

WESLEY BEFORE and AFTER SCHOOL PROGRAMS COVID-19 PLAN



November 9, 2020

WESLEY BEFORE AND AFTER SCHOOL PROGRAMS

HAMILTON, ON



COVID-19 PLAN FOR WESLEY BEFORE AND AFTER SCHOOL PROGRAMS

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Wesley Before and After School Programs:

- Dr. Davey School, 99 Ferguson Avenue North, Hamilton, Ontario L8R1L6
- Hess Street School, 107 Hess Street North, Hamilton, Ontario L8R2T1
- Lake Avenue School, 157 Lake Avenue North, Hamilton, Ontario L8E1L5
- Rockton Elementary School, 670 ON-8, Rockton Ontario LOR 2B0



Wesley Before and After School Programs COVID-19 Plan Introduction

November 9, 2020

All current CCEYA requirements and procedures continue to be in effect. This document outlines additional requirements and procedures to be implemented as of September 1, 2020, during initial opening and service recovery phases, and will remain in effect until there is direction from the Ministry of Education to do otherwise. The Wesley Before and After School Programs COVID-19 Plan has and will continue to be revised with any new directions received from the Ministry of Education, the City of Hamilton Emergency Services or Child Care System Support and the City of Hamilton Public Health.

All before and after school programs will follow the health and safety requirements set out by the Ministry of Education as well as guidance provided by the school board, the City of Hamilton and local public health unit.

All staff, the Supervisor, Manager and Director will review the COVID-19 policies and date and sign off to verify they have read and acknowledge that they are responsible to adhere to these policies.

References

The following documents were used in the creation of the Wesley Before and After School COVID-19 policies and procedures.

- Wesley Pandemic Plan
- Ministry of Education
 - Operational Guidance During COVID-19 Outbreak - Child Care Re-Opening Version 4 – November 2020 (In the event of a conflict between this document and the licensing manuals, this document will prevail. Advice of the local public health unit must be followed, even in the event that it is different from this guidance document.)
 - Before and After School Programs Kindergarten – Grade 6 Policies and Guidelines for School Boards For The 2020-2021 School Year
 - Before and After School Operational Guidance 2020-21 - 2020-10-30_Nov 6, 2020
 - Building on How Does Learning Happen? Pedagogical Approaches to Re-opening Early Years and Child Care Programs in Ontario
- City of Hamilton
 - COVID-19 Screening Assessment
 - Guide to Reopening Child Care Centres COVID-19 Requirements
 - COVID-19 Operational Requirements: Child Care Re-Opening (Public Health Inspection items checklist)
 - COVID-19 Mandatory Training for Child Care Staff
 - Recommendations for the use of Personal Protective Equipment (PPE) in Child Care Centres
 - City of Hamilton Reopening Child Care and EarlyON; Child Care and Early Years Community Information Sessions - Frequently Asked Questions, October 2020

Flushing of all water sources will be completed by HWDSB prior to opening.

During this phase of operations, all meetings or events have been cancelled or put on hold and all meetings will be online/virtual when required.

1. ENVIRONMENT PREPARATION PRIOR TO OPENING

Cleaning:

All toys/materials, program equipment will be cleaned and disinfected with Oxivir (provided by HWDSB).

Cleaning is done with soap and water to remove dirt and grease that can hide and protect germs from disinfectants. Cleaning with soap and water will also substantially reduce the number of germs that may be on surfaces.

Disinfecting after cleaning will kill most of the germs that were left behind.

Signage:

All public health requirements for posting information for parents will be provided on the Parent Information Board. The Parent Information Board will be placed outside the school during screening.

Any updates to this information received will be posted and out-dated information will be removed.

Parent packages of all public health requirements, the enhanced cleaning, what to do if your child fails the screening or becomes ill during the day, and a copy of the screening questions will be provided to each family. All of these documents will be translated into a family's preferred language if this is required or requested. The COVID-19 Wesley Before and After School Programs plan will be available to be reviewed to all families and will be displayed daily.

