



### **Bradford Children's Academy Emergency Care Pandemic/COVID 19 plan:**

Bradford Children's Academy will continue to follow all existing health and safety requirements as directed by the local medical officer of health and as outlined in the Child Care and Early Years Act, 2014 and other policies and guidelines issued by the Ministry of Education.

The purpose of this practice is to keep all persons entering the facility safe and to outline all required procedures to be strictly implemented and adhered to daily. This plan will outline what to do in the event that a child, parent or staff member at the site is exposed to COVID-19.

The procedures outline will apply to all person entering Bradford Children's Academy facility- including children, parent/guardians, staff (including cooks and cleaners)

To protect the health of the children and staff during this pandemic we will be enhancing our policies and procedures around social distancing and hygiene. The following steps will be taken:

#### **Cohort Sizes and Ratios:**

The centre will be reducing classroom sizes and will consist of no more then 10 individuals including staff and children. This will not affect any Special Needs Resource staff on site.

The children and staff will stay together throughout the day and are not permitted to mix with any other groups. Reduced ratios will continue to be in effect but will not be able to mix with other groups.

### **Health and Safety Requirements**

#### **Cleaning and Sanitizing Centre:**

All frequently touched surfaces and play areas will be sanitized before and after every use, as well as well commonly used surfaces such as doorknobs, light switches, faucet handles and toilet handles. All items will be cleaned and sanitized using outbreak level Zochlor or the approved chlorine solution at least twice daily.

All staff will have a cleaning and disinfecting log to track and demonstrate the cleaning schedules.

The entire centre has been cleaned, sanitized and has removed any toys/materials that cannot be cleaned easily.

All sleeping cots will be spread apart head to toe, and space will be increased between cots encouraging for distancing. All beds will be sanitized after each child's nap, and all children will have their own cot and not share linens (linens will be brought from home and sent back twice a week for washing or more if needed).

All bottles will be sent home after each night and soothers, and any items that need to be sanitized.

Staff will assist students in proper hygiene practices during but not limited to; before and after meals, outdoor times, and washroom routine.

### **Personal Protective Equipment:**

Masks will be provided in the screening area and when accompanying children from the screening area into their programs.

Staff are required to wear masks when cleaning and disinfecting blood or bodily fluid spills.

Staff are required to wear masks while caring for a child that is sick or showing symptoms of illness.

While wearing a mask, you should always wash your hands before putting on the mask and after you remove the mask.

Proper Handwashing will be enforced between both staff and children.

Handwashing with soap and water is recommended over hand sanitizer for children.

When staff should perform proper hand hygiene:

- Before touching your face
- Before preparing, handling, serving and eating food
- After using the washroom
- Before and after going outside
- After contact with body substances, mucous membranes of the eyes, nose and mouth and non-intact skin
- Before putting on and after taking off PPE
- Before and after child contact
- After touching 'regularly touched' items such as doorknobs, toilets and sink taps
- Whenever there is a chance that your hands may have been contaminated!

### **Screening:**

All children, parents and staff must be screened upon arrival to the childcare centre, this will include daily temperature checks.

If the temperature is equal or greater than 38 degrees Celsius or one has any cold-like symptoms (e.g. cough, shortness of breath, sore throat and/or fever) or vomiting and/or diarrhoea they should stay home, and for anyone who has travelled outside of Canada in the last 14 days, Entry will not be permitted into the centre.

A separate area will be set up for screening practices before entering the centre. This will be a room between the front doors and the main second door.

Staff screening entry will wear appropriate PPE including a gown, mask, gloves, and goggles.

Alcohol-based hand sanitizer to clean the thermometer before/after each use will be available to staff at all times.

A daily log will be of all screening within the centre from children, Parents and staff members.

Once screening of the child is completed a staff member will then escort the child into there program for the day.

Alcohol-based hand sanitizer (70-90%) will be available and mounted at the front and back of the centre entrances. It is also available in the classrooms as well as emergency bags.

An email will be sent to all parents stating the centres policy on symptoms and illness, and preventative measures.

