

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020



Department of Education and Early Childhood Development

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020



LIVING DOCUMENT

This document is intended to inform parents and early learning and childcare facility personnel on the operations of an early learning and childcare facility during the pandemic. As scientists around the world make new discoveries regarding the transmission, controls and treatment of COVID-19, the directives of Government will be adapted and may differ from what they are today. All relevant documents will be modified to reflect any new updates.

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020



TABLE OF CONTENTS

INTRODUCTION.....	4
GUIDING PRINCIPLES	5
OPERATIONAL PLAN	5
MESSAGING FOR PARENTS: WE ARE ALL IN THIS TOGETHER	6
GUIDELINES.....	8
SCREENING PRACTICES	17
OUTBREAK PREVENTIVE MEASURES	17
APPENDIX A – USE OF COMMUNITY MASKS	18
APPENDIX B – TRANSPORTATION DIRECTIVES.....	19
APPENDIX C – CLEANING AND DISINFECTION.....	21
APPENDIX D – DAILY LOG	28
APPENDIX E – SCREENING DIRECTIVES	30
APPENDIX F – OUTBREAK MANAGEMENT	31

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020

INTRODUCTION

The *COVID-19 Guidance for Early Learning and Childcare Facilities* presents the Department of Education and Early Childhood Development's provincial expectations and standards for the safe operation of Early Learning and Childcare Facilities during the COVID-19 pandemic. The guidance presented in this document has been created in consultation with Public Health. It is based on scientific evidence and expert opinions and should be used in the development of the facility's Operational Plan. The goal is to create a safe and healthy environment for early learning and childcare facility staff and children by making the necessary adjustments to help limit the risk of exposure to COVID-19.

This document is specific to COVID-19 pandemic. For managing other types of communicable diseases, Early Learning and Childcare Facilities are to follow the *Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare Facilities*. Directives contained in this document take precedence over other reference documents unless otherwise specified.

The standards outlined in this document may change depending on the status of the State of Emergency and the [Mandatory Order](#). Depending on how the pandemic progresses in New Brunswick, these temporary constraints could be relaxed or become more stringent. This document is subject to change as new information on transmission and epidemiology becomes available. For updated information please visit the [New Brunswick COVID-19 website](#).

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020



GUIDING PRINCIPLES

Safe and Healthy Environment

- Each early learning and childcare facility are required to have an operational plan laying out the health and safety guidelines.
- Individual operational plans will be shared with parents.
- Groupings of children (bubbles) will minimize the risk of transmission in the early learning and childcare facility setting and facilitate contact tracing.

Collaboration with Public Health

- This document was developed in conjunction with Public Health and the Office of the Chief Medical Officer of Health.
- Public Health plays a critical role in ensuring a healthy and safe environment. The Department will continue to collaborate with Public Health to ensure information is up to date and best practices are followed.
- If a positive case of COVID-19 is confirmed in an early learning and childcare facility, the early learning and childcare operator will work with Public Health to support contact tracing.
- Public Health will make informed decisions and communicate directly with the Department, the early learning and childcare operator and parents on next steps.

OPERATIONAL PLAN

Operators of early learning and childcare facilities must develop an operational plan outlining how they will manage daily operations in order to meet the health and safety measures outlined in this document. The operational plan will detail procedures on how the operator will implement group restrictions within the facility while still maintaining staff-to-child ratios and disease prevention controls such as personal hygiene, cleaning and disinfection, and the management of illness.

Operators are to make their operational plan available to Worksafe NB inspectors during an unannounced visit or a pre-scheduled visit.

Information on the process of planning for and creating an [operational plan](#) can be located on the Government of New Brunswick's [COVID page](#).

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020



MESSAGING FOR PARENTS: WE ARE ALL IN THIS TOGETHER

Every New Brunswicker has a role to play

- Be kind. Do not judge others. Focus on playing your part.
- Care for yourself and your family by staying active and fostering mental wellness.
- Screening is critical. Prior to leaving for early learning and childcare facility, make sure your child is well. Review the screening protocol each morning.

Protect yourself, protect others

- If you or your child has COVID-19 symptoms or if you are not feeling well, stay home, visit the Government of New Brunswick's [COVID page](#), contact 811 or your primary health-care provider.
- Every child attending early learning and childcare facility must ensure they bring a mask to the childcare facility. The mask must be cleaned daily.
- Being tested when symptoms are present is being responsible.
- Early learning and childcare staff will follow protocols for children who are ill.
- Check the Government of New Brunswick's [COVID page](#) website for the latest list of symptoms.
- Follow Public Health's advice; they are the experts.

