



# Lunenburg County Child Care Center

## COVID-19 Child Care Operational Plan

Updated June 16<sup>th</sup>, 2021

### **Responsibility**

The YMCA Child Care Centre is committed to promoting safe practices; this operational plan is specific to the recovery of COVID-19.

The responsibility for managing this plan lies with the Director of Child Care and the CEO.

This Operational Plan applies to all Child Care staff, Visitors, Participants and Caregivers/Parent/Guardians.

### **Commitment**

To fulfill this operational plan, the YMCA is committed to:

- Providing safe environments for children, staff, parents/guardians and visitors
- Ensuring everyone understands their roles in flattening the curve of COVID-19, during this recovery phase
- Ensuring we have the tools and resources to support us with the recovery phase
- Ensuring we adhere to the implementation of new strategies/additions to prevent and control COVID-19 spread

The goal is to create a safe and healthy environment for staff and children by making the necessary adjustments to help limit the risk of exposure to COVID-19.

### **Hours of Operation**

To ensure we are meeting the directives/additional precautionary measures set out by the Nova Scotia Government we will operate at reduced hours in order to achieve these measures.

Operating Hours effective May 3<sup>rd</sup>, 2021 is 8:00 AM-5:00 PM until further notice. The change in hours is to ensure that each classroom has an opening and closing staff, to keep children together and not move them for staffing needs.

### **Service Plan**

We will be implementing “self-contained” group restrictions within the facility when possible (classroom bubbles) while still maintaining staff to child ratios and communicable disease prevention controls such as personal hygiene practices, cleaning and disinfection, and management of illness protocols.



As the Government of Nova Scotia moves into the recovery phase of COVID-19 Pandemic, it is critical that both employers and employees have access to Child Care for their young children to enable them to return back to the workforce.

Effective **June 15, 2020** our Child Care center will re-open centre for children ages 18 months to 12 years old; Monday to Friday. We realize that during the recovery phase that it is **not** business as usual and that protocols and procedures outlined within this document will remain in place until otherwise advised by the Chief Medical Officer of Health (NS), and the Department of Education & Early Childhood Development.

### **Awareness**

The YMCA Child Care Centre will provide parents/guardians with information on the COVID-19 related measures that are required for childcare attendance during the recovery phase.

The YMCA Child Care Center has posted signage such as:

- Handwashing signs
- Screening Procedures in place
- Physical Distancing Signage
- COVID-19 Monitoring Symptoms sign
- Parent Communication Board will include all applicable COVID-19 information/Resources

Staff are to be trained on all additional precautionary measures being implemented during the recovery phase.

Visitors will be greeted at the entrance, signage will be posted restricting access into the centre during this recovery phase – with the exception of staff from Public Health, and the Department of Education & Early Childhood Development and facilities maintenance. A record is posted at the access point keeping track of visitors contact information for contact tracing.

### **Records**

Child Care Facility Group Log will be used for each self- contained group, including the staff person assigned to each group and any changes to staffing due to absence, breaks, or morning and end of the day practices.

### **Temporary Measures-May 2021 (Partially Lifted June 2<sup>nd</sup>, 2021)**

Effective May 10<sup>th</sup> temporary measures were put in place by the Government of Nova Scotia for childcare. The following measures have been implemented at the center until further notice.

1. Active daily screening of all staff is still required. Staff record this daily in the classroom log.



2. Aerosol-generating medical procedures (e.g., tracheal suctioning and nebulized medications) should not occur in childcare settings at this time. Please note this does not include inhalers.

### **Daily pre-screening Questionnaire that includes Temperature Checks**

We will have clear door rules to regulate entry. Parents will be asked to fill out an assessment form on the first day for their child and verbally asked after that the self-assessment questions. From June 15<sup>th</sup> –July 3<sup>rd</sup>, 2020 the child's temperatures are taken upon arrival.

**Effective July 3<sup>rd</sup>, 2020 and on** parents will conduct the self check daily on their children before entering the program.

### **Screening Questionnaire for COVID-19**

We will be using the Screening Tool provided in the document released from the government. COVID-19 Daily Checklist which is posted at each entry/exit.

