



Pandemic Operational Response Plan to COVID-19

JUNE 2021

Contents

Changes in Program Delivery, Closures and Hours of Operation	4
Communication.....	4
Daily Routines	4
Drop off and Pick Up Procedures.....	5
Drop off.....	5
Picking Up.....	5
Screening Procedures	5
Screening Protocols:	5
For Those Individuals Who Have Received COVID-19 Vaccination Within 48 Hours of Screening:	7
Screening Questions for Children	7
Enhanced Screening Responses.....	8
Siblings	9
Exclusion of Sick Children.....	10
When to exclude	11
Surveillance.....	12
Returning from exclusion due to illness	12
Procedures for Suspected or Positive Covid-19 cases	13
Positive Cases of COVID-19.....	14
Ministry of Education Serious Occurrence Reporting.....	16
Outbreak Management.....	16
Hand Hygiene and Respiratory Etiquette	17
Gloves when Cleaning/Disinfecting	18
Respiratory Etiquette (Covering Your Cough).....	18
Environmental Cleaning and Disinfecting Procedures.....	19
Cleaning and Disinfection frequency requirements	19
Clean and disinfect frequencies for other surfaces and items:	20
Clean and disinfect daily:	20
Disinfection and containment of items & room when isolating a symptomatic child	21
Additional Infection Prevention and Control Practices for Hygiene Items.....	21
Equipment & Toy Disinfecting Procedures	21

Cleaning and Disinfection of Toys.....	22
Cleaning and Disinfecting Large Toys/Equipment In-Place	22
Physical Distancing.....	23
Strategies for educators who are physically distancing:	23
Posted Signage	24
Handling of Linen, Food and Utensils	24
Staff Screening	24
Employee Illness Requirements:.....	26
Personnel Protection Equipment (PPE) for Employees	26
Occupational Health and Safety	28
Child Care Employee Requirements	28

Pandemic Operational Response Plan to COVID-19

The Three Bears Day Care is committed to protecting the health and safety of the children, our employees, and the community. We are closely monitoring COVID-19 and will base our response and actions on recommendations from Porcupine Health Unit, Ministry of Education, Ministry of Health & Health Canada as well as any relevant authorities. As the policies and procedures change, The Three Bear Day Care will update and revise their policies as well.

While infection prevention and control has always been a part of our childcare culture, we have had to make some adaptations and enhance some of the policies and procedures in response to COVID-19, to mitigate risk and ensure the health and safety of all. The Three Bears Day Care will take every reasonable precaution to prevent the risk of communicable diseases within our centre.

The Three Bears Day Care is required to follow the Operational Guidelines for COVID 19 Outbreak from the Ministry of Education: where Public Health contradicts these guidelines, Public Health guidelines must be followed.

The Three Bear Day Care will not allow non-essential visitors into our program, including parents and individuals not essential to the operation of the programs. Any essential visitors including Ministry of Labor, Ministry of Health or Ministry of Education representatives will be able to enter the premises using appropriate personal protection equipment (PPE).

Infection prevention and control measures will include screening, physical distancing, enhanced cleaning and disinfection, proper hand hygiene and respiratory etiquette, proper use of Personal Protection Equipment and proper food preparation.

The following are a general understanding of the policies we will have in place for as long as it is necessary. Policies may be changed periodically as regulations change and will be communicated to families through direct email and posted on our website. We require full compliance of policies and procedures from families and employees. Families, who do not follow all policies and procedures of The Three Bears Day Care, may put their child's spot in the program in jeopardy.

Changes in Program Delivery, Closures and Hours of Operation

The Centre may need to change services or close during a pandemic for the following reasons:

- The childcare centre may be asked to close by the Porcupine Health Unit to reduce the spread of the virus.
- Centre may close if caregiver-to-child ratios fall below legislative requirements.

The Centre will be operating with reduced hours (Closing at 4:30) to assist with increased cleaning requirements and to allow time for employees to complete all the requirements around additional cleaning and sanitizing of equipment, toys, and program rooms. Daily cleaning will include enhanced and additional requirements as outlined by The Porcupine Health Unit.

Communication

The Three Bears Day care will communicate any changes to policies and procedures HiMama families and via email to employees. Phone calls and virtual meetings can be held with families and employees if required. No visits for potential families will occur at this time.

The Centre will keep an up-to-date hard copy list of contact information for employees, parents, or alternates, Public Health and Ministry officials.

The Three Bears Day Care will share a copy of this plan and all relevant policies with families by posting copies on the website. In addition, The Three Bears Day Care will ensure that all employees receive copies of the policies via email in addition to reviewing and training employees' onsite during work hours. Employees will sign an acknowledgment in policy binder.

Any changes to the policies will be communicated to families and employees in the same format.

Daily Routines

A daily record of screening results will be maintained and kept on the premises until such a time when we are told to destroy, while program attendance records as per CCEYA regulations. The answers received in the screening process for children, employees and essential visitors will be documented and maintained in a secure manner to protect the individual's privacy. Completed forms will be kept in the office and locked every evening. These documents may be reviewed by relevant partners such as Public Health or Ministry of Education.

Documentation for Essential visitors will also include the name of the person entering, contact information (if they are not part of the centre), time of arrival and departure and screening results and reason for visit.

All records are to be kept up to date and available on the premises for inspection by Public Health or Ministry of Education. These records will be used to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

Drop off and Pick Up Procedures

Drop off

- Parents should plan for additional time to accommodate the screening process.
- Only one parent/guardian is permitted into the screening area.
- Please be aware of the markings for families to stay 2 meters apart when dropping off
- We ask parents to wear a mask when in the screening area or waiting in line for screening
- Screening procedures are to be followed as outlined in the Screening Procedures

Picking Up

- Until further notice, we will have someone escort your child to you at pick up time.
- Parents are asked to call 5 to 10 minutes prior to arrival so that we may have your child dressed and ready to go.

