



# **COVID-19 Guidelines**

## **Home Child Care**

## INTRODUCTION AND PURPOSE

This document is intended to outline the changes to policy and procedure for Licensed Home Child Care and the Providers affiliated with Oxford Community Child Care as a result of Covid-19 to provide safe and healthy early learning and child care (ELCC) by fulfilling the requirements set by the Province of Ontario, Ministry of Education, Public Health and the Consolidated Municipal Service Manager (CMSM). We highly value our Home Child Care Providers and have great respect for their decision to pursue and maintain an affiliation with a highly regulated sector.

This document follows the of the guidance document provided by the Ministry of Education: Operational Guidance During Covid-19 Outbreak, Child Care Re-Opening, Version 7, August 2021. The Ministry of Health Covid-19 Guidance: School Case, Contact and Outbreak Management, August 11, 2021 sets testing and isolation requirements along with Southwestern Public Health.

This document does not replace the Child Care and Early Years Act, 2014 (CCEYA). All regulations and requirements of the CCEYA remain applicable and enforceable unless otherwise specifically stated in writing within this document. Southwestern Public Health directives must be followed, even if they contradict this document. All Public Health directives must be provided in writing.

This document will be modified as applicable when these restrictions can be lifted and/or amended to reflect new directions provided at that time.

All policies and procedures in the Home Child Care Provider Manual remain in effect unless otherwise specifically stated in this Policy Supplement Booklet.

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## **Section 1 - LICENSING REQUIREMENTS**

### **Inspections**

Program Advisors will be conducting monitoring visits along with regular licensing inspections. This may be completed using the traditional on-site method or virtually by video-conference or telephone. For on-site visits, Program Advisors will complete a pre-screen prior to arrival.

Program Advisors must complete the same screening process as everyone else including the temperature check. OCCC will provide a sample screening form for this purpose or Providers may create their own using the Provincial Covid-19 Screening tool. All visits are documented on an Essential Visitors Screening Log. Documentation of the screen and the outcome must be kept with the licensing documents.

Program Advisors are required to wear PPE while at the premise, specifically a medical mask and eye protection. They will supply their own PPE. In the event they do not have PPE with them or the proper PPE, the Provider may refuse entrance until such time that they have the required PPE. Providers may require additional reasonable protocols for Program Advisors to follow, for example, hand washing upon entrance to the home.

The above also applies to your Home Child Care Consultant when attending at your premise.

Program Advisors are further required to follow all OCCC protocols as requested when onsite at the OCCC Administrative office.

### **Maximum Group Size and Home Capacity**

There are no changes to the maximum group sizes or home capacities.

### **Serious Occurrence Reporting**

A Serious Occurrence is required to be submitted when one of the following individuals has a confirmed case of COVID-19 only.

- a child who receives child care at a home child care premises or child care centre,
- a home child care provider,
- a person who is ordinarily a resident of a home child care premises (eg. the home provider's child, the home provider's spouse etc.; for complete definition please refer to the Home Child Care Licensing Manual)
- 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),
- a home child care visitor,
- a staff member at a child care centre
- a student at a home child care premises or child care centre,

Serious Occurrences for a positive case of Covid-19 are reported to the Ministry as per regular serious occurrence reporting procedures. Both suspected and positive cases of Covid-19 are reportable to Southwestern Public Health. Southwestern Public Health determines the next steps and provides any necessary direction.

Providers must report suspected or confirmed cases of Covid-19 to their Consultant as they would report any other serious occurrence. A report is then made to the Ministry of Education using the Child Care Licensing System and/or Southwestern Public Health as applicable.

Should the Public Health Inspector determine it is necessary to close home as a result of a suspected case, this is reportable as a Serious Occurrence under “Unplanned Disruption of Service”.

If additional positive cases are determined while the Serious Occurrence remains open, the SO may be revised to reflect the update otherwise a new Serious Occurrence must be reported.

Serious Occurrence Notification Forms are posted at each location, as applicable, for ten (10) business days as per regulation.