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020

Personal safety etiquette

- Regular handwashing is one of the best ways to protect yourself and your family from getting sick. Wash hands when leaving home, arriving at the early learning and childcare facility and throughout the day.
- Wash hands with soap and water. Hum the “Happy Birthday” song twice. Hand sanitizer may be used when there is no access to soap and water, however, it does not replace handwashing.
- 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.
- Avoid touching the face, eyes, nose or mouth with unwashed hands.

Wellbeing and security

- Parents, children and early learning and childcare facilities will help foster a culture of respect and mindfulness.
- Safe and healthy behaviours will be promoted and modelled.

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020



GUIDELINES

The following guidelines will be implemented in early learning and childcare facilities:

Groupings of children

- Early learning and childcare facilities will organize children into smaller group sizes. Each group must not exceed 15 children plus the early learning and childcare personnel and there is a maximum of two groups per room.
- Children do not have to practise physical distancing within their group; however, they will not be able to interact with other groups and will have to keep a physical distance of two (2) metres from children from other groups.
- Educator(s) will stay with the same group of children throughout the day, including at the beginning or ending of the day. Facilities cannot reconfigure groups when attendance may be lower at the start of the day or as numbers dwindle at the end of the day.
- When educators are on break, a relief educator may enter the group. The operator must ensure that the same relief educator is used consistently for the same groups, as much as possible. Relief educators must wear a mask when with the group.
- New children entering the facility must be put into a group that is age appropriate.
- To facilitate contact tracing and the potential spread of COVID-19, the reconfiguration of groups should be limited to once per week to accommodate changes in numbers due to illness, vacation, etc.
- Avoid close greetings (e.g. hugs and handshakes). Educators will regularly remind children to “keep your hands to yourself.”
- Manage the flow of people in common areas, including hallways, washrooms, etc. Be aware of areas that may act as bottlenecks (coat closets, entrances, stairways).
- Outdoor activities and meal breaks may have to be staggered to meet the physical distancing requirement between groups of children.

Early learning and childcare facility personnel

- Early learning and childcare facility personnel will respect physical distancing of two (2) metres in common areas (i.e. staff meetings or staff rooms).
- Relief educators who interact with other groups of children must wear a community mask while with the children and try to respect physical distance.

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020



Use of community masks

The use of community masks may be required in certain situations within the early learning and childcare facility. More information on the use of community masks is available in *Appendix A: Use of Community Masks*.

Transition times

Operators of early learning and childcare facilities are encouraged to look at modifying their schedules to reduce congestion inside and outside of their facilities. This is to ensure physical distancing and groupings are respected. The early learning and childcare facility schedule will also look at ways to reduce congestion during lunch and any other time children are moving within the facility. Facility operational plans will include an overview of how transition times are implemented.

Outdoor play areas

- For multiple groups of children 15 or less, play times may have to be staggered to meet the physical distancing requirement of two (2) metres between each group.
- Early learning and childcare personnel must be vigilant in ensuring children are following good hygiene while playing outside. Hand washing is required before and after outdoor play.
- Early learning and childcare facilities are permitted to use their own or municipal play structures (slides, swings, monkey bars, etc.).
- Water activities are permitted, provided public health measures are respected. Examples of water activities include water tables, playing with sprinklers, slip and slides, and water balloon fights.

Transportation

Guidance regarding transporting children in early learning and childcare facilities is outlined in *Appendix B – Transportation Directives*.

Field trips

Field trips and outings are permitted, provided operators follow the applicable health and safety guidelines in this document, as well as, any other guidelines required in the [Mandatory Order](#). Operators must ensure they have parental permission to take children off-site and must respect if a parent chooses to prohibit their child from participating and leaving the facility.

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020



Field trips or outings will require enhanced planning to ensure health and safety guidelines are met. Crowded places where physical distancing of 2 metres cannot be maintained are avoided.

Such details must be added to the operational plan of the facility.

Field trips or outings are permitted under the following conditions:

- Individual groups (bubbles) must be maintained.
- Outdoor settings should be preferred over indoor to reduce the risk for transmission of COVID-19.
- 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 bring their own pre-filled water bottles.
- Logs of field trips must be maintained. Operators must record:
 - participants (staff/children)
 - date
 - time
 - duration of field trip
 - place/location
 - transportation method used

Shared materials

Cleaning and disinfecting guidance for early learning materials and props are outlined in *Appendix C – Cleaning and Disinfecting Directives*.

Special events

Holiday, special events or celebrations that bring groups of children or parents together are not permitted at this time.

Parent information

Operators of early learning and childcare facilities are to provide parents with information on the additional COVID-19 related measures that are required for childcare attendance as well as the facilities' operational plan. The operators will

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020



post up to date signage throughout their facility. For up to date signage please visit the [Resources](#) section of the New Brunswick COVID-19 website.

