

Building Blocks Nursery School Covid-19 policies

Daily Active Screening for COVID-19 of Persons Entering Child Care Centres

POLICY:

Every person arriving at the childcare centre must be actively screened daily **PRIOR** to entering the centre. The screening information must be documented on the appropriate **COVID-19 Active Screening Forms for Staff, Households or Essential Visitors and Vendors** to facilitate contact tracing by Peel Public Health in the event of a confirmed COVID-19 case or outbreak.

Daily active screening may be completed by phone prior to arrival at the centre or while in a parked vehicle. If screening is done at the childcare centre, screeners should take appropriate precautions when screening as described in the procedures below.

Individuals re-entering the childcare centre (leaving and coming back on the same day) must be screened again **PRIOR** to re-entering the centre.

There should be no volunteers or non-essential visitors permitted to enter the childcare setting. Essential visitors who will be permitted may include professionals delivering supports for children with special needs, Ministry staff and other public officials such as the fire marshal, public health inspectors, etc. Essential visitors will be required to meet all daily active screening requirements prior to entering the centre.

Individuals who were previously ill, have been symptom free for 24 hours, and have tested negative for COVID-19 must complete additional screening using the **COVID-19 Re-entry Screening Form for Previously Ill Individuals PRIOR** to also completing the daily active screening process. These individuals must provide the childcare centre Supervisor with a copy of the negative COVID-19 test result.

PROCEDURES:

The childcare centre has the option of conducting active screening by phone and/or through a screening station. Please note that a screening station will still be needed for staff/children/essential visitors who have not taken a temperature before arrival.

Screening Tool:

Staff must be trained on conducting the screening using the **COVID-19 Active Screening Forms for Staff, Households or Essential Visitors and Vendors**, as well as using the **COVID-19 Re-entry Screening Form for Previously Ill Individuals** in situations where previously ill individuals who have tested negative are returning to the centre.

Screen POSITIVE:

Any staff/parent/child/essential visitor who arrives at the centre and answers **YES** to **ANY** of the questions on the active screening form will be directed to not enter the centre and to return home immediately.

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COVID-19 testing will be required for any staff/parent/child/household member experiencing new or worsening symptoms before returning to the centre. Staff or children with a pre-existing medical condition that corresponds to a COVID-19 symptom (e.g. asthmatic cough, rash) should have this documented in their file. Only medical notes from physicians or nurse practitioners that indicate that the individual is free from communicable disease are acceptable. Individuals who choose not to have COVID-19 testing must be excluded from the childcare setting for 14 days.

The Supervisor will provide contact information for **Peel Public Health** for information on symptoms, **getting tested** and self-isolation. When calling Peel Public Health, the Supervisor should collect as much information as possible, including:

- o Who is symptomatic (child/parent/household member/staff) and age (if child)?
- o Type of symptoms?
- o Date and time of onset of symptoms?
- o Circumstances when symptoms began?
- o Where symptoms experienced (childcare centre or at home)?
- o How long has child attended the childcare centre?
- o Did individual answer YES to any other screening questions?

The Supervisor will contact Peel Public Health for any information and actions for staff and other parents/guardians while test results are pending. Peel Public Health will provide the following advice on return to childcare for the staff/child once the staff's/child's/household member's test results are known:

- o Staff and children must self-isolate for 14 days from the start of symptoms (unless tested negative for COVID-19). Any siblings of the child attending the childcare centre must also be excluded from childcare.
 - **If tested negative for COVID-19**, the staff/child may return to the centre 24 hours after symptoms resolve if they have not been exposed to a confirmed or suspected case of COVID-19.
 - **If tested positive for COVID-19**, staff/child will be required to continue self-isolation for 14 days from the start of symptoms. Peel Public Health will confirm when staff/child can return to the childcare centre.
- o Staff or children who have been identified as a close contact of a confirmed or suspected case of COVID-19 should be excluded from the childcare setting for 14 days after their last exposure, regardless of their test result.
- o The need to isolate close contacts while test results are pending will be assessed on a case by case basis.

