



Child Care Centre Covid-19 Safety Plan Policy and Procedures

Name of Child Care Centre: Beyond Our Dreams Preschool and Daycare

Date Policy and Procedures Established: August 27, 2020.

Date Policy and Procedures Updated: October 2, 2020, November 6, 2020, and November 9, 2020.

Purpose

The purpose of this policy and the procedures within is to provide clear instructions for staff, students and their families to follow when maintaining public health in regards to Covid-19 in the child care center. The policy will also outline measures in which to take if a student, their family member, or a staff member is suspected to have been exposed or has been exposed to covid-19.

The expectation is that the child care centre will remain a safe and healthy environment for everyone.

Note: definitions for terms used throughout this policy are provided in a Glossary at the end of the document.

Policy

General Safety

Hand sanitizer will be available at all center entrances. Reasonable exceptions to the requirement to wear masks are expected to be put in place by the licensee, Christine Gunn. Exceptions will be made on a case to case basis. Hand washing using soap and water is recommended over alcohol-based hand rub for children. Daily attendance records of anyone entering the center will be recorded and will include the approximate length of their stay.

General Staff Safety

This policy is aligned with Durham Public Health and provides child care staff direction on the health, safety and other operational measures outlined in this document plus any additional local requirements in place.

All child care staff and students completing post-secondary placements are required to wear medical masks and eye protection (i.e., face shield or goggles) while inside a child care setting, including in hallways and staff rooms (unless eating – but time with masks off should be limited and physical distance should be maintained). Hand sanitizer will be made available so that staff can disinfect their hands as needed when hand washing is not available. Staff must screen before entering the center each day.

General Child Safety

Children in care will not be expected to wear PPE. Families will be encouraged to send PPE with their child if they feel safest doing so and staff will encourage the use of their PPE. Parents will also have to provide students with a place to safely store their masks when not in use. Students will wash their hands before eating and during bathroom breaks. If staff feel, that additional hand washing is required, students will be provided the opportunity to wash their hands as needed. In the event that washing hands is not possible, students will be provided hand sanitizer.

Screening Procedures

Daily screening will be completed by anyone dropping off or picking up a child in care. Screening will be required for anyone including family members and students in care before they are permitted to enter the center. The self-screening tool can be found at:

<https://beyondourdreams.ca/covid-19-screening>

Staff will confirm that their screening has been completed and submitted before they are granted access to the center.

In the event that a person is unable to pass the screening, they will not be permitted to enter the child care center. The Durham Region Health Department will not be contacted.

Siblings may attend child care/school if their sibling is ill however if that child has a positive Covid-19 test result, that child and their siblings must all stay home to self-isolate.

Space Set-Up and Physical Distancing

The Ministry of Education and Beyond Our Dreams Preschool and Daycare recognizes that physical distancing between children in a child care setting is difficult and encourages child care staff to maintain a welcoming and caring environment for children. Physical distancing will be encouraged but not enforced by staff.

Staff can incorporate more individual activities or activities that encourage more space between children, use visual cues to promote physical distancing, move activities outside to allow for more space, and by avoiding singing activities indoors. Mouthed toys will be cleaned and disinfected immediately after the child is finished using it.

If sensory materials (e.g., playdough, water, sand, etc.) are offered, they should be provided for single use (i.e. available to the child for the day) and labelled with child's name, if applicable.

Provision of Special Needs Resources (SNR) Services

The Ministry of Education and Beyond Our Dreams Preschool and Daycare recognizes that children with special needs and their families continue to require additional supports and services in child care settings. The provision of in-person special needs services in child care settings will continue where appropriate. Where SNR services are provided through external staff/service providers, the licensee will inform all families of this fact, and record attendance for contact tracing purposes. All SNR staff must be screened before entering the child care setting, as per the protocol in the screening section above.

Outdoor Play

Children should bring their own sunscreen where possible and it should not be shared. Staff may provide assistance to apply sunscreen to any child requiring it and should exercise proper hand hygiene when doing so (for example washing hands before and after application).

Food Provision

There will be no sharing of food. Physical distancing when eating will be encouraged to help ensure safety but may not be possible at all times.

Visitors

There should be no non-essential visitors at Beyond Our Dreams Preschool and Daycare.

Students completing post-secondary educational placements will be permitted to enter child care settings and should only attend one child care setting and be assigned to one group of children. Students will also be subject to the same health and safety protocols as other staff members such as screening, and the use of PPE when on the child care premises, and must also review the health and safety protocols.

The provision of special needs services may continue and operators may use their discretion to determine whether the services being provided are essential and necessary at this time.

Use of video and telephone interviews will be used to interact with families where possible, rather than in person.

Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and inspect a child care centre premise at any reasonable time.

As much as possible, parents should not go past the screening area.

Licensees must ensure that there are no volunteers at the program.

