

***PLANNING FOR OUR NEW NORMAL***

OPERATIONAL PLAN

FOR ENSURING EVERYONE’S HEALTH AND SAFETY

 IN A COVID-19 ENVIRONMENT

May 13, 2020

Updated January 21, 2021



**Introduction**

This is a living document changes may occur depending on the [New Brunswick's COVID-19 Detailed Alert Levels](https://www2.gnb.ca/content/dam/gnb/Departments/eco-bce/Promo/covid-19/alert_levels-e.pdf) please see attached documents.

Because of the COVID-19 pandemic and restrictions necessary to reduce risk, our environments will not appear nor function the same as we left them on March 16th, 2020. To establish a new normal, additional layer of health and safety measures (physical distancing, screening, handwashing, etc.) are necessary to protect our employees, children and families. And, while it has been well established that physical distancing is the most effective measure for preventing the spread of Covid-19, requiring at least two meters distance between persons, we know this is not feasible in all aspects of caring for young children. As such, this document describes how we will mitigate the risks associated with our work as best we can, and the expectations of all persons entering our centres.

A summary of key strategies to prevent and control COVID-19 spread is provided next, followed by detailed descriptions of the specific steps being taken by Boys and Girls Club of Petitcodiacto protect the health and safety of all patrons and staff.

* Strict exclusion of 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.  If either of the above criteria is met, those who are sick must stay home, contact 811, and cannot return until fully recovered. If tested, Public Health will inform the individual or parent (when a child is involved) when isolation may be lifted.
* 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.
* Any person arriving from travel outside of New Brunswick must self-isolate for 14 days at home, monitor for symptoms and avoid attending care.
* If a staff or child of the centre tests positive for COVID-19, Public Health will identify who the close contacts are and manage the outbreak with respect to Public Health measures and communication.
* Staff are encouraged to remind children to practice good respiratory etiquette such as covering the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing.
* Staff and children must practice good hand hygiene.
* Increase access to handwashing stations and hand sanitizer.
* Enhance regular environmental cleaning of the facilities including high touch surfaces.
* Items that cannot be easily cleaned must be removed.
* It is recommended that facilities not prepare/provide meals or snacks for children, and that parents provide food for their children.



**State of Emergency**

A State of Emergency was declared in New Brunswick on March 19, 2020 due to the increased presence of COVID-19. The following measures are in the order and impact all New Brunswick workplaces:

1. Owners and managers of all workplaces, including government, must take every reasonable step to ensure minimal interaction of people within 2 metres of each other, and must comply with all advice to minimize risk issued by the Chief Medical Officer of Health (see “social distancing”).
2. Owners and managers of all workplaces, including government, must take every reasonable step required to prevent persons who exhibit symptoms of COVID-19 from entering the workplace, in accordance with advice issued by the Chief Medical Officer of Health or WorkSafeNB (see “active screening”).
3. Owners and managers of all workplaces, including government, must also take every reasonable step required to prevent persons from entering workplaces who have travelled outside New Brunswick in the previous 14 days (see “active screening”).

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From WorkSafeNB’s *Embracing the new Normal*

**Reducing** [**Risk**](https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19.html#resources)

Physical distancing is the most effective measure for preventing the spread of Covid-19. Doing so requires at least two meters distance between persons. Unfortunately, this is not something we can achieve, in part or in whole, at all times in our line of work caring and educating young children. According to WorkSafeNB, this positions our work and environments are *higher* risk than others. That said, zero risk is not possible in any setting and is not the goal. We must, however, reduce risk by relying on a combination of controls that improve health and safety.

In the following sections, the controls being implemented at Boys and Girls Club of Petitcodiac are described. Please adhere to signage through centre regarding proper hand hygiene, respiratory hygiene, and physical distancing throughout the facility and outdoor settings.

***Physical Distancing***

While we cannot ensure physical distancing at all times, staff will do their best to maintain two-meter distances from one another and the children, when the situation permits. We will also actively work with the children to keep their distance from one another as well. We recognize this will not always be achievable or feasible.



