



***Goderich Municipal Childcare Centre***

**Revised Policies and Procedures**

**ADDITION**

**COVID -19 Outbreak**

**Revised September 2021**



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Date of Policy	Background	Operational Guidance During COVID-19 Outbreak-Childcare Re-Opening guidelines
September 2021	Original Version Revision	Child Care & Early Years Act, 2014 (CCEYA) Operational Guidelines Version 2-8

These policies and procedures will be reviewed and signed off on by all employees:

- prior to commencing employment or accepting children into the childcare centre/site, and
- at any time where a change is made
- yearly
- in addition to existing policies and procedures

Written in compliance with the Huron Perth Public Health Unit and Operational Guidance During COVID-19 Outbreak- Childcare Re-Opening guidelines released by the Ministry of Education. Including revisions from Versions 2-8.

Upon completion these policies and procedures will be available to parents on the Town Of Goderich website.



Date of Policy	Additional Staff Training	Operational Guidance During COVID-19 Outbreak-Childcare Re-Opening guidelines
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- All employees working in the childcare centre will review and be familiar with the County of Huron Emergency Child Care Manual before commencing work at the centre.
- Additional training and support outlined by Huron Perth Public Health include:
  - Familiarity with current respiratory and gastrointestinal outbreak measures
  - Knowledge on routine infection control practices including when/how to properly wash hands, good adherence to enhanced cleaning schedules, respiratory etiquette, staying home if sick, etc.
  - HPPH outbreak measures in childcare providers and daycares
- Employees are encouraged to continue to stay informed of most current information on COVID- 19. [www.hpph.ca](http://www.hpph.ca)
- Understand the COVID-19 Immunization Disclosure Policy and contents therein
- Staff are familiar with “Building on How Does Learning Happen?” Document
- Read and reviewed Parent Handbook COVID-19 Revised Edition
- Familiar with the proper steps for donning and removal of PPE.

All staff will receive training regarding the above and any time support will be provided by supervisory staff when required or requested. Updated training will be provided on current health and safety measures as outlined in this document.



Date of Policy	Group sizes and Social Distancing	Operational Guidance During COVID-19 Outbreak- Childcare Re-Opening guidelines
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- As per the Operational Guidance During COVID-19 Outbreak settings are permitted to operate using maximum group sizes as set out under the CCEYA.
- The ratios set have not changed.
- All groups shall refrain from mixing with other groups within the centre, and children shall be assigned to a specific group where possible.
- Employees will encourage more physical space between children by:
  - Spreading children out into different rooms/areas.
  - Staggering, or alternating, lunchtime and outdoor playtime; and,
  - Incorporating more individual activities or activities encouraging more space between children.
  - Increase the distance between cots during sleep time.  
Children shall be placed head to toe to encourage physically distancing.
  - use of visual cues to promote physical distancing.
- Work collaboratively with other groups schedules to spend as much time outside as possible.
- Group events and in person meetings will be cancelled or happen virtually when possible.



Date of Policy	Additional Health and safety including Masks	Operational Guidance During COVID-19 Outbreak- Childcare Re-Opening guidelines
September 2021	Original Version Revision	Child Care & Early Years Act, 2014 (CCEYA) Operational Guidelines Version 2-8

- The centre will employ additional health and safety protocols, to maintain a safe and healthy environment for all staff, children, and families responding to provincial and municipal pandemic response plans.
- Precautions will include daily screening of employees, children and any other person engaging in the business prior to entering the centre including increased cleaning; and wearing PPE.  
Including pre-screening via <https://covid-19.ontario.ca/school-screening/>
- Use of Personal Protective Equipment (PPE) will be consistent with everyday best practices and will include all adults in a childcare centre. wearing a medical mask and eye protection, including hallways. Reasonable exceptions to the requirement of wearing masks include,
  - Physical Distancing of at least 2 meters can be maintained.
  - Outdoors- eye protection must be worn
  - A staff member has a medical condition that is supported by a doctor's note that includes the reason the mask cannot be worn. In the situation of a presented doctors note, the staff member would be required to wear a full shield. Approval of this exception would be approved by administration.
  - Children over the age of 2 are encouraged to wear a non-medical mask, or face covering while inside the centre, including the hallways.

Additional PPE may be recommended if a child exhibits symptom of COVID-19 within the centre.

Employees must avoid getting close to faces of all children, where possible.

Information for proper application of PPE is included at the back of these policies.



