

COVID-19 OPERATIONAL PLAN

SCREENING MEASURES

Prior to entering the ELCF or Day Camp, staff, children, the adults bringing the child into the facility or others deemed essential (e.g. EECD staff) must be pre-screened. See Appendix A - Screening Questionnaire for COVID-19. Pre-screening is to include temperature checks of all persons, provided an ear thermometer for children under 12 and non-contact thermometer (i.e. infrared) for children 12 and older. When using a thermometer we will refer to the manufacturer's recommendation for what is considered a normal temperature range when used to take an individual's temperature.

All families will be provided with the screening questions as well as an informational letter ahead of their visit.

Dear Family,

The YMCA is responding to COVID-19 across all of its program areas, including (insert YMCA Child Care Facility here). The health of our staff, volunteers, participants, and broader community members is our priority. We are following the advice of public health agencies and continue to pay close attention to their evolving updates. We thank everyone for your patience and understanding as we all respond together to this unprecedented situation.

We wanted to take a moment to update you on the preventative measures that are in place:

- 1) Additional cleaning procedures of shared surfaces are in place across all YMCA sites.*
- 2) Appropriate cough/sneeze etiquette and proper hand hygiene are behavioral expectations while visiting. All guests are required to follow best practices in this regard, and will be reminded of these expectations. Handwashing stations are available across our sites.*
- 3) Social distancing efforts include, among other things, reducing the number of children in one group, keeping groups of children the same each day and limiting the amount of shared space used.*
- 4) Only one identified adult per family will be responsible for the drop-off and pick-up of the child or children at the facility. Parents will drop children at the door after screening to limit the amount of people in the centre and ensure social distancing protocol.*
- 5) To reduce the number of people at facility at the same time scheduled drop off and pick up times will be created.*

Please find attached a document containing the YMCA of Greater Saint John prescreening questions. Please feel free to reach out to me at any time if you have any further questions.

Screening Questionnaire for COVID-19 for Early Learning Childcare Facilities and Summer Camps Note: Children or staff who have been identified by their primary care provider (or another health care provider) as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded.

1	Do you have any 2 of the following symptoms: • fever or feverish (flushed, warm to touch) • cough • sore throat • headache • runny nose • a new cough or worsening of a chronic cough • feeling tired • diarrhea • loss of taste or smell	YES	NO
2	Do you have the following symptom: * In children, purple fingers and/or toes?	YES	NO
3	Have you or anyone in the household had close contact (face to face contact within 2 meters) with a confirmed case of COVID-19 within the last 14 days? This question does not apply if you or anyone in your household is a Health Care Professional (HCP).	YES	NO
4	For households with HCPs, have you or anyone in the household had close contact (face to face contact within 2 meters) with a confirmed case of COVID-19 within the last 14 days, outside the health care setting?	YES	NO
5	a) Are you required to self-isolate due to travel within the last 14 days? b) Are you exposed to other members of your household who are required to self-isolate due to travel within the last 14 days and are unable to follow the self-isolation Guidance for Asymptomatic individuals?	YES	NO
6	In the last 14 days, have you or anyone in the household been diagnosed with COVID-19?	YES	NO
7	Have you been told by Public Health that you may have been exposed to COVID-19?	YES	NO
8	In the last 14 days, have you had close contact with an individual who is suspect of COVID-19 while providing direct patient care, and you were not wearing proper Personal Protective Equipment (PPE)?	YES	NO

If you have answered “Yes” to any of the above questions, stay home, contact 811, and do not return to the facility/ camp until clinical evaluation excludes COVID-19 or a COVID-19 test is negative. If the COVID-19 test is positive, then you must stay home and self-isolate for 14 days. Public Health will advise when isolation may be lifted.

Regarding question #5, Self-isolation is not required for those that are healthy and:

- Live in one province but commute to work locally or operate a business in a neighboring province; or
- Provide or support things essential to health, safety, security, or economic wellbeing of New Brunswickers, including commercial transportation of goods by truck train, or plane; or



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- Travelled to another province for a medical appointment; or
- Are required to facilitate children sharing their time between parents under an order or agreement providing for joint custody.
- Are a resident of Avignon Region County, Temiscouta Regional County or the Listuguj First Nation,

travelling for these purposes requires that you go directly to and from your appointment/ destination and/or your accommodations; self-monitor for symptoms; avoid close contact with vulnerable individuals (for which you are not the primary care giver); and follow the guidance of the Chief Medical Officer of Health.

Name: _____

Date: _____ Time: _____

Staff will review all documentation before opening.

Additionally, all staff who are unwell will be required to self-isolate and only return to site once they are symptom free.

Symptom Monitoring/Surveillance Process

If, at any time during the day children or staff who are sick with 2 or more of the following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell OR a child displaying purple fingers or toes even as the only symptom , will be asked to isolate as soon as possible until contact with the participant's family is made and arrangements for them to be picked up in a timely manner.

