

**OUR KIDS CHILD CARE  
COVID-19 Policies and Procedures  
REVISED October 6th/ 2020**

The health and safety of Our Kids Child Care employees, children and families is of the utmost importance to us. The following document outlines the policies and procedures that will be in place until further notice, in response to COVID-19.

The intention of these policies and procedures is to build employee confidence and support the health and safety practices in keeping children, employees and families safe.

The creation of these policies and procedures was made using resources from Public health documents and Ministry of Education recommendations.

**\*It is important to note that these plans change frequently based on public health recommendations. Updates will be shared with all employees once received.**

**Please refer to [www.lambtonpublichealth.ca](http://www.lambtonpublichealth.ca) for current updates.**

This policy outlines employee expectations in regards to:

- \* **Health and Safety**
- \* **Physical Distancing**
- \* **Screening**
- \* **Hellos and Goodbyes**
- \* **Hand Washing**
- \* **Personal Protective Equipment (PPE)**
- \* **Environmental cleaning and disinfecting**
- \* **Food Provisions and Meals**
- \* **Water**
- \* **Exclusion for Illness**
- \* **Serious Occurrence Reporting**
- \* **Cohorts and Staffing**
- \* **Meetings, Tours and Hi Mama Communications**

## Health and Safety

In addition to OKCC current Health and Safety Policies dated August 2020 and our Sanitary Practices Policy dated August 2020 the following precautions will be taken:

### We will continue to follow the Ministry of Health [COVID-19 Screening Tool for Children in School and Child Care](#) (Version 1- October 1st/ 2020)

- \* Daily health screening of employees, children, parents/guardians and any other person entering the building. Records of screening must be maintained on site for three years.
- \* Use of Personal Protective Equipment (PPE) as recommended by the local health units, will be worn by employees at the screening table which includes mask, face shield and hand sanitizer must be used during screening.
- \* Masks/ face coverings/ face shields worn at all times on site while indoors.
- \* Outdoor time no mandatory PPE if social distancing.
- \* PPE must be worn by employees if a child exhibits symptoms of COVID-19 and the child must be removed from program and we are to maintain 2m distance when possible
- \* PPE must be worn but should be changed when soiled
- \* It is not recommended by Public Health that children under 2 wear face masks.
- \* Ensure that children have their own meal or snack and sit in an arrangement that encourages physical distancing. Food must not be shared
- \* Employees must avoid getting close to faces of all children, where possible
- \* Employees are required to clean and disinfect any hard surface items such as water bottles, travel mugs, cell phones and lunch container prior to entry into the building
- \* Use of group sensory materials is not permitted. Sensory is permitted for individual use only and must be labelled with the child's name. For example: each child has an individual bag of playdough for their use only labelled with their names
- \* Signage will be posted for all parents/guardians, essential visitors asking them to wait to be permitted into the building for screening.

## Physical Distancing

During this time, we will continue to promote connection and engagement while encouraging more physical space between children by:

- \* Spreading children out where possible
- \* Staggering or alternating lunchtime and outdoor playtime
- \* Incorporating more individual activities or activities that encourage space between children
- \* Increase the distance between cots during sleep time to a minimum of 2 feet, or place children head to toe
- \* When holding infants and toddlers, use blankets/cloths over clothing and change blanket/cloths between children
- \* Pick up and Drop off of Children will take place at the screening table, **no parents/guardians will pass the screening table.**
- \* In shared outdoor spaces, cohorts must maintain 2m of physical distance. Centres can create playground rotational schedules or section the outdoor yard to create a 2m distance or barrier between cohorts

## **Screening**

A screening table will be located in the lobby/foyer. Each employee, child and family members will be screened daily prior to being admitted into the centre. All others entering the building including: janitorial services, resource consultants and public sector inspectors must be screened prior to entering building. Deliveries must be left at the door.

- \* Screening criteria will be outlined by the local health unit
- \* Sanitizer must be used by all adults entering the building prior to screening
- \* Temperatures will be checked of all children, staff and families. Anyone with a temperature of 37.8 C/100 F and above will not be permitted into the centre
- \* Parent or Guardian/ or OKCC Staff will take the child/children temperature at the screening table
- \* Thermometers must be disinfected between use
- \* Entry will be denied to any person (including if any person residing in the child's home) shows signs or symptoms as per the current screening list of symptoms
- \* There will be no Visitors to the centre. This does not include essential visitors to the site
- \* There will be no volunteers or students permitted into the centre.
- \* PPE must be worn at the screening table by the person completing the screening. This includes face shield and mask and a screening jacket.

## **Hellos & GoodByes:**

Morning hellos and afternoon good byes will be a little different as families are not permitted past the screening table .

We know this is an important part of the day for both you and your child and want to best support you through this.

Our Educators will welcome children at the screening table and take them to their classroom.

To help us plan for a smooth drop off and pick up time, you must adhere to the schedule given.

Please wait on the socially distant markers provided on the cement. ( spray painted hearts). This will ensure other families have enough room to pick up and drop off their children.

Please have only ONE family member accompany your child/ren each day as family members will be screened as well.

At pick up, we ask that you wait for us at the screening table and will meet you with your child and share about their day. We will continue to update you thru the Hi Mama app about your child's day.

Please send all of your child's belongings labelled and in a backpack. We will be sending your child's belongings home DAILY to allow for increased cleaning in cubby areas each evening.

**Please ensure that you message us thru Hi Mama or phone classroom extension if your child will be late or absent. We are required to report all absent children and their symptoms.**

**The Staff will ask you a series of questions.**

## **Hand washing**

Proper hand hygiene should be increased or focused on. Hand washing should be increased among employees throughout the day. Employees should assist children in hand washing measures after toileting, before and after meals, after outdoor experiences, after coughing or sneezing.

All employees must watch the following video prior to returning to work:

### **How to wash your hands and How to use hand sanitizer**

<https://publichealthontario.ca/-/media/documents/ncovid/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=e>

## **Personal Protective Wear (PPE)**

In addition to our regular PPE, OKCC will be providing site with the following: Level 1 Surgical Grade Masks, Face shields and Medical Jackets.

As part of our training practices it will be imperative that Educators are aware and understand best practice on how to properly wear the provided equipment.

All employees must watch the following videos prior to returning to work:

**Putting on Gloves:** <https://www.youtube.com/watch?v=UIBmi578Nme>

**Removing Gloves:** [https://www.youtube.com/watch?v=WIDOZj573Js&feature=emb\\_rel\\_end](https://www.youtube.com/watch?v=WIDOZj573Js&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>

**Taking off full PPE:** [https://www.youtube.com/watch?v=crGIUX3\\_4DA](https://www.youtube.com/watch?v=crGIUX3_4DA)

## **Guidance on Wearing Masks, Personal protective Equipment (PPE)**

\*All adults are required to wear medical masks and eye protection (face shields) while inside the Child Care premise, including hallways.

\*PPE must be worn at the screening table while accepting children including a face shield, mask.

\*Masks are not mandatory for an employee in the office while they can maintain physical distancing measures ( Director, and/ or Child Care admin. Assistant)

\*Masks are not mandatory when working in the kitchen unless unable to social distance with others.

\*For before and after School program: children are required to follow the School Boards policy on mask wearing while inside the Child Care premise, unless in situations in which the child can not tolerate the mask.

\*Masks and eye protection are not required outdoors if physical distancing of at least 2 meters can be maintained between individuals.

**PPE MUST BE CLOSE BY TO USE IN EMERGENCY SITUATIONS WHILE OUTDOORS.**

## **Environmental Cleaning and Disinfection**

All current OKCC sanitary practices must be adhered to based on public health recommendation. This includes the type of disinfection that must be used.

Lambton Public Health are recommending that bleach and water for disinfection.

In addition to our regular sanitary practices and policies enhanced cleaning protocols as outlined are in place until further notice including:

\* Prior to re-opening all child care sites will have a thorough deep cleaning. Deep cleaning will include: washing/cleaning and disinfecting all areas including but not limited to: both the top and bottom surfaces of tables, chairs, and counters. Cubbies will be emptied and current personal belongings bagged and stored Wiping down high touch surfaces (light switches, door knobs, toilet handles)

\* Ensure all toys are made of a material that can be cleaned and disinfected daily (e.g. avoid plush toys unless families bring in for individual use for sleep time)

\* Limit books, puzzles, cardboard etc. that are absorbent and cannot be easily cleaned and disinfected. If being used put into place a rotation process and rotated every 14 days

\* All toys and equipment will be cleaned and sanitized at a minimum of daily

\* Refrain from using water or sensory tables. Sensory materials may be used if designated for each child and not shared with others

\* Linens must be laundered between children and cot sheets washed on a daily basis, cots must be disinfected prior to use.

\* Incorporate additional hand hygiene opportunities into the daily schedule

\* Cleaning and sanitation chart must be completed and adhered to outlining

all requirements

## **Food Provisions and Meals** **Enhanced Kitchen and Food Processes**

\* All shared common spaces and outdoor spaces which includes toys and equipment must be cleaned and sanitized after use by each cohort. If only one cohort uses the outdoor equipment it still must be cleaned and sanitized daily

\*. Frequently touched surfaces are most likely to become contaminated, including door knobs, light switches, toilet handles, must be disinfected at least twice daily

In addition to our regular food practices, the following will be implemented to help enhance the safety and wellbeing of children and employees.

No employees should access the kitchen, unless the cook is no longer on premises.

