



Covid-19 Policy Supplement

V5.1: March 15, 2021

INTRODUCTION AND PURPOSE

This document is intended to outline the changes to policy and procedure for programs of Oxford Community Child Care as a result of Covid-19. The requirements are set by the Province of Ontario, Ministry of Education, Southwestern Public Health and the Consolidated Municipal Service Manager (CMSM). 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 4, November 2020 and Ministry of Education: Before and After School Programs, Kindergarten – Grade 6, Policies and Guidelines for the 2020-2021 School Year, V2.

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.

Staff of Oxford Community Child Care will follow the OCCC Covid-19 Policy Supplement and all other OCCC policies, procedures and protocols.

This document does not apply to Licensed Home Child Care.

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

LICENSING REQUIREMENTS

Inspections

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

Program Advisors/Ministry staff must complete the same screening process as staff and other essential visitors including the temperature check. All visits are documented on an Essential Visitors Screening Log.

Program Advisors/Ministry Staff are required to wear PPE while on site, specifically a medical mask and face shield. Program Advisors/Ministry Staff are further required to follow all OCCC protocols as requested.

Maximum Group Size and Ratio

For child care centres, as of January 1, 2021, we will begin transitioning back to our full licensed capacity and maximum group sizes as per the CCEYA. Staff, students and volunteers are not counted in the capacity numbers.

For Before and After School Programs, as of September 1, 2020, we will operate at our operational capacity with the option of operating at full licensed capacity and maximum group sizes as per the CCEYA. Staff, students and volunteers are not counted in the capacity numbers.

The term “cohorting” has been removed from the guidelines however children will remain with their assigned groups and should not mix with other groups throughout the day or while outside.

Reduced ratios are permitted however they generally require the mixing of groups. Reduced ratios that require the mixing of groups will be avoided unless it is a legitimate emergency situation. Reduced ratios within the same group are acceptable.

Maximum Capacity of Building

There is no limit on the capacity of buildings provided that physical distancing and health & safety are practiced.

Parent Fees

Parents who were registered at the time of closure in March 2020 were provided with notice of re-opening and had fourteen (14) days to accept or decline the space from the date of notice.

If the placement was accepted, fees were charged from the date the fourteen day window expired or a later date selected by OCCC, whether or not the child attended.

If a spot was declined, OCCC determined when the spot would be offered to a new family.

OCCC is not increasing fees at this time. 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.

After September 1, 2020 or the date the fourteen day window expired, 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. Fee credits for Covid related absences will only be assessed on a case-by-case basis if sufficient Provincial funding is provided to cover the absences.

Access to Child Care Spaces and Prioritizing Families

Priority for spaces was given to families who were registered as clients as of March 15, 2020 unless they have provided written notice or survey notice of withdrawal from the program. Families have until September 1, 2020, or the date provided by the Administrative Office, to confirm or decline the space.

After the expiry of the fourteen (14) day window, spaces will be filled at the discretion of OCCC.

Should any additional closure periods or reduced capacity be required by the Province, any changes to the waitlist policy and/or priority access will be communicated with parents as soon as possible after finalizing the updates.

Licensed Child Care Programs in Schools - Garderie francophone du comté d'Oxford

OCCC Staff should only enter into school space when necessary to use the washroom facilities, staff room or attend at the office. Medical masks and face shields must be worn. School staff may not enter into the child care space without a specific purpose such as

custodial or VP/Principal for collaboration with Supervisor.

Families and children are NOT permitted to enter the school through the child care or the child care from the school. Children attending the before school program must enter the school through the designated school age door. For the after-school program, parents must pick-up at the designated school age door. Children attending the school age program may NOT enter and/or exit through the garderie doors. This includes siblings of garderie children.

OCCC School Age Staff may enter the school through the Garderie as that is where the carts, snacks and supplies are stored. The school space should only be entered to start programs.

Staff must minimize the number of times they enter the school space to essential only.

Serious Occurrence Reporting

Please note that Serious Occurrence reporting requirements are changed by the Ministry of Education frequently. Please consult with the Child Care Administrator or Human Resources if you need clarification on reporting requirements.

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.

Staff must report suspected or confirmed cases of Covid-19 to their Supervisor 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 a room or Centre as a result, this is also reportable as a Serious Occurrence as an “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.

HUMAN RESOURCES

Staffing

Staff will be assigned by the Child Care Administrator in consultation with the Supervisors or Team Leaders to meet the needs of each program, based on enrolment and funding. Staff should work at only one location when possible. Staff who work in two (2) or more programs as part of their regular positions are permitted to work in each program as scheduled. Every effort will be made to minimize the number of locations that staff are required to attend outside of their regular positions however in the event of insufficient staffing, staff may be required to attend at different locations.

Supervisors and Team Leaders/Designates will limit their movements between rooms to only what is necessary. When providing supervision or when needed in a room, Supervisors are to wear full PPE consisting of gown/gloves/medical mask/face shield, changing their gown and gloves and disinfecting face shields between rooms.

For School Age Programs, Team Leaders/Designates should limit their movements between Programs by only attending one program room per session. Programs with multiple staff are visited separate sessions. When providing supervision, Team Leaders are to wear PPE consisting of medical masks and face shields.

The difference in PPE requirements is because School Age Team Leaders leave the school entirely after completing their visit whereas Child Care Supervisors and Team Leaders remain in the building for their entire shift.

As per Southwestern Public Health, supply staff are permitted provided that they are only working for one child care organization.

All staff should avoid interactions with multiple groups as much as possible.

Students and Placements

OCCC may offer limited student placements in our programs at select locations. Students will be placed in one room only for each placement block. Post-Secondary placements from administrative disciplines that do not have direct child/client contact may be considered.

All staff policies apply equally to students unless otherwise noted.

We do not offer a volunteer program.