Access to Early Learning and Childcare Facilities

- Access to early learning and childcare facilities will be limited to the following:
 - Children who attend the facility
 - Early learning and childcare staff members (operators, administrators, educators, volunteers, etc.)
 - Employees delivering early childhood programs (Early Intervention, Talk with Me, Preschool Autism Services, etc.)
 - Visiting professionals that are essential to the facility (Department of Education and Early Childhood Development staff, Public Health inspectors, Worksafe NB inspectors, social workers, fire inspectors, repair workers etc.)
- Any visiting professional or early childhood program employee who travels from one facility to another and has contact with early learning and childcare staff members or children will maintain a physical distance of two (2) metres from everybody unless they need to be closer to a child to deliver services. They must also wear a community mask while in the facility.
- Drop-in or unplanned visits by parents will be limited and not encouraged. Virtual or phone contact will be the primary method of communication. Face to face meetings will follow physical distancing and community masks requirements.
- Non-essential visitors such as salespersons, librarians, and entertainers are not permitted to enter the facility during operating hours.

Record keeping

Employees of early learning and childcare facilities are required to complete a daily log of children, staff members, visiting professionals, volunteers, and visitors who work, attend or visit the facility regardless of the duration. The log must include names, contact information, and the date and time they are in the facility. This information must be provided to Regional Public Health or government officials to assist with contact tracing should a confirmed case of COVID-19 been identified. Please review *Appendix D – Daily Log* for more information.

Drop-off and pick-up

It is encouraged for only one identified adult per family to be responsible for the drop-off and pick-up of the child or children at the facility. Staggering these times should be considered when needed to reduce the number of people at facility at the same time. These activities should be managed outside, unless the adult absolutely needs to come into the facility. When interacting with other adults and physical distancing is not possible, community masks should be worn.

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020

Emergency drills

All emergency drills will take place as normally planned. Emergency evacuations drills will take place without physical distancing. Once evacuation is complete, physical distancing will resume and will be maintained during the re-entry into the facility.

Supplies

Early learning and childcare facilities must ensure they have the necessary required supplies such as hot/cold potable running water, liquid soap, paper towel, toilet paper, cleaning and disinfecting supplies, and any necessary personal protective equipment.

It is important that a staff member of the early learning and childcare facility be delegated responsibility to monitor all supplies to ensure stock is maintained during operational hours.

The early learning and childcare facility should have a supply of community masks for children or staff who may become ill while at the facility.

Napping areas

- Ensure the napping 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 is encouraged if possible.
- Blankets, mattresses, covers and pillows must not be shared, and must be laundered at least weekly, or more often if soiled.

Washrooms

Washrooms must be equipped with hot and cold running water under pressure, liquid soap, paper towel, toilet paper, and garbage containers. Washrooms should be cleaned frequently. It is recommended that early learning and childcare facilities limit the number of children accessing the washrooms. Handwash signage must be posted.

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. It is important the early learning and childcare facility staff use the correct products and are trained on how to use the products safely. A cleaning and disinfection schedule must be in place with clear responsibilities

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020

assigned to specific staff. Cleaning and disinfecting guidance for early learning materials and props are outlined in *Appendix C – Cleaning and Disinfecting Directives*.

Food services

- Facilities that are licensed under the *Food Premises Regulation* must ensure the food premises are operated in accordance with the Regulation. Facilities that do not require a licence can refer to the [ABCs of Food Safety](#) pamphlet for information on food safety. Additional resources on food safety are available on the [Office of the Chief Medical Officer of Health \(Public Health\)](#) webpage.
- Where a common dining area is used, meal times should be alternated between groups, to meet physical distancing requirements. Groupings of children must adhere to physical distancing rules.
- Buffets, where children serve themselves, are not permitted.
- Specific staff are to be delegated to prepare and serve meals. These staff members must follow the health and safety requirements.
- A cafeteria line, where staff or children point to the food they want and a staff person portions it for them from behind a counter concept, is acceptable.
- Do not allow shared food containers, such as shared pitchers of water or juice, in dining areas and ensure self-serve items such as utensils, straws, etc. are individually wrapped.
- Ensure food handlers follow good hand hygiene and exclude themselves from kitchen duties if they become ill.
- Dishwashers are acceptable for cleaning dishes.
- If using household bleach (5.25%), any surface or equipment that comes in contact with food should be cleaned and then disinfected with household bleach concentration of 100 ppm. Allow to air dry, no rinse required.
- Discourage any sharing of food between children or staff.

