



# **ALMONTE DAYCARE CENTRE COVID - 19 RESPONSE PLAN**

**Revised: February 19 /2021**



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| POLICY:     | Operational Policy-COVID-19<br><b>PARENT DROP OFF AND PICK UP POLICY</b> | <b>Date: June 15/2020</b> |
| Department: | <b>CHILDCARE</b>   |                           |
|             |  | Revised date:             |

## Policy Statement

### Purpose

To ensure that all parents, employees are aware of, and adhere to, how Almonte Daycare Centre will drop off and pick up children during the Covid-19 pandemic.

**Scope:** All families and employees

### Drop-Off

- When possible, parents will drop off their child at specific times in hopes of staggering arrival (**between 6:30 am – 9:00 am please**)
- **Please let us know what your consistent drop off time will be**
- There will be only one entrance for drop off time.
- There will be a physical distance of 2 meters between families at pick up.
- Signage /markings on the group will direct families through the entry steps.
- Personal belongings should be minimized (avoid backpack if possible as it cannot be easily sanitized) Clothes should be brought in labeled bag to be kept in the child’s cubby area.
- Ideally, the same parent or designated person should drop off and pick up the child every day
- Hand sanitizer will be provided at the entrance of the facility, so that staff and children can clean their hands before they enter next to the sign in sheets.
- Sanitizer is not recommended for children under 2 years and older children must have parental permission to use the sanitizer.
- Hand sanitizer will be kept out of children’s reach and supervise use.
- Sanitary wipes for cleaning pens will be available

### Screening at drop off:

- There will be a screening process and questions asked at arrival
- The staff member will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue.
- Children and staff will have their name, time of entry, program attending, and temperatures recorded on screening sheets upon entry. These screening forms will be kept for a minimum of 2 years. In addition, children's arrival and departure times will be recorded on their attendance sheets in each room.
- A designated screener will wear a mask, and gloves while screening and sit behind a sneeze guard /face shield while recording information.
- Persons who have a fever of **37.8** or above or other signs of illness **will** not be admitted to the facility.
- Encourage parents to be on the alert for signs of illness in their children and must keep them home when they are sick. **(Parents must call the centre should a child be absent for any reason.)**
- There will be limited direct contact with parents as much as possible.
- The educators will arrange how children will proceed to their various programs.

### Pick up procedure:

- When possible, outdoor play will be scheduled at the end of the day.
- At pick up a staff will walk children back to the main gate to greet their parent.
- If indoors, families must ring the doorbell to indicate when they arrived or call specific program and a staff will bring the child to the door.
- **No families will have access inside the building at any time.**

|   |                             |
|---|-----------------------------|
| POLICY: Health and Safety standards and procedures COVID-19         | Date: June 3, 2020          |
| <b>HEALTH SCREENING POLICY AND PROCEDURE<br/>AND SCREENING TOOL</b> |                             |
| DEPARTMENT: <b>CHILDCARE</b>  |                             |
|   | Revised date:<br>Feb. 19/21 |

**Purpose:** In order to help reduce the risk of respiratory infections (including COVID-19), a health screening procedure is an essential step in reducing the spread of infection.

**Scope:** All employees and children entering the facility should complete the screening in the morning before coming into the workplace.

**Staff and children must not attend the program with **ONE** or more symptoms.**

**Public health Unit: COVID-19:** COVID-19 is a unique strain of a large family of viruses (coronaviruses) that can cause respiratory diseases. Vaccines have been developed and Ontario has only vaccinated a small portion of the population to date.

The screening will ensure the safety and well-being of staff, children, and families. If your child will not be attending childcare, **please call the centre** if they

- have symptoms ,
- **are going for testing** or
- are off for vacation.

