



COVID-19 Policy & Information 2020

Introduction

Sunflower is taking steps to ensure our policies are in keeping with current public health guidance from the BC Centre of Disease Control, BC Ministry of Health, and Vancouver Coastal Health Childcare Licensing, to minimize the transmission of COVID-19 and maintain safe and healthy environments for our children and staff during the COVID-19 pandemic. We expect to amend our policies from time to time, based on the public health guidance and in order to aligned and consistent with the policies of the North Vancouver School District that apply to our families.

In developing this policy we have been guided by [BC's COVID-19 Public Health Guidance for Child Care Settings](#) which you can also follow for updates.

- Public Health notes that COVID-19 virus has a very low infection rate in children. In B.C., less than 1% of children and youth that were tested have been COVID-19 positive. For more information, please refer to [BC's COVID-19 and Children resources](#).
- As per the most up to date Public Health Guidance, children are not the primary drivers of COVID-19 spread in childcare facilities, schools or in community settings. Adult to adult transmission is the major driver. Furthermore, evidence indicates transmission involving children is primarily limited to household settings, and from COVID-19 positive adults to children. For this reason, it is especially important that adults self-monitor for symptoms, as well as practice social distancing and wear a mask when at the school.
- Outdoor areas are a safe environment for play. The protective measures that teachers, parents, and children take inside Sunflower will help ensure our indoor environments remain safe for all.



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Symptoms

The following are symptoms that may arise due to COVID-19, and accordingly Public Health requires Parents/caregivers to assess themselves and their child daily for these, along with symptoms of the common cold, influenza, COVID-19, or other respiratory disease before bringing their child to school:

- Fever
- Chills
- Cough or worsening of chronic cough
- Muscle aches
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting

Less common symptoms can also include:

- Stuffy nose
- Conjunctivitis
- Dizziness or confusion
- Abdominal pain
- Skin rashes/ discoloration of fingers or toes

Symptoms Policy

When encountering symptoms in children or teachers, we will be following "[Appendix B. Protocol for child or staff with symptoms of COVID-19 in a childcare setting,](#)" as published in BC's COVID-19 Public Health Guidance for Child Care Settings.

Teachers or children who are unwell will remain at home. If a teacher or volunteer falls ill while at school, they will be given a mask and sent home. If a child falls ill while at school, they will be given a mask and isolated under supervision, until they can be picked up. Teachers will ensure isolation areas are cleaned and disinfected after the child has left.



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If your child has any of the above symptoms, and they are occurring outside of what is normal for them, they must self-isolate for 10 days starting from the first onset of the symptom(s) before returning to the program, or until they receive a negative COVID-19 test *and* their symptoms subside. If you visit a doctor and they advise that a COVID-19 test is not necessary, they will also be able to advise if and when it is safe for your child to return to school. If a parent/caregiver is unsure if they or a child should self-isolate, they should use the [BC COVID-19 Self-Assessment Tool](#), contact 8-1-1, or a family physician to be assessed for COVID-19 and other respiratory diseases.

It is important that we protect the health of our school community. Any breach of the policies in this document by a parent/caregiver, including knowingly attending drop off/pick-up while symptomatic or sending a symptomatic child to preschool, could result in suspension of services for that family.

Class Arrival and Dismissal – General Information

- Drop off and pick up locations will be specific to each class or group and allow for more space and less people entering the building.
- On arrival, a teacher will sign in your child and ask simple symptom checking questions. If you answer 'yes' to any of the questions, your child will not be able to attend school and will be asked to self-isolate as per the above 'Symptoms Policy'.
- We will be thoroughly cleaning classrooms, furniture, all equipment, bathrooms, and high touch surfaces after every use, along with at the start, middle and end of every day.
- Whenever possible, please assign one or two adults to drop off and pick up your child, and do not bring your other children, friends, or family members with you to the school.
- We recommend that parents/caregivers wear a mask during drop-off and pick-up, particularly when it is not possible to remain socially distant from others, if coming inside the building, and when otherwise visiting the school. It is not necessary for your child to wear a mask. We have a stock of masks and gloves if you need one.



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- We also advise that our teachers to wear masks when it is not possible to socially distance (and gloves where necessary) and provide these for our team.
- Please call the school on (604) 985-9622 if your child will not be attending.
- To keep our indoor environment as safe as possible, parents/caregivers are asked not to enter the building unless completely necessary or your class is meeting in the gym. We ask that Parents/caregivers do not use or enter the washrooms, and prefer that teachers take the children to the washroom, when necessary. To assist with this, please ensure your child goes to the washroom before coming to Sunflower.

