



Amendment to Pandemic Policy as Of December 13, 2022

We are still following Public Health Guidelines which are not as comprehensive as our Pandemic policy as a whole.

The following are guidelines that we still have in place

- Hours 8 am -5:30 pm
- Drop off times are between 8- 10:30 am. If you are after 10:30 please call. ( Please note programming starts at 9:30)
- Screening is modified with parents completing children's questionnaire outside front door, then bringing child to their classroom door where the child's temperature will be taken by staff before the parent leaves.
- Temperature will only be taken in the morning unless symptoms arise throughout the day
- We are still following the symptoms list as follows:  
Symptoms range from mild to severe, and can include symptoms like the common cold and other common respiratory infections;  
fever  
cough  
difficulty breathing  
muscle aches  
fatigue  
headache  
sore throat  
runny nose  
difficulty swallowing, new olfactory or taste disorder

Complications from the novel coronavirus can include serious conditions, like pneumonia or kidney failure, and in some cases, death.

**Symptoms for children could include:**

- Sore throat, hoarse voice
- Diarrhea
- Runny nose
- Pink eye (recently added back to list)

If your child has any of these symptoms keep your child home until symptoms have been improving for 24hrs (gastro 48hrs)

Parents will receive updated screening tool from Public Health as we receive them

- Staff are continue to screen each morning and end of shift.
- Isolation requirements are stated on the school screening tool. Please follow these guidelines.



- Parents are able to pick any time in the afternoon. They are allowed in the building to pick up their child.
- Visitors and volunteers are allowed in the building after completing the same screening as staff.
- In order to follow Public Health isolation requirements and our licensing requirements we may need to reduce numbers or close a classroom due to lack of staff
- Public Health has allowed us to return to full capacity which means no physical distancing is required.
- We are continuing to sanitize high touch areas and surfaces twice per day and all other areas once per day.
- PPE is provided for staff, volunteers and visitors if they choose to use it.



## **Infectious Disease Pandemic Policy**

### **Purpose**

The purpose of this policy is to establish an Emergency Child Care Plan for the provision of care for our staff, the families we serve, their children or visitors to our workplace as well as the community.

As part of our “Due Diligence” to provide a safe workplace, BVO Preschool will develop and implement standards and procedures for the protection of our Workers’ against Infectious Disease based on a Hazard Assessment.

The focus of this Infectious Disease assessment and policy is to look at specific jobs, equipment, processes and environment to determine if the hazard of exposure to Infectious Disease hazards have been adequately controlled and make recommendations for improvement when deficiencies have been identified.

### **Goal**

Our goals are to evaluate all jobs and tasks that our staff would engage in or be exposed to the possible exposure to Infectious Disease, and ask ourselves “if someone was to become ill, what would the source of that exposure be” and “how can we minimize or eliminate the risk of exposure”.

We will assess all areas of our facility, jobs and other areas that may expose our staff and children to infection to disease. Once we have assessed those hazards, we will develop controls that will ensure the safety of our staff and children. As part of that assessment process we will take into consideration elements such as ensuring we understand how to prevent the transferring of contagions and understand the infectious disease, what kinds of controls are needed to protect staff and children such as sanitizing, cleaning, and means of social distancing.

### **Responsibilities**

#### ***Supervisors:***

- Review and communicate the current policies to all staff and families
- Implement and review this policy as often as necessary to ensure it continues protecting staff, children and families
- Respond and implement recommendations from Public Health and Ministry of Education
- Provide ongoing training to staff and document completion
- Communicate risk assessment results to the Executive Director of Beaver Valley Outreach
- Understand responsibilities to take every precaution reasonable for the protection of persons within BVO Preschool
- Enforce the policies and procedures defined within this policy
- Train and educate staff and families of children within BVO Preschool about the risk of infection and the controls to minimize possible infection of disease.



### *Staff*

- Participate in training
- Wear the Personal Protective Equipment as directed by your supervisor and this policy/procedure.
- Report any known violation of this policy or procedure
- Report to your supervisor if you feel or suspect that you may be infected or not feeling well
- Understand the Pandemic Policy
- To sign off on policy acknowledging acceptance of it

### *Children and Families*

- Give yourself extra time at drop off due to the screening procedure
- Transparency with our questionnaire daily
- To understand our policy
- To follow our policy
- To sign off on policy acknowledging acceptance of it
- Bring extra clean clothes in labelled Ziploc bag

### **Education**

All staff will receive the following:

- Training in this policy and procedure
- Protecting Yourself and Others
- Stay home if you are sick or might be sick. Follow the Public Health Agency of Canada's steps for self-assessment handout : <https://www.canada.ca/coronavirus>
- Practice and promote good cough and sneeze etiquette.
- Proper hand washing including the need to wash your hands frequently. Remove jewelry while washing.
- How to disinfect surfaces frequently with a bleach solution or other disinfectants using disposable gloves.
- Promoting individual activities to minimize sharing of toys.
- A review of the following postings that will be posted throughout our facility;



## COVID 19

COVID-19 falls under BVO Preschool Infectious Disease Policy.