613- 256 -3833, (208 State Street - Almonte Daycare) *Tammy Costello*

613 -256-3833 (110 Paterson location- Holy Name of Mary) Ryan Byers

613- 978-3254 (260 King Street - Naismith public school)

613- 978-3255 (175 Paterson -R.Tait McKenzie public school)

**Active Screening:**

- A Staff member will take your child's temperatures upon arrival.
- They will record time of arrival at the door.
- Each centre will have one staff greeting parents/children at **one entrance**
  - **State Street:** At front door



- **Holy Name of Mary:** Childcare entrance off parking lot (preschool , toddler and Kindergarten **and school age** ( before and after care)
  - **R.Tait McKenzie:** Side door facing parking lot
  - **Naismith:** Regular entrance (ring intercom on wall)
  - Maintain a minimum of 2 metres (6 feet) distance between families at doorways.
- 
- Visual guides (posters and floor marking) will assist with physical distancing and explains screening process and rules and conditions.
  - Staff member(s) will be trained on conducting the screening tool
  - Hand sanitizer will be available at the screening table
  - For essential workers (Ministry/Health Board, contractors) temperatures are still required as well as time of arrival/departure & contact numbers recorded.
  - Essential workers in the maintenance/repair field will be encouraged to set up after hours appointments whenever possible
  - Lanark, Leeds Grenville Health Unit resources on COVID 19 are available for anyone who requires it.

## **Leeds Grenville and Lanark District Health Unit/ Eastern Ontario Health Unit**

The keep our schools and childcare safe places to learn and grow, screening for COVID-19 must take place every day before attending. By answering the questions in the **COVID-19 School and Childcare Screening Tool** it will help you decide if your child should or should not attend school and the next steps to take. The changes to the screening tool are as follows:

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

## **New Single-Symptom Screening**

Students and children with any new or worsening symptom of COVID-19 even those with only one symptom, must stay home (self isolate) until

- They receive a negative COVID-19 test result, symptoms are improving, no fever, and they are feeling well enough to go to school.
- They receive an alternative diagnosis by a health care professional.
- Or
- It has been 10 days since their symptom onset, and they are feeling better.

## **New Isolation Requirements for Household Contacts of Individuals with Symptoms**

- All household contacts of individuals with new or worsening symptoms of COVID-19 are required to self-isolate until the individual with symptoms receives a negative COVID-19 test result or an alternative diagnosis by a health care professional.



- If the individual with symptoms does not seek COVID-19 testing, they must isolate for 10 days from their onset of symptoms and ALL household members must self-isolate for 14 days from their last contact with the symptomatic individual.

## New Isolation Requirements for Household members of high-risk Contacts.

- High risk contacts are individuals who have had a close contact with a COVID-19 positive individual
- ALL household members of high-risk contact will be asked to stay home for the duration of the high-risk contact's self-isolation period, except for essential reasons. Essential reasons include attending work/school/childcare and essential errands such as groceries, attending medical appointments or picking up prescriptions.

Upon returning to school, the school /daycare will require that the **Back to school confirmation form** be completed to attest that your child is healthy and able to return to school/daycare.

<https://eohu.ca/files/resources/12320-icd-21e.pdf>

### COVID-19 symptoms in children

When assessing for symptoms, focus on whether they are new, worsening, or different from your child's baseline health status or usual state. Symptoms associated with known chronic health conditions or related to other known causes/conditions should not be considered unless new, different or worsening.

This chart does not replace the need to complete screening each day before school or child care. The screening tool acts as a decision guide to support parents and guardians to assess whether or not their child can attend school or child care. Please complete daily for each child separately.

| Type  | Symptoms  |
|---|---|
| <ul style="list-style-type: none"> <li>• Symptoms most commonly associated with COVID-19 infection</li> <li>• Children with one of the listed symptoms, should stay home, isolate and get tested for COVID-19 as soon as possible</li> </ul>                            | <ul style="list-style-type: none"> <li>• Fever (temperature 37.8 C/100 F or higher)</li> <li>• Chills</li> <li>• Cough (more than usual if chronic cough) including croup (barking cough, making a whistling noise when breathing) not related to other known causes or conditions (for example, asthma, reactive airway)</li> <li>• Shortness of breath (dyspnea, out of breath, unable to breath deeply, wheeze, that is worse than usual if chronically short of breath) not related to other known causes or conditions (for example, asthma)</li> <li>• Decrease or loss of smell or taste (new olfactory or taste disorder) not related to other known causes or conditions (for example, nasal polyps, allergies, neurological disorders)</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Symptoms that could be associated with COVID-19 infection as well as other illnesses</li> <li>• Children with one of the listed symptoms, should stay home, isolate and get tested for COVID-19 as soon as possible</li> </ul> | <ul style="list-style-type: none"> <li>• Sore throat (painful swallowing or difficulty swallowing) not related to other known causes or conditions (for example, post nasal drip, gastroesophageal (acid) reflux);</li> <li>• Stuffy nose and/or runny nose (nasal congestion and/or rhinorrhea) not related to other known causes or conditions (for example, seasonal allergies, returning inside from the cold, chronic sinusitis unchanged from baseline, reactive airways)</li> <li>• Headache that is new or persistent, unusual, unexplained, or long-lasting not related to known causes or conditions (for example, tension-type headache, chronic migraines)</li> <li>• Nausea, vomiting, and/or diarrhea, not related to other known causes or conditions (transient vomiting due to anxiety in children, chronic vestibular dysfunction, irritable bowel syndrome, inflammatory bowel disease, side effect of medication)</li> <li>• Fatigue, lethargy, muscle aches or malaise (general feeling of being unwell, lack of energy, extreme tiredness, poor feeding in infants) that is unusual or unexplained, not related to other known causes or conditions (for example, depression, insomnia, thyroid dysfunction, anemia)</li> </ul> |



