

Mrs. Malans Music & Movement Preschool

Corona Virus Infection Prevention Management

The outbreak of the COVID-19 virus pandemic has caused great anxiety in many countries all over the world – and countries that have a travelling population and are popular tourist attractions are greatly at risk.

As our Canadian population is a travelling population, and a popular tourist destination, especially for family visits, business, vacations and during retirement, our population is at high risk. Especially as for our close connection with Asia imports, tourism and business travel, and now also with the USA (Washington) Iran, Italy, etc. - currently at 110 countries has been infected.

We have to take the appropriate measures to ensure our Preschool facility stays a safe space for your children, and the population stays safe, whilst going about our daily business and routines. We therefore ask that you give us your 100% support to stay safe.

To put you at ease – more than 12000 people have died from influenza in the USA this winter. And that is numbers from weeks ago. The issue with COVID-19 is that there is currently no known cure, or immunization against the virus. As it is the same family of viruses (Corona) the medications to treat the well-known influenza viruses are used to COVID-19 with good results. Older men with chronic influenza and/or weakened immune systems are at the highest risk, with children not affected but still carriers of the virus. COVID-19 claim to fame is its **news** worthiness as it is **new**.

We know now that the COVID-19 virus spreads with travel – and human contact. The challenge is that the COVID-19 virus is known to have infected people at least 12 weeks after being deposited - therefore new methodologies have to be applied.

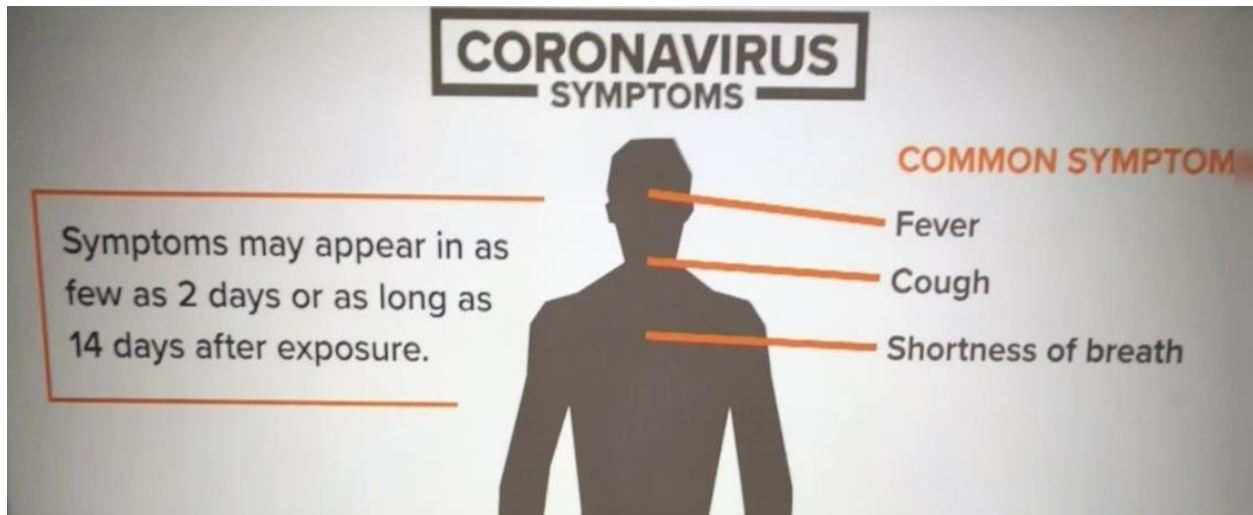
As for lessons learned from the short history of the COVID-19 virus, it is abundantly clear that **travel outside a person's safe zone is a very bad idea** at this time and should be avoided at all costs. Also, returning from travel outside the safe zone, self isolation is imperative.

Here is the latest example: South Africa had no COVID-19 cases. Then 10 friends went on a 10-day vacation to Italy, returned, were checked by airport health officials, all were declared healthy. Two days later the one person showed the symptoms and tested positive. Just think of it – every person at customs / ground staff / etc., every person on the taxi, bus, aircraft, every person at the airport at entry, etc. is in danger to have been infected. All their friends / family that they met, and of course, all the above people's

families, co-workers, store attendants, etc. is also at risk. **Those 10 irresponsible travellers will be directly responsible for a country and perhaps a continent being infected.**

We trust that you will understand the example, and act accordingly.