### **Set Up of Screening Station:**

Prior to beginning active screening at the centre, set up is required. The Director is required to ensure that the following steps are completed:

- 1) Set up the screening station:
  - Parents will stop at the door when they enter and be greeted by a staff in that room.
  - Staff conducting the screening must maintain a minimum 2-meter distance from the person being screened when possible.
  - Staff are aware of the questionnaire for COVID-19 staff, parents/caregivers, children and visitors.
- 2) Hand sanitizer is located inside each door of each classroom and must be used upon entry by the adults.
- 3) Once a child has passed the active screening, they must wash their hands when they enter the classroom.

### **Drop-off and Pick-Up**

Only one Parent/Guardian is permitted in the centre at a time, and we have recommended that **ONLY ONE IDENTIFIED** parent/guardian per family be responsible for the drop-off and pick-up of their child or children during this phase. We understand this is not feasible for some families and that some families will have different individuals picking up and dropping off. Only one parent is permitted to be in the center at a time. If persons dropping off and picking up differ from parents living in the same household will have their name recorded in each classroom logbook.



Drop-off and Pick up routines will be conducted at the classroom door by staff.

Drop –off routine: Parents have been instructed to say on the mat by the door and not enter the classroom any further.

### **Symptom Monitoring and Exclusion**

#### **Symptom Monitoring**

Pre-screening and monitoring of children throughout the day for noticeable changes in their health.

Staff must ensure that all children in care are monitored for illness including the following symptoms of COVID-19 (**UPDATED May 3<sup>rd</sup>, 2020**)

- Fever (temperature  $\geq 38^{\circ}\text{C}/100.4\text{ F}$ )
- Cough or worsening of a previous cough

As per the checklist, a fever or cough (new or worsening) is an automatic exclusion to be sent home and parents/guardians are required to call 811 for further instruction.

- Shortness of breath
- Runny nose
- Headache
- Sore throat

As per the checklist, if the child shows **2 or more** of these symptoms (new or worsening), they are to be sent home and parents/guardians are required to call 811 for further instruction.

Staff are only required to document the health check if symptoms are noted, which is recorded in the daily classroom log.

#### **Symptom Monitoring**

Symptoms that each child displays are recorded in each classroom logbook.

#### **Exclusion**

Strict exclusion of children or staff who are sick with 2 or more of the following symptoms: Fever, new or worsening cough or shortness of breath, runny nose, headache, sore throat. The exception to the 2-symptom rule as per Public Health Guidelines (as of Sept 4<sup>th</sup>) stipulates that a fever and or cough (new or worsening) requires 811 to be contacted by the parents.



Even as the only symptom or either of the above criteria is met, those who are sick must stay home, contact 811, and cannot return until fully recovered or advised by public health to do so. If tested, Public Health will inform the individual or parent (when a child is involved) when isolation may be lifted.

- Note: Children or staff who have been identified as having seasonal allergies or suffer from chronic runny nose/nasal congestion are not required to be excluded, **Doctor's note must be provided and kept on file**
- Any person arriving from travel outside of Atlantic Canada must self-isolate for 14 days, monitor for symptoms, and avoid attending the YMCA Child Care Center
- If staff or child/children of the YMCA Child Care Center test positive for COVID-19, Public Health will identify who the close contacts are and manage the outbreak with respect to public health measures and communication

### **Personal Hygiene – Frequent Handwashing**

Handwashing is one of the best ways to protect yourself and others from getting sick from COVID-19 and other communicable diseases. Handwashing stations are equipped with hot and cold running water under pressure, liquid soap, and paper towel. Handwashing signs are posted in the bathroom by all sinks.

We have hand sanitizer dispensers in the following locations: all classrooms beside the main entry doors and each classroom will have individual containers in their first aid bags for playground use.

Handwashing Facilities – all toddler and preschool classrooms, and all washrooms

- Children must be monitored to ensure they are washing their hands appropriately.

Handwashing Procedures with Soap and Water:

- Wet your hands and apply liquid soap or clean bar soap
- Rub your hands vigorously together, scrubbing all skin surfaces
- Pay special attention to the areas around your nails and between your fingers
- Continue scrubbing for a least twenty seconds
- Sing the Happy Birthday song twice!
- Rinse your hands and dry them well
- Turn off taps with paper towel

Handwashing with Hand Sanitizer Alcohol- based hand sanitizers with a minimum 70% alcohol may be used by children and staff if they do not have access to soap and water, and when their hands are not visibly soiled.



