

WESLEY CHILD CARE CENTRE COVID-19 PLAN





COVID-19 PLAN FOR WESLEY CHILD CARE CENTRE

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Wesley Child Care Centre, 80 Queen Street N., Hamilton ON



Wesley Child Care Centre: COVID-19 Plan Introduction

November 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 Child Care 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 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.)
 - 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

Water testing prior to re-opening is not required as the child care centre is not located in an area that uses a private water source, like a drinking water well. Flushing of all water sources has been completed prior to opening.

A public health inspection was completed prior to opening the child care centre to children.

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.

Given that parents are not allowed into the centre, centre tours and child play visits for children who are not yet registered will not be provided while COVID-19 restrictions are in place.

1. ENVIRONMENT PREPARATION PRIOR TO OPENING

Cleaning:

The child care will be thoroughly cleaned prior to opening. All toys, equipment, surfaces, washrooms, cots, cubbies and outdoor play equipment will be cleaned with Lemon Guard (DIN: 02362546).

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

A disinfectant Oxivir TB will be used for disinfecting purposes.

Carpets in the centre will be cleaned or replaced prior to opening.

Signage:

All public health requirements for posting information for parents and staff will be completed prior to opening.

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 Child Care plan will be available to be reviewed to all families and will be displayed on the screener table daily.

Physical distancing indicators will be placed on the cement walkway outside the child care for the screening procedure.

The City of Hamilton- COVID-19- Child Care Centre Operation Recommendations for the use of Personal Protective Equipment (PPE) in Child Care Centres will be posted at the centre.

Staff washroom:

Staff will use a washroom allocated in the Queen's Garden Long Term Care Residence. Staff will wear a medical mask anytime they enter the Long Term Care environment. This procedure has been recommended by Public Health.

The staff washroom is designated for Wesley Child Care staff use ONLY, and has a key pad coded entrance.

The Long Term Care Residence cleaner will clean this washroom daily.

Staff will minimize entering the Long Term Care Residence environment throughout the day.

Staff must wear a PPE mask when entering the Long Term Care Residence environment at any time during the day.

2. COMMUNICATION WITH PARENTS/GUARDIANS

Beginning September 1, 2020, all child care centres across Ontario will be permitted to operate at full capacity. Child care centres will be able to return to maximum group sizes (i.e., licensed age groups prior to the COVID-19 outbreak) as set out under the Child Care and Early Years Act, 2014 (CCEYA). Wesley Child Care Centre is licensed for 24 preschool age children.

As of September 1, 2020, licensees will be expected to ensure that child care staff wear medical masks and face shields (or goggles) at all times while they are working.

Confirmation of enrolment: Families of children in the program in March 2020

- Families were contacted by phone to be informed of the screening requirement and procedures. This information will be available on the first day of program and can be sent to them via email prior to the first day. 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.
- Parents were informed that the centre will not be allowed to accept food brought in from home (except where required and special precautions for handling and serving the food must be put in place) or play materials brought in from home. One sleep item can be sent in and must remain in the centre. This item must be washable. Each parent will be requested to provide one change of clothes for their child. This clothing will be in a closed container in the child's cubby.
- Once previous families are contacted, if the enrolment is below capacity, registrations will be open to the waiting list and general public.

Information about procedures:

- Parents will be provided with written information about
 - The COVID screening assessment questions
 - Reminders about hand hygiene and respiratory etiquette
 - Information about COVID screening and contacting public health if their child is ill
 - Enhanced cleaning requirements, sharing play materials and physical distancing that will be implemented each day
 - What to do if their child fails the screening or becomes ill during the day (details about isolation)

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

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 toileting routines with children, prior to and after donning or removing PPE, prior to assisting children with their handwashing routine.

Hand Sanitizer:

As per the public health requirements, an alcohol-based hand sanitizer dispenser has been mounted inside the centre for staff/adult use only.

Personal Protective Equipment (PPE):

When putting on a mask, staff will wash their hands before donning the mask and before and after removing the mask.

Should a child become ill, staff will attempt to put a child-size mask on them. If the child cannot tolerate a mask, that is acceptable.

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

The City of Hamilton will replenish PPE. The Manager will advise the City of requirements.

