

Elora Co Operative Preschool

Covid-19 Response Plan

Background

With the purpose of supporting the health and safety of all individuals attending Elora Co Operative Preschool during the COVID-19 pandemic, enhanced processes to help limit the spread of COVID-19 virus will be implemented at the centre.

Staff working at Elora Co Operative Preschool must follow all guidelines and procedures in this document in addition to enhanced operating guidelines. By the same virtue, those accessing child care services will also be expected to adhere to these guidelines.

These guidelines encompass additional regulatory requirements of the Ministry of Education, the Ministry of Health and Wellington Dufferin Guelph Public Health, (WDGPH), and may be revised from time to time. Elora Cooperative Preschool may terminate a child care placement in the event that families do not adhere to the requirements of this guideline.

In following direction from the Ministry of Education, the amount of spaces offered will be limited to one cohort of 15 (children plus staff) in the initial re-opening phase.

Licensed Child Care

Licensed child care centres in Wellington County and Guelph must be approved by the Ministry of Education, WDG Public Health and the County of Wellington.

These sites are required to comply with:

- Child Care and Early Years Act, 2014
- All existing health and safety requirements as directed by the Medical Officer of Health
- All existing requirements of Service Agreements with the County of Wellington
- All enhanced requirements outlined in the Ministry of Education document, Operational Guidance During COVID-19 Outbreak Child Care Reopening

Infection Prevention and Control

- General guidelines for how to limit the spread of COVID-19
 - Wash your hands often with soap and water or alcohol-based sanitizer
 - Sneeze or cough into your sleeve
 - Avoid touching your eyes, nose and mouth
 - Avoid contact with people who are sick
- Elora Co Operative Preschool staff must follow the [COVID-19 Guidance: Childcare Centres & Providers](#) document from WGDPH that outline enhanced processes and protocols for infection prevention and control, such as:
 - Daily Health Screens and Ongoing Monitoring
 - Practices for hygiene items
 - Enhanced sanitary practices
 - Cleaning and disinfecting surfaces and items
 - Cleaning and disinfecting blood/bodily fluid spills
 - Isolation Policy and Procedures
 - Reporting Requirements

The staff at the Elora Cooperative Preschool will ensure that:

- All soiled and visibly dirty surfaces must be cleaned before disinfecting. Cleaning involves the use of soap, water and friction to remove organic matter on surfaces. After cleaning, surfaces must be rinsed and dried prior to disinfection if a one step product is not used. Organic matter such as blood, body secretions and excretions can decrease the effectiveness of disinfectants. There are some products that are both cleaners and disinfectants (two-in-one). As well there are one-step OR two-step cleaner disinfectants (requiring one application to clean and disinfect OR requiring two applications, the first to clean and the second to disinfect).

Waitlist Priorities and Monthly Fees

While only 16 spots available

1. Students must be part of the same cohort & over 30 months
2. Spots offered to families based on wait list as spaces become available.

If More spots Open -

1. Offer enrolled 16 students the option to cut back days
2. Then offer open spaces according to priority waitlist starting at the top

Notes

1. We will only accept children over the age of 30 months and older months

Fees

Child care fees will remain the same as they were prior to the emergency shut down.

Key Requirements

1. WDG Public Health strongly advises that those who have and/or are living with anyone with increased risk for severe COVID-19 outcomes refrain from providing or accessing child care services. There is an increased risk for severe COVID-19 outcomes for those:

- Aged 65 and over, and/or
- With compromised immune systems, and/or
- With underlying medical conditions

Licensees must ensure that there are no volunteers at the Preschool during operating hours.

2. All Child Care Centres must be thoroughly cleaned before becoming operational. For child care centres, a thorough clean must be completed before staff occupy the building to prepare for opening the centre. Once operational, the centre must follow the enhanced Infection Prevention and Control processes and protocols as outlined in the Operational Guidelines.

3. No visitors are permitted on premise of a child care centre during the time child care is taking place unless they are deemed essential by the Supervisor.

4. One parent/guardian will accompany their child to the screening area. Parent/guardians will maintain physical distance of 2 metres/6 feet when accessing the screening area. Parent/Guardians may not go past the screening area.

5. All adults (parents/guardians/staff) will comply with recommendations by the WDGPH including any directions related to the use of personal protective equipment (PPE) i.e. face coverings, gowns, gloves, shields

6. Use of video and telephone interviews will be used to interact with families where possible, rather than in person

7. Loose part/materials that cannot be easily sanitized into the programme will not be used at the centre. If sensory materials are offered (i.e. sand, playdough, etc.) they will be provided for single use (i.e. available to the child for the day) and labelled with the child's name. No sharing of sensory materials/items is permitted.

8. In addition to routine cleaning, enhanced cleaning protocols will be put in place, including surfaces that have frequent contact with hands will be cleaned and disinfected twice per day and when visibly dirty. Examples include doorknobs, light switches, toilet handles, counters, hand rails, telephones, etc.