Standard First Aid and CPR – C Certification

OCCC expects staff with expiry dates after September 1, 2020 to renew their certificates on time.

Criminal Reference Checks and Vulnerable Persons Screening

All staff are in compliance with this requirement.

If reasonable efforts have been made to secure the criminal reference check with vulnerable persons screening prior to the renewal date and the documents have not arrived due to significant backlog with Police Services, additional measures may be considered to allow for continuation of employment. Please note that this is for exceptional circumstances only and requires proof that application was made with sufficient time for the document to arrive. It also requires the expressed written consent of the Executive Director.

Staff Shift Schedules

Child Care staff shifts will be transitioned back to regular hours starting on November 30, 2020. Not all staff will be transitioned back at the same time with consideration given to enrolment, needs of program and financial sustainability.

School Age staff returned to regular shifts starting on September 8, 2020.

Staff will be assigned to their previous location assignments where possible. Staff may be assigned as Screeners/Cleaners or in other roles designed by the organization to meet a need.

As per Southwestern Public Health, supply staff are acceptable as long as they are only working for one child care organization. Supply staff are extremely difficult to secure. Should staff become ill and appropriate staff are unavailable, programs may be impacted.

It is critical to understand that the operation of child care is contingent upon the receipt of federal, provincial and municipal funding. If funding is not received, changed, reduced or discontinued, the shifts and structure of our programs will be reassessed and adapted. We will provide as much notice to families as possible however these changes are often made without notice to operators.

Staff Report of Illness before Shift Starts

Staff must report illness to the Supervisor or Team Leader/Designate immediately by telephone. Texting and Emailing in sick are NOT PERMITTED. Sufficient time is required to arrange for replacement staff.

When calling, staff must be prepared to list all symptoms, whether they are new or worsening, day/time of onset, and a list of potential exposures. Supervisors will refer staff to Southwestern Public Health if applicable.

All recommendations and requirements of Southwestern Public Health must be followed.

Refer to the most current version of the Provincial online screening tool to determine steps to be taken in each situation.

In-Person Meetings and Events

In-person meetings may resume between OCCC staff only provided that physical distancing is maintained, public health restrictions are adhered to and medical masks and face shields are worn as per policy.

Virtual meetings with people from outside of the organization are preferred and must be explored prior to arranging in-person meetings. In-person meetings are at the discretion of the Executive Director. When attending meetings with people from outside of OCCC, medical masks and face shields are mandatory.

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 staff who organized and/or is hosting the meeting or event is responsible for ensuring that each participant is notified about the rescheduling or cancellation.

Staff Training

Staff completed the following mandatory trainings:

Putting on Mask and Eye Protection – Public Health Ontario:
<https://youtu.be/1YiLjLXvg4>

Putting on Personal Protective Equipment – Public Health Ontario:
<https://www.publichealthontario.ca/-/media/documents/ncov/ipac/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/o9hjmges72I>

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

How to Perform Hand Hygiene using alcohol based hand rub:
<https://www.youtube.com/watch?v=sDUJ4CAYhpA>

Additional trainings for staff are in development for April 2021.

SCREENING, TESTING AND SYMPTOMS OF ILLNESS for CHILDREN

Screening for Children

Child care parents/families are requested to pre-screen your child using the CrowdBlink app prior to arrival at the Centre and have your QR code ready. Paper screens are available as a back-up.

School Age Programs, Thamesford Preschool and Ingersoll Preschool will be using paper screenings on site but it is a good idea to do a pre-screen using the Provincial online screening tool before leaving home.

All children must pass the screening and have their temperature taken prior to being admitted to the Program. Children that do not pass the screening and/or have a temperature equal to or greater than 37.8 degrees Celsius will not be permitted to stay. Under no circumstances are parents, guardians, siblings, visitors etc. permitted to enter the building.

Child Care children will enter and depart with the assistance of the screener and/or assigned staff.

School Age children attending the afternoon program do not require screening between the core day program and the after-school program. Children who did not attend school may not attend the after-school program.

For School Age Programs, Educator staff will inform the school secretary of any children who failed the screening and/or did not attend morning program when expected. In the afternoon, Educator staff will check with the school secretary for any children who are expected to attend the after-school program but failed the school screening or were otherwise absent.

Failing the screening is no longer reportable to Southwestern Public Health unless Covid-19 is suspected.

Staff should avoid physical contact with children as much as possible. Children should walk unassisted to their assigned Program room as they are able. Children will be constantly supervised to ensure a safe transfer of responsibility from Screening Staff to Inside/Program staff.

Staff will sanitize hands between children and/or change gloves as needed. If a child required carrying or close contact, then any PPE must also be changed and the face shield properly disinfected before resuming screening duties. Please be patient as it takes time to do things safely.

From the Ministry of Education Operational Guidance V5 Regarding Screening:

A more rigorous and cautious approach has been adopted to support a more comprehensive and enhanced school and child care screening program. Child care centre staff, providers, placement students, and children with any new or worsening symptom of COVID-19, as indicated in COVID-19 School and Child Care Screening Tool, even those with only one symptom, must stay home until:

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

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

The Ministry of Health updated guidance to public health units regarding COVID-19 variants of concern, requiring all household contacts of symptomatic individuals to quarantine.

All asymptomatic household contacts of symptomatic individuals are required to quarantine until the symptomatic household member:

- receives a negative COVID-19 test result, or
- receives an alternative diagnosis by a health care professional

If the symptomatic individual tests positive, or is not tested and does not receive an alternative diagnosis from a health care professional, the symptomatic individual must isolate (including from household members) for 10 days from symptom onset, and all

household contacts must isolate until 14 days from their last contact with the symptomatic individual.

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.

Testing Requirements for Children

When a child fails the screening or is demonstrating symptoms and/or has a temperature equal to or greater than 37.8 degrees Celsius, they will be referred to Southwestern Public Health and the most recent version of the Covid-19 Decision Tree for Schools and Child Care for next steps and options on testing.

