



COVID-19 OPERATIONS MANUAL

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Overview

Definitions:

Coronaviruses are a family of viruses that cause illness in both humans and animals. Coronavirus' known to cause infection to humans typically cause mild illnesses. (Government of Canada, 2020).

SARS-CoV2 is the name of the novel coronavirus that was discovered in 2019 and has been identified to cause the current disease outbreak (COVID-19) (World Health Organization, 2020).

COVID-19 is the infectious disease caused by the novel coronavirus SARS-CoV2 (World Health Organization, 2020)

What is COVID-19 and how is it spread?

COVID-19 is a respiratory illness that typically causes **fever, dry cough, difficulty breathing and fatigue** (Government of Canada, 2020). Less common symptoms include *aches and pains, congested or runny nose, sore throat or diarrhea* (World Health Organization, 2020). COVID-19 can cause serious illness in vulnerable populations, particularly the elderly or those with chronic underlying health conditions. For most healthy adults and children symptoms are relatively mild, however serious infection has been reported in a small percentage of otherwise healthy people (Government of Canada, 2020).

COVID-19 is spread "through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales" (World Health Organization, 8 April 2020). Others can become infected by **touching surfaces where these droplets have landed and then touching their face, or by breathing in these droplets as they are dispersed** (World Health Organization, 2020).

COVID-19 and Children

- COVID-19 virus has a very low infection rate in children. In B.C., less than 1% of children and youth tested have been COVID-19 positive. Most children are not at a high risk for COVID-19 infection.
- Evidence indicates transmission involving children is primarily limited to household settings, and from COVID-19 positive adults to children. Most cases in children have been linked to a symptomatic household member.
- Children are not the primary drivers of COVID-19 spread in child care facilities, schools or in community settings.
- For younger children maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.
(BC Centre for Disease, 2020)

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COVID-19 and Adults

- While COVID-19 impacts adults more than children, some adults with specific health circumstances are at an increased risk for more severe outcomes, including individuals:
 - Aged 65 and over, immune systems, or
 - With underlying medical conditions
- Most adults infected with COVID-19 will have mild symptoms that do not require care outside of the home.
(BC Centre for Disease, 2020)

What does this mean for Jericho Kids' Club programs?

Based on the current epidemiology of COVID-19 in B.C., and the fact that children are at a much lower risk of developing COVID-19, child care providers are encouraged to remain or re-open, while supporting the health and safety of children and adults.

To ensure that JKC can continue to provide essential care to our community, we have implemented the following additional safety measures to protect our staff and children. Staff members must be comfortable and familiar with these protocols so they can be consistently practiced in our programs.

Sick Policy

When to Stay Home

All parents, caregiver, children and staff who have symptoms of COVID-19 **OR** travelled outside Canada in the last 14 days **OR** were identified by Public Health as a close contact of a confirmed case **must stay home and self-isolate.**

Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory diseases before sending them for child care.

Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to working and stay home if ill.

It is common for staff and children in childcare settings to become ill with respiratory illnesses, however as illnesses such as the flu or the common cold have symptoms that are also present in COVID-19 infections, those who suspect infection must stay home (BC Ministry of Health, 2020). Those who are sick will not be able to return to JKC for a minimum of 10 days while they are self-isolate or if a child or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to child care once symptoms resolve (BC Centre for Disease, 2020). If a member of your household is ill or exposed to COVID-19, you must also self-isolate for a minimum of 10 days before returning to JKC.

Symptoms of COVID-19

The symptom of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

(BC Centre for Disease, 2020)

Showing Symptoms at JKC

If a **child** starts showing symptoms of what could be influenza or COVID-19 while at JKC, a staff member must take the following steps:

- 1) Identify a staff member to supervise the child.
- 2) Identified staff member should immediately separate the symptomatic child from others in a supervised area until they can go home.
- 3) Notify the Program Coordinator, Program Manager or Administrative Manager and Executive Director immediately.
- 4) Contact the child's parent or caregiver to pick them up right away.
- 5) Maintain a distance of 2 metres from the ill child.
- 6) Avoid touching the child's body fluids. If you do, wash your hands
- 7) Once child is picked up, wash your hands.
- 8) Clean and disinfect the isolation area, any areas used by the child (i.e. washroom, common areas), and any toys provided for the child to use.