Children will be supervised when using these sanitizers if needed. Hand sanitizer products must not be ingested and must always be kept out of reach of children. As with all health products, Health Canada recommends that people always follow the directions on the product label.

To wash your hands properly with alcohol-based hand sanitizers, follow these steps:

- Apply hand sanitizer
- Rub into the front and back of hands, between fingers, around nails (especially cuticles), thumbs and wrists
- Rub until dry

Staff and children must practice good hygiene. They must wash their hands frequently with soap and water, especially:

- On arrival
- Before and after snacks and meals
- After using the toilet
- After blowing nose, coughing or sneezing
- After playing with shared toys
- When taking medications
- After playing outside

In addition, staff are required to wash their hands:

- Before and after handling food
- After helping a child use the toilet
- After breaks
- Before and after changing diapers
- Before and after giving medications

**TIPS to remember:**

- Avoid touching the face, eyes, nose or mouth with unwashed hands
- Cover the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing. Dispose of used tissues immediately and then wash hands
- Ensure signage on personal hygiene etiquette such as handwashing, sneezing and coughing etiquette is posted throughout the facility. This would be included common areas, kitchen preparation area, washrooms and diaper changing areas.

**Physical Distancing and Group Method**

Enabling Conditions to Reduce the Risk of Transmission of Illness



- It is important for toddlers and older children to be educated at the beginning of each day on when and how to wash their hands, how to cover their sneezes and coughs properly, and the importance of not touching their face or touching others
- We are permitted to open and operate at full capacity for licence, using a group method
- Children shall be placed in self- contained groups (classroom bubbles). The intent of the grouping method is that children in a group and their educator stay together throughout the day which helps minimize social contact and will aid in contact tracing should an outbreak occur. **Children are not to be moved from group to group (Individual Classrooms) throughout the day. Operating hours have been adjusted to accommodate this**
- Groups may be kept in separate areas or kept in the same general area if a 2 metre separation between groups can be maintained
- Within each classroom group, physical distancing is not required
- All movement must be documented in each groups classroom communication log book.
- Children within a defined group are permitted to intermingle with one another although educators should encourage children not to touch each other and to practice good personal hygiene
- Logs must be available at all times for Public Health and Licensee Inspector
- Staff is kept with their group where possible; the exception being moving staff to cover staff shortages and breaks

### **Increased Cleaning and Disinfecting**

Increasing the frequency of cleaning and disinfecting high touch surfaces is significant in controlling the spread of the viruses, and other microorganisms. All surfaces, especially those general surfaces that are frequently touched, such as doorknobs, handwashing taps, toys etc., should be cleaned at least twice daily and when soiled. Toys that children may put in their mouths must be rinsed with potable water after they have been cleaned and disinfected.

A cleaning and disinfection schedule must be place with clear accountabilities assigned to specific staff.

Please see attached cleaning schedule frequency at this end of this document.

### **Additional measures – PPE Supplies, Napping/Sleeping and Food Services**

#### **PPE Supplies**

We will ensure that we have all the necessary supplies such as hot/cold potable running water, liquid soap, paper towel, toilet paper, cleaning and disinfecting supplies and personal protection equipment (non–medical mask and disposable gloves) and food to supply meals. For



personal protective equipment, the centre will have a supply of non-medical masks for children or staff who become ill while at the centre, and for those who wish to wear one. For this purpose, parents should be encouraged to provide a mask for their children.

The Director of Child Care is responsible to monitor supplies to ensure a stock is maintained during operating hours.

### Mask Wearing

Consistent with school settings and guidance from public health, it is expected that staff and visitors working with school-aged children wear non-medical masks **indoors** whenever they are unable to maintain 2 meters physical distance from others.

As of June 16<sup>th</sup>, 2021 the mask wearing mandate for children aged 2-4 (Preschool age) had been lifted. Masks are no longer required for this age group.

When outside, Children and Staff do not have to wear mask.

