

## COVID-19 Recovery Phase: Guidance to Early Learning and Childcare Facilities and Summer Camps

**This document has been updated from the June 24, 2020 version. The following changes have been made:**

- Physical Distancing – updated
- Cleaning and Disinfection Procedures – updated
- Supplies – updated
- Field Trips – updated
- Transportation – added
- Appendix A – updated

### Introduction

During the recovery phase of the COVID-19 Pandemic, it is critical that both employers and employees have access to child care for their young children to enable them to return to the workforce. As part of the recovery phase, licensed Early Learning and Childcare Facilities (ELCFs) and unlicensed Summer Camps will be permitted to operate. Overnight Summer Camps will be allowed beginning on June 19, 2020. Please refer to GNB Recovery Phase information as it becomes available.

The *COVID-19 Recovery Phase: Guidance to Early Learning and Childcare Facilities and Summer Camps* document has been developed to provide clear direction to ELCFs and Summer Camps on steps they can take to manage their facilities as safely as possible as they reopen their doors for business. The goal is to create a safe and healthy environment for staff and children by making the necessary adjustments to help limit the risk of exposure to COVID-19. It is important to note that Summer Camps are permitted to operate if they provide services on a seasonal basis or for not more than ten weeks in a calendar year; above 10 weeks a licence to operate is required by the Department of Education and Early Childhood Development. No infant under the age of two is permitted to receive care at any Summer Camp.

This document is specific to COVID-19. For managing other types of communicable diseases, ELCFs are to follow the current *Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare Facilities*. Directives contained in this document take precedence over other reference documents unless otherwise specified.

An FAQ has been developed to provide information on frequently asked questions related to Summer Camps and can be found at the following [link](#).

During the recovery phase, it is important to understand that these operations are **NOT** business as usual, and that the directives and advice outlined in this document will remain in place until otherwise advised. For updated information on COVID-19, visit the Government of New Brunswick website at <https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19.html>

## Enabling Conditions to Reduce the Risk of Transmission

To support families trying to get back into the workforce, the Government of New Brunswick (GNB) has decided to allow Early Learning Childcare Facilities and Summer Camps to operate at full capacity, using a grouping method. This approach was based on the fact that to return to work, many families require child care. By allowing these facilities to operate at their full capacity no family will be at a disadvantage.

Babysitting is another option for parents. GNB encourages parents to consider babysitting as a viable choice, where the babysitter would come to their home to look after their child or children. Ideally, the same babysitter would be used every time. With the babysitting option, the risk of exposure to others who could potentially harbor the virus would be much lower provided the household has prevention and control measures in place. These would include such measures as an appropriate screening process for the babysitter upon arrival, following good hand washing practices, and the family and babysitter following the guidance under the State of Emergency and Mandatory Order.

Science has demonstrated that children who carry and transmit COVID-19 may have very few, if any symptoms. Because of this, if an asymptomatic adult infects a child and that child enters an ELCF or Summer Camp with no symptoms, there is a risk of that child transmitting the virus to children and staff in the facility.

Because the grouping method allows for children within that one group to intermingle, **all stakeholders, especially parents and staff, must be aware that their actions play a critical role in reducing the risk of infectious disease transmission in these facilities.** It is therefore paramount that operators follow strict controls as described throughout this document.

In addition, parents are advised to heed the following:

- Adults in contact with children attending an ELCF or Summer Camp need to be hypervigilant about monitoring for symptoms and arrange for testing immediately if they develop two or more of the following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell.
- If children attending an ELCF or Summer Camp have a vulnerable adult at home, the parent will want to consider the risk of the child bringing COVID-19 home and exposing the vulnerable adult in the home.
- For adults bringing their child to an ELCF or Summer Camp, those adults in the child's "bubble" will want to minimize their non-essential movement outside the home.

## About COVID-19

Coronaviruses are a large family of viruses. Novel coronaviruses are new strains of the virus that have not been previously identified in humans.

At this time, it appears the virus is transmitted by larger droplets, like from a cough or sneeze. Current evidence indicates it is not airborne through long distances or times. However, it can survive up to a few days on various surfaces so frequent environmental cleaning and disinfection is important.

Symptoms for the novel coronavirus are mostly similar to those for influenza or other respiratory illnesses. They can range from mild to moderate and can include fever/feverish, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell. In children, another symptom can be purple markings on the fingers and toes. Symptoms can sometimes lead to severe illnesses. See self-assessment – <https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19.html>.

## **What can you do to help prevent and control COVID-19 spread?**

### **COVID-19 Operational Plan**

ELCFs and Summer Camps must develop an Operational Plan outlining how the operator will manage daily operations to meet the additional measures outlined in this document. The plan should explain procedures on how the operator is able to implement group restrictions within the facility while still maintaining staff-to-child ratios and disease preventive controls such as personal hygiene, cleaning and disinfection, and the management of illness.

Operators are to have their COVID-19 Operational Plan available for Public Health staff to review. This may occur during an unannounced visit or a pre-scheduled visit by a Public Health Inspector.