Coronaviruses are spread mainly from person to person through close contact, for example, in a household, workplace or daycare center. There is a vaccine available for the coronaviruses.

The 2019 novel coronavirus is spread through respiratory droplets:

- from person to person through coughing, sneezing, close contact
- touching contaminated surfaces

### Symptoms

Symptoms range from mild to severe, and can include

- symptoms like the common cold and other common respiratory infections
- fever
- cough
- difficulty breathing
- muscle aches
- fatigue
- headache
- sore throat
- runny nose
- difficulty swallowing, new olfactory or taste disorder

Complications from the novel coronavirus can include serious conditions, like pneumonia or kidney failure, and in some cases, death.

### Symptoms for children could include:

- Sore throat, hoarse voice
- Diarrhea
- Look to see if exhibiting a runny nose

Atypical Symptoms/ signs of COVID-19 should be considered, particularly in children, older persons, people living with a developmental disability and any person with a compromised immune system.

Atypical symptoms can include:

- Unexplained fatigue/ malaise
- Delirium (acutely altered mental status and inattention)
- Unexplained or increased number of falls
- Acute functional decline



- Exacerbation of chronic conditions
- Chills, Headache
- Croup, Conjunctivitis
- Unexplained tachycardia, including age specific tachycardia for children
- Decreased in blood pressure
- Unexplained hypoxia (even if mild i.e. O2 sat>90%)
- Lethargy, difficulty feeding in infants (if no other diagnosis)

For more information about COVID 19 visit the Ministry of Health Ontario - [http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019\\_guidance.aspx](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx) or the public health unit at <https://www.phdapps.health.gov.on.ca>

BVO Preschool may be mandated to close if either a child or staff member tests positive for coronavirus (COVID-19), or any other imminent health hazard, at the discretion of a public health official.

If a child or staff member starts to show symptoms of illness, Grey Bruce Public Health Office (519-376-9420 ext. 6) is to be notified immediately.

General information regarding COVID-19 is available on the following Government of Ontario website <https://www.ontario.ca/en/topic/covid-19>.



The following on guidelines from Public Health which will be addressed in our policy:

1. The capacity permitted to congregate in any one room shall be full capacity that allows for Public Health Guideline of at least 1 m apart ( 16 preschoolers, 15 toddlers). Infants, as well as immune-compromised children and staff, are not permitted in the center. The licensing requirement for child/staff ratios must be maintained at all times. The room size must accommodate social distancing for everyone in the space.
2. Any child, employee or parent experiencing symptoms of illness is not permitted to enter BVO Preschool. Symptoms to look for include, but are not limited to, fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.
3. If a child develops symptoms while at BVO Preschool, the child will be isolated in our front lobby with the required social distancing of 2 meters (6 feet) maintained. The parent is to be notified to pick up the child immediately.
4. BVO preschool will have a temperature gun and/ or ear thermometer to check all staff, children and parents on arrival.
5. Arrival and departure of children to/from BVO Preschool must be coordinated or scheduled to ensure social distancing of 2 meters (6 feet) can be achieved so as to reduce the potential for close contact between children and/or parents.
6. Parents will be reminded, through visible signage (posters) at BVO Preschool, to check children's temperatures daily before coming to the center.

For reference, normal temperatures are:

- Mouth: 35.5-37.5°C (95.9-99.5°F)
  - Underarm: 36.5-37.5°C (97.7-99.5°F)
  - Ear: 35.8-38.0°C (96.4-100.4°F)
7. Screening will occur every morning. Child care staff will review the procedure with the parent each morning when children are dropped off
  8. Parents/guardians need to check their children's temperature and their own temperature daily before coming to the childcare setting.
  9. If the temperature is equal or greater than 37.8 degrees Celsius or if the child/children have any cold-like symptoms or vomiting and/or diarrhea, they should stay home.
  10. BVO Preschool will adhere to handwashing guidelines.
  11. It is essential that staff and children properly wash their hands:
  12. Meal and snack times are provided with 1 meter distance between children.
  13. Staff will be doing all serving of food to each child.
  14. The staff serving the food will not be eating while serving, they will prepare a plate for themselves to eat on their lunch break.
  15. Surfaces (i.e. floor, tables, toys, etc.) at BVO Preschool must be smooth, non-absorbent, durable and easily cleanable. BVO Preschool will engage in frequent thorough cleaning and sanitizing each day. We will follow standards regarding cleaning and sanitizing and follow the routine cleaning, sanitizing and disinfecting procedures outlined in the sanitation plan developed by BVO Preschool.



