



Safety Policies & Procedure for COVID-19 (Phase 3)

July 1, 2020

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JLC Safety Measures

We operate our program with the following policies & procedures during “Phase 3” in BC Reopening Plan for the COVID-19 pandemic. Your corporation is highly appreciated.

Environment Measures

- We keep a class small; the maximum of 8 students with 1~2 teachers per group for one activity and the maximum of two groups per program a day.
- Activities are mainly held outside. Indoor classes are held only when necessary.
- When the activity is held in the classroom, we keep windows/doors open.
- Signing in/out occurs outside and no parent comes into the classroom/fenced play area.
- General cleaning and disinfecting of the classroom at least once a day.
- Frequently-touched surfaces are cleaned and disinfected at least twice a day.
- Remove toys and other items that cannot be easily cleaned (e.g., avoid plush/stuffed toys)
- We use the specific sanitizer, which was specified in “BCCDC Cleaning and Disinfectants for Public Settings” for cleaning.
- We empty garbage containers daily at minimum.
- The schoolhouse is not open for the public and we minimize the number of adults who come into the building.
- We use the designated private washroom for JLC.

Management Measures

- Keeping 2m-physical-distance among adults and wearing face masks when the distancing is not possible.
- Frequently hand washing and cleaning.
- Daily screening for children and staff’s health conditions with the screening check sheet. Anyone who has cold-like symptoms must stay home, not come to school.
- If you have a contact with anyone who is infected or has symptoms of COVID-19, you must self-isolate for 14 days to monitor yourself.
- If you travel outside of Canada or have a contact with anyone who travels outside of Canada, you must self-isolate for 14 days.
- Teach children not to touch and hug friends: Remind them “hands to yourself”
- Wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine). Wash hands before wearing and after removing gloves.
- No parent comes into the schoolhouse.
- If a parent, caregiver or staff member is unsure if they or a child should self-isolate, they should be directed to use the BC COVID-19 Self-Assessment Tool, contact 8-1-1 or the local public health unit. They can also be advised to contact a family physician or nurse practitioner to be assessed for COVID-19 and other respiratory diseases

Rules at the school

Before coming to the school

- Please do daily screening for your child with “COVID-19 Screening Check list” at home: If there is a “YES” on the list, you must stay home.



- If your child has respiratory symptoms but not COVID-19 or any other communicable disease, which is diagnosed by your doctor, he/she can come to school with the doctor's note.
- Remind your child to go to bathroom before coming to school.
- Apply sunscreen on your child before coming to the school. Our teachers won't apply sunscreen on your child.

COVID-19 Screening Check List

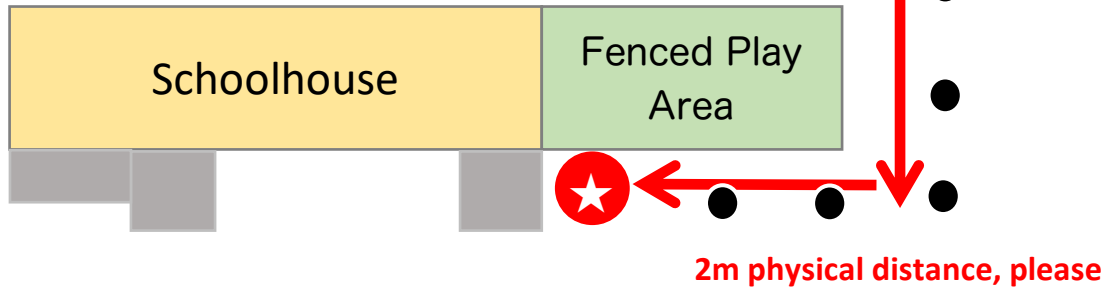
<i>1. Do you or your child attending the program have any of the following symptom?</i>		
• <i>fever</i>	<i>Yes</i>	<i>No</i>
• <i>Cough</i>	<i>Yes</i>	<i>No</i>
• <i>Shortness of Breath/Difficulty Breathing</i>	<i>Yes</i>	<i>No</i>
<i>2. Have you or anyone in your household, travelled outside of Canada within the last 14 days or been in close contact with someone who has?</i>	<i>Yes</i>	<i>No</i>
<i>3. Have you or anyone in your household had close contact (face-to-face within 2 meters) with someone who is will with a cough and/or a fever?</i>	<i>Yes</i>	<i>No</i>
<i>4. Have anyone in your household been in contact within the last 14day with someone who is confirmed case or presumptive case of COVID-19 (while not wearing appropriate precautions of the health care system such as gowns, masks, plastic shield etc)</i>	<i>Yes</i>	<i>No</i>
<i>5. Has anyone in your household been diagnosed with COVID-19 within the last 14 days</i>	<i>Yes</i>	<i>No</i>

