

Eastside Family Place COVID-19 Operational 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 through 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>)

ESFP COVID Safety Plan Documents

The following document outlines overall operational safety policies for Eastside Family Place. For more detail, please also see ESFP COVID-19 Staff Policies and ESFP COVID-19 Family Policies.

Note that these protocols were developed using the following resources:

COVID-19 Public Health Guidance for Child Care Settings

<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>

WorkSafeBC COVID-19 Safety Plan – **What's New (updated Nov 24)**

<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

WorkSafeBC Child Care and Day Camps: Protocols for returning to operation

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/child-care>

WorkSafeBC Offices: Protocols for Returning to Operation

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices>

British Columbia Go-Forward Plan – Key Steps to Safely Operating Your Business or Organization and Reducing COVID-19 Transmission

https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go_forward_strategy_checklist_web.pdf

ESFP Operational Policies Outline

Section One: Building/Office Protocols

Section Two: Measures in Place for Levels of Protection

Section Three: Cleaning and Hygiene Practices

Appendix: Cleaning/Disinfecting Checklists

Heightened Measures Nov 19 – Dec 7 (PHO orders)

Section One: Building/Office Protocols

Building Communal Spaces

- Signage posted at door indicating that employees, contractors, or visitors exhibiting COVID-like symptoms are not allowed to enter the building.
- Care should be taken to retain social distancing in lobby areas. Visitors/staff should enter one at a time; visitors/staff are not allowed into stairwell, elevator area, or mechanical room without prior consent (with the exception of Britannia staff and facilities-related personnel).
- Visitors are limited to facility-related functions only; no visitors during programming hours.
- Visitors must follow Public Health Guidelines for symptoms of COVID and be aware of safety measures when entering the building.
- Back outdoor space will be used for programming during approved times only. Staff will do a scan of the environment prior to use and only use ESFP toys and equipment. Play structure and high touch areas will be cleaned/disinfected (as is possible) after use.
- **Door handles should be disinfected on entering and leaving the building.**
- **Areas touched should be cleaned/disinfected (by visitor or staff) after use.**
- **Masks should be worn in shared spaces – children under the age of 12 exempt**

General ESFP Protocol

- Hand sanitizer is available to workers as they enter the ESFP space and placed strategically throughout space. (Automatic dispensers to be kept out of reach of children.)
- Communal doors are to remain open when possible during workday to reduce contact with door handles and/or to be regularly sanitized (see Appendix for cleaning/disinfecting checklists).
- Workers are to use their own equipment – pens, staplers, headsets, computers.
- Employees will continue to utilize remote work options where possible.
- Three staff maximum in front playroom at a time (to ready space, offer programming).
- Staff are asked to follow ESFP COVID-19 Policies for Staff document that outlines pertinent protocols and expectations.
- **Daily health check – mandatory self-assessment (entry requirement); verbal or written confirmation.**
- **In-office work in shifts – maximum one staff in each back office at a time (see schedule).**
- **Staff in back program room must maintain social distancing practices.**
- **Staff meetings will be held online.**
- **Previously shared office equipment or other items (photocopiers, tea, microwave, phones) should be cleaned/disinfected after each use.**

ESFP Communal Spaces

- Office washroom is for staff use only. Hand hygiene is to be followed; close toilet seat when flushing and disinfect after use.
- A covered bin is provided for staff to dispose of used sanitizing wipes and other personal protective equipment. When programs are running, this material will be disposed of daily.
- Drop-in bathroom is reserved for use of program participants.
- When ESFP services are offered to the public, cleaning protocol will be in place to ensure all surfaces, toys and equipment are properly cleaned/disinfected before and after use.
- Visitors will be limited to facility-related functions only (cleaning staff, city and other contractors related to facility will be allowed during non-program hours provided they follow Public Health Guidelines for symptoms of COVID).
- **Staff are encouraged to limit use of common areas; occupancy limits must be adhered to.**
- **Use of kitchen is limited to staff. If kitchen is used, physical distancing is required with handwashing and cleaning protocol followed (see Appendix for checklist).**

Upstairs Britannia Community Centre Space - CLOSED AT THIS TIME

- Door to the upstairs space to remain open to limit contact for participants accessing the space.
- Make clear limitations to one family/household using the stairs/elevator at a time.
- Limit to one family/household entering the building at a time.
- Hand sanitizer and COVID protocols to be listed at the front entrance before the stairs/elevator space.
- Hand washing station at the entrance of the upstairs room; participants asked to wash hands before using the toys and space.
- Activities set up in the room will have each station separated by 2 meters distance.
- Occupation limit, up to 13 people including staff, adults, and children. Limits will be noted on the door and registration will be monitored to ensure programs stay within the max capacity.

