



TRI-CITY
FAMILY PLACE

UPDATED: JANUARY 10, 2022

COVID-19 SAFETY PLAN



INTRODUCTION

Vision

Every child, parent, and caregiver belongs and thrives.

Mission

Nurturing meaningful connections for all young children, parents, and caregivers.

This Tri-City Family Place (TCFP) COVID-19 Safety Plan has been developed following guidance from the BC Ministry of Children and Family Development (MCFD), BC Ministry of Health, WorkSafeBC, and the Provincial Health Officer (PHO).

This plan follows WorkSafeBC's six steps to developing a COVID-19 Safety Plan: assessment of risk in the workplace, implementation of protocols to reduce the risk, development of policies, communication of plans and training, monitoring of the workplace and updating of plans as needed, and assessing and addressing risks from resuming operations.

This plan is considered a live document and is continually updated as new information has become available.

STEP 1: ASSESSMENT OF RISK

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching the face.

TCFP's indoor playrooms are confined spaces with a high volume of touch points such as doorknobs, light switches, toys, climbing structures, books, craft materials, and snack and refreshment station.

The space itself is a congregation space prone to gatherings of up to 45 people.

Very young participants regularly put toys and hands in their mouths.

Circle time presents an additional risk, as singing is an activity that may increase the distance of spread of respiratory droplets.

Additionally, our office is a confined space with limited capacity for social distancing.



STEP 2: MEASURES TO REDUCE THE RISK



We have added virtual and outdoor components to our programs.

The number of people in the office at a given time is restricted to three.

Disinfectant (wipes, and/or bleach spray) is available in the office. Anyone using the office should disinfect all touch points upon arrival and departure. Touch points include door knobs, mouse and keyboard, desk surface, phone buttons and receiver, pens, any other surface which is touched while using the office.

Anyone using the office should use hand sanitiser upon arrival and departure.

Masks are mandatory whenever two or more people are in the office or playroom at the same time.

Hand sanitiser, disinfectant, masks, and face shields are available at the office entrance.

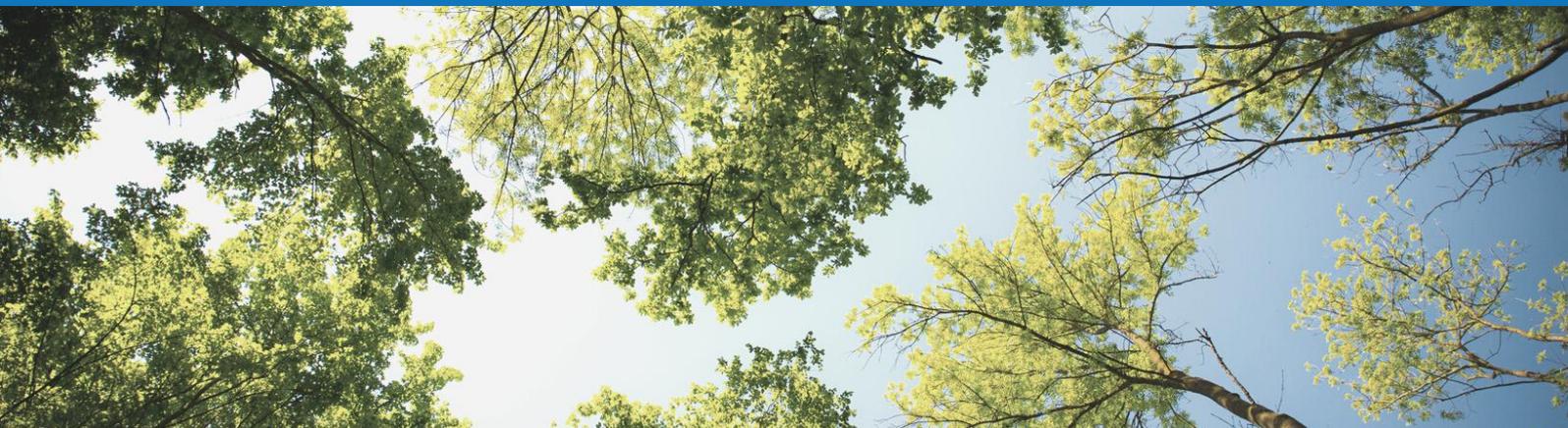
MEASURES TO REDUCE THE RISK (PLAYROOM SPECIFIC)



FOR INDOOR EVENTS AT VICTORIA HALL:

- Staff and participants are to maintain a minimum two metre distance at all times. This does not apply to members of the same household.
- All participants (adults and children) must wash hands before entering the playroom.
- All staff, volunteers, and adult participants must wear masks. Disposable adult and child masks are available at the playroom entrance. Children (under five) are not required to wear a mask; children under two are not recommended to wear a mask.
- Ideally, two staff members will be on site, one will run the circle time and facilitate interaction, the other staff member will facilitate physical distancing and safety protocols, including disinfecting toys. Staff shortage may result in one staff member alone.
- Events at the indoor playroom at Victoria Hall are limited to a maximum of eight families.
- Doors will be kept open and (weather permitting) circle time will be held outdoors.
- Staff must wear a mask for circle time outdoors.
- A staff member running circle time should stay at least three metres away from others.
- Participants will be required to preregister for indoor programs.
- Upon arrival participants will “sign in” by confirming their name and contact information with our staff.
- Toys will be kept in the kitchen and may be requested by individual families. The toys will be provided in a plastic bin and we ask that families not share toys with other families.
- Toys are to be returned at the end of the session. Used toys will be disinfected before being returned to the toy storage area.
- Books, dolls, and dress up clothes may be requested by individual families. At the end of the play session these items will be placed in designated bins and quarantined for one week. As a result, some items may not be available on any given day.
- Coffee and tea will be provided using disposable cups and individually packaged cream and sugar. The coffee/tea station is to be touched by staff only. Staff must wash hands before touching the coffee/tea station.
- Take home prepackaged snacks and craft kits will be made available for families.
- The ball pit is closed.
- All touch-points and any used toys are to be disinfected at the end of each session.

MEASURES TO REDUCE THE RISK (PARK SPECIFIC)



FOR OUTDOOR PROGRAMS IN THE PARK:

- Staff and participants are to maintain a minimum two metre distance at all times. This does not apply to members of the same household.
- During circle time, staff are to maintain a distance of three metres from others. Staff must use a mask during circle time. Staff will use a voice amplifier in order to discourage projecting the voice and spreading additional respiratory droplets.
- Staff will physically mark two to three metre distance on the ground prior to each event. Markers are to be disinfected after each use.
- A hand sanitising station will be available for staff and participants.
- Mask are mandatory for staff. Adult participants and volunteers are encouraged to wear masks. Children under two years old are not recommended to wear masks.
- Ideally, two staff members will be on site, one will run the circle time and facilitate interaction, the other staff member will facilitate physical distancing and safety protocols. It is possible for only one staff member to facilitate these programs.
- The maximum number of people in attendance for park events is thirty people. This includes adults and children, participants and staff members.
- Participants will be required to preregister for park events.
- Upon arrival participants will “sign in” by confirming their first and last name as well as phone number. Participants will also be asked a series of safety questions questions.

MEASURES TO REDUCE THE RISK (HEALTH SCREENING)



SAFETY QUESTIONS FOR ALL IN-PERSON EVENTS:

Before attending programs at Tri-City Family Place, participants should complete a daily health check:

SYMPTOMS	WHAT TO DO
<ul style="list-style-type: none"> • Fever (above 38° C) • Chills • Cough • Loss of sense of smell or taste • Difficulty breathing 	<p>1 or more of these symptoms:</p> <ul style="list-style-type: none"> • Stay home • Contact health care provider or 8-1-1 about your symptoms and next steps
<ul style="list-style-type: none"> • Sore throat • Loss of appetite • Headache • Body aches • Extreme fatigue or tiredness • Nausea or vomiting • Diarrhea 	<p>If you have 1 symptom:</p> <ul style="list-style-type: none"> • Stay home until you feel better • If symptoms don't get better or get worse, get a health assessment; contact a health care provider or 8-1-1 about your symptoms and next steps <p>If you have 2 or more of these symptoms:</p> <ul style="list-style-type: none"> • Stay home and wait 24 hrs. to see if you feel better • If symptoms don't get better or get worse, get a health assessment; contact a health care provider or 8-1-1 about your symptoms and next steps
<p>Close Contact</p> <p>If you are a close contact of someone who has COVID-19</p> <ul style="list-style-type: none"> • Follow the directions that public health provided to you • You will know if you are a close contact, as you would have been contacted by Public Health. For more information on close contacts, go to www.bccdc.ca/covid19closecontacts • If you are unsure, please contact 8-1-1 	
<p>International Travel</p> <p>Have you returned from travel outside Canada in the last 14 days?</p> <ul style="list-style-type: none"> • Everyone is required to follow Federal travel regulations and the isolation orders that apply. <p>If unsure contact 8-1-1</p>	
<p>If you or your child develops severe symptoms, such as difficulty breathing (e.g. struggling to breathe or speaking in single words) or chest pain, call 9-1-1 or do to the nearest Emergency Department</p>	

This Daily Health Check was adapted from SD43's Daily Health Check for students.

