



# **Go-Go After School and Preschool Operational Plan**

**Reducing the Risk for Transmission and Spread of COVID-19**

**Go-Go Group Inc.  
Implementation Date: May 19, 2020**

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## ***Introduction***

A State of Emergency was declared in New Brunswick on March 19, 2020 due to the increased presence of COVID-19 in our province. At that time, many businesses were closed and awaited the government's directive for re-opening procedures. On May 8, 2020, licensed daycare facilities were given permission to re-open with additional health and safety measures put in place effective May 19th, 2020. One such measure is the creation of an operational plan to ensure each child care provider is prepared to take all precautions for reopening and continuing operations.

This operational plan is to ensure workplaces have documented their risk assessment and risk mitigation measures consistent with Public Health guidance and the Occupational Health and Safety Act and regulations. Outlined below are Go-Go Group Inc. (Go-Go) plans and procedures to limit the risk of transmission and spread in Go-Go's childcare care centres.

## ***Risk Reduction***

Go-Go will work diligently to limit the risk in relation to the spread of COVID-19. Go-Go programs will follow all guidelines outlined by Public Health and the Department of Education and Early Childhood Development (EECD). As the Government of New Brunswick and the Public Health Agency of Canada states, physical distancing and effective hand and respiratory hygiene are key preventive measures of contracting COVID-19. While physical distancing with regards to children poses to be a challenge in group settings, Public Health and EECD have provided licensed childcare facilities with a grouping method strategy, screening practices, and other various policies and procedures to mitigate the risk; these practices are outlined below.

## ***Physical Distancing***

To limit interactions among larger groups of children, Go-Go programs will operate with a grouping system of no more than 15 children (plus staff). When more than one "grouping" is required to be within the same area, barriers will be in place to ensure that both groups are kept at a minimum of 2 meters (6 feet part) with a maximum of two groupings per room as indicated in the Early Childhood Services Act. Public Health and EECD have outlined that within those 15 child groupings, physical distancing is not required; staff will encourage children not to touch other children and to practice good personal hygiene. Whenever possible, staff will also practise social distancing with one another, the children in our programs, and parents/guardians. Each day of programming will begin with educating and reminding all children on proper hand and respiratory hygiene.

At drop off and pick up, parents/guardians are asked to maintain physical distancing measures of 2 metres apart from all other children, parents, staff and visitors.

## ***Groupings and Attendance***

In addition to regular attendance records, Go-Go leaders will maintain a confidential log of children in each self-contained group of 15 and the date the group was established. If groups change, due to increased/decreased attendance, etc., a new group will be established. When possible, each group of children and educators will stay together. Please note that educators often change midday due to shift

changes of staff and these changes will be documented. These records will be shared with Public Health in order to help with contact-tracing if a case of COVID-19 was found in the facility.

## ***Hand and Respiratory Hygiene***

Hand and respiratory hygiene are vital for the prevention of spreading germs and viruses, including COVID-19. As such, Go-Go staff and children will follow the recommended procedures when washing hands with soap and water, especially:

- on arrival;
- before and after meals;
- after using the toilet;
- after blowing nose, coughing or sneezing;
- after playing with shared toys;
- after handling animals or their waste;
- when taking medications; and
- after playing outside.

In addition, staff are required to wash their hands:

- before and after handling food;
- after helping a child use the toilet;
- after breaks;
- before and after changing diapers; and
- before and after giving medications.

Alcohol-based hand sanitizers with a minimum 70% alcohol that has been approved by Health Canada may be used by children and staff if they do not have access to soap and water, and if their hands are not visibly soiled. Hand sanitizer will be kept out of reach of children, and all children will be supervised when using these sanitizers.

Visitors will be closely monitored and accepted on a mandatory basis only. All visitors entering the facility will be required to wash their hands upon entering and complete the screening procedures as well.

The following guidelines will also be encouraged among staff and children:

- To avoid touching the face, eyes, nose or mouth with unwashed hands.
- To cover the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing. Dispose of used tissues immediately and then wash hands.

