

**Oak Bay Parks, Recreation and Culture**

# **COVID-19 Childcare Handbook**

**Children's Programs, Licensed Care, and Summer Camps**

Updated December 4<sup>th</sup>, 2020



## Introduction

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This handbook was created to inform families about the policies and procedures in place to prevent the transmission of COVID-19 and maintain a safe and healthy environment for all children, families, and staff during the COVID-19 pandemic. This handbook identifies infection prevention strategies and practices implemented to control the spread of COVID-19 in Recreation Oak Bay's childcare spaces.

The information outlined in this handbook is informed by the Province of British Columbia's *COVID-19 Public Health Guidance for Childcare Settings*, the Provincial Health Officer, Island Health, and the District of Oak Bay's Emergency Operations Centre. This information is subject to change based upon direction and guidance from the Provincial and Island Health Authorities and the District of Oak Bay Emergency Operations Centre.

## Resources

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The following resources are available to inform families and caregivers about guidelines and necessary protocols in place from the Province of British Columbia:

**BC COVID-19 Self-Assessment Tool:**

<https://bc.thrive.health/covid19/en>

**BC COVID-19 Public Health Guidance for Childcare Settings:**

[http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance\\_Child\\_Care.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance_Child_Care.pdf)

**BC Centre for Disease Control:**

<http://covid-19.bccdc.ca/>

**BC Cleaning and Disinfectant for Public Settings:**

[http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting\\_PublicSettings.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)

**BC Childcare Setting Practice Standards:**

<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-response-covid-19/child-care-response-covid-19-provider/child-care-response-covid-19-health-safety>

## **Oak Bay Parks, Recreation and Culture's Plan to Address the Spread of COVID-19 in Childcare and Children's programs**

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### **Group Sizes and Physical Distancing:**

- For licensed programs, the existing Island Health Licensing requirements already allow for sufficient space to support physical distancing and therefore no additional changes to participation or registration numbers are required.
- For non-licensed childcare programs and camps, the maximum number of program participants or registrants has been reduced to ensure sufficient space for appropriate physical distancing within the programs.
- Program activities will be planned in such a way that minimizes large group interactions.
  - Small group activities will be utilized along with individually focused activities to minimize contact.
- Games and activities that encourage individual or small group play and/or activities where children can be 2 metres apart will be encouraged.
- Programs will maintain physical distancing measures by ensuring that program spaces correspond with the space provisions required for the number of children in the program.
- Direct physical contact between children will be limited and children will be redirected.
- Staff will minimize the frequency of direct contact with children and each other and encourage children to minimize contact with one another.
- Staggered snack and mealtimes will be scheduled to allow for more space for each child at the table.
- All nap mats will be staggered to allow for 2 metre spacing for the licensed care - Paddington Station Daycare. The nap mats will be cleaned frequently.

### **Program Spaces:**

- Programs will utilize outdoor spaces as often as possible. This includes snack times, lunch times, and learning based activities.
  - During the warmer months, staff will encourage the use of sunscreen, drinking water, and taking shade breaks. Tents will be available, where possible, and staff will seek out areas with ample shade.
  - During the cooler months, staff will encourage weather appropriate clothing and drinking water.
- Handwashing will be encouraged before and after outdoor play and when entering the building.
- Staff will be equipped with hand sanitizer for times when handwashing is unavailable.
- No more than two Recreation Oak Bay programs will be at the same playground, field, or park at the same time to ensure ample space for physical distancing.
- Staff will ensure adequate ventilation and open windows if possible.
- Masks are mandatory in all program spaces.

### **Hand Hygiene:**

- Staff are encouraged to wash hands for at least 20 seconds with soap and water.
- Staff will encourage children to wash their hands with soap and water for 20 seconds.
  - Prompts such as “Sing Twinkle, Twinkle Little Star” or “Sing your ABC’s” will be used to help ensure hands are being cleaned according to recommended timelines.
  - Staff will assist young children in a safe manner when needed.
  - Staff will model proper hand washing techniques.
- If sinks are not available, staff will be equipped with approved hand sanitizer.
  - If hand sanitizer is used, children will be monitored in its use.
- Hand washing stations will be set up at entrances to buildings where possible.
- Hand washing routines will be implemented in all childcare spaces.
  - Regular hand washing routines and reminders will be established such as handwashing before and after all activities.
  - Please see Appendix C: More Information on When to Perform Hand Hygiene.