For information on the process of planning for and creating a COVID-19 Operational Plan, operators can refer to the following link: <https://www2.gnb.ca/content/dam/gnb/Departments/eco-bce/Promo/covid-19/covid-op-plan-guide.pdf>

### **COVID-19 Awareness**

Early Learning and Childcare Facilities and Summer Camps are to provide parents with information on the additional COVID-19 related measures that are required for childcare attendance during the recovery phase. The operation must also post signage such as hand washing and personal hygiene etiquette throughout the facility. Information can be found on the [New Brunswick Coronavirus webpage](#) (Click on **Awareness Resources** and then [More Resources](#)).

### **Records**

ELCFs and Summer Camps are required to have up to date records of household members for each child attending their facility e.g. names and contact numbers.

ELCFs and Summer Camps are required to keep a complete list of staff, volunteers, and children and visitors who work, attend or visit the facility regardless of the duration. This must include their names, contact information, and the date and time they are in the facility.

A daily log must be kept for each self-contained group that would include the names of those in the group, the daily attendance record, the date the group was established as well as the daily temperature (if applicable) for each child in the group including the educator. This information is required to assist Public Health with contact tracing, if a COVID-19 case was found in the facility or might have attended a Summer Camp. See **Appendix C: ELCF and Summer Camp – Sample Daily Group Log**.

All these records must be made available upon request from government officials.

### **Drop-off and Pick-up**

It is encouraged that only one identified adult per family be responsible for the drop-off and pick-up of the child or children at the facility. Staggering these times should be conducted when needed to reduce the number of people at facility at the same time. These activities should be managed outside, unless the adult absolutely needs to come into the facility. When interacting with other adults and social distancing is not possible, community masks should be worn.

### **Screening for Summer Camps**

Provide clear rules at the door regarding entrance permissions. Post signage at the entrance advising of the screening process.

Parents are responsible for reviewing the screening questions with their children and only sending their child to the Summer Camp when they are well and have met the criteria outlined in the screening questionnaire. See GNB Website for [Screening Questionnaire for COVID-19 Poster](#). Those who are sick with symptoms of COVID -19 must stay home, contact 811, and cannot return until fully recovered. If tested, Public Health will inform the individual or parent when isolation may be lifted.

Operators are required to have parents complete the form in Appendix E, recognizing their responsibility for the screening of their children prior to attending Summer Camp, which includes doing a temperature check with a thermometer. This form is only required to be filled once by parents. When parents drop their children off, staff are to ask parents if they reviewed the screening questions with their child and confirm that their child meets all of the criteria of wellness.

Staff must assess themselves for symptoms by completing the screening questionnaire prior to attending the Summer Camp, which includes doing a temperature check with a thermometer. The operator is to ask staff who arrive if they reviewed the screening questions and confirm that they meet all of the criteria of wellness. See GNB Website for [Screening Questionnaire for COVID-19 Poster](#). The questionnaire can also be found in Appendix A. Operators are required to do a mid-day health check with staff.

**Note:** Children or staff who have been identified by their primary care provider as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded based on these symptoms.

Temperature checks are not required on-site at Summer Camps however this could change depending on the *Recovery Phase* the Province is in. For information on thermometer options and temperature ranges refer to the *Screening for ELCF* section below.

### **Screening for ELCF**

Provide clear rules at the door regarding entrance permissions. Post signage at the entrance advising of the screening process.

Parents are responsible for reviewing the screening questions with their children and only sending their child to the ELCF when they are well and have met the criteria outlined in the screening questionnaire. See GNB Website for [Screening Questionnaire for COVID-19 Poster](#). Those who are sick with symptoms of COVID -19 must stay home, contact 811, and cannot return until fully recovered. If tested, Public Health will inform the individual or parent when isolation may be lifted.

Operators are required to have parents complete the form in Appendix E, recognizing their responsibility for the morning screening of their children attending a childcare facility which includes doing a temperature check with a thermometer. This form is only required to be filled once by parents. However, it is recommended that upon arrival, parents are asked if they did the morning screening and their child meets all of the criteria of wellness.

Staff must assess themselves for symptoms by completing the screening questionnaire prior to attending the ELCF, which includes doing a temperature check with a thermometer. The operator is to ask staff who arrive if they reviewed the screening questions and confirm that they meet all of the criteria of wellness. See GNB Website for [Screening Questionnaire for COVID-19 Poster](#). The questionnaire can also be found in Appendix A. Operators are required to do a mid-day health check with staff.

**Note:** Children or staff who have been identified by their primary care provider as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded based on these symptoms.

