MMj03365060000[1]**Ballantrae Child Care Centre Inc**.

Revision – November 5, 2021

September 20, 2021

May 11, 2021

August 31, 2020

Nov. 5 Revision – Rapid Antigen Testing, Parents entering building for essential reasons

**POLICIES & PROCEDURES DURING COVID-19**

Ballantrae Child Care has revised many of our Policies & Procedures for COVID-19, these guidelines are in accordance with Ministry of Education, Child Care and Early Years Licensing Branch and local Public Health units, and follow the most current recommendations provided by the Ministry of Health. Ballantrae Child Care Centre will train all staff to implement the following measures that will reduce the spread of COVID-19 and other infectious illness within the center. The following procedures will define how Ballantrae Child Care will manage the hazards of contacting COVID 19.

Ballantrae Child Care recognizes that physical distancing between children in a child care setting is difficult and encourages staff members to maintain a welcoming and caring environment for children. These guidelines are subject to change as per the direction of the Ministry of Education, Child Care and Early Years Licensing Branch and local Public Health Units. All COVID policies will take precedent over all other policies.

**COVID 19**

* Coronaviruses are spread mainly from person to person through close contact, for example, in a household, workplace or child care centre.
* It is an enveloped virus which can be easily killed by common disinfectant.
* Vaccines are being distributed to protect against the novel coronavirus
* The 2019 novel coronavirus is spread through respiratory droplets:
* from person to person through coughing, sneezing, close contact; and
* touching contaminated surfaces
* For more information, please see the symptoms outlined in the ‘COVID-19 Reference Document for Symptoms’ on the Ministry of Health’s COVID-19 website.

<http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf>

* Ontario COVID-19 Self-Assessment Tool <https://www.ontario.ca/page/2019-novel-coronavirus>
* More information at <http://www.york.ca/COVID19> & <http://www.york.ca/preventCOVID-19@work>

**What can parents/guardians do to help?**

* Daily Screening before coming into the centre using the Provincial COVID-19 school and child care screening tool.
* As much as possible, have the same adult drop-off, and pick-up each day, to reduce the number of adults who come in contact with the staff. B.C.C.C. considers an adult to be any responsible person 16 years of age or older.
* Provide us with any changes to your contact information or your child’s medical information (e.g. allergies)

**TRAINING & POSTINGS**

* PARENTS TRAINING
* Parents have been sent our Parent handbook during COVID-19 on August 14, 2020 and continue to receive revision of those policies, which includes Policies regarding sick children and what the process will be in the event that children are identified as being ill before intake, as well as during the day including additional precautions. This includes procedures for child pick up when requested (parents/guardians must have a plan in place to have children picked up if requested).
* All policy updates will be shared
* STAFF TRAINING
* Training and review of all policies & procedures
* Training on how to properly put on and take off PPE,
* Staff will be asked to see the seriousness of these controls and are encouraged to report others who are not following these guidelines. If policies and procedures are not being followed, supervisor may be forced to create an incident report. Three incident reports may lead to dismissal.

**LICENSE, INSPECTIONS & CONSULTATIONS**

* B.C.C.C. must follow all current Ministry and Consolidated Municipal Service Managers (CMSM)/District Social Services Administration Board (DSSAB) policies and guidelines.
* B.C.C.C. is required to meet all the requirements set out in the Child Care and Early Years Act, 2014 (CCEYA) and its regulations and to obtain all necessary municipal approvals to support licence revision requests.
* B.C.C.C. will maintain ratios set out under the CCEYA
* Where necessary Ministry staff will conduct in-person monitoring and licensing inspections of child care centres. Ministry staff will follow our screening process, wear Personal Protective Equipment (PPE) and follow any other protocols we may have in place.
* Ministry staff will use technology (telephone, video conferencing) to complete virtual monitoring and licensing inspections where appropriate.
* Early Intervention Services will only be conducting virtual consultations. Permission forms have been sent home
* If tours are required they will be scheduled after 5:30, once our children have left for the day.
* Our weekly librarian visits will not happen until further notice

