



Community Resource Centre Child Care COVID-19 Policy

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Personal Protective Equipment

All adults who participate in our child care programs will be provided with all PPE equipment, including medical masks, N95 masks, face shields, gowns, and gloves should they choose to wear any or all of it is up to them however, they must wear the mandatory PPE during the required times.

Masks and eye protection

All adults who work in programs where children are not required to wear masks (Toddler and Preschool) are required to wear a medical mask as well as eye protection (i.e. face shield or safety glasses) at all times indoors. Removal of masks and eye protection outside with children is only permitted if staff can maintain six feet from others.

All adults who work in programs where children are required to wear masks (Kindergarten and School Age) are required to also wear a medical mask, or an N95 mask, but eye protection is not required unless the staff chooses to wear it.

All staff are encouraged to change their mask as needed daily using the proper removal and application process. If a mask becomes moist that staff should change it.

Gowns

Staff in the programs are provided with gowns to have in case of bodily fluid or a suspected case. Gowns are no longer required to be worn by staff but are available as an option to protect themselves and their clothing from bodily fluids.

If a child develops symptoms while in program staff will refer to the *responding and reporting* section of this policy where details about gown use are outlined.

All PPE equipment needs to be applied and removed following the *Public Health Ontario* guidelines and steps, these steps are post in all program rooms.

Exceptions and Exemptions

- In certain circumstances in which it is reasonable to be exempted from wearing a mask, the staff member and/or parent/guardian of the child will discuss with the supervisors to come up with modifications that could be made to ensure the safety of all. Some of the modifications could be (but are not limited to):
 - The removal of their mask could be accommodated indoors/outdoors if a physical distance of at least two meters can be maintained. The physical space and layout of the room will also play into effect (i.e. Not facing directly at other children/staff)
 - If due to a medical reason, the supervisors may discuss with the staff member and/or parent/guardian in consultation with their health care professional if there are other types of face coverings that might work for the child and still meet the requirements needed.

Arrival & Departure

Arrival

Masks are mandatory for all adults and school age children during both arrival and departure. Parents/guardians dropping children off are not permitted to enter any of the buildings where our programs are running unless previously arranged with the supervisor prior. These would be very limited cases in order to limit the number of people entering the centre.

Once families successfully complete the online screening and the online CRC COVID Attestation at home, (linked below) they are welcome to come to our programs. Please refer to our screening policy for further screening directions.

<https://covid-19.ontario.ca/school-screening/> OR <https://covid-19.ontario.ca/self-assessment/>

CRC Screening Attestation: <https://form.jotform.com/220063822465047>

Upon arrival:

- Children in the *toddler and preschool* programs will be brought to the front of the centre and dropped off in between the double doors. If you arrive and see that a family is already inside, please wait outside and begin to form a line.
- Children in the *before and after school program at JD Hogarth* can be dropped off and picked up right at their program classroom door.
- Children in the *before and after school program at James McQueen* can be dropped off at the program doors (Kindergarten- off small playground. School Age- Door by church)
- Children in the *before and after school program at St. Joes* can be dropped off at the side door of the school closest to the parking lot.
- Children in the *before and after school program at Elora P.S* can be dropped off around the back of the school at the primary doors.

Having a child dropped off at the door will not be permitted, please make sure you be in contact with a staff prior to dropping your child off to a program.

Staff will ensure that you have completed the CRC Screening Attestation when dropping your child(ren) off. If it has not been submitted, families will be asked to complete it.

The classroom teachers will sign in each child within 30 seconds of arrival into the program. Parents are required to call the program or send a message on dojo if the child will be absent for any reason and report illnesses.

All adults who wish to enter any of our programs must first be approved by a supervisor to enter and will be required to do an in-person screening upon arrival. Most schools also require proof of full vaccination before entering. They will be asked to answer all screening questions. Once they have successfully completed our screening process as outlined in our screening policy, they are welcome to enter the program. Records of all in-person adult screening will be kept on site or digitally for contact tracing purposes.

