

## **Introduction**

The ULP COVID-19 Handbook and Resource will be updated as directives from Vancouver Coastal Health, BC Ministry of Children and Family Development, BC Center For Disease Control, and Work Safe BC change.

### **Revision History**

- June 2, 2020
- August 6, 2020
- August 12, 2020
- April 8, 2021
- August 13, 2021
- August 21, 2021
- September 1, 2021
- November 1, 2021
- August 7, 2022

## **ULP Safety Plan Sept 2020**

ULP is a board-run, non-profit preschool, overseen by Vancouver Coastal Health and regulated by the Government of British Columbia. We are licensed by Vancouver Coastal Health and follow all directives from Vancouver Coastal Health and the Ministry of Education and Childcare.

The BCCDC published the following information regarding children, education and COVID-19:

- Parents and caregivers are encouraged to consult with their health care provider to determine if their child should attend in-person instruction if they are uncertain.

### **Please note the following most important updates:**

1. Students or staffs who have common-cold, influenza, or COVID-19 like symptoms must stay home. See ULP COVID-19 Handbook (page 1) and Appendices A and B (page 6 and 7).
2. Drop-off and pick-up of children will be at the East Preschool Gate; parents/caregivers please remain outside the school yard gates at drop-off and pick-up. See ULP COVID-19 Handbook (page 1).
3. One student requiring an aide per class.
4. Students requiring aides must have one consistent, designated aide per class.

### **Attached:**

- **ULP COVID-19 Handbook and Resource 2022/2023**
- **Appendices A, B and C**

- Please read through and sign off on our Health and Safety Handbook as we prepare for the 2022-2023 Preschool Year. Your signature for ULP Policy Handbook includes this additional ULP Safety Plan and COVID-19 Handbook and Resources.

## **ULP COVID-19 Handbook and Resource 2022/2023**

### **Staff and Student Illness**

- **If students or staffs are ill with any common cold, influenza or COVID-19 like symptoms they must stay home until symptoms resolve. Call 811 for up-to-date directions and return to school information. Families are expected to keep unwell children at home.**
- See ULP COVID-19 Daily Student Health Check Appendix A (page 6) and Daily Staff Health Check Appendix B (page 7).
- In the event that an aide is ill, Executive will determine replacement on a case by case basis.

### **Public Health Measures**

- Students or staffs who have common-cold, influenza, or COVID-19-like symptoms must stay home.
- Suspected cases of COVID-19 will be reported to Vancouver Coastal Health to assist with contact tracing.
- Families returning from outside the country will be required to quarantine, in keeping with the current suggested BC timeline.
- See resource links (page 4).

### **Illness Symptoms That Arise In Class**

- Families/caregivers will be called immediately.
- Families are expected to arrange for pick-up of their child immediately.
- Isolation room is our library.
- Students or staff with common-cold, influenza, or COVID-19-like symptoms must stay home. Call 811 for up-to-date information and guidance.
- ULP has PPE available for teacher use in the event a student becomes symptomatic of illness in class. There is presently no requirement for teachers to wear PPE at preschool at other times.
- See ULP COVID-19 First Aid Procedure Appendix C (page 7).

### **ULP Indoor / Outdoor Space**

- Staff and families are asked to wash hands before leaving home and use our hand sanitizing station upon arrival. Children are expected to arrive well. Refer to Daily Student Health Check page 6.
- Parents cannot enter preschool grounds at this time and drop off will be at east gate.
- Adults are asked to please social distance in parking lot at drop off and pick up.
- Increased natural ventilation; doors and windows open whenever possible.
- Class time spent outdoor will be increased when appropriate.

- ULP has added a commercial air purifier to the ULP space.
- Tissue boxes are located throughout classroom for teachers to administer as necessary.
- Students and staff will have access to bathrooms for hand washing and will clean hands routinely throughout the day (see Handwashing) approximately every 30 minutes.
- Bathroom taps and soap dispensers are sensor activated non-touch.
- Resources that cannot be easily cleaned (e.g. stuffies, dress-ups etc.) have been removed from the classroom until otherwise directed by BCCDC.
- Library books will be signed out by teachers and must be returned during drop-off and pick-up. Returned library books will not be returned to library circulation for 72 hours.
- Gym equipment and stairwell railing is cleaned between classes and after school as are gym door knobs.
- ULP has an outdoor sanitizing station and additional hand sanitizer.
- Outdoor space will be checked daily for health and safety.