## ***Postings***

Each Go-Go facility will be equipped with postings at the entrance to the facility advising parents/guardians of the pre-screening process upon entering the premises. This document will advise parents of the required pre-screening form for each visit should they enter the facility with their child and that pre-screening is to include temperature checks of all persons upon entry.

We will restrict access to only essential visitors whose entrance into the facility is necessary for operations. Individuals who have traveled out of province and anyone who exhibits 2 or more COVID-19 symptoms as outlined by Public Health will not be permitted to enter the daycare.

Postings at handwashing stations, throughout the centre, and in restrooms, with visual aids for children, will include proper handwashing techniques for all children, staff and visitors to the facility. The facility will also outline proper hygiene and techniques for sneezing and coughing into the sleeve, elbow or a tissue.

Staff will increase proper cleaning and sanitization procedures with clear accountabilities assigned to specific staff and follow all Public Health guidelines. A cleaning and disinfection schedule will be easily and readily accessible to facility staff, Public Health Inspectors, and all Department of Education and Early Childhood Development staff.

## ***Screening and Monitoring***

### ***Drop-off and Pick-up***

Go-Go requires that all children be dropped off at Go-Go by 10am each day. In addition, we ask that families designate one family member to maintain drop-off and pick-up each day, whenever possible. Parents are required to complete a signed pre-screening questionnaire each day at drop-off for their child, and, if they enter the facility, for themselves as well. Daily temperature checks will also be taken on anyone who enters the facility as well. Staff and children will also have a temperature check conducted after 5 hours of care at the program.

The following methods will be implemented for pre-screening.

1: **Outside drop-off and pick-up** will be accommodated each day as much as possible. This will limit the pre-screening requirements for parents who do not need to enter the facility, and also limit traffic into the centre. This will also help to allow for physical distancing at pick-up and drop-off. Parents will still need to complete the daily pre-screening paperwork for each child.

2: **Entry Drop-Off/Pick-Up**- Parents will be screened at the front entry should they wish to enter the program. When parents arrive, they will wait in the marked area for a staff member to greet and pre-screen them. Buzzers will be installed at locations where we are able to do so, and instructions will be noted at these centres.

In each case, parents will need to sign the pre-screening form for their child(ren) but not for themselves, unless they enter the building.

We ask that our Go-Go parents please provide additional time for pick-up and drop-off to allow for pre-screening. Once a parent is granted permission to enter the centre, we ask that pick-up and drop-off take place in a timely manner to avoid congestion at our facilities entrance points.

Prior to entering a daycare, staff, children, the adults bringing the child into the facility or others deemed essential (e.g. EECDD staff) must be pre-screened. Pre-screening includes:

- Screening Questionnaire for COVID-19

- Temperature checks of all persons, providing a non-contact thermometer (i.e. infrared) is available.
- Immediate handwashing when entering the facility

The Pre-screening questionnaire includes the following questions:

1. Do you have:

A. any of the 2 following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell?

OR

B. if a child, purple fingers or toes even as the only symptom?

If answered YES to either A or B, then you must stay home, contact 811, and cannot return until fully recovered. If tested, Public Health will inform the individual or parent (when child is involved) when isolation may be lifted.

2. If you have answered YES to any of the following below, then you must stay home and self-isolate for 14 days.

If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage. If a parent or caregiver of a child and have direct patient contact work, go to Question 3.

a. Have you or anyone in your household had close contact (face to face contact within 2 metres) with a confirmed case of COVID-19 within the last 14 days?

b. Have you or anyone in your household returned from travel outside of New Brunswick within the last 14 days?

c. You have been diagnosed with COVID-19 or are waiting to hear the results of a lab test for COVID-19.

d. You may have been exposed to COVID-19 in the last 14 days.

e. You have been told by public health that you may have been exposed to COVID-19.

3. If you have direct patient contact work (e.g. Health Care Provider) and have answered YES to any of the following below, then you and your child must stay home and self isolate for 14 days.