Personal belongings

- Minimize personal belongings for the school (Bring only necessary things)
- Remind children not to share their personal items with friends.
- Remind children not to touch other's personal items.

Drop-Off

Signing in at the gate of the fenced play area (☆)

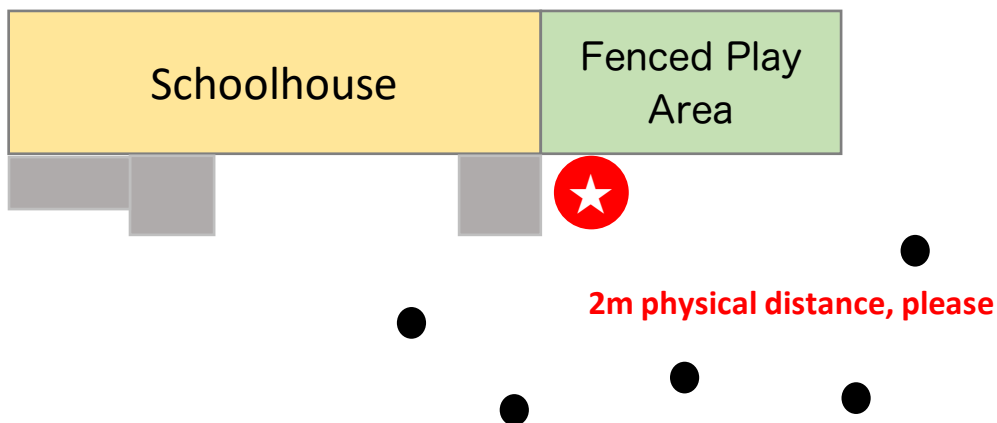


Sign-in procedures:

1. Wait in line with 2m distancing with your child until your teacher calls you.
2. Come to the gate when your name is called and sanitize your and your child's hands with the sanitizer provided.
3. Answer the questions asked by the teacher, and with her permission, please let your child in to the play area.
4. The signing sheet is checked by the teacher on behalf of you.

Pick-Up

Signing out at the gate of the fenced play area (☆)



Sign-out procedures:

1. Wait at the open space, keep 2m physical distance among adults.
2. The teacher sanitizes children's hands before they come out from the gate.
3. The signing sheet is checked by the teacher on behalf of you.



Activities & Guidance for Children

- Wash/sanitize children's hands when they arrive/leave the school. Remind them to dry the sanitizer on the hands.
- The activities are held outside unless the weather is severe.
- Not touch their eyes, nose or mouth with unwashed hands ("Hands below your shoulders")
- Not sharing personal items.
- Avoid close greeting (no hugs & handshakes), and remind children "Hands to yourself"
- Organize children into smaller groups and/or spread children out to minimize direct physical contact.
- Incorporate more individual activities or activities that encourage more space between children and staff.
- Remove the toys which are difficult to sanitize.
- Often sanitize the toys being used.

Cleaning & Hand wash

- Wash hands with plain soap and water for at least 20 seconds.
- If sinks are not available (e.g., children and staff are outside), supervised use of alcohol-based hand sanitizer containing at least 60% alcohol may be considered.
- If hands are visibly soiled, alcohol-based hand sanitizers may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.

