

Elora Cooperative Preschool

Revised Parent Handbook Guidelines for COVID-19

Elora Cooperative Guidelines for COVID-19 are approved by the Ministry of Education Child Care and Early Years Licensing Branch and local Public Health units, and follow the most current recommendations provided by the Ministry of Health. The Elora Cooperative Preschool has trained all staff to implement the following measures that will reduce the spread of COVID-19 and other infectious illness within the center. These guidelines are subject to change as per the direction of the Ministry of Education Child Care and Early Years Licensing Branch and local Public Health Units.

How You as a Parent Can Help

- If your child has signs and symptoms of illness, especially a fever of 37.8 degrees Celsius (100 degrees Fahrenheit) or higher, cough, shortness of breath or difficulty breathing, keep them home. Call the Elora Cooperative Preschool and let them know your child's symptoms, so we track this information for Public Health.
- If someone in your household has come in close contact with an individual who is suspected of having COVID-19 or has a confirmed case of COVID-19, keep your child home. Call the Elora Cooperative Preschool and let them know, so we track this information for Public Health.
- As much as possible, have the same adult drop-off, and pick-up each day, to reduce the number of adults who come in contact with the staff.
- Plan for drop-off and pick-up to take more time than it usually does to allow for screening for illness and for staff to escort your child to the door at the end of the day.
- Provide us with any changes to your contact information or your child's medical information (e.g. allergies)

Curriculum & Programming

The Elora Cooperative Preschool is committed to delivering our curriculum as a play-based curriculum, following the How Does Learning Happen Document. Some adjustments will be made to observe physical distancing. Examples include:

- Less children in each room
- Same group of 15 children will stay together (cohorting), and not mix with other groups
- Same staff will work with one group of children
- Storage for children's personal belongings will be spaced (i.e. use every second hook)
- Less children at each table for play, snacks and lunch
- Toys or equipment that are difficult to clean and disinfect will be stored or use will be monitored (e.g. plush toys, dress-up clothes, puppets, books, board games)
- Craft materials will be provided in individual kits/baskets for each child
- Sensory materials like playdough or goop will be provided in individual containers and discarded after each child's use
- Where possible outdoor playtime will be increased
- Staff will incorporate fun learning activities that teach children about physical distancing and personal hygiene

Program Procedure Changes

Daily Screening Process

Each day upon all parents will be sent an email with questions provided by Public Health that are designed to screen for illness. Each individual will also be required to have their temperature taken before arrival to the preschool. These emails must be sent back to the Elora Cooperative Preschool via email before 8:30 each day. WDGPH has indicated that parents can answer a self screening test at home and report their findings to the Preschool on a daily basis. Please refer to the list of questions at the end of this document.

These questions will be kept on the premises to help with tracing and tracking of COVID-19 for WDGPH.

If the parent or any of their children are experiencing signs and symptoms of COVID-19 or have come in in close contact with an individual who is suspected of having COVID-19 or has a confirmed case of COVID-19 or has travelled outside of Canada in the previous 14 days, they will be sent home, and not permitted to enter the center. You will be given instructions on the closest testing site available.

If your child is healthy, and screening is completed, a staff member will escort your child to their room. Parents will not be permitted to enter the center. Your program Supervisor will provide you will specific details on the process.

To make the transition into the preschool as quick and efficient as possible, we ask that you have your child ready for program when they come to the preschool. Please have your child dressed in their indoor shoes ready for play.

Pick-Up

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 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.

Cleaning & Disinfecting

The Elora Cooperative Preschool has implemented enhanced cleaning and disinfecting measures to help reduce the spread of infections illness. All staff members are dedicated to cleaning and disinfecting rooms, toys and equipment. A schedule of the frequency of cleaning and disinfecting required has been recommended by Public Health. A focus is placed on high touch areas including door handles, sinks, toilets, and toys. Any toy that is difficult to clean and disinfect has been put away (i.e. plush toys, dress-up clothes, puppets), and if not able to be disinfected, must remain away for 7 days. Anytime a child places a toy in their mouth, coughs or sneezes on a toy, it is taken out of rotation until it can be cleaned and disinfected. Once the toy has been cleaned – it can once again be put into rotation.

Personal Hygiene

Staff and children follow a routine of hand washing with soap and water throughout the day. For example, we wash our hands when we arrive at the center, after using the washroom, before and after eating, after playing outdoors, after using a tissue, and any time hands are visibly soiled

When running water is not available, for example outdoors, children over the age of 2 years can use hand sanitizer. Staff monitor children using hand sanitizer to ensure it is applied properly.

