



The Children's Centre

COVID-19 Protocols

Legislative Authority

Leeds, Grenville & Lanark District Health Unit

**Issue Date: June 2020
Revision Date: May 2021**

Protocol:

Cleaning and Disinfecting

Background:

Cleaning and disinfecting objects and surfaces that a child comes in contact with, including floors, is one of the most important steps in reducing the spread of infectious diseases including COVID-19 among children and child care staff. From what is currently understood about COVID-19, commonly used cleaners and disinfectants are effective against the virus that causes COVID-19.

Policy:

It is the policy of The Children's Centre to maintain a high standard of cleaning and disinfection of the child care setting to control the spread of infectious disease including COVID-19 among children, staff and visitors. The Children's Centre will maintain their routine cleaning and disinfection schedules, providing enhanced cleaning and disinfection of high-touch surfaces and toys.

Definitions:

- **Cleaning:** Using soap/detergent, water, and mechanical action (e.g., scrubbing) to remove visible dirt. Cleaning physically removes rather than kills microorganisms. Cleaning must be done prior to disinfecting. After cleaning an object, it is necessary to rinse with clean water to ensure detergent film is removed.
 - There are three steps to the cleaning process: wash, rinse and dry.
 - Cleaning tools include laundered cloths, mops, and brooms.
- **Disinfecting:** Disinfection, a process completed after cleaning, is the process of killing most disease-causing microorganisms on objects using chemical solutions.
 - **Selection of Disinfectants:**
 - Particular attention should be paid to appropriate surfaces, contact time (must be achievable), dilution, material compatibility, shelf-life, storage, first aid, and PPE.
 - Follow manufacturer's instructions and Safety Data Sheet requirements for proper use of cleaning and disinfecting products.

General Criteria:

The Children's Centre uses Oxivir Tb as an all-purpose cleaner and BIO-SCRUB and/or Safeguard as a hand sanitizer/disinfectant. We also use Lysol wipes and/or spray for disinfection.

- Staff must check product expiry dates and follow manufacturer's instructions on the MSD located in the location of MSD.
- Staff will respect contact time for the disinfectant to kill germs.
- Cleaning and disinfecting supplies are stored in locations of cleaning supplies where they are out of reach of children and labelled.
- Safety Data Sheets (SDS) that are up to date and stored in custodial room.
- Each childcare room and washroom should have its own designated cleaner and disinfectant.
- Use cleaning cloths for cleaning and disinfecting.

Procedures:

Cleaning and Disinfection Procedures:

- Maintain routine cleaning and provide enhanced cleaning and disinfection of high-touch surfaces and mouthed toys. Follow disinfection schedules.
- The beginning and end of the day have added time for the cleaning and disinfection of toys, furniture and frequently touched things in each child care room. Be sure cleaning is completed by the end of each shift.
 - Further information on routine cleaning requirements and scheduling recommendations can be found in *Leeds, Grenville and Lanark District Health Unit: Preventing and Managing Illnesses in Manual*,
https://healthunit.org/wp-content/uploads/Infection_Control_Childcare_Manual.pdf

Record Keeping

- The Children's Centre will maintain a cleaning and disinfecting schedule for each cohort, washroom, kitchen, common areas, indoor/outdoor play areas, and other areas accessed by the program.
- Staff will complete a cleaning and disinfection log to track and demonstrate cleaning schedules (indoor and outdoor).
 - Designated staff will record the date, time, the initials of the staff responsible, etc.

Enhanced Cleaning Frequencies:

- Toys and equipment are designated for each room/cohort.
 - If shared, toys and equipment must be cleaned and disinfected at a minimum between cohorts.
 - Place used toys (art, games, toys, etc.) in a designated area to be disinfected.
- Toys will be cleaned prior to disinfection if not going in the commercial dishwasher for disinfection. Any mouthed toys are cleaned and disinfected immediately after each use.
 - After disinfecting, rinse with potable water if not using dishwasher for disinfection prior to returning to play.
- Soft fabric toys and items that cannot tolerate regular cleaning and disinfection must not be used.

