

# UNIVERSITY CHILDREN'S LEARNING CENTRE SOCIETY WORKSAFE BC

## COVID-19 Safety Plan

Employers must develop a COVID-19 Safety Plan in accordance with the order of the provincial health officer. To develop our plan we have followed the six-step process described by WORKSAFE BC titled: *COVID-19 and returning to safe operation*

### **STEP ONE: Assess the risks in your workplace:**

- We have involved frontline workers, supervisors and the joint health and safety committee (or worker health and safety representative, if applicable)
- We have identified areas where people gather, such as break rooms, production lines and meeting rooms
- We have identified job tasks and processes where workers are close to one another or members of the public.
  - Person to person contact with staff, parents and children & contractors during renovations
  - Busy times of day create closer contact – drop off and pick up time. When children are hurt, needing comfort. Bodily fluid contact during diaper changes & helping children in the washroom
  - Helping children wipe noses
  - Children don't often remember to cover coughs and sneezes
  - Wear gloves when dealing with bodily fluids and clean area thoroughly with bleach/water solution
  - Workers gathered all day long, caring for and helping children in playrooms, washrooms, outside play areas, nap rooms and staff room.
- We have identified the tools, machinery and equipment that workers share while working
  - Cleaning supplies, art & craft supplies, children's belongings, gates, fences, everything in the daycare setting
- We have identified surfaces that people touch often, such as door knobs, elevator buttons and light switches
  - High touch surfaces in the daycare setting include but are not limited to sinks, toilets, door handles, gates, washer/dryer buttons, fridge, stove, water cooler buttons, children's toys, tables/chairs, etc.

## **STEP TWO: Implement protocols to reduce the risks**

- We have reviewed industry specific protocols on worksafebc.ca to determine whether any are relevant to our industry. If protocols are developed specific to our sector, we have implemented these to the extent that they are applicable to the risks at our workplace. We may need to identify and implement additional protocols if the posted protocols do not address all the risks to your workers.
- Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- Orders, guidance and notices issued by the provincial health officer and relevant to your industry
- Your health and safety association or other professional and industry associations.

*First Level of protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible.*

- We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gathers of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workspaces. However, limiting the number of people in a workplace is an important ways to ensure physical distancing is maintained.
- In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace
  - Parents only to drop off and pick up outside of the centre – staff will meet them at the door to escort children inside
  - Outside visitors will be limited to practicum students who attend daily (and their supervisors)
  - Parent tours and other observation groups will be eliminated at this time
  - From June 15-August 7 daycare will be provided outside in the play yards. Reduced hours from 8-130 daily. Reduced enrollment: 3-5 capped at 16, I/T capped at 8.
  - Staff have been reduced by two: one staff laid off and staff rotating days to allow a day off each
  - When the centre re-opens childcare will be provided in smaller groups within the programs. One group will be outside, another inside; mealtimes and craft times will be staggered between the groups, 4 children per table with one caregiver.
- We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, and washrooms
  - The centre follows licensing regulations of 3.7m squared per child
  - For nap time children will be spaced apart or placed head-to-toe or toe-to-toe
  - Number of children in the cubby area will be limited to 4 at a time plus a staff

- Laundry room limited to 1 staff
  - Staff room limited to 2 staff
  - Children's washrooms limited to 3 children(number of stalls/sinks available) and one staff
  - Office limited to 2 staff
    - Office staff will aim to maintain a physical distance of 2m at all times. If space needs to be occupied by more staff, staff will communicate their intentions to move about the room
- We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.
    - Staff will maintain a physical distance of 2m from one another. When not possible (helping to meet the needs of a child) staff will communicate the transition to minimize close contact when possible.

*Second Level protection (engineering): Barriers and partitions*

- We will not be using barriers in our workplace as they pose more of a hazard than safety and our workspaces allow us to maintain the physical distance necessary. Tending to the needs of a child requires that there are no barriers in place.

