

# Lil Clubhouse Childcare COVID Parent Handbook

Last updated May 15, 2020

In light of the COVID-19 global pandemic, we feel it is important to clarify what Dr. Bonnie Henry has confirmed and encourages childcare centres to remain open at a reduced capacity, where possible, to serve families that are needing childcare.

Lil Clubhouse Childcare will continue to follow all updated protocols and procedures as outlined by the Health Authorities and CDC. This can be found at the following link:

[https://www2.gov.bc.ca/assets/gov/family-and-social-supports/covid-19qa\\_covid19\\_childcare\\_settings\\_mar\\_24\\_2020.pdf](https://www2.gov.bc.ca/assets/gov/family-and-social-supports/covid-19qa_covid19_childcare_settings_mar_24_2020.pdf)

Given these important requirements, it is imperative that we are resolute in our health policy, and that all parents understand and agree to the following additional requirements.

## **Provision of Care**

We are currently providing childcare at a reduced capacity. This may change week to week but could look like the following:

- Max group size of 6 children in infant-toddler program 1:4 or 2:8
- Max group size of 6 children in 3-5 program 1:6 or 2:12

As such, we are offering spaces to families following a priority system of “COVID-19 Essential Service” roles, Tier 1 (both parents); Tier 2 that CANNOT work from home (both parents) Tier 1 (one of two parents); Tier 2 (one of two parents); Tier 3.

We are grouping children in “shared social distancing bubbles”. Essentially, this will mean that children will be attending childcare, and be placed in a group, within ONE group only. This limits the number of people outside of your family that your child is exposed to.

*We are reminding families that having your child attend childcare does mean that your entire family has a larger shared social distance bubble. Please behave responsibly and follow Dr. Henry’s recommendations if you are attending childcare as well as socially interacting with individuals outside of your household. At this time, your “shared social distance bubble” includes all individuals that any member of your family interacts with, including your child.*

## **Provision of Care during staff illness**

As staff are also required to stay home when exhibiting illness symptoms, until they have received a negative Covid-19 test, and we are ensuring small group care bubbles, this presents a significant limitation to our operation in the event of staff illness. We simply cannot have illness spread throughout the staff team. We will be addressing staff illness in the following way:

- For groups running with TWO staff: the group will be provided a staff-illness rotation list, and children will be able to attend alternating days, at a 1:8 ratio (3-5 programs) or 1:4 ration (infant-toddler programs). This list will be provided by your educator, at the beginning of June, and then updated monthly, for any registration or attendance changes.
- For groups running with ONE staff: the group will not be able to operate until the negative Covid result is received. In the unlikely event we have a staff available who can cover for several days, we will temporarily put in the substitute staff. It is more likely that this will not be possible, and as such, the group will be unable to operate until the staff test is completed and the staff is able to return to work.

### **Illness and Attendance**

Children may not attend Lil Clubhouse programs if they exhibit any symptoms of respiratory illness or fever, these may very well be caused by allergies or teething however there is a zero tolerance for any signs of unwell, we simply cannot take any chances. Our pandemic health & wellness policy is attached. There are no exceptions to this illness policy. This policy will be remaining in place indefinitely. As such, parents are encouraged to think through how they will work from home/care for children who are required to stay home until they are symptom free. Little ones get sick a significant amount in their first year of daycare; it is imperative to have an accessible plan B until the COVID-19 vaccine is available.

Individuals residing in the household with any child attending Lil Clubhouse are to be taking all precautions possible to limit their exposure to COVID-19.

Fees are not being refunded due to illness - be it a staff or child illness. Our withdrawal policies for 'temporary withdrawal' and a permanent withdrawal are listed below.

### **Withdrawal and Temporary Withdrawal**

Parents may choose to attend, temporarily withdraw (you do not need to let us know if your absence is temporary, your spot WILL be held until MCFD ends the TEF) or permanently withdraw. Please see below for our Covid-19 withdrawal policy, which will remain in effect as long as MCFD operates the Emergency Funding program. We do not know when this program will end.