The Ministry of Education and the City of Hamilton- COVID-19 use of Personal Protective Equipment (PPE) in before and after school programs will be posted.

2. COMMUNICATION WITH PARENTS/GUARDIANS

Staff contacted families in June and again in August to inquire about each family's need for child care. Parents identified their needs and their intent to return.

Confirmation of enrolment: All families were contacted to confirm their enrolment for Before and After School attendance and Non-school day program attendance.

- Families will be emailed information about the screening requirement and procedures. This information will be available in a family's primary language if requested. The families will be asked to review the information carefully and ask any questions they have.
- Families will also be informed of the enhanced cleaning and sanitizing procedures and the procedure should their child fail the screening or become ill during the day. These procedures will also be available on the first day or can be sent to them via email.
- As per the HWDSB procedures to change their child's school attendance option, only children currently registered to attend regular school delivery will be enrolled in the Before and After School Program, and any changes to this option will only be permitted on identified dates as stated by HWDSB: October 13, January 4, March 22.
- Families will be informed of what school entrance will be used for the Before School Program.
- Child enrolment and groupings:
 - Children are permitted to attend on a part time basis and must be included in the maximum group size for the period of time they are in attendance. As with children attending full time, children attending part time should be included in one group and should not mix with other groups.
 - While groups are permitted to return to the previous maximum group size under the CCEYA (i.e., maximum group size prior to the COVID-19 outbreak), each group should stay together throughout the day and as much as possible should not mix with other groups.

Information about procedures:

- Parents will be provided with written information about
 - The COVID screening assessment requirements including keeping children home when they are sick, which are aimed at helping to keep all children and staff/providers safe and healthy
 - Reminders about hand hygiene and respiratory etiquette
 - Enhanced cleaning requirements, sharing play materials and physical distancing that will be implemented each day
 - What to do if their child becomes ill during the day (details about isolation)

This information will be available in languages of the family's preference.

A copy of the Wesley Before and After School Programs COVID-19 Plan will be posted on Wesley's website and should a parent request a copy, the program will provide a hard copy of the plan.

3. PERSONAL PROTECTIVE EQUIPMENT/UNIVERSAL PRECAUTIONS

Handwashing:

Staff 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 alcohol-based hand rub for children. Posters have been put up in the classroom.

Staff will wash their hands throughout the day including but not limited to whenever doing food prep or lunch or snack routines, prior to and after donning or removing PPE, prior to assisting children with their handwashing routine, prior to and after going outside.

Hand washing using soap and water is recommended over alcohol-based hand rub for children.

Personal Protective Equipment (PPE):

The use of medical masks and eye protection is for the safety of child care staff/providers and the children in their care.

All children in grades 4 and above are required to wear a non-medical mask or face covering while inside a child care setting, including in hallways.

All younger children (grade 3 and below) are encouraged but not required to wear a non-medical mask or face covering while inside a child care setting, including in hallways. Parents/guardians are responsible for providing their school-aged child(ren) with a mask(s), however the Board will also provide.

Staff are required to wear medical masks and eye protection (i.e., face shield or goggles) while inside a 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).

Medical masks are to be discarded at the end of each day. Face shields should be wiped clean and with disinfectant as needed.

The use of masks is not required outdoors for adults or children if physical distancing of a least 2-metres can be maintained between individuals.

Exceptions to wearing masks indoors could include where a child cannot tolerate wearing a mask and there is a reasonable exception for medical conditions, etc.

The use of PPE will be tracked daily on the PPE Burn Out Rate calculator excel sheet.

The Ministry of Education will replenish PPE. The Manager will advise the Ministry of PPE required.

All staff working the in the program, including the Supervisor will complete the following training prior to being in the program. Review and confirmation of completing this training is signed off by each staff.

