

Brentwood Nursery School Society

COVID-19 Policy and Procedures



www.brentwoodpreschool.com

1455A Delta Avenue Burnaby BC V5B 3G4
(604) 291-7203

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Brentwood Nursery School Society COVID-19 Policy and Procedures

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Purpose of this Document

To provide standard processes, procedures and policies to parents, caregivers and staff members in order to prevent the further spread of the novel coronavirus disease (COVID-19) at Brentwood Preschool.

Definitions Used in This Document

Brentwood Preschool: used interchangeably with Brentwood Nursery School Society throughout this document

Executive Committee (EC): Members of the EC are parent volunteers who make important decisions for the preschool. They:

- Represent the parents,
- Work with the teachers to ensure a safe and enjoyable learning environment
- Oversee administrative aspects of the preschool

Household: anyone who lives in the same physical address as the student or staff member entering the school. As our students are young and currently unable to be vaccinated, we consider the household as a whole in application of our COVID-19 policy.

Physical distancing: maintaining a distance of six (6) feet or two (2) meters between individuals, when possible

Protective Personal Equipment (PPE): mask or facial covering and/or eye protection.

Mask or Facial Covering: According to the BC Centre for Disease Control (BCCDC, 2022), a mask or facial covering is most effective when they are fitted, worn and handled correctly. In combination with other measures, they act as a barrier and help prevent the spread of COVID-19. There are varying types of masks that include certified respirators (e.g. N95, KN95 or CAN95), certified medical masks (e.g. ASTM F2100, EN 14683), cloth masks and non-medical disposable masks. Cloth masks should be made with three layers, fit comfortably over the mouth and nose without gaps around the face. They may also have a pocket for a filter.

Self-Isolation: Brentwood Nursery School Society follows the [BCCDC self-isolation](#) guidelines.

Staff: Teachers, support teachers, and parent volunteers, any adults who are required to be on site or access the classroom for their assigned duties

Students (of Brentwood Nursery School Society) and children: used interchangeably throughout this document

What is the Coronavirus?

Coronavirus disease is a respiratory influenza-like illness that is caused by a newly-discovered coronavirus in 2019, which is commonly called, COVID-19. COVID-19 was declared by the World Health Organization as a global pandemic in March 2020.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring treatment. Vulnerable people, who include the elderly, those with underlying chronic medical issues like cardiovascular disease, diabetes, chronic respiratory disease, and cancer, are more likely to develop serious illness.

COVID-19 Variants¹

Viruses change over time and can lead to new versions, or variants. When changes lead to a variant that can spread more easily, cause serious illness, or impact treatments or vaccine effectiveness, it is called a Variant of Concern (VoC). The BCCDC website is updated regularly as more is known.

Common Symptoms of COVID-19

COVID-19 affects people in different ways. As per the BCCDC (2022), the [symptoms](#) of COVID-19 include new or worsening:

Fever or chills	Sore throat	Extreme fatigue or tiredness
cough	Loss of appetite	headache
Loss of smell or taste	Runny nose	Body aches
Difficulty breathing	sneezing	Nausea or vomiting
Diarrhea		

How does COVID-19 spread?

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs, sneezes, talks or sings. This virus can also spread when one touches an object or surface with the virus on it, and subsequently touches their eyes, nose or mouth. Additionally, the virus can spread through personal contact, such as touching or shaking hands.

It is important that everyone practices respiratory etiquette (for example, by coughing into a flexed elbow).

Ways to Prevent Spread of COVID-19

To prevent infection and to slow transmission of COVID-19, do the following:

- **Appropriate hand hygiene:**

¹ <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/variants>

- Wash hands regularly with soap and water or clean them with alcohol-based hand rub for a total of 20 seconds
- One washes their hands after coughing, sneezing, or blowing their nose
- **Physical Distancing:**
 - One who coughs or sneezes maintains at least six (6) feet or two (2) meters of distance from others
 - Avoid unnecessary travel
 - Stay away from large groups of people
- One avoids touching their face, mainly their eyes, nose or mouth with unwashed hands
- One covers their mouth and nose when coughing or sneezing
- One stays home if feeling unwell
- One refrains from smoking and other activities that weaken their lungs
- Do not share food, drink, utensils, etc.

