

COVID-19 Child Care Operations Policy

APPROVED BY: Director, Niagara Nursery School **DATE:** June 15, 2020
EFFECTIVE DATE: June 15, 2020 **LATEST REVISION:** December 1, 2020

Authority: **Niagara Nursery School**
Niagara Region, Children’s Services
Niagara Region Public Health
Child Care Manual, Fifth Addition, Niagara Public Health Department.
Child Care and Early Years Act, 2014.
Operational Guidance During COVID-19 Outbreak, Child Care Re-opening, Ministry of Education.
Ontario Regulation 137/15.
College of Early Childhood Educators Code of Ethics and Standards of Practice
For registered early childhood educators in Ontario, July 2017
Early Childhood Educators Act, 2007

Intent: Set out expectations and guidance for staff and families during COVID-19.

Definition: In order to meet operational guidance requirements by the ministry of Education during COVID- 19 outbreak the following the requirements and documents will be utilized by all staff working at Niagara Nursery School.

Policy: Protocols

- COVID-19 Child Care Centre Operations Protocols
- COVID-19 Cleaning and Disinfecting Protocols
- COVID-19 Illness and Exposure Protocols

Policy

- Pandemic Policy

Appendixes

- A: COVID-19 Visitor Log
- B: Daily Cleaning & Disinfecting Pandemic Log
- C: PPE Inventory Form
- D: Daily screening forms
- E: Screen Tracking Form (located on each attendance list)

Health Screen Checks

- Children’s Services, Direct Operations electronic COVID-19 screening can be used by children/staff/visitors that have smart devices.

- The electronic screening option complies with the Ministry of Health's recommended set of health screening questions for school and child care.
- Links can be saved to your phone's home screen ensuring that it is conveniently accessible for daily use. Online screening can be found on the home page of Niagara Nursery School website, www.niagaranurseryschool.ca.
- Screening can be completed prior to children/staff/visitors arriving at the child care centre.
- Verification for each individual will be required with a child care staff viewing the "pass" result saved on smart device screen.
- An iPad will be available for those who do not have a mobile device and prefer to use the electronic option.
- Hard copy screens will be available at the child care centre in the event there are unforeseen technical issues.
- Retention of Health Screen Checks are no longer required to be retained in hard copy from on site, as advised by the Ministry of Education. This aligns with the Province of Ontario's COVID-19 School and Child Care Screening Tool process.
- Niagara Nursery School will keep records in accordance with Public Health and is up-to-date as of May 19, 2020, by Niagara Region, Children's Services who have shared this document as a resource which their community partners.

Prior to re-opening, an attestation form will be completed and submitted to the Ministry of Education and the manager of Children's Services.

Protocols

COVID-19 Illness/Exposure COVID-19 Protocol **Niagara Nursery School**

Intent: The procedure must be followed by Niagara Nursery School staff in the event that a child, parent or staff member at the centre is exposed to COVID-19.

In the event of exposure: If a child, parent or employee exhibits COVID-19 or influenza like symptoms, they should be sent home immediately to avoid spreading the illness. A child, parent or employee should not return to work until they have been cleared to return by an appropriate medical professional or as prescribed by what is permissible under a public health agency.

If a child becomes sick during care, the child will be separated from the other children. Families will be contacted for immediate pick up from the child care centre. All surfaces and handles will be cleaned and disinfected in the room of the ill child. Track in the daily log book children's illness. Where ever possible toys will be removed and cleaned

and disinfected wherever possible. If there is an increase in illness or multiple children are presenting the same symptoms at the child care centre, contact Public Health.

Niagara Nursery School would follow Public Health's Medical Officer of Health's direction if a child, parent or employee tests positive for COVID -19.

Serious Occurrence: Should you become aware of a suspected or confirmed case of COVID-19 related to any child, staff or family member of child/staff within the child care program, a separate serious occurrence report must be filed through CCLS as "life threatening injury or illness" – illness is required.

MEMORANDUM

TO: Schools and Child Care Centres in Niagara Region

FROM: Niagara Region Public Health

Subject: Update on Niagara Specific Guidance for COVID-19 in the School and Child Care Settings

DATE: October 9, 2020

ACTIVE SCREENING, ESPECIALLY FOR ADULTS (E.G. STAFF, ESSENTIAL VISITORS), IS THE BEST LINE OF DEFENSE FOR PREVENTING COVID-19 IN THE SCHOOL OR CHILD CARE SETTING.

Please go to <https://covid-19.ontario.ca/school-screening/> for the most up to date screening tool for children, students of elementary and secondary schools, and school or child care employees (e.g. teachers, bus drivers, custodians, office staff). We recommend that this tool be used for screening by all children, students, and employees attending schools, child care centres and licensed home child care programs. The online screening tool will not keep a record of the results; so, where required, child care centres and schools will need to devise their own record-keeping system.

Symptomatic Children/Students

If a child has **one or more** new or worsening symptom from:

Group 1 Symptoms:

- Fever
- Cough
- Difficulty breathing
- Decrease or loss of smell or taste

They must **self-isolate at home** immediately and they then have a choice of the following options:

Options:

- Contact their health care provider, walk-in clinic, online virtual clinic for guidance (which can be provided over the phone) **OR**

- Contact a Niagara Health COVID-19 Assessment Centre to book an appointment for testing
- If they have remaining questions about COVID-19, they can contact the Public Health Info-Line at 905-688-8248 press 7 then press 4, or chat online

If a child has no symptoms from **GROUP 1** and **only one** new or worsening symptom from Group 2:

Group 2 Symptoms:

- Sore throat
- Runny nose
- Headache
- Nausea, vomiting or diarrhea
- Fatigue, lethargy, or muscle aches

THEN, they need to self-isolate at home immediately, but can wait 24 hours to see if there is improvement before doing anything further. If the **single symptom improves** after 24 hours, the child **may return to school or child care** when they feel well enough, without an assessment or test. If the symptom stays the same or worsens OR they have two or more symptoms from Group 2, then they should follow the **OPTIONS** outlined above.