*Third Level protection (administrative): Rules and guidelines*

- We have identified rules and guidelines for how workers should conduct themselves.
  - Screening questionnaires will be completed daily for children
  - Staff will be required to complete a wellness check daily
  - Single use items such as paper towels will be used for cleaning, hand towels will be used once and washed using sanitization process
  - Staff work in their specific programs (3-5 and I/T) as much as possible to minimize the risk of broad transmission throughout the work place
  - Staff, children and visitors will wash hands upon arrival and departure from the daycare each day (as well as all other recommended times throughout the day)
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage
  - Screening questions posted at entry ways as a reminder
  - Reminders to wash hands upon arrival and departure posted

*Fourth level protection: Using masks (optional measure in addition to other control measures)*

- We have reviewed the information on selecting and using masks and instructions on how to use a mask.

- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
  - Masks will be provided to staff use if they choose to wear it, but they are not required to be worn in the centre
  - Children (over two) and staff who develop symptoms while in the daycare centre will have to wear a mask until able to leave, staff will assist children to wear their mask effectively
- We have trained workers in the proper use of masks

*Implement effective cleaning and hygiene practices:*

- We have reviewed the information on cleaning and disinfecting surfaces.
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
  - Staff and children have access to sinks inside and a portable sink has been set up outside in both programs for use
  - When soap and water/sink is not available, staff will help children to use hand sanitizer
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent hand washing and good hygiene practices are essential to reduce the spread of the virus.
  - Children and staff are required to wash their hands at the following times:
    - Upon arrival and before departure
    - Before and after going on a break
    - After using the washroom
    - After changing a diaper or helping a child in the washroom
    - After handling cash or other items that have come into contact with the public
    - After coming in from playing outdoors
    - Before and after handling shared equipment and tools
    - Before and after using masks and other protective equipment
  - Handwashing signage has been (or will be posted upon re-opening) at each of the 15 sinks throughout the daycare in the washrooms, kitchen and outdoors
  - **(Handwashing & Cover coughs and sneezes posters attached at end of plan)**
- We have implemented cleaning protocols for all common areas and surfaces (e.g., washrooms, tools, equipment, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use)
  - We have created a detailed cleaning checklist as follows:

## **Cleaning/Disinfecting Checklist COVID-19 Pandemic**

**Cleaning:** Removes germs, dirt and impurities from surfaces. Cleaning works by using soap/detergent and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them it lowers their numbers and the risk of spreading infection.

**Disinfecting** kills germs on surfaces. Disinfecting works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning. Ensure disinfectant products used have a Drug Identification Number (DIN) and are approved for disinfecting by Childcare Licensing.

Areas/Items to be Cleaned	Frequency of cleaning	Method	Date: Mon	Date: Tue	Date: Wed	Date: Thu	Date: Fri
Sample	Daily, after use and prior to food being served	Clean, disinfect, towel dry and air dry	✓ initials	✓ initials	✓ initials	✓ initials	✓ initials

### General surface cleaning

Tables/Chairs	After use and prior to food being served	Clean, disinfect and after two minutes towel dry. Air dry overnight					
Window sills	At the end of each day	Clean, disinfect, air dry overnight					
Door handles	Twice daily and at the end of each day	Clean, disinfect and towel dry. Air dry overnight					
Cabinet Handles	At the end of each day	Clean, disinfect and air dry overnight					
Light switches	Twice daily and at the end of the day	Clean, disinfect and towel dry. Air dry overnight					
Children's gates	Twice daily and at the end of the day	Clean, disinfect and towel dry. Air dry overnight					
Garbage/ Recycle bins	Empty and wash down daily	Clean, disinfect and towel dry					
Washer/dryer knobs	After each use	Disinfect, towel dry or air dry					

## Cleaning/Disinfecting Checklist COVID-19 Pandemic

### Bathrooms and toileting areas

Toilet bowls	Twice daily and at the end of each day	Clean, disinfect and towel dry. Air dry at the end of the day					
Toilet handles, door knob or cubicle handle	After each transition and individual use	Clean, disinfect and towel dry. Spray and air dry at the end of each day					
Sinks, taps, surrounding counters and soap dispensers	After each transition or individual use	Clean, disinfect and towel dry. Spray and air dry at the end of each day					
Change Table	After each use	Clean, disinfect and after two minutes towel dry					
Potty's/toilet seats	After each use	Clean, disinfect and after two minutes towel dry					