Laundry

If laundry facilities are provided, the following is required:

- Wash hands before and after doing the laundry.
- Wipe down controls and handles before and after use.
- Don't leave soiled clothing or baskets on top of machines or tables.
- Don't shake dirty laundry before putting it in the machine.
- Wash with soap and the warmest water possible. Do not overload the machine.

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020



- Don't leave dryer door open when not in use.
- Dry items at highest temperature possible and dry them completely.
- Disinfect your hamper before filling with clean clothes.

Handwashing and hand sanitizer

Handwashing is one of the best ways to protect yourself and others from the COVID-19 virus and other germs. Make sure that hand washing stations and hand sanitizing stations are easily accessible.

Handwashing stations must be equipped with hot and cold running water under pressure, liquid soap and paper towel, or appropriate hand sanitizer. Handwashing signs must be posted. Children must be monitored to ensure they are washing their hands correctly.

Children must be supervised to ensure that they wash their hands properly.

Handwashing must follow these steps:

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

To clean hands properly with alcohol-based hand sanitizer, follow these steps:

- Apply hand sanitizer.
- Rub into the front and back of hands, between fingers, around nails (especially cuticles), thumbs and wrists.
- Rub until dry.

Alcohol-based hand sanitizers with a minimum 70% alcohol that have been approved by Health Canada may be used by children and early learning and childcare staff if they do not have access to soap and water, and if their hands are not visibly soiled.

Children are to be supervised when using these sanitizers. Hand sanitizer products must not be ingested and must always be kept out of reach of children.

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020

As with all health products, Health Canada recommends that people always follow the directions on the product label. Check whether a product and its claims have been authorized for sale by Health Canada by searching the [List of Hand Sanitizers Authorized by Health Canada](#). Authorized hand sanitizers have an eight-digit Drug Identification Number (DIN), or Natural Product Number (NPN).

Early learning and childcare staff 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; and
- after playing outside.

In addition, early learning and childcare staff 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; and
- before and after giving medications.

Other personal hygiene etiquette practices

- Every child shall have their own grooming materials, and these are to be stored in a way to prevent cross-contamination. They should be adequately identified 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.

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020



- Ensure signage on personal hygiene etiquette such as handwashing; and sneezing and coughing etiquette is posted throughout the facility. This would include common areas, kitchen preparation area, washrooms, and diaper changing areas. Information on the above can be found on the [New Brunswick Coronavirus webpage](#) (Click on **Awareness Resources** and then [More Resources](#)).

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020



SCREENING PRACTICES

Guidance on screening practices are outlined in *Appendix E – COVID-19 Screening Practices*.

OUTBREAK PREVENTIVE MEASURES

Early learning and childcare facilities are required to develop an outbreak management plan. The plan must include control measure to follow when dealing with a suspected or confirmed case of COVID-19. The Department of Education and Early Childhood Development worked with Public Health to develop *Appendix F – Outbreak Management Plan* to support early learning and childcare facilities.

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020

APPENDIX A – USE OF COMMUNITY MASKS

Public Health has identified the use of community masks as an effective tool to help control the transmission of COVID-19. The following directives may be adjusted as new evidence becomes available.

Directives

- Preschool-age children (0-4) who attend early learning and childcare facilities are not required to wear a community mask.
- School-age children (5-12) who attend early learning and childcare facilities are encouraged to wear a mask when they are in common areas. Including within their groups/bubbles.
- Early learning and childcare facility staff must follow the [Mandatory Order](#) for the region in which they are working.
- Early learning and childcare staff are expected to have two (2) clean community masks with them every day.
- The use of community masks will not apply to children or early learning and childcare staff 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.
- A clear mask can be used when an employee's mouth needs to be visible. A clear mask needs to cover the nose, mouth and sides of the face.
- In some instances, face shields may also be worn as an additional measure. Please note, face shields are not the same as a community mask and do not offer the same protection. As such, if a shield is worn, a community mask must also be worn.

APPENDIX B – TRANSPORTATION DIRECTIVES

There are different types of vehicles being used with varying capacities for the transportation of children by early learning and childcare staff. Additionally, there is potential for changing operational requirements in different COVID-19 response phases.

Operators should include transportation of children to their COVID-19 Operational Plan.