To permit physical distancing for active screening (described next), two-meter increments for persons to wait at each centre will be marked. Our centre will be open for active screening between 7:00 AM and 9:30 AM. If you require screening after 9:30 AM you must contact your centre’s office to arrange screening at 756-2841.

***Groupings***

Maximum groupings of 15 children (plus staff) and a maximum of three groups per room will facilitate distancing, yet each 15-person group is exempt from the 2-metre physical distancing requirement, per the Office of the Chief Medical Officer of Health New Brunswick. Although exempt, staff will actively encourage children not to touch other children and to practice good personal hygiene. Toddlers and older children will be educated at the beginning of each day on when and how to wash their hands, how to cover their sneezes properly, and the importance of not touching their face or touching others. For each group, the same educator(s) and same group of children will stay together and child to staff ratios will be maintained at all times.

• Educator(s) will stay with the same group of children throughout the day, including at the beginning or ending of the day. We will not reconfigure groups when attendance may be lower at the start of the day or as numbers dwindle at the end of the day.

• When educators are on break, a relief educator may enter the group. The relief educator is used consistently for the same groups, as much as possible. Relief educators must wear a mask when with the group. Relief educators who interact with other groups of children must wear a community mask while with the children and try to respect physical distance.

• New children entering the Petitcodiac Boys and Girls Club will be put into a group that is age appropriate.

•To facilitate contact tracing and the potential spread of COVID-19, the reconfiguration of groups should be limited to once per week to accommodate changes in numbers due to illness, vacation, etc.

• Avoid close greetings (e.g. hugs and handshakes). Educators will regularly remind children to “keep your hands to yourself.”

Physical distancing will be supported by groups of no more then 15 children, and educators. In the Early Learning Centre, we will have the baby room open with max of 6 children and two staff. In the 2/3-year-old classroom there will be a mix of 2- and 3-year old’s, not exceeding 6 children and one staff. The 4-year old’s will be in their classroom with no more than 10 children and one staff. In the afterschool program 15 children, 1 staff and an ESW will be in the back of the room. Another group of 12 children, 1 staff and an ESW will be on the left side of the room down back. In our 3rd afterschool program 8 children and 1 staff will be on the right side of the room down back. All groups will have specific washrooms. Handwash signage will be posted in each washroom.

Outdoor activities have been staggered to meet the physical distancing requirement between groups of children.



In order to accommodate physical distancing requirements facility personnel will respect physical distancing of two (2) metres in common areas (i.e. staff meetings or staff rooms).

***Active Screening:*** directives for region level alert phase appendix E

Prior to entering our centres, staff, children, or others deemed essential (e.g. EECD staff) will be actively pre-screened. Entrance and exit doors will be clearly marked with signage on site. This process includes asking and recording responses to questions provided by the New Brunswick Department of Health.

The Entrance to our building will always be locked. Screening will take place at the front door. Outdoor marking will be provided to denote two meters distance along the parking lot.

***Drop-off and pick-up***

It is encouraged for only one identified adult per family to be responsible for the drop-off and pick-up of the child or children at the facility. Staggering these times should be considered when needed to reduce the number of people at facility at the same time. These activities should be managed outside, unless the adult absolutely needs to come into the facility. When interacting with other adults and physical distancing is not possible, community masks should be worn.

In the Orange and Red Phase parents are not permitted to enter the facility.

• Every child attending early learning and childcare facility must ensure they bring 2 clean masks to the childcare facility. The mask must be cleaned daily.

Following pre-screening (form attached), those exhibiting symptoms will be advised of the following: contact 811, and the child cannot return until fully recovered. If tested, Public Health will inform the individual or parent (when the child is involved) when isolation may be lifted.

Staff and children’s health will be monitored throughout the day by designated individuals. Please note that while strictly enforcing staff health is essential, this could result in child spaces being closed if adequate numbers of staff cannot be maintained. Child-to-staff ratios must always be maintained to ensure child and staff safety.

***Movement inside the Centre***Our screening will be available until 9:30 each morning. If you are arriving later then 9:30 you will need to call the office at 756-2841 and arrange a screening.