In **combination with the above measures**, wearing a mask or facial covering acts as a barrier and helps droplets from spreading.

By following public health prevention strategies, as listed above, everyone can reduce the risk of contracting COVID-19.

It is important to note that many children can have the virus without showing any symptoms. However, there is no clear evidence that preschool-aged children without symptoms may pose a risk to other children or adults.

When children have symptoms, they may have much milder symptoms than adults. It is **important to think about what is usual or unusual about their specific symptoms**.

- Examples include:
 - A child may have a low-grade fever; or
 - A child may have a runny nose due to seasonal allergies.

Educating Staff and Students

- The Brentwood Nursery School Society COVID-19 Policy is outlined further below, and is found on the preschool website, in the classroom and on the bulletin board outside of the classroom.
- Before the start of the scholastic year, Brentwood Preschool holds a mandatory parent orientation, where the Executive Committee (EC) members review and discuss all changes in school policies and procedures.
 - The EC members also encourage parents to talk to children about COVID-19 and physical distancing, in terms a child can understand.
- Teachers also receive and review schoolboard and licensing policy changes related to COVID-19.

Talking to Children about COVID-19

Parents are encouraged to have an open dialogue to educate the children on the need to practice physical distancing.

- **Reassure the children that they are safe:**

“You don’t need to worry. Lots of amazing grown-ups are working hard to keep people healthy. Luckily, we already know a lot about how to keep healthy and make the germs go away!”

- **Share age-appropriate information and correct any misinformation.**

- **Emphasize simple things that they can do and what their family is doing to “keep the germs away,” such as regular hand washing, and cleaning and sanitizing surfaces.**

“Germs are really small and can travel from person to person. When we wash our hands properly, we can kill the germs. We when stay an arm's length away, you can stop the germs from spreading to your friends!”

Brentwood Nursery School Society COVID-19 Policy

***Please note that this information is subject to change without notice to ensure compliance with Fraser Health Authority, WorkSafe BC and Burnaby School District.**

Requirements from Fraser Health set the bare minimum that a preschool or child care centre must meet in order to operate during this pandemic. Brentwood Nursery School Society is a private organization which has chosen to develop its own policies within these guidelines that may include protocols that add additional barriers of protection within our community.

The following are policies related to the prevention of COVID-19, which must be adhered to by parents, caregivers and staff members in order to protect the health and safety of the students and Brentwood Nursery School Society community.

Sick Policy

Before School

The Executive Committee must clearly communicate with parents and caregivers that they **must** assess each individual in the student's immediate household daily for symptoms related to the common cold, and respiratory influenza-like illness, like COVID-19.

All parents, caregivers, students and staff must stay at home if they or anyone in their immediate household:

- **have symptoms of COVID-19 including:**
 - fever or chills
 - cough
 - shortness of breath or difficulty breathing
 - fatigue
 - muscle or body aches
 - headache
 - new loss of taste or smell
 - sore throat
 - nausea or vomiting
 - diarrhea
 - persistent congestion or runny nose **accompanied by at least one of the symptoms listed above.**
- are still in the self-isolation period as required by BCCDC;
- travelled outside Canada in the last 14 days. (If yes, student may attend **only if** the student did not travel outside of Canada, the travelling family member receives a negative COVID-19 test result, and all household members do not have any symptoms).

If a student meets any of the above conditions: they **cannot** come to school in PPE.

If a parent, caregiver or staff member is unsure if they or a student should self-isolate:

Please use the following resources:

- Complete the BC COVID-19 Self-Assessment Tool: <https://bc.thrive.health/covid19/en>
- Call 8-1-1
- Call your health care provider for an assessment of any respiratory influenza-like illness, like COVID-19
- Call your local public health unit

Please do not contact members of the EC or staff members for medical advice, as they are not medical professionals.

Development of New Symptoms and Attendance

If the student may be ill:

Please keep the student at home and monitor them for the next 24 hours.

If the student begins to develop new symptoms within the 24 hours of monitoring:

- Do a self-assessment online to determine if testing for COVID-19 is needed.
- Contact your health care provider or call 8-1-1 for medical advice.
- If the student does not develop any new symptoms, the child is able to attend preschool after a 24 hours period.