Temperature Checks are required for the following:

- **Childcare facility staff** - require temperature checks upon arrival and again at mid-day. If a non-contact thermometer is unavailable, options are armpit or ear temperature measurement.
- **Children 12 years of age or older** - Temperature checks are required before arrival to the ELCF done by parents at home. ELCF must do a temperature check of all children at mid-day. If a non-contact thermometer is unavailable, options are armpit or ear temperature measurement.
- **Children under 12 years** - Temperature checks are required before arrival to the ELCF done by parents at home. The ELCF must do a temperature check of all children mid-day. Use of a non-contact thermometer by the ELCF is not permitted. Options include:
  - Armpit or ear – for children older than 2 years of age
  - Armpit – for children 2 years of age and under

When using a non-contact thermometer refer to the manufacturer's recommendation for what is considered a normal temperature range.

Depending on the type of thermometer used, thermometers may need to be disinfected after each use.

**For reference, normal temperatures are:**

Underarm: 36.5-37.5°C (97.7-99.5°)

Ear: 35.8-38.0°C (96.4-100.4°F)

### **Physical Distancing**

The grouping method involves creating multiple self-contained groups within the facility, with the size of each group limited to a maximum of 15 children (plus staff). Note: Within each group of 15, physical distancing is not required.

ELCFs and Summer Camps must follow the staff-to-child ratio when grouping children. Each group must not exceed 15 (plus staff) and there is a maximum of two groups per room as indicated in the *Early Childhood Services Act*. Within each group of 15, children are permitted to come within 2-metres of others in their group. Because of this, it is important for children to be educated at the beginning of each day on when and how to wash their hands, how to cover their sneezes properly, and the importance of not touching their face or touching others.

Where ELCFs and Summer Camps have multiple groups, children in each group must stay 2 metres away from children in other groups. Because of this, activities and meal breaks may have to be staggered to meet the physical distancing requirement.

For each group, the same educator(s) should stay together with the same group of children throughout the day, including at the beginning or the end of the day. **During the day, educators are required to have a 30-minute break for every 5 hours worked according to the Occupational Health and Safety Act.** For that time, a relief educator may come in the room to allow for this break. However, it is incumbent on the operator to ensure that the relief personnel is a consistent person within the facility and with the groups of children they support. The guiding principle of reducing the number of contacts applies throughout the facility and throughout the day.

- **Groups are to remain the same throughout the day.**
- **For new children, each child must be put into a group that is age appropriate.**
- **It is not acceptable to reconfigure groups.**
  - **Facilities cannot reconfigure groups when attendance may be lower at the start of the day or as numbers dwindle at the end of the day.**
- **To minimize the movement of children within the facility, and manage the overall configuration of groups for the week, it is advised to limit the movement of children between groups to no more than once per week to accommodate changes in numbers due to summer vacation, the natural transitioning between age groupings and changing attendance at Summer Camps.**

Depending on how the pandemic progresses in New Brunswick, these temporary limits could be relaxed or become more stringent.

### **Cleaning and Disinfection Procedures**

Increasing the frequency of cleaning and disinfecting high-touch surfaces is essential in controlling the spread of viruses, and other microorganisms. All surfaces, especially those general surfaces that are frequently touched, such as door knobs, handrails, toys, etc., should be cleaned and disinfected at least twice daily and when soiled. Toys that have been put in a child's mouth must be cleaned and disinfected, and then rinsed with potable water before being used by another child.

A cleaning and disinfection schedule must be in place with clear accountabilities assigned to specific staff.

When choosing an environmental cleaning product, it is important to follow product instructions for dilution, contact time and safe use, and to ensure that the product is:

- Registered in Canada with a Drug Identification Number (DIN).
- Labelled as a broad-spectrum virucide.

All soiled surfaces should be cleaned before disinfecting, unless otherwise stated on the product.

The following hard-surface disinfectant products meet Health Canada's requirements for emerging viral pathogens. These authorized disinfectants may be used against SARS-CoV-2, the coronavirus that causes COVID-19. <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

If using household bleach, the following is recommended	
Disinfectant	Concentration and Instructions
Chlorine: household bleach – sodium hypochlorite (5.25%)	1000 ppm <ul style="list-style-type: none"> <li>• 1 teaspoon (5 ml) bleach to 1 cup (250 ml) water or</li> <li>• 4 teaspoons (20 ml) bleach to 1 litre (1000 ml) water</li> <li>• Allow surface to air dry naturally</li> </ul>
	100 ppm (for food contact surfaces) <ul style="list-style-type: none"> <li>• ½ teaspoon (2 ml) bleach to 1 litre (1000 ml) water</li> </ul> Allow surface to air dry naturally

Precautions when using bleach:

- Always follow safety precautions and the manufacturer's directions when working with concentrated solutions of bleach. To avoid injury, use appropriate personal protective equipment during handling (read the label and refer to the material safety data sheet).
- A bottle of bleach has a shelf life, so check the bottle for an expiry date.
- Never mix ammonia products with bleach or bleach-containing products. This practice produces chlorine gas - a very toxic gas that can cause severe breathing problems, choking and potentially death.
- When mixing a chlorine bleach solution, it is important to pour the chlorine into the water and not the reverse.
- Do not pre-mix the water and bleach solution, as it loses potency over time. Make a fresh solution every day.
- Clean the surface before using the chlorine bleach solution.
- Chlorine bleach solution might damage some surfaces (e.g., metals, some plastics).
- Try not to breathe in product fumes and mix in a well-ventilated area. If using products indoors, open windows and doors to allow fresh air to enter.

