



ALMONTE DAYCARE CENTRE
COVID - 19 RESPONSE PLAN
TARGETED EMERGENCY CHILDCARE
Revised: JANUARY 12/2021



TABLE OF CONTENTS:

Policies and procedures

- Parent drop off and pick up.....3-4
- Health Screening policy and screening tool.....5-9
- Exclusion of sick children or staff.....10-12
- Surveillance.....11
- Serious occurrence reporting 12
- Outbreak management 12
- Physical Distancing.....13
- Hand Hygiene policy.....14-16
- Environmental cleaning and disinfecting.....17-19
- Food provisions..... 20-21
- Staffing and guidance on use of masks/PPEs.....22
- Fee policy.....23
- Group size and Ratio.....24
- COVID -19 Consent form..... 25
- Electronic Device info and sign off26



POLICY:	Operational Policy-COVID-19 PARENT DROP OFF AND PICK UP POLICY TARGETED EMERGENCY CHILDCARE	Date: June 15/2020
Department:	CHILDCARE	
		Revised date: JANUARY 10/2021

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 Targeted Emergency Childcare

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 – 9:30 am please**)
- After 9: 30 a.m. you must call the program at 613- 978-3253 to tell us you have arrived
- **Please let us know what your consistent drop off time will be**
- **ENTRANCE TO HOLY NAME OF MARY IS THE FRONT DOOR FACING SCHOOL PARKING LOT.**
- 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.) 613-978-3253 OR 613-256-3833**
- 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:

- Outdoor play may be scheduled at the end of the day.
- Please call /text the program when you arrive 613- 978-3253
- **No families will have access inside the building at any time.**



POLICY: Health and Safety standards and procedures COVID-19 HEALTH SCREENING POLICY AND PROCEDURE AND SCREENING TOOL TARGETED EMERGENCY CHILDCARE	Date: June 3, 2020
DEPARTMENT: CHILDCARE	
	Revised date: Jan 10/21

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 if they are sick, even if symptoms resemble a mild cold.

Public health Unit: COVID-19: COVID-19 is a unique strain of a large family of viruses (coronaviruses) that can cause respiratory diseases.

Vaccines are being distributed to various sectors in Ontario at this time.

The screening will ensure the safety and well-being of staff, children and families. If your child will not be attending, please call the centre and report if they have symptoms or are off for any reason.

613-978-3253 Holy Name of Mary school age cell phone.

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

Active Screening:

- A Staff member will greet your child and take your child's temperatures upon arrival.
- They will record time of arrival at the door.
 - **Holy Name of Mary- front entrance to the school.**
- 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.
- Contractors 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.

Ministry of Health | Ministry of Education

COVID-19 Screening tool for students and children in school and child care

Version 3: October 5, 2020

Students and children must screen for COVID-19 every day before going to school or child care. Parents/guardians can fill this out on behalf of a child.

Date (mm-dd-yyyy)

Screening Questions (place an “X” in the appropriate column)

<p>1. Are they currently experiencing any of these symptoms? Choose any/all that are new, worsening, and not related to other known causes or medical conditions. Fever and/or chills</p> <p>Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher</p>	<p>Yes</p>	<p>No</p>
<p>Cough or barking cough (croup)</p> <p>Continuous, more than usual, making a whistling noise when breathing, not related to other known causes or conditions (for example, asthma, post-infectious reactive airways)</p>	<p>Yes</p>	<p>No</p>
<p>Shortness of breath</p> <p>Out of breath, unable to breathe deeply, not related to other known</p>	<p>Yes</p>	<p>No</p>



causes or conditions (for example, asthma)

Decrease or loss of smell or taste

Yes

No

Not related to other known causes or conditions (for example, allergies, neurological disorders)

2. Are they currently experiencing any of these symptoms? Choose any/all that are new, worsening, and not related to other known causes or medical conditions. Sore throat or difficulty swallowing

Yes

No

Painful swallowing, not related to other known causes or conditions (for example, seasonal allergies, acid reflux)

Runny or stuffy/congested nose

Yes

No

Not related to other known causes or conditions (for example, seasonal allergies, being outside in cold weather)

Headache that's unusual or long lasting

Yes

No

Not related to other known causes or conditions (for example, tension-type headaches, chronic migraines)

Nausea, vomiting and/or diarrhea

Yes

No

Not related to other known causes or conditions (for example, irritable bowel syndrome, anxiety in children, menstrual cramps)

Extreme tiredness that is unusual or muscle aches

Yes

No

Fatigue, lack of energy, poor feeding in infants, not related to other known causes or conditions (for example, depression, insomnia, thyroid dysfunction, sudden injury)



3. Have they travelled outside of Canada in the last 14 days? Yes No
4. In the last 14 days, has a public health unit identified them as a close contact of someone who currently has COVID-19? Yes No
5. Has a doctor, health care provider, or public health unit told them/you that they should currently be isolating (staying at home)? Yes No
6. In the last 14 days, have they received a COVID Alert exposure notification on their cell phone? Yes No

Results of Screening Questions

If you answered “YES” to any of the symptoms included under question 1:

Contact the school/childcare to let them know about this result.

They should isolate (stay home) and not leave except to get tested or for a medical emergency.

Talk with a doctor/health care provider to get advice or an assessment, including if they need a COVID-19 test.

Household members without symptoms may go to school/childcare/work. Check your local public health unit’s website or call to see if they have different rules based on local risk.

If you answered “YES” to only one of the symptoms included under question 2:

Contact the school/childcare to let them know about this result.

They should isolate (stay home) for 24 hours and not leave except for a medical emergency.

