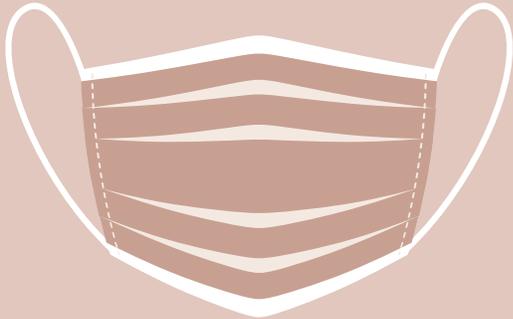




COVID POLICIES 2022



*Out of School  
Care*

James Bay Community School  
Centre



# *Our Goals While Navigating the Pandemic*

James Bay Community School Centre

- you feel comfortable and safe leaving your child in our care.
- you as a parent know that we are doing everything in our power to provide consistent and safe care to your child.
- Our communication with families are frequent and clear.
- You as a parent know that we are only doing a "functional closure" when we are unable to provide care due multiple staff illness'.

*what we mean when we say...*

## **"functional closure"**

this is a closure due to the lack of staff availability due to multiple staff illnesses. The childcare centre will be closed until staff are fully recovered.

## **"health closure"**

this is a closure directed by Island Health, in the event of a public health order.

## *what would happen in order for us to call a functional closure?*

We currently have one leader per group, support workers for children with diverse abilities, a team lead, and our Coordinators in the office. We do not have the ability to hire substitute leaders due to the part-time nature of the job, so this is what would have to happen in order for us to call a functional closure.

### **one staff member is out sick?**

A Coordinator steps in to cover the room. This could also result in combining groups.

### **two staff members are sick?**

Second Coordinator steps in to cover the additional room. This could also result in combining groups, and we might take some time to respond to you if you text- all hands on deck at this point!

### **three staff members are sick?**

We do not have appropriate staff to come in and work, meaning that we are not legally allowed to operate. this would result in a functional closure until we have enough staff to re-open.

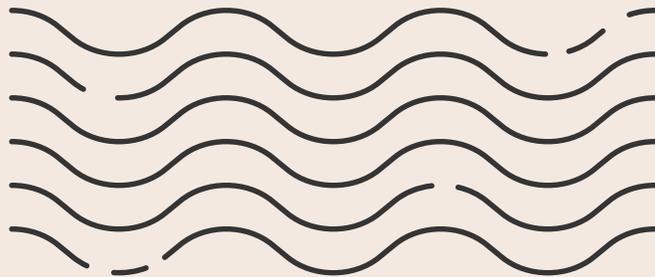
*make a plan!*

## **your child is sick or has been asked to quarantine?**

Where is your child going to quarantine away from the rest of the family? How soon can you test? Who were they in close contact with in and out of school?

## **OSC is closed?**

Who is going to be taking care of your child in the event of an OSC closure? Do you have any family friends or grandparents who are able to step in and provide care?



# covid-safe drop off/pick up protocols

## Morning Drop-Off Procedures

- Drop off time starts at 7:30am.
- Parents are not permitted to enter the building and must drop off outside of Our Pond.
- Each child and staff member are required to wear a mask when they enter the building.
- Before entering the building, it is assumed that you have done a health assessment on your child and have confirmed that they are not showing any signs of illness.
- If you need to speak to a staff member, a staff member will come to the door and speak to you. If there is anything of great importance, please email Emily Cielen (Childcare Coordinator). Drop-off time is not a time for in depth conversations as the staff are in ratio.
- Once children enter the space, they will be required to wash their hands with soap and water or sanitize their hands.

## Afternoon Pick-Up Procedures

- Pick up time is between 4:30-5:15pm in the Our Pond Backyard.
- Parents must check-in with their child's leader to sign out before taking the child.
- Please do not linger in the childcare area.
- If you need to communicate with a staff member, please ensure that you respect social distance of 6 feet.
- If parents **need** to pick up before 4:30, they must text the OSC cell phone or contact Emily Cielen (Childcare Coordinator) via email.

# staff and child sick policy

## Sick Child

- At this time, we will be asking you to keep your child home if they are showing *any sign of illness*. This is to not only protect the children in their group- but to protect our staff members from getting sick and having to call out of work.
- We require that children are showing no symptoms of any illness for 24 hours before returning to OSC.
- If we notice any new symptoms, we will be calling the child's parent or caregiver to come and pick up. An immediate pick up will be required.

## Testing Positive

- If there is a child or staff member that tests positive, we will remain open unless there are multiple staff illnesses that require a functional closure.
- Island health will contact us and let us know the steps we need to take.
- Only children or staff members deemed a "close contact" by Island Health will be asked to stay home and test.
- **The James Bay Community School Centre follows any action that is deemed necessary by Island Health. We align ourselves with all current and future Public Health Orders.**

# *measures we are taking*

## **mask mandate**

- Every child must wear a mask while in program.
- Every staff member must wear a mask while working, and we are providing each staff member with N95 masks.
- If the child loses their mask, we have extra disposable masks to provide.
- The only time masks are not required are while the children are eating, and when playing outside.

## **limits on gathering & crowding**

- The children are divided into groups, and will remain in those groups everyday afterschool.
- We will be keeping all groups separate unless they are outside playing to limit contact. (The only exception would be due to lack of staff which may require us to combine groups in order to stay open)

## **increased handwashing**

- upon arrival at the centre
- before eating and drinking
- after using the toilet
- after playing outside
- whenever hands are visibly dirty
- additional times at staff discretion

## **extra cleaning**

- Staff members follow a closing procedure list that includes fully sanitizing high contact areas.
- Custodial staff sanitize additional areas in the centre and daycare spaces.