



**DISCOVERY**

Early Learning & Care

# Discovery Early Learning COVID-19 RESPONSE PLAN

## Prepared for TEAMS

Prepared by: Discovery Early Learning & Care in consultation  
with Children Services Section and Public Health Sudbury  
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## Background

The City of Greater Sudbury Children Services Division and Public Health Sudbury & Districts (PHSD) worked alongside Discovery Early Learning & Care to develop this COVID-19 Response Plan. For this document it will be referred to as the “Plan”. It is in the best interest of our team and our children, to provide the safest ways possible in opening the maximum spaces within the limitations of the remaining COVID-19 restrictions.

This is a living document and as we move into Phase 3 and receive further direction from PHSD and Ministry of Education there may be amendments to this Plan.

## Access to Child Care Spaces and Prioritizing Families

Discovery Early Learning & Care has developed a policy describing in detail how families will be prioritized for the limited child care spaces. This policy will be shared with City of Greater Sudbury Children Services Division and is endorsed by PHSD as part of our agency re-opening.

### **Prioritization Policy for Reopening Child Care**

In order to safely open during the Province’s Phase 2 & 3 of the COVID Pandemic, licensed child care centres are required to operate at a reduced capacity. Centres in City of Greater Sudbury (CGS) will be operating with approximately 60% fewer spaces. Given increased staffing ratios and stringent safety requirements, these spaces will need to be highly subsidized by multiple levels of government, in order to keep fees reasonable for families. Re-opening licensed child care has been prioritized in Phase 2 & 3 as a necessary support as more people are now allowed to return to work.

For these reasons, the CGS, with all license child care partners, have developed these guidelines to assist operators in prioritizing access to the spaces in our programs during the Phase 2 & 3 reopening period. It is expected to last until at least August 31, 2020.

The CGS and our partner license child care operators recognize that the licensed child care system will not be able to meet all of the child care needs of families in our community. We empathize with families who are still not able to return to their regular routines and supports and we look forward to being able to return to our full Early Learning system possibly towards the end of Phase 3.

### **City of Greater Sudbury Licensed Child Care Prioritization Guidelines for Phase 2 and Phase 3**

Discovery Early Learning and Care used the following guidelines to determine family

priorities, understanding that each site's Program Supervisor had to make decisions based on the dynamics of their program. The goal at the end of the process was to provide care to the greatest number of children as possible as a starting point. As the restrictions around cohorts decrease we hope to increase the operating capacity of children in our care.

The following was used to guide decisions when placing children at Discovery Early Learning with the best interest of our programs and serving as many families as possible in mind:

1. Returning children who were attending or waitlisted for Emergency Child Care Centres (with verification from CGS) and eligible children of the staff of the child care agency.
2. Returning children (aged 0-4) from families where both parents/guardians (or the single parent/guardian) are working or in school (including those working from home) and returning children aged (5-10) from families where both parents/guardians (or the single parent/guardian) are working or on student placements outside of the home. (11 and 12 year olds will also be accepted with verification of a special need).
3. Returning children who are in crisis with a verified need for child care from a partnering social agency. (By approval of the Manager of Children Services).
4. New/transferring children who were attending Emergency Child Care or waitlisted for Emergency Child Care (likely temporary for summer only).
5. Transferring children who meet the criteria to be prioritized but for whom there is no space at their regular child care program.
6. New/transferring children from the City of Greater Sudbury Child Care Waitlist who had been offered care before the closures and who are from families where both parent/guardians (or the single parent/guardian) are working outside of the home. If a transfer is from another centre, care could be temporary for the summer only.
7. New/transferring children who are in crisis with a verified need for child care from a partnering social agency. (By approval of the Manager of Children Services). If a transfer from another centre, care could be temporary for the summer only.

## Maximum Cohort Size and Ratio

For the purposes of Phase 3, a cohort is defined as a group of 15 children in addition to employees assigned to them, who stay together throughout the duration of the program for minimum 7 days.

- Each cohort will be a maximum of 15 children. Child care will be provided for infants, toddlers, pre-schoolers and school-age children [to age 12] where there is availability to do so.
- Maximum cohort size for each playroom will consist of no more than 15 children, space permitting following CCEYA ratios.
- Playrooms that are currently licensed for a maximum group size of less than 15 children due to square footage requirements (e.g., infant room 1 is licensed for 6 children), will have the number of children listed on the license and ensure the cohort does not exceed licensed capacity of space.
- Each cohort must stay together throughout the day and are not permitted to mix with other cohorts.
- Discovery Early Learning & Care is required to maintain ratios set out under the CCEYA. We can increase employee to child ratio as long as the cohort does not exceed the maximum of 15 children.

**NOTE: As of July 20, 2020 we are still waiting for direction from Public Health with regards to the staffing for the new cohort of 15 children announced on July 13, 2020 by Minister Lecce. For the time being we will plan around a cohort using the staffing ratios available to us.**

## Communication with Families

- Discovery Early Learning & Care will communicate with families the enhancement of health and safety measure expectations found within the Plan. New policies will be shared with families, for their information and to ensure they are aware of these expectations, including keeping children home when they are sick, which are aimed at helping to keep all children and teams safe and healthy.
- Discovery Early Learning & Care is not required to revise our Program Statement, full Family Handbook, or other policies as part of re-opening.
- Discovery Early Learning & Care has developed a Prioritization Policy to assist in the return of the first cohorts to the program. This policy may need to be updated to account for increased capacity over time. An equitable approach was implemented to assess priority for care based on specific site family and program needs under the discretion of the Program Supervisor.

- Where possible, the use of in-person communication should be limited.
- Other links to helpful information, as well as detailed instructions regarding screening and protocols if a child or employees becomes ill will be available on our website [www.DiscoveryCare.ca](http://www.DiscoveryCare.ca)
- Any changes to policies and updates will be communicated to families.

## Space Set-Up and Physical Distancing

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

Discovery Early Learning & Care play spaces will respect physical distancing of at least 2 metres between cohorts and will be encouraged, where possible, between children within the same cohort by:

- spreading children out into different areas, particularly at meal and dressing time;
- incorporating more individual activities or activities that encourage more space between children; and
- using visual cues to promote physical distancing.

Employees are encouraged to increase the distance between cots/cribs or place the children head to toe or toe to toe where space permits.

Shared spaces and structures will be cleaned and disinfected between cohorts.