9. Anyone who needs to travel outside of Canada or lives with a person who needs to travel outside of Canada must notify the Child Care Centre Administration immediately.

Attendance Records

All child care centres are required to maintain daily records of anyone entering the facility and the length of their stay. Records (name, contact info, time of arrival/departure, screening completion/results, etc.) must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

Overall Capacity and Group Size

While physical distancing is not possible in a child care setting, every precaution and measure will be taken to reduce the spread of COVID-19 during the provision of child care. This priority will be consistent throughout all sections of this document.

- Maximum cohort size for each room in a child care centre will consist of no more than 16 individuals (a cohort), space permitting. This includes staff plus children. (A cohort is defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program for minimum 7 days.)
- Maximum capacity rules do not apply to Special Needs Resource staff on site (i.e., if they are not counted towards ratios)
- Each cohort must stay together throughout the day and are not permitted to mix with other cohorts.

Daily Routines

All people participating in Child Care Services need to consistently monitor their health for signs and/or symptoms of COVID-19. Children will be visually monitored on an ongoing basis throughout the day and will be screened before entering the classroom, and half way through the program (if child is at the centre for more than 4 hours)

Physical Distancing

While physical distancing is not possible in a child care setting, every precaution and measure must be taken to reduce the spread of COVID-19 during the provision of child care.

Physical distancing of at least 2 metres must be maintained between cohorts and should be encouraged, where possible, between children within the same cohort.

Encourage more physical space between children by:

- Spreading children out into different areas

- Staggering, or alternating, lunchtime and outdoor playtime
- Incorporating more individual activities or activities that encourage more space between children
- Offering increased outdoor play
- Groupings of children (i.e. separate classes) must remain separate from other groupings within the child care centre

Limiting direct contact between children and staff:

- Avoid getting close to faces of all children, where possible

Distancing between staff

- Staff should respect the 2-meter recommendations from the Province. Staff should not gather for lunch, break or other activities.
- Staff should not carpool with other staff.

Distancing during pick up and drop off

- Pick-up and drop-off of children should happen outside the child care setting unless it is determined that there is a need for the parent/guardian to enter the setting.
- Staggering pick up and drop off to respect social distancing as much as possible
- Use of telephone interviews should be used to interact with families where possible, rather than in person

Space Set-Up and Physical Distancing

The ministry recognizes that physical distancing between children in a child care setting is difficult and encourages child care staff and providers to maintain a welcoming and caring environment for children.

- Each cohort must have their own assigned indoor space, separated from all other cohorts by a physical barrier. The purpose of the barrier is to reduce the spread of respiratory droplets that are thought to transmit COVID-19 and to reinforce physical distancing requirements between cohorts. The physical barrier must begin at the floor and reach a minimum height of 8 feet to ensure that it will always be 12 inches taller than the tallest person in the facility. It must be as wide as the space/room will allow.

- When in the same common space (e.g., entrances, hallways) physical distancing of at least 2 metres must be maintained between different cohorts and should be encouraged, where possible, between children within the same cohort by:
 - o spreading children out into different areas, particularly at meal and dressing time;
 - o incorporating more individual activities or activities that encourage more space between children; and using visual cues to promote physical distancing.

- In shared outdoor space, cohorts must maintain a distance of at least 2 metres between groups and any other individuals outside of the cohort.

- Licensees and home child care providers are encouraged to increase the distance between cots/resting mats/playpens or place the children head to toe or toe to toe if the space is limited.
- Shared spaces and structures that cannot be cleaned and disinfected between cohorts should not be used.
- Recognizing that physical distancing is difficult with small children and infants, additional suggestions include:
 - o planning activities that do not involve shared objects or toys; o when possible, moving activities outside to allow for more space; and
 - o avoiding singing activities indoors. Equipment and Toy Usage and Restrictions
- Licensees and home child care providers are encouraged to provide toys and equipment which are made of materials that can be cleaned and disinfected (e.g., avoid plush toys).
- Toys and equipment should be cleaned and disinfected at a minimum between cohorts.
- Mouthed toys should be cleaned and disinfected immediately after the child is finished using it.
- Licensee and home child care providers are encouraged to have designated toys and equipment (e.g., balls, loose equipment) for each room or cohort. Where toys and equipment are shared, they should be cleaned and disinfected prior to being shared.
- If sensory materials (e.g., playdough, water, sand, etc.) are offered, they should be provided for single use (i.e. available to the child for the day) and labelled with child's name, if applicable.
- Play structures can only be used by one cohort at a time. Please consult with your local public health unit regarding the use of playground equipment onsite.

Hand Hygiene

- All staff and children must wash their hands at the start of the day prior to entering the child care room, each time they come inside from outdoor and before leaving at the end of the day.
- Frequent hand washing must continue through out the day especially from one activity to another and after going to the washroom, before and after eating, etc.
- Staff will assist children in washing their hands using soap and water and/or hand sanitizer. Refer to Public Health Ontario's [How to Wash Your Hands](#).

