

## Appendix B

### COVID-19 Safe Work Plan

The following safe work procedures will define how Kids & Us Community Childcare and Family Education Centres will manage the hazards of contacting COVID 19.

#### COVID 19

Coronaviruses are spread mainly from person to person through close contact, for example, in a household, workplace or daycare centre. There is no vaccine available to protect against the novel coronavirus. The 2019 novel coronavirus is spread through respiratory droplets:

- from person to person through coughing, sneezing, close contact; and
- touching contaminated surfaces.

#### Symptoms

Symptoms range from mild – like the common cold and other common respiratory infections – to severe, and can include: fever, cough, and difficulty breathing, muscle aches, fatigue, headache, sore throat, and runny nose. Also, difficulty swallowing, new smell or taste disorder.

Complications from the novel coronavirus can include serious conditions, like pneumonia or kidney failure, and in some cases, death.

#### Symptoms for children could include;

- Sore throat, hoarse voice
- Diarrhea
- Look to see if exhibiting a runny nose

Atypical Symptoms/ signs of COVID-19 should be considered, particularly in children, older persons, and people living with a developmental disability. Atypical symptoms can include:

- Unexplained fatigue/ malaise
- Delirium (acutely altered mental status and inattention)
- Unexplained or increased number of falls
- Acute functional decline
- Exacerbation of chronic conditions
- Chills, Headache
- Croup
- a full list of symptoms can be found here

[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_reference\\_doc\\_symptoms.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf)

For more information about COVID 19 visit;

Ministry of Health Ontario -

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

Public Health -

<https://www.phdapps.health.gov.on.ca> OR <https://www.publichealthgreybruce.on.ca/>

#### Screening

All individuals, including children, staff and post secondary students on educational placements, must be screened before entering the child care or Before and After School Program (BASP) on their first visit to a program for the day. Staff, students and children will be monitored throughout the day for any new symptoms.

Prior to arriving at the childcare or BASP, families should conduct an initial screen at home. If the child is unwell or has any symptoms of COVID-19, the child must stay home. The recommendation is to be referred to public health or health care practitioner for further direction.

When children arrive for child care, a staff will be screening each person entering the child care, based on the most up to date screen from Public Health for children or staff. (For BASP, on their first visit to a program for the day) Every effort

will be taken not allow parents or guardians passed the screening area into the facility if they do not need to be inside. Post Secondary Students on Education Placements and Volunteers may be allowed in our programs and will follow the same health and safety protocols as staff.

Screening of every person entering our facility will include gathering the names for each person. Effective screening will take time, please allow for this added time at drop off. Kids & Us may impose limited spaces in allotted time slots for drop off and pick up of children to avoid large groups at the screening station, to encourage physical distancing.

Children in particular will be monitored for atypical symptoms and signs of COVID-19 throughout the day.

Kids & Us has infrared thermometers for each child care centre to use. We will take the temperature of each person entering our facility using these No touch infrared thermometer.

A table will be set up at the entrance for parents/ guardians to place any items that the child needs, this will include backpacks, sunscreen and medication onto the table. We ask that parents minimize personal belongings brought to the program. These belongings will be kept in child's designated area to keep children's personal items separate. Jackets, boots or shoes and other clothing items will be kept in the child's cubby.

Every effort will be taken to physically distance during the screening process. Screeners should take appropriate precautions when screening, including maintaining a distance of at least 2 metres (6 feet) from those being screened, if that is not possible, personal protective equipment (PPE) will be provided based on Public Health Guidelines. (Required – Face mask, eye protection and hand hygiene)

If an individual, (child or staff) has been identified by public health as a close contact with a person confirmed to have COVID-19 or a close contact of a High Risk Contact of COVID-19 the individual will not be allowed to enter the facility, and must follow the direction of Public Health. Public Health's recommendation is that if the individual identified as a close contact cannot confidently isolate from others in the same household, that the entire household should isolate as a unit.

Child care centers within the meaning of the "Child Care and Early Years Act, 2014" have a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act". We will contact the local public health unit (519 376 9420 ext 6) to report any child that exhibits ANY SYMPTOM associated with COVID-19, including when symptoms are identified during the screening process. Once contacted, they will provide specific advice on what control measure should be implemented to prevent the potential spread and how to monitor for other possible infected staff and children. **Effective November 9, 2020 only confirmed/Positive COVID-19 cases OR Closures ordered by local Public Health will be reported to the MEDU via CCLS as a Serious Occurrence.**

## **Staff**

Staff, (for the purpose of this document, staff will include students on educational placement) should complete an assessment and check their own temperature daily before coming to the childcare setting. Any personal belongings should be kept in designated locker or not brought onsite.