Staff will adhere to the City of Hamilton- COVID-19 Child Care Centre Operation Recommendations for the use of Personal Protective Equipment (PPE) in Child Care Centres document and this will be posted in the staff office.

All staff working the in the child care, including the Supervisor will complete the following training. 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.

Full PPE (mask, gown, face shield) is required by the screener.

If child exhibits COVID-19 symptoms and is placed in an isolation area, staff attending to the child will wear full PPE (mask, face shield, gown).

PPE (medical mask and face shield) is required while working within the program space.

4. PHYSICAL DISTANCING

Classroom:

The classroom will be set up to indicate individual play spaces using toy shelves and furniture.

Toys and materials will be placed in bins for each child, to discourage sharing play materials.

Individual craft materials will be available to each child.

Chairs at the tables will be spaced to encourage physical distancing. Excess chairs will be removed from the classroom.

If any play materials are shared, they must be cleaned and disinfected.

Sleep room:

A layout plan will be posted.

Cots will be placed head to toe and spaced to ensure physical distancing.

Children will use the same cot each day. Cots will be labelled with a child's name.

Cot linens will be replaced daily. Cots will be wiped with a disinfectant after use.

Snacks/Lunch:

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

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

Screening:

Physical distancing markers will be placed on the cement walkway outside the child care front doors.

Parents will be reminded to either stay in their car or on a physical distancing marker until the previous child is in the centre and their parent has left the area.

The screener will stand behind a cart to complete the screening.

Child Pick Up at end of the day:

Parents will be reminded that they cannot enter the child care.

Parents will be requested to arrive at a consistent time each day. Parents will be asked to call the child care phone number and wait on one of the physical distancing markers at the front door.

An identified child care staff will bring the child and their stroller (if needed) outside to the parent.

There is no screening for the children at departure.

Outdoor playground:

Children will not line up to go outdoors.

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

The programming staff will go out with one child (after putting on sunscreen if appropriate) while other children inside are released by the second staff (cleaner). The cleaner will apply sunscreen to each child prior to being released to outside and wash their hands between each child.

Disinfecting wipes must be taken outside by the programming staff.

Children will not line up to go indoors. The cleaner staff will greet the children as they come in one at a time and ask them to wash their hands as they enter from the playground and assist them as required. The programming staff will come in with the last child.

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 containers will be allowed.

The number of tricycles will be limited. Each tricycle used will be disinfected (handles, seats) after each child has their turn. This cleaning will be identified on the cleaning/disinfecting daily log.

5. PROCEDURE: DAILY COVID-19 SCREENING AND CHILD DROP OFF

Screening area:

The daily screening area will be set up outside the front entrance doors of the child care centre, regardless of weather.

Physical distancing indicators will be placed on the cement walkway.

A cart will be placed to the left of the entrance doors. The thermometer and any extra materials required ie: hand sanitizer to be used for screener, wipes for the thermometer, will be placed on the cart. The cart and materials needed will be set up each day. The cart and materials will be returned to the inside foyer of the child care daily. The COVID-19 Child Care Plan will be available on the cart to be read by parents at their request. A copy of any information in the binder will be provided for families at their request.

Parents are requested to complete the screening of their own child prior to coming to the centre. If a parent did not complete the screening at home, the screener will ask the screening questions (provided by the Province of Ontario). If the child appears unwell staff may take the child's temperature as a public health precaution, however **temperature taking is not required**.

Symptoms of COVID-19, washing your hands, the use of masks and proper respiratory etiquette posters will be posted on the front door of the child care centre.

Testing should be recommended for children with symptoms. Exclusion time frame will be based on the results of the test. Direction will be provided by Public Health

- 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.

The parent is not permitted inside the child care centre at any time.

Screening of Child:

- 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 the centre and the parent has departed.
- The identified screener will put on and wear a surgical mask, face shield and a gown during the screening procedure (PPE for screener as per Hamilton Public Health requirements) and wash their hands. The mask will be daily use PPE; the gown and face shield will be a reusable. The PPE must be on prior to the staff going to the screening area.
- The screener practices physical distancing while asking the parents to answer all of the screening assessment items if the child was not screened at home. The screener will remain behind the table used in the screening area.
- Children or staff who have been exposed to a confirmed case of COVID-19 must be excluded from the child care setting for 14 days
- If the child fails the screening, the parent will be directed to take their child home and follow actions provided by the staff.