Symptomatic Staff/Adults

If a staff member or other adult develops symptoms, including **any single new or worsening symptom**, they must always remain home and follow one of the following **OPTIONS**:

- Contact their health care provider, walk-in clinic, online virtual clinic for guidance (which can be provided over the phone) **OR**
- Contact a Niagara Health COVID-19 Assessment Centre to book an appointment for testing
- If there are remaining questions about COVID-19, contact the Public Health Info-Line at 905-688-8248 press 7 then press 4, or chat online.

Siblings and Other Household Members of a Symptomatic Individual

- If a test is recommended by a health care provider for the symptomatic person, or a decision is made to pursue testing at an assessment centre, all household members are to self-isolate at least until the test results are back. If the test is negative, household members can leave self-isolation.
- If the test is positive, household members must stay in self-isolation and will receive further direction from Public Health.
- Obtaining an assessment (even over the phone) from a health care provider may take some time. Household members with no symptoms do not need to self-isolate immediately after a child develops symptoms. They can wait up to 24 hours until a decision is made about

whether testing is needed. However, if it takes longer than 24 hours to obtain an assessment, all household members must self-isolate until a decision is made.

- If a health care provider then advises that a test for COVID-19 is not needed, household members can leave self-isolation.
- When there is a symptomatic child in a household, it is important that special attention is given to all adults in the household. If any adults have **even one symptom of COVID-19**, or recently had one or more symptoms and were not tested, they should self-refer for testing as soon as possible or contact the Public Health Info-Line if there are remaining questions.
- These procedures around self-isolation of household members also apply to home child care providers and / or any residents of the home, and will result in temporary closure of the home child care. For example, if a spouse of a home child care provider has symptoms.

Children who require an assessment for testing based on their symptom(s) (i.e. having one or more symptoms from Group 1 OR two or more symptoms from Group 2 OR one symptom from Group 2 that doesn't improve or worsens after 24 hours) are not permitted to return to school, child care, or go to any public setting until one of the following criteria is met:

- They get advice from a health care provider that COVID-19 is very unlikely AND
- They have not had any symptoms for 24 hours OR
- It has been 10 days since their symptoms started (whichever is shorter). They also must not have a fever, without use of fever reducing medications (e.g. Advil®, Tylenol®, Ibuprofen, Acetaminophen), and be feeling better.
- They get advice from a health care provider that the symptom or symptoms are related to a chronic or pre-existing condition (e.g. allergies, post-nasal drip, migraines, asthma). In this case, they can return to the school/child care once they feel well enough, without waiting for symptoms to resolve.
- They had a test that was negative for COVID-19 AND
- It has been 24 hours since symptoms have gone away completely OR
- It has been 10 days since symptoms started (whichever is shorter). They also must not have a fever, without use of fever reducing medications (e.g. Advil®, Tylenol®, Ibuprofen, Acetaminophen), and be feeling better.
- Completion of 10 days of self-isolation since the day that the symptoms began. They also must not have a fever, without use of fever reducing medications (e.g. Advil®, Tylenol®, Ibuprofen, Acetaminophen), and be feeling better. This includes individuals who have chosen not to be tested.

For adults with any minor symptom, get tested and the whole household is to isolate until the test results come back.

Additional Notes:

- Public health professionals will provide further direction and support to anyone with a positive COVID-19 lab result, as well as their close contacts, if warranted.
 - Checking temperature to screen for fever can be performed at home before arriving at the child care centre or school
 - If testing for COVID-19 was declined for any reason, the individual and their entire household are to stay home and self-isolate for 10 days from the day the symptomatic person's symptoms started. They also must not have a fever, without use of fever reducing medications (e.g. Advil®, Tylenol®, Ibuprofen, Acetaminophen), and be feeling better, before returning.
- **NOTE:** If others in the household develop symptoms or recently had symptoms, especially adults, it is important that they get tested as soon as possible and/or contact the Public Health Info-Line if there are remaining questions.

As guidance changes regularly, please visit our www.niagararegion.ca/health for the most up-to-date guidance or call the Public Health Info-Line at 905-688-8248 press 7 then press 4, or chat online.

WHEN TO CONTACT PUBLIC HEALTH

This policy overrides the "Operational Guidance During Covid-19 Outbreak Child Care Re-opening" guideline for reporting suspect cases.

Call NRPH to report Confirmed cases

Call NRPH to report **Suspect** cases proactively (before test results are back) if staff or children are symptomatic AND they have had exposure. An exposure is:

1. Symptoms and **travel outside of Canada in the last 14 days**
2. Symptoms and **exposure to a known case in the last 14 days**

Do not report staff or children who are symptomatic and going for testing without any known exposure even if a serious occurrence report is completed.

Call Public Health when you suspect an outbreak. As per the child care manual: A respiratory outbreak may be in effect when there are two or more related children or staff, such as same room or same age group, with similar signs and symptoms that:

- Occur within 48 hours in the centre, or
- When the number of ill staff / children exceeds what is normal in the child care centre within a short period of time

Serious occurrence reporting for COVID-19 related matters

Effective **November 9, 2020**, child care licensees will only be required to report a serious occurrence for COVID-19 related matters for:

- a. **Confirmed COVID-19 cases; or**
- b. **Closures ordered by your local Public Health Unit** (i.e., where a closure is ordered for a centre, program room/s or provider's home due to a **confirmed** or a **suspected** COVID-19 case(s)).