If anyone in the student's household develops or exhibits new symptoms that mimic those of COVID-19:

The student must stay at home and be monitored for 24 hours. If they do not develop any symptoms in the next 24 hours, they may attend preschool.

Check-in Process at Drop-off:

- Each parent or caregiver must sign-in their child during drop-off at the preschool. Further details are in the **Drop-off Procedure** below.

If the student or anyone in the student's immediate household are experiencing any symptoms:

The student is asked to return home.

During School

If the student develops symptoms while at preschool, the following steps are taken:

1. A staff member supervises the student and separates them from others by the back door, still within a supervised area, until they can be picked up by their parent or caregiver.
2. A staff member provides the student with PPE and support, as necessary so they can practice respiratory hygiene.

3. A staff member contacts the student's parent, caregiver or emergency contact to pick them up immediately. Upon notification of the student's illness, the parent, or caregiver or emergency contact must pick-up the student promptly by the back door, where they are waiting.
4. Outside doors and windows are opened to increase air circulation in the area.
5. Staff members need to avoid touching the student's bodily fluids. If needed, they need to wash their hands.
6. Staff cleans and disinfects the space where the child was separated and any areas used by the child (e.g., bathroom, common areas).

Refer to **Appendix A** for protocol reference from the BCCDC website. If concerned, contact the local public health unit to seek further advice.

COVID-19 in the Household

If anyone in the same household as the child or staff member has tested positive for COVID-19, then the child or staff member **must stay home until all members of the household have exited their self-isolation period** as recommended by [BCCDC](#). Please go to the [BCCDC site](#) for further guidance of when you should be tested for COVID-19.

Return to School after Illness (Non-COVID or COVID Test is not Recommended)

Students:

Parents or caregivers must keep their child at home:

- if they or anyone in their immediate household exhibit symptoms,
- until they have been assessed by a health care provider to exclude a respiratory influenza-like illnesses, such as COVID-19 or other infectious diseases,
- or until the new onset of symptoms have resolved.

If the health care provider excludes a respiratory influenza-like illness like COVID-19, or other infectious diseases, or the symptoms have resolved:

The child must stay at home for a **minimum of 48 hours** from the time the new onset symptoms have resolved.

- **Example scenario:**

If a child from the 3AM class was sent home sick on Monday for developing symptoms but the new onset symptoms resolved later in the evening, they would not meet the requirement of 48-hour mark by Wednesday morning. The earliest they could return to school would be on Friday morning.

Staff Members:

Prior to working:

Staff must assess themselves daily for symptoms of the common cold and respiratory influenza-like illness, such as influenza and COVID-19.

If ill: They must stay at home.

If a staff member develops symptoms while at work: They are to go home right away, when possible.

- **If unable to leave immediately, the symptomatic staff member:**
 - separates themselves into an area away from others
 - maintains a distance of 2 meters from others
 - Uses PPE to cover their nose and mouth while they wait for a replacement or to be picked up - a substitute teacher or designated parent substitute is called to replace the ill teacher
- **Remaining staff:** Cleans and disinfects the space where staff was separated and any areas they used (e.g., office, bathroom, common areas).

If further concerns arise: They will contact the local Public Health unit for further advice.

Staff must be excluded from work, stay home and self-isolate until their symptoms have resolved.

COVID-19 in the household – if anyone in the same household as the staff member is advised to **self-isolate** due to COVID-19, then the **staff member must stay home until all members of the household have exited their self-isolation period** as recommended by the BCCDC.

Chronic Symptoms

Some children or adults develop specific symptoms seasonally or experience reoccurring symptoms that may linger after the common cold or flu. COVID-19, seasonal allergies, a cold or flu exhibit similar symptoms.

If your child has a reoccurring symptom that lingers after the cold or flu: please inform the Presidents and it will be assessed on a case-by-case basis.

Please refer to **Appendix C** for charts related to the comparison of symptoms.

Parent or Caregiver Procedures

All adults must wear PPE that includes a mask or facial covering during drop-off and pick-up.

- The ability to maintain physical distance with the number of people in the school yard may be difficult.
- The area is a shared space between the preschool and the after-school care program.
- There is also foot traffic coming through the area from Brentwood Elementary.