**PROGRAMMING & STAFF**

* As of September 1, 2020 all licensed child care centres and before and after school programs will be permitted to operate at full capacity. If more lockdowns occur where we need to close a room or the centre parents will be informed.
* Each group must stay together throughout the day and is not permitted to mix with other groups.
* Supervisor will limit movement between rooms; but will do so when absolutely necessary. Hand hygiene will be performed before and after being in rooms
* All staff members will sign off on all COVID-19 policies, procedures and training.
* Staff will sign a Health Declaration Form the week before our reopening.
* Staff will only work in one child care location. Staff may have a part-time job at a grocery store, restaurant or other non-caregiving related setting.
* If supply staff are called in, they will only work with one group each week so as to limit staff interaction with multiple groups of children. Supply staff will be expected to follow all policies and procedures.
* Fire, Lockdown and Hold and Secure drills will continue as per our normal practice. Physical distancing will be maintained.
* Child care staff will escort kindergarten children to their designated classrooms at the start of each day. School agers will be directed to their classrooms.
* Kindergarten children will be picked up from their classroom at the end of each day, school aged children will meet them at the crèche for the after school programming.
* At the end of each day it is recommended that staff remove work clothes and wash them as soon as they get home.
* Staff will be encouraged not to touch children unless absolutely necessary, Hand hygiene will be performed before and after
* Walkie-talkie’s are labelled with each team member’s name. Staff will charge their own walkie-talkie’s and will clean them a minimum of twice per day.

**PROGRAM PROCEDURE CHANGES**

Ballantrae Child Care Centre will continue to use a play-based approach to create the best environment for children to learn and grow. Our environment will still consist of age-appropriate materials, toys and equipment. Some adjustments will be made to observe physical distancing. Examples include:

* Same group of children will stay together, and not mix with other groups
* Same staff will work with one group of children
* Less children at each table for play, snacks and lunch
* Children must not share food, feeding utensils, soothers, water bottles, etc.
* Where possible outdoor playtime will be increased
* Staff will incorporate fun learning activities that teach children about physical distancing and personal hygiene
* Fans and air conditioning can be used on low settings and fans on both must be facing the ceiling. Windows will be opened to increase air circulation into rooms when possible.
* In-person communication will be limited with parents and staff/supervisor, parents are encouraged to email the supervisor at [ballantraeccc1@gmail.com](mailto:ballantraeccc1@gmail.com) or call the centre at 905-640-2152.
* Drop off and pick up procedures where parents do not enter the premises is still in effect; however, if a parent wishes to enter the premises for an essential reason, they must be permitted to do so (accompanied by the supervisor and planned ahead) unless there is a directive from the Ministry of Health in respect of COVID-19. If Parents do enter the premises all COVID-19 protocols will be maintained including screening. (no more than one parent/guardian at a time should be permitted in the premises for essential purposes)
* If a meeting is required, it must be scheduled in advance, preferably after 5:30 and all COVID-19 policies and procedures will apply.

**CATERING & GROCERIES & FOOD FROM HOME**

* Driver of Yummy Catering will not be entering school. Driver will place food on clean/disinfected trolley outside (the previous day’s containers will be on trolley for pick-up), near screening area. A staff member, while wearing gloves, will bring hot food to warmer in staff room and bring other food to door of Toddler/Preschool room. Staff in Toddler/Preschool room will wear gloves and disinfect all items before putting away
* When groceries are purchased by supervisor/designate, they will be placed at door of Toddler/Preschool room, where staff will disinfect before putting away.
* If food is being sent from home to the child care, the supervisor/designate must be notified and all containers should be labelled. All containers will be disinfected before handling by staff. B.C.C.C. is not permitted at this time to place your child’s items in the fridge. Please include an ice pack in your child’s lunch.

**HOURS & PICK UP**

* Ballantrae Child Care Centre opens at 7:00 however, we will close to parents at **5:30** each day to allow staff ½ hour of enhanced cleaning at the end of each day.
* At the end of each day, before you arrive at the center (5 min.), please call the center phone number (905) 640-2152. A staff member will then escort your child to our front entrance where you can pick your child up.
* If your child is outside when you arrive at the end of the day, please wait at the gate and we will direct your child to you.