Effective September 1, 2020 all staff **and students on educational placements** must wear a medical face mask and eye protection (**i.e. face shield or goggles**) while inside the childcare setting, including in hallways **and staff rooms (unless eating – time with masks off should be limited and physical distance maintained)**. Masks are not required outdoors or where physical distancing (2m) can be maintained. Exceptions to wearing masks will be considered on an individual case by case basis.

In the event that a staff member develops any symptoms of illness (respiratory or otherwise) while working, they must be immediately excluded from work and referred for COVID-19 testing. We will contact the local public health unit (519 376 9420 ext 6) to report any Staff that exhibits ANY SYMPTOM associated with COVID-19. If the staff member is experiencing respiratory symptoms, ensure the staff member immediately performs hand hygiene, dons a mask, and will need to leave the center. The staff member must complete a COVID-19 Test or self-quarantine for 14 days and be 24-hour symptom free prior to returning to work and/or with clearance of Local Public Health.

All recommendations of Public Health must be followed while awaiting the results of the test and returning to work. Every effort will be taken to ensure that staff work at only one childcare location and any supply staff are designated to a specific site, and room where possible. Supervisors should minimize their movement as much as possible between rooms. **Interaction with multiple groups should be avoided as much as possible.**

## Children

Parents/guardians will be asked to;

- Check their children's temperature and do an assessment of both themselves and their child, before arriving at the childcare setting.
- If a temperature is equal or greater than 38° Celsius (100.4° Fahrenheit), if the parent/child/children have any cold-like symptoms or vomiting and/or diarrhea, or if the child has been administered any fever reducing medications e.g. Tylenol or Advil, please keep their child at home.

Children in grades 4 and above will be required to wear a non-medical or cloth face mask while inside the childcare premises, including in hallways. **All younger children (grade 3 and below) are encouraged to wear a non-medical mask or face covering while inside a child care setting. Masks are not recommended for children under age 2.** Masks are not required outdoors or where physical distancing (2m) can be maintained. Exceptions to wearing masks will be considered on an individual case by case basis. Parents/Guardians are responsible for providing their school aged child with a mask.

In the event that a child develops any symptoms of illness (respiratory or otherwise) while at our center, the child must be immediately isolated at the facility and their parent/guardian called to take the child home as soon as possible, notifying Public Health to request guidance. If the child is experiencing respiratory symptoms, ask the child to wear a mask while self-isolating at the facility. If the child is unable or unwilling to wear a mask, the staff person caring for the symptomatic child must wear a mask if they are unable to maintain a 2- meter physical distance.

Hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up.

Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues (In a covered, lined garbage can) and proper hand hygiene.

Environmental cleaning of the space where the child was separated should be conducted once the child has been picked up.

Local Public Health unit (519 376 9420) must be notified immediately when a child exhibits any symptom, to seek input regarding the information that should be shared with other parents of children in the childcare centre.

Children with the following symptoms must stay home to self isolate immediately and the child's health care provider should be contacted to further advice or assessment.

- Fever and or chills (37.8/100 or greater)
- Cough (more than usual if chronic cough – not related to other known causes or conditions)
- Shortness of Breath (not related to other known causes or conditions), and
- Decrease or loss of smell or taste (not related to other known causes or conditions)

While children with these symptoms should stay home for 24 hours from when the symptom started. If the symptom improves the child may return when well enough to do so and can pass active screening and if the symptom persists or worsens, the child's health care provider should be contacted to further advice or assessment.

- Sore Throat (not related to other known causes or conditions)
- Stuffy nose and Runny nose (not related to other known causes or conditions)
- Headache that is new and persistent, unusual, unexplained or long-lasting (not related to other known causes or conditions)
- Nausea, vomiting and/or diarrhea (not related to other known causes or conditions), and
- Fatigue, lethargy, muscle aches or malaise (not related to other known causes or conditions)

Children or staff who have been identified as a close contact of a confirmed case COVID-19, should be excluded from the childcare setting and take direction from Public Health.

Staff caring for a child with respiratory symptoms may wear gloves and/or eye protection in addition to a mask if a risk assessment indicates that staff is unable to avoid coming into contact with contaminated surfaces or respiratory droplets from the child.

Once symptomatic individuals have left our center, we will ensure that contaminated surfaces and high touch areas are disinfected.

