

## Policies and Procedures during COVID- Preschool (March 2021)

### 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).
- Sanitation will be documented on the sanitization chart, kept in classrooms and washrooms.

### Disinfecting Process:

- Put on personal protective equipment (PPE) (rubber or disposable gloves)
- Gather required materials
- 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 dirty or contaminated toys in a large plastic bin. Clean thoroughly to ensure that toys are cleaned and sanitized. The toys will be disinfected each day. When a child is observed mouthing a toy, this toy will be removed immediately and placed out of reach of children. These toys are placed in a bin to be disinfected, to avoid an outbreak. Toys will also be removed immediately if they come 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 below.

**Procedure:**

## Washable 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.

## Non-washable toys/ materials:

- A second bin is labelled with the appropriate date. 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.

**Responsibility of Childcare Staff**

- To ensure that all cleaning and responsibilities outlined in this document are being upheld.
- All child care staff, and students completing post-secondary placements are required to wear medical masks and eye protection (i.e., face shield or goggles) while inside a child care setting, including in hallways and staff rooms (unless eating – but time with masks off should be limited and physical distance should be maintained). \*\*Masks should be replaced when they become damp or visibly soiled.
- The use of medical masks and eye protection is for the safety of child care staff/providers and the children in their care. The use of a medical mask outdoors when a distance of 2 metres cannot be maintained. This is very important when working with young children who may not be wearing face coverings. Therefore, for the safety of everyone involved, we will not allow for any exemptions related to medical conditions.
- The use of masks is not required outdoors for adults or children if physical distancing of a least 2 metres can be maintained between individuals.

**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.

- The designated screener is responsible for maintaining attendance records.

### **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/ When to stay home**

If the child, staff or providers experiences even ONE symptom, they must stay home until a negative COVID-19 test result, they receive an alternative diagnosis by a health care professional, or it has been 10 days since their symptom onset and they are feeling better. If any household member are experiencing any new COVID-19 symptoms, the child, child care centre staff, provider or placement student must not attend child care.

- 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..
- Fever and / or chills - Temperature of 37.8 degrees Celsius / 100 degrees Fahrenheit or higher.
- Shortness of breath - Out of breath, unable to breathe deeply, not related to other known causes or conditions, such as asthma.
- Decrease of loss of sense of taste or smell- Not related to other known causes or conditions, such as allergies or neurological disorders.
- Cough or barking cough (croup).

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

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

If the symptomatic individual tests positive, or is not tested and does not receive an alternative diagnosis from a health care professional, the symptomatic individual must isolate (including from household members) for 10 days from symptom onset, and all household contacts must isolate until 14 days from their last contact with the symptomatic individual.

**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.

**Procedure:**

- 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, eye protection and disposable gown 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 6 days.
- Public health should be notified, and their advice should be followed.
- Where a child or staff 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. An online screening form must be completed daily before coming to school. If a parent/ guardian does not complete the online form, a paper screening form and temperature must be taken at drop off before the child enters the program.
- 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**

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

encourage physical distancing. At this time, we ask that parents/guardians do not enter the backyard unless absolutely necessary and only if a mask is worn.

### **Responsibility of the Screener**

#### Drop Off

The screener will record the time of drop off, and ensure that the child is well enough to attend for the day and check the box on the morning attendance. Any child care centre staff, visitor or student that has not completed the online screening will be required to do so prior to entry. Any child care centre staff, visitor or student that does not pass the on-site screening procedure will be asked to return home and self-isolate until they meet the criteria for return.

The child is then escorted inside the doors and then brought to the Educator inside the backyard space or indoors. 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 time of pick up. Most days end outside in our backyard. On inclement weather days, the parents can enter the backyard (wearing a mask), will come to the locked back door and ring the doorbell. The screener will collect the child's belongings, record the time of pick up 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)

### **Managing Suspected Cases**

- Children 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, masks/eye protection and gown will be worn, until that child 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 children 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 children 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.

### **Screening Visitors**

- Signs should be posted at entrances to the child care setting to remind staff, parents/caregivers, and visitors of screening requirements.
- In the event that an individual is not screened prior to arriving at the child care setting, active (in-person) screening should be available when necessary.
- If an individual is screened at the child care setting, screeners should take appropriate precautions when screening and escorting children to the program, including maintaining a distance of at least 2 metres from those being screened.

### **Attendance Records (Visitors)**

- All child care licensees are responsible for maintaining daily records of anyone entering the child care facility/home and the approximate length of their stay (such as cleaners, people doing maintenance work, people providing supports for children with special needs, those delivering food). Records are to be kept on the premises (centre).
- Records (e.g. date, name of the person, initials, reason for the visit, arrival and departure time and contact information. We have two clipboards, one for music school visitor sign in/out and a separate one for childcare visitors sign in/out.
- must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak. Records must be kept up-to-date and available to facilitate contact records can be made available to public health within 24 hours of a confirmed COVID-19 case or outbreak).

### **Serious Occurrence Reporting**

- Child care centre licensees have a duty to report 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 with a positive COVID-19 test result. 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.
- Effective November 9, 2020, child care licensees will only be required to report a serious occurrence for COVID-19 related matters for: Confirmed COVID-19 cases; or 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)).

- 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).

### **Encouraging Physical distancing:**

- 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).
- 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 for Preschool Program.

### **Mealtime & Drinking Water Procedures**

- There is a “no food sharing” policy in place during this time.
- Children 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**

- Children entering the program will wash hands using soap and warm water or use hand sanitizer when hand washing is not possible before entering the program and touching materials.
- 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.
- If a Parent/ Guardian must enter the building; the individual must be screened for symptoms of COVID-19, wear a mask, sign in and out and provide contact number for contact tracing purposes.
- Daily screening of everyone before entering the premises and keeping attendance records for contact tracing
- Staff is practicing the proper use of masks and eye protection, proper hand hygiene and physical distancing
- 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 children 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.

**Shift schedule: (when applicable)**

- At this time as a licensed childcare centre with director approval for a Preschool Group (mixed age grouping) we are limited to 16 children and our program will be offered each day from 8:30am-430pm. We will have two staff scheduled 830am-430pm/ 8-4pm. The Director of Preschool Programs or designated staff will be the screener and other 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. All program staff is required to complete the online daily screening and sign in/out each day (for tracing purposes). Before the start of the day, staff are required to answer “no” to all questions and check that they are well.

**Licensed Child Care Centre**

**Regular hours 8:30-4:30**

**(Before Care 7:30-8:30 and after care 4:30-5:30 is available for a fee, please inquire)**

|   |  |   |
|---|--|---|
| <b><u>Stage 2 of Licensing- Starting March 22, 2021</u></b> | <b><u>Toddler Room (18 months- 2.5 years)</u></b>              | <b><u>Preschool Room (2.5 years- 4 years)</u></b>   |
| <b><u>Maximum Occupancy-</u></b>                            | <b><u>15</u></b>   | <b><u>16</u></b>  |
| <b><u>Staffing requirements/ ratios</u></b>                 | <b><u>1:5 (3 staff)<br/>(3 shifts, 7-3, 830-430, 10-6)</u></b> | <b><u>1:8 (2 staff with Supervisor/Director to assist in AM)<br/>(2 shifts- 830-430, 9-5)</u></b> |

**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](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)

January 2021

## **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:

\_\_\_\_\_