

The Garden

Daycare Centre



Covid-19 Policies and Guidelines

This document is to ensure that all staff and parents are advised on the policies and outbreak response guidelines for The Garden Daycare Centre.

This document is to help prevent the spread of Covid-19 (SARS-CoV-2) within The Garden Daycare Centre setting.

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Covid-19 Policies and Outbreak Guidelines

1.0 Response Team

The Garden Daycare Centre Response Team will consist of:

Team Leader - Kristan Burch (Head Teacher)

Team Members – Melina Finnigan (Deputy Head), Zaina Butterfield

1.1 Meetings

Response teams should meet on a weekly basis (Monday) to ensure that information is adequately conveyed to all members of the team concerning government guidelines and information surrounding Covid-19. If an incident/ outbreak should occur in the school the Response Team should meet immediately. After reporting and managing the incident the team should ensure that all staff are aware of the incident and follow recommendations provided by the Epidemiology and Surveillance Unit (ESU) and Child Care Regulation Programme (CCRP). Team Members will be responsible for daily wellness checks, drop off and collection procedures, cleaning protocols and supplies.

1.2 Organization

The Response Team will be led by the Team Leader and consist of various Team Members and staff.

The Team Leader is in charge of:

- Managing and guiding the Team Members within the Response Team;
- Collecting and documenting incident reports/ wellness checks supplied by the Team Members;
- Preparing policies, procedures, guidelines and schedules for distribution and implementation;
- Ordering supplies for any kits or stations;
- Notifying the ESU and CCRP of any incidents associated with Covid-19 in the school;
- Contacting and informing parents of school policies;
- Informing parents of any incidents of Covid-19 pertaining to their child and school responses as such (school closure).

The Team Members are in charge of:

- Performing wellness checks for staff and children;
- Maintaining accurate and correct documentation for wellness checks and incident reports for the Team Leader;
- Ensuring that kits and stations are well stocked, set up and clean for next use;
- Ensuring that toys are cleaned and sanitized for next use.

2.0 Daily Procedures

Listed below are the daily procedures which will be performed by the Response Team and staff of the school. Proper wellness checks, drop-off, collection and cleaning processes are an important part of keeping the staff, children and parents of the school safe.

2.1 Daily Wellness Checks

Daily wellness checks will involve checking temperatures, washing hands and/or general physical wellness. All children must have a wellness check performed by Team Members each morning at entry. Staff will have a wellness check performed prior to the start of the school day upon arrival.

Wellness checks will commence:

1. Upon entry into the school; for both staff and children.

2.2 Drop-Off Procedures

Parents are not to enter the centre at any time. Parents and children will wait on 6ft social markers. Parents will wait until the parent and child ahead of them has been checked and only move into the next space once a marker has been cleared. They will do this by stepping aside and maintaining the 6ft distance. Parents will be called to collect their child if their child is exhibiting signs of illness (i.e. fever, coughing, sneezing, fatigue) and must be collected. If a child exhibits such symptoms or symptoms related to Covid-19 parents are encouraged to contact their doctor immediately. If Covid-19 is confirmed please contact the Team Leader immediately to provide rapid response and EAP measures.

2.2.1 Drop-off procedures for parents will be as followed:

Bluebell, Lily & Oleander Class

Parents wearing masks will walk their children around the East side of the school, through 2 gates to the new entrance. There will be stepping stones indicating social distancing. At the entrance they will wait their turn for the teacher on duty to take their child's temperature on the wrist.

Children will remove their shoes and place them in their cubby. Then put on their indoor shoes.

They will move down the hall to wash their hands in the Bluebell/Lily bathroom.

Sweet Pea Class

Parents of the Sweet Pea class will carry their infants to the West side of the building. They will have a mask on and remove their shoes so they can pass their child directly to the class teacher at the classroom door. There the class teacher will take their temperature and wipe their hands with a baby wipe. The parent will leave the classroom door and exit putting on their shoes at the West entrance door. The next parent, if waiting will repeat the same process. There are only 2 children in this class, the third child is the class teachers.

2.2.2 Drop-off procedures for staff/team members will be as followed:

- The staff/team member will ensure that the re-entry kit on the shelf in the transitional space.
- Soap, paper towel, and an empty trash bin with liner will be in the bathroom;
- Staff will [sanitize hands](#)¹ with hand sanitizer and put on a mask from the kit;

¹https://s3.xopic.de/openwho-public/courses/4e5GYK9SD83Ju3YhZ4W9eO/rtfiles/7yxZRRkmMUctROPMF5c4m6/How_To_HandRub_Poster.pdf

- Staff will then put on disposable gloves, and apron and collect the clean and sanitized non-contact thermometer (NCT)
- The staff will wait until the parent is clear and child accessible then move to take temperature and check overall wellness;
- If child is well and temperature normal the staff will assist the child into the transitional space to remove their shoes and put on their indoor slippers;
- They will send the child to the bathroom where another member of staff will assist in hand washing.
- This will repeat until all children arrive.
- If the child is unwell, exhibits abnormal temperature or the parent is unwell notify the parent that their child cannot come to school and must remain home until all individuals are well or the child is not suspected to be ill. Parents should refer to section 4.0 “What to do if you are ill?”

