



COVID-19 Operational Plan
for
Home with a Heart
Kidzone
Kreative Kids

We have entered the Recovery Phase in NB and have been provided with guidelines from the Government on how to proceed as we open our centers. For the time being, visitors will not be permitted to enter the center, other than Government Officials. The following document describes how we will mitigate the risks associated with our work (as best we can) and the expectations of all persons entering our facilities.

Parents are advised to heed the following:

- *adults in contact with children attending our child care facilities need to be hypervigilant about monitoring for symptoms and get tested if they develop 2 or more symptoms (fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue and/or muscle pain, diarrhea or loss of taste/smell)

- *if children attending our child care facilities have a vulnerable adult at home, the parent will want to consider the risk of the child bringing COVID-19 home to the vulnerable adult in the home

- *for adults bringing their child to our facilities, the adults in the child's "bubble" will want to minimize their non-essential movement outside the home

It is absolutely paramount that we follow strict controls as described throughout this document.

Group Restrictions:

- *each group has been limited to 15 children (plus staff).

- *each group will be separated and not intermingle, both inside and outside; within each group of 15, physical distancing is not required

- *for each group, the same educators and the same children will stay together

- *staff-to-child ratios have not changed and will be maintained at all times

- *a group log will be kept for each self-contained group that includes the names of those in the group and the date the group was created; anyone added or removed from the group will result in a new group log being created.

Because the grouping method allows for children within each group to intermingle, all stakeholders, especially parents and staff, must be aware that their actions play a critical role in reducing the risk of infectious disease transmission in our facilities.

There will be no gathering in groups of educators and/or parents on the premises, inside or outside. We are to maintain a social distancing of 2 meters as much as we can to minimize the risks associated with the spread of COVID-19.

Drop off/Pick up:

- *one parent/guardian per family is responsible for the drop-off and pick-up of your child(ren)
- *we are going to do as much of the drop-off and pick-ups outside to limit the amount of adults that enter our facilities; parents/guardians must wear a mask at drop off/pick up
- *school aged children can be dropped off in a kiss-and-ride fashion as long as eye contact is made with an educator before driving off.

Pre-Screening:

- *ANY PERSON(S) entering our facilities will be subject to a pre-screening process
- *temperatures will be taken before entering the facility using a non-contact infrared thermometer; temperatures will also be taken every 5 hours after arrival
- *a Screening Questionnaire for COVID-19 needs to be completed each day for each child/educator/parent entering the facility; parents are responsible to pre-screen their children each day before arriving at the center, using the questionnaire we provided via email.
- *following pre-screening, those children and staff exhibiting symptoms will be advised of the following: strict exclusion of children or educators who are sick with 2 of more symptoms (fever, new or worsening cough, runny nose, headache, sore throat, new onset of fatigue and/or muscle pain, diarrhea or loss of taste/smell) OR a child displaying purple fingers or toes even as the only symptom; if either of these criteria is met, those who are sick must stay home, contact 811 and cannot return until fully recovered

Day-to-Day Operations:

Cleaning and Disinfection Procedures

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

A cleaning and disinfection schedule is in place with clear accountabilities assigned to specific staff. We will be using hot soapy water, an approved disinfectant solution and a household bleach solution (mixed using guidelines from Public Health) for cleaning and disinfecting.

Personal Hygiene Etiquette

Handwashing is one of the best ways to protect ourselves and others from getting sick from COVID-19 and other germs. Handwashing sinks and hand sanitizing products are readily available for all patrons. Children will be monitored to ensure they are washing their hands correctly.

As per direction from the NB Department of Health, all persons must wash their hands well and frequently, including the following times:

- *on arrival
- *before and after meals
- *after using the toilet
- *after blowing nose, coughing or sneezing
- *after playing with shared toys
- *when taking medication
- *after playing outside

In addition, all Educators are required to wash their hands:

- *before and after handling food
- *after assisting with toileting
- *after breaks
- *before and after diapering
- *before and after administering medication





In addition, each child will have their belongings (i.e. change of clothes and naptime bedding) in separate labelled bags. We will monitor the children closely to minimize the touching of the face, eyes, nose and/or mouth with unwashed hands. We will use disposable tissue when coughing and/or sneezing and dispose of those tissue immediately in the garbage, followed by hand washing. Signage on personal hygiene etiquette is posted throughout our facilities.

