

February 20, 2021

# **COVID-19: West Oakville Preschool Centre**

## **Policies and Procedures**

### **to reduce the spread of COVID-19**

#### **Before Re-Opening**

**WOPC has developed and updated the following administrative and infection prevention/ control (IPAC) policies and procedures to reduce the spread of COVID-19.**

- We have developed and/or update administrative and IPAC policies and procedures to include mitigation measures to help reduce the spread of COVID-19. COVID-19-related policies and procedures:

#### **Staff Training**

- All WOPC staff must be aware of the signs and symptoms associated with COVID-19. Some people may experience mild or no physical symptoms. Symptoms can take up to 14 days after exposure to COVID-19 to appear, and include:
  - Fever
  - Cough
  - Difficulty breathing
  - Sore throat
  - Runny nose
  - Loss of taste or smell
  - Nausea, vomiting, diarrhea
  - Difficulty swallowing
  - If you are having difficulty breathing, call 911.
  - Disease symptoms may be different, depending on age. Children and older adults with COVID-19, may also have non-specific symptoms PDF, such as:
    - disorientation, confusion
    - sleeping more than usual or muscle aches

#### **Prepare Physical Space**

- WOPC's designate screening area will be at the back door entrance to the building. Parents will wait by door to be screened and children will be taken

inside by screening after successful screening.

- The area will be clearly identifiable as the screening station.
  - Families and staff will answer screening questions on a Google form, prior to coming to the centre to be screened by staff.
  - Posted signs will be in a visible location clearly explaining the screening process and the rules and conditions for entry.
  - If a family is traveling by bus, the area will allow for a minimum of two metres/six feet distance between staff conducting in-person screening and the individual being screened.
  - Use of visual markers/cues will be used, spaced two metres/six feet apart (e.g. tape on pavement, pylons, signs) to assist children and parents/guardians to maintain a two-metre distance from each other if waiting to be screened.
- In the childcare centre, we have increase space between seating and play areas so that children and staff can main two metres/six feet apart:
    - Remove extra chairs, tables, and furniture to increase space in the area to allow children to spread out.
    - We have placed tape, signs or other visual markers on floors, tables, seats, and other play areas to help both childcare staff and children visually maintain physical distancing.

## During Active Operation

### **Conduct daily screening and temperature checks of all individuals prior to entry/drop-off**

- We will remind staff and parents/guardians of children attending the childcare centre that they **MUST NOT ATTEND** the childcare program when they are ill, and that they should report any symptoms to the Executive Director of WOPC 905-845-0524 or in HiMama app.
- We will be actively screening and checking the temperature of children, childcare staff, and any other individuals **prior to entry/arrival** to the childcare centre. Temperature must be lower than 37.8C
- WOPC will be following he COVID-19 Screening tool for Children in School and Childcare set out by the Ministry of Health Ontario.
- Screen all parents/guardians, their children, childcare staff, and site visitors prior to entry asking about the following:
  1. Does your child have any of the following new or worsening symptoms? Symptoms should not be chronic or related to the other known causes or conditions.
- Fever or chills (temp of 37.8/100.00F or greater)
- Cough

- shortness of breath
- Decrease or loss of smell or taste
  - 2. Does your child have any of the following new or worsening symptoms? Symptoms should not be chronic or related to other known causes or conditions
- sore throat, difficulty swallowing,
- chills, headaches,
- unexplained fatigue/malaise/muscle aches,
- nausea/vomiting, diarrhea,
- runny nose/nasal congestion without other known cause?
  
- 3. Have you/the child traveled outside of Canada, including the United States, within the last 14 days
- 4. Have you/the child had close contact with a confirmed or probable COVID-19 case?
- 5. Have you/the child been directed by a health care provider including public health official to isolate?
  