Departure

Masks are mandatory for all adults and school age children during both arrival and departure. Parents/guardians dropping children off are not permitted to enter any of the buildings where our programs are operating unless previously arranged with a supervisor.

Parents/guardians picking up children from the centre are asked to ring the bell outside the main entrance upon arrival. A staff member will then collect the child from the program and collect the child's belongings and their child will be brought out to them by a staff member.

During departure:

- Children in the *toddler and preschool* programs will be brought to the front of the centre and picked up in between the double doors. If you arrive and see that a family is already inside, please wait outside and begin to form a line.
- Children in the *before and after school program at JD Hogarth* can be dropped off and picked up right at their program classroom door.
- Children in the *before and after school program at James McQueen* can be picked up at their corresponding program doors.
- Children in the *before and after school program at St. Joes* can be picked up at the side door of the school closest to the parking lot.
- Children in the *before and after school program at Elora P.S* can be picked up around the back of the school at the primary doors.

The classroom teachers will sign the child out within 30 seconds of the child departing. Children will not be released to any person other than those specified on the admission form without verbal or written consent of a parent. Picture identification will be required when picking a child up for the first time, or if the teacher on duty does not recognize the person picking up (even if they are listed on the pickup list). It is important for the people on your pickup list to be prepared for this.

If there is a custody order restraining a particular individual from seeing or having custody of the child/children, the program MUST have a copy on file to enforce it.

Screening

All children who enter any of our child care programs are required to complete the self-assessment as well as the CRC COVID Attestation at home prior to entering. This includes:

- Taking their temperature and making sure it is less than 37.8 degrees Celsius
- Completing the screening questions provided in the *COVID-19 screening tool for children in school and child care or the Self-Assessment*

<https://covid-19.ontario.ca/school-screening/> OR <https://covid-19.ontario.ca/self-assessment/>

If they have a temperature higher than 37.8 degrees Celsius, are experiencing one or more symptoms, or receive a “*do not go to school/child care*” response from the screening tool, they need to contact the Community Resource Centre office at (519)-843-6632. They will not be permitted to enter any of our programs until they have completed the required isolation, is cleared by Public Health, or is diagnosed with another illness with doctors note which would rule out COVID-19. They must also be able to successfully complete the online screening tool, therefore be symptom free.

When families successfully complete the self-assessment at home they are welcome to join our programs. Our daily attendance records as well as daily CRC Screening Attestation signatures

will act as a way of contact tracing if needed for the children attending our programs.

It is **MANDATORY** for **ALL** children who enter any of our programs to complete this process every day prior to entry.

Staff/Adults

All adults who enter any of our child care programs are required to do a self-assessment as well as the CRC Screening Attestation prior to entering a program. This includes all staff, students, volunteers and any other outside community members. All adults must also be approved by the supervisor prior to entering any of our programs.

- € All adults need to take their own temperature at home and make sure it is less than 37.8 degree Celsius, if it is higher than they will not be permitted to enter the program. For staff they would then follow the call-in sick procedure.
- € They also need to self assess for any COVID-19 symptoms, these include.
 - ☒ Fever and/or chills
 - ☒ New onset of cough
 - ☒ Difficulty breathing
 - ☒ Fatigue or muscle aches
 - ☒ Headache
 - ☒ Sore throat
 - ☒ Runny, stuffy or congested nose
 - ☒ Decrease or loss sense of smell or taste
 - ☒ Pink eye
 - ☒ Difficulty swallowing
 - ☒ Digestive issues (nausea/vomiting, diarrhea, stomach pain)

If they have any of the following symptoms, they too should refer to the online screening tool *COVID-19 screening tool for children in school and child care* (see link below).

This list is also provided in all of our program locations for ongoing monitoring and for staff reference.

<https://covid-19.ontario.ca/school-screening/> OR <https://covid-19.ontario.ca/self-assessment/>

When the self-assessment at home is successfully complete and the CRC Screening Attestation is submitted, they are welcome to come to the centre.

