



# Guide for COVID-19 Pandemic

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## POLICY

Jardin des Découvertes is committed to following all legislative information and guidance on the COVID-19 outbreak to ensure the health and wellbeing, care and safety of our children, our families, our employees, and the community.

It is the responsibility of each employee to follow the policies, bylaws and guidance set out by all governing bodies and to report any concerns and symptoms immediately to their Supervisor.

The safety of all families, children and employees are paramount, so this guidance, policy and procedure are effective immediately. Face to face training will be given to all employees prior to returning to work.

Every decision, policy and procedure are based on recommendations and directions from the Ministry of Education, local experts and the Bruce Grey Public Health Unit. Jardin des Découvertes has established enhanced hygiene practices, intensified cleaning and disinfection protocols and COVID-19 exclusion policies.

### Our Commitment to our families

The families at Jardin des Découvertes are our number one priority and the safety and care of all children foremost in our minds. The following procedures will ensure intensified protection during the COVID-19 outbreak period and beyond. Communication will remain open at all times between management, staff and families. Information of all decisions affecting the children and families of the childcare centre will be given to families in a timely manner.

### Our Commitment to our employees

Our employees give so much of themselves every day and continue to have our full support. Enhanced training and protection will be provided during this time.

1. PPE will be provided for those required to wear it due to their specific role.
2. Training will be given on the new procedures and requirements prior to opening the childcare centre to families. This training will be monitored and updated going forward throughout the “pandemic phase”.



3. One to one meetings with the Supervisor will be scheduled to assess each employees concerns, fears, anxiety and worries, in regards to the work place or home life and a continued open door policy for staff to discuss matters with their Supervisor will remain in effect.

## PROCEDURES

### Prevention Measures

Staff are responsible for behaving in an appropriate manner at all times and following applicable health and safety legislation to ensure safety and health and well-being of the children in our care.

### Access to inside the building

The only people allowed into the building are:

1. Employees of Le Jardin des Découvertes
2. Children registered
3. Authorities such as the Health Unit and Ministry of Education, Emergency Services

All contractors should be scheduled for out of regular operating hours. If this is not possible, health checks and screening procedures will be implemented, and PPE worn.

No tours of the centre will be conducted during hours of operation. They will be scheduled for the evening or weekends.

Parents and St Dominique Savio employees will not be permitted to enter the centre at this present time. This restriction may ease over the coming months dependant on the advice given through Public Health.

### Screening

Health checks will be performed **PRIOR** to entering the childcare centre. The screening information must be documented on the appropriate COVID-19 Active Screening Forms

The following steps will be taken to set up an appropriate screening station:

- Identify the location of the screening station and assign staff to conduct the screening
- Identify alternate entrances/exits to be used only in emergencies.
- Staff conducting the screening must maintain a minimum 2-meter distance from the person being screened as much as possible.
- Staff must be trained on conducting the screening using the COVID-19 screening and contact tracing log
- The PPE bin must be placed by the screening station table and a garbage bin will be provided at all times.



- Place entrance signage identifying the screening process outside or at the entrance to the building.
- Place hand sanitizer at the screening table.
- Once a person has passed the active screening, they must complete hand hygiene with the hand sanitizer.
- Temperatures should then be taken again prior to the employee entering the building.
- Disinfectant must also be available at the screening table to clean the thermometer between uses. Thermometers may be disinfected with 70% alcohol (i.e. alcohol prep wipes).
- The marked 2m distance areas must be set up

### Screening of Supervisor, Directors and Staff

Training will be given to all staff prior to opening Le Jardin des Découvertes.

The Supervisor or designate will be the first staff to arrive at the centre after completing self screen at home using the COVID-19 Active Screening Form to ensure they are well enough to report to work.