MEASURES TO REDUCE THE RISK (GUIDANCE REGARDING SYMPTOMS)



The key symptoms to watch for are:

fever, chills, cough, shortness of breath, loss of sense of smell or taste, nausea, vomiting and diarrhea

If the individual (or their caregiver) indicates that the symptoms are consistent with a previously diagnosed health condition and are not unusual for that individual:

they may attend. No assessment or note is required from a health care provider

For mild symptoms without fever, individuals are advised to monitor at home for 24 hours. If symptoms improve:

they may attend without further assessment

If symptoms include fever, or if after 24 hours, symptoms remain unchanged or worsen:

seek a health assessment. A health assessment can include calling 8-1-1, a primary care provider like a physician or nurse practitioner, or going to a COVID-19 testing centre.

When a COVID-19 test is recommended by the health assessment:

If the COVID-19 test is positive, the person should stay home until they are told by public health to end their self-isolation. In most cases this is 10 days after the onset of symptoms. Public health will contact everyone with a positive test.

If the COVID-19 test is negative, the person can return once symptoms have improved and they feel well enough. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless the person develops a new illness. BCCDC has information on receiving negative test results.

If a COVID-19 test is recommended but is not done because the person or parent chooses not to have the test or a health assessment is not sought when recommended, and the person's symptoms are not related to a previously diagnosed health condition, they should stay home until 10 days after the onset of symptoms, and then may return if feeling well enough.

MEASURES TO REDUCE THE RISK (GUIDANCE REGARDING SYMPTOMS)



If a COVID-19 test is not recommended by the health assessment:

the person can return when symptoms have improved and they feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).

A person with mild symptoms may elect to seek COVID-19 testing, even when this is not required according to the above guidance. Having a pending COVID-19 test result should not, by itself, be a reason to exclude a person, if there are no other reasons to exclude them.

Individuals may still attend if a member of their household develops new symptoms of illness, provided the participant has no symptoms themselves. If the household member tests positive for COVID-19, public health will advise the asymptomatic individual on self-isolation and when they may return. Most illness experienced in B.C. is not COVID-19, even if the symptoms are similar.

Individuals who experience symptoms consistent with a previously diagnosed health condition can continue to attend when they are experiencing these symptoms as normal. They do not require re-assessment by a healthcare provider and should not be required to provide a health-care provider note. If they experience any new or unexplained symptoms they should seek assessment by a health-care provider.

ADAPTED FROM THE BRITISH COLUMBIA MINISTRY OF HEALTH
COVID-19 PUBLIC HEALTH GUIDANCE FOR K-12 SCHOOL SETTINGS
FOR MORE INFORMATION, VISIT [BCCDC.CA](https://www.bccdc.ca)

POLICIES

Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.

Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.

Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms.

No one is to enter the indoor drop in locations outside of scheduled events without prior permission from the TCFP Executive Director.

Anyone who starts to feel ill at work, or at a park event must notify the safety facilitator or Executive Director immediately. Arrangements will be made for the person to go home as per the circumstances.



IN THE EVENT OF A COVID-19 OUTBREAK:

TCFP Executive Director will contact the local health authority (Fraser Health) to seek guidance.

Staff and/or participants who have symptoms of COVID-19 will be directed to seek testing. Staff and/or participants who have suspected or confirmed cases of COVID-19 will not be able to return to Tri-City Family Place until they have been cleared by a doctor.

COMMUNICATION OF PLANS AND TRAINING

This document, the Tri-City Family Place COVID-19 Safety Plan, will be distributed to our members, board of directors, and partner agencies through the Tri Cities Early Childhood Development Committee.

It will also be publicly posted on our website and social media channels.

Physical copies will be available at our office and playroom as well as on site at park events.

Hand washing guidance, occupancy limits, and attendance permissions will also be posted at our office, in our playroom, and park events.



MONITORING AND UPDATING



Staff, board members, and participants are encouraged to provide feedback on this Safety Plan. Regular discussions should take place between staff (including the Executive Director) to determine any necessity for changes to the safety plan.

Bi-weekly staff meetings are to include time for staff to reevaluate the Safety Plan and discuss potential adaptations to the plan.

THIS PLAN IS CONSIDERED A LIVE DOCUMENT AND WILL BE CONTINUALLY UPDATED AS NEW INFORMATION EMERGES.



ASSESSING AND ADDRESSING OF RISKS FROM RESUMING OPERATIONS

Our staff has adapted well to using technology to connect with families in our community. We intend to continue virtual programs for the foreseeable future.

We have not encountered any additional risks associated with opening up to some outdoor park events.

Operating indoor programs poses additional risks as there is greater potential for participants and staff to be in closer proximity. With a limited number of staff, it is possible that the indoor playroom will be closed for periods of time, if staff become ill, or more cleaning is required.

Tri-City Family Place is committed to remaining flexible as the situation unfolds.