Class Arrival and Dismissal - Preschool

Due to our small class numbers (a maximum of 16 children in preschool) we will be keeping each group of children together in their class, with 2-3 of the same adults each day.

All 3-year-old classes (Bashful & Chianti) will have drop off and pick up from the garden, whatever the weather. All bags and lunches can be left on our designated covered shelving in the garden and will be brought in when the children come inside for snack time. Drop off will be between 8:55am and 9:05pm, and pick up between 11:25am and 11:35am allowing for staggered arrivals.

All 4-year-old morning classes (Sundance & Sungold) will have drop off and pick up from the gym, all bags and lunches can be left on the left-hand side of the gym in a designated area. All windows and doors will be open to minimise any reason for touching surfaces in the school. Drop off will be between 8:55am and 9:05pm and pick up between 12:20pm and 12:30pm allowing for staggered arrivals.

The 4 year-old afternoon class (Big Smile) will have drop off and pick up from the garden, as per the 3-year old classes). Drop off will be between 12:30pm and 12:40pm and pick up from 3:20pm – 3:30pm allowing for staggered arrivals.



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Class Arrival and Dismissal – Preschool Gradual Entry

In the first week of preschool, starting on September 8th we will be offering a gradual entry for those first few days of class. For the first week, we will split each group in to two – A/B and each group will have a set schedule, with a shorter class time for each as follows:

Chianti Group A 9:00 – 10:00
Chianti Group B 10:30 – 11:30
Bashful Group A 9:00 – 10:00
Bashful Group B 10:30 – 11:30
Sundance Group A 9:00 – 10:30

Sundance Group B 11:00 – 12:30
Sungold Group A 9:00 – 10:30
Sungold Group B 11:00 – 12:30
Big Smile Group A 12:30 – 2:00
Big Smile Group B 2:30 – 3:30

The time in between classes will allow us the opportunity to clean and prepare for the next group. From September 14th, we will be running our full class schedules. Drop off and pick up procedures as described in this document will remain in place until at least December 2020, however we will review and amend them regularly.

If you wish to stay with your child in the first week for our gradual entry sessions, please let us know in advance.

Class Arrival and Dismissal – Out of School Care

For September 2020 – December 2020 we will split the before and after school care children into two groups in the afternoons. Play and pick up locations will be specific to each group and allow for more space and less people entering the building. We will be based in the gym, the kitchen (for snack) and the garden. This will be on a rota so all children get to experience both the indoors and outdoors each day. Therefore your child will be either in the garden or the gym at pick up time.

We will attempt to keep siblings together and will follow the general rule of,

Group A: Kindergarten – Grade 1

Group B: Grade 2+

We will continue to reassess the effectiveness of these groups and adjust accordingly.



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Snacks & Water – General Information

Parents will be notified of existing **allergies** in this year's cohort of children and are asked to kindly refrain from bringing anything in the allergy list to the school. If your child has an existing allergy or develops one during the school year, please notify us.

In relation to snacks, water and safe food handling, we will be following guidance from [Worksafe BC](#) including,

- We will not allow sharing of food or drink by staff or children.
- We will not use self-serve and family-style meal service and will provide snacks and meals directly to children in individual servings.
- We will not allow children to participate in food preparation.
- We have established a procedure for receiving and handling parent and caregiver provided food items and containers (e.g., lunch boxes and drink bottles). Please see details for each program under the headings below.
- Reusable dishware, glasses, and utensils will be cleaned and sanitized after each use.
- We will not be allowing parents to bring in homemade treats (cupcakes, birthday cake, etc.) or food items to share with the class.

Snacks & Water – Preschool

Children will bring their own filled water bottle and snack every day, being mindful of our allergy list, in containers clearly marked with their name.

Lunch boxes and water bottles will remain in each child's bag until it is snack time, children will get their bag and sit with distance between each other to eat their snack, they will then return their bags to their original designated area.

Snacks & Water – Out of School Care

We will be providing a healthy snack each afternoon and follow guidance from [Food Flair](#) for nutrition and snack ideas. Any existing snacks or water bottles will remain in the child's bag, unless they have an item they would like to finish.