Screen NEGATIVE:

- If screened negative (**NO** to **ALL** questions), the parent/staff may take a temperature (if not taken at home) at the screening table and then sanitize their hands.
- Once the parent/guardian and child(ren) have all passed the active screening requirements, the child(ren) will proceed to their designated classroom. Parents/guardians are discouraged from entering the centre. Pick-up and drop-off of child(ren) should happen outside the childcare centre unless it is determined that there is a need for a parent/guardian to enter the setting

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1. Screening by Phone:

- If arriving in a personal vehicle, the parent/staff may complete the active screening questions by phone if it is available.
- The Supervisor (or designate) will complete the active screening for staff using the **COVID-19 Active Screening Form for Staff**.
- The Supervisor (or designate) will provide families with a phone number to call upon arrival at the centre so that the **COVID-19 Active Screening Form for Households** can be completed by staff over the phone with the parent/guardian and documented. Families should allow extra time upon arrival for screening to be completed.

2. Screening at a Station:

The Supervisor is required to ensure that the following steps are completed:

- Identify/set up the screening station and assign staff to conduct the screening:
 - Place the screening table at the front entrance.
 - Only ONE entrance is to be used for access to the centre to ensure that each person is screened.
 - Staff conducting the screening must maintain a minimum 2-meter distance from the person being screened as much as possible or be separated by a physical barrier (such as a plexiglass barrier), and wear personal protective equipment (PPE) (i.e., surgical/procedural mask, eye protection (goggles or face shield)). Staff should follow guidance provided on how to properly put on and take off PPE.
 - Place posters or signage outside the front entrance and drop-off area identifying the screening process.
 - Implement measures to physically separate or impose physical distance of at least 2 meters between persons. This could be done by using physical partitions, visual cues or signage to limit close contact.
 - Place hand sanitizer at the screening table. Ensure it is visible to every person entering the building. Once a person has passed the active screening, s/he must complete hand hygiene with the hand sanitizer (minimum 60% alcohol content) or by handwashing with soap and water.
- Temperature must be recorded for every person entering the centre. Individuals will be asked to self-monitor temperature at home and to report their temperature upon arrival as part of the screening process. If a temperature was not taken in advance of arriving at the centre, the screening station must have a forehead thermometer or a digital thermometer with a supply of single use tips available. A waste container must be available at the screening table to dispose of thermometer tips (if ear thermometer is being used), which can be disposed of in the regular garbage afterward. Disinfectant must also be available at the screening table to disinfect the thermometer in-between uses. Thermometers may be disinfected with 70% isopropyl or ethyl alcohol (i.e. alcohol prep wipes). Allow to air dry before use.

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- Staff will request that staff/parents/essential visitors taking their temperature apply hand sanitizer before and after using the thermometer and before and after disinfecting it.
- If screening is conducted in an enclosed space and a physical distance of 2 meters cannot be maintained or plexiglass barrier not used, parents/guardians and staff must wear masks.

Screening Upon Entry

(1) Screening of Supervisor and Staff

The Supervisor must ensure that all staff are informed of, and sign off on, the screening policy prior to beginning work at the childcare centre. Active screening must be completed for all staff at the site each day. The Supervisor will develop the active screening schedule and assign staff to conduct active screening of parents/guardians and children for each day.

A Supervisor or designate will be onsite at the childcare centre at all times. The Supervisor (or designate) will be the first staff to arrive at the centre. They will self-screen at home using the **COVID-19 Active Screening Form for Staff** and will answer the screening questions in writing and complete the temperature check, to ensure s/he is well enough to report to work. If unable to report to work, the Supervisor will ensure a backup staff is called into work.

Once they have completed the self-screening at home, s/he will arrive at the centre and complete active screening for the second staff to arrive at the site. Once screened, the second staff to arrive will confirm the written screening completed by the Supervisor (or designate). The Supervisor (or designate) will then complete active screening for all staff. The Supervisor on duty will ensure that active screening is completed for all staff for every staffing shift.

Staff are required to stay home if they are experiencing **ANY** of the symptoms identified on the active screening form and to report their absence to their Supervisor immediately.

Any staff who arrive at the centre and answer **YES** to **ANY** of the questions on the active screening form will be directed by the Supervisor not to enter the centre and to return home immediately.

Any essential visitor or third-party vendor (such as caterers or cleaning services) granted entry into the childcare centre **MUST** also complete the daily active screening process prior to entering the site using the **COVID-19 Active Screening Form for Essential Visitors and Vendors**. Entry into the childcare centre should only be permitted if there is a need to enter the setting.