Staff will work together to actively monitor the symptoms of participants taking temperatures several times a day. Should a participant start to display symptoms of illness (cough, fever, new or exacerbated cough, difficulty breathing, muscle aches, fatigue, headache, sore throat, or runny nose), they will be isolated from the group until the time that they can leave the premises. All participants will be instructed to let a YMCA staff know if they are not feeling well.

Note: Children or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion will not be excluded with a doctor's note.

The YMCA will have digital thermometers and basic first aid supplies on hand to be used if needed (i.e. disposable gloves, antiseptic wipes, etc.).

POLICY

Every person arriving at the centre must be actively screened PRIOR to entering the centre. The screening information must be documented on the appropriate COVID- 19 Screening Questionnaire for Staff, Parents/Caregivers or Children.

PROCEDURES

Set Up of Screening Station:

Prior to beginning active screening at the centre, set up is required. The Supervisor is required to ensure that the following steps are completed:

- 1) Identify/set up the screening station and assign staff to conduct the screening:
 - o Place screening table at the front entrance, visually blocking the entrance into the centre (if possible).
 - o Preferably ONE entrance/exit is to be used for access to the centre to ensure that each person is screened.
 - o Staff conducting the screening must maintain a minimum 2-meter distance from the person being screened as much as possible.
 - o Staff must be trained on conducting the screening using the COVID-19 Screening Questionnaire for Staff, Parents/Caregivers and Children.
- 2) Place front entrance signage identifying the screening process outside and directly inside the doors of the child care centre.
- 3) Place hand sanitizer at the screening table. Ensure it is visible to every adult entering the building. Once a person has passed the active screening, s/he must complete hand Hygiene and proceed to wash their hands.
- 4) Temperature must be taken for every staff screened upon arrival. Centre must have an infrared forehead Thermometer for anyone 12 years of age and older, and an ear/ armpit thermometer for anyone under 12 years of age, a waste container, disinfectant must also be available to clean areas that may have been touched.

Screening Upon Entry:

(1) Screening of Supervisor and Staff:

The Supervisor must ensure that all staff are informed of, and sign off on, the screening policy prior to beginning work at the centre. Active screening must be completed for ALL staff at the site. The Supervisor will develop the active screening schedule and assign staff to conduct active screening of parents/caregivers and children for each day. A Supervisor or designate will be onsite at the centre at all times. The Supervisor will be the first staff to arrive at the centre. The Supervisor will self-screen at home using the COVID-19 Active Screening Form and will answer the screening questions and complete the temperature check, to ensure s/he is well enough to report to work. If unable to report to work, the Supervisor will ensure a backup staff is called into work. Once the



designated Supervisor has completed the self-screening at home, and completed the active screening they are ready to then complete active screening for all staff. The Supervisor on duty will ensure that active screening is completed for all staff for every staffing shift. Staff are required to stay home if they are experiencing ANY two symptoms identified on the active screening form and to report their absence to their Supervisor immediately.

Any staff who arrive at the centre and answer YES to ANY of the questions on the active screening form, must be directed not to enter the centre, to return home, and report their absence to their Supervisor immediately.

Staff may not return to work until 14 days after their last exposure (i.e. travelling or close contact with a confirmed or probable COVID-19 case), or until 14 days after their initial symptom onset if they have not been tested for COVID-19 (if unknown exposure).

Staff should consult with Public Health to confirm whether they meet the COVID-19 criteria for testing and/or self-isolation and should follow all advice accordingly.

If the ill staff does meet the criteria, and/or is confirmed to be positive through testing, the Supervisor will seek advice from Public Health on what measures should be taken for the children and other staff exposed to the symptomatic staff. Staff who have a confirmed negative COVID-19 test result, may return to work within 48 hours after no symptoms are observed.

(2) Screening of Parents, Caregivers and Children:

The Supervisor must inform all parents/guardians of the screening process prior to the family beginning child care at the site. Screening must be completed for ALL children and Parents entering the facility at home. It is recommended that parents drop their children off at the door/screening station to limit the need for social distancing. Only those entering the facility will require screening. Visitors who would be considered as an essential service to the ELCF or Day Camp are permitted to enter the facility during operating hours. This would include EECD staff that are involved with licensing and curriculum training, as well as other professionals that are essential to the facility such as public health inspectors, persons providing autism interventions, etc. Non-essential visitors such as salespersons, librarians, and entertainers are not permitted to enter the facility during operating hours. The screening process will be as follows:

- 1) If the parent(s)/caregiver(s) and child(ren) ALL answer NO to ALL Covid 19 screening questions (refer to Appendix A: Screening Questionnaire for COVID-19) and have taken their temperature prior to arriving at the center the child(ren) will be permitted to enter the facility. If an individual in the family unit answers YES to ANY of the active screening questions, the family will not be permitted to enter the centre. The parent/guardian will be advised to consult with Public Health.



