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*COVID-19 OPERATIONS MANUAL*

# COVID-19 OPERATIONS MANUAL

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## Introduction

This manual is to provide guidance for staff at Jericho Kids' Club to minimize the transmission of COVID-19 and maintain a safe and healthy environment for children and staff. This document is based off of the [British Columbia Centre for Disease Control's Public Health Guidance for Child Care Settings \(February 12<sup>th</sup>, 2021 Update\)](#) as well as [British Columbia Centre for Disease Control's Public Health Guidance for K-12 Schools \(February 4<sup>th</sup>, 2021 Update\)](#).

### **COVID in Child Care settings**

The risk in child care settings is considered low in BC as evidence shows:

- They are controlled environments where effective infection prevention and exposure control measures can be consistently implemented and adhered to;
- Young children (aged 10 and under) in B.C. are unlikely to be infected with COVID-19;
- COVID-19 is less commonly transmitted between children, and between children and adults;
- COVID-19 is more commonly transmitted between adults, and from adults to children; and
- Young children are less at risk for severe illness from COVID-19.

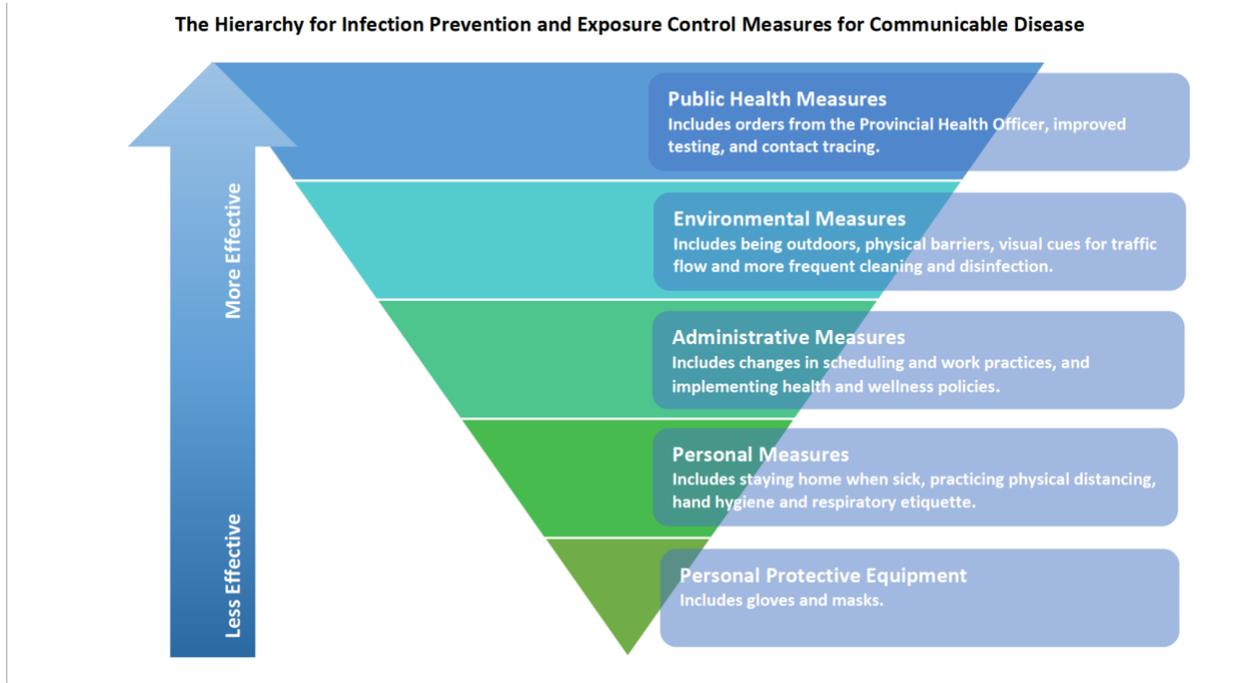
### **COVID-19 and Young Children**

COVID-19 has a very low infection rate among young children. Based on published literature to date, the majority of cases of COVID-19 in young children are the result of droplet spread from a symptomatic adult family member in the household setting. Children do not appear to be the primary drivers of COVID-19 spread in child care facilities, schools, or other community settings.