Date of Policy	Screening Outlines	Operational Guidance During COVID-19 Outbreak-Childcare Re-Opening guidelines
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All individuals entering the childcare premises must self-screen every day before attending the program using the provincial screening tool or a screening tool designated by the local public health unit. The province will continue to provide a COVID-19 screening tool for use by schools and childcare and may update this frequently throughout the year. All individuals must follow the monitoring and isolation advice outlined in the screening tool.

Childcare centre staff, providers, placement students, and children with any new or worsening symptom of COVID-19, as indicated in COVID-19 School and Child Care Screening Tool, even those with only one symptom, must stay home until:

- They receive 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.

In addition, if any household members are experiencing any new COVID-19 symptoms and/or are waiting for COVID-19 test results after experiencing symptoms, the child, childcare centre staff, provider or placement student must not attend childcare.

- Every employee, child and any persons engaging in the business will be screened **daily** prior to being admitted into the childcare centre. Screening should take place at home before arriving as well as much as possible.
- Online screening tool can be found at <https://covid-19.ontario.ca/school-screening/>
- Entry will be denied to any person including children or staff members whom, do not pass the school screening tool.
- These questions may change as the COVID outbreak evolves and will be changed as directed on the screening questions.

Screening will include exterior signage at the centre and on exterior doors, followed by active screening questions to the child and parents/caregivers outlined by Huron Perth Public Health.

This will be completed at a minimum of 2 meters.

Visitors to the centre will now be permitted, after hours or by appointment only, students during placements will be accepted and will be required to follow the same screening and precautions as staff.

- To maintain easy access to daily attendance, we will maintain the screening checklist with recorded outcomes. These records shall remain at the centre.



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- Parents/guardians will not be permitted beyond the entry point, at pick up and drop off unless previously arranged with administrative staff., they will instead be offered virtual tours and pictures.

Everyone **must** be screened prior to entering the childcare site.

Any person who answers yes to any of the screening criteria will be denied entry.

### Screening Areas:

- Screening station will be located at the front entrance, visually blocking entrance into the centre (when possible)
- Staff and Children shall enter and exit the building through the main entrance only.
- Maintaining a minimum of two (2) meters distance between employees conducting screening and the person being screened
- Visual guides are provided to assist with physical distancing (e.g., pylons) if a line-up forms while parents and their children are waiting to be screened prior to entering the childcare centre.
- Families will approach the door one at a time, while waiting families remain in their vehicles until it is their turn.
- Parents and Guardians are encouraged to wear masks in the screening area.
- Employee(s) will be trained on conducting the screening tool.
- Signage identifying the screening process outside is clearly displayed, inside the childcare centre doors.
- Hand sanitizer is available at the screening table and in the entrance into the building.
- Huron Perth Public Health resources are available for anyone who does not pass screening.
- Screening questions will be provided to families over the phone upon first inquiry into childcare, along with current best practices and recommendations by Huron Perth Public Health and the Ontario Ministry of Health
- All individuals will be required to monitor themselves, and self-screen prior to arrival at the childcare centre, to ensure they are not exhibiting COVID-19 symptoms.
- Staff will greet everyone into the childcare centre with a friendly, calm manner.
- Request that only ONE parent/guardian enters the screening area with the child, and request that they both use hand sanitizer.
- Individuals not passing the screening are not permitted to attend and must stay home.



Date of Policy	Screening Questions	Operational Guidance During COVID-19 Outbreak-Childcare Re-Opening guidelines
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These are current screening questions that were provided, these questions may change as the COVID outbreak evolves and will be changed as directed.

**Screening Questions:**

**Do any of the following apply to you?**

- **I am fully vaccinated** against COVID-19 (it has been 14 days or more since your final dose of either a two-dose or a one-dose vaccine series)
- **I have tested positive for COVID-19** in the last 90 days (and since been cleared)

**Do any of the following apply to you?**

- In the last 14 days, I travelled outside of Canada and was told to quarantine
- In the last 14 days, I travelled outside of Canada and was told to not attend school/child care
- **Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?**
- This can be because of an outbreak or contact tracing

**In the last 10 days, have you been identified as a “close contact” of someone who currently has COVID-19?**

If public health has advised you that you do not need to self-isolate, select “No.”

**In the last 10 days, have you received a COVID Alert exposure notification on your cell phone?**



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Are you currently experiencing any of these symptoms?

