

Tilbury Tots Early Learning Centre COVID-19 Policy Manual

Tilbury Tots Early Learning Centre will ensure that each child care centre it operates has a consistent Coronavirus (COVID-19) policy that is consistent with any direction of a Medical Officer of Health.

The COVID-19 Policy is intended to fulfill all obligations set out under the Ontario Regulation 137/15.

88.5(2) Tilbury Tots Early Learning Centre will ensure that the Policy is made available free of charge to:

- each parent considering whether to enter into an agreement with Tilbury Tots Early Learning Centre for the provision of care.

- each parent of a child enrolled at the centre.

88.5(3) Tilbury Tots Early Learning Center shall ensure that the policy is reviewed with every employee and student.

88.5(5) At least two (2) days before a child care Centre that was, due to the emergency, ordered to be closed under the Emergency Management and Civil Protection Act intends to resume its operations, Tilbury Tots Early Learning Centre shall submit the following information in writing to the Ministry:

- 1) Confirmation that the licensee has complied with subsections (1) to (3)
- 2) The date that the child care centre intends to resume operations

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88.5 1 Enhanced Environmental Cleaning

From what is currently understood about COVID-19, commonly used cleaners and disinfectants are effective against the virus that causes COVID-19. In order to prevent the spread of respiratory illnesses including COVID-19, child care centre will be required to maintain their routine cleaning and disinfection schedules, and also provide enhanced cleaning and disinfection of high touched surfaces, mouthed objects and toys.

All products including cleaners and disinfectants must be out of reach of children, labelled and must have a safety Data Sheet (SDS) that are up to date and stored in a WHMIS binder on site.

Each classroom and washroom should have their own designated detergent and disinfectant should never be used if expired. Please follow all manufacturers instructions for discarding the product.

Steps to Follow to Properly Disinfect

Step 1

Cleaning: is done with soap and water to remove dirt and grease that can hid and protect germs from the disinfectant. Cleaning with soap and water will also substantially reduce the number of germs that may be on surfaces.

Step 2

Disinfecting: Use disinfectant to kill any germs on the surfaces following the instructions of that disinfectant.

Selection of Disinfectants

It is important to choose approved disinfectant with MSDS number. It must be appropriate for the surface it is being used on and the contact time (time the surface stays wet) must be achievable. Public Health has recommended a product with a shorter contact time between 1 to 5 minutes.

Record Keeping

Tilbury Tots Early Learning Centre must produce a specific cleaning schedule for each group. This can be found on the Emergency Childcare Cleaning Chart. Tilbury Tots Early Learning Centre has designated staff to aid in the cleaning and disinfecting of its centres.

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Enhanced Cleaning Frequencies

Toys and Play Structures

- Increase frequency of cleaning and disinfecting to daily.
- Each room/group will have designated toys and equipment and cleaned weekly (or after each use). If shared toys and equipment will be cleaned and disinfected between groups.
- Any mouthed toys must be cleaned and disinfected immediately after each use. After being disinfected the toys must be rinsed with potable water prior to returning if to play.
- Soft fabric toys and items that cannot tolerate regular cleaning and disinfecting should not be used.
- Indoor/outdoor sensory play is discouraged unless the items are single use and dedicated to one child.
- Outdoor play areas including sandboxes should only be used by the group of children at a time while maintaining social distancing as much as possible between the children.
- Ensure hand washing is encouraged after playing.
- Play structures can only be used by one group at a time. They must be cleaned and disinfected in-between each group.
- If the play structures are made of materials that cannot be cleaned and disinfected, they must not be used (e.x. wooden play structures)
- Play structures can be closed by the respective School Boards. Please ensure that we are following their directives if the play structures are open or closed.

Frequently Touched Area's

These surfaces include but are not limited to:

- Washrooms (toilet fixtures, faucets)
- Eating Area's (tables, sinks, countertops)
- Door knobs
- Light switches
- Handles
- Desks, Phones, Keyboards, Computers
- Touch Screens

Staff should adhere to diapering and toileting steps that ensure proper cleaning and disinfecting between diaper changes and toileting processes.

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Classroom Items

- Large equipment and shelving must be cleaned and disinfected daily.
- Floors must be swept and mopped daily or more when necessary.
- Carpeted floors to be vacuumed at least once per day
- Tables and chairs are to be cleaned and disinfected twice daily or more if required.
- Tables and countertops used for food prep and food service must be cleaned and disinfected before and after each use.
- Highchairs must be cleaned daily and disinfected before and after serving food.
- Washrooms are to be cleaned daily and between each family or more as needed.
- Low touched surfaces must be cleaned and disinfected daily- includes window ledges, doors, sides of cabinets, furniture etc.
- Cots and cribs must be cleaned and disinfected after each use; bed linens laundered between children.
- Cots and cribs must be labelled and assigned/designated to a single child per use and must be cleaned and disinfected before being assigned to another child. Crib mattresses must be cleaned and disinfected when soiled or wet. High touched surfaces on cots and cribs must be disinfected after each use.
- The cleaning equipment itself requires careful and regular cleaning and disinfecting to avoid inadvertent cross -transmission of microorganism.
- Fabric furniture coverings and throw rugs to be laundered weekly or more often as needed.
- Any shared items must be disinfected between users (Phone, binders, tablets etc.)