### **Vaccinations against Covid-19**

As per the directive of the Province of Ontario, all Home Child Care Providers, every person who is ordinarily a resident of the premises or regularly at the premises, staff, students on placement, volunteers, special needs resourcing and frequent visitors must either:

1. Provide proof of full vaccination against Covid-19; or
2. Provide formal/official documented medical reason for not being vaccinated; or
3. Participate in an educational program.

Home Child Care Providers, every person who is ordinarily a resident of the premises or regularly at the premises, staff, students on placement, volunteers, special needs resourcing and frequent visitors who are medically exempted or otherwise unvaccinated will be required to complete regular Covid-19 testing as directed by the Province.

Additional details and directives from the Province are expected in the Fall of 2021.

## **Section 2 – ADMINISTRATIVE MATTERS**

### **Communication with Families**

Families will be emailed a Covid-19 Policy Guidelines for Home Child Care with all new registrations. Current families will be alerted to updated policies, procedures and expectations via email and/or the Provider and advised to visit our website to review the most recent copy of the Covid-19 Policy Guidelines for Home Child Care. OCCC reserves the right to maintain these policies, procedures and expectations after the restrictions have been lifted at its sole discretion. A print copy of the Covid-19 Policy Guidelines for Home Child Care will be available upon request.

Parents will be required to sign a Covid-19 Parent Agreement specific to the Covid-19 expectations indicating their understanding and agreement to the new terms of service prior to returning or starting care. For current families, attendance confirms agreement to policy changes and updates.

Providers are encouraged to use technology to communicate with their families and minimize face-to-face contact as much as possible.

### **Access to Child Care Spaces and Prioritizing Families**

All previous requirements for accessing spaces and prioritizing families were fulfilled and no longer apply.

Applications for vacant spaces are processed through the OneList Waitlist or privately.

### **Parent Fees**

Fees will remain at the pre-Covid level until further notice. The Board of Directors reserves the right to increase fees, if necessary, to ensure financial stability of the organization.

OCCC is also encouraging Providers to not increase their private fees at this time however that is at the discretion of the Provider.

After September 1, 2020, the standard withdrawal fee of two weeks' notice applies to families who accept a space.

As per OCCC policy, fees are not charged for the waiting list or for priority or preferred access to the waiting list.

Fees are assessed by enrolment, not daily attendance. As such, fees are payable for absences of any reason. This includes Covid related absences.

### **In-Person Meetings and Events**

In-person meetings and events related to the provision of child care may resume, at the Provider's

discretion, provided that physical distancing is maintained, public health restrictions are adhered to and medical masks and eye protection are worn. Virtual meetings are preferred and should be explored prior to arranging in-person meetings.

OCCC is not hosting any meetings or events that include anyone from outside the organization at any of our locations to minimize potential exposure to staff. Exceptions to this require the expressed written consent of the Executive Director.

Should exceptional circumstances require an in-person meeting or event and that meeting or event needs to be rescheduled or cancelled, the person who organized and/or is hosting the meeting or event is responsible for ensuring that each participant is notified about the rescheduling or cancellation.

### **Liability and Insurance**

All requirements under the CCEYA must be met in addition to the enhanced health and safety measures outlined in this document and by local public health.

Providers are responsible for consulting with their insurance advisor or legal counsel, if they wish, about any other considerations for providing Home Child Care during Covid-19.



## Section 3 – PROVIDER REQUIREMENTS

### Standard First Aid and CPR-C

All Home Child Care Providers are required to have a current Standard First Aid and CPR-C or above.

### Criminal Reference Checks and Vulnerable Persons Screening

Criminal reference checks with vulnerable persons screening must be current for Providers, including the required 5 year renewals.

If members of the Provider's household, regular visitors or others who must fulfill this requirement cannot obtain the criminal reference check with vulnerable persons renewal documents due to significant backlog at Police Services AND reasonable efforts have been made to secure documents prior to the renewal date, additional measures may be considered to allow for continuation of service. Please note that this is for exceptional circumstances only and requires proof that application was made with sufficient time for the document to arrive. This exception does NOT apply to Providers.