|             |  |                          |
|-------------|--|--------------------------|
| POLICY:     | Health and Safety Standards and Procedures-<br>COVID-19<br><br><b>EXCLUSION OF SICK CHILDREN AND STAFF</b> | <b>Date: June 8/2020</b> |
| Department: | <b>CHILDCARE</b>   |                          |
|             |  | <b>Revised Oct. 1/20</b> |

### Policy Statement

Almonte Daycare Centre is committed to providing a safe and healthy environment for children, families and employees. Emergency Child Care will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

### Purpose

To ensure that all employees are aware of and adhere to the directive established by Leeds, Grenville and Lanark District Health Unit, and Children's Services regarding the exclusion of sick children/staff in Child Care Centres.

### Application

This policy applies to all employees, and children that attend Almonte Daycare Centre.

### ALL CHILDREN AND STAFF WHO ARE SYMPTOMATIC WHILE IN CHILDCARE SETTING.

- As required by the Child Care and Early Years Act, Child Care must separate children of ill health and contact parents/guardians to take the child home. Please be aware that the first symptom of a COVID – 19 infection in children can be gastrointestinal, including diarrhea.
- Staff where possible, should maintain a distance of at least 2 meters while supervising the ill child.
- Appropriate PPE (mask, gloves, face shield and gown) should be worn by the staff member supervising the child.
- Hand Hygiene and respiratory etiquette should be practiced while in the ill individual is waiting to be picked up.
- Symptoms of illness will be recorded in the daily record and in a daily log as per the CCEYA
- Environmental cleaning and disinfecting of the space in which the child was separated will be conducted immediately after the child has been picked up. All items used by the sick person will also be disinfected. Anything that cannot be



cleaned should be removed and stored in a sealed container for a minimum of 7 days.

- The PPE's will be properly discarded,
- Parents/guardians of other children will be informed that a child is ill and developed symptoms.
- The ill individual and / or their parent or guardian be advised to **use the online self-assessment tool** and follow instructions which may include seeking medical advice or going for testing for COVID – 19. Note that individuals do not require a medical note or proof of negative test to return back to the program.
- If a child develops symptoms and their self-screening indicates they should stay home but their siblings do not have symptoms, the siblings do not need to isolate until the other child tests positive for COVID-19.
- If the childcare program is located in a shared setting, the daycare will notify others using the space of the suspected illness through email /or phone.
- Increase ventilation in the designated exclusion room if possible (e.g., open windows)
- Clean and disinfect the area immediately after the child has been sent home Staff should self-monitor for symptoms for the next 14 days. During this period, they should avoid contact with vulnerable persons.
- **If a child is being tested for COVID – 19** follow the guidance of the local public health unit, health care provider and related direction for isolation and returning to the program. If there are other siblings or members of the household that attend school or childcare, the local public health unit will provide any further direction on returning to school or childcare.
- **Persons who test positive** may **NOT RETURN** to the childcare setting until they are cleared by the local public health unit. Note that individuals do not need to prove a medical note or proof of negative results to return to the program.

**Parent Info line: 1-866-236-0123**

### **Surveillance**

Ensuring that all environmental conditions are constantly monitored is essential in prevention and reducing illness. Employees must monitor for an increase in above normal amount of illnesses among other employees and children by looking at the normal occurrence of illness at that location and during the specific time period.