- 7 Steps of Hand Hygiene
<https://www.publichealthontario.ca/en/videos/7-steps-handhygiene>
- Putting on Gloves
<https://www.publichealthontario.ca/en/videos/ipac-gloves-on>

- Putting on Mask and Eye Protection
<https://www.publichealthontario.ca/en/videos/ipac-maskeyes-on>
- Taking off a Gowns and Gloves
<https://www.publichealthontario.ca/en/videos/ipac-gowngloves-off>
- Taking off Full Personal Protective Equipment
<https://www.publichealthontario.ca/en/videos/ipac-fullppe-off>
- Putting on Full Personal Protective Equipment
<https://www.publichealthontario.ca/en/videos/ipac-fullppe-on>

Staff will also review, date and sign off on all COVID-19 Procedures.

4. PHYSICAL DISTANCING

Prior to School Bell in the morning:

All classrooms will have a designated convening area on the school grounds. Staff will take the cohort of children in the program outside 15 minutes prior to the school bell and ensure each child is taken to the area where their class convenes. This provides time for the caretaker to clean the classroom(s) used in the morning.

Pick up children after school:

Children enrolled in the BASP will be asked to wait in their classroom designated convening area on the school grounds after being dismissed. BASP staff will collect the children from the outdoor designated classroom areas after dismissal, and remain outdoors for 15 minutes while the classroom(s) is being cleaned.

Classroom:

When in the same common space (e.g., entrances, hallways) physical distancing of at least 2 metres must be maintained between different groups and should be encouraged, where possible, between children within the same group by:

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

Make use of large, well-ventilated spaces (e.g. gymnasium) or outdoor spaces as much as possible for the before and after school programs.

Cohorts:

Groups or cohorts of children/staff **will not be blended at any time** during the program if there is more than one age group.

Snacks/Lunch:

Tables and chairs will be set up to ensure physical distancing.

Marks will be placed on the tables to identify each child's sitting location.

No self-serve or sharing of food at meal times. There should be no items shared (i.e., serving spoon or salt shaker).

Children should neither prepare nor provide food that will be shared with others.

Ensure proper hand hygiene is practiced when staff are preparing food and for all individuals before and after eating.

Child Drop off at beginning of the day:

Parents will not come into the school.

A program staff will greet parents outside the designated entrance to complete the screening procedures and parents will sign in their children.

Child Pick Up at end of the day:

Parents will be reminded they are not to enter the school and are requested to call the program cell phone when they arrive for pick up. Parents will remain outside the program door.

Parents will be requested to arrive at a consistent time each day.

An identified program staff will bring the child outside to the parent. The parent will sign out their child on the daily attendance record at this time.

There is no screening for the children at departure.

Outdoor playground:

Children maintain social distancing while waiting to go outside and while leaving the school.

Children will wash their hands prior to going outside and wash their hands again when they come inside.

Staff will assist children to apply sunscreen as required. Staff will follow proper hand washing between each child.

Disinfecting wipes must be taken outside by the programming staff.

Individual play materials will be provided while outdoors: balls, hula hoops, etc.

The sand box will be closed and sand toys will not be brought out. Individual sensory play will be allowed.

Children will not be allowed on outdoor play structures.

5. CLEANING AND DISINFECTING:

School boards are required to ensure that the classroom is cleaned and disinfected after the core day program ends and the before and after school program begins.

Programs will schedule outdoor play during the time that the cleaning and disinfecting takes place, ie: prior to entry school bell and at school dismissal, to allow the caretaker to clean the classroom(s) that will be used by the program.

Frequently touched surfaces should be cleaned and disinfected twice daily at a minimum, however, more frequent cleaning and disinfection may be necessary, depending on the frequency of use and extent of soilage.

- Frequently touched surfaces include but are not limited to washrooms (for example toilet fixtures, faucets), eating areas (for example, tables, sinks, countertops), doorknobs, light switches, handles, desks, phones, keyboards, touch screens, push buttons, handrails, computers, photocopiers, sports equipment, water fountain knobs.

A checklist of the routine disinfecting completed during the day will be used to record frequency of completing this procedure.