Where an early learning and childcare facility provides transportation to staff and/or children during operational hours, the following guidance must be respected:

- Drivers are to complete a self-assessment at the beginning of each day.
- Parents are to screen their children at the beginning of each day, prior to pick-up and oversee the hand hygiene of their children at home, prior to departure.
- Early learning and childcare facilities will oversee handwashing practices once children arrive at the facility.
- Passengers, including the driver, must be at least one (1) metre apart, when loading and unloading.
- At a minimum the following seating arrangement is to be followed:
 - Only the driver in the front, unless the driver and passenger are both wearing masks or are in the same household.
 - 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 early learning and childcare facility group. These children may sit up to 3 to a row.
- All other early learning and childcare staff in the vehicle, are required to wear a mask unless the staff and the children are from the same group.
- Children are not required to wear a mask if seated with children from the same grouping or household. If groupings cannot be maintained, masks should be worn during the transportation. Children must be supervised depending on the child's ability to tolerate the mask as well as when putting on and taking off the mask. Upon arrival, the children should be placed in their regular grouping and shall not wear masks unless ill.
- Children under the age of two should not be wearing masks.
- Early learning and childcare staff and children must wash their hands in the facility before leaving and upon return.
- Early learning and childcare staff 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*. Refer to *Appendix C – Cleaning and Disinfection Procedures* for information on disinfectants and their use.

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020

- Consider setting the ventilation of the vehicles to non-recirculated air or opening windows to help reduce the risk of transmission.
- Facilities must keep a vehicle log which includes the date and times travelled, and a list of passengers to facilitate contact tracing.

APPENDIX C – CLEANING AND DISINFECTION

This appendix will help early learning and childcare facilities' staff to identify how to safely continue providing early learning materials and props to support children's play experiences. The tables below identify what modifications and cleaning practices may be required for indoor and outdoor materials and props based on the different alert phases (Yellow, Orange, Red). Cleaning details are also provided should any materials or props come in contact with someone demonstrating signs of potential illness or should your facility be preparing for re-opening following an outbreak.

REMINDER: Handwashing protocols are to be followed before and after using both indoor and outdoor materials.

Term	Definition
Cleaning	Refers to the physical removal of visible soiling (e.g. dust, soil, blood, and mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth.
Disinfecting	Refers to killing germs on surfaces or objects. This works by using chemicals to kill germs.

General

- All surfaces, especially those general surfaces that are frequently touched, such as door knobs, handrails, learning materials, etc., should be cleaned and disinfected at least twice daily and when soiled.
- Items that children may have put in their mouths must be cleaned and disinfected, and then rinsed with potable water before being used by another child.
- The use of bubbler (spout) component on water fountains is not permitted.
- When choosing an environmental cleaning product, it is important to follow product instructions for dilution, contact time and safe use, and to ensure that the product is:
 - Registered in Canada with a Drug Identification Number (DIN).
 - Labelled as a broad-spectrum virucide.
- All soiled surfaces should be cleaned before disinfecting, unless otherwise stated on the product.

The following hard-surface disinfectant products meet Health Canada's requirements for emerging viral pathogens. These authorized disinfectants may be used against SARS-CoV-2, the coronavirus that causes COVID-19.

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020

If using household bleach, the following is recommended	
Disinfectant	Concentration and Instructions
Chlorine: household bleach – sodium hypochlorite (5.25%)	1000 ppm <ul style="list-style-type: none">• 1 teaspoon (5 ml) bleach to 1 cup (250 ml) water or• 4 teaspoons (20 ml) bleach to 1 litre (1000 ml) water
	100 ppm (for food contact surfaces) <ul style="list-style-type: none">• ½ teaspoon (2 ml) bleach to 1 litre (1000 ml) water• Allow surface to air dry naturally

Precautions when using bleach:

- Always follow safety precautions and the manufacturer's directions when working with concentrated solutions of bleach. To avoid injury, use appropriate personal protective equipment during handling (read the label and refer to the material safety data sheet).
- A bottle of bleach has a shelf life, so check the bottle for an expiry date.
- Never mix ammonia products with bleach or bleach-containing products. This practice produces chlorine gas - a very toxic gas that can cause severe breathing problems, choking and potentially death.
- When mixing a chlorine bleach solution, it is important to pour the chlorine into the water and not the reverse.
- Do not pre-mix the water and bleach solution, as it loses potency over time. Make a fresh solution every day.
- Clean the surface before using the chlorine bleach solution.
- Chlorine bleach solution might damage some surfaces (e.g., metals, some plastics).
- Try not to breathe in product fumes and mix in a well-ventilated area. If using products indoors, open windows and doors to allow fresh air to enter.

Sharing Materials Between Groupings

The following describes the instructions on how to safely share early learning materials and props between early learning groupings:

- Items easily cleaned and disinfected (e.g., plastic toys) or laundered (e.g., dress up clothing) must be cleaned and disinfected or laundered prior to being shared with another grouping.

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020

- Paper-based items that cannot be easily cleaned and disinfected must be quarantined prior to being shared with another grouping. This typically includes any items made of paper or cardboard. Quarantine involves sealing the item in a plastic bag or bin to remain untouched for 72 hours.