Staff who are self-isolating should seek clinical assessment over the phone - either by calling their primary care provider's office or Telehealth Ontario 1-866-797-0000 or visit an assessment centres for testing. The following link is for the assessment centres

[https://www.publichealthgreybruce.on.ca/Portals/0/Topics/InfectiousDiseases/COVID19%20Assessment%20Centres%20\\_webpage.pdf](https://www.publichealthgreybruce.on.ca/Portals/0/Topics/InfectiousDiseases/COVID19%20Assessment%20Centres%20_webpage.pdf)

Anyone who has travelled outside of Ontario within the last 14 days should self-isolate upon return from travel and should not go to work.

The Supervisor or designate will ensure that active screening is completed for all employees at least once a day.

Staff are required to stay home if they are experiencing ANY of the identified potential COVID-19 symptoms and to report their absence to the Supervisor immediately. Any staff who arrive at the centre and answer YES to ANY of the questions on the active self screening form will require COVID-19 testing before returning to work. Bruce Grey Public Health Unit will facilitate priority testing. The Supervisor will contact Bruce Grey Public Health Unit to notify them of any potential case of COVID-19 Staff must remain off work until symptoms are fully resolved and negative laboratory tests have been confirmed. Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the childcare centre for a minimum of 14 days.

### Screening procedure for families

The measure Le Jardin des Découvertes is imposing has been created using the guidelines set out by the local Public Health Unit.

Parents are to wait with their child in the marked area outside the building at a safe distance (2 meters) from other families.



Parents should allow extra time for drop off and pick up.

Children must wait with their parent/caregiver until they are screened by a Jardin des Découvertes employee in the designated screening area. Children must not be allowed to run or play in the area and must remain 2 meter distance from other children waiting. This is the responsibility of the parent/caregiver.

The screener will take the person's temperature and will ask the parent screening questions and have them sign off on the appropriate form. Pens will be provided and sanitized between each use.

If the child does not have a temperature 37.8 degrees or above (with a forehead thermometer) and all questions are answered with a **No**, then the child will be taken by a teacher and settled in for their day at the childcare centre.

Parents/caregivers are not permitted into the building at this time.

Staff must refuse entry to any person who answers a **YES** to ANY of the active screening questions. This includes not allowing a child into program whose parent(s)/caregiver(s) and/or sibling(s) have answered with a **YES** even if the child has no symptoms.

COVID-19 testing will be required for any family member experiencing symptoms before the family can return to the centre. **Bruce Grey Public Health Unit should be contacted by the family.**

The Supervisor will contact Bruce Grey Health Unit on a daily basis with a list of children, staff and families that have a potential case and seek input regarding the information that should be shared with staff and other parents/caregivers. Children with symptoms must be excluded from childcare for at least 14 days after the onset of symptoms. Children who have been exposed to a confirmed case of COVID-19 or symptomatic person(s), should also be excluded from the childcare setting for at least 14 days.

Where a child or adult is obviously ill with **ANY** symptoms described on the active screening form, staff will refuse entry into Le Jardin des Découvertes, and encourage the parent/caregiver to contact Bruce Grey Public Health for COVID-19 testing.

The active screening policy and forms will be updated as advised by Bruce Grey Public Health. Documentation of the information collected during active screening must be recorded on the COVID-19 Active Screening Forms for staff, parents/caregivers, children, and all visitors. The Supervisor is responsible for ensuring that this information is recorded as required and managed in accordance with the centre's relevant privacy and document management practices. Any child, parent/guardian or visitor must not enter the building if they are sick, even if the symptoms resemble a mild cold.

## Symptoms

- Fever of 37.8C or greater
- Shortness of breath
- Runny nose
- Headache
- Cough
- Sore throat
- Nasal congestion
- Nausea/vomiting



- Diarrhea
- Abdominal pain
- Croup
- Conjunctivitis
- Marks of a bruise type fashion on children's feet
- A general feeling of being unwell

Any child should not be permitted into building with **ANY** signs of illness, regardless if parent feels it is usual allergies or teething. For a child to return to Le Jardin des Découvertes it must be confirmed that they do not have the COVID-19 virus which would require a 14 days quarantine or have a physician's note stating he/she is not ill or family can provide a copy of negative COVID test to Le Jardin des Découvertes. If the child experiences ANY of the above symptoms and not have the COVID-19 virus then, as per original policy, the child can return but they must be symptom free for 24 hours.