Please share these procedures with anyone who will have access to drop off or pick up your child. Please ensure that we have (legal) custody agreements on file and ensure that we are notified of any changes.

Screening Procedures

All parents must check for any symptoms of ill health or for a fever of 37.8 degrees Celsius for their child prior to coming into childcare. If the parent, child, or any other member of household has symptoms of illness or has a temperature, OR answers yes to any of the Health screening questions, please do not bring the child to the program.

Please call the Centre to let the Supervisor know of the absence and the reason for the absence. The Supervisor will advise the parent if further medical assessment is required.

Screening Protocols:

All individuals including children, childcare employees, and essential visitors must be screened each day before entering the building/program. The Three Bears Day Care is actively screening

children and staff when arriving in the morning. Screening questions are available online through via a Google Docs form as well as on the Ontario Government website at [COVID-19 school screening \(ontario.ca\)](https://www.ontario.ca/covid-19/school-screening) This link will be shared with parent via the HiMama app.

Children whose forms have not been received online will be screening at the door by staff. If your child is going to be away for an appointment, please ensure you let the Supervisor know. Parents are required to let the Supervisor know if your child is quarantining.

Any changes to the screening tool will be communicated to the families as soon as possible via email or HiMama. Children and employees will be monitored passively throughout the day for any changes in symptoms and temperatures.

- Parents must comply with the Centre's procedures when completing the screening.
- Dropping off children should be staggered to avoid long lines when waiting to be screened. Parents are asked to wait in cars or at least 6m from the door if another family is in the screening area.
- Parents/guardians are not permitted past the health screening line to ensure physical distancing as directed by Public Health. Visitors are not permitted past the health screening line until they have been cleared to enter by the screener.
- PLEASE ensure that you do not leave any personal items such as strollers or bikes at the Centre.
- The main foyer is our designated screening area. The screener will wear full personal protective equipment (PPE) and stay 2 meters from those entering the premises.
- The screening area will have a table, hand sanitizer, a non-touch thermometer, disposable gloves, disposable masks, and a waste bin.
- Screening will consist of a series of questions and a visual observance of child entering. Screening information will be recorded on a screening form and filed. These forms will be filed in a locked in the office and will be available for review to Ministry employees during any inspections.
- Once the child is cleared to enter the program, the child will be escorted by the staff inside to put belongs away and wash hands prior to play.
- **Parents should limit belongings going back and forth.**
- **Where a person (child/parent/employees) does not pass the screening process, the person must stay home/will not be accepted into the program. The event does not need to be reported to Public Health at the time of screening. The Three Bears Day Care will follow the guidelines as indicated in the current Public Health regulations.**
- Any absences will be recorded in the daily log. Employees will follow up with families or employees who are absent without notice.

- The screening tool for Children will include questions of contact with COVID 19, travel statements and confirmation if the child has any of the symptoms as indicated by the local Public Health Unit to monitor. Parents should always self-monitor all children for symptoms.

For Those Individuals Who Have Received COVID-19 Vaccination Within 48 Hours of Screening:

Screening for Symptoms: If the child, child care staff, provider, placement student or visitor received a COVID-19 vaccination in the last 48 hours and is experiencing mild headache, fatigue, muscle aches, and/or joint pain that only began after vaccination, and no other symptoms as indicated in the updated COVID-19 School and Child Care Screening Tool, they may continue to attend the child care program if they are feeling well enough to do so.

- If the mild headache, fatigue, muscle aches, and/or joint pain symptoms worsen, continue past 48 hours, or if the individual develops other symptoms, they should leave the child care setting, or if in a home setting the home care provider should no longer offer care, to self-isolate and seek COVID-19 testing.
- The child, child care centre staff, provider or placement student must not attend child care if household members are experiencing any new COVID-19 symptoms (this direction does not pertain to those who received a COVID-19 vaccination in the last 48 hours and are experiencing mild headache, fatigue, muscle aches, and/or joint pain that only began after vaccination, and no other symptoms) and/or are waiting for COVID-19 test results after experiencing symptoms.

Screening Questions for Children

1. In the last 14 days, has the child or anyone they live with travelled outside of Canada?
2. In the last 14 days, has a doctor, health care provider, or public health unit told you that the child should currently be isolating?
3. In the last 14 days, has the child had been identified as a “close contact” of someone who currently has COVID-19?
4. In the last 14 days, has the child received a COVID Alert exposure notification or their cell phone?
5. Does the child have any of the following symptoms that are new or worsening and not related to other known causes or conditions they already have?
 - fever/chills,
 - cough or barking cough.
 - shortness of breath.
 - decrease or loss of smell or taste,
 - sore throat or difficulty swallowing.
 - runny nose or stuffy/congested nose.

- headache.
 - nausea/vomiting/diarrhea.
 - extreme tiredness or muscle aches
6. Is someone that the child lives with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?

Enhanced Screening Responses

Symptoms should not be chronic or related to other known causes or conditions? (E.g. asthma, allergies, runny nose from being outdoors).

1. In the last 14 days, have you or anyone you live with travelled outside of Canada? (If [exempt from quarantine requirements](#) (e.g., an essential worker who crosses the Canada-US border regularly for work), select “No.”)

If select “yes”, child must be excluded. Child and their household members must quarantine at home for 14 days from the traveler’s date of arrival back in Canada.

2. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?

If select “yes”, child must be excluded. Child and household members must follow instructions provided by health care provider or public health unit.

3. In the last 14 days, have you been identified as a “close contact” of someone who currently has COVID-19?

If select “yes”, child must be excluded. Child and household members must follow instructions provided by public health unit. Close contacts must isolate for 14 days from last exposure to COVID-19 case.

4. In the last 14 days, have you received a COVID Alert exposure notification on your cell phone? (If you already went for a test and got a negative result, select “No.”)

If select “yes”, child must be excluded. Siblings and other people they live with can go to child care or work, but should not leave the home for other, non-essential reasons until the person who got the COVID Alert tests negative or consults with their health care provider for an alternative diagnosis.