Choose any/all that are new, worsening, and not related to other known causes or conditions you already have.

Anyone who is sick or has any symptoms of illness, including those not listed below, should stay home and seek assessment from their health care provider if needed.

- 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 asthma, post-infectious reactive airways, or other known causes or conditions you already have)
- Shortness of breath Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)
- Decrease or loss of taste or smell Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have
- Nausea, vomiting, and/or diarrhea Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions you already have
- None of the above

**Is anyone you live with currently experiencing any new COVID-19 symptoms (listed below) and/or waiting for test results after experiencing symptoms?**

**Children (17 years old or younger):** fever and/or chills, cough or barking cough, shortness of breath, decrease or loss of taste or smell, nausea, vomiting and/or diarrhea

**Adults (18 years old or older):** fever and/or chills, cough or barking cough, shortness of breath, decrease or loss of taste or smell, tiredness, muscle aches

If the person got a COVID-19 vaccine in the last 48 hours and is experiencing mild fatigue, muscle aches, and/or joint pain that only began after vaccination.

**In the last 10 days, have you tested positive on a rapid antigen test or home-based self-testing kit?**



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If the individual answers **NO** to all questions, they have passed the screening and can enter the building:

*“Thank you for your patience. Your child has been cleared to enter the centre. A staff member will drop your child in \_\_\_\_\_ room.”*

If the individual answers YES to any of the screening questions, or they refuse to answer, then they have immediately failed the screening and cannot enter the building:

*“Thank you for your patience. Unfortunately, based on these answers I am not able to let you enter the childcare centre.*

*Please review the [self-assessment tool](#) on the Ministry of Health website or on the Huron Perth Public Health Website [www.hpph.ca/coronavirus](http://www.hpph.ca/coronavirus) to determine if further care is required.”*

Childcare staff, providers, placement students, and children with any new or worsening symptom of COVID-19, as indicated in the COVID-19 School and Child Care Screening Tool, even those with only one symptom, must stay home until:

- They receive 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

At this time if an individual does not pass screening, this does not have to be reported to the Health Unit.

We will provide clients with information on where to locate resources.

These are the initial screening responses that were provided, these questions may change as the COVID outbreak evolves and will be changed as directed on the screening questions.



Date of Policy	Cleaning/Disinfecting	Operational Guidance During COVID-19 Outbreak- Childcare Re-Opening guidelines
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Classrooms shall keep a cleaning and disinfecting log to track and demonstrate cleaning schedules.

The site will be thoroughly cleaned prior to opening and throughout the day.

• Ensuring that all current infection prevention and control practices are adhered to, this includes but is not limited to:

o Ensuring all toys used at the centre are made of material that can be cleaned and disinfected (e.g., avoid plush toys).

o It is recommended that books, puzzles, cardboard/boxboard, etc. that are absorbent and cannot be easily cleaned and disinfected are limited or removed.

o Increasing the frequency of cleaning and disinfecting objects, toys and frequently touched surfaces.

o Sensory materials maybe used is if designated for each child and not shared with others, for example, playdough bagged with child’s name. When group sensory activities are offered, ensuring that children participating are washing hands before and after participating.

o Linens must be laundered daily.

o Children must not share soother, bottles, sippy cups, facecloths, etc. Label these items with the child’s name to discourage accidental sharing.

o Frequently touched surfaces are most likely to become contaminated, including doorknobs, light switches, toilet handles, and tabletops, and must be disinfected at least twice a day.

o Performing proper hand hygiene (including assisting children with hand hygiene); and,

o Additional hand hygiene opportunities are initiated into the daily schedule.



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Classrooms shall keep a cleaning and disinfecting log to track and demonstrate cleaning schedules.

All products, including cleaning agents and disinfectants, must:

- be out of reach of children,
- be labelled, and
- have Safety Data Sheets (SDS) up to date (within three years), which are stored in the WHMIS binder.

Products must not be expired, and products must have a DIN approved by Health Canada.

**Cleaning**

1. Use detergent and warm water to clean visibly soiled surfaces.
2. Rinse the surface with clean water (warm to tepid temperature preferred), to ensure detergent film has been removed.
3. Let the surface dry.

**Disinfecting**

The AHP disinfecting product used in our childcare centre is bleach. Solution and Read-To-Use (RTU) Spray or Wipes. All are considered high level disinfectants which are defined as the complete elimination of all microorganisms in or on a surface. All spray solutions **must** be tested using the test strips, prior to use.

