

Policies and Procedures during COVID- Preschool (November 2020)

Sanitization of the space, toys and equipment

(a log sheet will be available in all rooms/washrooms to ensure proper compliance is met)

- Frequently touched surfaces should be cleaned and disinfected at least twice a day as they are most likely to become contaminated (for example, doorknobs, water fountain knobs, light switches, toilet and faucet handles, electronic devices, and tabletops).

Disinfecting:

- Gather required materials
- Put on personal protective equipment (PPE)
- Clean the area with water and detergent
- Apply disinfectant (bleach solution)
- Remove PPE
- Clean your hands

Bleach Solutions are prepared and used as outlined below:

Bleach & Water Solution	Use	Contact Time
5mL of bleach to 495mL of warm water, 500ppm	Toys, diaper change tables, play mats, sleep mats	Minimum 1 minute, allow to air dry
50mL of bleach to 495mL of warm water, 5000ppm	Blood spills Body fluid spills	Minimum 10 minutes, allow to air dry

To sanitize and disinfect toys:

GAELC will provide a container to separate dirty toys from clean toys, toys will be stored in a manner to prevent contamination.

Collect toys in a plastic bin that you can sanitize along with the toys.

- Remove dirt and stains with hot, soapy water.
- Scrub toys with a brush to ensure all grooves are free of debris.
- Rinse toys thoroughly and let the air dry.
- Soak toys in a plastic bucket using a bleach solution.
- Rinse toys and plastic bin with clean water and allow them to air dry.
- Disinfect your plastic toys each day.
- Place toys in a bin to disinfect after a child puts a toy in their mouth, to avoid an outbreak, or when a toy comes into contact with blood, feces, vomit, urine or other bodily fluids.
- Each room will have two bins. One bin for toys to be submerged in a bleach solution for toys that has been touched or contaminated due to but not limited to: toy in a child's mouth, sneezed on or if the Educator has suspicion of contamination. See outline of how to submerge toys above. A second bin is labelled per day, ie. Monday-Friday. These bins are for toys, books, etc that have been touched and can not be submerged because of the material they are made of. This bin is to

stay in a designated area (Director's office) for 6 days until these toys can be recirculated after the 6 day decontamination period.

- Remove all cloth, stuffed toys, and toys that can not be sanitized from the room.
- The Educator must separate toys into appropriate bins before leaving the room with the children and before the designated cleaning staff cleans the room after the group departs.

Responsibility of designated cleaning staff

- Educators must communicate with cleaning staff when leaving the play space, whether indoors or outdoors.
- Cleaner must spray all high touch areas of the classroom and wipe with a paper towel.
- Cleaner must submerge mouthed or contaminated toys each day in a bleach solution and follow instructions above for how to finish the procedure.
- Maintaining cleaning logs each day with time and initial.
- Designated cleaner is also the designated screener for the week and is responsible for maintaining attendance records.

When to stay home

- Staff/home child care providers, parents and guardians, and children must not attend the program if they are sick, even if symptoms resemble a mild cold.
- Symptoms to look for include but are not limited to: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.
- Children in particular should be monitored for atypical symptoms and signs of COVID-19 (as indicated above).

Refunds

- Refunds or credit will be offered for those programs that are cancelled due to staff shortages, or a decision by GAELC, Public Health or the Province of Ontario to close the facility.
- Refunds will not be offered to individuals that are not permitted at school due to illness, and are refusing to get a COVID-19 test.
- Refunds will not be offered to individuals or families that fail to properly follow staff instructions during drop-off and pick-up or that create an unsafe environment for others.

Communication

- All attempts will be made to protect the privacy of individuals.
- Should staff become infected, all families currently registered for that program will be notified.
- Should a child become infected, all families currently registered for that program will be notified.

How to report illness

Group One Symptoms

Any child that has one symptom from group one is recommended to be assessed by a health care provider.