Ensure surveillance includes the following:

- Observe children for illness upon arrival, complete the screening forms daily and record the name of the child, temperature, and time of entry.
- Record symptoms of illness for each child including signs or complaints the child may describe (e.g., sore throat, stomach-ache, headache etc.,).
- Record the date and time that the symptoms occur



- Record the room the child attends (e.g., room number/description)
- Record attendances and absences

### **Serious Occurrence Procedures (Ministry of Education)**

Almonte Daycare will report a serious occurrence for COVID – 19 for:

- a) A confirmed COVID-19 case or
- b) Closures ordered by the Leeds Grenville and Lanark District Health Unit.

(where a closure is ordered for a centre, program room(s) due to a **confirmed** or a **suspected** COVID – 19 cases(s).

### **Outbreak Management:**

An outbreak may be declared by the local public health unit when.

- Within a 14-day period, there are 2 (two) or more lab confirmed COVID – 19 cases in children, staff/providers or other visitors with a epidemiological link (where at least one case could have reasonably acquired their infection in the childcare setting).
- The LGLDHU will work with the childcare to determine if links exists
- If there is a declared outbreak, the LGLDHU will determine procedure to follow
  - Room closure or full closure
- Parents will be notified via email, and /or phone call as to the procedure to follow.
- There will also be signage posted at all main doors.

***Please ensure your emergency contact information is up to date.***

|             |   |                          |
|-------------|---|--------------------------|
| POLICY:     | Health and Safety Standards and Procedures-<br>COVID-19<br><br><b>PHYSICAL DISTANCING</b> | <b>Date: June 9/2020</b> |
| Department: | <b>CHILDCARE</b>  |                          |
|             |   | Revised date:            |

### Policy Statement

Almonte Daycare Centre is committed to providing a safe and healthy and welcoming environment for children, families and employees. Almonte daycare will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

### Purpose

To ensure that all employees are aware of and adhere to the directive established by Leeds, Grenville and Lanark District Health Unit, and Children's Services regarding to physical distancing

### Application

This policy applies to all employees, and any other persons engaged in business with Almonte Daycare Centre.

### Policy

- When setting up the play space, physical distancing of at least 2 meters will be maintained between cohorts and will be encouraged, where possible, between children within the same cohort. We will do this by spreading children out into different areas, particularly at meal and dressing meters between cohorts is maintained.
- Almonte Daycare centre will set up more activities or activities that encourage more space between children as well as using visual cues to promote physical distancing.
- When two cohorts are using the same indoor space, staff will ensure that a temporary physical barrier is in place to ensure that physical distancing of at least 2 meters between cohorts is maintained.
- Outdoor playtime or lunchtime may be staggered
- The Centre will increase the distance between cots/cribs and mark or move the cribs that will not be used to support physical distancing.
- Shared spaces and structures that cannot be cleaned and disinfected between cohorts will not be used.
- Children will not share food, feeding utensils, soothers, bottles sippy cups. Items will be labeled with the child's name.
- Outdoor play will be extended as much as possible as this will limit close contact
- If play structures are used, they can only be used by one cohort at a time. Play structures must be cleaned and disinfected after use by each cohort.
- When holding infants, and toddlers, blankets or gowns will be used over childcare providers clothing.
- Almonte Daycare will not host group staff meetings or in – person meetings except through zoom or through other electronic means.

|             |   |                          |
|-------------|---|--------------------------|
| POLICY:     | Health and Safety Standards and Procedures-<br>COVID-19<br><br><b>HAND HYGIENE POLICY</b> | <b>Date: June 8/2020</b> |
| Department: | <b>CHILDCARE</b>  |                          |
|             |   | Revised date:            |

### **Policy Statement**

Almonte Daycare Centre is committed to providing a safe and healthy environment for children, families, and employees. And will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

### **Purpose**

To ensure that all employees are aware of, and adhere to, the directive established by the Leeds, Grenville and Lanark District Health Unit, and Children's Services regarding cleaning and hand hygiene in our childcare centres.

### **Application**

This policy applies to all employees, and any other persons engaged in business with our Childcare services.

### **Definitions**

Hand Hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and running water or a hand sanitizer (70-90% alcohol based). Hand washing with soap and running water must be performed when hands are visibly soiled.

### **Procedures**

Hands carry and spread germs.