To support these changes, the serious occurrence categories related to COVID-19 have been updated in the Child Care Licensing System (CCLS):

Confirmed COVID-19 cases

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; or
- 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; or
- 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" (as per information below).

PLEASE NOTE: Where there is an open serious occurrence for a confirmed case of COVID-19, should a second individual develop a confirmed case, please do not submit a new/additional serious occurrence for the new confirmed case.

Instead, licensees must revise the existing/open serious occurrence report to add the information related to the new confirmed case.

Closures Ordered by your Local Public Health Unit

- Where public health orders a closure with no confirmed COVID-19 case, submit a serious occurrence in CCLS under 'Unplanned Disruption of Service' with the subcategory of 'Public Health Ordered Closure'
- Where there is an existing/open serious occurrence 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 serious occurrence in CCLS under the 'Confirmed COVID-19' category.

2. Existing Serious Occurrences reported for COVID-19 Matters Prior to November 9, 2020

Existing Serious Occurrences for Confirmed Case.

Where there is an open serious occurrence for a previously reported confirmed case of COVID-19, this serious occurrence **will remain open** until it is resolved.

Existing Serious Occurrences for Suspected Cases

Where there is an open serious occurrence for a previously reported **suspected case**:

- If this suspected case did **not** result in a **public health ordered closure**, this serious occurrence **will be closed in CCLS by the ministry.**
- If this suspected case resulted in **voluntary closure by the licensee**, this serious occurrence **will be closed in CCLS by the ministry.**
- If this suspected case resulted in a **public health ordered closure**, this serious occurrence **will remain open** until it is resolved.

3. Changes to individuals to be reported for confirmed COVID-19 cases

Please note that there has been a change to the list of individuals that a serious occurrence must be reported for with respect to confirmed cases of COVID-19.

Moving forward, a serious occurrence is **not** required for a **parent of a child** with a confirmed case of COVID-19.

Below is the current list of individuals with a confirmed case of COVID-19 for whom a serious occurrence report is required:

- i. a **child who receives child care** at a home child care premises or child care centre,
- ii. a home child care **provider**,
- iii. a person who is **ordinarily a resident of a home child care premises** (e.g. the home provider's child, the home provider's spouse etc.; for complete definition please refer to the Home Child Care Licensing Manual)
- iv. 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),
- v. a **home child care visitor**,
- vi. a **staff** member at a child care centre
- vii. a **student** at a home child care premises or child care centre,

Existing Serious Occurrences for Parents with Confirmed or Suspected Cases of COVID-19:

Where there is an open serious occurrence for a previously reported **confirmed or suspected case of COVID-19 for a parent of a child:**

- If this case did **not** result in a **public health ordered closure**, this serious **will be closed in CCLS by the ministry.**
- If this case resulted in **voluntary closure by the licensee**, this serious occurrence **will be closed in CCLS by the ministry.**
- If this case has resulted in a **public health ordered closure**, this serious occurrence **will remain open** until it is resolved.

Preventative Protocol:

Preschool Screening:

- Children must have a daily online screening completed prior to attending the program. This must be done each morning of a child's scheduled day, not before. Other screening options (in person or via IPAD available, if necessary).
- Temperatures will be taken by staff upon arrival should there be concern.
- Drop off and pick-up location: Playground gate. (sign is on gate.) This drop off area is for preschool children only.
- Only one family can be screened at a time, those waiting must socially distance 6 ft apart and must wear a facemask while waiting. Only 2 families lined up on sidewalk on either side of the gate at a time.
- Screening staff will be come to gate when a parent arrives, parents are asked not to touch the gate and must not enter the playground unless necessary.
- If staff is not present at gate, please use doorbell located on fence. (this will be disinfected between use).
- Once screening has been confirmed, the child be ushered to their preschool group. All children must either wash their hands or use hand sanitizer upon entrance.
- Parents are encouraged to let staff know in advance their approximate drop off and pick up times.
- Park along curb is prohibited in front of playground, unless otherwise stated, please park in designated parking spaces.

School age Before and After care program screening

- Children attending both before and after care must have a daily online screening completed prior to attending the program. This must be done each morning of a child's scheduled day, not before. Other screening options available if necessary (in person or via IPAD available, if necessary).
- Child's temperature will be taken by staff upon arrival should there be concern.
- Drop off and pick-up location: Penner room exterior door next to Community centre main entrance. (Magnetic sign will be placed on the outside of the door.) This is the drop off area for school age before care only.

- Only one family can be screened at a time, those waiting must physically distance 6 ft apart and must wear a facemask while waiting.
- Those next to be screened can alert staff to their arrival by pressing the doorbell button located just outside of the exit door. (if necessary. Please do not knock.)
- Parents are not permitted to enter the classroom unless necessary. If a parent must enter they must wear a facemask and use hand sanitizer prior to entering.
- Children will be taken to/from their school bus once it arrives.
- After care program pick, parents are to come to Penner room exterior door, (next to community centre main entrance) on a first come first serve basis and must maintain physical distance from other parents picking up at the same time. Child will be brought to the parent as parents are not permitted into the facility.
- School age children attending before and/or aftercare program will not be permitted to mix with the preschool groups.
- School age children will have their temperatures checked upon arrival off the bus, should there be concern. Should they have a temperature they will be isolated from the group with a staff member and parents will be called for immediate pick up.
- Children attending before and/or aftercare will be kept in groups according to their home schools they attend during the day, however they will be in the same room and distanced as much as possible during programming as directed by the Ministry of Education and Niagara Public Health.