Staff will demonstrate for children how to cough and sneeze into the arm or shoulder. Anytime a child uses a tissue they are taught to discard the tissue in a garbage bin, and to wash their hands.

As much as possible staff will remind children to avoid touching their face, eyes, nose and mouth.

Children's personal creams, lotions, and diapers should be labelled with the child's name, and will be stored in an individual container just for that child that is kept out of reach of children on a shelf, or in cupboard.

If a Child Becomes Ill at the Center

In the event that a child shows any signs or symptoms of illness that cannot be explained (e.g. teething, seasonal allergies), the parent will be called to immediately pick-up their child. If the parent is not available by phone, the emergency contact will be called. While the child waits to be picked-up they will be separated from the other children and staff (isolation) and supervised by one staff member. The staff will wear a mask and gloves, and children who can tolerate a mask will be asked to wear one. If the child has siblings attending the centre, siblings will also be sent home.

If a Staff Becomes Ill at the Center

If a staff member becomes ill at the center they will be separated from children and other staff and sent home immediately. The supervisor will need to be in contact with Public Health. The staff member will need to have a COVID-19 test performed and show proof of negative/positive results. If the results are positive, the staff member will need to remain at home until they are symptom free for 24hrs, and then have a COVID-19 test done again to ensure they are COVID free before returning to work. If the test results are negative, the staff member will need to stay home until they are symptom free for 24 hours.

Reporting Suspected Cases of COVID-19 & Testing

Each Public Health unit has a requirement for centers to report any suspected or confirmed cases of COVID-19, but the process for testing varies between units. In the event an individual is suspected of having COVID-19 the Public Health unit will advise the program Supervisor and parent of any requirements for testing, and/or self-isolation. One case of COVID-19 does not necessarily result in a center being closed. Public Health will do contact tracing to determine who the individual came in close contact with at the center and will determine the requirement for closure of the Preschool based on their findings.

Licensed child care centers are required to report any suspected or confirmed cases of COVID19 or testing being conducted to the Ministry of Education. A notification for parents will be posted for your information.

Use of Masks

Wearing a mask, is one strategy to reduce the spread of illness, including COVID-19. Public Health is requiring that staff wear a mask and eye protection during indoor activities at the center. The other strategies being implemented (e.g. screening, smaller groups, keeping same children and staff together, providing individual materials, increased frequency of cleaning and disinfecting, and hand washing) all work together to reduce the requirement for masks, and other personal protective equipment like gloves.

If you wish for your child to wear a mask, the staff will help your child to understand the proper method to put on/take off a mask to prevent spreading illness. Public Health does not permit children under 2 years of age to wear masks.

Nutrition

Children will continue to be provided with snacks and lunches that will be prepared on site at the Elora Cooperative Preschool. Staff will be responsible for buying the groceries, and ensuring that the groceries be brought to the Preschool straight from the grocery store.

Staff will be responsible for serving all food and drinks to children; bowls of food will be kept out of the reach of children on a cart or counter. Please do not send any food from home unless approved by the staff, and labelled with your child's name.

Visitors, Field Trips and Special Guests

At this time all special activities like field trips, special guests that do presentations, and visitors will be suspended. As the situation improves, and Public Health advises, community activities will be reconsidered. Children can continue to take neighborhood walks, as long as physical distancing is maintained from members of the public.

Personal Items

We, as staff, and educators, understand the role that personal items from home can play in the transition to preschool. These items provide the children with a sense of security and a calm reminder of home. We would ask that if your child needs to take an item from home for comfort, please ask them

to choose something that can be wiped. If there is a particular stuffie or blanket that can stay at preschool, that also would be better.

We also ask that you label **ALL** your child's belongings with their name. In the event that if pants or shirts get soiled, the teachers can return the items to the child's backpack easily and safely!

Withdrawal Notification

Should you choose to withdraw your child from the Elora Cooperative Preschool you are required to give the Preschool 30 days notice.

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: August 17, 2020

Dear Parent/Guardian,

The health and safety of children and staff at Elora Preschool is our main goal. We strive to create safe spaces for the children and staff that use them every day, and we are actively working with Wellington-Dufferin-Guelph Public Health (WDGPH) to make this happen. As a result, some regular routines, procedures and physical spaces may have been changed to control and prevent the transmission of COVID-19.

What are Child Care Centres doing differently to keep everyone safe?