All adults entering the building will need to ensure they wear a mask, if they do not have one, a mask will be given to them. The screening procedure will include scanning the QR code and answering the questions while also ensuring they have completed the CRC Screening Attestation.

If an adult does not successfully complete the screening procedure, they will be asked to leave the property immediately and *review the self-assessment tool on the Ministry of Health website or the Wellington/Dufferin/Guelph Public Health website to determine if further care is required.* (Wellington Emergency Child Care/COVID-19 Guidelines)

Once within the childcare centre, everyone will be required to:

- € Wash hands following hand hygiene policy and enter the program room.
 - € If staff leaves the property during a break they are not permitted to redo the screening process. If symptoms appear during break, staff need to call the supervisor immediately.

It is **MANDATORY** for **ALL** adults who enter any of our programs to complete this process every day prior to entry.

All attendance records in all programs will be kept for contact tracing purposes. At the end of each month, attendances will be brought to the JD Hogarth location so a copy can be made. Once a copy has been made the copy will go to the offsite location and remain there for one year. Attendance records will be kept at the JDH location for 3 years.

Please note: Staff shifts, and schedules will be scheduled in order to minimize the risk of spread as much as possible.

Responding & Reporting

If a child begins to experience symptoms of COVID-19 while attending the Community Resource Centre child care, a supervisor will be contacted immediately and the following actions will be taken:

- € The child will be immediately separated from others and moved to the supervised isolation room and the parents will be contacted to come and pick up their child.
- € A supervisor will put on all PPE (face shield, gown, mask, gloves) and supervise the child in the isolation room. They will place the child on a chair at the far end of the room and sit in a chair in the doorway and encourage them not to touch anything.
- € The staff will maintain a 2 meter distance from the child as much as possible, while still making sure the child is comfortable until the parent arrives. The supervisor will then escort the child out of the building and advise parents to monitor for symptoms and follow any isolation guidance provided via the online screening tools. Once the child is symptom free for 24 hours and can pass the online screening, they are welcome to come back unless further direction is given to them from Public Health.
- € Once the child is picked up the supervisor needs to take off all PPE and put it directly into the wash or disposed of. They then need to wash their hands and the isolation room will be deep cleaned.
- € The chair that the child sat on will also be properly cleaned and disinfected.
- € Other children and staff in the centre who were present while a child or staff member became ill should be identified as a close contact and cohorted (i.e. grouped together). The local public health unit will provide any further direction on testing, monitoring and isolation of these close contacts.
- € Siblings and/or household members will need to follow isolation guidance as well. Details are given when completing the online screening tool.
- € If the child receives testing for COVID-19 and the results are positive, please reach out to the childcare supervisor, which will allow us to implement our policies.
- € If the results are positive the supervisor will report a serious occurrence to the ministry of Education through CCLS or by directly contacting their program advisor. The County of

Wellington Early Years Division will also be notified. The centre will notify other families and follow direction given from Public Health as needed.

- € A child may come back to program once they have received a negative test result, they have completed the required isolation period and their symptoms have been improving for 24 hours and they do not have a fever, they MUST also be able to pass the screening tool.
- € If a child is alternatively diagnosed by a health care professional, they may return to program with a doctor's note, 24 hours after their symptoms start improving and they do NOT have a fever.
- € If they did not get tested, they must self-isolate (including away from other members in the household) for 5 days from symptom onset (If fully vaccinated or 11 years old or younger) or 10 days for those 11 years and up and not vaccinated. They are then permitted to re-enter program when the isolation period is over, symptoms have been improving for 24 hours, with no fever, and they MUST be able to pass the screening tool.
- € All siblings and/or household members must also self-isolate for the required number of days (5 or 10) that the symptomatic person is required to self-isolate for.
- € If the symptomatic individual has access to rapid tests, isolation can end sooner if they receive two negative tests within 24-48 hours.