Anyone that has not had a previous criminal reference check with vulnerable sector screen that is now required to have one, for example a child that has turned 19, the document is due as per the usual policy. There is no extension granted for this group.

### Provider Training

Providers must review all the materials below and confirm on the attestation that this has been completed:

Putting on Mask and Eye Protection – Public Health Ontario:

<https://youtu.be/1YiLjpLXvg4>

Putting on Personal Protective Equipment – Public Health Ontario:

<https://www.publichealthontario.ca/-/media/documents/ncov/ipac/ppe-recommended-steps.pdf?la=en>

Taking off a gown and gloves – Public Health Ontario:

<https://www.publichealthontario.ca/en/videos/ipac-gowngloves-off>

How to Hand Wash – Public Health Ontario:

<https://youtu.be/o9hjmques72I>

How to Self-Monitor – Public Health Ontario:

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-self-monitor.pdf?la=en>

*Additional Recommended Trainings are:*

Putting on full PPE:

<https://www.youtube.com/watch?v=s2z1uM1fXN8>

Taking off full PPE:

[https://www.youtube.com/watch?v=crGIUX3\\_4DA](https://www.youtube.com/watch?v=crGIUX3_4DA)

How to Perform Hand Hygiene using alcohol based hand rub:

<https://www.youtube.com/watch?v=sDUJ4CAYhpA>

Additional trainings are in development for April 2021.

### **Volunteers, Students and Placements**

OCCC may offer limited student placements in our programs at select premises or with the Home Child Care Consultant. All staff and/or Provider policies apply equally to students unless otherwise noted.

## **Section 4 – HEALTH AND SAFETY**

Providers must follow the current policies including any additions and/or direction from the Province or Public Health.

### **Cleaning the Home Child Care Premise**

All Covid-19 enhanced cleaning will be recorded and logged in the Daily Log Book.

Cleaning is best done with warm soapy water using a quality dish soap then disinfected. A Lysol wipe or similar product will do the trick. If you are only using Lysol wipes, then one wipe is used for cleaning and a second wipe is needed for disinfecting.

Ensure the surface or item remains wet with the product for the required contact time. Additional wipes may be needed due to the fast drying properties before the contact time is achieved. Wipes may also become dry due to improper storage or during use.

For other disinfecting products, read and follow the manufacturer's label. Most natural products do not provide sanitation at the required level to be effective. Disinfectants must have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.

For bleach disinfecting solutions, refer to the Southwestern Public Health website for proper mixing instructions. Bleach solutions must be freshly mixed daily.

Check the expiry dates of all products and discard any that have expired as per the manufacturer's instructions.

### **Cleaning when there is a Suspected or Confirmed Positive Case of Covid-19**

When a suspected or positive case has been confirmed, all areas where the person may have been must be quickly identified and prioritized for cleaning and disinfecting. Items used by the individual and all surfaces within 2m/6' of the ill person require cleaning and disinfecting. Hallways and pass-through areas may be just cleaned.

Cleaning and disinfecting must be done as soon as possible. This may mean altering the daily routine if possible. Any directions from Southwestern Public Health must be followed.

Providers are encouraged to wear PPE (gloves, medical mask and eye protection) when completing this cleaning. Use disposable cleaning equipment such as disposable wipes or cloths where possible. All waste must be immediately tied up in a garbage bag and disposed of in the dumpster.

Any items that cannot be cleaned (books, papers) should be put into a sealed container for a minimum of 7 days.

### **Washing and Disinfecting Toys and Equipment**

Toys must be washed with warm, soapy water, air dried and then disinfected on a regular schedule, at least twice weekly. Infants toys must be washed and disinfected daily. Stuffed toys, dress up clothes and hard to clean toys must be removed.

Mouthed toys must be separated, cleaned and disinfected between each child. After the child has finished using it, IMMEDIATELY remove the toy and place in a soiled toy bin until the proper washing and disinfecting can be completed.

Visibly dirty toys and equipment are immediately washed and disinfected or removed from use until able to do so.