- If you answered “YES” to any one of the symptoms included under question 1 or 2:
  - Contact the school/child care to let them know about this result.
  - They should isolate (stay home) and not leave except to get tested for COVID-19 or for a medical emergency.
  - Talk with a doctor/health care provider to get advice or an assessment, including if they need a COVID-19 test.
  - Household members without symptoms may NOT go to school/child care/work. Check your local public health unit’s website or call to see if they have different rules based on local risk
- After 10 days if their symptom is improving, they can return to school/child care when they feel well enough to go. They do not need to get tested. Please note that a return to care form needs to be completed. • Household members without symptoms may go to school/child care/work at that point. Check your local public health unit’s website or call to see if they have different rules based on local risk.
- If you answered “YES” to two or more of the symptoms included under question 2:
  - Contact the school/child care to let them know about this result.
  - They should isolate (stay home) and not leave except to get tested or for a medical emergency.
  - Talk with a doctor/health care provider to get advice or an assessment, including if they need a COVID-19 test.
  - Household members without symptoms may NOT go to school/child care/work. Check your local public health unit’s website or call to see if they have different rules based on local risk.
- If you answered “YES” to question 3, 4 or 5:
  - Contact the school/child care to let them know about this result.

- They should isolate (stay home) for 14 days and not leave except to get tested or for a medical emergency.
- Talk with a doctor/health care provider to get advice or an assessment, including if they need a COVID-19 test

### **Enhance attendance reporting practices for children, childcare staff and all other individuals entering the childcare centre**

- Maintain daily attendance records of all individuals entering the childcare centre. This includes, but is not limited to, maintenance workers, cleaning/environmental staff, and government agency employees (e.g. public health inspectors, fire inspectors).
- Records should include the following information: name, company, contact information, date, time of arrival/departure, reason for visit, rooms/areas visited, screening and temperature check results.
- Records will be updated when a child or childcare staff is absent.
- WOPC will follow-up with all individuals to determine the reason for any unplanned absences, and determine if the absence is due to illness to note any symptoms (e.g. fever, sore throat, cough). This information will be recorded and kept on file.
- We will encourage parents/guardians of ill children and ill or unwell WOPC staff to seek a doctor's opinion on whether a COVID-19 test is necessary. Non-essential visitors must not be permitted to enter the childcare centre.
- Monitor attendance records for patterns or trends (e.g. children and childcare staff in the same group or cohort absent at the same time or over the course of a few days).
- Attendance records will always be available on-site.
- Record screening results daily.
  - The WOPC Screener will ask the following questions: screening tool questions as outlined by the ministry of education, through a google form link sent to parents daily.
  - WOPC will keep all screening records available onsite, digitally.
  - Hand and sanitizer (70-90% alcohol concentration) will be available at the screening station for individuals who have answered NO to all questions for use prior to entry.
- Individuals who answer YES to any of the questions MUST NOT BE PERMITTED to enter the childcare centre.
- A WOPC staff person called a Runner will escort children into the childcare center after screening. Parents must not go past the screening area or enter the childcare centre unless there is a specific need to do so and passes the screening process.
- At the end of the day, parents will arrive in their vehicle outside the playground entrance and proceed to the back door entrance. They will line up on the green Xs and wait their turn to collect their child. They will be expected to call the centre at 905-845-0524 to alert the runner that they have arrived. The runner will collect your child from the classroom and bring them to you. If your child is on playground, you are welcome to ask the staff to release your child to you directly.

Please maintaining a physical distance of 2ms. Masks are recommended for parents to wear at pick up and drop off. If the children are not outside, parents must call the centre to have their child brought down to them at the back door entrance. We will encourage staff to indicate all pertinent information to the parents in HiMama app to reduce the direct contact needed at the end of the day.

### **Assign childcare staff and children into designated cohorts**

- Maximum group sizes have been permitted to remain at the CCYEA mandated group size for each classroom. Infant 3 staff:9 children, 2 classes Teddies 2:10 children and Koalas 3:15 children, Preschool 2 classes Pandas 2:16 and Bear Club 2:16. Childcare staff and children will be in their classrooms, and will be asked to keep to those rooms to cut down on cross contamination.
- Programming must be planned in a manner that prevents groups from mixing throughout the day and over the course of the childcare program/session.
- Stagger/alternate scheduling including:
  - use of our outdoor playgrounds and play spaces (dedicated to WOPC) by different cohorts.
- Staffing will be sufficient to have multiple staff assigned to one room consistently over the course of the day, and not need to move to other rooms.
- WOPC childcare staff are not permitted to work at different centres.
- Childcare staff will not be covering off for colleagues assigned to different cohorts or working in different rooms/areas during lunches or breaks.
  - If a childcare staff must cover off for a colleague in a different cohort/room (e.g. emergency situation only) they must do so in a manner that maintains physical distancing as best as possible, and they should use a non-medical face masks and shield and gown.