**DAILY SCREENING**

* Every person entering Ballantrae Child Care Centre must provide confirmation that they have screened for COVID-19 each day they enter using the Ontario COVID-19 School and Child Care Screening Tool. <https://www.ontario.ca/page/operational-guidance-during-covid-19-outbreak-child-care>
* Children who attend after school only must send us daily screening by 2:30 at the latest.
* Alcohol-based hand sanitizer containing 60% - 90% alcohol content will be placed at the screening station, in classrooms, in office and will be used outside. Dispensers will not be in locations that can be accessed by young children. Children & staff will use hand sanitizer before entering school.
* We ask that children do not bring in their own hand sanitizer to the child care for issues of quality, fragrance and management of potential hazards.
* Staff of Ballantrae Public School with children at Ballantrae Child Care will be permitted to enter the school at our entrance after screening. They are asked to escort their children to the door of the appropriate classroom but will not be permitted inside the classroom.
* Daily records of anyone entering the child care facility and the approximate length of their stay (such as people doing maintenance work, Fire Inspectors) will be kept on the premises.
* Personal belongings (e.g., backpack, clothing, etc.) should be minimized. If brought, belongings should be labeled and will be kept in the child’s cubby/ designated area.
* Ballantrae Child Care Centre will not permit individuals who are symptomatic of COVID-19 into the Premises until

1. they receive a negative COVID-19 test result or
2. at least 10 days have passed from the onset of COVID-19 symptoms or
3. they receive a definitive alternative diagnosis (e.g., allergic rhinitis, asthma) by a health care professional that the symptoms are not associated with a transmissible viral illness with symptoms compatible with COVID-19

**COVID-19 VACCINATIONS**

* If the child, child care staff, placement student or visitor received a COVID-19 vaccination in the last 48 hours and is experiencing mild headache, fatigue, muscle aches, and/or joint pain that only began after vaccination, and no other symptoms as indicated in the updated COVID-19 School and Child Care Screening Tool, they may continue to attend the child care program if they are feeling well enough to do so. 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
  + 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 to self-isolate and seek COVID-19 testing.
  + The child, child care centre staff or placement student must not attend child care if household members are experiencing any new COVID-19 symptoms (this direction does not pertain to those who received a COVID-19 vaccination in the last 48 hours and are experiencing mild headache, fatigue, muscle aches, and/or joint pain that only began after vaccination, and no other symptoms) and/or are waiting for COVID-19 test results after experiencing symptoms.

**COMMUNICATION & RECORDS**

* Daily Screening emails will be kept in a monthly file on the computer and hard copy forms will be stapled together daily and filed. All daily screening is to be kept for a one month period.
* In the event of a confirmed case/outbreak. A Serious Occurrence will be completed and will be posted on our main doors. Emails will be sent to the school’s principle, our program advisor, the child care coordinator for YRDSB and our public health inspector.
* The supervisor and the assistant supervisor will keep a master list of family information at their homes in the case of notifying you after hours.

**INCLEMENT WEATHER**

* In the event that school busses are cancelled due to inclement weather BPS will be closed to students.
* Ballantrae Child Care Centre will continue to care for our Toddlers and Preschoolers however we will not be permitted to open the centre to our Kindergarten and School age groups. Regular daily rates will apply.
* We will post on Facebook on these days

**CHILDREN’S PERSONAL ITEMS**

* If medication is brought in for children, a medication form can either be sent and returned electronically or filled out at arrival. PPE will be worn by staff retrieving and administering medication to your child, Medication policy will be followed.
* Sunscreen policy will be followed, staff will ensure that they perform hand hygiene before and after helping child with sunscreen
* We ask that no unnecessary items (toys, blankets, books) are brought into the centre Sheets and blankets will be provided and laundered between uses.
* Toddler/Preschool room
* Please keep items to a minimum
* If staff need to retrieve something from your child’s bag, gloves will be worn
* Outdoor shoes will remain in hallway, all other items will be kept in their cubby
* Kindergarten/School aged room
* Please keep items to a minimum
* Group will temporarily have designated room (French room)
* Outdoor shoes will be kept in hallway, indoor shoes will be placed inside of their desk (personal play space), bags will be placed in hallway
* Coats/jackets will be hung up on coat racks in the hallway.