Sharing Materials Within a Grouping

The following two table detail the use of learning materials and props within an early learning grouping, or 'bubble' (maximum of 15).

Table 1: Indoor Environment

INDOOR ENVIRONMENT		
Indoor Items	Examples	
Plastic, Wooden, Metal, Aluminium, Glass or Porcelain Items	Ex: Balls, Tubes, Wooden Unit Blocks, Wooden boxes, wooden puzzles, Small World Figures, LEGO, Containers, magnifying glasses, manipulative materials (non-porous materials), play kitchen utensils, glasses, plates, musical instruments	Use: Normal
		Cleaning Requirements: Clean and Disinfect - once daily at end of day
		Immediately following being put in child's mouth or soiled, or prior to re-opening following an outbreak in the facility: Clean and Disinfect.
Cardboard Items	Ex: cardboard Boxes, cardboard Puzzles, Board Games	Use: Normal
		Cleaning Requirements: If there are any plastic pieces/bits, Clean and Disinfect - Once daily at end of day
		Immediately following being put in child's mouth or soiled, or prior to re-opening following an outbreak in the facility: Quarantine for 72 hours all paper-based materials that have been in a child's mouth as an alternative to cleaning and disinfecting those materials.
Soft Items/Materials	Ex: Cushions, play mats, area rugs	Use: Modified. Use only items that can be laundered (e.g., cushions with washable covers) or cleaned and disinfected.
		Cleaning Requirements: Launder (cushion covers), Clean and Disinfect (play mats) and Vacuum (area rugs) - Once daily at end of day
		Immediately following being put in child's mouth or soiled, or prior to re-opening following an outbreak in the facility: Launder (cushion covers),

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020

INDOOR ENVIRONMENT		
Indoor Items	Examples	
		Clean and Disinfect (play mats), and Vacuum or Steam Clean (area rugs).
	Ex: Soft Toys (e.g., Puppets, Stuffed Toys), Fabrics, Cloth Books, Dress-Up Clothing, Paint Smocks	Use: Use only items that can be laundered.
		Cleaning Requirements: Launder - Once daily at end of day
		Immediately following being put in child's mouth or soiled, or prior to re-opening following an outbreak in the facility: Launder
Natural Loose Parts (Indoors)	Ex: Pinecones, Sticks, Rocks, Leaves	Use: Normal
		Cleaning Requirements: Discard and Replace - Once daily at end of day
		Immediately following being put in child's mouth or soiled, or prior to re-opening following an outbreak in the facility: Discard and Replace
Paper-Based Items/Materials including books	Ex: board books, regular books, construction paper, collage materials, tissue paper, photos, posters	Use: Normal
		Cleaning Requirements: NA
		Immediately following being put in child's mouth or soiled, or prior to re-opening following an outbreak in the facility: Quarantine for 72 hours all paper-based materials that have been in a child's mouth as an alternative to cleaning and disinfecting those materials.
Technology	Ex: Laptops, Tablets, Cameras	Use: Normal
		Cleaning Requirements: Clean and Disinfect - Once daily at end of day
		Immediately following being put in child's mouth or soiled, or prior to re-opening following an outbreak in the facility: Clean and Disinfect Technology.
Re-usable Art Materials and Mark-Making Materials	Ex : Brushes, Glue, Scissors, paint cups/trays, tape, pastels, markers, Pencils, Crayons, charcoal, chalk	Use: Normal
		Cleaning Requirements: Clean and Disinfect (applicable non-porous items) - Once daily at end of day Note: If each child has their own materials and it is not shared, clean and disinfect non-porous material weekly.

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020

INDOOR ENVIRONMENT		
Indoor Items	Examples	
		Immediately following being put in child's mouth or soiled, or prior to re-opening following an outbreak in the facility: Clean and Disinfect (non-porous items)
Recycled Items	Ex: milk cartons, cereal boxes, plastic tubing, butter containers	Use: Normal. *Only use recycled items from the facility.
		Cleaning Requirements: Clean and Disinfect (as applicable) prior to using.
		Immediately following being put in child's mouth or soiled, or prior to re-opening following an outbreak in the facility: Refer to requirements for plastic, cardboard and paper-based items/materials above.
Modeling Materials	Ex: Play Dough (Commercial or Homemade), Plasticine, clay	Use: Modified. Each child must have own individual modeling material for use, not to be shared with anyone else. After use, material must be stored in individual child bins/cubbies. Vigilant reminders to children not to touch face and ensure proper handwashing before and after use.
		Cleaning Requirements: Discard and Replace (Weekly)
		Immediately following being put in child's mouth or soiled, or prior to re-opening following an outbreak in the facility: Discard and Replace
Sensory Materials (Indoors)	Sand, and Water	Use: Normal. Vigilant reminders to children not to touch face and ensure proper handwashing before and after use.
		Cleaning Requirements: Clean and Disinfect (water and sand play accessories and containers) - Once daily at end of day. Discard water after each use. Discard and Replace sand every two weeks.
		Immediately following being put in child's mouth or soiled, or prior to re-opening following an outbreak in the facility: Discard and Replace. Clean and Disinfect related containers/bins and accessories.
Wind instruments and Singing	Singing	Use: Modified. When indoors, sing softly rather than loudly to reduce spread.
	Wind Instruments: harmonica, whistles and/or kazoos, trumpet, flutes, etc.	Use: Discontinued. Do not use wind instruments.
		Cleaning Requirements: NA

