

## Appendix B

### COVID-19 Safe Work Plan – May 10, 2022

The following safe work procedures will define how Kids & Us Community Childcare and Family Education Centres will maintain protective measures we adapt our environments to living with the COVID-19 virus. The Ministry of Education, based on advise of the Ministry of Health have planned to return childcare programs to a more normal learning environment.

#### COVID 19

Coronaviruses are spread mainly from person to person through close contact, for example, in a household, workplace or child care centre. The 2019 novel coronavirus is spread through respiratory droplets, from person to person through coughing, sneezing, close contact; and touching contaminated surfaces. The Ministry of Health continues to urge everyone who is eligible to get the full COVID-19 series of vaccines as the best protection against severe illness from COVID-19.

#### 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.

The most common symptoms of COVID-19 that require immediate self-isolation, and if eligible COVID-19 testing include;

- Fever and or chills
- Cough, that is new or worsening including croup, not related to other known causes or conditions
- Shortness of breath, not related to other known causes or conditions
- Decrease of loss of smell or taste, not related to other known causes or conditions

Two or more of the following symptoms of COVID-19 require immediate self-isolation, and if eligible COVID-19 testing

- Extreme fatigue, lethargy or malaise (general feeling of being unwell, lack of energy or extreme tiredness), not related to other known causes or conditions
- Muscle aches or joint pain that are unexplained, unusual, or long-lasting, not related to other known causes or conditions
- Nausea, vomiting and/or diarrhea, not related to other known causes or conditions
- Sore throat (painful or difficulty swallowing), not related to other known causes or conditions
- Nasal congestion (runny nose or stuffy 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

Other symptoms that may be associated with COVID-19, not related to other known causes or conditions, and should be monitored, include;

- Abdominal pain that is persistent or ongoing
- Conjunctivitis (pink eye)
- Decreased or lack of appetite

For a complete list of symptoms and description follow this link.

[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

Effective March 21, 2022 daily confirmation of screening for children and staff students and volunteers is no longer required. However, all individuals, including children, staff, essential visitors and post secondary students on educational placements, must complete the online school screening tool (<https://covid-19.ontario.ca/school-screening/>) before attending 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.

If the child, staff, essential visitor or student is unwell or has any symptoms of COVID-19, they must stay home. Based on current Public Health Guidelines. Additionally, they can conduct an online assessment to determine next steps. <https://covid-19.ontario.ca/self-assessment/>

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

All individuals MUST follow the monitoring and isolation advice outlined in the screening tool. (Provided by MEDU or Local Public Health)

Any Closures ordered by local Public Health, or voluntary closures relating to COVID-19 will be reported to the MEDU via CCLS as a Serious Occurrence. These closures may be due to illness and or isolation requirements that lead to staff shortages to safely operate the childcare.

## Staff

Staff, (for the purpose of this document, staff will include students on educational placement) should complete an assessment daily before coming to the childcare setting.

Effective March 21, 2022 in alignment with community masking requirements, masks and eye protection will no longer be required. Some staff may continue to wear PPE, and it will continue to be provided through the Ministry to staff. Please continue to promote respectful, welcoming and inclusive practices and communications.

**Effective May 9, 2022 Federal travel requirements no longer require any traveler returning from international travel to wear a mask at all times when in public spaces (including schools and childcares), or to maintain a list of all close contacts for 14 days in Canada and monitor for symptoms. Unvaccinated individuals who are exempt from quarantine are still required to wear a mask in public settings and maintain a list of close contacts for 14 days.**

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 sent home to isolate or get tested, if testing option is available. If RAT's are available, symptomatic staff will be provided 2 test kits to use prior to returning to work. 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 follow the most current advice and guidance provided by Local Public Health.

## 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 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 the child at home.

Effective March 21, 2022 in alignment with community masking requirements, masks and eye protection will no longer be required in public spaces, including schools and childcares. **Effective May 9<sup>th</sup>, Federal travel requirements have been updated. Fully vaccinated travellers are no longer required to wear a mask in public settings for 14 days or maintain a list of close contacts for first 14 days. However, unvaccinated individuals who are exempt from quarantine are still required to wear a mask in public settings and maintain a list of close contacts for 14 days, including children under 12.**

Exemptions to this are children under age 2, children 2-5 who cannot tolerate a mask. These guidelines must be adhered to at all our programs.