### **Cleaning and Disinfecting:**

- Program spaces and equipment will be cleaned and disinfected in accordance with the BC Centre for Disease Control *Cleaning and Disinfecting Guidelines*.
- General cleaning and disinfecting of spaces will occur, at minimum, once a day.
- Frequently touched surfaces such as door handles, light switches, faucets, tables, counters, chairs, and toys will be cleaned and sanitized frequently after use.
- Toys such as stuffed animals and dress up clothes that cannot easily be cleaned will be removed from all program areas.
- Garbage cans, recycling bins, and compost containers will be cleaned daily.
- Staff will wear disposable gloves when cleaning up bodily fluids such as runny nose, vomit, stool, urine.
  - Staff will wash their hands before putting the gloves on and after safely removing them.

### **COVID-19 Illness Protocols:**

- Staff will provide families with an up-to-date sick policy to assist families with checking their children for symptoms before arriving at the childcare spaces.
- If a child develops symptoms while in the childcare spaces, staff will follow the strict protocols in place to inform families that their child is unwell and needs to be picked up from the program.
- All childcare spaces will be equipped with signage to remind all patrons and staff of symptoms to look for, the childcare sick policy, and hand washing requirements.
- All staff, parents, caregivers, and children who are displaying symptoms of COVID-19, have travelled outside of Canada in the last 14 days, or who were identified by Public Health Officials as a close contact of a confirmed case must stay home and self-isolate.
- Parents/Guardians must assess their children daily for symptoms of the common cold, influenza, COVID-19 or other infectious respiratory diseases before sending them to the childcare.
  - A child may still receive care if another person in their home has symptoms of the common cold, influenza, COVID-19 or other infectious respiratory diseases, as long as the child remains asymptomatic.

- Staff will assess themselves daily for symptoms of the common cold, influenza, COVID-19, or other infectious respiratory diseases prior to working and will stay home if they are ill.
- Please refer to Appendix A and B: Protocol for Child or Staff with Symptoms of COVID-19 for more information.

#### **Food/Snacks in Licensed Care Programs:**

- If food/snacks are offered in the program, staff will follow proper hand hygiene before and after food prep.
- Staff will wear gloves and masks during food preparations and serving.
- Food contact surfaces will be sanitized with disinfectants that are appropriate for use against COVID-19 and safe for food service areas.
- Children will be given their own individual snack area, all reusable materials will be cleaned and sanitized after each use.
- Children's containers should be properly labeled to discourage accidental sharing.
- Children must bring a clean water bottle to the program daily.

#### **Program Transportation:**

- At this time, Recreation Oak Bay will only be using program busses for certain camps, before school care, and Campus View after school care. Public busses will not be used.
  - The busses will be cleaned and sanitized in accordance with the BC Centre for Disease Control Cleaning and Disinfecting Standards.
  - Children will be seated in such a manner as to enable physical distancing requirements.
- In the case of an emergency, a Recreation Oak Bay bus may be used to pick up a camp/licensed care program.

#### **Drop-off and Pick-up:**

- There will be limited access to the childcare spaces by adults.
- Drop-off and pick-up will occur outside of all childcare spaces.
- Sign in and sign out tables will be located outside of all program areas or in well ventilated areas.
- For camps:
  - staff will sign the children in and out of the program, to avoid multiple people touching the attendance sheets.
- For licensed care programs:
  - parents/guardians will be required to sign their children in and out. They will need to bring their own pens and avoid touching the attendance sheet directly. There will be hand sanitizer available at the sign in and out location.
- Children will wash hands upon entering or exiting the building.
- Parents/guardians will be asked to confirm that their child does not have any symptoms related to the common cold, COVID-19, or other respiratory diseases.
- Parents/guardians must wear a mask during pick-up and drop-off.

**Please see attached appendixes:**

- Appendix A: Typical Symptoms of COVID-19
- Appendix B: Protocol for child or staff with symptoms of COVID-19
- Appendix C: More Information on When to Perform Hand Hygiene
- Appendix D: Daily Health Check Example

### **Appendix A: Typical Symptoms of COVID-19**

As per the information provided by the BC Centre for Disease Control, people with COVID-19 present a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

#### **People with these symptoms may have COVID-19:**

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. The most common symptoms of COVID-19 include:

- Fever
- Chills
- Cough or worsening of chronic cough
- Difficulty breathing (in small children this can look like breathing fast or working hard to breathe)
- Loss of sense of smell or taste
- Diarrhea
- Nausea and vomiting

This is not an exhaustive list of symptoms. Other less common symptoms have been reported. Additional information is available from the BC Centre for Disease Control at <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