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Food preparation at Sunflower will be subject to extra health and safety precautions as guided by [Health Canada](#) as follows,

- Using common [cleaning and disinfection methods](#) to kill coronaviruses.
- Washing hands with soap and warm water for at least 20 seconds before and after handling food and food packaging.
- Wearing disposable gloves when preparing food.
- Washing fruits and vegetables under running water.
- Cooking food to recommended safe internal temperatures. *Coronaviruses are killed by normal cooking temperatures.*
- Avoiding cross-contamination of raw and ready-to-eat or cooked foods.
- Disinfecting any surfaces that will come in contact with food.

General Health & Safety Information

Below is a list of measures we are following daily at the school to prevent the spread of COVID-19, as per the guidelines from the BC Centre of Disease Control and BC Ministry of Health. Along with these measures, signage will be posted encouraging handwashing, limiting entry, and illustrating other specific control measures.

Health & Safety Measures

- We will have children outside as often as possible.
- When children are inside, we will have windows open as much as possible.
- Activities will be organized in a thoughtful way, taking into consideration personal measures.
- When cleaning and disinfecting and children are not present, we will be following guidelines in the [BCCDC's Cleaning and Disinfectants for Public Settings](#) document, including cleaning and disinfecting of the preschool at least three times throughout the day, and frequently touched surfaces regularly.
- We only use natural cleaning ingredients when children are present, and spray directly into a cloth and not on to the surface we are cleaning, to avoid inhalation.
- All materials used by students is put into a box and will be disinfected daily prior to/between classes.



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- Toys and other items that cannot be easily cleaned have been removed.
- Garbage containers will be emptied daily, at minimum.
- One teacher has been assigned to do the school laundry each week.
- There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution of books or paper based educational resources to children because of COVID-19.

Organizational Measures

- We have signage in the school and at entrances to remind people not to enter the facility if they are sick and to socially distance from others.
- Teachers will encourage children to minimize physical contact with each other; however, in a preschool setting physical distancing between students and between teachers and students, will not always be possible.
- We will all avoid close greetings (e.g., hugs, handshakes) and regularly remind children to keep “Hands to yourself.”
- We will minimize the number of different teachers/volunteers that interact with the same children throughout the day.
- We will incorporate more activities that encourage more space between children and teachers and offer toys that encourage individual play.
- As much as possible, any extensive communication with parents or meetings will be through email, Facetime, telephone or Zoom. Teachers will not be able to converse in depth with parents during school hours.

Personal Measures – General Information

- All parents/caregivers, children and teachers who have symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR were identified by Public Health as a close contact of a confirmed case are required to stay home and self-isolate.
- Teachers and volunteers will assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to working and stay home if they are ill.
- As the Public Health Guidance for Child Care Settings makes clear, protective equipment, such as masks and gloves are not needed in the child care setting, beyond



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those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work. It is not recommended that children wear cloth or homemade masks, as this increases the risk of viral transmission in this age group.

- Children will be reminded regularly not to touch their eyes, nose or mouth with unwashed hands.
- Children will be reminded to cough or sneeze into their elbow sleeve or a tissue, and immediately perform hand hygiene (“Cover your coughs”).

Personal Measures – Hand Hygiene

We are taking steps to ensure diligent hand hygiene before, during, and after class, including:

- Maintaining a hand hygiene station near to the entrance (inside and outside), so that children and adults can disinfect their hands using hand sanitizer when they arrive and leave the school.
- Ensuring the school is always well-stocked with hand washing supplies, including soap and paper towels, while incorporating additional hand hygiene opportunities into our daily schedule.

As per [“Appendix C: When to perform hand hygiene,”](#) published in BC’s COVID-19 Public Health Guidance for Child Care Settings:

Children will perform hand hygiene:

- When they arrive at the childcare centre and before they go home
- Before and after eating and drinking
- After using the toilet
- After playing outside
- After handling pets and animals
- After sneezing or coughing
- Whenever hands are visibly dirty



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Teachers will perform hand hygiene:

- When they arrive at the childcare centre and before they go home
- Before and after helping children with food and setting out water bottles
- Before and after giving or applying medication or ointment to a child or self
- After assisting a child to use the toilet or changing diapers
- After using the toilet
- After contact with body fluids (e.g., runny noses, spit, vomit, blood)
- After cleaning tasks
- After removing gloves
- After handling garbage
- Whenever hands are visibly dirty