88.5 2 Serious Occurrence Reporting COVID-19: How Confirmed Cases of COVID-19 Will Be Reported

Tilbury Tots Early Learning Centre will report confirmed cases of COVID-19 to the Ministry of Education.

Tilbury Tots Early Learning Centre should contact their Public Health Unit to report a child/staff suspected to have COVID-19. The local Public Health Unit will provide specific advice on what control measure should be implemented to prevent the potential spread and how to monitor for other possible infected staff member and children.

A Serious Occurrence is required to be submitted ONLY where a

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- Child
- Staff
- Student

Has a CONFIRMED case of COVID-19 (i.e. POSITIVE COVID-19 test result)

Licensee MUST:

- Report this as a serious occurrence to the Ministry of Education
- Report to the local public Health Unit and provide any materials (e.g., daily attendance records) to public health officials to support case management and contact tracing and all other activities in accordance with all applicable legislation.

Order To Close

If a closure is ordered by the local Public Health Unit and the Licensee has already submitted a Serious Occurrence for a confirmed case, the existing Serious Occurrence must be updated to reflect the closure.

If the local Public Health Unit determines that a full or partial closure is required a Serious Occurrence must be submitted under the “Unplanned Disruption of Service”.

Additional Positive Cases

If there are any additional individuals at the child care program that develops a confirmed case, licensee must:

- Revise the open Serious Occurrence report to include the additional cases, or;
- Submit a new Serious Occurrence report if the first has been closed already.

Contact Tracing

If a child/ parent has been pulled into contact tracing (Not tested positive) a Serious Occurrence does not need to be submitted. If the test however comes back POSITIVE- Please submit a Serious Occurrence.

Self Quarantining

Children who have symptoms and have been advised by a medical professional to be tested for COVID-19 choose not to be tested for COVID-19 will instead be advised to Quarantine for 10 days. A Serious Occurrence will not be required to be submitted.

Revisions of Open Serious Occurrences

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Program advisor will be using the “Request for Revision” process for all COVID-19 related Serious Occurrences. This process will give the licensee the opportunity to revise an open Serious Occurrence (i.e., add/remove individuals impacted. Please do not upload test results to the report.

Posting COVID-19 Serious Occurrence

Licensee will not be required to post a Serious Occurrence related to COVID-19 unless directed by Public Health.

Other Serious Occurrences

Licensees are required to Post all other types of Serious Occurrences following the Serious Occurrence reporting protocol.

88.5 3 Space Set-Up and Physical Distancing

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

When setting up the play space, physical distancing of at least 2 meters must be maintained between groups and should be encouraged where possible between children of the same group. This is how it could look:

- Spreading children out into different areas, particularly at meal and dressing time.
- Incorporating more individual activities or activities that encourage more space between child
- Using visual cues to promote physical distancing

When in the same common space (e.g., entrances, hallways) physical distancing of at least 2 meters must be maintained between the different groups.

Where two (2) groups are using the same indoor space (e.g., gym), licensee must ensure that a floor to ceiling temporary physical barrier is in place to ensure that physical distancing of at least 2 meters between groups is maintained.

In a shared outdoor space, groups must maintain a distance of at least 2 metres between groups and any other individual outside of the group.

Licensee 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.

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Shared space and structures that cannot be cleaned or disinfected between groups should not be used.

Recognizing that physical distancing is difficult with small children and infants, additional suggestions include:

- Planning activities that not involve shared objects and toys
- When possible, moving activities outside to allow for more space and
- Avoiding singing activities indoors.

A blanket or smock can be worn by childcare providers while holding infant and toddlers but is not required and is a staff preference.

Staff will supervise and hold bottles for infants to reduce the risk of choking

Avoid getting close to faces of all children and where possible staff will encourage more physical space between children.

Cots will be stacked in a manner in which there is no contact with the sleeping surfaces of another cot. Cots will be disinfected after each use.

88.5 4 Staffing

Staff will be assigned a group prior to starting their work week and will remain with this group for the week.

Screener

Each centre will have a designated screener as well as additional staff who have been trained on the screening protocol.

Runner

Each centre will have a designated runner in order to bring children to and from the main entrance, as well as break coverage and cleaning and disinfecting.