Household Members who develop symptoms

- € If anyone in your household has tested positive for COVID-19 in the past 10 days on a rapid antigen test or PCR test and/or has been sick with symptoms associated with COVID-19, your whole household will be required to self-isolate.
- € If you or someone in the house has COVID-19 symptoms and/or tested positive for COVID-19; If you are fully vaccinated or aged 11 or younger, stay home for 5 days and until your symptoms have been improving for at least 24 hours. If you are partially vaccinated, unvaccinated or immunocompromised, stay home for 10 days. The 10 days will start from the day symptoms began. In both cases, all of your household members (regardless of vaccination status) will need to stay home for the duration of this isolation period.
- € If the symptomatic individual has access to rapid tests, isolation can end sooner if they receive two negative tests within 24-48 hours.

If a staff begins to experience symptoms of COVID-19 while attending the childcare centre, a supervisor will be contacted immediately, and the following actions will be taken:

- € The staff will immediately leave the property and complete a PCR or Rapid test and follow isolation requirements.
- € Other children and staff in the centre who were present while a child or staff member became ill should be identified as a close contact and cohorted (i.e., grouped

together). The parent or staff should do the online COVID self-assessment and follow the direction given.

- € If the staff receives testing for COVID-19 and the results are positive. The staff will be required to notify their supervisor who will then follow the Public Health protocols.
- € Re-entry to a program may occur once approved by the centre supervisor with the following considerations:
 - ∅ Staff who are fully vaccinated may return to work once they have completed their isolation period and their symptoms have been improving for 24 hours, they do NOT have a fever and are able to successfully pass our screening.
 - ∅ Staff who are not fully vaccinated can return to work once they receive a negative test result, complete the 10 days of isolation and their symptoms have been improving for 24 hours; they do NOT have a fever and are able to successfully pass our screening.
- € If the symptomatic individual has access to rapid tests, isolation can end sooner if they receive two negative tests within 24-48 hours.

In the event of a positive COVID-19 case, the supervisors will speak with Public Health for further directions for the other children in the program and other cohorts/programs that might be affected.

From this point families will be notified of the positive case (without giving confidential information) and which cohort is directly affected. This will be communicated to parents through email, our ClassDojo communication and/or through a phone call if a child needs to be picked up before the end of the day. Ongoing communication through these methods will continue with all families throughout the process.

Staff are required to be fully vaccinated in order to work in our programs located within UGDSB schools. Staff who choose not to be vaccinated will be required to follow our *Vaccination Disclosure Policy*.

Temperature of children

In order to prevent an outbreak of COVID-19 the children in our full day preschool and toddler programs will have their temperature taken daily to monitor.

Staff will be required to take each child's temperature after sleep/rest time once the children wake up.

The time, date, temperature, and action taken will be recorded each time a child's temperature is taken. If the child's temperature is higher than 37.8 degrees Celsius then a supervisor will be contacted immediately, and the *Responding and Reporting Diseases* policy will be followed. Other symptoms and situations will also be taken into consideration.

In before and after school programs, staff will perform a visual wellness check when the child arrives and will have a thermometer to use as needed.

Note: Directions on how to properly take a child's temperature is provided on the Daily Child Temperature Log

Cleaning & Disinfecting

Our programs are required to clean highly touched surfaces a minimum of twice daily. This includes washrooms, eating areas, doorknobs, light switches, handles, tables, phones, keyboards, touch screens, push buttons, handrails, computers, photocopiers. etc.

Highly touched surfaces will be done daily following our three-step method

1. Spray item with disinfectant (Lysol or Basix)
2. Let item sit for disinfectant time (Lysol 4minutes, Basix 10mins)
3. If Basix was used the item **MUST** be rinsed prior to having the children come in contact with it. Lysol does not require a rise.

Staff are required to clean toys once every two weeks for toddler and preschool programs and monthly for school aged programs. The Community Resource Centre does regular daily cleaning and disinfecting of toys and surfaces.

Sensory materials need to be replaced and/or cleaned and disinfected once every two weeks.

For items that cannot be cleaned such as paper books, and nature-based toys/items they must be rotated out of the classroom for two weeks before bring reintroduced to the children to reduce exposure and illness.

BAS programs are encouraged to keep their toys separate from the cohort that may share the space during the day. Carts will be used to store toys outside of the classrooms.