Section Two: Measures in Place for Levels of Protection

First Level Protection – Limit Numbers, Physical Distance

- In-office work is shifts – maximum one staff in each back office at a time.
- Three staff maximum in front playroom at a time (to ready space / offer programming).
- Occupancy level for indoor programs - limited to maximum 4-5 children (up to four families) for two staff.
- **Employees will follow schedule for coming in to office.**
- **Staff in back program room must maintain social distancing practices.**
- **Staff meetings will continue to be held online.**
- **Masks will be used in common areas; children under the age of 12 are exempt.**
- **Occupancy limits are posted for common areas.**

Second Level Protection – Barriers and Partitions

- Barriers and partitions are not being utilized – instead, parents of child occasional care participants will general be asked to remain outside.
- **If parents come in at any time, they must wear a mask and follow social distancing rules; all surfaces touched should be disinfected after they leave.**

Third Level Protection – Rules and Guidelines

- **For more detail, also see ESFP COVID-19 Staff Policies and ESFP COVID-19 Family Policies.**
- Signage is being utilized from various external partners; simplified signage is being produced in-house. Signs will be posted in applicable areas to remind staff/guests of protocols in place.
- Cleaning protocol is outlined in section three with checklists provided in the Appendix to this document.

Fourth Level Protection – Using Masks

- According to the BC Centre for Disease Control, personal protective equipment, such as masks and gloves, are not required for daycare settings, but will be made available as part of regular precautions (i.e. dealing with bodily fluids such as diapering) and when disinfecting the space.
- ESFP will have masks and plastic shields on hand. Workers have been trained on the proper use of masks. Optional use of masks is accepted if staff chooses to wear one while working.
- **Masks are currently considered mandatory in common areas (not necessary at individual work stations – one person per office); children under age of 12 exempt.**
- **All workers have been trained on the proper use of masks**

Section Three: Cleaning and Hygiene Practices

- **Cleaning and disinfection schedule implemented for all high touch zones in common areas including back office (photocopier, bathroom).**
- Handwashing facilities and hand sanitizer dispensers are visible but out of reach of children.
- Policies for handwashing to follow accepted best practices for COVID-19
 - Before touching your eyes, nose, mouth or face
 - After you have been in a public space or touched a surface frequently touch by other people
 - After using the toilet or helping a child use the toilet (use additional PPE in work setting)
 - Before and after changing diapers (use additional PPE in work setting)
 - After blowing you nose, coughing, or sneezing
 - Before and after preparing food
 - Before eating food
 - After touching waste or garbage (use additional PPE in work setting)
 - After cleaning tasks (use additional PPE in work setting)
 - After handling shared objects
- How to effectively wash your hands has been posted at key areas in our work and drop-in space.
- If you are using alcohol-based hand rub, ensure your hands are not visibly soiled, apply about a loonie-sized amount of sanitizer and rub all surfaces of your hands until completely dry, about 20 seconds.
- Cleaning protocols for all common areas and surfaces have been implemented. See Appendix for cleaning/disinfecting checklist.
- Staff and external (professional) cleaning crew have been briefed and have been provided with training and materials.
- Unnecessary equipment including extraneous items have been removed from the drop-in room.