Identifying infection with COVID-19



The method of identifying would be a **dry** cough, with the possibility of a sore throat, **definitely fever**, with **shortness of breath** and difficulty breathing. If you or someone in your household experience these symptoms, then you should contact your physician by phone or 911 immediately and follow their directions.

Our focus would be to advise you to prevent contracting a corona virus. Here are some thoughts about that:

Here are our definitions:

Safe Space:

We define a safe space as a space where we could control the spread of the virus 100% - for instance our homes, the Preschool facility, our cars, etc.

This is a personal space for a family where the following could be implemented:

- Entering the safe space leave the shoes and coats outside. Clean shoes with an anti-bacterial wipe / cloth and wash hands immediately.
- If a person sneezed, take the clothing covering the arms off and wash immediately.

- Wash hand before touching anything.
- Frequently wipe all touch surfaces with an anti-bacterial wipe / cloth
- Do not allow anyone inside your safe space that has travelled outside your safe zone.
- Always cough / sneeze in a paper towel and throw the paper towel away.

Safe Zone:

Your safe zone could be the area that would include your safe spaces – a child's grand parents' home (if they implement a safe space policy) would be included in the safe zone.

Enclosed Space Danger Zones:

The definition of an enclosed space danger area is inter alia:

- Enclosed space without / very little to zero natural ventilation that draws fresh air for the outside and replace the air inside the space;
- Enclosed space that has full or partial re-circulating air replacement system
- Enclosed area that has air circulation system with filtration spec larger than 120 microns.
- Open or Enclosed area with high people density – that is where people would be mostly in a 1 meter or less space from another. The safer option is to stay 2 meters from one another.

Examples of space danger areas would be, but not limited to:

Air travel, cruise ship travel, bus travel, train travel, motor vehicle travel, medical clinics, sport gatherings, training centres including schools, colleges, etc.

Also, commercial, retail and office spaces with high density of people including cubicle offices, etc.

These areas should be avoided – especially if the people with you in that space is unknown to you.

The proposed ways to deal with danger zones are as follows:

- **Do not travel outside your known safe zone** and/or with unknown people around you. If you have travelled with enclosed space transport with passengers that you did not know, please take extra precautions regarding your health.
- Take temperature measurements of every one that has travelled on a regular at least 2 hourly, and check for symptoms all the time. Apply some version of self quarantine for at least 21 days.

- Travel with your own family and known friends inside your own vehicle.
- It is prudent to wear a face mask – just ensure that the mask can filter out particles larger than 120 microns and fits 100% airtight around your nose and mouth.
- Only access spaces that you are familiar with and people that you know very well – people that will respect your health and stay away from public spaces when they are not well.
- Do not handshake with people wave to them.
- Do not elbow shake with people – coughing / sneezing in your elbow can lodge the virus in the clothing.
- Try to avoid people touching you.
- Stand/sit away from people that are sniffing, coughing, sneezing, and display symptoms like head aches, coughing, difficulty breathing, muscle pain, looking sick, etc. Try to stay at least 3 meters from a person coughing or sneezing – it takes at least 3 meters for the virus to obey gravity and drop to the floor. If there is air flow due to an air circulating system that distance may increase.
- Do not touch any handrails, door knobs, light switches, etc. without gloves. Remove the gloves before you get into your car, home to prevent the transfer of any viruses to your safe spaces.
- Cough / sneeze into your elbow – if your elbow is not covered with cloth, then get a big handkerchief out (keep a number of them with you) and wash your hands after putting it away. If you use paper handkerchiefs, ensure that you have large and thick ones and discard them before you get into your car or home. Remember to wash your hands.
- Always cough / sneeze in a paper towel and throw the paper towel away.
- If you vacuum your house, make sure your family is out of the home for at least 15 minutes after you finished to allow the fine dust / viruses to float down to the floor again. Please cover your face if possible.

Touch Danger Areas:

The definition of a touch danger area is inter alia:

Any surface that we touch with our hands, feet or other body parts like arms and legs, said surface has the possibility of harbouring a COVID-19 virus, or thousands of them.

Examples of touch danger areas would be, but not limited to:

- Air travel, cruise ship travel, bus travel, train travel, motor vehicle travel, small retail stores, medical clinics, (winter) sport gatherings, training centres including schools, cubicle offices, restaurants, homes, workplaces, etc.
- Greeting others by hand or kiss or even hugs
- Touching others should be avoided – especially if the people with you if that space is unknown to you.
- Define your safe spaces and keep them clean and sanitized all the time.

The proposed ways to deal with Touch Danger Areas are as follows:

- **Do not travel** outside your safe zone with unknown people around you. If you have travelled, without gloves, and touched any (public) surfaces like handrails, please restrict your access to other people to an absolute minimum for at least 21 days.
- Travel with your own family and known friends inside your own vehicle.
- Do not touch any parts of your face – teach those around you to do the same.
- Wash your hands as often as possible.
- Wear gloves at all times outside your safe spaces.
- Clean / disinfect all touching spaces that you have control over like door handles, bathroom handles, etc.

Our Facility Safety Procedures:

We are doing our very best to ensure our facility is a safe space for you and your child, and we kindly request you to consider the following procedures:

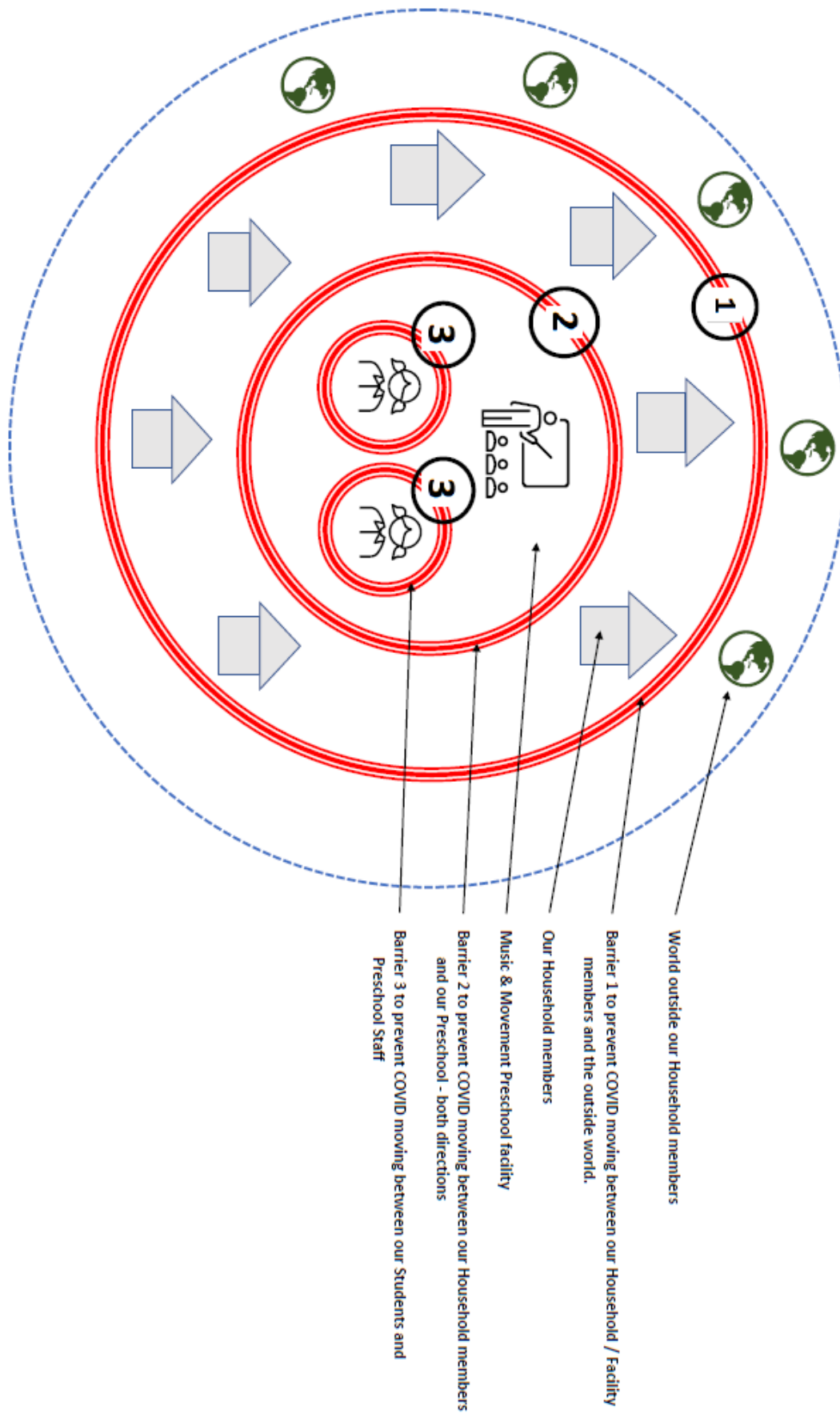
- Please ensure that you keep yourself or anyone else at home at signs of a dry cough, fever or influenza. Immediately see your family physician for evaluation,