Additional Information

- Staff and students should work only at one location
- Supervisors and/or designates should limit their movement between rooms, doing so when absolutely necessary and with the appropriate PPE.
- Supply/replacement staff should be assigned to a specific group so to limit staff interactions with multiple groups of children.

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Students

- Students on placement will be assigned to a specific licensed age group at one location.

Qualified Staff

- Licensees are required to ensure each group has the required number of qualified staff as set out in the CCEYA.
- Staff director approvals can be transferred from one child care centre to another child care centre that is operated by the same licensee.

88.5 5 Parent/Teacher Meetings

Parent/teacher meetings should be conducted via video or telephone conference where possible.

Parent Tours

Infant room visits will continue to occur in the following manner:

- 1) First meeting with parents and child (1 hour) will be conducted outside of the facility in the playground area (weather permitting)
- 2) Infant will be in program without parent from 9:00- 11:00
- 3) Infant will be in program without parent from 9:00 – 3:00

A digital parent tour will be prepared for new parents to Tilbury Tots Early Learning Centre to show them the room and the facility as needed.

88.5 6 Drop off and Pick-Up Procedure

Upon drop-off the parent/guardian will be expected to come into the centre with their child/children.

There will only be one family in the screening area at a time. There is a designated area for parents to wait their turn to enter the screening area. The parent will be asked to provide a screen shot to the Screener of a clear COVID-19 School Screening Result with a valid date for all child(ren) being dropped off. A paper copy will also be available at each location.

Screening Procedures

The screening procedure could vary from site to site depending on the space available to conduct the screening process.

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Screeners are required to wear the following PPE:

If a screener is not able to social distance at 6ft or use a physical barrier:

- Surgical/Procedure Mask
- Re-usable face shield or snug fitting goggles
- Excellent Hand Hygiene

Screening Procedure- 1

- Dedicated screener- dressed in PPE (listed above) will request to the Parent/Guardian to see a Clear COVID-19 School Screening Result.
- Screener will take the child/ren's temperature(s) and record on the appropriate sheet.
- <https://covid-19.ontario.ca/school-screening/>

Screening Procedure - 2

- Dedicated screener- dressed in PPE (listed above) will ask the parent the Health Screening Questions and record the answers.
- This will only be done for children whose Parent/Guardian does not provide or does not have access to the COVID-19 School and Child Care Screening application
- Screener will take the child/ren's temperature(s) and record

The temperature will be logged each day. If the child has a fever they will not be permitted to stay and will be given further instructions from the Screener about returning back to daycare.

Steps to take for a Failed Screen

Any new or worsening symptoms of COVID -19 as indicated in the School and Child Care Screening Tool, even those with just **1 SYMPTOM** must stay home until:

- You receive a negative COVID -19 test result
- Receive alternate diagnosis from a health care provider
- It has been 10 days since the onset of symptoms and child is feeling better

Personal Items

Families are asked to bring minimal items from home and keep it to those only considered essential. No outside toys are permitted to be brought into the centre.

Drop Off Procedure

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Once the child has passed the screening procedure, parents will NOT be permitted in the building. A designated runner staff (wearing appropriate PPE) will greet the child/ren in a warm and welcoming way and assist them to their classrooms(s). Once they are in their class, they will be guided to wash their hands before they start their day.

Families are asked to be mindful of the times that they've indicated on their calendar for drop off times as there may be other families waiting their turn to drop off.

Pick Up Procedure

When arriving for pick up of your child, you are to use the intercom located at the designated entrance of the building. If there is no intercom available there will be clear instructions posted near the designated pick-up area as to how to notify staff that the parent have arrived to pick up their child.

Physical distancing will be required to be adhered to at the designated entrance of building. Please be mindful of the 2m markings on the sidewalk outside of the building, this designated area will be where parents are waiting for their child(ren).

Once the parent has made contact with a staff member, the designated runner will retrieve the child(ren) from their classroom(s) as well as their belongings and will bring them to the front door to meet the parent. At NO point will parents enter the screening area during pick up procedure and will remain outside at all times.

The Staff that brings the child(ren) to the door will give the parent any updates and communications that were relayed from the classroom teachers.

The runner staff will ensure that all high touched surfaces are wiped down.

88.5 7 Communication with Parents in Regards to a Confirmed Case of COVID-19

A confirmed case of COVID-19 will be communicated to the Parents/Guardians of all Tilbury Tots Early Learning Centre By:

- Email
- Social Media (Facebook)
- Phone Call

All directives given to Tilbury Tots Early Learning Centre from Public Health in regards to this notification will be followed.

88.5(1) Recommended Personal Protective Equipment (PPE)

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For non-healthcare settings the use of PPE should be considered based on the risk of assessment of the task, the individual and then environment. Public Health has been consulted with the following recommendations for PPE.

Key recommendations:

- Droplet and contact precautions are recommended for the care of someone suspected of confirmed with COVID-19.
- N95 respirators are not indicated for use in childcare settings unless otherwise advised by a medical professional.

