



Site Plan for the Prevention of Covid-19 into Through the Years Day Care & Community Centre

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Person Completing this Tool: Mary Ellen M. Shatford, Director

This plan for reopening rests on a set of principles including the:

- *safety, physical and mental health of staff, children and families*
- *ability of children to benefit from quality early childhood education*
- *seamless transition for children and families, and child care*
- *based on what is feasible and reasonable in each setting*

Monitoring for Symptoms for staff, children and essential visitors

- Families have been provided the 811 health screening tool (Appendix 1) by email, hard copy, and on our Centre Facebook page. The tool is also posted at drop off location. Families are informed verbally at initial intake call, via email and by receiving a copy of the Centre's Covid-19 Plan that their child(ren) must be screened each morning at home. Families are assigned a specific drop off and pick up time, spaced 5 minutes apart. Families will be met in the vestibule at the front door by a "Greeter" for both drop off and pick up. At drop off the "Greeter" will have family sign off confirming they have screened their child(ren) and all "nos" were answered on the screening tool. The desk area and writing instruments will be disinfected between drop offs. In the mornings the "Greeter" then passes the child to the appropriate cohort's educator in the foyer who then escorts the child to their cubby. The child then washes their hands and is escorted to the classroom to join the other educator and children. In time as all become more accustomed to drop off then the "Greeter" will be the person responsible for escorting the children to their classrooms. Families are asked to not enter the day care unless it is an emergency. If a family arrives for drop off or pick up and there is another family in the vestibule we ask that the waiting family adhere to the physical distancing markers on the outside walkway. In time a designated family member will be permitted into the building to drop off and pick up their child. This designated person will follow all PH protocols including being screened using the 811 tool and cleaning hands as they enter the building.
- All staff will self-monitor daily for symptoms of Covid-19 at home using the 811 screening tool. Facilities will keep records of all staff absenteeism, noting date, symptoms, and details of their 811 assessment. Staff will arrive ten minutes before their shift. All staff will enter the building through the side door by the court space. Upon entering the building they will wash their hands in the staff washroom just inside that door. Staff will then proceed to the staff room where they will sign in with name, date, time and confirm they have completed the 811 health screen tool and have answered "no" to all items. Staff will be kept up to date via email and hard copy the most updated list of signs and symptoms. Staff who has an elevated temperature or any new or worsening symptoms on the screening tool must stay home and complete the 811 assessment. Staff will call in to report sickness and the results of the 811 assessment.
- Visitors to the Centre must press buzzer inside the front door and wait for a greeter. Deliveries will be left outside the door, with the exception of food deliveries which will be taken to the kitchen storage room and placed in the storage room. Only essential visitors (i.e. food delivery, maintenance personnel, licensing



officers, public health officers and specialists working with children with identified needs) will be allowed into the Centre and will be asked to complete the 811 health screening tool and sign off that they have no symptoms consistent with Covid-19 and are not required to isolate. The tool is posted in the vestibule. A visitors log will be kept with the visitors name and contact information, date, time, and confirmation that they completed the screening tool. Any visitor coming into the Centre will be asked to sanitize their hands immediately and wear a mask while inside the building.