Management and staff at Le Jardin des Découvertes should exercise good judgement. For example, children who are crying can exhibit a runny nose. Parents should inform Le Jardin des Découvertes if they have administered allergy medication that day. If the child is said to have allergy symptoms parents should administer allergy medication prior to attending childcare and no symptoms should be visible upon arrival. This does not affect the need for immediate pick up should the above symptoms be noted throughout the day, even if allergies could be the cause.

## List of things to bring

- Children must bring one small bag with a change of clothes. This bag must remain at the centre and not taken home each day. Soiled or wet clothes will be sent home each day in a plastic bag.
- Indoor shoes must also remain at the centre and not taken home each day.
- Supplies of diapers and wipes must be delivered in the original sealed plastic packaging (unopened).
- No toys or blankets must come from home during this time. Le Jardin des Découvertes will supply bedding for nap times.
- If a pacifier or feeding bottle is required one may be brought to leave at the centre. It will be sterilised on a regular basis during the day. Careful monitoring will happen to ensure the item is not shared by other children.
- Parents may supply formula or specialised milk but they must be brought to Le Jardin des Découvertes in the original sealed package.

## Procedures for collection of children

At this time, we are asking parents/caregivers not to enter Le Jardin des Découvertes. When collecting their child, parents/caregivers must wait at the door. They must be vigilant of social distancing if more than one parent is waiting. Children will be brought to the parent/caregiver. All the child's belongings



including indoor shoes, back packs, bottles and soothers will stay at the centre. Soiled clothes will be sent home with the child in a sealed plastic bag. When clothes are replenished from home, they are to be returned in a sealed plastic bag. Photo ID will be checked prior to the child being brought to the door if the employee does not know the person picking up the child as per normal procedures.

If a child is to be collected before 3:00pm the parent/caregiver must let the screener or Supervisor know in the morning at the screening station or via telephone/email during the day.

Parents/caregivers are to press the buzzer on arrival. They will wait by the door for the designated greeter to bring the child to them. **At no time must a parent/caregiver enter the building to collect their child.** The buzzer will be sanitized between uses.

All playgrounds are for staff and children only. If it is safe to do so the teacher will send the child to the parent who will be asked to wait in the designated area. If the child cannot walk to their parent/caregiver or does not wish to leave and needs to be encouraged with a hand holding then the parent needs to wait for the designated greeter to arrive to take their child from the teacher. **This may seem frustrating and a wasting of time, but it is essential to keep the social distance rule.**

## Day to Day Prevention

There will be several new procedures put into place prior to families joining Le Jardin des Découvertes. This includes additional disinfecting and cleaning procedures, access to the centre, visitor requirements, parent meetings and absence from school if a child is ill or has symptoms etc. This is for the protection of our children, families, and staff at Le Jardin des Découvertes.

## Communication with Parents/Caregivers

Communication will be conducted by telephone, email or via the Seesaw app. If parents/caregivers require to speak in person to the teacher or Supervisor, they are asked to telephone Le Jardin des Découvertes at 519-371-4411 prior to arriving and arrangements will be made.

## Physical Distancing Measures

Physical distancing may be difficult to maintain with young children; however, steps should be taken to limit the number of people in close contact (i.e. within minimum 2-metres of each other) and to reduce the group sizes of children.

Le Jardin des Découvertes will consider (depending on situation) the following physical distancing measures:

- Staggering the children's arrival and departure times, spreading out the use of the outdoor play area to allow smaller numbers of children to play together and thus avoid large groups.
- Eliminate large group activities.