BASP staff will use Oxivir TB or an Oxivir product provided by the school caretaker. Contact time is different depending on product. Staff will check expiry dates of cleaning and disinfectant products and following the manufacturer's instructions in regard to contact time.

The BASP **will not have access to gym equipment** owned by HWDSB during this plan.

The BASP operating in a Kindergarten room can access play materials and these materials must be washed/disinfected at the end of the morning program and the after school program each day.

Any outdoor play equipment used will be cleaned after use.

Washrooms and Toileting

Only one group should access the washroom at a time and it is recommended that the facilities be cleaned in between each use. Wesley BASP staff will sanitize all touched surfaces in the washroom after use by children in the program.

6. PROCEDURE: DAILY COVID-19 SCREENING: Morning and afternoon

All individuals must self-screen every day before arrival at the child care setting.

- Individuals who do not pass the screening are not permitted to attend the program and must stay home.
- An ill individual who has a known alternative diagnosis provided by a health care provider may return to child care if they do not have a fever and their symptoms have been improving for at least 24 hours.

The COVID-19 school and child care screening tool is available to support parents/guardians, staff/providers and essential visitors.

Screening each Morning:

All Wesley staff will complete daily COVID-19 screening on themselves prior to coming to work each day as per the Wesley Pandemic Plan requirements. Staff will sign in on the screening/attendance forms and confirm that they have completed the self-screen.

All children will be requested to wear a mask while indoors.

Parents will not enter the school.

A program staff will complete the screening procedures for all children as they arrive. This staff will wear PPE during this procedure: mask, face shield and a gown and disinfect their hands between each child.

Staff will greet parents and children outside the school at the designated entrance to the program and ask if the parent has completed the COVID_19 screening for their child. **Temperature taking is not required.** Thermometers will be available and can be used if the child appears to be unwell. This screening information will be recorded on the daily screening log.

In the event that an individual is not screened prior to arriving at the child care setting, active (in-person) screening will be completed by the staff using the COVID-19 Screening tool for students and children in school and child care when necessary.

The designated entry doors:

- Hess Street School: door at the back of the school
- Lake Avenue School: Kindergarten door inside the fenced playground
- Dr. Davey School: Kindergarten door inside the fenced playground
- Rockton Elementary: Kindergarten door inside the fence playground

Staff will complete the required health check once the child is in the program.

The program staff will accompany the child to the program room, and return to the designated entrance to greet and screen other children until all enrolled children arrive.

Where an individual does not pass the screening and is not permitted to attend the program, **this does not need to be reported to the local public health unit.**

All programs **must maintain daily records of screening results.** Records are to be kept on the premises.

Children, staff or students should be referred for testing when demonstrating symptoms of illness.

- 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 local public health unit.

Child and Parent or Guardian:

- Parents and children will be welcomed and directed to the screening area. If there are other parents/children arriving, they will be directed to wait either at a physical distancing marker, or requested to remain in their vehicle until the current child is taken inside and the parent has departed.
- The staff will practice physical distancing while asking the parents if they completed their child's screening at home. If the parent states they did not screen their child, the screener will ask the questions about the child's health.
- Staff will ask the parent about the child's medical history if a child with allergy symptoms appears to have COVID-19 related symptoms.

Staff:

- All staff working in the program will be screened daily.
- Staff who do not pass the screening must call their supervisor immediately.
- Staff with illness symptoms must stay home until illness symptoms are resolved.
- Staff with COVID-19 symptoms will not return to work at the program until a negative COVID-19 test is confirmed or upon Public Health's approval.

Visitors:

HWDSB is not permitting visitors or parents into the schools.

All visitors (ie: Ministry Program Advisor, Special Needs Resources, Wesley staff not within ratio) must be screened and sign in and out on the program Visitor log. Their contact information must be included to allow for contact tracing.

Ministry staff will conduct in-person monitoring and licensing inspections of child care centres/programs where necessary.