Please note: All children will be transitioned to the playrooms by a staff unless the child requires additional supports while transitioning from parent to centre staff. Should a child require additional supports while transitioning then the playground gate and door entry handles must be disinfected in-between each family by the screening staff (See Cleaning and Disinfecting Protocol).

Actions to Protect Your Health

- Wash your hands often with soap and water or alcohol-based hand sanitizer
- Sneezing and cough into your sleeve
- Avoid touching your eyes, nose or mouth
- Avoid contact with people who are sick
- Stay home if you are sick
- Remind parents that they should be monitoring their children's health and keeping children who are unwell at home.
- If travelling outside of Canada, stay home for 14 days and remind parents to do so as well.

Management of children with possible illness (COVID-19)

- If a child begins to experience symptoms of illness (COVID-19) while attending childcare, it is recommended that:
- Symptomatic children are immediately separated from others in a supervised area until they can go home.
 - In addition, where possible, anyone who is providing care to the child should maintain a distance of 2 metres.
 - If a 2-metre distance cannot be maintained from the ill child, advice from the local public health unit will be necessary to prevent/limit virus transmission to those providing care.
 - If an ill child needs to be held, use blankets or cloths over childcare providers clothing and change the blankets or cloths between children.
 - While contacting the public health unit, at minimum the child and childcare worker should wear a surgical / procedure mask (if tolerated).
- Hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up.
- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
- Environmental cleaning of the space the child was separated should be conducted once the child has been picked up.
- Contact the local public health unit to notify them of a potential case and seek input regarding the information that should be shared with other parents of children in the childcare centre.
- Children with symptoms must be excluded from childcare for 14 days after the onset of symptoms.
- Children or staff who have been exposed to a confirmed case of COVID-19 or symptomatic person(s), should be excluded from the childcare setting for 14 days.

Additional Support Procedures

- The child care centre Executive Director or designate will check Niagara Regions Public Health Novel Coronavirus Update website daily:
<https://www.niagararegion.ca/health/covid-19/default.aspx?topic=1>
- Executive Director or designate will review the following links on the website to be informed of the most updated information and changes.
 - Risk & Symptoms
<https://www.niagararegion.ca/health/covid-19/symptoms.aspx>
 - Social Distancing
<https://www.niagararegion.ca/health/covid-19/social-distancing.aspx>
 - How to Protect Yourself

- <https://www.niagararegion.ca/health/covid-19/prevention.aspx>
- Cleaning and Disinfecting
<https://www.niagararegion.ca/health/covid-19/cleaning.aspx>
- Frequently Asked Questions
- <https://www.niagararegion.ca/health/covid-19/faq.aspx>
- Resources
<https://www.niagararegion.ca/health/covid-19/resources.aspx>
http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_child_care_guidance.pdf
- Executive Director or designate will review our regular internal updates, provided to all employees via email, notifications regarding the Niagara Region COVID-19 Updates



Additional Staffing Supports

- Employee and Family Assistance Program (EFAP) can be accessed by employees.
- Seeking Access to EFAP is 24/7/365 – by telephone or online:
 - Call the Morneau Shepell Care Access Centre toll free at 1-844-880-9142
 - Via www.workhealthlifecom for:
 - Online access to request services;
 - First Chat: to type/text a real-time conversation with a counsellor
 - E-Counselling to exchange written messages online with a counsellor
- My EAP mobile application provides on-the-go support with a timely selection of articles, videos and direct access to e-counselling. Click here to download www.workhealthlife.com/myeap

COVID-19 Cleaning Protocols for Child Care Operations

Intent: To ensure that the staff of the child care centre are following enhanced cleaning and disinfecting procedures. Regular, repeated cleaning and disinfection of high touch, multi-use work surfaces will be implemented.

Procedure:

- All Niagara Nursery School staff are required to follow the cleaning and disinfecting protocols indicated on Niagara Regions Public Health Novel Coronavirus Update website: <https://www.niagararegion.ca/health/covid-19/default.aspx?topic=1>
- Specifically the recommendations for cleaning and disinfecting under Public Settings link for Cleaning and Disinfecting <https://www.niagararegion.ca/health/covid-19/cleaning.aspx>
- All Niagara Nursery School staff follow direction from Public Health's Child Care Manual (**outbreaks**). <https://www.niagararegion.ca/living/childcare/service-providers/child-care-manual/outbreaks.aspx>

Opening Staff: ** the centre will be disinfected the night before, completing these steps again assist in ensuring the building is clean and ready for operation*

1. First staff to arrive, clean and disinfect the door handle before entering. The inside door handle is to also be cleaned and disinfected.
2. Sanitize their hands with Alcohol-Based Hand Rub (ABHR)
3. Cleaned and disinfect all high touch surfaces including railings, door handles while moving about the building.
4. Complete water flushing daily/ weekly (operational standard requirement)
5. Ensure the Coronavirus "Stop" sign is posted at the entrance to the child care centre/screening station.
6. Ensure the screening instruments/ caddy is disinfected and then set up with hand sanitizer, disinfect wipes or spray, Health Check Screening check list and pens that have been disinfected.
7. Set up playroom as required, gather toys and equipment that was left from the night before that has been disinfected and redistribute to playrooms as necessary
8. **MIXING OF CHILDREN IS NOT PERMITTED AND ONLY AS A LAST RESORT, whenever possible. (should we be able to occupy another space in future).** Staff should be cohorted. Staff do not alternate care between groups of children whenever possible.

