

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 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

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.

Enhanced Cleaning Frequencies

Child Care centres should be cleaned frequently. Focus should be on regular hand hygiene to reduce the risk of infection related to high touch surfaces.

The risk of transmission with shared object is low. Instead of regular cleaning of shared objects, the focus should be on regular hand hygiene and respiratory etiquette.

Toys and Play Structures

- Increase frequency of cleaning and disinfecting 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 materials (e.g., playdough, water, sand etc.) are offered, emphasis should be placed on hand hygiene before and after the use of materials.
- 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 and proper hand washing is encouraged after playing.
- Play structures can only be used by one group at a time. Emphasis will be placed on hand hygiene before and after using shared play structures.
- Play structures can be closed by the respective School Boards. We will ensure that we are following their directives if the play structures are open or closed.

Frequently Touched Areas

These surfaces include but are not limited to:

- Washrooms (toilet fixtures, faucets)
- Eating areas (tables, sinks, countertops)
- Door knobs, push buttons
- Light switches
- Handles, hand rails
- Desks, phones, keyboards, computers
- Water fountain knobs
- Staff should adhere to diapering and toileting steps that ensure proper cleaning and disinfecting between diaper changes and toileting processes.

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.
- Less frequently touched surfaces must be cleaned and disinfected daily, this 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 a 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 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 has a duty to report confirmed cases of COVID-19 to the medical officer of health under the Health, Protection and Promotion Act.

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 child, staff or 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.

Public Health officials will determine any additional steps required, including but limited to how to monitor for other possible infected staff/providers and children.

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 COVID-19 test result comes back positive, please submit a Serious Occurrence.

Outbreak Management

An outbreak may be declared by the local public health unit when within a 14-day period there are two (2) or more laboratory confirmed COVID-19 cases in children, staff/providers or other visitors with an epidemiological link.

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

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.

More than one child care or early years program or day camp can be offered per building/space as long as they are able to maintain separation between the groups/cohorts and follow all health and safety requirements that apply to those programs. Physical barriers (which begin at the floor and reach a minimum height of 8 feet) are not required if a distance of 2 meters can be maintained between cohorts.

When in the same common space (e.g., entrances, hallways) physical distancing of at least 2 meters must be maintained between the different groups and should be encouraged, as much as possible between children within the same age group by:

- Dispersal of children 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

In a shared outdoor space, mixing between groups and any other individuals outside of the group is permitted, though physical distancing should be encouraged between groups as much as possible.

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.

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

- Planning activities for smaller groups when using shared objects or toys
- When possible, moving activities outside to allow for more space
- Singing is permitted indoors.

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

Movement of supervisors/designates/staff/students on educational placements between childcare locations and between licenced age groups are permitted.

Screener

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

Runner

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

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 encouraged 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

All entrances should have alcohol-based hand rub with a concentrate of 60-90% available with signage demonstrating appropriate use of how to wash your hands. Alcohol based hand rub should not be accessible to children and should be supervised when using hand rub.

Screening Procedures

Upon drop-off the parent/guardian will be expected to come into the screening area with their child(ren).

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.

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

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
- Reusable face shield or snug fitting goggles
- Excellent hand hygiene

Screening Tool

<https://covid-19.ontario.ca/school-screening/>

- Screening tool may periodically update. All individuals must follow the monitoring and isolation advice outlined in the screening tool. The ministry may direct licensees and providers to perform and validate daily onsite confirmation of self screens.

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.

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

Steps to take for a Failed Screen

Child care centre staff, providers, placement student, and children with any new or worsening symptoms of COVID -19 as indicated in the School and Child Care Screening Tool, even those with just **1 (one) 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 they are feeling better

Symptoms After Vaccination

If the child, child care staff, provider, placement student or visitor received a COVID-19 vaccination in the last 48 hours and is experiencing mild headache, fatigue, muscle aches, and/or joint pain that only began after vaccination, and no other symptoms as indicated in the COVID-19 School and Child Care Screening Tool, they may continue to attend the child care program if they are feeling well enough to do so.

