
COVID19 SAFETY PLAN – PRESCHOOL

The following materials are to provide preschool employees with information and resources to assist them in ensuring the risk of exposure to the virus that causes COVID-19 is minimized for them and the children at their workplace.

PART 1: RISKS IN THE WORKPLACE

We have involved frontline workers, supervisors, and the joint health and safety in assessing the risks in the workplace.

AREAS WHERE PEOPLE GATHER:

- ⇒ Lobby
- ⇒ Preschool hallway
- ⇒ Building Entrances / Exits

JOB TASKS AND PROCESSES WHERE WORKERS ARE CLOSE TO ONE ANOTHER OR MEMBERS OF THE PUBLIC:

The nature of the position makes it difficult for the educator maintain a physical distance while delivering the program. Scenario's where workers are close to one another or members of the public including program participants are as follows: Greeting parents and children, circle time with children, toileting / diapering and comforting children.

TOOLS & EQUIPMENT THAT WORKERS SHARE WHILE WORKING:

Craft supplies, storage cabinets, teaching materials /resources, toys, books, etc...
Photocopier / printer, hole punch, facility binders, manuals, filing cabinet, files, laminator, master keys, light switches, office chair, cleaning supplies (mops, brooms etc..), workstations

SURFACES THAT PEOPLE TOUCH OFTEN:

Desks, countertops, chairs, tables door handles, light switches, kitchen appliances (coffee pot, toaster), fridge handle, sink taps, benches, sink taps, bathroom fixtures, office equipment (phones, staplers, pens, till drawers, files and filing cabinet, lost and found items, garbage cans and recycling bins.

PART 2: PROTOCOLS TO REDUCE THE RISK IN THE WORKPLACE

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.

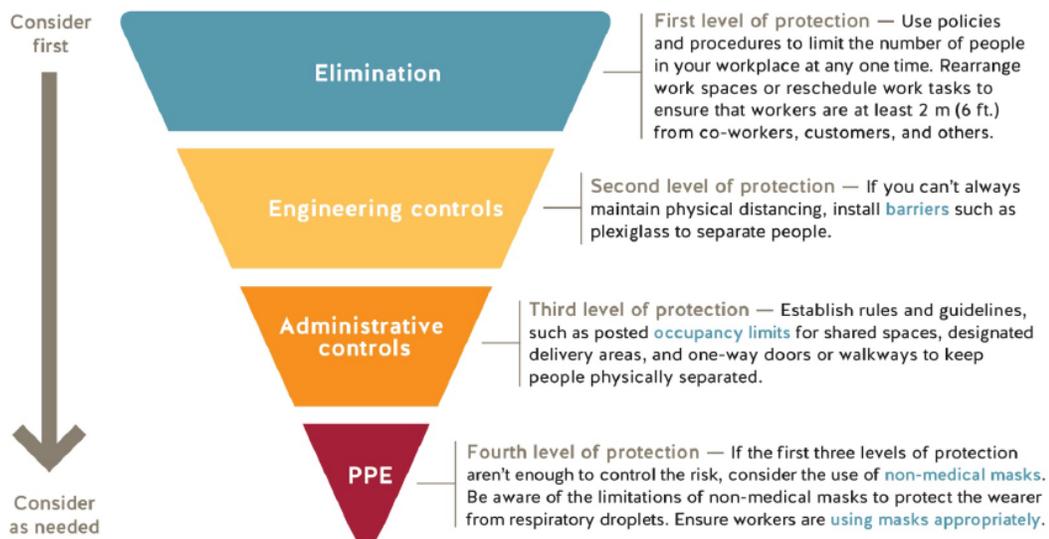
⇒ The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

With this we have chosen to use the protocols that offer the highest level of protection for the workplace using the following framework levels of protection.

Framework for protection protocols

REDUCE THE RISK OF PERSON-TO-PERSON TRANSMISSION

To reduce the risk of the virus spreading through droplets in the air, protocols are implemented to protect against identified risks. Different protocols offer different levels of protection. Wherever possible, use of the protocol that offers the highest level of protection will priority. We consider controls from additional levels if the first level isn't practicable or does not completely control the risk. It is likely needed to incorporate controls from various levels to address all the risk at the workplace.



