

COVID-19 Policy and Procedures



Last Updated December 2020

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What is the Coronavirus?

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered (2019) coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

Common symptoms

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization.

Most common symptoms:	Less common symptoms:	Serious symptoms:
<ul style="list-style-type: none">• fever• dry cough• tiredness	<ul style="list-style-type: none">• aches and pains• sore throat• diarrhea• conjunctivitis• headache• loss of taste or smell• a rash on skin, or discolouration of fingers or toes	<ul style="list-style-type: none">• difficulty breathing or shortness of breath• chest pain or pressure• loss of speech or movement

On average it takes 3 to 5 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.

How does it spread?

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

How to prevent spread of COVID-19

To prevent infection and to slow transmission of COVID-19, do the following:

- Wash your hands regularly with soap and water or clean them with alcohol-based hand rub
- Maintain at least 2 meters distance between you and people coughing or sneezing
- Avoid touching your face

- Cover your mouth and nose when coughing or sneezing
- Wash your hands after coughing, sneezing, blowing your nose
- Stay home if you feel unwell
- Refrain from smoking and other activities that weaken the lungs
- Practice physical distancing by avoiding unnecessary travel and staying away from large groups of people

Frequently Asked Questions (from BCCDC website)

What is the risk of COVID-19 for children and staff?

Children are at a low risk of catching and spreading COVID-19. In BC, children have had a much lower rate of COVID-19 infection than adults. Children who have developed COVID-19 have most likely acquired it from adults in the household setting. COVID-19 is more likely to spread between adults than among children.

Ensuring you follow public health prevention strategies (such as frequent and thorough hand washing, avoiding touching your face, staying home when sick, and avoiding direct physical contact/maintaining physical distancing) can reduce the risk of COVID-19 for everyone.

It is important to remember that many children can have the virus without showing any symptoms. However, there is no clear evidence that preschool aged children without symptoms pose a risk to other children or to adults.

When children do get symptoms, they generally have much milder symptoms than adults. For children, it's important to think about what is usual or unusual about their specific symptoms. For example, a child may have a low-grade fever, irritability and a runny nose because they are currently teething or a child may have a runny nose due to seasonal allergies.

Educating Staff and Students

The Little Marines Preschool COVID-19 Policy can be found on the preschool website, and posted on the bulletin board inside of the classroom.

We will be educating teachers and families by distributing information via emails prior to the start of school, teachers receive and review schoolboard and licensing policy changes due to COVID. Little Marines Preschool also holds a mandatory orientation where executive members review and discuss all changes in policies and procedures. The executive members will also encourage parents to talk to children about COVID-19 and social distancing in terms a child can understand.

Talking to Children About COVID-19

We encourage parents to create an open dialogue and educate children on why we need to practice social distancing.

Reassure the children that they are safe:

- “You don’t need to worry. Lots of amazing grown-ups are working hard to keep people healthy. Luckily, we already know a lot about how to keep healthy and make the germs go away!”
- Share age appropriate information and correct misinformation.
- Emphasize simple things that they can do and that we are doing to “keep the germs away”, such as regular hand washing, cleaning and sanitizing surfaces, and having a bigger personal bubble
- “Germs are really small and can travel from person to person. When we wash our hands properly, we can kill the germs. We when stay arm's length away you can stop the germs from spreading to your friends!”

Little Marines Preschool COVID-19 Policy

*Please note that this information is subject to change without notice to ensure compliance with Fraser Health Authority, WorkSafe BC and the Coquitlam School District.

Requirements from Fraser Health set the bare minimum that a preschool or child care centre must meet in order to operate during this pandemic. Little Marines Preschool has chosen to develop its own policies within these guidelines that may include protocols that add additional barriers of protection within our community.

Sick Policy

Before School

All parents, caregivers, children and staff must stay at home if they or anyone in their immediate household:

- have symptoms of COVID-19
- have a pending COVID-19 test
- have a household member with a pending COVID-19 test
- travelled outside Canada in the last 14 days
- is a close contact of a confirmed COVID-19 case

You cannot send your child to the school in PPE if they meet any of the conditions mentioned above.

If a parent, caregiver or staff member is unsure if they or a child should self-isolate, please use the following resources:

- the BC COVID-19 Self-Assessment Tool
- 8-1-1 or the local public health unit
- family physician or nurse practitioner to be assessed for COVID-19 and other respiratory diseases

Please do not contact members of the executive committee or teachers for medical advice as they are not medical professionals.

Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to preschool. The Executive Committee (EC) must clearly communicate with parents and caregivers to assess their children daily for symptoms before sending them for preschool.

Developing New Symptoms and Attendance

If you think your child is ill, please keep your child at home and monitor them for the next 24 hours.

If the child begins to develop new symptoms within the 24 hours of monitoring please contact a medical professional or 8-1-1 for medical advice on how to proceed and to determine if testing for COVID-19 is needed. If the child does not develop any new symptoms, the child is able to attend preschool after the 24 hours period.

If anyone in the student's household develops or is exhibiting new symptoms that mimic those of COVID-19 the child must stay at home and be monitored for 24 hours. If they do not develop any symptoms in the next 24 hours they are able to attend preschool.

Daily checks for respiratory illness at drop-off will be conducted by a staff member. The staff will ask parents and caregivers to confirm that the child and they themselves do not have symptoms of common cold, influenza, COVID-19, or other respiratory disease and conduct a temperature check. Children with any symptoms will be asked to return home.

During School

If a child develops symptoms while at preschool, the following steps will be taken:

1. A staff member will be designated to supervise the child and separate them from others, still within a supervised area, until they can be picked up by the parent/caregiver. This area is next to the side door. The area around the door will be marked off with bright coloured tape, so as to notify everyone to maintain a distance of 2 meters from the child.
 2. Staff will provide the child with PPE and support as necessary so they can practice
- Little Marines Preschool COVID-19 Policy

respiratory hygiene.

3. A staff member will contact the child's parent/caregiver or emergency contact to pick them up immediately. Parents or caregivers must pick up their child promptly once notified that their child is ill.
4. Doors and windows will be opened to increase air circulation in the area.
5. Avoid touching the child's bodily fluids. Wash hands if this happens.
6. The child will be picked up by the side door where they are waiting.
7. Staff will then clean and disinfect the space where the child was separated and any areas used by the child (ex., bathroom, common areas).

Refer to appendix A for protocol reference from the BCCDC website. If concerned, contact the local public health unit to seek further advice.

Return to School

Parents or caregivers must keep their child at home if they exhibit symptoms until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, or the new onset of symptoms have resolved. If a health care provider has excluded COVID-19 or other infectious diseases or the symptoms have resolved, the child must stay at home for a minimum of 48 hours from the time the new onset symptoms have resolved.

Staff must also assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to working and stay at home if they are ill.

If a staff member develops symptoms while at work, the following steps should be taken:

- Staff should go home right away where possible

If unable to leave immediately, the symptomatic staff person should:

- Separate themselves into an area away from others
- Maintain a distance of 2 meters from others
- Use PPE to cover their nose and mouth while they wait for a replacement or to be picked up - a substitute teacher should be called to replace the ill teacher
- Remaining staff must clean and disinfect the space where staff was separated and any areas used by them (e.g., kitchen, bathrooms, playground, common areas).

If concerned, contact the local public health unit to seek further advice.

Staff must be excluded from work, stay home and self-isolate until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, or their new onset symptoms have resolved. If a health care provider has excluded COVID-19 or other infectious diseases or their symptoms have resolved, the staff member must stay at home for a minimum of 48 hours from the last time they worked before returning.

Chronic Symptoms

We understand that some children or adults can develop specific symptoms seasonally or experience reoccurring symptoms that may linger after the common cold or flu. COVID-19, seasonal allergies and the cold/flu share many symptoms.

If your child has a reoccurring symptom that lingers after the cold or flu please inform the presidents and it will be assessed on a case by case basis.

Please refer to appendix D for charts and additional information on comparing symptoms.

Parent Procedures

Drop off Procedure

The general drop off/pick up zone at the outside of the main entrance. This will be the only designated area for drop off/pick up. Keep spaced 6 feet apart, each family should wait until the preschool doors open.

Each family will line up in order of arrival. Each family should wait outside until proceeding to the next family ahead. Only one adult is allowed to accompany their child during drop off procedures. All adults must wear Personal Protective Equipment (PPE) that includes a face cover during drop off and pick up as the area is a shared space.

If it is raining/snowing, make sure to wear appropriate clothing and bring an umbrella.

