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*COVID-19 OPERATIONS MANUAL*

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# COVID-19 OPERATIONS MANUAL

October 2021 Update

## **Introduction**

This manual is to provide guidance for staff at Jericho Kids' Club to minimize the transmission of COVID-19 and maintain a safe and healthy environment for children and staff. This document is based off of the [British Columbia Centre for Disease Control's Public Health Guidance for Child Care Settings \(February 12<sup>th</sup>, 2021 Update\)](#) as well as [British Columbia Centre for Disease Control's Public Health Guidance for K-12 Schools \(October 1<sup>st</sup>, 2021 Update\)](#).

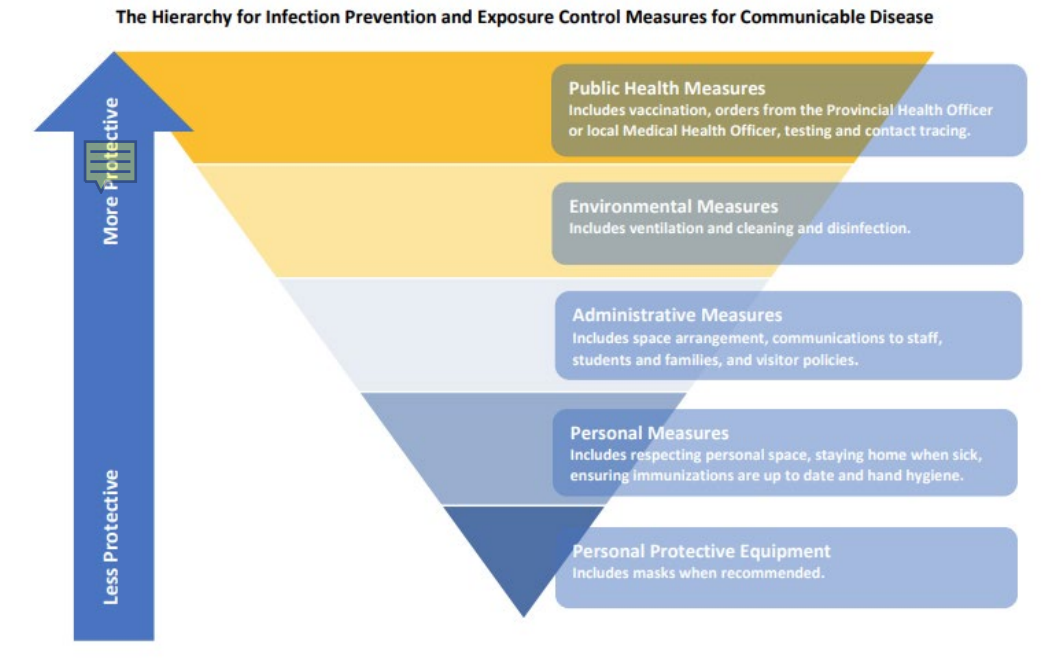
### **COVID in Child Care settings**

The risk in child care settings is considered low in BC as evidence shows:

- They are controlled environments where effective infection prevention and exposure control measures can be consistently implemented and adhered to;
- Young children (aged 10 and under) in B.C. are unlikely to be infected with COVID-19;
- COVID-19 is less commonly transmitted between children, and between children and adults;
- COVID-19 is more commonly transmitted between adults, and from adults to children; and
- Young children are less at risk for severe illness from COVID-19.

**Infection Prevention and Exposure Control Measures**

*The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease* describes measures that should be taken to reduce the transmission of COVID-19 in child care settings. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced.



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### Public Health Measures

#### **Vaccines**

Vaccines are the most effective way to reduce the risk of COVID-19 in schools and child care sites. Everyone eligible is strongly encouraged to be fully vaccinated (i.e., receive 2 doses) against COVID-19 to protect themselves and those around them – including those who are not eligible to be vaccinated. Both doses are needed to get the most effective protection against serious cases of COVID-19 and provide longer-lasting protection.

While children under 12 are not currently eligible to be vaccinated, they continue to be less likely to get and spread COVID-19 and have a low risk of serious outcomes if they do get COVID-19. It is strongly recommended that adults interacting with children under 12 be fully vaccinated.

### Environmental Measures

#### **Ventilation and Air Exchange**

Outdoor spaces are ideal when weather permits; when possible, choose to have play time, snacks or meal breaks and learning activities outdoors. Good indoor ventilation alone cannot protect people from exposure to COVID-19; however, it may reduce risk when used in addition to other preventive measures. When weather permits, staff should open windows and doors to promote air circulation and replenish indoor air. Communicable disease prevention measures need to be balanced against other risks, including excessive heat and poor air quality from wildfire smoke.