### Naptime bedding cleaning

Cots, cribs and mattresses	Clean, disinfect weekly unless soiled	Clean, disinfect and towel dry					
Blankets and sheets	Machine wash hot water weekly unless soiled	Home blankets are laundered at the daycare					
Naptime stuffies	Machine wash weekly hot water unless soiled	Stuffies are laundered weekly at the daycare and should remain at daycare					

## Cleaning/Disinfecting Checklist COVID-19 Pandemic

### Toy cleaning

Hard toys/objects that go into the mouth or have been in contact with saliva or other bodily fluids	Taken out of use and placed in cleaning bin	Toys will be sterilized often throughout the day					
Table top activities, puzzles, dolls, balls, blocks	Cleaned daily	Clean, disinfected at the end of each day. Air dry overnight					
Playroom climber, mats, obstacle course, couch, shelves	Cleaned daily	Clean, disinfect at the end of each day. Air dry overnight					
Washable soft toys (Limited)	Machine washed daily in hot water	Laundered at the daycare					
Arts/crafts supplies (crayons, felt, scissors)	Cleaned daily	Clean, disinfect each day					
Paints, brushes, paint cups, smocks	Single use then clean and disinfect	Air dry overnight					
Books	Board books cleaned daily and paper books rotated daily	Board books disinfected with a mild bleach/water solution					

### Outdoor play areas

Hand washing stations/soap dispensers Portable toilets (June 15 – August7)	Wipe clean and disinfect after each use	Bleach water spray or Lysol wipes Portable toilets use bleach/water to disinfect					
Ride on toys, scooters, cozy coupe cars	Clean and disinfect at the end of each day	If dirty, clean with soapy water and spray with bleach/water. Air dry overnight					
Plastic toys (trucks, cars, buckets, shovels, teeter totter etc)	Clean at the end of each day	Disinfect with bleach/water. Air dry overnight					
Wooden toys, balance beam	Clean at the end of each day	If dirty clean with soapy water, rinse with garden hose. Spray with bleach/water and air dry overnight					

Tables/Chairs	After use, prior to food being served and at the end of the day	Clean, disinfect and after two minutes towel dry. Air dry overnight					
Outside gates/sea can handles	Clean and disinfect as needed and at the end of each day	Wipe down with bleach/water. Air dry overnight					
Outside wooden climber	Clean and disinfect as needed and at the end of each day	Clean, disinfect and after two minutes towel dry. Air dry overnight					

- Cloths and bibs will be provided to the children daily. These items will be single use only and will be washed daily with hot water, detergent and bleach.
- Workers who are cleaning have adequate training and materials
  - Gloves will continued to be used for tasks such as diaper changes, any time bodily fluids are involved, for sunscreen application and for cleaning as well as all other times we have previously used gloves
  - Cleaning solution for toys and surfaces will be a bleach and water mixture; mixed at a ratio of 19oz water to 1 TBPS bleach
  - Staff have WHMIS training and have access to approved cleaning products by childcare licensing
- We have removed unnecessary tools and equipment to simplify the cleaning process – e.g., coffee makers and shared utensils and plates)
  - Items that cannot easily be cleaned (plush toys, dress up clothes, etc.) will be removed from the playrooms
  - Currently there are no shared utensils/plates - staff and children are bringing their own from home, or using single use, disposable items. When the centre re-opens, utensils, cups, plates will be for single use, washed and sanitized daily.

### STEP 3: Develop Policies

We have developed necessary policies to manage our workplace, including policies around who can be at the centre, how to address illness that arises at the centre, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the centre.



- Anyone who has symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache
  - Signage will be posted at the entry, advising persons not to enter if showing any symptoms listed above or if travelled in the past 14 days.
  - Anyone directed by Public Health to self-isolate
  - Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor symptoms
  - Visitors are prohibited or limited in the workplace

## ***University Children's Learning Centre***

### **FOR STAFF, CHILDREN, PARENTS/GUARDIANS AND VISITORS: 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.

#### **Do you have :**

A. Any of the 2 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.

B. If a child has purple fingers or toes as the only symptom.

**If answered YES to either A or B, then the child/parent/staff must stay at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases and their symptoms have resolved.**

#### **Please read the following:**

A. Have you or anyone in your household had direct contact (face to face within 2 metres) with a confirmed case of COVID-19 within the last 14 days?