If a **staff member** starts showing symptoms of what could be influenza or COVID-10 while at JKC, they should go home right away and self-isolate for a minimum of 10 days. Please notify the Program Manager right away and thoroughly clean the space after the (sick) staff member has left.

When a child or staff is sent home due to illness, it must be documented as a confidential log. Follow the typical guidelines for writing a confidential log – name, date, time, sequence of events (presenting symptoms, actions by staff during and after the presentation), and confirmation of Management notification.

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Outdoor Spaces and Ventilation

- Have children outside often, including learning activities, snack time and play time. Plan for the majority of activities to be outside.
- When appropriate hand hygiene is practiced, **playgrounds are safe environments**. Children and staff should wash their hands before and after using play equipment, and staff should encourage children not to touch their faces while playing. We can use playgrounds where they are available.
- Ensure adequate ventilation and open windows if possible. Please keep entrance/exit doors propped open.
(BC Centre for Disease, 2020)

Sign-In and Sign-Out Procedures

- **Only children and staff are allowed inside the buildings.** All parents/guardians/families are to remain outside at all times.
- All programs will need to move the sign-in/out islands near the front entrance of their program
- **Staff will conduct daily checks** for respiratory illnesses at drop-off by asking parents and caregivers to confirm that the child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease with a verbal confirmation or yes or no.
 - ***Children should not be accepted into care if parents and caregivers answer no.***
- Children's cubbies will be moved to near the front entrance.
- Children's individual cubbies will be labeled, with empty cubbies in between each used cubby if possible.
- 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 and guide them outside.

Physical Distancing

Physical distancing is one of the most effective ways to slow the spread of COVID-19. Physical distancing (previously described as social distancing) means that individuals must allow for 2 meters (6 feet) of space in between themselves and anyone outside their household. Physical distancing works by preventing droplets from someone who is ill from reaching another person through direct inhalation (World Health Organization, 2020). Remember – droplets can still land on surfaces and be picked up by touch, which is why proper handwashing and sanitation routines are also key.

For the safety of our families and each other, all staff who are currently working at JKC must adhere to physical distancing practices in both their personal and professional lives.

Outside of JKC

All staff who are employed at Jericho Kids' Club are expected to adhere to practices of physical distancing as stated in the Government of British Columbia's Restart Plan:

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan>

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At JKC

- Try to maintain physical distance of 2 metres between individuals *whenever possible*. This includes staff-staff, staff-child, child-child, staff-parents, etc.
- Staff should minimize the frequency of direct physical contact with children and encourage children to minimize physical contact with each other (children from same household do not need to maintain physical distance from each other).
- Staff should minimize the amount of interactions with different group of kids throughout the day.
- Avoid close greetings like handshakes with parents/guardians, or side hugs/high fives with the children.
- Increase the space between children during activities and mealtimes.
 - Provide smaller areas for children to work individually on the same activity (two carpet with building materials, two tables with art supplies, etc.)
 - Make use of the entire space to spread play spaces out
 - Seat children 2 metres apart at mealtimes by using different tables in different areas
- Encourage individual play as much as is reasonable.
- Encourage children to maintain physical distance while playing together if the activity permits
- Remind children about their personal bubbles – try incorporating this kind of guidance into an activity!
- *If physical distancing is not possible in a particular situation, all individuals should wash their hands as soon as possible.*

*** A quick note of reference: 2 metre is approximately the length of one half of a lunch table**

Hand Hygiene

Hand washing with soap and water is the single most effective way to reduce the spread of illness.

Children in particular often forget about proper handwashing, so staff will practice modelling and guidance in a responsive way. Staff can offer *guidance* by offering reminders about handwashing before a transition, prompting children when it is time to wash their hands, and offering information about proper handwashing. Staff can practice *modelling* by washing their own hands when required (“I’m going to eat my lunch, time to wash my hands”) and washing their hands with the children (sing together, compare suds, demonstrate covering your entire hand, etc.). Remember that children of different ages will require different amounts of support.