Cribs and cots are assigned to individual children and are not shared. They are cleaned and disinfected weekly or when soiled. Linens and bedding are washed weekly provided do not come into contact with other people. If that happens, they must be laundered.

Outdoor equipment should be cleaned and disinfected on a regular schedule. Children must properly wash their hands before going outside and immediately upon coming back inside.

Shared washrooms must be cleaned and disinfected after each use.

### **Hand Washing and Respiratory Etiquette**

**Frequent and proper handwashing with soap and water remains the best defense.**

Providers are encouraged to incorporate additional planned hand washing times for children and teach/support proper hand washing techniques. Limited singing is permitted.

A pea-sized amount of alcohol based hand sanitizer should only be used, if necessary, before children enter the home. Children should immediately wash their hands upon entry. Hand sanitizer may be used as an alternative when hand washing facilities are not available. Ensure that the product meets the minimum 70% alcohol requirement and has a DIN number. Do not use hand sanitizer on children under the age of 2.

Alcohol based hand sanitizer must be stored out of the reach of children.

### **Masks and Eye Protection**

Medical masks and eye protection are mandatory for all Providers and any students on educational placement while care is being provided. Exemptions to mandatory masks may be

assessed on a case-by-case basis. Eye protection is not required if all children in care are in Grade One and Up AND are wearing face protection (mask). Providers are encouraged to wear eye protection regardless of the ages of children in care.

Masks are required for all children attending care that are in grade 1 and up. Masks must be worn while indoors including hallways. Masks are not required outdoors. Parent/Guardians are responsible for providing masks for their children.

Masks and eye protection are not required outdoors. Physical distancing is encouraged. Due to the spontaneous need for close interactions outside and the unpredictability of children approaching, it is recommended that masks and/or eye protection are worn outside. If a child requires assistance, the mask and eye protection must be put on prior to providing that assistance.

If a home child care provider, home child care visitor or placement student received a COVID-19 vaccination in the last 48 hours and has mild headache, fatigue, muscle aches and/or joint pain that only began after immunization, and no other symptoms, they are to wear a properly fitted mask for their entire time in the child care setting. Their mask may only be removed to consume food or drink and the individual must remain at least two metres away from others when their mask has been removed.

Cloth masks are acceptable for children only. Providers should consider asking parents to supply extra masks for their child in case the mask from school is soiled or otherwise not in acceptable condition. A safe method of storing the mask when not being worn is required. Other types of face coverings may be permissible after discussion with the Provider, the Home Child Care Consultant and in consultation with the child's health care professional.

Masks are encouraged for all children aged 2 and up but are not mandatory. Masks are NOT recommended for children under the age of 2.

If a child received a COVID-19 vaccination in the last 48 hours and has mild headache, fatigue, muscle aches and/or joint pain that only began after immunization, and no other symptoms, they are to wear a properly fitted mask for their entire time in the child care setting. Their mask may only be removed to consume food or drink and the child must remain at least two metres away from others when their mask has been removed.

Exemptions for wearing masks are made for a variety of reasons. Providers and parents must discuss their individual situations together and with the Home Child Care Consultant.

Reasonable exceptions to the requirement to wear masks are permitted. Exceptions to wearing a mask indoors may include circumstances where a physical distance of at least 2m/6' can be maintained, where a child cannot tolerate wearing a mask and/or medical conditions. For Providers, exceptions to this requirement are when Providers are eating, in a personal vehicle that is not used for their child care services, off premises when not providing care or between closing and opening hours.

It may be difficult to properly put on a mask and shield without contamination after having removed them, especially while outside. Providers should consider limiting the number of times that PPE is donned and doffed for their own protection and that of the children.

Hands must be washed before AND after donning and doffing a mask.

**All other adults are required to wear a face covering or non-medical mask while inside the premises.**

The Province has indicated that they will supply both items for Providers however Providers must have a back-up supply in the event that orders do not arrive or items need replacing and for their adult family members. Not having provincially supplied PPE is not an acceptable reason for not wearing the required PPE. A non-compliance will be cited.

