



**COVID-19 Operational Plan**  
**Purdy's Wharf Child Care**  
**YMCA of Greater Halifax/Dartmouth**

## **COVID-19 Awareness**

The YMCA of Greater Halifax/Dartmouth has responded to the COVID-19 global pandemic in alignment with the most accurate and up-to-date information and guidance from the Province of Nova Scotia, and the Nova Scotia Department of Health. As always, we are committed to providing healthy, safe spaces for all staff, volunteers, visitors, participants, and members.

As we work to reopen, we have a number of systems, policies, and activities that occur on a daily basis in our ongoing effort to keep our programs safe, and we are working hard to meet all of the protocols and guidelines set forth by our Provincial Health Authority.

Our YMCA is guided by core values including respect, responsibility, honesty, caring and inclusion. It is through this lens we are approaching our operational plans, working to ensure the YMCA continues to be safe and welcoming.

## **Grouping**

Each Purdy's Wharf Child Care classroom group will be kept separated in a self-contained group to limit the interaction between individuals, this includes both children and staff.

A log will be kept for each self-contained group that include the names of those in the group (children & staff), the date the group was established and group confirmation by the Purdy's Wharf Child Care Director, for Public Health officials if asked for to help with contact-tracing, if a COVID-19 case was found in the facility or if a member of the household of the child care participant was to come in contact with COVID-19.

## **Drop-off and Pick-up**

***One guardian may drop off their child(ren) between the hours of 7:30AM to 9:00AM.  
One guardian may pick-up their child(ren) between the hours of 4:00PM to 5:30PM***

Purdy's Wharf Child Care staff will connect with families to schedule drop off and pick up time blocks to reduce the number of people at facility at the same time. Each block will only include the children within the child's group to limit connection between groups. If a family has another child (ren) in another group they can all be dropped and screened at the same time.

The Purdy's Wharf Child Care will have a staff - escort posted outside the daycare in the hallway away from the elevators area to greet the families and complete the screening tool before the child/children can enter the facility. Parents/guardians will not be permitted entry into Purdy's Wharf Childcare Center unless absolutely necessary.

If you need to drop off or pick up your child(ren) between the hours of 9:00AM and 4:00PM, there will be a phone number provided to call to arrange drop off or pickup.

**Please note you may experience delays during drop-off and pick-up due to our new Screening Guidelines. We thank you for being patient with our staff during this process.**

### **Drop-off Procedure**

**Drop-off Location** The Purdy's Wharf Child Care will have a staff - escort posted outside the daycare in the hallway away from the elevators area to greet the families and complete the screening tool before the child/children can enter the facility. Parents/guardians will not be permitted entry into Purdy's Wharf Childcare Center unless absolutely necessary. One Guardian may line up with their child(ren) behind designated lines while maintaining social distancing. Please note: You will then be screened – see below.

### **Pre-Screening**

Prior to entering the Purdy's Wharf Child Care, the adult dropping off a child must be pre-screened on behalf of the child using our Screening Questionnaire for COVID-19. Pre-screening will include temperature checks of all children using a non-contact thermometer (i.e. infrared) and a number of health questions.

### **YMCA Staff – Escorts**

A Purdy's Wharf Child Care Staff member will escort your child(ren) into Purdy's Wharf Childcare Center and to their pre-assigned classroom following the Pre-Screening. The escort will ensure your child(ren) wash their hands upon entry into our Centre.

### **Pick-Up Procedure**

#### **Pick-Up Location**

The Purdy's Wharf Child Care will have a staff - escort posted outside the daycare in the hallway away from the elevators area to bring you your child. Parents/guardians will not be permitted entry into Purdy's Wharf Childcare Center unless absolutely necessary. One Guardian may line up behind the designated lines while maintaining social distancing. An escort will then get your child(ren) from their room and bring them to you – see below.

### **YMCA Staff – Escort**

A Purdy's Wharf Child Care Staff will bring your child(ren) from their assigned room to you in the hallway. The escort will ensure your child(ren) washes their hands prior to leaving our facility.