A staff member will take the temperature of the child with an infrared temperature gun. In the winter months, we are unable to get accurate readings from the thermometer. During that time, it is expected that the parent/caregiver check the child for fever before arriving at the preschool.

If the temperature of the child is over 38 degrees Celsius, we will ask them to sit for 10- 15 minutes before checking again. If the temperature is still over 38, the child is not able to attend preschool that day and will not be able to attend any classes for the next 48 hours after the low-grade fever resolves. The student will be asked to remain home until symptoms resolve and contact a medical professional for assessment.

A staff will ask the parent/caregiver the following three questions (see Appendix B for full form):

1. If the child or parent/caregiver have symptoms of COVID-19 or symptoms of common cold, influenza, or other respiratory disease,
2. If the child or parent/caregiver have travelled outside Canada in the last 14 days AND
3. If the child or parent/caregiver were identified by Public Health as a close contact of a confirmed case,
4. Have you or anyone in your household been recently tested for COVID-19 and are still

waiting for results?

The parent/caregiver will respond verbally either in the affirmative or negative to all questions.

Health checks will be completed at school doors open as the staff can have families answer the questions and take their temperatures. To make sure that the health check does not impede on class time, families are encouraged to come to school 5 minutes earlier.

Families that have answered in the negative to the three questions posted AND do not show indication of a possible fever, may have their child proceed to walk towards the entrance to the preschool to be welcomed by the teachers.

The parent/caregiver will stop at the front doors. The teacher will sign in the child on behalf of the parent.

If families have answered in the affirmative to having symptoms of COVID-19 or symptoms of common cold, influenza, or other respiratory disease or continue to have a temperature of 38 or higher after a secondary temperature check, they will be asked not to attend the preschool that day, stay at home and self-isolate until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases or their symptoms have resolved.

If families have answered in the affirmative to having symptoms and cannot attend preschool, the staff must complete the 'Health Screen Checklist' form in full for that family to maintain accurate records for preschool.

If a family has answered that they have travelled outside Canada within the last 14 days or were identified by Public Health as a close contact of a confirmed case they will be asked not to attend the preschool, stay home and self-isolate until 14 days have passed since their arrival in Canada or their last contact with a confirmed case.

Pick up procedures

The parent/caregiver in PPE will enter and line up in the same manner as drop off. Teachers will open the entrance door and each child will be received by the parent/caregiver "one at a time" at the preschool doors.

Once you have picked up your child from preschool we encourage parents to leave promptly to prevent gathering anywhere on the path. We understand children may want to stay and play with each other however this can make it difficult to remain physically distance.

Siblings during Pick up/Drop off

Parent can bring siblings with them for pick up/drop off however they must stay with the parent and no play inside the playground.

Parents in the Preschool Building

Parents/guardians are no longer allowed to enter the classroom to reduce exposure. Please make sure you use the washroom prior to drop off as parents/guardians will not be allowed to accompany the child if they need to use the washroom.

All adults entering the classroom, for example an executive member whose job requires entry to the preschool or service technician, must do so outside of class time and follow the same safety procedure of leaving all personal belongings in the designated bin and wearing PPE which must include a face cover.

The adult entering the classroom is required to wear a mask at all times, refrain from touching surfaces and remain physically distant from any staff member in the building. Please obey occupancy signs posted throughout the space.

All general meetings and other in person gatherings are cancelled and will be held virtually.

Classroom Changes

Classroom Equipment and Toys

Changes in classroom settings:

- There will be a conscious effort to increase outdoor activities
- Activities will be organized in a thoughtful way, taking into consideration personal measure
- Large group games that involve close physical contact will be avoided
- All soft toys that are not able to be regularly cleaned will be removed

All materials and toys in the classroom will be disinfected, cleaned or changed between each class. Materials that are not deemed safe to use or hard to clean/disinfect will be removed from the classroom, for example, soft cushion toys.

There will be designated bins/containers throughout the classroom where dirty toys or equipment will be placed and taken away for cleaning at the end of each class. Only when these items have been properly cleaned and dried will they be used again in the classroom.