Avoid touching your face, nose, mouth or sneezing or coughing into your hands as it may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Ensure that employees and children are always practicing good hand hygiene when hands are visibly dirty and/or after:

- Sneezing, coughing, or blowing your nose
- Using the washroom
- Handling garbage
  - Handling raw foods



- Outdoor play
- Toileting/diapering routine
- Handling soiled laundry or dishes
- Handling soiled toys or other items
- Coming into contact with bodily fluids
- Coming into contact with any soiled/mouthed items
- Gardening
- Preparing, handling, serving and eating food
- Handling animals
- Touching a cut or open sore
- Changing diapers
- Glove use
- Dispensing/handling expressed breast milk
- Before and after giving medication

#### **Steps for cleaning hands:**

- Wet hands
- Apply soap
- Lather for at least 20 seconds. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel
- Turn taps off with paper towel, if available

#### **Hand Sanitizing Information**

When your hands are not visible dirty, a 70-90% alcohol-based hand sanitizer can be used.

***Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision.***

Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

***Almonte Daycare Centres first choice for child hand sanitizing is the use of soap and water . Should a hand sanitizer be needed, Almonte daycare will ensure that parent consent is obtained before applying hand sanitizer to any child.***



### **Glove Use**

Gloves shall be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces. Nitrite gloves are single use only.

### **Gloves and Hand Hygiene**

Hand hygiene shall be practised before applying and after removing gloves. Gloves shall be removed and discarded after each use.

To reduce hand irritation related to gloves:

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

### **Gloves when Cleaning/Disinfecting**

Almonte Daycare will be using Vert-2 Go Saber as a disinfectant used on tables, chairs and cots and sometimes toys if they can't be run through sanitizer. Saber wipes are used on light switches, door handles, frames, iPads and do not need to be rinsed after use.

Also, employees must wear gloves when immersing toys in diluted disinfectant when toy washing. **When possible, toys will be run through the kitchen sanitizer.**

### **Covering Your Cough Procedure**

Germs, such as influenza and cold viruses, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs. Attempt to keep your distance (preferably more than 2 metres/6 feet) from people who are coughing or sneezing.

### **Steps to follow to stop the spread of germs:**

- If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose
- Put used tissues in the garbage
- If you don't have a tissue, cough or sneeze into your sleeve, not in your hands
- Clean your hands with soap and water or hand sanitizer (70-90% alcohol-based) regularly and after using a tissue on yourself or others

|                    |   |                               |
|--------------------|---|-------------------------------|
| <b>Policy:</b>     | Health and Safety Policy during COVID -19<br><br><b>Environmental Cleaning and Disinfecting Policy and Procedures, (space, toys and equipment.)</b> | <b>Date: June 6/2020</b>      |
| <b>Department:</b> | <b>CHILDCARE</b>  |                               |
|                    |   | Revised<br>Date: Aug<br>13/20 |

### **Policy Statement**

Almonte Daycare Centre is committed to providing a safe and healthy environment for children, families and employees of Almonte Daycare Centre. The Centre will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

### **Purpose**

To ensure that all employees are aware of, and adhere to, the directive established by Leeds, Grenville and Lanark Health Unit (LGLHU), and Children's Services regarding cleaning and disinfecting in all Child Care Centres.

### **Application**

This policy applies to all employees,

### **Procedures for Sanitization of space, toys and equipment**

All products including cleaning agents and disinfectants must be out of reach of children, labelled and must have a safety Data Sheets, up to date (within 3 years -which are stored in the WHMIS (blue binder) and kept in each room , near the sink.

**Cleaning:** Use detergent and warm water to clean visibly soiled surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent film is removed.

Let the surface dry.

**Disinfecting:** For general environmental disinfection of high touch surfaces large toys and equipment cannot be immersed in a disinfectant, pour Vert 2 go on and leave on equipment for 5 minutes. Rinse off the same area with water after that.