16. BVO Preschool will have limited soft surfaces (carpets, bean bag chairs, dress up clothes etc.).
17. Group sensory bins are not permitted. Individual sensory bins will be acceptable, if designated for one child, and are cleaned and sanitized immediately after use.
18. Naps will occur in the same room that the child is assigned to. All cots and bedding will be stored in the room they are being used in. All full time children bedding will be laundered weekly or as needed. Part time children bedding will be laundered after use. Cots are to be sanitized after each use.
19. If staff needs to hold a child they will place a blanket between their bodies. The blanket will only be used once and then put into the laundry.
20. The children at BVO Preschool are allowed to have outdoor play time.
21. Parents are not permitted in BVO Preschool.
22. Non-essential visitors and volunteers are not permitted entry into BVO Preschool.
23. As part of routine measures for the respiratory illness season, signs reminding staff and children to practice good handwashing and respiratory etiquette (e.g. sneeze/cough into elbow) should be visible in the centre. Signs must be posted reminding people not to enter the centre if they are feeling unwell.
24. Where possible, social distancing practices should occur, for example, avoiding close greetings like hugs or handshakes. The social distancing requirement also applies to staff members.
25. The maximum occupancy of centre will follow recommendations as long as Public Health guidelines can be followed. At least 1 meter between beds with head toe formation and 1 meter between children eating.
26. Protocols can change at any time as per Public Health Recommendations.



## Screening

The following is the screening protocol that will be in place upon arrival at BVO Preschool for all individuals, including children, parents/ guardians and staff. Screening will take place outside at the front entrance of BVO Preschool as they arrive. Drop off of children is from 8:00 am to 9:30 am. Specific arrangements will need to be made prior if drop off needs to happen at a different time. A designated staff will complete all screenings. Parents/ guardians will not be allowed into BVO Preschool.

Designated staff completing the screenings will

- Set up screening station each morning and take down when finished
- Ensure proper signage is up
- Ensure that social markings are still on ramp
- Ensure that there is hand sanitizer at the screening station;
- take appropriate precautions when screening
- maintain a distance of at least 2 metres (6 feet) from those being screened
- be separated by a physical barrier such as plexi glass
- wearing personal protective equipment (PPE) (i.e. surgical/ procedure mask; gloves; eye protection / shield)
- wash hands prior to putting mask on
- wash hands after taking off mask
- Ensure that screening station and items are sanitized at the start, between each family and the end.

## Arrival

Upon arrival designated staff will:

- stand behind plexi glass barrier while carrying out screening
- Ensure parents and children follow the markings for physical distancing to entrance
- carry out the screening procedure for all children and staff;
- discuss the process with the parent as they arrive;
- have the parent complete Child Screening Questionnaire / staff will complete Staff Screening Questionnaire;
- A visual check ensuring that they are wearing clean, unsoiled clothing;
- Any communication, at the beginning of the day for program staff, parent can send an email or we will write on a piece of paper and send in with child;
- take the temperature of child/ staff and document
- take the temperature of parent dropping off the child to see if they are showing signs of COVID-19;



- have the child sanitize hands prior to entering building;
- anything that has to come in must be placed in a bin to be sanitized before taking into the center, this will include diapers (must be an unopened package) , wipes, change of clothing (in a clear labelled Ziploc bag), special food and medication. Everything needs to be labelled with the child's name on it.
- no back packs, stuffies or extra items from home will be allowed into the center.
- Take the child into their classroom
- All records from screening each day will be filed in office
- All records of attendance will be kept in file in office

**If the family unit or staff has been in contact with a person that has been diagnosed with COVID 19, that child/ staff will not be allowed to enter our centre until recommended self-quarantine has been completed or until that child/ staff has a negative test to the disease. BVO Preschool will require a doctor's note for a child/ staff to return. The note will need to state they were tested for COVID-19, the results of test and appropriate measures have been taken and that the child is ok to return.**

The following forms are documentation records being used for screening process.