All staff are encouraged to wash all toys that appear to be dirty immediately. All toys that go into or near a child's mouth also need to be washed immediately.

All programs are encouraged to keep a cleaning and disinfection log to track and demonstrate cleaning schedules.

Outside

All children will wash their hands following proper hand hygiene procedures both before and after using the outdoor play space.

Cleaning of outdoor toys will be done monthly using Lysol (see cleaning instructions above).

All staff are encouraged to wash all toys that appear to be dirty immediately. All toys that go into or near a child's mouth also need to be washed immediately.

Enforcing Physical Distancing in Programs

Toddler and Preschool programs will enforce physical distancing in their program as much as possible in order to keep both the staff and children safe. Masks and protective eyewear (Todds and Preschool) is mandatory for all staff indoors, and when they cannot maintain a two meter distance from other staff or children. They will also always promote physical distancing between children in the program. This can be done in a number of ways including but not limited to the following;

- € Limit number of children in small spaces, including the bathroom, hallway, sitting at tables, spacing beds etc.
- € Provide children with their own space to play with a visual foam square or space on the floor
- € Divide children in smaller groups to allow for more space
- € Providing outdoor experience as much as possible, weather permitting
- € Maintaining a minimum 2 meter distance from others when outside as much as possible
- € Parents are asked to social distance as much as possible during pick up and drop off, they are also asked to wear a face mask and are not permitted to enter the building unless previously arranged with a supervisor.

Before and after school programs will also enforce physical distancing in their program as much as possible in order to keep both the staff and children safe. Masks are mandatory for all staff indoors and when they cannot maintain a two meter distance from other staff or children. They will also promote physical distancing at all times between children in the program. This can be done in a number of ways including but not limited to the following;

- € Providing children with their own set of toys and craft materials as well as independent activities where possible
- € Providing children with their own space with a visual such as foam square on the floor or tape
- € Limiting the number of children in small spaces including the bathrooms, kitchen area, and hallways
- € Providing outdoor experiences as much as possible weather permitting
- € Maintaining a minimum 2 meter distance from others when outside as much as possible
- € Divide children into smaller groups to allow for more space
- € Parents are asked to social distance as much as possible during pick up and drop off, they are also asked to wear a face mask and are not permitted to enter the building.

In shared outdoor space, mixing between groups is permitted, though physical distancing should be encouraged between groups as much as possible.

Supplies required to promote physical distancing in programs can be requested to the administration staff by the program teachers as needed.

Visitors & Volunteers

No non-essential visitors and volunteers are permitted into the program. All essential visitors and volunteers must be pre-approved by the supervisor prior to entering the childcare center and must complete screening prior to entering.

Anyone wishing to visit the child care centre must first reach out to the supervisor. If the supervisor approves the visit, then a date and time will be set, and the supervisor will let effected program staff know. The supervisor will then keep open communication with the visitor to let them know about all confirmed and suspected cases of COVID-19 within the childcare location, prior to the visit date. The visitor and supervisor will then decide if they want to proceed with the scheduled visit or if it needs to be cancelled or rescheduled.

Students

Students are welcome into programs once they have been pre-approved by the supervisor. They will be assigned to one cohort and asked to remain within that cohort. They will complete the CRC orientation package while also receiving training on policies and procedures including all COVID policies and procedures prior to entering their designated program.

Group Events

Outdoor group events where participants can maintain social distance are permitted. Staff meetings will occur virtually or indoors in a large space where physical distancing can be enforced.

Laundry

Laundry schedules will be organized by the program staff and the kitchen staff to make sure that laundry is done weekly.

Preschool and toddler programs will wash bedding, towels, and blankets twice a week minimum. If a child requires their bedding to be washed outside of a laundry day, then staff will make sure that it gets washed.

Before and after school programs need to communicate with the supervisors if they have items that require the laundry. They will arrange a date and time to enter the JD Hogarth location to get the laundry done.

Kitchen laundry will be done once weekly or as needed by the kitchen staff