#### **Cleaning and Disinfecting**

Regular cleaning and disinfecting of objects and high-touch surfaces is very important to help to prevent the transmission of viruses from contaminated objects and surfaces. Staff will:

- Vancouver School Board will clean and disinfect premises at least once every 24 hours.
- Clean and sanitize high touch (all door handles and kitchen knobs) and frequently used surfaces at the beginning and end of your shift. On full days, this should occur at least once during the day.
- Regularly clean and sanitize items that are designed to be shared.
- Clean and disinfect any surface that is visibly dirty.

#### **Centre Toys and Supplies**

- Offer toys that can be easily cleaned and sanitized.
- Toys, manipulatives objects and other items that may not be easily cleaned (including things like sand, foam, playdough, rice etc.) can continue to be used if hand hygiene is practiced before and after use.
- There is no evidence that the COVID-19 virus is transmitted via paper or other paper-based products. There is no need for these items to be cleaned and disinfected or quarantined for any period of time, or for hand hygiene to be practiced before or after use.

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### Space Arrangement

- Staff will organize and facilitate activities to maximize the spacing as much as possible.
- Staff will refrain from activities that promote face-to-face contact.

### Administrative Measures

#### Cohorting Children and Staff

As a licensed child care facility, Jericho Kids' Club must adhere to relevant legislation that outlines the types of services and restrictions on age groups, staff ratios, and group sizes. When possible, Jericho Kids' Club will:

- Schedule staff in a way to limit the amount of mixing between children and staff on a daily and weekly basis.
- Reduce the amount of time that mixing of age groups at the beginning and end of days occurs as permitted by legislation.
- If mixing between age groups do occur, staff will ensure adequate spacing is happening and no physical contact.

#### Physical Distancing

Physical distancing is used to help limit close contact with others because COVID-19 tends to spread through prolonged, close, face-to-face contact.

Within child care settings, physical distancing should include avoiding physical contact between staff, avoiding unnecessary physical contact between staff and children, minimizing close, prolonged, face-to-face interactions where possible, and encouraging everyone to spread out as much as possible within the space available. It is not necessary to attempt to eliminate close contact between children, recognizing the importance of children's emotional, physical and developmental needs.

#### Sign-In and Sign-Out Procedures

- All programs will continue to have the sign-in/out islands near the front entrance of their program. Children will continue entering through this door only.
- Staff members will ask arriving children daily health check questions.
- Children's cubbies will be moved to near the front entrance. Parents and guardians are to not enter the care space; Our general care spaces are for JKC staff and children who are attending the program only.
- Staff will receive children and lead them to the sink to guide them through washing their hands.
- Staff will retrieve children from the play space for parents upon pick up.

#### Visitors

Visitors entering the school should be limited to those supporting activities that are of benefit to student learning and wellbeing.

- All visitors should be in contact with, and approval from the Program Manager ahead of visits.

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- All visitors should provide active confirmation (i.e. sign in at entry, email before entry, etc.) that they have no symptoms of illness and are not required to self-isolate before entering.
- All visitors will wear a mask when in the care space.

### **Food and Beverages**

[FOODSAFE](#) Level 1 covers important food safety and worker safety information including foodborne illness, receiving and storing food, preparing food, serving food, and cleaning and sanitizing. It is a helpful resource for those seeking education and training on food safety practices.

Food and beverages should not be shared. Children and staff can bring their own reusable food and drink containers to the facility for their own personal use.

- Eliminate group food preparation activities (baking). Children should not be assisting with food prep in any way.
- Children should be seated apart from one another, preferably at different tables or sections of the lunch tables.
- Children should be taking out and putting away their own lunches and snacks.
- Discourage children from putting their hands near the shared tray when asking for items.

### **Personal Measures**

#### **Self Isolation and Illness**

##### **Stay Home When Required to Self-Isolate**

Children and staff must [self-isolate and self-monitor as per public health directions](#).

##### **Stay Home when Sick**

Children and Jericho Kids' Club Staff will stay home when sick.

##### **Daily Health Check**

Daily health check is a tool to use to reduce the risk of a person attending Jericho Kids' Club when potentially infectious.

- Jericho Kids' Club staff, children and families will conduct an active daily health check prior to arrival at a Jericho Kids' Club locations. A daily health check means a person checking daily to ensure they (or their child) are not experiencing any symptoms of illness (including but not limited to COVID-19 symptoms) before coming to JKC. Daily health checks can be supported by BCCDC resource on [When To Get Tested for COVID-19](#) as well as [K-12 Health Check](#).