Any third-party vendors (such as cleaning services) that arrive at the childcare centre afterhours must self-screen prior to entering the site by completing the **COVID-19 Active Screening Form for Essential Visitors and Vendors**. They must also record their time of arrival and departure upon entering and leaving the childcare centre. Staff must advise third-party vendors of proper hand hygiene and cleaning and disinfection practices when using the thermometer.

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All child care centres are responsible for maintaining daily attendance records of any essential visitor or vendor entering the centre and the approximate length of their stay. Records are to be kept on the premises for at least one month. Records (e.g. name, contact information, time of arrival/departure, screening completion/result, etc.) must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

(2) Screening of Parents, Guardians and Children

The Supervisor must inform all parents/guardians whose children are placed in child care of the screening requirements prior to the family beginning child care at the site.

Childcare centres are strongly recommended to request that parents/guardians confirm their understanding of, and consent for, all screening requirements, using the **Parent/Guardian COVID-19 Screening Agreement**.

The Parent/Guardian COVID-19 Screening Agreement to be provided to parents/guardians includes the following:

- Acknowledgement that children who are ill should not attend the childcare centre.
- Acknowledgement that children should not attend childcare if any member of their household is ill with COVID-19 related symptoms.
- Agreement that any child or his/her family members experiencing symptoms should be tested for COVID-19 before the family can return to childcare.
- Understanding of the information provided on the active screening procedure.
- Agreement to all screening requirements and to accurately respond to all screening questions, including the reporting of temperatures daily for all persons entering the centre. Misrepresentation on any screening questions, including temperatures or masking fevers with medication could result in the termination of the childcare placement.
- Agreement to not administer any medication to their child that may mask the symptoms of illness, such as Tylenol or Advil, prior to dropping child off at the childcare centre.
- Agreement to exclude child(ren) from childcare immediately upon observing any signs or symptoms of illness in any family member until medically deemed able to return to care.
- Consent to provide copies of any of child(ren)'s COVID-19 test results to child care centre.

Confidentiality of Personal Health Information Collected for COVID-19 Screenings

It is important to note that Peel Public Health:

- is required by Ontario's Personal Health Information Protection Act (PHIPA) to respect and protect the privacy of the individuals being screened for COVID-19;
- will only disclose a positive case to a childcare centre if it is needed to manage the exposure risk to others.

Childcare staff are required to protect all personal health information collected for the COVID19 screenings and/or information provided by Peel Public Health regarding a positive COVID19 test result to reduce exposure. Parent and child privacy are paramount; therefore child care staff are encouraged to treat families in a respectful manner which protects the privacy of their family.

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COVID-19 screening results must only be shared with Peel Public Health. All screening documents completed must be stored in a secure area (i.e. locked office and filing cabinet). Privacy is everyone's responsibility.

Re-entry Screening of Previously ILL Individuals Tested Negative for COVID-19

If a previously ill child, parent/guardian or staff person has:

- 1) tested **NEGATIVE** for COVID-19; **AND**
- 2) remained symptom-free for at least 24 hours,

they can return to the child care centre (unless they have had close contact with a confirmed COVID-19 case or symptomatic person(s), in which case, they will need to self-isolate for 14 days from the last time they had close contact with the confirmed or suspected case).

The parent/guardian or staff person must provide a copy of the COVID-19 test result to the childcare centre Supervisor to verify the negative result. Upon return to the centre, the previously ill child must complete the re-entry screening conducted by screening staff over the phone with the parent/guardian using the **COVID-19 Re-Entry Screening Form for Previously Ill Individuals**. The Supervisor will conduct re-entry screening for previously ill staff.

If **YES** was answered to **ANY** of the questions in Step 2 of re-entry screening form, staff must refuse the individual entry into the childcare centre. The individual will need to self-isolate for 14 days from the last time they had close contact with the confirmed or suspected COVID-19 case.

If **NO** was answered to **ALL** questions in Step 2 of the re-entry screening form, staff may proceed with conducting active screening on the individual.

Note: Individuals tested positive for COVID-19 require direction from Peel Public Health on when they can return to the childcare centre.