**Attending:** child attends as per designated hours and days. Monthly fees are paid as per usual.

**Temporary withdrawal:** if a family chooses to temporarily withdraw, their space will be offered out to another family for the duration of the pandemic. At the end of the pandemic –

which will be determined by MCFD – families who have temporarily withdrawn will be responsible for fees and will have their space returned to them. Regular withdrawal notice would be required once attendance has been resumed if families choose to no longer attend. In the event that a parent decides they will permanently withdraw during the temporary withdrawal period, parents must follow the regular policy of withdrawal and two calendar months of tuition will be required whether the child attends or not.

**Permanent withdrawal:** our regular permanent withdrawal policy applies to children attending childcare, with two calendar months notice required whether the child attends or not.

### **Hours 8:45 am to 3:30 pm**

To give our limited staff time within their 8 hour day to thoroughly clean and disinfect, we must adjust our hours to allow for this to be done everyday. Drop off and pick up will also take more time than usual.

### **Arrival & Pick Up Protocol**

Parents are not currently allowed to access inside the daycare rooms.

On the sign in table, you will find the medical confirmation form, and hand sanitizer. Arrival and pick up protocol is posted at each door for your convenience.

### **ARRIVAL (LIMIT ONE FAMILY MEMBER)**

- ONLY 2 FAMILIES PERMITTED IN HALLWAY AT ALL TIMES
- PARENTS ARE NOT CURRENTLY PERMITTED IN THE CENTRE
- WASH EVERYONE'S HANDS UPON ARRIVAL
- KNOCK ON DAYCARE DOOR
- YOUR CAREGIVER WILL BE WITH YOU SHORTLY
- PLEASE DO NOT ENTER THE DAYCARE ROOM
- MAINTAIN SOCIAL DISTANCING WHILE YOU WAIT
- TAKE TEMPERATURE
- STAFF WILL INITIAL THE HEALTH CHECK AND SIGN YOUR CHILD IN

### **PICK UP**

- PARENT WASH HANDS
- KNOCK ON DOOR AND WAIT
- MAINTAIN SOCIAL DISTANCING WHILE YOU WAIT
- PLEASE DO NOT ENTER THE DAYCARE ROOM
- A CAREGIVER WILL BRING YOUR CHILD AND BELONGINGS TO YOU
- STAFF WILL SIGN YOUR CHILD OUT

### **Cleaning and Sanitization**

Following the current health authority guidelines for sanitization and care:

- A. Inside the classroom, including all accessible materials, will be disinfected twice per day when used full day. Disinfection must be completed using a health authority approved sanitizer. We respect that some families prefer us not to use these, and feel they are

“unnatural” cleaning products. Unfortunately, these are the only options we will use for disinfection, as per the CDC.

- B. The washroom is disinfected after every child use.
- C. Child bags must be plastic and on arrival will be sprayed with the disinfectant solution prior to being brought into the classroom. Please plan your child’s bag accordingly.
- D. Children’s **MUST HAVE DAYCARE ONLY SHOES** that stay in the classroom. Upon arrival shoes will be sprayed with disinfectant. We ask that you send shoes that will be easily disinfected and align with summer outdoor needs - we highly recommend natives or similar rubber/plastic based summer shoes that will work outdoors at and can easily be cleaned.
- E. When eating outdoors, we place a tablecloth on the table, and disinfect the tablecloth. Hands are washed with soap and water, prior to eating.

### **Snacks**

We are no longer able to offer snacks to reduce handling of food. **Please send snacks in a disposable bag such as a Ziploc.**

### **Lunch**

Please send all lunch / snack items in a plastic bag. It is helpful to separate lunch and snacks into different bags. You may add an ice pack. The children will not have insulated lunches, please plan your lunches accordingly.

### **Sunscreen**

In order to reduce possible spread of illness, we want to refrain from applying sunscreen on every child. Please lather your child with sunscreen before arrival and provide a **SPRAY** sunscreen for staff to reapply if necessary.

### **Illness policy**

Recognizing that childcare programs may be the only option for essential service workers to secure childcare in order to work, our program has elected to remain open (with reduced hours) to families at this time. Please remember that the Covid-19 public health emergency is rapidly changing, and our ability to remain open may change without notice.