- Staff, children, and parents/guardians are being screened for illness and any symptoms each day before entering the centre.
- Staff and children who are unwell are not allowed to enter the centre and are sent home.
- The centre has enhanced cleaning and disinfecting procedures. This includes frequent and detailed cleaning and disinfecting of highly touched surfaces and objects.
- Staff and children are being instructed on proper hand hygiene including washing their hands often throughout the day.
- Staff are finding ways to maintain physical distance between children and staff when possible throughout the day including:
 - creating activities children can enjoy by themselves

How can parents help?

- Screen yourself, and your child, for symptoms daily. Use the provincial self assessment tool.
- Pick-up and drop-off your child(ren) at the Preschool in the designated area.

What happens if a child develops symptoms while at child care?

- A child who shows symptoms will be moved away from other children and supervised until parents or guardian can pick up their child.
- Parents or guardian, of the child who developed symptoms, will be called right away and asked to come pick up their child.
- The supervising staff will try to keep a 2 metre (6ft) distance from the ill child and both staff and child (if tolerated) will wear a mask, gown, gloves and eye protection.
- You will be asked to take your child to be tested for COVID-19.

What if another child or staff has symptoms or tests positive for COVID-19?

If a child/staff member presents with symptoms compatible with COVID, they are still 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)

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.

- Anyone who was in close contact with the person who developed symptoms, will be grouped together, during their time in the child care centre, until more is known about the test results or further direction is received from Public Health.
- If a staff or child tests positive for COVID-19, Public Health will work with the child care centre to determine other staff or children who need to be tested or go home and self-isolate for 14 days.

Who can I call if I have questions?

- Parents and families may call the WDGPH COVID-19 Call Centre at: 1-800-265-7293 or 519-822-2715, Ext. 7006

Thank you for your cooperation during this unprecedented time.

Elora Cooperative Preschool

Daily Procedure When Dropping off/Picking up Your Child

The Elora Cooperative Preschool is committed to making the drop off/pick up of your child as smooth as we can, as well as keeping them healthy and safe during program time. We understand that all these new protocols are new to you (and us), that some children require their parents to be there with them all the time, especially those first few days. We also know how very special that first day of Preschool is, how exciting – or scary, anxious – it can be. The staff are going to do their very best to ensure a smooth transition into preschool – even though you as a parent cannot come into the preschool just yet. To help keep this transition smooth here are a few things you can do to help.

1. On a daily basis, self monitor yourself, your child attending preschool and your family for any signs and symptoms of COVID-19.
2. If your child has any symptoms of COVID-19, comes into possible contact with someone who has COVID-19, we ask that you keep your child home until they are symptom free for 24hrs, or the possible case is negative.
3. According to the recent Ontario Ministry and Public Health legislation, the Preschool is obligated to report to Public Health any suspected or confirmed cases of COVID-19, in the school. This means if you send your child to school sick and symptoms are detected, we must report it. Therefore, we can't stress enough the importance of keeping your child home from school if they display any of the COVID symptoms.
4. Be able to come and pick your child up from preschool if they display any signs or symptoms of COVID-19.
5. Label all your child's belongings that they come to preschool with – this is essential in helping the teachers keep each child's belongings with them. Please provide a change of clothes, diapers, and indoor shoes. Please remember that the screener (person checking temperatures at the door) will need to wipe down anything that comes into the preschool from home. Keeping the items at a minimum will greatly assist the staff.
6. Talk to your children about having their temperature taken at preschool. It would be a great idea to start practicing this at home; since it is a requirement that the child's temperature be taken before they can come into preschool.

Daily Drop off Procedure

Drop off at the Preschool will be from 9:00-9:30.

In your initial welcome phone call from the Supervisor, you will be given instructions of how drop off will be conducted. Drop off will take place at the entrance to the preschool off the playground. We ask that you have your child in shoes that they can wear both inside and outside (unless the weather is rainy or it is winter).

Parents will be sent a document electronically, each day that their child attends, that needs to be filled out each day. This document outlines the screening questions and a spot for temperature recording. We ask that all parents answer these questions honestly. If you answer yes to any of the questions or your child has a temperature higher than 37.8 C, please keep your child at the home. Below is a list of the questions that you will be asked to answer each day.

Your child, after confirmation that the screening questions were answered, will need to wash their hands with soap and water or sanitizer. After this is complete, your child will be able to enter into the Big Room where program will begin.

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.

Pick-Up Procedure

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.

*When picking up your child(ren) from Preschool, if you have siblings with you, they must remain with you at all times. 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.

- Only if necessary, a parent may enter into 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.

