

CLASS of West K COVID 19 Protocols

Please ensure that your child, or close family members (living with you) do not show any symptoms of the COVID 19 virus. In the event they do, please do not bring them to the center and/or call our BI before they are due to arrive to your home. All Class of West K staff are also not to attend the centre nor a family home if they are exhibiting any symptoms. Remember we are all in this together.

In Home Sessions

Starting on May 19th we propose to restart in home sessions.

Please find below a list of our expectations for the BIs during in home sessions.

- Your BI will come to your home in order to work with your child in their home environment.
- The BI will bring a set of resources that will be specific to your child.
- The resources will be washed and sanitised regularly and will only be used for sessions with your child.
- The BI will wear a mask at all times while they are in your home, they do not need to wear a mask if sessions are outside.
- The BI will wash their hands every 20 minutes, on entry to and when leaving your home.
- There will be a minimal touch policy; the BI will not touch your child unless they absolutely have to in order to prevent your child encountering a dangerous situation or as part of their teaching.
- The BI will sanitize surfaces before and after their session with your child.
- The BI will not eat or drink while in your home.
- No shared toys will be allowed during the session, your child may play with their own toys but the BI will minimize touching resources other than those they bring with them. If your BI touches your resources as part of their training and teaching session they must wash their hands immediately afterwards.
- The BI will maintain a safe distance from your child and other family members during sessions.
- The BI will not work if they exhibit any signs of sickness or a fever.
- Please cancel your session if you or any member of your household is sick or has a fever.

At the Centre

Once we open the new centre our plans and protocols to keep your children safe will be as follows:

- Start/Finish times will be staggered by five minutes for each child coming to the centre for that day. Please ensure you arrive at the designated time for drop off and pick up. If you are early, you will be asked to wait in your car with your child until the agreed upon pick up time. If you arrive late, we will come and pick up your child when it is safe to do so.
- The BI assigned to your child will greet them (and you) at your car, at this time we will take a temperature reading of your child using a forehead thermometer to ensure it is not elevated. If this is the case, your child will not be allowed to enter the centre.
- Children will work in an individual space with their BI to satisfy social distancing requirements, this area will have all resources required for that day and all items will be sterilised before first use.
- Children will eat their food and drink in the individual space with their assigned BI, and will be accompanied to the washroom (as required) when it is safe to do so and there is a safe distance from other children. The BI will wait outside the washroom to ensure the child cleans their hands and returns to the work area promptly. Sanitizer will be available at all times.
- There are multiple individual office spaces in the centre and we intend to use these to manage the interactions between children and staff.
- We will have clearly marked walkways and direction arrows to ensure the flow of traffic is clearly understood by staff and children alike.
- There will be an office space set aside as a quarantine area, if a child shows symptoms or becomes sick during the school day. The BI will call the parent(s) for pick up and will stay with the child until the parents have arrived. The BI will bring the child to the car.
- There will be multiple sanitization stations posted in all offices and working areas for use by the staff and children as required. Hand washing has proven to be the most effective way to combat the virus, so this is the preferred method of keeping hands clean and germ free.
- The centre has three main entrances into the property and we intend to use the nearest entrance as it pertains to the working location/office for the day. The BI will greet your child from your vehicle in the morning and return them to you at the end of the day, using the nearest entrance at all times.
- We will ensure that all major touch points (door knobs etc.) are sanitized regularly throughout the day.
- Staff members will be expected to wear a mask at all times when at the centre.
- Touching children will be kept to a minimum only be performed to provide direction, or in the case of keeping a child safe, no hugging or showing of affection will be allowed at this time.
- No parents will be allowed to enter the centre unless by prior arrangement. If a meeting is required to discuss progress and developments, it will either take place once all children

have left the centre for the day, and only the BI and/or Senior BI will be present at that meeting with one parent. Please ensure you come at the designated time and be furnished with a protective mask while at the centre. As an alternative to this, an online meeting can be arranged in lieu of a face to face meeting if required. A discussion can also take place with your BI at your car if so required.

As the situation becomes clearer and the public health provisions change, we will be revisiting each of these requirements to ensure we are protected at all times. This may include more stringent safeguards or a relaxation as the situation permits. We are all in this together. Safety is our number one priority in every decision we make.