- The family will be directed to call their family physician for any typical child illness symptoms or Public Health (Public Health at 905-974-9848, option 2 for testing) and follow the directions provided if the child's symptoms are related to COVID 19.
- A parent will be asked about their child's medical history if a child with allergy symptoms appears unwell with COVID-19 related symptoms. Documentation of the allergy, if provided will be kept in the child's file and noted on the daily screening log.
- The child's name, time of arrival, pass/fail the screening, reason for fail and any actions taken if fail, will be recorded on the daily attendance/screening form.
- If the child has passed the screening, the screener will accompany the child into the cubby area of the centre. The child will put their belongings in their cubbie and then released to the child care centre staff. The child care staff will assist the child to wash their hands.
- The screener will return to the screening area and sanitize their hands. The screener will remain available outside until all registered children have arrived.
- The screener will ask the parent to collapse a stroller if it will be left at the centre. We will request that strollers only be left if the family is going to a work location after bringing their child. If they are returning home, staff will request that they take the stroller with them. Any stroller left after drop off, will be placed in the inner foyer by the screener.
- Once all children and staff have arrived, the screener will remove the PPE gown and store it in the child care office (in a large plastic bag, so it can be used during dismissal at the end of the day) and return the cart and materials to the inner foyer of the centre. At the end of the day, after all children have been dismissed, the gown must be taken home to be washed and the mask will be put in the garbage and the face shield will be disinfected and kept in the office. See Child Pick up procedures.

Staff:

- All staff working in the child care centre will be screened daily. Staff will complete self-screening prior to coming to work, using the Province of Ontario COVID screening tool.
- Staff will wear a medical mask at any time they enter the Queen's Garden Long Term Care environment.
- Staff who do not pass the screening will not be allowed into the building and must call their supervisor immediately and return home.
- Staff with illness symptoms must stay home until illness symptoms are resolved. Staff with any COVID-19 symptoms must call Public Health and follow the directions provided.
- Staff will not return to work at the child care centre until a negative COVID-19 test is confirmed or upon Public Health's approval.
- Staff who will only be in the child care for 2 hours (screener/Supervisor) will also need to pass the daily COVID-19 screening.
- All child care staff, who will access the washroom in the Queen's Garden Long Term Care Residence will also complete the Queen's Garden screening and document the responses on the Queen's Garden screening tool each day, at time of entry and at time of departure, including their temperature. This screening record will be sent to the Wesley Director, Children & Family Services each day. A copy of the screening report is submitted to the Queen's Garden Administrator as part of their visitor screening records. Child Care staff who use the washroom inside Queen's Garden Long Term Care Residence are also required to get a COVID-19 assessment every other week and indicate dates and outcome on the screening tool.

Visitors:

- Anyone who requests entrance or comes to complete work or other essential services will be screened prior to admission to the centre.
- 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, and they will wash and/or disinfect their hands.

Wesley Driver and Cleaner:

- The Wesley Driver or anyone making deliveries to the child care centre will not be permitted to enter the building. The outer door will remain locked at all times.
- The driver must call the child care centre phone number when they arrive and wait outside for a child care centre staff to come to the door.
- The child care centre staff who comes to the door will wash their hands prior to going to the door.
- The child care centre staff will open the door, go outside and receive the delivery. The delivered items will be taken into the centre, either by carrying or put on a trolley to be moved.
- The child care centre staff will wash their hands and put the delivered items in their allotted locations.
- The Wesley cleaner arrives after operating hours. The cleaner will enter the child care centre and complete the screening questions and enter all appropriate information on the daily attendance/screening Visitor log form.
- The cleaner's supplies and equipment will be stored in the child care centre kitchen cupboards. Extra supplies will be stored at 155 Queen St N. The cleaner will not be allowed to enter the Queen's Garden Long Term Care residence while in the centre.
- The cleaner will put any disposables used while cleaning into a garbage container in the centre.

6. 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.

A defined isolation area of the child care centre will be child care office and used when a child develops illness symptoms not present at the time of screening. An identified staff will remain with the isolated child at all times until they are picked up.