**How to Set Up for Screening**

The set up for screening is unique to each home child care premise.

Things to consider when deciding how to set up your screening station:

- Set the chalk lines/pylons/markers up at 6' intervals for families to stand while waiting for their turn. Remind families to remain 6' apart as needed.
- Remain behind a table or other barrier when screening.
- Things you may need, as applicable:
  - Screening sheets, iPad and sign in/out clipboards
  - Hand sanitizer and signage demonstrating appropriate use
  - Pens for parents to use
  - Disinfectant spray or wipes to clean pens after each use
  - No touch thermal Thermometer

Signage is posted at the entrance to remind everyone of all Covid-19 requirements including screening, masking and local orders from Public Health.

After determining the child has passed the screening, the Provider will allow entrance. Should a parent/adult be accompanying the child inside the premise, that person must also pass the screening and complete the essential visitor paperwork prior to entry. Please see Drop Off and Pick Up procedures in Section #5 – Program.

**Screening for Symptoms**

All Home Child Care Providers must self-screen and also screen those ordinarily residents/regularly at the home child care premise each day PRIOR to children arriving. A screening chart will be used to document results. Providers who fail the screening must not provide child care and contact the OCCC Home Child Care Consultant immediately.

All children, parents/guardians, visitors, Home Child Care Consultants and Ministry Program Advisors must be screened and pass the screening prior to entering the home.

Any individual that does not pass the screening will be asked to return home and self-isolate. Contact Southwestern Public Health for next steps.

Thoroughly wash your hand between each child/family.

Families waiting must maintain a 6' distance from the door or wait in their car until the Provider is ready for them to enter the screening area.

Anyone who is symptomatic, does not pass screening, or has been advised to self-isolate by the local public health unit must not be permitted to attend the program (this includes children, child care centre staff, placement students, **home child care providers and those ordinarily resident/regularly at the home child care premises**).

Persons who test positive for COVID-19 should follow the guidance of their local public health unit and health care professional regarding direction for isolation and returning to a child care setting. The individual cannot return until cleared by their public health unit. Note that individuals do not need to provide a medical note or proof of negative result to return to the program.

### **Monitoring and Responding to Reports of Covid-19 Symptoms in Home Child Care**

#### Children:

Should a child become ill while attending care, they must be immediately isolated while maintaining supervision and parents contacted to pick-up. Children over the age of two (2) should be provided with a disposable mask for whatever degree they will tolerate. Do not force them to wear the mask. If needed, provide the child with tissues and a garbage container that has been lined with a plastic bag. Pass the child the tissues individually to avoid contaminating the entire box. If the box becomes contaminated, it must be disposed of regardless of how many tissues are left.

After being picked up, anything the child has touched must be cleaned and disinfected. Anything that cannot be wash and disinfected such as puzzles or books must be removed and stored in a sealed container for a minimum of 7 days. Tie the garbage with the tissues inside and dispose in the outside garbage can.

Providers must wear PPE when a child is waiting for pick-up and while cleaning the areas.

Parents or their emergency contact must attend to pick up the child immediately when called. All families must have a back-up plan in the event that their child, Provider or a resident of the premise becomes ill and care is temporarily suspended.

Please consult with Southwestern Public Health for further directions.

#### Providers and Household Members:

A Provider that becomes ill during the day, must try to keep a minimum of 2m/6' from the children if they cannot isolate themselves. Wearing a medical mask and eye protection at this point is required until at least after the children have been picked up. Providers must call parents to pick up their child immediately.

Providers must notify their Home Child Care Consultant of any illness or positive test results for Covid-19 for themselves and/or anyone who ordinarily resides at the premise

and/or regularly attends at the premise. The Consultant is then required to notify Southwestern Public Health and the Ministry of Education as a Serious Occurrence. Southwestern Public Health will provide direction as to the next steps. It is possible that they will close the home for the duration of the illness and/or require Covid-19 testing.