Recognizing that physical distancing is difficult with small children and infants, we will attempt to:

- plan activities that do not involve shared objects or toys;
- when possible, moving activities outside to allow for more space; and
- avoiding singing activities indoors;
- spreading children out into different area, particularly at meal and dressing time;
- incorporating more individual activities or activities that encourage more space between children; and
- using visual cues to promote physical distancing.

## Equipment and Toy Usage and Restrictions

Discovery Early Learning & Care will provide toys and equipment which are made of materials that can be cleaned and disinfected (e.g., avoid plush toys) following all our regular policies and procedures for cleaning and disinfecting as outlined in this Plan.

Toys and equipment should be cleaned and disinfected at a minimum between cohorts. Mouthed toys will be cleaned and disinfected immediately after the child is finished using it.

As much as possible designated toys and equipment (e.g., balls, loose equipment) will be offered for each room or cohort. Where toys and equipment are shared, they must be cleaned and disinfected prior to being shared.

When sensory materials (e.g., playdough, water, sand, etc.) are offered, they will be provided for single use (i.e. available to the child for the day) and labelled with child's name, if applicable.

Play structures can only be used by one cohort at a time.

## Outdoor Play

Discovery Early Learning & Care will schedule outdoor play in small groups/by cohort in order to facilitate physical distancing. Where the outdoor play area is large enough to accommodate multiple groups, we may divide the space with physical markers to ensure cohorts remain separated by at least 2 metres.

If play structures are to be used by more than one cohort, the structures can only be used by one cohort at a time and must be cleaned and disinfected before and after each use by each cohort.

Discovery Early Learning & Care attempts to have designated toys and equipment (e.g., balls, loose equipment) for each room or cohort. Where toys and equipment are shared, they must be cleaned and disinfected prior to being shared.

Discovery Early Learning & Care will follow existing sunscreen policies and procedures. Employees may provide assistance to apply sunscreen to any child requiring it and should exercise proper hand hygiene when doing so (for example washing hands before and after application to each child or wear and change gloves before and after application to each child).

## Program Statement/Activities

Discovery Early Learning & Care will continue to implement our Program Statement. The Ministry recognizes that there may be approaches outlined in the Program Statement which may not be possible due to physical distancing.

## Interactions with Infants/Toddlers

*Building on How Does Learning Happen? Pedagogical approaches to reopening Licensed Child Care, Ministry of Education, Ontario is guiding our work and conversations with children. "Now more than ever, HDLH? is a key support for children, families and educators as we recover from the challenges of these difficult times. We know that it is critical to put measures in place to support the immediate health and safety of children, families and educators, however, emotional well-being should be given the same level of care and attention. Neglecting children's need for responsive and caring relationships and for environments that support exploration, play and inquiry can result in significant long-term risks to children's mental health, well-being and capacity to learn." (Pg. 2).*

- Discovery Early Learning & Care educators will continue to supervise and hold bottles for infants not yet able to hold their own bottle to reduce the risk of choking.
- When holding infants and toddlers use blankets or cloths over clothing and change the blankets or cloths between children as you feel necessary.
- When possible, employees will move activities outside to allow for more space.
- Children must not share food, feeding utensils, soothers, bottles, sippy cups, etc.
- Mouthed toys must be removed immediately for cleaning and disinfecting and must not be shared with other children.
- Label all personal items with the child's name to discourage accidental sharing.

## Food Provisions

- Employees should change meal practices to ensure there is no self-serve or sharing of food at meal times.
- Employees will use utensils to serve food.
- Meals will be served in individual portions to the children.
- There should be no items shared (i.e., serving spoon or salt shaker).
- There should be no food provided by the family/outside of the regular meal provision of the program (except where required and special precautions for handling and serving the food must be put in place).
- FDK/SAC youth will be offered snack and meals provided by Discovery Early Learning & Care until further notice during re-opening period.
- Children should neither prepare nor provide food that will be shared with others.
- Ensure proper hand hygiene is practiced when employees are preparing food and for all individuals before and after eating.
- Where possible, children should practice physical distancing while eating.
- Employees will ensure that there is no sharing of utensils.

## Visitors and Attendance Records

Discovery Early Learning & Care will not permit (non-essential) visitors to enter the programs.

Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and inspect our programs and premises at any reasonable time.

As much as possible, parents should not go past the screening area. We will also ensure that there are no volunteers or students in the programs.

Anyone entering the building will be screened.

Discovery Early Learning & Care is responsible for maintaining daily records of essential persons entering the facility and the approximate length of their stay (such as cleaners, people doing maintenance work, people providing supports for children with special needs, those delivering food).

Records are to be kept on premises and be up to date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak. These records are to include name, contact information, time of arrival/departure, screening completion/results, etc.)

## Provision of Special Needs Resources (SNR) Services / Special Needs

In Phase 3 of re-opening, families with children who have special needs will be considered into the programs they were enrolled in prior to closure as per the Agency Prioritization Policy.

Where SNR services are provided through external staff/service providers, Discovery Early Learning & Care will inform all families of this fact, and record attendance for contact tracing purposes.

All SNR staff must be screened before entering Discovery Early Learning & Care programs.

## Serious Occurrence Reporting

Discovery Early Learning & Care has a duty to report suspected or confirmed cases of COVID-19 under the *Health Protections and Promotion Act*. We will contact PHSD to report a child suspected to have COVID-19. They in turn will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possibly infected employees and children.

*As confirmed via email from Marc Tardif, Ministry of Education, “that a serious occurrence needs to be submitted when an employee or child exhibit two or more symptoms of COVID-19.” (July 23, 2020)*

*“If only one symptom is exhibited, Public Health will provide further direction. However, so far, this direction has been to have the employee or child be tested, regardless of the number of symptoms. Being sent for testing automatically generates a serious occurrence as well. As a result, any instances of a staff or child exhibiting one or more symptoms will lead to a serious occurrence being required.”*

Discovery Early Learning & Care will also report Serious Occurrence to City of Greater Sudbury Children Services Division via email.

Where a program or playroom is closed due to COVID-19, we must report to the Ministry of Education as a Serious Occurrence. We are then required to post the Serious Occurrence Notification form as stated in the CCEYA, unless PHSD advises otherwise.

## Enhanced Health & Safety in Child Care

While the Ministry of Education is providing guidance on how to operate child care during the COVID-19 pandemic, Discovery Early Learning & Care must follow the advice of PHSD when establishing health and safety protocols, including cohort size for each room in a child care program. The Ministry of Education recognizes that this may result in regional differences in these protocols, but given the different impact of COVID-19 in different communities it is important to follow the advice of local Public Health officials to keep children, families and employees safe.

Health Screening is an obligatory requirement of all employees and families prior to entering or having the child enter the child care centre. Employee “Screeners” will be trained on how to utilize the screening tool. Everyone must be screened prior to entering the child care centre. Precautions will include the daily health screening of all children, employees and families and enhanced drop off and pick up procedures found

in *Re-opening Child Care Centre Operation-Health Screening Procedure Policy (Appendix A)*.

- Screening will involve a screening questionnaire.
- Temperatures of staff and children will be checked and recorded daily.
- Visitors will not be permitted at this time.
- Shared building spaces partners will continue to screen and record their visitors/employees to their parts of the building entrances they use and have all required documents available for contact tracing if necessary.

**Enhanced Health and Safety** procedures and measures for children, employees and families will be implemented, monitored and recorded daily. Sanitary practices will be enhanced regarding how the child care setting will operate during and throughout the recovery phase following the pandemic including:

- Requirements for Health and Safety Practices (Appendix B) which will include:
  - how physical distancing will be encouraged;
  - rescheduling of group events and/or in-person meetings.
- Sanitization of the space, toys and equipment – found in Environmental Cleaning and Disinfecting Policy and Procedures (Appendix C) and Toy Disinfecting (Appendix D)
- Hand Hygiene Policy and Procedures (Appendix E)
- How to report illness found in *Appendix F: Testing and Exclusion of Sick Children or Staff Policy and Procedures*.

## **Safety and Well-Being of Teams**

Discovery Early Learning & Care holds the safety and well-being of all teams as a priority by offering these restrictions and precautions:

- Employees should work at only one location unless unforeseen circumstances should arise and it is safe to do so.
- Program Supervisors and/or designates should limit their movement between rooms, but understand the necessity to support employees and children in a safe manner.
- Supply/replacement employees should be assigned to specific cohorts unless unforeseen circumstances should arise and it is safe to do so.

- Discovery Early Learning & Care will continue to ensure the necessary licensing requirements of qualified staff for each cohort.
- Employees that are included in ratios are required to have valid certification in first aid training including infant and child CPR, unless exempted under the CCEYA or the certification has been extended by the Workplace Safety and Insurance Board (WSIB). WSIB has indicated that all certifications that expire after March 1, 2020 are automatically temporarily extended until September 30, 2020.
- Vulnerable Sector Checks (VSC) for employees and other persons who are interacting with children at a premises. A licensee is not required to obtain a new VSC from employees or persons interacting with children where the fifth anniversary of the staff or person's most recent VSC falls within the emergency period, until 60 days after the emergency period ends.
- If an employee has tested positive for COVID-19, they will be excluded from program with pay for the minimum 14 days until PHSD permits return to work. Necessary reporting to WSIB will be followed.
- Program Supervisors are mindful of scheduling shifts in specific cohorts so that there is adequate employees to support each cohort. Shifts will include coverage of the full day with a cohort team from 6:30 a.m. to 6:00 p.m. We will not combine cohort group, or implement reduced ratios. Employees will cover opening and closing shifts and be supported by an employee for support to that cohort as needed. Cleaning and disinfecting practices have been incorporated into the scheduling to complete responsibilities to Public Health. Program Supervisors took into consideration the number of employees available, summer vacation requests and anticipated possible illness coverage in our scheduling our teams.
- Physical distancing will be encouraged between employees, children and screening at the screening area. Playroom environments have been staged for children to have maximum areas to work independently or at a physical distance as much as possible. Employees will practice physical distancing while at all times during their day by respecting daily routines through turn taking (ie. Reading logs, documenting, waiting for breaks
- Discovery Early Learning & Care will be mindful of scheduling group meetings and events and wherever possible postpone or hold as phone or virtual meetings. All other reoccurring scheduled meetings/gatherings have been postponed.

## **Employee Training**

- In collaboration with local public health, CMSMs and Discovery Early Learning & Care, we will ensure that training is provided to all teams on the health, safety and other operational measures outlined in this document plus any additional local requirements in place prior to re-opening. All employees will attest that they have read and understood the Plan and all associated policies and procedures.
- Discovery Early Learning & Care will also provide instruction on how to properly clean the space and equipment, how to safely conduct daily screening procedures, keep daily attendance records, and what to do in the case that someone becomes sick.
- Videos from PHSD and World Health Organization are available online to assist in wearing a mask properly and have been shared via email.
- Program Supervisors will review, revisit and offer support to teams with regards to training.
- All employees will sign off the Attestation for Employees COVID-19 Response on their first day returning to their program sites.
- Program Supervisors will also complete and sign Ministry of Education Attestation form, at least 3 days prior to reopening and submit online.

## **Other Health and Safety Details**

In addition to these preventative measures, as required by the Ministry of Education, Discovery Early Learning & Care has a protocol in place in the event that a child, parent/guardian or employee at the site is showing COVID-19 symptoms (Appendix F).

## **Masks and Personal Protective Equipment (PPE)**

- Masks are not recommended for children, particularly those under the age of two. Information about the use of face coverings can be found on the Provincial COVID-19 website.
- Discovery Early Learning & Care will follow PHSD guidelines regarding the use of masks.
- Screeners greeting families will wear a mask and face shield when physical distancing is not possible.

- Employees will wear a mask when cleaning and disinfecting blood or bodily fluid spills if there is a risk of splashing.
- Employees will wear a mask when caring for a sick child or a child showing symptoms of illness.
- When wearing a mask, employees should wash their hands before donning the mask and before and after removing the mask. Public Health Ontario and the World Health Organization has resources on how to properly wear and take off masks and eye protection.
- Discovery Early Learning & Care is committed to ensuring that we have a sustainable supply of PPE and cleaning supplies that can support our ongoing operations.
- Employees will perform and promote frequent, proper hand hygiene (including supervising or assisting children with hand hygiene). Hand washing using soap and water is recommended over hand sanitizers for children.

### **Daily Communication with Families**

Employees will communicate with families daily with updates on their child's health, well-being and daily activities through documentation as it is prepared. A daily communication form will be completed by employees and provided to families at pick up time for their review. Phone calls and emails will be provided as necessary to strengthen relationships and keep families informed.

- Symptomatic children or employees will be referred for testing;
  - Those who test negative for COVID-19 must be excluded from the program until 24 hours after symptom resolution.
  - Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and/or clearance has been received from the PHSD.
- Testing of asymptomatic persons should only be performed as directed by PHSD as part of case/contact and outbreak management.

### **Protocols When a Child or Employee Demonstrates Symptoms of Illness or Becomes Sick**

- A single, symptomatic, laboratory confirmed case of COVID-19 in an employee or child must be considered a confirmed COVID-19 outbreak, in consultation with PHSD. Outbreaks will be declared in collaboration between the program and PHSD to ensure an outbreak number is provided.

- Employees, parents/guardians, and children who are symptomatic or have been advised to self-isolate by PHSD, must not attend the program. Asymptomatic children and employees awaiting results may not need to be excluded and should follow the advice of PHSD.
- Symptoms to look for include but are not limited to new or worsening: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.
- Children in particular should be monitored for atypical symptoms and signs of COVID-19. For more information, please see the symptoms outlined in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website.
- If a child or employees becomes sick while in the program, they should be isolated and family members contacted for pick-up.
- If a separate room is not available, the sick person should be kept at a minimum of 2 meters from others.
- The sick person should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- If the sick person is a child, an employee will remain with the child until a parent/guardian arrives. If tolerated and above the age of 2, the child should wear a surgical/procedure mask. The employee will wear a mask and eye protection at all times and not interact with others. The employee should also avoid contact with the child's respiratory secretions.
- All items used by the sick person should be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days.
- PHSD will be notified, and their advice will be followed.
- Child care program located in a shared setting (for example in a school/church), will follow PHSD advice on notifying others using the space of the suspected illness.
- Other children, including siblings of the sick child, and employees in the program who were present while the child or employee became ill should be identified as a close contact and further cohorted (i.e., grouped together). The PHSD will provide any further direction on testing and isolation of these close contacts.

## Appendix A: Re-opening Child Care Centre Operation-Health Screening Procedure Policy

### **Purpose**

In order to help reduce the risk of COVID-19, a health screening is an essential step. This procedure applies to all employees, community partners, children, and families. Everyone must be screened prior to entering the child care centre.

### **Policy**

Discovery Early Learning & Care is committed to providing a safe and healthy environment for staff, community partners, children and families. This screening policy will include the drop off and pick up procedure.

It will be reviewed and signed off by all employees prior to commencing employment and annually thereafter and at any time where a change is made.

Prior to the screening, the following steps and set up will be completed:

- Everyone will access the building through a controlled entrance.
- All employees will complete health screening training.
- Identify/set up the location and staffing of the screening area:
  - Ensure that each person is screened.
  - Temperatures to be recorded on the screening tool.
  - Maintain a minimum distance of 2 metres between “screener” conducting screening and the person being screened.
  - Screener conducting the health screening will be provided with face cover and masks, gloves and/or hand sanitizer.
- Place entrance signage identifying the screening process.
- Ensure PHSD resources are available for anyone who does not pass the screening.

### **Drop-Off and Pick-up / Screening Procedure**

Any persons entering the child care centre must be screened prior to being admitted. Employee/Screener must follow the screening procedure for each person and record the outcome (pass or fail).

Child care centres within the meaning of the *Child Care and Early Years Act, 2014* have a duty to report suspected or confirmed cases of COVID-19 under the Health Protection

and Promotion Act. Discovery Early Learning & Care will contact PHSD, and City of Greater Sudbury Children Services Division to report a child or employee suspected to have COVID-19. PHSD will provide specific advice on what control measures should be implemented to prevent the potential spread, and how to monitor for other possible infected employees and children as well as who needs to be informed and when.

Discovery Early Learning & Care has developed procedures that support physical distancing and separate groups as best as possible (i.e., children of one room enter door A and children of another room enter door B, or staggered entrance times).

As much as possible, parents/guardians should not go past the screening area.

All entrances should have hand sanitizer and if in an enclosed space and physical distance of 2 meters cannot be maintained, parents/guardians and employees use face coverings. At a minimum employees must wear a mask and eye protection (goggles or face shield) when screening when distance cannot be maintained and a barrier is not provided.

Consider using signage/markings on the ground to direct families/guardians through the entry steps.

Personal belongings (e.g., backpack, clothing, etc.) should be minimized. If brought, belongings should be labeled and kept in the child's cubby/ designated area.

All screening will be recorded.

We will greet everyone to our programs with a friendly, calm manner. Request that only one parent/guardian enters the screening area with the child and request they both use hand sanitizer. Adults approaching the screening area are required to wear a mask.

### **Screening Questions for Employees/Families**

1. Did you/the child have close contact with anyone with acute respiratory illness without the use of PPE?
2. Have you/the child travelled outside of Canada in the past 14 days?
3. Do you/the child have a confirmed case of COVID-19 or had close contact with a confirmed case of COVID-19 without the use of PPE?
4. Do you/the child, or any member of your household have any of the following new or worsening symptoms:

- Fever (temperature of 37.8 degrees Celsius / 100 degrees Fahrenheit or higher)
- New or worsening cough
- Shortness of breath
- Sore throat
- Difficulty swallowing
- Decrease or loss of sense of taste or smell
- Runny nose/nasal congestion without other known cause
- For young children sluggishness or lack of appetite (if no other diagnosis).

5. Do you or your child have any of the following new or worsening atypical symptoms?

- Unexplained fatigue, malaise, muscle aches
- Delirium (acutely altered mental status or inattention)
- Unexplained or increase numbers of falls
- Chills
- Headaches
- Pink eye (conjunctivitis)
- Nausea/Vomiting
- Diarrhea
- Abdominal Pain

6. Have you administered any fever-reducing medication to your child(ren) in the last 5 hours. If yes, why was it required? If it was for fever, they are not allowed entry.

Employee/Screeners are required to take the temperature of each child upon entry. The ear thermometer must be disinfected prior to use, and gloves must be worn or hand sanitizer applied:

- a. Employee/Screeners must complete hand hygiene (hand washing or hand sanitizing), then put on face covering, gloves and a mask. Take temperature, partner will record the information, remove gloves, and complete hand hygiene (hand washing or hand sanitizer). Disinfect thermometer and wait appropriate contact time.
- b. Employee/Screeners will first use the non-contact thermometer to take temperature and if necessary verify temperature with ear thermometer using a cover for each necessary collection of data and following the same hand hygiene and safety procedures as stated above.
- c. The noncontact thermometer will not require disinfecting between screens and the screener will continue to use all PPEs.

### **FURTHER NOTES:**

- Children, parents/guardians or staff who have been exposed without PPE to a confirmed case of COVID-19 or symptomatic person(s) should be excluded as per PHSD recommendation.
- Should one household member be isolating (regardless of whether due to symptoms, travel, close contact etc.) *all* household members are required to self-isolate and therefore the child and any siblings should not be allowed entry.

### **How to respond:**

- If the individual answers no to all the screening questions, they have passed the screening and can drop off the child(ren).
- If the individual answers yes to any of the screening questions or refuses to answer, then they have failed the screening and cannot enter the building:
  - Refer parents to review the [self-assessment tool](#) on the Ministry of Health website or the Public Health Sudbury and Districts [www.phsd.ca/](http://www.phsd.ca/) to determine if further action is required.
  - If response is for a child care employee, the Program Supervisor will be notified and will follow up later in the day.
  - Provide families with a handout of resources.
  - Employee/Screeener will advise their Program Supervisor immediately.

If you have any questions pertaining to travel and exclusion, please contact a public health nurse at 705.522.9200 ext. 301.

## Appendix B: Requirements for Health & Safety Practices

### **Purpose**

To ensure that all employees are aware of, and adhere to, Discovery Early Learning & Care's Health & Safety Practices and the directive established by the Ministry of Health.

### **Policy**

Discovery Early Learning & Care is committed to providing a safe and healthy environment for teams, children and families. Discovery Early Learning & Care will take every reasonable precaution to prevent the risk of communicable diseases within our centre.

This policy applies to all employees, families and children. This policy and procedure will be reviewed and signed off by all employees prior to commencing employment and annually thereafter, and at any time where a change is made.

Discovery Early Learning & Care is required to follow all existing health and safety requirements as directed by the local medical officer of health and as outlined in the Child Care and Early Years Act, 2014 and other policies and guidelines issued by the Ministry of Education. Plans must also be in place to respond should any employee, children, or parents/guardians be exposed to COVID-19.

Many infectious diseases and illnesses can be prevented through appropriate hygiene, sanitation, and infection prevention/control practices which helps protect the health, safety and well-being of employees, children and families.

### **Procedures**

1. Monitor employees and children daily for symptoms. Should employees or children show any signs they will be immediately separated from all others. Parent/guardian will be called and will need to pick up child immediately.
  - Fever (temperature of 37.8 degrees Celsius or higher / 100 degree Fahrenheit or higher)
  - New or worsening cough
  - Shortness of breath
  - Sore throat
  - Difficulty swallowing
  - Decrease or loss of sense of taste or smell

- Runny nose/nasal congestion without other known cause
- For young children sluggishness or lack of appetite (if no other diagnosis).

**Or the following atypical symptoms:**

- Unexplained fatigue, malaise, muscle aches
- Delirium (acutely altered mental status or inattention)
- Unexplained or increase numbers of falls
- Chills
- Headaches
- Pink eye (conjunctivitis).

2. Preventative Measures -Prevent the spread of illness

a. Masks

PHSD is requiring that employees wear a mask (medical or non-medical) when physical distancing cannot be maintained, including, but not limited to:

- Providing direct care (for example, feeding, assisting a child with hand hygiene, diapering).
- Consoling an upset child.
- Assisting a child with dressing or changing clothes.

This requirement applies within cohorts as well.

\*Note that the use of masks is not recommended for children, especially for those under the age of two.

Information on the use of face coverings is available here:

<https://www.ontario.ca/page/face-coverings-and-face-masks>

and here:

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/2020/05/factsheet-covid-19-non-medical-masks.pdf?la=en>

- b. If parents/guardians administered any fever-reducing medication to their child(ren) in the last 5 hours for fever they are not allowed entry.
- c. All employees must wash hands upon arrival and often (See Appendix E: Hand Hygiene Policy and Procedures). They must also cover their mouth during coughing and sneezing either with a tissue or a flexed elbow and

disposing of used tissues in a plastic lined waste container, followed by hand hygiene.

Everyone should be encouraged avoid touching their face.

- d. Disinfect frequently touched surfaces and items that children touch with their hands, mouths, and body fluids such as toys, diaper stations, chairs, playground equipment, door handles, etc. (See *Appendix C: Environmental Cleaning and Disinfecting Policy and Procedures*).
- e. Use Personal Protective Equipment (PPE) when needed during screening, cleaning and when monitoring sick children who have been separated, and when physical distancing cannot be maintained. (See *Appendix F: Testing and Exclusion of Sick Children or Employee Policy and Procedures*).
- f. The playrooms and washrooms will be supplied with paper towels and tissues and available at all times.
- g. Liquid soap dispensers and/or hand sanitizer is available in each playroom and hand sanitizer will be made available outside of the entrance area.
- h. Wash daycare laundry using detergent.
- i. Clean and disinfect diaper change areas between uses.

### **Requirements for Health and Safety**

1. Ensure all current infection prevention and control practices are adhered to, this includes but is not limited to:
  - Ensuring all toys used at the centre are made of material that can be cleaned and disinfected (e.g. avoid plush toys);
  - Increasing the frequency of cleaning and disinfecting objects, toys and frequently touched surfaces;
  - Frequently touched surfaces are most likely to become contaminated, including doorknobs, light switches, toilet handles, and tabletops, and must be disinfected at least twice a day;

- Only using disinfectants that have a Drug Identification Number (DIN). Low level hospital grade disinfectants may be used;
  - Checking expiry dates of products used and always following manufacturer's instructions;
  - Performing proper hand hygiene (including assisting children with hand hygiene); and,
  - Incorporating additional hand hygiene opportunities into the daily schedule.
2. Encourage more physical space between children by:
    - Spreading children out into different areas; and
    - Incorporating more individual activities or activities that encourage more space between children.
  3. Shifts will be scheduled with the best effort to staff each cohort with 3 – 4 employees to a maximum of 15 children. We have cleaners, screeners and kitchen support employees. Hours of staffing will be shared during the day with an opening employees, floats for the specific cohort, and closing employees to avoid overlaps, maintain cohorts and cover the entire day's operations. All employees will be responsible for contributing to all cleaning and disinfecting necessary to maintain environments and adhere to health and safety requirements.
  4. The rescheduling of group events and/or in-person meetings.
  5. Do not use water or sensory tables unless it can be confined to one child per event, and then set aside for cleaning and disinfecting. (ie. Each child would have their own water bucket, playdough and space to explore.) Employees will be creative in continuing to provide individual sensory experiences for children.
  6. Outdoor play at Discovery Early Learning & Care is encouraged in small groups in order to encourage physical distancing in order to maintain physical distancing.
  7. Increase the distance between cots/cribs, if possible. If space is tight, place children head-to-toe or toe-to-toe. Cots and cribs should be disinfected after each use. Please refer to Section 4 of the Ontario Child Care Centre Licensing Manual (September 2019) for more information.
  8. Linens must be laundered daily.

9. Children will not share soothers, bottles, sippy cups, toothbrushes, facecloths, etc. Label these items with the child's name to discourage accidental sharing.
10. Reinforce "no food sharing" policies.
11. Ensure each child has their own individual meal or snack. Multi-use utensils must be sanitized.
12. Pick-up and drop-off of children will happen outside the child care programs unless it is determined that there is a need for the parent/guardian to enter the program only under special circumstances.
13. When holding infants and toddlers, use blankets or cloths over employees clothing and change the blankets or cloths between children as necessary.
14. Avoid getting close to faces of all children, where possible.
15. Clearly communicate to parents/guardians:
  - Check their children's temperature and we ask employees to check their own temperature daily before coming to work.
  - If the temperature is equal or greater than 37.8 degrees Celsius / 100 degrees Fahrenheit or if the child/children have any cold-like symptoms or vomiting and/or diarrhea, they should stay home (see *Appendix F: Testing and Exclusion of Sick Children or Staff Policy and Procedures*).
14. More information on self-monitoring can be found on [Public Health Ontario's](#) website.



## Appendix C: Environmental Cleaning and Disinfecting Policy and Procedures

*Discovery Early Learning & Care has been in contact with PHSD and have approved the cleaning and disinfecting products that each site has used prior to the pandemic.*

### **Purpose**

Discovery Early Learning & Care will ensure that all employees are aware of, and adhere to, Discovery Early Learning & Care's sanitary policies and procedures and direction by the PHSD regarding cleaning and disinfecting in the re-opening Discovery Early Learning & Care.

### **Policy**

Discovery Early Learning & Care is committed to providing a safe and healthy environment for employees, children and families. We will take every reasonable precaution to prevent the risk of communicable diseases within our centre.

This policy applies to all employees, families and children. This policy and procedure will be reviewed and signed off by all staff prior to commencing employment and annually thereafter and at any time where a change is made.

Discovery Early Learning & Care is required to follow all existing health and safety requirements as directed by the local medical officer of health and as outlined in the Child Care and Early Years Act, 2014 (CCEYA) and other policies and guidelines issued by the Ministry of Education. Plans must also be in place to respond should any employees, children, or parents/guardians are exposed to COVID-19.

### **Definitions**

**Cleaning:** refers to the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms). Cleaning removes, rather than kill 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 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 may come into contact with, requires a final rinse after the required contact time is observed.

## **Procedures**

All products including cleaning agents and disinfectants must be out of reach of children, labelled, and must have Safety Data Sheets (SDS) up to date (within three years), which are stored in the WHMIS binder. Cleaning and Disinfecting will be done three times a day and as needed, upon opening, mid-day and closing. Employees and designated screeners will be responsible for the cleaning and disinfecting. Employees will be responsible for the small spills happening in their room. Designated cleaners will wear gloves when cleaning/disinfecting and when immersing toys in diluted disinfectant when toy washing.

## **Cleaning**

- Use soap and warm water to clean visibly soiled surfaces (Bottle #1).
- Rinse the surface with clean water (warm to tepid temperature preferred) to ensure soap is removed (Bottle #2).
- Let the surface dry.

## **Disinfecting**

- Virox, bleach and ES65 have been approved by PHSD for use in our child care centres as a disinfectant. These are the same products we had been using prior to pandemic.
- For general environmental disinfection of high touch surfaces large toys and equipment that cannot be immersed in a disinfectant solution which comes ready to use in spray bottles or wipes, the contact time for disinfecting ranges depending on product used.
- We will continue to use the same products used pre-pandemic, for disinfecting and cleaning of playrooms, kitchens, and surfaces.

## **Disinfecting solutions at each site varies:**

1. Disinfectant Spray Solution (Bottle Labeled)
  - a) Main Site – Bleach solution is (500 ppm or 1:1000 ratio) for small quantities use 5ml of bleach for 500 ml of water or 50 ml of bleach

in 5 litres of water. Let stand for 10 minutes for bleach disinfecting.

- b) School Site Playrooms – Virox Solution for St. John, St. Paul and Holy Trinity. (1:16 dilution) 32 oz bottle use 20 ml of virox with water. Let sit for 5 minutes for disinfecting.
- c) School Site Kitchens – Enviro Solutions ES65 General Purpose Neutral Disinfectant. This product is premeasured in a dispensing system located in the custodial rooms. Let sit for 10 minutes for disinfecting.

### **Sanitizing-Kitchen-Food Contact Surfaces**

*Public Health has approved our kitchen grade disinfecting and cleaning products.*

### ***Dishwashing***

Our dishwashers are equipped with chemical and disinfecting products and are automatically dispensed for each use.

### **Cleaning and Disinfection Frequency Requirements**

#### **Clean and disinfect upon employee's entry to child care programs:**

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

#### **Clean and disinfect upon children's entry to child care programs:**

- Any hard that a parent/guardian is required to provide for their child, with the understanding to limit the amount of items sent to program from home.

#### **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 sanitized before and after each use, using assigned products.
- **Spills:** must be cleaned and disinfected immediately
- **Handwash sinks:** employees and children washroom areas and portable sinks must be cleaned and disinfected at least two times per day, between cohort use (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:** must be disinfected before use, and as required (e.g., visibly dirty and between cohorts). Any outdoor play equipment that is used must be easy to clean and disinfect.
- **High-touch surfaces:** any surfaces that has frequent contact with hands (e.g., light switches, shelving, containers, hand rails, door knobs, sinks toilets etc.). These surfaces will be cleaned 3 times per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids).
- **Other shared items:** (e.g., phones, tablets, music devices, attendance binders etc.) These must be disinfected between users.
- **Food** must be protected from contamination at all times. This may include ensuring guards or covering for food and utensils.

#### **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.).

#### **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 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 disinfectant in and around the spill area and allow the appropriate disinfecting contact time, based on your own disinfectant requirements.
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 (See *Appendix E: Emergency Child Care Centre Operation-Hand Hygiene Policy and Procedures*)

◆ **Note:**

- 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.

**Crib and cot cleaning and disinfecting:**

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

**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. The 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 disinfectant.

## Appendix D: Toy Disinfecting Policy and Procedures

### **Purpose**

To ensure that all employees are aware of, and adhere to, Disinfecting Policy regarding toy disinfecting in the re-opening of Discovery Early Learning & Care.

### **Policy**

Discovery Early Learning & Care is committed to providing a safe and healthy environment for employees, children and families. Discovery Early Learning & Care will take every reasonable precaution to prevent the risk of communicable diseases within our programs.

This policy applies to all employees, families and children. This policy and procedure will be reviewed and signed off by all employees prior to commencing employment and annually thereafter and at any time where a change is made.

### **Definitions**

**Cleaning:** refers to the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. 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, 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 may come into contact with, requires a final rinse after the required contact time is observed.

### **Procedures**

It is important to clean and disinfect all toys, especially toys that may have been placed in children's mouths. Each toy should be cleaned and disinfected before being placed back into circulation.

- Choose toys that are washable, sturdy, and too large to be swallowed to prevent choking.

- Choose toys that can be cleaned and disinfected.
- Avoid plush toys.
- Clean toys when visibly dirty and daily.
- Remove toys from circulation that children have put in their mouths or that have other body fluids on them until they can be cleaned and disinfected. Put in labeled mouth toy bin.
- When cleaning toys, check them for sharp, jagged edges or small pieces that can be easily broken off. If toys cannot be fixed, throw them away.

### **Cleaning**

- Plastic toys that can be submersed in a sink or bucket must be cleaned with dish soap and water.
- Use soap and warm water to clean visibly soiled surfaces.
- Rinse the toys with clean water (warm to tepid temperature preferred) to ensure soap is removed.
- Allow toys to air dry.

### **Disinfecting solutions at each site varies:**

2. Disinfectant Spray Solution (Bottle Labeled)
  - d) Main Site – Bleach solution is (500 ppm or 1:1000 ratio) for small quantities use 5ml of bleach for 500 ml of water or 50 ml of bleach in 5 litres of water. Let stand for 10 minutes for bleach disinfecting.
  - e) School Site Playrooms – Virox Solution for St. John, St. Paul and Holy Trinity. (1:16 dilution) 32 oz bottle use 20 ml of virox with water. Let sit for 5 minutes for disinfecting.
  - f) School Site Kitchens – Enviro Solutions ES65 General Purpose Neutral Disinfectant. This product is premeasured in a dispensing system located in the custodial rooms. Let sit for 10 minutes for disinfecting.
3. Mouthed toys will require a final rinse with water after the required contact time is observed.

### **Wash in Place**

For general environmental disinfection of high-touch surfaces, large toys, and equipment that cannot be immersed in a disinfectant solution use the appropriate disinfectant and contact time.

## Appendix E: Hand Hygiene Policy and Procedures

### **Purpose**

To ensure that all employees are aware of, and adhere to, Discovery Early Learning & Care sanitary policies and procedures and direction by the PHSD regarding cleaning and hand hygiene in the re-opening Discovery Early Learning & Care.

### **Policy Statement**

Discovery Early Learning & Care is committed to providing a safe and healthy environment for employees, children and families. Discovery Early Learning & Care will take every reasonable precaution to prevent the risk of communicable diseases within our programs.

This policy applies to all employees, families and children. This policy and procedure will be reviewed and signed off by all employees prior to commencing employment and annually thereafter and at any time where a change is made.

### **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 liquid soap and running water or a hand sanitizer (60-90% alcohol based is acceptable). Hand washing with liquid soap and running water must be performed when hands are visibly soiled.

### **Procedures**

Hands carry and spread germs. Touching your eyes, nose, mouth or sneezing or coughing into your hands 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.

### **Hand Washing Procedure**

Hand washing is the best way to prevent the spread of infection. Proper hand washing significantly reduces the spread of colds, influenza, and diarrhea illnesses. When you wash your hands, you wash away the germs that you may have picked up from other

people, surfaces, or from animals. When possible hand washing using liquid soap and water is recommended over hand sanitizer for children.

We will ensure that employees and children are always practicing good hand hygiene when hands are visibly dirty and:

**Children should wash their hands:**

- upon arriving at the child care program
- after sneezing, coughing, or blowing/wiping nose
- before and after eating
- after handling garbage
- after using the washroom
- when their hands are dirty
- after playing with commonly used toys and assigned sensory experiences
- after playing outdoors or in a sandbox
- after coming in contact with bodily fluids
- after coming in contact with any soiled/mouthed items
- after gardening

**Employees should wash their hands:**

- upon arriving at work or returning from a break
- after sneezing, coughing, or blowing/wiping your nose
- before preparing, serving, or eating food
- after diapering a child or checking a diaper
- after cleaning up messes
- after wiping a child's nose
- after going to the bathroom or assisting a child to use the bathroom
- after playing outdoors with children
- before giving any medications
- after assisting a child with handwashing
- after handling garbage
- before and after handling raw foods
- after outdoor play
- after handling soiled laundry or dishes
- after handling soiled toys or other items
- after coming in contact with bodily fluids
- after coming into contact with any soiled/mouthed items
- after gardening



## **Employees Handwashing**

1. Leave jewelry at home or remove it upon handwashing.
2. Use liquid soap and warm running water.
3. Rub hands vigorously as you wash.
4. Wash all surfaces including backs of hands, wrists, between fingers, and under fingernails for a minimum of 15 seconds.
5. Rinse hands well. Leave water running.
6. Dry hands on a single-use paper towel.
7. Turn off faucet with a dry paper towel. Do not use bare hands to turn off faucet.
8. Nail brushes are not to be used.

## **Infant Handwashing**

1. Clean infant's hands thoroughly with a damp paper towel moistened with liquid soap.
2. Rinse hands from wrist to fingertips using a fresh paper towel moistened with clean water.
3. Dry infant's hands with a fresh paper towel.
4. Turn off faucet with paper towel and discard.
5. Wash your own hands.

## **Toddler & Preschool Handwashing**

1. Have child wet hands.
2. Squirt a drop of liquid soap onto child's hands if assistance is required.
3. Help child wash all areas of hands for 15 seconds if assistance is required.
4. Rinse child's hands from wrist to fingertips under running water if assistance is required.
5. Dry child's hands with a fresh paper towel if assistance is required.
6. Turn off faucet with paper towel and discard.
7. Wash your own hands.

## **School-Age Handwashing**

- Ask the children to wash their hands correctly.
- Show the children how to wash their hands if they do not know how or have forgotten.
- Remind the children that handwashing will help keep them from getting sick.

## **Hand Hygiene Monitoring**

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

## **Hand Sanitizing Information**

When your hands are not visibly dirty, a 60-90% 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.

## **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. Gloves will be worn when deep cleaning. 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

## **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) from people who are coughing or sneezing. Follow these steps 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 (60-90% alcohol-based) regularly and after using a tissue on yourself or others.

## Appendix F: Testing and Exclusion of Sick Children or Employees Policy and Procedures

### **Purpose**

To ensure that all employees and families are aware of and adhere to Discovery Early Learning & Care's policy in regarding to the exclusion of sick employees and children in our programs.

### **Policy**

Discovery Early Learning & Care is committed to providing a safe and healthy environment for children, families and employees. Discovery Early Learning & Care will take every reasonable precaution to prevent the risk of communicable diseases within our programs. This policy applies to all employees, families and children. This policy and procedure will be reviewed and signed off by all employees prior to commencing employment and annually thereafter and at any time where a change is made.

### **Testing for COVID-19**

1. Symptomatic employees and children should be referred for testing. Testing of asymptomatic persons should only be performed as directed by PHSD as part of outbreak management. A list of symptoms, including atypical signs and symptoms, can also be found in the 'COVID-19 Reference Documents for Symptoms' on the Ministry of Health COVID-19 Website.
  - Those who test negative for COVID-19 must be excluded until 24 hours after symptoms resolution. – if there are enteric symptoms such as vomiting and diarrhea, the exclusion would be 48 hours post-resolution of symptoms as the concern here is Norovirus after symptoms resolution. If there is no vomiting and/or diarrhea, the exclusion of 24 hours applies.
  - Those who test positive for COVID-19 must be excluded from the child care centre for 14 days after the onset of symptoms and clearance has been received from PHSD.
  - PHSD will advise Discovery Early Learning & Care of test results and further direction.
2. Discovery Early Learning & Care must consider a single, symptomatic, laboratory confirmed case of COVID-19 in an employee or child as a confirmed COVID-19

outbreak in consultation with PHSD. Outbreaks should be declared in collaboration between the centre and PHSD to ensure an outbreak number is provided.

3. Children or employees who have been in contact with a suspected COVID-19 case should be monitored for symptoms and remain cohorted until laboratory tests, if any, have been completed or until directed by Public Health Sudbury and Districts.
4. Employees awaiting test results, who are asymptomatic, may continue to work unless there is reason to believe they would be considered a case (e.g. potential exposure to an ill or positive care or household contact). Employees should also monitor for symptoms while waiting for test results. If they become symptomatic, they should be excluded from work procedures.

As required by the Child Care and Early Years Act, Discovery Early Learning & Care must separate children of ill health and contact parents/guardians to take the child home immediately.

If a child or employee begins to experience symptoms of COVID-19 while attending or working in child care, the following recommendations will be followed:

- Symptomatic children must be immediately separated from others in a supervised area until they can go home. In addition, where possible, anyone who is providing care to that child should maintain a distance of at least 2 metres, wear a mask and face shield. Children over 2 years of age are also encouraged to wear a mask during this isolation period until parent/guardian picks up. Following active surveillance, any child with the following is considered symptomatic:

- Fever (temperature of 37.8 degrees Celsius / 100 degree Fahrenheit or higher)
- New or worsening cough
- Shortness of breath
- Sore throat
- Difficulty swallowing
- Decrease or loss of sense of taste or smell
- Runny nose/nasal congestion without other known cause
- For young children sluggishness or lack of appetite (if no other diagnosis).

**Or the following atypical new or worsening symptoms:**

- Unexplained fatigue, malaise, muscle aches
  - Delirium (acutely altered mental status or inattention)
  - Unexplained or increase numbers of falls
  - Chills
  - Headaches
  - Pink eye (conjunctivitis).
  - Nausea/Vomiting
  - Diarrhea
  - Abdominal Pain
- If a 2-metre distance cannot be maintained from the ill child, at minimum employees are required to wear a mask, face shield and have a barrier to protect their clothing (blanket) in order to prevent/limit virus transmission to those providing care.
  - Contact PHSD at **705 522 9200 extension 301** to notify them of a potential case and seek advice regarding the information that should be shared with the other parents/guardians of children in the programs. A Serious Occurrence must be submitted to the Ministry of Education for each child or employee. City of Greater Sudbury Children Services Division will also be informed.
  - While contacting PHSD, at a minimum the child who is over 2 years old and the employee will wear a mask, and any other PPE appropriate for the circumstance.
  - Hand hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up.
  - Tissues should be provided to the child for proper respiratory etiquette, along with proper disposal of the tissues.
  - Environmental cleaning of the space the child was separated from should be conducted once the child has been picked up. Items that cannot be cleaned and disinfected should be removed and stored in a sealed container for a minimum of 7 days.
  - Siblings of the sick child are also to be picked up and excluded. Children of an ill employee should also be sent home and excluded from care.

If you suspect a child has symptoms of another reportable communicable disease (Please refer to Reporting Communicable Diseases in the Ounce of Prevention Binder), please report these immediately to PHSD 705-522-9200 as is normal protocol.

### **Returning from Exclusion Due to Illness**

Employees and children who are being managed by PHSD (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from PHSD to determine when to return to Discovery Early Learning & Care's programs.

### **Occupational Health & Safety**

If the care provider's illness is determined to be work-related: In accordance with the Occupational Health and Safety Act and its regulations, an employer must provide a written notice within four days of being advised that a worker has an occupational illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the worker with respect to an occupational illness, including an occupational infection, to the:

- a. Ministry of Labour;
- b. Joint Health and Safety Committee (or health and safety representative);

Any instances of occupationally acquired infection shall be reported to WSIB within 72 hours of receiving notification of said illness.

If an employee has to be tested for COVID-19 and sent home from their child care program the Program Supervisor will follow all necessary reporting procedures. The employee will remain off work with pay until the results have been shared.

If the results return with a negative result, the employee will remain off work for the required period of time (24 – 48 hours as directed by PHSD after symptoms) with pay.

If the results return with a positive results, the employee will remain off work until redirection by PHSD with a minimum of 14 days. This employee could be placed on a sick leave / EI depending on circumstances / WSIB. Other alternate options would be discussed on an individual basis.

If a cohort has been deemed to have a confirmed case of COVID-19, the cohort will be closed for a minimum of 14 days as directed by PHSD and employees will be paid.