5. Are you currently experiencing any of these symptoms? Choose any/all that are new, worsening, and not related to other known causes or conditions you already have.

- Fever and/or chills (temperature of 37.8 °C/100°F or higher)
- Cough or barking cough (croup)
- Shortness of breath
- Decrease or loss of taste or smell

- Sore throat or difficulty swallowing
- Runny or stuffy/congested nose
- Headache
- Nausea, vomiting, and/or diarrhea
- Extreme tiredness or muscle aches

If so, child must be excluded and remain away from the centre until:

- a) They seek COVID-19 testing and they have their negative COVID-19 test result, OR*
- b) If the child does not get tested, they must remain away from the centre for 10 days: OR*
- c) Consult with their health care provider who assesses the symptoms and provides an alternative diagnosis.*

Under all circumstances, the child cannot return unless their symptom(s) is improving for at least 24hrs and they do not have a fever without the use of fever reducing medicine (e.g., Tylenol).

6. Is anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?

If select “yes”, the child must be excluded and remain away from the centre until the symptomatic household member:

- a) Seeks COVID-19 testing and they receive their negative COVID-19 test result, OR*
- b) Consults with their health care provider who assesses the symptoms and provides an alternative diagnosis.*

If the symptomatic household member does not fulfill one of the above noted options, the child must be excluded and remain away from the centre for 14 days from their last contact to the symptomatic household member.

Siblings

If your child has symptoms of illness, and does not meet probable case definition (see definitions), a sibling may NOT attend the program even if they do not have any symptoms. If the sibling also has symptoms, they must follow the procedure as above.

If your child meets probable case definition, household contacts would need to contact Porcupine Health Unit for advice (1-800-461-1818 ext. 2919). Household contacts would need to self-isolate until the test results have been received and/or may be required to be tested.

If your child has been recommended to take a COVID-19 test due to their symptoms, a sibling may NOT come to the program even if the sibling has no symptoms. Should your child require a COVID-19 test, your Health Care Provider will determine if testing is required for the rest of the household.

If your child needs to quarantine because of an exposure to a probable or confirmed Positive COVID-19 case AND has no symptoms, a sibling that has no symptoms is still NOT able to continue coming to the program.

If your child needs to quarantine because of an exposure to a probable or confirmed Positive COVID-19 case AND has symptoms, the child will need to take a COVID-19 test. Siblings will not be able to attend the program until a negative test for the child has been received. The child would need to quarantine for 14 days from exposure. If the sibling also develops symptoms, they may be instructed by Public Health to take a COVID-19 test.

Exclusion of Sick Children

As required by the Child Care and Early Years Act (CCEYA), The Three Bears Day Care must separate children of ill health and contact parents/guardians to take the child home. Parents are expected to pick up ill children as soon as possible but preferably **within 30 minutes**. When children are ill and/or exhibit COVID-19 related symptoms, childcare employees will ensure the following:

- Ill children will immediately be separated from all other children to the designated exclusion room and will be supervised and monitored by an employee until they are picked up from care by a parent/guardian. Notify parents/caregivers of the sick child for pick up right away.
- If the isolation room has a window, it should be open during the isolation of a child/adult.
- Only one employee should be in the room and maintain physical distance of 6 feet from the child wherever possible. When available, another employee will stand outside the door to support the employees and child. Employees should wear full PPE (a mask, gloves, a disposable gown, and eye protection.) In addition, employees should perform hand hygiene and attempt not to touch their face with unwashed hands
- If possible, a mask should be placed on the ill child, but only if the child is able to understand that they cannot touch it. Masks will not be provided to any child under the age of two. If the isolation room has a window, it should be open.
- Symptoms of illness will be recorded in the child's daily record and in a daily log as per the CCEYA.
- Contaminated items belonging to the symptomatic child are sent home immediately in a tied-up plastic bag.
- Designated pick up door for ill children is the door on the side of the building next to the playground entrance gate.

- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues
- Wearing full PPE, an employee will clean and disinfect the area immediately after the child has been sent home. The contaminated isolation room and any equipment/toys used will be sanitized with a high-level disinfectant. The program room the child was in and any toys and equipment used will also be sanitized. Any paper items the child has used will be sealed in a bin for 7 days.
- Employees will dispose of any waste in a bag and seal it before disposing it in the bin. Used PPE must be removed and washed or disposed of immediately after sanitizing.
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34 (3).

When to exclude

Childcare employees should exclude a sick child when the child has any signs and/or symptoms that are not pre-existing (greater than normal) or if the child is unable to participate in regular programming because of illness. If the child is known to have symptoms such as seasonal allergies and those symptoms can be attributed to that known condition, a child would not be excluded.

Children exhibiting symptoms of ill health such as fever, coughing, shortness of breath or loss of smell or taste will be referred for further medical assessment. If a medical practitioner indicates that the child is well enough to attend the program, The Three Bears Day Care would accept the child (and any siblings) into the program once the child is symptom free for 24 hours.

Supervisor may ask for a medical note for child's file. This can be faxed to the daycare at 807-868-2663.

Children that exhibit even one symptom of illness such as a runny nose, sore throat, fatigue, nausea, vomiting or diarrhea, headache, must isolate (stay home) and contact Assessment Centre.

Should the medical practitioner recommend a COVID-19 test be completed, the child must be excluded until they receive a negative COVID-19 test and the symptoms have not returned for 24 hours. Siblings and other household contacts will also be required to isolate and possibly complete a COVID-19 test.

Parents who choose not to have a child complete the COVID-19 test when it is required, will be excluded from the program for a minimum of 10 days AND can only return when the child is symptom free for a minimum of 24hrs. Siblings will also be required to isolate for 14 day after last contact with symptomatic family member.

