

RUGRATS ACADEMY

Rugrats Academy COVID-19 Safety Plan

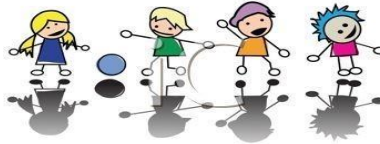
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1. Amendment to HEALTH & ILLNESS POLICY (July 2020)

○ General Guidelines

- Anyone who is feeling sick or is in self-isolation must not drop-off or pick-up
- Any child or staff member (regular or substitute) who has fever, cough, colds or experiencing body fatigue or respiratory symptoms of any kind will not be allowed at daycare
- Any child or staff member who develops signs and symptoms of illness while at daycare will be sent home immediately, see return to daycare below
- *Signs and symptoms that child or staff must be temporarily excluded from the childcare center:
 - Fever of 37.6 °C and higher, or
 - Persistent coughing, runny nose or sneezing not related to allergies
 - Flu-like symptoms: fever, chills, headache, muscle or body aches, cough, sore throat, fatigue, nausea, vomiting, or diarrhea, or
 - Rashes, swelling and redness that cannot be explained, or
 - Emotional distress that cannot be resolved, or
 - Physical pain/discomfort/difficulty speaking or swallowing, or
 - Has CoVID-19 symptoms; a positive CoVID-19 test result; or in quarantine/self-isolation due to or related to CoVID-19



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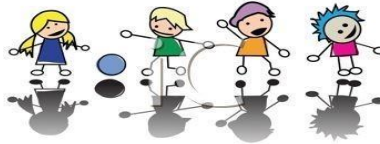
- *CoVID-19 symptoms include fever, dry cough and tiredness; may manifest flu-like symptoms as above; in serious cases show difficulty breathing and chest pains*
- Return to daycare:
 - A child or staff with any of the signs and symptoms* above and especially CoVID-19 symptoms will not attend daycare until they have been assessed by a healthcare provider to exclude COVID-19 or other infectious diseases, AND until their symptoms have resolved (doc note or covid test result)
 - Any child or staff member showing fever and/or flu-like symptoms listed above but did NOT undergo CoVID-19 testing must self-isolate for 10 days or until symptoms disappear, whichever is longer
 - Anybody who returns from self-isolation and becomes symptomatic again within 48 hours MUST test for CoVID-19 or other infectious disease before returning (doc note or covid test result)
 - Any child or staff with MILD clear runny nose or non-persistent coughing may remain in daycare as long as:
 - They practise respiratory etiquette and hand hygiene all times
 - symptoms do not worsen i.e. becomes yellow or white runny nose, coughing with phlegm (sent home immediately)
 - child is able to participate in daycare activities; no other symptoms such as fatigue or loss of appetite
- Routine Daily Screening
 - During drop-off, a verbal confirmation from parents in lieu of a health questionnaire that verifies their child is healthy to attend daycare i.e. has:
 - No signs and symptoms* of illness listed above for the past 24 hours
 - Not travelled outside the country for the past 14 days or has not been in close contact with someone who has travelled the recent 14 days
 - No CoVID-19 or not waiting for a covid-19 test result or has not been in close contact with a CoVID-19 infected person the last 14 days
 - Temperature of staff and children are taken before they enter the center, using a touchless forehead thermometer. A second check is done in the afternoons or anytime there is a need to re-check temperatures
 - Perform visual physical assessment during drop off and throughout the day such as presence of rashes, runny nose, diarrhea, coughing, unexplained bruises, change in energy level and body malaise



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Protocol for child or staff with symptoms of COVID-19 in a childcare setting