- For general environmental disinfection of high touch surfaces, large toys, and equipment that cannot be immersed in disinfectant solution will be sprayed.



Date of Policy	Daily Cleaning	Operational Guidance During COVID-19 Outbreak-Childcare Re-Opening guidelines
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Clean and Disinfect Upon ENTRY to Child Care:

- For Staff:
  - o Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers, etc.
- For Children:
  - o Any hard surfaces such as water bottles, containers etc.

Cleaning and Disinfecting Frequencies for Other Surfaces and Items:

Cleaning and disinfecting routines **must** be increased as the risk of environmental contamination is higher:

- *Tables and countertops*: used for food preparation and food service must be cleaned and disinfected before and after each use.
- *Spills* must be cleaned and disinfected immediately.
- *Hand wash sinks*: staff and children’s washroom areas must be cleaned and disinfected at least two times per day and as often as necessary (e.g. when visibly dirty or contaminated with bodily fluids).
- *Floors*: cleaning and disinfecting must be performed as required (i.e. when spills occur) as well as throughout the day when available (e.g. during outdoor play).
- *Outdoor play toys excluding equipment*: must be disinfected before each use, and as required (e.g. when visibly dirty). Any outdoor play toys that are used must be easy to clean and disinfect.
- *High-touch surfaces*: any surfaces that have frequent contact with hands (e.g. light switches, shelving, containers, hand rails, doorknobs, sinks, toilets, etc.). These surfaces should be cleaned, at least twice per day and as often as necessary (e.g. when visibly dirty or contaminated with bodily fluids).
- *Other shared items*: shared items (e.g. phones, iPads, iPods, attendance binders, pens, etc.) must be disinfected between users.



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**Clean and Disinfect Daily:**

- Low-touch surfaces (any surfaces at your location that have minimal contact with hands) must be cleaned and disinfected daily (e.g. window ledges, doors, sides of furnishings, etc.)
- Carpets are to be vacuumed daily when rooms are available e.g. during outdoor play
  - General Areas (staff room/offices/laundry, etc.)

**Cleaning and Disinfecting Washrooms:**

- Hand wash sinks: staff and children’s washroom areas must be cleaned and disinfected at least two times per day and as often as necessary (e.g. when visibly dirty or contaminated with body fluids)

**Cleaning and Disinfecting Cots, Mats and Cribs:**

- Cots/mats/cribs must be labelled and assigned/designated to a single child per use
- Cots/mats/cribs must be cleaned and disinfected before being assigned to a child
- High touch surfaces on cots/mats/cribs must be disinfected at least twice per day, and as often as necessary
- Cots/mats must be stored in a way that there is no contact with the sleeping surface of another cot/mat.
- Bedding must be laundered daily, and when soiled or wet

**Additional Infection Prevention and Control Practices for Hygiene Items:**

- Pacifiers must be individually labeled and stored separately (not touching each other); they must not be shared among children. The pacifier must be washed in soap and water upon arrival at the centre.
- For creams and lotions during diapering, never put hands directly into lotion or cream bottles; use a tissue or single-use gloves. Upon arrival to the centre, wipe the cream/lotion container with a disinfecting wipe.



Date of Policy	Spills	Operational Guidance During COVID-19 Outbreak-Childcare Re-Opening guidelines
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- Blood/Bodily Fluid Spills:

- o Using the steps below, the surface must be cleaned first and then disinfected:

1. Isolate the area around the spill so that no other objects or humans can be contaminated.
2. Gather all supplies, perform hand hygiene, then put on single use, nitrile gloves
3. Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter), and dispose of in separate garbage bag
4. Clean the spill area with detergent, warm water and single use, towels
5. Rinse to remove detergent residue with clean water and single-use towel
6. Discard use paper towels and gloves immediately in a tied plastic bag
7. Spray **Bleach solutions** in and around the spill area and allow the appropriate **five (5) minute** disinfecting contact time
8. Remove gloves as directed and discard them immediately.
9. Perform hand hygiene as directed.

Notes:

- If the spill includes broken glass, ensure a brush and dustpan is used to pick it up and discard. Disinfect the brush and dustpan after use. **NEVER** use your hands to clean up the glass.
- If the spill occurs on a carpet, follow the above steps along with professional steam/wet cleaning the carpet



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These are the initial screening symptoms that were provided, these questions may change as the COVID outbreak evolves and will be changed as directed.