All children, parent/guardians, and staff will not attend the child care centre if they are unwell.

Toys and play

- Increase the frequency of cleaning and disinfecting objects, toys, and frequently touched surfaces (including play surfaces and outdoor toys)
 - o Cleaning and disinfecting of toys must be done in between all activities
 - o Toys are cleaned prior to disinfection or a one step cleaning and disinfection product is used
- Toys/items that cannot be cleaned and disinfected (e.g., playdough, craft supplies, nature based toys) must be i) dedicated to each child and kept in a designated location (i.e., cubby/bag/container labelled with the child's name) OR, ii) if they can not be dedicated to a single child, toys/items must be used for only one day and then be placed in a sealed and cleanable container for three days before being re-introduced to the cohort
 - o Hand washing must be performed before and after play.
 - o Staff must track and record rotation of items
- Water or sensory play in a group is not permitted. Individual water or sensory play is permitted if all items are dedicated to each child and physical distancing is maintained
- Mouthed toys should be removed immediately and set aside in a designated area for cleaning and disinfecting and cannot be shared with other children.

Outdoor play

During play time, staff must remain vigilant in reminding children to not touch their face.

- After outdoor play time, ensure children thoroughly wash their hands.
- Use of water tables, sensory bins and sandboxes continues to be prohibited.
- Where possible, each cohort should have designated toys and equipment (e.g., balls, loose equipment) or clean and disinfect equipment between cohort uses.
- Children should bring their own sunscreen where possible and it should not be shared.
 - o Staff may provide assistance to apply sunscreen to any child requiring it and should exercise proper hand hygiene when doing so (for example washing hands before and after application).
- Sprinklers can be used on the property of a child care centre by only one cohort at a time where the water being sprayed is potable and single use (drains away/absorbed by ground after use). Staff and children must wash hands before and after outdoor play. Any toys/equipment used, must be cleaned and disinfected between each cohort.
- The use of a slip and slide or wading pool is not permitted. Outdoor play structures
- If the playground, or play structure, is enclosed on childcare property, its use is permitted if the specifications below are followed.

- If the playground, or play structure, is openly accessible to the public, including on school grounds, its use is not permitted at this time.
- It is not practical to disinfect large playground structures. However, if operators decide to use such structures, cleaning and disinfecting efforts should focus on plastic or metal high touch surfaces where hands frequently make direct contact (e.g. grab-bars, hand railings). If play structures are to be used by more than one group, the structures can only be used by one cohort at a time and cleaning and disinfection should occur between cohorts. Nature Based Play Structures
- Nature based play structures that cannot be cleaned and disinfected are dedicated to a single cohort or used by one cohort at a time. Children and staff must wash hands before and after use

Diapering and toileting Policy/Procedure

- Increased frequency of cleaning schedule for toilets, toilet seats, handwashing sinks, countertop and fixtures.
- Child care staff must adhere to diapering and toileting steps and ensure proper cleaning and disinfecting between diaper change or toileting process

Childcare staff will put on the proper PPE required for diapering and toileting. Proper PPE is gloves, face shield and mask. The staff will ensure that PPE will be properly disposed of, and if using reusable gowns, placed in the appropriate bags to be laundered.

- Clean & disinfect the diaper change area and/or diaper change mat after each use. Use approved surface disinfectant with a DIN. Use according to the manufacturer's instructions.
- Ensure there is a hand washing sink with hot and cold water, liquid soap and paper towel in close proximity to the diaper change table.
- Ensure staff & children wash their hands after each diaper change and after using the toilet.
- Provide a supply of single-use disposable gloves at the diaper change table. Hand hygiene must be performed before putting on gloves and after taking them off.
- Provide a lined plastic waste container with a lid in the diaper changing area.

Before leaving home

All parents/guardians must check their child's temperature and general health each day before leaving the home to attend the child care centre. Parents will be provided with an electronic process of reporting their child's health to the Preschool each day their child attends the centre.

Parents will also be requested to sign a Affidavit outlining their confirmation that they will report honestly and daily.

Staff must also check their own temperature before leaving home each day.

Any person(s) who has one or more symptoms, outlined in the 'COVID-19 Reference Document for Symptoms,' even if it resembles a mild cold, should stay home and report their symptoms to the child care centre. Children should be denied entry if they have, or any household member has, symptoms.

Personal items

Please do not bring any personal items from home at this time. Water bottles will no longer be permitted, we will provide cups.

Attendance Records Policy/Procedure

- All child care licensees are responsible for maintaining daily records of anyone entering the child care facility 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. name, contact information, time of arrival/departure, screening completion/result, etc.) must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

The Staff at the Elora Co-Operative Preschool will maintain daily records. Only staff may mark children present/absent on the attendance sheet – primarily the job of the screener.