**For ELCFs and Summer Camps that have closed because of an outbreak, refer to Appendix D: Cleaning Guide for Re-opening an ELCF and Summer Camp after a COVID-19 Outbreak.**

## **Personal Hygiene Etiquette**

### **Hand washing**

Handwashing is one of the best ways to protect yourself and others from getting sick from COVID-19 and other germs. Ensure handwashing facilities and/or hand-sanitizing products are readily available.

Children must be monitored to ensure they are washing their hands correctly.

### **Hand Washing with Soap and Water**

To wash your hands properly with soap and water, follow these steps:

- Wet your hands and apply liquid soap or clean bar soap.
- Rub your hands vigorously together, scrubbing all skin surfaces.
- Pay special attention to the areas around your nails and between your fingers.
- Continue scrubbing for at least twenty seconds. Sing the Happy Birthday song twice!
- Rinse your hands and dry them well.
- Turn off taps with paper towel.
- Open door of bathroom with paper towel in hand and then dispose in waste basket.

### **Using Hand Sanitizer**

Alcohol-based hand sanitizers with a minimum 70% alcohol that have been approved by Health Canada may be used by children and staff if they do not have access to soap and water, and if their hands are not visibly soiled. Children are to be supervised when using these sanitizers.

Hand sanitizer products must not be ingested and must always be kept out of reach of children.

As with all health products, Health Canada recommends that people always follow the directions on the product label. Check whether a product and its claims have been authorized for sale by Health Canada by searching the [List of Hand Sanitizers Authorized by Health Canada](#). Authorized hand sanitizers have an eight-digit Drug Identification Number (DIN), or Natural Product Number (NPN).

### **To clean your hands properly with alcohol-based hand sanitizers, follow these steps:**

- Apply hand sanitizer.
- Rub into the front and back of hands, between fingers, around nails (especially cuticles), thumbs and wrists.
- Rub until dry.

### **Staff and children must practice good hand hygiene. They must wash their hands frequently with soap and water, especially:**

- on arrival;
- before and after meals;
- after using the toilet;
- after blowing nose, coughing or sneezing;
- after playing with shared toys;

- after handling animals or their waste;
- when taking medications; and
- after playing outside.

**In addition, staff are required to wash their hands:**

- before and after handling food;
- after helping a child use the toilet;
- after breaks;
- before and after changing diapers; and
- before and after giving medications.

**Other Personal Hygiene Etiquette**

- Every child shall have their own grooming materials, and these are to be stored in a way to prevent cross-contamination. They should be adequately identified and segregated.
- Avoid touching the face, eyes, nose or mouth with unwashed hands.
- Cover the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing. Dispose of used tissues immediately and then wash hands.
- Ensure signage on personal hygiene etiquette such as handwashing; and sneezing and coughing etiquette is posted throughout the facility. This would include common areas, kitchen preparation area, washrooms, and diaper changing areas. Information on the above can be found on the [New Brunswick Coronavirus webpage](#) (Click on **Awareness Resources** and then [More Resources](#)).

**Additional measures to help prevent and control COVID-19 spread**

**Supplies**

Early Learning and Childcare Facilities and Summer Camps must ensure they have all the necessary supplies such as hot/cold potable running water, liquid soap, paper towel, toilet paper, cleaning and disinfecting supplies, any required personal protective equipment, and food if supplying meals.

The facility should have a supply of [community masks](#) for children or staff who may become ill while at the facility. Community masks are only to be used when a child becomes ill at the facility. The exception is for children under the age of two for whom the use of masks is prohibited and where the type of symptom may not permit the use of a mask e.g. trouble breathing, vomiting, etc. Masks are not allowed to be used by educators in their regular interactions with children in ELCFs.

For Summer Camps, masks are not required to be worn by staff or campers.

Community masks are not medical devices and consequently are not regulated like medical masks and respirators. They are not classified as personal protective equipment. Wearing a community face mask is a way of covering your mouth and nose to prevent respiratory droplets from contaminating others or landing on surfaces.

It is important that a staff member be delegated responsibility to monitor supplies to ensure stock is maintained during operating hours.

In cases where staff are responsible for picking up supplies, if using one vehicle, two may travel in the same vehicle with one staff seated on the rear passenger side.

### **Washrooms**

Washrooms must be equipped with hot and cold running water under pressure, liquid soap, paper towel, toilet paper, and garbage containers. Handwash signs must be posted. Washrooms should be cleaned frequently.

### **Handwashing Stations**

Handwashing stations must be equipped with hot and cold running water under pressure, liquid soap, and paper towel. Handwash signs must be posted.

