



Bowen Children's Centre

COVID-19 Safety Plan

Assessment of Risks at BCC:

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

- We have rigorously researched and created a sanitation habit in all areas of use
- We have identified areas where people gather, such as staff rooms, and put capacity limits on shared space (1 staff in kitchen at any time, 2 staff in staff room at any time).
- We have significantly reduced toys available to children on any given day. We have a protocol for sanitizing items used by staff and children
- We removed equipment not in use at the moment (extra children's chairs, etc while numbers of children in the program are not at full capacity)
- We have identified surfaces that people touch often, such as doorknobs, light switches, toilet handles, cupboard openers and have a detailed cleaning checklist for staff to follow three times each day
- We have plan in place for sanitizing the children's lunch box items
- No backpacks are allowed in the centre

Protocols to reduce the risks:

WCB has assessed four (4) levels of risk in order to reduce/minimize the risks of COVID 19. All four levels should be addressed in sequence:

1. Elimination
2. Engineering controls
3. Administrative controls
4. Personal Protective equipment (PPE)

1. **ELIMINATION** – First level protection

Use policies and procedures to keep people at a safe physical distance from one another. Limit the number of people in your workplace at any one time, and implement protocols to keep workers at least 2 metres from other workers, clients, and members of the public.

BCC has:

- Capped attendance to daycare and preschool rooms at 12 children, and IT room at 5
- Capped staff to the same adults during any programming period.
- Posted signage to remind staff of capacity limits in high traffic areas (staff room, kitchen)
- Established a three times daily cleaning routine with checklists to ensure high traffic areas/use are properly sanitized throughout the day.
- Created a new routine for families/caregivers to ensure that no one other than staff or children access both BCC exterior and interior grounds and buildings.
- Have ensured that very clear boundaries and access protocols have been conveyed to families and caregivers. Drop off and Pick UP protocols are limited to one family member and one child and in a gated area.

2. **ENGINEERING CONTROLS** - Second level protection

- BCC will use plexiglass barriers at snack tables and activities tables to ensure children are “together” but apart during higher risk activities such as eating
- Whenever possible children and staff will be outside
- On days programs are in operation, BCC has arranged for **daily** professional cleaning to take place after hours. Staff are required to sweep and vacuum spaces and have the area ready for thorough sanitation.

Staff must ensure the following:

- Proper installation of plexiglass barriers
- A reduction of children at each table (maximum four children per table)
- 50% capacity at all activity stations

3. **ADMINISTRATIVE CONTROLS** – Third level protection

BCC has established a Communicable Disease Policy that includes a Covid-19 Appendix for staff and families returning to childcare which clearly reflect the new rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways and isolating each program with designated separate entrances and bathrooms.

BCC staff will:

- Ensure their familiarity with cleaning routines
- During program hours, Staff will ensure areas of high use are cleaned a minimum of three (3) times daily or where applicable after each use
- Ensure their familiarity with BCC’s Communicable Disease Policy including staff and family attendance
- Review this document which reflects the guidelines and regulations as indicated for childcare by WCB

- Prohibit anyone other than children or staff from entering the grounds at BCC while programs are in place
- After School Care area: adult pick up takes place at the top of the stairs in the BCC pick up area
- Upper level at BCC - Children will arrive and enter BCC and one family member will sign in children through the gates.
- Staff will ensure that no backpacks or personal items enter the centre.
- Staff will ensure that lunch kit containers are sanitized and brought into the centre for storage. Lunch kits will remain outside.
- No other items allowed - two changes of clothing, comfort item and soother if applicable will be given to staff on the first day a child attends, washed and kept at BCC until COVID 19 restrictions change
- After snack/lunch/toileting children will wash their hands/face again before proceeding to activities
- After outdoor activities, children will wash their hands upon reentering the program in the same manner of their arrival: two at a time, directly to the wash basins.

4. PERSONAL PROTECTION EQUIPMENT (PPE) - Fourth level protection

If the first three levels of protection aren't enough to control the risk, consider the use of non-medical masks. Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Ensure workers are using masks appropriately.

BCC will:

- Provide non medical masks, hand sanitizer, liquid hand soap and paper towels for staff to use.
- BCC has a supply of masks and gloves, as well as hand sanitizer and bleach solutions. Staff are able to wear masks/gloves in any situation that they feel compelled to do so.
- Provide Face Shields as needed.
- Provide removeable plexiglass shields for table activities/snack and lunch
- Provide daily after hours cleaning to all programs in operation

BCC Staff will:

- Supervise and ensure children wash their hands upon arrival, before they go outside, and again when they return indoors.
- Children will also be required to wash their hands after activities and when hands are dirty
- For very young children staff will supervise the handwashing
- Staff will teach children a song of at least 20 second duration for handwashing to assure hands are washed long enough
- Staff have been strongly advised to review the information on [selecting and using masks](#) and [instructions on how to use a mask](#).
- BCC staff must understand the limitations of masks is to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- Staff must show their faces to children BEFORE putting masks on to ensure children see the transition to avoid any fear of masked adults.
- Suggested use of a mask and/or face shield (also provided by BCC) in a situation where a child must be handed over to caregiver(staff) upon arrival to protect the proximity that may be required.