2.3 Collection Procedures

Parents will only be called to come and collect their child at a time outside of the scheduled period (no later than 5:30pm) if their child is exhibiting signs of illness (i.e. fever, coughing, sneezing, fatigue) and must be collected. If a child exhibits such symptoms or symptoms related to Covid-19 parents are encouraged to contact their doctor immediately. If Covid-19 is confirmed please contact the Team Leader immediately to provide rapid response and EAP measures.

2.3.1 Collection procedures for parents will be as followed:

Children will be collected by or before 5:30pm.

Outdoor Collection (3:00pm-4:00pm)

If the child is in the playground when collected, the staff members on duty will have them sanitize their hands and they will go with their parent/guardian.

The parent/guardian will wait at the playground gate for their child(ren).

Indoor Collection (4:00pm-5:00pm)

If the child is in the centre when collected, the staff members on duty will have the child wash their hands before going to the transitional area and putting on their outdoor shoes. The child will then go to their parent at the door.

The parent/guardian will wait at the door keeping social distancing if there are more parent’s present. There will be stepping stones as distance indicators. All parents are required to be wearing a mask.

Indoor Collection (5:00pm-5:30pm)

If the child is collected at the end of the day, they will be moved into the transitional entrance area after washing their hands. They will put on their outdoor shoes and read books until they are collected. Social distancing between collections will be maintained by the parents via the stepping stone indicators. All parents are required to wear masks.

2.4 Daily Cleaning Protocols

Daily cleaning of the school and toys is essential to ensure that viruses are not spread on frequently touched surfaces. Cleaning of frequently touched surfaces including but not limited to: toys, toilets, light switches, door knobs, phones and desks must be sanitized daily. Items visibly soiled must be cleaned with detergent and water immediately and followed up with sanitization. PPE must be worn during all cleaning procedures to ensure that personnel are not accidentally infected through contaminated surface contact. In the event of a confirmed Covid-19 outbreak at the school, the school will close for 24 hours [\(based upon CDC recommendations\)](#)² to all individuals to allow for the viral load to decrease. For more information see our cleaning schedule.

3.0 Emergency Action Plan in Response to a Covid-19 Outbreak

Emergency action plans (EAP) are an important part of any guideline and will ensure that all parties are aware of each step of the procedure and how to conduct themselves accordingly.

3.1 Isolation of Child with Covid-19 Symptoms

If a child is ill or exhibiting [symptoms of Covid-19](#)³ they must be isolated from their group immediately. Staff will contact a designated member of the Response Team who must move the child, observing safety protocols (personal protective equipment - PPE), to the schools designated isolation room, or area, to wait for their parent to come and collect them. The Team Member must fill out an incident report and wait with the child until collection protocols can commence. Due to the nature of Covid-19 the Team Member must practice [safe PPE removal](#)⁴ and replacement, and social distance from other staff and children. PPE must be disposed of correctly within an allocated trash bin within the isolation room which is the transitional space. The area room must then be cleaned and sanitized based upon the school's approved cleaning protocols.

3.2 Covid -19 Incident reports

Team Members are responsible for writing up incident reports associated with the virus and submitting the completed reports to the Team Leader. [Incident reports](#)⁵ will be located on the shelf in the room and the schools file cabinet in clearly marked folder. Locations of the reports will be preapproved. All reports must be filed with the Team Leader who will in turn file them with the ESU and CCRP. Incidents reports must be written at the time of the incident and the child is isolated from the other children. Incident reports must list the following information:

- Date and Time of Report
- Name of Staff/Team Member reporting incident
- Name of the Child
- Age of Child
- Gender of Child
- Contact information for Parent/Guardian of Child
- Date and Time when Symptoms were noticed
- Last recorded Temperature of Child

² <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

³ <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

⁴ <https://www.gov.uk/sites/default/files/Dos-and-Donts-of-Mask-Wearing-v2.pdf>

⁵ <https://forms.gle/MQddBdtQDhgyAyoU7>

- Current Temperature of Child
- Checklist of Symptoms exhibited
- Notes on Child
- Time Child left school/Collected by Parent
- Follow up Note

The parent will be requested to follow up on the incident to confirm illness with the school. The Team Leader will note in the Follow up section if the child had a general illness (common cold), communicable illness/disease (chicken pox, measles, foot and mouth, etc.) or was positive for Covid-19. The school will take the appropriate action depending on test results or physician recommendations. Parents should refer to section 4.0 “What to do if you are ill?” and must follow the confirmed Covid-19 guidelines if Covid-19 has been confirmed.