These individuals are to wear a properly fitted mask for their entire time at the child care setting. Their masks may only be removed to consume food or drink and the individual must remain at least two meters away from others when their mask has been removed.

If the mild headache, fatigue, muscle ache and/or joint pain symptoms worsen, continue past 48 hours or if the individual develops other symptoms, they should leave the child care setting immediately and should self-isolate and seek COVID-19 testing.

In addition, if any household members are experiencing any new COVID-19 symptoms and/or waiting for COVID-19 test results after experiencing symptoms, the child, child care staff, provider or placement student must not attend child care. (This direction does not pertain to those who received a COVID-19 vaccination in the last 48 hours and are experiencing mild headache, fatigue, muscle aches, and/or joint pain that only began after vaccination and no other symptoms.)

Drop Off Procedure

Once the child has passed the screening procedure. 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 2-meter 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. As much as possible, parents should not go past the screening area.

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.

Personal Items

All personal items must be labelled with the child's name and kept in their assigned cubby. Appropriate clothing should continue to come with the child. Other non-essential personal items should be minimized.

COVID-19 Immunization Disclosure Policy

Purpose

The purpose of this policy is to outline organizational expectations with regards to COVID-19 immunization disclosure. Contingent upon vaccine availability, all eligible individuals are strongly encouraged to receive a COVID-19 vaccine unless there is a medical reason to not receive a vaccine.

Tilbury Tots Early Learning Centre recognizes the importance of immunization of individuals regularly interacting and providing services to children due to the nature of their work and potential for exposure in the community. This COVID-19 immunization policy aims to protect the child care program's population including children, staff, volunteers, students on educational placement and any person providing child care or other services to a child in care.

COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It may be characterized by fever, cough, shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age but is not limited to the elderly and is elevated in those with underlying medical conditions.

Intent

The Immunization Disclosure Policy will apply to the following groups of individuals, except where the individual works remotely and the individuals work does not involve in-person interactions:

- Employees of the licensee
- Volunteers
- Any licensee who regularly interacts with children, staff or providers
- Any person who provides child care or other services to a child who receives child care (e.g., special needs resourcing consultant)

Policy

The Chief Medical Officer of Health has directed all licensed child care programs to develop, implement and ensure compliance with COVID-19 immunization disclosure policy. All individuals covered by this policy must provide one of the following:

1. Proof of all required doses of a COVID-19 vaccine approved by the World Health Organization.
2. Written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:
 - a) that the person cannot be vaccinated against COVID-19; and
 - b) the effective time period for the medical reason (i.e., permanent or time-limited)
3. Proof that the individual has completed an education session approved by Tilbury Tots Early Learning Centre.

According to Ministry guidelines there are only 2 acceptable medical reasons for not receiving the COVID-19 vaccination:

1. Allergy to the COVID-19 vaccine
2. Heart inflammation after receiving the first dose of the COVID-19 vaccine

Educational Session

The educational session has been approved by and/or provided by Tilbury Tots Early Learning Centre and addresses all of the following learning components:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- Benefits of vaccination against COVID-19;
- Risks of not being vaccinated against COVID-19; and
- Possible side effects of COVID-19 vaccination.

English

<https://www.youtube.com/watch?v=lylv8yFnjcM> COVID-19 Vaccination Information for Educators

<https://youtu.be/FWJlgD68LZs> Vaccination Information for Educators (with ASL interpretation)

French

<https://www.youtube.com/watch?v=MbmfnSEkDPg> Information sur le vaccin contre la COVID-19 à l'intention des éducateurs

<https://www.youtube.com/watch?v=DNEW5rcHv7A> Information sur le vaccin contre l'as COVID-19 à l'intention des éducateurs (avec interprétation en LSQ)

The educational component will be required to be viewed once and will not expire. This educational video is not to be viewed during a scheduled shift; it must be viewed on your own time. Please note that the Rapid Antigen Testing component is mandatory with the educational component.

Attestation must be signed by staff required to watch the educational videos.