When sinks for hand washing are not available, you may use alcohol-based hand sanitizers that contain at least 60% alcohol. All staff will keep hand sanitizer on their person – JKC will provide liquid bottles and wipes.

6 Steps to Proper Handwashing

- 1) Wet hands with warm running water.

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- 2) Apply a small amount of liquid soap.
- 3) Rub hands together for at least 20 seconds (sing a song: happy birthday x2, row-row-row your boat x2, ABCs – look up fun alternatives to keep it fresh!). Rub palms, back of hands, between fingers, and under nails while creating a lather.
- 4) Rinse off all soap with warm running water.
- 5) Dry hands with a clean, disposable paper towel.
- 6) Discard the used paper towel in organics bin.
(BC Ministry of Health, 2020)

Staff and Children Should Wash Their Hands:

- When they arrive and before they depart from the centre.
- Before and after eating, drinking or handling food.
- After using the toilet.
- After returning into the care space (gym, outside, etc.).
- After cleaning tasks.
- After sneezing or coughing into hands.
- After using shared toys.
- After being in close contact with others.
- Whenever hands are visibly dirty.
(BC Ministry of Health, 2020)

Cleaning and Disinfecting

Regular cleaning and disinfecting of objects and high-touch surfaces are essential to help to prevent the transmission of COVID-19 from contaminated objects and surfaces.

- General cleaning and disinfecting of the centres will occur at least **once a day**.
- Frequently touched surfaces will be cleaned and disinfected at least **twice a day**.
 - These include door knobs, light switches, faucet handles, table counters, chairs, electronic devices, and toys.
(BC Centre for Disease, 2020)
- A dedicated staff will be scheduled to support cleaning and sanitizing throughout the day when possible.

Maintaining Toys and Supplies

- Provide enough materials to encourage safe and engaging play, while also minimizing potential contamination.
 - All soft play and furnishings will be removed until further notice.
 - Consider rotating different toys throughout the week rather than offering the usual full assortment of materials every day.
- Limit the use of shared sensory items to reduce hand-to-hand contact and cross contamination.

Ensure that the Program Coordinator is notified if any cleaning supplies are running low (dish soap, bleach, paper towels, hand soap, j-cloths, gloves, hand sanitizer).

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Snack and Mealtimes

- Children cannot be involved in group food-related activities – this includes baking and helping with snack prep or service.
- Children should be seated at least 2 metres apart from one another.
- Children should be taking out and putting away their own lunches.
 - Children should be keeping lunch bags on the floor and not on table tops.
- Children should not be sharing any drink or food items.
- Discourage children from putting their hands near the shared tray when asking for things.
- Always wash hands before and after eating (children and staff), serving, or preparing food (staff).