- Ministry staff must:
 - be screened prior to entering the premises following the protocol determined by the licensee;
 - wear a medical mask and eye protection (i.e., face shield); and
 - follow any other protocols requested by the licensee

Anyone who requests entrance or comes to complete work or other essential services will be screened prior to admission to the centre and will sign in and out on the visitor log.

The visitor's information will be recorded on the Visitor Log – COVID and retained for 12 months.

- The visitor must provide contact information as per the public health requirements.

- The visitor must don a mask prior to entry and wear the mask for the duration of their visit.

Child Screening: After School Program Screening at school dismissal (prior to entry to BASP):

Children who were screened in the AM will not be screened again in the PM. Children in the PM who attended school all day will not be screened.

One designated staff will complete the CCEYA required health check for those who did not attend in the AM only. This will be recorded on the daily screening log.

7. PROCEDURE: ILLNESS SYMPTOMS BEGIN DURING THE DAY

Staff, 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, 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.

If a child or staff becomes symptomatic while in the program, they should be isolated and family members contacted for pick-up.

If a separate room is not available, the person who is symptomatic should be kept at a minimum of 2 meters from others. The isolation area in the school will be within the classroom.

The person who is symptomatic should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.

If the person who is symptomatic is a child, a staff member should remain with the child until a parent/guardian arrives. The staff member should wear a medical mask and eye protection (i.e., face shield) and a gown at all times while with the ill child and not interact with other children/staff. The staff member should also avoid contact with the child's respiratory secretions.

Staff will contact their Supervisor when a child becomes ill during the program.

All items used by the person who is symptomatic 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 3 days.

If the program is located in the school or a shared space setting (e.g. community centre), follow public health advice on notifying others using the space of the suspected illness.

Other students, including siblings of the symptomatic student, and staff members in the program who were present while the child or staff member became symptomatic should be identified as a close contact and grouped together. The local public health unit will provide any further direction on testing and isolation of these close contacts.

Ill children/staff, if not tested, must be excluded for 14 days from onset of COVID-19 symptoms.

Children/staff who test negative for COVID-19 must be excluded until 24 hours after symptom resolution.

Children/staff who test positive for COVID-19 must be excluded from child care centre for 14 days after the onset of symptoms and clearance has been received from the local public health unit.

Child:

- If a child begins to show symptoms of being ill, the identified staff for cleaning will document the symptoms in the daily log and call the parent to request the child be picked up as soon as possible.
- Staff member must perform hand hygiene after any contact with an ill child.
- Other children and staff in the program who were present while the child or staff member became ill should be identified as a close contact.

- When the parent arrives, they will call the program. They will wait outside.
- The staff will accompany the child to door. They will inform the parent of the child's symptoms and provide direction in regard to the child's return to the centre (as per Public Health guidelines).
- The staff will complete hand hygiene, disinfect any materials used by the child and return to their regular responsibilities.

Staff:

If a staff becomes ill during the day

- Staff must inform their colleagues and self isolate.
- Staff will contact the Supervisor to inform them of being unwell. The Supervisor will come to the site if they are not already on site. The Supervisor will be screened and wear a medical mask and face shield.
- The Supervisor will replace the staff so the ill staff can leave for the day.
- Any other replacement staff must complete all training and screening prior to being scheduled.

Exclusion

If a child develops symptoms and their self-screening indicates they should stay home but their sibling(s) do not have symptoms, the siblings do not need to isolate until the other child tests positive for COVID-19.

If a child is tested for COVID-19, and there are other siblings or members of the household that attend school or child care, the local public health unit will provide any further direction on returning to school/child care.

Individuals who are tested:

- Children/staff who test negative for COVID-19 must be excluded until 24 hours after symptom resolution
- Children/staff who test positive for COVID-19 must be excluded from child care centre for 14 days after the onset of symptoms and clearance has been received from the local public health unit

Individuals who are not tested:

- Ill children/staff, if not tested, must be excluded for 14 days from onset of their symptoms

Individuals do not require a medical note or proof of negative test to return back to the program.