Below you will find our **drop-off and pick-up procedure**. Parents and caregivers who want to interact with the teachers or conduct certain responsibilities **inside** the classroom **must properly wear a mask or facial covering their mouth and nose without exceptions**.

Drop-off Procedure

1. Entrance:

- Families enter the preschool yard through the front fence by the general drop-off and pick-up zone. This is the **only designated area** for entrance.
- Starting from the inside of the fence, each family is spaced 6 feet apart as they wait along the path leading up to the preschool door until they are opened.

2. Physical distancing under and by the gazebo:

- To maintain physical distancing, adults are **not** permitted to congregate under the gazebo.
- If it is raining or snowing, make sure to wear appropriate clothing and bring an umbrella.

3. Sign-in at the designated area:

- Prior to each class, each parent or caregiver must sign-in their child, confirming the following:

All parents, caregivers, students and staff must stay at home if they or anyone in their immediate household:

- **have symptoms of COVID-19 including:**
 - fever or chills
 - cough
 - shortness of breath or difficulty breathing
 - fatigue
 - muscle or body aches
 - headache
 - new loss of taste or smell
 - sore throat
 - nausea or vomiting
 - diarrhea
 - persistent congestion or runny nose **accompanied by at least one of the symptoms listed above.**

- are still in the self-isolation period as required by BCCDC;
- travelled outside Canada in the last 14 days. (If yes, student may attend **only if** the student did not travel outside of Canada, the travelling family member receives a negative COVID-19 test result, and all household members do not have any symptoms).

If a student meets any of the above conditions: they **cannot** come to school in PPE and **must stay home**.

4. **Entry into classroom:** As the child enters the preschool, the parent or caregiver exits the school yard by following the marked path to the gate toward the parking lot adjacent to Brentwood Park Elementary School.

Please note the designated sign-in area may be subject to change when the EC and/or teachers deem appropriate.

Pick-up Procedure

1. **Arrival:** The parent or caregiver arrives wearing the appropriate PPE, enters the school yard, and lines up in the same manner as drop-off.
2. **Class dismissal:**
 - Teachers open the preschool door and presents each child individually.
 - Each parent or caregiver retrieves their child at the bench nearest the preschool doors.
3. **Exit:**
 - Upon receipt of the child, the family follows the arrows on the ground and exits through the gate door facing Brentwood Park Elementary School, down the pathway and turns right turn toward the general drop-off and pick-up zone.
 - Families are encouraged to leave the school yard after the child is picked up to prevent gathering under the gazebo and anywhere on the path. Children may want to stay and play with each other. However, this makes it difficult to maintain physical distancing, as there are limited sheltered areas in the school yard.

Siblings during Pick-up and Drop-off

Parents and caregivers may bring siblings with them for pick-up and drop-off.

Parents and Caregivers in the Preschool Building

- **Entry into school:** To decrease exposure, parents and caregivers are not allowed to enter the classroom.

- Parents and caregivers are encouraged to use their washroom at home prior to coming to school, as they are not allowed to accompany the child inside the school if they need to use the washroom.
- **Requirements for All Adults Entering the School:**
The following procedure also pertains to EC members and parents who need to work inside the classroom, or a service technician:
 - Enter the school outside of class times
 - **Must wear the most appropriate PPE, which includes a mask or facial covering at all times while inside the preschool without exceptions.**
 - All personal belongings are placed in a designated bin
 - Refrain from touching surfaces
 - Maintain physical distance from any staff member who may be in the classroom
 - Obeys occupancy signs posted throughout the preschool area
- **General Meetings and In-Person Gatherings:** Cancelled and held virtually.
- **Duty Days:**
 - All parent duty days are also modified for parents and caregivers.
 - Parents and caregivers provide appropriate snacks for the 2021-2022 scholastic year.
 - The EC and teachers will continue to evaluate when it is safe to resume full parent participation duty days during class time.

Classroom Setting, Equipment and Toys

Setting

- Teachers make a conscious effort to increase outdoor activities
- Activities will be organized in a thoughtful way, taking into consideration personal space
- Avoid large group games that involve close physical contact
- When class is indoors, all windows and doors (that can be safely kept open) will be opened throughout the duration of the class to improve air flow.