Protocol When a Child Demonstrates Symptoms of Illness During Program

Children who are symptomatic or have been advised to self-isolate by the local public health unit, must not attend the program. Children must not attend if they are sick, even if symptoms resemble a mild cold.

Parents and staff should consult with the most recent version of the Covid-19 Decision Tree for Schools and Child Care issued by Southwestern Public Health to determine when children should stay home and when they can return.

If in doubt, please connect with the Child Care Administrator, the Site Supervisor or Southwestern Public Health.

Symptoms include but are not limited to:

- Fever
- Cough, new or worsening
- Shortness of breath
- Sore throat
- Runny nose
- Nasal congestion
- Headache

- General feeling of being unwell

It is imperative that parents/families or their emergency contacts pick up the child immediately when called. There must be a back- up plan in the event your child becomes ill. Children must be picked up within an hour. Failure to do so may result in care being suspended.

Should a child become ill while attending care, they must be immediately isolated and parents contacted to pick-up. Supervisors at ICC and Garderie will determine the best location/arrangements for isolating a sick child. School Age programs will need to create an “isolation space” within the program room for the purpose of ill children to maintain proper supervision of all children and as much distance as possible.

Staff supervising the isolated child must wear full PPE (gown, medical mask, shield, gloves). Child Care staff should not interact with anyone other than the isolated child. School Age staff will need to limit interactions to only what is necessary to provide a safe environment while still caring for the child’s emotional needs as supervision of the group is still required.

Close contact with the isolated child should be limited to only what is needed to provide a safe environment while still caring for the child’s emotional needs. Avoid all respiratory secretions and bodily fluids.

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, the space and anything the child has touched must be cleaned and disinfected including bathroom if used, hallway walls and entrance area. Anything that cannot be washed and disinfected must be removed and stored in a sealed container for a minimum of 7 days. The garbage with the tissues inside must be tied up and disposed. Staff must not enter any other spaces and remain a strict distance of 2m/6’ until finished. After completed, staff may remove and properly handle/store/dispose of their PPE and wash their hands before resuming regular duties.

School Age programs must also alert the custodian for additional cleaning.

It is critical that children who are even mildly unwell, do not attend programs. Parents **MUST** be prepared to pick up their child immediately or have reliable emergency contacts. All families must have a back- up plan in the event that their child becomes ill and is unable to attend for any length of time. Children must be picked up within an hour.

At the Garderie, the Principal / Designate and the Superintendent must also be informed of confirmed cases of Covid-19. Personal details and confidential information are NOT released.

SCREENING, TESTING AND SYMPTOMS OF ILLNESS for STAFF

Screening for Staff

Child Care staff must complete the screening including having their temperature taken PRIOR to entering the building. While waiting to be screened, staff must maintain a distance of 2m/6' between each other.

School Age staff must complete the screening and take their own temperature PRIOR to arriving at the location. Staff must complete the Staff Screening form and document their temperature upon arrival. When arriving, multi-staff programs must maintain a distance of 2m/6' between each other.

Staff must arrive with sufficient time to complete the screening, enter the building, put their things away and start their shift at the precise start time. Staff that do not pass the screening may still be permitted to work if they have a known condition or alternative diagnosis provided by a health care provider.

Staff with a temperature equal to or greater than 37.8 degrees Celsius will not be permitted to work under any circumstances.

Failing the screening is no longer reportable to Southwestern Public Health unless Covid-19 is suspected.

From the Ministry of Education Operational Guidance V5:

A more rigorous and cautious approach has been adopted to support a more comprehensive and enhanced school and child care screening program. Child care centre staff, providers, placement students, and children with any new or worsening symptom of COVID-19, as indicated in COVID-19 School and Child Care Screening Tool, even those with only one symptom, must stay home until:

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

In addition, if any household members are experiencing any new COVID-19 symptoms and/or are waiting for COVID-19 test results after experiencing symptoms, the child, child care centre staff, provider or placement student must not attend child care. (see Monitoring and Responding to Reports of COVID-19 Symptoms in a Child Care Setting section below for isolation and quarantine requirements)

Testing Requirements for Staff

When a staff fails the screening or is demonstrating symptoms and/or has a temperature equal to or greater than 37.8 degrees Celsius, they are referred to Southwestern Public Health and/or the Provincial online screening tool for next steps.

If the staff is tested and receives a NEGATIVE test result, they may return to work after 24 hours if symptoms are improving and all instructions from Southwestern Public Health have been followed.

If the staff receives a POSITIVE test result, they must be excluded from the program for 14 days after the onset of symptoms and/or clearance has been received from Southwestern Public Health.

Protocol When a Staff Demonstrates Symptoms of Illness During Program

Staff and students who are symptomatic or have been advised to self-isolate by the local public health unit, must not attend the program. If in doubt, please connect with the Child Care Administrator, the Site Supervisor or Southwestern Public Health.

Symptoms include but are not limited to:

- Fever
- Cough, new or worsening
- Shortness of breath
- Sore throat
- Runny nose
- Nasal congestion
- Headache
- General feeling of being unwell

Staff that become ill while working must contact the Supervisor or Team Leader/Designate on site immediately in order to transfer supervision of their group and leave the building as quickly as possible while not jeopardizing the safety and security of the children. They must keep a minimum of 2m/6' away from children and others while waiting for the transition to happen.

At Child Care Centres, the Supervisor/Team Leader will provide or arrange for emergency coverage.

For School Age Programs, staff will need to take every precaution possible while waiting for coverage to arrive. Children and anyone who had contact with the ill staff should remain grouped together until directions are received from Southwestern Public Health.

The Child Care Administrator or Human Resources Coordinator will inform Southwestern Public Health of any confirmed positive cases of Covid-19 in Staff.