- If the childcare program is in a shared setting (for example in a school), follow public health advice on notifying others using the space of the suspected illness.
- Families will be informed to self-monitor for symptoms for 14 days through a notice posted for families at the screening table.
- During this period of monitoring, they should avoid contact with vulnerable persons or settings where there are vulnerable persons (i.e., long-term care homes)

Children and employees who were exposed to the sick child should be identified as a close contact and will continue to be monitored. Public Health can be contacted to provide any further direction on testing and isolation of close contacts if it is suspected that the child has been exposed to a probable or confirmed positive case of COVID-19.

Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in preventing and reducing illness. Children and employees will be monitored passively throughout the day for symptoms.

Employees must monitor for an increase in above normal amount of illness among other employees and children, by looking at the normal occurrence of illness at that location and during the specific time as well as preexisting conditions.

Ensure surveillance includes the following:

- Observe children for illness upon arrival and periodically throughout the day.
- Record symptoms of illness for each child including signs or complaints the child may describe (e.g., sore throat, stomachache, headache etc.)
- Record the date and time that the symptoms occur
- Record attendances and absences

Returning from exclusion due to illness

Children, employees or families who are being managed by the Porcupine Health Unit (e.g., probable or confirmed cases of COVID-19, household contacts of cases) should follow instructions from Porcupine Health Unit to determine if the household is able to go to school/childcare/work, or if the household requires COVID-19 tests AND will provide instruction when to return to the facility. Public health may provide a letter to clear the child/employee to return.

Procedures for Suspected or Positive Covid-19 cases

When there is a suspected or positive case of COVID-19 of any employee, children or close contact of children or anyone that has entered The Three Bears Day Care, the following procedures must be followed:

- If a child begins to experience symptoms of COVID-19 while attending childcare, the childcare employees will isolate the sick child and notify parents/guardians or emergency contacts for pick up immediately. Employees will follow isolation procedures as outlined above.
- If a child has been exposed to a probable or confirmed case of COVID-19, The Three Bears Day Care will contact the Porcupine Health Unit.
- If an employee becomes ill while at work, and the symptoms are not pre-existing, they are required:
 - To leave work and go for COVID-19 testing or contact their medical practitioner for further medical advice.
 - Employees are advised to remain at home until they are known to be COVID-19 negative and 24 hours symptom free.
- Symptomatic children who are probable cases will be excluded from the program and referred to for testing or instructed to contact their medical practitioner for further medical advice. While awaiting test results, symptomatic children and their siblings will be directed to self- isolate.
- Children or employees who have been in contact with a suspected or confirmed COVID 19 case should be identified as a close contact, monitored for symptoms. The Porcupine Health Unit will provide any further direction on testing and isolation of these close contacts. A negative test result while isolating will not reduce the isolation time unless directed by Public Health. During this period, they should avoid contact with vulnerable persons or settings where there are vulnerable persons (i.e., long-term care homes).

Unless otherwise directed by Public Health, anyone that tests negative for COVID 19 must be excluded until 24 hours after symptom resolution.

Procedures if a child or an employee has been excluded due to symptoms related to Probable COVID-19 case:

- The Supervisor/Designate will inform Public Health for advice if there is a probable case.
- If required, The Three Bears Day Care will provide names and contact information for the child or employee who is being excluded. The Porcupine Health Unit may provide

guidance on information that should be shared with other parents/guardians of children in the childcare Centre.

- Ensure that close contacts (Employees and children who are in the same room) are monitored for symptoms
- Symptomatic employees and children (probable case) will be referred for testing or advice from a medical practitioner.

Positive Cases of COVID-19

In all cases of a positive COVID-19 case, once a positive test result has been received, the following steps must be taken:

- The Supervisor will inform the Chair of the Board of Directors.
- The Supervisor or her designate will contact The Porcupine Health Unit to report the positive case.
- No information shall be shared with families or employees until instructions have been provided by Public Health.
- The Supervisor or designate will consult with Public Health regarding a communication letter to be sent out to:
 - Families of children who are direct contacts with a confirmed COVID-19 case
 - Employees who are direct contacts with a confirmed COVID-19 case
 - All other families and employees who are not direct contracts with a confirmed COVID- 19 case and are not being excluded from The Three Bears Day Care.
- The Three Bears Day Care may be requested, by Public Health, to provide tracking / surveillance line list, as well as names and contact information for families and employees who are being excluded. Public health will provide parameters on who should be excluded and will provide ongoing support for the childcare operations and outbreak management.
- The Supervisor or designate will ensure the following groups are contacted and any relevant documentation is completed and provided:
 - Ministry of Education (must be informed prior to receiving Serious Occurrence).
 - Ministry of Labor (for employees only)
 - Huron Superior Catholic School Board.
 - As required by MED, ensure Serious Occurrence in CCLS is completed and/or updated by the Supervisor or designate as soon as possible.
- The Three Bears Day Care will arrange deep cleaning of the Centre immediately or as soon as possible.

In the event, a childcare employee tests positive for COVID-19, the above steps will be followed with the addition that the employee will:

- Inform their supervisor/designate immediately and self- isolate immediately.
- Cooperate with The Three Bears Day Care and the Porcupine Health Unit to identify close contacts and follow the direction from Public Health and Supervisor.
- All employees and children who are in the same room/cohort as the employee, as well as any siblings in another cohort, who has tested positive will be excluded from the program for 14 days, unless indicated otherwise by Public Health.

In the event, a child tests positive for COVID-19:

- The parent should inform the supervisor immediately
- The child will be managed by The Porcupine Health Unit
- Prior to returning to The Three Bears Day Care, the family must provide a letter from their case contact at the Porcupine Health Unit confirming the child's approval to return to the Centre
- Any siblings of the child will also be excluded.
- All employees and children who are in the same cohort and any close contact of the child who has tested positive, will be excluded for 14 days, unless indicated otherwise by Public Health.