### **Practice physical distancing**

- WOPC staff will practice physical distancing as best as possible to maintain a two metre/six feet distance between staff and children.
- Physical distancing will not compromise supervision or a child's safety.
- We will encourage children to greet each other using non-physical gestures (e.g. wave or nod or a verbal "Hello") and to avoid close greetings (e.g. hugs, handshakes).
- We will regularly remind children to keep "hands to yourself".
- We will reinforce no sharing policies and procedures. This includes the current practice of not sharing food, water bottles or other personal items.
- We are limiting the number and types of personal items that can be brought into the childcare setting and provide individual cubbies or bins for each child's belongings. These items will need to stay at the centre for the duration of the pandemic. They will not be sent home nightly or weekly. Please place them in a backpack that can be wiped down upon arrival at the centre. If child

wears diapers. Please provide a sealed bag with sufficient for 2 weeks supply or more. If child is toilet training, please provide sufficient clothing. If clothing is lightly soiled, we will wash, otherwise it will be sent home in a tied plastic bag with the child's name on it.

- Personal items must be clearly labelled with the child's name to prevent accidental sharing.
- Plan activities that encourage individual play and increase space between children.
- All activities for the children will be planned for individual play. If children are playing with a similar toy, there will be baskets with enough for each child while social distancing them, so no sharing of toys occurs.
- We have been advised to avoid activities involving singing, shouting, or speaking loudly indoors.
- We will be increasing the distance between cots/resting mats and cribs. Where space is limited, we are placing children head-to-toe or toe-to-toe.

### **Practice hand hygiene and respiratory etiquette**

- Cleaning of hands thoroughly with soap and water or use hand sanitizer (70-90% alcohol concentration) provided hands are not visibly soiled.
- Avoid touching your face, nose, and mouth with unwashed hands.
- Cover your cough or sneeze with your elbow or a tissue. Immediately throw the tissue in the garbage and wash your hands.
- Provide additional hand sanitizer (70-90% alcohol concentration) stations (e.g. wall mounted hand sanitizer dispensers) in supervised areas where children cannot access it independently.
- Childcare staff must ensure that proper hand hygiene is practiced often and when necessary (e.g. before and after eating, after using the bathroom, after covering a cough or sneeze). This includes supervising and/or assisting children with hand hygiene.
- WOPC staff will monitor hand hygiene supplies to ensure adequate amounts of liquid soap, paper towel, hand sanitizer, tissues, and waste receptacles are lined with plastic bags.

### **Modify food safety practices for snacks meals/lunch time**

- WOPC is modifying practices to ensure that there is no self-serving or sharing of food at mealtimes.
- Meals must be served in individual portions to the children.
- Utensils will be used to serve food.
- We will not provide shared utensils or items (e.g. serving spoons, condiments).
- Children will not be allowed to prepare nor provide food that will be shared with others.
- There will be **no outside food coming into the centre provided by the family**. (except where required and special precautions for handling and

- serving the food are put into place, e.g., expressed breast milk).
- WOPC will ensure proper hand hygiene is practiced when staff are preparing food, and for all individuals before and after eating.