Frequently touched areas:

- High touch surfaces such as light switches, doorknobs and handles, handrails, water fountain knobs, tabletops, electronic devices, etc. are cleaned and disinfected at least twice per day and more often as needed.
- Tables must be washed before and after use for any activity including art, games and meals.
- Children and staff chairs will be sanitized and wiped down at the end of each day.
- If liquids can be withstood, disinfect high-touch electronic devices (keyboards, tablets, smartboards) with alcohol or disinfectant wipes.
- Staff will adhere to diapering and toileting procedures as guided by the Lanark, Leeds and Grenville District Health Unit, and ensure proper cleaning and disinfecting between diaper change or toileting processes.
 - https://healthunit.org/wp-content/uploads/Toileting_Poster.pdf
 - https://healthunit.org/wp-content/uploads/Diapering_Poster.pdf
- Items that cannot be properly cleaned and disinfected must not be used by children in the facility.
- Cots and cribs must be disinfected after each use.
- All items used by a symptomatic individual are cleaned and disinfected.
 - If the items cannot be cleaned (e.g., books), remove them and store in a sealed container for a minimum of 3 days.
- Toilets and faucets must be wiped down with disinfectant a minimum of twice daily
- The beginning and end of the day have added time for the cleaning and disinfection of toys, furniture, and frequently touched things in each program's room.
- All common areas must be disinfected between cohorts of children.
 - 10 minutes of drying time will be allowed between cohorts.

Food:

Tables used for eating and preparation will be cleaned, rinsed, and then sanitized before and after each meal or snack.

- All equipment, work surface, floors and eating utensils must be cleaned and disinfected to prevent illness from food.
- All dishes must be washed, rinsed, and disinfected using one of the following methods:
 - Commercial dishwasher
 - Two or three compartment sink.

Linens:

- Towels, face cloths, etc. will be laundered after every use.
- Bedding, and stuffed animals will be stored in labeled Ziplock bags between use and laundered weekly or when soiled.
- All child care laundry will be washed on a warm to hot cycle with detergent.

- Disinfect beds, cots and cribs after each use

Carpets, Floors and Floor Mats:

- All hard floors will be swept and mopped with a sanitizing detergent each day.
- Carpets/floor mats will be cleaned as often as necessary and promptly if a spill occurs.
- Shampoo/steam clean carpets in infant rooms every 3 months
- Shampoo/steam carpets in non-infant rooms every 6 months.
- If carpets do not appear to be adequately cleaned, re-cleaning is necessary, or replacement must be considered.
- Promptly remove and replace floor mats that cannot be adequately cleaned and disinfected.

For further information on cleaning and disinfection, visit Public Health Ontario's website at <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>

Protocol:**Toys, Activities and Food Provision****Toys and Activities**

- As items are used (art, games, toys etc.) place in a bin to be cleaned and disinfected by staff member.
- Any mouthed items are placed in a bin to be cleaned and disinfected immediately by the Staff.
- Toys and equipment are cleaned and disinfected at a minimum in each cohort, after lunch and at the end of the day.
- Toys/equipment that cannot be cleaned and disinfected will be avoided, and when possible, placed out of reach.
- Staff will minimize how many children are using a toy at once.
- Group water and sensory tables will not be used. Sensory items are stored for individual (labeled) children's play.
- Outdoor toys will not be shared between children.
- Indoor sensory play is discouraged unless items are single use and dedicated to one child (e.g., sandbox, water table, etc.).
- Homemade or store-bought play dough will be discarded daily.
- Tables will be washed before and after use for any activity including art, games, and meals.
- Group singing indoors or outdoors is not recommended.
- Community playgrounds will not be used at this time.

Items from Home

- Children are discouraged from bringing items from home.

Food Provision

- There will be no self-serving of food or food sharing.
- Children must not share food or feeding utensils.
- Meals will be served in individual portions, using utensils.
- Staff will perform hand hygiene before preparing food, and as needed during preparation.
- Staff will perform hand hygiene before serving food.
- Children will wash hands before meals and snacks.
- Families are not permitted to bring food to the facility with the purpose of sharing with others. (e.g., cookies, cupcakes)
- No outside food will be brought in except where required for menus.