At the Garderie, the Principal / Designate and the CSC Providence Superintendent must also be informed of confirmed cases of Covid-19. Personal details and confidential information are NOT released.

For School Age Programs, the Principal / Designate must be informed of confirmed cases of Covid-19. Personal details and confidential information are NOT released. At CSC Providence schools, the Superintendent must also be informed.

AT NO TIME MAY SUPERVISION OF CHILDREN BE COMPROMISED IN ACCORDANCE WITH THE CCEYA.

How to Set Up for Screening

The set up for screening is unique to each program location.

As a guideline:

Screeners will take the screening materials outside, weather permitting, and set-up in the designated spot. During inclement weather, the screener will set up inside the vestibule of the entrance at each location.

To set up:

- 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.
- Set up the plexiglass barrier, if available, with the folding table behind the barrier.
- The folding table will hold, 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 – not to be left unattended
 - Walkie talkies – not to be left unattended

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

Child Care staff assigned to the screening area will don full PPE during the drop off and pick-up windows. Full PPE includes a gown, a medical mask, a face shield and gloves.

School Age staff assigned to the screening area will wear a medical mask and face shield during the drop off and pick-up windows. Gloves are available should a child require occasional assistance to enter the program.

After determining the child has passed the screening, staff will allow entrance.

At ICC – Staff should avoid physical contact with children as much as possible. Children should walk unassisted to their assigned Program room as they are able.

The Screening staff will transfer the child to the inside staff who will walk with the child to the Program room to ensure constant supervision and a safe transfer of responsibility. At the entrance to the Program room, the Educator must confirm they have assumed supervision by clearly stating “I now have CHILD’S NAME in my care” to the Screening staff.

The inside staff will then wash their hands and return to the entrance area to pick up the next child. The inside staff will stand at the entrance to the infant room to maintain a 2m/6’ distance from the entrance unless a child requires assistance enter. In that case, gloves will be worn. Gowns may be worn if the inside staff so chooses but they are no longer required. The Screener Staff will use the walkie talkie to contact the Supervisor or Designate in the event that support is required. Supervisors/Designates must wear full PPE (gown, gloves, medical mask and face shield) if going into the screening area.

Sanitize hands between children and/or change gloves as needed.

Screening/Inside Staff may hold a child’s hand if necessary to assist with entry into the building and passing them to the inside staff but they should avoid carrying children or any close contact. If a child’s hand was held, gloves must be changed and properly disposed of and hands washed prior to putting on new gloves. If a child required carrying or close contact, then any PPE must also be changed and the face shield properly disinfected before resuming screening duties. Take the time to do it safely.

At Garderie – The Screener will use the walkie-talkie to alert the classroom staff to come and stand in their door way so that they are visible to the child entering but still able to monitor their room. Children will walk to their Program room, unassisted, while both the Screener and staff supervise from each end. The Screening Staff must not lose sight of the child until they have safely reached the classroom and the Educator has confirmed they have assumed supervision by clearly stating “I now have CHILD’S NAME in my care” to the Screener. Only then may the Screener move on to the next child in line.

Sanitize hands between children and/or change gloves as needed.

Screening/Inside Staff may hold a child’s hand if necessary to assist with entry into the building and passing them to the inside staff but they should avoid carrying children or any close contact. If a child’s hand was held, gloves must be changed and properly disposed of and hands washed prior to putting on new gloves. If a child required carrying or close contact, then any PPE must also be changed and the face shield properly disinfected before resuming screening duties. Take the time to do it safely.

At School Age Programs - When a Screener/Cleaner role is present, the Screener will use the walkie-talkie to alert the program staff that a child has arrived and is being escorted to the program room. Children will walk to their Program room, unassisted, while both the Screener and staff supervise from each end. The Screening Staff must not lose sight of the child until they have safely reached the classroom and the Educator has confirmed they have assumed supervision by clearly stating "I now have CHILD'S NAME in my care" to the Screener. Screeners may process up to three (3) children at one time before escorted to the program room. Markers or wait spaces must be clearly identifiable and spaced 2m apart for children to wait. When walking to program space, children must remain 2m apart with the Screener at the back of the line to ensure constant visual supervision.

Sanitize hands between children and/or change gloves as needed.

Staff may hold a child's hand if necessary to assist with entry into the building but may not have physical contact, carry children or any of their belongings. If a child's hand was held, gloves must be changed and properly disposed of and hands washed prior to putting on new gloves. Take the time to do it safely.

Record Keeping

For Child Care Centres, screening and results will be recorded in the CrowdBlink App and reports downloaded as necessary. Paper screens are available as a back-up.

School Age programs and Thamesford Preschool are using paper screening.

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

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 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. OCCC is 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 OCCC on next steps. These steps may include closure of the program room or centre 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.

HEALTH AND SAFETY

Staff must follow the current policies and include the following additions and/or directions from the Province or Public Health.

Cleaning Child Care Centres

Disinfecting of space and environmental cleaning practices will now include frequently touched surfaces to be cleaned at least 3x per day. Cleaning is completed with warm soapy water then disinfected with properly mixed disinfectant, EpQuat. The surface or item remains wet with the product for the required contact time. Disinfectant wipes are available however should only be used if EpQuat is not appropriate for the item.

Disinfectants are required to have a DIN – Drug Identification Number. EpQuat and our Disinfectant wipes meet that requirements. Expiry dates were checked on all cleaning products prior to re-opening. Any expired products were disposed of as per the manufacturer's instructions.

Shared washrooms (ie. Garderie) will be accessed by only one group at a time. The washrooms will be cleaned and disinfected between groups.

Staff assigned to the Screener/Cleaner position will also complete enhanced cleaning and laundry duties.

All programs are also thoroughly cleaned after hours by custodial staff.

All Covid-19 enhanced cleaning must be documented.