**When to Exclude a Child from Program:**

Childcare employees should exclude a child from the program when the child has one or more of the following symptoms of COVID-19:

- 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 asthma, post-infectious reactive airways, or other known causes or conditions you already have)
- Shortness of breath** Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)
- Decrease or loss of taste or smell** Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have
- Nausea, vomiting, and/or diarrhea** Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions you already have

*\*These symptoms may also be caused by an underlying condition, such as seasonal allergies or postnasal drip. It is recommended that a health care professional be consulted to confirm that symptoms are only related to an underlying cause.*



**Children experiencing non-COVID related symptoms:**

- child should be isolated from other children until the parent can pick them up

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- encourage the parents to have the child assessed by a healthcare provider (HCP)
- follow the directions of the HCP - if determined not to be COVID related, following the direction of the healthcare provider the child may be allowed back into the childcare centre 24 hours after symptoms have resolved; this extends to 48 hours symptom-free during gastrointestinal outbreaks.
- Direction may include having a COVID test, or isolation if chosen.
- Parents will be provided with Symptomatic Child information handouts that clearly explains next steps.

Staff shall wear full PPE when accompanying a child while waiting for parents to pick up when illness or symptoms arise.

**Exclusion for children experiencing non-COVID-19 related, symptoms:**

- Child should be isolated until the parent can pick them up  
Staff shall wear full PPE when accompanying a child while waiting for parents to pick up when illness or symptoms arise.
- Encourage the parents to have the child assessed by a Health Care Provider
- Follow the direction of the Health Care Provider. If determined not to be COVID-19 related, they may be return to the centre to the centre 24 hours after the symptoms have resolved, or as directed by Health Care provider
- This extends to 48 hours during gastrointestinal outbreak

Medical Notes are not required to return to the centre, after a child has become ill.



As required by the Child Care and Early Years Act and Ministry of Health, childcare operators must separate children of ill health and contact parents/guardians to take the

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child home.

When children are ill and/or exhibit COVID-19 related symptoms, childcare, employees will ensure the following:

- Ill children will be separated into the designated exclusion room, and/or be removed from other children to be monitored by an employee until parent/guardian pick up.
- Symptoms of illness will be reported to the supervisor, and recorded in the daily log as per the CCEYA.
- The parent/guardian of the ill child will be notified to take them home.
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner.

If you suspect a child has symptoms of a reportable communicable disease (refer to Huron Perth Public Health’s Diseases of Public Significance list), please report them immediately to Huron Perth Public Health’s Communicable Disease Surveillance Unit (1-888-221-2133).

- o A child or employee who has been exposed to a confirmed case of COVID-19 or symptomatic person(s) shall follow the direction of public health and will be excluded from attending the childcare centre for 14 days, or as directed from public health.
- o The centre director or designate will contact Huron Perth Public Health to notify them of a potential case and seek input regarding the information, that should be shared with other parents of children in the centre.
- o Parents will be provided with Symptomatic Child information handouts that clearly explains next steps.



1. Child should be immediately isolated in a separate, supervised room until parents can pick them up. If unable to reach parents, call the emergency person listed.

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2. Only one staff member should be in the designated room and they should attempt physical distancing of two (2) metres

3. If the childcare provider supervising the symptomatic child cannot maintain a distance of two (2) metres, they will wear the following personal protective equipment (PPE):

- o Mask (procedural/surgical/medical – not homemade)
- o Gloves
- o Lab coat (optional), cloth or blanket if comforting / picking up the child is required.
- o Follow the proper steps for putting on and taking off PPE
- o Staff should avoid touching their face, especially with gloved or unwashed hands
- o *The child should also be encouraged to wear a mask if tolerated.*
- o **Note: children under age two should not have their face covered due to suffocation risk.**

5. Every effort will be made to keep the child comfortable until someone arrives to take him or her home

6. Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene

7. Increase ventilation in the designated exclusion room, if possible (e.g. open windows and/or doors)

8. Once the child and their siblings have been picked up, immediately conduct environmental cleaning of the space.

9. Contact **Huron Perth Public Health (1-888-221-2133 x 2249)** to notify them of a potential COVID-19 case and seek input regarding the information that should be shared with other parents of children in the childcare centre

10. 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

11. Encourage the parents to call their Health Care Provider to have the child assessed



Those who test positive for COVID-19 must be excluded for 14 days after the onset of symptoms and/or clearance has been received from the local public health unit.