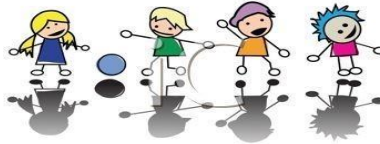
Child with Symptoms of COVID-19	Staff with Symptoms of COVID-19
<p>IF CHILD DEVELOPS SYMPTOMS AT HOME: Parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p> <p>IF CHILD DEVELOPS SYMPTOMS WHILE AT CHILD CARE:</p> <ul style="list-style-type: none"> • Parents or caregivers must pick up their child promptly once notified that their child is ill. • Staff must take the following steps: <ol style="list-style-type: none"> 1. Identify a staff member to supervise the child 2. Identified staff member should immediately separate the symptomatic child from others in a supervised area until they can go home 3. Contact the child’s parent or caregiver to pick them up right away 4. Where possible, maintain 2 metres distance 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 10. If concerned, contact the local public health unit to seek further advice 	<p>IF STAFF DEVELOPS SYMPTOMS AT HOME: Staff must be excluded from work, stay home and self-isolate until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p> <p>IF STAFF DEVELOPS SYMPTOMS WHILE AT WORK:</p> <ol style="list-style-type: none"> 1. Staff should go home right away where possible 2. If unable to leave immediately, the symptomatic staff person should separate themselves into an area away from others and maintain 2 metres distance from others 3. Use a tissue or mask to cover their nose and mouth while they wait for a replacement or to be picked up. Dispose of mask and tissue properly 4. Remaining staff must clean and disinfect the space where staff was separated and any areas used by them 5. If concerned, contact the local public health unit to seek further advice <p>STAFF SUBSTITUTES:</p> <ul style="list-style-type: none"> • When ECE teacher is absent, will utilize subbing agencies such as Educators on Call or ECE Substitute groups on Facebook for the duration of the ECE’s absence, OR if available and upon approval from licensing, the daycare’s manager Ena (Nursing degree + ECEA certificate) may take over the roles of the ECE or Daycare Assistant for the duration of the absence



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2. PHYSICAL DISTANCING

- General Guidelines
 - If possible, avoid 'close proximity interactions' (e.g. hugs among staff or handshakes when greeting parents/guests)
 - It is not always possible for staff to maintain physical distance from children, and between children, when providing care. Hugs, cuddles, carrying child, handshakes and other necessary 'close proximity interactions' will continue to be practised whenever the child needs it and when an activity or routine necessitates it
 - Physical distancing signages are visible outside the center to guide you in safely distancing from others
 - Foot markers are considered waiting areas and are placed in the following order:
 - Two (2) by the right side of the driveway
 - One (1) at the top of the stairwell entrance
 - One (1) by the entry door at the bottom of the stairwell
 - IF you come in 5th in line, kindly stay inside your car until the driveway waiting area becomes available
 - Keep right when waiting or exiting; arrows are visible and will guide with entrance/exit pathways
 - Please knock on the door and wait for it to be opened for you; our staff will complete each child's hand hygiene and health check thoroughly before letting the next child in (one at a time)
- Best Practices on Physical Distancing
 - Parents, if possible, will remain outside the doorstep when dropping off and picking up child. Further guidelines on this under Arrivals and Departures on #3
 - If parents must handover a child to the ECE, or transfer between staff, to keep the interaction brief and without talking to minimize transmission of droplets within 2 meters
 - Staff will maintain a distance of at least 2 meters from each other. Where this is not possible, will plan and communicate the task in advance to minimize time spent in close proximity

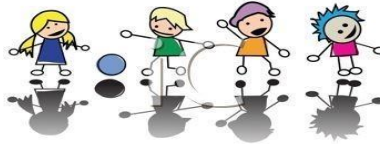


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- Technical Recommendations
 - Common areas at daycare will allow ample space to observe 2 meters of physical distance between each worker or between children if they can
 - For smaller areas at daycare such as the bathroom and nap area, changes in potty routines and cot placements will allow for children to keep distance from each other
 - Additional activities, toys and learning materials that encourage independent/parallel plays have been added and will be incorporated in future curriculum, however, will not completely replace group activities and interactions instead a good balance of both
 - Changes in seating arrangements during mealtimes and table time activities to allow for 2 meters physical distancing; children's chairs will be labelled their respective names to introduce the practice of eating at a distance; however if children need to, they are free to sit closer to a friend or ECE as long as all practise hygienic measures such as avoid sharing foods and utensils, no touching others food or face etc
 - Changes in cot placements during nap time will allow ample distance between children; cots are arranged head-toe-head-toe for better spacing
 - Blankets or cloths will be used as drape between child and caregiver whenever child needs to be carried e.g. bottle feeding, diaper changes or cradling child to sleep
 - Cubbies are spaced apart to leave distance between children's belongings; write child's name on their personal belongings to avoid accidental sharing