- Keep the same group of children together throughout the day, do not combine groups of children (i.e. at opening and closing).
- Make sure that the children are distanced from each other during mealtime, table work, and nap time, as much as possible. Stagger these times if possible.
- Ideally, try to avoid activities involving direct contact between the children as much as possible (i.e. holding hands or cuddling each other), as well as toy sharing (i.e. rather than playing a table game in which all the children touch the tokens or dice, it should be one child in the group who handles the material).
- Limit the number of children who are in the communal areas at the same time (i.e. alternate the groups of children in the hallways).
- Large rooms can be divided into multiple spaces. When dividing a room create a clear barrier with cones, chairs, and tables to ensure a minimum 2-meter distance between the groups.
- When holding toddlers, use blankets or cloths over staff's clothing and change the blankets or cloths between children.
- Avoid getting close to faces of all children, where possible.
- Being outside in a larger space as much as possible.

### Signage

- Appropriate signage will be distributed throughout Le Jardin des Découvertes instructing good hygiene and distancing practices.

### Cleaning and Disinfecting

Cleaning and disinfecting reduce the spread of germs. Some germs can live for hours, days or weeks on toys, counters, diapering table, doorknobs, computer keyboards and other surfaces. Cleaning with soap and water removes dirt and grease that can hide and protect germs from disinfectants. Cleaning will substantially reduce the number of germs that may be on surfaces. Disinfecting after cleaning will kill most of the germs that were left behind. Cleaners and disinfectant products and methods already used by Le Jardin des Découvertes are effective against COVID-19. Only use disinfectants with a Drug Identification Number (DIN) as supplied by Le Jardin des Découvertes. These have been agreed to and recommended by the Health Unit. Check expiry dates.

**Note that vinegar is not a disinfectant and should not be used for disinfecting. Vinegar does not kill germs!**

The Supervisor will set up a schedule to ensure all cleaning and disinfecting duties are consistently completed and documented.

The 6 steps for cleaning and disinfecting are:

1. Clean with soap and water





2. Rinse with clean water
3. Apply the disinfectant according to the manufacturer's instructions on the label
4. Allow the surface or object to soak in the disinfectant for the required contact time – at least 2 minutes.
5. Rinse with clean water if required according to manufacturer's instruction on the label. Rinsing is not required when using household bleach and water.
6. Let air dry.

### Toys and Equipment

Staff must ensure that all toys and equipment are in good repair, clean and sanitary. The Supervisor must be advised of any concerns regarding toys and equipment.

- Group water/sensory tables must not be used. Only individual sensory play is permitted (i.e. each child has their own separate bin).
- Ensure each child's individual sensory play toys are cleaned and disinfected between use.
- Remove toys that cannot be easily cleaned and disinfected, such as plush toys.
- Ensure all shared items are cleaned and disinfected between users.
- It is recommended that items such as books, puzzles, and cardboard/boxboard that are absorbent and cannot be easily cleaned and disinfected are removed.
- Any outdoor play equipment that is used must be cleaned and disinfected before use, and as required.
- Mouthed toys must be set aside after being mouthed for cleaning and sanitization after each use as per usual procedures.
- Tables and chairs being used are to be cleaned and disinfected daily and as often as needed.
- Should any child present with symptoms of COVID-19, all toys and equipment accessed by the child will be removed from the room to be cleaned and disinfected as soon as possible.

### Cots

- Children will have a cot assigned to them. Cots will be placed to support physical distancing practices (ideally 2 metres/6.5 feet spatial separation if feasible). If space is tight, place children head-to-toe or toe-to-toe.
- Cots must be cleaned and disinfected between each user. Cots must be cleaned and disinfected daily.
- High touch surfaces on cots and cribs must be disinfected at least twice per day and as often as necessary – prior to sleeping and after child leaves the cot.