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## Infection Prevention and Exposure Control Measures

*The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease* describes measures that should be taken to reduce the transmission of COVID-19 in child care settings. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced.



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## Environmental Measures

### **Ventilation and Air Exchange**

Outdoor spaces are ideal when weather permits; when possible, choose to have play time, snacks or meal breaks and learning activities outdoors. Good indoor ventilation alone cannot protect people from exposure to COVID-19; however, it may reduce risk when used in addition to other preventive measures. When weather permits, staff should open windows and doors to promote air circulation and replenish indoor air.

### **Cleaning and Disinfecting**

Regular cleaning and disinfecting of objects and high-touch surfaces is very important to help to prevent the transmission of viruses from contaminated objects and surfaces. Staff will:

- Vancouver School Board will clean and disinfect premises at least once every 24 hours.
- Clean and sanitize high touch (all door handles and kitchen knobs) and frequently used surfaces at the beginning and end of your shift. On full days, this should occur at least once during the day.
- Regularly clean and sanitize items that are designed to be shared.
- Clean and disinfect any surface that is visibly dirty.

### **Centre Toys and Supplies**

- Offer toys that can be easily cleaned and sanitized.
- Limit/remove soft toys, pillows, blankets, and dress-up clothes.
- Toys, manipulatives objects and other items that may not be easily cleaned (including things like sand, foam, playdough, rice etc.) can continue to be used if hand hygiene is practiced before and after use.
- There is no evidence that the COVID-19 virus is transmitted via paper or other paper-based products. Laminated or glossy paper-based products (e.g., children's books or magazines) and items with plastic covers (e.g., DVDs) can be contaminated if handled by a person with COVID-19; however, the risk is low. There is no need for these items to be cleaned and disinfected or quarantined for any period of time, or for hand hygiene to be practiced before or after use.

### **Space Arrangement**

- Staff will organize and facilitate activities to maximize the spacing as much as possible.
- Staff will refrain from activities that promote face-to-face contact.

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## Administrative Measures

### **Cohorting Children and Staff**

As a licensed child care facility, Jericho Kids' Club must adhere to relevant legislation that outlines the types of services and restrictions on age groups, staff ratios, and group sizes. When possible, Jericho Kids' Club will:

- Schedule staff in a way to limit the amount of mixing between children and staff on a daily and weekly basis.
- Reduce the amount of time that mixing of age groups at the beginning and end of days occurs as permitted by legislation.
- If mixing between age groups do occur, staff will ensure adequate spacing is happening and no physical contact.

Due to the nature of school aged care, it may be difficult to match cohorts within school settings, however, Jericho Kids' Club will ensure to the best of their ability, to work with the school on cohorts.

### **Physical Distancing**

Physical distancing is a way that we can slow the spread of COVID-19 by limiting close contact with others. Even though we are not sick, we should still keep about two meters (six feet) or the length of a queen-sized bed from one another when we can when outside our homes (BC Centre for Disease, 2020).

#### **Outside of JKC**

All staff who are employed at Jericho Kids' Club and are expected to adhere to practices of physical distancing including:

- Adhere to current Public Health Mandates.
- Use virtual options to connect with others.
- If you are out in public, keep 2 metres between yourself and others.
- Wash your hands after being in public.
- Stay home when you are sick.
- Cough into your elbow and sleeve.

#### **At JKC**

- Avoid close greetings like handshakes with parents/guardians, or side hugs/high fives with the children.
- Avoid physical contact between staff.
- Avoiding unnecessary physical contact between staff and children.
- Minimizing close, prolonged, face-to-face interactions where possible.
- Encourage everyone to spread out as much as possible within the space.
- Organize more activities that encourages individual play and more space between children and staff.
- Reinforce and remind children of personal space and hands to ourselves.

