

## **Reminder on Good Health Practices for Childcare facilities**

The following recommendations are consistent with the COVID-19 workplace preventive measures developed by the Institut national de santé publique du Québec (INSPQ). They are intended to support childcare facilities in adapting their premises and organizing their daily activities accordingly.

For information on hygiene measures, guidelines, instructions and other protocols related to public health, visit the following website: [www.quebec.ca/sante/problemes-de-sante/a-z/coronavirus-2019/reponses-questions-coronavirus-covid19/isolement-symptomes-traitements-covid-19/](http://www.quebec.ca/sante/problemes-de-sante/a-z/coronavirus-2019/reponses-questions-coronavirus-covid19/isolement-symptomes-traitements-covid-19/). We also recommend that you refer to the INSPQ's latest information sheet on the following website: <https://www.inspq.qc.ca/covid-19/sante-au-travail>.

It is essential that you obtain and use the necessary protective equipment in accordance with the INSPQ guidelines.

### **Organization of daily activities**

- Read and distribute:
  - To parents and all personnel, the prevention, exclusion and disinfection measures recommended by the Direction de la santé publique: [https://santemontreal.qc.ca/fileadmin/fichiers/Campagnes/coronavirus/ Services-de-garde-SantePublique.pdf](https://santemontreal.qc.ca/fileadmin/fichiers/Campagnes/coronavirus/Services-de-garde-SantePublique.pdf). You may also propose a “life code” document, to be signed by the parents reminding them of the measures and exclusion rules.
  - To all personnel, the specific measures that must be applied if symptoms suggestive of the disease are present (fever, cough, respiratory difficulties or other symptoms) according to the following website: <https://www.quebec.ca/sante/problemes-de-sante/a-z/coronavirus-2019/reponses-questions-coronavirus-covid19/#c46790>.
- Develop a pandemic preparedness plan adapted to the childcare setting and ensure that it is applied, particularly if a child presents symptoms (<https://publications.msss.gouv.qc.ca/msss/document-000968/>).
- Promote online training on case and contact management : <https://www.inspq.qc.ca/covid-19/formations/gestion-cas-contacts>.
- Plan for, and provide personnel with, sufficient quantities of the necessary protective equipment.

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### **Layout and use of rooms**

- Put up posters reminding everyone of the importance of hand hygiene, respiratory etiquette and physical distancing in high-traffic areas (e.g. entrance hallway, rooms, bathrooms and exterior doors)
  - [www.mfa.gouv.qc.ca/fr/publication/Documents/MFA-Affiche\\_Mains.pdf](http://www.mfa.gouv.qc.ca/fr/publication/Documents/MFA-Affiche_Mains.pdf)

– OTHER POSTERS (Respiratory hygiene – Protect the health of others [https://publications.msss.gouv.qc.ca/msss/document-000450], Staying at home means saving lives! [https://publications.msss.gouv.qc.ca/msss/document-002469/], etc.)

- Introduce a strict triage process in the entrance hallway of the childcare facility (personnel, parents, children and other service providers (e.g. delivery or courier services)).
  - Refuse entry to any child presenting symptoms suggestive of the disease (fever, cough, respiratory difficulties, sudden loss of sense of smell or taste, or other symptoms), as indicated on the following website: <https://www.quebec.ca/sante/problemes-de-sante/a-z/coronavirus-2019/reponses-questions-coronavirus-covid19/#c46790>.
  - Refuse entry to any child whose parents present these symptoms or who are already in isolation for COVID-19 (case or contact).
- Limit access to parents or other adults dropping off or picking up a child.
  - Whenever possible, take charge of the child at the main entrance door.
  - Minimize parents' access to the childcare facility (the parent should not enter the room of his or her child's group).
  - Suggest to parents that only one parent or adult be responsible for dropping off or picking up their child.
  - Whenever possible, limit the access of individuals who are occasionally authorized to drop off or pick up the child and who do not live at the same address.
  - Try to stagger the children's arrival and departure times to prevent too many families from being present at the same time.
- Provide a space, right at the entrance to the childcare facility, where everyone can wash their hands or apply an alcohol-based solution (make sure that it is outside the children's reach).
- Limit the number of people occupying rooms at the same time.
- Provide a single room for each group and avoid changing or sharing rooms.
- Whenever possible, limit use of the multi-purpose room (if one exists) to a single group at a time.
- Arrange the premises to put as much distance as possible between people.
  - Space out the use of hooks and lockers in the cloakroom.
  - Minimize access to a given room to the assigned group.
  - Whenever possible, create space between people (educator and children) sitting at a table.
  - Space out the "play" areas (e.g. kitchen corner, reading corner or resting corner).
  - Add tables, as needed, to put more distance between the children.

- Put physical markers on the floor or walls (e.g. lines, stickers or cones) to indicate the two-meter distance that must be maintained between the children during certain activities.
- Provide the children with closed bags or bins for storing their personal belongings.
- Remove all unnecessary objects from the common areas that are accessible to the children (e.g. magazines or decorations).
- Pay close attention to spaces where bottlenecks can form (e.g. entrance to the cloakrooms, exit door to the outside play area, or stairways).
  - Prevent queues of people who are close together from forming in these areas.
  - If possible, organize schedules to limit the number of people in the common areas at the same time.
  - If possible, create one-way traffic paths.

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- If possible, reserve one bathroom exclusively for personnel (not accessible to the children).
- Identify one secure room where a child presenting symptoms can be isolated while waiting for his or her parent to arrive.
- Use posters to identify spaces and rooms that have been disinfected and those that need to be.

### **Managing schedules and groups**

- Organize the groups and schedules according to the prescribed educator/children ratios, to ensure continuity of service.
- Promote the creation and maintenance of stable groups (educators should stay with the same groups).
- Avoid the sharing of material and equipment among the educators and different groups (e.g. games, pencils and communication devices).
- Keep the same educators consistently with the same group and in the same room. When the work time is shared by two or more educators, avoid rotations among the different rooms or with different children.
- Minimize the rotation of personnel among the various facilities of the same childcare facility.
- Rethink how daily activities and routines are organized to prevent queues or groups from forming (for example, not everyone should go to drink water, wash their hands, get their mats or look for a toy at the same time).

### **Managing activities and outings**

- Avoid games involving contact between people, as much as possible.
- If possible, limit the use of toys, books or table games to one child at a time.
- Limit the number of toys and games in the common areas.
- Remove all toys that are difficult to clean (e.g. puzzles, play dough and card games).
- Both personnel and children should avoid bringing objects from home on a regular basis (e.g. educational material, cuddlies or stuffed animals). Comfort items should stay in the rooms and be cleaned by the childcare facility.
- Space out the mats during rest time and make sure that the bedding is washed regularly (blankets and covers) in the childcare facility.
- Maximize outdoor time, while limiting the number of people using the yard or any other outdoor space at the same time, when applicable or depending on the size of the outdoor play area.
- Authorize use of the outdoor play module only if it can be disinfected on a regular basis.

### **Organizing meal and snack times**

- Whenever possible and for autonomous children, encourage a distance of two metres between the children and educator.
- Add tables as needed.
- Whenever possible, space out the use of highchairs (floor models or fastened to the wall) for infants (e.g. use every second chair).
- Do not share utensils, dishes, glasses, trays, etc.
- Avoid using water bottles.
- Avoid brushing the children's teeth at the childcare facility.