### **1. Kitchen and Food Prep**

\* Increased hand washing

\*Sanitation of all surfaces prior to commencing food prep and after

\* All food must be prepped in the kitchen (cutting of fruit & vegetables where possible)

\* Gloves are to be worn for dishwashing. Dishes will be washed with 3 sink method, and then through commercial sanitizer for sites where applicable

### **2. Transportation to Classrooms by Cook**

\* Cart will be sanitized prior to food bins being placed on them

\* All food leaving kitchen will be covered with plastic wrap

\* Dish bin will be covered with plastic wrap

\* Cook will bring cart outside the classroom as they will not enter classrooms

### **3. Transportation to Classrooms by Cook**

\* Cart will be sanitized prior to food bins being placed on them

\* All food leaving kitchen will be covered with plastic wrap

\* Dish bin will be covered with plastic wrap

\* Cook will bring cart outside the classroom as they will not enter classrooms

### **4. Classroom food practices**

**ONE** designate per classroom will be responsible for all serving of food for each meal (which could include making toast or cutting certain fruits). Children should be staggered amongst the table to avoid transmission of germs.

Designate will:

- \* Wash hands
- \* Clean and Sanitize food serving area
- \* Plate all food using one utensil/tong per dish and serve to children
- \* All food must be served on a plate or napkin, no food should touch table surfaces
- \* All left over food will be thrown out
- \* Cook will check in to see if extra food is required
- \* Educators will place all dirty dishes back in bin and return to cart in hall (for cook to transport back to kitchen)

### **Water:**

Children must have access to drinking water at all times throughout the day. Water bottles from home can be used if left on site. Bottles must be labelled, cleaned and sanitized daily.

### **Illness**

Employees parents and guardians, and children must not attend the program if they are sick, even if symptoms resemble a mild cold. Symptoms to look for include but are not limited to:

fever 37.8C/100F, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell. Symptoms are subject to change based on the advice of local public health.

- \* Employees should notify the Centre Director/Designate of children who are feeling unwell and remove them from program when possible until further direction is given. Employees should maintain 2m distance when possible

Public health should be notified, and their advice should be followed based on each individual situation.

- \* 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.

[https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019\\_guidance.aspx](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx)

- \* If a child or child care staff/provider becomes sick while in the program, they should be isolated and family members contacted immediately 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 person who is exhibiting symptoms should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues. If the sick person is a child,

a child care staff/provider should 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 child care staff/provider should wear a surgical/procedure mask and eye protection at all times and not interact with others. The child care staff/provider 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.

### **Serious Occurrence Reporting**

Child care centre licensees have a duty to report suspected and or confirmed cases of COVID-19 under the Health Protection and Promotion Act.

A Serious Occurrence is required to be submitted under the category "suspected/confirmed case of COVID-19" when one of the following individuals has a confirmed case of COVID-19 OR suspected case involving the individual exhibiting **ONE** or more symptoms AND the individual has been tested, or has indicated that they will be tested for COVID-19:

1. A **child who receives child care** at a child care centre,
2. A **parent of a child** mentioned in subclause (i) or
3. A **Staff member** at a Child Care Centre
4. A **student** at a child care centre.

\*\*Please note: should the entire child care, part of the child care ( program room close) due to a "confirmed or suspected case" ( as defined above), a separate Serious Occurrence for an unplanned disruption of service is NOT required to be submitted. Licensees must include this information in the serious Occurrence report and/ or update the serious report when the closure occurs.

- \* with the change in definition of reporting **Suspected COVID-19 Cases** for individuals exhibiting one or more symptoms, the requirement for Serious Occurrences to be submitted under the category "unplanned disruption of service", with the sub-type of "other emergency relocation or temporary closure" is no longer required.
- \* Licensees are required to post the Serious Occurrence notification form as required under the CCEYA, unless public health advises otherwise.
- \* If a serious occurrence is open for COVID-19, additional suspected cases must be added to the open file.

\* The licensee should **FIRST** contact their local public health unit to report a child exhibiting symptoms indicated on the screening checklist. The local public health unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.



## **Cohorts and Staffing**

- \* All programs in operation will be staffed according the CCEYA requirements in terms of a Registered Early Childhood Educator or Otherwise approved with cohort sizes being suggested by Public Health.
- \* Maximum Cohort sized rules do not apply to Special Needs Resources Consultants
- \* Groups or Cohorts must stay together throughout the day and are not permitted to mix with other groups or cohorts.
- \* Our Kids Child Care employees should remain connected to a cohort/pod for a minimum of 7 days.
- \* Directors and/or designates should limit their movement between cohorts, doing so only when necessary.
- \* Employees shall stagger lunch breaks where applicable to avoid co-mingling in staff rooms.

## **Meetings and Gatherings**

Connecting and communication with families is an important aspect of our work. During this time, in person meetings with families and tours will not be completed. In person family engagements will not take place.

As a means to continue these engagements the following may be implemented but not limited to:

- \* Communication through video and telephone interviews
- \* Email
- \* Social technology platforms (Hi Mama, Facebook Page)
- \* Written Documentation
- \*

Centre Employee Meetings may continue while recognizing physical distancing and the use of social technology platforms.