- Cot sheets and blankets must be changed between each user – kept in appropriate named bag and not left on the beds or in the blanket box unless in child’s specific bag.
- Sheets and blankets will be provided by Le Jardin des Découvertes and will be cleaned weekly or more frequently as needed.
- Ensure cot sheets and blankets are kept out of the way of everyday activities.

### General staff cleaning procedures

Focus cleaning and disinfecting in high-occupancy, high touch surfaces to remove pathogens whilst specifically applying products and disinfectants for COVID-19. Increase the frequency and potency of any routine disinfecting measures in all spaces and surfaces to reduce pathogens. When following the routine, cleaning and disinfecting ensure the products used and the PPE recommendations on the label of the product are followed.

- Open windows and doors when cleaning
- Follow cleaning risk safety best practices, even whilst Le Jardin des Découvertes is unoccupied to protect yourself and others from slips, trips, falls.
- Each area is to have a cleaning sheet which must be completed at every cleaning and disinfection of the area.
- Secure all spaces when cleaning to minimise cross or re contamination of space prior to occupancy.

### Personal Protection Equipment (PPE)

Cleaning and sanitising practices require matching the product with the correct PPE recommended on the label for the product. The following is to be considered specific to COVID-19. Gloves and masks. Protective clothing should be washed or thrown away.

#### Equipment needed:

- Paper towels
- Garbage bags
- Scrubbing pads
- Cleaning cloths
- Cleaning brushes
- Labelled spray bottles with cleaning products and disinfectant
- Measuring cups for dilution requirements
- Hand sanitizer with 60% to 90% alcohol Wear disposable gloves. Throw away gloves when done. Wear a protective apron Store commonly used cleaning products in an area only accessible to staff and avoid excessive handling. Wash hands with soapy water as instructed after cleaning



## Disposable Gloves and Masks

Wearing masks or gloves at all times is recommended for either the children or staff. Both masks and gloves represent false security, particularly if they are not used properly. Individuals may contaminate themselves when putting masks on and taking them off if not handled correctly.

Gloves must be worn as per routine practice such as when cleaning up vomit and diarrhea and disinfecting surfaces and must be disposed after use. Disposable gloves do not replace hand washing.

**Le Jardin des Découvertes staff must wash their hands before gloves are put on and immediately when gloves are removed.**

Proper PPE should be worn at all times when physical distancing cannot be maintained. PPE will be available for all staff, however correct training on wearing and disposal should be given prior to PPE being given to staff.

## Additional Infection Control Practices

- Regularly clean and disinfect high-touch surfaces including doorknobs, light switches, faucet handles, handrails electronic devices at least every four hours to prevent the transmission of viruses from contaminated objects and surfaces. Additional cleaning and disinfecting may be required based on daily need.
- High touch electronic devices (i.e. keyboards, tablets) may be disinfected with 70% alcohol (i.e. alcohol prep wipes) while ensuring the dilute solution makes contact with the surface for at least 1 minute.
- Low-touch surfaces (any surfaces at the location that have minimal contact with hands), must be cleaned and disinfected daily (i.e. Window ledges, doors, sides of furnishings etc.).

## Hygiene Procedures

All Le Jardin des Découvertes staff must strictly maintain routine infection prevention and control practices as well as adhere to additional sanitary precautions and physical distancing measures in all aspects of care to prevent the spread of COVID-19 as described in this policy.