### **Toys and Gym Equipment**

- Selected items must be easily cleaned. No stuffed toys or dress-ups.
- Playdough will be out in individual balls and replaced weekly.
- Toys will be cleaned and rotated.
- Please refrain from bringing toys from home to school unless discussed with teachers.

### **Cleaning Products**

- As per Vancouver Coastal Health, HC and the BCCSC the disinfectants used at ULP are Benefect Botanical Decon 30.
- See BCCDC link <https://www.icpgroup.com/coronavirus-disinfection/>

### **Cleaning**

- Daily cleaning and disinfecting of preschool.
- Cleaning of tables, door handles and light switches and between classes.
- Additional disinfecting of high-touch and visibly dirty surfaces.
- Emptying all garbage cans daily.
- Our landlords North Lonsdale Untied Church has also increased cleaning as per their COVID-19 measures please see their website <https://nluc.org/>

### **Personal Measures**

- Teachers will remind students about physical distancing in an age-appropriate manner, for Example younger children will be encouraged to minimize physical contact.
- Please refrain from bringing toys to school unless discussed with teachers.

### **Student Handwashing**

- Before leaving home, on arrival at school and before leaving school.
- After using the toilet.

- Before and after transitions e.g., before and after snack, gym, indoor-outdoor transitions, before and after art and science.
- After coughing or sneezing.
- Before touching face (nose, eyes, nose or mouth).
- Whenever hands are visibly dirty.
- ULP has an outdoor sanitizing station.

### **Teacher Hand washing**

- Before leaving home, on arrival at school and before leaving school.
- After using the toilet.
- After coughing or sneezing.
- Before and after eating any food.
- Before touching face (nose, eyes, nose or mouth).
- Before food preparation, handling, or serving.
- Before and after assisting student with eating.
- After contact with body fluids (i.e., runny noses, spit, vomit, blood).
- After cleaning.
- After handling garbage.
- Whenever hands are visibly dirty.
- ULP has an outdoor sanitizing station.

### **Respiratory Etiquette**

- Cough and sneeze into elbow, sleeve, or a tissue.
- Used tissues will be immediately disposed of in classroom garbage that has lid.
- Teachers and students will wash hands after tissue use.
- Refrain from touching eyes, nose or mouth with unwashed hands.

### **Food Handling**

- Snack of cut fruit and crackers will be prepared on site by teachers.
- Individual serving plates and cups will be used and cleaned in dishwasher daily.

### **Safe Return to School Guidance:**



### Resources ULP Overseeing Bodies and Licensing

Vancouver Coastal Health <http://www.vch.ca/>

Work Safe BC <https://www.worksafebc.com/en>

BC Center For Disease Control <http://covid-19.bccdc.ca/>

Ministry of Children and Family Development  
<https://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/children-and-family-development>

### Appendices

Appendix A ULP COVID-19 Daily Student Health Check (page 5).

Appendix B ULP COVID-19 Daily Staff Health Check (page 6).

Appendix C ULP COVID-19 First Aid Procedure (page 7).



**Appendix A - ULP COVID-19 Daily Student Health Check (1 double-sided sheet per week)**

**Daily Student Health Check AM 9:15am-11:45**

**Dates:**

1. **\*\*Does child have a cough, congestion, nasal drip?**
2. **Fever, nausea, vomiting, diarrhea**
3. **Is anyone in your household ill?**

4. **Has your child taken Tylenol, Advil, Motrin 24h?**
5. **Been with anyone with C19 symptoms 14 days?**
6. **Travelled in past 14 days**