If a Provider or household member 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 COVID-19 School and Child Care Screening Tool, they are not required to self-isolate (stay home). If the symptoms worsen, continue past 48 hours, or if the individual develops other symptoms, they should immediately self-isolate and seek COVID-19 testing.

### **Testing and Isolation**

Requirements for testing and isolation are per the most current Ministry of Health Covid-19 Guidance: School Care, Contact and Outbreak Management document and/or Southwestern Public Health.

Staff, students and children with symptoms compatible with Covid-19 (as listed in the screening tool) should get tested and isolate while test results are pending. They may not attend program while symptomatic unless there is an alternative diagnosis by a regulated health care professional.

If the symptomatic individual is not tested and there is no alternative diagnosis from a regulated health care provider, the individual and household contacts must isolate for 10 days from symptom onset.

### **Positive Cases of Covid-19**

Persons who test positive for COVID-19 should follow the guidance of their local public health unit and health care professional regarding direction for isolation and returning to a child care setting. The individual cannot return until cleared by their public health unit.

### **Outbreak Management**

An outbreak may be declared by Southwestern Public Health when there are 2 or more lab-confirmed Covid-19 cases within a 14 day period that have an epidemiological link where at least one case could have reasonably been acquired their infection in the home child care setting. The declaration of an outbreak is at the sole discretion of Southwestern Public Health.

Southwestern Public Health (SWPH) makes the determination of any linkages and declaration of outbreaks. Providers and OCCC are responsible for working with SWPH and providing them with the information needed including contact tracing information and attendances.

Southwestern Public Health will provide direction to Providers and OCCC on next steps. These steps may include closure of the home or if specific groups of children must be excluded and for how long. All directive of SWPH must be followed.



Southwestern Public Health conducts all contact tracing and provides families with the required information.

## **Transportation**

All Providers and students on educational placement must wear a medical mask when providing transportation. Eye protection should NOT be worn by the driver as it may interfere with the safe operation of the vehicle. The driver should wear eye protection during close contact such as boarding and exiting the vehicle. Eye protection should be worn by other adults not driving.

Children in Grade 1 and above are required to wear a non-medical mask while in a vehicle. Children under Grade 1 are encouraged to wear a mask but are not required. Exemptions to masks for children in vehicles may be necessary. Consult with your Home Child Care Consultant about specific needs.

Children should be assigned seats and a seating chart kept to assist with contract tracing. Children from the same family should sit together when possible.

Additional training for Providers who offer transportation is under review.

Vehicles should follow the enhanced cleaning protocols with high-touch surfaces cleaned at least twice daily. For example, handles, seatbacks, window controls, steering wheel are frequently touched surfaces.

## **Attendance Records**

Children's attendance records will be kept following normal procedures. Parents must still sign their child in and out of the program using the OCCC Attendance sheet provided. Ensure there are sufficient pens for each family and disinfect them after each use.

It is essential that a visitors' log be kept by Providers for contact tracing in the event of a suspected or positive case of Covid-19 in the home. We will provide a sample form for this purpose. Logs must include the time of arrival, departure and contact information.

While non-essential visitors should be minimized, it may be necessary to have maintenance workers at your home or, if you have a child with special needs, the Resource Consultant from ChildinU. Everyone entering the premise must be screened and recorded in the visitor's log. All boxes on the form MUST be completed. Keep all the documentation with the licensing materials.

Attendance records and Essential Visitor Logs must be kept up-to-date and provided to Southwestern Public Health within 24 hours of confirmation of a positive case of Covid-19 and/or outbreak to facilitate contact tracing.

## **Record Keeping**

All records must be kept for a minimum of one year from last date of entry.

## Section 5 - PROGRAM

### Drop-Off and Pick-up Procedures

Before permitting entrance to the premise, Parents/families must be screened and temperature check and documented as an essential visitor including time in and time out. They are also required to wear a mask. As each premise is unique, Providers must create their own policy for drop-off and pick-up and parental access to premise. Providers must communicate their policy with their clients and provide a copy to the Home Child Care Consultant. Mandatory pieces include:

- Screening as an essential visitor. This includes screening, temperature check and completing the contract tracing form that indicates time in and time out of the building.
- Verify screening results on-site and will ask additional questions.
- Masking and sanitizing hands is mandatory. Parents who are unable or unwilling to wear a mask should not be permitted entry. Drop off at the door remains an option.
- In-person conversations with Providers should be limited to pertinent communication only. All other conversations may be arranged via telephone or virtually.
- Physical distancing between families is required.
- Drop off and pick up at the door remains an option.

