

# FOREST CIRCLE SOCIETY FOR FAMILIES

## COVID-19 Safety Plan for Employees

Revised December 3, 2020

The Managers and Board of Directors of Forest Circle Society for Families is taking measures to help staff and families have confidence in our facilities as clean, low risk work sites and child care facilities. We expect employees to comply with the following measures and protocols and with our revised Health Policy. In addition, employees must refrain from fear mongering and help us provide an oasis of calm and security for children, families and co-workers. Thank you for your dedication to our programs, each other and the families we serve.

### Control measures for maintaining physical distance in the workplace

While the provision of quality child care services requires close interactions with children, there are many things we can do to help maintain physical distancing, especially between adults:

- Enter the building before your shift starts, allowing time to use the bathroom as needed and to wash your hands, put on a mask and store your personal belongings in your assigned spaces while maintaining the 2 meter social distance. Staff may wish to plan in what order they will enter the building/programs.
- Spread out within the programs and playgrounds and avoid clustering.
- Arrange furniture to encourage social distancing of at least 2 meters.
- Strategically arrange play spaces and materials to encourage the distribution of children. Limit materials and toys to those that can be cleaned or are considered low risk, such as paper goods, or individually assigned items like bags of playdough. Children do not participate in food preparation activities.
- As practical, complete drop off and pick up procedures outside, with the staff conducting enhanced child health assessments with the parents in addition to the usual exchange of information. Staff will record pertinent gathered information on the sign in sheet.
- Comply with occupancy limits:
  - \*only one person at a time in the kitchen areas, staff bathrooms, children's bathrooms, Forest Circle nap rooms, laundry areas, store rooms, sheds, Cari's staff room.
  - \*a maximum of two people at a time in the Forest Circle staff room, socially distanced by sitting at opposite ends of the table.
- Minimize movement between programs, using the intercom system to facilitate communications.
- Deliveries to the Centres will be handled at the front door by the Managers whenever possible, maintaining the 2-meter social distance.
- No visits from community professionals (eg Speech Therapist, Supported Child Development Consultant, etc.).
- Necessary meetings with prospective staff or clients, or as required by law, will take place outside or in an area of the centre not occupied by other staff or children as able.
- General staff meetings will be conducted virtually or information will be emailed
- Program staff meetings can be conducted on site as long as the recommended 2 meter social distance is maintained.
- Special events that include families or large groups are suspended at this time.

- Purchasing done by Managers or Housekeeping Assistants outside of the Centres must be conducted following in-store directives and maintaining the 2 meter social distance as possible.

### **Control measures to reduce the risk of airborne transmission**

- Do a personal health assessment before each day of work. If you have none of the applicable COVID-19 symptoms, email your supervisor accordingly. If you do have any of the applicable COVID-19 symptoms, contact your supervisor directly and call 811 for further guidance.
- Wear fresh, clean clothes to work and bring another set with you to change into as needed if soiled by body fluids.
- Wear a mask when you are in the hallways or an outdoor space where difficulty maintaining the 2 metre distance from other adults is expected.
- Wear a mask if you are supervising a sick child while waiting for the family to pick up. You may use the disposable masks provided in the workplace or wear a clean washable mask of your own.
- Masks must be replaced if wet or soiled.
- Disposable masks must be replaced at least every 4 hours on ongoing use.
- Wash hands before and after using a mask, and do not touch the mask while using it. Ensure the mask covers both nose and mouth.
- Forest Circle staff can use their keys to press the alarm buttons as needed.
- Personal items like jackets, sunscreen, beverage containers, sunglasses, etc must be clean and stored in your assigned spaces.
- Staff will use individually assigned pens as much as possible.
- Adhere to the COVID-19 Health Policy (attached), including handwashing/hand sanitizing routines, *with preference always given to handwashing with soap and water*:
  - \*upon arrival and after breaks
  - \*before putting on a mask
  - \*after touching your face or mask
  - \*after performing personal care routines for a child or yourself (if the task involves multiple children at a time, like cleaning children with washcloths after a meal, or you are outside, you may use hand sanitizer in between each child)
  - \*after coming inside
  - \*before and after preparing food or dispensing medication
  - \*before touching clean laundry and after dealing with dirty laundry
  - \*after being in a store or public place during work hours
- Help children wash their hands when entering the building, before and after eating, after toileting/diapering and as required throughout the day.
- Open program windows as practical and keep fans that exhaust outside turned on.
- Use hot water setting and laundry detergent for all laundry and ensure that laundry is completely dried.
- When using a staff washroom, ensure the fan is on and dry surfaces if wet as you enter. Spray flusher, toilet seat, faucets and interior doorknob with bleach solution as you exit.
- After using a staff room, disinfect any surfaces you touched with bleach solution, cleaning with soap and water first if visibly soiled: table space, metal/vinyl chair, faucets, microwave, fridge, cupboards, counter, interior doorknob, etc. and place any dishes or cutlery used in a sanitizing dishwasher.
- To navigate the hallways, wear a mask and, if possible, wait until the hallway is clear. If you must pass someone in the hallway, stay to the right and turn your face to the wall.

- Complete staff duties as instructed, including enhanced cleaning routines.
- When holding young children, for example when feeding or rocking to sleep, use a blanket or cloth to cover your clothing. Change blankets or cloths between children.
- Wear disposable gloves, washing/sanitizing hands before and after, when cleaning body fluids (e.g., runny nose, vomit, stool, urine) and when diapering.

## **Cleaning Protocols**

Staff will clean/sanitize frequently touched surfaces in their program areas midday and at the end of the day, including:

\*Phones

\*Door knobs

\*Light switches

\*Cupboard handles

\*Appliance handles (including dishwashers, fridges, stoves)

\*Magnets (Cari's)

\*Soap dispensers

\*Faucet handles (kitchens and children's bathrooms)

\*Toilet flushers in children's bathrooms

\*Tables, chairs, counters

\*Door buzzers (Forest Circle)

- The usual stringent cleaning and sanitizing procedures remain in place.
- If a worker or child leaves the workplace due to symptoms of COVID-19, clean areas those individuals were in, including surfaces they may have touched, immediately upon their departure.
- Staff will place mouthed or otherwise obviously soiled play items, including books, aside for later cleaning.
- Program staff will cooperate to clean indoor play items twice a day.
- Care must be taken to avoid contamination of work spaces when bringing groceries or other supplies into the building and to clean affected areas after storing the goods.
- The janitorial service will daily clean floors, rugs and carpets, clean the bathrooms and dispose of garbage, after the staff and children have left the facilities.

This COVID-19 Safety Plan is a "living document" and subject to change. Please inform your Manager of any concerns, including, but not limited to, a need for clarity, recommendations for change or health/safety issues not adequately addressed. Together we will move forward, strengthening our programs, serving families and working as a team...thank you.