Name	Comments	Day	Time	1	2	3	4	5	6	M D GM GD N O	Drop-off	Pick-up
		Tues		Y N	Y N	Y N	Y N	Y N	Y N			
		Wed		Y N	Y N	Y N	Y N	Y N	Y N			
		Thurs		Y N	Y N	Y N	Y N	Y N	Y N			
		Tues		Y N	Y N	Y N	Y N	Y N	Y N			
		Wed		Y N	Y N	Y N	Y N	Y N	Y N			
		Thurs		Y N	Y N	Y N	Y N	Y N	Y N			
		Tues		Y N	Y N	Y N	Y N	Y N	Y N			
		Wed		Y N	Y N	Y N	Y N	Y N	Y N			
		Thurs		Y N	Y N	Y N	Y N	Y N	Y N			
		Tues		Y N	Y N	Y N	Y N	Y N	Y N			
		Wed		Y N	Y N	Y N	Y N	Y N	Y N			
		Thurs		Y N	Y N	Y N	Y N	Y N	Y N			
		Tues		Y N	Y N	Y N	Y N	Y N	Y N			
		Wed		Y N	Y N	Y N	Y N	Y N	Y N			
		Thurs		Y N	Y N	Y N	Y N	Y N	Y N			
		Tues		Y N	Y N	Y N	Y N	Y N	Y N			
		Wed		Y N	Y N	Y N	Y N	Y N	Y N			
		Thurs		Y N	Y N	Y N	Y N	Y N	Y N			
		Tues		Y N	Y N	Y N	Y N	Y N	Y N			
		Wed		Y N	Y N	Y N	Y N	Y N	Y N			
		Thurs		Y N	Y N	Y N	Y N	Y N	Y N			

**\*\*If child is presenting baseline symptoms such as seasonal allergies, please contact 811 for further guidance**

**Appendix B – ULP COVID-19 Daily Staff Health Check (1 sheet per week)**

**Instructions:** Staff daily health check. Do not enter the preschool if:

- You answer ‘yes’ to any of the health check questions
- You have symptoms of common cold, influenza or COVID-19 like symptoms or
- Have unusual or persistent respiratory symptoms.

**Upper Lonsdale Preschool**

**Dates:** \_\_\_\_\_ **Arrival Time:** AM PM **Name:** \_\_\_\_\_

**Erin / Lenora**

**T (E) T (L) W (E) W (L) Th (E) Th (L) Arrival Time:**

	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Comments
Do you have a cough?													
Do you have congestion?													
**Do you have nasal drip?													
Nausea, vomiting and/or diarrhea?													
Have you taken Tylenol Advil etc?													
Is anyone in your household ill?													
Have travelled past 14 days?													
Have you been with anyone with symptoms or diagnosis with Covid19 Past 14 days?													

**Practicum**

**Tues Wed Thurs Arrival Time:**

	Y	N	Y	N	Y	N	Comments
Do you have a cough?							
Do you have congestion?							
**Do you have nasal drip?							
Nausea, vomiting and/or diarrhea?							
Have you taken Tylenol Advil etc?							
Is anyone in your household ill?							
Have travelled past 14 days?							
Have you been with anyone with symptoms or diagnosis with Covid19 Past 14 days?							

- If you are presenting symptoms such of seasonal allergies, please contact 811 for further guidance.
- If you are ill with any common cold, influenza or COVID-19 like symptoms you must stay home and either isolate for 10 calendar days or until symptoms resolve with a note medical note.
- If returning before 10 days, please provide a medical note.
- Please contact 811 for guidance if unsure of symptoms.



## **Appendix C – ULP COVID-19 First Aid Procedure**

Procedure for teachers to follow while performing first aid to either students or staff during COVID 19:

### **PPE**

- Disposable gloves and other PPE is task dependent.
- All staff must always wear gloves when cleaning blood or body fluids.

### **Procedure - Flu-like Symptoms**

- Separate symptomatic child or staff (library).
- Contact student's family to have picked-up as soon as possible (if staff leaves as soon as possible).
- Describe to child that you are donning a mask or other PPE, don mask and maintain distance of 2 meters as possible.
- Provide student with tissue for sneezes and coughs. Used tissues thrown away.
- Practice hand hygiene as required and thoroughly once student is picked up.
- Clean and disinfect space.
- Contact 811 or local public health unit to notify them of potential COVID-19 case and seek further input.

**Parents / caregivers must pick up their child as soon as possible if they are notified that their child is ill.**

### **Procedure - Non Flu-like Symptoms**

- Perform hand washing
- Don gloves.
- Gather appropriate first aid supplies
- Perform injury assessment verbally and visually prior to administering first aid.
- Administer appropriate first aid.
- Disinfect area used by student after use.
- Remove Gloves:
  - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste.
  - Wash hands as per Hand.
  - Complete -First Aid Record where applicable
  - Masks are not required PPE for performing first aid on patients who are not presenting flu like symptoms.

**Parents / caregivers must pick up their child as soon as possible if they are notified that their child is ill.**

**If a student or staff member is assessed by their family physician and it is determined that they do not have COVID-19, they may return to school once they are symptom free.**