Please bring only essential items (Early learning Centre: food, including lunch and 2 snacks bedding, extra clothing and a water bottle)(Afterschool: food, including lunch and 2 snacks a set of extra clothes and water bottle) please have it all packed in a bag for easy passing to the screener upon arrival. Children’s bags should be packed for an easy and timely exit.

***Visitor and Employee Logs***   
Regular procedure involves staff signing into classrooms in which they are working. At this time, staff will be limiting their movements in the centre and from classroom to classroom.



However, when movement is necessary staff, and any other visitors (inspectors, for example) will be required to sign into the space for contact tracing purposes.

As per the Office of the Chief Medical Officer of New Brunswick, records of household members for each child attending their facility will be updated. A log will be kept for each self-contained group that would include the names of those in the group and date the group was established, in case Public Health asked for it to help with contact tracing, if a COVID-19 case was found in the facility or might have attended a camp.

***Hand and respiratory hygiene***Handwashing is one of the best ways to protect yourself and others from getting sick from COVID19 and other germs. Handwashing sinks and hand-sanitizing products are readily available for all patrons. Children must be monitored to ensure they are washing their hands correctly.

Personal safety etiquette

• Regular handwashing is one of the best ways to protect yourself and your family from getting sick. Wash hands when leaving home, arriving at the early learning and childcare facility and throughout the day.

• Wash hands with soap and water. Hum the “Happy Birthday” song twice. Hand sanitizer may be used when there is no access to soap and water, however, it does not replace handwashing.

• Cover the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing. Dispose of used tissues immediately and then wash hands.

• Avoid touching the face, eyes, nose or mouth with unwashed hands

As per direction the New Brunswick Department of Health, all persons must wash their hands well and frequently, including in the following scenarios:

Early learning and childcare staff and children must practice good hand hygiene. They must wash their hands frequently with soap and water, especially:

• on arrival;

• before and after meals;

• after using the toilet;

• after blowing nose, coughing or sneezing;

• after playing with shared toys;

• after handling animals or their waste;

• when taking medications; and

• after playing outside.



In addition, early learning and childcare staff are required to wash their hands:

• before and after handling food;

• after helping a child use the toilet;

• after breaks;

• before and after changing diapers; and

• before and after giving medications.

Signage on personal hygiene etiquette such as handwashing; and sneezing and coughing etiquette is posted throughout the facility.

***Face Coverings***

• Preschool-age children (0-4) who attend early learning and childcare facilities are not required to wear a community mask. Preschoolers will wear a mask when entering and exiting the building and in all common areas.

• School-age children (5-12) who attend early learning and childcare facilities are encouraged to wear a mask when they are in common areas. Including within their groups/bubbles.

* When in the Orange and Red Phase School-aged children will be earing their masks at all times except when eating.

• Early learning and childcare facility staff must follow the Mandatory Order for the region in which they are working.

If child becomes sick at the daycare and a 2-metre distance cannot be maintained from the sick child then the child should wear a non-medical mask, if circumstances allow, until parents come get them.”

For personal protective equipment we will supply community masks for children or staff who may become ill while at the daycare. Appendix A

***Enhanced Sanitation***

Melissa Golding is delegated responsibility to monitor all supplies to ensure stock is maintained during operational hours. Community masks will be provided for children or staff who may become ill while at the facility.

Routine disease control involves following a cleaning and disinfection schedule to help limit the contamination of the environment. Increasing the frequency of cleaning and disinfecting high-touch surfaces is significant in controlling the spread of viruses, and other microorganisms.

All surfaces, including those general surfaces that are frequently touched, including doorknobs, handrails, light switches, taps and hand sanitizer dispensers will be cleaned at least four times a day by



designated persons. These items as well as toys and other hard surfaces in classrooms will be cleaned at least four times daily by educators and again when soiled. Toys that children may put in their mouth will be rinsed with potable water after they have been cleaned and disinfected. Cleaning and disinfection schedules are available by centre. Appendix C attached

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 clean clothes.