Presentation of Symptoms of Covid-19 While in a Child Care Setting

- There will always be an extra staff person (Director or Director Designate) available over and above required ratio to supervise an unwell child if needed, in a separate room with the door closed and the windows open. The Director, or DD, will put on a medical mask (see Appendix 2) and medical gloves and, where possible, physical distance from the unwell child. The Director or DD will assess the child for symptoms consistent with possible Covid-19 infection. If the child is exhibiting symptoms identified on the 811 screening tool the family will be notified and asked to promptly pick up their child and contact 811 for assessment. The child will be encouraged to cough or sneeze into sleeve or tissue and used tissues will be disposed of immediately. Child and staff will perform frequent and careful hand hygiene. All bedding, toys and other items used by the child will be cleaned and disinfected after the child has left. Garbage vestibules will be changed as well. When a child is sent home exhibiting symptoms on the 811 screening tool, the siblings of that child must also go home.
- If a staff develops any new or worsening symptoms over the course of their work day they will immediately wash their hands, tell the Director or Director Designate, avoid contact with other staff and children and go home to isolate. Staff with symptoms will be required to call 811 for an assessment to determine if they need to be tested for Covid-19. If 811 deems they don't have to be tested, return to work once symptoms clear. If staff directed by 811 to get tested they must remain self isolated at home until getting results. If test is negative for Covid-19 they can return to work. If a staff has a positive test, staff will be followed by Public Health. Public Health will let staff know when they are able to return to work. If a staff develops symptoms identified in the 811 screening tool and is required to stay home, or go home if at work, their child(ren) must go home as well.
- Some staff, families or children (masks for children under 2 years of age will not be permitted) may choose to wear a non medical mask within the Centre, even though it is not required. If a non-medical mask is used, hands should be cleaned before and after putting it on and taking it off. The person wearing a non medical mask will be discouraged from touching the mask once you have put it on. Removed masks should be stored in a ziplock bag and laundered in hot water between uses by user. We will respect individual decisions and treat people who choose to wear a mask with respect. Families and staff will teach and reinforce these messages with the children.
- A chronic stable cough, sneeze, runny nose or nasal congestion that is unchanged and clearly linked to a known medical condition such as asthma or allergies will not be an absolute requirement for exclusion unless symptoms present so acute that the child cannot comfortably cope with the rigours of the day at the Centre. If this is determined the case the family will be contacted to pick up the child, and our usual illness exclusion policy will be required to be followed, i.e. to be 24 hours free of acute symptoms and able to comfortably cope with the rigours of the day here.



- If 811 deems it necessary for a child or staff to be tested for Covid-19 the family or staff must confirm a negative test result before returning to day care in one of the following forms:
 - 1) A forwarded copy of the email of negative test results from Public Health
 - Or
 - 2) Parent/Staff sign off of a negative test result
- In the event that a case of Covid-19 is confirmed to be connected to Through the Years Day Care & Community Centre, Public Health will provide directives including ensuring that appropriate supports are in place to coordinate the response. One (1) confirmed case in a child care setting is considered an outbreak. We commit to working with Public Health to ensure a prompt response to case(s).

Public Health Measures

Physical Distancing

We understand that physical distancing is an effective way to reduce the spread of Covid-19 and this is done by physical distancing and the use of physical barriers. Public Health recognizes that physical distancing within child care settings is not always practical or possible. Our priority will be to physical distance between cohorts whenever possible. A cohort is defined as a group of children and its educators. The following are the measures and procedures to promote physical distancing.

- We have reduced the capacity of children upon reopening, slowly increasing over time as we are able to maintain strong public health measures going forward.
- We have Public Health approved physical distancing posters visible at entrances and exits.
- We have vinyl arrows present on the floor to allow for one-flow foot traffic through the school age bathroom.
- We have vinyl foot decals in the hallways to promote physical distancing as far apart as possible.
- We have visual supports on the floors inside and the walkways outside to enforce physical distancing in the event of line ups.
- We have physical distancing vinyl markers on the floor of the classrooms to ensure sleep cots are six feet apart.
- We have solid outdoor panel siding attached to the chain link fence to create a barrier between outdoor play spaces.
- We have communicated both by phone call, email and by sharing our Covid site plan that every family will be assigned a designated drop off and pick up time to ensure physical distancing.



- There is a sign on the door asking visitors to STOP and press the buzzer in the vestibule to be greeted.
- We have a schedule in place where staff breaks and lunches will be staggered to ensure where possible staff from will physical distance.
- We have set up our indoor and outdoor environments to encourage physical distancing wherever possible. Examples: vinyl markers on tables to mark spaces between children eating and playing; children will sit on poly dots that are placed 2 metres apart for group circles and cooperative games; multiple individual bins of toys or sensory materials spaced apart; interest areas like blowing bubbles or painting set up in corners of playground for individual children; an individual plastic tote for each child containing their writing/colouring materials, scissors, rulers, and clay/playdough.

Cohort/Grouping

- We have a plan in place that both inside and outside each cohort will remain at least 2 metres apart. Examples: cubbies for children are spaced apart; each cohort is using a different hallway for their cubbies; every cohort has its own set of bathrooms; during fire drills cohorts will stay apart at the muster point; sinks and toilets that are not 2 metres apart have been closed and will be inaccessible. Trips to the cubbies will be limited as much as possible.
- We have a staff schedule that has the same staff with the same cohort each day. The only exceptions to this will be the Director/Director Designate and subs will have to interact amongst different cohorts.
- A supply of materials like extra clothing, shoes, hats, sunscreen, garbage bags, Kleenex, paper towel is kept in every classroom and replenished often to minimize the need for interaction each day.
- We have designed a daily attendance record that records names of staff and children in each group each day. Any absences are noted in the classroom communication books and on one main Centre's absenteeism record.
- We have cancelled all bus trips but will be having lots of outdoor time in all groups. We recognize that outside is the best place to be in our efforts to keep all healthy. We will have walks, access to natural trails and non play structure public parks and will ensure physical distancing and the staff/cohort can be maintained.