Support For Vaccination

Tilbury Tots Early Learning Centre will provide the following supports for people subject to this policy to receive a vaccine:

- Work around scheduling
- Assist with booking vaccination appointment
- Peer to peer support

Testing Requirement

Individuals subject to the policy who are not fully vaccinated must regularly complete a COVID-19 antigen point of care testing provided by Tilbury Tots Early Learning Centre at no cost to the employee and demonstrate a negative result, three (3) times per week and provide photo verified verification of the negative test result through the Thrive Health Portal:

- Testing is to take place at an individual's residence prior to attending work
- Testing should be implemented consistently on a weekly basis and conducted Sunday to Friday
- Testing should take place Sunday evening, Tuesday evening & Thursday evening
- Testing should not take place more than 48 hours before attending work

English: <https://www.ontariohealth.ca/sites/ontariohealth/files/2021-08/PASP-COVID19-SelfTesting%20Instrucitons.docx>

French: <https://www.ontariohealth.ca/sites/ontariohealth/files/2021-08/PASP-COVID19-SelfTesting%20Instructions-FR.docx>

Please Note:

The Rapid Antigen Test takes approximately 15-20 minutes to process and provide results.

Rapid Antigen Testing Results

Negative Result- proceed to work as normal

Positive Result- a positive result on a rapid antigen test is considered a preliminary positive and requires confirmation with a PCR test. Any individual who receives a preliminary positive result on a COVID-19 rapid antigen test, is required to:

- Seek a confirmatory PCR test immediately (ideally 48 hours) at the closest designated testing centre.
- Isolate immediately until the result of their confirmatory test is known.
- Safely return to work only after they receive a negative result on a confirmatory test at a designated testing centre.

Individuals with a positive rapid antigen screening result must report to Public Health (355-1071 ext. 1900) the employee must return home immediately to isolate until they receive further instructions from Public Health and make an appointment for COVID-19 PCR testing as soon as possible.

If an individual has a laboratory-confirmed COVID-19 infection they should not participate in antigen testing for 90 days following the date of their positive COVID-19 test result. These individuals should immediately resume COVID-19 rapid antigen testing after the 90th day from the date of their positive COVID-19 PCR result.

This testing is for ASYMPTOMATIC INDIVIDUALS ONLY. Those who are experiencing symptoms of COVID-19 or who have had close contact with someone who has tested positive should continue to visit their local assessment centres for testing.

Outside Agencies

Individuals covered by Tilbury Tots Early Learning Centre's Immunization Disclosure Policy that are not directly employed by Tilbury Tots Early Learning Centre must provide their attestation or negative test results directly to Tilbury Tots Early Learning Centre but are not required to duplicate if their employer also has a rapid antigen testing policy.

Students On Educational Placement

Tilbury Tots Early Learning Centre will only accept students for educational placements if they are fully vaccinated with all required doses. Proof of vaccination will be requested to be submitted prior to the start of their placement block.

Verification Of Testing

- Employees will be required to login to the Thrive Health Portal on their smartphone or tablet.
- Tilbury Tots Early Learning Centre will export records of verification from all staff participating in the testing requirement.

Reporting

- The Provincial Antigen Screening Program requires that all organizations receiving free antigen screening test submit weekly reporting to the Ministry of Health (MOH).
- The Thrive Health Portal will report directly to the Ministry of Health (MOH)

Confidentiality Statement

As per s.77 of O.Reg 137/15 under the Child Care and Early Years Act, 2014, Tilbury Tots Early Learning Centre is required to report such statistical information to the Ministry of Education as may be required. No identifying information will be provided to the ministry in relation to this policy; all statistical information will be provided in aggregate form.

Compliance And Contravention

Refusal to watch the recommended educational video and/or participate in the rapid antigen testing as per the above policy will result in time off without pay effective immediately.

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)

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 are **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 indoors/outdoors they must be worn with a shield over top.

