



Little
Koala
Montessori Academy

Little Koala
Montessori Academy
COVID-19 Safety Plan

May 28, 2020

Richmond | Surrey | Abbotsford | Delta

www.littlekoalamontessori.com

Dear Parents,

As required by the Ministry of Health and WorkSafeBC, we have developed this COVID-19 Safety Plan for the parents and the staff. It is our goal to provide clear guidelines for everyone as the Province move to lift more restrictions. The plan will also help us to keep your child and the staff healthy and safe which is our top priority. This plan is developed based on the COVID-19 Public Health Guidance for Child Care Settings updated May 19, 2020 (Ministry of Health) and Child Care: Protocols for returning to operation posted May 22, 2020 (WorkSafeBC).

We will update this plan when we receive new instructions from the health authorities. In this plan, you will find information regarding the follows:

1. Access to child care facility
2. Pick up and drop off procedure
3. Hand hygiene and respiratory etiquette
4. Physical distancing
5. Cleaning and disinfection
6. Use of personal protective equipment (PPE)
7. Meals and snacks
8. Nap time and bedding

Thank you for your support and patience as we implement the new protocols.

Please do not hesitate to let me know if you have any questions.

Warm regards,
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Access to child care facility

1. Workers, children, parents, and caregivers must not enter the workplace if they have symptoms of COVID-19 or have travelled outside of Canada in the last 14 days or have been identified by public health as a close contact of a person with a confirmed case of COVID-19.
2. Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the childcare centre. Centre manager must ensure staff are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 and other respiratory diseases prior to entering the childcare centre.
- 3. At daily drop off, parents will be asked a “yes/no” verbal confirmation that children do not have symptoms of common cold, influenza, COVID-19, or other respiratory disease. We will not accept a child drop off if the answer is yes.**
 - Workers with symptoms of COVID-19 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 disease, and their symptoms have resolved.
 - Parents and caregivers are required to assess their children daily for the presence of symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease prior to drop off. Parents and caregivers must keep their children 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.
- 4. If child develops symptoms at home, parents and caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 and other infectious diseases, AND their symptoms have resolved. A doctor’s note must be provided in order to return to the childcare centre.**
5. If child develops symptoms while a childcare, staff must take the following steps:

- Identify a staff member to supervise the child.
- Identified staff member should immediately separate the symptomatic child from others in a supervised area until they can go home.
- Contact the child's parent or caregiver to pick them up right away.
- Where possible, maintain a distance of 2 metres 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.
- Provide the child with tissues, and support as necessary so they can practice respiratory hygiene.
- Open outside doors and windows to increase air circulation in the area.
- Avoid touching the child's body fluids. If you do, wash your hands.
- Once the child is picked up, wash your hands.
- Clean and disinfect the space where the child was separated and any areas used by the child (e.g., bathroom, common areas).
- If concerned, contact the local public health unit to seek further advice. Parents or caregivers must pick up their child promptly once notified that their child is ill.

6. If staff develops symptoms at home, staff must be excluded from work, stay home and self-isolate for a minimum of 10 days from the onset of symptoms and until all symptoms resolve, whichever is longer.

7. If staff develops symptoms while at work, staff should go home right away where possible. If unable to leave immediately, the symptomatic staff person should:
- Separate themselves into an area away from others.
 - Maintain a distance of 2 metres from others.
 - Use a tissue or mask to cover their nose and mouth while they wait for a replacement or to be picked up.
 - Remaining staff must clean and disinfect the space where staff was separated and any areas used by them (e.g., office, bathroom, common areas).
 - If concerned, contact the local public health unit to seek further advice

8. **If a child or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to childcare once symptoms resolve. A doctor's note is required before returning to the childcare centre.**
9. Limit or prohibit visitors to the facility. All visitors are subjected to the same screening questions as outlined before. While in the facility, visitors will be asked to maintain social distance with the staff and the children. Visitors will be able to view the infant toddler room through the window and observe the preschool room from the door. Visitors will not be permitted to enter the classroom area.
10. Staff and student who are ill, including children of essential service workers, will NOT be permitted to attend school.

Pick up and drop off procedure

1. Drop off and pick up should occur outside of the childcare setting where the age of the child and building design make this reasonably practicable.
 - **Preschool class children** will be met with the teacher at the front door. Parents please press the buzzer when you arrive, and a teacher will come to the front to bring your child in. As for pick up, if weather permits, we will go to the playground and you can pick up your child from there.
 - **Infant toddler class children** will require more assistance from the caregiver so parents can drop off and pick up their child in the cubby area. If you also have a child in the preschool class, the preschool teacher will bring your child to you in the infant toddler room cubby area. If they are in the playground, you may pick up from there.
2. A staggered drop-off and pick-up sign-up sheet will be provided by the class teacher for sign up at the beginning of the month. Please pick a time slot that is convenient for you as we aim to reduce traffic at the

centre at any given time. If for any reasons that you are early or late, please be assured that we will attend to you as soon as we can.

4. If parents or caregivers have to enter the facility at pick up or drop off, only one parent or caregiver can enter the facility.
5. Avoid close greetings such as hugs and handshakes.