### **Implement enhanced environmental cleaning and disinfecting practices**

- Review Public Health Ontario's [Cleaning and Disinfection for Public Settings fact sheet](#).
- Refer to [Health Canada's lists of hard surface disinfectants for use against coronavirus \(COVID-19\)](#) for information on disinfectants:
  - Disinfectants have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.
  - It is checked regularly for the expiry dates of products and always follow the manufacturer's instructions.
- Chlorine bleach solutions will be used for disinfection if appropriate for the surface.
- Preparation of chlorine bleach solutions according to the instructions on the label or in a ratio of:
  - 1 teaspoon (5 mL) bleach per cup (250 mL) of water, or
  - 4 teaspoons (20 mL) bleach per litre (1000 mL) of water.
  - Ensure a minimum of two minutes contact time and allow to air dry.
  - Fresh bleach solutions are prepared daily.
  - In case of an outbreak of cold/etc. the bleach solution is increased to 1:10 ratio.
- We will re-educate staff on how to use cleaning agents and disinfectants:
  - Required disinfectant contact times (i.e. amount of time that the product will need to remain wet on a surface to achieve disinfection).
- Safety precautions and required personal protective equipment (PPE).
- Directions for where and how to securely store cleaning and disinfectant supplies.
  - Designated staff are assigned to conduct environmental cleaning and disinfecting throughout the day.
  - They will clean and disinfect all high touch surfaces and objects (e.g. doorknobs, light switches, toilet handles, sink faucets and tabletops) at least twice a day or when visibly dirty.
  - Staff will clean and disinfect individual items in each room after each play session.
  - Cots and cribs will be cleaned and disinfected after each use.
  - Maintain logs to track cleaning and disinfecting activities for each room/area, individual/play items and sleeping equipment such as cots and cribs.

### **Requirements for the use of toys, equipment, and other materials**

- Provide toys and equipment that are made of materials that can be cleaned and disinfected easily.
- Plush toys have been removed. Carpets have been removed.
- Large play structures will only be used by one cohort at a time (e.g. indoor play

structures, playhouses, climbers) and will be cleaned and disinfected between cohort groups.

- We will be using a water hose with disinfectant sprayer to disinfect equipment and play structures.
- Mouthed toys will be separated, cleaned, and disinfected immediately after the child has finished using it.
- The cleaning and disinfect of toys will be done in our industrial dishwasher only when it is not being used for any other purposes (i.e. washing dishes, food preparation). The rinse cycle must reach a minimum of 82 degrees Celsius. Otherwise a two-compartment sink method will be used. Toys will be washed, rinsed prior to disinfection. Using two sinks is acceptable if washing and rinsing are done in the first sink.
- We will ensure required disinfectant contact times are achieved or alternatively allow toys to air dry.
- Dry toys will be stored in a designated area that is separate from bathrooms, change tables and protected from sources of contamination.
- We will suspend group sensory play activities. Only when we can offer sufficient quantity of individual sensory materials to be kept in a sealable container labelled for each child will they be used.
- We will be providing individualized pouches with art materials and supplies for each child. Each pouch will be labelled with the child's name and will be wiped down daily. Labelling these pouches will prevent sharing.

### **Use personal protective equipment**

- WOPC will be providing personal protective equipment (PPE) for use by staff when necessary.
- WOPC will always maintain a two weeks supply of PPEs.
- Gowns will be provided for staff to wear to protect clothing, this is optional for staff to wear.
- Staff must wear a mask at all times inside and outside the building, when they cannot maintain a physical distance from the children. All staff must wear eye protection at all times in the centre when unable to maintain a 6ft distance from the children (e.g. face shield or goggles).
- Gloves must be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment, or environmental surfaces.
- Use blankets over clothing if holding or carrying infants or toddlers. Change the cloth after each child.

## **Isolate children and childcare staff that become ill while attending the childcare centre**

- WOPC staff and children with symptoms of COVID-19 attend an assessment centre for testing as soon as possible, and to self-isolate at home until their result is available. Staff/Parent are expected to inform the centre Executive Director of the results.
- If a child becomes ill with symptoms while in care, immediately separate them from the rest of their group in a designated room (childcare office) while the staff supervises the child until they are picked-up.
- Notify parents/guardians or emergency contacts to pick up the ill child as soon as possible.
- The designated room has a handwashing sink and hand sanitizer (70-90% alcohol concentration) available. All windows will be opened to allow for air flow.
- We will provide tissues to the ill child to help support respiratory etiquette.
- Children older than two years should wear a mask (if tolerated) and they are able to use it properly (e.g. donning and doffing carefully, avoiding touching while on).
- WOPC staff supervising the ill child should maintain physical distancing as best as possible and wear personal protective equipment including medical mask. All masks/ gloves will be properly disposed in a closed lined garbage in. Gowns and face shields. masks will be washed accordingly.
- The isolation area will be clean and disinfect immediately after the child with symptoms has been sent home.