**Disinfecting** Staff must clean the surfaces with water and soap prior to disinfecting

### ***Clean and disinfect upon ENTRY to childcare (for staff):***

- Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers

### ***Clean and disinfect upon children's ENTRY to childcare:***





- Any hard surfaces such as water bottles, containers

***Clean and disinfect frequencies for other surfaces and items:***

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

- **Tables and countertops:** used for food preparation and food service must be cleaned and disinfected before and after each use
- **Highchairs:** must be cleaned and disinfected before and after serving food
- **Spills** must be cleaned and disinfected immediately
- **Handwash sinks:** staff and children washroom areas must be cleaned and disinfected at least two times per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids).
- **Floors:** cleaning and disinfecting must be performed as required, i.e., when spills occur, and throughout the day when rooms are available, i.e., during outdoor play
- **Outdoor play equipment:** Where toys and equipment are shared. They should be cleaned and disinfected prior to being shared.
- **High-touch surfaces:** any surfaces at your location that has frequent contact with hands (e.g., light switches, shelving, containers, handrails, doorknobs, sinks toilets etc.). These surfaces should be cleaned at least twice per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids)
- **Other shared items:** (e.g., phones, iPad,, attendance binders etc.) these must be disinfected between users)
- Whenever possible equipment is not shared between programs.

❖ **Note:** Most areas are cleaned with VERT@GO Saber ready to use and will require a final rinse. Areas disinfected with Saber Wipes do not have to be rinsed and should only be used on locations such as doorknobs, facets, light switches.

The kitchen area will use diluted bleach

**Clean and disinfect daily:**

- Low-touch surfaces (any surfaces at your location that has minimal contact with hands), must be cleaned and disinfected daily (e.g. Window ledges, doors, sides of furnishings etc.)
- Carpets are discouraged with younger age groups. They have been removed until further notice.

**Clean and disinfect as required:**

**Blood/Bodily Fluid Spills:** Using the steps below, the surface must be cleaned first then disinfected:

1. Isolate the area around the spill so that no other objects/humans can be contaminated.
2. Gather all supplies, perform hand hygiene, then put on single-use nitrile gloves
3. Scoop up the fluid with disposable paper towels (check the surrounding area for

splash/splatter and dispose of in separate garbage bag

4. Clean the spill area with detergent, warm water and single-use towels
5. Rinse to remove detergent residue with clean water and single-use towel
6. Discard used paper towels and gloves immediately in a tied plastic bag
7. Spray approved disinfectant in and around the spill area and allow the appropriate **5 minute** disinfecting contact time
8. A final rinse is required
9. Remove gloves as directed and discard them immediately

#### **Crib and cot cleaning and disinfecting:**

1. Cots and cribs must be labelled and assigned/designated to a single child per use
2. Cots and cribs **must** be cleaned and disinfected before being assigned to a child
3. Crib mattresses must be cleaned and disinfected when soiled or wet and before being assigned to a child
4. High touch surfaces on cots and cribs must be disinfected at least twice per day and as often as necessary.
5. Bedding must be laundered daily, and when soiled or wet

#### **Equipment and toy Usage and Restrictions**

- Almonte Daycare will use toys and equipment which are made of materials that can be cleaned and disinfected
- Mouthed toys should be cleaned and disinfected immediately after the child is finished using it.
- Almonte Daycare will provide designated toys and equipment (balls etc) for each room or cohort.
- In some cases, children will also have their own labelled bag of books, toys, art supplies that will be changed weekly.
- Enhanced hand hygiene practices for both staff and children will be enforced.
- If Sensory materials like playdough is offered, it will be provided for single use (available to the child for the day) and labelled with child's name if applicable.
- Play structures (if used) can only be used by one cohort at a time.
- The lunchroom staff room will be cleaned regularly and there will be a log to track and demonstrate cleaning schedules.
- PPEs will be supplied at each site and will support current and ongoing operations.

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

- Pacifiers must be individually labelled and stored separately (not touching each other), they must not be shared among children. Pacifier must be washed in soap and water upon arrival to the centre



- For creams and lotions during diapering, never put hands directly into lotion or cream bottles, use a tissue or single-use gloves. Upon arrival to the centre, wipe the cream/lotion container with a disinfecting wipe

|             |  |                              |
|-------------|--|------------------------------|
| POLICY:     | Health and Safety standards and procedures<br>COVID-19<br><br><b>FOOD PROVISIONS AND PRACTICES</b> | <b>Date: June 15/2020</b>    |
| Department: | <b>CHILDCARE</b>   |                              |
|             |  | Revised date<br>August 13/20 |

**Purpose**

To ensure that all parents, employees are aware of how food is prepared /served, and precautions taken during COVID – 19 and sanitizing the kitchen area.