The Supervisor will ensure that daily records are being kept; that each child is marked present/absent. The Supervisor will also ensure that daily written records will be maintained which outlines the children's play patterns throughout the day.

Arrivals and Screening Policy/Procedure

Process for Families/Children

- Adults are to put on a face covering to approach the screening table of the Child Care Centre.
- All individuals, including children, parents/guardians and staff must be screened upon arrival at the child care centre.
- Distancing Requirements:
 - Only one adult may drop off a child at the Child Care Centre at one time.
 - Others waiting to drop their child(ren) must remain outside and use distancing markers or remain in their vehicles until the person at the screening table has left and the door handles (inside and outside) have been disinfected).
 - Parents/guardians must not enter the Child Care beyond the Daily Health Screening table.
- Daily Health Screen Requirements:
 - Parents/guardians must answer all questions asked in the Daily Health Screen, support their child in getting their temperature taken, and cannot leave the child at the centre until approved by the screener.

- Parents/Guardians must comply with the direction provided to them by the person conducting the screen.
- Please allow an extra 15 minutes into your morning routine as the wait time in between families will be approximately 10-15 minutes.
- When Parents/guardians are dropping off or picking up their child from Preschool, siblings are able to accompany, but must stay with parent/guardian at all times. The siblings are not permitted to play on the play structure, and if the sibling is 2 years of age or older, must wear a mask.

Screening for Symptoms

- All individuals including children attending child care, staff and child care providers, parents/guardians, and visitors must be screened each day before entering the child care setting.
- Where possible, daily screening should be done electronically (e.g., via online form, survey, or e-mail) prior to arrival at the child care setting. Where operationally feasible, include temperature checks as part of screening.
- Parents and guardians should be reminded of this requirement when children are first registered for the program and through visible signage at the entrances and drop-off areas.
- If children are 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 meters (6 feet) from those being screened, or being separated by a physical barrier (such as a plexiglass barrier), and wearing personal protective equipment (PPE) (i.e., surgical/procedure mask and eye protection (goggles or face shield)).
- Alcohol-based hand sanitizer containing at least 60% alcohol content should be placed at all screening stations. Dispensers should not be in locations that can be accessed by young children.
- All child care licensees must maintain daily records of screening results. Records are to be kept on the premises (centre or home).

Departure Policy/Procedure

Process for Families/Children

At Elora Co Operative Preschool, teachers will do their best to have the children outside in the playground for pick up/departure time. In the event that we cannot due to weather the following will apply:

- Parents/guardians should call the centre in advance of picking up their child so the staff can get the child ready for pick up.
- All children must wash their hands before leaving the child care centre.
- Parents/guardians must remain outside the designated main entrance until their child is brought outside by centre staff.

- Only one parent can approach the centre at one time, others waiting to pick up their children must remain outside or in their vehicles until the parent in the centre leaves and is at least 2 metres away from the entrance.
- Only if necessary, a parent may enter into the vestibule at the main entrance one at a time to pick up their child. If this occurs, they must wear a face covering and the handles (inside and outside) must be sanitized afterwards.
- Upon arriving home, it is recommended that they wash their hands, remove clothing, wash hands again, and change into new clothing. Children's clothing worn at the centre should be washed daily.

Food Provision Policy/Procedure

- Licensees and home child care providers should change meal practices to ensure there is no self-serve or sharing of food at meal times.
 - o Utensils should be used to serve food.
 - o Meals should be served in individual portions to the children
 - o There should be no items shared (i.e., serving spoon or salt shaker).
- There should be no food provided by the family/outside of the regular meal provision of the program (except where required and special precautions for handling and serving the food must be put in place).
- Children should neither prepare nor provide food that will be shared with others.
- Ensure proper hand hygiene is practiced when staff are preparing food and for all individuals before and after eating.
- Where possible, children should practice physical distancing while eating.
- There should be no sharing of utensils.

Signs and Symptoms of COVID-19

Any person who meets **one** of the following criteria, must not attend the child care centre and immediately report their symptoms to the centre.

- Has a temperature that is equal to or greater than 37.8 degrees Celsius, OR
- Any new/worsening symptom (e.g. cough, shortness of breath, sore throat, runny nose, or sneezing, nasal congestion, hoarse voice, difficulty swallowing, new olfactory or taste disorder(s), nausea/vomiting, diarrhea, abdominal pain); OR
- Knowledge of recent clinical or radio-logical evidence of pneumonia

Atypical symptoms/signs of COVID-19 should be considered, particularly in children, older persons, and people living with a developmental disability. Atypical symptoms can include:

- Unexplained fatigue/malaise

- Delirium (acutely altered mental status and inattention)
- Falls
- Acute functional decline
- Exacerbation of chronic conditions
- Chills
- Headache
- Croup

Atypical signs can include:

- Unexplained tachycardia, including age specific tachycardia for children
- Decrease in blood pressure
- Unexplained hypoxia
- Lethargy, difficulty feeding in infants (if no other diagnosis)

Note: If the person is presenting with ONLY a runny nose/sneezing or congestion, consideration may be given to other underlying reasons for these symptoms such as seasonal allergies and post-nasal drip.