Dr. Henry maintains that childcare centres can safely care for children if they are following the prescribed health protocols.

*We do not recommend that children with underlying health concerns, or children who live within a household with any underlying health concerns that are considered to be an additional risk for Covid-19, attend child care programs during the Covid-19 pandemic.*

Accordingly, please note the following Covid-19 Health and Wellness policy, which applies to all staff and children within this facility.

On arrival, children will have their temperature taken, together with the parent and educator, **before** entering the facility. If the child has a temperature, they must be taken home and remain

home, as per the health policy, below. \*\*Ear thermometers will not be used, as “Earwax or a small, curved ear canal can interfere with the accuracy of a temperature taken with a digital ear thermometer.” We will be using a no-touch forehead thermometer. ([Reference: Mayo clinic](#))

Parents will additionally be asked health questions each morning, confirming that their child is symptom free and that their child has not been given acetaminophen or ibuprofen in the last 12 hours. In the event that a parent is found to be not answering this statement truthfully or withholding important medical information, childcare will no longer be provided to that family. If a child develops any illness after drop off, the child will be separated immediately and parents must pick up right away, we do not have a sick room or extra staff to be able to separate a sick child for long periods of time.

Symptom	May return when
Temperature of 100 F / 37.8 C or higher (orally) or 99 F / 37.2 C or higher (under the arm)	May return to child care after 10 days AND symptom free; or following a negative Covid test after 5 days and 48 hours symptom free.
Runny nose	May return to child care after 10 days and symptom free or following a negative Covid test after 5 days and symptom free.
Cough	May return to child care after 10 days and symptom free or following a negative Covid test after 5 days and symptom free.
Sore throat	May return to child care after 10 days and symptom free or following a negative Covid test after 5 days and symptom free.
Difficulty breathing or wheezing	May return to child care after 10 days and symptom free or following a negative Covid test after 5 days and symptom free.
Unexplained fatigue, rash, aches or cold/flu-like symptoms	May return to child care after 10 days and symptom free or following a negative Covid test after 5 days and symptom free.
Sinus congestion	May return to child care after 10 days and symptom free or following a negative Covid test after 5 days and symptom free.
Children who have, or children with others living in the same home who have just returned from international travel	May return after self-isolating for 14 days <b>and</b> being symptom free
Children who have, or children with others living in the same home who have been identified as at-risk of potential Covid-19 exposure	May return after self-isolating for 14 days and being symptom free. A Covid test is highly recommended

( [HYPERLINK](#)

["https://drive.google.com/open?id=17yKMxLBrjmQGaNZB7s8eP7jKIONUnX-F"](https://drive.google.com/open?id=17yKMxLBrjmQGaNZB7s8eP7jKIONUnX-F)Reference: [Health Authority memo; COVID19 in childcare](#))

Additionally, our regular health and wellness policy stands:

Children may not attend childcare programs while they have any of the following symptoms:

- unusual, unexplained loss of appetite, fatigue, irritability, or headache
- eye infections of any kind
- unexplained rashes *or* any rash that is not confirmed by doctor to be non-contagious
- known or suspected communicable diseases (measles, chicken pox, pink eye, hand foot and mouth, etc.)
- ear infection
- nausea, vomiting and/or diarrhea in the last 48 hours
- any respiratory illness such as a cold

For the well-being of children, staff and families, open transparency and candor is required around all the above requirements. Although this may lead to some challenging conversations, staff and families need to acknowledge and respect their necessity and their intention of care during the pandemic. We sincerely appreciate your compliance and understanding!

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan>

## Appendix A. Summary of Child Care-Based Control Measures



### 1. STAY HOME WHEN SICK

*All children and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.*



### 2. HAND HYGIENE

*Everyone should wash their hands more often!*

*Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.*



### 3. RESPIRATORY AND PERSONAL HYGIENE

*Cover your coughs.*

*Do not touch your face.*

*No sharing of food, drinks, or personal items.*



### 4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT

*Spread children out to different areas.*

*Take them outside more often.*

*Stagger lunch times. Incorporate individual activities.*

*Remind children, "Hands to Yourself!"*



### 5. CLEANING AND DISINFECTION

*Clean and disinfect frequently touched surfaces at least twice a day.*

*General cleaning of the centre should occur at least once a day.*

*Use common cleaning and disinfectant products.*





Appendix B. Protocol for child or staff with symptoms of COVID-19 in a child care setting