### **Food**

- For facilities that are licensed under the Food Premises Regulation, ensure the food premises are operated in accordance with the Regulation. Facilities that do not require a license can refer to the [ABCs of Food Safety](#) pamphlet for information on food safety. Additional resources on food safety are available on the [Office of the Chief Medical Officer of Health \(Public Health\)](#) webpage.
- Where a common dining area is used, meal times should be alternated between groups, to meet physical distancing requirements.
- Have specific staff delegated to prepare and serve meals.
- A cafeteria line, where staff or children point to the food they want and a staff person portions it for them from behind a counter concept, is acceptable.
- Operators are encouraged to use only pre-packaged snacks.
- Do not allow shared food containers, such as shared pitchers of water or juice in dining areas.
- Ensure food handlers follow good hand hygiene and exclude themselves from kitchen duties if they become ill.
- If the facility permits, children may bring their own lunch and snacks. Advise parents to use insulated lunch bags with cold packs to help keep food cold. Hot foods can be stored in a thermos.
- Dishwashers are acceptable for cleaning dishes.
- If manually dishwashing, follow the 3-step method (wash, rinse, sanitize). If using household bleach (5.25%) a concentration of 100 ppm is acceptable
- Discourage any sharing of food between children or staff.

### **Laundry**

If laundry facilities are provided, the following is required:

- Wash hands before and after doing the laundry.
- Wipe down controls and handles before and after use.
- Don't leave soiled clothing or baskets on top of machines or tables.

- Don't shake dirty laundry before putting it in the machine.
- Wash with soap and the warmest water possible. Do not overload the machine.
- Don't leave dryer door open when not in use.
- Dry items at highest temperature possible and dry them completely.
- Disinfect your hamper before filling with clothes.

### **Napping Areas for Infants and Toddlers**

- Ensure the napping and sleeping areas are kept clean and sanitary.
- Ensure cots, beds, cribs or mats are maintained in a clean and sanitary manner.
- Arranging children so they nap head to feet would be appropriate if possible.
- Blankets, mattresses, covers and pillow cases must not be shared, and must be laundered at least weekly, or more often if soiled.

### **Sleeping Arrangements for Summer Camps**

- Shared accommodations should be arranged in such a fashion that beds are at least 2 metres/6 feet apart **and** head-to-toe where possible. If beds cannot be at least 2 metres/6 feet apart, use temporary barriers between beds, such as curtains or plexiglass, to prevent droplet spread while sleeping, and sleep head-to-toe. This applies to regular beds and bunkbeds.

### **Outdoor Play Areas**

- For multiple groups of 15 or less, play times may have to be staggered to meet the physical distancing requirement of 2 metres between each group.
- During play time, staff must be vigilant in reminding children to not touch their face.
- After each playtime, staff must be vigilant in ensuring children wash their hands.
- During the COVID-19 pandemic, water tables and sandboxes are prohibited.
- Facilities are permitted to use play sets (slides, swings, monkey bars, etc.). This includes municipal play sets that have been reopened by the municipality. Staff must ensure children are following good personal hygiene while on the equipment and that children wash their hands before and after playing on the equipment.
- Water activities are permitted, provided public health measures are respected. Examples of water activities include playing with sprinklers, slip and slides and water balloon fights.
- Shared toys are permitted such as bikes, balls and bats. As with other toys, toys should be cleaned at least twice daily and when soiled.
- Toys that have been put in a child's mouth must be cleaned and disinfected, and then rinsed with potable water before being used by another child.

### **Field Trips**

Field trips, outings, trips to splash pads, and other local sites, such as libraries, are permitted provided operators follow the applicable health and safety guidelines and meet all requirements around physical distancing and site capacity. Operators must ensure that they have parental permission to take children off-site and must respect if a parent chooses to prohibit their child from participating and leaving the facility.

Field trips or outings will require enhanced planning to ensure health and safety guidelines are met. Such details must be added to the WorkSafeNB Operational Plan of the facility.

Field trips or outings are permitted provided the following conditions are met:

- Individual groups (bubbles) must be maintained.
- Avoid crowded places where physical distancing of 2 metres cannot be maintained.
- Outdoor settings should be preferred over indoor to reduce the risk for transmission of COVID-19.
- Ensure there is access to handwashing and/or alcohol-based hand sanitizer during the outing.
  - Handwashing is required if the activity involves getting the hands dirty.
- If transporting children in vehicles, all transportation requirements must be met.
- Children are to bring their own pre-filled water bottles.
- Logs of field trips must be maintained. Operators must record:
  - participants (staff/children)
  - date
  - time
  - duration of field trip
  - place/location
  - transportation method used

Summer camps that provide field trips to backcountry camps or private properties, may do so, as long as it's safe, sleeping arrangements comply with stated guidance and information is captured in the Operational Plan. Field trips to other outdoor settings such as provincial and national parks would be acceptable but should be coordinated with that specific park ahead of time.

### **Special Events**

- Holiday events, festivals and other activities such as birthdays that bring together parents and groups are not permitted at this time.

