



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. Parents will ring the doorbell and/or contact SchoolAge (613-475-1782), KinderCare (613-475-1784) and the children will be brought out to them.
- 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.
- 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 the parent is experiencing any of the symptoms the child will not be able to attend and will not be able to return for 24 hours after the last symptom is experienced.
- Once the children are in the building, keep the different groups (cohorts) of children separated by 2 metres if possible 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.

In-Program and Drop Off/Pick Up Considerations:

- Licensees should develop procedures that support physical distancing and separate groups as best as possible; at the BCC each cohort will be brought to their group by the screener in groups to their designated cohort (screener will be wearing the PPE). No cohorts will be intermixed with one another; they all have been separated into different rooms and given specific separate yard times. The ground will be marked with arrows to each cohort.
 - Specifically, staff will be assigned to a cohort (cohort #1 through 4). Staff are to remain 2 meters in distance with other staff members. To minimize this possibility each staff will be screened and then proceed to their designated cohort through different entrances (cohort 1- uses entrance rm #137, cohort 2- entrance to rm# 138, cohort 3- entrance to rm #121, cohort 4- entrance to rm #141) to minimize the risk of COVID.
- All entrances will have hand sanitizer and if in an enclosed space and physical distance of 2 meters cannot be maintained, parents/guardians and staff/providers may want to use face coverings
- Personal Belongings (backpack, clothing, water bottle, etc.) should be minimized. If brought, personal belongings are to be labelled and kept in the designated area and/or child's cubby

- Drop Off & Pickup Procedures = families will be separated both in/outdoors with tape on the floor/concrete separating families to remain 6 feet apart from one another. The main screening area will be outside for parents (as we do not have parents accessing the building), with an indoor screening table setup indoors if weather permits.

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*
- Children's food from home – disinfect containers before entering the kitchen

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
- 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

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.
 - The contact information will include: first and last name, phone number and address information.
- 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
- 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
- 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

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/or contact SchoolAge (613-475-1782), KinderCare (613-475-1784) and the children will be brought out to them.

- 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.