

<b>Hucklebug Preschool Inc.</b>		<b>Section: 2.8.44</b>
<b>Last Approval Date:</b> June 24/20 <b>Latest Approval Date:</b> June 24/20	<b>Policy:</b> Covid-19 Child Care Centre Operation Exclusion of Sick Children-Staff Policy <b>Policy Number:</b> 44	<b>Corresponding Forms:</b> Active screening Policy Use of PPE Policy Covid-19 Child Care Operation Maximum Capacity, Cohort Size and Ratio Policy Enhanced Cleaning Policy Active Screening Tracking Checklists Operational Requirement Checklist Covid-19 Guide to Reopening

## 1 Purpose

This policy is in response to the COVID-19 Pandemic and the requirement for the City of Peterborough to establish written policies and procedures outlining the operator's health and safety protocols to support the safe re-opening of child care centres. This policy adheres to the advice of Dr. David Williams, Ontario's Chief Medical Officer of Health, the Ministry of Education's Operational Guidance for Re-opening and local Medical Officer of Health to keep people safe.

The purpose of this policy is to keep all persons entering the facility safe and to outline all required procedures to be strictly implemented and adhered to daily.

## 2 Application

This Procedure applies to:

- All persons entering the child care facility – including children, staff (including cooks, cleaners), and visitors (inclusive of parents/guardians).

## 3 Definitions/Acronyms

**CCLS – Child Care Licensing System**

**COVID-19 – is a disease caused by the 2019 novel coronavirus**

**MOH – Medical Officer of Health**

**PPE - Personal Protective Equipment**

**PPH – Peterborough Public Health**

**SO - Serious Occurrence**

## 4 Procedure

**Protecting Yourself from COVID-19**

To prevent and control the transmission of micro-organisms staff must focus on the following principles:

1. Risk Assessment
2. Hand Hygiene
3. Use of Personal Protective Equipment (PPE)
4. Control of the Environment
5. Administrative Controls

### **Risk Assessment**

Perform a risk assessment before each child interaction:

- What you will be doing, is there a risk of exposure to the COVID-19 virus?
- Does the child have symptoms of a respiratory infection?
- What kind of contact/interaction will you be having with the child?
- Is there a way to maintain a 2 metre distance with the child during the interaction?
- Is there a way to avoid contaminating your hands during the interaction?

### **Hand Hygiene**

Hand hygiene should be promoted between both staff and children. When to perform hand hygiene:

- Before touching your face
- Before preparing, handling, serving and eating food
- After using the washroom
- Before and after going outside
- After contact with body substances, mucous membranes of the eyes, nose and mouth and non-intact skin
- Before putting on and after taking off PPE
- Before and after child contact
- After touching 'regularly touched' items such as door knobs, toilets and sink taps
- Whenever there is a chance that your hands may have been contaminated

Two ways to perform hand hygiene:

- Handwashing
- Alcohol Based Hand Rub (Hand Sanitizers)

Refer to '[Hand Sanitizing for Kids](#)' poster

### **Protocols When a Child or Staff/Home Child Care Provider Demonstrates Symptoms of Illness or Becomes Sick**

Staff/home child care providers, parents and guardians, and children must not attend the program if they are sick, even if symptoms resemble a mild cold.

- Symptoms to look for include but are not limited to: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell
- Children in particular should be monitored for atypical symptoms and signs of COVID-19. For more information, please see the symptoms outlined in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 [website](#).

### **If symptoms develop in staff or children during the day, what should staff do?**

#### **For Staff**

Staff who become ill while at the child care centre should immediately put on a mask (perform hand hygiene first) and be sent home immediately. They should be directed to complete the [online self-assessment tool](#) for further guidance or seek assessment and testing at the nearest [assessment centre](#).

#### **For Children**

If a child begins to experience symptoms of COVID-19 while attending child care:

- Isolate the sick child and notify parents/guardians or emergency contacts for pick up immediately. The sick child should be kept at least 2 metres (6 feet) from other attendees and staff. Provide the sick child with a surgical/procedural mask if tolerable and above the age of 2 years
- Child care staff who supervise/care for the sick child must wear a surgical/procedural mask and eye protection at all time and not interact with others.
- Avoid contact with the child's respiratory secretions. Perform meticulous hand hygiene
- Clean and disinfect the space and items used by the sick child. For items (e.g. paper, books, cardboard puzzles) that cannot be cleaned, they should be removed and stored in a sealed container for a minimum of 7 days
- Siblings of the sick child are also to be picked up and excluded from the child care centre.

