



Covid-19 Policy Supplement

V7: August 17, 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 7, August 2021 and Ministry of Education: Before and After School Programs, Kindergarten – Grade 6, Policies and Guidelines for the 2021-2022 School Year, V4, 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.

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.

TABLE OF CONTENTS

Section 1 – LICENSING REQUIREMENTS

- Inspections
- Maximum Group Sizes and Ratio
- Maximum Capacity of Building
- Serious Occurrence Reporting
- Vaccinations against Covid-19

Section 2 – ADMINISTRATIVE MATTERS

- Communication with Families
- Access to Child Care Spaces and Prioritizing Families
- Parent Fees
- Licensed Child Care Programs in Schools – garderie francophone du comté d'Oxford
- In-Person Meetings and Events

Section 3 – HUMAN RESOURCES

- Staffing
- Staff Report of Illness before Shift Start
- Staff Training
- Students and Placements
- Standard First Aid and CPR Level C
- Criminal Reference Checks and Vulnerable Persons Screening

Section 4 – HEALTH & SAFETY

- Cleaning Child Care Centres
- Cleaning Before and After School Spaces
- Cleaning when there is a suspected or confirmed case of Covid-19
- Washing and Disinfecting Toys and Equipment
- Hand Hygiene and Respiratory Etiquette
- Masks and Eye Protection
- How to Set Up for Screening
- Screening for Symptoms
- Crowdblink App for Child Care Centres
- Monitoring and Responding to Reports of COVID-19 Symptoms in a Child Care Settings
- Testing and Isolation
- Positive Cases of Covid-19
- Outbreak Management
- Transportation
- Attendance Records
- Record Keeping

Section 5 – PROGRAM

Drop-Off and Pick-Up Procedures for Child Care Centres
Children's Personal Belongings
Drop-Off and Pick-Up Procedures for School Age Programs
Visitors and Students on Placement
Space Set-Up and Physical Distancing
Ventilation
Equipment and Toy Usage and Restrictions
Program Statement
Programming and Restrictions
Physical Activities
Walks, Outings and Field Trips
Outdoor Play
Interactions with Infants/Toddlers
Food Provision for Child Care Centres
Food Provision for School Age Programs
Provision of Special Needs Resources (SNR) Services
Mental Health

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, 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 eye protection. Program Advisors/Ministry Staff are further required to follow all OCCC protocols as requested.

Maximum Group Size and Ratio

For child care centres, 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, 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 as much as possible.

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.

Serious Occurrence Reporting

Please note that Serious Occurrence reporting requirements are changed by the Ministry of Education frequently. Please consult with our Leadership Team 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. Southwestern Public Health determines the next steps and provides any necessary direction.

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 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 staff, students, volunteers 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.

Any of staff, students, volunteers 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 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 only. For current families, attendance confirms agreement to the policy.

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. In-person communication is limited.

School Age Educators will also use the Class DoJo app. There will also be in-person contact with families at drop-off and pick-up by nature of the program. The required 2m/6' distance must be maintained and mask/eye protection 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 (regardless of membership) when communicating with families.

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 had provided written notice or survey notice of withdrawal from the program. Families had 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 were 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.

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.

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.

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

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 Staff should only enter into school space when necessary to use the washroom facilities, staff room or attend at the office. Medical masks and eye protection 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.

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.

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 eye protection are worn as per policy.

Virtual meetings with people from outside of the organization are preferred and should be explored prior to arranging in-person meetings. When attending meetings with people from outside of OCCC, medical masks are mandatory. Eye protection must be appropriate to the situation with consideration to physical distancing and location.

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.

Section 3 - HUMAN RESOURCES

Staffing

Staff will be assigned to meet the needs of each program, based on enrolment and funding. Staff may work in multiple rooms and multiple locations. Every effort will be made to minimize movement of staff outside of their regular positions.