testing, medication and if need a version of self quarantine. Children are supposedly not to be affected by the COVID-19 virus, though they are carriers.

- Please ensure that your child's lunch box and water bottle is sanitized before packing them in the backpack.
- Open and close our facility front door with a gloves / clothing covered hand or arm. The door handle is very practical as you only have to push it down and push the door open.
- Please ensure that your child wash their hands before they come to class, and immediately after they have changed their shoes.
- Please bring you own pen to sign in / out and please avoid touching the sign-in sheet. We will continually sanitise the available pens.
- Please try not to touch anything that you really do not have to touch.
- We will clean / disinfect all the used touch surfaces on a daily basis, including but not restricted to toys, worktable, door handles, etc.
- Please refrain from greeting anyone else but your child by hand or kiss or hug.

We thank you for your co-operation.

Mrs. Malans Music & Movement Preschool
www.MusicPreschool.ca
Version 1.00 March 21, 2020
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Mrs. Malans Music & Movement Preschool

Additional Corona Virus Infection Prevention Management

Here are the additional safety procedures that we are implementing from Monday morning March 29, 2002 to minimize the risk for COVID-19 contamination:

- Please implement a routine to take the temperatures of every member of your household at the same time every morning and every evening. With a laser thermometer (\$20) it takes about 10 seconds to measure and record a person's internal temperature. We will supply you with the recording sheets on Monday. We could also take and record your child's temperature on a daily basis if you would request us to do that.

This would be an excellent early warning system that would give us all an indication if there is a possible fever present. There may be 100 reasons for the fever, but at least you could focus on symptoms at an early stage.

- When you arrive at the facility, please bring your child to the facility in the order that you arrived and parked. If you are first to park, please go ahead and bring your child to the facility.
- The occupants and student of next vehicle to arrive only proceeds to the facility when the first vehicle occupants are walking back to their vehicle. Please keep a distance of 2 meters between the 2 parties.
- When you arrive at the front door, place the backpack on the concrete pad and leave it there. The fresh air and low temperatures would quickly kill any virus presence, and we will also spray the backpack touch areas lightly with sterilizing spray. The students will pick up the backpacks at snack time.
- Please wear leather/wool/ cloth gloves (no plastic / nylon / smooth surface) to touch the door handle. We will place paper hand towels at the front door that you could use to touch the door handle coming in or going out. When done, please place the paper towel into the bin at the front door.
- In the event that you enter the foyer, and another parent is already in the foyer, please step back and close the door, and stand back on the gravel to ensure a 2 meter space between you and the parent that will emerge shortly from the foyer.