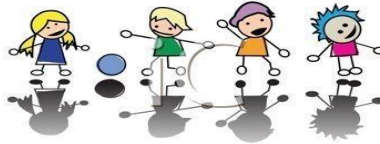
3. ARRIVALS AND DEPARTURES

- Accessing the Daycare
 - Our HOURS OF OPERATION will remain to be 8:00am until 5.30pm Mondays to Fridays
 - Anybody exhibiting signs of illness or CoVID19-like symptoms will not be allowed inside the daycare or during drop-off/pick-up – see Health & Illness policy on #1
 - Parents will be asked to remain outside the doorstep when dropping off and picking up their child, unless not possible e.g. child needs to be carried into/out of daycare (see hand hygiene and physical distancing guidelines related to this)



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- If a parent must enter the center, they must distance 2m when possible from staff and other children, wash their hands upon entering and observe respiratory etiquette at all times
- Parents of enrolled children will continue to have access inside the daycare if they have set up a meeting/visit with Ena (manager), or in emergency cases
- Visitors:
 - The center will be conducting online virtual tours for enrollment inquiries in lieu of a physical tour/initial visit; upcoming enrollees for registration are met outside daycare hours when the children are away
 - Deliveries, if any, shall be left outside the center and disinfected before bringing inside
 - There will be no volunteers or unauthorized visitors allowed at the center at any time
 - Daycare repairs and maintenance will be done outside daycare hours
- General Guidelines on Drop-off/Pick-up
 - Limit the number of people dropping off or picking up; preferably one (1) person maximum of two (2) if one is not possible e.g. children cannot drop off/pick-up their siblings without an adult relative, as per center's existing policy
 - Refrain from bringing child's personal items to daycare except for extra clothing for the day or a comfort item when needed
 - Please wait for staff to open the door for you when you arrive at the door (we may be tending to a child that just arrived) in order to effectively complete each child's drop-off routine daily
- Drop-off times will be staggered to maintain a maximum of four (4) families arriving within the same quarter hour timeframe, see below:
 - *Child's last name ending in A-H drop-off between 8:00-8:15*
 - *Child's last name ending in I-P drop-off between 8:15-8:30*
 - *Child's last name ending in Q-Z drop-off between 8:30-9:00*
 - *For days when you need to drop off outside your schedule OR if you wish to change your daily schedule, please let Ena (manager) know and simply follow the physical distancing signs outside and it should be fine*

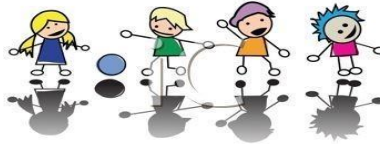


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- Drop-off routine:
 - drop-off times staggered; observe physical distancing signs
 - staff will implement a daily “yes”/”no” verbal confirmation that children do not have symptoms of respiratory illness or covid-19 symptoms (discussed in #1 Health and Illness Policy)
 - the incoming child will be led by staff to wash hands before putting away child’s clothes in cubbies and settling the child in
 - the ECE will sign the children in and out daily on our timesheets using her own pen in order to minimize the number of persons handling documents

4. MEALS AND SNACKS

- General guidelines
 - Meals and snacks will continue to be nutritious, varied, handled properly and always supervised by the center’s manager and/or ECE
 - Children are assigned their own sets of tableware (for both meals and snacks) to avoid sharing with others; washed and sanitized in the center’s dishwasher highest setting before and after each use
 - Hydrating station is set-up by the kitchen where children can independently drink from their own bottles when thirsty; drinking bottles and cups are spaced apart for easy access and to avoid cross contamination
 - Eating times are scheduled four (4) times daily i.e. 9am breakfast, 11.30am lunch, 2.30pm snack and a very light snack at 4.30pm for those picked-up later
 - Food and drinks will be served directly to children in individual servings on their respective tablewares provided by the daycare
 - Sharing of food and drinks by staff or children are not allowed and each mealtime will follow a methodical cleaning and hand hygiene practices each time
- Best practices and recommendations
 - Children who wake up very early should be given a light breakfast at home before dropping off in order to avoid getting hungry before 9am
 - Parents are advised to avoid sending their children in with food and drinks during drop-off; staff will refuse personal belongings brought in during drop-off
 - Anybody handling food at the center will don clean disposable gloves and mask, see guidelines on #7 re: masks and gloves
 - Children are not allowed to participate in food preparations