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When a suspected case of COVID -19 happens within the centre, staff will consult with the local public health and follow their direction regarding next steps. When a COVID-19 case is confirmed in the “family” classroom that the child attended, direction of the Public Health will be followed.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic.

If any household members are experiencing any new COVID-19 symptoms and/or are waiting for COVID-19 test results after experiencing symptoms, the child, childcare centre staff or placement student must not attend childcare.

All asymptomatic household contacts of symptomatic individuals may need to quarantine until

- receives a negative COVID-19 test result, or the symptomatic household member:
- 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. • Anyone who is symptomatic, does not pass screening, or has been advised to self isolate by the local public health unit must not be permitted to attend the program.



Childcare licensees have a duty to report suspected or confirmed cases of COVID-19 to the medical officer of health under the Health Protection and Promotion Act.

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Currently, only where a child, staff, student, has a confirmed case of COVID-19 (i.e., a positive COVID19 test result), licensees must:

- report this as a serious occurrence to the ministry.

In the case of a confirmed case, any required information will be provided to the local public health unit (e.g., daily attendance records)

If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare centre, we will follow direction of the Huron Perth Public Health Unit, Ministry of Education. When a room is closed due to a COVID-19, this will also be reported to the Ministry by filing a Serious Occurrence.

Public Health Units will determine any additional steps required. Including but not limited to how to monitor for other possible infected staff/children, and the declaration of an outbreak and closures.

The serious occurrence will:

- Filed within 24 hours of becoming aware of the occurrence,
  - Submitted on-line through the childcare licensing system,
  - No identifying information will be shared,
  - Recorded in the daily written records,
  - Posted at the childcare entrance-accessible for parents for 10 days,
- Updates to the original serious occurrence, if still open would apply when,

- Test results confirm additional positive results.
- If a closure is ordered for specific areas or the complete centre
- When requested from the Ministry of Education or Public Health
- If the original serious occurrence is closed and additional cases are reported a new one would be submitted



1. Any staff member who suspects they have an infectious disease should not attend the childcare centre if they are not well, particularly if their symptoms include any outlined in the COVID-19 screening. Screening shall take place at home before arrival when possible.

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Staff must pass the daily active screening process to work at the site.

2. If a staff member becomes ill with COVID-19 symptoms while at the centre, they should let their supervisor know, put on a face mask, and remove themselves from the centre as soon as possible.

3. The employee will follow direction of local public health and if directed begin self-isolation at home. They will not be permitted back to work until 14 days of isolation or as directed by local public health.

4. If a childcare worker is suspected to have or is diagnosed with COVID-19, the childcare worker or provider must remain off until symptoms are fully resolved, and negative laboratory tests have been confirmed. Following specific direction of public health.

5. The supervisor or designate will notify Huron Perth Public Health of the symptomatic staff member and include the following details:

a. Staff member's name

b. Name of the Child Care Centre

c. What room the staff member works in

d. Names of people (staff and children) who have been in close contact (as defined) up to 48 hours prior to symptoms.

6. As directed by public health, the supervisor or designate follow directions to contact children and/or staff who have been in close contact (up to 48 hours before symptoms) with a symptomatic person(s) (or confirmed COVID-19 positive), with instructions for next steps.

7. The supervisor will notify Disability Management and Health and Safety for any illnesses that are believed to be the result of exposure to infectious disease through the course of work.

Disability Management and Health and Safety will file notification with the appropriate bodies.

8. A staff person who presents with non-respiratory symptoms of ill health (non-COVID-19 related) must follow normal procedures for return to work. During gastrointestinal outbreaks, staff must not return to the centre until symptom-free for 48 hours.



**Criteria for symptomatic employees or children with COVID-19 symptoms:  
Individuals should always follow the direction of public health have may include the**

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**following:**

- Where individuals can manage their symptoms at home and are not health care or essential service workers, it is currently recommended, that they self-isolate for 14 days from symptom onset
- After 14 days, if they are afebrile (without fever) and their symptoms are improving, they may discontinue self-isolation.
- Absence of cough is not required for those known to have a chronic cough or who are experiencing reactive airways post-infection. If symptoms or fever are persisting, individuals should follow up with their primary care provider or Telehealth.

**Criteria for asymptomatic employees or children who were in close, contact with a staff member or child with COVID-19 symptoms:**

- Self-isolate for 14 days from last exposure.

