



SHAWNIGAN LAKE COMMUNITY CENTRE CHILDCARE

Parent Guidelines during COVID-19

Updated April 26 2021

Our primary focus is to ensure the safety of staff and children attending. Additional health and safety promotions have been put in place to minimize the risk to our facility. We ask that you strictly adhere to these guidelines during use of our facility.

Drop off/Pick Up Procedure

To minimize the exposure to both staff and children, the drop off and pick up procedures will be adapted during COVID-19. All drop off/pick up will take place through the Elsie Miles Park entrance located at 1875 Shawnigan-Mill Bay Road (across from Aiken and Frazer) and the zones will be designated based on which group of care you are in. The designated zones are as follows:

Group: Undercover area entering through group care back door
Seniors: Undercover area entering through main rear doors
Juniors: Entering through main doors on East side of building (same side as pavilion)
Rascals: Entering through Classroom 4 rear door on South side facing Community Centre
process will be as follows:

Drop off Procedure

- Parent/Guardian will arrive and proceed to child's designated drop off zone
- Parent/Child to remain outside at entrance where staff will meet you; ensure 2 metre physical distancing of staff and other adults; staff to make attempts to keep same physical distancing with child if at all possible
- Staff will then conduct a screening of both adult and child (see details below)
- If child is healthy to attend, parents will say their good byes at the door and staff will verbally take responsibility of the child whom is now in SLCC care
- Staff will then be responsible for signing in your child
- Staff to open door and enter facility with child, where they will proceed to handwashing station for both child and staff, to follow posted handwashing procedures

Pick Up

- Parent/Guardian will arrive at designated drop off zone for pick up, waiting outside at which time a staff member will come to greet you
- Child will proceed to handwashing station to conduct hand washing prior to exiting
- Staff to open door to exit
- Staff and Adult to maintain 2 metre distance for physical distancing
- Staff to provide a verbal update on how the day went
- Verbally passing care of child back to parent
- Upon re-entry, staff will proceed to hand washing, return to room and sign the child out of SLCC care

Screening

All individuals, including children, parents/guardians and staff must be screened upon arrival using the criteria below. Entry will be denied to any person including the child of a parent/guardian who may suffer from any of the following:

- Visually screen, ask questions, check list (see attached document)
- Ask if they have travelled outside of Canada in the last 14 days
- Ask if experiencing any flu like symptoms including diarrhea in the last 12 hours; if yes, deny entry with timelines outlined in the Illness Policy

If care is denied, you will be provided with a Health Screening Handout, outlining next steps. See Illness Policy for details.

Displaying Symptoms while in Care

If a staff member or child displays any symptoms of illness while in care, they will be expected to leave immediately. It is important that you or an emergency contact is available to come right away if contacted. If your child displays symptoms while in care the following steps will be taken

- Child will be moved to an isolated area with a staff member
- Parent will be contacted immediately
- Remaining children will be moved to a clean area (example gym or outside) and staff will conduct a thorough cleaning of the spaces where the symptomatic person was prior to re-entry
- Parent to follow timelines outlined in our Illness Policy prior to returning to camp. If child tests positive for COVID-19, staff will follow direction provided by Island Health Authority

Illness Policy

In order to maintain safety of all staff and patrons, we must instill strict guidelines when it comes to our Illness Policy. **If you are sick, stay home.** Staying home when sick is one of the most important way to reduce the spread of communicable diseases, including COVID-19.

You are required to complete a health screening prior to attending the facility each day. Daily Health Assessment includes the following:

Daily Health Check	Do you have any of the following new key symptoms?	Circle one	
1. Key Symptoms of COVID Illness	a. Fever	Yes	No
	b. Breathing difficulties (breathing fast/work hard to breath)	Yes	No
	c. Cough or worsening of chronic cough	Yes	No
	d. Chills	Yes	No
	e. Loss of sense of smell or taste	Yes	No
	f. Diarrhea	Yes	No
	g. Nausea and vomiting	Yes	No

2. Other Types of Non-related Illness	Runny Nose, Sore Throat, Chronic Cough or Sinus Congestion	Yes	No
	Headache, earache, loss of appetite, fatigue or irritability	Yes	No
3. Possible Communicable Disease	Unexplained rash that appears to be more than a typical heat rash	Yes	No
	Communicable Diseases (measles, chicken pox, lice, pink eye, hand foot and mouth, etc.	Yes	No
4. Travel/ Close Contact	Travelled outside of Canada in the last 14 days	Yes	No
	Confirmed by public health as a close contact to a confirmed case or outbreak of COVID-19	Yes	No
	Awaiting results of a COVID-19 test or a confirmed case of COVID-19	Yes	No
5. Possible Exposure	Have had closed contact with someone that has travelled outside of Canada in the past 14 days who is ill or presents one or more COVID-like symptoms	Yes	No

Section 1: Key Symptoms of COVID Illness

If you answered YES to any symptoms listed in this section, then you should self-isolate and contact 8-1-1 to determine next steps. You must not return until COVID-19 has been excluded. If you are not cleared through testing, you must stay offsite for a minimum of 14 days and be symptom free to return.

Section 2: Other Types of Non-related Illness

If you answered YES to any of the following but NO to everything in Section 1, and the symptoms are mild, you can attend. If the symptoms are moderate to severe, you must stay home and not return until symptoms are gone or back to mild. *Note: no fever can be associated with any of these symptoms to attend.*

Section 3: Possible Communicable Disease

If you answered YES to either of these questions, you must stay home until such time you have been seen by a doctor and are cleared of being contagious.