**CLEANING AND DISINFECTING**

* Ballantrae Child Care has implemented enhanced cleaning and disinfecting measures to help reduce the spread of infectious illness. A cleaning and disinfecting log will be kept to track and demonstrate cleaning schedules
* A focus is placed on high touch areas including door handles, sinks, table tops, and toilets. Which will be cleaned and disinfected at a minimum of twice per day.
* Disposable cleaning equipment, such as disposable wipes will be used as much as possible.
* Anytime a child places a toy in their mouth, coughs or sneezes on a toy, it is taken out of rotation until it can be cleaned and disinfected.
* Children’s personal bin of toys will be cleaned and disinfected at the end of each day.
* Staff members doing laundry will wear gloves and gown. Clothing and linen from an ill child can be washed with other laundry. All other laundry procedures will remain the same.
* Designated chairs/seating will be used for children using their names and visual aids.
* YRDSB will supply cleaning and disinfectant for high touch areas to the before and after program
* Disinfectants and sanitizers must have a Drug Identification Number (DIN), Safety Data Sheets (SDS) will be available.
* After using pens, phones and printer, staff will clean and disinfect
* Garbage bin, recycle bin and green bin will be washed and disinfected a minimum of twice per day. Custodians will not be permitted to enter classroom so staff will be placing bins in hallway for custodians to pick up.
* Toy Houses, Light Table, Wobble Stools, Quiet Cube will be available for one child at a time, They will be cleaned and disinfected after each use
* Tables and chairs will be cleaned before and after meals as well as after each play time.

**PERSONAL HYGEINE/HANDWASHING**

* Staff and children follow a routine of hand washing with soap and water throughout the day. For example, we wash our hands when we arrive at the center, after using the washroom, before and after eating, before and after playing outdoors, after using a tissue, and any time hands are visibly soiled. Staff schedule hand washing routines into the day and demonstrate how to wash hands and monitor children while they wash their hands.
* When running water is not available, for example outdoors, children over the age of 2 years can use hand sanitizer. Children under 2 years will be brought to a sink for handwashing procedure.
* Staff will monitor children using hand sanitizer to ensure it is applied properly.
* Staff will demonstrate for children how to cough and sneeze into the arm or shoulder. Anytime a child uses a tissue they are taught to discard the tissue in a garbage bin, and to wash their hands.
* As much as possible staff will remind children to avoid touching their face, eyes, nose and mouth.
* Children’s personal creams and lotions will be labelled with the child’s name, and will be stored in their cubbies.
* Diapers will be located on shelving above change table.
* Parents will be asked to sign a permission form to allow B.C.C.C. to use hand sanitizer on their child when soap and water are not available.

**WASHROOMS/POTTIES & DIAPERS**

* Diaper policy applies, staff will wear appropriate PPE (gloves, mask, shield)
* Toilets, sink and taps, paper towel dispensers and hand dryers will be washed and sanitized after each group.
* Potties will be washed and sanitized after each use

**NUTRITION**

* Food thermometers, microwaves and food trolley will be cleaned and disinfected after each use
* When needed meals will be served on paper plates, plastic silver wear and in paper cups. This will allow staff to thoroughly clean and disinfect the room and toys during rest time.
* Proper hand hygiene will be practiced when staff are preparing food and for all individuals before and after eating

TODDLER/PRESCHOOL ROOM

* Children will continue to be provided with snacks and lunches from Yummy Catering. Staff will be responsible for serving all foods and drinks to children, and bowls of food will be kept out of the reach of children on a cart or counter. Please do not send any food from home unless approved by the staff, and labelled with your child’s name. Children will be separated by a chair space (at minimum) while eating and playing