### Hand Washing

Staff should wash their hands with soap and warm water frequently as described in training, and must wash their hands in the following situations:

- When they arrive at the centre and before they go home
- Before handling food, preparing bottles, feeding children
- Before and after eating and drinking
- Before and after touching their own or someone else's face
- After sneezing or coughing into hands
- After sneezing or coughing into their elbow
- Before and after giving or applying medication or ointment to a child or self



- Before and after diaper check or changing diapers, assisting a child to use the toilet, and using the toilet
- Before and after contact with bodily fluids (i.e. runny noses, spit, vomit, blood)
- After cleaning and handling garbage Children should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:
  - When they arrive at the centre and before they go home
  - Before and after eating and drinking
  - After a diaper change and using the toilet
  - After playing outside
  - After handling shared toys/items
  - After sneezing or coughing into hands Staff should follow and role model the following steps for proper hand washing:
    - Wet hands
    - Apply soap
    - Lather for at least 20 seconds (or as long as the “Happy Birthday” song). Rub between fingers, back of hands, fingertips, under nails
    - Rinse well under running water
    - Dry hands well with paper towel or hot air blower
    - Turn taps off with paper towel, if available Staff should increase monitoring of hand washing supplies to ensure all sinks in washrooms, kitchens, and classrooms are well stocked at all times (i.e. soap, paper towels, waste receptacles). Ensure hand sanitizer or alcohol-based hand rub (containing at least 60% alcohol) is available at the designated entrance to Le Jardin des Découvertes and throughout the building. When hands are not visibly soiled, staff should follow these steps for cleaning hands using hand sanitizer:
      - Apply hand sanitizer (at least 60% alcohol-based)
      - Rub hands together for at least 15 seconds
      - Work sanitizer between fingers, back of hands, fingertips, and under nails
      - Rub hands until dry hand sanitizer must only be used on children who are over the age of two and must always be used under staff supervision. Staff must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity. Hand washing with soap must always be the first option instead of hand sanitizer. For creams and lotions during diapering, staff must never put hands directly into lotion or cream bottles. They must use a tissue or single-use gloves.

## Food and Drink Procedures

### In Classrooms

It is the responsibility of all staff to maintain distance measures and high hygiene measures when dealing, delivering, or collecting all food and beverage to and from the classrooms.

In order to prevent the spread of germs, especially that of COVID-19, all staff must follow the following health and safety measures.

### Wash hands



- Wash hands before touching any foods, food containers, plates or cutlery
- Wash your hands after you use the washroom and before eating or handling any food

### **Wash and Sanitize Surfaces and Utensils**

- Always wash and sanitize surfaces where you prepare and serve food
- Use clean equipment and utensils
- Hold utensils by handles to avoid coming into contact with the area of the utensil that touches the food
- Clean spills immediately

### **Serving Meals to Children**

- Serve foods on a plate or bowl – never allow children to place their food on the table.
- Do not let children touch serving utensils or containers. Food should be served away from children's table.
- Do not take serving dishes near the children's table.
- Teach children not to lick or touch serving utensils. If a utensil is licked or touched by a child, remove it and replace with a clean utensil
- Give children clean utensils if these items are dropped during the meal or snack
- Refrigerate unused foods promptly or return to the kitchen as soon as possible
- Avoid touching the food as much as possible
- Discard food waste in a covered garbage can with a liner and empty the garbage can at nap time and at the end of the day.

## **Kitchen Staff**

All usual procedures should be used but with heightened awareness of cross contamination. The following requirements, many of which are already mandatory and in practice, should also be observed.

- Wash your hands often with soap and water or alcohol-based hand sanitizer.
- Sneeze and cough into your sleeve then wash your hands before you do anything else.
- If you use a tissue, discard immediately and wash your hands afterward.
- Avoid touching your eyes, nose, or mouth.
- Avoid high-touch areas, where possible, or ensure you clean your hands after.
- Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them.
- Maintain physical distancing.