Required Steps in an Outbreak

An outbreak may be declared by the local public health unit when: within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff/providers or other visitors with an epidemiological link (e.g., cases in the same room, cases that are part of the same before/after school care cohort) where at least one case could have reasonably acquired their infection in the child care setting.

- The local public health unit will work with the licensee to determine whether epidemiological links exist between cases and whether transmission may have occurred in the child care setting.
- If the local public health unit declares an outbreak, they will determine what happens next. This could include closing particular child care rooms or cohorts or an entire child care setting. The public health unit will help determine which groups of children and/or staff/providers need to be sent home or if a partial or full closure of the child care setting is required.

Declaring an Outbreak Over:

In consultation with Public Health, the outbreak can be declared over if no new cases have occurred in 14 days from the last day of attendance of the most recent COVID-19 positive staff/child

8. PROCEDURE: SERIOUS OCCURRENCE REPORTING

Regulatory changes were made to Ontario Regulation 137/15 under the CCEYA.

These regulatory requirements are aligned with the guidance provided in the “Operational Guidance During COVID-19 Outbreak” document and include the following:

Effective **November 9, 2020**, child care licensees will only be required to report a serious occurrence for COVID-19 related matters for:

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

To support these changes, the serious occurrence categories related to COVID-19 have been updated in the Child Care Licensing System (CCLS):

Confirmed COVID-19 cases

For a Confirmed Case of COVID-19 with **no** Related Public Health Ordered Closure

- Submit a serious occurrence in CCLS under “Confirmed COVID-19” category

For a Confirmed Case of COVID-19 **with** a Public Health Ordered Closure

- Submit a serious occurrence in CCLS under ‘Confirmed COVID-19’ category, including information about the closure in the fields provided; or
- Where there is a confirmed case and a closure is subsequently ordered by Public Health while the serious occurrence under “Confirmed COVID-19” category is still open, please revise the existing serious occurrence to include the closure information in the fields provided; or
- Where a closure is ordered by public health **after** the serious occurrence has been closed, submit a **new** serious occurrence for an “Unplanned Disruption of Service” with the subcategory of “Public Health Ordered Closure” (as per information below).

PLEASE NOTE: Where there is an open serious occurrence for a confirmed case of COVID-19, should a second individual develop a confirmed case, please do not submit a new/additional serious occurrence for the new confirmed case.

Instead, licensees must revise the existing/open serious occurrence report to add the information related to the new confirmed case.

Closures Ordered by your Local Public Health Unit

- Where public health orders a closure with **no** confirmed COVID-19 case, submit a serious occurrence in CCLS under ‘Unplanned Disruption of Service’ with the subcategory of ‘Public Health Ordered Closure’
- Where there is an existing/open serious occurrence in CCLS under ‘Unplanned Disruption of Service’ with the subcategory of ‘Public Health Ordered Closure’ and an individual develops a confirmed case of COVID-19, submit a new serious occurrence in CCLS under the ‘Confirmed COVID-19’ category

Existing Serious Occurrences reported for COVID-19 Matters Prior to November 9, 2020

Existing Serious Occurrences for Confirmed Cases

Where there is an open serious occurrence for a previously reported confirmed case of COVID-19, this serious occurrence **will remain open** until it is resolved.

Existing Serious Occurrences for Suspected Cases

Where there is an open serious occurrence for a previously reported **suspected case**:

- If this suspected case did **not** result in a **public health ordered closure**, this serious occurrence **will be closed in CCLS by the ministry**.
- If this suspected case resulted in **voluntary closure by the licensee**, this serious occurrence **will be closed in CCLS by the ministry**.
- If this suspected case resulted in a **public health ordered closure**, this serious occurrence **will remain open** until it is resolved.

Changes to individuals to be reported for confirmed COVID-19 case

A serious occurrence is **not** required for a **parent of a child** with a confirmed case of COVID-19.