KINDERGARTEN/SCHOOL AGED ROOM

* Children will continue to be provided with an afternoon snack. Staff will be responsible for serving all food and drinks to children, and bowls of food will be kept out of the reach of children on a cart or counter. On full days, parents will be required to provide their child with a bagged lunch and snacks. Please ensure all containers are labelled with your child’s name, and that any products that contain or may have come in contact with nuts are not sent. We will not be permitted to place anything in our fridge that has not been purchased by the centre, so we advise you to include an ice pack in your child’s lunch.
* Children will be separated by a chair space (at minimum) while eating and playing

**REST TIME**

* Children are provided with an opportunity to rest each day. Children who do not sleep, or wake up, are provided with quiet activities.
* Where cots cannot be placed 2 meters apart, children will lay down head to foot on their own cot.
* Cots will be cleaned and disinfected after each use
* New sheets and blankets will be used daily
* Parents are asked to not bring in stuffed toys or blankets at this time.

**SPACE SET-UP & PHYSICAL DISTANCING** (2 meters/6 feet apart)

* When in the same common space (e.g., entrances, hallways) physical distancing of at least 2 metres must be maintained between different groups and should be encouraged, where possible, between children within the same group by:
* Spreading children out into different areas, particularly at meal and dressing time
* Incorporating more individual activities or activities that encourage more space between children
* Using visual cues on walls and floors to promote physical distancing.
* Additional preventions include:
* Planning activities that do not involve shared objects or toys
* When possible, moving activities outside to allow for more space.
* Avoid getting close to faces of all children, where possible.

**EQUIPMENT, TOY USAGE & RESTRICTIONS**

* Only toys and equipment which are made of materials that can be cleaned and disinfected will be used (avoid plush toys, books, cardboard puzzles).
* Area rugs will be removed from Toddler/Preschool room.
* Rooms will be decluttered and furniture removed where possible to minimize areas that are touchable and maximize mobility.
* Designated toys and equipment for each group.
* When sensory materials (playdough, water, sand, etc.) or science activities are offered, they will be provided for single use (available to the child for the day) and labelled with child’s name, Emphasis will be placed on hand hygiene before and after the use of materials
* Toys will be provided in individual bins for each child, labelled with their name.
* Craft/creative shelf will be CLOSED, individual craft activities will be planned for children.
* Craft articles to go home will be placed in a Ziploc bag and kept at centre for 14 days before sending home
* Sitting on the floor will be minimized, Children will be encouraged to play at their designated space.
* The risk associated with transmission of COVID-19 with shared objects is low. Instead of regular cleaning of shared objects, the focus should be on regular hand hygiene and respiratory etiquette to reduce the risk of infection related to shared equipment.

**OUTDOORS**

* When play structures are used, all touch surfaces will be cleaned and disinfected immediately after use
* Ride toys will be removed
* Sand toys and balls will be cleaned and disinfected after each use
* Staff will wear face masks and face shields outside when maintaining physical distancing is not possible.
* Outdoor play will be scheduled by groups in order to facilitate physical distancing between cohorts as much as possible, however, children are not required to wear masks.

**PHYSICAL ACTIVITIES**

* High contact physical activities should take place in outdoor settings only. Masking is not required for high contact physical activities
* Low contact activities are permitted indoors. For children in grade 1 and up, masking is encouraged but not required if a minimum of two meters distance can be maintained between groups and as much as possible within a group

**USE OF MASKS & PERSONAL PROTECTIVE EQUIPMENT**

* As of September 1, 2020, child care staff will be required to wear medical masks and eye protection (face shield/googles) coverings at all times while they are in the building.
* All staff members will be provided with all PPE (masks, eye protection, gowns, gloves), as needed.
* Non-medical mask or face coverings are mandatory for all children in grades 1 and up while inside the child care, hallway and school. All younger children (aged 2 to SK) are encouraged but not required to wear non-medical mask or face coverings.
* Eye protection (face shield or googles) is required for individuals working in close contact with children who are not wearing masks (children younger than grade 1). Eye protection is not required for individuals working with children who wear masks (grade 1 and above)
* Parents/guardians will be expected to provide their child with a mask (Grade 1 and up) to wear in the building to reduce the spread of their own respiratory droplets to protect others.
* B.C.C.C. will maintain reasonable exceptions to the requirement of wearing a mask. Exceptions to wearing a mask inside could include circumstances where physical distancing of at least 2 meters can be maintained between individuals, children who cannot tolerate wearing a mask or a reasonable medical condition. Please call/email the supervisor.
* When wearing a mask, you should perform hand hygiene before putting on the mask and before and after taking off the mask.
* Medical masks and face shields for staff and extra masks for children who have forgotten or ruined their masks will be supplied by the Ministry of Government and Consumer Services.