Supervisors and Team Leaders/Designates may move freely between rooms, programs and locations. Hand washing in-between each move is required along with masks and eye protection.

Students/Volunteers will be restricted to their assigned rooms and common areas.

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

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 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.

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

Staff Training

Staff completed the following mandatory trainings:

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/o9hjmques72l>

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>

Students and Placements

OCCC may offer student placements in our programs at select locations. Students will be assigned to 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 staff have current Standard First Aid and CPR-C certificates.

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.

Section 4 - HEALTH & SAFETY REQUIREMENTS

Staff must follow the current policies including any 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 requirement. Expiry dates were checked on all cleaning products prior to re-opening. Any expired products were disposed of as per the manufacturer's instructions. Any newly expired products must be properly disposed.

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 as often 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 requirement. 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.

All Covid-19 enhanced cleaning must be documented.

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 eye protection). 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 on a regular schedule, at least twice weekly. Infants toys must be washed and disinfected daily. School Age Programs and Thamesford Preschool will wash, air dry and disinfect toys and equipment at least weekly.

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.

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

Hand Hygiene and Respiratory Etiquette

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

All staff must wash their hands upon entry. All other adults entering the facility must use hand sanitizer prior to entry.

Staff will 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 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 must be stored out of the reach of children.

Masks and Eye Protection

Staff and Other Adults

Medical masks and eye protection are mandatory for all child care staff while on the premises. Exemptions to mandatory masks for staff are assessed on a case-by-case basis. Exemptions to the eye protection requirement are under exceptional circumstances only. School Age staff are required to wear eye protection as all times due to the blended age group.

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 eye protection 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 eye protection are worn outside at all times. If a child requires assistance, the mask and eye protection must be put on prior to providing that assistance.

It may be difficult to properly put on a mask and eye protection 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.

Eye protection 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. Safety glasses are

acceptable eye protection provided the safety glasses meet specific criteria such as clear side shields, brow bridges and proper fit. Medical masks should be replaced when they are damp or soiled.

If a staff, 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.

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 not required outdoors. Physical distancing outdoors is encouraged.

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.

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.

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.
- Remain behind the table when screening.
- The folding table may 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, eye protection and gloves.

After determining the child has passed the screening, staff will allow entrance. Should a parent/adult be accompanying the child inside the building, 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 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.

As reflected in the updated screening tool, if the child, child care staff, provider, placement student or visitor received a COVID-19 vaccination in the last 48 hours and is experiencing mild headache, fatigue, muscle aches, and/or joint pain that only began after vaccination, and no other symptoms,

they may continue to attend the child care program if they are feeling well enough to do so. These individuals 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.

If the mild headache, fatigue, muscle aches, and/or joint pain symptoms worsen, continue past 48 hours, or if the individual develops other symptoms, they should leave the child care setting immediately, or if in a home setting the home care provider should no longer offer care, to self-isolate and seek COVID-19 testing.

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.

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. Children will be constantly supervised to ensure a safe transfer of responsibility from Screening Staff to Inside/Program staff.

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. Gloves and gowns may be worn but are not required to assist the child. The Screener Staff will ask the Supervisor or Designate for support if required. Supervisors/Designates must wear full PPE (gown, gloves, medical mask and eye protection) if going into the screening area.

Wash or sanitize hands between children.

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 required carrying or close contact, then hand washing and any PPE must also be changed and the eye protection 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.

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 required carrying or close contact, then hand washing and any PPE must also be changed and the eye protection properly disinfected before resuming screening duties. Take the time to do it safely.

Child Care Centre Prescreening App – CrowdBlink

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 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.

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 requirements posted on Southwestern Public Health's website 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. Hand hygiene is crucial.

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.

An ill individual who has a known alternative diagnosis by a health care professional may return to child care if they do not have a fever, their symptoms have been improving for at least 24 hours and they can fully participate in the program.

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.

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, Team Leader or Designate 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.

Testing and Isolation Requirements

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 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.

