



Safety Policies & Procedures for COVID-19

Sep 1, 2022

We operate our program with the following policies & procedures accordance with the latest BC COVID-19 safety measures. However, it includes our own policies to keep the environment safer to protect our students & families. We appreciate your understanding and support. Your corporation is essential to keep JLC community as safe as possible. Thank you!

Updated in Red

School Safety Measures	1
Environment Measures	1
Management Measures	1
Guidance for Children	1
Cleaning & Hand Wash	2
Parents Guidelines	3
Before Coming to School	3
Daily Check List	3
Personal Belongings	3
Drop-Off & Pick-Up	4
Protocol for Child/Staff developing the symptoms at school	5
Stay Home/Self Isolation Period	6
Parent/Guardian Consent Form	
Reference: Conditions for Children to be excluded from Child Care Programs	



School Safety Measures

Environment Measures

- We adhere to the Child Care Licensing Regulation regarding the number of students for the facility.
- Activities are encouraged to be held outside when it is appropriate.
- When the activity is held in the classroom, we keep windows/doors open, and the air purifier always operates during the program.
- Remove all toys and activity items that cannot be easily cleaned.
- General cleaning and disinfecting of the classroom at least once a day.
- Frequently-touched surfaces are cleaned and disinfected at least twice a day.
- We use the specific sanitizer, which was specified in “BCCDC Cleaning and Disinfectants for Public Settings” for cleaning.
- Garbage bins are emptied daily at minimum.
- Signing in/out occurs outside and NO PARENT comes into the building/fenced play area: The washroom could be available for parents only for emergency, entering only from the roadside door. Please don't use the classroom entrance when you have to use the bathroom.
- The schoolhouse is not open for the public, and we limit the number of adults to enter the building within those who are authorized by JLC Victoria or Hallmark Heritage Society who maintains the schoolhouse.

Management Measures

- Daily screening for all children and staff with the screening check sheet. If there is “YES” on the check sheet, the person must stay home, not come to school.
- Frequently hand washing for all staff and children, practice hand hygiene immediately before and after eating, and immediately after using the toilet.
- **Inside the schoolhouse, a face mask is mandatory only for JLC staff. A face mask for students is not mandatory but still recommended inside of the building.**
- Wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine). Wash hands before wearing and after removing gloves.
- When a student tested positive, the school will inform all family whose child attended the class with the student as soon as the result is reported.
- **COVID-19 Vaccinations** are MANDATORY for all staff.

Guidance for Children

- Wash/sanitize children's hands when they arrive/leave the school. Remind them to dry the sanitizer on the hands.
- Not touch their eyes, nose or mouth with unwashed hands (“Hands below your shoulders”)
- Not sharing personal items.
- Avoid close greeting (no hugs & handshakes), and remind children “Hands to yourself”
- Physical contact activities are not encouraged to minimize direct physical contact.
- Spacing between friends when having snack or lunch



Cleaning & Hand Wash

- Wash hands with plain soap and water for at least 20 seconds.
- If sinks are not available (e.g., children and staff are outside), supervised use of alcohol-based hand sanitizer containing at least 60% alcohol may be considered.
- If hands are visibly soiled, alcohol-based hand sanitizers may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.

Strategies to ensure diligent hand hygiene:

1. Hand hygiene stations should be set up at the entrance, so that children can clean their hands when they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol. Keep hand sanitizer out of children's reach and supervise its use.
2. Incorporate additional hand hygiene opportunities into the daily schedule.
3. Ensure the school is well-stocked with hand washing supplies at all times including plain soap, clean towels, paper towels, waste bins, and where appropriate, hand sanitizer with a minimum of 60% alcohol.
4. Little children regularly forget about proper hand washing. Staff and children should practice often and staff should model washing hands properly in a fun and relaxed way.
5. Staff should assist young children with hand hygiene as needed.



Parents Guidelines

Before Coming to School

- Please perform daily screening for you and your child with “COVID-19 Screening Check list” below at home, including take a temperature daily: If there is a **“YES”** on the list, you must **STAY HOME**.
- When having any possible symptoms for COVID-19, students and staff members must **STAY HOME for 5 days to monitor the symptoms. Please make sure all symptoms are clear before coming back to school unless he/she tested negative for COVID-19.**

Daily Check List

COVID-19 Safety Screening Check List		
1. Does your child attending the program have any of following symptoms? <ul style="list-style-type: none">● Cold-like symptoms with Fever, Chills, or/and Cough● Difficult breathing (in small children, this can look like breathing fast or working hard to breath)● Loss of sense of smell or taste● Nausea, vomiting, or/and Diarrhea	Yes	No
2. Has your child been tested positive with COVID-19 within the last 5 days?	Yes	No
3. Has anyone in your household been diagnosed with COVID-19 within the last 5 days?	Yes	No
4. Have you or your child close-contacted someone who has diagnosed with COVID-19 within the last 5 days?	Yes	No
5. Have you or anyone in your household been confirmed by public health as a close contact of a confirmed case or outbreak of COVID-19 within the last 5 days?	Yes	No
Important Request: <i>For 5 days after the traveling outside of the country, we ask everyone who are over 6yrs old to wear a face mask inside of the building.</i>		