Where a child or staff has a confirmed case of COVID-19, the licensee must report this to the ministry as a serious occurrence.

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.
- The child care staff should avoid contact with the child's respiratory secretions.
- Staff member must perform hand hygiene after any contact with an ill child.
- Other children and child care staff in the program who were present while the child or staff member became ill should be identified as a close contact and further cohorted (i.e., grouped together) until they can be picked up by parents/guardians to self-isolate at home. The local public health unit will provide any direction on testing and isolation of these close contacts.
- The staff assigned to remain with the ill child will wash their hands and don a gown and then take the child to be isolated into the isolation area.
- The staff will wear this PPE until the child is picked up.
- The child will wash their hands, and if tolerated, the child should wear a surgical/procedure mask. The staff will accompany and remain with the child in the area isolation where a restricted amount of play materials will be made available for the child.
- The child will be given tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- The staff will remain with the child in the isolation area. Anyone who is providing care to the ill child should maintain a distance of at least 2 metres.
- The staff with the isolated child will accompany the child to the washroom if needed, and will help the child wash their hands. They will clean the toilet and sink used and return to the isolation area with the child.
- When the parent arrives, they will call the child care centre. They will wait outside.
- The staff will accompany the child to the child care centre 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 PPE used during the isolation time will be put in the garbage or cleaned/disinfected (face shield only). The identified staff will wash their hands and all items used by the sick child will be cleaned and disinfected. All items that cannot be cleaned (paper, books,

cardboard puzzles) will be removed from the classroom and stored in a sealed container for a minimum of 7 days.

- The staff will return to their regular responsibilities.

Staff:

If a staff becomes ill during the day

- Staff must inform their colleagues and self isolate outside of the child care centre classroom in an open door office or cubbie area.
- Staff will contact the Supervisor to inform. The Supervisor will come to the site if they are not already on site. The Supervisor will be screened.
- The Supervisor will replace the staff so the ill staff can leave for the day.
- Staff will call their family Doctor or Public Health to inform them of their symptoms and follow directions provided.
- The screener will assume the shift of a classroom staff absence. The Supervisor will schedule another staff or assume the screener shift if there is a screener absence.
- Any other replacement staff must complete all training and screening prior to being scheduled at the child care. Replacement staff will maintain the identified shift for 7 days or more depending on the initial staff absence.

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

7. 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.

8. PROCEDURE: STAFF RESPONSIBILITIES AND SHIFTS

The child care centre will be open from 7:30 a.m. until the last child leaves (no later than 6:00 p.m.)

The typical arrival and departure times are known to the child care staff. Parents will be advised to keep to their typical routines, but call the centre should circumstances arise that prevents this.

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

Staff shifts:

- Classroom teacher A, RECE: 7:15 a.m. to 3:15 p.m.
- Classroom teacher B, RECE: 9:15 a.m. to 5:15 a.m. (typical departure for last child), will stay until 6:00 if needed
- One of the classroom teachers is a designated Site Supervisor (Supervisor alternate).
- Child Care Supervisor (RECE) will be available by phone during all operating hours. When on-site the Supervisor will wear a mask when in the classroom.
- Screener, RECE: 7:15 a.m. to 9:15 a.m., 3:15 p.m. to 5:15 p.m. (screener/cleaner role)
- Classroom teacher lunch break coverage: Supervisor (or alternate) will work in the child care office if a staff leaves the building during their lunch break, to ensure there are always 2 staff in the centre. Staff must advise the Supervisor of their lunch break plans.
- Staff responsibilities for daily programming and cohort daily cleaning (staff to be involved in isolation procedures, meal serving, etc.) will be rotated weekly.
- Other daily requirements in regard to licensed daily procedures will be completed by the appropriate staff based on their schedules.
- The closing staff will be responsible for gathering the garbage, double bagging, and leave the garbage on the outside of the child care kitchen entrance, to be picked up and disposed of by Queen's Gardens cleaner.
- Should a Classroom teacher be absent, the Screener/cleaner will assume the shift and responsibilities of the classroom teacher. The Supervisor will assume the screener/cleaner responsibilities in the above scenario and continue to cover lunch breaks as required.
- Staff will be encouraged to take their lunch breaks at the child care centre, however if they leave the centre for their lunch they must be screened again prior to entry.