Sunscreen

Staff must wash their hands before and after applying sunscreen or wear gloves for each application.

Hand Hygiene:

- Anyone entering the facility must perform hand hygiene upon entering.
- Cohort staff to assist child with hand hygiene upon entering the program.
- Staff will wash hands frequently throughout the day (setting an example of proper handwashing for the children)
- Wash hands for at least 20 seconds with soap and warm water
 - at the start of shifts
 - before eating or drinking
 - before preparing food
 - before and after putting on PPE
 - after cleaning up meal and snack times
 - after touching shared items
 - before and after playing games, art activities and going outside
 - after going outside
 - after using the washroom, changing diapers, or helping others with toileting
 - after handling garbage, and
 - before leaving your workspace.
- Handwashing signs have been posted. Demonstrate to children the proper procedure and assist them if needed.
- Sneeze and cough into your sleeve.
- 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.

Coronavirus Disease 2019 (COVID-19)

How to wash your hands








Wash hands for at least 15 seconds

<p>1</p> <p>Wet hands with warm water.</p>	<p>2</p> <p>Apply soap.</p>	<p>3</p> <p>Lather soap and rub hands palm to palm.</p>	<p>4</p> <p>Rub in between and around fingers.</p>
<p>5</p> <p>Rub back of each hand with palm of other hand.</p>	<p>6</p> <p>Rub fingertips of each hand in opposite palm.</p>	<p>7</p> <p>Rub each thumb clasped in opposite hand.</p>	<p>8</p> <p>Rinse thoroughly under running water.</p>
<p>9</p> <p>Pat hands dry with paper towel.</p>	<p>10</p> <p>Turn off water using paper towel.</p>	<p>11</p> <p>Your hands are now clean.</p>	

How to use hand sanitizer



1  <p>Apply 1 to 2 pumps of product to palms of dry hands.</p>	2  <p>Rub hands together, palm to palm.</p>	3  <p>Rub in between and around fingers.</p>	4  <p>Rub back of each hand with palm of other hand.</p>
5  <p>Rub fingertips of each hand in opposite palm.</p>	6  <p>Rub each thumb clasped in opposite hand.</p>	7  <p>Rub hands until product is dry. Do not use paper towels.</p>	8  <p>Once dry, your hands are clean.</p>

Sources:

Ontario Agency for Health Protection and Promotion (Public Health Ontario), Provincial Infectious Diseases Advisory Committee. Best practices for hand hygiene in all health care settings [Internet]. 4th ed. Toronto, ON: Queen's Printer for Ontario; 2014. Available from: <https://www.publichealthontario.ca/-/media/documents/bp-hand-hygiene.pdf?la=en>

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Space set-up and Physical Distancing

- Physical distancing of 2 meters will be maintained whenever possible.
 - Staff arrival and departure,
 - Child drop off and pick ups,
 - Between cohorts (including outdoor play), and
 - Within cohorts.
- Staff will avoid getting close to faces of children whenever possible (e.g. activities that may result in droplet spread).
- When staff must hold a child, staff will use blankets over their clothing.
 - Blankets will not be shared between children and washed after each use.
- Cohorts will not mix.
 - Cohorts will have scheduled times in common areas (e.g., gyms, outdoor playgrounds).
- Physical distancing is promoted within cohorts.
 - Spreading children out.
 - Incorporating more individual activities or activities that encourage more space between children.
 - More time will be spent playing outdoors in order to facilitate physical distancing. Where the outdoor play area is large enough to accommodate multiple groups, the groups must be separate by at least two metres.
 - If play structures are to be used by more than one group, the structures should be used by one group at a time.
 - Designate toys and equipment (e.g., balls, loose equipment) for each room group. Where toys and equipment are shared, they should be cleaned and disinfected prior to being shared.
 - Only alternating seats will be used in strollers.
 - If practical and safe, the number of people allowed in the same room will be limited.