The active screening policy and forms will be updated as advised by Peel Public Health. Documentation of the information collected during active screening must be recorded on the **COVID-19 Active Screening Forms for Staff, Households, Essential Visitors and Vendors** or the **COVID-19 Re-entry Screening Form for Previously Ill Individuals** in situations where previously ill individuals with a negative test result are returning to the centre. The Supervisor is responsible for ensuring that this information is recorded as required, maintained on the premises, and managed in accordance with the child care provider's relevant privacy and document management practices as set out in the Child Care and Early Years Act (i.e. O. Reg. 137/15: at least three years from the date "the record" is made).

Required Forms

- COVID-19 Active Screening Form for Staff

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- COVID-19 Active Screening Form for Households
- COVID-19 Active Screening Form for Essential Visitors and Vendors
- COVID-19 Re-entry Screening Form for Previously Ill Individuals
- Sample Parent/Guardian Agreement

General Sanitary Precautions and Physical Distancing Measures to Prevent the Spread of COVID-19 for Licensed Child Care Centres

POLICY

Childcare centres must be thoroughly cleaned prior to re-opening their operations. Centres must strictly maintain routine infection prevention and control practices (refer to the “Preventing and Managing Illnesses in Child Care Centres” guidelines), as well as adhere to additional sanitary precautions and physical distancing measures in all aspects of care to prevent the spread of COVID-19 as described in this policy.

Childcare providers are responsible to communicate the requirements under this policy to any third-party vendors contracted for cleaning services at the childcare centre (if applicable).

PROCEDURES

Hand Washing

Staff should wash their hands with soap and warm water frequently, and **must** wash their hands in the following situations:

- When they arrive at the centre and before they go home
- Before and after breaks
- After using the toilet
- Before handling food, preparing bottles, feeding children
- Before and after eating and drinking
- Before and after touching their own or someone else’s face
- After sneezing or coughing into hands
- Before and after giving or applying medication or ointment to a child or self
- Before and after diaper check or changing diapers, assisting a child to use the toilet, and using the toilet
- Before and after contact with bodily fluids (i.e. runny noses, spit, vomit, blood)
- After cleaning and handling garbage

Children should wash their hands with soap and warm water frequently, and **must** wash their hands in the following situations:

- When they arrive at the centre and before they go home
- Before and after eating and drinking
- After a diaper change and using the toilet
- After handling shared toys/items
- After sneezing or coughing into hands

Staff should follow and role model the following steps for proper hand washing:

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- Wet hands
- Apply soap
- Lather for at least 15 seconds (or as long as the “Happy Birthday” song). Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel.
- Turn taps off with paper towel.

Staff should increase monitoring of hand washing supplies to ensure all sinks in washrooms, kitchens, and classrooms are well stocked at all times (i.e. soap, paper towels, waste receptacles). Ensure hand sanitizer or alcohol-based hand rub (containing at least 60% alcohol) is available at the designated entrance for the centre and throughout the centre. Ensure hand sanitizer is readily accessible in areas where hand washing facilities are not available. However, hand sanitizer dispensers should not be in locations that can be accessed by young children.

When hands are not visibly soiled, staff should follow these steps for cleaning hands using hand sanitizer:

- Apply hand sanitizer (at least 60% alcohol-based) • Rub hands together for at least 15 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails
- Rub hands until dry

Hand sanitizer must only be used on children who are over the age of two and must always be used under staff supervision. Staff must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

Other personal hygiene measures include avoiding touching your eyes, nose or mouth and avoiding high-touch areas, where possible, or ensuring you clean your hands afterward.

Disposable Gloves, Masks and Eye Protection

Masks alone will not prevent the spread of COVID-19. The use of non-medical masks (cloth masks) may not protect you but may help protect those around you.

Staff must wear surgical/procedural masks and eye protection at all times.

- Cleaning and disinfecting blood or bodily fluids spills if risk of splashing (gloves must be used as well)
- Caring for a sick child (gloves must be used as well)
- Conducting active screening at screening station

Staff should wear a surgical/procedural mask when physical distancing (of 2 meters or greater) is difficult to maintain, such as but not limited to:

- Providing direct care (e.g. diapering or feeding)
- Holding or carrying a child
- Assisting a child with dressing

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Masks must be worn by staff at all times. Masks should be worn by sick children (if tolerated) until their parent or guardian arrives to take them home. Masks should not be placed on children under age 2 or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance. Masks may not be tolerated by everyone based on underlying health issues, behavioural issues or beliefs. If the mask interferes with the ability to breathe or speak clearly, maintain a two-meter distance as much as possible.