Cleaning Before and After School Spaces

Disinfecting of space and environmental cleaning practices will now include frequently touched surfaces. Due to the length of before and after school programs being less than 3 hours per session, cleaning that includes frequently touched surfaces is completed by Board custodians before and after the program. OCCC staff will clean and disinfect surfaces between each child's use and as needed.

Cleaning will be done with warm soapy water then disinfected with properly mixed disinfectant. The surface or item remains wet with the product for the required contact time. TVDSB is supplying the approved disinfectant and the MSDS sheets to each program. At ESMB, staff continue with OCCC supplied Ep-Quat.

Disinfectants are required to have a DIN – Drug Identification Number. EpQuat and our Disinfectant wipes meet that requirements. Expiry dates were checked on all cleaning products. Any expired products were disposed of as per the manufacturer’s instructions. Team Leaders will confirm with custodians that these requirements have been met and that all disinfectant supplied by TVDSB is properly labelled as per WHMIS standards.

Shared washrooms will be accessed by only one group at a time. Each washroom has a maximum capacity posted on the door. Team Leaders should collaborate with the Principal to ensure that washrooms assigned to the before/after school program allow for three (3) children at a time to be consistent with our Supervision Policy. The washrooms will be cleaned and disinfected between groups.

Staff assigned to the Screener/Cleaner position will complete enhanced cleaning. All Covid-19 enhanced cleaning will be recorded and logged.

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

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 the program room and/or location remains in operation. Any directions from Southwestern Public Health must be followed.

Staff cleaning the areas must wear full PPE (gown, gloves, medical mask and face shield). 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) must be put into a sealed container for a minimum of 7 days.

Washing and Disinfecting of Toys and Equipment

Toys must be washed with warm, soapy water, air dried and then disinfected at least twice daily. This applies to all age groups. School Age Programs and Thamesford Preschool will wash, air dry and disinfect toys and equipment at the end of each session.

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 at 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 not be shared and must be cleaned and disinfected daily. Larger items that are shared, such as bicycles, must be cleaned and disinfected between children.

For School Age Programs, climbers and large stationary equipment are off-limits.

Masks and Personal Protective Equipment (PPE)

Medical masks and face shields are mandatory for all child care staff in accordance with the directive of the Ministry of Education and OCCC policy. Exemptions to mandatory masks for staff are assessed on a case-by-case basis. Exemptions to the face shield requirement are under exceptional circumstances only.

Masks and face shields are required at ALL times while on the premises unless an exemption has been granted. Exceptions to this requirement are when staff are in the staff room actively eating or in a personal vehicle for non-work purposes. A minimum of 2m/6' must be maintained between staff in the staff room. The staff room may not exceed the posted capacity at any time. When not eating, masks must be worn.

Masks and face shields are required outside unless a minimum distance of 2m/6' is maintained. Due to the spontaneous need for close interactions outside and the unpredictability of children approaching, it is *recommended* that masks and/or face shields are worn outside. If a child requires assistance, the mask and face shield must be put on prior to providing that assistance.

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

Face shields must be labelled with the staff's last name, stored properly on the hook in the classroom or outdoors for that purpose and disinfected at the end of each shift. Medical masks should be replaced when they are damp or soiled.

Staff may substitute safety glasses for the face shield provided the safety glasses meet specific criteria such as clear side shields, brow bridges and proper fit.

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.

Children and Masks

Masks are encouraged for ages 2 to SK however children must be self-sufficient in the donning, doffing and care of their masks and not require assistance. They must be able to tolerate wearing the mask for the day and not be prone to taking it off and leaving it in random places. Children under aged 2 will not be permitted to wear a mask. Screener staff will explain the expectations to parents. Parents may NOT dispose of masks in Centre garbage cans.

For school age children attending before and after school programs, masks are mandatory for all children in Grade 1 and up while indoors including hallways. Masks are further required outdoors unless a distance of 2m/6' can be maintained.

Parents are required to supply masks. Masks may be cloth or non-medical but must cover the nose, mouth and chin area. There may be no offensive logos, slogans or designs deemed inappropriate for the school environment. A method of storing the mask when not being worn is required.

School Age children may be exempted from wearing a mask for a variety of reasons. Parents must discuss their individual situations with the Team Leader or Child Care Administrator. Staff will be informed of any exemptions.

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

Other types of face coverings may be permissible after discussion with Supervisory staff and in consultation with the child's health care professional.

Hand Washing

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

Staff will incorporate additional planned hand washing times for children and teach/support proper hand washing techniques. Singing is not permitted at this time.

A pea-sized amount of alcohol based hand sanitizer will only be used with children to enter the building and only under adult supervision. Children will immediately wash their hands with soap and water upon entry. Hand sanitizer may be used as an alternative when hand washing facilities are not available. Hand sanitizers meet the minimum 70% requirement. Hand sanitizer is not used on children under the age of 2.

Alcohol based hand sanitizer should not be available to children.

PROGRAM

Space Set-Up and Physical Distancing

A welcoming and caring environment are important to quality early learning and child care. The environment matters!

Physical distancing will be encouraged by design. Staff will arrange play spaces to create visual and physical cues for children to understand what 2m/6' looks like without having strict borders and boxing children into limited space. Chairs will be labelled for each child's use, if needed.

Each group of children will have their own program room and not mix. Rooms will not be shared. At School Age Programs, Teachers who need to use the space during program time are required to wear a medical mask and be documented as essential visitors.

Program rooms will be arranged to support as much physical distancing as possible. This is not natural for children. Educators will do their best while keeping the space warm, friendly and welcoming. Children will play next to each other. That's OK. For large group activities, children will have a visual cue to where their spot to sit is located. Educators will provide as many options and opportunities for distancing as possible without compromising the foundation of quality programming.

When in the same common space, such as hallways and entrances, a distance of at least 2m/6' must be maintained between the different groups. If possible, 2m/6' between the children in the same group should also be maintained. Masks are required as per the mask guidelines when in common spaces.

