

PJ Kids Club & Preschool



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Access to child care facilities

STAFF AND FAMILIES COVID 19 POLICIES.

1. STAFF AND CHILDREN HEALTH REQUIREMENTS.

- If a Staff member or a child is experiencing any Flu like symptoms such as fever, cough, has been identified as a close contact with someone diagnosed with COVID, has been outside Canada for the past 14 days, or has any symptoms of another respiratory disease, please stay home and contact the local Health department for assessment.
- If a Staff member feels ill during her shift, she/he must isolate herself in the premises, the Manager will contact the local Health officer, #811, and a family member to come and pick her up.
- If a child feels ill during their time at PJ Kids Club, staff will isolate the child in the office, until we can reach the parents. Parents must come and pick up their child as soon as possible.
- The remaining staff must sanitize the space where the ill staff or child has been resting.
- The center reserves the right to ask any staff or family member questions about their health in order to make the best decisions on behalf of the community, such as "have you traveled outside the province, do you or any family member has been exposed to the COVID 19, have you had any fever in the past 24 hours, and others that may deem important if the Center has observed any like flu/virus symptoms.
- The center will reserve the right to call parents or any other family members to come and pick up the child or a staff member if deemed necessary.
- It is the responsibility of the Staff member or the child's family to inform the center of any circumstances that can potentially affect the rest of the PJ Kids Club Community, such as travel plans, visitors from out of town, and any other that can be useful information for contact tracing.

2. PICK UP-DROP OFF

- Drop off and pick up must happen outside the facility, parents or caregivers are not allowed inside the premises. However, if this becomes necessary, only one parent will be allowed in the facility.
- If it becomes necessary to schedule meetings about the child, staff, or any other issues, they will be online or on the phone.
- If a parent must come inside the facility, please stay 2 meters from them, as much as possible. Parents are to follow the same protocol as staff and children, wash hands entering the building and before leaving, cough or sneeze in elbows, dispose the tissues immediately, and stay home if you believe you should be self isolating.

3. HANDWASHING AND RESPIRATORY ETIQUETE.

- **CHILDREN** must wash their hands multiple times during the day, before and after going to the bathroom, meals, before and after playtime, homework, arts and crafts, and any other activity they do. Especially important if the child is sneezing or coughing. If a child is having a common cold, please ensure the child has paper tissue, cough, and sneeze on their elbow, and dispose the tissue right away in the trash.
- **STAFF** must wash their hands when entering the building, before preparing any food, after preparing food, before and after going outside, avoid direct touch with the children if possible, before wearing any protective equipment, after disposing the garbage, after changing diapers, after applying any medication to a child, staff must wear gloves if decides too, for cleaning, attending first aid, after handling any pets or animals, after using the washroom, after sneezing or coughing, and their hands are visibly dirty.
- Remind both staff and children **NOT TO TOUCH THEIR EYES, MOUTH OR NOSE**
- If the staff or children use tissues for runny noses, dispose them immediately. If the staff or child is sneezing or coughing use elbows.
- Stay home if you are feeling ill.

4. PHYSICAL DISTANCE.

STAFF:

- Staff should maintain a distance of at least 2 meters from each other. Where this is not possible, try to minimize the time spent close to each other to a minimum, and finish the task on hand as fast as possible.
- Only one staff in the smaller places of the facility at a time, such as kitchen, hallways, and office.
- Staff should avoid direct physical contact with parents. Staff must reinforce the policies among the parents and among each other. If you feel a staff member or parent is coming too close too you, you have the right to remind them politely and kindly.
- Keep hygiene protocols and reinforce them.
- It is the staff choice to wear a mask or other protective equipment.

CHILDREN:

- Minimize the frequency of physical contact with the children.
- Organize the daily activities for the children in small groups rather than all of them together.
- Organize the snacks and mealtimes either in different times or break the group per family members in separate tables, scatter them around the facility.
- Spend time outside more often, all meals and snacks if possible.
- Limit the number of toys and use large equipment rather than smaller pieces.
- Encourage social distance between them when possible, and use **"hands to yourself"** when ever appropriate to discourage children to touch each other.

5. CLEANING AND DISINFECTION.

- Remove all stuffed toys, pillows, blankets, dress up, or any other fabric surface.
- If children need the comfort stuffed toy from home, keep it for the child's use only, in a separate container.
- Remove any unnecessary materials around the classroom.
- Place the children belongings in their own enclosed space if possible and try to separate them from each other.

- High traffic areas and touching surfaces such as washrooms, door handles, refrigerator, microwave, kitchen counter, and other that you may identify, must be cleaning constantly during the day. A fresh bleach solution should be prepared daily in the morning.
- Empty all garbage containers daily.
- If you choose to wear gloves, please dispose the gloves every time after use.
- All kitchen towels must be washed and disinfected daily.
- Fresh cleaning supplies are available to staff.

6. MEALS AND SNACKS:

- Do not allow children to share food or drinks. All children must bring their own water bottle.
- When serving snacks, please provide the children with one plate for each other. No buffet style serving. No offering food from a common plate.
- Only one staff member in the kitchen at a time.
- Designate a space where food will be distributed to the children, disinfect the area before and after serving the food.

7. PERSONAL PROTECTIVE EQUIPMENT.

- In our workplace, we have not been required to wear personal protective equipment, but we have it available if that is what the staff chooses to do.
- It is not recommended for young children to wear masks.
- Before you choose to wear protective equipment, please learn to do it right. The misuse of protective equipment is as well risky. Get the facts before taking your decision. Follow the recommendations of the Health authorities.
- Gloves are MANDATORY to clean blood, vomit, runny nose, stool, urine, other body fluids, and when diapering.

8. OTHER IMPORTANT REMINDERS:

- Limit sharing supplies of common use, such as cell phones, tablets, pens, computer, between the staff. If you use the center's phone, please disinfect it after every use with a bleach or alcohol wipe.
- Provide lots of high touch materials to the children such as art supplies, so we avoid sharing.
- Increase ventilations, open doors, and windows.
- STAY HOME IF YOU ARE SICK.
- AVOID TOUCHING YOUR MOUTH, NOSE AND EYES.
- DISPOSE YOUR PERSONAL PROTECTIVE EQUIPMENT RIGHT AFTER USE. DO NOT LEAVE YOUR MASKS OR GLOVES UNATTENDED.