Both masks and gloves may cause a false sense of security, particularly if they are not used properly. Individuals may contaminate themselves when putting masks on and taking them off if not handled correctly. Hands must be washed or sanitized before putting on and after taking off a mask.

Gloves must be worn as per routine practice such as when cleaning up vomit and diarrhea and disinfecting surfaces and must be disposed after use. Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them. Disposable gloves do not replace hand washing.

Cleaning and Disinfecting

Cleaning and disinfecting reduce the spread of germs. Some germs can live for hours, days or weeks on toys, counters, diapering table, doorknobs, computer keyboards and other surfaces.

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

Disinfecting after cleaning will kill most of the germs that were left behind. Cleaners and disinfectant products and methods already used by childcare centres are effective against COVID-19.

Only use disinfectants with a Drug Identification Number (DIN) and labelled as a broad-spectrum viricide. Low-level hospital grade disinfectants may be used. Check expiry dates and always follow the manufacturer's instructions. Particular attention should be paid to contact time, dilution, material compatibility, shelf-life, storage, first aid, and PPE. Health Canada has developed the following list of hard surface disinfectants for use against COVID-19:

Note that vinegar is not a disinfectant and should not be used for disinfecting in childcare centres. Vinegar does not kill germs!

The Supervisor will set up a schedule to ensure all cleaning and disinfecting duties are consistently completed and documented.

The 6 steps for cleaning and disinfecting are:

1. Clean with soap and water.

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2. Rinse with clean water.
3. Apply the disinfectant according to the manufacturer's instructions on the label.
4. Allow the surface or object to soak in the disinfectant for the required contact time. Refer to the Disinfection Chart for Child Care Centres for the required contact times when using household bleach and water. A disinfectant with a Drug Identification Number (DIN) can also be used.
5. Rinse with clean water if required according to manufacturer's instruction on the label. Rinsing is not required when using household bleach and water.
6. Let air dry.

Toys and Equipment

Staff must ensure that all toys and equipment are in good repair, clean and sanitary. The Supervisor must be advised of any concerns regarding toys and equipment.

- Group water/sensory tables must not be used. Only individual sensory play is permitted (i.e. each child has their own separate bin).
- Ensure each child's individual sensory play toys are cleaned and disinfected between use.
- If sensory materials (e.g., playdough, water, sand, etc.) are offered, they should be provided for single use (i.e. available to the child for the day) and labelled with child's name, if applicable.
- Remove toys that cannot be easily cleaned and disinfected, such as plush toys.
- Toys and equipment should be cleaned and disinfected at a minimum between cohorts.
- Mouthed toys should be cleaned and disinfected immediately after child is finished using it.
- Shared spaces and structures that cannot be cleaned and disinfected between cohorts should not be used.
- Staff are encouraged to have designated toys and equipment (e.g., balls, loose equipment) for each room or cohort. Where toys and equipment are shared, they should be cleaned and disinfected prior to being shared.
- It is recommended that items such as books, puzzles, and cardboard/boxboard that are absorbent and cannot be easily cleaned and disinfected are removed.
- Follow provincial and municipal guidance or laws with respect to use of community playgrounds.
- Tables and chairs being used are to be cleaned and disinfected before and after use and as often as needed.
- Should any child present with symptoms of COVID-19, all toys and equipment accessed by the child will be removed from the room to be cleaned and disinfected as soon as possible.

Additional Infection Control Practices

- Regularly clean and disinfect high-touch surfaces including doorknobs, light switches, faucet handles, handrails, and electronic devices daily (for 8:30 a.m. – 12 15 p.m. operations) to prevent the transmission of viruses from contaminated objects and surfaces. Additional cleaning and disinfecting may be required based on daily need.