FIRST LEVEL OF PROTECTION (ELIMINATION):

- ⇒ Number of worker's in workplace have been limited (max 2 on a regular basis / may be increased to 3 as required).
- ⇒ Occupancy level for programs have been established:

Cool Kids – 3 year old program	16
Cool Kids – 4/5 year old program	20

⇒ Occupancy limits have been established for spaces in the workplace:

Staff Kitchen Area	1 employee
Reception Desk	2 employees per shift
Lobby area	10 persons
Library Washrooms	3 persons
Fitness Room	4 persons
Dance Studio	6 persons
MacPherson Room	15 persons
Boulder Room	5 persons
Multi-purpose Rooms	Dependent on set-up. Maximum permitted is 50 persons

⇒ Water fountains have been disabled. Touchless water bottle fill station is available in lobby area.

SECOND LEVEL OF PROTECTION (ENGINEERING CONTROLS):

- ⇒ Physical distancing stickers have been installed throughout the building to remind employees and patrons to practice physical distancing.
- ⇒ Hand sanitizing stations have been provided throughout the facility.
- ⇒ Handwashing policies and hygiene practices have been posted throughout the facility, including the age appropriate signage for the preschool room.
- ⇒ Touchless taps and soap dispensers have been installed in all washrooms and throughout the facility.
- ⇒ Signage has been installed near the entrance of the building informing customers (and reminding employees) not to enter the facility if they are exhibiting symptoms; and to hand sanitize upon entering and leaving the building.
- ⇒ Communal pathways have been converted to direction pathways to reduce personal interactions.
- ⇒ The 4th street entrance into the building has been designated as the staff entrance. Members of the public will enter the building using the Campbell Avenue entrance.

THIRD LEVEL OF PROTECTION (ADMINISTRATIVE CONTROLS):

(Rules / Guidelines)

- ⇒ Staff have been informed not to come to work when sick.
- ⇒ Employees have been asked to store all personal belongings in their assigned locker.
- ⇒ Employees have been instructed to clean and disinfect shared equipment after each use.
- ⇒ Employees have been instructed to wash and sanitize hands after coming into contact with public items.
- ⇒ Employees have been instructed to clean their workspace before commencing their shift and at the end of their shift.
- ⇒ Employees have been instructed to clean and disinfect shared equipment after each use.

- ⇒ Employees have been instructed to use their own equipment (such as pens, staplers, computers).
- ⇒ Employees will be required to bring and wash their own dishes and utensils. There will be limited access to kitchen area. Fridge, Microwave and toaster oven will be available for use.
- ⇒ Staff meetings will be held outdoors (weather permitting) or in larger meeting rooms.
- ⇒ Non-essential in-person meetings between staff and parents are prohibited. Staff have been advised to use virtual meeting tools, email, online booking or telephone.

FOURTH LEVEL OF PROTECTION (PPE):

- ⇒ Non-medical masks and gloves will be available for staff to use.
- ⇒ Staff have received instruction on using masks appropriately.
- ⇒ Staff will be instructed to wear masks if they are performing tasks with another employee and when physical distancing cannot be achieved.
- ⇒ In accordance with recommendations outlined for the BC Centre for Disease Control, children may wear a mask based on personal or family choice; however, children under 2 years of age should not wear masks as it may make it difficult for them to breathe. Childcare staff will supervise and support children who wear masks to ensure safe and proper use.
- ⇒ Childcare staff and adults are required to wear masks when indoors and when interacting with other adults except when they can consistently maintain physical distance, or there is a barrier in place, or eating and drinking.

The BC Centre for Disease Control, states that masks only provide limited protective value for adult-child interactions in child-care settings. However, childcare staff and other adults may choose to wear a mask indoors when engaging in prolonged, close interaction with children. When doing so careful consideration will be given to the potential impact of mask wearing on visual cueing and non-verbal communication with children as these interactions play an important role in learning and development.

CLEANING AND HYGIENE PRACTICES:

- ⇒ Janitorial staff have completed a deep clean of the facility.
- ⇒ Janitorial staff will be responsible for cleaning the facility at the end of the day.
- ⇒ Preschool staff will clean preschool room in between each session.
- ⇒ Staff will be given training in proper cleaning supplies and techniques.
- ⇒ Handwashing facilities and hand sanitizing stations are available throughout the facility as well each employee workspace is equipped with hand sanitizer and sanitizing wipes.
- ⇒ Staff members have been asked to minimize the use of shared equipment, but in the event that equipment is shared, staff members have been asked to sanitize equipment before and after each use.
- ⇒ Good hygiene practices have been communicated to workers and posters have been posted throughout the facility.
- ⇒ Staff members have been asked to practice frequent handwashing.