Children's Temperature Log

Date:

	Child's Name	Temp Child Am	Temp Parent (Am Only)	Time In	Temp Child PM	Time Out	Employee Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							





Staff's Temperature Log

Date:

	Staff's Name	Temperature In	Time in	Time out	Temperature Out	Employee Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Date:

	Staff's Name	Temperature In	Time in	Time out	Temperature Out	Employee Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						





## Departure

- Pick up of children can start at 4:00 p.m. and will take place at playground gates with social distancing markings. Specific arrangements will need to be made prior if pick up needs to happen at a different time.
- Prior to departure all children and staff will have temperature taken and documented. This will be done between 3 pm and 4 pm every day. If child is leaving early their temperature will be taken and documented before they leave.
- On departure all staff and children will sanitize hands
- All communication from program staff will be sent home through HI Mama app
- Any soiled clothes will be sent home in the zip lock bag that the clean clothes were sent in (that bag cannot come back to the centre)
- If an incident report has been completed on your child a picture of report will be sent through Hi Mama as soon as it happens and original will be in the child's file. We ask that you reply to the notification so that we know that you received it. If you have any questions please contact us by email [preschool@bvo.ca](mailto:preschool@bvo.ca).
- Temperature log will be filed in the office each day



## **In the Event of Exposure**

BVO Preschool, within the meaning of the “Child Care and Early Years Act, 2014”, have a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act”. We will contact the local public health unit to report any suspected child that may have COVID-19. Once contacted, they will provide specific advice on what control measure should be implemented to prevent the potential spread and how to monitor for other possible infected staff and children.

Staff / children must not attend BVO Preschool must not attend the program if they are sick, even if symptoms resemble a mild cold.

### **Staff**

In the event that a staff member develops any symptoms of illness (respiratory or otherwise) while working, the staff member must be immediately excluded from work and sent home. If the staff member is experiencing respiratory symptoms, ensure the staff member immediately performs hand hygiene, dons a mask, and will need to leave the center. The staff member must complete the Ontario COVID-19 Self-Assessment Tool <https://www.ontario.ca/page/2019-novel-coronavirus> to determine further actions.

Staff members are to follow the recommendations of the self-assessment tool. If the Ontario COVID-19 Self-Assessment Tool recommends for the individual to isolate at home until symptom-free; staff may return to work 24 hours (or as per facility policy if longer) after symptoms have resolved.

If a staff becomes symptomatic and are sent home a thorough sanitation will be done.

### **Children**

In the event that a child develops any symptoms of illness (respiratory or otherwise) while at BVO Preschool, the child must be immediately isolated and their parent/guardian called to take the child home as soon as possible. If there is not a separate room to isolate the children we will ensure a distance of 3 meters from others. If the child is experiencing respiratory symptoms, ask the child to wear a mask while self-isolating. If the child is unable or unwilling to wear a mask, the staff person caring for the symptomatic child must wear a mask if they are unable to maintain a 2- meter physical distance.

Hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up.

Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.

If the child requires close contact and care, staff members will care for the child until the parent arrives. Staff caring for a child with respiratory symptoms will wear gloves and/or eye protection and a mask. Staff members should be mindful of handwashing and avoid contact with the respiratory secretions of the child.



Once symptomatic individuals have left our center, the space where the child was separated will be cleaned and disinfected thoroughly. All items that the child has been in contact with will be washed and sanitized. Staff who cared for the child will change clothing, mask and eye protection. Eye protection will be cleaned and sanitized. They will dispose of used mask and gown into a garbage bag and take immediately out to outdoor garbage.

We will contact the Grey Bruce Public Health Unit (519-376-9420 ext. 6) to notify them of a potential case and seek input regarding the information that should be shared with other parents of children in the centre.

A serious occurrence report will be completed if a child, parent or staff have a confirmed case of COVID-19.

BVO Preschool will complete a serious occurrence report if the center is closed due to COVID-19.

BVO Preschool will post the serious occurrence notification form as required under the CCEYA.

Children exhibiting a symptom must be covid tested or self-isolate for 10 days. If you choose to self-isolate all members of household who cannot live separate must isolate also. They will continue to isolate 14 more days after child's 10 days are complete. It is our responsibility to report all children and families to the health unit.

A copy of negative test results and symptom free is needed for child to return.

Children or staff who have been exposed to a confirmed case of COVID-19 or symptomatic person(s) will be considered close contact. They will stay together until the children can be picked up. Staff who were in that group will go home as soon as possible. They should self-isolate at home.



