

## **POLICY AND PROCEDURE FOR COVID-19**

### BEST PRACTICES

To maintain safe and healthy environments during COVID-19, Better Beginnings Daycare will implement the following best practices in addition to already established policies and procedures.

- No food sharing will take place.
- Pre-portioned food will be served to children by a staff. Each child will have their own individual meals and snacks.
- All dishware and cutlery will be cleaned and sanitized after use.
- Children must not share personal items – bottles, soothers, toothbrushes, facecloths – label personal items with child's name to discourage accidental sharing.
- Avoid getting close to faces of children where possible.
- When holding infants and toddlers use a blanket/towel/cloth as a barrier between the child and the staff. Change blanket/towel/cloth between children. Individual blankets/towels/cloths used must be laundered daily.
- Encourage physical distancing whenever possible by spreading children out into different areas and separating groups, when possible, into alternating lunch and outdoor times which incorporate more individual activities and activities that encourage more space between children.
- Children's personal items are to be kept separately and labelled.

### CHILDREN/STAFF WHO BECOME ILL DURING CARE

#### **POLICY**

To ensure the health and well being of children within the centre, children who become ill while attending the program will be immediately isolated and required to leave the program. Staff must consistently assess the health of children in care.

#### **PROCEDURES**

If COVID-19 or any other infectious disease is suspected, the parent should be contacted immediately, and the child must be isolated from the other children and supervised until the parent arrives. Staff should ensure that the child is as comfortable as possible.

The Health Department will be consulted regarding any COVID-19 suspected cases and recommended protocols will be implemented. The Health Department is to be notified of symptoms of ill health as required.

Staff will follow the recommendations of the Health Department and share with the parent (ie. 48 hours symptom free, self-assessment required). A note will also be posted at the site for at least 7 days notifying parents of the situation if there are suspected cases or confirmed cases (i.e. there was one confirmed case of COVID-19 at the centre on a specific date. The children and staff attending are self-isolating for 14 days). The environment is cleaned and disinfected. Information regarding the sanitary procedures will be provided to parents to reassure families of all follow-up precautions in place to ensure the well-being of others in the centre.

Parents are to be offered information regarding the incubation and isolation periods as required. The Health Department will be contacted for more information.

Any child who develops symptoms of ill health including symptoms of ill health related to COVID-19 must leave the centre.

Symptoms include:

- Feeling feverish
- Coughing
- Runny nose
- Sneezing
- Nasal congestion
- Difficulty breathing

- Vomiting
- Diarrhea
- Sore throat
- Hoarseness/difficulty swallowing
- Myalgia (body ache)
- Headache

If the child has any of the above symptoms, the child must be isolated immediately from the other children in a separate room and supervised at all times.

The parent must be notified to arrange for pick-up of the child. If the parent is not reached an emergency contact person will be contacted to pick up the child.

Every effort must be made to keep the child comfortable until someone arrives to take him or her home.

Staff must document the situation in the Log and notify the Supervisor or designate immediately to ensure that this information is managed and recorded in the child's file on the Symptoms of Ill Health and report the incident to the Health Department, as necessary/appropriate.

#### How to exclude

- Supervise the child in a designated room with a hand washing sink or hand sanitizer available
- Notify parents/caregivers of the sick child for pick up
- If the child is over the age of 2, they should wear surgical mask if tolerated
- Only one staff should be in the designated room and attempt physical distancing of 2 meters. Staff should wear a mask and gloves. In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands
- Clean and disinfect the area immediately after the child has been sent home
- The Health Department will be contacted for direction on testing and self isolation for child, staff and children who were in the same room with the ill child
- Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the childcare setting and follow Health Department recommendations.

#### Returning from exclusion due to illness

- Staff/children who are being managed by Durham Public Health (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from Durham Health Department to determine when to return to the facility. Confirmation from Durham Health Department will be required.
- Child can return to program based on the recommendations of the Health Department this may include symptom free for 48 hrs, after confirmed negative testing or other isolation recommendations.

#### Staff Illness

Any staff person who suspects that they have an infectious disease should follow common sense precautions and should not attend the centre if they are not well, particularly if their symptoms include any outlined in the COVID-19 screening. Staff must pass the active screen process to work at the site.

If a staff member becomes ill while at the centre they should, if possible, isolate themselves immediately until they are able to leave.

A staff person who presents with symptoms of ill health must notify their supervisor. The Health Department will be notified, and staff will follow the direction of public health.

