



COVID-19 Operational Plan

Summary of Key Strategies to Prevent and Control COVID-19 Spread

- Employees or children must not attend if they answer yes to any of the questions on the **COVID-19 Screening Questionnaire for Early Learning Childcare Facilities and Summer Camps**. If answered yes to any of the questions, an individual who has symptoms of COVID-19, should either:
 - Register online for a test by visiting the COVID-19 self-assessment page of the Government of New Brunswick COVID-19 web page,
 - Contact Tele-Care 811, or
 - Contact their primary care provider.

The 811 operators or primary care provider will evaluate the individual before sending them for testing. Following Public Health advice, children can attend the facility if they only have **ONE** COVID-19 symptom.

Please Note: Children or employees who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded, as well as individuals who meet the criteria for exemption as stated on the **COVID-19 Screening Questionnaire for Early Learning Childcare Facilities and Summer Camps**.

- If an employee or child tests positive for COVID-19, Public Health will identify who the close contacts are and manage the outbreak with respect to Public Health measures and communication (For more information, please see **Records**).
- Employees are encouraged to remind children to practice good respiratory etiquette, such as covering the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing, as well as good hand hygiene. As such, employees should ensure that there is increase access to tissues, handwashing stations, and hand sanitizer (For more information, please see **Personal Hygiene Etiquette**).

- Employees are to engage in enhanced regular cleaning of the classroom, particularly with regard high touch surfaces (For more information, please see **Cleaning and Disinfection Procedures**).
- Employees are to respect physical distancing as described below (For more information, please see **Physical Distancing**).

COVID-19 Awareness

Little Geniuses Day Care Centre Inc. has provided parents/guardians with information on the additional COVID-19 related measures that are required for childcare attendance during the recovery phase (For more information, please review the **Parent/Guardian COVID-19 Contract**). In addition, signage such as **COVID-19 Public Health Advice, Cleaning and Disinfection for COVID-19, Hand Washing and Hand Sanitizing, and Use of Community Face Masks**, has been posted throughout the Centre. Employees must ensure that their classroom signs are posted at all times.

Records

As we are required by Public Health to have all up to date records of household members for each child attending (e.g., names and contact numbers), employees must ensure that their classroom's **Emergency Contact Records** are updated. If there are any changes, employees must inform the Director, Melissa McCallum, as soon as possible

In addition, a log must be kept for each self-contained group. The log must include the names of those in the group (including the Educators, support staff), hours of operation, group name, and the date the group was established, in the event Public Health asks for the information to help with contact tracing, if a positive COVID-19 case was found in the Centre (For more information, please see **Appendix D Group Log**).

Drop-off and Pick-up

Only one parent/guardian per family is permitted to drop-off and pick-up their child(ren). Drop-off times are from 7:30 a.m. to 9:30 a.m., and pick-up times are from 4:00 p.m., to 5:30 p.m. (11:00 a.m.-11:30 a.m. for Morning Preschool). In the event a parent/guardian cannot drop-off or pick-up during such times, they must email sara@littlegeniusesdaycare.com one day in advance to make alternative arrangements, or in the case of an emergency call the Centre at 453-7759 or the cell at 476-2459. Parents/guardians will be met at the front door by an employee, and will be required to indicate that they have completed the **COVID-19 Screening Questionnaire for Early Learning Childcare Facilities and Summer Camps (including a temperature check)** for each time they drop off. At pick-up, parents/guardians will be required to wait at the door until their child(ren) is brought to them. At no time, shall parents/guardians be in the Centre. During drop-off and pick-up times, we ask that parents/guardians anticipate varying wait times, as well as practice 2-metre physical distancing.

Pre-Screening Tool

Prior to attending, parents/guardians will be required to sign the **Parent/Guardian COVID-19 Contract**. Before entering the Centre, employees, children, and others deemed essential (e.g. EECD staff) must be pre-screened by completing the **COVID-19 Screening Questionnaire for Early Learning Childcare Facilities and Summer Camps**. Following pre-screening, if an individual answers yes to any of the questions, they should either:

- Register online for a test by visiting the COVID-19 self-assessment page of the Government of New Brunswick COVID-19 web page,
- Contact Tele-Care 811, or
- Contact their primary care provider.

The 811 operators or primary care provider will evaluate the individual before sending them for testing. Following Public Health advice, children can attend the facility if they only have **ONE** COVID-19 symptom.