- 2) Staff at the active screening table will wear a mask if they cannot maintain a minimum 2-meter (6.5 feet) distance when possible from those who approach for temperature checks.
- 3) Once the parent(s)/caregiver(s) and all children have passed all active screening requirements, the child(ren) will be escorted into the child care program by staff.
 - Staff must refuse entry to any person who answers YES to ANY of the active screening questions. This includes not allowing a child into program whose parent(s)/caregiver(s) and/or sibling(s) have answered YES to any of the active screening questions, even if the child has no symptoms. Staff will advise the parent(s)/caregiver(s) to consult with Public Health to confirm whether they and/or their child(ren) meet the COVID-19 criteria for testing and/or self-isolation. The parent(s)/caregiver(s) and their child(ren) may not return to the child care program until 14 days after their last exposure (i.e. travelling or close and unprotected contact (i.e. no PPE) with a confirmed or probable COVID-19 case), or until 14 days after their initial symptom onset if they have not tested for COVID-19 (if unknown exposure). For example, if a child has a runny nose or sore throat with no travel history or history of close contact with a person with suspected COVID-19, s/he cannot enter the child care centre and cannot return to program until 14 days after their initial symptom onset if they haven't been tested for COVID-19. Parent(s)/caregiver(s) and/or their child(ren) who have a confirmed negative COVID-19 test result, may return to program within 48 hours after no symptoms are observed.
- 4) Where a child or adult is obviously ill with ANY symptoms described on the Covid-19 screening Questionnaire, staff will refuse entry into the centre, and encourage the parent(s)/caregiver(s) to contact Public Health for further direction.
- 5) The Covid 19 screening policy and Questionnaire will be updated as advised by Public Health.
- 6) Documentation of the information collected during active screening must be recorded on the COVID-19 Active Screening Questionnaire for Staff, Parents/Caregivers or Children. The Supervisor is responsible for ensuring that this information is recorded as required and managed in accordance with the child care provider's relevant privacy and document management practices.

Monitoring:

Staff must ensure that all children in care are monitored for illness including the following symptoms of COVID-19:

- Fever (temperature $\geq 38^{\circ}\text{C}$)
- New or worsening cough or shortness of breath
- Runny nose, sore throat or diarrhea

Staff must ensure that hand hygiene is performed before and after each health check with each

child. Staff are only required to document the health check or take a temperature if symptoms are noted.

The YMCA Child Care Center has the following practice in place if a child exhibits symptoms, which include:

If ANY TWO of the symptoms related to COVID-19 are present in a child, the child must be immediately excluded from the child care centre and sent home. If the child has siblings who attend the same child care centre, all siblings must also be excluded. Staff are required to:

- 1) Isolate the child with symptoms immediately from other children and staff into a designated exclusion room (e.g. sick room).
- 2) Move the cohort of children who were in the program room with the symptomatic child to the vacant program room and immediately clean and disinfect the impacted room.
- 3) Increase ventilation in the exclusion room if possible (e.g., open windows).
- 4) Keep the child comfortable by providing a separate cot and toys. Clean and disinfect the cot and all toys after the child leaves the centre.
- 5) While waiting for the child to be taken home, the child must be supervised by only one staff person until the child leaves while maintaining a physical distance of 2-meters if possible.
- 6) Have the child wear a surgical-type face mask to cover the child's nose and mouth. The staff caring for the child should also wear a surgical-type face mask. A cloth scarf (e.g. made of cotton) may also be used. In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands. Although not required, disposable gloves may be used when there is close contact with the child. Staff must ensure that they wash their hands or use hand sanitizer (if hands not visibly soiled) immediately upon removal of the gloves. The most important measures are proper hand hygiene and maintaining a 2-meter distance as much as possible.
- 7) Staff will notify the parent(s) to arrange for immediate pick-up of the child. If a parent cannot be reached, an emergency contact person will be contacted to pick up the child.
- 8) Staff will document the symptoms observed, the date and time that symptoms occurred, and the program room the child attended on the Tracking Form along with Government Potential illness form.
- 9) Once the child has been picked up, the Supervisor will ensure that the exclusion room (i.e. room where child was separated to) is thoroughly cleaned and disinfected.