If a household member or close contact of a child or an employee tests positive for COVID - 19:

- The employee or a child who is a close contact of a positive COVID-19 case attending The Three Bears Day Care should inform the supervisor immediately
- The Porcupine Health Unit will be contacting the individual to assist with the isolation period for the family.
- The employee or child will be required to isolate and will be excluded from program for a minimum of 14 days to monitor for symptoms, unless indicated otherwise by Public Health. Further exclusions may be required by Public Health.

Employees/children who are being managed by the Porcupine Health Unit (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from the Porcupine Health Unit to determine when to return to the facility. Prior to returning to work, The Three Bears Day Care may require the employee/child to provide a letter from Public Health confirming their approval to return to work/childcare.

If not advised by Porcupine Health Unit, Employee/children will not be permitted back to the Centre for a minimum of 14 days from symptoms onset; they must be symptom free for 24 hours at a minimum.

Ministry of Education Serious Occurrence Reporting

The Three Bears Day Care has a duty to report suspected or confirmed cases of COVID-19 under the *Health Protection and Promotion Act*.

Where a centre closes due to COVID-19, the Three Bears Day Care must report this to the ministry as a serious occurrence.

Effective November 9, 2020, and in accordance with the November 2020 Operational Guidance Document, The Three Bears Day Care will be required to submit serious occurrences for a **confirmed COVID-19** case for a child in the program or an employee/visitor.

A Serious Occurrence is required to be submitted under the category “suspected/confirmed case of COVID-19” when one of the following individuals has a **confirmed** case of COVID-19:

- a child who receives childcare at The Three Bears Day Care,
- an employee at The Three Bears Day Care or
- a student at The Three Bears Day Care,

If the local Public Health unit determines that a closure is required, a serious occurrence report must be submitted under the “Unplanned disruption of Service” category. Any closures to the childcare due to a confirmed case or additional individuals also testing positive, must also be reported under the open/existing serious occurrence.

When a serious occurrence has been reported under this category and that report remains open in CCLS, The Three Bears Day Care will update the existing/open serious occurrence should a second individual develop a suspected or confirmed case. If there are no open serious occurrences, The Three Bears Day Care will need to submit a NEW report.

A serious occurrence notification form is required to be posted under the CCEYA, unless the local public health unit advises otherwise

Outbreak Management

An outbreak may be declared by Public health if (within a 14 day period) there are 2 or more laboratory-confirmed COVID-19 cases in children, employees or other visitors with an epidemiological link (e.g. cases within the same room or part of a school age cohort) where at least one case could have reasonably acquired their infection in the child care setting.

When the local Public Health unit declares an outbreak, the instructions for next steps will come directly for them. This could mean closure of the entire childcare setting.

Hand Hygiene and Respiratory Etiquette

The Three Bears Day Care will ensure that proper hand hygiene supplies are available, including adequate amounts of liquid soap, cloths for hand drying, hand sanitizer, tissues and waste bins lined with plastic bags.

Handwashing with soap and water is the preferred method for cleaning hands. Children and employees will be encouraged to incorporate additional hand hygiene opportunities into the daily schedule. If there is no access to soap and water, hand sanitizer containing a minimum of 60-90 % alcohol can be used if hands are not visibly soiled. The Three Bears Day Care will ensure that employees and children are always practicing good hand hygiene when hands are visibly dirty and/or after:

- Sneezing, coughing, or blowing your nose
- Using the washroom
- Handling garbage
- Handling raw foods
- Outdoor play
- Toileting/diapering routines
- Applying sunscreen (wash after each child)
- Handling soiled laundry or dishes
- Handling soiled toys or other items
- Meeting bodily fluids
- Meeting any soiled/mouthed items
- Meeting bodily fluids

In addition, hands should be cleaned using soap and water or hand sanitizer before and after:

- Preparing, handling, serving, and eating food
- Handling animals
- Touching a cut or open sore
- Changing diapers
- Glove use
- Before putting on and after taking off PPE
- Before and after giving medication
- After touching regularly touched items such as doorknobs, toilets and sink taps

- Whenever there is a chance that your hands may have been contaminated!

When hands are visibly soiled, the following steps must be followed for cleaning hands. If you have access to running water and soap:

- Wet hands
- Apply soap
- Lather for at least 20 seconds. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with single use towel
- Turn taps off towel, if available

When hands are not visibly soiled, follow these steps for cleaning hands:

- Apply hand sanitizer (60-90% alcohol-based)
- Rub hands together for at least 20 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails.
- Rub hands until dry

Gloves when Cleaning/Disinfecting

One employee will be assigned to prepare the disinfecting product each morning. The employee will ensure that appropriate Personal Protection Equipment (PPE) is worn when preparing the disinfecting solution including, mask, eye protection and gloves.

Gloves will also be used when disinfecting a space/equipment that a child/adult with symptoms has come in contact, or where an employee is cleaning an area that could be contaminated with blood or body fluids.

Supervisors will review hand hygiene practices periodically and provide feedback to employees as required. Hand washing is the preferred method of hand hygiene; however, hand sanitizer will be used where hand washing is not possible such as at the screening table and when playing outside.

Respiratory Etiquette (Covering Your Cough)

Germs, such as influenza and cold viruses are spread, by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs. Keep your distance (preferably more than 2 meter/6 feet) from people who are coughing or sneezing. Follow these steps to stop the spread of germs:

- If you have a tissue, cover your mouth and nose when you cough, sneeze, or blow your nose
- Put used tissues in the garbage
- If you do not have a tissue, cough, or sneeze into your sleeve, not in your hands
- Clean your hands with soap and water or hand sanitizer (60-90% alcohol-based) regularly and after using a tissue on yourself or others.

Environmental Cleaning and Disinfecting Procedures

A cleaning and disinfecting log will be kept demonstrating the cleaning schedule. To stop the chain of transmission, cleaning and disinfection of surfaces and items play an important role.