- Increase frequency of cleaning high-touch surfaces (i.e. door handles, counters, handrails, touch screens, tabletops, chairs, food contact services, meal trays, kitchen serving utensils)
- Protect food from contamination by using guards or coverings for food and utensils
- Clean and disinfect the delivery boxes prior to filling with the food containers.
- Place all food in sterilised containers including food that used to be just placed in the bins such as bananas.
- As soon as the food bins are returned to the kitchen sterilise again and store until needed again.
- Food bins for Owen Sound should be placed for collection in designated area so the person delivering does not enter the kitchen.
- Wash hands frequently with soap and water
- Discard cracked or chipped plates, cups, and bowls
- Discard deeply scratched or chewed eating utensils and plates

### **Areas of work**

The kitchen should have very limited traffic. If staff need to speak to kitchen staff, they should remain 2 meters distance and limit time spent communicating.

food should be taken out of external packaging where possible and washed and stored in airtight sanitised containers immediately. Hands must be washed between touching the different produce/products. External containers should be removed from the building.

Hands should be washed again once all has been stored correctly.

## Procedures if a child shows signs of illness

Children Who Display COVID-19-related Symptoms During Care If ANY ONE of the symptoms related to COVID-19 are present in a child, the child must be immediately excluded from Le Jardin des Découvertes and sent home.

If the child has siblings who also attend Le Jardin des Découvertes, they must also be excluded.

Staff are required to:

- Immediately wash their hands and wear a PPE mask and gloves
- Isolate the child with symptoms immediately from other children and staff into a designated exclusion room (e.g. sick room).
- The Supervisor should telephone parents or designate pick up person.
- Staff will document the symptoms observed, the date and time that symptoms occurred, and the classroom the child attended on the Illness Tracking Form.



- Move the cohort of children who were in the classroom with the symptomatic child to a vacant classroom and immediately clean and disinfect the impacted room.
- Increase ventilation in the exclusion room if possible (e.g., open windows).
- Keep the child comfortable by providing a separate cot and toys. Clean and disinfect the cot and all toys after the child leaves the childcare centre.
- While waiting for the child to be taken home, the child must be supervised by only one staff person until the child leaves while maintaining a physical distance of 2 meters if possible.
- The child's temperature should be taken and recorded before they leave.
- Once the child has been picked up, the Supervisor will ensure that the exclusion room (i.e. room where child was separated to) is thoroughly cleaned and disinfected
- Staff should perform hand hygiene and attempt to not touch their face with unwashed hands.

The most important measures are proper hand hygiene and maintaining a 2 meter distance as much as possible.

- All children and staff need to have their temperatures taken ensuring that hand hygiene is performed before and after each health check with each child/staff member.
- Staff are only required to document the health check or take a temperature if symptoms are noted.
- Staff must document any symptoms observed on the individuals Illness Tracking Form. Supervisor will report the illness to Bruce Grey Public Health:
- COVID-19 testing and/or advice from Bruce Grey Health Unit will be required for the child experiencing symptoms before s/he can return to care.
- The Supervisor will contact Bruce Grey Public Health to notify them of a potential case and seek input regarding the information that should be shared with staff and other parents/guardians.
- Children with symptoms must be excluded from childcare for 14 days after the onset of symptoms.
- Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the childcare setting for at least 14 days

## Procedures if an employee shows signs of illness

In the event that an employee becomes ill while at work, the staff should isolate themselves as quickly as possible until they are able to leave the centre.

Any staff person who presents with ANY of the symptoms of COVID-19 including fever, new or worsening cough or shortness of breath must not return to Le Jardin des Découvertes.

The employee should immediately report their symptoms to the Bruce Grey Health Unit. The Supervisor will also report the illness to Bruce Grey Public Health: COVID-19 testing will be required for any staff experiencing symptoms before returning to work.



The Supervisor will contact Bruce Grey Public Health to notify them of a potential case and seek input regarding the information that should be shared with other staff and parents/caregivers.

The OHSA requires an employer to provide a written notice within four days of being advised that a worker has an occupational illness (including COVID-19) from exposure in the workplace or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the worker with respect to an occupational illness, including an occupational infection, to the:

- Ministry of Labour
- Joint health and safety committee (or health and safety representative)
- Trade union, if any.

Staff must remain off work until symptoms are fully resolved and negative laboratory tests have been confirmed.

**Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the childcare setting for at least 14 days.**

## Instructions for a Child or Staff with Confirmed COVID-19 Illness

If Le Jardin des Découvertes is notified that a staff person or child has tested positive for COVID-19, the following steps will be taken:

Continue to exclude the person with the confirmed case from the centre until further notice.

The Supervisor will call the contact provided for Bruce Grey Public Health( if Le Jardin des Découvertes has not already been contacted by the Health Unit) to ensure an investigation is conducted and necessary measures are taken to notify each of the ill child's or staff person's contacts (i.e. other staff, children and close family). Bruce Grey Public Health will provide advice and the steps necessary to control the outbreak.

Provide Bruce Grey Public Health with the most current Illness Tracking Form and notify all staff to increase cleaning and disinfection practices.

Use a disinfectant with a Drug Identification Number (DIN) and check expiry date.

A note should be posted at the front entrances of Le Jardin des Découvertes for at least 14 days notifying parents and caregivers of the situation (i.e. there was one confirmed case of COVID-19 at the building on a specific date and the child or staff person affected are self isolating for 14 days. The environment has been cleaned and disinfected).

Consult with Bruce Grey Public Health to prepare and provide fact sheets and letters to parents/guardians and staff about the situation and the response measures taken by Le Jardin des Découvertes.

## Occupational Health and Safety for Staff





When Le Jardin des Découvertes is notified that a staff person has tested positive for COVID-19, they should consult with Bruce Grey Public Health to determine when the staff can return to work.

If the staff person's illness is determined to be work-related – in accordance with the Occupational Health and Safety Act and its regulations – the Supervisor must provide a written notice within four days of being advised that the staff person has an occupational illness, including an occupationally-acquired infection to the:

- Ministry of Labour
- Joint health and safety committee (or health and safety representative) Under Ontario law, employers have the duty to take every reasonable precaution to protect workers from hazards in the workplace. Workers have the right to refuse unsafe work. If health and safety concerns are not resolved internally, a worker can seek enforcement by filing a complaint with the Ministry's Health and Safety Contact Centre at 1-877-202-0008. Failure of the employer to comply with the OHS Act and its regulations could result in a stop-work order upon inspection by the Ministry of Labour, Training and Skills Development.

## Staff requirements within classrooms, office, kitchen and communal areas

### Staff Hygiene

**Jewellery and Nails :** To ensure minimal bacterial spread all employees will be asked to refrain from wearing jewellery on their arms or hands if possible. Nails should be kept clean and short.

**Staff Food :** Staff can bring their own food into the centre on a daily basis for lunch but must take all containers and food home at the end of the day. All containers must be wiped with disinfectant when it is brought into the centre and all containers must be wiped with disinfectant when taking it home at the end of the shift.

### Equipment

To avoid cross contamination from equipment used by more than one person:

- Disinfectant wipes will be placed next to all telephones. Prior to answering the phone and after use of the phone they must be wiped.
- Classroom tablets must be wiped with a disinfectant wipe prior to a person using it and after use.
- Computers and keyboards should be staff specific and wiped at least twice a day with disinfectant wipes.
- Pens and other utensils should be person specific and wiped over with a disinfectant wipe before using each day.

### Room layouts and social distancing

800 23rd St E  
Owen Sound ON N4K 6Z5  
[lejardinowensound@gmail.com](mailto:lejardinowensound@gmail.com)



For narrow corridors give way to people coming in the other direction. Stand back and keep a distance. Staff Rooms should be arranged to allow social distancing and cleaned twice a day. Staff breaks should be staggered. If the member of staff leaves the building to go out in public, they must change out of their clothing and be screened prior to re-entry.

## Closure of Le Jardin des Découvertes

The decision to close Le Jardin des Découvertes due to COVID-19 will depend on several factors and will be determined on a case-by-case basis in consultation with Bruce Grey Public Health, The Ministry of Education and the CSC Providence.