



## **COVID-19 – Breaking Down The Day**

### **Brighton Children's Centre**

#### **Drop off: open \*6:30 am. No drop offs later than 10:00 am.**

- The main door to the centre will be kept locked throughout the day and the parents must ring the doorbell/buzzer on the North Entrance when they arrive. Markers will be set up ensuring that parents are kept 2 metres apart while waiting to drop off. Parents will enter through the North Vestibule and exit through the East Entrance (close to the storage room).
- Parents will not be entering the playground. Markers and yellow tape will help guide parents while arrive and departing.
- Upon arrival a "screener" will greet the parents and children outside and fill out the daily screening tool on both child and parent before the children can enter. This person will be labelled the screener for the Centre. Parents will NOT be allowed in the building.
- The screener will wear a face shield and/or mask when screening and when physical distancing of 2 metres cannot be maintained.
- If any signs or symptoms or fever are observed at the time of drop off the child will not be able to attend and will not be able to return for 24 hours after the last symptom was experienced if tested negative. Recommend to parent that child be tested for COVID-19 and request that results be shared with Centre supervisor.
- Symptomatic staff and children should be sent for testing. Those who test negative for COVID-19 must be excluded from the program until 24 hours after symptom resolution. Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and clearance has been received  
They must test negative and be symptom free for 24 hours before returning.
- If the parent is experiencing any of the symptoms the symptomatic child will not be able to attend and will not be able to return for 24 hours after the last symptom is experienced. Recommend that the parent be tested for COVID-19 and request that results be shared with the centre supervisor.

#### **Cohorting and Staffing:**

- Maximum cohort size is 10 individuals, including children and staff, space permitting
- Each cohort stays together during the day for a minimum of 7 days
- Staff should not mix between cohorts
- Physical distancing is maintained between cohorts and children within the same cohort, if possible
- There must be physical separation (floor to ceiling) between cohorts using the same indoor space
- There is no mixing between cohort groups between the start and end of each day; as both staff and children are not to intermix with one another.
- Operators must refer to CCEYA regarding ratios and mixed age grouping
- Supervisors should limit their movement between rooms, only doing so when absolutely necessary

- Once the children are in the building, they become cohort specific and do NOT mix with one another at any time. They are to be kept in different groups (cohorts) of children separated by 2 metres until the other educators arrive to take their group of children to their classroom; separation is achieved using identifiable barriers or markers that the children and educators are made aware of upon arrival.
- After the screener has completed greeting parents/children, they are to help escort the children into the building following the above screening procedures. They are to report the screening checklist to their Supervisor Brynn daily.

- No non-essential visitors are permitted at the program

**Playroom:**

- Less toys set out- easy to clean, no fabric - toys cleaned at the end of the day; see Additional Cleaning Duties
- Educators will sign the Additional Cleaning Duties checklist to ensure that the cleaning is done
- Incorporate more individual activities or activities that allow space between children
- No carpets for now
- No books for now
- No water, sand or playdough limit the number of crayons and markers set out
- No plastic food in the dramatic centre

**Lunch and Snack Times:**

- Lunch and snack times – space if able between children \*no family style, avoid sitting, Educators will serve the children at this time, Meals and snacks are portioned into individual servings in kitchen/food prep area before serving in the program area\*
  - Children's food from home – disinfect containers before entering the kitchen.
- No sharing of food, water bottles, personal items, or other belongings  
 No utensils or food items should be shared  
 Multi-use utensils must be cleaned and sanitized between uses

## **COVID-19 CENTRE OPENING – BREAKING DOWN THE DAY**

- Records will be kept in our communication book of any visitor or delivery person etc. that must enter the building including name of the person, arrival and departure time and screening questions.
- No diaper bags or backpacks – children's items should be brought in in labelled plastic bags
- Sleep toys and blankets from home will be put into a plastic bag, labelled, and kept in their baskets – save your plastic bags!
- Sleep toys and blankets from home are to stay at the centre for the week and be washed by us once a week; Bedding should be laundered after each use or when visibly soiled
- Cloakroom – space between each child, if possible\*
- Staff will help or have children wash their hands before they begin to play and should encourage additional times throughout the day
- Preschoolers and Toddlers will utilize the same bathroom, cohorts will have different bathroom times, and be disinfected in-between use between each cohort (washroom #129).
- KinderCare and SchoolAge cohorts will utilize the same washroom area; cohorts will have different bathroom times, and be disinfected in-between use between each cohort (washroom #113).
- Parents will be asked to ensure children have at least one full change of clothes
- Staff should also have an extra shirt or top etc. should they be exposed to anything and need to change
- When holding the toddlers, have them face away from you or if unable, have a receiving blanket over your shoulder – if you have any old sheets etc. that we can cut up and use please bring in

### **Playground:**

- Stagger outdoor time between groups to avoid the different groups playing together; each cohort will disinfect between use of the playground and have different and specific yard times for each cohort.
- Outdoor play equipment will be disinfected between usage
- Sunscreen – the younger groups will be using spray sunscreen to avoid touching
- School age children – educators will dab sunscreen on the children and the children will rub it in themselves, unless they have their own labelled sunscreen
- Parents will be asked, if they bring their own sunscreen to provide a spray bottle type (for children with respiratory issues, a medical exemption form can be completed, and a sponge can be used to help apply)
- Water bottles – will be labelled and not kept together in buckets to avoid touching – a slotted container like the one used for hockey players is suggested by the health inspector to keep bottles apart for the younger groups

### **Rest Time:**

- Rest time- head to toe, placed at least 2 metres apart \*if possible\*
- After rest time bedding will be kept in plastic bags with their sleep toys and kept in their baskets ready for the next day

Bedding is not to be shared. Clean/laundry after each use or when visibly soiled

- Cots to be wash daily – sprayed front and back and left to dry, stacked

- Soothers sent up to kitchen to be washed daily – labelled
- Rest time will be used for the regular cleaning and additional cleaning like high touched surfaces in the rooms as well as railings, doorknobs, light switches etc. throughout the building – see Additional Cleaning Duties
- Educators will sign the Additional Cleaning Duties checklist daily to ensure the additional cleaning is done

**Pick Up: 6:00pm \*To ensure we have time to sanitize toys and surfaces for the next day**

- Ensure parents include drop off and pick up times on their child's schedule so we are aware of the busy times of the day (Brynn has every child/family's schedule prior)
- Pick up time will be similar to the drop off procedures. Parents will ring the doorbell and the children will be brought out to them. If unable to keep 2 metres apart from the parents, a mask and/or face shield will be worn
- If a group of children are outside playing during pick up time, an Educator will bring their cohort inside and/or contact the screener to assist with pick-up
- Parents will enter through the North Entrance and ring the doorbell/buzzer to pickup their child. The screener and/or an Educator with proper PPE will assist pickup. Markers and yellow tape will guide the parents

**Important:**

- If a child or staff displays any signs or symptoms throughout the day, the **Plan for Sick Children, Staff or Parent with Possible COVID-19 or Exposure to COVID-19** will be implemented