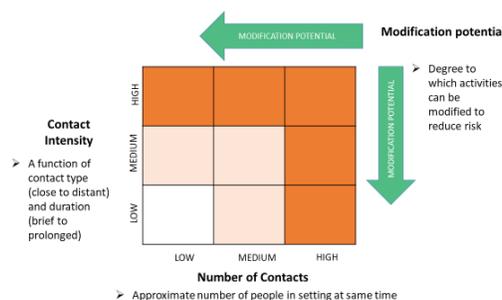
- The Provincial Health and Public Health Offices
- The Provincial Childcare Licensing Office
- The Ministry of Family and Child Development
- The Ministry of Education
- Worksafe BC

Maintaining an environment where children feel safe, supported and loved so that they continue to learn from each other and their environment, is our priority throughout this time. For these reasons, we have elected to make some changes to our program. This document details the important health, safety and scheduling procedures in place until further notice.

## 2. Overview of Risk Assessment and Management Strategy

---

The first step in our reopening plan is to adequately and accurately assess the risk of transmission, and introduce modifications to our program and policies that address our level of risk. BC's Go Forward strategy, guided by science and the medical advice of the provincial health officer, suggests the best way to measure risk is to assess the **level of contact intensity** against the **number of contacts**, as the diagram below indicates:



Source: Province of British Columbia. [BC COVID-19 Go-Forward Management Strategy](#).

Assessing the daycare setting prior to the pandemic, the number of contacts in the setting at any given time was, at a maximum, 10 people not including pickup and drop-off, which adds between 7-10 additional people. A further factor is that the total number of children and staff having contact throughout the week is as high as 18 plus parents present at drop-off and pick-up. Relatively speaking, this could be measured as a medium number of contacts. Concurrently, the contact intensity was relatively high, with the occurrence of personal care, high levels of physical touch, and sleeping in close proximity. Thus, the risk of transmission was high enough to suggest significant modification of activities in order to reduce risk.

The modifications we have introduced to reduce risk are:

1. Increase the amount of outdoor time and programming
2. Operate as much as possible as two smaller groupings, each with their own caregiver (this will most often manifest as infant/toddlers in one group and preschoolers in the other)
3. Offer activities, toys and environmental cues that reduce contact between children while still attending to social skills and relationship development, and
4. Increase the level and frequency of sanitization, cleaning and personal hygiene

The province identifies four categories of measures to reduce risk – physical distancing, engineering controls, administrative controls, and personal protective equipment, in order of effectiveness. These are outlined in more detail below.

### *2.a Physical Distancing Measures*

---

Physical distancing measures are measures to reduce the density of people in our setting. Density is measured by the intensity of contact and the number of contacts.

In order to reduce the density of people in our setting, we have:

- Moved the setting almost completely outdoors
- Increased staffing to two full-time caregivers for the month of June, in order to enable separate, smaller groups of children. In general, infants and toddlers will be grouped together with one staff member, and preschoolers will be grouped with a second caregiver
- Adopted a slightly modified curriculum to increase the distance between children during activities, games, etc.
- Conceived of larger seating areas for circles and snacks
- Increased the size and ventilation in our nap area by moving to the expanded area of a 5-metre diameter tent, where children's heads and bodies will be placed further apart.

## *2.b Engineering Controls*

---

Engineering controls are physical changes in an environment, such as plexiglass barriers. The physical changes we've made to our daycare setting are:

- Moved the setting almost completely outdoors
- Obtained a napping tent that increases the distance between young nappers
- Set up physical cues for social distancing for parent drop off and pick up
- Offering seating cues for circle time, meal times, etc. that are further apart.

## *2.c Administrative Controls*

---

Administrative controls alter work and routine practices to minimize exposure. The following items detail the measures we've implemented in this area.

- Hand washing and hygiene procedures
- New pick-up and drop-off procedures
- Daily screening of staff and children
- Zero tolerance policy for sickness
- Temporary ban on swapping days/childcare seats between families

## *2.d Personal Protective Equipment*

---

Staff and children will not be encouraged to wear face masks while on duty. Gloves will be worn when changing diapers.

## **3. Community Centre Use**

---

The following outlines the modified daycare program plan for the temporary use of Community Centre grounds and facilities.

