

# **AURORA CHILDREN'S CENTRE, CARDINAL CARTER CHILDCARE CENTRE & GWILLIMBURY CHILDREN'S CENTRE COVID-19 POLICY & PROCEDURES**

**Date Policy and Procedures Established:** September 1, 2020

**Date Policy and Procedures Updated:** August 5, 2021

**It is our responsibility to protect our families and our staff as best we can by following this policy using the Covid-19 recommendations and guidelines from the Ministry of Health.**

## **POLICY:**

Aurora Children's Centre and Cardinal Carter Childcare Centre (herein after referred to as "ACC/CC" or the "Centre") is committed to ensuring health and safety of the children, staff, and families during the COVID-19 pandemic. To prevent the spread of this infectious virus, all requirements of the Ministry of Health will be adhered to (latest publications of Public Health Updates for Schools and Child Care Centers, will be used for reference).

This policy will be used in conjunction with ACC/CC's Sanitary Practices Policy and Procedures to ensure the Centre is safe and sanitary at all times.

## **Health and Safety Preventative Procedures:**

1. Ensure all current infection prevention and control practices are adhered to. This includes, but not limited to:

- Clean and disinfect toys (both indoor and outdoor as well as equipment, materials and furnishings), countertops, door handles, light switches, telephones, and bathroom at a minimum of twice a day.
- All toys used will be made of material that can be cleaned and disinfected.
- Toys and frequently touched surfaces will be cleaned after each use.
- Only disinfectants that have a Drug Identification Number (DIN) will be used. Low-level hospital grade disinfectants may be used.
  - Expiry dates of products used for disinfecting will be checked and the manufacturer's instructions followed.
  - Additional hand hygiene opportunities are incorporated in the daily classroom routine.
  - Staff masks and/or face shields are recommended in situations where social distancing cannot be adhered to. As of September 1/2020, all staff will be required to wear a mask and/or face shield and medical mask in the classroom, subject to any valid exemptions under the Ontario Human Rights Code. Both a shield and mask or goggles and mask will be worn inside the childcare premises, including hallways (as required by Public Health).

2. More physical space will be encouraged between children by:

- Maximum cohort size for each classroom will be regulated by our governing bodies. This includes both staff and children.
- Staff will incorporate more individual activities or activities that encourage more space between children.

3. No water or sensory tables will be used.

4. Outdoor play will be done by “cohort” to encourage physical distancing.

5. Distance between sleep cots will be increased to 6 feet where possible. If this is not feasible in some classrooms, then the children will be placed head-to-toe or toe-to-toe. Cots will be disinfected weekly.

6. Cot sheets will be laundered weekly.

7. Staff will reinforce a no sharing of food, sippy cups, face cloth etc. with the children.

8. All meals will take place in the classroom.

9. Families bringing outside food for their child with allergies must ensure food is in a plastic container that is dated with their child’s name clearly printed on the container with listed ingredients and food that **DOES NOT** require to be warmed in the microwave or require refrigeration.

10. Pick up and drop off children will be done outside the Centre.

11. Protective Covering (blankets, scrubs, disposable gowns) will be used by Child Care staff to cover their clothing when holding a child and changed between children. Blankets will be provided by the parent.

12. Where possible, staff will avoid getting close face to face with children.

#### **STAFF/BOARD/STUDENTS/VOLUNTEERS.**

- Staff shifts will be scheduled to minimize risk with respect to COVID-19. (staff will be assigned to one cohort weekly, to the best ability of ACC/CC).
- Staff and Board meetings will be held virtually.
- Essential Service meetings will be held virtually with limited in-house meetings.
- Students or Volunteers are permitted in the Centre when/if approved by the Ministry of Education.

#### **SCREENING PROCEDURES:**

1. All individuals including children, parents/guardians, essential workers (MoH, MoE) and staff must confirm that they completed a self-screening prior to arrival. Ministry of Health/Ministry of

Education COVID-19 school and childcare screening tool will be used as a reference document for symptoms.

2. Parents/guardians dropping off or picking up their child MUST wear a mask.
3. Screening staff will wear PPE. (shield and medical mask or goggles and medical mask and smock/gown)
4. All confirmed cases of COVID-19 will be reported to our local public health unit and recommendations from Public Health will be implemented to prevent the potential spread.
5. Thermo scan thermometers will be used during screening. Classroom ear thermometers will be used in the classrooms and disinfected as required.
6. Ill children will not be permitted to return to the Centre until they receive a negative COVID-19 test or isolate as required on the Public Health, been cleared by Public Health to return, or seek advice from a doctor prior to returning.
7. Parent/Guardian must provide the Centre with a signed Attestation form upon their child's return to the Centre.
8. Classroom Attendance Sheets/Screening Checklists will be kept for 3 years in the Assistant Supervisors office, to aide in contact tracing.

#### **MANAGEMENT OF CHILDREN WITH COVID-19 LIKE SYMPTOMS PROCEDURES:**

1. Parents will be called immediately if their child shows symptoms of Covid-19 and be required to pick their child up immediately.
2. The child will immediately be separated from others in a supervised area until they are picked up. Social distancing will be maintained when possible to prevent virus transmission. Outbreak bleach levels will be used to disinfect the room.
3. The child (if tolerated) and the staff will wear a mask and any other PPE appropriate for the circumstance.
4. Hand hygiene and respiratory etiquette will be practiced while the child is waiting to be picked up. Tissues will be provided to the child and disposed of safely.
5. Outbreak bleach level will be used for disinfecting of the space and will be conducted immediately once the child has been picked up.
6. Those who test positive for COVID-19 must be excluded from the Centre for 14 days after the onset of symptoms and clearance has been received from the local Public Health unit.

7. If a child or staff member test positive for COVID-19, closure will occur if ordered to do so by Public Health and a Serious Occurrence will be filed with the Ministry of Education.
8. Parents will be informed of an outbreak via email and/or posting at the entrance.
9. A 6-month supply of PPE equipment will be kept on site.