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020

INDOOR ENVIRONMENT		
Indoor Items	Examples	
Manufactured Loose Parts	Ex: Small items difficult to clean and disinfect, such as feathers, beads, buttons, ribbon, pipe-cleaners, jewels, floss, thread, yarn, snaps, hooks, sponges, screws, bolts	Use: Normal.
		Cleaning Requirements: Quarantine for 72 hours at End of Day as an alternative to cleaning and disinfecting those materials. Have rotating sets to ensure daily access.
		Immediately following being put in child's mouth or soiled, or prior to re-opening following an outbreak in the facility: Quarantine for 72 hours as an alternative to cleaning and disinfecting those materials.

Table 2: Outdoor Environment

OUTDOOR ENVIRONMENT		
Outdoor Items	Examples	
Sensory Materials (Outdoors)	Sand, Water	Use: Normal. Vigilant reminders to children not to touch face and ensure proper handwashing before and after use.
		Cleaning Requirements: Clean and Disinfect (water and sandbox play accessories and containers) - Once daily at end of day OR after each use if shared between groupings. Discard water after each use.
		Immediately following being put in child's mouth or soiled, or prior to re-opening following an outbreak in the facility: Clean and Disinfect (non-porous materials); Discard water.
	Bubbles	Use: Modified. Each child must have their own bubble containers identified with their names and not shared.
		Cleaning Requirements: NA
		Immediately following being put in child's mouth or soiled, or prior to re-opening following an outbreak in the facility: Discard and Replace.
Natural Outdoor Materials	Ex: Trees, bushes, dirt, mud, leaves, pinecones, sticks, rocks	Use: Normal. *Vigilant reminders to children not to touch face and ensure proper handwashing before and after being outdoors.
		Cleaning Requirements: NA

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020

OUTDOOR ENVIRONMENT		
Outdoor Items	Examples	
Outdoor Play Structures	Ex: Slides, Swings, Climbing Structures	Use: Normal. Vigilant reminders to children not to touch face and ensure proper handwashing before and after use.
		Cleaning Requirements: NA
Outdoor Play Equipment	Ex: Balls, buckets, shovels, tricycles, hula hoops, hockey sticks, skipping ropes, wagons, wheel barrows, balance beams, frisbees, parachutes, kites, sleds, crazy carpet, snow shovels, snow molds, etc.	Use: Normal
		Cleaning Requirements: Clean and Disinfect – Once daily at end of day OR after each use if shared between groupings
		Immediately following being put in child’s mouth or soiled, or prior to re-opening following an outbreak in the facility: Clean and Disinfect
Off Facility Outdoor Structures /Areas	Ex: public playgrounds, benches, splash pads	Use: Normal. Vigilant reminders to children not to touch face and ensure proper handwashing before and after use. Maintain physical distancing between groupings.

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020



APPENDIX D – DAILY LOGS

	Name of Child	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
	Name of Employee	Time
1		
2		
3		

Name of group	
Date group established	
Hours	
Group log confirmed by	
Date	

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020



	Visitors Name	Contact (email address, phone number, etc.)	Date	Arrival time	Departure time
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020



APPENDIX E – SCREENING DIRECTIVES

The following lists the screening directives while the region is in a yellow level alert phase.

- Parents and guardians are responsible for reviewing the [screening questionnaire](#) and checking their child's temperature prior to leaving home.
- Early learning and childcare staff are also responsible for screening themselves and checking their temperature prior to leaving home.
- The screening questionnaire must be clearly visible at all entrances to the facility.
- Children and staff are not required to have their temperature taken when entering a facility.
- Those who are sick with symptoms of COVID -19 must stay home.
- Children or early learning and childcare staff who have 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, child and early childcare staff can attend a facility if they only have ONE COVID-19 symptom.
- Early learning and childcare facility staff **WILL NOT** ask parents to provide documentation that the child has been tested for COVID-19 or the results of the test.

Note: Children or staff who have been identified by their primary care provider as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded based on these symptoms.