Food

There will be a dedicated staff to prepare and serve meals. Each child will have their meal/snack prepared and served by one person, where there will be no sharing of utensils, dishes and/or pouring pitchers. During meal and/or snack times, the children will be closely monitored to ensure no sharing or touching of food and/or dishes and utensils takes place. All dishes and utensils will be washed in the dishwasher.

Laundry

Any persons using the washer/dryer will be required to wash their hands before and after doing the laundry. All controls and handles will be wiped down before and after each use. Hot water and laundry soap will be used to wash and the highest temperature possible will be used when drying. Laundry baskets will be disinfected before and after each use.

Napping/Sleeping Areas

All napping areas will be kept clean and sanitary. Cots will be maintained in a clean and sanitary manner. Children will be arranged throughout the area with as much distance between cots as possible. Bedding will not be shared and will be sent home weekly to be laundered and returned.

Outdoor Play Areas

During outdoor play time, educators will be diligent in reminding the children not to touch their face. The sandbox and water table will not be available at this time. Shared toys will be cleaned and disinfected between users. The children and educators will wash their hands upon re-entering the center after outdoor play. We are not permitted to visit local play parks at this time. We will be able to take walks, provided no stops will be made along the route. All outings/field trips are not permitted at this time.

Outbreak Management Plan:

An outbreak when dealing with a confirmed or suspected case of COVID-19 is: one confirmed case (person tests positive for the virus causing COVID-19) or two suspected cases (a child/educator that has 2 or more symptoms). Children and educators who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestions would not be considered a suspect case.

If we have one confirmed case of COVID-19 or 2 suspected cases of COVID-19, we are required to advise Public Health by contacting the Regional Health Authority Public Health Nurse. 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, then the center affected may close. If so, we will not be able to reopen that center until advised by Public Health. Regional Public Health will be involved to manage the outbreak and ensure contacts are identified, public health measure are in place and will lead any communication that is required. Families will be required to pay fees until notified otherwise by the office during the closure.

Control Measures:

If a facility is required to be closed because of an outbreak, Public Health will give the directive to the facility. For facilities with multiple licenses, the Regional Medical Officer of Health will determine if the entire facility will be closed or just the center/room affected. If exclusion/isolation is required, we will ensure that all measures are in place to inform parents/guardians and educators of the situation and of how important this control measure is. Proper exclusion/isolation is one of the most important and effective measure in controlling the spread of disease to others. Parental and educator cooperation is critical.

If a child and/or staff becomes symptomatic during the day, they will be isolated to a designated area (the office) while waiting to be picked up. Pick up is to occur within one hour of notification. The symptomatic child/staff will be required to wear a mask until they have left the center (masks are not recommended for children under 2 yrs of age).

If an outbreak is confirmed, the appropriate notices will be posted for parents/guardians at all entrances to our facilities to ensure that disease information is available for educators and parents/guardians if needed or requested.

Transportation

Drivers have completed a self-assessment at the beginning of each day and all children attending have been pre-screened at home by their parents upon arrival to the center. The driver will wear a mask when children are embarking/disembarking the bus. The children/Educators on the bus/van do not need to wear a mask as long as they are from the same bubble group. **For morning drop off and after school pick up, the children will be required to wear a mask on the bus.** Educators and children will wash their hands before and after each outing.

Educators and children will sanitize their hands before entering the bus. The bus/van will be cleaned and disinfected at the end of each completed run, using an approved cleaner/disinfectant. This applies to high touch surfaces such as door handles, armrests and seatbelts. Updated lists will be kept of the children who are on the bus/van.

School Closure:

If schools are shut down at any point, the rate for our after school program will be \$165/week. We will provide meals and snacks.