If the YMCA is notified that a staff person or child has tested positive for COVID-19, the following steps will be taken:

- 1) Call your local Public Health authority (if you haven't already been contacted) to ensure an investigation is conducted and necessary measures are taken to notify each of the ill child's or staff person's contacts (i.e. other staff, children and close family). Public Health will provide advice and the steps necessary to control the outbreak.
- 2) Provide Public Health with the most current Illness Tracking Form.
- 3) Notify cleaning staff to increase cleaning and disinfection practices. Refer to the General Sanitary Precautions and Physical Distancing Measures to Prevent the Spread of COVID-19 in Centres Policy.
- 4) For the appropriate concentration of bleach and water disinfectant, refer to the Disinfection Chart for Child Care Centres found in Appendix 1 of the General Sanitary Precautions and Physical Distancing Measures to Prevent the Spread of COVID-19 in Emergency Child Care Centres Policy.
- 5) A note should be posted at the front entrance of the centre for at least 7 days notifying parents and caregivers of the situation (i.e. there was one confirmed case of COVID-19 at the centre on a specific date and the child or staff person affected are self isolating for 14 days. The environment has been cleaned and disinfected.
- 6) Consult with Public Health to prepare and provide fact sheets and letters to parents/guardians and staff about the situation and the response measures taken by the centre.

Isolation Process/Designated Location

In the instance that a child/ staff becomes ill and may not be able to leave site immediately, an appropriate space will be provided for them to wait in until arrangements can be made. After their departure, the space will be properly cleaned and disinfected. When disinfecting YMCAs should reference their communicable disease policy and ensure staff have the necessary PPE (Personal Protective Equipment).

Additional Cleaning Schedule

During this time, YMCAs are keenly aware that the proactive cleaning of shared spaces and common surfaces is absolutely essential for the health & safety of our guests and staff. As such,

we have committed to the following additional cleaning measures, on top of our regular daily cleaning schedules.

- YMCA staff will complete proactive cleaning of shared spaces twice daily across site (see Additional Cleaning Procedure for further detail). Extra cleaning measures will stay in place until further notice, and should be completed at times when children are not occupying these spaces (i.e. breakfast and lunch hours, or during program time). Records shall be kept to ensure additional cleaning is completed as outlined.
- Records shall be kept of daily sanitization within child care centres.

Additional Cleaning Procedure

This document is meant to outline steps that will be taken at the YMCA Child Care and After School sites to proactively enact extra cleaning routines during a time of increased risk of disease transmission. These measure are intended to be preventative only, and will change in the event of an active outbreak on the property.

During a time of increased risk of disease transmission, YMCA staff will work to complete twice daily cleaning of all shared/public spaces *above and beyond* daily cleaning routines and procedures.

This document will outline steps that are required in each of the different types of spaces across site

1) Washrooms

- a. All “public” washrooms on site will continue to be cleaned/disinfected once daily by the housekeeping team. The housekeeping team shall retain a log/sign-off tracking the cleaning of washrooms across site.
- b. All common surfaces in washrooms will be disinfected twice daily, and tracked on the cleaning Schedule in each area.

2) Programs/Meeting Spaces

- a. All spaces in use by groups will be sanitized twice daily. Spaces not in active use by groups shall remain locked at all times.
- b. A deep clean of all spaces will be done in the evening after close.
- c. Items that cannot be easily cleaned (e.g. stuffed toys, play dough, puzzles) must be removed.

3) Spaces (hallways, entry ways, foyers, etc.)



- a. All public spaces across site shall be sanitized twice daily every day.
- b. Hand washing will remain available to guests at all times in public spaces.
- c. Sanitization of public spaces shall be tracked on cleaning chart.

4) Kitchen

- a. All common surfaces in the kitchen shall be sanitized twice daily (this does not replace the regular sanitization of kitchen work surfaces as needed throughout the day to maintain food safety standards).
- b. Sanitization of the kitchen shall be tracked on the “Kitchen Sanitization Schedule” in the kitchen upon completion.

5) Office/Work Spaces

- a. All common surfaces in offices/shared work spaces shall be sanitized twice daily (individuals are encouraged to sanitize their personal workstation daily, all shared work stations shall be sanitized at the end of an individual’s shift).
- b. Sanitization of office/workspaces shall be tracked on the Sanitization Schedule upon completion.

Sanitization Procedure

Ready to use Bleach mixture (1000 ppm) will be made available to all staff to complete extra cleaning of spaces across site, while supplies last.

In order to sanitize with Bleach mixture, first ensure the surface is clean from any visible dirt or debris (clean with soap and water first, if necessary), then spray the surface with the product. Let the product sit for a least one minute to ensure proper disinfection, then wipe with a disposable towel or leave to air dry.

We will use bleach to disinfect surfaces. Bleach is to be mixed with water, 1 cup of bleach to every 9 cups of water (1:10 ratio), to create a solution suitable for safely disinfecting surfaces. Bleach mixtures will be poured into spray bottles with a suitable workplace WHMIS label. Similar to quaternary ammonia, a bleach mixture can be used to disinfect an already clean surface. The contact time for bleach to disinfect a surface is 10 minutes.

Please refer to the information in this document to familiarize yourself with the common shared surfaces that should be disinfected in each area across site.

Child Care Centre Sanitization Checklist

It is the responsibility of individuals completing the “Sanitization Schedule” to be aware of the tasks they are responsible for in each area of site. Staff may only complete the log sheet when



they have completed all areas of the checklist. Checklists for the Kitchen will be found in the kitchen area. Each room/ area will have its own checklist.