REFER TO THE FOLLOWING APPENDICES FOR SPECIFIC PRESCHOOL PROTOCOLS:

APPENDIX 'A' – Preschool Protocols

PART 3: DEPARTMENT POLICIES

The following policies have been developed to manage the workplace:

- ⇒ Guidelines for providing a safe workplace during the COVID19 Pandemic.
- ⇒ COVID19 Return to Work Guide for Employees.
- ⇒ Working Alone Policy
- ⇒ Telecommuting Policy
- ⇒ Violence in the Workplace Policy.
- ⇒ Visitors have been limited in the workplace.
- ⇒ First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.

These workplace policies are to ensure workers and others showing symptoms of COVID-19 are prohibited from the workplace.

Specifically,

- ⇒ Anyone who has had symptoms of COVID-19 in the last 10 days. 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 outside of Canada or who has had contact with a confirmed COVID-19 case must [self-isolate for 14 days and monitor](#) for symptoms.

Illness Protocols for Staff

1. Supervisors to be trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
2. If an employee is identified as having symptoms, the following procedure should be followed:
 - ⇒ If an employee is at home when they identify as having symptoms, they must:
 1. Inform their supervisor immediately.
 2. Remain at home.
 3. Contact their family physician, primary care provider or Health Link BC at 8-1-1.
 - ⇒ If the employee is at work when they identify as having symptoms, they must:
 1. Inform their supervisor immediately.
 2. Immediately put on a mask, maintain physical distancing from others and return home.
 3. Contact their physician, primary care provider or Health Link BC at 8-1-1.

- ⇒ If the symptoms are severe such as shortness of breath (i.e. struggling to breathe or speak in single words) or chest pain, call 9-1-1 or go to the nearest Emergency Department.
 - ⇒ Any surface that the ill worker has come into contact with will be cleaned and disinfected immediately.
3. If an employee has a COVID-19 diagnosis, the local Public Health department will identify any co-workers who may have been exposed to the sick person.

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PART 4: COMMUNICATION PLANS & TRAINING

The Department has implemented measures to ensure that everyone entering the workplace, including workers from other employers, (contractors etc.) and parents knows how to keep themselves safe while at our workplace.

- ⇒ We have a training plan to ensure everyone is trained in workplace policies and procedures.
- ⇒ All workers have received a copy of workplace policies and have gone through in detail the policies for staying home when sick.
- ⇒ Signage has been posted in the workplace, including occupancy limits and effective hygiene practices.
- ⇒ Signage has been posted at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- ⇒ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

PART 5: MONITORING THE WOKPLACE & UPDATING PLANS AS NECESSARY

As the situation with COVID19 evolves, we will continue to assess our business operations and implement any additional protocols that may be required to minimize the risks of transmission.

Staff will be made aware that as we implement new protocols in our operation things may change. Current policies and protocols will need to be reviewed on an on-going basis. If a new area of concern is identified or if the new measure in place is not working staff will be instructed to update the supervisor immediately so that we can review assess the area of concern and take necessary steps to deal with it.

To assist with this process, the supervisor will have daily COVI19 check in's with staff, and more formally, COVID19 check in will be added to the monthly staff meeting agenda.

When a new area of concern is identified, staff will be involved in finding a solution to address the concern. If further assistance is required in resolving the issue, we will involve a representative of the Joint Health & Safety Committee.

PART 6: ASSESSING & ADDRESSING RISKS FROM RESUMING OPERATIONS

With the facility being closed for an extended period of time, due to the COVID-19 pandemic, we recognize the need to manage risks arising from restarting the program.

WE HAVE:

- ✓ A training plan for new staff.
- ✓ A training plan for staff taking on new roles or responsibilities.
- ✓ A training plan around changes to our business, such as new equipment, processes and products.

ADDITIONAL RESOURCES

- BC Municipal Safety Association
- BC CDC COVID 19: Public Health Guidance for Childcare Settings
- WHO. Getting your workplace ready for COVID19.
- Worksafe BC- COVID19 Safety Plan

APPENDIX 'A' – SPECIFIC PRESCHOOL PROTOCOLS (Parent handout)

Access to Childcare Facilities

- At drop off, a daily check in with caregivers regarding child's health will be implemented: A daily "yes/no" verbal confirmation that children do not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.
- Children who exhibit symptoms will not be accepted.