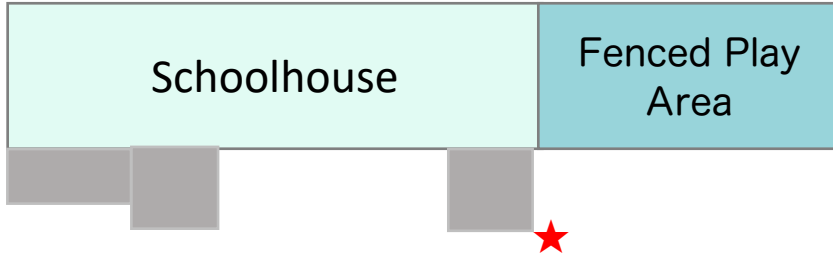
Personal Belongings

- **MINIMIZE** personal belongings for the school (NO PERSONAL TOYS to school)
- Remind children NOT to share their personal items with friends.
- Remind children NOT to touch other’s personal items.



Drop-Off & Pick-Up

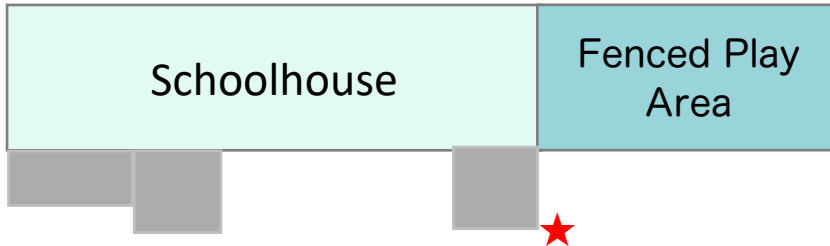
Signing IN at the bottom of stairs (★)



Sign-IN procedures:

1. Please wait outside with your child until the program starting time,
2. come to the door when the teachers are ready to welcome children into the classroom/play area,
3. let the teacher know there is no “YES” for the Daily Screening questions.
4. The signing sheet is checked by the teacher on behalf of you.

Signing OUT at the gate of the fenced play area (★)



Sign-OUT procedures:

1. Please wait outside until your child comes out from the door/gate.
2. The signing sheet is checked by the teacher on behalf of you.



Protocol for Child/Staff developing the symptoms at school

If a Child Develops Symptoms of COVID-19 during the class

1. The Staff member should immediately separate the symptomatic child from others in a supervised area until they can go home.
2. Contact the child's parent or caregiver to pick them up right away. **Parents or caregivers must pick up their child promptly once notified that their child has symptoms.**
3. Where possible, maintain a distance of 2 metres from the symptomatic child. If this is not possible, open the windows/door to ventilate well.
4. Provide the child tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform and hygiene.
5. Avoid touching the child's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.
6. Once the child is picked up, practice diligent hand hygiene.
7. Staff responsible for facility cleaning must clean and disinfect the space where the child was separated and any areas recently used by them (e.g., classroom, bathroom, common areas)

If a Staff Member Develops Symptoms of COVID-19 during the class

Staff should go home as soon as possible, and perform the COVID-19 test at home, and report the result ASAP.

If unable to leave immediately:

1. Symptomatic staff should separate themselves into an area away from others and maintain a distance of two metres from others.
2. Make sure to have good ventilation while he/she waits to be picked up.
3. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).



Stay Home/Self-Isolation Period related to COVID-19

If You (your child) Have Possible Symptoms...

- **Stay home for a few days** and monitor the symptoms unless you tested negative with COVID-19 three days after the symptoms occur. Please make sure that all symptoms are cleared, and he/she is well enough to join activities before coming back to school.
- If you had a fever, **stay home for a few days** until the fever is gone without taking any medicine that reduces fever.

If You (your child) Tested Positive with COVID-19...

- **Stay home for at least 5 days** since the start of your symptoms or the day the test was performed if you have no symptoms. Day 0 is the day of the symptoms began (or the day the test was performed). **If you still have any symptoms after 5 days, please stay home few more days until all symptoms are cleared,** and he/she is well enough to join activities before coming back to school.

If You (your child) are a Close Contact to a COVID-19 positive person (spending more than 15 minutes indoor with the positive-person without mask and social distancing day before, on the day, and three days after the positive-person started symptoms or tested positive, including anyone in your household tested positive) ...

- **Stay home for 5 days since the day you close-contacted with the person tested positive.** Day 0 is the day you close-contacted with the person tested positive.
- **Stay home for 5 days since the day anyone in your household tested positive. Day 0 is the day anyone in your household tested positive.**
- After 5 days of isolating from the person tested positive, please make sure that you tested negative and have no symptoms before coming back to school. If you tested positive, please follow the above steps.