Snack/Eating in the Classroom

In accordance with BCCDC policies and licencing regulations snack is prepared and distributed to students in the following steps:

- Parents need to prepare and bring snacks for their child(ren) to school
- When children want to participate in snack they must first wash their hands and then sit on one of the designated spots around the table
- Maximum 6 spots are available at the table to ensure all students are out of arms reach from

- each other. Sharing is not allowed. A teacher or support staff supervises snack at all times.
- When children finish snack, they must put their own snack containers into the lunch bag and wash hands thoroughly immediately before returning to activities in the classroom
- Before and between each child, the teacher or support staff cleans the table and seating area thoroughly with the BCCDC approved bleach solution and paper towel

Physical Distancing

Although social distancing is not required for preschool age students within the classroom it will be encouraged through a number of different methods:

- The following areas will be used to remind student where to stand and try to keep physical distance as much as possible:
 - Activity stations (painting, water table, science table, etc.)
 - Washroom line up
 - Sinks in the common area where they will be encouraged to wash hands
 - Circle time
- Establishing new routines throughout the classroom around different activities created by the teachers which will discourage students from huddling together
- Removal or re-arrangement of furniture within the classroom to allow student to move more freely

Teachers will follow physical distancing guidelines in the classroom.

Signs

Signs will be posted throughout the classroom and in the pick-up/drop off area to remind and encourage parents/caregivers and students to follow physical distancing guidelines and handwashing.

General Policies

Personal Protective Equipment (PPE)

PPE (masks or face shields) are required for all adults and children over the age of 10 entering our preschool space which includes any space inside the classroom and inside the playground.

All adults coming for drop off or pick up are required to wear some sort of face covering, if they do not have one available, a mask will be provided to them.

It is not recommended or required for children under the age of 10 to wear a mask or PPE however if a parent/guardian sends the child to class with any type of PPE, we will respect their choice.

Please note that teachers are not responsible and cannot be expected to help the child adjust or keep PPE on for the entire class. It is the responsibility of the parent to discuss with the child how to properly wear the PPE they choose.

Disposable children's and adult masks will be available in the classroom for use if needed. Teachers are not required to wear PPE within the classroom though they may choose to do so.

Cleaning Procedures

In accordance with WorkSafe BC the following cleaning procedures will be implemented for the upcoming school year:

Increased Cleaning Frequency - All high touch surfaces will be cleaned AT LEAST twice a day – the classroom will be cleaned with a child-safe but effective cleaner between every class. A detailed list of areas and items to clean within the classroom will be provided to the cleaner.

1. Indoor shoes –All children will be required to wear indoor shoes when enter the preschool. Because children often sit/play/touch the floor this will keep the space cleaner.
2. All children will be required to wash hands immediately after entering the preschool and reminded to wash hands frequently in class between activities and after using the washroom.
3. All activities or items that cannot be easily cleaned will be removed from the classroom.

The cleaning procedure is detailed in Appendix C.

Staff or Student COVID Testing

In the case where a staff member or student or family member in the same household of a student undergoes COVID-19 and is self-isolating, student undergoes COVID-19 and is self-isolating, the teacher or student must stay at home until the results for the COVID-19 test is received.

As stated from the BCCDC, information about testing is confidential and will not be made public to prevent misunderstanding and unnecessary concern in the community.

If we encounter a positive COVID-19 test, Public Health will contact the preschool only if the case was found to be infectious. Public Health will provide risk assessment through contact tracing and classes will resume as normal unless otherwise instructed by public health.

**A re-test is required after a staff member or student or family member in the same household of a student finished self-isolating or recovered from COVID-19.
A negative result must be shown, the student can be returned to the school.**

Appendix E provides additional information of the public health actions if a staff, child, or other person who has been in the child care setting is a confirmed COVID-19 case.

Privacy and Overarching Criteria for Suspected Case of COVID-19

- At all times, the identity of the individual is to be protected.
- It is the responsibility of Fraser Health to follow up with contact tracing, not the childcare or the District. Unless the Provincial Health Officer (PHO) deems there is a public risk, and therefore a benefit to naming the childcare, school or district, Dr. Bonnie Henry's practice is to name the health region: e.g. "a staff member/student/child in the Fraser Health region."
- The Licensed Childcare and District will each be separately responsible for managing media requests and notifications to their respective communities. Where appropriate, each will advise the other of the request.
- Media requests regarding suspected cases are to be directed to the Fraser Health Authority. Media responses and messaging for other types of requests should incorporate the risk assessment by the Fraser Health Authority and consultation with the Ministry of Children and Family Development and Ministry of Education respectively.