## Education

All staff and students will be required to receive the following training:

- Training for and Review of; Infectious Disease Policy and Procedures, COVID Safe Work Plan Hand Hygiene, PPE Donning and Doffing, Respiratory Etiquette, Environmental Cleaning and Sanitizing, Screening, Outbreak Management, Health and Safety Guidance and other policies that are or become relevant to COVID-19.
- Stay home if you are sick or might be sick. Follow the Public Health Agency of Canada's steps for self-assessment:

<https://www.canada.ca/coronavirus>

Following rules apply at our workplace:

- Proper and frequent hand washing.
- Effective September 1, 2020 all staff **and students on educational placement** are required to wear a medical mask and eye protection. **(i.e. face shield or goggles)**
- Disinfect surfaces frequently with a bleach solution using disposable gloves.
- Promote individual activities to minimize sharing of toys.
- Remove toys and equipment that are difficult to sanitize, such as plush toys, sand/water tables, books, carpets, cloth furniture and playdough. **It might be helpful to keep an inventory to determine items to be stored, moved, or removed altogether.**
- Remove work clothes and wash them as soon as you get home, OR bring a change of clothes to work to change when the shift ends, bagging clothes to take home to be laundered before wearing again.
- A review of the following postings that will be posted through out our facility including but not limited to; Signs and Symptoms of COVID-19, Social Distancing, Hand Hygiene, Respiratory Etiquette, and PPE.

## Parents/ guardians of those children that will be attending our center will receive the following:

- Outbreak Management Policy, including sick children and what the process will be in the event that children are identified as being ill before intake, as well as during the day including additional precautions. This will include procedures for child pick up when requested (parents/ guardians must have a plan in place to have children picked up if requested, in a timely manner).
- A copy of our Safe Work Plan for COVID 19 that includes; safe practices that will be taken to protect their children each day, defining how we will intake children, (this may include instructions on how to pre-screen prior to attending the childcare)
- What the day might look like for their children, packaging their child's belonging such as extra cloths, medicine and other items, and pick up expectations.

## Physical Distancing

Every effort will be taken to encourage physical distancing between children by spreading children out into different areas, staggering lunch and snack times and play times outside.

We will ensure that the cohort rules from the province are followed in each program every day. Effective September 1, 2020 childcare settings may return to the maximum group sizes as set out on CCEYA License or Pre COVID-19 licensed capacities.

Each group will have their own assigned indoor space and there will be no mixing of groups.

We will avoid taking the children to community play grounds. Outdoor play at our own play area outside is encouraged in small groups. When using our own playground, we will disinfect shared toys and equipment.

We will stagger meal and snack times, if needed, to allow for safe physical distancing. Family Style will be suspended; each child will be served individually by staff.

When setting cots up for nap/rest time, they will be set up in such a way to keep the children 2m apart or set up so that they are head to toe. Cots and cribs will be disinfected after each use.

**Additional procedures that are required to be followed include:**

If we need to have conversations with parents, we will try and have these via phone or email and if needed we can arrange a virtual meeting to have that discussion rather than a face to face meeting.

Scheduling will follow the Provincial Guidance Document.

Our center will provide tissues and dispose of used tissues in plastic-lined receptacles.

Workers will be required to regularly wash their hands for at least 20 seconds with soap and warm water:

- At the start of shifts
- Before and after; eating or drinking, changing diapers, cleaning a child, preparing food and cleaning up meal/snack times
- After touching shared items
- After using the washroom,
- After Helping others with toileting
- After handling garbage
- After removing PPE (gloves), and
- Before leaving your workspace.

Washrooms will be cleaned frequently (3 times per day, more often if needed) and stocked with soap and paper towels. Disinfect diaper changing areas after each use.

Frequent disinfection of commonly touched surfaces, shared toys, tables, chairs, plates, cups, etc. –hard surfaces can be disinfected using a solution of bleach and water, making sure the solution is mixed and used according to manufacturers instructions. If liquids cannot be withstood, disinfect high-touch electronic devices (keyboards, tablets, smartboards) with alcohol or disinfectant wipes. Staff will complete the Cleaning and Disinfecting Logs to ensure accountability.

The following items should be considered as items to be cleaned and sanitized:

- Eating areas
- Tools and equipment
- Toys and other play items
- Offices, staff rooms, common areas and washrooms
- Door knobs, light switches, toilet seats, handles, table tops, **at least** twice a day.
- Handrails
- Play areas, Rest areas
- Kitchen and servery tools and equipment
- Cots/Mats

Linens must be laundered between children.

NO group water or sensory tables. Individual sensory activities may be provided as long as each child has their own materials and these are cleaned and disinfected after and between uses.

Children must not share soothers, bottles, sippy cups, toothbrushes, facecloths, etc. Label these items with the child's name to discourage accidental sharing.