### **Staffing**

- To the best of our ability program staff will be scheduled for their shifts so that they are with their cohorts all day; other staff will be assigned specific jobs that they will do all day i.e. sanitizing
- We will limit the movement of supervisors and /or designates between rooms, doing so only when necessary.
- On arrival all staff will follow the same screening process that children go through except that they will sign the questionnaire documentation themselves
- On departure staff will have their temperature taken and documented
- On departure staff will wash their hands
- Staff with long hair will keep it tied up at all times
- Staff are required to have an extra set of clothing (to be left at the center in your locker) to change into if your clothing gets contaminated. This clothing must be replaced when used
- When serving snacks or lunch staff will not eat with the children, they may fix a plate to eat later or on their lunch

### **Visitors**

- No visitors, volunteers or delivery staff (grocery delivery included in this) allowed in the building or playground
- Government inspectors ( required for licensing) are allowed in after completing a screening process
- No parents are allowed in the building
- Provision of special needs services can continue. These external resource visitors will need to complete the required screening



## **Physical Distancing**

Every effort will be taken to encourage physical distancing between children by spreading children out into different areas, limiting number of children at lunch and snack times and play times outside.

We will support children with reminders and explanations to help maintain social distancing.

Outdoor play at our own play area outside will occur in our groups. After use the playground will be disinfected.

We will limit number of children at the table for meal and snack times to allow for safe physical distancing.

When setting up the play space we will spread out activities to help encourage physical distancing of at least 2 meters.

We will incorporate more individual activities.

We will provide reminders to children to help them social distance.

When setting cots up for nap time, they will be set up in such a way to keep the children at least 1 meter apart and set up so that they are head to toe. Cots will be disinfected after each use. Sheets and blankets will be washed after each use for children who only attend part time. Children who attend full time will have their sheets and blankets washed once a week. After nap full time children will have their blanket put in their cubbies.

Communication with parents will be through Hi Mama, email and by telephone

If we need to have conversations with parents, we will try and have these using live streaming programs like Zoom to have that discussion rather than a face to face meeting.

Our center will provide tissues and dispose of used tissues in plastic-lined receptacles.

Cohorts will remain in their groups for the whole day with NO mixing of groups.



## Hand Washing

BVO Preschool will adhere to the following handwashing guidelines.

- When washing ensure that you wash jewelry (rings).
- Rinse visible dirt from hands with warm water
- Lather hands with liquid soap and warm water; rub vigorously for at least 20 seconds. Pay particular attention to under nails, between fingers, tops of hands and wrists.
- Rinse with running water.
- Dry with a single use paper towel in a dispenser.

It is essential that staff properly wash their hands:

- At the start of shifts and before going home;
- Before and after eating or drinking;
- Before and after changing diapers;
- Cleaning a child;
- After assisting a child who has used the washroom;
- Before serving food;
- After cleaning up meal and snack times;
- After touching shared items;
- After using the washroom;
- After handling garbage;
- Before leaving your workspace;
- After wiping or blowing your nose or a child's nose;
- Before and after giving medication to a child;
- After caring for a sick child;
- After cleaning;
- After any other activity which may contaminate hands

It is essential that children properly wash their hands:

- On arrival;
- After using the washroom;
- Before and after eating;
- After getting hands dirty;
- After wiping or blowing their nose;
- After sneezing or coughing into their hands;
- When coming in from outside
- After any other activity which may contaminate hands;
- When a staff asks them to (staff will be having the children do hand washes throughout the day to ensure they are being washed enough)



At the end of the day child will use hand sanitizer on their hands before leaving.

**Child care staff members should help young children to ensure handwashing is done correctly. Alcohol-based hand rub (ABHR) is not recommended for routine use in child care.**



## Sanitizing

BVO Preschool has a check list for each room which will record when equipment/ toy fixture etc. has been sanitized. We will be sanitizing high touch areas 2 times a day minimum and if needed more often in the Toddler Room, Preschool Room, Children's Bathrooms, Front Lobby and Staff Bathroom. Some areas that are not touched often will be sanitized once a day.

Disinfect commonly touched surfaces, shared toys, tables, chairs, plates, cups, etc.. If household or commercial disinfectant cleaning products are not available, hard surfaces can be disinfected using a mixture of 5 mL of bleach (5% sodium hypochlorite) and 250 mL of water. Make sure the solution is in contact with the surface for 1 minute. – If liquids can be withstood, disinfect high-touch electronic devices (keyboards, tablets) with alcohol or disinfectant wipes.

Wash daily sheets and blankets of part time children, face cloths, towels, smocks, bibs, etc. Full time children's blankets and sheets will be washed once a week.

Do not use water or sensory tables

Items used by children should be of a material that allows them to be easily cleaned and disinfected at least twice daily; such as items with hard surfaces. In an effort to maintain a physical distance of 2 meters between individuals and limit the spread of pathogens, items such as toys should be limited to one child at a time and cleaned and disinfected after each use.

Items that are not able to be cleaned and disinfected easily or at least twice daily should be removed from use at this time. Activities which do not allow for a physical distance of 2 metres between individuals and where media cannot be easily cleaned and disinfected should also be discontinued at this time.