When using shared outdoor space, outdoor times should be staggered to ensure physical distancing. If or when this is not possible and two (2) groups are using the space simultaneously, a barrier must be used to ensure that the groups do not mix and all persons (staff and children) maintain a minimum 2m/6' distance. No more than two (2) groups may use the yard at any given time.

For School Age Programs, Team Leaders must collaborate with the Principals for designated outdoor space for the before and after school program to meet this requirement as school playgrounds are often used by parents and other children prior to school start and at the end of the day. Children may not mix.

For infants at ICC, cribs will be spaced as far apart as possible with the unused cribs folded and stored in back of sleep room or labelled "Not for Use". Infants will not share cribs.

At sleep time, cots are placed toe to toe when possible with as much distance between cots as space allows. If there is not enough space, furniture will be used as a barrier.

Cubbies will be re-arranged so that only every other cubby is in use as much as possible. If cubbies must be next to each other, staff will minimize the time the children are in close proximity. Cubbies will only store what is necessary for each day. No extra items from home may be stored.

At School Age Programs, cubbies and/or coat hooks may not be used unless the space has been assigned to the child because that is their core day classroom. Staff will assign spaces for the storage for backpacks, coats, outdoor shoes etc for each location. Children should only be bringing what is necessary for each day. No extra items from home may be stored.

Fire drills will be redesigned by Supervisors at each location so that each group has a unique place to meet. While we continue to physically distance as much as possible, being prepared for an emergency is equally important.

Interactions and Relationships

Connections and relationships are vital for healthy child development. Staff may continue to hold children to comfort, feed (bottles for infants), sleep and as needed. The use of a cloth barrier between themselves and the child is no longer required however OCCC is recommending that staff continue the practice.

Staff are planning activities that promote engagement but do not require the sharing of toys/equipment. We will be trying to spend as much time outside as possible.

Child Care Centres have reusable hospital style gowns to create a barrier between themselves and the child. While barriers are no longer required for all interactions, staff are encouraged to continue the practice. Staff are required to use one gown per child. After completing a task, the gown must be properly removed and placed in the soiled laundry bin. Wash your hands before selecting a new gown for the next child. Do not use the same gown that hasn't been washed even with the same child. Staff must NOT wear the same gown for their entire shift due to the risk of cross contamination. Yes, there will be a LOT of laundry.

Screeners and/or Enhanced Cleaning Staff will regularly collect and launder the gowns for re-use through the day.

Drop-Off and Pick-up Procedures for Child Care Centres

The drop-off window will be for two (2) hours after opening, 7:30am to 9:30am. After 9:30am, children will not be admitted unless previous arrangements have been made with the Supervisor and it can be accommodated. This is for rare occasions only.

The pick-up window will be for two (2) hours prior to closing 3:30pm to 5:30pm at ICC and 3:00pm to 5:30pm at the garderie to coincide with the end of the school day. For pick-up, parents should provide the Screener with an approximate time of departure so that the Staff may be ready. Parents requiring the occasional earlier pick-up must make arrangements with the Supervisor in advance. All access doors will remain locked throughout the day.

Signage will indicate the proper phone number to contact for assistance.

Please note that the operating hours at Ingersoll Children’s Centre remain changed to 7:30am to 5:30pm.

Families must maintain a 2m/6’ distance while waiting to be screened. Families must allow sufficient time in their schedules for the screening and new drop-off procedures. Families are not permitted to skip the line or refuse screening. Please complete the pre-screen at home to increase drop-off efficiency.

If the child screens as fine to enter on the pre-screen and the in-person screen/temperature check, the Screener will open the door for the child to enter. A staff member will be waiting to accept the child with as minimal physical contact as possible.

If the child has a temperature that is equal to or greater than 37.8 degrees Celsius, does not pass the screening tool or does not visibly look well, your child will not be permitted to stay. Refer to the Covid-19 Decision Tree for Schools and Child Care on the Southwestern Public Health website for next steps.

Parents are not be permitted to enter the Centre unless there is an absolute emergency situation. If the supervisor, in their sole discretion, deems the situation to be an absolute emergency situation, the parent/pick-up person must be screened and temperature check and documented as an essential visitor. They must also wear a mask.

Under no circumstances are parents, guardians, siblings, visitors etc. permitted to enter the building. Children will enter and depart with the assistance of assigned staff.

Child Care Centre Prescreening App – CrowdBlink
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Parents are requested to do a pre-screen at home prior to arrival at the Centre. Please see the instruction sheet for how to download and register for the CrowdBlink app.

Each morning, within a thirty minutes of arrival, please open the app, ensure that you are on your child’s page and answer the screening questions. The app will provide a date and time-stamped QR code to show the staff when you arrive. The staff will scan the code, ask a few more questions then take your child’s temperature. Have the pre-screen questions answered prior to arrival should make the drop-off procedures run smoothly and quickly.

Paper copies of the screen are available.

Children's Personal Belongings

Children's personal belongings may consist of diapers, wipes, change of clothes and, for infants only, bottles and infant food. Please pack only the absolutely necessary items in a small labelled backpack. All stuffed toys, toys from home and personal blankets etc. are prohibited.

Strollers are not permitted inside or outside the building. Parents must take the stroller with them when they leave the Centre.

Drop-Off and Pick-up Procedures for School Age Programs

Unless the program has a Screener/Cleaner position to assist with drop-off and pick-up procedures, school age programs will operate with one staff as in previous years. This means that drop-off and pick-up must be done during a specific window of time to allow staff to offer snack and some programming.

The drop-off window will be for 15-20 minutes after opening. After this time, children will not be admitted to the program. Program staff CANNOT leave children unsupervised to go to the door to admit children at random times. If a school staff accepts a child into the school after our arrival window, they become responsible for the child. The child CANNOT be brought to the program and signed in. While this is not ideal and will be looked at on a school-by-school basis for possible variations, it is the only way to ensure compliance with the CCEYA, meet all of the new requirements in a one-person program and not increase fees. Children are required to maintain a 2m/6' distance after entering the school while waiting to go to the program room.

