

# Eastside Family Place COVID Occasional Care Policies



## Basic Transmission Facts of COVID-19

COVID-19 is a respiratory infection that is spread by droplets. These are small particles that are dispersed one to two metres when people cough or sneeze.

Coronavirus is transmitted via liquid droplets when a person coughs or sneezes. The virus can enter via droplets through the eyes, nose or throat if you are in close contact. It can be spread by touch if a person has used their hands to cover their mouth or nose when they cough. Frequent hand washing and physical distancing are two of the ways to stop the virus from being transmitted.

(<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/how-it-spreads>)

## Eastside Family Place Basic Tenets

1. The safety of our children, families and staff are our highest priority.
2. ESFP has developed policies/protocols that are in compliance with Provincial Public Health Guidelines, WorkSafeBC and Vancouver Coastal Health Child Care Licensing Regulations.
3. In the interest of our community, children and adults who are sick are not permitted to use our facilities or enter our space. A health screen questionnaire must be filled out based on *all members of your household* regarding the symptoms and signs of COVID. By participating in our screening procedure both at time of registration and during occasional care drop-off, you are accepting our terms and conditions of attendance. Please note that management/staff may refuse service if there is any uncertainty of health status at the time of drop-off.

## Health Guidelines

According to the BC Centre for Disease Control, the symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. For the health and safety of all (families and staff), you should not visit ESFP if any member of your household is showing the following symptoms:

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

**Note:** Along with the health screen questionnaire, ***we requests that you take your child(ren)'s temperature the morning of your occasional care visit to ESFP.*** (Average normal body temperature taken orally is about 37° C or 98.6° F.)

Eastside Family Place will be operating according to recommended Provincial Public Health Guidelines outlined at <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>. If you are uncertain of your status, the BC Centre for Disease Control's online assessment tool can help you to determine whether you should be tested or stay home. <https://bc.thrive.health/covid19/en>

If an individual has no symptoms, they do not require a test. A healthcare provider may also decide whether a person requires testing. If you or someone in your family has experienced symptoms, testing sites are available: <https://experience.arcgis.com/experience/3862560c5a41418e9d78f4f81688e9d0>

## General Occasional Care Procedures

### Registration:

- ESFP has moved into phase two of our **licensed child care services** as we are now accepting children for gradual entry. Even if you have not taken part in this program before, you are now eligible to participate if your child is 18 months to 6 years of age.
- ESFP is offering in-house occasional care services **Tuesday and Thursday mornings**. Occasional care time slots are two hours in length. ESFP membership must be up to date.
- We are accepting up to 4 families per day between the hours of 10 am and 12 pm (maximum two children per family for a total of five children max, ages 18 months to early 6).
- To book, email [info@eastsidefamilyplace.com](mailto:info@eastsidefamilyplace.com) Attn: Gisele McClain. You will be asked to answer the ESFP occasional care health screen questions regarding your household at the time of booking – please note that by responding to these questions, you are agreeing to our terms and conditions of attendance. (See end of this document for the questionnaire.)
- Parents are expected to take their child(ren)'s temperature the morning of their booking and verify their health checklist with a staff member on drop-off (the parent will sign ESFP's copy).
- Note that management/staff may refuse service if there is any uncertainty of health status at the time of drop-off.
- The same person drops off and picks child(ren) up unless arranged otherwise with staff.
- If any members of your household are showing symptoms of COVID, please review the Public Health Guidelines outlined at <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>.
- Two program staff will be managing our occasional care with another ESFP staff available on site. If one program staff member becomes ill or is unable to attend on that day, we may be forced to cancel your booking. In this event, we will do our best to provide advance notice.
- If you have to cancel, please let us know by emailing [info@eastsidefamilyplace.org](mailto:info@eastsidefamilyplace.org) or calling our office at 604-255-9841.

### Drop off:

- Parents will not be allowed in the building; drop off will be set up outside. Staff will respect social distancing and do additional health screening at that time.
- Hand sanitizer will be applied to the child prior to admittance. Regular handwashing between activities will be encouraged by staff.
- It is requested that no child(ren)'s items (except a change of clothes and essentials such as diapers) be brought into the playroom from home. Please ensure that child(ren) are dressed for the weather as we may be accessing our outdoor space (fenced backyard) during their stay.