Pick up and Drop off

- To start drop off and pick up will occur outside (playground area & weather permitting) of the child care setting where the age of the child and building design make this reasonably practicable.
- If parents or caregivers have to enter the facility at pick up or drop off, only one parent or caregiver per child will be permitted to enter the facility.
- Avoid close greetings such as handshakes.

Hand Hygiene and Respiratory Etiquette

- Children will be asked to hand sanitize prior to entering and leaving the facility.
- Educators will support children to wash their hands regularly throughout the day.
- Educators will provide education and direction to workers 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

- Where possible, educators will consider incorporating activities involving books, individual games, games to encourage physical distancing between children.

Cleaning and Disinfecting

- Toys that have surfaces that are not easily cleaned, such as plush stuffed animals, pillows and blankets will be removed from the preschool room.
- To reduce surfaces that could become contaminated, unnecessary items will be removed from the workplace.
- There will also be less toys available on the floor.

Meals and Snacks

- Table and chairs will be sanitized before and after meals.
- Sharing of food or drink by workers or children will not be allowed.

Use of PPE

- Educators will wear disposable gloves when cleaning body fluids (e.g., runny nose, vomit, stool, urine) and when diapering.
- Staff will be instructed to wear masks if they are performing tasks with another employee and when physical distancing cannot be achieved.
- In accordance with recommendations outlined for the BC Centre for Disease Control, children may wear a mask based on personal or family choice; however, children under 2 years of age should not wear masks as it may make it difficult for them to breathe. Childcare staff will supervise and support children who wear masks to ensure safe and proper use.

- Childcare staff and adults are required to wear masks when indoors and when interacting with other adults except when they can consistently maintain physical distance, or there is a barrier in place, or eating and drinking.

The BC Centre for Disease Control, states that masks only provide limited protective value for adult-child interactions in child-care settings. However, childcare staff and other adults may choose to wear a mask indoors when engaging in prolonged, close interaction with children. When doing so careful consideration will be given to the potential impact of mask wearing on visual cueing and non-verbal communication with children as these interactions play an important role in learning and development.

Other Methods to Control Risk

- 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.
- Do not allow sharing of personal items. Label personal items with the child's name to prevent accidental sharing.
- Ensure adequate ventilation and open windows if possible.
- Have children outside wherever possible, including play time, snack time, and for learning activities.
- High touch surfaces and bathroom will be sanitized throughout the day when possible.

APPENDIX 'B' – INSTRUCTIONS ON WEARING A MASK

HOW TO SAFELY USE A NON-MEDICAL MASK OR FACE COVERING

DO'S



DO wear a non-medical mask or face covering to protect others.



DO ensure the mask is made of at least two layers of tightly woven fabric.



DO inspect the mask for tears or holes.



DO ensure the mask or face covering is clean and dry.



DO wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.



DO use the ear loops or ties to put on and remove the mask.



DO ensure your nose and mouth are fully covered.



DO replace and launder your mask whenever it becomes damp or dirty.



DO wash your mask with hot, soapy water and let it dry completely before wearing it again.



DO store reusable masks in a clean paper bag until you wear it again.



DO discard masks that cannot be washed in a plastic-lined garbage bin after use.

DO YOUR PART.

Wear a non-medical mask or face covering to protect others when you can't maintain a 2-metre distance.

NON-MEDICAL MASKS ARE NOT RECOMMENDED FOR:

- People who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- Those who have difficulty breathing
- Children under the age of 2

DON'T JUDGE OTHERS FOR NOT WEARING A MASK.

Kindness is important as some people may not be able to wear a mask or face covering.

DON'TS



DON'T reuse masks that are moist, dirty or damaged.



DON'T wear a loose mask.



DON'T touch the mask while wearing it.



DON'T remove the mask to talk to someone.



DON'T hang the mask from your neck or ears.



DON'T share your mask.



DON'T leave your used mask within the reach of others.

REMEMBER, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. You must also wash your hands often, practise physical distancing and stay home if you are sick.



APPENDIX 'C' – REMOVING DISPOSABLE GLOVES