B. Have you or anyone in your household returned from travel outside British Columbia within the last 14 days?

C. Have you been diagnosed with COVID-19 or waiting to hear the results of a test for COVID-19?

D. Have you been told by Public Health that you may have been exposed to COVID-19?

**If you answered yes to the above questions, then you must stay home and self-isolate for 14 days. If you develop symptoms, please contact 811 for help or guidance and refer to the Self Assessment tool on the Government of British Columbia webpage.**

**PLEASE NOTE: VISITORS ARE NOT PERMITTED AT THIS TIME, UNLESS PREVIOUSLY ARRANGED WITH THE MANAGER OR PROGRAM SUPERVISOR.**

- **Entry sign/daily screening questionnaire also in pdf format at end of document.**
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate violence prevention program is on place

Our policy addresses workers who may start to feel ill at work. It includes the following:

- Sick workers should report to first aid (their supervisor or manager), even with mild symptoms
- Staff will also report to first aid (supervisor or manager) with children who are exhibiting even mild symptoms
- Sick workers and children will be asked to wash or sanitize their hands, provided with a mask (children over 2) and isolated (staff will wait with a child who is isolated until their parent arrives). Ask the worker to go straight home. (Consult the BC COVID -19 Self-Assessment tool or contact 8-1-1 for further guidance related to testing and self-isolation).
- If the worker or child is severely ill (e.g., difficulty breathing, chest pain), call 911, then campus security and the child's parent
- Clean and disinfect any surfaces that the ill worker or child has come in contact with

#### **STEP 4: Develop Communication plans and training**

We must ensure that everyone in the workplace, including workers from other employers, knows how to keep himself or herself safe while at our workplace.

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers and parents have received the policies for staying home when sick
  - Parents (existing and new) will be notified of COVID-19 policies put in place using our ***Pandemic Policy***
  - Others entering our workplace (students, practicum supervisors, contractors) will be given a copy of our workplace safety plan and will be required to complete a daily wellness check
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers/children/parents with symptoms

- Supervisors have been trained on monitoring workers/children and the workplace to ensure policies and procedures are being followed.
  - Program supervisors and manager will check in with staff daily and staff will each complete a daily wellness check
  - Staff will check in with parents and will complete a daily wellness check for children

**STEP 5: Monitor your workplace and update your plans as necessary.**

This may change as our childcare centre operates. If we identify a new area of concern, or if it seems like something isn't working, we will take the steps to update our policies and procedures. Workers will be involved in this process.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Workers know who to go to with health and safety concerns.
  - Staff have been notified to talk directly to their program supervisors/manager regarding health and safety concerns.
- When resolving safety issues, we will involve joint health and safety committee or worker health and safety representatives
  - Centre manager will contact Public Health and our Board of Directors

**STEP 6: Assess and address risks from resuming operations.**

Our workplace has not been operating for a period of time during the COVID-10 pandemic; we have taken the time to plan for and manage the risks arising from restarting our business.

- We have a training plan for new staff
  - New staff will be given an orientation of policies in place
- We have a training plan for staff taking on new roles and responsibilities
  - Staff will resume the same roles and positions they had before the closure due to COVID-19
- We have a training plan around changes to our business, such as equipment, processes and products.
- We have reviewed the start-up requirements for equipment and machinery that has been out of use.

**SIGNAGE DOCUMENTS:**

## DAILY SCREENING QUESTIONNAIRE:



Screening  
questionnaire covid

## CUSTOMIZABLE OCCUPANCY SIGNAGE



help-prevent-sprea  
d-covid-19-occupan

## COVER COUGHS AND SNEEZES



help-prevent-sprea  
d-covid-19-cover-co

## HAND HYGIENE



help-prevent-sprea  
d-covid-19-handwa:

## COVID-19 CLEANING CHECKLIST



COVID-19Cleaning  
checklist.pdf