Below is the current list of individuals with a confirmed case of COVID-19 for whom a serious occurrence report is required:

- i. a **child who receives child care** at a home child care premises or child care centre,
- ii. a home child care **provider**,
- iii. a person who is **ordinarily a resident of a home child care premises** (e.g. the home provider's child, the home provider's spouse etc.; for complete definition please refer to the Home Child Care Licensing Manual)
- iv. a person who is **regularly at a home child care premises** (eg. the home provider's friend who visits the premises once a week etc.; for complete definition please refer to the Home Child Care Licensing Manual),
- v. a **home child care visitor**,
- vi. a **staff** member at a child care centre
- vii. a **student** at a home child care premises or child care centre,

Existing Serious Occurrences for Parents with Confirmed or Suspected Cases of COVID-19:

Where there is an open serious occurrence for a previously reported **confirmed or suspected case of COVID-19 for a parent of a child**:

- If this case did **not** result in a **public health ordered closure**, this serious **will be closed in CCLS by the ministry**.
- If this case resulted in **voluntary closure by the licensee**, this serious occurrence **will be closed in CCLS by the ministry**.
- If this case has resulted in a **public health ordered closure**, this serious occurrence **will remain open** until it is resolved.

9. PROCEDURE: STAFF RESPONSIBILITIES AND SHIFTS

The Before and After School Program will be open from 7:00 a.m. to school entry and school dismissal to 6:00 p.m. on all school days. On non-school days, the program will be open from 7:00 a.m. to 6:00 p.m.

Parents will be advised to keep to their typical drop off and pick up times and call the program should circumstances arise that prevents this.

Staff have valid First Aid certification and VSC or Offense Declarations on file.

There will be 2 staff in the program at all times. If there is more than 1 BASP age group, there will be 1 additional staff for each group. Groups of children will not be blended at any time during morning or afternoon program time. A Kindergarten and a Primary/Junior group will be considered separate cohorts/groups. Locations may have mixed age groupings, depending on enrolment. Age groups may be blended on non-school days if enrolment is low. Parents must be informed of this cohort grouping and what staff will be in the program due to the longer day.

Staff Director Approvals (Das) can be transferred from one child care centre to another child care centre that is operated by the same licensee. However, staff should limit their movement between each child care centre in order to reduce their interaction with multiple groups of children. Licensees can also request a staff DA for multiple age groups.

Staff shifts:

- There will be 2 staff in the program and typically one of the staff present will be a designated Site Supervisor. One staff will be responsible for programming and the other staff will be the screener/cleaner.
- The second staff will be a RECE or Director's Approval staff.
- Before School program shifts: Staff 1 (Site Supervisor): 6:30 to school entry. Staff 2: 7:00 a.m. to school entry.
- After School program shifts: Site Supervisor 2:30 to 6:00 p.m. RECE 2:30 to 6:00.
- The Supervisor, Early Years (RECE) will be available by phone during all operating hours.
- Staff responsibilities for daily programming and daily screening and cleaning (staff to be involved in isolation procedures, meal serving, etc.) will be rotated monthly.
- Other daily requirements in regard to licensed daily procedures will be completed by the appropriate staff based on their schedules/responsibilities.
- Should staff responsible for programming be absent, the screener/cleaner will assume the shift and responsibilities of the absent staff. The Supervisor will assume the screener/cleaner responsibilities in the above scenario if the absence is for one day.
- If a staff is absent, they will be replaced in the program for 7 calendar days. Replacement staff will complete all training and sign off the COVID-19 plan prior to working in the program.

Programming:

Avoid singing and use recorded music only. Singing outdoors can occur safely with appropriate physical distancing between each member of the cohort however, this may not be operationally feasible.

Indicators to identify a child's sitting location will be used during group activities and snack/lunch routines.

Plan activities that do not involve shared objects or toys. All play materials will be cleaned at the end of each program (AM and PM).

When possible, move activities outside to allow for more space.

Programming activities will continue to be based on "How Does Learning Happen?" pedagogy.