- Fever and / or chills - Temperature of 37.8 degrees Celsius / 100 degrees Fahrenheit or higher
- Cough or barking cough (croup) - Continuous, more than usual, making a whistling noise when breathing, not related to other known causes or conditions. For example, asthma, ongoing cough / wheezing after other symptoms of a cold / flu have gone away.
- Shortness of breath - Out of breath, unable to breathe deeply, not related to other known causes or conditions, such as asthma
- Decrease or loss of taste or smell - Not related to other known causes or conditions, such as allergies or neurological disorders

Group Two Symptoms

Any child that has one symptom from group two should stay home for 24 hours from when the symptom started. If the symptom is improving, the child may return to child care / school when they feel well enough to do so. A negative COVID-19 test is not required to return.

If the symptom persists or worsens, new symptoms develop, or the child has two or more symptoms from group two, contact your child's health care provider for further advice or assessment, including if your child needs a COVID-19 test or other treatment.

- Sore throat or difficulty swallowing - Painful swallowing, not related to other known causes or conditions, such as seasonal allergies or acid reflux
- Runny or stuffy / congested nose - Not related to other known causes or conditions, such as seasonal allergies or being outside in cold weather
- Headache that's unusual or long lasting - Not related to other known causes or conditions, such as tension-type headaches or chronic migraines
- Nausea, vomiting and / or diarrhea - Not related to other known causes or conditions, such as irritable bowel syndrome, anxiety in children or menstrual cramps
- Extreme tiredness that is unusual or muscle aches - Fatigue, lack of energy, poor feeding in infants, not related to other known causes or conditions. For example, depression, insomnia, thyroid dysfunction or sudden injury.

The staff must report this to the Supervisor/ Director immediately:

- If a child or child care staff/provider becomes sick while in the program, they should be isolated and family members contacted for pick-up.
- The sick person should be kept at a minimum of 2 meters from others.
- The sick person should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- If the sick person is a child, a child care staff/provider should remain with the child until a parent/guardian arrives. If tolerated and above the age of 2, the child should wear a surgical/procedure mask. The child care staff/provider should wear a surgical/procedure mask and eye protection at all times and not interact with others. The child care staff/provider should also avoid contact with the child's respiratory secretions.

- All items used by the sick person should be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days.
- Public health should be notified, and their advice should be followed.
- Where a child, staff or home child care provider is suspected of having or has a confirmed case of COVID-19, licensees must report this to the ministry as a serious occurrence.(see below: serious occurrence reporting)
- Other children, including siblings of the sick child, and child care staff/providers in the program who were present while the child or staff member/provider became ill should be identified as a close contact and further cohorted (i.e., grouped together) until they can be picked up by parents/guardians to self-isolate at home. The local public health unit will provide any further direction on testing and isolation of these close contacts.

Screening

- All individuals, including participants, and staff, must be screened, including daily temperature checks, at home prior to arrival at forest school. This will be done independently using our online COVID-19 Screening Form daily.
- Individuals displaying symptoms of COVID-19 (fever, cough, shortness of breath/difficulty breathing, etc.) will not be permitted to attend that day's program and will be encouraged to get tested. They will not be permitted to return for 14 days after the onset of symptoms and clearance has been received from Public Health, unless negative test results are provided.

Parent drop off and pick up procedures

- Preschool program only enters through the back door of the Centre.
- As much as possible, parents should not go past the screening area. The screening area will be outside the entrance of the backyard space. The screener will have a table set up to encourage physical distancing.

Responsibility of the Screener

Drop Off

The screener will record the parent/guardian's name, time of drop off, check the online form to review questions (provided by public health) that were answered at home prior to drop off to ensure that the child is well enough to attend for the day. The child is then escorted inside the doors and then brought to the Educator inside the backyard space or indoors . If children are screened at the child care setting (parent's did not complete the google form at home prior to drop off), screeners should take appropriate precautions when screening (asking questions and taking temperature) and then escorting children to the program, including maintaining a distance of at least 2 meters (6 feet) from those being screened, and wearing personal protective equipment (PPE) (face protection and mask). The screener will then return to the screening area alone, use hand sanitizer and proceed with the next family in line.

Pick up

Parents will wait at the gate and the screener will collect the child's items for the day and escort the child to the back door gate to meet the parents. The screener will record the parent/guardian's

name and time of pick up. Most days end outside in our backyard. On inclement weather days, the parents will come to the locked back door and ring the door bell. The screener will collect the child's belongings, record the time of pick up, parents name and escort the child to the door to meet the parents.

