



Little  
**Koala**  
Montessori Academy

# COVID-19 Safety Plan

Updated on November 23, 2020

Richmond | Surrey | Abbotsford | Delta

[www.littlekoalamontessori.com](http://www.littlekoalamontessori.com)

Dear Parents,

Thank you for your continuous support and patience as we navigate through the current pandemic.

We have received an updated guideline from BC Centre for Disease Control on September 25, 2020 and we have updated our Safety Plan accordingly.

In this revised plan, we have added the daily checklist and what parents need to do in case your child is sick, and the steps required for them to return to daycare.

Please carefully review the revised plan and do not hesitate to let me know if you have any questions. We will continue to monitor the operation and provide further revisions if needed. Please note that our top priority is keeping our children and safe during this challenging time. Thank you for your patience and support.

Warm regards,  
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## Daily Health Check

We have combined the updated Daily Health Check list from BC Centre for Disease Control with our sick policy. **Parents are responsible for performing daily health checks for their child everyday before arriving at the daycare.**

### If your child is showing any of the following symptoms:

1. Please follow the instructions in the chart below for your next steps.
2. Then, complete the LKMA Child Health Self-declaration Form:

[https://docs.google.com/forms/d/e/1FAIpQLSetHq6R2vaCTVFOMrJ\\_2XNcY2WZsdTrBtb4wBrmRFFnlO4kUA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSetHq6R2vaCTVFOMrJ_2XNcY2WZsdTrBtb4wBrmRFFnlO4kUA/viewform)

1. Key Symptoms of Illness	Does your child have any of the following new key symptoms?	Action
	Fever (38°C and above)	Stay home for 10 days or get COVID tested
	Chills	Stay home for 10 days or get COVID tested
	Cough or worsening of chronic cough	Stay home for 10 days or get COVID tested
	Breathing difficulties (breathing fast or working hard to breathe)	Stay home for 10 days or get COVID tested
	Loss of sense of smell or taste	Stay home for 10 days or get COVID tested
	Diarrhea	Stay home for 10 days or get COVID tested
	Nausea and vomiting	Stay home for 10 days or get COVID tested
	Discharge from eye and ears	Stay home for 48 hours or until symptom is resolved
	Yellow or Green runny nose	Stay home for 48 hours or until symptom is resolved
	Pink eye	Stay home for 48 hours or until symptom is resolved
<b>2. International Travel</b>	Have you or anyone in your household returned from travel outside of Canada in the last 14 days?	Stay home for 10 days or get COVID tested
<b>3. Confirmed Contact</b>	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	Stay home for 10 days or get COVID tested

If you wish for your child to return to the daycare, please submit a **NEGATIVE** test result. If a negative test result cannot be provided, the child and family members need to be free of symptoms and released by their doctor or health department.

### **Drop off/ Pick up**

From October 7, 2020, we will ask all parents to remain outside the front gate during the morning drop off and afternoon pick up time.

From November 23, 2020, LKMA requires all parents to wear a face mask when dropping off or picking up your child. Masks are mandatory at the entrance, playground gate, and parking lot to reduce the spread of the virus. Thank you for your cooperation.

### **Drop off**

For both preschool and infant toddler parents, when you arrive at the daycare, please press the buzzer and wait outside the front gate. A teacher will come to greet your child and bring them to the classroom. If there is more than one family at the front entrance, please line up on the gravel path and maintain social distancing between each family.

### **Pick up**

Pick up time for preschoolers will be from 4:15 to 5:15 pm from the playground during this time. We ask that all parents to please stay outside. If you come before or after the time period, please pick up your child from the front gate. As the day becomes shorter, we will move the pickup location back to the front gate with proper notice.

For infant toddler classes, please pick up your child from the front entrance. If there is more than one family at the front entrance, please line up on the gravel path and maintain social distancing between each family.

### **When a child develops symptoms at home**

Parents and caregivers must keep their child at home and see your family physician.