Equipment

- Individual equipment is not shared between cohorts.
- Each child in each cohort has their own mat, which is cleaned daily and can only be used again after they are disinfected and dried.
- Materials that are deemed unsafe to use or difficult to clean or disinfect are removed from the classroom, such as soft-cushioned toys.

Toys

- All materials and toys in the classroom are disinfected, cleaned and/or changed between cohorts.

- Designated bins and containers are found throughout the classroom, where dirty toys and equipment are placed and taken away for cleaning at the end of each class.
- Only items that have been properly cleaned and dried can be used again in the classroom.

Snacks and Eating in the Classroom

For all classes, a snack is offered in the classroom.

In accordance with BCCDC policies and licencing regulations, the snack is prepared and distributed to students in the following steps:

- **At drop-off:** A parent from each class (duty day parent) will bring a snack in a bag labelled with the child's name, and hand off to a teacher.
 - The snack must be individually packaged and/or sealed by the manufacturer, which may include cheese strings, fruit pouches, or unopened package of crackers.
 - Fruits and vegetables must be whole (uncut).
- **Preparation of snacks:** A staff member thoroughly washes their hands and prepares the snack on the countertop to keep out of reach of the children
- **Snack distribution:** The staff member, who thoroughly washed and cleaned their hands, uses serving utensils to distribute the snacks on plates or bowls found within the classroom.
- **Snack time:**
 - Prior to having the snack, the children must first wash their hands and sit on one of the designated spots at the table marked by a coloured dot.
 - To ensure that each child is out of arm's reach of each other, up to 6 children will have a snack at the table.
 - The children are not permitted to serve themselves.
 - A family-style setting is also not permitted.
 - Sharing is not allowed.
 - A staff member supervises snack time at all times.
- **After snack time:** When the children finish their snack, they must put their own plates in the sink and wash their hands thoroughly and immediately before returning to activities in the classroom.
- **Cleaning:** Before a child sits at the table and in between each child, the staff member cleans the table and seating area thoroughly with the BCCDC-approved bleach solution.

Physical Distancing

- Although physical distancing is not required for preschool-aged students within the classroom, it is encouraged through a variety of methods:
 - As much as possible, in order to maintain physical distancing, brightly coloured markings are found on the floor (in the below areas) to remind the students of where to stand:

- Activity stations (painting, water table, science table, etc.)
 - Washroom line up
 - Sinks in the common area, where they are encouraged to wash hands
 - Circle time
 - To decrease huddling among each other, the teachers establish new routines and offer different activities for the children throughout the classroom
 - Removal or re-arrangement of furniture within the classroom to allow the students to move freely
-
- Teachers follow physical distancing guidelines in the classroom.

 - Signs are posted throughout the classroom and in the pick-up and drop-off area to remind and encourage parents, caregivers and students to follow provincial health orders, which includes physical distancing and handwashing.

General Policies

Personal Protective Equipment (PPE)

- PPE (masks or facial coverings) are required for **all adults and strongly recommended for children over the age of 5 years old** entering the preschool area, **which includes all space inside the gates and classroom.**
- Masks or facial coverings should not be used in place of other health and safety measures in child care, like physical distancing.
- In accordance with BCCDC, staff should wear a mask when indoors and **interacting with other adults** except when:
 - They can consistently maintain physical distance, or
 - There is a barrier in place, or
 - Eating and drinking
- **Drop-off and Pick-up:** All adults must wear a mask or facial covering. If they do not have one, a mask will be available to them.
 - Disposable children's and adult masks will be available in the classroom for use if needed.
- Children at the age of 5 years old and under are not required to wear a mask. However, the option of a parent or caregiver sending their child to class with any type of PPE, is respected.
- Teachers are not responsible and are not expected to help the child adjust or keep the PPE on for the entire class. It is the parent or caregiver's responsibility to discuss with the child how to properly wear the PPE they choose.

Cleaning Procedures

In accordance with WorkSafe BC the following cleaning procedures will be implemented for this scholastic year:

- 1) **Increased Cleaning Frequency**
 - All high-touch surfaces are cleaned **AT LEAST** twice a day.
 - The classroom is cleaned with a child-safe, but effective, disinfectant in between every cohort.
 - A detailed list of areas and items for cleaning within the classroom is provided to the cleaner.