Appropriate Eye Protection Includes:

-Face Shield

-Goggles/safety glasses that are tightly fitting to the skin around all sides of the eye (top, bottom, sides)

Please Note:

Shield pieces added to the sides of existing prescription glasses is **NOT** permitted to be used as they will not block open spaces on the top and bottom and offers insufficient eye protection.

Prescription glasses are **NOT** permitted to be used as eye protection.

Sunglasses are **NOT** permitted to be used as eye protection. If sunglasses are worn inside/outside they must be worn with a shield over top.

Staff Role:	Type of PPE Required
Screener/Runner	-Surgical/Procedure Mask -Face shield/goggles -Practice excellent hand hygiene -Smock (optional)
Staff Member in Program	-Surgical/ Procedure Mask -Face shield/goggles -Practice excellent hand hygiene
In between Staff (Staff moving in between classrooms)	-Staff that are involved in tasks that do not require close contact or direct care to children and are moving between groups should wear: -Surgical/Procedure Masks -Face shield/goggles

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Providing Care for Sick Child	Providing care for a sick child (suspected case of COVID-19): -Surgical/Procedure Mask -Face Shield/goggles -Gown/Smock etc.- if need to hold a child -Excellent hand Hygiene must be performed before and after caring for a sick child.
Cleaning of bodily Fluid with the Risk of Splashing/soiling clothes	-Surgical/Procedure Mask -Face shield/goggles -Gown/smuck etc.- to protect clothes -Gloves are not required -but proper hand hygiene must be performed.

88.5 8 Information About Personal Protective Equipment (PPE)

Guidance on the Use of Masks and Personal Protective Equipment (PPE)

Expectations for Adults:

- All child care staff and post secondary placement students are required to wear medical masks and eye protection (i.e., face shields and goggles) while inside the childcare setting including hallways and staff rooms (unless eating) The time with masks off should be limited and physical distance should be maintained.
- All other adults (i.e., parents/guardians, and visitors) are required to wear a face covering or non-medical mask while inside the premises.

Expectations for Children

- All children in grade 1 and above are required to wear a non-medical mask or face covering while inside a child care setting, including hallways.
- All younger children (aged 2 to SK) are encouraged but not required to wear a non-medical mask or face covering while inside a child care setting, including hallways.
- Masks are not recommended for children under the age of two (2).

Exceptions:

- The use of masks is not required outdoors for adults and children if physical distancing of at least 2 metres can be maintained between individuals
- Situations where a child cannot tolerate wearing a mask
- Reasonable exemptions for medical conditions.

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Mask Exemptions

Exemptions will be considered on a case-by-case basis in consultation with management. Possible considerations will be given for health concerns such as asthma, anxiety or other medical conditions.

88.5 9 Children's Attendance Records

All attendance sheets are filed in the COVID-19 binder and organized by age group (i.e., Infant, Toddler). These records will be organized and maintained in order to facilitate easy access for contact tracing.

88.4 (1) Visitors

Tilbury Tots Early Learning Centre will ensure that up-to-date records of the following matters are kept and made available for inspection by an inspector or program adviser at all times:

- 1) The name of each person who enters a child care centre
- 2) The person's contact information
- 3) The time of the person's arrival and departure

88.4 (2) Please note that this does not apply to a child who receives care the centre.

88.4 (3) Tilbury Tots Early Learning Centre will ensure that all the up-to-date records of each person who enters a child care centre are kept at the child care centre premises.

88.4 (4) Tilbury Tots Early Learning Centre will ensure that the records of each person who enters a child care centre are kept for at least one (1) year after the date the record was made.

88.4 (5) Tilbury Tots Early Learning Centre will ensure that medical officers of health or their designate is permitted to inspect, records of each person who enters a child care centre and provide copies of said records on request.

Reopening after Emergency Closures

88.6 (4) Tilbury Tots Early Learning Centre will ensure that there are no volunteers present at the child care centre it operates at.

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88.6 (5) Tilbury Tots Early Learning Centre will ensure that every person is screened for symptoms of the Coronavirus (COVID-19) before proceeding beyond the entranceway of a child care centre.

88.6 (8) Tilbury Tots Early Learning Centre will ensure that each group of children have their own assigned indoor space separated from all other groups. If unable to be separated a barrier will be utilized to reduce the spread of respiratory droplets that are thought to transmit COVID-19 and to reinforce physical distancing requirements between groups.

When the same common areas are being used (hallways, entrances) physical distancing of at least 2 metres must be maintained between different groups and should be encouraged as much as possible between children within the same group.

In shared outdoor space, a distance of 2 metres must be maintained between groups and any other individuals outside of the group at all times.

Shared spaces and structures that cannot be cleaned and disinfected between groups should not be used.