Hygiene Practices

- We have procured hand washing supplies and hand sanitizer and have a built up supply of them.
- Everyone within the day care will be washing their hands with soap and water for a minimum of 20 seconds. Hand washing posters are visible at sinks have been prepared for each developmental age group that teach fun and creative ways to measure the 20 seconds.



- Where soap and water is not available and if hands are not readily soiled, an alcohol-based hand sanitizer with a minimum alcohol concentration of 60% will be used. It will be kept out of reach of children and not used on children that frequently put their hands in their mouth. When a child uses it an educator will squirt a small amount in the child's hand and they will be encouraged to rub it all in and allow to dry. Hand sanitizer receptacles are stationed inside the front door and in hall. Travel size hand sanitizer will be packed in all outing backpacks that travel with the cohort on walks or to the outdoor play spaces. If hands are soiled and there is no access to soap and water hands will be wiped clean with a one use paper towel and then alcohol-based sanitizer is used. There will be a handwashing system built and set up in the woods behind the Centre where cohorts spend a significant amount of time.
- All staff, children and visitors that enter the building will be asked to immediately wash their hands. All staff and children will immediately wash their hands upon returning from outside, before and after eating and handling food, after using the washroom, after coughing, sneezing or blowing nose and after handling pets. There may be other times throughout the day children and staff will be encouraged to wash their hands. Handwashing schedules are posted and signed off on when completed in handwashing areas.
- Staff will wear a new set of gloves when changing a child's diaper or soiled clothing. The regular procedure for changing a diaper, or toileting a child as outlined in our Guidelines for the Prevention of Communicable Diseases will be followed.
- Children will be encouraged to practice cough etiquette by coughing and sneezing into their sleeve or a tissue and discarding it immediately. We have signage in washrooms, near food prep areas and entrances to encourage hand hygiene and proper cough etiquette. We have social stories to share with the children on how we can keep each other healthy and safe through good hand hygiene and cough and sneeze etiquette. We have established in each room a hand washing schedule that outlines the frequency of hand washing. It is posted on the washroom wall. This will be the bare minimum standard, and we will be encouraging additional hand washing whenever necessary. We have established a hand washing checklist in every washroom that sets on the top of the paper towel dispenser. This records the child and educator's name and date and time they washed their hands. Educators will fill this out every time a child washes their hands.

Environmental Cleaning

- One change due to Covid-19 is the concentration of the disinfection solution used to disinfect surfaces, shelves, toys, change table between changes, high touch surfaces, etc. The new solution is 5 ml of bleach to 250ml of water. The spray bottles with this solution in it will be made up at the beginning of each day and discarded at the end of each day. Certainty Disinfectant Wipes will be used when the mist of a spray is not safe., ie in close proximity of children.
- For easy reference the following cleaners are used by Jan Pro Cleaning company every evening.
 - Azure- Glass Cleaner
 - Emerald- Degreaser
 - Excelsior- Hard Floor Cleaner
 - Film-away- Salt and Ice Melt Remover
 - Polar- Toilet Bowl Cleaner
 - Quat Plus- Disinfectant



All Safety Data sheets for proper use for these chemicals are kept in a binder in the classroom along with any other hazardous materials that are used in the Centre that may include, but are not limited to, Mr. Clean cleaner, laundry soap, bleach.