Cleaning Protocols for Drop-in Space (licensed occasional care service area)

- 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.
- Provincial standards will inform cleaning/disinfecting of drop-in space.
- Toys that enter the mouth or come in contact with bodily fluids will be removed immediately, then cleaned and sanitized before they are put back into the room for use.
- Plush toys, dress up clothes will be removed; children will not be allowed to bring toys from home into the space.
- Wherever possible, children will not be permitted to share items in the drop-in space. Each station will have adequate supplies for children to access their own set of materials.
- A daily schedule will be put together by the occasional care staff to ensure that children are moving through different activities with a focus on minimizing physical contact.
- As per child care guidelines, the changing station will be washed and disinfected by the occasional care staff after each use.
- Reusable dishware, classes, and utensils will be cleaned and sanitized after each use.
- After occasional care service, two staff will clean and disinfect the table tops, door handles, toys and art supplies that were used by the children in the program (see Appendix).
- On alternate days, a staff member will come in to do a more detailed cleaning/disinfecting of various items (See Appendix).
- A daily cleaning checklist will be utilized to ensure all identified areas (door handles, table tops, etc.) were cleaned/disinfected (see Appendix).
- Bleach water spritzers will be refilled on alternate days; occasional care staff will be supplied with aprons to protect clothing from bleach.

- Adequate supply of cleaning and disinfection products and materials will be maintained.
- Adequate ventilation will be maintained in the drop-in space.
- Back outdoor space will be used for programming during approved times only. Staff will do a scan of the environment prior to use and only use ESFP toys and equipment. Play structure and high touch areas will be cleaned/disinfected (as is possible) after use.

Cleaning Protocols for Upstairs Britannia Community Centre Space - CLOSED AT THIS TIME

- 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.
- Upstairs space will be used for programming during approved times only.
- Toys for the upstairs space will be sanitized and cleaned after program times.
- Provincial standards will inform cleaning/disinfecting of upstairs space.
- Toys that enter the mouth or come in contact with bodily fluids will be removed immediately, then cleaned and sanitized before they are put back into the room for use.
- Plush toys, dress up clothes will be removed; children will not be allowed to bring toys from home into the space.
- Wherever possible, children will not be permitted to share items in the drop-in space. Each station will have adequate supplies for children to access their own set of materials.
- Adequate ventilation will be maintained with window openings in the upstairs space.
- Participants and staff will be asked to disinfect bathrooms after use with disinfectant wipes and cleaning supplies provided.

Appendix: Cleaning/Disinfecting Checklist

All Staff

Sanitize common equipment after use: photocopier, phones, microwave, kettle, bathroom, etc.

Occasional Care Staff

- | | | | |
|---|--------------------------|------------|---------------------|
| Clean and sanitize table tops | <input type="checkbox"/> | Time _____ | Staff initial _____ |
| Clean and sanitize door handles | <input type="checkbox"/> | Time _____ | Staff initial _____ |
| Clean and sanitize sofas | <input type="checkbox"/> | Time _____ | Staff initial _____ |
| Clean and sanitize art supplies | <input type="checkbox"/> | Time _____ | Staff initial _____ |
| Launder blankets that have been used | <input type="checkbox"/> | Time _____ | Staff initial _____ |
| Clean and sanitize hand washing areas | <input type="checkbox"/> | Time _____ | Staff initial _____ |
| Scan of outdoor space environment prior to use | <input type="checkbox"/> | Time _____ | Staff initial _____ |
| Play structure/high touch areas disinfected after use | <input type="checkbox"/> | Time _____ | Staff initial _____ |

Internal Cleaning Staff (alternate days)

- | | | |
|---|--------------------------|------------|
| Clean/disinfect toys | <input type="checkbox"/> | Date _____ |
| Make Playdough | <input type="checkbox"/> | Date _____ |
| Empty Dishwasher/air dry toys | <input type="checkbox"/> | Date _____ |
| Clean and sanitize cubby area | <input type="checkbox"/> | Date _____ |
| Refill cleaning and sanitizing bottles | <input type="checkbox"/> | Date _____ |
| Check washer/switch to dry | <input type="checkbox"/> | Date _____ |
| Clean and sanitize outdoor toys | <input type="checkbox"/> | Date _____ |
| Wipe down furniture and larger surfaces | <input type="checkbox"/> | Date _____ |

Professional External Cleaners (3 times per week)

- Vacuuming
- Sweep and wash floors
- Clean/disinfect bathrooms
- Clean/disinfect kitchen counters and sinks
- Clean/disinfect window ledges and other surfaces
- Sweep front of building
- Take out garbage