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- High touch electronic devices (i.e. keyboards, tablets) may be disinfected with 70% alcohol (i.e. alcohol prep wipes) while ensuring the dilute solution makes contact with the surface for at least one minute.
- Ensure washroom facilities are frequently cleaned and disinfected.
- Low-touch surfaces (any surfaces at the location that have minimal contact with hands), must be cleaned and disinfected daily (i.e. window ledges, doors, sides of furnishings, etc.).
- Carpets are to be vacuumed daily when the rooms are available.
- Ensure garbage is kept in waterproof containers lined with plastic garbage bags. Staff must dispose of garbage daily. Any blood-soiled items must be discarded in sealed bags.
- Personal belongings (e.g., backpack, clothing, etc.) should be minimized. If brought, belongings should be labeled and kept in the child's cubby/designated area.
- Reinforce messages with children to not share their food or drinks with others.
- Staff should change meal practices (if meals or snacks are provided) to ensure there is no self-serve or sharing of food at mealtimes.
 - Utensils should be used to serve food.
 - Meals should be served in individual portions to children
 - There should be no items shared (i.e., utensils)
- **There should be no food provided by the family**/outside of the regular meal provision of the program (except where required and special precautions for handling and serving the food must be put in place).
- Avoid getting close to faces of all children, where possible.
- Avoid singing activities indoors and ensure physical distancing for singing activities outdoors.
- Do not plan activities with exposure to animals or pets.

Physical Distancing Measures

Childcare centres must put children and staff in cohorts/groups to manage physical distancing and limit the number of people in close contact. Each cohort must stay together throughout the day and are not permitted to mix with other cohorts. Maintain physical distancing of at least 2 meters (6 feet) or more between persons, including staff, parents and children.

Physical distancing may be difficult to maintain in the childcare setting; however, additional steps should be taken to limit the number of people in close contact (i.e. within minimum 2-meters of each other).

If feasible, consider the following physical distancing measures:

- Staggering the children's arrival and departure times.
- Eliminate large group activities.
- Make sure that the children are distanced from each other during mealtime, dressing time, table work, as much as possible. Stagger these times if possible.
- Ideally, try to avoid activities involving direct contact between the children as much as possible (i.e. holding hands or cuddling each other), as well as toy sharing (i.e. rather than playing a table game in which all the children touch the tokens or dice, it should be one

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child in the group who handles the material). Incorporate more individual activities or activities that encourage more space between children.

- Limit the number of children who are in the communal areas at the same time (i.e. alternate the groups of children in the activity rooms or cubby area).
- Large rooms can be divided into multiple spaces. When dividing a room create a clear barrier with cones, chairs, and tables to ensure a minimum 2-meter distance between the groups.
- Incorporate outside time in daily activities and open windows (weather permitting). Outdoor play is encouraged and should be offered in staggered shifts if possible. In shared outdoor space, cohorts must maintain a distance of at least 2 meters between groups and any other individuals outside the cohort.
- Recognizing that physical distancing is difficult with small children and infants, additional suggestions include:
 - planning activities that do not involve shared objects or toys;
 - when possible, moving activities outside to allow for more space; and
 - avoiding yelling or singing activities indoors.

Staffing Considerations

- Staff should work at only one childcare location.
- Staff should be assigned to dedicated work areas as much as possible. Sharing phones, desks, offices and other tools and equipment are discouraged.
- If documents must be exchanged, leave them on a clean surface while maintaining a two-meter distance.
- Limiting the total number of workers onsite during childcare centre hours and where they are assigned to work.
- Supervisors and/or designates should limit their movement between rooms, doing so only when absolutely necessary.
- Supply/replacement staff should be assigned to specific cohorts.
- Staff should consider implementing a process for containing and laundering work clothing. Alternatively, staff should practice good laundry hygiene practices with their clothing as it could potentially be a source of contamination.
 - Place possibly contaminated laundry, including non-medical cloth masks and facial coverings, into a container with a plastic liner and do not shake.
 - Wash with regular laundry soap and hot water (60-90°C) and dry well.
 - Clothing, linens and non-medical cloth masks and facial coverings can be washed with other laundry.
- Childcare centres should consider implementing a system for virtual and/or telephone consultations when and where possible.
 - Non-essential face-to-face meetings should be postponed or converted to virtual appointments.
- Alter the workplace layout of the floor by moving furniture or using visual cues such as tape on the floor to enhance physical distancing.

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- Lunchrooms and break rooms must be arranged to follow physical distancing practices. Consider staggered lunch and break times to reduce the number of childcare staff gathering.

Outbreak Management for COVID-19 Related Symptoms Licensed Child Care Centres

POLICY

To protect the health and well-being of children and staff within the childcare centre, all children should be monitored while in care for emerging signs or symptoms of any illness, including COVID-19. Children or staff who become ill while at the childcare centre must return home as soon as possible. The Supervisor must initiate the centre’s illness management policies, including the following measures related to outbreak management for COVID-19. One positive confirmed case of COVID-19 in a childcare centre is considered an outbreak.