**COOPERATION WITH YORK REGION PUBLIC HEALTH (YRPH)**

* The Supervisor, upon request by YRPH, must provide contact information for a designated contact person at the Premises and ensure that the contact person is readily available to communicate with YRPH and implement any additional measures immediately as required by YRPH as a result of a COVID-19 positive case in your Premises.
* The Supervisor must cooperate with YRPH representatives including allowing entry into the Premises for inspection and to support enhanced infection prevention and control measures and recommendations, and by providing information to YRPH required for contact tracing purposes.
* The Supervisor must comply with all measures specified by YRPH to assist in eliminating or decreasing the risk to health presented by COVID-19 in the Premises.
* The Supervisor must comply with all measures specified by YRPH in the course of managing a COVID-19 outbreak in the Premises.
* The Supervisor must provide information to Staff and parents/guardians of the children at the Premises, as required by YRPH.

**IF A CHILD BECOMES ILL AT THE CENTRE**

* In the event that a child shows any signs or symptoms of illness that cannot be explained (asthma, teething, seasonal allergies), the parent will be called to immediately pick-up their child. If the parent is not available by phone, the emergency contact will be called.
* While the child waits to be picked-up they will be separated from the other children and staff (isolation) and supervised by one staff member. The staff will wear a mask, goggles or face shield, gown and gloves, and children over the age of 2 years who can tolerate a mask will be asked to wear one.
* The isolation room will be the child care office.
* Children will be provided tissues, reminded of hand hygiene, respiratory etiquette and proper disposal of tissues
* All items used by the ill child and all surfaces within 2 meters of the ill child will be cleaned and disinfected with outbreak level of disinfectant.
* Testing of asymptomatic persons should only be performed as per provincial requirements

**IF A STAFF BECOMES ILL AT THE CENTRE**

* If a staff member becomes ill at the center they will be separated from children and other staff and sent home immediately.
* All items used by the ill staff and all surfaces within 2 meters of the ill staff will be cleaned and disinfected with outbreak level of disinfectant.
* Testing of asymptomatic persons should only be performed as per provincial requirements
* If a staff and becomes ill it is determined to be work-related in accordance with the Occupational Health and Safety Act and it’s regulations, B.C.C.C. must provide written notice within four days of being advised that a staff member has an occupational illness to the Ministry of Labour

**STAFF RETURNING TO WORK AFTER COVID OR CLOSE CONTACT EXPOSURE**

* Employees are not required to provide a clearance letter from public health to return to work.
* It is expected that workers who have tested positive abide by public health direction and advice on when they would be considered clear to return to work
* Return to work for workers who are self-isolating due to a high-risk exposure can occur after the end of their self-isolation period.
* For the majority of cases, self-isolation for positive cases of COVID-19 should last for 10 days from the beginning of symptom onset or from the date of positive result if the individual remained asymptomatic.
* Self-isolation after an exposure to a confirmed case of COVID-19 should last for 14 days but could require more than 14 days off work should symptoms develop during isolation (i.e., the close contact becomes a case). For more detailed information, refer to the Tested! Now What? and Self-Isolation fact sheets.

**IMMUNIZATION DISCLOSURE** (fully implemented by Sept.27, 2021)

As announced on August 17, 2021, an immunization disclosure policy will be required for all publicly-funded school board employees, staff in private schools and licensed child care settings and other individuals frequently in these settings who may have direct contact with children, providers and/or staff, for the 2021-22 school year. Regular rapid antigen testing requirements will be in place for individuals who are not fully vaccinated against COVID-19. Individuals who do not intend to be vaccinated, without a documented medical reason, will be required to participate in an educational session about the benefits of COVID-19 vaccination. Vaccinations will help create a safe environment for children, families, staff and providers, which will support the learning, development and well-being of children.