In the event that a child develops any symptoms of illness (respiratory or otherwise) while at our center, the child must be isolated at the facility and their parent/guardian called to take the child home as soon as possible. If RAT (Rapid Antigen Test Kits) are available symptomatic children may be sent home with 2 test kits to use prior to return to childcare. 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 **may** 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.

Children with COVID-19 symptoms must stay home to self isolate immediately, based on the following;

- Fever and or chills (37.8/100 or greater), OR
- Cough (more than usual if chronic cough – not related to other known causes or conditions), OR
- Shortness of Breath (not related to other known causes or conditions), OR
- Decrease or loss of smell or taste (not related to other known causes or conditions) OR
- Two or more of;
  - Sore Throat or difficulty swallowing (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
  - Extreme fatigue
  - Muscle aches or malaise (not related to other known causes or conditions)

Individuals with above listed COVID-19 symptoms that are not eligible or do not have access to PCR/RAT are presumed to have COVID-19 infection and are advised to self isolate ASAP after symptom onset. Please refer to the [COVID-19 Integrated Testing & Care, Contact and Outbreak Management Interim Guidance: Omicron Surge](#) for self-isolation guidelines for symptomatic individuals and household members. Additionally, you can visit the [Childcare Centre Page of Grey Bruce Public Health](#) for updated resources.

By completing the online school screening EVERY DAY, you will have the most up to date guidance for attending school and childcare. This tool will provide information on next steps for anyone who is experiencing COVID-19 symptoms.

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

## Education

All staff and students have received 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.

- March 21, 2022 in alignment with community masking requirements, masks and eye protection will no longer be required in public spaces, including schools and childcares.
- Disinfect surfaces frequently with a bleach solution using disposable gloves.
- 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, 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.

**Physical Distancing**

Effective March 21, 2022, cohorting and distancing will no longer be required for indoor or outdoor activities. Licensees are required to ensure ratios, group sizes, reduced ratios and mixed age groupings meet the requirements set out in the CCYEA and any conditions set out on their license.

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

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

All our childcare centres have been equipped with portable HEPA Units that are placed in each classroom to optimize ventilation. In addition, where possible, windows can be opened to increase ventilation in our classrooms.

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.

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 remains suspended, at the recommendation of Local Public Health (August 2021). Staff sit at the tables with the children and reinforce "no food sharing" policies, while serving the children's meals. Meals and snacks provided will ensure individual meals or snacks for each child. Multi-use utensils must be sanitized.

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. Items that are not able to be cleaned and disinfected easily or at least twice daily may be used, followed by rotation/isolation for 7 days following use.

It is recommended that enhanced cleaning and disinfection principles continue be applied to all aspects of the facility and should 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
- utilization of electrostatic disinfectant sprayers to disinfect spaces daily

### **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?

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 or other virus:

- Gloves
- Masks (medical or non-fit tested N95's) and Eye Protection/Face Shields
- Gowns
- Hand Sanitizer
- Cleaning and Disinfecting Supplies

Gloves are disposable and single use, and must be disposed of after the task is completed, followed by appropriate hand hygiene. A face mask (either medical or non-fit tested N95's) may be worn by staff in the childcare program indoors and eye protection when/if staff choose to do so. (Effective March 21, 2022)

It is recommended that a face mask be worn by an individual with respiratory symptoms that may develop during the day, until they can leave to go home.

PPE must be worn when cleaning any bodily fluids.

### **Mandatory Vaccination Policy**

Effective March 14, 2022, the instructions issued by the Ontario Chief Medical Officer of Health related to vaccination disclosure policies will be revoked across all sectors, including childcare and schools.

As of March 14, 2022 Kids & Us is no longer required to have a COVID-19 vaccine disclosure policy in place and provincial requirements outlined below will be lifted;

- Collecting Proof of COVID-19 Vaccinations, medical exemptions or completion of the educational program
- Asymptomatic screening requirements for individuals who do not provide proof of full vaccination. (Therefore, unvaccinated individuals will no longer be required to undertake rapid antigen screening 3x/week)
- Reporting vaccination coverage to the MEDU.

It remains Kids & Us recommendation that all individuals who are eligible, receive the full recommended series of COVID-19 Vaccine.

**Resources:**

1. Screening
  - Symptoms of COVID-19 Poster
2. COVID-19 Screening Tools for Staff, Children and Parents/Guardians
  - <https://covid-19.ontario.ca/school-screening/>
3. How to Posters and Factsheets
  - Hand Wash and Hand Rub
  - Don and doff PPE
  - Self Isolate
4. 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