Family Style Dining will be suspended. Staff will reinforce “no food sharing” policies. Meals and snacks provided will ensure individual meals or snacks for each child. Multi-use utensils must be sanitized.

Masks will be required when changing diapers.

Use disposable cleaning cloths (e.g. paper towel) and gloves.

Regularly wash blankets, face cloths, towels, smocks, bibs, etc.

Items used by children should be of a material that allows them to be easily cleaned and disinfected at least twice daily; such as items with hard surfaces. In an effort to maintain a physical distance of 2 metres between individuals and limit the spread of pathogens, items such as toys should be limited to one child at a time and cleaned and disinfected after each use.

Items that are not able to be cleaned and disinfected easily or at least twice daily should be removed from use at this time. **It might be helpful to keep an inventory to determine items to be stored, moved, or removed altogether.**

Activities which do not allow for a physical distance of 2 metres between individuals and where media cannot be easily cleaned and disinfected should also be discontinued at this time.

Examples of items and activities that should be discontinued include but are not limited to the following:

- soft toys
- items that require laundering such as dress up clothes
- paper materials that are unable to be cleaned and disinfected such as books, puzzles, cards, magazines
- sensory play including the use of water, sand and dry foods
- Use of wading pools
- The use of personal items such as tablets and books is not recommended; use of these items by staff must be closely monitored to ensure items are maintained in a clean and sanitary condition and are not shared between individuals.

It is recommended that enhanced cleaning and disinfection principles be applied to all aspects of the facility and may include the following:

- cleaning and disinfection of toilets, changing tables, and potties after each use
- cleaning and disinfection of sleeping mats, cribs and cots after each use.
- bedding is designated for each child and laundered weekly or more often if required
- Refer to section 4 of the Ministry of Education's Child Care Licensing Manual (Sept. 19 2019) for more information. (Health and Medical Supervision)

## **Personal Protective Equipment**

Deciding to use PPE is based on your risk assessment of the situation. Ask yourself: What you will be doing, is there a risk of exposure to the COVID-19 virus?

PPE should not be worn when it is not needed. Ensure you know how to use and maintain the PPE that you are required to wear. Social distancing at 2 metres and proper hand hygiene will be the most important way to protect yourself from the COVID-19 virus.

Improper use of PPE can create a false sense of confidence, increase chances of infection and waste supply. Proper use of PPE is an effective part of infection prevention and control; however, it is not a stand-alone method.

Proper hand hygiene must be exercised before donning and after doffing PPE including gloves, face masks and eye protection.

The following PPE is available at all Kids & Us Childcare sites and may be used if there is an identified risk of exposure to the COVID-19 virus:

- Gloves
- Masks and Eye Protection/Face Shields
- Gowns, blankets
- Hand Sanitizer
- Cleaning and Disinfecting Supplies

Gloves may be worn when hands come into contact with a child exhibiting respiratory symptoms or objects that may be contaminated. Gloves are disposable and single use, and must be disposed of after the task is completed, followed by appropriate hand hygiene. A face mask will be worn at all times by staff in the childcare program indoors and when physical distancing cannot be maintained.

A face mask must be worn by an individual with respiratory symptoms. If the individual is unable or unwilling to wear a face mask, the person providing care must wear a face mask if a physical distance of 2 metres cannot be maintained.

Gowns may be worn as a precaution if staff is within 2 metres of a child exhibiting respiratory symptoms. Face Shields are reusable and must be washed and disinfected between each use.

PPE must be worn when cleaning any bodily fluids.

For additional information refer to Preventing the Spread of COVID-19 in Emergency Child Care Facilities Fact Sheet.

[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_child\\_care\\_guidance.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_child_care_guidance.pdf)

**Resources:**

1. Screening
  - COVID Passive Screening Poster
  - Symptoms of COVID-19 Poster
  - Daily or Weekly Screening Log
2. COVID-19 Screening Tools for Staff, Children and Parents/Guardians
  - <https://ca.thrive.health/covid19/en> and/or <https://www.ontario.ca/page/2019-novel-coronavirus>
3. COVID-19 Guidance: Emergency Child Care Centres
  - Daily Observation Log
4. How to Posters and Factsheets
  - Hand Wash and Hand Rub
  - Don and doff PPE
  - Physical Distance
  - Self Isolate
5. Cleaning and Disinfection
  - Disinfecting Solutions - Bleach
  - For Public Settings
  - High Touch Cleaning and Disinfecting Poster
  - Routine Cleaning and Disinfecting AND COVID Environmental Cleaning and Disinfecting
  - Log Sheet