* Licensed child care programs are required to provide statistical information to the Ministry of Education related to the vaccine status of staff. Only aggregate numbers are to be submitted - no personal health information or identifiable information should be provided to the ministry. This information will be provided to the Ministry using an online form once per month. The first submission is due Sept 15, 2021. (The ministry is collecting this statistical information under the authority of s. 77 of Ontario Regulation 137/15 under the Child Care and Early Years Act, 2014 (CCEYA), and in accordance with section 70 of the CCEYA. This critical information will help to inform evidence-based planning and policy decisions related to COVID-19 health and safety protocols in early years and child care settings across Ontario.)
* All team members, volunteers and students on placements will be required to provide proof of one of the following three things:

1. Full vaccination against COVID-19 (only acceptable proof of vaccination is the receipt provided by the Ministry of Health to the person who was vaccinated)
2. A medical reason for not being vaccinated against COVID-19 (proof must be provided by either a physician or a nurse practitioner. In some instances, the medical reason for the person not being vaccinated may be time limited. The note from the physician/nurse practitioner should specify whether the reason is permanent or time-limited. If time-limited, the note should indicate how long it is expected to last.
3. Completion of a COVID-19 vaccination educational session prescribed by the Ministry of Education in collaboration with 19 to Zero, an independent, non-profit organization representing a coalition of academics, public health experts, behavioural economists and creative professionals. Completion of this educational video will be done outside of working hours. An attestation will be made by team members required to complete this session. The educational video will cover the following information.
4. How COVID-19 vaccinations work
5. Vaccine safety related to the development of the COVID-19 vaccines
6. The benefits of vaccination against COVID-19
7. Risks of not being vaccinated against COVID-19; and
8. Possible side effects of the COVID-19 vaccination.

* Team members, volunteers and students on placements who are not fully vaccinated are to submit to regular antigen point of care testing for COVID-19 (at minimum two times per week). Individuals subject to testing requirements must provide verification of negative tests results to Ballantrae Child Care Centre prior to entering the premises or interacting with children. Rapid Antigen screening is only for individuals who are asymptomatic. If an individual receives a positive result, that individual must self-isolate (e.g., not come to work) and submit to a laboratory-based PCR test to confirm the results as soon as possible - ideally within 48 hours. Rapid Antigen Kits will be picked up regularly by the supervisor at a designated pick up spot organized by the Ontario Chamber of Commerce.

1. Testing is to take place at an individual’s residence prior to attending work.
2. Testing should be implemented consistently on a weekly basis with testing being completed 3 times per week beginning on November 8, 2021
3. Testing should not take place more than 48 hours before attending work.

* Attestations/verifications will be kept on the premises and will be available during inspections
* The supervisor will be responsible for submitting Rapid Antigen test results to the Ontario Chamber of Commerce.

We strongly encourage you to get vaccinated if you are eligible and to consult with your doctor on your health history and review any resources that are available to you to make an informed choice about your personal health. Ballantrae Child Care Centre will support you in getting access to vaccination. B.C.C.C. is not required to provide vaccination information to Y.R.D.S.B.

An employer has no obligation to inform a public health unit of an employee’s rapid antigen test result (regardless of whether it was positive or negative).

If an individual has had a laboratory-confirmed COVID-19 infection they should not participate in antigen testing for 90 days following the date of their positive COVID-19 test result. These individuals should immediately resume COVID-19 rapid

antigen testing after the 90th day from the date of their positive COVID-19 PCR result.

Please note, rapid antigen point-of-care tests provided to licensed child care programs are intended for individuals that are covered by the licensee’s immunization disclosure policy. These tests are not intended to be used to screen children.