Section 4: Travel/Close Contact

If you answered YES to any items listed in this section, then you must self-isolate and follow direction from public health. You must not return until you have been cleared by medical authorities or remain off site for a minimum of 14 days and be symptom free to return.

Section 5: Possible Exposure

If you answered YES to this Section, then you need to monitor for symptoms, practice physical distancing and good hygiene practices. If symptoms develop, self isolate and call 8-1-1 for further direction.

Handwashing

Staff will enforce increased hand washing for both themselves and children, utilizing the posted procedures within the facility. Handwashing will occur:

- upon arrival and before departure
- before and after any transitions
- before and after eating and drinking
- after using the toilet
- before and after playing outside or using a play structure
- after sneezing or coughing
- whenever their hands are visibly dirty

Physical Distancing in a Camp Setting

Understandably, physical distancing is challenging in a childcare setting. The focus in childcare settings is to **Minimize Physical Contact**. At the same time, it will be important that staff do what they can to assist children in learning about physical distancing. Staff will use creative ideas, visual cues and split into smaller groups sizes for activities throughout the day.

Sunscreen Application

Application of sunscreen is a dilemma when trying to minimize physical contact with children & between children. While we will still assist a child with sunscreen application when necessary, we will need to take Universal Precautions. To ensure staff assistance is limited, we ask parents to assist in the following manner:

- a. Sunscreen their child prior to drop off
- b. Send spray sunscreen in a labelled bottle
- c. Teach your child how to apply sunscreen
- d. Teach your child how to help their sibling apply sunscreen (if applicable)
- e. Very fair skinned children or those who burn easily should wear a sun shirt
- f. Children should wear a hat

If staff are required to assist your child, they will wash their hands between applications and will only assist with spray sunscreen. If a child has brought lotion vs spray, staff will not assist with application but will instruct them to apply on their own and keep a shirt and hat on at all times in outside environment to avoid any burning.

Additional Safety Measures we ask of you

- No outside items/toys from home will be allowed in the facility
- Lunch/Snacks – it is your responsibility to provide your child with enough food to get them through the day. No food sharing will be allowed. We ask that you send your child only with their lunch/snacks for the day in a clean lunch bag that includes an ice pack (if refrigerated items included, disposable cutlery (or if disposable is not an option, cutlery placed in a Ziploc bag) and a water bottle as fountain use will not be an option. All items need to be nut free
- If your child is in the group care (ages 3-5) you will be required to provide their bedding for nap time and take it home at the end of each week to launder. Bedding needs to be

clean and dropped off at the beginning of the week in a plastic bag. All bedding will remain separated during the nap time and all cots will be sanitized following each use daily

- Families are to leave only a Ziploc bag with a change of clothes for the child, all other belongings the child requires are to be brought with the child and taken home each day. Reducing the belongings kept in the primary care area will support increased cleaning and disinfection in-between occupancy
- You will be required to report any illness or COVID-19 related exposure to our Childcare Coordinator immediately

Ratio and Group Sizes

Childcare Licensing notes we are already meeting physical distancing requirements with current Childcare Licensing standards. As adults are at higher risk than children, it is beneficial to maintain current staff to student ratios versus bring in additional adults. Staff ratios will be set at 20:2 for Out of School Care and 8:1 for Group Care.

What to Expect During Camp

- Monday will be our “Routine Setting” day with the children. A physical distanced sit down with the group will take place each Monday to review safety rules and expectations while attending camp.
- Children will be designated a “storage chair” to store all their belongings while in care to ensure belongings are stored separately to prevent potential cross contamination.
- Increased outdoor play in small groups will be encouraged
- Staggered lunch/snack times with physical distancing space implemented
- Small play/activity bins will be created to help minimize the chance of multiple hands on toy/activity items; when a child is finished, that item will be placed in a cleaning bin and sanitized prior to being placed back into rotation
- Any toys that are not of a material that can be cleaned and disinfected on site will be removed from use during this time (ex/ no dress up clothes, plush toys, etc.)
- Playground structures will be used during outdoor play. There is no evidence of COVID-19 transmission on playground environments, however staff will follow guidelines to help reduce exposure which include – handwashing before and after use and avoiding crowded playground structures (please note - play structures are not sanitized)
- Staff will set up rooms in a way that will encourage physical distancing - play areas will be spread out, limited chairs at each table, and smaller group activities
- Washroom use throughout the day will still take place as a “buddy” system so a child is not on their own. Staff will encourage physical distancing and ensure hand washing of both children take place when using washroom facilities
- First aid situations typically require close contact. If a first aid situation should arise, staff will be wearing a mask and gloves to ensure your child’s needs are met, while protecting both parties of any bodily secretions
- Daily activities and free play will be part of your child’s day
- Rest times for ages 3 to 5-year old’s will be set up in a way to increase distancing at rest time and cots will be disinfected daily

Cleaning of Facility:

- All areas of the Childcare Centre will be cleaned and disinfected daily utilizing licensed approved cleaners
- Staff will be assigned to increase frequency of toy cleaning and frequently touches surfaces such as door handles, light switches, toilet handles, taps, table tops etc.
- CVRD Maintenance staff will do heavy duty cleaning and sanitization, following each day of care. Staff will be following the guidelines set out by Island Health in relation to Cleaning and Disinfection for Public Settings for COVID-19.

Agreement to these Guidelines

After you have reviewed these guidelines, please ensure you sign and return the Parent Guidelines Acknowledgement Form along with your registration forms. Please be aware that the health and safety of staff and children is our priority. Children who are unable to follow these guidelines will not be able to attend and you may be called and asked to pick up early.