### **How to Clean and Sanitize**

There are four steps to properly clean and sanitize an object:

1. Wash: Remove all visible dirt with wet cloth.
2. Wash: Wash with cleaner.
3. Sanitize: Either soak smaller items or wipe larger items/surfaces with an approved sanitizer. The sanitizer must remain on the item/surface for approximately 2 minutes to allow it destroy any harmful microbes present.
4. Dry: Items should be air dried only. This is to avoid possible recontamination from using a reusable towel and to increase the contact time for the sanitizer. If an item cannot be air dried, then use a clean single use paper towel.



## Mixing a Sanitizer

Area to Sanitize	Dilution (Mixture of Sanitizer)		Recipe	Contact Time
	Household Bleach	Quaternary Ammonia		
Kitchen, food contact surfaces & toys	100ppm		4 ml Bleach to 2 litres of water	45 seconds
Kitchen, food contact surfaces & toys		200ppm	4 ml Bleach to 1 litres of water	45 seconds
Washrooms, diaper change areas, cribs/cots/mats & furniture	500ppm	400ppm	20 ml Bleach to 2 litres of water	2 minutes
Surfaces contaminated with blood or bodily fluids	1:10 solution	1:10 solution	210 ml Bleach to 2 litres of water	10 minutes

### Conversion

1 teaspoon = 5 millilitres (ml)

1 litre = 4 cups

1 gallon = 4.4 litres

- Use potable water.
- Always pour the chemical into the water.
- Do not use clear bottles for bleach solutions as the sunlight will weaken the strength quickly.
- Always use the appropriate test strips to verify the concentration of sanitizer.
- Label all containers.
- Prepare sanitizer as often as necessary to ensure the sanitizer is available at the appropriate strength.
- Store solutions in an area not accessible to children.



High touch surfaces are most likely to be contaminated and are to be cleaned and sanitized daily or when visibly soiled.

Examples of high touch surfaces are:

- table tops;
- light switches;
- telephones (including personal cell phones);
- door knobs;
- sink taps;
- toilet handles;
- kitchen counter tops;
- gates;
- hand rails;
- hand sanitizer bottles/dispensers;
- toys;
- sleep cots/mats & cribs;

A two-step cleaning and sanitizing process is to be used.

- CLEAN – wipe surfaces to remove visible dirt
- SANITIZE – wipe surfaces again with a cloth saturated with sanitizer.

Due to the increased amount of cleaning required during an outbreak situation, we will be decreasing the number of toys available to the children (there will be enough toys for the number of children in attendance).

The following pages are the forms BVO Preschool are using to ensure proper cleaning and sanitization in the different rooms within the center.

Each day the records of sanitization will be filed in the office



**Sanitization Check List Office and Front Lobby**

Each day the following tasks will be completed 2 times. When these are completed please initial and put the time. If needed they will be completed additional times.

Date: \_\_\_\_\_

	Staff and Initial	Staff and Initial	Staff and Initial
desk			
telephone			
Computer			
Keyboard and mouse			
Doors			
Door handles			
Trash can			
Filing cabinet			
cupboards			
Recycle bin			
Charging port			
Upper shelves			
chairs			
Light switches (x4)			
Printer			

**Sanitization Check List Office and Front Lobby**

Each day the following tasks will be completed 2 times. When these are completed please initial and put the time. If needed they will be completed additional times.

	Staff and Initial	Staff and Initial	Staff and Initial
desk			
telephone			
Computer			
Keyboard and mouse			
Doors			
Door handles			
Trash can			
Filing cabinet			
cupboards			
Recycle bin			
Charging port			
Upper shelves			
chairs			
Light switches (x4)			
Printer			



### Sanitization Check List Preschool Room

Each day the following tasks will be completed at least 2 times. When these are completed please initial and put the time. If needed they will be completed additional times. Date: \_\_\_\_\_

	Staff and Initial	Staff and Initial	Staff and Initial
countertops			
Cubbies			
Cubby bench			
Door handles			
tablets			
Hand washing sink			
Trash cans (x2)			
Light switch			
Staff lockers			
Toys outside			
cots			
Teacher cupboards (x8)			
tables			
chairs			
Outdoor carts			
Floors mopped			
furnace			
Carpets Vacuumed/Spot Cleaned			

Each day the following tasks will be completed at least **1 times**. When these are completed please initial and put the time. If needed they will be completed additional times.