- Upon gathering at the school each day, the daycare staff and children will travel together to the Community Centre grounds.
- The daycare will occupy the marquee tent, the passageway from kitchen entry to the single-toilet washroom, and the washroom for exclusive use. No other part of the Community Centre building will be occupied by the daycare.
- Supervision will be provided for washroom trips, as there are two staff to provide care.
- We will also use the marquee tent to temporarily store up to five Rubbermaid bins with supplies and toys, as well as a small art cart.
- In addition, we will set up a large (5 metre diameter) round canvas tent on a wooden platform with one small step up to the door, to be used for naps, in the meadow behind the tennis courts. A handwashing sink (connected to a hose at the community centre) and privacy tent with portable toilet will also be set up in this area

- Crib mattresses and bedding will be brought from the community centre to adequately furnish the napping tent. Stuffedies and sheets will be provided and laundered daily. Personal comfort items (e.g., stuffedies) can be brought by children if they are clean and can be laundered at the end of each day by parents.
- Sanitizing of high-touch areas will be done twice per day by daycare staff. Washrooms will be sanitized after each use. Toys and other objects that come in contact with bodily fluids will be stored in bins with lids for later sanitizing.
- Daily deep cleaning of the community centre facility will be provided by community centre staff at the expense of the Early Childhood Society. Cleaning tasks will include:
  - Plastic toys in bins sanitized in the commercial dishwasher
  - Floor and walls of the marquee tent sanitized
  - Bathroom washed and sanitized
  - Sanitize tables and chairs if have been out for the day, door knobs and light switches, other high-touch areas

#### **4. Scheduling, Staffing and Curriculum Impacts**

---

Until further notice, the daily routine will proceed with daily trips to the community centre and Mount Parke, as time allows. The following routine is a sample of expected activities, and may be adjusted to suit daily needs. The routine will also be adjusted on shorter days to exclude some activities.

##### **Daily routine**

- 1) Drop off, sign in, hand wash
- 2) Load supplies, child belongings for trip to community centre
- 3) Arrive at community centre and stow our kits
- 4) Circle with follow up in art, lit, math
- 5) Washing hands for snack
- 6) Snack
- 7) Diapering, toileting and hand wash
- 8) Clean up and prep for leaving for Mount Parke
- 9) Wild fun at Mount Parke
- 10) Return to community centre
- 11) Hand wash
- 12) Lunch
- 13) Diapering, toileting and hand wash
- 14) Circle and Story time
- 15) Nap time for toddlers and child led older activities for 3-5s (nap time will be in the Bell Tent)
- 16) Wake up/hand wash and snack
- 17) Diapering, toileting and hand wash

- 18) End of day circle
- 19) Prep for returning to the school
- 20) Play in playground while awaiting sign out and pick up

All activities will be conducted outside except when raining when we will have access to the community centre tent.

Staffing for the month of June and potentially beyond will be enhanced to ensure two full-time staff working at all times. Our current schedule includes two certified Early Childhood Educators with Infant/Toddler specialization, and one educator with Responsible Adult certification with a pending application for certification as an Early Childhood Educator's Assistant.

Staff will be required to read BC's Go-Forward Strategy as well as this document before returning to work, and will be trained ahead of our opening date in all relevant policies and procedures.

## **5. Sanitization Measures**

---

### **Enhanced Handwashing Routines**

- Children and staff will disinfect their hands immediately upon entering the daycare and when leaving for home. In addition, the regular routine of washing hands after toileting/diapering, before and after administering medication or ointment, after handling animals or cleaning up animal waste, after handling garbage, before and after snacks and meals, upon leaving for and returning from group outings, and after coming in contact with bodily fluids.
- Staff will carry disinfectant at all times
- In addition to use of handwashing sinks inside the school and at the community centre, a handwashing station will be set up outside the napping tent where the infants and toddlers will play.
- Caregiver hands washed before donning gloves, after removing gloves for diaper changes as usual

### **Toys and Equipment**

- Toys sanitized at the end of the day
- Any mouthed or chewed toys to be placed in bins for sanitizing or sanitized by caregiver immediately after use
- Textiles laundered or switched out nightly

### **Environment and Facilities**

- High traffic surfaces to be sanitized twice a day
- Food prep, lunch and snack table to be sanitized after use
- All high traffic surfaces will be sanitized at least twice a day

- Privacy shelter and portable toilet will be sprayed with a bleach solution each night and the toilet emptied
- Daily deep cleaning of floors, walls, washrooms and high-touch areas

## 6. COVID-Specific Policies

---

### Daily Screening

Parents and caregivers are required to assess their children daily for symptoms before sending them for childcare.