Sleep/Nap time:

- Physical distance will be maintained (minimum 18 inches) between cots
- Where space is limited, children will be placed head-to-toe, or toe-to-toe.
- Educators are encouraged to allow children to self-regulate as much as possible.

Meal and Snack Time:

- Physical distancing will be maintained at snacks and meals by spreading children out and staggering snack and mealtimes when possible. Children must not share food or feeding utensils.

Gyms

- When using gymnasiums for physical activity:
 - Children and staff should not be engaged in moderate to vigorous physical activity indoors. When moderate or vigorous physical activity takes place outdoors, children and staff should maintain physical distance. Masks should not be worn for high intensity activity.
 - Limit the use of shared equipment. Shared equipment should be disinfected regularly and proper hand hygiene before and after participating in physical activity and equipment use.

Drop-off and Pick-up:

- Parents should not enter the premises.
- All entrances should have alcohol-based hand rub with a concentration of 60-90% available with signage demonstrating appropriate use. It should be accessible to children and children should be supervised when using the hand rub.
- Personal belongings should be labeled and kept in the child's cubby/designated space (e.g., backpack, hats, mittens, etc.). While appropriate clothing for the weather (e.g., jackets, hats, sunscreens) should continue to come with the child other personal belongings (e.g., toys) should be minimized.

Staff and Shift Scheduling:

- Staff including supply/replacement staff will be designated to one cohort and one room.
 - Screener will track where they work to assist with contact tracking and cleaning in the event an employee contracts COVID-19.
- Staff movement will be limited between rooms.
- Staff will be dissuaded from leaving their program apart from bathroom breaks and lunch breaks.
- Staff and placement students should work at only one location.
- Supervisors should limit their movements between rooms, doing so when absolutely necessary.
- Supply staff should be assigned to a specific group as to limit the staff interaction with multiple groups of children.
- Start times, breaks and lunches will be staggered to encourage physical distancing.
 - Please do not visit any other areas of the daycare (kitchen, programs).
 - Please use the designated area for breaks.
 - Please remember to wipe down after.

Visitors and Events:

- Group events and meetings (e.g., staff meetings, tours, interviews) will be rescheduled, or done virtually, or over the phone. Events may be held outdoors if proper distancing can be maintained.
- There should be no non-essential visitors to the program. Essential staff are permitted into the building, if staff are not working their shift, they should not be on site.
- All visitors entering the daycare will need to be screened this will be done by the Supervisor or designated staff to replace the Supervisor. The visitors will need to fill in their information in the visitor's logbook.
- Students completing educational placements are permitted to enter the child care setting and will attend only one program. Students are subject to the same health and safety protocols as all staff.
- Special needs services will continue where services are essential and necessary.

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Protocol:

PPE

Recommendations for the use of Personal Protective Equipment (PPE) in Child Care Centres

For non-healthcare settings the use of PPE should be based on a risk assessment of the task, the individual and environment.

Considerations for PPE Use:

- Staff will wash hands before putting on PPE and after removal.
 - Staff will follow guidelines when removing PPE.
 - Staff will not reuse PPE.
 - PPE will be promptly discarded after use.
 - Staff will use masks when unable to practice physical distancing of 6 feet.
 - Staff will remember not to touch their face with gloved hands.
- NOTE: N95 respirators are not indicated for use in childcare settings.

PPE Available for Staff Use:

- Masks
- Gloves
- Face shield/Goggles
- Please advise the Supervisor/Director when PPE supplies are in need of replacement.

Location of PPE:

- St. John Bosco Site: Staff Room and cupboards in hallway
- Ange Gabriel Site: Office
- J.L. Jordan Site: Filing cabinet
- St. Francis Site: Filing cabinet
-

Protocol for Use:

Screener

- Mask/face shield
- Gloves if taking temperatures, otherwise optional

Cleaning

- Gloves
- Face shield/mask and gloves if cleaning and disinfecting blood or bodily fluids.

