



---

## **CREATIVE KIDS LEARNING CENTERS - PANDEMIC SAFETY PLAN**

*This guide reflects the policies, guidelines and procedures our organization has put into place to reduce the risk of COVID-19 transmission and to protect the health and safety of all employees, attending children and their families at Creative Kids.*

### **Pandemic Health & Safety Protocols:**

*All protocols, as listed below, are to be understood and fully complied with at all times while in association with Creative Kids Learning Centers. These protocols will be updated as needed and are to be reviewed regularly for all parties.*

- All Creative Kids programs will run at regular hours of **7am to 6pm** with appropriate staff present to perform Pandemic Cleaning at the beginning and end of each day. Hours of operation are subject to change as needed for cleaning protocols and/or staffing needs based on the status of the Pandemic as outlined by BC's Provincial Health Officer and Health Minister.
- All Children and Staff will wash their hands upon arrival, after outside time, after toileting, before and after eating and before leaving for home. Parents/guardians are encouraged to wash their hands after pick-up & drops off. However, we ask that you do not use our facilities at this time. Hand sanitizer is highly recommended and is available at each location while supplies are available.
- To limit the risk of exposure within the center, Parents/Guardians/Public will not be permitted to enter our classroom areas. This includes the cubby rooms. We encourage parents to drop off and pick up from the door and to wear a mask as social distancing is difficult when transferring a child from parent to teacher and vice versa. Parents will not have access to our classrooms or bathrooms at this time to reduce the exposure within the children's classroom environment.
- Sign in/out sheets will be kept in our classroom and will be filled out by a teacher.
- Appropriate signage has been placed at each entry way and/or windows educating parents/guardians on COVID-19 protocols, procedures, and directions that are current to our knowledge.
- In addition to our regular cleaning duties, the Pandemic/Outbreak cleaning procedures will be completed with more frequent cleaning and sanitizing in all areas of the center. High traffic areas such as doorknobs, handles and doorbells will be cleaned as frequently as possible.
- Staff are encouraged to spread themselves out while working together in the classroom whenever possible by leaving 2m distance between them and another staff member. This includes public areas and corridors such as break rooms, office spaces, hallways etc. Masks are to be worn at all times within the buildings by all staff.
- Mini Chef (cooking) activities will be removed from regular programming unless an approved Activity Safety Plan is in place. If activity is approved, it will show on the monthly calendar. Children will eat at designated snack/lunch times and of food only provided by their family. When applicable children will be spread out as much as possible during mealtimes.
- All field trips including nature walks and community walks are cancelled until further notice.

- All sensory/sand/water tables are to be fully sanitized (including toys) daily or more if needed. Children will be asked to wash their hands prior to and after playing in any sensory activity. Smaller, individualized sensory activities are highly recommended.
- Fabric Toys/Surfaces are to remain bagged and removed from play areas until further notice. Toys are to be switched out and/or sanitized daily before being put back into the play area for use.
- All tours for potential families will operate outside of business hours with strict protocols to ensure the lowest level of exposure within the centers.
- The Pandemic Health and Illness Policy will be strictly enforced and must be complied with to reduce risk of exposure to all children and staff. Parents/Guardians will be asked to sign the Pandemic Health Policy agreement as an acknowledgement of their understanding and compliance with our policies and procedures surrounding our Pandemic/Epidemic/Outbreak policies.
- Anyone who is displaying any symptoms relating to illness (fever, cough, sneezing, etc.) will be sent home immediately and asked to stay home for a minimum of 24 hours. Individual may return if symptoms significantly improve.
- All children and staff to be scanned via touchless thermometer at the front entrance upon arrival to the center. Temperatures are recorded daily. Any child/adult displaying symptoms of a fever will be asked to leave/be picked up immediately and asked to follow the protocols of the Pandemic Health Policy agreement.
- All centers have a designated “safe” space for any child or staff who falls ill or displays any symptoms. This space is away from the classroom and will be sanitized after the person/child is able to go home. The space will be looked after by one designated person.
- Outside play is encouraged as much as possible. Teachers are encouraged to plan routines to support outside time within the daily routine, weather permitting.
- All staff and families are asked to be mindful of the language they are using surrounding “Pandemics” or “COVID-19” and refrain from using negativity or fear induced language when speaking directly to or in front of children. Staff are encouraged to take opportunities to educate children when possible about proper hand washing techniques, ways to cover coughs/ sneezes, and any other appropriate health and safety procedures for the age group.
- All Infant/Toddler programs to continue having a “Mouthed” bin for any toys/items that have been contaminated. All items will be sanitized appropriately before being available again for play.
- PPE Equipment (Face Masks) is mandated at all Creative Kids locations for adults. Children may choose to wear PPE if they would like to. We will consistently review PPE recommendations set by the Public Health Officer of BC and the School Districts and adjust this regulation as needed.
- Any Creative Kids program that has set drop off and pick up times (PreK, Extended PreK and Junior Kindergarten) will have social distancing parameters in place and times may vary depending on program or center. As each center has a different lay out, these plans are individual to the locations and will be communicated directly through the centers.
- Without the Emergency Funding issued from the Government, we are unable to offer refunds or credits for care missed due to illness, quarantine or self isolation.

## **Social Distancing in Childcare Facilities:**

It is important to note that our Governing Officials believe it is highly impractical and not necessary to social distance within the childcare industry. Nor are we being asked to reduce the capacity of our classrooms or centers. However, Creative Kids will exercise as much space between each body where appropriate and educate the children as best we can to respect everyone’s personal space.

Children should not be directly asked to play away from each other or discouraged to play together; this can lead to feelings of alienation. However, discouraging physical contact should be communicated. Splitting into smaller groups within the program is recommended for activities whenever possible such as: outside play, group games, activity time at tables, circle time etc.