Emergency drills

All emergency drills will take place as normally planned. Emergency evacuations drills will take place without physical distancing. Once evacuation is complete, physical distancing will resume and will be maintained during the re-entry into the facility.

**Outdoor Play Areas**

Prior to entering the outdoor play area, the children will wash their hands before going outside and staff will ensure children are following good personal hygiene while on the equipment.

Outdoor play areas

• For multiple groups of children 15 or less, play times may have to be staggered to meet the physical distancing requirement of two (2) metres between each group.

• Early learning and childcare personnel must be vigilant in ensuring children are following good hygiene while playing outside. Hand washing is required before and after outdoor play.

• Early learning and childcare facilities are permitted to use their own or municipal play structures (slides, swings, monkey bars, etc.).

• Water activities are permitted, provided public health measures are respected. Examples of water activities include water tables, playing with sprinklers, slip and slides, and water balloon fights.



***Field trips***

Field trips and outings are permitted in the Yellow Phase, provided operators follow the applicable health and safety guidelines in this document, as well as, any other guidelines required in the Mandatory Order. Operators must ensure they have parental permission to take children off-site and must respect if a parent chooses to prohibit their child from participating and leaving the facility.

Field trips or outings will require enhanced planning to ensure health and safety guidelines are met. Crowded places where physical distancing of 2 metres cannot be maintained are avoided.

Such details must be added to the operational plan of the facility.

Field trips or outings are permitted under the following conditions:

• Individual groups (bubbles) must be maintained.

• Outdoor settings should be preferred over indoor to reduce the risk for transmission of COVID-19.

• 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 bring their own pre-filled water bottles.

• Logs of field trips must be maintained. Operators must record:

o participants (staff/children)

o date

o time

o duration of field trip

o place/location

o transportation method used

Shared materials

Cleaning and disinfecting guidance for early learning materials and props are outlines in A*ppendix C – Cleaning and Disinfecting Directives*

While in the Orange and Red Phase all field trips will be cancelled.

**Food Safety/Prep**

Food services

• Facilities that are licensed under the *Food Premises Regulation* must ensure the food premises are operated in accordance with the Regulation. Facilities that do not require a licence can refer to the ABCs of Food Safety pamphlet for information on food safety. Additional resources on food safety are available on the Office of the Chief Medical Officer of Health (Public Health) webpage.



• Where a common dining area is used, mealtimes should be alternated between groups, to meet physical distancing requirements. Groupings of children must adhere to physical distancing rules.

• Buffets, where children serve themselves, are not permitted.

• Specific staff are to be delegated to prepare and serve meals. These staff members must follow the health and safety requirements.

• A cafeteria line, where staff or children point to the food they want and a staff person portions it for them from behind a counter concept, is acceptable.

• Do not allow shared food containers, such as shared pitchers of water or juice, in dining areas and ensure self-serve items such as utensils, straws, etc. are individually wrapped.

• Ensure food handlers follow good hand hygiene and exclude themselves from kitchen duties if they become ill.

• Dishwashers are acceptable for cleaning dishes.

• If using household bleach (5.25%), any surface or equipment that comes in contact with food should be cleaned and then disinfected with household bleach concentration of 100 ppm. Allow to air dry, no rinse required.

• Discourage any sharing of food between children or staff.

**Safe food practices**

You can lower your risk of infection and kill the virus that causes COVID-19 by following safe food handling and cooking practices.

* Use common [cleaning and disinfection methods](https://www.canada.ca/en/health-canada/services/general-food-safety-tips/food-safety-you.html#a2) to kill coronaviruses.
* [Wash your hands](https://www.canada.ca/en/health-canada/services/healthy-living/your-health/diseases/benefits-hand-washing.html) with soap and warm water for at least 20 seconds before and after handling food and food packaging. If you do not have running water, use one of the [approved hand sanitizers](https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html).
* Wash your fruits and [vegetables](https://www.canada.ca/en/health-canada/services/general-food-safety-tips/produce-safety.html) under running water.
  + Washing fresh produce with soap, chlorine or other chemicals is not recommended. Fresh produce is porous and can absorb chemicals that are not intended for you to eat.
* Cook your food to [recommended safe internal temperatures](https://www.canada.ca/en/health-canada/services/general-food-safety-tips/safe-internal-cooking-temperatures.html). Coronaviruses are killed by normal cooking temperatures.
* Avoid cross-contamination of raw and ready-to-eat or cooked foods
* [Disinfect any surfaces](https://www.canada.ca/en/health-canada/services/general-food-safety-tips/food-safety-you.html#a2) that will come in contact with food.
* Wash your hands when you get back home.
* Put away your groceries, especially items requiring refrigeration.
* Wash your hands after handling food and food packaging.
* [Use proper food handling and cooking practices](https://www.canada.ca/en/health-canada/services/general-food-safety-tips/food-safety-you.html#a2)



