

Oak Bay Parks, Recreation and Culture

COVID-19 Childcare Handbook

Children's Programs, Licensed Care, and Summer Camps

Updated September 1st, 2020



Introduction

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

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:

https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19_child_care_guidance_-_2020_may_15_-_final.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

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

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.
 - 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.
- 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.

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 Program:

- Staff will not prepare food for children.
- Snacks will not be provided in the childcare spaces.
- 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 a program bus 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 to minimize any additional people within the program spaces.
- For camps, staff will sign the child 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 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.

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 A: Typical Symptoms of COVID-19

As per the BC Centre for Disease Control, people with COVID-19 have had 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
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches

While less common, symptoms can also include:

- Stuffy nose
- Conjunctivitis (pink eye)
- Dizziness, confusion
- Abdominal pain
- Skin rashes or discoloration of fingers or toes.

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 home:

Parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.

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

1. Identify a staff member to supervise the child.
2. Identified staff member will immediately separate the symptomatic child from others in a supervised area until they can go home.
3. Contact the child's parent/guardian 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 8-1-1 or the local public health unit to seek further advice.

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.
 - Maintain a distance of 2 meters from others.
 - Use a tissue or mask to cover their nose and mouth while they wait for a replacement or to be picked up.
3. Remaining staff must clean and disinfect the space where the staff was separated and any areas used by them (IE) Office, bathroom, common areas
5. If concerned, contact 8-1-1 or the local public health unit to seek further advice.

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 child care once symptoms resolve.

Appendix C: More Information on When to Perform Hand Hygiene

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