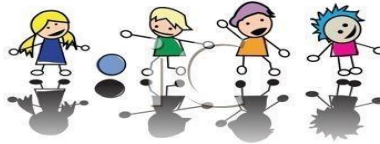


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- To effectively manage food preparation/handling and effectively manage cleaning/disinfection routines each mealtime:
 - Staff ensures children eat well during mealtimes, offering them alternative options if necessary, to make sure they are nourished until next meal
 - A child who needs to eat outside meal schedules e.g. very hungry or on a diabetic plan, will be aided one-on-one by the manager or an assistant in order to ensure that thorough cleaning and hand hygiene protocols follows each meal routine
 - Meals and snacks will be more “simplified” “easy to cook” “easy to prepare” as compared to before; food photos may or may not continue to be taken/shared to effectively manage time and resources

5. HAND HYGIENE AND RESPIRATORY ETIQUETTE

- Hand Hygiene includes handwashing with soap and water and use of hand sanitizers. Hand sanitizers will not replace handwashing when handwashing is possible/scheduled
- Respiratory etiquette includes:
 - Covering mouth when coughing/sneezing/laughing hard
 - Coughing or sneezing into their elbow sleeve or a tissue; disposing tissue properly and immediately performing hand hygiene
 - Not talking in very close proximity with others’ faces
- General Guidelines
 - Anybody entering the daycare at any time must firstly wash hands at our sink i.e. staff when they report to work, children when they are dropped off, parents who need to come inside, vendors and registrants, licensing officer
 - Staff will be further trained on proper handwashing techniques and will observe additional handwashing requirements throughout their day
 - Children’s handwashing routines are incorporated in their daily program:
 - During drop-off and before going home
 - During potty routines and after toilet use
 - Before and after each meal/snack
 - Before and after each activity where they have touched toys and learning materials
 - Before, during and after backyard activities
 - After a cough or sneeze
 - Whenever hands are visibly dirty

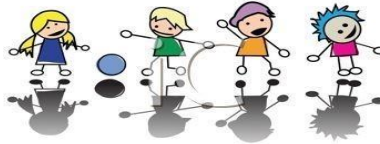


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- Best Practices and Procedures
 - During drop-off, staff will lead each incoming child to wash hands before putting away the child's outside clothes into their respective cubbies
 - Children are always supervised/assisted during handwashing routines in order to ensure proper techniques are used and hands are thoroughly cleaned
 - Children and staff will practise hand hygiene and respiratory etiquette at all times; posters with instructions and pictures about how to cover their coughs and wash the hands will be visible at the center
 - Hand sanitizing stations are set up outside the daycare as well as two indoors
 - Hand sanitizers are kept away from children's reach and always supervised by an adult
 - Anybody handling food at the center, or changing diapers, will don clean disposable gloves – as per usual procedure at daycare, see guidelines on #7

6. CLEANING AND DISINFECTION

- The center follows regulations and guidelines in accordance with the BC CDC's Cleaning and Disinfectants for Public Settings document, see link resource on #8
- Staff will ensure that there is proper ventilation before using spray disinfectants
- Cleaning agents:
 - Disinfectant used will be 1:10 bleach solution (1 part bleach to 10 parts water) using only products with a Drug Identification Number (DIN) to ensure its effectiveness and safety;
 - Lysol sanitizing sprays for toys and surfaces;
 - A liquid hand soap for handwashing
 - Alcohol-based hand sanitizers
 - Use of dishwasher highest setting to sanitize dishes and cookware after use;
 - Launder/dry clean beddings and cots with bleach disinfectant once weekly or whenever soiled
- Plush stuffed toys and bean bags that cannot be easily wiped/sprayed clean will be removed from the facility
- If a child requires a comfort item to be brought in/used at daycare, it will be disinfected and air dried firstly, will prohibit sharing the item with other kids and will ask parents to clean and launder it at the end of each day