3.3 Cleaning Protocols following a Confirmed Outbreak

Cleaning protocols will change depending on a confirmed outbreak at the school. The school will close for 24 hours (at least) for all personnel, including but not limited to staff, parents, children and employed outside workers (daily cleaners, gardeners, etc.) to allow for the viral load to decrease. Cleaning will commence when it is safe to do so and will follow the appropriate guidelines offered by the Government of Bermuda and Health Service Executive. For more information see our cleaning schedule.

3.4 Other Emergency Action Plans and Policies

Other EAPs and policies will remain the same such as those of a fire or hurricane, or if the school should be without power, or water. In the event that any of the previous occur physical distancing and PPEs will be maintained as required.

4.0 What to do if you are ill?

The general rule of thumb is: If you are ill stay home. Ill individuals run the risk of spreading their illness to others. And while you may just have the common cold the symptoms are similar to Covid-19. You may run the risk of infecting a vulnerable person with the cold thereby lowering their immune system making them more at risk for serious medical complications.

4.1 General Illness

In order to ensure that all children and staff remain safe and healthy all sick individuals (including but not limited to staff, children and parents) must remain at home. Children appearing noticeably sick (i.e. pale, sweating, not active, running nose, sneezing or coughing) or exhibiting signs of illness must remain at home until they are again well. Parents exhibiting signs of illness must not come to the school and must seek alternative means of drop-off and collection for their children. ***Ideally children with sick parents should also remain home.*** Staff exhibiting signs of illness must remain home until well. For further information please see the Sick Policy for Children & Staff.

4.2 Suspected Covid-19

If staff, parents or children are suspected to have been infected with Covid-19 they should remain home and seek the advice of medical professionals as outlined in the [Government of Bermuda’s Health Care](#)

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[Guidelines for Covid-19](#)⁶. Staff, parents or children exhibiting any symptoms of illness must remain home until well. **Confirmed Covid-19 cases must follow below confirmed Covid-19 guidelines.**

4.3 Confirmed Covid-19

Staff, parents or children known to be infected with or have been tested and found to be positive for Covid-19 must inform the school immediately. Anyone infected with Covid-19 should remain in quarantine as per the [Government of Bermuda's Health Care Guidelines](#)⁷. The Response Team will notify the Epidemiology and Surveillance Unit (ESU) and Child Care Regulation Programme (CCRP) immediately following such notification and receive guidance on the next process.

Children who may have been exposed or were around a positive individual at the school may have to be quarantined for up to 14 days as per Health guidelines for [contact tracing](#)⁸ provided there has been high risk contact. Low risk contact children may return to the school when it is safe to do so and after the school has been effectively cleaned. Social distancing must be maintained during this time.

Depending on the outbreak status the school may be closed up for up to 72 hours (3 days) or longer to provide for safe cleaning and sanitizing of the school. Staff and parents will be notified of the closure by the Team Leader who will take additional guidance from the ESU. During this time please seek alternative child care which can be done through recommendations provided by the CCRP.

5.0 Communication

The school will communicate with the staff and parents regarding the guidelines and response plans and other notifications regarding the school through emails.

6.0 Returning from Isolation or Quarantine

Children due to return to school from isolation or quarantine after being infected with Covid-19 must follow the advice of Government Health Officials prior to returning to school. Children must have completed a full 14 days quarantine and have at least three (3) days of no symptoms. The Team Leader will seek guidance from the ESU to determine any safety risk and when it would be advisable for the previously infected child to return to school. Children or staff sharing a living space with individuals infected with Covid-19 must also follow the advice of Government Health Officials. If there is a suspicion of having been infected the staff or child should stay home.

7.0 Reopening of School after an Outbreak

Reopening of the school after an Outbreak will be determined by the following: proper cleaning of the school, sanitization of the school and all toys, inspection by the Department of Health and/or ESU and

⁶ https://www.gov.bm/sites/default/files/Household_Mailer_v2.pdf

⁷ https://www.gov.bm/sites/default/files/What-should-I-do-if-I-am-self-quarantined_Flyer_Updated.pdf

⁸ <https://www.gov.bm/sites/default/files/Contact-tracing.pdf>

following guidance measures initiated by the ESU. Staff and Parents will be notified when the school has received approval to reopen.

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