**REPORTING SUSPECTED CASES OF COVID-19 & TESTING**

* Each Public Health unit has a requirement for centers to report any confirmed cases of COVID-19,
* In the event that a COVID-19 positive case is identified in the child care, a COVID-19 outbreak will be declared in collaboration with York Region Public Health and further direction will be provided by them on the next steps. All child care attendees and staff in the child care centre should get tested. B.C.C.C. must report this to the Ministry as a serious occurrence.
* B.C.C.C. must report any positive results to the local public health unit and provide any materials (e.g., daily attendance records, screening forms) to public health officials to support case management and contact tracing.
* One single, symptomatic, laboratory confirmed case of COVID-19 does not necessarily result in a center being closed. Public Health will do contact tracing to determine who the individual came in close contact with at the center and will determine the requirement for closure of a room or center based on their findings.
* An outbreak may be declared by the local public health unit when within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff or other visitors with an epidemiological link (cases in same room, cases that are part of the same before and after school cohort) where at least one case could have reasonably acquired their infection in the child care setting.
* Staff, parents/guardians, and children who are symptomatic or have been advised to self-isolate by the local public health unit, must not attend the program.
* Asymptomatic individuals awaiting results may not need to be excluded and should follow the advice of public health.
* As B.C.C.C. is located in Ballantrae Public School, we will follow public health advice on notifying others using the space of the suspected illness
* When to report to York Region Public Health (1-877-464-9675 x 76681) office hours, (905-953-6478) after hours
* Suspect status: two or more symptomatic people in the child care centre within 48 hours
* Confirmed status: case by case- call for consultation (1 CONFIRMED CASE = COVID OUTBREAK)

**SERIOUS OCCURRENCE**

Serious Occurrence for COVID-19 reporting will have additional fields in the “Confirmed case of COVID-19” category to assist with accurate reporting. These fields are mandatory unless otherwise stated and consist of radio buttons, drop downs and list style entries. Program advisors will be using “Request for revision” process for all COVID-19 related S.O.’s. This process will give licensees the opportunity to revise open S.O.’s (ex. Remove/add individuals impacted)

A Serious Occurrence report will be completed when:

1. One of the following individuals has a confirmed case of COVID-19, OR
2. Closures ordered by your local Public Health Unit (where a closure is ordered for a room OR centre due to a conformed OR suspected COVID cases.

* A child who receives care at B.C.C.C.
* A staff member at B.C.C.C.
* For a confirmed case of COVID 19 with **no** related Public Health ordered closure, submit a serious occurrence in CCLS under “confirmed COVID 19” category
* For a confirmed case of COVID 19 **with** a Public Health ordered closure, submit a serious occurrence in CCLS under “confirmed COVID 19” category, including information about the closure in the fields provided
* Where there is a confirmed case and a closure is subsequently ordered by Public Health while the serious occurrence under “confirmed COVID 19” category is still open, please revise the existing serious occurrence to include the closure information in the fields provided.
* Where a closure is ordered by Public Health after the serious occurrence has been closed, submit a new serious occurrence for an “Unplanned Disruption of Service” with the subcategory of “Public Health ordered closure”
* Where a serious occurrence has been reported and that report remains open in the Child Care Licensing System (CCLS), should a second individual develop a confirmed case, the supervisor must update/revise the existing/open S.O. report to add this information. (A new S.O. is not required while an existing report remains open)
* Where Public Health orders a closure with no confirmed COVID 19 case, submit a S. O. in CCLS under “Unplanned Disruption of Service” with the subcategory of “Public Health Ordered Closure”
* Where there is an existing/open S.O. in CCLS under “Unplanned Disruption of Service” with the subcategory of “Public Health Ordered Closure” and an individual develops a confirmed case of COVID 19, submit a new S.O. in CCLS under the “Confirmed COVID 19” category.
* B.C.C.C. is required to post all S.O. notification forms, unless the local public health unit advises otherwise

An email will be sent to our program advisor, B.P.S. Principal and the YRDSB child care coordinator as well as submitting a serious occurrence should an individual have a positive COVID result.

**CCLS DEFINITIONS**

Total capacity

* If a room is closed, the total capacity impacted would reflect the number of children enrolled at the time in the room
* If centre is closed, the total capacity would reflect the number of children enrolled at the centre at the time
* If no room/centre closure please input 0

Individuals impacted

* Please select category (child, parent, provider) and the number of each confirmed case