Illness

- Mask/ face shield
 - Children showing symptoms of illness may be provided with a mask to wear if tolerated and over the age of two.
- Gloves (optional)
 - If not wearing gloves, staff will practice hand washing frequently.

Expectations:**Adults**

- All child care staff and students are required to wear medical masks and eye protection (i.e., face shield or goggles) while inside the childcare centre, including hallways and staff rooms (unless eating - but times with the masks off should be limited and physical distance should be maintained)
- All childcare staff are required to wear medical masks outdoors when 2 metres cannot be maintained by the Ministry. According to the Leeds & Grenville Health Unit masks are required outdoors presently.
- All other adults (parents/guardians and visitors) are required to wear a face covering or non-medical mask while inside the premises.

Children

- All children Grade 1 and above are required to wear a non-medical mask or face covering while inside a childcare setting including hallways.
- All children in grades 1 and above are required to wear a non-medical mask or face covering outdoors when a distance of 2 metres cannot be maintained. All younger children (aged 2 to SK) are also encouraged to do this, but it is not required.
- All younger children (aged 2 to SK) are encouraged but not required to wear a non-medical mask or face covering while inside the child care centre, including hallways.

Exceptions:

There are also exceptions to wearing medical masks and eye protection which include medical conditions that make it difficult to wear a medical mask or eye protection (e.g., difficulty breathing, low vision), a cognitive condition or disability that prevents wearing a medical mask, and hearing impairments or when communicating with a person who is hearing impaired and where the ability to see the mouth is essential for communication. Clear mask options are available to meet some of the above needs. If there are medical exceptions to medical mask wearing, the supervisor must document this.

Training:

Proper use of PPE

- Staff are trained on and can demonstrate proper donning and removal of PPE. Please see next page
- Since it may be difficult to put on a mask and eye protection properly (i.e., without contamination) after having removed them, given the frequent and spontaneous need for close interactions with young children in a child care setting proper hand hygiene is important.
- Masks should be replaced when they become damp or visibly soiled.

Coronavirus Disease 2019 (COVID-19)

Non-medical Masks and Face Coverings

Wearing non-medical masks or face coverings may be an added way to protect others around you, particularly where physical distancing may be challenging (e.g., on public transit, while shopping). Here are some tips on what masks and face coverings do, when you could consider using one, and how to wear it safely.

If you or a household member has symptoms of, or is suspected to have COVID-19, follow the [guidance for self-isolation](#).

Why use a non-medical mask or face covering

- COVID-19 can be spread from infected individuals who have a few or no symptoms and are unaware that they may be infected.
- A non-medical mask or face covering is intended to protect others from your infectious droplets.
- It may also prevent other people's droplets from landing in your mouth or nose.
- Consider wearing one in areas where community transmission of COVID-19 is occurring and where [physical distancing](#) may not be possible, e.g., public transit, smaller grocery stores or pharmacies.



What kind of non-medical mask or face covering should I use

- No specific design or material is known to be better than others.
- The [Public Health Agency of Canada](#) provides guidance on how to make cloth masks.
- Make sure each cloth mask is made of at least two layers and can be laundered multiple times without losing shape or deteriorating.
- Don't offer to children under the age of two, or individuals who are unable to wear it e.g., medical condition, or unable to wear/remove properly.



How to wear a non-medical mask or face covering

- Clean your hands with [soap and water or alcohol-based hand sanitizer](#) for at least 15 seconds.
- Make sure it fits snugly (no gaps between mask and face) to cover the nose and mouth, i.e., from below the eyes to around the chin.
- Secure it with ties or ear loops so that it is comfortable, and doesn't hinder breathing and vision.
- Avoid touching the front of the mask or face covering while wearing it – if you do, clean your hands immediately.
- Wear it as long as it is comfortable, and remove when it becomes soiled, damp, damaged or difficult to breathe through.
- Do not share your mask with others.