CLEANING AND SANITIZING OF CHILD CARE AREA AND TOYS

Item to clean/sanitize	Products used	Method	Frequency
Floors	Multipurpose Excelsior –pre mixed by machine	Mop with hot water mixed with excelsior	Daily
Table tops	Liquid detergent, bleach mixture 100ppm	Wash with hot water and liquid detergent. Rinse, and spray with sanitizer. Air dry	After each use
Wash all toys	Hot Water & bleach Mixture 1000ppm	Wash with hot water and liquid soap. Rinse. Disinfectant by spraying with bleach mixture spray bottle. Leave on contact for 10 minutes, rinse in hot water and air dry.	Weekly
Shelves	Liquid soap and spray Bleach mixture 1000ppm	Wash with hot water and liquid soap. Rinse, and disinfectant by spraying with bleach mixture bottle. Rinse after	Weekly or as needed



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		2 minutes and air dry.	
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Change tables	1000ppm (10ml sanitizer in 1 L water) verify concentration by immersing test strip 10 seconds and comparing to color chart	Spray table and let sit for 2 minutes. Rinse with water. Air dry Place examining paper for each use	Before & after every use
Toys that are mouthed	100 ppm (10ml disinfect in 1 L water) verify concentration by immersing test strip 10 seconds and comparing to color chart	Place in toy bucket with water as you see the toy being mouthed. These toys are to be sanitized with bleach mixture. Place toys in a container with the bleach mixture for 10 minutes. Air dry.	Daily ..as needed
Cribs	Liquid soap, hot water and Bleach spray bottle 1000ppm	Wash the crib with hot water and liquid detergent. Rinse and dry with a paper towel. Disinfect bars with Bleach mixture spray bottle and rinse with clean water. dry with a paper towel.	Daily Immediately when body fluids are present
Dress up clothes and soft washable toys.	Laundry soap & hot water in washing machine	Wash & put in dryer	Weekly



Bedding and cribs	Laundry soap & hot water in washing machine	Wash & put in dryer	Weekly or as needed
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Daily Housekeeping Checklists

- All public washrooms to be cleaned and sanitized by housekeeping once per day (or more, as needed), additional sanitizing will be completed by other members of the Child Care team.
- All spaces to be cleaned Multiple times per day

GENERAL SANITARY PRECAUTIONS AND PHYSICAL DISTANCING MEASURES POLICY

All emergency child care staff must strictly maintain routine infection prevention and control practices (refer to the Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare (ELC) Facilities), as well as adhere to additional sanitary precautions and physical distancing measures in all aspects of care to prevent the spread of COVID-19 as described in this policy.

PROCEDURES:

Hand Washing

Staff should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:

- When they arrive at the centre and before they go home
- Before handling food, preparing bottles, feeding children
- Before and after eating and drinking
- Before and after touching their own or someone else’s face
- After sneezing or coughing into hands
- Before and after giving or applying medication or ointment to a child or self
- Before and after diaper check or changing diapers, assisting a child to use the toilet, and using the toilet



- Before and after contact with bodily fluids (i.e. runny noses, spit, vomit, blood)
- After cleaning and handling garbage
- After coming in from outside

Children should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:

- When they arrive at the centre and before they go home
- Before and after eating and drinking
- After a diaper change and using the toilet
- After playing outside
- After handling shared toys/items
- After sneezing or coughing into hands

Staff should follow and role model the following steps for proper hand washing:

- 1) Wet hands
- 2) Apply soap
- 3) Lather for at least 20 seconds (or as long as the “Happy Birthday” song). Rub between fingers, back of hands, fingertips, under nails
- 4) Rinse well under running water
- 5) Dry hands well with paper towel or hot air blower
- 6) Turn taps off with paper towel, if available

Staff should increase monitoring of hand washing supplies to ensure all sinks in washrooms, kitchens, and classrooms are well stocked at all times (i.e. soap, paper towels, and waste receptacles).

Disposable Gloves and Masks

Wearing masks or gloves at all times is not recommended for either the children or staff in the centre. Both masks and gloves represent false security, particularly if they are not used properly. Individuals may contaminate themselves when putting masks on and taking them off if not handled correctly. Masks will be provided to every staff and worn when social distancing isn't possible. Inventory will be kept on site for children/ staff that may become ill.

Gloves must be worn as per routine practice such as when cleaning up vomit and diarrhea and disinfecting surfaces and must be disposed after use. Disposable gloves do not replace hand washing. Child care staff must wash their hands before gloves are put on and immediately when gloves are removed.