Children should bring their own sunscreen where possible and it should not be shared.

Staff may provide assistance to apply sunscreen to any child requiring it and should exercise proper hand hygiene when doing so, washing hands before and after application.

Staff responsible for programming will take the primary responsibility of planning and implementing daily program activities and set up the environment accordingly.

The Ministry supports play-based learning and sensory exploration and encourages the use of on-premises splash pads, sprinklers, hoses or water tables, under close supervision of adults at all time, as safer alternatives during cooling or play / sensory activities.

If sensory materials (e.g., playdough, water, sand, etc.) are offered, they should be provided for single use (i.e. available to the child for the duration of the program) and labelled with student's name, if applicable.

Second staff (cohort screener and cleaner):

Staff will use Oxivir provided by HWDSB to complete daily cleaning/disinfecting.

Any mouthed toys must be cleaned and disinfected immediately after each use. After disinfecting, the toy must be rinsed with water prior to returning to play.

Soft fabric toys and items that cannot tolerate regular cleaning and disinfection must not be used.

Indoor/Outdoor sensory play is discouraged unless items are single use and dedicated to one child.

High touch surfaces such as door handles, hand rails, door knobs, light switches, tabletops, electronic devices should be cleaned and disinfected at least twice per day and more often as needed. The cleaning of these surfaces will be documented on the daily cleaning log.

Items that cannot be properly cleaned and disinfected must not be used by children.

All items used by a symptomatic individual should be cleaned and disinfected. If the items cannot be cleaned (e.g. books) they should be removed and stored in a sealed container for a minimum of 7 days

The Cleaner and the Screener will track the use of PPE daily. The Manager will submit the PPE orders when supplies will be needed.

Screener/cleaner responsibilities:

One identified staff will complete the screening procedures and accompany children to the door during the pick up procedure.

When the screening procedures are completed, this staff will be a cohort cleaner in the program and will be responsible to be the staff who would isolate with a child who becomes ill during the program.

10. PROCEDURE: MEALS/SNACKS

Snack menus will continue to be posted. Two week menus must be up to date.

Any substitutes must be posted over the original snack or meal plan.

Staff will wash their hands prior to and after preparing the snacks and lunches.

Unless a child has a specified food restriction or a specified specialized diet as per physician directions, no food from homes will be accepted.

Staff will use Wesley snacks food purchased for this purpose.

Bagged lunches will be sent with children during non-instructional school day's care.

Children should neither prepare nor provide food that will be shared with others.

There is no self-serve or sharing of food at meal times.

Meals and water/milk will be served in individual portions to the children.

Child will sit in seats that will be set up/identified to ensure physical distancing.

11. MINISTRY OF EDUCATION: CCEYA LICENSING

Inspections

Ministry staff will conduct in-person monitoring and licensing inspections of child care centres, home child care agencies, home child care premises, and in-home services where necessary.

Ministry staff will:

- conduct a pre-screen prior to entering the premises, as well as follow any screening protocols set out by the licensee (see screening section below);
 - wear a medical mask and eye protection (i.e., face shield); and,
 - follow any other protocols requested by the licensee or home child care or in-home service provider.

Ministry staff will use technology (e.g., telephone, video conferencing) to complete virtual monitoring and licensing inspections where appropriate.

12. Provision of Special Needs Resources (SNR) Services

The ministry recognizes that children with special needs and their families continue to require additional supports and services in child care settings.

The provision of in-person special needs services in child care settings should continue where appropriate and licensees may use their discretion to determine whether the services being provided are essential and necessary at this time.

Wesley will work with special needs service providers to explore alternative modes of service delivery where in-person delivery is not possible.

All SNR staff must screen before entering the child care setting and must follow all health and safety measures that staff/providers follow, including having their attendance logged, practicing proper hand hygiene, wearing a medical mask and eye protection, and maintaining physical distancing as much as possible.

SNR service providers will wear appropriate PPE when in the program.

SNR service providers will sign in and out on the COVID Visitor Log.