- When you come to pick up your child, please use the same procedures as above.
- Please ensure to take your child to the washroom and ensure a good hand wash – please assist them with the handwash.
- Please grab one of the sterilized pens standing upright in the pen holder at the sign-in podium, sign in your child, and place the pen on the craft table directly next to the sign-in podium when you are done.
- The Teacher will stand towards the classroom door to greet you and your child, keeping the 2-meter distance in place, and send the student into the classroom.
- Please exit the foyer as soon as possible to ensure a smooth and quick drop-off and sign in.
- If you want to meet with myself regarding the ACCB funding, please just wave to me and walk around the side of the home and meet with me on the back deck.

We thank you in advance for keeping with the safety procedures to ensure we all stay safe.

Mrs. Malans Music & Movement Preschool

Summer COVID-19 Infection Prevention Management

Here are the additional safety procedures that we are implementing from **Monday morning May 25, 2020** to eliminate the risk for COVID-19 contamination at our facility.

Synopsys

According to BC Health Authority the risk of children being carriers of or contracting the COVID-19 virus is statistically negligible. The virus is mostly spread by adults that does not practise safe procedures, not follow handwashing and social distancing rules and other Health Authority guidelines.

To create a safe space at home is the responsibility of parents, that is to ensure that an infection is not carried into the student's home. That would ensure that the student would not carry the virus to Preschool.

To create a safe space at the Preschool facility is our responsibility, that is to prevent a virus being carried into the facility.

Firstly, we are introducing new Sign-in and Sign-out procedures that would enable parents, with a practical method, to achieve continuous social distancing all the time.

Also, these procedures will prevent a virus being transferred into our facility whilst riding along with the shoes of the parent or student and then transferred to a student that may touch the floor or carpet.

Also, these procedures will also prevent a virus being transferred into our facility via a backpack carrying a virus.

We identified the possible port of entries of a COVID-19 virus into the facility and took the necessary steps to prevent that occurrence:

- We do not allow any adults into the facility with the exception of parents with outside shoes off outside, and not allowed to touch anything inside the facility except their child.
- We also do not allow backpacks, food containers, outside shoes, etc. in the facility.
- Students take off their outside shoes outside, step on a clean platform when entering the facility, and put on their inside shoes inside the facility.
- Also, we are focussing to take all possible activities outside. We only have Circle Time, Dancing and Music Sessions inside. From there the students go outside and have snack break, playtime, Show-and-Tell time and closing routine outside. The containers will follow the students to the playhouse where they would enjoy their snacks.
- The Parents would then sign-out under the RV canopy and their children will be release to them by the Teacher from their seating places under the willow tree.
- The backpacks with food are dropped off in containers at arrival, and the backpacks and craft table items will again be in the containers at the pick-up point.
- Rainy days the containers with backpacks will be placed outside at the under-roof area next to the dancing room, and the students will collect their backpacks, wipes, etc. from there.

At Home Procedures

Please implement a routine to **take the temperatures of every member** of your household at the same time every evening. It takes about 20 seconds to measure and record a person's internal temperature.

- Please record these temperatures and study the temperatures every evening and if you find any increase in temperature please contact your local health care provider immediately.

- This would be an excellent early warning system that would give us all an indication if there is a possible fever present. There may be 100 reasons for the fever, but at least you could focus on symptoms at an early stage.

Please ensure that your home and vehicle are safe places, as per our recommendations before, and that your children are leaving your home without the risk of carrying a virus out of your home. From heating your child's clothes in a clothes dryer before putting them on, to disinfecting the backpack, food containers, shoes, handles, touch surfaces, etc.

We thank you for your efforts to keep us all safe.

General

- We do not allow any other adult in the facility besides students and parents.
- We change shoes when going out of the home and coming into the home.
- We disinfect anything coming into the facility, including all food items, shoes, etc.
- Our Teacher disinfects all surfaces, including classroom, bathroom, inside play area, toys, floors, etc. on a regular basis.

Adult Facility Entry Procedures

- No access into the facility without supervision by the Licensee or Teacher / Manager
- Shoes off before entering
- Medical face masks on
- Sterilize hands before entering
- Maintain Social Distancing except with own child
- No touching anything except own child
- No use of bathroom facilities
- Leave immediately after accomplishing goal for entry.