## **SCREENING MEASURES**

Prior to entering the Purdy's Wharf Child Care Centre, the Staff bringing the child(ren) into the facility or others deemed essential (e.g. EECDC staff) must be pre-screened. Pre-screening is to

include temperature checks of all persons, provided a non-contact thermometer (i.e. infrared) is available. When using a non-contact thermometer, we will refer to the manufacturer's recommendation for what is considered a normal temperature range when used to take an individual's temperature.

A log of the daily screening tools and results will be completed by both staff will be kept onsite.

All families will be provided with the screening questions as well as an informational letter ahead of their visit.

***Please See - Purdy's Wharf Child Care Covid-19 Screening Tool***

### **Symptom Monitoring/Surveillance Process**

If at any time during the day children or staff are sick with two 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, diarrhea or loss of taste or smell OR a child displaying purple fingers or toes, they will be asked to isolate in the Pre-school 2 room as soon as possible until contact with the participant's family is made and arrangements for them to be picked up in a timely manner.

Staff will work together to actively monitor the symptoms of participants by taking temperatures several times a day. Should a participant start to display symptoms of illness (cough, fever, new or exacerbated cough, difficulty breathing, fatigue, headache, sore throat, or runny nose) they will be isolated from the group, in the Pre-school 2 room until the time that they can leave the premises. All participants will be instructed to let a YMCA staff know if they are not feeling well.

***Please note: Children or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion will not be excluded.***

The YMCA will have digital thermometers and basic first aid supplies on hand to be used, as needed (i.e. disposable gloves, antiseptic wipes, etc.).

### **Screening Policy**

**Every person arriving at the centre must be actively screened prior to entering the centre. The screening information must be documented on the appropriate COVID- 19 Screening Tool for Staff, Parents/Caregivers, Children, or others deemed essential.**

### **Screening Stations**

Prior to beginning screening at the centre, set up is required. The Child Care Director is required to ensure that the following steps are completed:

1. Set up the screening station and assign staff (Escort) to conduct the screening:

- a. Daycare participants will see signage and designated lines to promote social distancing.
  - b. Staff conducting the screening must maintain a minimum 2-metre distance from the person being screened as much as possible.
  - c. Staff must be trained on conducting the screening using the COVID-19 Screening Tool for Staff, Parents/Caregivers, Children or others deemed essential.
2. Parents/Caregivers screening questions/process will be emailed to each family prior to the first day of opening.
  3. Temperature must be taken for every person screened. Staff must have an infrared Thermometer on hand.
  4. Once a child has passed the active screening, s/he must complete hand hygiene by washing their hands at their assigned washroom within the facility. Handwashing will be monitored by YMCA Staff.

#### **Screening of Purdy's Wharf Child Care Director and Staff**

The following steps shall be taken each day:

1. The Director must ensure that all staff are informed of, and sign off on, the screening policy prior to beginning work at the centre. Active screening must be completed for ALL staff at the site.
2. The Director will develop the active screening schedule and assign staff to conduct active screening of children for each day.
3. The Director or designate will be onsite at the centre at all times.
4. The Director or designate will be the first staff to arrive at the centre. The Director or designate will self-screen using the COVID-19 Staff Screening Tool and will answer the screening questions and complete the temperature check, to ensure s/he is well enough to report to work. If unable to report to work, the Director or Designate will ensure a backup staff is called into work. Once the designated Director has completed the self-screening at home and completed the COVID-19 Staff Screening Tool they are ready to then complete active screening for all staff.
5. The Director on duty will ensure that active screening is completed for all staff for every staffing shift. Staff are required to stay home if they are experiencing ANY two symptoms identified on the screening tool and to report their absence to the Director immediately.

Any staff who arrive at the centre and answer YES to ANY of the questions on the screening tool, must be directed not to enter the centre, to return home, and the Director will report their absence to the Manager of Child and Youth Programs immediately. Staff may not return to work until 14 days after their last exposure (i.e. travelling or close contact with a confirmed or probable COVID-19 case), or until 14 days after their initial symptom onset if they have not been tested for COVID-19 (if unknown exposure).