Operating Hours

1. The Childcare staff will implement enhanced cleaning and disinfecting procedures, which will include, but not be limited to:
 - a. Repeated cleaning and disinfecting of high touch surfaces including door handles, knobs, railings, phones, keyboards, computer mouse, washrooms, playground equipment and gates, playground door handles etc. tops and underneath of tables, chairs and any other items that the Executive Director may direct to be cleaned
2. Toys and equipment will be cleaned and disinfected after each use, using buckets to isolate the contaminated items until cleaned and disinfected.
3. Disinfecting of toys will be documented on the disinfection charts.
4. Remove all plush toys from use and discontinue use of all sensory tables.
5. Alcohol Based Hand Rub is to be used by all staff and children prior to moving to another area of the childcare e.g. Moving from playroom to area to outdoor activities or whenever transition is made, when possible.
6. If at any time staff notice items that are visibly soiled, they will immediately clean the area and if necessary, and noted for enhanced cleaning and disinfection, this includes bodily fluids, food, or outside dirt
7. Items requiring laundering MUST be washed in hot water and bleach should be used if possible. These items will be sent out to Laundry Tub off site – they will be picked up and drop off laundry outside of playground gate. Staff will place and pick up the Laundry bag on pick up and delivery days.
8. Niagara Nursery School staff will complete their checklist and will ensure that they notify the Executive Director when inventory is starting to deplete, recognizing challenges may occur with back orders.
9. Playgrounds must be disinfected before each use including interior and exterior doors, handles and gates, whenever possible.
10. Community purchases (grocery shopping) can be pre-ordered, paid, delivered, or pick up- ONLY if complications arise with the delivery of food from the catering company.
11. In the event that a staff need to grocery shop –staff will need to ensure they keep physical distancing from other customers, wear disposable gloves while in the grocery store and selecting purchases. Disposable gloves must be removed when exiting the grocery store and hands must be sanitized immediately after removed.
 13. No pets on site at this time.
 - a. 14. If space permits, social distancing (6ft) between cots during nap time.

Closing Staff

1. When all children have been picked, staff will:

Disinfect toys and equipment If this task is completed prior to individual staff shifts being completed, staff will assist with additional cleaning as directed by the Executive Director

2. Disinfecting of toys will be documented on the disinfection charts.
3. Rooms need to be prepared for operations in the morning and countertops must be cleared so cleaning staff can focus on cleaning and disinfecting surfaces.
4. Staff are responsible to ensure that all staff areas (counter and office) all personal items need to be stored or taken home, so that enhanced cleaning can take place.
5. Cleaning staff must clean and disinfect lockers each night (parents will be required to take all children's belongings home each day).
6. Screening items/bin is cleaned and disinfected daily.

PANDEMIC Policy

APPROVED BY: Director, Niagara Nursery School **DATE:** June 15, 2020
EFFECTIVE DATE: June 15, 2020 **LATEST REVISION:** October 9, 2020

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Intent: Pandemic is distinguished as an infectious disease/illness that becomes a worldwide epidemic that spreads easily and rapidly through many countries and regions of the world affecting a large percentage of the population. A pandemic occurs when an infectious disease emerges to which the population has little or no immunity. It may spread easily from person to person and may cause serious illness and death. Pandemics are unpredictable and can affect any age group with the severity affecting each individual differently. During a pandemic, infectious diseases or illnesses can be prevented through appropriate hygiene, sanitation and infection prevention/control practices. Provisions of daily health screenings for children/staff and heightened disinfecting are put in place to protect the health, safety and well-being of children and staff.

Pandemic Policy objectives are to:

- Ensure all Staff are educated about pandemic risk factors and prevention procedures.
- Control infection risks through the application of preventative measures
- Integrate pandemic prevention strategies in day-to-day operation
- Ensure staff recognize that the educational information provided is to be utilized in the workplace to protect themselves and the children.

Policy: All Niagara Nursery School staff must adhere strictly to the guidelines and practices below in order to reduce the risk of contracting or transmitting an infectious disease or illness during a pandemic.

Additionally, staff must familiarize themselves with the recommendations in the Public Health Department Health & Safety Manual for Child Care Providers.

Name of Policy: PANDEMIC

The Pandemic policy and procedures are required to be reviewed with employees, before they begin their employment. The date on the records of review indicates that the written pandemic policy has

been reviewed by all staff before they begin their employment. Niagara Nursery School staff are required to follow Public Health Medical Officer of Health direction and protocols.

Pandemic Procedure:

The Executive Director/Designate will advise staff and ensure they use the guidelines in the above noted policy.

Staff will make themselves aware of the pandemic by:

- Reading the centre communication log book daily and initial both at the beginning of their shift and after lunch break.
- Reading Niagara Region emails regarding Pandemic information
- Reading all Pandemic guidelines and expectations set by the Niagara Region.
- Reading all meeting minutes posted; in particular Health and Safety, and staff meeting minutes.
- Partaking in any required training to maintain current information on health and safety related to the pandemic.

Staff Health Screening:

- Staff will be screened upon entering the child care centre with questions related to the pandemic.
- Staff will sanitize their hands upon entry
- Staff temperatures will be taken as part of the screen. If staff have a temperature or any symptoms listed, they will be required to go home.
- Staff will be unable to return to work until they are symptom free for 24 hours or have been advised by a physician or public health to return to work. There may be specific direction from Public Health regarding timelines for return to work (i.e. COVID-19 14-day self-isolation if symptoms are developed.)

Staff Responsibility during Family Health Screening:

- Staff will disinfect the thermometer between each use as per manufacturer's instructions.
- Staff will sanitize their hands between each individual screened.
- Staff will clean and disinfect doorknobs and any area that is touched by a parent or child during the screening process before screening the next family. (I.e. pens, table, doorbell etc.)
- Staff will use personal protective equipment provided as required by Public Health direction (i.e. medical masks, eye protection and gloves).
- Staff will receive children from parent at the parents car or playground entrance child care centre whenever possible.