Reported confirmed cases of COVID-19 cases will be reported to the local Health Unit, the Town of Goderich, and by a serious occurrence to the Ministry of Education. Direction for next steps will be followed by the direction of all parties listed above.

An ill individual who has a known alternative diagnosis provided by a health care professional may return to childcare if they do not have a fever and their symptoms have been improving for at least 24 hours.



- An outbreak may be declared by the local public health unit when:
  - within a 14-day period, there are two or more laboratory-confirmed COVID19 cases in

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children, staff/providers, or other visitors with an epidemiological link (e.g., cases in the same room, cases that are part of the same before/after school care cohort) where at least one case could have reasonably acquired their infection in the childcare setting.

- The local public health unit will work with the licensee to determine whether epidemiological links exist between cases and whether transmission may have occurred in the childcare setting. If the local public health unit declares an outbreak, they will determine what happens next. This could include closing childcare rooms or cohorts or an entire childcare setting.

- The public health unit will help determine which groups of children and/or staff/providers need to be sent home or if a partial or full closure of the childcare setting is required.

- If the public health unit determines that partial or full closure of the childcare setting is required, the licensee must revise their existing serious occurrence report for a confirmed COVID-19 case to include information about the closure.

In case of an outbreak or positive case of COVID-19 takes place with the centre, the Huron Perth Health Unit will be contacted. Their specific direction will be followed for next steps.

Some of the steps that may be taken are as follows:

- Disinfection of all areas that may have had exposure, in case of a centre closure, all areas will be cleaned and disinfected thoroughly in partnership with the custodial staff.
- Families will be personally notified, and next steps explained as per direction of the local Health Unit, including re-opening guidelines and any extra screening measures that may apply.
- Length of closure and re-opening criteria will be determined by the direction of the local Health Unit.



Proper hand hygiene shall be implemented when staff are preparing food and for all individuals before and after eating.

Date of Policy	Meals/Food	Operational Guidance During COVID-19 Outbreak-Childcare Re-Opening guidelines
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There shall be no food sharing or self -serving at any time.

Staff shall arrange seating to encourage as much space between children as possible.

Staff will use the utensils to serve food, always avoiding direct contact with foods.

Meals will be pre dished by staff before serving to children.

Items will not be shared between children.

Children will not prepare or provide food that will be shared with others.

Allergy lists will be updated when necessary and parents consulted when required.

Outside food from home will be discouraged and only accepted when required and special precautions are put in place.



*Hand hygiene* is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands.

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Hand hygiene may be accomplished using soap and running water or a hand sanitizer (60-90% alcohol based).

Hand washing with soap and running water **must** be performed when hands, are visibly soiled.

Hands carry and spread germs. Touching your eyes, nose or mouth, or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to other people. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Ensure that employees and children are always practicing good hand hygiene.

**Use soap and water when hands are visibly dirty and after:**

- Sneezing, coughing, or blowing your nose
- Using the washroom
- Handling garbage
- Handling raw foods
- Outdoor play
- Toileting/diapering routine
- Handling soiled laundry or dishes
- Handling soiled toys or other items
- Encountering bodily fluids
- Encountering any soiled/mouthed items
- Gardening



**Hands should be cleaned using soap and water or alcohol-based,**

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**hand sanitizer before and after:**

- Preparing, handling, serving, and eating food
- Handling animals
- Touching a cut or open sore
- Encountering any bodily fluids
- Changing diapers or aiding with toileting
- Glove use
- Before and after giving medication

**For washing hands with soap and water, follow these steps:**

1. Remove rings, bracelets, and watches.
2. Wet hands
3. Apply soap.
4. Lather for at least 15 seconds; rub between fingers, back of hands, fingertips, under nails
5. Rinse well under running water
6. Dry hands well with paper towel or hot air blower
7. Turn taps off with paper towel, if available

Children and Staff are required to wash hands thoroughly upon arrival to the centre and throughout the day as required.



Gloves shall 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.

Nitrile gloves are single use only.

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Gloves do not replace the need for proper hand hygiene. Hand hygiene shall be practiced before applying and after removing gloves. Gloves shall be removed and discarded after each use.

Do not wear rings with gloves unless they have only a smooth band.

To reduce hand irritation related to gloves:

- Wear gloves for as short a time as possible
- Ensure that hands are clean and dry before wearing gloves
- Ensure gloves are intact, clean and dry inside
- Gloves are single use only, and must be task specific such as nitrile gloves for diaper changes

Staff will be familiar with the information donning and doffing disposable gloves.