### **Safeguards for Access to the Facility by Others**

- Visitors who would be considered as an essential service to the ELCF or Summer Camp are permitted to enter the facility during operating hours. This would include EECD staff that are involved with licencing and curriculum training, as well as other professionals that are essential to the facility such as public health inspectors, persons providing autism interventions, etc.
- Visitors must follow the screening protocol to be admitted in the facility. They must also wash their hands upon entry at the nearest handwash station and must maintain physical distancing as much as possible.
- Non-essential visitors such as salespersons, librarians, and entertainers are not permitted to enter the facility during operating hours.

## **Transportation**

There are different types of vehicles being used with varying capacities. Additionally, there is potential for changing operational requirement in different COVID-19 response phases.

Operators should include transportation to their COVID-19 Operational Plan.

Where ELCF and Summer Camp operations provide transportation to staff and/or children during operational hours, the following guidance must be respected:

- Drivers are to complete a self-assessment at the beginning of each day.
- Parents are to screen their children at the beginning of each day, prior to pick-up and oversee the hand hygiene of their children at home, prior to departure.
- Facilities will provide and oversee hand hygiene protocols once children arrive at the facility.
- Passengers, including the driver, must be at least one (1) metre apart, when loading and unloading.
- At a minimum the following seating arrangement is to be followed:
  - Only the driver in the front, unless the driver and passenger are both wearing masks.
  - For each subsequent row of seats, no more than 1 passenger per row:
    - The exception would be children that are part of the same household or facility bubble. These children may sit up to 3 to a row.
- The driver is not required to wear a mask unless there is a passenger seated beside him.
- All other staff in the vehicle, are required to wear a mask unless the staff and the children are from the same bubble
- Children are not required to wear a mask if seated with children from the same grouping or household. If groupings cannot be maintained, masks should be worn by school-aged children during the transportation. Upon arrival, the children should be placed in their regular grouping and shall not wear masks unless ill. Children under the age of two should not be wearing masks.
- Staff and children must wash their hands in the facility before leaving and upon return.
- Staff are to have a supply of hand sanitizer to sanitize children's hands once they arrive at their destination.
- Vehicles are to be cleaned and disinfected at the end of each completed run. This would apply to high touch surfaces such as door handles, armrests and seatbelts. Refer to the Cleaning and Disinfection Procedures section in this document for information on disinfectants and their use.
- Consider setting the ventilation of the vehicles to non-recirculated air or opening windows to help reduce the risk of transmission.
- Facilities must keep a vehicle log which includes the date travelled, and a list of passengers to facilitate contact tracing.

## **Control measures as guided by Public Health if an outbreak is detected.**

### **What is the definition of a COVID-19 outbreak in a facility?**

One confirmed case of COVID-19 (Individual who tests positive for the virus causing COVID-19);

**Note:** Children or staff who have been identified by their primary care provider as having seasonal allergies or who suffer from chronic runny nose/nasal congestion would not be considered a suspected symptomatic case.

### **How to report cases to Public Health?**

If the facility has one confirmed case of COVID-19, or has a suspected cluster of symptomatic cases, the facility is to advise Public Health by contacting the Regional Health Authority Public Health Nurse or the after-hour emergency number (for after hours) as per the Management of Illness document.

Testing is usually not recommended to clear an individual. Public Health will inform the individual or parent (when a child is involved) when isolation may be lifted. The facility does not require a notice from Public Health to confirm a negative COVID-19 result. If a child or staff has a positive result, Public Health will notify the facility.

If an outbreak is declared, the facility must close. Early Learning and Childcare Facility operators are **required** to inform the Department of Education and Early Childhood Development (EECD) immediately when Public Health closes their facility due to COVID-19. Regional Public Health will notify the Office of the Chief Medical Officer of Health, who then notifies EECD.

Regional Public Health will be involved to manage the outbreak and ensure contacts are identified, public health measures are in place and will lead any communication that is required.

Regional Public Health will notify EECD when Public Health has determined that an Early Learning and Childcare Facility closed due to an outbreak has met the Public Health requirements to re-open. As the licensing agency, EECD will determine and notify the operator as to when the facility can re-open. **The facility cannot reopen until advised by Public Health and EECD.**

### **Outbreak Preventive Measures**

As part of the current mandate, ELCFs are required to have a management of illness plan. The plan will be required to be updated to include information on COVID-19 and the control measures to follow when dealing with a suspected case of COVID-19. Summer Camps must also have a management of illness plan detailing the same, and must ensure their plan includes contact information for the Regional Health Authority Public Health Nurse and the after-hour emergency number. Summer Camp operators can obtain this information by contacting their Health Protection Services regional office (See **Appendix B: Early Learning and Childcare Services & Health Protection Services Regional Offices**).

Control measures on suspected cases of COVID-19 include:

- When a facility must close because of an outbreak, Public Health will give the directive to the facility. For large facilities that have multiple licences e.g. a facility that has various wings with each wing having its own separate licence, the Regional Medical Officer of Health will determine if the entire facility will be required to close during an outbreak.
- ELCF operators are required to inform EECD immediately if Public Health closes their facility due to COVID-19.