Appendices:

Appendix A: Protocol for child or staff with Symptoms

COVID-19 Public Health Guidance for Child
Care Settings May 19, 2020

Appendix B. Protocol for child or staff with symptoms of COVID-19 in a child care setting

Child with Symptoms of COVID-19	Staff with Symptoms of COVID-19
<p>IF CHILD DEVELOPS SYMPTOMS AT HOME:</p> <p>Parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p>	<p>IF STAFF DEVELOPS SYMPTOMS AT HOME:</p> <p>Staff must be excluded from work, stay home and self-isolate until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p>
<p>IF CHILD DEVELOPS SYMPTOMS WHILE AT CHILD CARE:</p> <p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Identify a staff member to supervise the child. 2. Identified staff member should immediately separate the symptomatic child from others in a supervised area until they can go home. 3. Contact the child’s parent or caregiver to pick them up right away. 4. Where possible, maintain a distance of 2 metres from the ill child. If this is not possible, the staff member may use a mask if available and tolerated, or use a tissue to cover their nose and mouth. 5. Provide the child with tissues, and support as necessary so they can practice respiratory hygiene. 6. Open outside doors and windows to increase air circulation in the area. 7. Avoid touching the child’s body fluids. If you do, wash your hands. 8. Once the child is picked up, wash your hands. 9. Clean and disinfect the space where the child was separated and any areas used by the child (e.g., bathroom, common areas). 10. If concerned, contact the local public health unit to seek further advice. <p>Parents or caregivers must pick up their child promptly once notified that their child is ill.</p>	<p>IF STAFF DEVELOPS SYMPTOMS WHILE AT WORK:</p> <p>Staff should go home right away where possible.</p> <p>If unable to leave immediately, the symptomatic staff person should:</p> <ol style="list-style-type: none"> 1. Separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or mask to cover their nose and mouth while they wait for a replacement or to be picked up. 4. Remaining staff must clean and disinfect the space where staff was separated and any areas used by them (e.g., office, bathroom, common areas). 5. If concerned, contact the local public health unit to seek further advice.
<p><i>If a child or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to child care once symptoms resolve.</i></p>	

Appendix B: Health Screen Checklist

Health Screen Checklist

Date: _____

Class _____ AM / PM

Temperature of child: _____

Temperature of parent: _____

If the temperature of the child or parent is over 38 degrees Celsius, please ask them to sit for 10-15 minutes before checking again. If the temperature is still over 38, the child is not able to attend preschool.

Please have each parent answer the following question:

	YES	NO
Does the child or anyone in the household have the symptoms of a common cold, influenza, COVID-19, or other infectious respiratory disease?		
Has anyone in the household been outside of Canada in the last 14 days?		
Has the child or anyone in the household been identified by Public Health as a close contact of a confirmed case or outbreak?		
Have you or anyone in your household been recently tested for COVID and are still waiting for results?		

If the answer is **YES** to any of these questions, the child is not able to attend preschool and must return home, self-isolate, and seek care from a health-care provider.

Conducted by _____ Date _____

Appendix C: Cleaning Protocol

Little Marines Preschool Cleaning Protocol

No person may enter the classroom during class time if they are not a student of the class or teacher for the class. Access to the classroom outside of class is limited to executive members or trades who must access the building for administrative purposes or maintenance.