Hand hygiene and respiratory etiquette

1. Ensure there is an adequate supply of hand washing supplies and alcohol-based hand sanitizer.
2. Wash hands with plain soap and water for at least 20 seconds (sing the "ABC's" or "Twinkle Twinkle Little Star"). Antibacterial soap is NOT needed for COVID-19.
3. Staff, children, and others are required to wash their hands or use alcohol-based hand sanitizer immediately upon entering the facility. Keep hand sanitizer out of the reach of children and supervise its use.
4. Staff are required to wash their hands regularly throughout the day, including:
 - When they arrive at the workplace and before they go home
 - Before and after handling food (raw, cooked or pre-packaged), preparing bottles or feeding children
 - Before and after giving or applying medication or ointment to a child or self
 - After changing diapers
 - After assisting a child to use the toilet
 - After using the toilet
 - After contact with body fluids (e.g., runny noses, spit, vomit, blood)
 - Before donning and after doffing personal protective equipment
 - After cleaning tasks
 - After handling garbage
 - Whenever hands are visibly dirty

5. Support children to wash their hands regularly throughout the day, including:
 - When they arrive at the workplace and before they go home
 - Before and after eating and drinking
 - After a diaper change
 - After using the toilet
 - After playing outside
 - After handling pets and animals
 - After sneezing or coughing
 - Whenever hands are visibly dirty
6. Respiratory etiquette. Children and staff should:
 - Cough or sneeze into their elbow sleeve or a tissue. Throw away used tissues and immediately perform hand hygiene (“Cover your coughs”)
 - It is not recommended that children wear cloth or homemade masks.
 - Not touch their eyes, nose or mouth with unwashed hands.

Physical distancing

1. Staff should maintain a distance of at least 2 metres from each other. Where this is not possible, for example when transferring a very young child from one worker to another, plan and communicate the work task in advance to ensure that time spent in close proximity is minimized.
2. Staff room’s occupancy limit is 2 persons
3. Stagger staff break times.
4. Staff will plan more individual activities to encourage physical distancing between children.
5. It is not always possible for staff to maintain physical distance from children, and between children, when in care. Adhere to the principle of physical distancing where possible, by:
 - Minimizing the frequency of direct physical contact with children.

- Forming a number of separate play areas in order to space children apart. Note that children who live in the same home do not need to maintain physical distance from each other.
- Creating smaller groups or cohorts of children and keeping these groups separate from each other.
- Minimizing the number of different workers that interact with the same child or group of children.
- Organizing snack/meal areas to space children apart.
- Organizing nap areas to space children apart and placing children head-to-toe or toe-to-toe.
- Staggering snack/meal and nap times.
- Including the use of outdoor space for various activities, including snack/mealtime, while adhering to physical distancing and hygiene principles.

Cleaning and disinfection

1. Remove toys from the childcare centre e that have surfaces that are not easily cleaned, such as plush stuffed animals.
2. Parents and caregivers to only bring personal comfort items (e.g., stuffed animals) if they are clean and laundered at the end of each day.
3. Remove unnecessary items from the classroom to reduce surfaces that could become contaminated.
4. Identify all common areas (e.g., washrooms) and frequently touched surfaces (e.g., doorknobs, cupboard handles, light switches, faucet handles, tables, chairs, toys). Develop and implement a cleaning and disinfection schedule and procedures in accordance with the BC CDC's Cleaning and Disinfectants for Public Settings document.
 - **General cleaning and disinfecting of the workplace should occur at least once a day.**
 - **Frequently touched surfaces should be cleaned and disinfected at least twice a day.**

- Toys and objects that children have placed in their mouths should be set aside, for example in a “to be washed” bin, until they are cleaned and disinfected. Toy, objects, and surfaces known to have been in contact with bodily fluids should be cleaned as soon as possible and between uses by different children.
- Clean and disinfect cots and cribs after each use, and launder crib linens between children. If parents are providing their own crib linen, the linens should be laundered and placed in a sealed plastic or washable bag before bringing to the centre. Do not shake the linens.
- Clean and disinfect diapering stations after each use.
- When holding young children, for example when feeding or rocking to sleep, use a blanket or cloth to cover clothing. Change blankets or cloths between children.
- Wash blankets, face cloths, towels, and bibs between uses by different children.
- Empty garbage containers daily.
- If a staff or child leaves the workplace due to symptoms of COVID-19, clean areas those individuals were in, including surfaces they may have touched, immediately upon their departure.
- Maintain an adequate supply of cleaning and disinfection products and materials.

Use of personal protective equipment (PPE)

1. COVID-19 Public Health Guidance for Child Care Settings states that personal protective equipment, such as masks and gloves, are not needed beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.
2. Where PPE has been identified for tasks prior to the COVID-19 pandemic, continue to use this PPE when performing these tasks.
3. Wear disposable gloves when cleaning body fluids (e.g., runny nose, vomit, stool, urine) and when diapering.

4. Determine what PPE may be required for workers who are responsible for cleaning and disinfection. Read product labels and Safety Data Sheets to help make this determination.
5. Non-surgical masks will be provided to the staff. Wearing one is a personal choice and please respect their decision to wear a mask.

Meals and snacks

- Do not allow sharing of food or drink by workers or children.
- Do not use self-serve and family-style meal service. Provide snacks and meals directly to children in individual servings.
- Do not allow children to participate in food preparation.
- Staff will disinfect children's lunch bag when they arrive in the childcare centre each morning.
- A designated tabletop/countertop receiving area will be set up and ensure this area is sanitized. Food provided by parents and caregivers should be stored with the child's belongings or, if refrigeration is required, it should be kept in an area designated for the child's grouping or cohort, where applicable.
- Reusable dishware, glasses, and utensils must be cleaned and sanitized after each use.

Nap time and bedding

1. Staff to keep a 2 feet distance between each cot
2. Staff to ensure each child use their own beddings and send home the beddings for cleaning by the end of each week
3. Staff to sanitize the cots with bleach spray after nap time

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