**Re-Opening Plan**

**COVID-19 Protocol**

**Signage**

* Front door and doors to each class room - STOP signs
* Washrooms and kitchen - remember to wash your hands signs at all sinks
* Offices - Help Prevent the Spread of COVID-19 occupancy sign
* Staff room - Help Prevent the Spread of COVID-19 occupancy sign
* Class room - Help Prevent the Spread of COVID-19 occupancy sign

**Communication**

* Quick communication – communicate, then move away or use the communication book
* Each family will have a communication book to communicate with staff about their child/ren

**Drop off and Pick up**

* Adhere to social distancing markings at the front entrance for drop off and pick up
* Staff member will sign in children or sanitize pen after parent use
* Once pens are used, put in container to be sanitized
* Temperature of children will be checked at entrance
* Front door will be locked when no staff member present, parents will ring door bell
* Belongings need to be in backpacks, lunches in lunch kits, will be wiped down before being put in cubbies
* Shoes will be taken off before entering classrooms, please provide indoor footwear
* Ring doorbell upon arrival to pick up children, a staff member will bring you child/ren to the door
* No toys from home can be brought into school

**Daily Staff/Child Health Checklist:**

Do you have any cold or flu symptoms including:

* Coughing
* Sneezing
* Runny nose
* Sore throat
* Fatigue
* Fever

\* This is in addition to the Health Policy stated in our Family Handbook

Yes or No question

**Washing station**

* Permanent hand sanitizer stations at all entrances

 **Physical Distancing**

* Workers should maintain a distance of at least 2 meters from each other. Where this is not possible, for example when transferring a very young child from one worker to another, plan and communicate the work task in advance to ensure that time spent in close proximity is minimized.
* For small areas or rooms, such as a small laundry room, implement schedules and/or procedures for single-worker or limited-worker access to maintain physical distance.
* It is not always possible for workers to maintain physical distance from children, and between children, when in care. Adhere to the principle of physical distancing where possible, by:
* Minimizing the frequency of direct physical contact with children.
* Minimizing the number of different workers that interact with the same child or group of children.

Environment:

* Forming a number of separate play areas in order to space children apart.

Note: children who live in the same home do not need to maintain physical distance from each other.

* Creating smaller groups of children and keeping these groups separate from each other when possible.
For example: Group A outside and Group B inside
* Include the use of outdoor space for various activities, including snack/meal time, while adhering to physical distancing and hygiene principles.
* Arrange common areas in a way that allows at least two meters of physical distance between each worker

Activities:

* There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. There is no need to limit the distribution of books or paper based educational resources for children to use.
* No Sand or Water
* Limiting toys
* No soft toys (fabric, pillows)
* Make playdough and putting into individual bags with children’s name on it
* Have enough art supplies to encourage individual art (individual art utensils to be used, paint brushes, markers etc. and placed in bin for cleaning after each use)

Meal times

* Lunches in individual lunch kits with names marked on them
* Do not allow sharing of food or drink by workers or children including family members
* Do not use self-serve and family-style meal service. Provide snacks and meals directly to children individually.
* Do not allow children to participate in food preparation
* Wipe down lunch kit and place the whole kit into the fridge
* Reusable dishware, glasses, and utensils must be cleaned and sanitized after each use
* Housekeeper must keep gloves on while serving lunches and handling containers
* Organize snack/meal areas, spacing children apart

**Rest time**

* Children must be spread out around the room, head to toe
* Mats and blankets need to be washed daily
* Wear gloves when bleaching beds

**Staff:**

* Stagger staff break times
* Staff need to be aware of social distancing while communicating to each other

**Infant and Toddler**:

* Consider placement of children when using strollers, keep children within their smaller groupings where possible, placing children with an empty seat between them or using individual strollers.
* Strollers and walking rope sanitized after each use.
* At nap time children will be spread out between the two rooms

**Cleaning and Disinfecting Protocol:**

* Bleach is set as normal: 1 cap to 1 spray bottle of water
* Bathroom bleaches double: 4 to 1
* General cleaning and disinfecting of the workplace should occur at least **once a day.**
* Frequently-touched surfaces and toys will be cleaned and disinfected at least **twice a day** (rest time and end of day). i.e. Washrooms, easel, door knobs, cupboard handles, light switches, faucet handles, tables, chairs, phones, keyboards… Develop and implement a cleaning and disinfection schedule and procedures in accordance with the BC CDC.
* Toys and objects that have been placed in children’s mouths or come into contact with any other bodily fluids should be set aside, for example in a “to be washed” bin, until they are cleaned and disinfected.
* Clean and disinfect cots and cribs after each use, and launder crib linens between children.
* If parents are providing their own bed linen, the linens should be laundered and placed in a sealed plastic or washable bag before bringing to the center. Do not shake the linens.
* Clean and disinfect diapering station after each use as per usual
* If holding young children, for example when feeding or rocking to sleep, use a blanket or cloth to cover clothing.
* Wash blankets, face cloths, towels, and bibs between uses by different children as per usual
* Empty garbage containers daily at a minimum
* If a worker or child leaves the workplace due to symptoms of COVID-19, clean areas those individuals were in, including surfaces they may have touched immediately upon their departure.
* Maintain an adequate supply of cleaning and disinfection products and materials
* Clean outside park equipment daily