***Out Break Management Plan:***

Control measures on suspected cases of COVID-19 include:

* If a facility is required to be closed because of an outbreak, Public Health will give the directive to the facility. For large facilities that have multiple licenses e.g., a facility that has various wings

with each wing having its own separate licence, the Regional Medical Officer of Health will determine if the entire facility will be required to close during an outbreak. Example Early Learning centre and Afterschool groups.

* If exclusion/isolation is required, we will inform parents/guardians and staff of the situation and of how important this control measure is. Proper exclusion/isolation is one of the most important and effective measures in controlling the spread of disease to others. Parental and staff cooperation is critical. The Boys and Girls Club of Petitcodiac sick area is the staff office that is close to the entrance. Pick-up is to occur within an hour of notification, this is stated in the parent handbook.
* Symptomatic children must be immediately separated from others in a supervised area until they can go home. Where possible, anyone providing care to an ill child should maintain a distance of 2 metres.
* It would is important that the group of combined children/staff the symptomatic child was in, not mix with the rest of the daycare population until the ‘suspect case’ is assessed.
* If a 2-metre distance cannot be maintained from an ill child, if circumstances allow, the child should wear a community mask supplied by the centre.
* Ill staff must immediately isolate from others and wear a community mask until they are able to leave the facility.
* Hygiene and respiratory etiquette must be practiced while the ill child/staff is waiting to be picked up.
* We require temperature checks for staff and children upon arrival and repeat temperature checks at least every five hours thereafter.
* Environmental cleaning and disinfection of the isolation area must be conducted once the ill child/staff has left the facility.
* If an outbreak is confirmed, appropriate notices for parents/guardians at all entrances to the facility to ensure that disease information is available for staff and parents/guardians if needed or requested.

**APPENDIX A – USE OF COMMUNITY MASKS**

Public Health has identified the use of community masks as an effective tool to help control the transmission of COVID-19. The following directives may be adjusted as new evidence becomes available.

Directives

• Early learning and childcare staff are expected to have two (2) clean community masks with them every day.

• The use of community masks will not apply to children or early learning and childcare staff who have been advised by a medical professional to not wear one due to an underlying medical condition, such as autism spectrum, asthma, etc.

• A community mask should be at least two layers of tightly woven fabric, that covers the nose, mouth and sides of the face.

A clear mask can be used when an employee’s mouth needs to be visible. A clear mask needs to cover the nose, mouth and sides of the face.

November 23, 2020 **Orange Level**

The following details the changes in directives that will take place in a school or early learning and childcare facility when a region of the province has been placed in an orange alert level.

**Travel between orange and yellow alert zones**

Everyone travelling between Orange and Yellow alert zones must self monitor and wear a mask for 14 days and must follow directives in accordance with the Mandatory Order as if they were in the orange phase. This applies to travelling professionals, supply teachers, school personnel and students, and employees of early learning and childcare facilities and children attending early learning and childcare facilities.

This only applies to the individual who has travelled and does not apply to other members of the same household. It is recommended that members of the household self monitor and get tested if they develop symptoms of COVID-19.

**Early Learning and Childcare Facilities**

Groupings

Groupings of Children

* Changes to groupings of children are not permitted during an orange alert level.
* New registrations and enrollments are permitted in an orange alert level.