Cleaning and Disinfecting

Cleaning and disinfecting reduce the spread of germs. Some germs can live for hours, days or weeks on toys, counters, diapering table, door knobs, computer key boards and other surfaces. Cleaning with soap and water removes dirt and grease that can hide and protect germs from disinfectants. Cleaning will substantially reduce the number of germs that may be on surfaces. Disinfecting after cleaning will kill most of the germs that were left behind. Cleaners and disinfectant products and methods already used by child care centres are effective against COVID-19.

Note that vinegar is not a disinfectant and should not be used for disinfecting in child care centres. Vinegar does not kill germs!

The Supervisor will set up a schedule to ensure all cleaning and disinfecting duties are consistently completed and documented. Each centre will maintain a vacant program space to allow for the rotation of children throughout the centre so that cleaning of program spaces can occur throughout operations.

The 6 steps for cleaning and disinfecting are:

1. Clean with soap and water
2. Rinse with clean water
3. Apply the disinfectant according to the manufacturer's instructions on the label
4. Allow the surface or object to soak in the disinfectant for the required contact time. Refer to the Disinfection Chart for Child Care Centres for the required contact times when using household bleach and water.
5. Rinse with clean water if required according to manufacturer's instruction on the label. Rinsing is not required when using household bleach and water.
6. Let air dry.

Refer to Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare (ELC) Facilities

Toys and Equipment

Staff must ensure that all toys and equipment are in good repair, clean and sanitary. The Supervisor must be advised of any concerns regarding toys and equipment.

- Group water/sensory tables must not be used.
- Ensure all shared items are cleaned and disinfected between users.
- It is recommended that items such as books, puzzles, and cardboard/boxboard/ dress up clothes that are absorbent and cannot be easily cleaned and disinfected are removed.
- Any outdoor play equipment that is used must be cleaned and disinfected before use, and as required.



- Mouthed toys must be set aside after being mouthed for cleaning and sanitization after each use.
- Tables and chairs being used are to be cleaned and disinfected daily and as often as needed.
- Should any child present with symptoms of COVID-19, all toys and equipment accessed by the child will be removed from the room to be cleaned and disinfected as soon as possible.

Cots

- Children will have a cot assigned to them. Cots will be placed to support physical distancing practices (ideally 2 meters/6.5 feet spatial separation if feasible).
- Cot sheets and blankets must be changed between each user.
- Sheets and blankets if used by same user must be cleaned weekly or more frequently as needed.
- Ensure cot sheets and blankets belonging to different children are labelled with the child's name and stored separately in bags or bins in clean dry areas to prevent mold growth and kept out of the way of everyday activities. Families will be permitted to bring their own blankets for children, but they must be laundered by the child care centre prior to use and weekly or more frequently as needed.
- Cots must be cleaned and disinfected between each user. Cots must be cleaned and disinfected weekly or more frequently as needed.
- High touch surfaces on cots and cribs must be disinfected at least twice per day and as often as necessary.

Laundry

If laundry facilities are provided, the following is required:

- Wash hands before and after doing the laundry.
- Wipe down controls and handles before and after use.
- Don't leave soiled clothing or baskets on top of machines or tables.
- Don't shake dirty laundry before putting it in the machine.
- Wash with soap and the warmest water possible. Do not overload the machine.
- Don't leave dryer door open when not in use.
- Dry items at highest temperature possible and dry them completely.
- Disinfect your hamper before filling with clothes.

Outdoor Play Areas

- For multiple groups of 15 or less, play times will need to be staggered to meet the physical distancing requirement of 2 metres between each group.
- During play time, staff must be vigilant in reminding children to not touch their face.
- After each playtime, staff must ensure children wash their hands.
- During the COVID-19 pandemic, water tables and sandboxes are prohibited.



- Municipal and school playground equipment (play sets), facilities are permitted as well as play sets (slides, swings, monkey bars, etc.) within their own outdoor play area. Staff must ensure children are following good personal hygiene while on the equipment and that children wash their hands after playing on the equipment.
- Shared toys are permitted such as bikes, balls and bats. Shared toys must be cleaned and disinfected between users.

Areas/items	Cleaning Method
Non-porous toys and play equipment	Clean and disinfect
Toy shelves and boxes	Clean and disinfect
Soft washable toys	Launder*
Dress-up clothes	Launder*
Mouthed toys	Clean, disinfect and then rinse with potable water
Bibs	Clean and disinfect
High chair table	Clean, disinfect and then rinse with potable water
Cribs/cots	Clean, disinfect
Soothers/pacifiers	Clean, disinfect, and then rinse with potable water
Used play dough-commercial	Discard
Used play dough-homemade	Discard
Water play table	Not permitted during COVID-19 pandemic
Sand boxes	Not permitted during COVID-19 pandemic
Foam play mats	Clean and disinfect
Sheets and blankets	Launder*
Nap mats/cots	Clean and disinfect
Food contact surfaces	Clean, disinfect, and then rinse with potable water
Doorknobs, light switches, railings, floors, sinks, non-food contact surfaces, chairs	Clean and disinfect
Upholstered furniture	Vacuum**
Small area rugs	Vacuum**
Carpets	Vacuum**
Floors	Clean and disinfect
Garbage containers	Empty, then clean and disinfect
Change table/pad Including the entire surface of the change area and the sides of the change surface	Clean, disinfect, and then rinse the surface with potable water
Toilets/urinals	Clean and disinfect
Stall walls/partitions	Clean and disinfect
Stall walls/partitions-fabric	Launder*
Potty chairs/seats	Clean and disinfect
Sinks	Clean and disinfect

