



Updated June 30, 2020

COVID-19 SAFETY PLAN CEFA NEW WESTMINSTER-DOWNTOWN

Although our school never closed and have continued to offer services to families with priority to front-line workers, as well, implemented adjustments to our physical settings and school protocols, as the Province is moving to Phase 3 of businesses reopening, here is a reminder and additional information regarding our school protocols surrounding Covid-19.

Hour of Operations and Pick-up/Drop-off Procedures

Effective June 1, 2020 our hours of operation are **7:30am – 5:15pm**. For the safety of both the children and staff, we will continue using the glass door to the JK3 classroom (to the left of the front door on Carnarvon Street) as well as the playground/ back door as the drop off point for all classes. Please note that the back doors through the playground will remain locked throughout the day.

Please see below for our class specific pick-up/drop-off procedures:

- **Cefababy**

If you are arriving prior to 8:00am, please drop off your child at the glass door to JK3 (to the left of the front door on Carnarvon Street)

If you are arriving after 8:00am, please drop off your child at the glass doors to the Cefababy class directly through the playground

If you are picking up prior to 4:45pm, please do so at the glass doors to the Cefababy class directly through the playground

If you are picking up after 4:45pm, please do so in the playground or at the glass door to the JK1B class directly through the playground (next to the Cefababy glass doors)

- **JK1A**

If you are arriving prior to 8:00am, please drop off your child at the glass door to JK3 (to the left of the front door on Carnarvon Street)

If you are arriving after 8:00am, please drop off your child at the glass doors to the JK1B class directly through the playground, the JK1B teachers will assist you to bring your child to JK1A

If you are picking up before 4:00pm, please do so at the glass doors to the JK1B class directly through the playground, the JK1B teachers will assist you to pick up your child from JK1A

If arriving between 4:00pm – 4:45pm please meet the JK1A class outside in the playground

If you are picking up after 4:45pm, please do so at the glass doors to the JK1B class directly through the playground, the teachers in JK1B will assist you to pick up your child

- **JK1B**

If you are arriving prior to 8:00am, please drop off your child at the glass door to JK3 (to the left of the front door on Carnarvon Street)

If you are arriving after 8:00am, please drop off your child at the glass doors to the JK1B class directly through the playground

If you are picking up prior to 4:45pm, please do so at the glass doors to the JK1B class directly through the playground

If you are picking up after 4:45pm, please meet the JK1B class outside in the playground

- **JK2**

If you are arriving prior to 9:15am, please drop off your child at the glass door to JK3 (to the left of the front door on Carnarvon Street)

If arriving **after** 9:15am please ring the buzzer for drop off assistance as the JK3 classroom will be outside

If arriving **between** 10:15am – 11:15am please meet the JK2 class outside in the playground

If you are arriving for afternoon pick-up **between** 3:45pm – 5:00pm, please meet the JK2 class outside in the playground

If you are picking up **after 5:00pm**, please do so at the glass door to JK3 (to the left of the front door on Carnarvon Street)

- **JK3**

If you are arriving prior to 9:15am, please drop off your child at the glass door to JK3 (to the left of the front door on Carnarvon Street)

If arriving **between** 9:15am – 10:15am please meet the JK3 class outside in the playground

If you are picking up after 4:00pm, please do so at the glass door to JK3 (to the left of the front door on Carnarvon Street)

To help ensure our children's safety and minimize the traffic through our schools, we ask that all parents and guardians who are dropping off a child to remain at the designated entrance and **do not enter our hallways, classrooms or washrooms**. Our staff will greet you at the designated entrance and have you sign in/out there, as well, provide assistance for your child between our entrance and the appropriate classroom.

We also want to notify parents/guardians that children will be required to have their temperature checked upon arrival as well as confirmation from the parent/guardian that no one in the household has returned from international travel in the past 10 days. Any signs of a mild fever, runny nose or exposure to family members who have travelled will be ask not to attend the facility and return home. Per the CDC guidelines for child care operators, children or staff may return to the centre once they are assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, and their symptoms have resolved. These measures will help ensure the safety of all the children, families and staff in our facility.

Student Backpacks / CEFA Drawstring Bags

We ask all families to send their child with a backpack/CEFA drawstring bag whereby we can place all jackets, pants and other clothing into the sealable bag to reduce the potential contamination from one child to another. Our center will not be using the cubbies at this time other than for storage of backpacks.

Social Distancing

Please be advised with Fraser Health Licensing's approval, we have the flexibility to distance the children's cots, play pens and cribs in Cefababy and JK1 nap rooms by having only up to 8 children with 2 teachers in the nap room and having up to 4 children with 1 teacher on the carpet area within the classroom.

Curriculum

We will be adjusting our daily schedule as required to offer additional outdoor time. In addition, co-curriculars may not be implemented by the usual designated co-curricular teacher and instead from one of your child's classroom teacher. This will minimize the unnecessary need for teachers to crossover into other classrooms; reducing the traffic throughout the school.

Outdoor Activities

Please ensure your child has appropriate outdoor clothing as we expect to increase our use of the outdoor open-aired play area. Fresh air and open spaces will help us work to keep our children and families safe.

CEFA understands that this may not be convenient but we hope for your understanding and cooperation that this is in compliance with authorities' recommendation and how we can safely care for the children.

Resource Links:

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-childcare.pdf>

<https://www2.gov.bc.ca/assets/gov/family-and-social-supports/child-care/covid-19/emailcertificateextensionchildcarepartnermay07.pdf>

http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf

<https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/what-workers-should-do>

Should you have any questions regarding any of the above, please do not hesitate to contact your Principal or Director.

Warm regards,
CEFA Administration