Transportation

OCCC does not provide transportation.

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.

All individuals who enter the premise must be screened and documented as an Essential Visitors including name, contact number, time in, time out and screening result. This includes parents or other adults dropping off and picking up children, maintenance workers, ChildinU staff, deliveries etc.

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.

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.

PROGRAM

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

Due to increased costs associated with Covid-19, specifically screening, the drop-off and pick-up windows will continue.

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.

Families must maintain a 2m/6' distance while waiting to be screened. Families must allow sufficient time in their schedules for the screening and 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. Please see Testing and Isolation Requirements on page 16.

Once the regulation has been amended by the Province (date unknown), parents will be permitted to accompany their child into the building. Parents choosing to enter the building are subject to the following requirements:

- 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.
- Please complete a pre-screen using the online Ontario Screening Tool for School and Child Care prior to your arrival. Paper screens are available.
- Staff are required to 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 will not be permitted entry. Drop off at the door remains an option.
- 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.**
- Bathrooms are not available.
- In-person conversations with staff must be limited to pertinent communication only. All other conversations may be arranged via telephone or virtually.

- Families must go directly to their child's room and stay within the specified boundary. Do not touch anything that is not necessary as it creates additional cleaning for staff.
- Only one adult per room is permitted at a time to ensure physical distancing. Only after that parent has left the building will the next parent be permitted entry. Please be as quick as possible. This also means that the next person in line may not be the next person allowed to enter as it depends on the room.
- Drop off and pick up at the door remains an option.
- Staff are doing their very best. Respect and kindness are expected.

We have lots of new families who have joined us during Covid restrictions and have never been inside our building. We are planning Meet the Educator evenings and facility tours for the fall.

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

School age programs typically operate with one Educator. Schools with higher enrollment may have additional Educators but they are in separate program rooms.

We are working with our schools to have programs assigned to rooms with outside access doors with visibility wherever possible. This arrangement allows us to eliminate the drop-off and pick-up windows at that location. At schools where this is not possible, the drop-off and pick-up windows are required.

When necessary, 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, the school staff 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.

At the ESMB location only - 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 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.

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.

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.

Masks are required by essential visitors while on the premise. Hands must be sanitized. Masks and eye protection are required by OCCC staff.

We do not offer a Volunteer program.

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.

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. At School Age Programs, school staff 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 the required physical distance of 2m/6'. No more than two (2) groups may use the yard at any given time.

For School Age Programs, mixing between groups and any other individuals outside of the group is permitted with physical distancing encouraged. OCCC encourages staff to limit mixing when possible.

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.

As we slowly return to full capacity, all cubbies will be in use. Staff will try to minimize the time the children are in close proximity when possible. 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.

Ventilation

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.

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 remain prohibited. Sensory play will be offered as an individual activity with each child having their own materials.
- 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. Shared or passed objects or toys are permitted provided each child and staff washes their hand before and after the activity.

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.

Physical Activities

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 low contact activity where physical distancing measures and current masking protocols for children and program staff can be followed. High intensity activities should not be offered in our programs at this time.

Shared equipment is permissible. Children and program staff should practice proper hand hygiene before and after participating in physical activity and equipment use.

Walks, Outings and Field Trips

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

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

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 should have designated outdoor toys and equipment to minimize sharing. Larger equipment such as bikes and riding toys may be shared. Outdoor toys and equipment are washed and sanitized regularly.

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 sanitized before the children enter the playground.

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 each group to maximize their outdoor times.

Interactions and Relationships

Connections and relationships are vital for healthy child development. Staff may 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 plan 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.

Food Provision for Child Care Centres

Meals and snacks will be pre-plated and portioned for all children. Family style service or self-service at the table is strictly prohibited. Common food plates for items such as bread and veggie sticks may be available for Educators to distribute. The following common practices are also not permitted at this time:

- shared utensils and condiments such as salt shakers
- 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. 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 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 eye protection.

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

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.