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It is not necessary to attempt to eliminate close contact between children, recognizing the importance of children's emotional, physical and developmental needs.

### Sign-In and Sign-Out Procedures

- All programs will need to move the sign-in/out islands near the front entrance of their program. Children will continue entering through this door only.
- Staff members will ask arriving children daily health check questions.
- Children's cubbies will be moved to near the front entrance. Parents and guardians are to not enter the care space; Our general care spaces are for JKC staff and children who are attending the program only.
- Staff will receive children and lead them to the sink to guide them through washing their hands.
- Staff will retrieve children from the play space for parents upon pick up.

### Visitors

Visitors entering the school should be limited to those supporting activities that are of benefit to student learning and wellbeing.

- All visitors should be in contact with, and approval from the Program Manager ahead of visits.
- All visitors should provide active confirmation (i.e. sign in at entry, email before entry, etc.) that they have no symptoms of illness and are not required to self-isolate before entering.
- All visitors will wear a mask when in the care space.

### Food and Beverages

[FOODSAFE](#) Level 1 covers important food safety and worker safety information including foodborne illness, receiving and storing food, preparing food, serving food, and cleaning and sanitizing. It is a helpful resource for those seeking education and training on food safety practices.

Food and beverages should not be shared. Children and staff can bring their own reusable food and drink containers to the facility for their own personal use.

- Eliminate group food preparation activities (baking). Children should not be assisting with food prep in any way.
- Children should be seated apart from one another, preferably at different tables or sections of the lunch tables.
- Children should be taking out and putting away their own lunches and snacks.
- Discourage children from putting their hands near the shared tray when asking for items.

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## Personal Measures

### **Self Isolation and Illness**

#### **Stay Home When Required to Self-Isolate**

The following children and staff must stay home and [self-isolate as per public health direction](#):

- A person confirmed by public health as a case of COVID-19; or
- A person confirmed by public health as a close contact of a confirmed case or outbreak of COVID-19; or
- A person who has travelled outside of Canada in the last 14 days.

Anyone required to self-isolate will be supported by public health. Additional information is available from BCCDC.

#### **Stay Home when Sick**

Children and Jericho Kids' Club Staff will stay home when sick.

#### **Daily Health Check**

Daily health check is a tool to use to reduce the risk of a person attending Jericho Kids' Club when potentially infectious.

- Jericho Kids' Club staff, children and families will conduct an active daily health check as per the requirements of the Provincial Health Officer's [Order on Workplace Safety](#). Prior to arrival at a Jericho Kids' Club location, staff and children will review this [WorkSafe Entry Check Document](#).
- If any staff answer yes to any of points of the WorkSafe Entry Check Document, they will stay at home and contact the Program Manager immediately. Staff will refer to the [When To Get Tested for COVID-19](#) as well as use the [BC Covid-19 Self-Assessment Tool](#).
- Families are to be aware of common symptoms of COVID-19 and is checking with their child daily to see if the child is experiencing any of these symptoms, as well as ensuring their child is not required to self-isolate.
- The Ministry of Education's [K-12 Health Check](#) app and the [When To Get Tested for COVID-19](#) resource can be used to support daily health checks for children and families.

#### **What To Do When Sick**

Staying home when sick is one of the most important ways to reduce the spread of communicable diseases, including COVID-19. All staff and children will stay home if they are ill. Staff or children who are experiencing symptoms of a previously diagnosed health condition do not need to stay home and a doctor's note is not required to attend Jericho Kids' Club sites.

Jericho Kids' Club staff, children and families who enter Jericho Kids' Club sites are expected to follow the guidance from [BCCDC](#). Nobody will attend or come to Jericho Kids' Club if they are sick.

#### **Developing Symptoms at JKC**

If a child starts showing illness symptoms while at Jericho Kids' Club, it is important to isolate the individual, then seek assistance from the Program Coordinator or Program Manager right away, so they can guide you through the next steps. The Administrative Manager and Executive Director should be

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contacted when the Program Manager is unavailable. All programs must have a designated isolation area reserved for this purpose.

