



Updated December 1, 2020

COVID-19 SAFETY PLAN

CEFA NEW WESTMINSTER-DOWNTOWN

Our school continues to offer services to families with ongoing implementations and adjustment to our physical settings and school protocols. 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 complete the daily health check found on Appendix B of the [CDC Guidance for Child Care Settings](#):

Daily Health Check			
1. Key Symptoms of Illness	Do you have any of the following new key symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Breathing difficulties (breathing fast or working hard to breathe)	YES	NO
	Loss of sense of smell or taste	YES	NO
	Diarrhea	YES	NO
	Nausea and vomiting	YES	NO
2. International Travel	Have you returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you a confirmed contact of a person confirmed to have COVID-19?	YES	NO

If you answered “YES” to two or more of the questions included under ‘Key Symptoms of Illness’, or you have a fever or difficulty breathing, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, you should not return to the child care setting until COVID-19 has been excluded and your symptoms have improved.

If you answered “YES” to only one of the questions included under ‘Key Symptoms of Illness’ (excluding fever and difficulty breathing), you should stay home for 24 hours from when the symptom started. If the symptom improves, you may return to a child care facility when you feel well enough. If the symptom persists or worsens, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner.

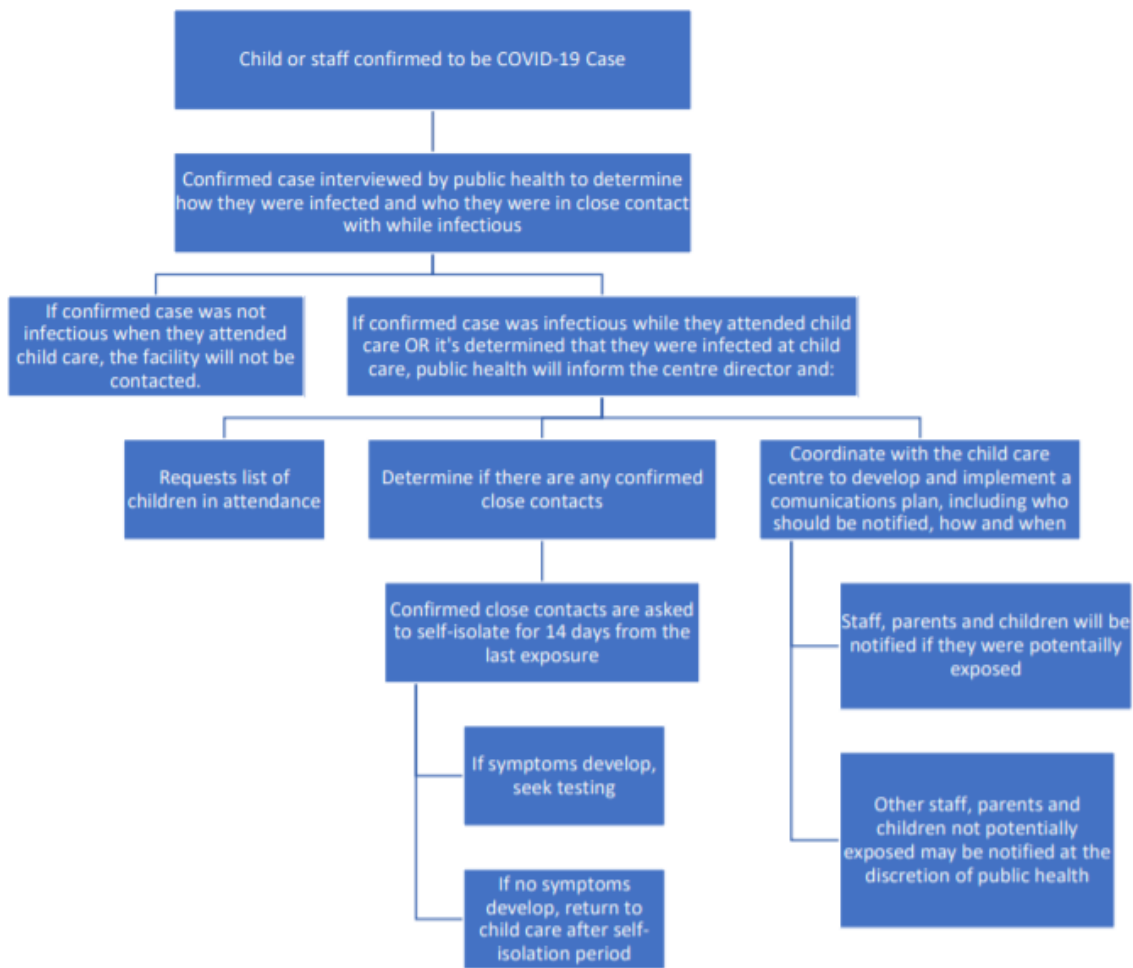
If you answered “YES” to questions 2 or 3, use the [COVID-19 Self-Assessment Tool](#) to determine if you should seek testing for COVID-19.

If a COVID-19 test is recommended as a result of the health assessment, self-isolate while waiting for results.

- If the COVID-19 test is positive, self-isolate and follow the direction of public health.
- If the COVID-19 test is negative, return to the child care facility once well enough to participate.
- If a COVID-19 test is recommended but not done, self-isolate for 10 days after the onset of symptoms and return when you or the child are well enough to participate.

If a COVID-19 test is not recommended, staff or children may return when well enough to participate.

Appendix C: Public Health Actions if a Staff, Child or Other Person Who Has Been in the Child Care Setting is a Confirmed COVID-19 Case



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 convenience, 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.

Use of Masks

With the new provincial [facemask mandate](#), we kindly ask that families please wear a mask while dropping off and picking up students at school entrances.

Resource Links:

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

<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