The person must immediately report their symptoms to the centre/provider and be tested at a local COVID-19 Assessment Centre and indicate they are attending/working in a child care centre. For information on local Assessment Centres, please visit the Assessment Centre website

Re-entry to child care (staff, parents, children) may only be approved by the centre with the following considerations:

- a copy of the negative result AND symptom free for 24 hours
- if not tested, absence of a minimum of 14 days from the onset of symptoms and symptom-free for 24 hours
- if test is negative but still displaying symptoms, they should still be excluded from the child care centre as per “A Guide to Common Infectious Diseases for Child Care Centres” as they may have some other infectious disease.

Enhanced Health Monitoring for COVID-19

In addition to Daily Health Checks upon arrival, ongoing Health Monitoring for signs and symptoms specific to COVID-19 must be performed continually for all those accessing and working in child care.

Discretion will be used based on each child’s health history and severity of symptoms. If the child is presenting ONLY a runny nose/sneezing or congestion, consideration may be given to other underlying reasons for these symptoms such as seasonal allergies and post-nasal drip.

All parents/guardians, centre staff members must continually self-monitor and immediately report experiences symptoms or signs of COVID-19 to the centre child care regardless of when the onset symptoms or signs occur. (e.g. evenings or weekends)

Suspected Cases of COVID-19

Children – While in Attendance

- 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.

Symptomatic children must be immediately separated from others in a supervised isolated area to continue assessment of suspected symptoms in order to determine further action and/or until they are picked up.

- The child exhibiting symptoms will be isolated in a separate part of the room with a supervising child care staff member (in full PPE) in accordance with the Isolation section of the Health and Safety Procedures.

If a child/staff member presents with symptoms compatible with COVID, they are required to go home initially, but they now have three options:

1. receive a negative COVID-19 test result and are symptom-free for 24 hours OR,
2. have self-isolated for 14 days and symptoms have resolved OR,
3. receive a different diagnosis from a health care provider (e.g., strep throat, bacterial conjunctivitis)
4. Siblings (or other household members) of the child may attend child care as long as they have no symptoms and are able to pass the COVID-19 screening Tool. They should self-monitor and/or be monitored by their parent/guardian for symptoms. They should isolate immediately if they begin to show symptoms.

If the individual is able to obtain an alternative diagnosis from a health care provider, they are able to re-attend child care without needing the negative test, being symptom free or after exclusion for 14 days. For example, if a child is experiencing symptoms that the health care provider indicates are due to another diagnosis (that is not communicable), the child is not required to be excluded from program or have a COVID test.

Please keep in mind that you should continue to refer to the [Childhood Illness Reference Guide for Schools and Child Care Centres](#) for direction on exclusion requirements if the child has been diagnosed with an infectious disease other than COVID-19.

While in isolation:

- The child with suspected COVID-19 should wear a surgical/procedural mask (if tolerated)

- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissue and proper hand hygiene until the child is picked up.

The designated area at the Elora Cooperative Preschool, should any child or staff show signs of COVID-19, is located in the Big Room, in the couch area. There will be a cot available for the child or staff to lie on and proper PPE will be provided and kept in that area. The other children and staff, will be removed from the Big Room to the Craft Room, where program will continue as planned.

- The parent/guardian will be notified and must immediately pick up their child. Siblings must also be picked up in accordance with the WDGPH Covid-19 Guidance: Child Care Centres & Providers document.
- Staff must contact WDGPH to notify of a potential COVID-19 case.
- All items used by the sick person should be cleaned and disinfected.
- Environmental cleaning of the isolation area will be conducted immediately after the child has been picked up. Cleaning of where the child spent his/her time at the centre will also take place.

All items used by the person who is symptomatic should be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days.

- If the child is deemed to have symptoms of COVID-19, the child must be tested at a COVID-19 Assessment Centre and inform the assessment centre that the child attends a child care centre.
- Other children and staff in the centre who were present while a child or staff member became ill should be identified as a close contact and cohort (i.e., group together) WDGPH will provide further direction on testing and isolation of these close contacts.
- Re-entry to the child care centre may occur once approved by the centre with the following considerations:
 - a copy of the negative result and symptom free for 24 hours
 - if not tested, absence of a minimum of 14 days from the onset of symptoms and symptom-free for 24 hours
 - if test is negative but still displaying symptoms, they should still be excluded from the child care site as per “A Guide to Common Infectious Diseases for Child Care Centres” as they may have some other infectious disease.