Mask Use

* Children under 5 years of age in early learning and childcare facilities are not required to wear a community mask within their group. However, children between 2 and 4 years old are required to wear a community mask in common areas such as corridors and bathrooms. Children must be supervised depending on the child’s ability to tolerate the mask, as well as, when putting on and taking off the mask. The children will be required to wear a mask in the entrance and the common areas of the preschool program the hallway and washrooms.
* School-age children (4-12) in early learning and childcare facilities are required to wear a mask at all times, including within the classroom, in common spaces, and outdoors. Exceptions will be when they are working silently, eating, or in play during sports activities.
* All employees of early learning and childcare facilities are required to wear a mask at all times. Exceptions will be when they are eating or sitting alone in a closed office or room. This includes when employees are outside.
* School-age children and early learning and childcare facility employees are expected to bring two clean community masks with them each day.

Screening

* Active screening will be done before entering an early learning and childcare facility. This applies to early learning and childcare facility staff, children, and all other personnel deemed essential such as representatives from Public Health, WorkSafe NB or the Department of Education and Early Childhood Development.
* Screening will take place on the Deck please call when you arrive for someone to complete the screening. Screening questions are posted.
* Parents and guardians will not be permitted to enter an early learning and childcare facility during an Orange Alert Level.

Field trips

Field trip are cancelled including walks in the village (not including kids walking to the club from school) visits to parks or businesses.

January 20, 2021 **Red Level**

The following details the changes in directives that will take place in a school or early learning and childcare facility in a region of the province that has been placed in Red Level. This document supplements the Return to school: Direction for school districts and schools as well as the COVID-19 Guidance for Early Learning and Childcare Facilities.

**Travel to a Red Level Zone**

All travel between a Yellow Level or an Orange Level zone and a Red Level zone will be limited in accordance with the Mandatory Order. Individuals who live or have travelled to a Red Level zone must follow government guidelines which can be found on the Government of New Brunswick’s web site.

**Staff rooms**

During the red level meeting rooms and common areas will not be used. Staff will practice staggered lunches and breaks following 2 metre distancing and facemask rules.

**Early Learning and Childcare Facilities**

Only early learning and childcare facility staff, children, and personnel deemed essential, such as representatives from Public Health, WorkSafe NB or the Department of Education and Early Childhood Development are permitted to enter an early learning and childcare facility in a Red Level.

Groupings of Children

• Changes to groupings of children are not permitted in a Red Level.

• New registrations and enrollments are permitted in a Red Level. Where possible, and if numbers support them, new groupings are recommended for new enrolled children.

Screening

• Active screening will be done before entering an early learning and childcare facility. This applies to early learning and childcare facility staff, children, and all other personnel deemed essential such as representatives from Public Health, WorkSafe NB or the Department of Education and Early Childhood Development. Active screening will take place on the deck screening questions will be asked and recorder on a daily log.

* **Children and staff are not permitted inside the building if they have ONE symptom or more**.

Mask Use

• Children under 5 years of age in early learning and childcare facilities are not required to wear a community mask within their group. However, children over the age of two years old are required to wear a community mask in common areas such as corridors and bathrooms. Children must be supervised depending on the child’s ability to tolerate the mask, as well as, when putting on and taking off the mask. . The children will be required to wear a mask in the entrance and the common areas of the preschool program the hallway and washrooms.

• School-age children (4-12) in early learning and childcare facilities are required to wear a mask at all times, including outside. Exceptions will be when they are eating.

• All employees of early learning and childcare facilities are required to wear a mask at all times, including outside. Exceptions will be when they are eating or sitting alone in a closed office or room.

• School-age children and early learning and childcare facility employees are expected to bring two clean community masks with them each day. Staff will be provided with 2 disposable masks each day.

Transportation and Field Trips

• All field trips must be cancelled.

**Public Schools**

Positive Case

• If there is a confirmed case in a school, the school will be closed to students for 3 consecutive days, including weekends, to allow for contact tracing.

• **Students will not be permitted to attend an early learning and childcare facility during these 3 days.**

• During these three days, teachers will have to support students' learning at home by various means (online teaching, materials, contact by various means, etc.).