- Items that need to be sanitized can be cleaned using disinfectants that are routinely used.
- Frequently touched surfaces will be cleaned and disinfected at least twice per day or more often as required. This may include, but not limited to, learning materials, tables, chairs, doorknobs, light switches, eating areas, handles, desks, phones, keyboards, washrooms etc.
- Frequency of cleaning and disinfecting objects, toys and high touch surfaces has been increased.
- Efforts will be made to limit the sharing of items, and items will be cleaned and disinfected, after each use.
- Enhanced hand washing routines will be encouraged throughout the day.
- Ensure that all toys used at the centre are made of material that can be easily cleaned and disinfected. All plush toys and cloth items will be removed.
- Mouthed toys will be disinfected immediately after each use.
- Group sensory will be discontinued. Individual sensory items such as playdough and goop must be individual and discarded after use. (Playdough can be stored in an individually labelled bag for the child to use for that day. It can never be shared with another child).
- Toys/supplies that have been used by the children and require sanitation should be placed in a bin and disinfected later. Toys/supplies should not go back on the shelf once they have used until they have been sanitized and dried.

Cleaning and Disinfection frequency requirements

- Clean and disinfect upon the employee's ENTRY to childcare: Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers

- Clean and disinfect upon the children's ENTRY to childcare: Any hard surfaces such as water bottles, containers, bags.
- Phones, walkie-talkies, and other items that may be shared between staff should be disinfected right after each use.

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 foodservice must be cleaned and disinfected before and after each use.
- Tables and chairs must be cleaned and disinfected before and after serving food as well as after each use.
- Spills must be cleaned and disinfected immediately.
- Hand wash sinks: employees 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.
- Any garbage bins that need emptying during the day, will be removed by the employees, and disposed of in the school bin.
- Floor Mats: cleaning and disinfecting must be performed throughout the day and at a minimum of twice daily.
- **Outdoor play equipment:** Any outdoor play equipment that is used must be easy to clean and disinfect. It is recommended to limit the amount of outdoor play equipment in use.
- A High-touch surface that has frequent contact with hands (e.g., light switches, shelving, containers, handrails, doorknobs, sinks, toilets etc.) These surfaces should be cleaned 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, IPADs, IPODs, attendance binders etc., must be disinfected between users.
- All items that cannot be cleaned (paper books, cardboard puzzles) should be removed.

Clean and disinfect daily:

- Low-touch surfaces (any surfaces at your location that has minimal contact with hands), must be cleaned and disinfected daily (e.g. Window ledges, doors, sides of furnishings etc.)

- Sleeping cots and linens will be cleaned and disinfected daily. Linens must be washed on a “hot” setting.

Disinfection and containment of items & room when isolating a symptomatic child

- Employees MUST wear full PPE including gloves when disinfecting items used by a symptomatic child.
- Any contaminated articles used by the symptomatic child must be cleaned and disinfected at outbreak level disinfection immediately
- Any articles belonging to the symptomatic child including soiled clothing are to be sent home immediately for cleaning. Do not rinse or launder at the centre. Place items in a plastic bag taking care not to contaminate the area.
- The isolation room/washroom will be sanitized and cleaned immediately after the ill child/adult leaves. Until the rooms(s) have been sanitized a sign saying the room is not cleaned will be posted. No one will be allowed to use the room(s) until they have been sanitized.

Additional Infection Prevention and Control Practices for Hygiene Items

- It is preferred that children not use their pacifiers in the program. If pacifiers are necessary, please ensure that they are individually labelled and stored separately (not touching each other.) The pacifier must be washed in soap and water upon arrival to the centre and must not be shared with any other child.
- For creams and lotions during diapering, employees will not put their hands directly into lotion or cream bottles. A tissue or single-use gloves will be used. We encourage you to provide a container of the lotion/cream to remain at the program. If a bottle/container is coming from home, employees will wipe the cream/lotion container with a disinfecting wipe
- If an employee develops symptoms while in the program, the centre will ensure that all areas and equipment that the employee met is sanitized with a high level of disinfectant solution.
- Caretaking will not be entering the programs spaces to remove garbage during the day. If the bins are full, employees will need to remove the garbage and dispose of it the bin outside the caretaking office.

Equipment & Toy Disinfecting Procedures

All toys that are plush will be removed and not used in play, these include, stuffed animals, hand puppets, cloth toys etc. In addition, all communal sensory play is suspended. All porous toys or materials that cannot be effectively cleaned and disinfected must be removed and not used in play.

Cleaning and Disinfection of Toys

It is recommended that the dishwasher be used for toy washing whenever possible. The cycle must meet a minimum of 82 degrees Celsius. The dishwasher in the kitchen will only be used when it is not being used for any other purposes (i.e. washing dishes, food preparation, serving) Toys will be air dried in a designated area that is separate from bathrooms or change tables and protected from sources of contamination.

To ensure consistent and proper dilution disinfectant, one employee will be assigned to prepare the bottles each morning. The employees will ensure that they are wearing appropriate PPE when mixing the solution and will use test strips to test the concentration.

Cleaning and Disinfecting Large Toys/Equipment In-Place

Large toys, wooden toys, cots, cribs, etc. that cannot be immersed in a disinfectant solution will use this method for washing. Equipment will be cleaned with soap and water using a cloth. Use a clean wet cloth to rinse. The area will be disinfected by using an approved disinfectant product for the Centre (e.g. bleach and water or Quato) and let it sit for required contact time. Do not spray product to toys and surfaces when children or other employees are nearby. A final rinse is required using a single-use wet paper towel. Allow to air dry.

Considerations:

- Community playgrounds will not be used.
- Sprinklers may be used
- If the classroom does not have a sink, the employee will fill a bucket only to a level that is comfortable for transporting to the area for disinfecting toys – a trolley can also be used to assist with transporting.
- Unused test strips must be kept dry and in a dark space.
- Refer to the manufacturers label for disinfectant used to ensure proper usage.
- All products used must have a DIN (Drug Identification number) and a Safety Data Sheet (SDS).
- Toy cleaning schedules will be posted in each area and updated daily by the employee responsible
- Toys, including large toys, cots, equipment and high touch items will be cleaned and disinfected at least two times per day (or removed until cleaned) and as often as necessary i.e., when toys/items are visibly soiled or when toys/items have been contaminated with body fluids.
- Toys and items such as electronic devices should be cleaned and disinfected between users prior to redistributing.