### Napping and Sleeping

- Ensure cots are maintained in a clean and sanitary manner
- Arranging children so they nap head to feet would be appropriate if possible and maintains 2 meters apart
- Blankets and pillow cases must not be shared, and must be laundered at least weekly or more often if soiled
- Blankets and sheets are to be stored in individual baskets in the child's cubby and taken out daily for nap time

### Laundry

- Wash hands before and after doing laundry
- Wipe down controls and handles before and after use
- Don't leave soiled clothing or baskets on top of machines or tables
- Don't shake dirty laundry before putting it in the machine
- Wash with soap and the warmest water possible. Do not over load the machine
- Don't leave dryer door open when not in use
- Dry items at the highest temperature possible and dry them completely
- Disinfect your hamper before filling with clothes

### Food

The YMCA Child Care Center will ensure the food premises will operate in accordance with the licensing regulations. Snacks and lunches will be prepared in the Centre's licensed kitchen and brought to each classroom in individual servings for each child and passed out by the Educators.



- The cook will be the only staff preparing the snacks and meals
- Staff will serve the children
- Do not allow shared food containers, such as shared pitchers of water or juice
- Ensure food handlers follow good hand hygiene and exclude themselves from kitchen duties if they become ill
- Dishwashers are acceptable for cleaning dishes
- If manually dishwashing, follow the 3-step method (wash, rinse, sanitize). If using household bleach (5.25%) a concentration of 100ppm is acceptable
- Discourage any sharing of food between children or staff

### **Outdoor Play Areas/Restrictions**

For multiple groups, play times may have to be staggered to meet the physical distancing requirements of 2 metres between each group.

- During play time, staff must be vigilant in reminding children not to touch their face
- After each play time, staff must be vigilant in reminding children to wash their hands
- During the COVID-19 pandemic, water tables and sand tables are prohibited, however individual containers for each child for this play is permitted
- As of September 16<sup>th</sup>, 2020 Public playgrounds are permitted to be visited by the Child Care center only if the center can maintain the classroom bubble of children, follow public health measures and physical distance from other children. Staff must ensure children are following good personal hygiene while on the equipment and that children wash their hands after playing on the equipment
- Shared toys are permitted such as bikes, balls, and bats. Shared toys must be cleaned and disinfected between users

### **Field Trips and Special Events**

During the COVID-19 pandemic, field trips, holiday events, festivals, and other activities such as birthday parties that bring together parents and group are not permitted.

### **Outbreak Response**

What is considered an outbreak when dealing with a confirmed case or suspect case of COVID-19?

One confirmed case of COVID-19 (Individual who tests positive for the virus causing COVID-19);

**OR** Two or more suspect cases of COVID-19.

A suspect case is defined as:



- A child/staff that has 2 or more of the following symptoms: fever, new cough or worsening chronic cough, runny nose, headache, sore throat,  
Note: children or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion would not be considered a suspect case.

How to report cases to Public Health? If the facility has one confirmed case of COVID-19 or, has 2 or more suspect cases of COVID-19, the facility is to advise Public Health by contacting the Regional Health Authority Public Health Nurse or the after-hour emergency number. Please refer to page 16 for Public Health Communicable Disease Team Contact List.

Testing is usually not recommended to clear an individual. Public Health will inform the individual or parent (when a child is involved) when isolation may be lifted.

If an outbreak is declared, the facility must close. The facility cannot reopen until advised by Public Health. Regional Public Health will be involved to manage the outbreak and ensure contacts are identified, public health measures are in place and will lead communication that is required. Outbreak Management Plan as part of the current mandate, Centres are required to have an outbreak management plan.