Other things Providers may include in their policy:

- Bathrooms are not available.
- Please complete a pre-screen using the online Ontario Screening Tool for School and Child Care prior to your arrival. Paper screens must be available.
- Only one adult is permitted per instance (ie. one parent may drop off and the other pick up). No other persons including siblings or other children may enter the building. **Supervision is not provided to siblings or other children.**
- Families must stay within the specified boundary. Do not touch anything that is not necessary as it creates additional cleaning.

Families must maintain a 2m/6' distance while waiting to come in. Use a distance marker such as a plant or outdoor décor for this purpose. Alternatively, families should wait in their car until the Provider is ready to receive them.

Screening for the child and parent, if entering, is mandatory. A sample screening chart is provided. Ensure that parents sign the attendance sheet with initials and times in/out as usual. Have individual pens and clipboards available that are only for this purpose. Disinfect the pens and clipboards after use. If only one clipboard is available, ensure it is sanitized between families.

If the child screens as fine to enter, accept the child with as minimal physical contact as possible. Put their things in the designated area. Wash your hands. Disinfect the thermometer before using on the next child. Use a no-touch thermometer if possible.

For pick-up, parents should provide the Provider with an approximate time of arrival so that the Provider may be ready. Each Provider must develop and communicate their pick-up procedure with families and share with their Home Child Care Consultant. If parents wish to enter the premise at pick-up, they must be screened and complete the Essential Visitor paperwork again.

Communication with families remains a very important part of the program. Providers should consider using telephone and technology to continue to provide communication with families about their child's day and to exchange important information.

### **Children's Personal Belongings**

Children's personal belongings should be only what is absolutely necessary and kept in a labelled backpack in a designated area until needed. Families should provide a change of clothing, diapers, wipes and other needs in quantities for the entire week or longer to avoid constant contact with backpacks and disinfecting. All stuffed toys are prohibited. A personal blanket is allowed provided that the blanket is immediately washed upon arrival, is only used with the intended child for sleep time and stays at the Provider's home. It may not go back and forth between homes.

Strollers must be kept outside the home if allowed to stay on the premises.

### **Visitors and Students on Placement**

To minimize the risks, non-essential visitors at your home should be minimized. Anyone that does enter the home must complete the screening form and the visitor's log including the time of arrival, departure and contact information.

Ministry staff, the fire inspector, public health may enter the premise at any reasonable time as per the CCEYA. They must also complete the screen and visitor's log prior to entry. Essential visitors must wear PPE consisting of a medical mask and eye protection while on the premises.

### **Space Set-Up and Physical Distancing**

A welcoming and caring environment are the hallmark of Licensed Home Child Care. The environment is still your home!

Providers should consider procedures that support physical distancing as best as possible while still meeting the requirements of the CCEYA. The number of rooms that children in care have access to should be minimize, when possible, to reduce the amount of required cleaning and disinfecting.

Play space are arranged to naturally encourage physical distancing knowing that children will come together to play. This is OK! For large group activities, children are provided with a visible cue to where their spot to sit it. As many options and opportunities for distancing as possible will be offered without compromising the foundation of quality home child care.

While most Providers do not have a gymnasium in their home, there may be large open play space available. Children and Providers should not be engaged in moderate to vigorous physical activity indoors. When moderate to vigorous physical activity takes place outdoors, children and Providers should maintain physical distancing. High intensity activities should not be offered.

Efforts should be made to limit the use of shared equipment. Shared equipment should be disinfected regularly and children and Providers should practice proper hand hygiene before and after participating in physical activity and equipment use.

