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**COVID-19 HEALTH & SAFETY POLICY – Fall 2020**

**Hours of Operation:**

Hours of operation have been permanently changed to 7:30 a.m. to 5:30 p.m.

**\*\*UPDATED Sept. 18, 2020\*\***

**Drop off/pick up times:**

Your key FOB will **not** work during the COVID pandemic. If you see a family inside the door through the window, please wait on the designated spaces marked on the sidewalk. Please only approach the front door once the family in front of you has left the building. With an increase in our programming and the number of families attending, wait times may be longer.

You and your child(ren) will now be allowed in the locker area. A staff will be at the top of the stairs to read over the screening form. If you and your child pass the screening process, you will place your child’s items in their locker and send your children up the stairs. This should happen as quickly as possible. Once those children have been moved out of the locker area and the parent has left, the next family will be allowed inside. Only one parent is allowed in with their child(ren).

At pick up times, please follow the same protocols as drop offs i.e. waiting your turn to enter the building, etc. Once you enter the building, you come into the locker area and start gathering your child’s items and staff will bring your child to the stairs. If the children are outside in the playground when you come to pick up your child, please stand on the appropriate lines on the sidewalk outside the gate and staff will bring your child to you.

Please be patient as we work through this necessary process. Please do not arrive early for your drop off time and please pick up your children by the time you have marked on the schedule you provided. If your drop off/pick up times will change, please notify the Centre 24 hours ahead of time to ensure adequate staffing. Late fees still apply as per our parent policy manual.

If your child has an appointment of any kind, they are allowed to come back afterward. We prefer that your child does not leave the Centre unless absolutely necessary.

**Screening Tool:**

Our screening questionnaire will be updated as mandated by Public Health. Remember: if ***anyone in the household*** is ill or has symptoms, your child cannot attend. Please be honest with your answers.

**Symptoms:**

**One** of the following: fever/chills, cough, sore throat, shortness of breath, loss of taste or smell, vomiting or diarrhea, poor feeding/lethargy of an infant

**Two or more** of the following: runny nose, muscle aches, fatigue, conjunctivitis (pink eye), headache, skin rash of unknown cause, nausea, or loss of appetite

And as usual, if your child is not well enough to keep up with the group, have a contagious illness of any kind, they must stay home.

**Masks/Hand Sanitizer:**

Starting on Sept. 9, 2020, all parents will be required to wear a mask when they enter the building at drop-off and pick-up times. If you do not own a mask, we will have disposable masks available for you until Sept. 23, 2020. At that time, you will be required to provide your own. Parents are asked to use the hand sanitizer in the entrance before entering the locker area.

Children in Grade 4 & up **only** are now required to wear a mask in childcare settings. If they are coming from school, they must put on a clean mask once they enter the daycare and put their used mask in a zip-lock bag (or another mask pouch).

**Illness:**

If your child falls ill while at the Centre, we will call you right away. We will not administer any Tylenol/Advil and you must pick up your child within 30 minutes. A staff will remove the child from the group, and both the staff and child will put on the proper PPE supplied to us by Public Health. When you have arrived to pick up your child, call us and we will bring your child to you through the SE door in the playground.

Parents of children and their household members who fall ill are instructed to take the online screening tool at <https://sharedhealthmb.ca/covid19/screening-tool/> . Children will be allowed back in the Centre after they (or the ill members of the household) are symptom and drug free for a period of 48 hours **unless** they fall under the category where they need to get tested for COVID and are waiting for results. The Centre requires a copy of test results of children in attendance for our files.

\*Runny noses: if your child has a clear runny nose, they will be allowed into the Centre. If your child has a green runny nose, we ask you keep them at home.

**Fees/Sick Days:**

You will be charged fees according to your child’s attendance (full-time/part-time) and for any days you cancel or sick days that may arise.

If your child is out due to illness for a period of more than five consecutive days and your child (or household member) have gone for testing, you will only be charged for the first five days of illness and any sick days beyond that will be waived.

If your child is out due to illness for a period of more than five consecutive days and you choose to not go for testing, you will be charged for all missed days.

**Snacks/Lunches:**

We will provide two snacks per day, but you are responsible to provide lunch. \*Please limit the amount of lunches that need warming in the microwave to a max. of three times per week. \*

**\*\*\***KSC is a Peanut, Tree Nut, and Fin Fish Safe Facility**\*\*\***

Do NOT pack foods with these items!!

**Internal Traffic:**

No other persons will be allowed inside the Centre other than staff, children, parents at drop off/pick up times, or unless any type of emergency service work is needed such as plumbing, heating/cooling, repairs of any kind or contract workers. These persons are screened before entrance is permitted.

**Items from home:**

Children are not allowed to bring personal items from home to play with or share with their friends. If your child wants to bring a special blanket or small stuffed animal for nap/rest time, they will be allowed to do so but it must stay at the Centre. We launder bedding/stuffies regularly.

**Please bring appropriate clothing for outdoor play according to the weather. Please make sure your child has indoor shoes and outdoor shoes/boots. We get dirty outside so please dress your child in clothes appropriate for messy play. Keep in mind we do go outside even when it is raining/snowing. We spend as much time outside as possible!**

**Cleaning/Sanitizing:**

Staff will be following all guidelines and regulations in terms of cleaning/sanitizing of materials, toys, and equipment as specifically outline by Dr. Roussin, Chief Medical Officer of Manitoba, for Early Learning and Child Care Centres.

**Balancing Ratio of Staff and Children:**

Based on information gathered during previous pandemic events it is estimated that absenteeism rates could reach 35% over the course of a pandemic:

It is recognized that changes and adjustments will be required on an hour to hour or day to day basis at the height of a flu/virus pandemic. The centre will designate an employee with the responsibility for planning and communicating with parents and staff.

If the centre would have a reduced number of staff available due to illness the following adjustments may be taken to continue to meet the staff: child ratio regulation:

-Changing the hours of operation to 8 hours/day (e.g. 9:00 a.m. to 5:00 p.m.)

-Offering parents alternating days of care

-Combining groups of children

-Reducing enrollment on a day to day basis by cancelling one or more nursery school classes, asking those who use childcare for the purpose of socialization to keep their children home, asking those who have alternate arrangements available to care for their children to use that source of help.

-Increasing staff work hours and pay overtime.