SPECIFIC PROTOCOLS FOR CHILD CARE

1. Access to child care facilities

- New drop off and pick up routines have been established. No adults other than staff are permitted entry to BCC playground during operation hours.
- Backpacks and personal items do not enter the building. A wagon is kept at the front gate for lunch box delivery, and a sanitation routine for lunch boxes has been established with staff to ensure items brought into the centre are sanitized properly.

2. Pick up and drop off

- BCC staff will work with adult dropping off to ensure that children are able to safely enter BCC grounds upon arrival and departure.
- ASC – **Drop off** is coordinated with BICS and limited to one staff in a designated pick up area. Children will walk the trail to the lower level at BCC with a coordinator.
- ASC **-Pick up** will take place at the upper parking area. Parents should not come down to the lower area, we will send students up to meet them.

3. Hand hygiene and respiratory etiquette

- Older Children will be expected to wash their hands upon arrival, before they depart the youth centre room for an activity, and upon their return after the activity is complete. Younger children will be assisted.
- Access to hand washing supplies, sanitizer and paper towel will be made readily available
- Students will be reminded of sneeze and coughing etiquette, which will be reinforced with posts inside and outside of the Youth Centre room
- Children will also be taught proper sneeze/ cough routines

4. Physical distancing

- It is extremely difficult to have young children remain physically distanced. BCC staff must be mindful at all times of the importance of physical distance and plan activities/work stations with this in mind. However, keeping in consideration that young children are not super spreaders by any means, it is imperative that staff ensure the emotional and mental welfare of our children is kept at the forefront of our physical distancing policies/habits.
- Wherever possible, children will spend most of the day outside unless inclement weather prohibits this then socially distanced activities will be provided inside BCC.
- Children will be taught social distancing in kind and careful ways including- using books to manage emotions, gentle information to understand COVID (germs and viruses) and simple phrases including, “keep your hands to yourself” and “keep your hands below your shoulders”.
- Lunch time should be inside due to bees, etc, but should be staggered and use of both upper rooms when needed.
- Plexiglass shields should be used wherever needed to help with social distancing.

5. Cleaning and disinfection

- BCC is professionally cleaned daily over and above the following

- BCC Staff will sanitize areas of use after students are done, and will continue to monitor overall cleanliness of the play areas.
- Additional clothing items (which are intended to remain at BCC, two changes per child, as well as soother and stuffy if required for naps (must be left with staff on the first day of attendance and will be washed by staff and stored for future use).
- BCC staff have been advised which handwashing/washroom area is for their explicit use (eg: daycare staff to use washrooms on daycare side only. Preschool to use the washroom on preschool side only. ASC have a dedicated staff washroom at the end of the hall (the door to which is kept closed during program operation).
- BCC handwashing locations are easily accessible, with disinfectant available in each area.
- Staff must wash their hands frequently, specifically when opening or closing doors, handling personal or children's items, after using high use items such as BCC telephone .
- BCC staff have been advised that frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.
- We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, toys, equipment, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (3 times per day) as well as the timing (before and after shift, after lunch, after use).
- Employees who are cleaning have adequate training and materials, including check lists to confirm adherence to cleaning protocols
- We have removed unnecessary toys and furniture to simplify the cleaning process as well as traffic flow throughout rooms.
- Staff areas should be disinfected after use, and each cup/plate/utensil used is to be rinsed and then placed in the dishwasher for final cleaning.

Meals and snacks

- Staff will sanitize all containers in the lunch box lunch boxes and store in the fridge or ask families to put an icepack in the lunch kit.
- Families are asked to ensure that food does not need to be moved from a lunch box into a heating vessel, and that all food is easily heated by putting food requiring being warmed up in a glass container suitable for microwaving.

Employees who get sick at work

- Sick employees should report to the Executive Director even with mild symptoms.
- Employees should be asked to wash or sanitize their hands, provided with a mask, and isolated and asked to go straight home. [Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.]
- If the employee is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the employee who is sick has come into contact with
- Inform the families of children attending the program when the outcome of the illness is confirmed

Communication plans and training

BCC administration will ensure that all staff returning to work will know how to keep themselves safe. This includes:

- A training plan to ensure everyone is trained in workplace policies and procedures.
- All employees have received the policy and procedures for remaining at home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices. [A customizable [occupancy limit poster](#) and [handwashing signage](#) are available on [worksafebc.com](#).]
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including [visitors](#) and [employees](#) with symptoms.
- Coordinators have been trained in monitoring employees and the workplace to ensure policies and procedures are being followed.

Monitoring and Continuation of Assessment

Staff should immediately address any concerns with current procedures/protocols to the Executive Director so that steps can be taken to update policies or procedures. All staff will be involved in this process.

- BCC has a plan in place to monitor risks. This plan will be reviewed at Staff meetings monthly with gaps or concerns addressed immediately.
- Staff will report any of their concerns related to health and safety of other staff or children to the executive director.
- When resolving safety issues, we will involve all coordinators of all programs.

We have a training plan for new staff to address concerns related to hygiene, working with children with a particular attention paid to the lack of physical distancing possible in our line of work.

BCC Communicable Disease Policy and Appendix A (COVID19 protocols)

- BCC has instituted a Communicable Disease Policy for families and Board and staff. It is available on the [BCC website](#). It includes information on self-isolation [self-isolate for 14 days and monitor](#) and symptoms.
- BCC will determine working from home should the need arise for administrative staff.