If a COVID-19 test is required, please do the following:

Positive result: please stay at home and return when a negative result can be provided.

Negative result: child may return to the daycare providing that there is no flu like symptoms. If the child is still showing flu like symptoms such as yellow or green runny nose, sneezing, etc. Please keep the child at home for 48 hours or until the symptoms have resolved.

- A doctor's note or a COVID-19 test result showing NEGATIVE must be provided in order to return to the childcare centre.
- Parents or family members who have tested positive for COVID-19 must also take your child for testing and provide a negative result before returning.
- If you have more than one child attending our daycare, if one child is sick, please keep the other child(ren) home as well.
- Please do not give your child fever reducing medication before sending them to the childcare centre.

### **When a child develops symptoms while at daycare**

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 meters 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.

After you pick up your child, please keep your child at home and see the family physician.

IF a COVID-19 test is required, please do the following:

Positive result: please stay at home and return when a negative result can be provided.

Negative result: child may return to the daycare providing that there is no flu like symptoms. If the child is still showing flu like symptoms such as coughing, runny nose, sneezing, etc. Please keep the child at home for 48 hours or until the symptoms have resolved.

- A doctor's note or a COVID-19 test result showing NEGATIVE must be provided in order to return to the childcare center.
- If you have more than one child attending our daycare, if one child is sick, please keep the other child(ren) home as well.

**When a 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. Staff should also contact their family doctor to get tested.

### **When a staff develops symptoms while at daycare**

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 meters 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

### **Visitors**

- All visitors are always required to wear a mask in the daycare.
- All visitors are subjected to the same screening questions as outlined in the COVID-19 Visitor Self-Declaration Form.
- 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 classroom door. Visitors will not be permitted to enter the classroom area.

### **Hand hygiene and respiratory etiquette**

- Ensure there is an adequate supply of hand washing supplies and alcohol-based hand sanitizer.



- 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.
- 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.
- 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

**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

### **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**

- Staff should maintain a distance of at least 2 meters from each other. Where this is not possible, for example when transferring a 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.
- Staff room’s occupancy limit is 2 persons
- Stagger staff break times.
- Staff will plan more individual activities to encourage physical distancing between children.
- 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 few 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**

- Remove toys from the childcare center e that have surfaces that are not easily cleaned, such as plush stuffed animals.
- 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.
- Remove unnecessary items from the classroom to reduce surfaces that could become contaminated.
- 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 center. 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)**

- 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.
- Where PPE has been identified for tasks prior to the COVID-19 pandemic, continue to use this PPE when performing these tasks.
- Wear disposable gloves when cleaning body fluids (e.g., runny nose, vomit, stool, urine) and when diapering.
- 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.
- 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 center each morning.

- A designated a 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**

- Staff to keep a 2 feet distance between each cot
- Staff to ensure each child use their own beddings and send home the beddings for cleaning by the end of each week
- Staff to sanitize the cots with bleach spray after nap time
- Parents must send in clean beddings on Monday of each week

### **Frequently Asked Questions**

Q: What is your definition of fever?

A: Temperature of 38°C and above

Q: How do you take temperature?

A: We use contactless thermometer scanning the child's forehead

Q: What should I do if my child shows symptoms?

A: Please contact your family physician or call 8-1-1. Please keep your child at home and have your child tested.

Q: If the test result is negative can my child return to daycare?

A: Yes, given that there is no other flu like symptoms. If there is flu like symptoms, please your child at home for 48 hours.

Q: My child has runny nose can he/she still come to the daycare?

A: If the runny nose is caused by known allergy (with doctor's note) then he/she

can to the daycare.

Q: Do you have enough space for social distancing indoor?

A: Our capacity is licensed based on floor area per child both indoor and outdoor so, we have enough space for social distancing.

Q: What if there is a positive case in your centre? What is the protocol?

A: If a positive case is identified, we would be contacted by the Public Health to assess the risk. The Public Health would advise if contact tracing, self-isolation is required. We will follow Public Health's instructions to inform the parents.