



**Updated September 25, 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's Temporary Emergency Funding is ending on August 31, 2020, here is a reminder and additional information regarding our school protocols surrounding Covid-19.

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

Effective September 1, 2020 our hours of operation are **7:30am – 5:30pm**. 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), front doors on Carnarvon Street as well as the playground/ back doors leading to JK1B and Cefababy as the drop off point for all classes. Please note that the back doors through the JK2/3 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 JK1B (next to the Cefababy glass doors)

**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 between 7:30am – 10:00am**, 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 arriving between 10:00am – 11:00am** please meet the JK1A class outside in the playground

**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 between 7:30am – 11:00am**, please drop off your child at the glass doors to the JK1B class directly through the playground

**If arriving between 11:00am – 12:00pm** please meet the JK1B class outside in 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 arriving between 2:00pm – 3:15pm** please meet the JK3 class outside in the playground

**If you are picking up after 3:15pm**, 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.

### ***Daily Health Check/ Updated Illness Policy***

We also want to notify parents/guardians that children will be required to have their temperature checked upon arrival as well as confirmation of the following from parent/guardian at drop off:

- 1) In the child's household, no one has returned from international travel in the past 14 days
- 2) My child does not show any flu/cold like symptoms today
- 3) No one in my child's household, including my child, has been identified by Public Health as a close contact of a confirmed case of COVID-19

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 , staff and students can return once they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved. These measures will help ensure the safety of all the children, families and staff in our facility. Please refer to [Appendix B](#). Protocol for child or staff with symptoms of COVID-19 in a child care setting, for more information.

### ***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.

### ***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:***

[http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance\\_Child\\_Care.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance_Child_Care.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](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