- All entrances/ exits will have hand sanitizer that are inaccessible to children.
- The use of signage/markings on the ground to direct families where to stand and wait for screening as well as markings on the ground to ensure physical distancing is met while waiting to be screened.
- Personal belongings (e.g., backpack, clothing, etc.) should be minimized. If brought, belongings should be labeled and kept in the child's cubby/ designated area. (inside the back doors)

Management of Suspected Cases

- Participants displaying symptoms of COVID-19 (fever, cough, shortness of breath/difficulty breathing, etc.) at forest school will be isolated in a safe place with a facilitator and must be picked up immediately. They will not be permitted to return for 14 days after the onset of symptoms and clearance has been received from Public Health, unless negative test results are provided.
- When there is a suspected case on-site, a 2-metre distance will be enforced, or masks will be worn, until that participant can be picked up.
- Staff displaying symptoms of COVID-19 (fever, cough, shortness of breath/difficulty breathing, etc.) at forest school will be sent home immediately. They will not be permitted to return for 14 days after the onset of symptoms and clearance has been received from Public Health, unless negative test results are provided.
- Public Health will be notified of all suspected cases, testing will be encouraged, and extra vigilance in terms of cleaning and disinfecting will be exercised.

Testing Protocol

- Symptomatic staff and participants will be referred for testing. A single, symptomatic, laboratory confirmed case of COVID-19 in a staff member, home child care provider or child must be considered a confirmed COVID-19 outbreak, in consultation with the local public health unit. Outbreaks should be declared in collaboration between the program and the local public health unit to ensure an outbreak number is provided.
- Those who test negative for COVID-19 must be excluded from the program until 24 hours after symptom resolution.
- Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and clearance has been received from Public Health.
- Should any participants or staff become infected, all families currently registered for that program will be notified.
- Attendance records will be kept for each program day to aid with contact tracing in the event that an individual tests positive for COVID-19.

Serious Occurrence Reporting

- Child care centre licensees have a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. The licensee should contact their local public

health unit to report a child suspected to have COVID-19. The local public health unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.

- In accordance with the August 2020 Operational Guidance document, child care licensees will be required to submit serious occurrences for a suspected case of COVID-19 for individuals exhibiting 1 or more symptoms.
- A Serious Occurrence is required to be submitted under the category “suspected/confirmed case of COVID-19” when one of the following individuals has a confirmed case of COVID-19 OR a suspected case involving the individual exhibiting 1 or more symptoms AND the individual has been tested, or has indicated that they will be tested for COVID-19.
- Where a child, parent, staff or home child care provider is suspected (i.e. has symptoms; see below and has been tested) of having or has a confirmed case of COVID-19, licensees must report this to the ministry as a serious occurrence.
 - Symptoms to look for include but are not limited to: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.
 - Children in particular should be monitored for atypical symptoms and signs of COVID-19. 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.
- Where a room, centre or premises closes due to COVID-19, licensees must report this to the ministry as a serious occurrence.
- Licensees are required to post the serious occurrence notification form as required under the CCEYA, unless local public health advises otherwise.

How physical distancing will be encouraged

- Plan circles and activities where children are 6 feet apart. I.e. Yoga, movement, etc.
- Encourage activities that children can do independently at a safe distance from other children.
- Placing sanitizable sleep cots for napping spaced on the ground to allow for more personal space. (covered with a cotton sheet for each child- washed weekly or as needed).
- Only one child in each area of the classroom at a time. One child at kitchen, one at blocks, art centre table with chairs placed far apart to allow for distancing.
- Lunch table with chairs spaced apart to allow for distancing. Extra tables will be used to accommodate the 6 feet of separation.
- Designated backyard space (left side) for toddler/ preschool program. Right side of the backyard is designated for Private School.

Mealtime & Drinking Water Procedures

- There is a “no food sharing” policy in place during this time.
- Participants will be encouraged to wash their hands with soap and water before and after each meal.
- Parents and/or Educators will label drink cups and keep them away from those of other participants.

