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## **Creative Kids Learning Centers**

### **Pandemic Safety Plan**

*This guide was made to outline the policies, guidelines and procedures our organization has put into place to reduce the risk of COVID-19 transmission and to protect the health and safety of all employees at Creative Kids.*

### **Pandemic Health & Safety Protocols**

Are to be understood and fully complied with at all times while employed by the organization. Must be reviewed frequently and adjusted as necessary by the employer.

- All Creative Kids programs will run at regular hours of **7am to 6pm** with extra staff present to perform Pandemic Cleaning at the beginning and end of each day. Hours of operation are subject to change as needed for cleaning protocols and/or staffing needs.
- Children and Staff will be asked to wash their hands upon arrival, after outside time, after toileting, before and after eating and before leaving for home. Parents/guardians are encouraged to wash their hands after pick-up & drops off. However, we ask that you do not use our facilities at this time. Hand sanitizer is highly recommended and is available at each location while supplies are available.
- To limit the risk of exposure within the center, Parents/Guardians/Public will not be permitted to enter our classroom areas at this point. This includes the cubby room. We encourage parents to drop off and pick up from the door. Parents will not have access to our classrooms or bathrooms at this time.
- Sign in/out sheets will be kept in our classroom and be filled out by a teacher.
- Appropriate signage has been placed at each entry way and window educating parents on COVID-19 Protocols, procedures, and directions at this time.
- In addition to our regular cleaning duties sheet we are following a Pandemic/Outbreak cleaning procedure with more frequent cleaning and sanitizing in all areas of the center. High traffic areas such as doorknobs, handles, and doorbells will be cleaned as frequently as possible.
- After assessing ratios, staff and children are to spread themselves across the center making use of the spaces provided to support physical distancing.

- Staff are encouraged to spread themselves out while working together in the classroom whenever possible by leaving 2m distance between them and another staff member. This includes public areas and corridors such as break rooms, office spaces, hallways etc
- All mini chef/baking activities will be paused at this time. Children will eat at designated snack/lunch times and of food only provided by their family. When applicable children will be spread out as much as possible during mealtimes.
- All **inside** sensory/sand/water tables are to be closed until further notice. Outside water tables and sand boxes will be opened but will need to be emptied and fully sanitized (including toys) daily. Children will be asked to wash their hands prior to playing in sand/ water areas.
- Fabric Toys/Surfaces are to remain bagged and removed from play areas until further notice.
- All tours remain put on hold until further notice. No outside visitors are permitted at this time.
- We are highly encouraging families to stay home **if and when they can**.
- Anyone who has or is in contact with someone who has travelled outside of the province or country via commercial means (eg. Planes, Trains) in the last 14 days must stay home in self-quarantine for a minimum of 14 days. The exception to this is local transit such as bus, sky train, cabs etc.
- Anyone who is displaying any symptoms relating to illness (fever, cough, sneezing, etc.) will be sent home immediately and asked to stay home for a minimum of 14 days in self-quarantine. In the event the person tests negative for COVID-19 and they can provide a copy of the test results to the organization they will be permitted back sooner.
- In addition to our new policies and procedures parents will be asked to sign an agreement confirming that their child will only be sent to care if they are symptom free (and come from a symptom free house hold) and that their child has not been given any fever reducing medication before they attend. Parents will be asked to sign this agreement as an acknowledgement of their understanding and compliance with our policies and procedures surrounding our Pandemic/Epidemic/Outbreak policies.
- All children and staff to be scanned via thermometer at the front entrance upon arrival to the center. Temperatures are recorded daily in the communication book/or Sign in and Out sheet. Any child/ adult displaying symptoms of a fever will be asked to leave/ be picked up immediately and asked to stay home for 14 days in self-quarantine. In the event the person tests negative for COVID-19 and they can provide a copy of the test results to the organization they will be permitted back sooner.
- All centers have a designated “safe” space for any child or staff who falls ill or displays any symptoms. This space is away from operations and will be sanitized after the person/child is able to go home. The space will be looked after by one designated person.
- Alcohol-based Hand Sanitizer is available at every entrance while supplies are available. However, proper hand washing is encouraged whenever possible.
- Lower ratios of children are encouraged at this time by the organization to support physical distancing and ratios will be evaluated regularly.

- Outside play is encouraged as much as possible at this time. Teachers are encouraged to plan routines to support outside time as much as possible.
- Toys are to be switched out and/or sanitized before being put back onto the floor for use.
- Upon the re-opening of our Junior Kindergarten and PreK Programs a plan will be put in place regarding the safe social distance drop off and pick up. All drop offs and pick ups will take place outside and there will be marked pathways and areas to promote safe social distancing at all times.
- All staff and families are asked to be mindful of the language they are using surrounding “Pandemics” or “COVID-19” and refrain from using negativity or fear induced language when speaking directly to or in front of children.
- Staff are encouraged to take opportunities to educate children when possible about proper hand washing techniques, ways to cover coughs/ sneezes, and any other appropriate health and safety procedures for the age group.
- All Infant/Toddler programs to continue having a “Mouthed” bin for any toys/items that have been contaminated. All items will be sanitized daily.
- Larger, busier centers will have occupancy limits set in shared areas such as break rooms and office spaces. In corridor and hallway areas staff are asked to yield to alternating foot traffic to provide physical distancing.
- PPE Equipment is not recommended in a childcare environment by the Public Health Officer for BC however, staff have the option to chose whether or not they will wear PPE while at work.

### **Ways to Promote Social Distancing Appropriately** **within the Childcare Setting**

- Children can be separated at appropriate times such as mealtimes by being seated at separate tables when sufficient space is available
- Children should not be directly asked to play away from each other or discouraged to play together; this can lead to feelings of alienation. However, discouraging physical contact should be communicated.
- Children in strollers are to be placed strategically, not side by side, however placing a child with an empty seat beside them or diagonally when possible.
- Splitting into smaller groups within the program is recommended for activities whenever possible such as: outside play, group games, activity time at tables, circle time etc.

**Please ensure you have read and understand the policies in place moving forward to help protect our staff, our families and our Organization as a whole. Maintaining health and safety starts with you. Thank-you**