Staff should consult with Public Health to confirm whether they meet the COVID-19 criteria for testing and/or self-isolation and should follow all advice accordingly. If the ill staff does meet the criteria, and/or is confirmed to be positive through testing, the Manager of Child and Youth will seek advice from Public Health on what measures should be taken for the children and other staff exposed to the symptomatic staff. Staff, who have a confirmed negative COVID-19 test result, may return to work within 48 hours after no symptoms are observed.

### **Screening of Children**

- The Manager of Child and Youth must inform all parents/guardians of the screening process prior to the family beginning child-care at the site.
- Screening must be completed for ALL children entering the facility upon arrival at the centre. Parents are to drop their children off at the screening station to limit the need for social distancing. Only those entering the facility will require screening.
- Visitors who would be considered as an essential service to the Child Care Centre are permitted to enter the facility during operating hours. This would include EECD staff that are involved with licensing and curriculum training, as well as other professionals that are essential to the facility such as public health inspectors, persons providing autism interventions, etc. Non-essential visitors such as salespersons and entertainers are not permitted to enter the facility during operating hours.
- Staff will administer the COVID-19 Screening Tool for children upon arrival at the centre. The screening process will be as follows:
  1. If child(ren) ALL answer NO to ALL screening tool questions staff will ask them to complete the temperature check. If an individual in the family unit answers YES to ANY of the screening tool questions, the child will not be permitted to enter the centre. The parent/guardian will be advised to consult with Public Health.
  2. Staff (Escort) who are screening may wear a mask and gloves if they wish. They will maintain a minimum 2-metre (6 feet) distance when possible from those who approach for temperature checks.
  3. If our Centre experiences operational challenges or screening delays with the temperature checks, the Director can allow families to bring their own thermometer for testing.
  4. Once the parent(s)/caregiver(s) and all children have passed all screening tool requirements, the child(ren) will be escorted into the child-care program by staff.
- Staff must refuse entry to any person who answers YES to ANY of the screening tool questions. This includes not allowing a child into program whose parent(s)/caregiver(s) and/or sibling(s) have answered YES to any of the active screening questions, even if the child has no symptoms. Staff will advise the parent(s)/caregiver(s) to consult with Public Health to confirm whether they and/or their child(ren) meet the COVID-19 criteria for testing and/or self-isolation. The child(ren) may not return to the child-care program until 14 days after their last exposure (i.e. travelling or close and unprotected contact (i.e. no PPE) with a confirmed or probable COVID-19 case), or until 14 days after their initial symptom onset if they have not tested for COVID-19 (if unknown exposure). For example, if a child has a runny nose or sore throat with no travel history or history of

close contact with a person with suspected COVID-19, s/he cannot enter the child care centre and cannot return to program until 14 days after their initial symptom onset if they haven't been tested for COVID-19. Parent(s)/caregiver(s) and/or their child(ren) who have a confirmed negative COVID-19 test result, may return to program within 48 hours after no symptoms are observed.

- Where a child or adult is obviously ill with ANY symptoms described on the Covid-19 screening tool, staff will refuse entry into the centre, and encourage the parent(s)/caregiver(s) to contact Public Health for further direction.
- The COVID-19 screening policy and tool will be updated as advised by Public Health.
- Documentation of the information collected during screening must be recorded on the COVID-19 Screening Tool for Staff, Parents/Caregivers, Children or others deemed essential. The Director is responsible for ensuring that this information is recorded as required and managed in accordance with the YMCA of Greater Halifax/Dartmouth's privacy and document management practices.

## **MONITORING**

Staff must ensure that all children in care are monitored for illness including the following symptoms of COVID-19:

- Fever (temperature  $\geq 38^{\circ}\text{C}$ )
- New or worsening cough or shortness of breath
- Runny nose, sore throat or diarrhea

Staff must ensure that hand hygiene is performed before and after each health check with each child. Staff are only required to document the health check or take a temperature if symptoms are noted.

