



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, November 9, 2020, December 2, 2020, March 9, 2020 and August 31, 2021.

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. Children must have written permission to use hand sanitizer. Please refer to the BOD Over-the-Counter Administration Policy. 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 working with children inside a child care setting, including in hallways and staff rooms (unless eating, with another staff member or alone in a room – but time with masks off should be limited and physical distancing 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 self-screen before entering the center each day.

Since our center is a one program and one room center, all our staff work throughout the same room each and every day. Any staff member unable to pass the BOD screening tool must stay home and consult their doctor before returning to work.

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 may be provided hand sanitizer.

Screening Procedures

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

<https://covid-19.ontario.ca/school-screening/context>

Staff may ask parents to confirm that they completed their self-screening at drop off. That staff would then initial on the attendance record that it has been done. This may be done before access is granted to the center. During periods of high transmission, staff may also request to see the pass that is achieved at the end of the screening tool to further confirm that screening has been completed. Your cooperation is greatly appreciated since these protocols may change from time to time.

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. Instead, families will be asked to go home and self-isolate until they can speak with their health care provider and receive further instructions.

How to Report Illness

Please report illness to Ms. Christine via ClassDojo as soon as possible.

Hand Hygiene and Respiratory Etiquette

Hand hygiene and respiratory etiquette are everyone's responsibility and one of our strongest tools in the fight against the spread of Covid-19. Staff are responsible for ensuring that best practices are taught and carried out as much as necessary for everyone's health. Children will be taught by staff on how to properly wash their hands with soap and water, on a regular basis and as needed.

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 smaller group activities or activities that encourage more space between children, use visual cues to promote physical distancing, and move activities outside to allow for more space. Singing is now permitted inside the child care setting. Mouthed toys will be cleaned and disinfected immediately/as soon as possible after the child is finished using it.

Toys and other materials should be made from materials that are easily cleaned and disinfected. If sensory materials are provided, an emphasis will be placed on proper hand hygiene and respiratory etiquette.

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 self-screen before entering the child care setting, as per the protocol in the screening section above.

Outdoor Play

Masking and eye protection are required outdoors if physical distancing of at least 2 meters is not possible.

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). An over-the-counter product administration form will also be required for sunscreen sent from home.

Ventilation

The licensee will encourage outdoor education as much as possible and continue to monitor the HVAC system at the child care center to ensure that it is in good working order. Adequate ventilation should be provided by opening windows, moving activities and lessons outdoors when possible and through mechanical ventilation systems.

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 and Placement Students

All visitors to the program, including parents, students completing educational placements, or others, are subject to the health and safety protocols outlined above. The number of visitors indoors should be limited to the ability to maintain physical distancing of at least 2 metres.

Licensees are expected to have a process in place to validate the screening of visitors and volunteers.

Use of video and telephone interviews should 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, home child care agency, and premises at any reasonable time.

At the advice of the local public health unit, child care licensees may be asked to restrict visitor access.

Drop-Off and Pick-up Procedures

Families will be required to complete the online screening tool each morning before drop off. Children in care will be dropped off at either the front or back door of the center. Parents are required to wear masks to the door and are only permitted to enter when absolutely necessary. Whenever possible, students will be picked up from the back yard or a teacher will safely pass them off to their parent at a door to avoid anyone unnecessarily entering the center. All students will have their own hook area for their belongings.

Attendance records are kept in a binder so that staff can ensure that screening protocols are being followed by anyone entering the child care center. All visitors will be listed on the attendance record and will include contact information, screening confirmation and arrival/departure times.

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).

All surfaces will be sanitized at least once a week and these items will be documented at the bottom of our daily cleaning log.

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.

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.

A focus will be on hand hygiene to help establish safe practices in the child care centre.

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

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 must 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 must 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.

Confirmed or suspected cases will be reported to the local health department in order to follow their instructions. If a case becomes confirmed, the Ministry of Education will be reported as a serious occurrence. All families registered at our center will be contacted via email before 9 AM the following day or within 24 hours.

If a person has a known alternative diagnosis provided by a health care professional may return to child care if they do not have a fever and their symptoms have been improving for the past 24 hours.

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) **"Unplanned Disruption of Service"** (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)).

Outbreak Management

An outbreak may be declared by the local public health unit when within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff/providers or other visitors with an epidemiological link) where at least one case could have reasonably acquired their infection in the child care setting. The health department will then direct the licensee on next steps.

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.