The pick-up window will be from 5pm to 5:30pm. For Blenheim and East Oxford, the pick-up window is 5:30pm to 6pm. Parents requiring the occasional earlier pick-up must make arrangements with the Team Leader in advance. Staff will have children line-up, maintaining a 2m/6' distance, at the pick-up door while waiting for parents to arrive. Staff will plan activities to engage the children while they wait. All access doors will remain locked throughout the day.

When the Screener/Cleaner role is in place, this staff will accompany children to and from the screening area to the program space. The Educator in the program will be alerted to the arrival or departure of a student using walkie-talkies. This will eliminate the need for a drop-off/pick-up window as this role will be situated at the designated entrance.

Parents are not be permitted to enter the School unless there is an absolute emergency situation. Picking up a sick child is not necessarily an absolute emergency. Should a child become that ill, a call to 911 may be warranted. If it is deemed to be an absolute emergency situation, the parent/pick-up person must be screened and temperature check and documented as an essential visitor. They must also wear a mask.

Families are required to maintain a 2m/6' distance while waiting to be screened and when picking up at the end of the day. Families must allow sufficient time in their schedules for the screening and new drop-off/pick-up procedures. Families are not permitted to skip the line or screening.

Once the screen has been completed and the child's temperature taken, parents will sign the screening chart with initials and times in/out as the usual attendance sheet for this purpose will be completed by the Educator in the program.

If the child screens as eligible to enter, the child will enter with as minimal physical contact as possible and accompanied to the program room. Staff will sanitize their hands and gently disinfect your thermometer before using on the next child. All thermometers are no-touch and must not touch the child's skin.

If the child does not pass the screening tool and/or has a fever greater than 37.8 degrees celsius, the child and family will not be allowed to enter the school. Please refer to the Covid-19 Decision Tree for Schools and Child Care on the Southwestern Public Health website.

Children's personal belongings should be only what is absolutely necessary and kept in a labelled backpack. All stuffed toys, toys from home etc. are prohibited.

Attendance Records

Children's attendance records will be kept following normal procedures. To avoid cross-contamination, duplication and risk of misplacement, Educators will record the time of arrival/departure and initial the regular attendance sheet in the classroom. Parents will record the arrival time and initial the screening chart at drop-off/pick up.

Staff will ensure there are sufficient pens at the Screening area and disinfect them after each use.

While non-essential visitors are not permitted, it may be necessary to have maintenance workers or, if there is a child with special needs, the Resource Consultant from ChildinU. Everyone is screened using the Essential Visitors Screen prior to entrance.

Staff will follow up with all children who are not in attendance to determine the reasons for the absence.

School Age Educators will notify the school secretary of any children who were scheduled to attend the Program but did not pass the screening or were otherwise absent at the end of the morning program. Before the afternoon program starts, School Age Educators will confirm with school secretary children that are scheduled to attend but are absent from school and if the absence is due to failing the screen or for reasons unrelated to Covid-19.

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. The Administrative Office staff will facilitate the release of attendance records and contact information to Southwestern Public Health.

Accurate and up-to-date records must be kept of anyone who enters the premise. Deliveries must not enter past the vestibule of any location without being screened and documented.

Visitors

No non-essential visitors are permitted.

Essential Visitors such as Ministry staff, the fire inspector, public health may enter the premise at any reasonable time as per the CCEYA. They must complete the screen and visitor's log prior to entry. Essential visitors must respect OCCC policies regarding PPE.

Team Leaders and/or other OCCC staff attending programs are considered essential visitors and must be documented as such.

Masks are required by essential visitors while on the premise. Masks and face shields are required by OCCC staff.

We do not offer a Volunteer program. Volunteers are strictly forbidden.

Delivery Personnel such as UPS or Canada Post must wear a mask but are not required to be entered in the Essential Visitor's Log provided they do NOT go past the entranceway. Supervisor's must keep record of deliveries including the date/time of the delivery, where the delivery was from and a general description of what was received (ie. Office supplies, cleaning supplies). If delivery past the entranceway is required, the delivery personnel must be screen and documented as an Essential Visitor.

Program Statement

An updated Program Statement is not required for Covid-19.

Programming and Restrictions

Educators are designing new ways of presenting their programs to ensure physical distancing while engaging children's interests and supporting development. There will be an increased number of Educator-led activities while still allowing for choice and child direction.

Several popular activities are suspended under the Covid-19 restrictions. These include:

- The removal of toys and materials that cannot be easily washed and disinfected.
- Sensory bins and group water tables are prohibited.

Sensory play may be offered if it is individual, one time use only and disposed of after the activity. For example, individual balls of playdoh with craft sticks for accessories. The materials cannot be labelled and stored for another day. These types of activities will only be offered occasionally due to the increased costs.

- Creative activities will be designed for individual experiences and not the traditional, open self-served shelf of materials. Each child will have an individual bin of markers/crayons/glue stick/scissors etc. labelled for their use only.
- Stuffed toys, dress up clothes, pillows must be removed.
- Mouthed toys must be cleaned and disinfected after the child is finished using them.

Group activities will be Educator-led and not involve any shared or passed objects or toys. No groups will leave the centre to attend group events, public events, public spaces or play dates. Special visitors are prohibited.

Children or Educators are not permitted to bring items from home into the Program Room. This includes blankets and sleep toys. Soothers and bottles are permitted for Infants at ICC provided they are clearly labelled.

Toys and equipment should not be shared unless it has been thoroughly washed, air dried and disinfected between groups.

Gymnasium Usage

Children and staff should not be engaged in moderate to vigorous physical activity indoors. When moderate to vigorous physical activity takes place outdoors, children and staff should maintain physical distancing. High intensity activities should not be offered in our programs at this time.