PROCEDURES

Health Checks for Children in Care

Staff must ensure that all children in care are monitored for illness, with a temperature taken as necessary, including for the following signs and symptoms of COVID-19:

- Fever (temperature $\geq 37.8^{\circ}\text{C}$)
- New or worsening cough
- Shortness of breath or difficulty breathing
- Lethargy (lack of energy) or difficulty feeding (if an infant and no other diagnosis)
- Any of the following symptoms:

Sore throat	Headache	Nausea/vomiting
Difficulty swallowing	Unexplained fatigue/malaise/muscle aches	Decrease or loss of sense of taste or smell
Pink Eye (Conjunctivitis)	Abdominal pain	Runny nose without other known causes
Chills	Croup (respiratory infection resulting in barking cough and difficulty breathing)	Nasal congestion without other known cause
Rash	Diarrhea	

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Staff must ensure that hand hygiene is performed before and after each health check with each child. Staff are only required to conduct and document the health check or take a temperature if symptoms are noted. Staff must document any symptoms observed on the child's Illness Tracking Form.

Children Who Display COVID-19-Related Symptoms During Care

If **ANY ONE** of the symptoms related to COVID-19 are present in a child, the child must be immediately excluded from the childcare centre and sent home. If the child has siblings who attend the same childcare centre, all siblings must also be excluded.

Staff are required to:

- Isolate the child with symptoms immediately from other children and staff into a separate room/area. If a separate room is not available, the sick child should be kept separated from others at a minimum distance of 2 meters in a supervised area until they can go home.
- The child should be supervised by only one staff person until the child leaves while maintaining a physical distance of 2-meters if possible.
- Ensure the child wears a surgical-type or non-medical face mask (if tolerated) to cover the child's nose and mouth. Masks should not be placed on children under age 2 or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance. The staff caring for the ill child should also wear a surgical/procedural face mask. Hands must be washed before and after taking off a mask.
- In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands. Disposable gloves may be used when there is close contact with the child. Staff must ensure that they wash their hands or use hand sanitizer (if hands not visibly soiled) immediately upon removal of the gloves. The most important measures are proper hand hygiene and maintaining a 2-meter distance as much as possible.
- Staff should also wear eye protection (e.g. safety glasses or face shield)
- Respiratory etiquette should also be practiced while the child is waiting to be picked up. Tissues should be provided to the child and disposed of properly after use in a lined, covered garbage container.
- Increase ventilation if possible (e.g., open windows).
- Keep the child comfortable. Clean and disinfect anything child touches after the child leaves the centre.
- Staff will notify the parent/guardian to arrange for immediate pick-up of the child (and siblings if applicable). If a parent cannot be reached, an emergency contact person will be contacted to pick up the child.
- Staff will document the symptoms observed, the date and time that symptoms occurred, and the program room the child attended on the Illness Tracking Form.
- Once the child has been picked up, the Supervisor will ensure that the room/area where child was separated to and any other areas/surfaces that the child had contact with are thoroughly cleaned and disinfected.
- The child should be excluded from childcare and self-isolate for 14 days (unless tested negative) from the start of symptoms and be tested for COVID-19 before returning to

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childcare. The Supervisor will provide the parent/guardian with contact information for Peel Public Health for information on symptoms, getting tested and self-isolation.

- o **If tested negative**, and free of symptoms for 24 hours, the child must pass re-entry screening (refer to **COVID-19 Re-Entry Screening Form for Previously Ill Children/Staff**) to return to childcare.
- o **If tested positive**, Peel Public Health will provide direction on when the child can return to childcare.

Staff Who Display COVID-19-Related Symptoms While at Work

Any staff person who presents with symptoms of COVID-19 including fever, new or worsening cough or shortness of breath and other symptoms as described in the **COVID-19 Active Screening Form** for Staff must not return to the centre. If a staff person becomes ill while at the childcare centre:

- Staff should isolate themselves as quickly as possible until they are able to leave the centre and wear a surgical-type or non-medical face mask covering the nose and mouth.
- COVID-19 testing will be required for any staff experiencing symptoms before returning to work. The Supervisor will provide the staff person with contact information for Peel Public Health for information on symptoms, getting tested and self-isolation.
- Staff must remain off work and self-isolate for 14 days from the start of symptoms (unless tested negative). If the staff person tests negative, they should not return to work until free of symptoms for 24 hours.
- **If staff person tests negative for COVID-19**, and is free of symptoms for 24 hours, s/he must pass re-entry screening (refer to **COVID-19 Re-Entry Screening Form for Previously Ill Children/Staff**) to return to work.
- **If staff person tests positive**, Peel Public Health will provide direction on when s/he can return to work.

