



## **INFORMATION REGARDING CENTRE REOPENING**

- According to the most recent public health directives, there will be government-directed 4 phases of the centre reopening. Each phase will gradually increase the centre's operating capacity, as detailed in the chart below.
- Parents are asked to choose one of the following options in response to our reopening. Parents will receive a form to fill out and send back to administration prior to the reopening.
  - Resume preschool / daycare services upon the centre's reopening on Tuesday, May 19th, 2020 (or the soonest available return date - based on centre capacity)
  - Suspend preschool / daycare service contract and keep your child home until further notice. We ask parents to give the centre 2 weeks notice upon their child's return. This time will allow us to organize our human resource needs as required.
  - Cancel preschool / daycare service contract for the remainder of the school year (until August 31, 2020). Parents who wish to cancel their service contract for 2019-2020 during this time will not be required to pay any cancellation fees.
- Tuition fees will resume upon your child's return to the program. Any uncredited tuition fees (during the period of March 16 to 27, 2020) will be credited upon return to the program.
- If our demand exceeds the capacity during the reopening phases, we will base admissions on the following priority list:
  - Parents working as essential service workers
  - Parents working in priority industries who cannot work from home
  - Full-time enrollment status
  - Pre-kindergarten aged children (who will be starting kindergarten in September)
- Quebec public health recommends keeping children home until further notice if parents are part of the following groups:
  - Pregnant women
  - Parents with chronic health conditions or suppressed immune systems
  - Parents over 60 years
  - Parents with risk of complications if they are affected by COVID-19



<b>PHASES &amp; DATES</b>	<b>OPERATING CAPACITY</b>	<b>RATIOS (Child:Educator)</b>
PHASE 1: May 19 - 22	30% centre capacity maximum 15 children	18 to 48 months - 4:1 48 to 60 months - 5:1
PHASE 2: May 25 - 29	50% centre capacity maximum 26 children	18 to 48 months - 4:1 48 to 60 months - 5:1
PHASE 3: June 8 - 12	75% centre capacity maximum 39 children	18 to 48 months - 6:1 48 to 60 months - 8:1
PHASE 4: June 22 - 26	100% centre capacity maximum 52 children	18 to 48 months - 8:1 48 to 60 months - 10:1



## **CENTRE REOPENING PROCEDURES**

- Parents must follow the centre's protocols and procedures during the reopening phases.
- During the reopening phases, and until further notice, we ask that parents designate 1 person to pick-up / drop-off their child.
- Parents will have limited access to the centre during the reopening phases, in order to limit the number of people entering the building. Pick-ups and drop-offs will occur in the vestibule area with a member of administration.
  - Only 1 family (1 parent with their children) can enter the vestibule at once.
  - Parents must wait outside the building, (in their cars or on the front sidewalk) until the vestibule is empty to enter for their child's scheduled pick-up.
  - Parents should respect public health's social distancing measures when waiting outside by staying 2 metres away from others.
  - Parents must sanitize their hands and their children's hands using alcohol based sanitizer when entering the building. There is a hand sanitizer dispenser available in the vestibule.
  - Children and educators must remove their "outdoor shoes" in the front vestibule before entering the building.
  - Children and educators must have 1 pair of indoor shoes that have been sanitized, remain in the building, and are not worn outside.
- In order to limit high traffic situations, parents will be required to follow special pick-up / drop-off protocols during the reopening phases. These protocols will be revised according to updates with Quebec public health.
  - Parents must submit their child's daily schedule to administration prior to resuming preschool services (see form).
  - Parents must respect pick-up and drop-off times indicated in their schedule. If a parent is running late to pick up their child, they should advise their child's educator by sending a message via Brightwheel.
  - Parents will receive daily notifications via Brightwheel about their child's day. If parents have questions or concerns about their child's day, parents are invited to send a message using Brightwheel or call the centre to speak to administration or their child's educator.
  - If a specific pick-up / drop-off time becomes too frequent, administration can assign pick-up / drop-off times in 10 minute intervals for parents in order to avoid high traffic situations (For example, if there are 6 families who request 4pm as a pick-up time, administration can suggest an alternative schedule. In order to avoid high traffic situations, the administration will schedule 3 families to arrive at 4:00pm and 3 families scheduled at 4:10pm).
- For health and socio-emotional reasons, we highly suggest limiting a child's time at the centre to 8 hours per day. We will offer a maximum service of 10 hours per day if both parents are working in essential services / industries and if there is no other option for care.