- Staff will do daily environmental cleaning and disinfection throughout the day following the charts posted in their classrooms. We will use a two step procedure to clean and disinfect. First a cleaner will be used to clean visible dirt and then a disinfectant will be used. More frequent (twice daily or more often as needed) cleaning and disinfection will be done to high touch surfaces such as door knobs, bathrooms, railings, phones, tables, chairs, light switches. Records of these cleaning schedules and records are posted both indoors and outdoors.
- We have removed toys that cannot be easily cleaned, including sensory play, stuffed toys, dress up clothes, group sand boxes, shared pillows and blankets, classroom carpets, etc. Once established safe cleaning protocols are established and approved by Public Health these items will slowly be brought back into the environment.
- We have ensured that toys that are easily cleaned have been made available. We have several bins of toys and materials to replace those items removed for disinfecting. Individual bins of the same item or sensory items will be used and sanitized after use.
- Additional environmental cleaning will take place if a child or staff has been identified to be symptomatic. Focus will be on high-touch areas and areas where that particular staff or child spent time.
- We have staff scheduled over and above the regulated ratio in each cohort to ensure cleaning and sanitizing gets done and recorded.
- Waste will be disposed of every evening by cleaners. No touch waste receptacles are used where possible.
- Every child has his/her own sleeping cot. Bedding is taken off daily and stored in a bed bag. Sleep cots are sanitized every day. Bed bags and bedding is laundered every week in hot water.
- Infant teacher will wear an apron or drape a blanket around an infant when they are feeding them (a bottle). Aprons and blankets are changed between infants. All aprons and blankets used to hold infants are laundered daily.
- Outdoor play structures and toys will be sprayed with a disinfectant solution using an environmental fogger and allowed to dry 10-15 minutes between cohort use and at the end of the day. There is a record kept on this near the outdoor exit to the playground.

Laundry

- There will be a regular laundry schedule in every classroom and kitchen. There are separate baskets for dirty and clean laundry, clearly marked. Dirty laundry bins will be cleaned and disinfected daily. All laundry is washed in hot water. Staff will wash their hands after handling dirty laundry.



- All soiled blankets, clothing, cloth diapers belonging to a child will be bagged, tightly closed, and sent home with the family for laundering. Soiled laundry will not be shook so as to not disperse possible virus through the air.
- Staff and children have extra clothing readily available to change if necessary.

Other Considerations

- Families have been told via intake interview, email and by signage in the entrance that items from home are limited to essential items and are not to be shared. Breakfast may be brought in, school age children may bring in a lunch, and diapers, wipes and bottles are permitted in. Ideally we ask that a duplicate comfort item be kept here at day care but if that is not possible please pack the comfort item in a Ziplock bag to bring to day care.
- Every classroom has several windows and whenever possible windows will be open to ensure air flow throughout the rooms. Our air exchanger is running on "high" at all times and was serviced and cleaned in February 2020.
- We have ensured that appropriate actions have taken place to flush the water system, and we have performed a full chemical test as well as a bacterial test one week prior to the reopen date of June 15, 2020 to ensure water is safe to drink.
- We have established a meal time plan to avoid the sharing of food and limit the people that come in contact with meal during food preparation and service. The cook will prepare and deliver snacks and meals to the door of the rooms when possible. Staff will whenever possible not go into the kitchen. One staff member from each cohort will be the designated staff to prepare the children's plates on the counter and then deliver it to the tables of children and educators. That same staff will pour out beverages and refill as needed. There will be no sharing of items like salad dressing, or ketchup bottles. The server must handle all those items. We will physical distancing during meal and snack times by having physical markers on tables for children to sit at.
- We will suspend all group cooking activities and children serving of food.

Children's Mental Health

- While recognizing the importance of ensuring the physical safety of children we will not forget the importance of the children's overall emotional well being. We will strive to help the children feel safe, secure and supported. We believe children that are strong in their social and emotional well being will be able to age appropriately self identify feelings of sickness. We will ensure our teaching helps children take increasing more responsibility for their own health and physical well being as they grow. This will develop knowledgeable and confident self identities.
- In an effort to teach personal and social responsibility we will help children learn how to interact in relation to others with care, empathy and respect. In relation to Covid-19 children can learn the things they can do for others to keep them safe. We will stress this in a positive way showing children that keeping others safe



Through The Years Day Care & Community Centre

www.throughtheyears.ca

"To nurture curious minds and kind hearts by providing quality care and education."

20 Pte. Richard Green Lane, RR 2 Hubbards, Nova Scotia, B0J 1T0 Phone: 1-902-857-1777 Fax: 1-902-857-1776

is a very important way we can show each other we care about them. This will help children develop a sense of belonging to groups and an understanding of the reciprocal rights and responsibilities necessary for active community participation.

FINAL NOTE:

**IF WE DO NOT HAVE ADEQUATE STAFF TO SUPPORT THESE MEASURES
PARENTS SHOULD BE AWARE WE MAY HAVE TO CLOSE OR TAKE LESS
CHILDREN.**