Child Daily Screening Questions

Have you experienced any of the following symptoms below (1-9) since your last visit to the school?

- If you check to any of the following please do not bring your child to the center
- Visit your local Assessment Center to be tested for COVID-19
- Contact the school with an update

#5 check **YES** only in the absence of underlying reason for these symptoms such as allergies, post nasal drip etc.

Date and time of arrival: _____

Name (first and last) _____

Phone Number: _____

Temp _____

1. International travel in past 14 days

or close contact with a confirmed case of COVID-19 Yes___ No___

2. Any household members with symptoms compatible with

COVID-19? Yes___ No___

2. Fever Higher than 37.8 Yes___ No___

3. Cough or Shortness of breath? Yes___ No___

4. Sore throat/hoarse voice/difficulty swallowing? Yes___ No___

5. Runny Nose/sneezing/nasal congestion? Yes___ No___

6. Loss of sense of smell or taste? Yes___ No___

7. Nausea/Vomiting, diarrhea, stomach pain? Yes___ No___

Select Yes if two (2) or more, or one of each, unexplained episodes within a 24 hour period

8. Clinical or radiological evidence of pneumonia? Yes___ No___

9. Atypical Symptoms (e.g. Multi system inflammatory Vasculitis) Yes___ No___

Onset date of symptoms _____

yy/mm/dd

For children: Medication (acetaminophen, Ibuprofen in last 4 hours Yes ___ No ___

If yes explain
why. _____

COVID-19 Confirmation of Self-assessment: Children

I/We, _____, the undersigned, promise and confirm that we will perform the COVID-19 self-assessment daily prior to leaving for Preschool on a daily basis.

This self-assessment will continue for the duration of the time that the WDG Public Health and/or the Government of Ontario maintain this requirement for Childcare Centres in Ontario.

Please list your child's/children's name(s): _____

By signing this form, you are conceding to the responsibility and confirming your intention to ensure that you will self-assess your children daily before leaving home for Preschool.

By signing this form, you are conceding also to have read the COVID-19 Policies and Procedures and the Parent Handbook, understand them and confirm your intention to follow the Policies and Procedures.

Father's name (please print) _____

Father's signature _____

Mother's name (please print) _____

Mother's Signature _____

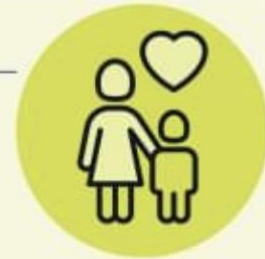
NOTE: This form will be kept on file in the Preschool.



HOME MONITORING BEFORE GOING TO CHILD CARE

WHO NEEDS TO COMPLETE THIS CHECK?

- Parents and guardians
- Staff



WHAT DO YOU NEED TO CHECK FOR?

- Parents/guardians must check their children's temperature and their own temperature
- Staff must check their own temperature
- **Everyone** needs to monitor for signs and symptoms of COVID-19. Children, in particular, should be monitored for atypical symptoms and signs of COVID-19
- Any person(s) who has one or more symptoms outlined below, even if it resembles a mild cold, **should stay home and report their symptoms to the child care centre.**

SYMPTOMS OF COVID-19

- Fever (temperature of 37.8 C or greater)
- New or worsening cough
- Shortness of breath (dyspnea)
- Sore throat
- Difficulty swallowing
- Loss sense of smell or taste
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose, or nasal congestion - in absence of underlying reason for these symptoms such as seasonal allergies, post nasal drip, etc.

ATYPICAL SYMPTOMS OF COVID-19

- Unexplained fatigue/malaise/myalgias
- Delirium (acutely altered mental status and inattention).
- Unexplained or increased number of falls
- Acute functional decline
- Exacerbation of chronic conditions
- Chills
- Headaches
- Croup
- Conjunctivitis
- Multisystem inflammatory vasculitis in children.

SIGNS OF COVID-19

- Clinical radiological evidence of pneumonia

ATYPICAL SIGNS OF COVID-19

- Unexplained tachycardia, including age specific tachycardia for children
- Decrease in blood pressure
- Unexplained hypoxia (even if mild i.e. O2 sat <90%)
- Lethargy, difficulty feeding in infants (if no other diagnosis)

health.gov.on.ca, May 25th, 2020



ALTERNATE FORMATS AVAILABLE UPON REQUEST.

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SOURCE: WDGPUBLICHEALTH.CA

For more information, refer to the WDG Public Health and the Ontario Ministry of Education guidelines for Reopening Childcare during the COVID-19 Pandemic.

