

# Brentwood Nursery School Society

## Infectious Diseases Policy and Procedures



[www.brentwoodpreschool.com](http://www.brentwoodpreschool.com)

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# Brentwood Nursery School Society Infectious Diseases Policy and Procedures

## Contents

Purpose of this Document .....	3
Definitions Used in This Document .....	3
What is an Infectious Disease? .....	4
Ways to Prevent Spread of Infectious Diseases .....	4
Talking to Children about Infectious Diseases .....	4
Brentwood Nursery School Society Infectious Diseases Policy .....	6
Sick Policy .....	6
Before School.....	6
During School.....	7
Return to School after Illness (Testing is not Recommended) .....	7
Chronic Symptoms.....	8
Parent or Caregiver Procedures.....	9
Pick-up Procedure.....	9
Parents and Caregivers in the Preschool Building .....	9
Classroom Setting, Equipment and Toys .....	10
Snacks and Eating in the Classroom.....	10
Physical Distancing.....	11
Personal Protective Equipment (PPE).....	12
Non-Compliance of Brentwood Nursery School Society’s Infectious Diseases Policy .....	15
Appendices.....	16
Appendix A: Protocol for Child or Staff with Symptoms .....	16
Information may be found at.....	16
Appendix B: Symptoms .....	17
Seasonal Allergies and COVID-19.....	17
Cold, Influenza and COVID-19.....	17
Appendix C: References.....	19

## 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 infectious diseases 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.

**Immediate member of the Brentwood Preschool Community:** May include the following:

- Students' parents and caregivers (who may include the student's extended family members like grandparents, aunts, uncles, cousins etc.)
- Individuals whom parents/legal guardians have authorized to regularly or occasionally drop off and/or pick up their children from Brentwood Preschool

Mask or Facial Covering: Please see definition as outlined by the [BC Centre for Disease Control](#) (BCCDC, 2022).

**Physical Distancing:** maintaining a distance of six (6) feet or two (2) meters between individuals, when possible; respecting each other's personal space.

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

**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.

**Visitors to Brentwood Preschool:** Those who are not an immediate member of the Brentwood Preschool community, who may include: practicum students, outside contractors, outside consultants, Licensing Officer, and others.

## What is an Infectious Disease?

“Infectious diseases can be transmitted from person to person. They can be caused by bacteria, fungi, viruses, or parasites” (HealthLinkBC, 2021).

## Ways to Prevent Spread of Infectious Diseases

- **Appropriate hand hygiene:**
  - The best way to prevent spreading infections (HealthLinkBC, 2022).
  - 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:** Limiting close contact with other people
  - One who coughs or sneezes maintains at least six (6) feet or two (2) meters of distance from others
  - However, if this cannot be maintained, it is most important to respect each other’s personal space.
  - Avoid crowded areas
- 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
- Do not share food, drink, utensils, etc.

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.

## Talking to Children about Infectious Diseases

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 Infectious Diseases 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 health and safety of families and staff is the school's top priority.

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

## Sick Policy

### Before School

**All parents, caregivers, students and staff must stay at home if they have any of the following new or worsening symptoms:**

- 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.**

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

**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 further testing is needed.
- Contact your health care provider or call 8-1-1 for medical advice.

**If the student does not develop any new symptoms after the 24-hour period:** the student can attend preschool.

**If the student is experiencing any symptoms while at school:** the teacher will call their parents or caregivers to bring the student home.

**If the student is exhibiting any symptoms at drop-off:** the teacher will ask the parent or caregiver to bring the student home. The student will not be attending class.

### **During School**

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

1. 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.
2. 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.
3. A staff member provides the student with PPE and support, as necessary so they can practice respiratory hygiene.
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 before and after being in contact with the student.
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.

### **Return to School after Illness (Testing is not Recommended)**

#### **Students:**

**Parents or caregivers must keep their child at home:**

- until they have been assessed by a health care provider to exclude a respiratory influenza-like illnesses or other infectious diseases,

- or until the new onset of symptoms have resolved.