## **HEALTH & SAFETY PROTOCOLS**

- The centre will follow Quebec public health recommendations for health and safety protocols during the COVID-19 pandemic, until further notice.
- Parents must follow the centre's health protocol.
  - Children, family and staff members that have the following symptoms will not be allowed to enter the building. Children and staff members who develop any of the symptoms below will be isolated from their group and sent home immediately.
    - Fever higher than 37.5 degree celsius (under the arm)
    - Cough or respiratory illness
    - Diarrhea
    - Vomiting
    - Throat ache or pain
    - Flu symptoms
    - Stomach flu (gastro, etc.)
    - Ear ache (infection, redness, pain, etc.)
    - Discharge in eyes (conjunctivitis, etc.)
    - Head lice
- Children who present symptoms of COVID-19 will not be allowed to enter the building.
  - Symptoms include: Fever, sore throat, cough, difficulty breathing, loss of taste or smell, diarrhea, or other symptoms related to the virus.
  - Any child diagnosed with COVID-19 must stay home for 14 days and be symptom-free for 48 hours before their return.
  - Parents can learn more about the COVID-19 virus using the following link: <https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/answers-questions-coronavirus-covid19/confinement-instructions-symptoms-treatments-covid-19/>
  - Children living in a household with someone in isolation due to a suspected case or diagnosed with COVID-19 are not allowed to enter the building or attend the program.
- Parents must sign & return our centre's health protocol prior to their child resuming the preschool program (see form attached).
- Parents must advise administration if their child presents any symptoms of illness, in order for the centre to take necessary precautions and sanitize the centre as required.
- Children must be symptom-free for 48 consecutive hours before returning to the centre. This means, if a child presents their last case of fever or symptom Monday morning, the child can only return on Wednesday morning. The child can only return to the centre if they have been symptom-free for 48 consecutive hours without the use of any fever reducing medication (i.e. Tylenol or Tempra).



- Parents are asked to avoid bringing toys from home (ex: teddy bears or stuffed animals). If necessary, designate one soft toy (ex: stuffed animal) for naptime, which must remain at daycare for the entire week.
- The following intervention strategies will be implemented to limit the spread of illness:
  - The centre will follow a strict cleaning schedule, according to Public Health directives. This cleaning schedule will be made available on our website for your reference.
  - Staff members will wear personal protective equipment (including masks and gloves) when they are unable to practice recommended social distancing (staying 2 metres away from others). This is in accordance with government directives during the reopening process, and will be implemented until further notice.
  - Handwashing hygiene will be encouraged and rigorously monitored
    - Proper handwashing techniques
    - Using hand sanitizer when handwashing is unavailable or out of reach
  - Respiratory hygiene will be encouraged and rigorously monitored
    - Information regarding respiratory hygiene will be distributed to staff members
    - Information regarding respiratory hygiene will be posted throughout the centre
  - Collective measures including cleaning, disinfection and sanitization measures will be rigorously monitored throughout the centre.
  - Visual signs reminding staff, parents, and children of the importance of handwashing, respiratory hygiene and social distancing will be installed in common areas around the centre.
  - Purchase of required equipment will be closely monitored and ordered in advance, so that there is never a shortage of available materials.
    - Vinyl gloves
    - Face masks
    - Disinfecting soap
    - Paper towels
    - Alcohol-based hand sanitizer
    - Garbage bags
    - Tissue paper (kleenex)
- Preventative measures implemented by administration during the COVID-19 pandemic:
  - Encourage social distancing measures between employees
    - Employees should not gather during break times (unless they can remain 2 metres apart).
    - Employees are encouraged to go outside and enjoy fresh air if the weather permits during their breaks, good for both mental & physical health.
    - Limit non-essential in person meetings - offer virtual meetings for employees



- Staff members cannot enter the kitchen during food preparation hours
- Encourage virtual parent committee meetings to avoid large gatherings
- Use technology to communicate with parents in regards to their child's progress
- Limit the number of staff members to no more than 1 in the office at all times
- Limit rotational staff as much as possible, to limit the number of people entering the building.
- Food deliveries will be picked up outside the front door, to limit the number of people entering the building.



## **CENTRE CLEANING SCHEDULE DURING COVID-19 PANDEMIC**

### **Clean and disinfect after EACH USE**

- Changing table
- Tables and chairs - before & after mealtimes
- Tables and chairs - between activities
- Kitchen counters, dishware & utensils
- Toilet routine: We will follow Health Canada's recommendations by (1) closing the toilet seat before flushing, (2) closing the bathroom door to keep airborne particles contained, and (3) taking only one child at a time to the washroom (to avoid contamination).
- Toilet seats - once the toilet has flushed (with lid down), the toilet handle, lid and underside will be cleaned with disinfectant (in that order).
- Sleep mats

### **Clean and disinfect MULTIPLE TIMES PER DAY**

- Door handles - 9:30am, 12:30pm, 3:30pm, end of day
- Toys and educational materials (after use) - during naptime, end of day
- Diaper bins (changed twice per day) - 12:30pm, end of day, and as required

### **Clean and disinfect EVERY DAY**

- Trash cans, diaper bins
- Toilets, sinks, faucets, and mirrors
- Soap distributors, toilet paper distributors, paper towel distributors
- Walls in the corridors (4ft high)
- Vestibule: Walls, floors, bench, keypads, doors (handles), windows, surfaces
- Locker room bench
- Floors throughout the centre
- Classroom furniture, structures and surfaces
- Water cooler

### **Clean and disinfect WEEKLY**

- Locker room area (cubbies, boxes, top shelf)
- Sheets and blankets (sent home to be washed) - during the week they are stored individually in a locked cabinet in the classroom
- Outdoor toys and structures

**\*Note: All cleaning will take place using personal protective equipment (gloves, masks)\***