#### DAILY ACTIVE SCREEN/ HEALTH CHECK

#### POLICY

Every person entering the facility must be actively screened and the information documented on the appropriate Active Surveillance. Parents are to be informed of this process at registration.

## PROCEDURES

Prior to active health screening at your location, staff must complete training on how to properly wear PPE and complete the screening process.

Before screening set up is required, please complete the following:

- Ensure the Active Screening Poster is visible on the exterior door as well as the sign indicating only one parent/caregiver and the child(ren) being dropped off may come to the door at a time.
- Identify/set up the location and staffing of the screening table.
- Ensure hand sanitizer of at least 60% alcohol content is visible to clients/staff at the entry. Dispensers should not be in locations that can be accessed by young children.
- Maintain a minimum of 2 metres distance between staff conducting screening and the person being screened
- Staff to use appropriate PPE for when social distancing of at least 2 meters is not possible (i.e. mask and gloves)
- If social distancing cannot be maintained staff are to use appropriate PPE –masks, gloves, gowns, face shields/goggles

### Screening Procedure

Every staff, parent/caregiver, child and any essential visitor must be actively screened in the foyer of the centre. Staff must follow the screening checklist for each person and record the outcomes.

- Greet everyone arriving in a friendly, calm manner.
  - If more than ONE parent/caregiver comes to the door with the child(ren), ask that one parent wait in the car or on the sidewalk so to reducing the number of people near the door.
  - Once screening is complete staff will take child into the facility.
  - Parent/caregivers are not allowed into the facility unless it is determined by the supervisor that there is a need for the parent/caregiver to enter.
- Request that both parent/caregiver and child(ren) use hand sanitizer.
  - “Good morning/afternoon. As you are aware COVID-19 continues to evolve, as a result we are conducting active screening for potential risks of COVID-19 for everyone. The screening is to support the safety and well-being of staff, children and families and will include recording your answers to a number of questions and then ask that you take your own temperature.”
  - “At this time, I am going to ask you our COVID-19 active screening checklist questions for the staff/parent/caregiver and all children entering the facility.
- Staff must refuse to allow anyone who answers YES or refuses to answer any of the COVID-19 screening questions. This also includes not accepting any child whose parent/caregiver has answered YES or refuses to answer to any of the COVID-19 screening questions.
- If the individual answers YES to any of the screening questions, or refuses to answer, then they have failed the screening and cannot enter the building.

Staff will also do a visual check of anyone entering the facility. Where a child or adult is obviously ill, vomiting, diarrhea, fever, runny nose, sore throat, staff must refuse entry into the facility to promote health and wellness at the centre.

“Thank you for your patience. Unfortunately based on these answers/signs of illness, I’m not able to let you enter the centre. Please review the COVID self-assessment tool on the Ministry of Health website or the Durham Public Health website to determine if further care is required”

- The staff will ask parent to take their own temperature and that of their child and show staff the results in between each temperature taking. Staff are to record the results on the tracking sheet.
- A bin will be on the cart with the thermometer in it – Parent/caregiver will be directed to take the thermometer from the bin, perform temperature readings and place it back in the bin after use.
- Staff will disinfect the thermometer and bin appropriately
- Record temperature in comment section of childcare surveillance form. A temperature is considered higher than 37.8 C or 100 F.
- The parent/caregiver, child(ren) and essential visitors pass by answering NO to all the questions, having no temperature and being visibly in good health

- The first staff in the facility will complete the active screening procedure and document the answers and their temperature.
- The first staff will then actively screen the second staff entering the building.
- Staff will take their own temperatures and show active screener temperature.
- Thermometer to be disinfected between each staff use using same method above.
- The supervisor or designate will assign the active screening schedule for each day.
- Staff who are experiencing any of the symptoms or who answers YES to any of the questions on the active screening sheets are expected to stay at home and report their absence to their supervisor. Staff will follow direction from Public Health Department or medical clearance to return to work as per human resources policies.
- The screening poster and Surveillance form will be updated as advised by the Medical Officer of Health.
- Documentation of the information received during active screen must be recorded on the active surveillance form.
- Essential Visitor logs with sign in and out times will be completed – recording name, company contact information, time of arrival/departure.
- The Supervisor or designate is responsible for ensuring that this information is managed and recorded as required.
- Follow up with the Public Health Department will take place for anyone with symptoms of ill health for further direction on control measures.

## GENERAL SANITARY PRECAUTIONS

### POLICY

In addition to routine practices for dealing with blood/body fluids and blood/body fluids by-products, all staff must strictly adhere to sanitary precautions in all aspects of the program.