If an employee or child tests positive for COVID-19, Public Health will identify who the close contacts are and manage the outbreak with respect to Public Health measures and communication (For more information, please see **Records**).

Safeguards for Visitors

Visitors (e.g., other essential staff such as EECD staff and Public Health Inspectors) must follow the pre-screening protocol described above, as well as wash their hands upon entry at the nearest handwash station, wear a community face mask, and maintain 2-metre physical distancing as much as possible. In addition, visitors will be required to provide their name, contact information and duration of visit (For more information, please see **Appendix D Visitor Log**). Non-essential visitors (e.g., salespersons, etc.) are not permitted to enter the facility during operating hours.

Physical Distancing

Each group of 15 children (plus educators) is exempt from the 2-metre physical distancing requirement. Although exempt, employees should encourage children not to touch others and to practice good personal hygiene. In addition, groups can not be reconfigured more than once a week.

For each group, the same educator(s) and same group of children should stay together at all times. However, multiple groups of 15 children are permitted to play in the same area provided a 2-metre separation between each group is maintained. For the outdoor play area, dividers can be used to create distinct sections for each group.

Please Note: Emergency Evacuation Drills will take place without physical distancing.

Community Face Masks

All visitors to the Centre must wear a community face mask. In addition, relief staff or Educators working within other groupings must also wear a mask and try to maintain social distancing. In all instances when 2-metre physical distancing from adults outside of an individuals' group is not possible, a community face mask must be worn.

The following directives are currently in place and may be adjusted as new evidence becomes available.

- Preschool-age children (0-4 years) who attend early learning and childcare facilities are not required to wear a community mask.
- School-age children (5-12 years) who attend early learning and childcare facilities are encouraged to wear a mask when they are in common areas, including within their groups.
- Employees must follow the Mandatory Order for the region in which they are working.
- Employees are expected to have two clean community masks with them every day.
- Parents/guardians are asked to provide a community mask for their child(ren), in the event they become ill.
- The use of community masks will not apply to children or employees who have been advised by a medical professional to not wear one due to an underlying medical condition, such as autism spectrum, asthma, etc.
- A community mask should be at least two layers of tightly woven fabric, that covers the nose, mouth and sides of the face.

Please note: Masks are not recommended for children under two years of age.

Cleaning and Disinfection Procedures

Increasing the frequency of cleaning and disinfecting outdoor and indoor toys, as well as high-touch surfaces is significant in controlling the spread of viruses, and other microorganisms. All toys must be washed at least once daily and when soiled. All surfaces, especially those general surfaces that are frequently touched, such as doorknobs, handrails, learning materials, etc., should be cleaned and disinfected at least twice daily and when soiled. Toys that children may put in their mouth must be cleaned and disinfected and then rinsed with potable water after each use. All soiled surfaces should be cleaned before disinfecting, unless otherwise stated on the product. To ensure cleaning and disinfecting procedures are being done adequately, and to decrease diffusion of responsibility, it is highly recommended that specific individuals are assigned to specific duties (For more information, please see **COVID-19 Cleaning Schedule** as well as pages 23-27, *Sharing Materials Within a Grouping*, in the **Covid-19 Guidance for Early Learning and Childcare Facilities** document).

Personal Hygiene Etiquette

Hand Washing

Hand washing is one of the best ways to protect yourself and others from getting sick from COVID-19 and other germs. Employees should ensure that handwashing stations with soap and water and/or hand-sanitizing products are readily available. In addition, employees should monitor children to ensure they are washing their hands correctly.

To wash your hands properly with soap and water, follow these steps:

- Wet your hands and apply liquid soap or clean bar soap.
- Rub your hands vigorously together, scrubbing all skin surfaces. Pay special attention to the areas around your nails and between your fingers.
- Continue scrubbing for at least twenty seconds. Sing the Happy Birthday song twice!
- Rinse your hands and dry them well.
- Turn off taps with paper towel.
- Open door of bathroom with paper towel in hand and then dispose in waste basket (For more information, please see the **Hand Washing** sign).

Hand Washing with Hand Sanitizer

Alcohol-based hand sanitizer with a minimum 70% alcohol that has been approved by Health Canada may be used by children and employees if they do not have access to soap and water, and if their hands are not visibly soiled. Employees are to supervise children when using these sanitizers. Hand sanitizer products must not be ingested and must always be kept out of reach of children.

To wash your hands properly with alcohol-based hand sanitizers, follow these steps:

- Apply hand sanitizer.
- Rub onto the front and back of hands, between fingers, around nails (especially cuticles), thumbs and wrists.
- Rub until dry (For more information, please see the **Hand Sanitizing** sign).