Field Trips and Special Events

• Field trips, outings, trips to splash pads, and other local sites, such as libraries, are permitted provided operators follow the applicable health and safety guidelines and meet all requirements around physical distancing and site capacity. Staff must ensure that they have parental permission to take children off-site.

Staff must ensure the following guidelines can be met before embarking on a field trip.

- Individual groups (bubbles) must be maintained.
- Avoid crowded places where physical distancing of 2 metres cannot be maintained.
- Outdoor settings should be preferred over indoor to reduce the risk for transmission of COVID-19.
- Ensure there is access to handwashing and/or alcohol-based hand sanitizer during the outing.
 - Handwashing is required if the activity involves getting the hands dirty.
- If transporting children in vehicles, all transportation requirements must be met.
- Children are to bring their own pre-filled water bottles.
- Logs of field trips must be maintained. Operators must record:
 - participants (staff/children)
 - date
 - time
 - duration of field trip
 - place/location
 - transportation method used

Holiday events, festivals and other activities such as birthdays that bring together parents and groups are not permitted at this time.

Transportation

If an ELCF and Summer Camp operations provide transportation to staff and/or children during operational hours, the following guidance must be respected:

- Drivers are to complete a self-assessment at the beginning of each day.
- Parents are to screen their children at the beginning of each day, prior to pick-up and oversee the hand hygiene of their children at home, prior to departure.
- Facilities will provide and oversee hand hygiene protocols once children arrive at the facility.
- Passengers, including the driver, must be at least one (1) metre apart, when loading and unloading.



- At a minimum the following seating arrangement is to be followed:
 - o Only the driver in the front, unless the driver and passenger are both wearing masks.
 - o For each subsequent row of seats, no more than 1 passenger per row:
 - The exception would be children that are part of the same household or facility bubble. These children may sit up to 3 to a row.
- The driver is not required to wear a mask unless there is a passenger seated beside him.
- All other staff in the vehicle, are required to wear a mask unless the staff and the children are from the same bubble
- Children are not required to wear a mask if seated with children from the same grouping or household. If groupings cannot be maintained, masks should be worn by school-aged children during the transportation. Upon arrival, the children should be placed in their regular grouping and shall not wear masks unless ill. Children under the age of two should not be wearing masks.
- Staff and children must wash their hands in the facility before leaving and upon return.
- Staff are to have a supply of hand sanitizer to sanitize children's hands once they arrive at their destination.
- Vehicles are to be cleaned and disinfected at the end of each completed run. This would apply to high touch surfaces such as door handles, armrests and seatbelts. Refer to the Cleaning and Disinfection Procedures section in this document for information on disinfectants and their use.
- Consider setting the ventilation of the vehicles to non-recirculated air or opening windows to help reduce the risk of transmission.
- Facilities must keep a vehicle log which includes the date travelled, and a list of passengers to facilitate contact tracing.

Food

- Have specific staff delegated to prepare and serve meals.
- Children will not serve themselves
- Do not allow shared food containers, such as shared pitchers of water or juice in dining areas.
- Ensure food handlers follow good hand hygiene and exclude themselves from kitchen duties if they become ill.

Additional Infection Control Practices

- 1) Regularly clean and disinfect high-touch surfaces including door knobs, light switches, faucet handles, hand rails, and electronic devices at least every four hours to prevent the transmission of viruses from contaminated objects and surfaces. Additional cleaning and disinfecting may be required based on daily need.
- 2) High touch electronic devices (i.e. keyboards, tablets) may be disinfected with 70% alcohol

(i.e. alcohol prep wipes) while ensuring the dilute solution makes contact with the surface for at least 1 minute.

3) Low-touch surfaces (any surfaces at the location that have minimal contact with hands), must be cleaned and disinfected daily (i.e. Window ledges, doors, sides of furnishings etc.). Carpets are to be vacuumed daily when the rooms are available, i.e., during outdoor play or the rotation of program spaces.

4) Ensure garbage is kept in containers lined with plastic garbage bags. Staff must dispose of garbage daily. Any blood-soiled items must be discarded in sealed bags.

5) Bottles and pacifiers must be individually labelled and stored separately (not touching each other), they must not be shared among children. The pacifier must be washed in soap and water upon arrival to the centre.

6) Label individual hygiene items such as diapers/ cream.