**Scope:** Employees/Parents/Guardians/ Health Unit

**Policy and Procedures**

**Modify food safety practices for snacks/lunch time meals**

- Almonte Daycare Centre will modify meal practices to ensure that there is no self-serving or sharing of food at mealtimes.
- Meals must be served in individual portions to the children.
- Utensils must be used to serve food such as apple slice, crackers etc.
- Do not provide shared utensils or items (e.g. serving spoons, condiments).
- Children must not be allowed to prepare nor provide food that will be shared with others.
- There must be no food provided by the family/outside of the regular meal provision of the program (except where required- (school age programs on full days) and special precautions for handling and serving the food are put into place, e.g., expressed breast milk).
- Families are not to bring in outside food for snacks in the morning or afternoon.
- Children will sit at opposite ends of the table, and tables spaced out whenever possible.
- Children will have opportunity to join at snack time in groups of 2 at one table which are spaced apart.
- Proper hand hygiene is practiced when staff are preparing food, and for all individuals before and after eating.

**Disinfectant:** The kitchen counters/cupboard will be cleaned in a solution of Bleach and water. (20 mL of bleach per litre of water.) **They will not use Vert-2 go in this area.**

**Disinfecting responsibilities: (cleaning chart and sign off is provided)**

- Food carts



- Cleaning dishes in the sanitizer,
- Cleaning of the dumbwaiter.
- Stove, cupboards, appliances as used.
- Food product packaging is cleaned prior to shelving.
- Fridge /freezer

**Food delivery to program at State street.** Food for the second floor at State street will go up in the dumbwaiter and returned to the kitchen by the same process.

**Transportation of food to Holy Name of Mary**

All food will be transported over to Holy Name of Mary for the toddler and preschool children using portable Cambro thermal containers.

Snacks will also be prepared before hand and delivered to Holy name, R. Tait MacKenzie and Naismith by a designed staff from these programs.

**PPE's:** The cook will be required to wear a mask at such time he is receiving food at the door from suppliers. There will be Nitrile gloves and masks available to use as necessary. Proper hand washing techniques will be practices when preparing food.

**Procedure:** The cook will be contained in the kitchen area and door closed until serving carts are prepared. There will always be limited contact with educators /suppliers.

Once food is prepared and on serving cart, a designated teacher will take the cart from the kitchen entry and bring to their program.

|             |  |                                      |
|-------------|--|--------------------------------------|
| POLICY:     | Operational Policy-COVID-19<br><b>WAIT LIST POLICY</b> | <b>Date: June 15/2020</b>            |
| Department: | <b>CHILDCARE</b>                                       |                                      |
|             |  | <b>Revised date:</b><br>August 13/20 |

### Policy Statement

Almonte Daycare Centre do not charge parent/ guardians for the opportunity to place their child(ren) on a waiting list for an unsecured spot in the programs. The wait list policy will outline how the centre will move forward with selection of applicants.

#### Purpose

To ensure that all employees and staff are aware of, and adhere to, how Almonte Daycare Centres will choose families during the Covid-19 pandemic.

**Scope:** All families

#### Responsibilities:

The Head teacher(s) will manage the waiting list for Almonte Daycare Centre. They will gather the following information from the application form to be added to the wait list.

### Procedure for Waiting Lists:

- Children of Almonte Daycare staff
- Current families who are full time
- Current families attending part time
- Wait list applicants
- Priority will be given to families returning to any of our locations since closure in March

We ask that full-time spaces that are offered and accepted remain as full time spaces and not be changed to part time. We are not able to accept another family to fill the remainder of the week due to COVID restrictions.

You will still require a 2-week notice in writing, should you decide to withdraw from the program.



|   |                           |
|---|---------------------------|
| <b>Policy: Operational policy – COVID -19 Staffing and guidance on the use of Masks and PPE's</b> | <b>Date: August 13/20</b> |
| <b>Department: Childcare</b>  | <b>Revised:</b>           |

**Staff (and or students)** will be assigned to one location. Should the need to move a staff into another room within their facility to cover off ratios arises, we will ensure staff have proper PPEs on and maintain social distancing at all times.

**Qualified staff:**

Almonte Daycare will ensure that each group has the required number of qualified staff as set out in the CCEYA.

**Standard First aid training, including infant and Child CPR** is mandatory for all staff.

**Vulnerable Sector Checks (VSC).**

Almonte Daycare is required to have a vulnerable sector check from all staff on hand, or record of offense declaration on hand.