The YMCA Child Care Center has the following practice in place if a child exhibits symptoms, which include:

If ANY ONE of the symptoms related to COVID-19 are present in a child, the child must be immediately excluded from the child-care centre and sent home. If the child has siblings who attend the same child-care centre, all siblings must also be excluded. Staff are required to:

1. Isolate the child with symptoms immediately from other children and staff into a designated exclusion room (Pre-school 2 room).
2. Move the cohort of children who were in the program room with the symptomatic child to the vacant room/space, immediately clean, and disinfect the impacted room.
3. Increase ventilation in the new space if possible (e.g., open windows).
4. Keep the child comfortable by providing a separate cot and toys. Clean and disinfect the cot and all toys after the child leaves the centre.

5. While waiting for the child to be taken home, the child must be supervised by only one staff person until the child leaves.
6. Have the child wear a surgical-type facemask to cover the child's nose and mouth (not for children under 2 years of age). The staff caring for the child should also wear a surgical-type facemask. A cloth scarf (e.g. made of cotton) may also be used. In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands. Although not required, disposable gloves may be used when there is close contact with the child. Staff must ensure that they wash their hands or use hand sanitizer (if hands not visibly soiled) immediately upon removal of the gloves. The most important measures are proper hand hygiene and maintaining a 2-metre distance as much as possible.
7. Staff will notify the parent(s) to arrange for **immediate** pick-up of the child. If a parent cannot be reached, an emergency contact person will be contacted to pick up the child. *Staff will request pick up to occur within 1 hour.*
8. Staff will document the symptoms observed, the date and time that symptoms occurred, and the program room the child attended on the Symptoms Monitoring Tracking Form.
9. Once the child has been picked up, the Director will ensure that the exclusion room (i.e. room where child was separated to) is thoroughly cleaned and disinfected.

### **See - Symptoms Monitoring Tracking Form**

### **Isolation Process**

In the instance that a child/ staff becomes ill and may not be able to leave site immediately, the Pre-school 2 room will be provided for them to wait in until arrangements can be made. After their departure, the space will be properly cleaned and disinfected.

### **Outbreak Management**

In the event that a case of COVID-19 is confirmed to be connected to Purdy's Wharf Childcare Center, Public Health will provide additional guidance including ensuring that appropriate supports are in place to coordinate the response. One (1) confirmed case of COVID-19 in our childcare setting would be considered an outbreak. Public Health actions and directions may include, but are not limited to:

- Contact tracing, which involves identifying contacts of a positive case and contacting those individuals
- Requesting records that identify cohorts/groups of staff and children in the childcare setting for a specified time frame
- Testing of staff and children that may have been exposed to a positive case
- Enhancing environmental cleaning
- Assessing need for facility closure

Purdy's Wharf Childcare Center is expected to work with Public Health to ensure a prompt response to cases of COVID-19 that may have been exposed in or may have attended our childcare setting.

## **CLEANING AND DISINFECTION PROCEDURES**

### **Cleaning Schedule**

During this time, the YMCA of Greater Halifax/Dartmouth is keenly aware that the proactive cleaning of shared spaces and common surfaces is absolutely essential for the health & safety of our children, families and staff. As such, we have committed to the following additional cleaning measures, on top of our regular daily cleaning schedules.

- Purdy's Wharf Child Care staff will complete proactive cleaning of shared spaces twice daily across site (see Cleaning Procedure for further detail). Extra cleaning measures will stay in place until further notice and will be completed at times when children are not occupying these spaces (i.e. breakfast and lunch hours, during program time or outdoor play time). Records will be kept to ensure additional cleaning is completed as outlined.
- Records shall be kept of daily sanitization within child-care centres.

### ***Please see – Cleaning Log Sheet*** **Cleaning Procedure**

This document is meant to outline steps that will be taken at the YMCA to proactively enact extra cleaning routines during a time of increased risk of disease transmission. These measures are intended to be preventative only and will change in the event of an active COVID-19 outbreak on onsite.

During a time of increased risk of disease transmission, Purdy's Wharf Child Care staff and contracted cleaners will complete twice daily cleaning and disinfection of all spaces such kitchen, classrooms, washrooms and common spaces.