### PROCEDURES

Centres will be cleaned thoroughly prior to re-opening and daily on an ongoing basis.

#### Cleaning

- Use detergent and warm water to clean visibly soiled surfaces
- Rinse the surface with clean water (warm to tepid temperature preferred) to ensure detergent is removed
- Let the surface dry

#### Disinfecting

Clean and disinfect upon ENTRY to centre (for staff):

- Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers

Clean and disinfect upon children's ENTRY to centre:

- Any hard surfaces such as water bottles, containers Disposable Gloves

Gloves must be worn in the following circumstances and disposed after use:

- Administering first aid
- Cleaning up blood and body fluid e.g. vomitus spills and disinfecting surfaces
- Rinsing wet clothing or linen
- Contact with diarrhea (e.g. cleaning/disinfecting contaminated surfaces, diaper changing)
- During active screening and in the case of an isolation of an ill child

#### Hand Washing

Centre will perform and promote frequent and proper hand washing. Staff must wash their hands with soap and warm water in the following situations:

- Before handling food

- Before and after eating
- Before and after diaper check and change
- Before and after toileting
- Before and after contact with bodily fluids
- After handling toxic materials
- Before and after using gloves
- Before and after touching theirs or someone else's face

Children must wash their hands with warm soapy water:

- Before handling food
- Before and after eating
- Before and after toileting
- Before and after wiping their own nose

#### Cots

Children will have a cot assigned to them. Cots will be placed to support social distancing practices.

- Cot sheets and blankets must be changed between each user
- Cots must be cleaned and sanitized between each use
- Sheets and blankets must be changed between each use
- Staff must record all these tasks on the Cleaning Schedule for Linens and Cots

#### Whole Centre, Toys and Equipment

Staff must ensure that all toys and equipment are in good repair, clean and sanitary.

The Supervisor or designate must be advised of any concerns regarding toys and equipment.

- All toys used at the centre must be made of materials that can be cleaned and disinfected easily. Avoid absorbent materials like plush toys.
- 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.

Standard Cleaning protocols will be followed when children in care are asymptomatic.

Clean and disinfect frequencies for other surfaces and items:

Cleaning and disinfecting routines must be increased as the risk of environmental contamination is higher:

- Tables and countertops: used for food preparation and food service must be cleaned and disinfected before and after each use
- Other tables and chairs being used are to be cleaned and disinfected twice daily and more often as needed.
- Spills must be cleaned and disinfected immediately
- Handwash sinks: staff and children washroom areas must be cleaned and disinfected at least two times per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids).
- Floors: cleaning and disinfecting must be performed as required, i.e., when spills occur, and throughout the day when rooms are available, i.e., during outdoor play
- High-touch surfaces: any surfaces at your location that has frequent contact with hands (e.g., light switches, shelving, containers, handrails, door knobs, sinks, toilets, toilet handles etc.). These surfaces should be cleaned and disinfected at least twice per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids)
- Other shared items: (e.g., phones, attendance binders etc.) these must be disinfected between users).

All toys must be cleaned and disinfected daily when in use.

- Mouthed toys must be cleaned and disinfected after every use.
- Large equipment and shelving must be cleaned and disinfected every week
- Water tables must not be used. Only individual sensory play is permitted e.g. each child has their own separate bin or playdough that is cleaned and disinfected or disposed of between use.
- Dramatic play clothes must be laundered after each use.

- Floors must be kept clean and dry throughout the day. They must be swept and mopped as necessary by staff.
- Children’s cubbies are to be kept neat and checked weekly by staff.
- If outdoor equipment is accessed, it must be cleaned and disinfected before each use. Only centre outdoor equipment can be utilized. No access to public parks is permitted.
- The Cleaning Schedule for Toys and Equipment must be posted in playrooms.
- Staff will clean and disinfect bathrooms, sweep and mop floors, spot clean glass, vacuum carpets, dust furniture and shelves, empty garbage and disinfect containers daily.

## PRIORITY PLACEMENT/ WAITLIST

### POLICY

A priority placement and wait list for care will be maintained at each Child Care Centre. There will not be a charge, fee or deposit for placement of a child waiting for admission.