Children/Parents/ and Staff – While in Not Attendance

- The Supervisor must be immediately notified of anyone who is accessing or providing child care if they begin or anyone in the household begins to experience symptoms of COVID-19, even if symptoms appear during evenings or weekends. The Supervisor has the responsibility to report any suspected or confirmed cases of COVID-19 to the Ministry Of Education as a Serious Occurrence, as outlined in the Childcare and Early Years Act:

A Serious Occurrence is required to be submitted under the category **“suspected/confirmed case of COVID-19”** when:

One of the following individuals has a **confirmed** case of COVID-19 **OR** a **suspected** case involving the individual exhibiting **1 or more symptoms AND** the individual has been **tested**, or has indicated that they will be tested for COVID-19:

- (i) a **child who receives child care** at a home child care premises or child care centre,
- (ii) a home child care **provider**,
- (iii) a **home child care visitor**,
- (iv) a **parent of a child** mentioned in subclause (i), or
- (v) a **staff** member at a child care centre

Where a serious occurrence has been reported for a suspected case (as defined above) and the individual's test results are positive, licensees must update the original serious occurrence report submitted to add this information.

- The person with the suspected case of COVID-19 must visit a COVID-19 Assessment Centre and inform the assessment centre that they are working/attending a child care centre.
- The person must refrain from attending the child care centre until a copy of the negative result is provided to the childcare centre OR a minimum of 14 days from the onset of symptoms AND is symptom free for 24 hours.
- Children may not attend the Centre if anyone in their household is displaying symptoms of COVID-19 or has been diagnosed with COVID-19 and are in self-isolation.

The Supervisor will inform anyone who may have been in contact with the person exhibiting symptoms of COVID-19 in prior days to inform them of the report and remind them to continue to self-monitor.

Exclusion and Self-Isolation Requirements

If a staff member screens positive or develops symptoms while at work Staff with any signs or symptoms of COVID-19, as outlined in the COVID-19 Reference Document for Symptoms, are advised to be tested for COVID-19, immediately self-isolate and report to the child care operator. They should be excluded from work while in self-isolation.

Staff at the Elora Cooperative Preschool can go back to work/child care if you:

- received a negative COVID-19 test result and are symptom-free for 24 hours OR,
- have self-isolated for 14 days and symptoms have resolved OR,
- received a different diagnosis from a health care provider (e.g., strep throat, bacterial conjunctivitis) *
staff/children experiencing fever above 37.8°C will be required to be excluded despite different diagnosis being provided by a health care provide

Symptomatic at Time of Testing with Presence of Risk Factors

Individuals who develop symptoms of COVID-19 with the presence of risk factors should self-isolate immediately and be tested for COVID-19. Individuals are required to self-isolate while test results are pending.

•**Negative Result**-Those who receive a negative COVID-19 result but have the presence of ANY risk factors should not return until:

- 14 days after the onset of symptoms AND
- Afebrile and Symptoms are Improving

*Close contacts of these individuals should self-isolate for 14 days from last contact

•**Positive Result**-Those who test positive for COVID-19 must be excluded for 14 days after the onset of symptoms and must be afebrile and symptoms improving for 72hrs prior to returning (in accordance with the current COVID-19 Quick Reference Public Health Guidance on Testing and Clearance)

*Close contacts of these individuals should self-isolate for 14 days from last contact

Symptomatic at Time of Testing Without Presence of Risk Factors

Individuals who develop symptoms of COVID-19 without risk factors should self-isolate immediately and be tested for COVID-19. Individuals are required to self-isolate while test results are pending.

*Close contacts of these individuals awaiting test results should self-monitor until the result is available. They can continue to work at or attend the child care centre during this time.

•**Negative Result**-Those who receive a negative COVID-19 result but without the presence of ANY risk factors should not return until:

- 24 hours symptom-free

*Close contacts of these individuals should self-monitor for 14 days from last contact

•**Positive Result**-Those who test positive for COVID-19 must be excluded for 14 days after the onset of symptoms and must be afebrile and symptoms improving for 72hrs prior to returning (in accordance with the current COVID-19 Quick Reference Public Health Guidance on Testing and Clearance).

*Close contacts of these individuals should self-isolate for 14 days from last contact

Asymptomatic at Time of Testing with Presence of Risk Factors

Individuals without symptoms who have been tested for COVID-19 due to the presence of risk factors should self-isolate immediately and be tested for COVID-19. Individuals are required to self-isolate while test results are pending.

•**Negative Result** -Those who receive a negative COVID-19 result but have the presence of ANY risk factors should not return until:

- 14 days after the last date of exposure (contact with confirmed or probable case or date of return travel) AND

- Continue to be asymptomatic

*Close contacts of these individuals should self-monitor for 14 days from last contact

• **Positive Result**-Those who test positive for COVID-19 must be excluded for 14 days from the COVID-19 test date and must be afebrile and remain asymptomatic for 72hrs prior to returning (in accordance with the current COVID-19 ([Quick reference Public Health Guidance on Testing and Clearance](#))).