Additional Safety Procedures

- Parents/guardians and non-registered family members will not be permitted to enter the building or play areas, unless a situation deems it necessary to do so.
- Personal belongings brought to forest school should be minimized. If brought to forest school, personal items should be labelled (i.e., backpack, clothing, water bottles, etc.).
- Volunteers, visitors, and others who are not participants or staff will not be permitted inside during programming.
- Students completing post-secondary educational placements will be permitted to enter child care settings and should only attend one child care setting and be assigned to one group of children.
- Students will also be subject to the same health and safety protocols as other staff members such as screening, and the use of PPE when on the child care premises, and must also review the health and safety protocols.
- Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and inspect a child care centre, home child care agency and premises at any reasonable time.

How shifts will be schedules, where applicable

- At this time as a licensed childcare centre with director approval for a mixed age grouping we are limited to 16 children and our program will be offered each day from 8:30am-4:30pm. We will have two staff scheduled 8:30am-4:30pm/ 9-5pm. The Director of Preschool Programs will be the screener and the staff will be with the children at drop off and pick up. Lunch break (½ hour) is scheduled for each staff during rest time when the Director will cover during this time. All documentation is to be completed during the day by the staff that is assigned with the group. All cleaning logs and cleaning protocols are the responsibility of the staff for the week.

Licensed Child Care Centre

Regular hours 8:30-4:30

Before care 7:30-8:30 (must pre-register)

After care 4:30-5:30 (must pre-register)

<u>Stage 1 of Licensing</u> <u>Starting November 2, 2020</u>	<u>Mixed Age Grouping-</u> 18 months- 4 years with no more than 20% under 30 months of age	
Maximum Occupancy- after licensing	16	
Staffing requirements/ ratios	1:8 (2 shifts, 8:30-4:30, 9-5)	
<u>Stage 2 of Licensing-</u> <u>Starting TBD</u>	Toddler Room (18 months- 2.5 years)	Preschool Room (2.5 years- 4 years)
Maximum Occupancy- after	15	16

licensing		
Staffing requirements/ ratios	1:5 (3 staff) (3 shifts, 7-3, 830-430, 10-6)	1:8 (2 staff with Supervisor/Director to assist in AM) (2 shifts- 830-430, 9-5)

Rescheduling of group events and/or in-person meetings

- Limit the number of groups outside on the playground at one time so there are less people crossing paths.
- Each “pod” must stay together throughout the day and are not permitted to mix with other “pods” at the centre.
- Starting September 2020, the preschool group will be visiting Centennial Park each week on Tuesday and Thursday mornings. Nature Immersion will continue to happen on site in the Centre’s large backyard space on Monday/Wednesday/Friday.
- In-person meetings among staff at the centre are conducted virtually or with physical distance measures in place. All parent meetings can be scheduled by phone or virtually or if need be using physical distance measures at pick up if pre-arranged with the Educator first. Communication with parents is available throughout the day using Seesaw to share pictures of their child’s day and via text in some cases.

REFERENCE DOCUMENTS:

Niagara Region Public Health- signs and symptoms of COVID-19:

<https://www.niagararegion.ca/health/covid-19/symptoms.aspx>

Memorandum of Understanding (See below)

[PHO Coronavirus Disease 2019 \(COVID-19\) - How to Wash Your Hands](#)

[PHO Coronavirus Disease 2019 \(COVID-19\): Cleaning and Disinfection for Public Settings](#)

[OMH COVID-19 Symptoms 2020-05-25](#)

COVID-19. 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:

https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html?utm_campaign=gc-hc-sc-coronavirus2021-ao-2021-0005-10020125402&utm_medium=search&utm_source=google-ads-107800103024&utm_content=text-en-434525470206&utm_term=%2Bcoronavirus%20%2Bsymptoms

September 2020

Memorandum of Understanding

I, _____ (parent or guardian), have read, understood and agree to accept the additional responsibilities outlined above. I also understand and accept that although children will be encouraged to be mindful of physically distancing from other children and staff, maintaining physical distancing at all times is not guaranteed.

Signed: _____ Date: _____ Child:
