

Seaforth Co-operative Children's Centre



COVID-19 Parent Manual

June 2021

Operations During Recovery Phase

As a measure to support parents going back to work during the COVID-19 outbreak, Seaforth Co-operative Children's Centre has worked with Huron Perth Public Health to determine the safest way to reopen and to offer care.

The following will be followed:

- The number of people to a cohort will reflect the current Ministry of Education's Operational Guidance During COVID-19 Outbreak - Child Care Re-Opening Manual
- The Centre will be open 700 am – 530 pm Monday to Friday.
- The centre would be staffed by current licensed childcare employees and include children from infant to age 12
- The operation of the centre and the off-site locations will strictly adhere to all Provincial and Ministry policies and guidelines, including all requirements set out in the Child Care and Early Years Act, 2014

Social Distancing Practices

Huron Perth Public Health has recommended to practice social distancing within each room and refrain from mixing with other cohorts within the centre

We will encourage more physical space between children by:

- Spreading children out into different rooms/areas
- Staggering, or alternating, lunchtime and outdoor playtime;
- Incorporating more individual activities or activities that encourage more space between children
- Increase the distance between cots or mats during sleep time
- When holding infants and toddlers, use blankets or cloths over childcare providers' clothing; change the blankets/cloths between children
- In alignment with the Child Care and Early Years Act, 2014, mixed age groupings (section 2.3 in the Child Care Licensing Manual) will be utilized to allow for more flexible age combinations within a room with the recommendation of keeping siblings together

Health and Safety

- Seaforth Co-operative Children's Centre will employ additional health and safety protocols to maintain a safe and healthy environment for all staff, children, and families and respond to provincial and municipal pandemic response plans.
- Precautions will include daily screening of employees, children and any other person engaging in the business prior to entering the building; increased cleaning; and reduced group sizes in centres

- All staff and students completing post-secondary placements are required to wear medical masks and eye protection while inside the child care setting, including in hallways and staff rooms (unless eating- but time with masks off should be limited and physical distance should be maintained).
- All other adults (i.e., parents/guardians and visitors) are required to wear a face covering or non-medical mask while inside the premises.
- All children in grades 1 and above are required to wear a non-medical mask or face covering while inside a childcare setting, including in hallways.
- All children in grades 1 and above are required to wear a non-medical mask or face covering outdoors when a distance of 2 meters cannot be maintained.
- All younger children (age 2 to SK) are encouraged but not required to wear a non-medical mask or face covering while inside a childcare setting, including in hallways.
- Masks are not recommended for children under the age of two
- Additional PPE may be recommended if a child exhibits symptom of COVID-19 at the centre.
- If meals or snacks are provided, ensure children have their own individual meal or snack and have the children sit in an arrangement that encourages physical distance. Food must not be shared.
- Employees must avoid getting close to faces of all children, where possible
- Staff will adhere to the following procedures and policies:
 - Environmental Cleaning and Disinfecting Policy and Procedures
 - Exclusion of Children or Employees Who are Ill Policy and Procedures
 - Hand Hygiene Policy and Procedures
 - Health Screening Procedure
 - The Use of Masks and Personal Protective Equipment

Rescheduling of Group Events and/or In-person Meetings:

All group events or in person meetings will follow the most up to date guidance provided by Huron Perth Public Health and the Government of Ontario.

Scheduling of Staff Shifts

- Staff shifts will be scheduled to limit interaction with multiple cohorts by:
- Remaining in the same cohort for a minimum of 7 days
- The staff will work at only one location unless it is absolutely necessary. In this case the staff would wear a mask, eye protection and a gown/lab coat or change their clothing.
- Supervisors and/or designated will limit their movement between rooms, doing so when absolutely necessary and always wearing a mask, eye protection and gown/ lab coat.
- Supply/replacement staff will be assigned to a specific cohort

The Use of Masks and Personal Protective Equipment

Seaforth Co-operative Children's Centre is committed to providing a safe and healthy environment for children, families, and employees. Seaforth Co-operative Children's Centre will take every reasonable precaution to prevent the risk of communicable diseases within the centre and our off-site locations.

Seaforth Co-operative Children's Centre will ensure that all employees are aware of and adhere to the directive established by Huron Perth Public Health and the Ontario Ministry of Health, regarding the use of masks and personal protective equipment within the centre and our off-site locations.

Seaforth Co-operative Children's Centre will use the most up to date information pertaining to the use of masks and personal protective equipment provided by the Huron Perth Health Unit, Ministry of Education, or Ontario Public Health. This policy will be modified from time to time to reflect public health and government requirements.

This policy applies to all employees, post-secondary students, community members and any other persons engaged in business with Seaforth Co-operative Children's Centre.

- **Expectations for adults in a childcare setting:**
 - All staff and students completing post-secondary placements are required to wear medical masks and eye protection (i.e. safety glasses) while inside a child care setting, including in hallways and staff rooms (unless eating- time with masks off should be limited and physical distance should be maintained).
 - All other adults (i.e. parents/guardians and visitors) are required to wear a face covering or non-medical mask while inside the premises (see information about the use of face coverings on the provincial COVID-19 website www.ontario.ca/page/face-coverings-and-face-masks)
- **Expectations for children in a childcare setting:**
 - All children in grade 1 and above are required to wear a non-medical mask or face covering while inside a childcare setting, including in hallways.
 - All children in grade 1 and above are required to wear a non-medical mask while outside when a minimum of 2 meters distancing can not be maintained. .
 - Children younger than grade 1 are encouraged to wear a non-medical mask or face covering while inside a childcare setting, including hallways.
 - Masks are not recommended for children under the age of two.
- Parents/guardians are responsible for providing their child(ren) with a non-medical mask(s) or face covering each day and should be reminded that if children are wearing mask, they will require a way to store their mask when not in use.
- Masks should be replaced when they are damp or visibly soiled.
- The use of medical masks and eye protection is for the safety of child care staff and the children in their care. This is very important when working with young children who may not be wearing face coverings (i.e. under the age of two).

Reasonable Exemptions Related to Wearing a Masks Indoors:

The following are exemptions to wearing a mask:

- A medical condition
- When physical distancing of at least 2 metres can be maintained
- When a child cannot tolerate wearing a mask

NOTE: An exemption to wearing a mask must be requested in writing.

Attendance Record Keeping to Facilitate Contact Tracing

Seaforth Co-operative Children's Centre is committed to providing a safe and healthy environment for children, families and employees. Seaforth Co-operative Children's Centre will take every reasonable precaution to prevent the risk of communicable diseases within the centre and our off-site locations.

Seaforth Co-operative Children's Centre will ensure that all employees are aware of and adhere to the directive established by Huron Perth Public Health, the Ontario Ministry of Health and Ministry of Education, regarding attendance record keeping in order to facilitate contact tracing within the centre and our off-site locations.

All individuals including staff, children, and visitors to the centre or off-site locations, must be screened each day. This screening must take place prior to being admitted to the centre or off-site location. Staff must follow the screening checklist for each person and record the outcome (pass/fail), arrival and time of departure.

The screening checklists will be kept and store in a filing cabinet or on premises at the Seaforth Co-operative Children's Centre or one of the off-site locations for a period of three years.

Seaforth Co-operative Children's Centre will assist Huron Perth Public Health with contact tracing if it is determined the information is needed to identify children, staff or visitors that may have come in contact with a positive case of COVID-19.

Communication to Parents About Confirmed Cases or an Outbreak of COVID-19

Seaforth Co-operative Children's Centre is committed to providing a safe and healthy environment for children, families and employees. Seaforth Co-operative Children's Centre will take every reasonable precaution to prevent the risk of communicable diseases within the centre and our off-site locations.

The Huron Perth Public Health receives all positive COVID-19 test results, and once received, begins an investigation. The Huron Perth Public Health will notify the childcare program when necessary. It is possible for an individual to obtain their own test result through the provincial online portal. They might let others know about their positive result before they have been contacted or counselled by Huron Perth Public Health about what the result means and what they need to do.

Seaforth Co-operative Children's Centre will take all appropriate measures to preserve the confidentiality of information. Personal COVID-19 related information will only be shared and communicated to families and staff as directed by the Huron Perth Public Health. This information will be shared via email, in person and/or by phone.

Parent Drop-off and Pick-Up Procedures at The Main Centre

Drop-off:

Please ring the front doorbell. Unless in the event of inclement weather, please wait with your child outside to avoid cross contamination of the front vestibule. The Parent must wear a mask at all times. The child(ren) will be screened. If the screening is successful, the staff will take the child(ren) into the centre and take them to their room. The parents will return to their vehicle.

We ask that all parents wait in their vehicle until they see that the parent before them has entered their vehicle prior to coming to the screening area/door. Please allow the screening staff time to bring the child(ren) to their classrooms.

Pick-up:

Pick up will be done through the front door.

The parent will call or ring the doorbell when they have arrived, and a designated staff will collect the child from their room and gather up their belongings. The staff will meet the parent outside the front door.

We ask that all parents wait in their vehicle if they observe another parent at the door. Once the prior parent and child(ren) before them has entered their vehicle, they may proceed to the door to pick up their own child.

Parent Drop-off and Pick Up Procedures at Seaforth Public School

Drop-off:

The front door will not be used for drop-off.

Parents must wear a mask at all times. Parents may park in the parking lot on the south side of the school. Then walk their child(ren) around to the back of the school and enter through Door D. The screening area will be inside the door. The parent and child(ren) will be screened. If the screening is successful, the staff will take the child(ren) to the room where they will be met by the staff in the room. The parents will exit the school.

We ask that all parents wait in line allowing the appropriate social distancing requirements (2 meters or 6 feet). Please allow the screening staff time to bring the child(ren) that were just drop off to their room.

Pick-up:

The front door will not be used for pick-up.

Parents must wear a mask at all times. The parents will call the Site Supervisor (519-525-8026) when they have arrived. A staff will collect the child(ren) and gather up their belongings, and meet the parent at Door D; the same door as drop-off. Please step back from the door to safely allow the staff to open the door.

Parent Drop-off and Pick Up Procedures at St. James School

When dropping off or picking up your child(ren) at the St. James School Age Program we ask that parents do not park in front of the school. Please park across the street.

Drop-off:

Parents must wear a mask at all times. Please ring the buzzer at the front entrance to the school. A staff will come to the door. The parent and child(ren) will be screened outside the front entrance. No parent is allowed to enter the school. If the screening is successful, the staff will take the child(ren) into the school and take them to their room. The parents will return to their vehicle.

We ask that all parents wait in their vehicle until they see that the parent before them has entered their vehicle before coming to be screened. Please allow the screening staff time to bring the child(ren) to their classroom.

Pick-up:

Parents must wear a mask at all times. Please ring the buzzer at the front entrance to the school. A staff will get the child(ren) and gather their belongings and bring the child(ren) to the door. No parent is allowed to enter the school.

We ask that all parents wait in their vehicle if they see another parent at the door, until they see that the parent and child(ren) before them has entered their vehicle before coming to the door to pick up their own child(ren).

Health Screening Procedure

In order to help reduce the risk of respiratory infections (including COVID19), an active health screening is an essential step.

This procedure applies to all employees, parents, guardians, children, and any other persons engaging in business within Seaforth Co-operative Children's Centre or one of our off-site locations. Everyone **must** be screened prior to entering the centre or off-site location. Any person who answers yes to any of the screening criteria will be denied entry into the building.

All visitors, including delivery and repair personnel, will be permitted into the center or off-site location after passing screening. All visitors must wear a non-medical mask or face covering while on the premises.

Seaforth Co-operative Children's Centre will use the most up to date screen and screening process provided by the Huron Perth Health Unit, Ministry of Education, or Ontario Public Health. These screening measures will be modified from time to time to reflect public health and government requirements.

Prior to health screening, set up is required.

Please complete the following:

1. Identify and set up the location screening.
 - Masks must be worn at drop off and pick up, both inside the first door and standing outside waiting
 - Place screening station at entrance that is going to be used, visually blocking entrance into the centre (if possible)
 - Only ONE entrance/exit is to be used, to ensure that each person is screened prior to entering the building
 - Maintain a minimum of two (2) metres distance between employees conducting screening and the person being screened
 - Provide visual guides to assist with physical distancing (e.g. pylons) in the event that a line-up forms while parents and their children are waiting to be screened prior to entering the child care centre
 - **Families will approach the door one at a time, while waiting families remain in their vehicles until it is their turn**
2. Place entrance signage identifying the screening process outside and directly inside the child care centre doors (please refer to **Active Screening in Effect** sign in the HPPH Resources, at the end of the policy.)
3. Place hand sanitizer at the screening table; ensure it is visible to employees and families entering the building
4. Ensure Huron Perth Public Health resources are available for anyone who does not pass the screening.

All individuals including staff, children, and parents/guardians, must be screened each day. This screening must take place prior to being admitted to the centre or home child care. Staff must follow the screening checklist for each person and record the outcome (pass/fail).

Health Screening Questions

- Screening questions will be provided to families by email prior to returning to the centre, along with current best practices and recommendations by Huron Perth Public Health and the Ontario Ministry of Health
- Families and staff are asked to use the online screening tool and submit proof via email to screeningsccc@tcc.on.ca. If parents forget to screen, Papers will be available at the entrance with the screener. Temperatures will still be taken as well as visual health checks.
- Families will be required to monitor themselves and their children prior to arrival at the centre, to ensure they are not exhibiting COVID-19 symptoms as required in the document COVID-19 Guidance: Emergency Child Care issued by the Ministry of Health (at the end of this policy)
- Greet everyone into the child care centre with a friendly, calm manner
- Request that only ONE parent/guardian approaches the centre with the child, and request that they both use hand sanitizer
 - “Good morning/afternoon/evening. As you are aware, COVID-19 continues to evolve. As a result, we are conducting active screening for potential risks of COVID-19 for everyone who enters the location. The screening will ensure the safety and well-being of staff, children and families.”

If the individual passes the screening tool and their temperature is recorded at less than 37.8 degrees Celsius, they have passed the screening and can enter the building:

“Thank you for your patience. Your child has been cleared to enter the centre. A staff member will drop your child in _____ room.”

If the individual does not pass the screening tool and their temperature is 37.8 degrees Celsius, or the parent refuses to answer, then they have immediately failed the screening and cannot enter the building:

“Thank you for your patience. Unfortunately, based on these answers I am not able to let you enter the child care centre.

Please review the self-assessment tool on the Ministry of Health website at <https://covid-19.ontario.ca/self-assessment/> or on the Huron Perth Public Health Website at www.hp-ph.ca/coronavirus to determine if further care is required.”

If the positive response is for a staff member, advise the Director.

Provide parents or staff with a handout of resources.

Exclusion of Children and Staff Who Are Ill Policy and Procedures

Seaforth Co-operative Children's Centre is committed to providing a safe and healthy environment for children, families, and employees. Seaforth Co-operative Children's Centre will take every reasonable precaution to prevent the risk of communicable diseases within the centre and our off-site locations.

Seaforth Co-operative Children's Centre will ensure that all employees are aware of and adhere to the directive established by Huron Perth Public Health and the Ontario Ministry of Health, regarding exclusion of children and employees who are ill, within the centre and our off-site locations.

Seaforth Co-operative Children's Centre will use the most up to date screening process requirements provided by the Huron Perth Health Unit, Ministry of Education, or Ontario Public Health. These screening measures will be modified from time to time to reflect public health and government requirements.

This policy applies to all employees, community members and any other persons engaged in business with Seaforth Co-operative Children's Centre.

As required by the Child Care and Early Years Act and Ministry of Health, Seaforth Co-operative Children's Centre must separate children of ill health and contact parents/guardians to take the child home.

When children are ill and/or exhibit COVID-19 related symptoms, Seaforth Co-operative Children's Centre will ensure the following:

- Ill children will be separated into the designated exclusion room, and be removed from other children to be monitored by an employee until parent/guardian pick up
- Symptoms of illness will be recorded on a COVID-19 surveillance form, in the child's daily record and in a daily log as per the CCEYA
- The parent/guardian of the ill child will be notified to take them home.
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34(3)

If you suspect a child has symptoms of a reportable communicable disease (refer to Huron Perth Public Health's Diseases of Public Significance list), please report them immediately to Huron Perth Public Health's Communicable Disease Surveillance Unit (1-888-221-2133).

When to Exclude a Child from Program:

Seaforth Co-operative Children's Centre employees will exclude a child from the program to reflect the most up to date screening process requirements provided by the Huron Perth Health Unit, Ministry of Education, or Ontario Public Health.

How to Exclude from a Child Care Centre

Children experiencing non-COVID related symptoms:

- Child will be isolated from other children until the parent can pick them up
- Encourage the parents to have the child assessed by a healthcare provider (HCP)
- An ill individual who has a know alternative diagnosis provided by a healthcare professional may return to childcare if they do not have a fever and their symptoms have been improving for at least 24 hours.

Children experiencing COVID-19 related symptoms:

1. Child should be immediately isolated in a separate, supervised room until parents can pick them up. If unable to reach parents, call the emergency person listed.
2. Only one staff member should be in the designated room, and they should attempt physical distancing of two (2) metres
3. If the childcare provider supervising the symptomatic child cannot maintain a distance of two (2) metres, they will wear the following personal protective equipment (PPE):
 - Mask (procedural/surgical/medical – not homemade)
 - Gloves
 - Face Shield or safety glasses
 - Gown, cloth, or blanket if comforting/picking up the child is required,
 - Follow the proper steps for putting on and taking off PPE
 - Staff should avoid touching their face, especially with gloved or unwashed hands
 - The child should also wear a mask if tolerated
 - **Note: children under age two should not have their face covered due to suffocation risk**
4. Every effort will be made to keep the child comfortable until someone arrives to take him or her home.
5. Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
6. Increase ventilation in the designated exclusion room, if possible (e.g., open windows and/or doors)
7. Once the child and their siblings (if at the same location) have been picked up, immediately conduct environmental cleaning of the space the child was separated in.
8. Children with symptoms should be assessed by a healthcare provider (HCP). If the HCP determines that it is not COVID related the child may be allowed back into the childcare centre if they do not have a fever and their symptoms have been improving for 24 hours, this extends to 48 hours symptom-free during gastrointestinal outbreaks. If it is determined that **it is** COVID related the child must be excluded from the childcare centre for 14 days after the onset of symptoms or a negative COVID-19 swab or test is received.
9. Children or staff who have been exposed to a confirmed case of COVID-19, should be excluded from the childcare setting for 14 days or a negative COVID-19 swab or test is received.
10. They can also complete the online assessment tool at: <https://covid-19.ontario.ca/self-assessment>

11. If they do not have a doctor, they can call Huron Perth Public Health to be assessed (1-888-221-2133)
12. Seaforth Co-operative Children's Centre will follow up with the parents throughout the isolation period to see how the child(ren) is doing, if any other symptoms have developed and/or any other household members have developed symptoms.

Reporting Suspected and/or Confirmed Cases of COVID-19 to The Ministry of Education and Local Health Unit

A Serious Occurrence is required to be submitted under the category 'confirmed case of COVID-19' when:

- a) One of the following individuals has a confirmed case of COVID-19:
 - (i) a child who receives childcare at a childcare centre,
 - (ii) a staff member at a childcare centre
 - (iii) a student at a childcare centre

Or

- b) Closures ordered by your local Public Health Unit (i.e., where a closure is ordered for a centre or program room(s) or provider's home due to a **confirmed** COVID-19 case(s)).

Where a serious occurrence has been reported for a confirmed case (as defined above) and the individual's test results are positive, licensees must update the original serious occurrence report submitted to add this information.

Where a serious occurrence has been reported under this category and that report remains open in CCLS, should a second individual develop a confirmed case, licensees must update the existing/open serious occurrence report to add this information, i.e., new serious occurrence is NOT required to be submitted where there is an existing report that remains open. However, where a second individual develops a confirmed case and there is not an open serious occurrence report under this category, the licensee must submit a NEW report.

Should the entire childcare or part of the childcare (i.e., a program room) close due to a "confirmed case" (as defined above), a separate serious occurrence for an unplanned disruption of service is NOT required to be submitted unless the SO has been previously closed.. Licensees must include this information in the Serious Occurrence report and/or update the serious occurrence report when the closure occurs.

A Serious Occurrence is required to be submitted under the category "Unplanned Disruption of Service", with the sub-type of "Other emergency relocation or temporary closure" when:

- The entire childcare or part of the childcare (i.e., one or some of the program rooms) closes for reasons that may be related to COVID-19 that do NOT include a confirmed or suspected case (as defined above) as determined by the local Public Health Unit.

A second serious occurrence under the category "confirmed case" is required to be reported should the incident develop into a "confirmed case" of COVID-19. The "unplanned disruption of service" serious occurrence will then be closed by the Program Advisor.

Donning and Doffing Personal Protective Equipment (PPE)

Terminology

- Donning refers to putting on personal protective equipment
- Doffing refers to removing/taking off personal protective equipment

Instructions for donning (putting on) and doffing (removing) PPE:

Putting on gloves: <https://www.youtube.com/watch?v=UIBmi578NmE>

Removing gloves: https://www.youtube.com/watch?v=WDI0Zj573Js&feature=emb_rel_end

Putting on mask: <https://www.youtube.com/watch?v=1YiLjpLXvg4>

Removing mask: <https://www.youtube.com/watch?v=pFJaU9nxmTA>

Putting on full PPE: <https://www.youtube.com/watch?v=s2z1uM1fXN8>

Removing full PPE: https://www.youtube.com/watch?v=crGIUX3_4DA

Recommended steps for putting on and taking off PPE: <https://www.publichealthontario.ca/-/media/documents/ncov/ipac/pperecommended-steps.pdf?la=en>

How to wash your hands and How to use hand sanitizer:

<https://www.publichealthontario.ca//media/documents/ncov/factsheet/factsheet-covid-19-handhygiene.pdf?la=en>

Additional Resources:

Please refer to the Huron Perth Public Health resources at the end of this policy.

Staff Illness:

1. Any staff who suspects they have an infectious disease should not attend the childcare centre, if they are not well, particularly if their symptoms include any outlined in the COVID-19 screening. Staff must pass the daily active screening process to work at the site.
2. If a staff member becomes ill with COVID-19 symptoms while at the centre, they should let their supervisor know, and remove themselves from the centre as soon as possible.
3. Staff with symptoms should be assessed by a healthcare provider (HCP). If the HCP determines that it is not COVID related the staff may be allowed back into the childcare centre if they do not have a fever and their symptoms have been improving for at least 24 hours; this extends to 48 hours symptom-free during gastrointestinal outbreaks. If it is determined that it is COVID related the staff must be excluded from the childcare centre. The staff will begin self-isolation at home, a COVID-19 test should be done **within 24 hours**. When a negative result is received, the employee may return to work. If a positive result is received, the employee cannot return to work until a

negative result is received. Following a positive test result the employee will be paid according to the **Pandemic Pay Policy**.

4. Following the Ministry of Health document COVID-19 Guidance: Emergency Child Care Centres, if a childcare worker or home childcare provider is suspected to have or is diagnosed with COVID-19, the childcare worker or provider must remain off until symptoms are fully resolved, and negative laboratory tests have been confirmed.
5. The supervisor or designate will notify Huron Perth Public Health of the symptomatic staff member and include the following details:
 - Staff member's name
 - Name of the Child Care Centre
 - What room the staff member works in
 - Names of people (staff and children) who have been in close contact (as defined) up to 48 hours prior to symptoms.
6. The supervisor or designate will contact children and/or staff who have been in close contact (up to 48 hours before symptoms) with a symptomatic person(s) (or confirmed COVID-19 positive), with instructions to begin self-isolation for 14 days.
7. The supervisor will notify Disability Management and Health and Safety for any illnesses that are believed to be the result of exposure to infectious disease through the course of work. Disability Management and Health and Safety will file notification with the appropriate bodies (WSIB, MOL).
8. A staff person who presents with non-respiratory symptoms of ill health (non COVID-19 related) must follow normal procedures for return to work. During gastrointestinal outbreaks, staff must not return to the centre until symptom-free for 48 hours.

Criteria for Coming Out of Isolation:

Criteria for symptomatic staff or children with COVID-19 symptoms:

- Where individuals can manage their symptoms at home and are not health care or essential service workers, it is currently recommended that they self-isolate for 14 days from symptom onset
- After 14 days, if they are afebrile (without fever) and their symptoms are improving, they may discontinue self-isolation
- Absence of cough is not required for those known to have a chronic cough or who are experiencing reactive airways post-infection. If symptoms or fever are persisting, individuals should follow up with their primary care provider or Telehealth.

Criteria for asymptomatic staff or children who were in close contact with a staff member or child with COVID-19 symptoms:

- Other household members need to self-isolate while you are waiting for results for the child being tested, unless you are told otherwise by public health, your family doctor, or the assessment centre. Your household members should self-monitor for symptoms.

Returning from Exclusion Due to Illness

Staff and/or children who are being managed by Huron Perth Public Health (e.g., confirmed cases of COVID-19, household contacts of cases), should follow instructions from Huron Perth Public Health to determine when to return to the facility.

Hand Hygiene Policy and Procedures

Seaforth Co-operative Children's Centre is committed to providing a safe and healthy environment for children, families and employees. Seaforth Co-operative Children's Centre will take every reasonable precaution to prevent the risk of communicable diseases within the centre and our off-site locations.

Seaforth Co-operative Children's Centre will ensure that all employees are aware of and adhere to the directive established by Huron Perth Public Health and the Ontario Ministry of Health, regarding hand hygiene within the centre and our off-site locations.

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.

Hands carry and spread germs. Touching your eyes, nose or mouth, or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to other people. 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.

Use soap and water when hands are visibly dirty and 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

Hands should be cleaned using soap and water or alcohol-based hand sanitizer before and after:

- Preparing, handling, serving and eating food
- Handling animals
- Touching a cut or open sore
- Coming into contact with any bodily fluids
- Changing diapers or providing assistance with toileting
- Glove use
- Before and after giving medication

For washing hands with soap and water, follow these steps:

1. Remove rings, bracelets and watches
2. Wet hands
3. Apply soap
4. Lather for at least 15 seconds; rub between fingers, back of hands, fingertips, under nails
5. Rinse well under running water
6. Dry hands well with paper towel or hot air blower
7. Turn taps off with paper towel, if available

Hand Sanitizer:

When hands are not visibly 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.

For hand hygiene with hand sanitizer, follow these steps:

1. Apply alcohol-based hand sanitizer (70-90% alcohol content)
2. Rub hands together for at least 15 seconds
3. Work sanitizer between fingers, back of hands, fingertips and under nails
4. Rub hands until dry

To ensure that employees are using proper hand hygiene methods, the director will review hand hygiene on a regular basis and provide feedback to employees as required.

Please refer to the Huron Perth Public Health resources at the end of this policy.

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. Nitrile gloves are single use only

Gloves do not replace the need for proper hand hygiene. Hand hygiene shall be practised before applying and after removing gloves. Gloves shall be removed and discarded after each use. Do not wear rings with gloves unless they have only a smooth band.

To reduce hand irritation related to gloves:

- Wear gloves for as short a 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

Covering Your Cough Procedure (Respiratory Etiquette)

Germs, such as influenza and COVID-19, 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 (more than 2 metres/6 feet) from people who are coughing or sneezing. Follow these steps to stop the spread of germs:

1. If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose. If no tissue is available, cough or sneeze into your upper sleeve or elbow, not into your hands. Always cover and protect your coughs and sneezes
2. Put used tissues in the garbage
3. Clean your hands with soap and water or hand sanitizer (70-90% alcohol based) regularly and after using a tissue on yourself or others

Environmental Cleaning and Disinfecting Policy and Procedures

Seaforth Co-operative Children's Centre is committed to providing a safe and healthy environment for children, families and employees. Seaforth Co-operative Children's Centre will take every reasonable precaution to prevent the risk of communicable diseases within the centre and our off-site locations.

Seaforth Co-operative Children's Centre will ensure that all employees are aware of and adhere to the directive established by Huron Perth Public Health and the Ontario Ministry of Health, regarding environmental cleaning and disinfecting within the centre and our off-site locations.

Definitions:

Cleaning: refers to the physical removal of foreign material (e.g. dust, soil) and organic material (e.g. blood, secretions, microorganisms). Cleaning removes, rather than kills, microorganisms. Warm water, detergent and mechanical action (i.e. wiping) is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent film is removed.

Disinfecting: describes a process completed after cleaning in which a chemical solution (e.g. Virox 5 solution) is used to kill most disease-causing microorganisms. In order to be effective, disinfectants must be left on a surface for a period of time (contact time). Contact times are generally prescribed by the product manufacturer. Any items children that may come into contact with require a final rinse, after the required contact time has been observed.

Procedures:

All products, including cleaning agents and disinfectants, must:

- be out of reach of children,
- be labelled, and
- have Safety Data Sheets (SDS) up to date (within three years), which are stored in the WHMIS binder Products must not be expired and products must have a DIN approved by Health Canada.

Cleaning

1. Use detergent and warm water to clean visibly soiled surfaces
2. Rinse the surface with clean water (warm to tepid temperature preferred), to ensure detergent film has been removed
3. Let the surface dry

Disinfecting

Accelerated Hydrogen Peroxide (AHP) was approved by Huron Perth Public Health for use in our childcare centres as a disinfectant.

The AHP disinfecting products used in our childcare centres are **Virox 5** or **Oxivir Tb** Spray or Wipes. All are considered high level disinfectants which are defined as the complete elimination of all microorganisms in or on a surface.

For general environmental disinfection of high touch surfaces, all toys, and equipment that cannot be immersed use **Virox 5** or **Oxivir Tb** Spray or Wipes, the **contact time is five (5) minutes**.

Disinfecting Using Virox 5 or Oxivir Tb Spray and Wipes:

1. Put on mask and gloves
2. Spray or wipe on **Virox 5** or **Oxivir Tb** solution and leave on the surface for the appropriate disinfecting contact time (**five (5) minutes**). Ensure the spray setting is on stream and not mist
3. Once the **five (5) minute** disinfecting contact time has elapsed; the surface has been disinfected 4. Any surface children may come into contact with requires a final rinse with a single use paper towel and clean water (e.g. lunch tables, high chair tray, floor, toy shelves)
5. If the surface is still wet, you may wipe it dry with a single-use paper towel, which is then disposed of appropriately

Cleaning and Disinfecting Frequency Requirements

Clean and Disinfect Upon ENTRY to Child Care:

For Staff:

- o Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers, etc. • For

Children:

- o Any hard surfaces such as water bottles, containers etc.

Cleaning and Disinfecting 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.
- *Spills* must be cleaned and disinfected immediately.

- *Hand wash sinks:* staff and children's 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 bodily fluids).
- *Floors:* cleaning and disinfecting must be performed as required (i.e. when spills occur) as well as throughout the day when available (e.g. during outdoor play).
- *Outdoor play equipment:* must be disinfected before each use, and as required (e.g. when visibly dirty). Any outdoor play equipment that is used must be easy to clean and disinfect. Do not use community playgrounds.
- *High-touch surfaces:* any surfaces at your location that have frequent contact with hands (e.g. light switches, shelving, containers, hand rails, door knobs, 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 bodily fluids).
- *Other shared items:* shared items (e.g. phones, iPads, iPods, attendance binders, pens, etc.) must be disinfected between users.

Note: most areas are best cleaned with **Virox 5 or Oxivir Tb** and do not require a final rinse if children do not come into contact with them.

Please refer to the HPPH Resource: Cleaning and Sanitizing in the Workplace, at the end of this policy.

Clean and Disinfect Daily:

- Low-touch surfaces (any surfaces at your location that have minimal contact with hands) must be cleaned and disinfected daily (e.g. window ledges, doors, sides of furnishings, etc.)
- Carpets are to be vacuumed daily when rooms are available e.g. during outdoor play

Clean and Disinfect as Required:

• Blood/Bodily Fluid Spills:

Using the steps below, the surface must be cleaned first and then disinfected:

1. Isolate the area around the spill so that no other objects or 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 use paper towels and gloves immediately in a tied plastic bag
7. Spray **Virox 5 or Oxivir Tb** in and around the spill area and allow the appropriate **five (5) minute** disinfecting contact time
8. A final rinse is required if children come into contact with the area
9. Remove gloves as directed and discard them immediately
10. Perform hand hygiene as directed

Notes:

- If the spill includes broken glass, ensure a brush and dustpan is used to pick it up and discard. Disinfect the brush and dustpan after use. **NEVER** use your hands to clean up the glass.
- If the spill occurs on a carpet, follow the above steps along with professional steam/wet cleaning the carpet
- Please refer to the Huron Perth Public Health resource “Blood and Bodily Fluid Spills” at the end of this policy.

Cleaning and Disinfecting Washrooms:

- Hand wash sinks: staff and children’s 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).

Cleaning and Disinfecting Cots, Mats and Cribs:

- Cots/mats/cribs must be labelled and assigned/designated to a single child per use
- Cots/mats/cribs must be cleaned and disinfected before being assigned to a child
- High touch surfaces on cots/mats/cribs must be disinfected at least twice per day, and as often as necessary
- Cots/mats must be stored in a manner in which there is no contact with the sleeping surface of another cot/mat • Bedding must be laundered daily, and when soiled or wet.

Additional Infection Prevention and Control Practices for Hygiene Items:

- Pacifiers must be individually labeled and stored separately (not touching each other); they must not be shared among children. The pacifier must be washed in soap and water upon arrival at 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.

COVID-19 Fee Payment Policy

Seaforth Co-operative Children's Centre will actively be screening all children, staff and visitors to the centre and the off-site locations for COVID-19 symptoms.

During COVID-19 we will be charging 50% of the daily fee if a child is turned away at the time of screening, send home from the centre or one of the off-site locations for any COVID-19 symptoms or if a parent phones in because their child is exhibiting symptoms and they know they would be required to stay home. Any additional days that the child is absent will have no fee charged.