### **Reporting Suspect Outbreaks**

Child care operators must report all suspect outbreaks to Peterborough Public Health by calling 705-743-1000 or the on-call number outside of normal business hours. They will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.

For home-based programs: if a person who resides in the home becomes symptomatic and/or tests positive for COVID-19, the local public health unit should be notified and their advice on next steps should be followed (including closing the program and notifying all families if necessary)

If the child care program is located in a shared setting (for example in a school), follow Peterborough Public Health advice on notifying others using the space of the suspected illness

## **Serious Occurrence Reporting**

Child care operators have a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act.

Where a child, staff or home child care provider and parent is suspected of having or has a confirmed case of COVID-19, operators must report this to the ministry as a serious occurrence. When a person becomes sick the home child care agency will report to Peterborough Public Health, the ministry, and where public health advises, families.

When COVID-19 baseline testing is conducted for a child care staff or in a home child care, operators are required to file **one** serious occurrence for the entire centre/home child care agency to report that the agency/child care providers are being tested.

Where a room, centre or premises closes due to COVID-19, operators must report this to the ministry as a serious occurrence. Operators are required to post the serious occurrence notification form as required under the CCEYA, unless local public health advises otherwise.

As test results become available, operators are required to update the serious occurrence to report the number of confirmed cases/unconfirmed cases. Follow the direction outlined below for any suspected and/or confirmed cases of COVID-19.

For home child care; if a person who resides in the home becomes symptomatic and/or tests positive for COVID-19, the home child care operator should not operate until clearance is received from Peterborough Public Health.

As soon as the Supervisor/designate or home child care provider becomes aware of any **suspected and/or confirmed** cases of COVID-19 for a child, staff or home child care provider, staff are required to **immediately** follow the direction below:

- Notify the Child Care Quality Assurance and Licensing Branch **Regional Manager at [adrienne.mccallan@ontario.ca](mailto:adrienne.mccallan@ontario.ca)**
- Follow the advice of the Peterborough Public Health with respect to the appropriate process for notifying parents with children enrolled at the child care centre receiving Child Care, and all parents of children receiving care at the home child care premises
- Notify your local **Children's Services Manager at [srobinson@peterborough.ca](mailto:srobinson@peterborough.ca)** or by phone at 705-927-7907. Please provide the following details:
  - name of the child/parent/staff that is suspected or confirmed to have COVID
  - number of children in attendance in the affected playroom/home

- Number of staff in attendance in the affected playroom/home
- confirmation that the SO notice has been posted and that all staff and parents at the centre/home have been notified.
- Follow the regular **Serious Occurrence (SO)** reporting requirements (including submitting a SO report in CCLS and posting the SO notification form).

**Exclusion Period**

When a child, staff/provider or visitor have been excluded from the child care facility they must not return until 24 hours (or as per policy if longer) after their symptoms have resolved.

Risk may be higher if the individual has a weakened immune system. This may be the case for older people and people with chronic disease (e.g. diabetes, cancer, heart, renal or chronic lung disease).

All persons over 70 years of age and individuals who are immunocompromised are advised to self-isolate for a period of 14 days. Staff are strongly encouraged to find alternative arrangements for any such family members during a time of heightened risk of exposure to COVID-19, such as caring for the children of front-line emergency staff.

**Occupational Health & Safety**

If a staff member is diagnosed with COVID-19, the staff member must remain off work for 14 days following symptom onset and has received clearance from PPH.

The Supervisor will consult with PPH to determine when the staff member can return to work. The Supervisor will also report to their Manager who will inform Human Resources prior to return to work.

If the staff member’s illness is determined to be work-related, in accordance with the Occupational Health and Safety Act, the employer must provide a written notice within four days of begin advised that a staff member has an occupational illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board on behalf of the staff member with respect to the occupational illness.

**5 Amendments/Reviews**

Date (yyyy-mm-dd)	Section # Amended	Comments