**If a child is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to the childcare once symptoms resolve.**

**Appendix B: Protocol for child or staff with symptoms of COVID-19:**

**If a child develops symptoms at the centre, staff will take the following steps:**

1. Immediately separate the symptomatic child from others, while still in a supervised area.
2. Contact the child's parent/guardian to pick them up as soon as possible.
3. Where possible, maintain a distance of 2 metres from the ill child. If this is not possible, the staff should wear a non-medical mask or face covering if available, or use a tissue to cover their nose and mouth.
4. Provide the child with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.
5. Avoid touching the child's body fluids (ie. Mucous, saliva). If you do, practice diligent hand hygiene.
6. Once the child is picked up, practice diligent hand hygiene.
7. Clean and disinfect the space where the child was separated and any areas used by the child (e.g., bathroom, common areas).

**Parents/guardians must pick up their child promptly once notified that their child is ill.**

**If a staff member develops symptoms while at work:**

1. Staff should go home immediately, when possible.
2. If unable to leave immediately, the symptomatic staff person should separate themselves into an area away from others.
3. Maintain a distance of 2 meters from others.
4. Use a tissue or mask to cover their nose and mouth while they wait for a replacement or to be picked up.
5. Remaining staff must clean and disinfect the space where the staff was separated and any areas used by them (IE) Office, bathroom, common areas.

**Children and Staff should return to the child care facility according to the guidance in this document.**

**Appendix C: More Information on When to Perform Hand Hygiene**

<b>Children should perform hand hygiene:</b>	<b>Staff should perform hand hygiene:</b>
<ul style="list-style-type: none"><li>• When they arrive at the childcare centre and before they go home</li><li>• Before and after eating and drinking</li><li>• After a diaper change</li><li>• After using the toilet</li><li>• After playing outside</li><li>• After handling pets and animals</li><li>• After sneezing or coughing</li><li>• Whenever hands are visibly dirty</li></ul>	<ul style="list-style-type: none"><li>• When they arrive at the childcare centre and before they go home</li><li>• Before and after handling food (raw, cooked or prepackaged), preparing bottles or feeding children</li><li>• Before and after giving or applying medication or ointment to a child or to themselves</li><li>• After changing diapers</li><li>• After assisting a child to use the toilet</li><li>• After using the toilet</li><li>• After coming into contact with bodily fluids (e.g. runny noses, spit, vomit, blood)</li><li>• After performing cleaning tasks</li><li>• After removing gloves</li><li>• After handling garbage</li><li>• Whenever hands are visibly dirty</li></ul>

**Appendix D: Daily Health Check Example**

The following is an example of a daily health check to determine if children or staff should attend the childcare setting.  
**Remember: If you think you or your child are sick, please stay home.**

Key Symptoms of Illness:	Do you have any of the following symptoms?	Circle one:	
		YES	NO
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of cough	YES	NO
	Breathing difficulties (breathing fast or working hard to breathe)	YES	NO
	Loss of sense of smell or taste	YES	NO
	Diarrhea	YES	NO
	Nausea and vomiting	YES	NO
<b>International Travel:</b>	Have you returned from travel outside of Canada in the past 14 days?	YES	NO
<b>Confirmed Contact:</b>	Are you a confirmed contact of a person confirmed to have COVID-19?	YES	NO

**If you answered “YES” to two or more of the questions included under ‘Key Symptoms of Illness’, or you have a fever or difficulty breathing, seek a health assessment.** A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, you should not return to the child care setting until COVID-19 has been excluded and your symptoms have improved.

**If you answered “YES” to only one of the questions included under ‘Key Symptoms of Illness’ (excluding fever and difficulty breathing), you should stay home for 24 hours from when the symptom started.** If the symptom improves, you may return to a child care facility when you feel well enough. If the symptom persists or worsens, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. Please note: Please refer to Parents/Guardian Handbooks for more detailed information on program/camp sick policies.

**If you answered “YES” to questions 2 or 3, use the COVID-19 Self-Assessment Tool (<https://bc.thrive.health/>) to determine if you should seek testing for COVID-19.**

If a COVID-19 test is recommended as a result of the health assessment, self-isolate while waiting for result.

- **If the COVID-19 test is positive:** self-isolate and follow the direction of public health.
- **If the COVID-19 test is negative:** return to the child care facility once well enough to participate.
- **If a COVID-19 test is recommended but not done:** self-isolate for 10 days after the onset of symptoms and return when you or the child are well enough to participate.

If a COVID-19 test is not recommended, staff or children may return when well enough to participate.