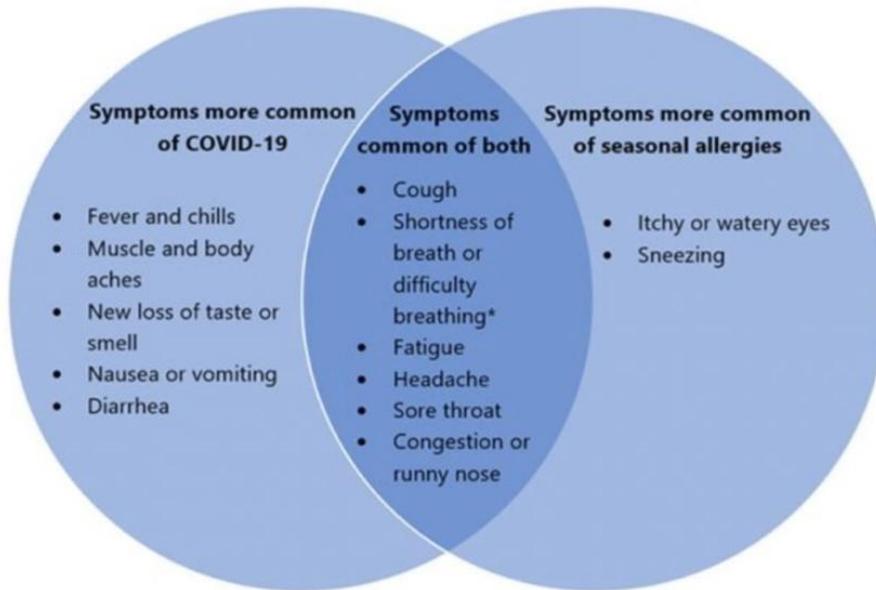
Procedure for entering Little Marines Preschool:

1. Take off personal belongings (jacket, purse, etc.) and hang in the cubby closest to the door
On the inside of the door, left hand side you will see a container labelled 'PPE' on top of the cubby shelf. Inside you will find the following items:
 - Hand sanitizer
 - PPE (disposable masks, face shields, gloves)
 - Spray bottle with bleach cleaning solution
 - Clipboard for Health Screener checklist
 -Once you have the bin in hand, place it on the blue bench
2. Put on PPE that you have brought from home or if you forgot your own supplies, sanitize your hands using the sanitizer provided in the bin before opening the sealed bag holding PPE from inside the bin. Seal all bags of PPE after taking what you need. Put the bin back on the shelf inside the cubby room.
3. Proceed directly to closest available sink (kitchen sink) and wash hands thoroughly with water and soap for a minimum of 20 seconds scrubbing in between fingers, palms and as well as the back of the hand. Dry hands with paper towel.
4. After cleaning please put all cleaning supplies back into the bin and back on the shelf near lost and found. Remove cleaning gloves and discard in the garbage bin. The gloves are disposable and are not meant to be used multiple times. Please wash your hands with water and soap after removing your gloves.
5. When exiting the building, take all personal belongings out of the cubby. Use the spray bottle from the bin above the cubby to spray down the cubby where you placed all your personal belongings. Do not remove PPE until you are outside of the school.

Appendix D: Symptoms

Seasonal Allergies and COVID-19

Because some of the symptoms of COVID-10 and seasonal allergies are similar, it may be difficult to tell the difference between them, and testing may be required to confirm your diagnosis. Here is a chart from the CDC website that can help parents/caregivers differentiate between allergies and COVID-19:



Cold/Influenza and COVID-19

Here is a chart from the CDC website that can help parents/caregivers differentiate between influenza (flu) and COVID-19:

SIGNS AND SYMPTOMS	
Similarities	Differences
<ul style="list-style-type: none"> • Fever or feeling feverish/chills • Cough • Shortness of breath or difficulty breathing • Fatigue (tiredness) • Sore throat • Runny or stuffy nose • Muscle pain or body aches • Headache 	<ul style="list-style-type: none"> • Flu viruses can cause mild to severe illness, including common signs and symptoms listed above. • Other signs and symptoms of COVID-19, different from flu, may include change in or loss of taste or smell.

<ul style="list-style-type: none"> • Some people may have vomiting and diarrhea, though this is more common in children than adults 	
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HOW LONG SYMPTOMS APPEAR AFTER EXPOSURE AND INFECTION	
Similarities	Differences
<ul style="list-style-type: none"> • For both COVID-19 and flu, 1 or more days can pass between a person becoming infected and when he or she starts to experience illness symptoms. 	<ul style="list-style-type: none"> • If a person has COVID-19, it could take them longer to develop symptoms than if they had flu. • If a person has COVID-19, typically, a person develops symptoms 5 days after being infected, but symptoms can appear as early as 2 days after infection or as late as 14 days after infection, and the time range can vary. • If a person has the flu, a person develops symptoms anywhere from 1 to 4 days after infection.

If a parent or caregiver is unsure about diagnosis we strongly recommend consulting with a medical professional. The BC COVID-19 self-assessment tool is also available online: <https://bc.thrive.health/covid19/en>

Translation services for the self-assessment tool is available through 8-1-1

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