Child with Symptoms of COVID-19	Staff with Symptoms of COVID-19
<p><b>IF CHILD DEVELOPS SYMPTOMS AT HOME:</b></p> <p>Parents or caregivers must keep their child at home for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.</p> <p><b>IF CHILD DEVELOPS SYMPTOMS WHILE AT CHILD CARE:</b></p> <p>Staff must take the following steps:</p> <ol style="list-style-type: none"> <li>1. Identify a staff member to supervise the child.</li> <li>2. Identified staff member should immediately separate the symptomatic child from others in a supervised area until they can go home.</li> <li>3. Contact the child's parent or caregiver to pick them up right away.</li> <li>4. Where possible, maintain a distance of 2 metres from the ill child. If this is not possible, the staff member may use a mask if available and tolerated, or use a tissue to cover their nose and mouth.</li> <li>5. Provide the child with tissues, and support as necessary so they can practice respiratory hygiene.</li> <li>6. Open outside doors and windows to increase air circulation in the area.</li> <li>7. Avoid touching the child's body fluids. If you do, wash your hands.</li> <li>8. Once the child is picked up, wash your hands.</li> <li>9. Clean and disinfect the space where the child was separated and any areas used by the child (e.g., bathroom, common areas).</li> <li>10. If concerned, contact 8-1-1 or the local public health unit to seek further advice.</li> </ol> <p>Parents or caregivers must pick up their child promptly once notified that their child is ill.</p>	<p><b>IF STAFF DEVELOPS SYMPTOMS AT HOME:</b></p> <p>Staff must be excluded from work, stay home and self-isolate for a minimum of 10 days from the onset of symptoms AND until all symptoms resolve, whichever is longer.</p> <p><b>IF STAFF DEVELOPS SYMPTOMS WHILE AT WORK:</b></p> <p>Staff should go home right away where possible.</p> <p>If unable to leave immediately, the symptomatic staff person should:</p> <ol style="list-style-type: none"> <li>1. Separate themselves into an area away from others.</li> <li>2. Maintain a distance of 2 metres from others.</li> <li>3. Use a tissue or mask to cover their nose and mouth while they wait for a replacement or to be picked up.</li> <li>4. Remaining staff must clean and disinfect the space where staff was separated and any areas used by them (e.g., office, bathroom, common areas).</li> <li>5. If concerned, contact 8-1-1 or the local public health unit to seek further advice.</li> </ol>
<p><i>If a child or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to child care once symptoms resolve.</i></p>	

## Appendix C: When to perform hand hygiene

<i>Children should perform hand hygiene:</i>	<i>Staff should perform hand hygiene:</i>
<ul style="list-style-type: none"><li><input type="checkbox"/> When they arrive at the child care centre and before they go home</li><li><input type="checkbox"/> Before and after eating and drinking</li><li><input type="checkbox"/> After a diaper change</li><li><input type="checkbox"/> After using the toilet</li><li><input type="checkbox"/> After playing outside</li><li><input type="checkbox"/> After handling pets and animals</li><li><input type="checkbox"/> After sneezing or coughing</li><li><input type="checkbox"/> Whenever hands are visibly dirty</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> When they arrive at the child care centre and before they go home</li><li><input type="checkbox"/> Before and after handling food (raw, cooked or pre-packaged), preparing bottles or feeding children</li><li><input type="checkbox"/> Before and after giving or applying medication or ointment to a child or self</li><li><input type="checkbox"/> After changing diapers</li><li><input type="checkbox"/> After assisting a child to use the toilet</li><li><input type="checkbox"/> After using the toilet</li><li><input type="checkbox"/> After contact with body fluids (e.g., runny noses, spit, vomit, blood)</li><li><input type="checkbox"/> After cleaning tasks</li><li><input type="checkbox"/> After removing gloves</li><li><input type="checkbox"/> After handling garbage</li><li><input type="checkbox"/> Whenever hands are visibly dirty</li></ul>