	Staff and Initial	Staff and Initial	Staff and Initial
telephone			
Electrical cupboard			
Books			
blinds /Blind cords			
Toys inside			
Toy buckets			
Compost Bin			
Drying racks (x2)			
Toy shelves			
Front windows/ sills			



**Bathroom Sanitation**

Each day the following tasks will be **completed 3 times**. When these are completed please initial and put the time. If needed they will be completed additional times.

Date: \_\_\_\_\_

	Staff and Initial	Staff and Initial	Staff and Initial	Staff and Initial
Change table				
Counter				
Sinks (x2)				
Soap dispenser (x3)				
Paper towel dispenser				
Diaper cupboard				
Stools (x4)				
Toilets (x2)				
Hand washing sink				
Gate(x2)				
Recycle bin				
Dresser				
Diaper pail				
Mirrors (x2)				
Clipboard				
White board				
Dry erase markers				
Pen				
Walls				
Light Switch				

**Sanitization Check List Toddler Room**

Each day the following tasks will be completed **2 times**. When these are completed please initial and put the time. If needed they will be completed additional times.

	Staff and Initial	Staff and Initial	Staff and Initial
countertops			
Tablets (x2)			
Door handles			
Cubby hooks			
Cubby benches			
Toys outside			
cots			
Teacher cupboards (x4)			
Front window sills			
Front windows			
furnace			
Tables			
Chairs			
Light Switches (x2)			
Carpet Vacuumed/Spot Cleaned			
Floors mopped			



### Staff Bathroom Sanitation

Date: \_\_\_\_\_ Each day the following tasks will be completed at least **1 times**. When these are completed please initial and put the time. If needed they will be completed additional times.

	Staff and Initial	Staff and Initial
Photo copier		
Sink		
Soap dispenser		
Paper towel dispenser		
Lockers		
garbage		
Toilet		
Recycle pail		
Mirror		
Walls		
Door		
Door handles		
Light switch		

Staff Bathroom is sanitized after each use, all touched surfaces by the user.

### Toddler Room Sanitation

Each day the following tasks will be completed **1 times**. When these are completed please initial and put the time. If needed they will be completed additional times.

	Staff and Initial	Staff and Initial
telephone		
books		
blinds		
Toy shelves (if opened only once during the day)		
fridge		
Inside toys		
Cubby buckets		



**Kitchen and Pantry**

Date: \_\_\_\_\_

Each day the following tasks will be completed **at least 2 times**. When these are completed please initial and put the time. If needed they will be completed additional times.

	Staff and Initial	Staff and Initial	Staff and Initial
Countertops			
Stove			
Kitchen Fridge			
Outside of cupboards			
Outside of drawers			
Door and door handles ( x2)			
carts			
sinks			
taps			
Paper towel holder			
Light switches (x2)			
Microwave			

Each day the following tasks will be completed **at least 1 time**. When these are completed please initial and put the time. If needed they will be completed additional times.

	Staff and Initial	Staff and Initial
Pantry Shelves		
Light switch		
Door and door handle		
Pantry Fridge		
Freezer		
Floors mopped		



### Laundry Room

Each day the following tasks will be completed **1 times**. When these are completed please initial and put the time. If needed they will be completed additional times.

Date: \_\_\_\_\_

	Staff and Initial	Staff and Initial
dryer		
washer		
door		
Door handles		
Light switch		
Cleaner dispenser		
taps		
Mop bucket & Mop handle		
Vacuum		
Laundry soap dispenser		
Cupboards/shelves		
Tool box x2		

### Preschool Bathroom Sanitation

Each day the following tasks will be completed at least **3 times**. When these are completed please initial and put the time. If needed they will be completed additional times.

	Staff and Initial	Staff and Initial	Staff and Initial	Staff and Initial
Counter				
Sinks (x2)				
Soap dispenser (x2)				
Paper towel dispenser				
Diaper cupboard (x2)				
Stools (x4)				
Toilets (x2)				
Recycle bin				
Mirrors (x2)				
Pen/Clipboard				
Walls				
Light Switch				



## Structure of day/ Classroom

We will be maintaining as much as possible a regular routine.