Children and Families Health Screening:

- All family members will be screened upon entering the child care centre with questions related to the pandemic.
- When possible, we request only one parent drop off child/ren to assist with quicker screening wait times and to avoid increased exposure.

- Families will be required to physically distance themselves from other families waiting, should they not be able to stay in their car.
- Parents and children over the age of 2 years will be required to use hand sanitizer upon entry to the child care centre or as directed by manufacturer.
- Children will be required to wash their hands immediately at the first available sink upon entry with the assistance of a RECE or parent.
- Staff will take the temperature of each child. If the child has a temperature or any symptoms listed on the screening form, the child will not be permitted to stay at the child care centre.
- The child will remain away from the child care centre until they are symptom free for 24 hours without fever reducing medication before returning to the child care centre. There may be specific direction from Public Health regarding timelines for return to the child care centre (i.e. COVID-19 14 day self-isolation if symptoms are developed.)
- Families that are not permitted to remain at the child care centre will be directed to contact Niagara Region Public Health or Telehealth Ontario at 1-866-797-0000 (24-7) for direction during the pandemic.
- If a child develops symptoms after accepted into care, they will be isolated under the supervision of a RECE. The child's parent or emergency contact person will be contacted for immediate pick-up.

Management of Children with Possible Illness/Symptoms (COVID-19)

- If a child begins to experience symptoms of illness (COVID-19) while attending childcare, it is recommended that:
 - Symptomatic children are immediately separated from others in a supervised area until they can go home.
 - In addition, where possible, anyone who is providing care to the child should maintain a distance of 2 metres.
 - If a 2-metre distance cannot be maintained from the ill child, advice from the local public health unit will be necessary to prevent/limit virus transmission to those providing care.
 - While contacting the public health unit, at minimum the child and childcare worker should wear a surgical / procedure mask (if tolerated).
 - Hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up.
 - Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
 - Environmental cleaning of the space the child was separated should be conducted once the child has been picked up.
 - Contact the local public health unit to notify them of a potential case and seek input regarding the information that should be shared with other parents of children in the childcare centre.
 - Children with symptoms must be excluded from childcare for 14 days after the onset of symptoms.
 - Children or staff who have been exposed to a confirmed case of COVID-19 or symptomatic person(s), should be excluded from the childcare setting for 14 days.

Reducing Risk of Spreading the Illness:

- Cover your nose and mouth when you cough or sneeze by using a tissue or coughing into your sleeve or elbow; dispose of the tissue immediately into a garbage can and wash your hands.
- Teach and encourage the children to cover their coughs and sneezes by coughing into their sleeve or elbow when developmentally appropriate and wash their hands.
- When holding toddlers/children, use blankets or cloths over childcare providers clothing and change the blankets or cloths between children.
- Wash your hands often with soap and water, especially after you cough or sneeze and assist the children with doing the same.
- When soap and water are not readily available, alcohol-based hand rub/sanitizer with 70% alcohol is required by Public Health.
- Avoid touching your eyes, nose and mouth to prevent the spreading of germs.
- Social/Physical distancing yourself when possible to prevent the spread of illness. Distancing yourself 2 meters from other individuals is required wherever reasonably possible
- If you become ill, you will be required to stay home until you are symptom free for 24 hours. If symptoms worsen, contact a physician or public health at Niagara Region Public Health or Telehealth Ontario at 1-866-797-0000 (24-7) for direction during the pandemic. There may be specific direction from Public Health regarding timelines for return to work (i.e. COVID-19 14-day self-isolation if symptoms are developed.)
- Limit contact with others during this time as a preventative measure.
- Visitor will not be permitted into the child care centre during a Pandemic.
-

Pandemic Heightened Handwashing, Hand Sanitizer and Disposable Glove Use:

Staff will implement strict heightened hand washing practices after all activities for themselves and the children. Alcohol based hand rub may be used in the event that hand soap is not readily available. Hand washing with soap and water should be first choice if available. Activities where hand washing should be implemented are included but not limited to those outlined below:

- Upon entering the Child Care Centre.
- After screening each individual upon entry to the child care centre
- Before/After direct physical contact with clients/children.
- After each transition whenever possible.
- Before/after preparing, serving or eating food.
- Before/after staff break/lunch times.
- After diapering a child, cleaning up messes or wiping a nose.
- After toileting a child or self.
- After sneezing or coughing.
- After a child sneezes or coughs in close proximity.
- After taking out garbage.
- Before/after giving any medications.
- Before/after applying sunscreen or insect repellent to each individual child.
- After contact with blood/body fluids.
- When hands are visibly soiled.
- After using protective gloves.

- After completion of work shift to avoid taking micro-organisms home.
- If handling chemicals, wash hands before eating, drinking, smoking or using the washroom.
-

Staff will use correct hand washing procedures as outlined below:

- Use a hand wash sink supplied with hot and cold running water, paper towels and liquid soap in a dispenser.
- Use soap and water for soiled hands. Wet hands under running water.
- Apply soap to palm of hand.
- Use friction to clean between fingers, palms, backs of hands, wrists forearms and under nails and base of thumbs for approximately 20 seconds.
- Rinse under running water for a count of 5 seconds.
- Dry with a clean towel or paper towel.
- Turn off taps with a paper towel.
- Dispose of paper towel in an appropriate container.