Stay Home Period for COVID-19 cases

September 2022

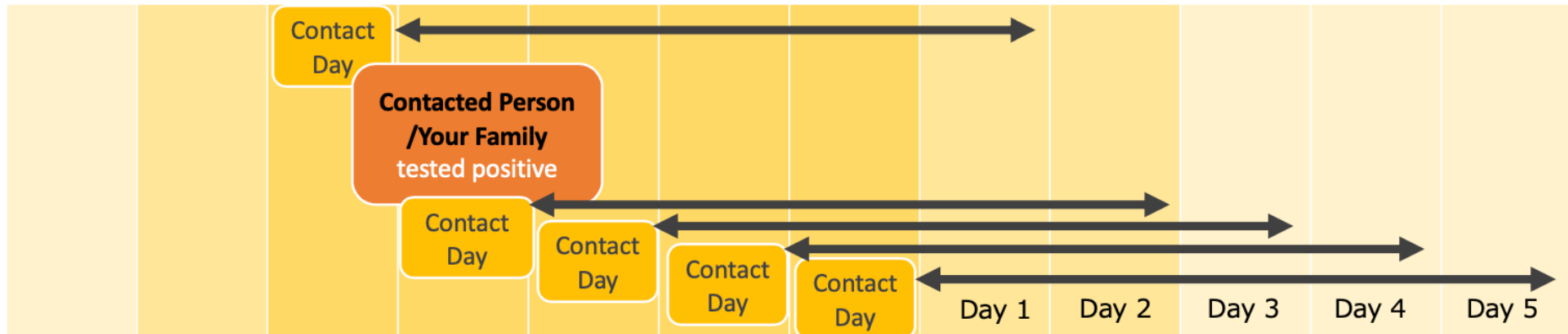
When STUDENT Tested POSITIVE

- Stay Home for **5 Days** after tested positive. (**few more days** if you still have any symptoms)



Close Contacted with a POSITIVE case

- Stay Home for **5 days** after the close contact day.



Close Contact: Spending more than 15 minutes indoors with the person tested positive without mask and social distancing day before, on the day, and three days after the close-contacted person tested positive.

When anyone in your household tested positive, please follow the Close Contacted with a Positive case procedure.



COVID-19 Parent/Guardian Consent Form

I understand that due to the characteristics of the COVID-19 and the limitations on physical distancing when out in the public and when I and my family members are at the school, that there is a risk of being exposed to COVID-19, especially where local prevalence rates are high.

I understand that JLC Victoria is following all infection prevention and control guidelines in order to minimize the risk to students, the school staff, and the community.

I understand the risk of transmission at school can be minimize by infection prevention and control measures, but it cannot be completely eliminated.

I understand that there may be modifications to the school activities, events, and safety rules along with the COVID-19 situation.

I understand that, unless the government's order for school closure, there is no refund for my monthly fees due to COVID-19 events, including (but not limited to) the absence of your child and the cancelations of the school and classes.

I understand that when I, my child and any family members living with the student tested positive, I must inform the school as soon as possible.

Student Name:

Parent/Guardian Name:

Signature

Date



Reference: Conditions for Children to be excluded from Child Care Programs

During the COVID-19 Pandemic, if a child has any possible symptoms for COVID-19, please STAY HOME for 5 days to monitor the symptoms. Please make sure all symptoms are clear before coming back to school unless he/she tested negative for COVID-19.

	Condition	Symptoms	Admission Health Requirement
1	Acute cold	Contagious with obvious discharge of infected green, yellow or reddish-brown mucus	The child may return when discharge has subsided or is running clear in color.
2	Cough	3-5 times per hour, and especially if choking and/or vomiting accompanies the cough	The child will need to stay home until the cough subsides or the child receives medical clearance from a doctor.
3	Fever	37.8C or over	The child must stay home for one full day symptom free without the aid of medication before they can return to the school.
4	Vomiting	Vomit	The child must stay home for one full day symptom free before returning.
5	Diarrhea	2 or more bouts of diarrhea in 24 hours.	The child must stay home for 2 full days symptom free before returning.
6	Antibiotic	Antibiotic is admitted	The child may Return after being home for 2 full days.
7	Infected eyes	bacterial or viral conjunctivitis	The child must remain home for two full days. The child may return to the school only when eyes are completely clear with no discharge. Bacterial conjunctivitis must be treated and a Doctor's note is needed for return.
8	Infected skin	Infected or undiagnosed skin irritations	A doctor must examine undiagnosed skin irritations. The child must remain home for two full days. The child may return to the school after it has been treated, and there are no open wounds. A doctor's note will be needed for return. All skin infections, and abnormalities such as warts must be covered while their child is in care to stop the spread of infection.
9	Ear aches and Infections	Ear aches and infection	The child is required to see a doctor for direction. The child must stay home for a minimum of 2 full days with or without antibiotic medication. This allows for the child to be monitored and



			<i>assessed. Children may return when symptoms such as fever and ear tugging have subsided.</i>
10	Lice	Head lice	<i>The child must be treated with a medicated shampoo and stay home for 2 full days. The child cannot attend the program if they have live bugs or nits in their hair.</i>
11	Communicable Diseases	<i>chicken pox, hand, foot and mouth, measles and other communicable diseases must be reported to the school staff as soon as they are diagnosed.</i>	<i>The child must have a doctor's note providing them with medical clearance to return to the school.</i>
12	Surgeries	After a surgery	<i>A doctor's note is required for medical clearance stating the date they will be able to return to the school without restriction.</i>