A sign on the door will notify all parents that all temperatures will be checked before/after arrival at care each day.

Staff will monitor the child's temperature and any other signs or symptoms during the day and record any sign of irregularity.

A note will be posted on the door for parents as a reminder to not enter the centre if they have any symptoms or have a fever, travelled, etc.

No child that is ill will be allowed to attend care. A child that has had a fever will need to follow the centre's fever policy and be required to stay home for 24 hours fever free before attending back to care.

### **Attendances:**

Daily records will be kept of anyone entering into the centre and the length of their stay. This would also include (cleaners, maintenance work, people delivering food, and support workers for Special Needs children)

Records will have Name contact information, time of arrival/departure, screening completion/result.

### **Management of children/Staff with possible COVID-19**

Staff/children should not attend the program if they are sick even if symptoms resemble a mild cold.

Symptoms to look for : Fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headaches and just overall not feeling well.

If a child or staff member becomes sick while in our program, they will be isolated in a separate room and family members will be notified for pick up immediately.

We have selected a separate room has been determined for any child that begins to show symptoms of Covid-19 in our centre and in this case, the child will be taken to this room with the on-site supervisor until parents have arrived to take the child home while keeping the 2 meters from each other.

The sick staff or child will be provided with tissues and reminded of hand washing hygiene and proper disposal of tissues.

All items used by the sick person will be cleaned and disinfected, any items that can not be cleaned will be removed and sealed in a container for a minimum of 7 days.

Public Health will then be notified, and their advice will be followed.

Where a child/ Staff member is suspected to having or has a confirmed case of COVID-19, we will report this to the Ministry as a serious Occurrence.

Exposed staff members based on risk assessment done by Public Health may be required to isolate herself/himself for fourteen days. Staff suspected or confirmed with Covid-19 should be sent home immediately. Public Health must be notified ASAP and consulted prior to returning to work.

### **Serious Occurrence Reporting:**

We will report any suspected or confirmed cases of COVID-19 as this is our duty under the Health Protection and Promotion Act. We will contact Public Health unit and they will provide us with specific advice on what control measure we should follow and begin implementing in the centre to prevent potential spread.

We will report where a room, and or centre closes due to COVID-19.

Bradford Children's Academy will then post the serious occurrence notification form, unless otherwise noted from Public Health.

### **Communication with Families**

New Policies will be shared with families for their information and to ensure that they are aware of these expectations, including keeping children home when they are sick, to ensure that all staff and children at the centre remain healthy and safe!

We will share with parents the policies and procedures regarding health and safety protocols to COVID -19.

### **Staff Training:**

All staff will be provided training on the health, safety and other operational measures outlined before re-opening.

Proper instruction on how to clean spaces and equipment, how to safely conduct daily screenings and keep daily attendance records and what to do in a case that someone becomes sick will be part of there training.

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

All parents will enter through the front door of the centre while practising distancing.

Once the parent and child arrive on site, a screening of temperature will be done, and the child will then be escorted into the centre to their classroom.

We are asking parents to not enter the centre without permission and to stay in the screening area where all drop off and pick-ups will happen.

Signage/ Markings will be on the ground for direct families through the entry steps.

Any personal belongings should be minimized and labelled with child's name and kept in cubby space.

### **Visitors:**

There will be no non-essential visitors allowed on site.

Special Need workers will be allowed at the centre following proper screening.

### **Space Set up:**

While setting up play spaces in the classroom, staff will ensure that they are spreading the children out into different areas of the room.

They will be incorporating more individual activities that encourages space between children.

In our outdoor space, the age groups will need to maintain 2 metres apart from each other, there will be markings to indicate the 2 metres.

Staff will ensure that if sensory materials are brought out to explore that they are offered for a single use and labelled with the child's name.

### **Food Provision:**

No self-serve or sharing food is allowed at mealtimes.

Utensils will be used to serve all food and meals will be served in individual portions to the children.

We will be ensuring that proper hand hygiene is practiced when staff are preparing the food and for all children before and after eating.

Markings will be on the table to ensure that distancing is happening during mealtimes.