Staff may use correct 70% alcohol-based hand rub procedures as below:

- Alcohol-based hand rubs should only be used if your hands are not visibly soiled and if soap and water are not readily available.
- If possible remove hand and wrist jewelry.
- Apply one to two pumps of hand rub (about the size of a “loonie”) onto one palm. Rub your hands together. Clean all surfaces of your hands, concentrating on fingertips, between the fingers, nail beds, back of your hands and base of thumbs.
- Continue rubbing hands until product is dry; this will take a minimum of 20 seconds if sufficient product is used.
- If your hands look dirty and running water is not available, use a moistened towelette to remove dirt, followed by the use of an alcohol based hand rub.
-

NOTE: When soap and water are not readily available, alcohol-based hand rubs are the preferred method for cleaning your hands, provided they contain alcohol concentrations of 70% or higher as recommended by Public Health.

NOTE: Disposable non-latex gloves are to be used for infection control purposes (available in Child Care Centre); however, the use of disposable non-latex gloves does not replace the need for hand washing.

Disposable Glove Use:

Staff will:

- Wash hands before/after glove use.
- Gloves are intended for single use per task.
- Store disposable non-latex gloves in a cool, dry place.
- Use as recommended by the manufacturer.
- Remove after use and dispose of in the regular garbage (never wash and reuse).
- Wash hands as indicated above after disposable non-latex gloves are removed.

NOTE: Remove gloves from wrist and peel inside out prior to disposal.

Pandemic Program Guidelines and Practices:

1. Water Play and Sensory Play

- Group sensory play will be suspended until the end of the Pandemic to prevent spread of illness through these activities.

2. Lunch Time

- Children will not be permitted to self-serve during pandemic outbreak.
- Staff will ensure tables have been cleaned and disinfected before/after eating.
- Staff will ensure all children/staff wash hands before/after eating.

3. Outdoor Equipment and Sandboxes/Sandpits

- Outdoor sand toys must be cleaned and disinfected after each use during a pandemic outbreak.
- All equipment used by children during outdoor play must be cleaned and disinfected when outdoor play is finished as instructed by Niagara Region Public Health.
- Any materials/toys that are mouthed by a child must be removed, cleaned, and disinfected before being used again.
- Remove all toys/items from play that cannot be easily cleaned and disinfected (e.g. plush toys or absorbent in nature)

4. Limit the amount of group play/activities as much as possible.

5. Waste disposal

- There should be an accessible garbage container in each room that is emptied regularly.
- Children should be reminded not to touch garbage areas.
- Metal garbage containers with tight fitting lids are required.
- Keep all garbage containers covered and away from food storage and food preparation areas.
- Thoroughly clean and sanitize all garbage containers daily.

6. Daily Cleaning and disinfecting of surfaces:

- Cleaning is the essential first step in minimizing the risk of spreading during a pandemic
- Without cleaning, dirt or organic matter can interfere with the disinfectant's ability to kill pathogens (germs) present on surfaces.
- If you are cleaning multiple surfaces, move from the least - to most -soiled areas to reduce the risk of spreading contamination.

Proper Cleaning Steps:

- Wash all surfaces with soap and water using friction to remove dirt or organics.
- Rinse with clean potable (drinkable) water.
- Air dry or use single-use paper towel.

Disinfecting:

- A disinfectant is a chemical product used to reduce pathogens to a safe level.
- There are many different products available, including some disinfectants that function as a cleaner as well. Be sure to follow directions on the label regarding contact time, expiration dates and proper use.
- Pre-mixed or concentrated solutions.

Pre-mixed Disinfectants: Some disinfectants can be purchased through a supplier in a formula that is pre-mixed to a desired concentration. These should be used as directed as per manufacturer's instructions.

Concentrated Disinfectants: These products are a concentrated formula, which you will need to mix with water to a designated ratio as indicated on the product label.

- If you are responsible for mixing and preparing the disinfectant solution, you need to use corresponding test strips to verify that it contains the proper concentration. The correct concentration is important for safe and proper disinfection. (1:10 bleach/water for disinfecting; Port Colborne Child Care will use an accelerated Hydrogen Peroxide product for enhanced disinfection)

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7. Disinfecting toys/equipment

- Toys/equipment and other high touch surfaces such as door handles in the child care centre will be disinfected at each site daily and a schedule will be developed for constant and enhanced cleaning and disinfecting by the Executive Director/Designate in consultation with Public Health
- Buckets/containers will be used in each area/room for toys that have been mouthed by the children or are soiled. This equipment/toys will be cleaned and disinfected before being put back into use.

Pandemic Management:

- If a child becomes ill, isolate child/ren and arrange for immediate pick up.
- Establish control measures per Public Health direction for each child care centre:
- Exclude all ill children and staff from child care centre as per Public Health directive.
- A Public Health Inspector (PHI) may be on site daily to ensure that all infection prevention and control measures have been

Implemented as discussed with PHN. Please ensure that all staff has knowledge and are implementing these recommendations.

- Review hand hygiene with staff. Increased hand washing is required during a pandemic. Children and staff must have access to warm running water, single use soap and paper towels. Cloth hand towels must only be used one time and then laundered.

- Families must clean their hands when they enter and leave the Child Care Centre with an alcohol-based hand rub provided. (Parents to enter classroom only if necessary)
- Must not partake in any social outings.
- Practice social/physical distancing whenever possible.
- Implement an enhanced cleaning and disinfecting program(at minimum twice daily or as needed) of high touch surfaces such as door handles, handrails, sink/toilet handles, etc. (1:10 bleach/water for disinfecting, Port Colborne Child Care will use an accelerated Hydrogen Peroxide product for enhanced disinfection). Cleaning and disinfecting should be documented.

Communication with parents:

- It is essential that parents be kept informed of the status of the pandemic. It is also important that they understand the policy surrounding exclusion and understand why ill children are not to be present in the child care facility.
- A communication letter will be provided to families explaining these key points.