When a child or staff person becomes ill, the Supervisor will report the illness to:

- **Peel Public Health**
 - o The Supervisor will contact Peel Public Health to notify them of a potential COVID-19 case and seek advice regarding the information that should be shared with staff and parents/guardians of children enrolled at the childcare centre.
 - o Other children and staff in the centre who had close contact with a child or staff person who became ill should be grouped together. Peel Public Health will provide any further direction on testing and isolation of close contacts.
 - o Children or staff who have been identified as a close contact to a confirmed case of COVID-19 should be excluded from the childcare setting for 14 days.

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- o If the childcare centre is located in a shared setting (e.g. in a school), follow Peel Public Health's advice on notifying others using the space of the suspected illness. •
- **Ministry of Education**
 - o Notify the Child Care Quality Assurance and Licensing Branch Regional Manager.
 - o Follow the regular Serious Occurrence (SO) reporting requirements (including submitting a SO report in CCLS and posting the SO notification form).
- **Region of Peel Early Years and Child Care Services Division**
 - o Notify Service System Manager that Serious Occurrence filed with the Ministry of Education by emailing: EarlyYearsSystemDivision@peelregion.ca.

Instructions for a Child or Staff with Confirmed COVID-19 Illness

If the Supervisor is notified that a staff person or child has tested positive for COVID-19, the following steps will be taken:

- Continue to exclude the confirmed case from the centre until further notice.
- Supervisor will call Peel Public Health to discuss the situation and necessary measures to be taken. Public Health will provide advice and steps necessary to prevent a large outbreak.
- Provide Peel Public Health with the most current Illness Tracking Form.
- Notify cleaning staff to increase cleaning and disinfection practices. Refer to the **General Sanitary Precautions and Physical Distancing Measures to Prevent the Spread of COVID-19 Policy**
- Use a disinfectant with a Drug Identification Number (DIN), check expiry date, and follow manufacturer's instructions.
- If using bleach, for the appropriate concentration of bleach and water, refer to the Disinfection Chart for Child Care Centres found in this document.
- In consultation with Peel Public Health, childcare centres must consider a single, symptomatic, laboratory confirmed case of COVID-19 in a staff person or child as a confirmed COVID-19 outbreak. Outbreaks should be declared in collaboration between the centre and Peel Public Health.
- Consult with Peel Public Health to prepare and provide fact sheets and letters to parents/guardians and staff about the situation and the response measures taken by the childcare centre.

Occupational Health and Safety for Staff

- When the Supervisor is notified that a staff person has tested positive for COVID-19, they should consult with Peel Public Health to determine when the staff can return to work. Staff should also report to their Employee Health/Occupational Health and Safety department prior to returning to work.
- If the staff person's illness is determined to be work-related – in accordance with the Occupational Health and Safety Act and its regulations – the Supervisor must provide a written notice within four days of being advised that the staff person has an occupational

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illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the staff with respect to an occupational illness, including an occupational infection, to the:

- o Ministry of Labour;
- o Joint health and safety committee (or health and safety representative); and
- o Trade union, if any.
- Any instances of occupationally acquired infection shall be reported to WSIB within 72 hours of receiving notification of the illness.
- Childcare centres should establish an infectious disease preparedness and response plan, which should consider, and address levels of risk associated with the workplace and job tasks within the childcare centre and any office staff. This includes how the childcare centre will operate during and throughout the recovery phase following the pandemic including sanitization of the workplace, equipment and resources, how employees report illness, how to ensure social distancing and how work will be scheduled.
- Refer to Health and Safety Guidance during COVID-19 for Employers of Child Care Centres.

Closure of the Child Care Centre

The decision to close the childcare centre will depend on several factors and will be determined on a case-by-case basis in consultation with Peel Public Health. Case scenarios could include but are not limited to a case with an ill staff person with exposure to multiple children, or two or more cases within the childcare centre.