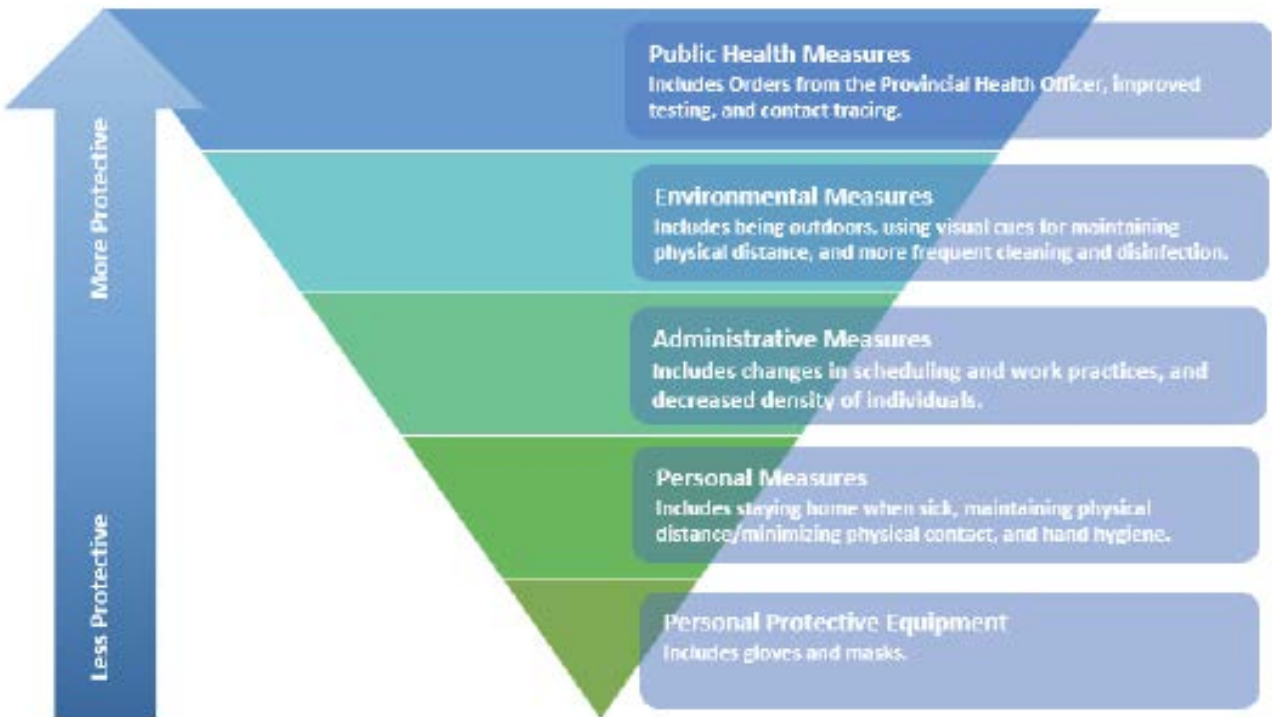
Use of PPE at JKC

The graph below from the BC Center for Disease Control – COVID 19 Public Health guidance for Child Care Settings shows PPE as being at the less protective end of the hierarchy for infections prevention and exposure control measures for communicable disease. As such, we do not require that JKC staff members wear PPE, specifically masks, while at work. If you decide that you would like to wear a mask, we have disposable masks available and ask that you adhere to the following guidelines:

- Wash your hands with soap and water before putting on or taking off your mask.
- Avoid touching or adjusting your mask and if you must, please wash hands before and after adjusting.
- Dispose of mask after each use (do not reuse disposable masks).

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The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease



Reminders for Staff

Our job is to provide a safe, inclusive and fun environment for the children in our care. This remains our top priority through any change in operations. We recognize that some safety recommendations related to the spread of COVID-19 will be challenging in our environment, and your management team is here to provide support wherever needed.

- We will keep our environment safe by practicing physical distancing at home and at JKC, practicing proper hand hygiene, maintaining excellent cleaning and sanitizing procedures, and staying home if we are sick
- Children (and sometimes staff and parents) will need reminders to practice physical distancing and hand hygiene. Reminders to children can be delivered in a fun way through games and interactive modelling
- Spend as much time outside as possible
- Children may have questions about what is going on. Answer them with the most accurate and age appropriate information that you have. Be gentle and understanding – remember they are looking to you for reassurance and regulation
- Keep yourself informed on developing information from *reputable* sources. The World Health Organization and Federal and Provincial Governments are reliable sources of information. In Canada, the CBC is a well-respected news source. Keeping up to date on your own will ensure that you are getting the best information to protect your health and the health of those around you. The unknown can be a great source of anxiety and consuming a tempered amount of up to date information is typically a positive behaviour
- This situation may cause additional anxiety for many children, staff, families and community members. Now is the time to practice compassion for those around you.

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- Let's keep JKC safe and healthy, but also FUN!

Staff members who feel uncomfortable with or have questions about any aspect of their work at JKC should reach out to their management team. We are happy to answer questions and offer guidance as best we can. While you support our children and families, we are here to support you.

Reference List:

British Columbia Ministry of Health (2020). *COVID-19 Public Health Guidance for Childcare Settings*. Retrieved from <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-childcare.pdf>.

Government of Canada, Health Canada (2020). *Coronavirus Disease*. Retrieved from <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>.

World Health Organization (2020). *Q&A on Coronaviruses (COVID-19)*. Retrieved from <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>.

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