- If exclusion/isolation is required, ensure that measures are in place to inform parents/guardians and staff of the situation and of how important this control measure is. Proper exclusion/isolation is one of the most important and effective measures in controlling the spread of disease to others. Parental and staff cooperation is critical. The facility must have an area that can be designated to isolate a staff or child that becomes symptomatic during the day while waiting to be picked-up. Pick-up is to occur within an hour of notification. Parents must be aware that this is an expectation.
- Symptomatic children must be immediately separated from others in a supervised area until they can go home. Where possible, anyone providing care to an ill child should maintain a distance of 2 metres.
- It is important that the group of combined children/staff the symptomatic child was in, not mix with the rest of the facility population until the 'suspect case' is assessed.
- If a 2-metre distance cannot be maintained from an ill child, if circumstances allow, the child should wear a community mask while waiting for parents to pick up the child.
- **Note: Masks are not required for healthy children at Early Learning and Childcare Facility and Summer Camp settings.**
- Ill staff must immediately isolate from others and wear a community mask until they are able to leave the facility.
- Hygiene and respiratory etiquette must be practiced while the ill child/staff is waiting to be picked up.
- Require temperature checks for staff and children upon arrival and repeat temperature checks at least every five hours thereafter.
- Environmental cleaning and disinfection of the isolation area must be conducted once the ill child/staff has left the facility.
- If an outbreak is confirmed, post appropriate notices for parents/guardians at all entrances to the facility to ensure that disease information is available for staff and parents/guardians if needed or requested.

## Appendix A: COVID-19 Screening Questionnaire for for Early Learning Childcare Facilities and Summer Camps

*Note: Children or staff who have been identified by their primary care provider (or another health care provider) as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded.*

<b>1.</b>	Do you have any 2 of the following symptoms: ● fever or feverish (flushed, warm to touch) ● cough ● sore throat ● headache ● runny nose ● a new cough or worsening of a chronic cough ● feeling tired ● diarrhea ● loss of taste or smell	<b>YES</b>	<b>NO</b>
<b>2.</b>	Do you have the following symptom: ● In children, purple fingers and/or toes?	<b>YES</b>	<b>NO</b>
<b>3.</b>	Have you or anyone in the household had close contact (face to face contact within 2 meters) with a confirmed case of COVID-19 within the last 14 days? This question does not apply if you or anyone in your household is a Health Care Professional (HCP).	<b>YES</b>	<b>NO</b>
<b>4.</b>	For households with HCPs, have you or anyone in the household had close contact (face to face contact within 2 meters) with a confirmed case of COVID-19 within the last 14 days, outside the health care setting?	<b>YES</b>	<b>NO</b>
<b>5.</b>	a) Are you required to self-isolate due to travel within the last 14 days?	<b>YES</b>	<b>NO</b>
	b) Are you exposed to other members of your household who are required to self-isolate due to travel within the last 14 days and are <b>unable</b> to follow the <a href="#">Self-Isolation Guidance for Asymptomatic Individuals</a> ?	<b>YES</b>	<b>NO</b>
<b>6.</b>	In the last 14 days, have you or anyone in the household been diagnosed with COVID-19?	<b>YES</b>	<b>NO</b>
<b>7.</b>	Have you been told by Public Health that you may have been exposed to COVID-19?	<b>YES</b>	<b>NO</b>
<b>8.</b>	In the last 14 days, have you had close contact with an individual who is suspect of COVID-19 while providing direct patient care, and you were not wearing proper Personal Protective Equipment (PPE)?	<b>YES</b>	<b>NO</b>

If you have answered “Yes” to any of the above questions, stay home, contact 811, and do not return to the facility/camp until clinical evaluation excludes COVID-19 or a COVID-19 test is negative. If the COVID-19 test is positive, then you must stay home and self-isolate for 14 days. Public Health will advise when isolation may be lifted.

Regarding question #5, self-isolation is not required for those that are healthy and:

- live in one province but commute to work locally or operate a business in a neighboring province; or
- provide or support things essential to the health, safety, security or economic well-being of New Brunswickers, including commercial transportation of goods by truck, train or plane; or
- are a resident of Campobello Island who must cross the border to access required goods and services; or
- travelled to another province for a medical appointment; or
- are required to facilitate children sharing their time between parents under an order or agreement providing for joint custody.
- are a resident of Avignon Regional County, Témiscouata Regional County or the Listuguj First Nation.

Travel for these purposes requires that you go directly to and from your appointment/destination and/or your accommodations; self-monitor for symptoms; avoid close contact with vulnerable individuals (for which you are not the primary care giver); and follow the guidance of the Chief Medical Officer of Health.