##### **What To Do When Sick**

Staying home when sick is one of the most important ways to reduce the spread of communicable diseases, including COVID-19. All staff and children will stay home if they are ill. Staff or children who are experiencing symptoms of a previously diagnosed health condition do not need to stay home and a doctor's note is not required to attend Jericho Kids' Club sites.

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Jericho Kids' Club staff, children and families who enter Jericho Kids' Club sites are expected to follow the guidance from [BCCDC](#). Nobody will attend or come to Jericho Kids' Club if they are sick.

### **Developing Symptoms at JKC**

If a child starts showing illness symptoms while at Jericho Kids' Club, it is important to isolate the individual, then seek assistance from the Program Coordinator or Program Manager right away, so they can guide you through the next steps. The Administrative Manager and Executive Director should be contacted when the Program Manager is unavailable. All programs must have a designated isolation area reserved for this purpose.

If a staff member starts showing symptoms of illness while at Jericho Kids' Club, they will go home and notify the Program Manager right away and other staff members will thoroughly clean the space after the (sick) staff member has left.

When a child or staff is sent home due to illness, it will be documented as a confidential log following regular guidelines of a confidential log.

### **Returning to JKC After Sickness**

When a Jericho Kids' Club staff or child can return to Jericho Kids' Club depends on the type of symptoms they experienced as outlined in the [When To Get Tested for COVID-19](#) resource.

If based on their symptoms a test was not recommended (i.e., the guidance is to 'stay home until you feel better'), the person can return to school when their symptoms improve, and they feel well enough.

If based on their symptoms a test is recommended (i.e., the guidance includes 'get tested'), the person must stay home until they receive their test result.

- If the test is negative, they can return to school when symptoms improve, and they feel well enough.
- If the test is positive, they must follow direction from public health on when they can return to school.

Jericho Kids' Club staff, children and families can also use the [BC Covid-19 Self-Assessment Tool](#) app, call 8-1-1 or their health care

Jericho Kids' Club staff and children may still attend school if a member of their household develops new symptoms of illness, provided the individual has no symptoms themselves. If the household member tests positive for COVID-19, public health will advise the asymptomatic individual on quarantine or self-isolation and when they may return to Jericho Kids' Club. Most illness experienced in BC is not COVID-19, even if the symptoms are similar.

### **Hand Hygiene**

Hand washing with soap and water is the single most effective way to reduce the spread of illness. Children forget about proper hand washing, so practice often and teach them to wash their hands



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properly in a fun and relaxed way. Whenever possible, please stand with the children and offer guidance if needed.

When sinks for hand washing are not available, you may use alcohol-based hand sanitizers contain at least 60% alcohol. All staff will always aim to carry sanitizer or alcohol-based wipes on them.

### **6 Steps to Proper Handwashing**

- 1) Wet hands with warm running water
- 2) Apply a small amount of liquid soap
- 3) Rub hands together for at least 20 seconds (sing a song). Rub palms, back of hands, between fingers, and under nails while creating a lather
- 4) Rinse off all soap with running water
- 5) Dry hands with a clean, disposable paper towel
- 6) Discard the used paper towel in organics bin

### **Staff and Children Should Wash Their Hands:**

- When they arrive and before they depart
- Before eating and drinking
- After using the toilet
- After returning into the care space (gym, outside, etc.)
- After cleaning tasks
- After sneezing or coughing into hands
- Whenever hands are visibly dirty

### **Respiratory Etiquette**

Children and Staff should:

- Cough or sneeze into their elbow or a tissue. Throw away used tissues and immediately perform hand hygiene.
- Refrain from touching their eyes, nose or mouth with unwashed hands.

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### Personal Protective Equipment (PPE)

#### **Non-Medical Masks and Face Coverings (Masks)**

Public health continues to monitor community risk of COVID-19 as we progress toward high levels of vaccine coverage. Schools (JKC) continue to be considered low risk settings for COVID-19 transmission, particularly in the context of a highly immunized population; however, non-medical masks will be recommended for now, as an added layer of protection as schools (JKC) transition to new measures.

#### **For Children:**

At Jericho Kids' Club, all staff and children Kindergarten – Grade 7 should wear a non-medical mask or face covering at all times while indoors subject to the following exceptions:

- If a person is unable to wear a mask because they don't tolerate it (for health or behavioural reasons\*);
- If a person unable to put on or remove a mask without the assistance of another person;
- If the mask is removed temporarily for the purposes of identifying the person wearing it;
- If the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. high-intensity physical activity, etc.);
- If a person is eating or drinking
- If a person is behind a barrier (e.g., a divider, a cubicle, or in a room by themselves);
- While providing a service to a person with a disability or diverse ability where visual cues, facial expressions and/or lip reading/movements are important.