2) **Cleaning mat**

- All children must step on the door mat outside the entry door, which contains a safe cleaning solution of bleach and water, known to kill the coronavirus before entering the preschool.
- As children often sit, play, and touch the floor, this helps to clean all their shoes and keep the space clean.
-

3) **Handwashing:**

- All children must wash their hands immediately after entering the preschool.
- While in class, all children are reminded to wash their hands frequently in between activities and after using the washroom.

4) **Equipment:**

- As previously stated, all activities and items that cannot be easily cleaned are removed from the classroom.

Cleaning Families

- Any parent assigned to help clean the classroom in between classes is not allowed to bring any personal belongings into the classroom.
- All cleaning parents must wear appropriate PPE, while they clean inside the classroom.
- Their cleaning procedure is detailed in Appendix B.

Staff Self-Evaluation

In compliance with the order on Workplace Safety issued by the Provincial Health Officer, all staff must complete a daily **health check** before entering Brentwood Preschool in compliance with the order on Workplace Safety issued by the Provincial Health Officer (PHO).

Health checks are mandatory self-assessments conducted by staff and includes confirming with the Executive Committee, in written format, that they have reviewed the complete list of entry requirements and that none of the prohibited criteria apply to them.

- After completing the daily health check, staff members write their initials on a calendar found in the teacher's office, as written confirmation that they meet all conditions on the entry check poster to work that day.

EC members also regularly remind staff, parents and caregivers through email and class messages about their responsibility to complete a daily health check before coming to preschool.

Daily health checks ensure that no one comes to Brentwood Preschool when they are sick or required to self-isolate.

Staff or Student COVID-19 Testing

In the case when a staff member or student or family member in the same household of a student undergoes COVID-19 testing and is self-isolating, the teacher or student must stay at home until the results for the COVID-19 test is received and complete self-isolation, or are cleared by a medical professional to return to school or work.

- It is also important to note that families are not required to disclose testing information to the preschool, as this information is confidential and as a community, we must respect the privacy of others.
- **Positive COVID-19 test results:**
 - Public Health contacts the preschool only if the case was found to be infectious.
 - Public Health provides a risk assessment through contact tracing. Classes continue as regularly-scheduled, unless otherwise instructed by Public Health.

Parents or Caregivers who Travel for Work

Students whose parents or caregivers travel for work are allowed to continue attending classes with the following conditions:

- that the parent or caregiver receives a negative COVID-19 test result before entering Canada, as required by the BCCDC travel restrictions,
- and that their household members do not show symptoms of COVID-19.

Students who Travel Outside of Canada

Students who travel outside of Canada are allowed to continue attending classes with the following conditions:

- Unvaccinated students do not show symptoms of COVID-19,
- and they have completed the 14-day quarantine requirement (students are not to attend preschool in-person during the quarantine), found here: <https://travel.gc.ca/travel-covid/travel-restrictions/covid-vaccinated-travellers-entering-canada>.

COVID-19 Privacy

It is strongly recommended that the individual does not openly share with others that they tested positive for COVID-19 or their vaccination status. This will prevent misunderstanding and protect privacy.

- At all times, vaccination status and COVID positive results of individual students and staff are protected. If such information is disclosed to Brentwood Preschool, it would not be shared.

- While not required by Fraser Health Authority, Brentwood Preschool may and if deemed necessary notify students and staff who may have been exposed to COVID-19 without breaching individual privacy.
- Fraser Health Authority is no longer able to contact everyone who tests positive. Individuals who test positive for COVID-19 should follow the advice from BCCDC, found here: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/if-you-have-covid-19>, which includes:
 - [How long to self-isolate depending on vaccination status](#)
 - [How to report positive test result, see also link to understand test results: http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing/understanding-test-results](#)
 - [How to notify close contacts](#)
- As Fraser Health Authority is not contacting every person who tests positive, school exposures will not be issued by Fraser Health Authority for individual cases. In the event of a declared outbreak, Fraser Health Authority will issue a public notification. Fraser Health Authority will continue to work with schools. If, for example, there is a significant increase in absenteeism that is atypical for the time of year, and actions are to be taken, such as notification to the parents and guardians of the affected grade or school community.
- The Licensed Childcare and District is separately responsible for managing media requests and notifications to their respective communities. Where appropriate, each advises the other of the request.
- Media requests regarding suspected cases are directed to the Fraser Health Authority. Media responses and messaging for other types of requests should incorporate the risk assessment by the Fraser Health Authority and consultation with the Ministry of Children and Family Development and Ministry of Education, respectively.