Strategies to ensure diligent hand hygiene:

1. Hand hygiene stations should be set up at the entrance, so that children can clean their hands when they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol. Keep hand sanitizer out of children's reach and supervise its use.
2. Incorporate additional hand hygiene opportunities into the daily schedule.
3. Ensure the school is well-stocked with hand washing supplies at all times including plain soap, clean towels, paper towels, waste bins, and where appropriate, hand sanitizer with a minimum of 60% alcohol.
4. Little children regularly forget about proper hand washing. Staff and children should practice often and staff should model washing hands properly in a fun and relaxed way.
5. Staff should assist young children with hand hygiene as needed.



Protocol for Child/Staff developing the symptoms of COVID-19 during

If a Child Develops Symptoms of COVID-19 While at Victoria Japanese Preschool

- 1) The Staff member should immediately separate the symptomatic child from others in a supervised area until they can go home.*
- 2) Contact the child's parent or caregiver to pick them up right away. Parents or caregivers must pick up their child promptly once notified that their child is ill.*
- 3) Where possible, maintain a distance of 2 metres from the ill child. If this is not possible, the staff member may use a mask if available and tolerated, or use a tissue to cover their nose and mouth*
- 4) Provide the child with tissues, and support as necessary so they can practice respiratory hygiene*
- 5) Open outside doors and windows to increase air circulation in the area, in case the program is running inside.*
- 6) Avoid touching the child's body fluids. If you do, wash your hands.*
- 7) Once the child is picked up, wash your hands. Clean and disinfect the space where the child was separated and any areas used by the child (e.g., bathroom, common areas).*
- 8) If concerned, contact 8-1-1 or the local public health unit to seek further advice.*

If a Staff Member Develops Symptoms of COVID-19 While at Victoria Japanese Preschool

- 1) Separate themselves into an area away where they can maintain a distance of 2 metres from the children. Remind the children to stay away from the staff member. The staff member must create area where the children can play safely by themselves.*
- 2) Use a tissue or mask to cover their nose and mouth while they wait for replacement or to be picked up.*
- 3) The staff must go home right away when the replacement staff member arrives.*
- 4) Remaining staff must clean and disinfect the space where staff was separated and any areas used by them (e.g., office, bathroom, common areas).*
- 5) If concerned, contact 8-1-1 or the local public health unit to seek further advice*

Reference: Conditions for Children to be excluded from Child Care Programs

	condition	Symptom	Admission Health Requirement
1	Acute cold	Contagious with obvious discharge of infected green, yellow or reddish-brown mucus	The child may return when discharge has subsided or is running clear in color
2	Cough	3-5 times per hour, and especially if choking and/or vomiting accompanies the cough	The child will need to stay home until the cough subsides or the child receives medical clearance from a doctor
3	Fever	37.8C or over	The child must stay home for one full day symptom free without the aid of medication before they can return to the centre
4	Vomiting	Vomit	The child must stay home for one full day symptom free before.
5	Diarrhea	2 or more bouts of diarrhea in 24 hours.	The child must stay home for 2 full days symptom free before returning.
6	Antibiotic	Antibiotic is admitted	The child may Return after being home for 2 full days
7	Infected eyes	bacterial or viral conjunctivitis	The child must remain home for two full days The child may return to the school only when eyes are completely clear with no discharge. Bacterial conjunctivitis must be treated and a Doctor's note is needed for return
8	Infected skin	Infected or undiagnosed skin irritations	A doctor must examine undiagnosed skin irritations. The child must remain home for two full days. The child may return to the centre after it has been treated, and there are no open wounds. A doctor's note will be needed for return. All skin infections, and abnormalities such as warts must be covered while their child is in care to stop the spread of infection.
9	Ear aches and Infections	Ear aches and infection	The child is required to see a doctor for direction. The child must stay home for a minimum of 2 full days with or without antibiotic medication. This allows for the child to be monitored and assessed. Children may return when symptoms such as fever and ear tugging have subsided.
10	Lice	Head lice	The child must be treated with a medicated shampoo and stay home for 2 full days. The child cannot attend the program if they have live bugs or nits in their hair..
11	Communicable Diseases	chicken pox, hand, foot and mouth, measles and other communicable diseases must be reported to the child care school staff as soon as they are diagnosed.	The child must have a doctor's note providing them with medical clearance to return to the centre.
12	Surgeries	After a surgeries	A doctor's note is required for medical clearance stating the date they will be able to return to the centre without restriction.