Staff Role:	Type of PPE Required
Screener/Runner	<ul style="list-style-type: none"> • Surgical/procedure mask • Face shield/goggles • Practice excellent hand hygiene • Smock (optional)
Staff member in program	<ul style="list-style-type: none"> • Surgical/procedure mask • Face shield/goggles • Practice excellent hand hygiene
In between staff (Staff moving in between classrooms)	<p>Staff that are involved in tasks that do not require close contact or direct care to children and are moving between groups should wear:</p> <ul style="list-style-type: none"> • Surgical/procedure mask • Face shield/goggles
Providing care for sick child	<p>Providing care for a sick child (suspected case of COVID-19):</p> <ul style="list-style-type: none"> • Surgical/procedure mask • Face Shield/goggles • Gown/Smock etc. (if staff 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	<ul style="list-style-type: none">• Surgical/procedure mask• Face shield/goggles• Gown/smock to protect clothing• Gloves are not required but proper hand hygiene must be performed
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88.5 8 Information About Personal Protective Equipment (PPE)

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

Expectations for Adults:

Indoors

- All childcare staff, students on educational placement and outside agency staff are required to wear medical masks (e.g., surgical/procedural) while inside a childcare setting, including hallways and staff rooms (unless eating). Time with masks off should be limited and physical distance should be maintained.
- Eye protection (face shield or goggles) is required indoors as per occupational health and safety requirements for individuals working in close contact with children who are not wearing face protection.
- If a child care staff or placement student received a COVID-19 vaccination in the last 48 hours and has mild headache, fatigue, muscle aches and/or joint pain that only began after immunization, and no other symptoms, they are to wear a properly fitted mask for their entire time in the child care setting. Their mask may only be removed to consume food or drink and the individual must remain at least two metres away from others when their mask has been removed.
- All other adults (i.e., parents/guardians, and visitors) are required to wear a face covering or non-medical mask while inside the premises.

Outdoors

- Medical masks (surgical/procedural) are required to be worn by child care and early years staff/providers outdoors if two metres of distance from others cannot be maintained.
- Eye protection is also required if a staff member/provider comes within two meters of an unmasked individual outdoors, as per occupational health and safety requirements.

Mask Exemptions

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

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).
- Masks are no longer required outdoors for children.

Exceptions:

- Situations where a child cannot tolerate wearing a mask
- Reasonable exemptions for medical conditions.

Hand Hygiene and Respiratory Etiquette

Appropriate hand hygiene and respiratory etiquette are among the most important protective strategies. Tilbury Tots Early Learning Centre staff, visitors and students on educational placement will be trained and able to assist children on appropriate hand hygiene and respiratory etiquette, including the use of alcohol-based hand rub reinforce its use.

Hand hygiene should be conducted by anyone entering the child care setting and incorporated into the daily schedule at regular intervals during the day above and beyond what is usually recommended (for ex. before eating, after using the washroom). Age-appropriate posters should be placed around the daycare.

- Soap and water are preferred as the most effective method and least likely to cause harm if accidentally ingested.
- Hand sanitizer can be used for children. It is most effective when hands are not visibly soiled.
- Visibly soiled hands should be washed with soap and water.
- Safe placement of hand sanitizer to avoid consumption is important, especially for young children.
- Support of modifications to allow children with special needs to regularly perform hand hygiene as independently as possible.
- Open or no touch waste baskets where possible.
- Hand sanitizer minimum of 60% alcohol concentration must be available (60-90% recommended, including ideally at the entry point to each child care room) and/or plain liquid soap dispensers, sinks and paper towel dispensers.

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

Visitors are permitted and are subject to the same Health and Safety Protocols. Visitors indoors should be limited to the ability to maintain physical distancing of at least 2 meters.

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:

- The name of each person who enters a child care centre
- The person's contact information
- The time of the person's arrival and departure
- The screening method used (online screen/active screen)

Ministry staff and other public officials (fire marshal, public health inspectors) are permitted to enter and inspect a child care centre and premise at any reasonable time.

At the advice of the local public health unit, childcare licensees may be asked to further restrict visitors.

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.

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.