How to remove and care for non-medical masks or face coverings that can be cleaned

- Remove carefully by grasping the straps only and place directly in the laundry.
- If you have to use it again before washing, ensure that the front of the mask folds in on itself to avoid touching the front. Store it in its own bag, e.g., paper bag.
- Immediately clean your hands with soap and water or alcohol-based hand sanitizer for at least 15 seconds.
- Machine wash with hot water and with regular detergent, which should kill any viruses.
- The [Ministry of Health](#) has more information on the use and care of non-medical masks and face coverings.

Note

- Non-medical masks and face coverings may not provide complete protection against viral particles, especially if they fit loosely.
- As they are not tested to recognized standards, their effectiveness will vary.

The information in this document is current as of May 21, 2020

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Ontario

Coronavirus Disease 2019 (COVID-19)

How to self-monitor

Follow the advice that you have received from your health care provider.

If you have questions, or you start to feel worse, contact your health care provider, Telehealth (1-866-797-0000) or your public health unit.

Monitor for symptoms for 14 days after exposure



Fever



Cough



Difficulty breathing

Avoid public spaces

- Avoid crowded public spaces and places where you cannot easily separate yourself from others if you become ill.

What to do if you develop these or any other symptoms

- Self-isolate immediately and contact your public health unit and your health care provider.
- To self-isolate you will need:
 - Instructions on [how to self-isolate](#)
 - Soap, water and/or alcohol-based hand sanitizer to clean your hands
- When you visit your health care provider, avoid using public transportation such as subways, taxis and shared rides. If unavoidable, wear a mask and keep a two metre distance from others or use the back seat if in a car.

Contact your public health unit:

Learn about the virus

COVID-19 is a new virus. It spreads by respiratory droplets of an infected person to others with whom they have close contact such as people who live in the same household or provide care.

You can also access up to date information on COVID-19 on the Ontario Ministry of Health's website: ontario.ca/coronavirus

The information in this document is current as of May 17, 2020

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Screening:

All individuals, including children, parents/guardians, and staff must complete the online COVID-19 school and childcare screening app including daily temperature checks prior to entry; upon arrival at the child care setting.

Screening Reception Area

- The facility will use entrance as the single point entry point where screening will take place.
- The Children's Centre will use a designated screener.
 - Screeners are trained on the screening procedure.
- The screener will complete the COVID-19 screening questionnaire with staff, parents, and essential visitors if they have not completed the online app. The person or child's temperature will be taken if not done prior to arrival.
 - Thermometers will not be used between children/staff without disinfecting between use.
- The screening area has posted signage identifying the screening process and meets the following criteria:
 - A dedicated screening area/table (if space permits) at location.
 - Space allows for a minimum of 2 metres distance between screener and the person being screened, or screener must wear personal protective equipment (PPE) i.e., mask/face shield and gloves
 - Access to hand sanitizer.
 - Signage regarding proper hand hygiene, respiratory etiquette, and proper mask use are to be displayed at the screening area.
 - Signage prompting staff, parents/guardians, and essential visitors to self-identify if they or their children have signs and symptoms of COVID-19.
- Where possible, stagger drop offs to ensure physical distancing requirements can be met.
- Screener will complete a logbook of all individuals entering the facility logging the following:
 - Name
 - Contact Information
 - Time of arrival/departure
 - Screening
 - The logbook will be kept up to date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.
- Deny entry to any individual who fails the screening procedure. Any individual who fails the screening process will be advised to contact the Leeds, Grenville and Lanark District Health Unit for direction or their family Doctor.
- Entry into The Children's Centre past the screening area, must be limited only to staff, children, and essential visitors.
- Children/staff who are ill are not permitted to enter the childcare facility.

Arrivals and Departures:

- Physical distancing practices will be adhered to during drop off and pick up times.