Employees and children must practice good hand hygiene. They must wash their hands frequently with soap and water, especially:

- On arrival.
- Before and after meals.
- After using the toilet.
- After blowing nose, coughing or sneezing.
- After playing with shared toys.
- After handling animals or their waste.
- When taking medications.

- After playing outside.

In addition, employees are required to wash their hands:

- Before and after handling food.
- After helping a child use the toilet.
- After breaks.
- Before and after changing diapers.
- Before and after giving medications.

Other Personal Hygiene Etiquette

- Every child shall have their own grooming materials which are to be stored in a way to prevent cross-contamination in their cubby. They should be adequately identified with a label and segregated.
- Avoid touching the face, eyes, nose, or mouth with unwashed hands.
- Cover the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing. Dispose of used tissues immediately and then wash hands.

Additional Measures to Help prevent and Control COVID-19 Spread

Supplies

Little Geniuses Day Care Centre Inc. will ensure that all the necessary supplies, such as hot/cold potable running water, liquid soap, paper towel, tissue, toilet paper, cleaning and disinfecting supplies, and personal protection equipment (i.e., community masks and disposable gloves) are provided.

It is important that employees carefully monitor supplies to ensure stock is maintained during operating hours. If stock is low, please notify the Owner, Sara Thornton either in person, by email at sara@littlegeniusesdaycare.com, or by text at 476-2459. To reduce confusion, please do not notify any other person.

Washrooms

All washrooms must be equipped with hot and cold running water under pressure, liquid soap, paper towel, toilet paper, tissue, and garbage containers. **Hand Washing** and **Hand Sanitizing** signs must be posted at all times. Washrooms should be cleaned frequently (For more information, please see **COVID-19 Cleaning Schedule**).

Handwashing Stations

Handwashing stations must be equipped with hot and cold running water under pressure, liquid soap, hand sanitizer, and paper towel. **Hand Washing** and **Hand Sanitizing** signs must be posted at all times. Hand washing sinks should be cleaned after each use (For more information, please see **COVID-19 Cleaning Schedule**).

Food

For health and safety reasons, food will not be offered at this time. Therefore, parents/guardians are responsible for sending all lunches, snacks, and beverages that require no further preparation. Water bottles should be washed at the start of each day in the dishwasher.

Napping and Sleeping Areas

- Ensure the napping and sleeping areas are kept clean and sanitary.
- Ensure cots, beds, cribs, or mats are maintained in a clean and sanitary manner.
- Arranging children so they nap head to feet would be appropriate if possible.
- Blankets, covers, and pillowcases must not be shared and must be laundered at least weekly, or more often if soiled. Employees are to ensure that these items are sent home with parents/guardians as needed.

Outdoor Play Areas

- For multiple groups of 15 or less, play times may have to be staggered to meet the physical distancing requirement of 2-metres between each group.
- During playtime, employees must be vigilant in reminding children to not touch their face.
- Before and after each playtime, staff must be vigilant in ensuring children wash their hands.
- Toys must be cleaned and sanitized after each group is done with them.

Please Note: When children are visiting municipal parks, employees must ensure that children are following good personal hygiene while on the equipment, and that children wash their hands after playing on the equipment.

Transition Times:

Transition times will be staggered so that common areas will only have one individual group at a time.

Field Trips

Field trips, outings, trips to splash pads, and other local sites, such as libraries, are permitted provided operators follow the applicable health and safety guidelines and meet all requirements around physical distancing and site capacity. Employees must ensure that they have parental permission to take children off-site and must respect if a parent/guardian chooses to prohibit their child from participating and leaving the facility.

Field trips or outings are permitted provided the following conditions are met:

- Individual groups must be maintained.
- Avoid crowded places where physical distancing of 2 metres cannot be maintained.
- Outdoor settings should be preferred over indoor to reduce the risk for transmission of COVID-19.
- Ensure there is access to handwashing and/or alcohol-based hand sanitizer during the outing. Handwashing is required if the activity involves getting the hands dirty.
- If transporting children in vehicles, all transportation requirements must be met.
- Children are to bring their own pre-filled water bottles.
- Logs of field trips must be maintained (For more information, please see **COVID-19 Outing Consent** form).

Special Events

Holiday events, festivals and other activities that bring together groups are not permitted at this time.