Drop-off Procedures – Sunshine & Rain

1. When you arrive at the facility, please bring your child to the facility in the order that you arrived and parked. If you are first to park, please go ahead and bring your child to the facility.
2. Please ensure Social Distancing at all times with other parents.
3. In the event that you are closing in on the front door, and another parent is already at the front door, please stand back to ensure at least 3 meter space between you and the parent that is at the front door or that is in front of you.
4. When you arrive at the front door, place the backpack (with the student's name clearly marked) in the yellow container with your child's name and leave it there. Please put the cover back after placing an item in the container.

We have bottled water (from Costco) inside, each bottle marked individually with the student's name on.

5. Let your child sit down on the chair next to the sign-in podium, take off their outside shoes, and place them on the rubber mat. Take off their jacket, and other accessories, and place that in the container as well. In cold/cool weather please send the jacket with your child inside.
6. Then pick up your child and put him/her on the wood platform at the front door and let them walk inside the foyer – please stay on the outside. (The focus is not to contaminate the foyer floor). Our Teacher will receive them right there. Do not send your child into the foyer if you do not have eye contact with our teacher.
7. The Teacher will greet you and your child, keeping the 2-meter distance in place with you, and send the student into the washroom and ensure proper handwashing and drying.
8. As it is important to us to absolutely prevent a virus transferred onto the sign-in sheet, or a virus transferred from one parent to the other via a twice used pen, we kindly request you to follow this procedure with your sign-in and out:

- Please take a paper towelette from the stack on the podium and place that on the sign-in paper
 - Place that towelette on the sign-in sheet where your hand would be resting when you use the pen.
 - Then take a pen from the pen holder,
 - Sign-in whilst placing your hand on the towelette,
 - When done, **drop both** the pen and towelette in the basket under the sign-in table.
 - Please do not put the pen back into the pen holder.
 - Then leave the sign-in table right away.
9. Please exit the front door area as soon as possible to ensure a smooth and quick drop-off and sign in.

Pick-up Procedures - Sunshine

1. When you arrive, please wait at the front of the RV - please keep social distancing - and when the Teacher send your child to you go to the RV canopy area and sign-out, using the same procedures as before.
2. Please take your child's backpack and jacket, etc. out of the yellow container with your child's name on and go directly to your vehicle via the driveway. Please be careful as there may be other users of the driveway at the same time.

Pick-up Procedures - Rain

1. When you arrive, please go to the front door area and sign-out, using the same procedures as before.
2. Your child will be released to you at the front door with their inside shoes off - please put on their outside shoes.
3. Please take your child's backpack and jacket, etc. out of the yellow container with your child's name on and go directly to your vehicle via the driveway. Please be careful as there may be other users of the driveway at the same time.

We thank you in advance for keeping with the safety procedures to ensure we all stay safe.

Preschool Procedures - Sunshine

The students will go through the normal morning routines of circle time, dancing, music activities and craft. After the craft they will go to the washroom and wash their hands. From here the students will proceed to the Playhouse.

In the meantime, the yellow containers will be delivered to the Playhouse. The students will then take their food containers out, sit down at the extended campground tables (3' spacing) and have their snacks. After snacks they will pack their food containers back into the yellow container. The students will clean their hands with their wipes - we provided a proper wash basin at the playhouse if any physical handwashing is required.

The students will play outside until show and tell time, when they will move towards the gazebo or the willow tree and have show and tell there, as well as story time. From the gazebo they will go back to the playgrounds and await their parents at the willow tree.

In the meantime, the containers will be delivered to the RV canopy vicinity, where the parents could collect the backpack, jackets, etc. to take home. The craft table items will be placed inside the containers.

Preschool Procedures - Rain

The students will go through the normal morning routines of circle time, dancing, music activities and craft. After the craft they will go to the washroom and wash their hands.

In the meantime, the yellow containers will be delivered under roof area adjacent to dance area and the lids placed beside each container. The students will then take their food containers out, sit down at the craft table and have their snacks. After snacks they will pack their food containers back into the yellow container. The students will clean their hands with their wipes.