Staff Arrival:

1. Before arrival complete the [COVID-19 School and Child Care Screening Tool](#) and email a screen shot of the completed screen to the office.
2. Keep a physical distance of 6 feet from other staff members.
 - Enter the centre wearing a mask (it is recommended to replace the mask you wear into the Centre with a new mask once inside the building)
 - Avoid physical contact in shared areas (entrance and hallway)
 - Spray hands with sanitizer.
 - If you have not checked your temperature before arriving, please do so at the door.
3. Remove outerwear. Keep all belongings in one place.
4. Wash hands.
5. Report to the room you will be working in.
 - Remain in this room. Do not enter other childcare rooms.
 - Supply/replacement staff should be assigned to specific cohorts
6. When screening is completed, the Screener will clean the door handle, buzzer/bell, entryway and initial on the cleaning checklist.

Staff Dismissal:

1. Wash your hands before leaving the childcare room.
2. Collect your belongings and outerwear.
3. Disinfect the area you have used for your belongings.
4. Leave the building without visiting other rooms.

Arrival of Children:

1. Parents may buzzer/phone to notify staff of arrival. Screener will answer the door and meet parents outside at the front door of the Centre.
2. Parents are to keep a physical distance of 6 feet from other parents/persons.
3. Parents will proceed to the screening area with child(ren) and the screener will sanitize the children's hands.
4. Parents will show a completed screen to the Screener or email to the office before arrival.
5. Wipe down any used door surfaces.
6. Staff will bring the child to their childcare room.
7. Staff in the childcare room will ask/assist the child to wash their hands upon entering the room.
8. Staff member will bring the child to their cubby to take off outerwear.
9. Ask/assist the child to wash their hands upon entering the room.
10. Children should be monitored for signs and symptoms of COVID-19.

Departure of Children:

1. Parents will use the buzzer or phone to notify staff when they have arrived at entrance.
2. Staff members will retrieve the child(ren), dress them and bring to their parents.
3. Remind parents to keep a physical distance of 6 feet from other parents/persons while waiting for their child. Staff members will identify them.
4. Wash and disinfect hands before continuing work.

- When screening is completed, the Screener will clean the door handle, buzzer/bell, entryway and initial the cleaning checklist.

17

Screening for Symptoms

Child care centre staff, placement students, and children with any new or worsening symptoms of Covid-19, as indicated in [COVID-19 School and Child Care Screening Tool](#), even those with one symptom must stay home until:

- They receive a negative COVID-19 test result.
- They receive an alternative diagnosis by a health care professional, or
- It has been 10 days since their symptom onset, and they are feeling better.

In addition, if any household members are experiencing any new COVID-19 symptoms and/or are waiting for COVID-19 tests results after experiencing symptoms, the child, the child care staff or placement student must not attend child care.

Child Care Centre

All child care staff, placement students will receive a link to the COVID-19 School and Child Care Screening Tool and must complete and pass the COVID-19 self screen, screen shot the results and email to the Centre.

Any individuals who do not pass the online screening procedures will be asked to return home and self-isolate.

Children

Parents and guardians are to screen their children for symptoms of illness everyday using the [COVID-19 School and Child Care Screening Tool](#). The parents or guardians will provide proof of completing the screening tool by showing a screen shot or emailing it to the Centre.

Any parent or guardian who has not completed the screening prior to arrival will be required to complete screening prior to entry.

Any child that does not pass the online screening will be asked to return home and self-isolate.

General Screening

For screening an individual at the Centre and escorting children to the program the screener should take appropriate precautions including, maintaining a distance of 2 metre from those screened and providing alcohol-based hand rub at all screening locations.

Attendance Records

In addition to attendance records for children the Centre is responsible for maintaining daily records of anyone entering the building. This record is located at the entrance and will be filled out by any individuals who enter the premises. Records must be kept up to date to facilitate contact tracing in the event of a confirmed case or outbreak.

18



COVID-19 SCREENING QUESTIONS

Do you or your child or any member of your household have any of the following symptoms?

- Fever (37.8C Or Higher)
- New/Worsening Cough
- Shortness of Breath
- Sore Throat
- Difficulty Swallowing
- Loss of Taste or Smell
- Nausea/Vomiting, Diarrhea, Abdominal Pain
- Runny Nose, or Nasal Congestion (In the absence of underlying reasons such as Seasonal Allergies, Nasal Drip, Etc.)
- Unexplained Fatigue/Malaise/Myalgia
- Chills
- Headache
- Conjunctivitis (Pink Eye)
- Lethargy/Difficulty Feeding in Infants

Have you had contact with anyone with acute respiratory illness or who travelled outside of Canada in the last 14 days?