Transportation

When providing transportation, the following guidance must be respected:

- Drivers are to complete a self-assessment at the beginning of each day.
- Passengers, including the driver, must be at least one metre apart when loading and unloading.
- At a minimum the following seating arrangement will be followed:
 - Only the driver in the front, unless the driver and passenger are both wearing masks.
 - For each subsequent row of seats, no more than 1 passenger per row:
 - The exception would be children that are part of the same household or grouping. These children may sit up to 3 to a row.
- All other employees in the vehicle are required to wear a mask unless the employee and the children are from the same individual group.
- Children are not required to wear a mask if seated with children from the same individual group or household. If groupings cannot be maintained, masks should be worn by school-aged children during the transportation. Upon arrival, the children should be placed in their regular grouping.
- Employees and children must wash their hands in the Centre before leaving and upon return.
- Employees are to have a supply of hand sanitizer to sanitize children's hands once they arrive at their destination.
- Vehicles are to be cleaned and disinfected at the end of each completed run. This would apply to high touch surfaces such as door handles, armrests, and seatbelts.
- The Centre must keep a vehicle log which includes the date travelled and a list of passengers to facilitate contact tracing (For more information, please see **COVID-19 Bus Log**).

Control Measures as Guided by Public Health if an Outbreak is Detected.

Outbreak Management Plan for COVID-19

If a child (or employee) develops symptoms or signs of COVID-19 while at the Centre, he/she is to be isolated in the office or entry, and employees are to notify the parent(s)/guardian(s). Parent(s)/guardian(s) are expected to pick up their child within 1 hour. Where possible, anyone providing care to an ill child should maintain a physical distance of 2-metres. It is important that the group of combined children/employees that the symptomatic child was in, not mix with the rest of the Centre population until the 'suspect case' is assessed. If a 2-metre physical distance cannot be maintained from an ill child, the child should wear a mask. Ill employees must immediately isolate from others and wear a community mask until they are able to leave the Centre. Hygiene and respiratory etiquette must be practiced while the ill child/employee is waiting to be picked up. Environmental cleaning and disinfection of the classroom and isolation area must be conducted once the ill child/staff has left the facility.

Outbreak Management Process

1. The Regional Medical Office of Health will notify the Centre and the Early Learning and Childcare branch of a positive case of COVID-19. All other confirmed case(s) related to the outbreak will be communicated to the Centre by either telephone or by email.
2. The Owner or Director will inform the Early Learning and Childcare branch of a positive case of COVID-19 in the Centre. Communication to the parents/guardians will be guided by the Regional Medical Officer of Health, in collaboration with the Early Learning and Childcare branch.
3. The Centre must follow the orders of the Regional Public Health Office. Regional Public Health will be involved to manage the outbreak, ensure contacts are identified, ensure public health measures are in place, advise on any additional cleaning/disinfection requirements and lead any communication that is required.
4. Confidentiality of a suspect or confirmed case is paramount. It is important that all personal health information remain confidential unless Public Health requires the information for contact tracing. Only a limited amount of early learning and childcare facility personnel, on an as needed basis for contact tracing, will be informed of the name of the individual who has tested positive for COVID-19.
5. Public Health Officers will contact those individuals who must self-monitor or self-isolate. Public Health Officers will decide if specific individuals, one group, or the entire Centre will need to be sent home to self-monitor or self-isolate. They will inform the Centre and the Early Learning and Childcare Branch of the actions needed.

6. If exclusion/isolation is required, the Centre must ensure that measures are in place to inform parents/guardians and early learning and childcare facility personnel of the situation and of how important this control measure is with resources from Regional Public Health. Proper exclusion/isolation is one of the most important and effective measures in controlling the spread of disease to others. Parental and early learning and childcare facility personnel cooperation are critical.

7. Public Health Officers will monitor anybody who has been ordered to self-isolate.

8. In the event the Centre is required to close due to an outbreak, the Regional Medical Officer of Health will give the directives to the Owner. The Regional Medical Officer of Health will notify the Office of the Chief Medical Officer of Health. The Owner is required to immediately notify the Early Learning and Childcare Branch.

9. Public Health Officers will inform those individuals who have been ordered to self-isolate of when the order ends. Public Health Officers will inform the Owner or the Early Learning and Childcare Branch of when a group or the entire Centre can physically return to the facility

For more information, please see the **Public Health Communicable Disease Team Contact List**.

Please note: COVID-19 restrictions may be increased or decreased at any time. For additional information, please see the **Covid-19 Guidance for Early Learning and Childcare Facilities** document.