### PROCEDURES

Priority placement of children during COVID19 will take place taking the following into consideration:

- Clients who were already enrolled full time in the child care
- Siblings of clients already enrolled
- Care for clients where parents must return to work and that work outside the home
- Continuity of service for families who accessed Emergency Child Care
- Subsidized clients

A waitlist will be maintained in accordance with the initial contact day. When a potential client makes contact (phone/online) and is interested in placing their child at the centre they will be placed on the Wait by the Supervisor/Designate. The length of time that an incoming child will be eligible for any given age group will be considered in the context of the “move-up” planning strategy. Should the first child on the wait list be very close in age to moving up to the next age group, and there will be no space available in the next age group, the next child on the list may be admitted first.

It is parents’ responsibility to contact the centre every three months to update the Wait List information. It is the Supervisor/Designate responsibility to review and confirm there are no changes to the existing information (e.g. phone numbers, change in days required). During the parent’s contact they can request information on where they are on the Wait List and they will be provided with their numerical position for placement. The child will be removed from the Centre waitlist if the Centre has not received contact from the parent for a year.

## SUPERVISION OF CHILDREN

### POLICY

To ensure all staff are aware of the expectations regarding the supervision of children. The Child Care and Early Years Act (2014) identifies the following references for supervision of children:

#### Supervision by an Adult

Every licensee shall ensure that every child who receives child care at a child care centre it operates or at a premises where it oversees the provision of home child care is always supervised by an adult, whether the child is on or off the premises.

#### Intent:

This provision protects the safety and well-being of children by requiring that they be supervised by an adult at all times while receiving child care.

#### Group Sizes

The maximum group size (cohort) for each room in the centre is no more than 15 children and their teachers (based on ratios). A cohort is defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program for minimum 7 days. Each cohort must stay together throughout the day and are not permitted to mix with other cohorts.

Ratios set out under the CCEYA must be maintained. Reduced ratios are permitted as set out under the CCEYA, if cohorts are not mixed with other cohorts. Reduced ratios are not permitted at any time for infants.

Maximum capacity rules do not apply to Special Needs Resource staff on site (i.e., if they are not counted towards staff to child ratios they are not included in the maximum capacity rules).

Mixed age grouping is permitted as set out under the CCEYA where a director approval has been granted on the licence.

While on duty, staff are responsible for the safety of the children at all times and constant supervision is required. Staff are assigned responsibility for a specific group of children. Staff must determine each child's developmental ability (using developmental checklist materials) to plan and implement a program that effectively meets the child's individual needs. Planning the program with consideration given to the children's abilities as well as general safety practices is an essential component of effective supervision of children.

## PROCEDURES

- Constant visual supervision of children is essential. All staff are responsible for ensuring that all exit points are monitored, indoors and outdoors.
- Communication is an essential component of working as a team. Staff must ensure that they have informed each other if they are leaving the room with children or arriving with additional children.
- When one member of the team leaves the area, the team partner(s) is/are responsible for all children within the area.
- Children's attendance must be recorded immediately upon arrival or departure from the program. Attendance must also be checked during routine changes of the day. This ensures a matching of the attendance record with the children in care.
- Staff must ensure that children are safely released to their parent or guardian. As children tend to have regular hours of care, it is important for staff to be aware of when to expect a child's arrival or departure.

To supervise an area effectively, staff must position themselves to achieve visual supervision of the children, indoors and out. If a child needs to leave the group for any reason, staff must ensure that an adult adequately supervises him or her.

- When setting up a playroom, staff must ensure that consideration is given to the types of activities planned and the physical set-up of the room. Staff must be able to effectively monitor the activities to maintain a safe environment for the children.
- Staff are required to count the number of children in their care before and after the movement of children from within the centre, when outside in the playground and when moving children to and from the playground, and at any time that the centre takes the children off the premises.
- Staff must ensure that children are aware of the rules of the playroom and playground. This will help children understand the expectations for safe play.
- Staff must recognize the need for extra precautions regarding the supervision of children when there is a change to regular day-to-day programming. For example, when supply staff are filling in, it is necessary to take additional precautions.
- Staff must be constantly aware of what is happening around them. By listening carefully and monitoring the room a potential conflict or safety hazard may be prevented.
- It is the expectation that staff regularly review and keep up to date in their knowledge of appropriate policies and procedures.

## EVENTS AND MEETINGS

At this time there are no pre-planned events or in-person meetings. Phone and on-line method will be used for any necessary meetings.

## VISITORS, VOLUNTEERS AND STUDENTS

At this time only essential visitors will be allowed in the centre. Visitors will be asked for ID, COVID-19 screening will be performed and documented in the log. There will be no volunteers and students permitted in the daycare.