REACH PRESCHOOL

**STAFF GUIDELINES & PROTOCOL DURING COVID-19**

GENERAL:

* Safe distancing signage and directional arrows will be posted in entranceways (indoors and out) and hallways
* Children will enter and exit according to directional arrows (no overlap whenever possible). They will be met by a teacher at the preschool entrance or on the playground, whichever is designated that day
* Parents are discouraged from entering the premises unless it is **absolutely necessary** (as for children’s comfort) and then only with staff permission and only a minimal number of parents at a time (one or two)
* Bleach solutions, sanitizer or disinfectant wipes will be available in all areas (holders have been installed to hold all materials needed)
* PPE will be available at entrances and exits i.e. hand sanitizer, gloves, masks, disinfectant wipes
* Waste baskets (with liners) are readily available in all areas for discarding wipes and used PPE
* Wellness check questions and caution posters are posted at the entrance to the school (DO NOT ENTER guidelines)
* Families will answer daily questions regarding their child’s health. Children will be sent home if necessary based on information offered by parents or observed by staff (BC Health Authority criteria will be followed to the letter – NO EXCEPTIONS). Families will be notified of this policy upon registration and policies will also be posted throughout the building
* Children’s belongings must be taken home each day. Nothing is to be left at school
* Anything being dropped off by a parent i.e. cheques, forms, etc. to be put directly into a ziplock bag and labelled
* Only staff will handle the sign-in/out sheets and pens. They will be the ones to fill in the sign-in sheets and sign the children out at the end of the session

PLAYGROUND:

* Outdoor play will be a major part of the program whenever possible, including for snack and play activities i.e. art, etc. if possible
* Children will wash or sanitize their hands upon arriving at preschool (whether indoors or outdoors) as well as when they come indoors or before snack
* Riding toys should be limited and sanitized after each use whenever possible before the next child uses them
* Water bottles (if taking them outside) should be clearly labelled with the child’s name and wiped down after each use
* Children should limit physical contact as much as possible (safe distancing at this age is difficult so emphasis should be put on limiting **physical contact** as much as possible)
* Limit the number of children on individual pieces of equipment
* Allow children to use hand sanitizer (UNDER AN ADULTS GUIDANCE ONLY and must be at least 60% alcohol based) or wipes outdoors if not able to get to the washroom to wash their hands

PLAYROOM:

* Tables will have acrylic dividers installed and the number of chairs will be limited at each table to help keep children at a safe distance from each other (must be monitored by adults)
* Tables should be distanced as much as possible
* Table surfaces should be sanitized whenever possible when one child leaves an area and before another one comes along
* Toys that are out should be able to be sanitized easily. Avoid using toys that cannot be easily sanitized. When using toys with multiple small pieces such as Lego and light bright, try to offer each child their own container of pieces and then remove them until they can be sanitized
* Items such as wooden blocks should be limited in amounts for easier sanitizing
* Eliminate the use of any stuffed animals, blankets, table cloths, dress-ups etc. that cannot be easily washed daily
* IMMEDIATELY remove and sanitize any items that children have had near or in their mouths or that have been coughed or sneezed on
* Toys should be sanitized between uses whenever possible
* Encourage children to wash their hands often throughout play time
* Children are fine to play on the carpeted area but must be distanced as much as possible to limit physical contact
* May need to limit the use of books that cannot be easily wiped down
* Art utensils and paint brushes should be wiped down between users or each child given their own materials
* Try to avoid toys that encourage close contact peer play such as table games, etc. or activities that encourage physical contact
* Set up multiple stations that promote the same popular activity if necessary i.e. two craft tables, etc.
* Focus on toys that encourage individual play i.e. puzzles, stacking toys, etc.
* Remind children “hands to yourself” or “two arm lengths from your friend” or “use your words to get your friends attention”
* Playdough and sensory tables will not be used until future notice unless each child has their own labelled baggie of materials

SNACK/LUNCH:

* No food will be shared. Children will only eat their own food from their own kit and use their own water bottle.
* Snack time may be staggered if necessary so only a few children are eating at one time
* Children will wash their hands before and after eating
* We will not use any reusable preschool utensils, plates, glasses, etc. These items must be brought from home
* Preschool paper cups and **disposable** utensils may be used (while supplies last) and then immediately disposed of
* Table surfaces will be thoroughly sanitized or cleaned with soap and water between each child eating
* Lunch time children will be seated throughout the area so as to keep a safe distance. Teachers will circulate as necessary (it may be a good idea for teachers to wear gloves during lunch time as children will need help opening containers, etc.) Staff should sanitize often during lunch time
* Children should be monitored when putting their lunch kit away to make sure it goes in their own designated space

PERSONAL HYGEINE:

* Children will wash hands or sanitize upon arrival and often throughout the session
* Children will wash hands before going outdoors and upon coming back into the school
* Only one child should be using the washroom at a time to wash hands (one child using the toilet and one child washing is fine)
* Toilets and taps should be sanitized as often as possible throughout the session

MISCELLANEOUS INFORMATION:

* Staff should physically distance from each other as much as possible
* Staff should limit physical contact with children whenever possible
* According to the BC Centre for Disease Control and the BC Ministry of Health, adults should now wear face masks at all times in the child care setting. Staff also need to use other PPE as they see necessary to do their job safely such as disposable gloves when changing diapers, cleaning vomit, runny noses, disinfecting toys etc.
* If staff are wearing protective gloves, they should be changed often and disposed of safely
* Do not hug/high five/shake hands with other individuals including children and staff
* Separate children showing any signs of illness immediately from the group until they can be picked up. Once they have been picked up the area must be fully sanitized and all surfaces wiped down. Any materials that were used for the child’s comfort i.e. blanket or pillow must be bagged and laundered as soon as possible
* Staff must assess themselves daily for symptoms of common cold, flu or COVID 19 symptoms before coming to work
* Staff should conduct daily visual checks of the children at drop off and question parents as to their well being

***Reviewed and Revised February 1, 2021***