#### Outbreak Response – COVID-19

**In addition to our current Outbreak Response Measure (outlined within our Parent Handbook) the following specific additions/directives from Public Health has been made to support the evolving recovery process of COVID-19 – Outbreak Response Measures.**

Control measures on suspected case of COVID-19 include:

- If exclusion/isolation is required, parents/guardians will be advised immediately
- Symptomatic children must be immediately separated from others in a supervised area (isolation room) until they can go home. When possible, anyone providing care to an ill child should maintain a distance of 2 meters
- Pick-up is to occur within an hour of notification. Parents are aware that this is an expectation
- Call COVID-19 Public Health Communicable Disease Team
- The Centre will provide the COVID-19 Public Health Communicable Disease Team with all required documents, logs etc.
- It is important that the group of combined children/staff the symptomatic child was in, not mix with the rest of the child care population until the 'suspect case' is assessed
- If a 2 metre distance cannot be maintained from an ill child, if circumstances allow the child should wear a non-surgical mask
- Ill staff must immediately isolate from others and wear a non-medical mask until they are able to leave the facility



- Hygiene and respiratory etiquette must be practiced while the ill child/staff is waiting to be picked up
- Environmental cleaning and disinfection of the isolation area must be conducted once the ill child/staff has left the facility
- If an outbreak is confirmed, post appropriate notices for parents/guardians at all the entrances to the facility to ensure that disease information is made available

#### Outbreak Response in Parent Handbook

- Staff will immediately notify the Public Health Office in Bridgewater; 902-543-0850 upon first suspicion of a child, staff, volunteer or parent who has a communicable disease
- Staff will also notify Public Health immediately of an unusually high number of children with diarrhea symptoms
- Accurate and detailed record keeping will be done
- Public Health inspection will be welcome to assist with minimizing the spread of illness.
- All staff will cooperate with this important process and communicate with all staff parties to alleviate stresses as much as possible
- The CEO may close the Centre as a precaution to prevent further spread of the infection
- Parents will be notified by the Centre of suspicion of any communicable disease
- The Centre will provide the Public Health Department with the children's personal information such as birth date, and the home phone number, parent/guardians
- The Centre will exclude the child(ren) from the rest of the children
- Parents are to arrive promptly (**within one hour**) of being notified by the Centre that the child is ill
- Additional cleaning toys and equipment (including washroom door handles, water taps, door jams, light switches, and flush handles) are performed using 1000 ppm of chlorine solution. Chlorine solution used ¼ cup of chlorine to 2 cups of water
- These processes are done above and beyond normal cleaning each time a child vomits and or excrements. This is why it is important to immediately exclude the sick child
- The Centre will abide by the Guide for Common Childhood Illness and Infections for Nova Scotia mandated by Public Health and Department of Education & Early Childhood Development. All forms will need to be filled out by the parents and or physician and returned to the Centre before a child can be readmitted to the Centre
- Staff will not be permitted to work while having a communicable disease and must stay away from the Centre during the incubation period

#### Staff Breaks

- Staff can leave the building
- Staff can use another area in the facility – but must maintain physical distancing and proper hygiene practices
- Staff breaks will be staggered where possible



## Public Health Communicable Disease Contact List

Public Health Bridgewater Office.  
215 Dominion Street Suite 200  
Bridgewater, NS B4V 2K7  
Canada  
Phone: (902) 543-0850

### Cleaning Schedule

COVID – 19 Cleaning and Disinfection Procedures Each Classroom has a posted cleaning schedule. A bleach solution will be used for food prep areas and Saber Heavy Duty Disinfectant 1:16 (DIN 02362562) and cleaner is used for sanitizing surfaces. Dirty toys will be put through the dishwasher.

**Please note: The Centre will be sprayed-disinfected each evening after operating hours.**

Disinfect Tables/Chairs	<b>Min 2 times a day and disinfect after each</b>
Disinfect doorknobs	<b>Min 2 times a day</b>
Disinfect light switches	<b>Min 2 times a day</b>
Disinfect Toys	<b>Min 2 times a day and disinfect after each if toys are mouthed</b>
Disinfect/Clean bathrooms.	<b>2 times daily (am by custodians and lunch time by staff)</b>
Disinfect Counters	<b>Min 2 times a day</b>
Disinfect Cubbies	<b>daily @ end of day</b>
Dust Surfaces	<b>weekly</b>
Wash/Dry Sheets	<b>weekly (stored individually)</b>
Disinfect Beds	<b>daily</b>
Garbage	<b>daily</b>
Water bottles	<b>daily (Store Separately)</b>
Vacuum carpets	<b>daily</b>
Windows/mirrors	<b>daily</b>
Sweep Floors	<b>daily</b>
Playground	<b>Disinfect Playground after each classroom's use.</b>