Have you had close contact with someone who has been diagnosed with COVID-19?

If you answered YES to any of these DO NOT enter.

Your child cannot be permitted to enter to ensure the safety of everyone.
Contact your health care provider as well as Public Health at **905-546-9848, option 2.**

CLEANING CHECKLIST FOR CLASSROOMS – Room

Date	Daily - ✓ After Each Cleaning				Twice Daily - ✓ After Each Cleaning				Every Use - ✓ After Each Cleaning							
	Counters - Sink, Work Counters - Open	Chairs, Tables Close	Window Sills, Shelves Open	Child Toy Baskets, Cubby's Close	Light Switches, doors & knobs/gates	Classroom Sink	Cupboard Doors	Tables	Tech IPAD, Phone CD Player Walkie talkie	Toilets, Sinks, Faucets, diaper pails	Benches, Doors to playground, Front doors upon arrival	Laundry Baskets (after laundry returned)	Beds	Change Tables Pottys	TOYS - AFTER EVERY USE	Outdoor Toys After Every Use

CLEANING CHECKLIST FOR THE OFFICE

Office - ✓ After Each Cleaning In Office											
DATE	Playground	Check Cleaning Lists	Work space and Keyboard, Chairs	Doorbell	Phone, Walkie talkies	Drawers	Light Switches and Door knobs	Communication Book cart	Entrance screening cart, doors in and out	Hallway door knobs	Ph an

CLEANING CHECKLIST FOR THE KITCHEN

	Daily - ✓ After Each Cleaning								✓ - After Each Use				Weekly Duties - ✓ After Each Cleaning					
DATE	Wipe down fridge s	Cupboard s Drawers and handles	Wipe Counte r Tops	Stove, Microwave (inside), Dishwasher	Sink s Taps	Staff Room - chairs	Start and switch over laundry	Wipe washer & dryer outside and baskets	Cart s	Food Prep Surface	Dishes	Stove Top	Kitchen Fridge tops	Cupboard tops	Wash inside Fridge	Staff Room – shelves, fridge	Cupboar d shelves	Under counter cupboar d

If a child becomes ill at the Centre:

In the event a child shows any signs or symptoms of illness that cannot be explained (i.e., teething, seasonal allergies), the parent will be called to immediately pick-up their child. If the parent is not available their emergency contact will be called. While the child waits to be picked up, they will be separated from the other children and staff and supervised by one staff. The staff will wear a mask and eye protection and any other required protective equipment, and children over the age of 2 who can tolerate a mask will be asked to wear one.

If a Staff Becomes ill at the Centre:

If a staff member becomes ill at the Centre, they will be separated from the children and other staff and sent home immediately.

Reporting Suspected Cases of Covid-19

The Centre is required to report any positive cases of COVID-19 to the Health Unit. The Health Unit will advise the program Supervisor and parent of any requirements for testing and/or self isolation. All parents will be informed if there is a positive case of COVID-19 in the program and reminded to monitor their children for symptoms of COVID-19 if a child in their group is sent for testing.

The Children's Centre is also required to report any positive cases to the Ministry of Education. A letter will be sent out to parents in the program and a notification will be posted for their information.

Dear Parents

Please be advised that there has been a confirmed case of COVID-19 in your child's program. The children and the staff from this program will be excluded from the Centre for 14 days. If symptoms develop during the children and staff exclusions, they should be tested or extend exclusion until 14 days after onset of symptoms.

**WE HAVE A
COVID-19 OUTBREAK**

DO NOT ENTER
IF YOU HAVE SYMPTOMS



Do your part to **STOP** the spread of illness:

- Screen for COVID-19 before entering
- Clean your hands frequently
- Keep your distance from others
- Follow the child care setting's instructions

designed by The Leeds, Grenville & Lanark District Health Unit