If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage.

a. Have you or anyone in your household had close contact (face to face contact within 2 metres) with a confirmed case of COVID-19 within the last 14 days, outside of the health care setting?

b. Have you or anyone in your household returned from travel outside of New Brunswick within the last 14 days?

c. You have been diagnosed with COVID-19 or are waiting to hear the results of a lab test for COVID-19.

d. You may have been exposed to COVID-19 in the last 14 days, outside of the health care setting.

e. You have been told by public health that you may have been exposed to COVID-19.

f. Have you had close contact with an individual who is suspect of COVID-19 in the last 14 days while providing direct patient care and you were not wearing proper Personal Protective Equipment (PPE).

Following pre-screening, those children and staff exhibiting symptoms will be advised of the following:

- Strict exclusion of:
  - Children or staff who are sick with 2 or more of the following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell
- OR
- A child displaying purple fingers or toes even as the only symptom

If either of the above criteria is met, those who are sick must stay home, contact 811, and cannot return until fully recovered. If tested, Public Health will inform the individual or parent (when a child is involved) when isolation may be lifted.

Note: Children or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded.

If a Go-Go facility has one confirmed case of COVID-19 or, has 2 or more suspect cases of COVID-19, the facility will advise Public Health by contacting the Regional Health Authority Public Health Nurse or the after-hour emergency number (for after hours). An outbreak will be declared by Public Health when warranted; if an outbreak is declared, then the facility must close. The facility cannot reopen until advised by Public Health. Regional Public Health will be involved to manage the outbreak and ensure contacts are identified, public health measures are in place and will lead communication that is required.

## **Payments**

Go-Go will continue to use direct debit as its main avenue of payment collection for all Go-Go services. Should parents/clients wish to make other payment arrangements, please contact the Head Office and arrangements can be made. Please note, Go-Go does not allow any payments to be made at any of our childcare centres, and does not accept cash payments.

## **Records**

We require that Go-Go Families provide us with up to date records of each member living within the child's household(s) (e.g. names and contact numbers - this includes any roommates, relatives that share a home with that child, etc). Should a child have multiple homes, information will be requested for members of each household. An additional contact form will be kept onsite to be completed by parents/guardian upon returning to the program. This file will be kept onsite at the Go-Go program in the Operational Resource Binder, and will be provided to Public Health if necessary.

## ***Cleaning and Disinfecting***

Cleaning and disinfecting protocols are a part of ensuring our environments are clean and accessible for all children. Although these protocols are effective in disease control, Go-Go will increase the frequency of cleaning and disinfecting high-touch surfaces in order to control the spread of viruses, and other microorganisms. All surfaces will be cleaned a minimum of twice a day by Go-Go leaders. Additional cleaning measures will apply to surfaces that are frequently touched, including door knobs, handrails, light switches, taps and hand sanitizer dispensers. Toys that children may put in their mouth will be rinsed with potable water after they have been cleaned and disinfected.

Go-Go uses Buckeye Sanil-Q2 (Quat) to disinfect, with active ingredients Benzalkonium Chloride, Didecyl Dimethyl Ammonium Chloride, Dioctyl Dimethyl Ammonium Chloride, Octyl Decyl Dimethyl Ammonium Chloride to sanitize all hard surfaces and toys. Bleach kits are also available as needed, however, Quat is removed from programs when bleach kits are utilized.

In addition, staff will maintain an onsite supply of hand sanitizer, toilet paper, paper towel, garbage bags, soap and cleaning disinfectant. When this supply is running low, they will request additional supplies from their Childcare Manager. The Childcare Manager will make arrangements to ensure that all required supplies are available to the childcare programs as needed.

## ***Indoor & Outdoor Environments***

Increasing the frequency of cleaning and disinfecting high touch surfaces is a key component in combating the spread of illness. Surfaces that are touched by large groups of people such as door knobs, light switches and faucets will be cleaned more frequently. As per the advisement of Public Health and the Department of Education and Early Childhood Development, Go-Go Childcare centres have also made the following change to their indoor and outdoor environments to decrease the risk of transmission among children via surface transmission:

- Temporarily remove dress up clothing, hats, costumes, other fabric and materials
- Temporarily remove puzzles, play-doh and any toys that are challenging to disinfect between use
- Prohibited the use of water tables
- Prohibited the use of sand boxes
- Prohibited use of ball pits
- Prohibited use of playground based on Public Health restrictions
- Postponed field trips and guest speakers until Public Health advises it is safe to resume outings
- Provided additional outdoor equipment to reduce sharing
- Increase cleaning and sanitation of high touch surfaces