Staff are required to implement a daily “yes/no” verbal confirmation check-in with families about symptoms of respiratory illness at drop off by asking parents and caregivers to confirm that the child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease. The child will not be admitted to daycare if the answer is yes.

### Zero Tolerance Policy

Staff, children, parents, and caregivers must not enter the workplace if they have symptoms of COVID-19 OR 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.

Staff with symptoms of COVID-19 must be excluded from work, stay home, and self-isolate until they have been assessed by a health care provider to exclude COVID-19 or other infectious disease, and their symptoms have resolved

Children with symptoms can return to daycare after they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved. Mayne Island Health Centre recommends using the Self-Assessment or calling the Nurses Hotline at 8-1-1 to determine if COVID-19 is potential, and to schedule testing if required <https://bc.thrive.health/covid19/en>"

**NOTE:** If a parent, caregiver or staff member is unsure if they or a child should self-isolate, they should be directed to use the [BC COVID-19 Self-Assessment Tool](#), contact the nurses hotline at 8-1-1 or the local public health unit. They can also be advised to contact a family physician or nurse practitioner to be assessed for COVID-19 and other respiratory diseases.

### Sick Policy

**If a child develops symptoms while at childcare, 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 right away.
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.

**If staff develops symptoms while at work, they 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.

### **Daycare Closures due to COVID-19**

Families are advised that, should a lack of staff be available, the daycare could close on short notice during the pandemic.

The daycare will also consider immediate closure if:

- The provincial health officer repeals phase 2 of it's go-forward plan, or
- There is an acute outbreak of COVID-19 on Mayne Island

Families will be notified as soon as possible about these decisions.

## Swapping Policy

At this time, no swapping of days/childcare seats will be allowed at the daycare.

## 7. COVID-Specific Protocols and Procedures

---

### Drop-off and Pick-up Procedure

- To ensure that drop off goes as quickly as possible, parents are asked to send a text or email the night or early morning before daycare with special communications about your child.
- In return, we will also do the same at the end of the day for each child but will verbally communicate if there is something that needs to be tackled at the end of day (we continue of course to send parents text/email/phone call if there is something urgent that we need to communicate to parents)
- We ask that only one parent consistently drops off and picks up their child/ren, as much as possible.
- Families will park on the road by the fence and pass through the field to our playground where the sign in sheet will be a small distance away
- Please maintain physical distancing measures while waiting for sign in. We will provide engineering controls to ensure spacing between families. We ask for promptness and patience in the process, and we're confident that everyone will do their utmost to limit risk of transmission
- Caregiver will meet the parents and welcome the child and bring the child into the play space where they will wash their hands.
- If a child has trouble with separation, parents can stay close by while maintaining physical distance with the other children until the child is feeling more confident to stay with the group. This will be determined by the caregiver and parent. If there should be trouble adjusting, then we would ask the parent to come back with the child another day to try again.
- Sign-in time will allow each caregiver to ask parents how the child is feeling that day as we have a zero tolerance for any kind of symptoms of illness at this time.
- For pick up, parents will park again on the road and walk to their designated spot to wait for the sign out
- Once the parent arrives at the pick-up spot, we will bring the child and belongings out to the sign out table. We respectfully ask that you remain in your spot until your child is brought out.

### Hand Washing Procedure

- Hands are washed with soap and water for at least 20 seconds
- If hands are not visibly dirty, alcohol-based hand sanitizers with at least 70% alcohol will be used if soap and water are not readily available.
- Children will be supervised when they use hand sanitizer to prevent ingestion.

- Children will be assisted with handwashing, including infants who cannot wash hands alone.
- After assisting children with handwashing, staff will also wash their hands.
- Posters placed near sinks describing handwashing steps

### **Respiratory Etiquette**

Children and staff will be encouraged to:

- Cough or sneeze into their elbow sleeve or a tissue.
- Not share food, drinks, soothers, bottles, sippy cups, toothbrushes, facecloths, and other personal items.
- Label personal items with the child's name to discourage accidental sharing.
- Children will not be allowed to prepare or serve food.
- 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.