Non-Compliance of Brentwood Nursery School Society's COVID-19 Policy

- Each family is responsible for following the Brentwood Nursery School Society's COVID-19 Policy and Procedures.
- Families who are **not able** to comply with the COVID-19 policy should contact the Co-Presidents immediately via email: president@brentwoodpreschool.com.
- Families who **choose not to** comply with the COVID-19 Policy will be asked to meet with the Co-Presidents immediately to discuss how all parties will safely move forward in the school year.
- If the family continues to deliberately violate the COVID-19 Policy, the Executive Committee will enact the following warning system:
 - The family will be given **three (3) warnings: two (2) verbal and one (1) written.**

- **First two verbal warnings:** The President will document the details of the conversation of the verbal warning with the date and time in an email to the family.
- **Third warning:** A written warning will be written by the President which will be signed by both the parent and the President.
- If these warnings are not taken seriously, the family's status at the preschool will be reviewed by the EC.

Appendices

Appendix A: Protocol for Child or Staff with Symptoms

Information may be found at http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance_Child_Care.pdf

When to get tested: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing/when-to-get-a-covid-19-test>

Appendix B: Cleaning Protocol



Brentwood Preschool Cleaning Protocol

No person may enter the classroom during class time if they are not a student of the class or teacher for the cohort. Access to the classroom outside of class is limited to executive members or trades who must access the building for administrative purposes or maintenance.

Procedure for entering Brentwood Preschool:

1) Take off personal belongings (jacket, purse, etc.) and hang in the cubby closest to the door. On the inside of the door, left hand side you will see a container labelled 'PPE' on top of the cubby shelf. Inside you will find the following items:

- Hand sanitizer
- PPE (disposable masks, face shields, gloves)
- Spray bottle with bleach cleaning solution
- Clipboard for Health Screener checklist

Once you have the bin in hand, place it on the bench outside of the preschool doors

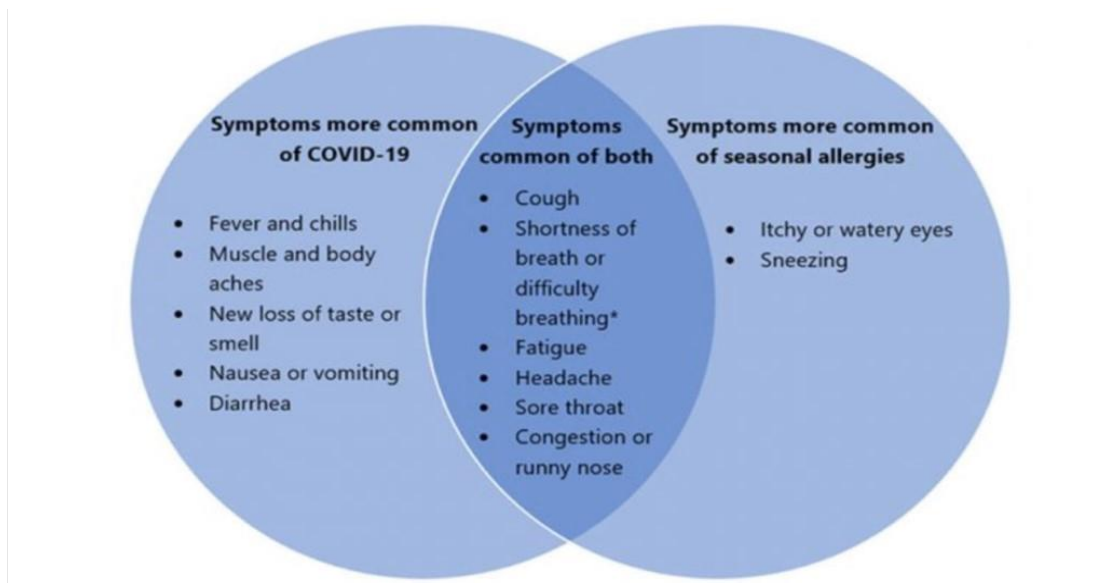
- 2) Put on PPE that you have brought from home or if you forgot your own supplies, sanitize your hands using the sanitizer provided in the bin before opening the sealed bag holding PPE from inside the bin. Seal all bags of PPE after taking what you need. Put the bin back on the shelf inside the cubby room.
- 3) Proceed directly to closest available sink (atelier or kitchen sink) and wash hands thoroughly with hot water and soap for a minimum of 20 seconds scrubbing in between fingers, palms and as well as the back of the hand. Dry hands with paper towel.
- 4) Access cleaning supplies bin for supplies located on the shelf near lost and found and put on cleaning gloves. Before starting the classroom clean, please check in with teachers to see what has already been cleaned during class time. Please follow the list of areas that **must** be disinfected before tidying other areas of the classroom.
- 5) After cleaning please put all cleaning supplies back into the bin and back on the shelf near lost and found. Remove cleaning gloves and discard in the garbage bin. The gloves are disposable and are not meant to be used multiple times. Please wash your hands with hot water and soap after removing your gloves.
- 6) When exiting the building, take all personal belongings out of the cubby. Use the spray bottle from the bin above the cubby to spray down the cubby where you placed all your personal belongings. Do not remove PPE until you are outside of the school.