The WOPC staff and children who were exposed to an individual who **became ill with symptoms** (i.e. suspected COVID-19 case) must continue to be grouped together (i.e. cohorted) and monitored for signs and symptoms of illness:

- WOPC Executive Director will inform parents/guardians of children who were exposed to the ill child and advise that they should monitor their child for symptoms.
- WOPC staff will not work in other childcare settings. They must also be advised to avoid being in contact with vulnerable person or settings where there are vulnerable persons.
- WOPC staff and children exposed to a **confirmed case of COVID-19** must be excluded from the childcare setting for 14 days:
  - These individuals must self-isolate at home and monitor for symptoms for the next 14 days.
- Individuals who have been exposed to a confirmed case of COVID-19 should get tested as soon as any symptoms develop.
- If asymptomatic, individuals who have been exposed are also encouraged to get tested any time within 14 days of the potential exposure. They will need to continue to self-isolate for 14 days even if the test is negative.

- WOPC staff and children who are being managed by Halton Region Public Health Department (HRPH) (e.g. confirmed or probable cases of COVID-19, close contacts of cases) must follow HRPH instructions to determine when to return to WOPC
  - Staff must also report to their Executive Director prior to return to work when applicable.
  - Clearance tests are not required for staff or children to return to the childcare centre as long as the 14 days after the end of symptoms has been followed.

### **Report cases and outbreaks to Halton Region Public Health and Ministry of Education**

- WOPC must immediately report the following to HRPH contacting the surveillance unit during work hours (8:30am to 4:30pm, Monday to Friday) or **3-1-1** after hours:  
Clusters of suspected cases (e.g. two or more children or staff with COVID-19 symptoms within a 48 hour period).  
Cases of COVID- among staff or child attendees that are laboratory-confirmed or probable (symptoms occurring among a staff or child who has been exposed to a person with confirmed COVID-19).  
Any confirmed case of COVID-19 must be reported immediately to the Ministry of Education as a Serious Occurrence.

### **Modify and increase communication with families/guardians and other stakeholders**

- WOPC will communicate with parents through HiMama to provide program information and protocols on health and safety measures (e.g. screening practices, physical distancing, staying home if you're sick). Other communication platforms will be our websites, email, telephone and text.
- We have rescheduled or cancelled all pre-planned group events and in-person meetings, till further notice. We will use the telephone or Zoom video conferencing when possible for meetings between childcare staff and with parents/guardians and third party stakeholders.
- Signs will be posted at all entrances instructing participants and their families not to enter if they are sick.
- We have communicated with St. Volodymyr Cultural Centre and we have a totally separate entrance at the back of the building so there will be no cross-contamination. WOPC will be assuming cleaning and disinfecting of this entrances, staircase, and elevator as well as the regular childcare centre for the duration of the pandemic.

### **Worker Health and Safety**

- WOPC will provide written measures and procedures for staff safety, including for IPAC.
- Ontario has general information on [COVID-19 and workplace health and safety](#) on employers' responsibilities and how to protect workers at work.

## **FOR MORE INFORMATION**

- Ontario Ministry of Health COVID-19 Guidance: Emergency Childcare Centres Version 2-May 8 2020. Retrieved from [http://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_child\\_care\\_guidance.pdf](http://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_child_care_guidance.pdf)
- Ontario Ministry of Education (2020). Operational Guidance during COVID-19 Outbreak: Childcare Re-opening. Retrieved from <http://www.edu.gov.on.ca/childcare/child-care-re-opening-operational-guidance.pdf>