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.

Individualized play materials will be placed in containers. All play materials will be cleaned at the end of each day.

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.

Second staff (cohort cleaner):

Staff will use Oxivir (DIN: 158900) and Lemon Guard (DIN: 02362546) 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, water fountain knobs, light switches, tabletops, electronic devices, toilet and faucet handles, etc. should be cleaned and disinfected at least twice per day and more often as needed.

Staff must adhere to diapering and toileting steps and ensure proper cleaning and disinfecting between diaper change or toileting processes, as per Operations Manual policy and procedures.

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

All items used by a symptomatic individual should be cleaned and disinfected. If the items cannot be cleaned (e.g. books) should be removed and stored in a sealed container for a minimum of 3 days

Frequently touched surfaces will be cleaned and disinfected at least twice a day as they are most likely to become contaminated (for example, doorknobs, water fountain knobs, light switches, toilet and faucet handles, electronic devices, and tabletops). The cleaning of these surfaces will be documented on the daily cleaning log.

The Wesley cleaner will track the use of cleaning supplies and inform their Supervisor when supplies need to be ordered.

The Cohort 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 until the second staff arrives.

The cohort cleaner responsibilities will continue when this staff returns in the afternoon, when the opening staff (Classroom staff A) leaves for the day.

When not at the child care centre, this staff will contact the families waiting to come into the program each week and be available for limited redeployment for other Wesley non-client services (Food services, cleaner) and child care program preparation tasks.

Laundry:

All linens are to be laundered after each use. Cot linens will be replaced daily. All soiled linens will be place in a laundry bag after use.

One child care staff will be assigned to take home and launder the child care cot linens every other day. With the decreased enrolment, there is an adequate supply of linens for 2 to 3 consecutive days.

The assigned staff will be compensated for taking on this task. When the centre returns to regular operations the laundry responsibility may return to the previous arrangement (Queen's Garden Long Term Residence launder the child care centre's cot linens).

Student Placements:

Students are now permitted to complete post-secondary educational placements at a child care centre or home child care location. Students are required to abide by all enhanced health and safety measures in place, including being assigned to a single group and limiting their interaction with other groups. Please note that the enhanced health and safety requirement prohibiting on-site volunteers at a child care program remains in place.

Students will also be subject to the same health and safety protocols as other staff members such as screening, and the use of PPE when on the child care premises, and must also review the health and safety protocols.

9. PROCEDURE: MEALS/SNACKS

Snack and lunch 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.

Lunches will continue to be prepared by Wesley's Food Services and will be delivered by the Wesley driver each day. Staff will follow all temperature checks when the lunches arrive as per current procedures.

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 to ensure physical distancing.

10. PROCEDURE: DELIVERIES

Wesley child care receives daily deliveries of the children's lunches.

- The Wesley driver will call the child care phone number when they arrive. The driver will not enter the child care centre.
- An identified staff (cleaner) will wash their hands and don a mask, and take a push cart to the door and receive the lunch from the driver.

Wesley child care receives other food deliveries once a week.

- The fresh food and dry good delivery company will be advised that their driver cannot enter the child care centre.
- The drivers will be requested to call the child care phone number when they arrive.
- An identified staff (cleaner) will wash their hands, don a mask and take a push cart to the door and sign for and receive the food deliveries from the driver.

11. PROCEDURE: CENTRE CLEANING (AFTER HOURS)

The Wesley cleaner is responsible for cleaning the floors, carpets, surfaces and washroom each day.

The cleaner will complete these responsibilities after the child care centre is closed.

The cleaner will enter the child care centre and complete the screening process and add their information to the daily screening/attendance form prior to entering the inner door.

The cleaner's supplies will be brought into the child care by a child care staff only. The cleaner will use approved cleaning and disinfecting solutions only.

The cleaner cannot enter the Queen's Garden Long Term Care Residence at any time. The cleaner will use the washroom within the child care if needed.

Any garbage created by the cleaning procedures will be left in a garbage container each evening. The child care centre staff are responsible for the removal of garbage each day.

12. 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.

13. 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.