**Use of Masks - PPEs**

**Indoor:**

All adults in a childcare setting are required to wear a medical mask, eye protection (face shield or goggles) while inside the childcare premises, including in hallways. Exceptions to wearing masks indoors for staff include circumstances where a physical distance of a least 2 metres can be maintained between individuals/children.

All children in grades 1 and above are required to wear a nonmedical mask or face covering outdoors when a distance of 2 metres cannot be maintained. All younger children (aged 2 to SK) are also encouraged to do this, but it is not required. If a child cannot tolerate wearing a face mask, reasonable exceptions can be made.

**Outdoor:**

Masks are not required outdoors if a least 2 metres can be maintained between individuals, and children. Should a staff need to attend to a child outdoors, they will put on their face mask.



|             |   |                               |
|-------------|---|-------------------------------|
| POLICY:     | Operational Policy-COVID -19<br><b>FEE POLICY</b> | <b>Date: June 15/2020</b>     |
| Department: | <b>CHILDCARE</b>                                  |                               |
|             |   | Revised date:<br>August 13/20 |

**Policy Statement**

- The is policy outlines the payment structure that Almonte Daycare has in place for care during COVID – 19.

**Purpose**

- To ensure that all families are aware of our Fee structure during COVID-19.
- **Scope:** All families
- **Responsibilities:**
- The Municipality will invoice the families that are attending our programs each month. These invoices will be handed out when you drop off your child or emailed to you. They **will not** be left in your child’s bag.
- It is strongly recommended that you sign up for paperless billing.
- Payment can be through cheque, cash or through on – line banking.

Parents pay for days their child is ill or absent from daycare. If you are asked to self isolate, go for testing, off due to covid-19, or for any other reasons, you will be charged for these days.

|             |   |                                     |
|-------------|---|-------------------------------------|
| POLICY:     | Operational Policy-COVID -19<br><b>MAXIMUM GROUP SIZE AND RATIO</b> | <b>Date: June 29/2020</b>           |
| Department: | <b>CHILDCARE</b>  |                                     |
|             |   | Revised date:<br><b>Oct. 1 //20</b> |

### Policy Statement

- The is policy outlines cohort size /ratios in our childcare programs.

### Purpose

- To ensure that the centre does not increase group size above the cohort limit and adheres to CCEYA on reduced ratios.

### Group size and ratio.

Effective Sept 1, 2020, programs **can** return to maximum group sizes as set out under the CCEYA (prior to the COVID 19 outbreak). We however are respecting social distancing and will most likely not maintain max. group sizes until further notice.

### Ratios will still be maintained.

Almonte Daycare will maintain ratios as set out under the CCEYA. Each cohort must stay together and will not be permitted to mix with other throughout the day.

Almonte is permitted as set out under the CCEYA to reduce ratios at the beginning and end of the day as long as cohorts are not mixed with other cohorts. Reduced ratios are not permitted at any time for infants.





**ALMONTE DAYCARE CENTRE COVID – 19 CONSENT FORM**

**Notice of risk:**

Parents must be made aware that by attending a childcare facility attended by staff and other children, there is an increased risk of the COVID-19 virus coming into the centre.

We will be screening families and staff as they arrive however there is risk that this process will not detect all infections as symptoms may not be present at the time of arrival.

With policies and procedures put into place, Almonte Daycare Centre will minimize risk to families, children and employers against exposure to COVID-10 outbreak.

\*\*\*\*\*

**Child(ren) name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have received and understand the Almonte Daycare Centre COVID-19 policies and procedures \_\_\_\_\_ (Initial)

I understand that by enrolling my child(ren) at Almonte Daycare Centre I am assuming the risk of exposure to COVID-19 (or other public health risks) \_\_\_\_\_(Initial)

I will follow the policies outline in the COVID- 19 response plan and not bring my child to Almonte Daycare centre if I, any family members or my child displays symptoms of COVID -19. \_\_\_\_\_(Initial)

I understand, that while my child attends care, physical distancing will be followed however not guaranteed amongst children/staff \_\_\_\_\_(Initial)

I will report any symptoms or a suspected/confirmed case of COVID-19 within my household immediately to the children centre \_\_\_\_\_Initial)

Parent/Guardian Name: \_\_\_\_\_ Signature\_\_\_\_\_