- Toys that have become visibly dirty or that have been exposed to body fluids (e.g. toys that have been mouthed) should be taken out of circulation immediately, cleaned, and disinfected immediately. Toys that cannot be cleaned and disinfected immediately should be placed in a designated dirty toy bin. The bin should be clearly labelled and inaccessible to children.

Physical Distancing

- Children will be encouraged to physically distance where possible.
- Non-physical gestures and greetings such as wave or nod should be encouraged to avoid close greetings such as hugs and handshakes.
- Tables and chairs will be set up for social distancing wherever possible and seats may be assigned to each child.
- Activities will incorporate more individualized activities.
- Areas will be marked to promote physical distancing
- Singing activities will be avoided indoors
- Childcare employees will practice physical distancing during breaks/lunches. Staffrooms will be set up to ensure physical space between tables.
- Employees on break, will ensure that they sit a minimum of 2 meters from other staff. Masks and eye protection will always be worn. Employees who are eating can remove their masks while they are eating. Once they are finished, masks must be replaced. Employees who are drinking will remove their masks while they drink and replace their masks in between sips.

Strategies for educators who are physically distancing:

- While maintaining a physical distance, aim to be at the child's physical level, so your non-verbal cues are more obvious to the child.
- Comment frequently on what you observe children doing so that they know you are interested and paying attention.
- Have similar materials to what the children have, so you can:
- Imitate what they are doing
- Expand on what they are doing by doing something different using the same material.
- Extend the topic when appropriate by making a comment or asking a question that encourages children to think more deeply (e.g. while playing with toy insects and a magnifying glass, you could say, "Spiders make me feel scared" and/or "When you see bugs inside your house, what do you do?")

- Incorporate ‘people play’ activities that allow you to engage children, follow their lead and extend the interaction without materials or physical proximity, e.g., Simon Says, follow the leader, making up stories together, guessing games, I spy, etc.
- Verbalize your emotions to ensure the child “sees” the smile.

Posted Signage

- The Three Bears Day Care will place front entrance signage identifying the screening process outside and directly inside childcare centre doors. Procedures will also be provided to families prior to reopening. It is suggested that the procedures are all shared with anyone dropping off or picking up the child.
- Handwashing signs are posted in each classroom near the sink.
- How to don and doff PPE signs will be posted throughout the centre/program and is included in the isolation kit.

Handling of Linen, Food and Utensils

- Children will not share any food, water bottles or personal items and belongings. Personal items must be labelled with each child’s name.
- Where possible, meals and snacks will be portioned into individual servings in the kitchen/food preparation area before serving in the classroom.
- Children and employees will practice social distancing while eating wherever possible
- Children must not prepare food or provide food that could be shared with others.
- Proper hand hygiene will be practiced during food preparation, food distribution as well as before and after eating.
- Tables and chairs must be cleaned and disinfected after each use.

Staff Screening

It is expected that all employees will provide accurate information and be in full compliance of any policies put in place by The Three Bears Day Care and in compliance with all relevant Ministries.

Any employee who does not pass the questions on the screening tool must stay home and immediately report their symptoms to the supervisor. Employees should not come into work if they are feeling any symptoms of ill health. Considering pre-existing conditions, the employee will be advised if further medical assessment is required. Any Essential Visitor that does not pass the screening tool questions will not be allowed to enter the program.

1. In the last 14 days, have you or anyone you live with travelled outside of Canada?

If select “yes”, staff member must be excluded. Staff member and their household members must quarantine at home for 14 days from the traveler’s date of arrival back in Canada.

2. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?

If select “yes”, staff member must be excluded. Staff member and household members must follow instructions provided by health care provider or public health unit.

3. In the last 14 days, have you been identified as a “close contact” of someone who currently has COVID-19?

If select “yes”, staff member must be excluded. Staff member and household members must follow instructions provided by public health unit. Close contacts must isolate for 14 days from last exposure to COVID-19 case.

4. In the last 14 days, have you received a COVID Alert exposure notification on your cell phone? (If you already went for a test and got a negative result, select “No.”)

If select “yes”, staff member must be excluded. Their children and other people they live with can go to child care, work or school but should not leave the home for other, non-essential reasons until the person who got the COVID Alert tests negative or consults with their health care provider for an alternative diagnosis.

5. Are you currently experiencing any of these symptoms? Choose any/all that are new, worsening, and not related to other known causes or conditions you already have.

- Fever and/or chills
- Cough or barking cough (croup)
- Shortness of breath
- Decrease or loss of taste or smell
- Sore throat
- Difficulty swallowing
- Runny or stuffy/congested nose
- Pink eye (conjunctivitis)
- Headache
- Nausea/vomiting, diarrhea, stomach pain
- Muscle aches
- Extreme tiredness
- Falling often (for older people)

If so, staff member must be excluded and remain away from the centre until:

- a) *They seek COVID-19 testing and they have their negative COVID-19 test result, OR*

- b) *If the staff member does not get tested, they must remain away from the centre for 10 days: OR*
- c) *They consult with their health care provider who assesses the symptoms and provides an alternative diagnosis.*

Under all circumstances, the staff member cannot return unless their symptom(s) is improving for at least 24hrs and they do not have a fever without the use of fever reducing medicine (e.g., Tylenol).

- 6. Is anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?

If select "yes", the staff member must be excluded and remain away from the centre until the symptomatic household member:

- a) *Seeks COVID-19 testing and they receive their negative COVID-19 test result, OR*
- b) *Consults with their health care provider who assesses the symptoms and provides an alternative diagnosis.*

If the symptomatic household member does not fulfill one of the above noted options, the staff member must be excluded and remain away from the centre for 14 days from their last contact to the symptomatic household member.