7) For creams and lotions during diapering, staff must never put hands directly into lotion or cream bottles. They must use a tissue or single-use gloves. Upon arrival to the centre, wipe the cream/lotion container with a disinfecting wipe.

8) Reinforce messages with children to not share their food or drinks with others.

Physical Distancing Measures

- Staggering the children's arrival and departure times
- Keep the same cohort of children together throughout the day keeping records of groups and educators at all times.
- No More than 15 children in one group, **within each group physical distancing is not required.**
- Children will remain with the same group and the same classroom throughout the day. Movement of children to reconfigure groups can happen no more than once a week.
- Make sure that the groups are distanced from each other during mealtime, table work, and nap time, as much as possible. Stagger these times if possible.
- Meal times may need to be staggered in order to provide distancing of 2 meters.
- Ideally, try to avoid activities involving direct contact between the children as much as possible (i.e. holding hands or cuddling each other), as well as toy sharing (i.e. rather than playing a table game in which all the children touch the tokens or dice, it should be one child in the group who handles the material).
- Large rooms can be divided into multiple spaces. When dividing a room create a clear barrier to ensure a minimum 2-meter distance between the groups.
- Incorporate outside time in daily activities and open windows (weather permitting). Outdoor play is encouraged and should be offered in staggered shifts if possible.



YMCA of Greater Saint John

Staff Acknowledgment

- All staff will read and sign off that they have read and understood all operational Covid 19 policies and procedures.

Appendix A: Screening Questionnaire for COVID-19

FOR STAFF, CHILDREN, PARENTS/GUARDIANS AND VISTORS: PLEASE DO NOT ENTER THE FACILITY WITHOUT ANSWERING THE FOLLOWING QUESTIONS

Note: Children or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded.

Screening Questionnaire for COVID-19 for Early Learning Childcare Facilities and Summer Camps Note: Children or staff who have been identified by their primary care provider (or another health care



provider) as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded.

1	Do you have any 2 of the following symptoms:	YES	NO
	• fever or feverish (flushed, warm to touch) • cough • sore throat • headache • runny nose • a new cough or worsening of a chronic cough • feeling tired • diarrhea • loss of taste or smell		
2	Do you have the following symptom: * In children, purple fingers and/or toes?	YES	NO
3	Have you or anyone in the household had close contact (face to face contact within 2 meters) with a confirmed case of COVID-19 within the last 14 days? This question does not apply if you or anyone in your household is a Health Care Professional (HCP).	YES	NO
4	For households with HCPs, have you or anyone in the household had close contact (face to face contact within 2 meters) with a confirmed case of COVID-19 within the last 14 days, outside the health care setting?	YES	NO
5	Have you returned from travel outside of Atlantic Canada within the last 14 days and are not exempted as indicated below:	YES	NO
	a) are healthy and live in one province but commute to work locally or operate a business in a neighboring province		
	b) are healthy and provide or support things essential to the health, safety, security or economic well-being of New Brunswickers, including, commercial transportation of goods by truck, train or plane		
	c) are healthy and are a resident of Campobello Island who must cross the border to access required goods and services		
	d) travelled to another province for a medical appointment		
6	In the last 14 days, have you or anyone in the household been diagnosed with COVID-19?	YES	NO
7	Have you been told by Public Health that you may have been exposed to COVID-19?	YES	NO
8	In the last 14 days, have you had close contact with an individual who is suspect of COVID-19 while providing direct patient care, and you were not wearing proper Personal Protective Equipment (PPE)?	YES	NO

If you have answered “Yes” to any of the above questions, stay home, contact 811, and do not return to the facility/ camp until clinical evaluation excludes COVID-19 or a COVID-19 test is negative. If the COVID-19 test is positive, then you must stay home and self-isolate for 14 days. Public Health will advise when isolation may be lifted.

Regarding question #5, travelling for these purposes requires that you go directly to and from your appointment/ destination and/or your accommodations; self-monitor for symptoms; avoid close contact with vulnerable individuals (for which you are not the primary care giver); and follow the guidance of the Chief Medical Officer of Health.

Name: _____

Date: _____ Time: _____



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Staff will review all documentation before opening.

Additionally, all staff who are unwell will be required to self-isolate and only return to site once they are symptom free.

Appendix E – Parental Confirmation and Acknowledgment of Screening Responsibility

I, _____, hereby acknowledge that I understand my
(Name of parent/guardian)

Responsibilities for the screening of my child/children for COVID-19 symptoms prior to bringing my
child/children to _____ every day.
(Name of facility)

I understand that bringing my child/children to the above-named facility signifies that I take full
responsibility and attest that all questions in the screening questionnaire were answered with a “no”.

(Parent signature)

(Witness)

Date: _____

ELCF and Summer Camp – Daily Group Log

	CHILD NAME	Temperature Check	STAFF NAME	Temperature check	
		Mid Day		Arrival	Mid Day
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					