During the Day BVO Preschool will adhere to the following:

- There will be a limit to the number of children and staff in each classroom
- The same staff will be with the same group of children all day
- Child/ staff ratios will be maintained as set out in the CCEYA
- There will be limited body contact e.g. hand holding, rubbing backs etc. and we will encourage social distancing
- There will be a sanitizing schedule for each classroom and as needed
- The playground will be sanitized after each use
- When sitting for circle/ snack or lunch we will ensure social distancing
- The door between the children's bathrooms will be kept closed
- There will only be two children in the bathroom at a time on each side while being supervised by staff
- We will ensure more proper handwashing throughout the day including scheduled hand washing every hour.
- All cots for rest time will be three feet apart and children will lay head to toe; there will be limited back rubbing
- No group sensory play
- Individual buckets for individual sensory play will be allowed
- Limited fabric/ cloth material available
- Limited toys on shelves
- Toys will be swapped out through the day for sanitation
- Only easy to clean toys will be out
- Any contaminated toys will be immediately removed to be sanitized
- Children must not share soothers, bottles, sippy cups, toothbrushes, facecloths, etc. Label these items with the child's name to discourage accidental sharing

Examples of items and activities that should be discontinued include but are not limited to the following:

- soft toys
- items that require laundering such as dress up clothes
- paper materials that are unable to be cleaned and disinfected such as, puzzles, cards, magazines
- group sensory play



## **Outdoor Play**

The children at BVO Preschool are allowed to have outdoor play time with the following precautions:

- Toys can be taken outside, if teacher directed and can be adequately cleaned and sanitized.
- Playground will be sanitized after use.

## **Supplies**

BVO Preschool will adhere to the following procedures:

- All deliveries of supplies will be left outside front door
- All diapers and wipes ( must be unopened packages) will be wiped down before going into the center
- If cleaning supplies and products cannot be sanitized they will stay in original boxes and stored in front shed for 3 days
- Donations of toys/ craft and books will not be accepted at this time
- All bought creative supplies will be stored in original boxes in front shed for 3 days; packages will be sanitized when un packaged
- If supplies cannot be put away properly then they will stay in boxes in shed until they can be

## **Outside Food and Drink**

BVO Preschool require that:

- Any food replacements due to allergies must come in containers that can be sanitized
- Lunch bags cannot come into the building (we will remove from lunch bag and take food into building)
- Staff may bring in a reusable cup or water bottle that can be sanitized



### **Snack and Lunch**

BVO Preschool staff food safety practices continue to be delivered to the highest hygiene standards in line with established FSMS. :

- Will ensure that children have washed their hands before and after lunch
- Will ensure that children have washed their face after lunch
- Will provide bibs for all Toddlers

When serving snack or lunch staff will:

- Wash hands before and after serving snack /lunch
- Will wear gloves
- Ensure that children are sitting at the table with social distancing in place
- Use utensils to serve food
- Will ensure that all serving bowls are covered with saran wrap
- Ensure that there is no sharing of food, utensils or cups
- Not eat snack or lunch while serving food ( they may make a plate up to eat after children are done)
- Will clear all dishes from the table and put on the cart
- Take the cart back to the kitchen

### **Kitchen**

BVO Preschool cook will:

- Ensure all carts are cleaned before and after each snack and lunch
- Ensure all dishes and food will be on the cart which will be put in the children's rooms
- Ensure all food will be covered with saran wrap or tin foil
- Provide more food in a new plate/bowl for staff
- Wash hands often
- Sanitize all counter tops often
- Ensure that all fruits and vegetables are washed properly before storing in refrigerator
- Wear a hair net
- Gloves may be used but must be changed frequently and hands must be washed between glove changes and when gloves are removed.
- Gloves must be changed after carrying out non-food related activities, such as opening/closing doors by hand, and emptying bins.
- If not wearing gloves hands must be washed after carrying out non-food related activities, such as opening/closing doors by hand, and emptying bins, when coming back into the kitchen.



- Staff need to be aware that wearing gloves can allow bacteria to build up on the surface of the hands, so handwashing is extremely important when gloves are removed to avoid subsequent contamination of food. Staff must avoid touching their mouth and eyes when wearing gloves.
- Wash hands with soap and warm water for at least 20 seconds before and after handling food and food packaging
- Staff should strictly observe good personal hygiene practices at all times around open food areas.
- Maintain frequent washing and sanitizing of all food contact surfaces and utensils.

### **PPE**

BVO Preschool will:

- Have hand sanitizer that has 60-90% alcohol (Check expiry dates on hand sanitizer)
- Have disposable masks for staff to wear each day with a change after 4 hrs
- Have disposable masks for staff or child if they become symptomatic
- Have disposable gloves
- Have washable/plastic gowns for staff if a child becomes symptomatic
- Have Face Shields for staff if a child becomes symptomatic
- Have a plexi glass barrier for screening
- Staff will have masks, goggles/ shields to wear each day

*Please note:* This policy can be changed at any time if needed due to recommendations of Public Health and the Government. Also note that this is the policy for when a pandemic starts. Changes throughout the pandemic will be shared with families.

Updated November, 2021



## **BVO Preschool Pandemic Policy**

Please detach and return the following form:

I have read and fully understand the Pandemic Policy.

Signature of Parent/Guardian

Date:

--