To encourage the amount of time spent outdoors, each group will be spending as much time as possible.

Each individual group will be outside at its specific time as according to each room daily

Date of Policy	Outdoor Play	Operational Guidance During COVID-19 Outbreak-Childcare Re-Opening guidelines
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schedule. Ensuring that each group is outside time does not overlap with any other group, in the same yard area. Yards are designated to specific cohorts during specific times.

Walks and time off site will be also encouraged to increase outdoor time.

Physical distancing will be encouraged and if another group is outside during the same time slot, children will be kept at least 2 meters apart through fencing.

Playground toys will be sanitized before and after each group has had access to these areas.

Sunscreen is to be provided by individual parents and when applied by staff, gloves will be used, and changed between application between children. Proper hand washing is also acceptable if preferred by staff between applications.

Handwashing will take place before and after outdoor play.

Staff shall continue to wear eye protection outdoors, masking outdoors is only required when two metres of distance cannot be maintained from others.



Staff should only work at only one childcare centre location when possible.

Supervisors and or designates should limit movement between rooms.

Date of Policy	Staffing	Operational Guidance During COVID-19 Outbreak-Childcare Re-Opening guidelines
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During the screening process it shall be recorded which program the staff is assigned.

Interactions with multiple groups shall be avoided as much as possible.

Supply/Replacement staff shall be designated to one specific room, as much as possible.

Staff Schedules will be assigned to specific classrooms based on specific need of parents in that program. Staff shall open and close each classroom based on these schedules to eliminate any mixing of cohorts.

For purposes of contact tracing the Operational Guide recommends that a cohort stay together for a minimum of 7 days. If a director feels it is necessary to change staff in a cohort it could be done after 7 days; that change should remain for an additional 7 days. This cohort change must be documented on the surveillance form.

Staff meetings and training shall take place only in person when social distancing can be guaranteed or when possible, take place via zoom or another virtual platform.



Non-essential visitors shall visit after hours as much as possible. Visitors that request access to the centre during business hours would need to schedule an appointment.

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Students completing post-secondary educational placements will only be allowed to enter the centre after passing the same requirements to enter as staff members. Students will be required to review all policies and procedures, use of PPE, and be assigned to a specific group of children.

Students shall only attend one childcare centre.

Staff and students must follow the COVID-19 Immunization Disclosure Policy and abide by the contents therein. Students must be fully vaccinated to be considered for an educational placement.

Special Needs services shall continue where applicable.

Use of video and telephone, including HI Mama app should be used to connect and contact parents as much as possible. Ensuring that these items are cleaned thoroughly between use.

Ministry staff and other public officials (e.g., fire marshal, public health) are permitted to enter and inspect the centre at any time. These individuals must follow the screening requirements.

All essential visitors time on site and contact information shall be recorded (maintenance /cleaning staff after hours)

Visitors, including deliveries, will be permitted into the childcare during the COVID-19 pandemic, by appointment only. Deliveries shall be left in the designated location outside the entrance.



Pre-Screening questions will be provided to families over the phone upon first inquiry into childcare, along with current best practices, and recommendations by Huron Perth Public Health and the Ontario Ministry of Health

Date of Policy	Information for Parents	Operational Guidance During COVID-19 Outbreak-Childcare Re-Opening guidelines
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Masks are encouraged when entering the screening area.

Parents will be informed of the pickup and drop off policy by a staff before their return to the centre. Including specific details regarding not entering the building and calling for pick up at the end of the day.

One way or Exit and Entrance signs are posted for parents to follow, and they will be required to stay in their car until the person in front of them leaves following the screening process.

Upon their turn they will approach the screening area and children and adults will be screened as per the screening policy.

Upon passing the screening the child will then be delivered to the classroom by the screener and/or runner.

Upon pick up the same steps will take place with parents phoning the centre at 519-524-7441 and staff that are available will take the child to the parent who will be waiting outside

Families will receive a copy of the COVID-19 Parent Handbook outlining additions and changes to the current policies. In addition, the COVID-19 Handbook Receipt Form. Returning this form to the centre upon attending. Upon completion these policies will be posted on the Town of Goderich website.

Families will be asked to schedule their children's hours attending the centre in accordance to work schedules. Staffing will be scheduled to reflect parent requirements.