**If the health care provider excludes a respiratory influenza-like illness 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.
- **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.

## 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 B** for charts related to the comparison of symptoms.

## Parent or Caregiver Procedures

Below you will find our **drop-off and pick-up procedure**.

### 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.

- #### 2. 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.

### Pick-up Procedure

#### 1. 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.

#### 2. Exit:

- Upon receipt of the child, the family 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.

## Siblings during Pick-up and Drop-off

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

## Adult Visitors in the Preschool Building

- **Requirements for All Adult Visitors Entering the School:**

They must:

- Enter the school outside of class times, unless they have made arrangements with the teachers beforehand to enter the school during class times, such as consultants/class observers.

- **Must wear the most appropriate PPE, which includes a mask or facial covering at all times while inside the preschool without exceptions.**
- Maintain physical distance from any staff member who may be in the classroom.

## 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:**

- **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:
  - 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

## General Policies

### Personal Protective Equipment (PPE)

- PPE (masks or facial coverings) are recommended to be worn by adult family members (parents or caregivers) while in the classroom. The option of a parent or caregiver sending their child to class with any type of PPE, is respected.
- Children at the age of 5 years old and under are not required to wear a mask. However, they have the option to wear a mask if they choose to.
- 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.
- Adult visitors **must wear a mask while in the classroom.**

### 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. 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.

#### 3. Equipment:

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

### 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.

## 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-19 positive test 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.
- 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 Infectious Diseases Policy

- Each family is responsible for following the Brentwood Nursery School Society's Infectious Diseases Policy and Procedures.
- Families who are **not able** to comply with the Infectious Diseases policy should contact the Co-Presidents immediately via email: [president@brentwoodpreschool.com](mailto:president@brentwoodpreschool.com).
- Families who **choose not to** comply with the Infectious Diseases 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 Infectious Diseases 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](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance_Child_Care.pdf)

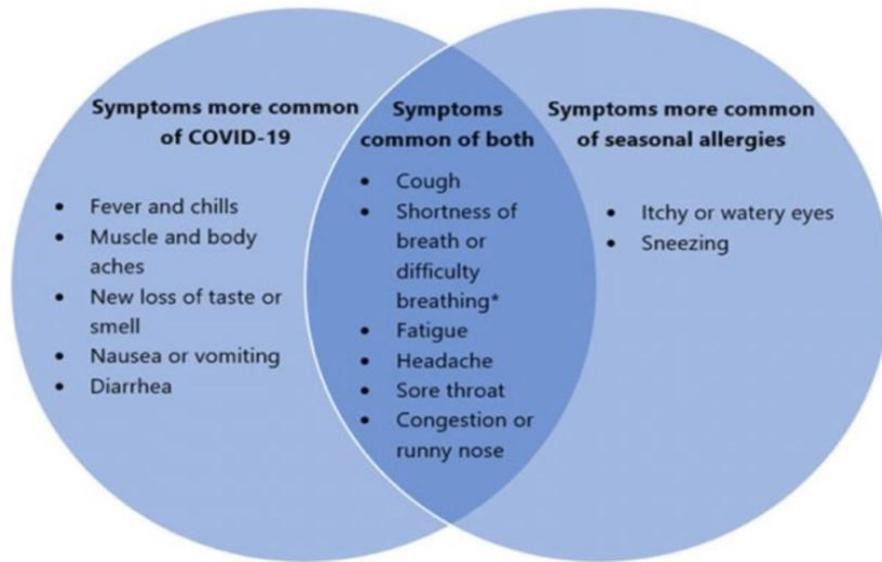
**When to get tested:** <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing/when-to-get-a-covid-19-test>



## Appendix B: 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:

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

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

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>

## Appendix C: 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 – 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>
- 8) Handwashing – HealthLinkBC: <https://www.healthlinkbc.ca/illnesses-conditions/disease-and-disease-prevention/handwashing>