Gymnasiums may be used for before and after school programs provided that regular

programming is offered and the environment appropriately staged. Gyms should only be used for *moderate activity* where physical distancing measures and current masking protocols for children and program staff can be followed.

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

Outdoor Play

Outdoor play is a vital component of the program and will continue for the minimum requirement each day. Outdoor time will be scheduled to ensure that each group has an opportunity to physically distance as much as possible

Public play structures and community play equipment are prohibited. Outdoor toys and equipment must be washed and disinfected daily.

When multiple groups at the same location are using the outdoor space simultaneously (for example, infants and toddlers at ICC), barriers must clearly show the unique space for each group AND meet each space must meet the minimum requirements for outdoor space as per the CCEYA.

Each group must have designated outdoor toys and equipment that are not shared such as balls, pails/shovels etc. Larger equipment that must be shared such as bikes and riding toys must be cleaned and disinfected between groups.

During the morning playground inspection, staff will wash any visible dirt with warm water and soap if necessary. Any equipment left outside overnight (ie climber) is disinfected before the children enter the playground.

Walks will not be permitted as there will be insufficient staffing for off-premise outings to allow for safe physical distancing between children.

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

Sunscreen will continue to be provided by OCCC for child care programs only. Staff will wear gloves to pump a small amount into individual, disposable containers for children that can apply themselves. Staff may provide assistance to apply sunscreen provided that they wash their hands before and after each application.

At the Garderie:

- toddler and preschool times will be staggered to avoid congregating at the fence;

At Ingersoll Children's Centre:

- Two groups of children from the Infant/Toddler side may use their playground

simultaneously provided that a clear division and barrier is created to ensure the groups do not mix at any time. Outdoor time may not be divided for the groups to switch sides at the halfway point. The yard must be divided to ensure that the proper square meters per child as per the CCEYA is on each side of the barrier.

- The Preschool group may be on their respective playground simultaneously provided that children are not permitted to congregate at the fence. Preschool children must not be permitted to stand on the retaining wall, making this requirement easier.
- All groups must adhere to assigned outdoor times to allow for the required cleaning and sanitizing.

Communication with Families

Families will be emailed a Covid-19 Policy Supplement with all new registrations. Current families will be alerted to updated policies, procedures and expectations via the Class DoJo app and/or email and advised to visit our website to review the most recent copy of the Covid-19 Policy Supplement. 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 Supplement will be available upon request.

Parents will be required to sign a Covid-19 Parent Agreement specific to the Covid-19 expectations and Parent Handbook Supplement indicating their understanding and agreement to the new terms of service prior to returning or starting care.

Communication between child care parents/families and Educators will be through the Class DoJo app. Phone calls, emails and video conferencing may also be utilized under the direction of the Supervisor/Team Leader only.

School Age Educators will have in-person contact with families at drop-off and pick-up. The required 2m/6' distance must be maintained and mask/face shield on when communicating with parents. Phone calls, emails and video conferencing may also be utilized under the direction of the Supervisor/Team Leader only.

Texting, personal email and social media is strictly prohibited. Educators and staff must adhere to the Code of Ethics of the College of Early Childhood Educators, Ontario when communicating with families.

Food Provision for Child Care Centres

Meals and snacks will be pre-plated and portioned for all children. Family style service or self-service is strictly prohibited. The following common practices are also not permitted at this time:

- 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

Food from outside of the Centre is strictly prohibited except for infants not eating table food and/or transitioned to milk. Children with identified medical concerns that require special diets will have special accommodations. Special provisions for the handling and storage of food for special diets must be arranged with the Supervisor PRIOR to the food entering the building. The diet must be medically required and not a preference.

For infants not yet eating food supplied by the Centre, food must be supplied in the original jar, unopened. Prepared bottles will be carefully washed with warm water and dish soap, patted dry with disposable paper towel and stored in the fridge.

All group baking, cooking and programming that involves food is strictly prohibited.

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

Children will be spaced for meals and snacks at the farthest distance possible that allows for Educators to maintain proper supervision of each child. The supervision and safety of children is paramount while eating.

Cooks will remain in the kitchen area unless specifically required by their duties to leave, for example to deliver carts to outside program room doors. Cooks will not enter program rooms for any reason. Carts will be delivered to the outside of the program room door at ICC and outside of the kitchen door into the appropriate room at Garderie. The cook at Garderie will enter and exit the kitchen from the toddler room entrance only.

Food Provision at School Age Programs

Snacks are open and serve or will be pre-plated and portioned for all children. Family style service or self-service is strictly prohibited. The following common practices are also not permitted at this time:

- 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

Food from outside of the Program is strictly prohibited except for children with identified medical concerns that require special diets that cannot be accommodated with menu changes. Special provisions for the handling and storage of food for special diets must be arranged with the Team Leader PRIOR to the food entering the building. The diet must be

medically required and not a preference.

All group baking, cooking and programming that involves food is strictly prohibited.

Children and Staff will wash their hands before and after eating. Staff 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.

The cook at the garderie will continue to prepare snacks for St Marguerite Bourgeoys as they are on-site. Cooks will not enter program rooms.

Provision of Special Needs Resources (SNR) Services

ChildinU may continue to provide services to OCCC programs, where appropriate and pre-approved. If there are no children in care on the Consultants caseload, then in-person contact is not necessary and will not be permitted to minimize the number of different people to whom groups are exposed. Telephone and virtual connections will be utilized as needed.

All ChildinU staff are screened using the Essential Visitors Screening Form. ChildinU staff that do not pass the screening will not be permitted entrance to the facility. ChildinU staff must provide their own PPE that includes medical mask and face shield.

Families will be informed of the potential exposure to non-OCCC staff on the Covid-19 Parent Agreement and the Covid-19 Policy Supplement.