They will play inside until show and tell time, when they will move towards the classroom and have show and tell there, as well as story time. From here they will go back to the inside play and await their parents.

In the meantime, the containers will be delivered to the front door area, where the parents could collect the backpack, jackets, etc. to take home.

Please do not hesitate to contact us if you have any questions.

Thank you again for assisting all of us to stay safe.

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Zylsma Enterprises Limited
Version 1.0
June 3, 2020

Front door Sign-in Station:



Outdoor Sign-in Station:



Under the willow tree:



“Social Distancing” snack time!



November 2020 Household Temperature Report: Members 1 & 2

Page 1

Date		Day		Household Member 1:				Household Member 2:			
				Time	Temp Reading	Temp Change	Any COVID symptoms?	Time	Temp Reading	Temp Change	Any COVID symptoms?
30-Oct	Friday	Morning:									
		Evening:									
31-Oct	Saturday	Morning:									
		Evening:									
1-Nov	Sunday	Morning:									
		Evening:									
2-Nov	Monday	Morning:									
		Evening:									
3-Nov	Tuesday	Morning:									
		Evening:									
4-Nov	Wednesday	Morning:									
		Evening:									
5-Nov	Thursday	Morning:									
		Evening:									
6-Nov	Friday	Morning:									
		Evening:									
7-Nov	Saturday	Morning:									
		Evening:									
8-Nov	Sunday	Morning:									
		Evening:									
9-Nov	Monday	Morning:									
		Evening:									
10-Nov	Tuesday	Morning:									
		Evening:									
11-Nov	Wednesday	Morning:									
		Evening:									
12-Nov	Thursday	Morning:									
		Evening:									

“Rain Day” Procedures.

Dear Parents,

The focus of our “Rain Day” procedure is to keep our COVID-19 arrangements in place, ensure that the students have access to their backpacks out of the rain, and that rain would not enter the containers. We may not activate this procedure in case of only a light drizzle.

You will note the activation of the Rain Day procedure when you do not see the container buggy parked at the main entrance.

1. Student Drop-off Procedure

The morning “Drop-off” procedure for students stays the same as before – you release your child on the beige steppingstones – your child will be received by our Teacher at the front door.

The after school student “Pick-up” procedure is the same – your child will be released by the Teacher when she observes the parent has sign-out and is ready to receive their child.

2. The Backpack Drop-off and Sign-in Procedure

After releasing your child to the Teacher, please proceed in a Northerly direction, follow the grey steppingstones, and turn left when passing the music room.



After turning left follow the arrow and place the backpack in your child's marked container. Please put back the lid. Turn right at the end of the buggy and sign in. This is a one-way directional process.



After signing in continue to walk away from the sign-in podium towards the lawn, turn right when you hit the lawn and walk back to the parking area – this time on

the other side of the container buggy and the small round table to ensure the next parent could sign in.



3. Backpack Pick-up and Sign-out Procedure

Please pick-up your child after you have signed out.

As before please proceed in a North direction from the parking area, follow the grey steppingstones, and turn left when passing the music room.



After turning left follow the arrow and turn left at the Sign-out podium. This is a one-way directional process.



Sign-out and then turn left again to give you access to the student's containers.



Now open your child's container pick-up the backpack in your child's container. Ensure to take the craft as well, but you could leave the wipes inside the container.

4. Student Pick-up Procedure

Now proceed back to the drop-off point at the beige steppingstones.

The after school “Pick-up” procedure for students stays the same as before– your child will be released by our Teacher at the front door when she sees you arriving from the sign-out station.

Thank you!

Version 1.1
September 24, 2020

Sign-in and Sign-out Procedures

Step 1

Sterilize your hands with the sterilizing cream to the right on the container buggy.

Step 2

Take a napkin and place it on the sign-in sheet and slide it up/down until your child's name is just above the napkin.

Step 3

Take your own pen or a "clean" pen from the pen holders on the container buggy.

Step 4

Whilst pressing down on the napkin, sign in/out.

Step 5

Now place the "clean" pen and napkin in the garbage bag to the left on the container buggy.

Thank you!