If a staff member starts showing symptoms of illness while at Jericho Kids' Club, they will go home and notify the Program Manager right away and other staff members will thoroughly clean the space after the (sick) staff member has left.

When a child or staff is sent home due to illness, it will be documented as a confidential log following regular guidelines of a confidential log.

### **Returning to JKC After Sickness**

When a Jericho Kids' Club staff or child can return to Jericho Kids' Club depends on the type of symptoms they experienced as outlined in the [When To Get Tested for COVID-19](#) resource.

If based on their symptoms a test was not recommended (i.e., the guidance is to 'stay home until you feel better'), the person can return to school when their symptoms improve and they feel well enough.

If based on their symptoms a test is recommended (i.e., the guidance includes 'get tested'), the person must stay home until they receive their test result.

- If the test is negative, they can return to school when symptoms improve, and they feel well enough.
- If the test is positive, they must follow direction from public health on when they can return to school.

Jericho Kids' Club staff, children and families can also use the [BC Covid-19 Self-Assessment Tool](#) app, call 8-1-1 or their health care

Jericho Kids' Club staff and children may still attend school if a member of their household develops new symptoms of illness, provided the individual has no symptoms themselves. If the household member tests positive for COVID-19, public health will advise the asymptomatic individual on quarantine or self-isolation and when they may return to Jericho Kids' Club. Most illness experienced in BC is not COVID-19, even if the symptoms are similar.

### **Hand Hygiene**

Hand washing with soap and water is the single most effective way to reduce the spread of illness. Children forget about proper hand washing, so practice often and teach them to wash their hands properly in a fun and relaxed way. Whenever possible, please stand with the children and offer guidance if needed.

When sinks for hand washing are not available, you may use alcohol-based hand sanitizers contain at least 60% alcohol. All staff will always aim to carry sanitizer or alcohol-based wipes on them.

#### **6 Steps to Proper Handwashing**

- 1) Wet hands with warm running water

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- 2) Apply a small amount of liquid soap
- 3) Rub hands together for at least 20 seconds (sing a song). Rub palms, back of hands, between fingers, and under nails while creating a lather
- 4) Rinse off all soap with running water
- 5) Dry hands with a clean, disposable paper towel
- 6) Discard the used paper towel in organics bin

### **Staff and Children Should Wash Their Hands:**

- When they arrive and before they depart
- Before eating and drinking
- After using the toilet
- After returning into the care space (gym, outside, etc.)
- After cleaning tasks
- After sneezing or coughing into hands
- Whenever hands are visibly dirty

### **Respiratory Etiquette**

Children and Staff should:

- Cough or sneeze into their elbow or a tissue. Throw away used tissues and immediately perform hand hygiene.
- Refrain from touching their eyes, nose or mouth with unwashed hands.

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## Personal Protective Equipment (PPE)

### **Non-Medical Masks and Face Coverings (Masks)**

Although personal protective equipment (including masks) is low on the Hierarchy of Infection Prevention and Exposure Control Measures, it can provide an additional layer of protection when more effective measures are not feasible. Masks have a role to play in preventing the spread of COVID-19. They provide some protection to the wearer and to those around them. The term 'mask' in this document means a non-medical mask or face covering. Medical-grade masks are not recommended within school settings for general use.

Masks do not prevent the spread of COVID-19 on their own. They should not be used in place of physical distancing or any other measures noted in this guidance. Masks can be safely worn by school-aged children.

### **For Children:**

Mask usage for children at Jericho Kids' Club will be based on their personal or family/caregiver's choice. It is not mandatory.

### **For Jericho Kids' Club Staff:**

It is mandatory for all staff at Jericho Kids' Club to wear a mask while indoors except while eating and drinking. Staff should refer to the [How to Wear a Face Mask](#) document for guidance. Disposable masks are available at each of Jericho Kids' Club locations.

Masks are not mandatory when outdoors and if physical distancing practices are maintained.