The following will outline steps that are required in each of the different types of spaces across site

#### **1. Washrooms**

- All washrooms will be deep cleaned and disinfected at the end of the day after all children and staff have left the Child Care Centre by contracted cleaners. Record will be kept.
- All washrooms on site will continue to be cleaned twice daily by Purdy's Wharf Child Care Staff. We will track the cleaning on the log sheet.
- All washrooms on site will be disinfected once during the day (after lunch is complete) by Purdy's Wharf Child Care Staff. We will track the disinfection on the log sheet.

## **2. Classrooms**

- A deep clean and the disinfecting of all classrooms will be done in the evening after close by contracted cleaners and tracked on the log sheet.
- All classrooms will be sanitized once daily by YMCA Child Care Staff and tracked on the log sheet.
- Toys will be cleaned by YMCA Child Care staff on a daily basis. This will be logged.
- Items that cannot be easily cleaned (e.g. carpets) will be removed from rooms.
- Spaces not being used will be kept locked at all times.

## **3. Common Spaces (hallways, entryways, etc.)**

- All common spaces within the centre will be sanitized daily by Purdy's Wharf Child Care Staff with a focus on high touch areas.
- A deep clean and the disinfecting of all common spaces will be done in the evening after close by contracted cleaners and tracked on the log sheet.

## **4. Kitchen**

- The kitchen will be deep cleaned and disinfected by the Child Care Cook at the end of the day after all meals and snacks have been prepared. Once cleaned the kitchen will be locked and not used until the following morning. Records will be kept.

### **Sanitization and Disinfecting Procedure**

The Purdy's Wharf Child Care will be using a disinfectant that has been approved for sale in Canada and for use against SARS-CoV-2 (COVID-19). These products will be made available to all staff to complete extra cleaning of spaces, while supplies last. If these products are no longer available for purchase, we will use bleach to disinfect surfaces. Bleach is to be mixed with water, 1 cup of bleach to every 9 cups of water (1:10 ratio), to create a solution suitable for safely disinfecting surfaces. Bleach mixtures will be poured into spray bottles with a suitable workplace WHMIS label. The contact time for bleach to disinfect a surface is 10 minutes.

In order to disinfect properly we will first ensure the surface is clean from any visible dirt or debris (clean with soap and water first, if necessary), then spray the surface with the product. Let the product sit for a least one minute to ensure proper disinfection, then wipe with a disposable towel or leave to air dry.

### **Child Care Centre Sanitization Checklist**

It is the responsibility of individuals completing the "Sanitization Schedule" to be aware of the tasks they are responsible for in each area of site. Staff may only complete the log sheet when they have completed all areas of the checklist. Each room/area will have its own checklist.

## Cleaning & Disinfecting of Purdy's Wharf Child Care

Item	Product	Method	Frequency
Floors (Contract Cleaners)	DfE Sabre	Mop with hot water mixed with DfE Sabre	Daily
Hard Surfaces (Child Care Staff)	Oxivir® Plus	Spray and wipe with paper towel.	After each use
Hard Surfaces (Contract Cleaners)	Oxivir® Plus	Spray and wipe.	Daily
Toys (small)	Industrial Dishwasher (Kitchen)	Wash with hot water and liquid soap. Rinse. Air dry.	Daily
Toys (large)	Oxivir® Plus	These toys are to be disinfected with an Oxivir® Plus mixture which will be dispensed by an electrostatic sprayer.	Daily
Change tables	Oxivir® Plus	Spray and wipe with paper towel.  Change Tables will also be disinfected Nightly with an Oxivir® Plus mixture which will be dispensed by an electrostatic sprayer.	Before & after every use  Daily
Bedding	Laundry soap & hot water in washing machine	Wash & put in dryer	Weekly or as needed
Cots and cribs	Oxivir® Plus	Cots and Cribs are to be sanitized with an Oxivir® Plus mixture which will be dispensed by a electrostatic sprayer	Weekly or as needed
All Areas	Oxivir® Plus	Spray and air dry	Multiple times per day

## **PHYSICAL DISTANCING**

All child care staff will strictly maintain routine infection prevention and control practices (refer to the “Nova Scotia Guidelines for Communicable Disease Prevention and Control for Child Care Settings”), as well as adhere to additional sanitary precautions and physical distancing measures in all aspects of care to prevent the spread of COVID-19 as described in this policy.