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- Disposable gloves are worn during diaper changes, light cleaning, and during food preparations, while re-usable rubber gloves are worn for sanitizing and disinfecting kitchen and bathroom (one pair for each area)
- Disposable gloves are used once and thrown in the diaper bin; re-usable rubber gloves are soaked in a disinfectant solution after each use, thoroughly washed, airdried and stored securely and away from children's reach
- Cleaning schedules:
 - General cleaning and daily disinfection of common areas and floors occur twice a day or as needed, such as kitchen area, bathroom and play room
 - Frequently-touched surfaces are cleaned and disinfected twice a day such as doorknobs, light switches, tables, chairs, faucet, etc
 - Bathroom/changing table, eating tables and sleeping cots are cleaned and disinfected after each use
 - Toys and learning materials will be cleaned and spray-sanitized after each use and set aside until air dried (can be re-used during the day)
 - Toys and learning materials are organized daily into two rosters – one for AM activities and one for PM activities to avoid re-using the same materials throughout the day and aid in effectively cleaning all after use
 - Eating utensils, cups and bowls are sanitized in the washer highest setting after each use
 - Nap blankets and pillows are spray-disinfected daily and laundered each week, or whenever visibly dirty
 - Garbage containers are kept covered and emptied at the end of each day or once full, whichever comes first

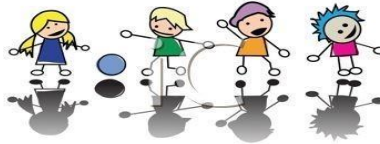
7. OTHER METHODS TO CONTROL RISK

- Encourage children to avoid touching their/other's faces with their hands (activities such as "hands below your shoulders", "chicken wings" to cover coughs, and other fun lessons for them to better understand the changes in set-up and routines)
- Limit sharing of supplies and equipment between workers e.g. assigning them their own masks+container, own disinfectant spray, own pen and art materials, storage units
- Limit sharing of learning supplies between children where possible e.g. providing each with his/her own sets of clay, colors, papers, coloring books instead of free-for-all open-table settings
- Label the child's name on his/her own belongings to avoid accidental sharing
- Guidelines for Using Masks and Gloves
 - No sharing of masks and gloves at any time between staff or with children



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- Personalized *washable masks* are provided to each staff member along with a sterilized container for storage, both of which are washed and sterilized at the end of each day and disinfected throughout the day; this packet is replaced on a regular basis
- Staff will follow posters displayed at daycare on proper donning and doffing of masks and gloves; manager will provide training and supervision on proper use, storage and disposal
- Masks are worn by staff upon drop-off and pick-up routines;
 - after drop-off, once all children have been assisted to handwash and everyone at daycare are deemed healthy to attend for the day, the masks are removed, disinfected, properly stored in their respective sterilized containers and re-worn at the end of the day during pick-up
- Disposable gloves are worn during:
 - Food preparation and handling
 - Potty routines/diaper changes
 - When handling body fluids such as runny nose, vomit
 - Garbage disposal
- Re-usable rubber gloves are worn during cleaning/washing and disinfecting kitchen and bathroom (one pair per area)
- Disposable gloves are used once and thrown in a smell-proof bin; re-usable rubber gloves are soaked in a disinfectant solution after each use, thoroughly washed, airdried and stored securely and away from children's reach
- Ensure adequate ventilation is maintained inside the childcare setting
- Incorporate more outdoor activities when possible e.g. snack times, art activities and physical exercises



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Summary of Child Care-Based Control Measures

 <p>1. STAY HOME WHEN SICK</p> <p><i>All children and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.</i></p>	 <p>4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT</p> <p><i>Spread children out to different areas.</i></p> <p><i>Take them outside more often.</i></p> <p><i>Stagger lunch times. Incorporate individual activities.</i></p> <p><i>Remind children, "Hands to Yourself!"</i></p>
 <p>2. HAND HYGIENE</p> <p><i>Everyone should wash their hands more often!</i></p> <p><i>Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.</i></p>	 <p>5. CLEANING AND DISINFECTION</p> <p><i>Clean and disinfect frequently touched surfaces at least twice a day.</i></p> <p><i>General cleaning of the centre should occur at least once a day.</i></p> <p><i>Use common cleaning and disinfectant products.</i></p>
 <p>3. RESPIRATORY AND PERSONAL HYGIENE</p> <p><i>Cover your coughs.</i></p> <p><i>Do not touch your face.</i></p> <p><i>No sharing of food, drinks, or personal items.</i></p>	

8. RESOURCES AND RELATED LINKS

- Public Health Guidance for Child Care Settings (BC CDC) - http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance_Child_Care.pdf
- Protocols for Child Care and Day Camps (WorkSafeBC) - <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/child-care>
- Cleaning and Disinfectants for Public Settings (BC CDC) - http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf
- Medical Guidance for COVID19 - <https://www.childhealthbc.ca/sites/default/files/a-message-to-parents-and-caregivers-june01.pdf>