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Appendix B: Early Learning and Childcare Services & Health Protection Services  
Regional Offices**

**For Early Learning and Child Care Facility inquiries, please contact ELCS**

Early Learning and Childcare Services (ELCS) Regional Offices:

<p><b>Region 1 – Moncton</b> <b>Address</b> Satellite Office – Early Childhood Development École Louis-J- Robichaud 435 Main St. Shediac, NB, E4P 0S6 <b>Phone number</b> (506) 533-3712 <b>Email</b> <a href="mailto:ELC-SGERegion1@gnb.ca">ELC- SGERegion1@gnb.ca</a></p>	<p><b>Region 2 – Saint John</b> <b>Address</b> Milledgeville North School, B108 490 Woodward Ave. Saint John, NB E2K 5N3 <b>Phone number</b> (506) 658-2604 <b>Email</b> <a href="mailto:ELC-SGERegion2@gnb.ca">ELC- SGERegion2@gnb.ca</a></p>	<p><b>Region 3 – Fredericton</b> <b>Address</b> Marysville Place 1st Floor 20 McGloin St. Fredericton, NB E3A 5T8 <b>Phone number</b> (506) 453-3005 <b>Email</b> <a href="mailto:ELC-SGERegion3@gnb.ca">ELC- SGERegion3@gnb.ca</a></p>	<p><b>Region 4 – Bathurst</b> <b>Address</b> 3376 rue Principale C.P. 3668 Tracadie-Sheila, NB E1X 1G5 <b>Phone number</b> (506) 394-4696 <b>Email</b> <a href="mailto:ELC-SGERegion4@gnb.ca">ELC- SGERegion4@gnb.ca</a></p>
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**For Summer Camp inquiries, please contact HPS**

Department of Public Safety – Health Protection Services (HPS) Regional Offices:

<p><b>Central Region</b> Fredericton Phone number: (506) 453-2830</p>	<p><b>South Region</b> Saint John Phone number: (506) 658-3022</p>	<p><b>East Region</b> Moncton Phone number: (506) 856-2814</p>	<p><b>North Region</b> Bathurst Phone number: (506) 549-5550  Edmundston Phone number: (506) 737-4400  Campbellton Phone number: (506) 789-2549</p>
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**Appendix C: ELCF and Summer Camp – Sample Daily Group Log**

No	Child Name	Temperature Check	Staff Name	Temperature Check	
		Mid-Day		Arrival	Mid-Day
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Name of Group: \_\_\_\_\_

Date Group Established: \_\_\_\_\_

Group Log Confirmed By: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix D: Cleaning Guide for Re-opening an ELCF and Summer Camp after a COVID-19 Outbreak

Refer to the table below for a list of areas and items that require cleaning prior to re-opening an ELCF or Summer Camp after an outbreak (For information on cleaning and disinfection products and procedures refer to the “Cleaning and Disinfection Procedures” section in this document).

Areas/Items	Cleaning Method
Non-porous toys and play equipment	Clean and disinfect
Toy shelves and boxes	Clean and disinfect
Soft washable toys	Launder*
Dress-up clothes	Launder*
Mouthed toys	Clean, disinfect and then rinse with potable water
Bibs	Clean and disinfect
High chair table	Clean, disinfect and then rinse with potable water
Cribs/cots	Clean, disinfect
Soothers/pacifiers	Clean, disinfect, and then rinse with potable water
Used play dough-commercial	Discard
Used play dough-homemade	Discard
Water play table	Not permitted during COVID-19 pandemic
Sand boxes	Not permitted during COVID-19 pandemic
Foam play mats	Clean and disinfect
Sheets and blankets	Launder*
Nap mats/cots	Clean and disinfect
Food contact surfaces	Clean, disinfect, and then rinse with potable water
Doorknobs, light switches, railings, floors, sinks, non-food contact surfaces, chairs	Clean and disinfect
Upholstered furniture	Vacuum**
Small area rugs	Vacuum**
Carpets	Vacuum**
Floors	Clean and disinfect
Garbage containers	Empty, then clean and disinfect
Change table/pad Including the entire surface of the change area and the sides of the change surface	Clean, disinfect, and then rinse the surface with potable water
Toilets/urinals	Clean and disinfect
Stall walls/partitions	Clean and disinfect
Stall walls/partitions-fabric	Launder*
Potty chairs/seats	Clean and disinfect
Sinks	Clean and disinfect

\*Refer to the “Laundry” section in this document for recommendations on laundry procedures.

\*\* Only use vacuum cleaners equipped with exhaust filters, preferably HEPA filters, for carpeted areas. If your vacuum does not have an exhaust filter, do NOT vacuum the room. An option to vacuuming, would be to steam clean.

**Appendix E – Parental Confirmation and Acknowledgment of Screening Responsibility**

I, \_\_\_\_\_, hereby acknowledge that I understand my  
(name of parent/guardian)

responsibilities for the screening of my child/children for COVID-19 symptoms prior to bringing  
my child/children to \_\_\_\_\_ every day.  
(name of facility)

I understand that bringing my child/children to the above-named facility signifies that I take full  
responsibility and attest that all questions in the screening questionnaire were answered with a  
“no”.

\_\_\_\_\_  
(parent signature)

\_\_\_\_\_  
(witness)

Date: \_\_\_\_\_