### **Hand Washing**

**Staff** should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:

- When they arrive at the centre and before they go home
- Before handling food, preparing bottles, feeding children
- Before and after eating and drinking
- Before and after touching their own or someone else’s face
- After sneezing or coughing into hands
- Before and after giving or applying medication or ointment to a child or self
- Before and after diaper check or changing diapers, assisting a child to use the toilet, and using the toilet
- Before and after contact with bodily fluids (i.e. runny noses, spit, vomit, blood)
- After cleaning and handling garbage
- After coming in from outside

**Children** should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:

- When they arrive at the centre and before they go home
- Before and after eating and drinking
- After a diaper change and using the toilet
- After playing outside
- After handling shared toys/items
- After sneezing or coughing into hands

**Staff** should follow and role model the following steps for proper hand washing:

1. Wet hands
2. Apply soap
3. Lather for at least 20 seconds (or as long as the “Happy Birthday” song). Rub between fingers, back of hands, fingertips, under nails
4. Rinse well under running water
5. Dry hands well with paper towel or hot air blower
6. Turn taps off with paper towel

Staff should increase monitoring of hand washing supplies to ensure all sinks in washrooms, kitchens, and classrooms are well stocked at all times (i.e. soap, paper towels, and waste

receptacles). Ensure hand sanitizer or alcohol-based hand rub (containing at least 60% alcohol) is available at the designated entrance for the centre and throughout the centre.

When hands are not visibly soiled, staff should follow these steps for cleaning hands using hand sanitizer:

1. Apply hand sanitizer (at least 60% alcohol-based)
2. Rub hands together for at least 15 seconds
3. Work sanitizer between fingers, back of hands, fingertips, and under nails
4. Rub hands until dry

Hand sanitizer must only be used on children who are over the age of two and must always be used under staff supervision. Staff must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

### **Masks & Disposable Gloves**

Wearing masks or gloves at all times is not recommended for either the children or staff in the centre. Both masks and gloves represent false security, particularly if they are not used properly. Individuals may contaminate themselves when putting masks on and taking them off if not handled correctly.

Gloves must be worn as per routine practice such as when cleaning up vomit and diarrhea and disinfecting surfaces and must be disposed after use. Disposable gloves do not replace hand washing. Child-care staff must wash their hands before gloves are put on and immediately when gloves are removed.

Masks should only be used in accordance with the Outbreak Management for COVID-Related Symptoms Policy.

### **Outdoor Play**

The Purdy's Wharf Child Care will adhere to the following guidelines:

- For multiple groups of 15 or less, play times will need to be staggered to meet the physical distancing requirement of 2 metres between each group.
- Each group will have a designated outdoor play area, which will allow for distancing of the required 2 metres.
- During play time, staff must be vigilant in reminding children to not touch their face.
- After each playtime, staff must ensure children wash their hands.
- During the COVID-19 pandemic, sandboxes are prohibited.
- Until a directive is given to open municipal and school playground equipment (play sets), facilities are not permitted to use play sets (slides, swings, monkey bars, etc.) within their own outdoor play area. Once play sets are permitted, staff must ensure children are following good personal hygiene while on the equipment and that children wash their hands after playing on the equipment. Staff will sanitize the equipment after each group uses it.

- Shared toys are permitted such as bikes, balls and bats. Shared toys must be cleaned and disinfected between users.

### **Field Trips and Special Events**

During the COVID-19 pandemic, field trips are not permitted. Holiday events, festivals and other activities such as birthdays that bring together groups are not permitted.

Children will be allowed to bring limited items into the Childcare facility.  
This includes;

1. Change of clothes as needed for the individual child
2. One stuffy for nap time- if possible this stuffy should be left at the Center
3. Nap time bedding- bedding will be left at the Center and staff will wash bedding on a weekly basis

**\*\*No outside toys will be permitted in the Center**

***This document has been developed by the staff team at the YMCA of Greater Halifax/Dartmouth with strict adherence to the Government of Nova Scotia Public Health guidelines and recommendations.***

***This document is subject to change to increase the health and safety of our Childcare children, families and staff team.***