If you have reusable PPE such as a plastic face shield please bring home to disinfect and use again on your next cleaning day.

Appendix C: Symptoms

Seasonal Allergies and COVID-19

Because some of the symptoms of COVID-19 and seasonal allergies are similar, it may be difficult to tell the difference between them, and testing may be required to confirm your diagnosis. Here is a chart from the CDC website that can help parents/caregivers differentiate between allergies and COVID-19:



Cold, Influenza and COVID-19

Here is a chart from the CDC website that can help parents and caregivers differentiate between influenza (flu) and COVID-19:

SIGNS AND SYMPTOMS	
Similarities	Differences
<ul style="list-style-type: none"> • Fever or feeling feverish/chills • Cough • Shortness of breath or difficulty breathing • Fatigue (tiredness) • Sore throat • Runny or stuffy nose • Muscle pain or body aches • Headache • Some people may have vomiting and diarrhea, though this is more common in children than adults 	<ul style="list-style-type: none"> • Flu viruses can cause mild to severe illness, including common signs and symptoms listed above. • Other signs and symptoms of COVID-19, different from flu, may include change in or loss of taste or smell.

HOW LONG SYMPTOMS APPEAR AFTER EXPOSURE AND INFECTION	
Similarities	Differences
<ul style="list-style-type: none"> • For both COVID-19 and flu, 1 or more days can pass between a person becoming infected and when he or she starts to experience illness symptoms. 	<ul style="list-style-type: none"> • If a person has COVID-19, it could take them longer to develop symptoms than if they had flu. • If a person has COVID-19, typically, a person develops symptoms 5 days after being infected, but symptoms can appear as early as 2 days after infection or as late as 14 days after infection, and the time range can vary. • If a person has the flu, a person develops symptoms anywhere from 1 to 4 days after infection.

If a parent or caregiver is unsure about diagnosis, they need to consult their health care provider.

The BC COVID-19 self-assessment tool is also available online:

<https://bc.thrive.health/covid19/en>

Translation services for the self-assessment tool is available through 8-1-1

Appendix D: References

- 1) BC Centre for Disease Control: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>
- 2) BC Centre for Disease Control - Child Care Settings: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/childcare-schools/child-care#Health--and--Safety--Measures>
- 3) BC Centre for Disease Control Child Care: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/childcare-schools/child-care>
- 4) BC Centre for Disease Control - Daily Health Check: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/childcare-schools/child-care>
- 5) Burnaby School Board - <https://burnabyschools.ca/covid-19-sharing-clear-and-current-information/>
- 6) ChildCare BC - <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children>
- 7) BCCDC - Understanding Test Results - <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing/understanding-test-results>
- 8) BCCDC – Close Contacts and Contact Tracing - <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation/close-contacts>
- 9) BCCDC – When to get a COVID-19 test - <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing/when-to-get-a-covid-19-test>