Drop-Off and Pick-up Procedures

Families will be required to complete the online screening tool each morning before drop off. Preschool children will enter the child care center at the front entrance while kindergarten students will enter through the backyard entrance. Both groups will have separate cubby areas.

Any parents or family members entering, dropping off or picking up a child at the child care center will be recorded in the daily attendance record.

All children will be dismissed at the end of their programming and be released to their parent/guardian outside from the back yard whenever possible. This will help reduce the need for visitors to enter the child care center at the end of the day. If there is a need for a family member to enter the child care center at pick up, they will have to have completed the screening tool for that day and a staff member will have to confirm receipt of that screening before they will be permitted to enter the child care center.

Cleaning and Disinfecting

Frequently touched surfaces will be cleaned and disinfected at least twice a day as they are most likely to become contaminated (for example, doorknobs, water fountain knobs, light switches, toilet and faucet handles, electronic devices, and tabletops).

Cleaning will be completed using a diluted bleach product, soap, and water or Lysol wipes. Expiry dates will be checked to ensure all products are safe to use.

A log will be kept to help ensure cleaning is completed on a regular basis.

Only one group will access the washroom at a time and the facilities will be cleaned, as needed, in between each use, particularly if multiple groups will be using the same washroom.

Protocols When Someone in a Child Care Setting Demonstrates Symptoms of Illness

Children, child care centre staff, and students should be referred to their doctor and follow their doctor's discretion including following instructions for testing when demonstrating symptoms of illness. Those who have followed their doctor's instructions and/or tested negative for COVID-19 must be excluded from the program until symptoms have significantly improved. Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and/or clearance has been received from the local public health unit.

Two symptomatic, laboratory confirmed cases of COVID-19 in a staff member or child must be considered a confirmed COVID-19 outbreak, in consultation with the local public health unit. Outbreaks should be declared in collaboration between the program and the local public health unit to ensure an outbreak number is provided.

Children, child care centre staff and students who are symptomatic or have been advised to self-isolate by the local public health unit, must not attend the program. Asymptomatic individuals awaiting results may not need to be excluded and should follow the advice of the local public health unit.

If a child, child care centre staff, or student becomes symptomatic while in the program, they should be isolated in a separate room and a family member contacted for pick-up. The person who is symptomatic should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues. If the person who is symptomatic is a child, a child care staff should remain with the child until a parent/guardian arrives. If tolerated and above the age of 2, the child should wear a medical mask. The child care staff should wear a medical mask and eye protection (i.e., face shield) at all times and not interact with others. The child care staff should also avoid contact with the child's respiratory secretions.

All items used by the person who is symptomatic should be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days. The local public health unit should be notified, and their advice should be followed. Other children, including siblings of the symptomatic child, and child care staff in the program who were present while the child or staff member became ill should be identified as a close contact and grouped together. The local public health unit will provide any further direction on testing and isolation of these close contacts.

For information on Covid-19, please visit:

<https://www.ontario.ca/page/covid-19-stop-spread>

Serious Occurrence

Where a child, staff, or student has a confirmed case of COVID-19, licensees must report this to the ministry as a serious occurrence.

Where a room, centre or premises closes due to COVID-19, licensees must report this to the ministry as a serious occurrence.

A Serious Occurrence is required to be submitted under the categories:

- a) **Confirmed COVID-19 cases;**
 - i. a **child who receives child care** at a home child care premises or child care centre,
 - ii. a home child care **provider**,
 - iii. a person who is **ordinarily a resident of a home child care premises** (e.g. the home provider's child, the home provider's spouse etc.; for complete definition please refer to the Home Child Care Licensing Manual)
 - iv. a person who is **regularly at a home child care premises** (eg. the home provider's friend who visits the premises once a week etc.; for complete definition please refer to the Home Child Care Licensing Manual),
 - v. a **home child care visitor**,
 - vi. a **staff** member at a child care centre
 - vii. a **student** at a home child care premises or child care centre

or

- b) **Closures ordered by your local Public Health Unit** (i.e., where a closure is ordered for a centre, program room/s or provider's home due to a **confirmed** or a **suspected** COVID-19 case(s)).

Policy Maintenance

This policy will be reviewed on a regular basis to ensure that procedures are up-to-date.

Policy Effectiveness

All staff and volunteers will be trained on proper safety procedures when dealing with Covid-19. Parents will be provided a copy of this policy to ensure that they are aware of this policy and its procedures.

Glossary

Covid-19: The respiratory illness transmitted by water droplets between person to person. This illness can range from a-symptomatic symptoms, to severe, life threatening symptoms. Any exposure to this virus must be taken very seriously.

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

Parent: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family (all references to parent include legal guardians, but will only be referred to as “parent” in this policy).

Staff: Individual employed by the licensee (e.g. program room staff).

PPE: Personal protective equipment such as face shields, face masks, gloves, etc.

Hand sanitizer: A liquid or gel antiseptic product containing at least 60% alcohol.