APPENDIX F – OUTBREAK MANAGEMENT

Guiding Principles

COVID-19 is listed as a notifiable disease under the *Public Health Act* which means that the Chief Medical Officer of Health is responsible for the management of an outbreak in early learning and childcare facilities. That being said, the Department of Education and Early Childhood Development and early learning and childcare operators have a role to play in supporting the Chief Medical Officer of Health and the Regional Medical Officer of Health.

Absenteeism Guided Measures

As outlined in Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare Facilities, operators will report to their Regional Public Health Office if unusual absenteeism patterns occur in their facilities.

Symptomatic Children and/or Early Learning and Childcare Facility Staff

- Should staff or children become symptomatic during the day, the early learning and childcare facility must have an area designated to isolate staff or children while waiting to be picked up. Pick-up is to occur within an hour of notification. Parents must be aware that this is an expectation.
- Symptomatic children must be immediately separated from others in a supervised area until they can go home. Where possible, anyone providing care to a symptomatic child must maintain a distance of two metres and wear a community mask.
- If a two metre physical distancing cannot be maintained from the symptomatic child, the child must wear a community mask, unless not tolerated. If circumstances allow, the child is to be separated from other children and staff until their parent arrives to pick them up. If a child is under the age of 2, the child is not to wear a mask.
- Children must be supervised at all times and are never to be left alone.
- Symptomatic early learning and childcare facility staff must immediately isolate from others and wear a community mask until they are able to leave the building.
- Hand hygiene and respiratory etiquette must be practiced while the symptomatic child/staff is waiting to be picked up.
- Environmental cleaning and disinfection of the isolation area must be conducted once the ill child/staff has left the facility.

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020

Outbreak Management Process

1. The Regional Medical Office of Health will notify the early learning and childcare operator AND the Early Learning and Childcare Director at the Department of Education and Early Childhood Development of a positive case of COVID-19. All other confirmed case(s) related to the outbreak will be communicated to the operator by either telephone or by email.
2. The Operator will inform the Early Learning and Childcare branch of a positive case of COVID-19 in their facility. Communication to the parents/guardians of an early learning and childcare facility will be guided by the Regional Medical Officer of Health, in collaboration with the Early Learning and Childcare branch.
3. The operator 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 early learning and childcare facility will need to be sent home to self-monitor or self-isolate. They will inform the operator and the Early Learning and Childcare Branch of the actions needed.
6. If exclusion/isolation is required, operators must ensure that measures are in place to inform parents 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 an early learning and childcare facility is required to close due to an outbreak, the Regional Medical Officer of Health will give the directives to the operator. The Regional Medical Officer of Health will notify the Office of the Chief Medical Officer of Health. The operator is required to immediately notify the Early Learning and Childcare Branch.
9. For sites that have multiple licences e.g. a building that has various wings with each wing having its own separate licence, the Regional Medical Officer of Health will determine if the entire building will be required to close during an outbreak.

COVID-19 Guidance for Early Learning and Childcare Facilities

December 16th, 2020

10. 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 operator or the Early Learning and Childcare Branch of when a group or an early learning and childcare facility (children and/or educators) can physically return to the facility.

Responses following a confirmed COVID-19 case(s) in an early learning and childcare facility

RESPONSE	
Regional Public Health response	<ul style="list-style-type: none"> Identify and notify the early learning and childcare facility operator of a confirmed case(s). Notify the Early Learning and Childcare Director at the Department of Education and Early Childhood Development. Contact tracing and notification to all individuals who have been in contact with the case(s). Provide directives to early learning and childcare facility operator on self-isolation (individuals, bubbles, wings of the building) and cleaning and disinfecting. Notify the early learning and childcare facility operator when it is safe for individuals to return.
Early learning and childcare facility operator response	<ul style="list-style-type: none"> Respect confidential information of confirmed case(s). Notify the regional early learning and childcare manager, and Worksafe NB. Gather and provide contact tracing information to Regional Public Health. Notify all early learning and childcare facility personnel and parents/guardians of confirmed case(s) or exposure after receiving approval from the Early Learning and Childcare branch and Regional Public Health. Direct all questions from parents that cannot be answered to the Early Learning and Childcare regional office. Follow all Regional Public Health directives, including self-isolation and cleaning and disinfecting protocols. If an outbreak is confirmed, post appropriate notices for families at all entrances to the facility to ensure that disease information is available for staff and families if needed or requested.
Early learning and childcare facility personnel response	<ul style="list-style-type: none"> Respect confidential information of confirmed case(s). Be calm, respectful and kind, and talk with children about confidentiality, etc. Cooperate with Regional Public Health and the early learning and childcare facility operator.