*Close contacts of these individuals should self-isolate for 14 days from last contact

Asymptomatic at Time of Testing Without Presence of Risk Factors

Individuals without symptoms who have been tested for COVID-19 without the presence of risk factors should self-monitor for symptoms while results are pending.

• **Negative Result**-Those who receive a negative COVID-19 but without the presence of ANY risk factors can continue to work/attend child care centre for as long as they continue to be asymptomatic.

*Close contacts of these individuals should self-monitor for 14 days from last contact

• **Positive Result**-Those who test positive for COVID-19 must be excluded for 14 days from the COVID-19 test date and must be afebrile and remain asymptomatic for 72hrs prior to returning (in accordance with the current COVID-19 Quick reference Public Health Guidance on Testing and Clearance).

*Close contacts of these individuals should self-isolate for 14 days from last contact

Note: The child care centre will refer to the *Childhood Illness Reference Guide for Schools and Child Care Centres* for direction on exclusion requirements if the child has been diagnosed with an infectious disease other than COVID-19.

- Resource: Childhood Illness Reference Guide for Schools and Child Care Centres

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

August 2020

- Resource: How to self-monitor

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-self-monitor.pdf?la=en>

- Resource: How to self-isolate

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-how-to-self-isolate.pdf?la=en>

Reporting suspected or confirmed cases

Child care centres within the meaning of the Child Care and Early Years Act, 2014 have a duty to report suspected or confirmed cases COVID-19 under the Health Protection and Promotion Act. The licensee should contact WDGPH to report a child or staff suspected of having COVID-19. WDGPH 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.

Childcare centres must consider a single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or child as a confirmed COVID-19 outbreak in consultation with the local public health unit. Outbreaks should be declared in collaboration between the centre and WDGPH to ensure an outbreak number is provided.

The Supervisor also has the responsibility to report any suspected or confirmed COVID-19 case to the Ministry of Education as outlined in the Childcare and Early Years Act:

Effective September 1, 2020, and in accordance with the August 2020 [Operational Guidance](#) document, child care licensees will be required to submit serious occurrences for a suspected case of COVID-19 for individuals exhibiting **1 or more symptoms** (previous requirements were for 2 or more symptoms).

A Serious Occurrence is required to be submitted under the category **“suspected/confirmed case of COVID-19”** when one of the following individuals has a **confirmed** case of COVID-19 **OR** a **suspected** case involving the individual exhibiting **1 or more symptoms AND** the individual has been **tested**, or has indicated that they will be tested for COVID-19:

- (i) a **child who receives child care** at a home child care premises or child care centre,
- (ii) a home child care **provider**,
- (iii) a person who is **ordinarily a resident of a home child care premises** (eg. the home provider’s child, the home provider’s spouse etc.; for complete definition please refer to the Home Child Care Licensing Manual)
- (iv) a person who is **regularly at a home child care premises** (eg. the home provider’s friend who visits the premises once a week etc.; for complete definition please refer to the Home Child Care Licensing Manual),
- (v) a **home child care visitor**,
- (vi) a **parent of a child** mentioned in subclause (i), or
- (vii) a **staff** member at a child care centre
- (viii) a **student** at a home child care premises or child care centre,

Infection Prevention and Control

- General guidelines for how to limit the spread of COVID-19
 - Wash your hands often with soap and water or alcohol-based sanitizer
 - Sneeze or cough into your sleeve
 - Avoid touching your eyes, nose and mouth
 - Avoid contact with people who are sick
- All child care centres must follow the Operational Guidelines that outline enhanced processes and protocols for infection prevention and control, such as:
 - Daily Health Screens and Ongoing Monitoring
 - Practices for hygiene items

- Enhanced sanitary practices
- Cleaning and disinfecting surfaces and items
- Cleaning and disinfecting blood/bodily fluid spills
- Isolation Policy and Procedures
- Reporting Requirements

Blood Spills and Bodily Fluids

The staff at the Elora Cooperative Preschool will ensure that proper protocol and PPE be taken into consideration when there is a blood spill or bodily fluid that needs to be cleaned up.

Steps

1. Staff will clear the area of children as best as possible
2. Staff will put on the proper PPE required for cleaning up a blood spill or bodily fluid – gown, mask, gloves, and eye protection.
3. The area will be cleaned with cloths or disposable paper towel. If cleaning with reusable cloths, dispose of the cloths into the bag designated for dirty cloths, to be laundered. If disposable paper towels are being used, they must be placed in a plastic bag and put into the garbage disposal.
4. Proper disinfectant must be used to sanitize the area, or a combination of bleach and water.

Staff Responsibilities

Screener

1. The screener will be responsible for taking temperatures and asking appropriate questions to the family before entry into the childcare program
2. The screener will wear appropriate PPE (gown, gloves, mask and shield) and be responsible for changing the PPE if they come in contact with a child/adult who has a suspected or confirmed case of COVID-19.
3. The screener will actively sanitize all areas in the screening station
4. The screener will record temperatures, and ensure that parents have signed the appropriate forms for their children to enter into program – daily
5. The screener will also assist the staff during program time with the extra sanitization that will need to be done.
6. The screener will be with a child who is in isolation, ensuring that the child remains calm. The screener will also escort the child to their parent safely when their parent comes to pick their child up. Full PPE must be worn during this time.