### In-House Procedures

- For younger children, maintaining physical distance is less practical and Provincial Health Office Guidelines focus on minimizing physical contact instead. With this in mind, we will keep the play environment as natural as possible and find creative ways to interact with each other.
- Discussions with children will have the intent of relieving anxiety by keeping the environment calm. Songs will be incorporated (while washing hands) – staff will remain mindful of positive talk, encouragement, and strategies (such as taking a deep breath) to help reduce any anxiety.
- Activity tables will be set up with materials changed each time a new group moves to that table. Staff will interact with child(ren) in their care in different areas of the room; as much as possible, children not in the same household will be encouraged towards more solo play experiences.
- Handwashing will be initiated between each activity.

- Snacks (food and water) will be provided by ESFP. Pre-packaged food will be used when available, otherwise strong safety measures will be followed in food preparation. As snacks often contain dairy or wheat, parents are encouraged to pack a snack for children who have allergies or sensitivities. During snack time, children will be given individual servings and physical distancing will be encouraged.
- All dress up activities are suspended. Only toys and materials that can be cleaned/disinfected will be used in the centre. Toys and materials will be set aside after child's use.
- When the (fenced) back yard space is used, staff will look to minimize physical contact.
- Staff will use mask or face shield and gloves when assisting the child to use the toilet, when changing diapers, or other tasks that involve bodily fluids.
- Visitors (excluding ESFP staff) will not be allowed in the building during occasional care hours.

### Pick-up Procedures

- Staff will ready the child and observe social distancing when parents come to the door.
- In the event that a child falls ill during the session, that occasional care staff will retreat with the child to a separate space and parents will be contacted to immediately come and pick up their child(ren). Office staff will be on hand to assist as necessary.
- In the event that the occasional care staff presents with any symptoms during the session – all parents will be contacted to immediately come and pick up their child(ren).
- Note that payment by credit card is encouraged. Parents are able to pay once a month over the phone (our office staff will be in touch). Please let staff know if you would prefer cash payment.

### Play Room Precautions

- Health and safety guidelines are in place for all staff and cleaning personnel.
- One additional staff member will be on hand (in the back offices) in the event that extra assistance is required in the front room. Social distancing and hygiene practices will be followed in all instances.
- See following page for ESFP's Occasional Care Screening Questions.
- Below are basic hand hygiene practices that will be observed in our centre:

<i>Children should perform hand hygiene:</i>	<i>Staff should perform hand hygiene:</i>
<input type="checkbox"/> When they arrive at the child care centre and before they go home	<input type="checkbox"/> When they arrive at the child care centre and before they go home
<input type="checkbox"/> Before and after eating and drinking	<input type="checkbox"/> Before and after handling food (raw, cooked or pre-packaged), preparing bottles or feeding children
<input type="checkbox"/> After a diaper change	<input type="checkbox"/> Before and after giving or applying medication or ointment to a child or self
<input type="checkbox"/> After using the toilet	<input type="checkbox"/> After changing diapers
<input type="checkbox"/> After playing outside	<input type="checkbox"/> After assisting a child to use the toilet
<input type="checkbox"/> After handling pets and animals	<input type="checkbox"/> After using the toilet
<input type="checkbox"/> After sneezing or coughing	<input type="checkbox"/> After contact with body fluids (e.g., runny noses, spit, vomit, blood)
<input type="checkbox"/> Whenever hands are visibly dirty	<input type="checkbox"/> After cleaning tasks
	<input type="checkbox"/> After removing gloves
	<input type="checkbox"/> After handling garbage
	<input type="checkbox"/> Whenever hands are visibly dirty



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## Occasional Care Screening

You are asked not to participate in this service if your response is yes to any of the below.

1. Does any member of your household have any of the following new or worsening symptoms?

- |   |                          |     |                          |    |
|---|--------------------------|-----|--------------------------|----|
| New or worsening cough                    | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Shortness of breath                       | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Sore throat                               | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Runny nose, sneezing or nasal congestion  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Hoarse voice                              | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Difficulty swallowing                     | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| New smell or taste disorder(s)            | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Nausea/vomiting, diarrhea, abdominal pain | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Unexplained fatigue/muscle aches          | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Chills                                    | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Headache                                  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Loss of appetite                          | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

2. Does your child have a fever today? (A fever is a temperature of 37.8° C or greater.)

- Yes  No

3. Has any member of your household travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the past 14 days?

- Yes  No

4. Has any member of your household had recent contact with anyone with a confirmed or probable case of COVID-19? (If yes, self-isolate & follow Public Health Guidelines)

- Yes  No

Please sign below to verify your responses and accept our terms and conditions of service.

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Date	Child(ren) Name	Parent Signature	Staff Initials
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