## **Ventilation**

Home Child Care Providers are encouraged to implement best practices and measures to optimize ventilation. Adequate ventilation should be provided by opening windows, moving activities outdoors when possible and through HVAC systems. Suggestions include:

- Ensure HVAC systems are in good working order.
- Change filters regularly.
- Keep areas near HVAC inlets and outlets clear.
- Arrange furniture away from air vents and high flow areas.
- Avoid re-circulating air.

HVAC systems owned and controlled by OCCC are under regular maintenance contracts. Staff arrange furniture away from vents, keeping inlets and outlets clear to maximize air flow.

## **Equipment and Toy Usage and Restrictions**

Increasing the number of Provider-led activities while still allowing for choice and child direction, will help with physical distancing.

Select toys and materials that are easily washed and disinfected. Any toy or item that cannot be easily cleaned and disinfected should not be used. All stuffed animals, dramatic play clothes, pillows, blankets and soft items are forbidden.

Group sensory play may be offered. OCCC recommends that Providers continue with individual sensory options

When arranging cots for sleeping, increase the distance between each child. Do not allow children to share a cot/bed, linens, blankets etc. Place children toe-to-toe if space is limited.

Toys and equipment must be cleaned on a regular schedule. Mouthed toys must be removed immediately for cleaning and disinfecting. Ensure cleaning is documented in the daily log book.

Children's personal items such as soothers and sippy cups must be clearly labelled and not shared.

## **Program Statement**

Providers are not required to update their Program Statements.

## Outdoor Play

Outdoor play is a vital component of the program. Providers will continue to play outdoors with continued consideration for physical distancing.

Public play structures and community play equipment are strongly discouraged however walks and attending at public parks is allowed if physical distancing is maintained.

Outdoor toys and equipment must be washed and disinfected on a regular schedule.

Children and Providers must wash their hands before going outside and immediately upon return inside.

Sunscreen may be applied as per the Provider's policy. Providers may provide assistance to apply sunscreen provided that they wash their hands before and after each application.

## Interactions and Relationships

Connection and relationships are vital for healthy child development. Providers may continue to hold children to comfort, bottle feed infants, settling for sleep and as needed. The requirement for a blanket and/or barrier between the Provider and the child has been removed however OCCC recommends that Providers continue the practice.

Providers must launder each blanket after each use with each child. Do not re-use a blanket that hasn't been washed, even with the same child. Yes, there will be a LOT of laundry. Hand washing between each child is essential.

## Food Provision

Home Child Care Providers may follow regular food preparation guidelines. Family style service is permitted provided that food handlers use adequate food handling and safety practices.

We recommend that you consider limiting the following common practices:

- common food plates for items such as bread slices or veggie sticks
- shared utensils and condiments such as salt shakers
- Shared serving spoons, tongs after pre-plated meals have been served
- Sharing food and utensils

Children and Providers will wash their hands before and after eating. Providers will also wash their hands before preparing food.

Children should be spaced as far apart as possible for meals and snacks if it is safe to do so and maintain proper supervision. The supervision and safety of children is paramount while eating.

## **Provision of Special Needs Resources (SNR) Services**

ChildinU may continue to provide in-person services to children in Homes affiliated with OCCC programs, where appropriate. If there are no children in care on the Consultants caseload, then in-person contact is not necessary and should be avoided to minimize the number of different people in the home. Telephone and virtual connections are also available.

All ChildinU staff must be screened using the Essential Visitors Screening Form and sign in/out using the Essential Visitors log. ChildinU staff that do not pass the screening will not be permitted entrance to the home. ChildinU staff must provide their own PPE that includes medical mask and eye protection.

Families will be informed of the potential exposure to ChildinU staff on the Covid-19 Parent Agreement and in this document.

## **Mental Health**

The ministry's [\*Building on How Does Learning Happen?\*](#) supports the operation of early years and child care programs in Ontario during the COVID-19 outbreak. It provides information on how early years settings can support the social and emotional health and wellbeing of children and families, in addition to safe and healthy environments.

Additional supports and resources are available.