## ***When a Child or Staff Falls Ill***

When a child or staff falls ill or meets any portion of the outlined exclusion criteria while at the program, they will immediately be removed from the remainder of the group to the designated supervised



isolation area with a minimum distance of 2 meters while arrangements for pick up can be made. Should a minimum distance of 2 meters be unable to be maintained, Go-Go will require that the child and staff (until pick up occurs) wear a community face mask to decrease the risk of transmission. **All parents are required to pick their child up within 1 hour of being notified of their child meeting their exclusion criteria. Parents are also required to send a community mask for their child that will remain in their book bag unless needed.** Go-Go will also stock community masks and gloves at each facility. Go-Go staff will report to their Childcare Manager should they have less than five community masks remaining onsite. Childcare Managers are responsible to ensure that the program is stocked with adequate supplies.

### ***Staff Absence Policy***

Staff are required to stay home from work when sick. Unpaid sick time will be provided to staff when they require time off due to illness. Go-Go staff will complete the process of calling in sick for work as outlined in the Go-Go Group Inc Employee Handbook. Prior to returning to work, staff will ensure they have complete any/all exclusion criteria to do so.

Upon arriving daily for each shift, staff will complete a self-assessment for pre-screening. Should they not meet the outlined requirements, they are required to contact their Childcare Manager prior to starting their shift and abide by the 14 day self isolation period as outlined in the pre-screening questionnaire stipulated by Public Health.

### ***Personal Belongings***

To lower the risk of transmission, Go-Go is requesting that all toys and unnecessary personal belongings remain at home. Sunscreen, a change of clothes and water bottles can be sent with children each day, but must be labelled and remain in the child's book bag when not in use. With the exception of child's indoor shoes, personal belongings (sweaters, coats, etc.) will not be permitted to be stored onsite.

**Parents are requested to send masks for their child(ren) to be kept in their child's bookbag. These masks will be used** when a child falls ill or meets any portion of the outlined exclusion criteria and a two metre distance cannot be maintained while arrangements for pick up can be made.

### ***Assessment and Implementation of the Operational Plan***

Go-Go's Operational Plan will be provided to each staff and a copy will also be available onsite for staff to refer to. Staff members are required to attend virtual training sessions relating to Go-Go's Operational Plan, and to sign off that they have read and understood the information herein. Each child care program is assigned to a Childcare Manager; the Childcare Manager is responsible for the implementation, training, and monitoring of the outlined policies and procedures contained in this operational plan.

The safety and health of our staff, children, and Go-Go families are our greatest priority, and should a parent/guardian, staff, or child have a concern with the implementation of any of our practises/procedures outlined in this document, we ask that they please reach out to our Go-Go Head Office by phone at 455-5496, or by e-mail at [afterschool@gogogym.com](mailto:afterschool@gogogym.com), or [preschool@gogogym.com](mailto:preschool@gogogym.com)

to speak with their program's Childcare Manager. The Childcare Manager will follow up with each concern and work with staff, children and parents to assess and resolve all concerns.

Creating a safe and healthy environment in these unprecedented times is a task that we could not do without the support and understanding from our staff and Go-Go families, and we thank you for your efforts as we work together to lower the risk of COVID-19 together.

### ***Additional Guides and Resources:***

#### **Occupational Health and Safety Act and Regulation Requirements**

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html>

#### **Sector Specific Resources**

[https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory\\_diseases/coronavirus/resources.html](https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus/resources.html)

<https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19.html>

#### **Information above can be found at the following links:**

<https://www.nbed.nb.ca/ParentPortal/Content/Covid-19/COVID-19%20Recovery%20Phase%20Guidance%20to%20Early%20Learning%20and%20Childcare%20Facilities%20and%20Day%20Camps.pdf>

<https://www.worksafenb.ca/media/60996/embracing-the-new-normal.pdf>

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html>

<https://www.nbed.nb.ca/parentportal/en/home/daycarecovidresources/>