All Childcare Staff - COVID-19 specific responsibilities

1. Childcare staff will wear appropriate PPE when interacting with the children: eye protection and mask – during all regular activities (may be removed outside), gown, gloves and shield – when cleaning up bodily or bloody spills, and if a child has a suspected/confirmed case of COVID-19.
2. Childcare staff will self screen daily (as well as an ongoing basis) before coming to the childcare centre – take temperature and monitor their health for signs or symptoms of COVID-19
3. Childcare staff will remove themselves from program if they are exhibiting signs or symptoms of COVID-19. Staff will follow the proper protocol for testing for COVID-19 and report their test results to the Supervisor.
4. Childcare staff will respect the privacy of each individual family when suspected or confirmed cases of COVID-19. The staff will make it their priority to maintain confidentiality with all family's.

Supervisor – COVID-19 specific responsibilities

1. The supervisor will maintain all daily attendance records, ensuring the proper information is included with each day (name, date, contact info, time of arrival/departure, screening completion/results). The supervisor will keep these records at the Preschool at all times to assist Public Health with tracing COVID-19.

2. The Supervisor will report to Public Health any suspected/confirmed cases of COVID-19 and follow the recommendations of Public Health
3. The Supervisor will fill out the appropriate reports for the Ministry of Education as a Serious Occurrence when there is a suspected or confirmed case of COVID-19
4. The Supervisor will keep a written daily log of the activities of the day, noting if there were any suspected/confirmed cases of COVID-19, and as much as possible recording who the children spent time with for tracing purposes for public health.
5. The supervisor will monitor all cleaning and disinfection log books, make sure that the logs are up to date and appropriate sanitization of toys/surfaces etc is maintained.
6. The supervisor will be in constant contact with the children's parents/families to ensure that their needs/concerns are being met around COVID-19. All effort should be made to keep communication between the centre and the family open and honest.
7. The Supervisor will ensure that all staff members wear appropriate PPE at the right times. Full PPE must be worn by the screener/runner or when cleaning bodily or blood spills. Masks must be worn by all staff indoors.
8. The supervisor will monitor the coming and going of essential visitors – such as maintenance people, License inspectors, professional workers – resource consultants, speech/language pathology. The supervisor will also ensure that the essential visitors will sign in, wear appropriate PPE (gown, gloves, mask) and record their temperature when they come in, and what time they left.
9. The supervisor will support the staff during this time of COVID-19 by keeping the staff informed of changes from the government or public health. The supervisor will go over the training videos with the staff regarding proper hand washing hygiene, proper putting on and removing of PPE. The supervisor will support the staff by having weekly staff meetings to make sure the staff feel comfortable in their role.

Contacting Public Health

Childcare providers and operators are instructed to contact WDGPH Intake:

Call: 1-800-265-7293 or 519-822-2715,

Ext. 4753 Or email: PHI.intake@wdgpublichealth.ca

- For inquiries, questions, or concerns related to COVID-19 and child care centres
- For reporting suspected COVID-19 cases
- For public health inspection-related information

In order to best support the reopening of all child care centres, WDGPH has adopted the following process for incoming communications for parents and families:

Parents and families are directed to call the COVID-19 Call Centre at:

1-800-265-7293 or 519-822-2715, Ext. 7006

Summary

Because the COVID-19 pandemic can evolve quickly, this is a living document which will be reviewed and reassessed on an ongoing basis (e.g. these policies and procedures will be reviewed and changed whenever there is a mandated change from the Ministry of Education or the Wellington Dufferin Guelph Public Health)

Last updated: September 23, 2020

Daily Screening Checklist – Staff

Staff must self monitor themselves each and every day! The following questions will be answered by the staff before entering into program each day.

Date:

Name:

Have you travelled outside of Canada in the last 14 days OR close contact with someone with confirmed COVID-19 in the past 14 days?

___ yes ___ no

Do you or any member of your household have any one of the following symptoms:

- ___ fever
- ___ new onset of cough
- ___ worsening chronic cough
- ___ shortness of breath
- ___ difficulty breathing
- ___ sore throat
- ___ difficulty swallowing
- ___ decrease or loss of sense of taste or smell, chills, headaches, unexplained fatigue/malaise/muscle aches
- ___ nausea/vomiting, diarrhea
- ___ abdominal pain
- ___ pink eye (conjunctivitis)
- ___ runny nose/nasal congestion without other known cause?

Temperature: _____

If greater than 37.8 staff will not be permitted in the centre.

Public Health Contacted: yes ___ No ___

Date: _____
(year/month/day)