Outside Services:

- Essential delivery services will be required to complete a health screen before entering the child care centre.
- If they are unable to enter due to screening result, the company will be contacted and arrangements will be made for another delivery or alternative to the delivery.
- If safe to do so, the product can be left outdoors and be brought into the child care centre by a staff member.

NOTE: Policies and Procedures are subject to review to be modified/revised when needed as the Pandemic evolves.

The Medical Officer of Health is the authority that deems when a pandemic has ended.

Ontario Emergency Management:

<https://www.emergencymanagementontario.ca/english/insideemo/legislationandregulation/legislationandregulation.html>

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

Niagara Region Public Health:

https://www.niagararegion.ca/health/default.aspx?home_task=1

Niagara Region Pandemic Planning:

<https://www.niagararegion.ca/health/vaccinations/pandemic>

Appendix B: Daily Cleaning & Disinfecting Pandemic Checklist



Niagara Nursery School Cleaning and Disinfecting Pandemic Checklist

Room/Area: Office	Date:
<i>Cleaning staff will constantly clean and disinfect high touch areas that have been touched by staff, child or parent to avoid the spread of germs:</i>	

Task	Record Time and Initial	Notes
Screening kit and tools	/	
Door, handles, and small window	/	
Desks and chairs	/	
Filing cabinet	/	
Printer and phone	/	
Computers and mice	/	
Garbage can	/	
	/	
	/	
	/	
	/	

*high touch area that is required to be cleaned at least twice daily

Executive Director/Designate: _____ **Signature:**



Niagara Nursery School Cleaning and Disinfecting Pandemic Checklist

Room/Area: Penner Room	Date:
<ul style="list-style-type: none"> • <i>An indication of N/A for cleaning means that the item was not touched or used by the children in that program</i> 	

Task	Record Time and Initial		Notes
	AM	PM	
counter and dispensers*	/	/	
Sink/faucet and stool*	/	/	
door handles and light switch*	/	/	
tables and chairs*	/	/	
Shelves and cubby shelf	/	/	
cubby boxes	/	/	
Windows and sills	/	/	
toy cart exteriors/dirty toy basket*	/	/	
Screening bucket, clipboards and iPad*	/	/	
doorbell and stand*	/	/	
	/	/	

*high touch area that is required to be cleaned at least twice daily (will be cleaned once per program)

Toys	Record Time and Initial		Notes
	AM	PM	
Alexa	/	/	
art supply tins and contents	/	/	
	/	/	

Executive Director/Designate: _____ **Signature:**



Niagara Nursery School Cleaning and Disinfecting Pandemic Checklist

Room/Area: Bathroom	Date:
<i>Cleaning staff will clean and disinfect the children's washroom area after a washroom routine is completed by each group.</i>	

Task	Record Time and Initial	Notes
sinks, counter, cupboards*	/	
toilets *	/	
walls and mirror*	/	
toilet paper and paper towel dispensers *	/	
garbage bin and lid*	/	
cubby shelf and boxes*	/	
change table*	/	
stools*	/	

*high touch area that is required to be cleaned at least twice daily

Executive Director/Designate: _____ **Signature:**



Niagara Nursery School Cleaning and Disinfecting Pandemic Checklist

Room/Area: Kitchen	Date:
<i>Cleaning staff will constantly clean and disinfect high touch areas that have been touched by staff, child or parent to avoid the spread of germs:</i>	

Task	Record Time and Initial	Notes
fridge exterior*	/	
dishwasher exterior*	/	
kitchen cupboards and handles*	/	
food warmer	/	
microwave	/	
child sink counter, cupboards, and handles*	/	
sinks and faucets*	/	
soap and paper towel dispenser*	/	
garbage can and stools*	/	
bench*	/	
disinfecting bucket and dish bin	/	

*high touch area that is required to be cleaned at least twice daily

Executive Director/Designate: _____ **Signature:**



Niagara Nursery School Cleaning and Disinfecting Pandemic Checklist

Room/Area: Playroom	Date:
<i>Cleaning staff will constantly clean and disinfect high touch areas that have been touched by staff, child or parent to avoid the spread of germs:</i>	

Task	Record Time and Initial	Notes
Tables*	/	
Chairs*	/	
Shelves*	/	
All doors, handles, light switch*	/	
Windows and sills*	/	
Baseboards	/	
Cubbies	/	
Mirror and couch*	/	
cots	/	
	/	
	/	

*high touch area that is required to be cleaned at least twice daily.

Executive Director/Designate: _____ **Signature:**

Executive Director/Designate: _____ **Signature:**



Niagara Nursery School Cleaning and Disinfecting Pandemic Checklist

Room/Area: Teacher's Counter	Date:
<i>Cleaning staff will constantly clean and disinfect high touch areas that have been touched by staff, child or parent to avoid the spread of germs:</i>	

Task	Record Time and Initial	Notes
Counter*	/	
cupboards and handles*	/	
Pens, scissors, other stationary items used*	/	
Binder and clipboards*	/	
Black supply trolley	/	
iPads*	/	
	/	
	/	
	/	
	/	
	/	

*high touch area that is required to be cleaned at least twice daily

Executive Director/Designate: _____

Signature:

Executive Director/Designate: _____ **Signature:**

Appendix D – Attached separately

- 1. Licensed Child Care Daily COVID-19 Health Screening Checklist for Participating Children**
- 2. Licensed Child Care Daily COVID-19 Health Screening Checklist for Child Care Centre Employees**
- 3. Licensed Child Care Daily COVID-19 Health Screening Checklist for Essential Visitors to Child Care Centres**

Appendix E - Screen Tracking Form

- Located on both preschool and school-age attendance lists