Employee Illness Requirements:

- If a member of an employee's household is quarantining/self-isolating due to a positive COVID test, employees are required to inform the Supervisor as soon as you are aware and will also be required to quarantine/self-isolate while waiting for results.
- Employees are expected to comply fully with screening and policy guidelines including any public health requirements. Non-compliance of The Three Bears Day Care policies may result in disciplinary action.

Personnel Protection Equipment (PPE) for Employees

The Three Bears Day Care will provide Personal Protective Equipment (PPE) which will include a disposable medial mask, face shield and/or goggles in addition to gowns, and gloves, for use by employees when in the program. Where possible, we will maintain a two-week supply of PPE onsite at all times.

All employees, visitors and students are required to wear medical masks and eye protection, at all times, while inside our child care setting. It is recognized that there are times when staff may be able to take a break from wearing the medical mask and/or eye protection; however, time with a medical mask and/or eye protection removed should be limited and physical distancing (at minimum 6ft/2m) must be maintained. If a staff is unsure whether physical distancing (at

minimum 6ft/2m) can be maintained, then this would not be an appropriate time to take a break from wearing the medical mask and eye protection.

Medical masks and eye protection breaks can only occur at the following times:

- when a staff is on a break alone
- when a staff is on a break and eating/drinking, physical distancing (minimum of 6ft/2m) can be maintained, and room occupancy limits are adhered to. When not eating/drinking a medical mask and eye protection must be worn
- when a staff is working in an office alone
- when a staff is performing a task alone in a room, i.e., toy washing, program planning or administrative duties
- when a staff is working in the kitchen alone

Use of full PPE, which includes a medical mask, eye protection, gloves and gown, is required when:

- Employees are conducting the screening. (Must be wearing full Personal Protection Equipment (PPE) including disposable gowns, masks and shields/goggles.)
- When cleaning and disinfecting blood or bodily fluid spills if there is a risk of splashing or droplets
- When caring for a sick child or a child showing symptoms of illness
- Disinfecting the isolation room and/or classroom/equipment after an ill child has been picked up

In addition to masks and eye protection, an apron or disposable gowns (gloves as needed) are always required for employees while cleaning and disinfecting toys/washrooms/classrooms.

Once the employee has completed the duty, such as screening, the gown is considered soiled and should be removed before moving on to other responsibilities.

At this time, reusable masks are not acceptable. Disposable medical masks will be provided by at arrival and as needed throughout the day. All employees wearing a mask must don and doff masks by following the proper steps. Supervisors will train and review how to don and doff PPE (as appropriate to specific role) with staff through video, role modelling and observations periodically and provide feedback to employees as required. Single use PPE should be discarded after use and not saved for re-use.

While gloves are not necessary where employees are able to wash their hands or sanitize their hands for most duties, gloves must be worn when it is anticipated that hands will be exposed to mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions,

contaminated equipment, or environmental surfaces and when disinfecting the space after an ill child has been picked up.

Occupational Health and Safety

- The Three Bears Day Care has written policies and procedures for the employees' safety, which includes measures, and procedures for the infection prevention and control.
- If an employee is suspected to have or diagnosed with covid-19, the employee must remain off work until symptoms are fully resolved and clearance provided by their local health unit to return to the childcare. (negative test result)
- Self-monitoring signage will be posted in the staffroom, washrooms, and entrances
- If an employee's illness is determined to be work-related-in accordance with the Occupational Health and Safety Act and its regulations, The Three Bears Day Care must provide written notice within four days of being advised that the worker has an occupational illness or infection to Ministry of Labour.
- Until notified otherwise, all meetings will be conducted virtually by using a format such as Zoom or GoToMeeting.
- Employees will be trained prior to starting in the program. The training will include review of policies, safety training, updating any risk assessments and health and safety training such as WHMIS, and proper donning and doffing of PPE. Any changes to policies and procedures will be posted and employees will be required to review and acknowledge.
- Employee shifts will be scheduled with an opening employee and a closing employee. In some cases, employees will be required to work a split shift to cover the staffing needs. Where it is required, an additional employee is scheduled to assist in the duties.
- The employee schedules will build in time for cleaning and disinfecting for an hour at the end of day. In addition, toys and equipment will be disinfected during the day as required when children are not in the room.

Child Care Employee Requirements

- All employees must follow The Three Bears Day Care policies and procedures already in place and any enhanced policies as outline in the Pandemic Response plan to Covid-19.
- All employees must practice physical distancing when entering the program.
- Employees must be screened at the entrance door and disinfect their hands.
- It is recommended that employees keep their nails short and clean. Chipped nail polish, artificial nails and crevices in jewelry can harbor micro-organisms. Employees must ensure that their hands are thoroughly cleaned throughout the day.

- Employees can only be onsite during an assigned shift to ensure that the number of employees on site is limited. No employees can enter the building until screening has been completed. Employees who arrive early must wait outside until the screening has been completed.
- Staffrooms and employee washrooms will be available; however, social distancing will be required.
- Lunches and breaks will be staggered to avoid large groups. Employees will be encouraged to go out on their lunch break however;
- Employees have a responsibility to ensure that all safety policies are followed and to inform supervisor if someone is not following procedures as they have been trained.
- Employees are required to punch in & out to record hours of work.

These Policies and Procedures are part of The Three Bears Day Care Pandemic Response plan and are intended to reduce the spread of COVID-19 during this time. While physical distancing is encouraged, it is not possible in every situation within each cohort.

Definitions:

Probable Case is defined as a person (who has not had a laboratory test) with symptoms compatible with COVID-19 who has not had a laboratory test AND: who has traveled outside of Canada in the 14 days prior to symptom onset; OR who is a close contact with a confirmed case of COVID-19 OR lived in/worked in a facility known to be experiencing an outbreak of COVID-19 or has symptoms compatible with COVID-19 AND a laboratory diagnosis of COVID-19 is inconclusive.