After 24 hours if their symptom is improving, they can return to school/childcare when they feel well enough to go. They do not need to get tested.

Household members without symptoms may go to school/childcare/work. Check your local public health unit’s website or call to see if they have different rules based on local risk.

If you answered “YES” to two or more of the symptoms included under question 2:

Contact the school/childcare to let them know about this result.

They should isolate (stay home) and not leave except to get tested or for a medical emergency.

Talk with a doctor/health care provider to get advice or an assessment, including if they need a COVID-19 test.

Household members without symptoms may go to school/childcare/work. Check your local public health unit’s website or call to see if they have different rules based on local risk.

If you answered “YES” to question 3, 4 or 5:

Contact the school/childcare to let them know about this result.

They should isolate (stay home) for 14 days and not leave except to get tested or for a medical emergency.

Talk with a doctor/health care provider to get advice or an assessment, including if they need a COVID-19 test.



If you answered “NO” to all questions, your child may go to school/childcare.

For on - line screening, open the following:

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

POLICY:	Health and Safety Standards and Procedures- COVID-19 EXCLUSION OF SICK CHILDREN AND STAFF TARGETED EMERGENCY CHILDCARE	Date: June 8/2020
Department:	CHILDCARE	
		Revised: Jan 10/21

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.

Contact the LGLDHU outbreak reporting line at 613-435-5685 ext. 2222 for further guidance.

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- COVID-19 PHYSICAL DISTANCING TARGETED EMERGENCY CHILDCARE	Date: June 9/2020
Department:	CHILDCARE	
		Revised date: Jan. 10/21

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 play structures will not be used in the winter.
- Children will not share food, utensils, and items will be labeled with the child's name.
- Outdoor play will be extended as much as possible as this will limit close contact
- 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- COVID-19 HAND HYGIENE POLICY TARGETED EMERGENCY CHILDCARE	Date: June 8/2020
Department:	CHILDCARE	
		Revised date:Jan 10/2021

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

Policy:	Health and Safety Policy during COVID -19 Environmental Cleaning and Disinfecting Policy and Procedures, (space, toys and equipment.) TARGETED EMERGENCY CHILDCARE	Date: June 6/2020
Department:	CHILDCARE	
		Revised Date: Jan. 10/2021

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.

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., work 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 (if used) are to be vacuumed by daily when the rooms are available, i.e., during outdoor play The use of rugs are discouraged with younger age groups.

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
- Almonte Daycare will provide designated toys and equipment (balls etc) for each room or cohort.
- 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..
- PPEs will be supplied at each site should a school age child, grade 4 or up forget it.

POLICY:	Health and Safety standards and procedures COVID-19 FOOD PROVISIONS AND PRACTICES TARGETED EMERGENCY CHILDCARE	Date: June 15/2020
Department:	CHILDCARE	
		Revised date Jan 10/21

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.
- **CHILDREN WILL BRING IN THEIR OWN LUNCHES**
- Utensils must be used to serve food such as apple slice, crackers etc. at snack
- There will be no shared utensils or items (e.g. serving spoons, condiments).
- Children must not be allowed to prepare snack nor provide food that will be shared with others.
- 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.
- 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 Javex 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

Transportation of food to Holy Name of Mary



All snack food will be transported over to Holy Name of Mary from the main kitchen at 208 State Street.



Policy: Operational policy – COVID -19 Staffing and guidance on the use of Masks and PPE's TARGETED EMERGENCY CHILDCARE	Date: August 13/20
Department: Childcare	Revised: Jan 10/2021

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) while inside the childcare premises, including in hallways.

All children in grades 4 and above are required to wear a nonmedical or cloth mask while inside in the childcare premises, including 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.

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 FEE POLICY TARGETED EMERGENCY CHILDCARE	Date: June 15/2020
Department:	CHILDCARE	
		Revised date: Jan 10/2021

Policy Statement

- The is policy outlines the payment structure that Almonte Daycare has in place during TARGETED EMERGENCY CHILDCARE COVID – 19.
- **Scope:** All families with school age children attending during targeted emergency childcare.

Under Targeted Emergency Childcare, there is no cost to the parents using this care for school aged children.

Families are still required to pay childcare fee should they have children utilizing our infant/toddler and preschool programs.

POLICY:	Operational Policy-COVID -19 MAXIMUM GROUP SIZE AND RATIO TARGETED EMERGENCY CARE	Date: June 29/2020
Department:	CHILDCARE	
		Revised date: Jan 10/2021

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.



**ALMONTE DAYCARE CENTRE COVID – 19 Targeted Emergency Childcare
CONSENT FORM**

TARGETED EMERGENCY CARE

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 _____



**Targeted Emergency Child Care:
Electronic Device information and sign off**

Important information:

While we are unable to provide support to individual children with the on-line learning requirements, we can provide space and time for those that wish to participate in on-line learning during their hours at Targeted Emergency Child Care. However, each family will be responsible for providing their own device, and children will be responsible for their device throughout the day. We do ask that devices are only brought in if they are required for on-line learning and suggest clearly labelling them if possible.

I agree that any loss or damage to personal electronic devices that are being brought into the targeted emergency childcare centre from home is NOT the responsibility of the Targeted Emergency Child Care program. Children and families will be responsible for providing their own device and all responsibility of these devices will be with the families and children. We suggest that these items stay in back packs unless being used. All electronic devices should also be clearly labelled and will need to be disinfected (along with other personal items) each morning at the screening table before entry into the program. This form will be in effect for the duration of Targeted Emergency Child Care.

Child's Name:

Parent/Guardian signature:
