



COVID-19 OUTBREAK: PROGRAM POLICIES AND PROCEDURES

Created: August 2020

Updated: October 2, 9 & 23 2020

November 13, 2020

January 21, 2021

February 22, 2021

The following Policies and Procedures are being implemented by Avon Co-operative Nursery School (ACNS) in response to the ongoing COVID-19 pandemic and health concerns as a result of this.

These policies and procedures will be shared with staff, who will receive training on the items within them and with families of ACNS so they can review them and familiarize themselves with the contents.

We will continue to update these policies as guidance evolves and changes. As such, once these policies are updated, they will be shared with staff and families so that everyone can familiarize themselves with them.

Health Screening Policy

In order to help reduce the risk of respiratory infections (including COVID-19), a mandatory health screening is an essential step for anyone entering the premises. Everyone (children and employees) should self screen using the Province's Screening Tool screening <https://covid-19.ontario.ca/school-screening/> before arriving at the Nursery School each day.

This procedure applies to all employees, students, clients, community members and any other persons engaging in business with ACNS. Everyone **must** be screened prior to entering the Nursery School.

This tool was developed to assist ACNS in preparing and administering health screening for employees and children who enter the location.

Prior to health screening at the main doors, specific set up will be required including the following:

- identify/set up the main entrance as the designated screening area with table and supplies needed
- designate the screener(s)
- employees will be trained on conducting the health screen checklist
- the front entrance/exit is to be used for all families and employees entering the childcare to ensure that each person is screened
- the screener will maintain a minimum of 2 metres distance when possible while conducting the screen
- the screener will wear Personal Protective Equipment (PPE) including but not limited to a medical grade mask and eye protection (face shield or goggles).
- visual guides will be provided to assist with physical distancing including pylons and visual cues/stickers in the event that a line-up forms while parents and their children are waiting to be screened prior to entering into the Nursery School
- signage identifying the screening process will be posted directly inside the main entrance door
- hand sanitizer will be available in the screening area, ensuring it is visible to all entering the building
- Huron Perth Public Health resources will be available for anyone who does not pass the screening

Screening Procedure

All individuals entering the nursery school (going beyond the screening area) including employees, children and rarely, parents/guardians must have the results of their Health Screen recorded to be admitted into the Nursery School. Only employees and children will be allowed past the front entrance of the centre. The screener will record the results of each individual Health Screen on the screening checklist for each person. Employees who arrive after the program has started should proceed to the set of doors at the other end of the parking lot. They will be required to sign in with Avondale United Church. A secondary screener at that location to assist. After they are screened, they can proceed to their designated room to begin their shift. Families and children will not be able to use this entrance.



COVID-19 OUTBREAK: PROGRAM POLICIES AND PROCEDURES

Created: August 2020

Updated: October 2, 9 & 23 2020

November 13, 2020

January 21, 2021

February 22, 2021

Screening questions along with current best practices and recommendations by Huron Perth Public Health and the Ontario Ministry of Health will be provided to families by email prior to the start of the school year and anytime after, as needed. Families will be required to monitor themselves and their children prior to arrival at the Nursery School to ensure they are not exhibiting COVID-19 symptoms as listed in the Ministry of Health: COVID-19 Screening Tool for Children in School and Child Care. Updated February 19, 2021.

Screening Area and Drop Off Zone

- A greeting and explanation will be posted on the entrance notifying caregivers and employees of the requirements for screening prior to entry.
- The screener will record responses to the Online Screening Tool on the Health Screen Checklist
- Upon passing the screen, the screeners will deliver the child to the Educator at the program door. The educator will be wearing a mask and face shield or goggles.
- The child/children will be asked to complete hand hygiene by washing hands or with the hand sanitizer upon entering the the program room.
- See below for the Screening Questions.

Screening Details at Arrival

- Drop-off of children will happen inside the main vestibule of the childcare setting unless it is determined that there is a need for the parent/guardian to enter the setting.
- Any child who does not pass the Health Screen will be denied entry into the program.
- Parents/guardians are encouraged and required to monitor their child's health.
- Employees are also encouraged and required to monitor their own health.
- Parents/guardians will be required to monitor their child's temperature so that they can attest to their child/ren not having a fever at the Health Screening. If the temperature is equal or greater than 37.8 degrees Celsius, they should stay home.
- Employees who are experiencing any of the symptoms listed, or who will fail the Health Screening are expected to stay at home and report their absence to the Director. Staff will follow Public Health guidelines to be tested or to isolate for 14 days before they return to work, or be symptom free or improving and must follow the advice of their Health Care Provider.
- Visitors, including delivery people, will not be permitted into the nursery school during the pandemic.
- All deliveries shall be left in a designated location inside the Screening Area.
- If a child has been absent from the program due to any of the indicated symptoms of COVID-19, the child can return to program when they have either a) received a negative COVID-19 test result OR b) received an alternate diagnosis AND be symptom free or have symptoms that are improving (and not continuing or worsening). completed 14 days of isolation or Huron Perth Public Health has deemed them safe to return and is able to pass the Online Screening Tool.

Departure Procedure:

- Pick up will be from designated areas between 11:30 until 12:00.
- If you plan to pick up earlier then this, please let Rebecca know at drop off or by calling or emailing at any time.
 - **Designated Pick Up Areas:**
 - Toddlers: Toddler Garden (from the gates)
 - Preschool 1: Gym Door (single door off the parking lot)
 - Preschool 2: Preschool Playground (from the gate)
 - Preschool 3: Main Door Area (from the door)
- Please maintain distance from other families at pick up time.

Health Screening Questions for Children:

*This is adapted from the Online Screening Tool found here: <https://covid-19.ontario.ca/school-screening/>. Please complete the screening each day. If your child is able to pass the online screening tool, you will be able to answer "no" to all of our screening questions and your child will be able to attend for the day. If your child is unable to pass the



COVID-19 OUTBREAK: PROGRAM POLICIES AND PROCEDURES

Created: August 2020

Updated: October 2, 9 & 23 2020

November 13, 2020

January 21, 2021

February 22, 2021

online screening tool, please follow the instructions listed in the screening tool and report your child's absence to the nursery school.

- 1. In the last 14 days, has your child or anyone they live with travelled outside of Canada?**
- 2. Has a doctor, health care provider or public health unit told you that your child should currently be isolating (staying at home)?**
- 3. In the last 14 days, has your child been identified as a “close contact” of someone who currently has Covid-19?**
- 4. In the last 14 days, has your child or have you received a Covid Alert exposure notification on their cell phone or on your cell phone?**
- 5. Is your child currently experiencing any of the following symptoms? **Any or all that are new, worsening and not related to other known causes or conditions they already have***
 - **Fever and/or chills:** *Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher*
 - **Cough or barking cough (croup):** *Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions they already have)*
 - **Shortness of breath:** *Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions they already have)*
 - **Decrease or loss of taste or smell:** *Not related to seasonal allergies, neurological disorders, or other known causes or conditions they already have*
 - **Sore throat or difficulty swallowing:** *Painful swallowing (not related to seasonal allergies, acid reflux, or other known causes or conditions they already have)*
 - **Runny or stuffy/congested nose:** *Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions they already have*
 - **Headache:** *Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions they already have)*
 - **Nausea, vomiting, and/or diarrhea:** *Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions they already have*
 - **Extreme tiredness or muscle aches:** *Unusual, fatigue, lack of energy, poor feeding in infants (not related to depression, insomnia, thyroid dysfunction, sudden injury, or other known causes or conditions they already have)*
- 6. Is anyone your child lives with currently experiencing any new Covid-19 symptoms and/or waiting for test results after experiencing symptoms?**

If you answer “Yes” to any of the above questions, you should isolate immediately and follow public health advice, talk to your Health Care Provider to determine if testing is needed, seek testing and have every member of your household isolate as well.

Please see the specific instructions on the online screen results and follow those to determine your next steps. Email avoncoopdirector@gmail.com to share the results of a failed screen. Please include details such as onset of symptoms, etc. All emails will be followed up with as soon as possible.

If you answer “No” to all of the above questions, your child may attend nursery school for that day.

Health Considerations Throughout the Morning:

- Educators will monitor children's health throughout the morning.
- If educators notice any symptoms during the morning, they will record these on the Health Screening Checklist and follow up as needed.
- If a child develops a symptom and/or the educator becomes concerned about the child's health, a temperature reading (using a temporal thermometer) will be taken and this will be recorded on the Health Screening Checklist.



COVID-19 OUTBREAK: PROGRAM POLICIES AND PROCEDURES

Created: August 2020

Updated: October 2, 9 & 23 2020

November 13, 2020

January 21, 2021

February 22, 2021

- If a child becomes ill during the morning, we will follow the procedures outlined in the Exclusion of Sick Children Policy (below).

How to Follow Up with Arrival Screening:

- If the individual answers NO to all questions, they have passed the screening and will be permitted to enter the building.
- If the individual answers YES to any of the screening questions, without being related to a known cause of which there is no concern, or they refuse to answer, then they have immediately failed the screening and cannot enter the building.
- Screener Responses for families:
 - “Thank you for your patience. Unfortunately based on these answers, I’m not able to let you enter the Nursery School.”
 - “Please review the Online Screening Tool (<https://covid-19.ontario.ca/school-screening/>) on the Ministry of Health website to determine if further care is required.”
- Screener Responses for Employees:
 - “Unfortunately we cannot allow you in to work today due to your responses and/or symptoms that you are currently experiencing. We will advise the Director and/or Executive Members of the Board of Directors who will follow up with you later in the day.
 - Provide employees with resources such as the Online Screening Tool on the Ministry of Health website.

Parents/Guardians are required to wear a mask/face covering in the Screening Area at drop off.

Health Screening Questions for Employees:

- 1. In the last 14 days, have you or anyone they live with travelled outside of Canada?**
- 2. Has a doctor, health care provider or public health unit told you that you should currently be isolating (staying at home)?**
- 3. In the last 14 days, have you been identified as a “close contact” of someone who currently has Covid-19?**
- 4. In the last 14 days, have you received a Covid Alert exposure notification on their cell phone or on your cell phone?**
- 5. Are you currently experiencing any of the following symptoms? **Any or all that are new, worsening and not related to other known causes or conditions that you already have***
 - **Fever and/or chills:** *Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher*
 - **Cough or barking cough (croup):** *Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, COPD, or other known causes or conditions you already have)*
 - **Shortness of breath:** *Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)*
 - **Decrease or loss of taste or smell:** *Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have*
 - **Sore throat:** *Not related to seasonal allergies, acid reflux, or other known causes or conditions you already have*
 - **Difficulty swallowing:** *Painful swallowing (not related to other known causes or conditions you already have)*
 - **Runny or stuffy/congested nose:** *Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions you already have*
 - **Pink eye:** *Conjunctivitis (not related to reoccurring styes or other known causes or conditions you already have)*
 - **Headache:** *Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions you already have)*



COVID-19 OUTBREAK: PROGRAM POLICIES AND PROCEDURES

Created: August 2020

Updated: October 2, 9 & 23 2020

November 13, 2020

January 21, 2021

February 22, 2021

- **Digestive issues like nausea/vomiting, diarrhea, stomach pain:** *Not related to irritable bowel syndrome, menstrual cramps, or other known causes or conditions you already have*
- **Muscle aches:** *Unusual, long-lasting (not related to a sudden injury, fibromyalgia, or other known causes or conditions you already have)*
- **Extreme tiredness:** *Unusual, fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, or other known causes or conditions you already have)*
- **Falling down often:** *For older people*

6. Is anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?

Staff are required to report and record the results of their health screen each day and are required to attest that they have completed the screen accurately and truthfully.

If an employee answers “Yes” to any of the above questions, they should isolate immediately and follow public health advice, talk to their Health Care Provider to determine if testing is needed, seek testing and have every member of their household isolate as well.

Employees should see the specific instructions on the online screen results and follow those to determine their next steps.

Please Note: Any essential visitors to the program will be required to answer the same questions as employees. They will also provide additional information to allow for contact tracing, should it be necessary.

Attendance & Screening Records: These records include exact arrival and dismissal times and are kept and filed in the event that they need to be accessed for contact tracing purposes. Each month is filed together with the newest in the front. Staff and Visitor Health Screening forms are also kept on site and include the arrival and dismissal time. In an effort to keep records organized in the event of the need to contact trace due to a positive COVID-19 case within the nursery school. In addition, the Daily Log lists details regarding illnesses, absences, schedule adjustments, etc.

Home Child Care & Nursery School Attendance: Children will be able to attend a home child care (whether licensed or unlicensed) while also being enrolled at ACNS. Should a close contact (another child, child care provider or a family member of either) of the child who attends both programs become ill with a suspected or confirmed case of COVID-19, all precautions must be taken and the advice of HPPH must be followed regarding isolation, testing and contact tracing.

Items from Home: ACNS encourages families to minimize the items that come in with children on a daily basis. Large zipper-seal bags have been provided to each family to use as communication bags. Backpacks are not necessary or recommended. Extra clothes, diapers and indoor shoes can be left at the nursery school. Water bottles are not permitted. Any items coming into the nursery school will be disinfected or will be placed into a 7 day quarantine.

Enhanced Sanitary Practices Policy

ACNS employees will follow and complete enhanced sanitary practices throughout the morning to limit the spread of COVID-19. Employees will be required to perform, and document extra cleaning and sanitizing duties as assigned, refrain from using restricted materials and take extra precaution when performing duties related to close contact with children and /or bodily fluids.

Furthermore, we will ensure compliance with all guidelines from Huron Perth Public Health and the Ministry of Education to limit the spread of COVID-19 through enhanced sanitary practices. The requirements in this policy are in addition to the attached regular operational policies and procedures as per the *Child Care and Early Years Act, 2014*:



COVID-19 OUTBREAK: PROGRAM POLICIES AND PROCEDURES

Created: August 2020

Updated: October 2, 9 & 23 2020

November 13, 2020

January 21, 2021

February 22, 2021

- Cleaning and Sanitary Practices including additional enhancements for operating during the COVID-19 outbreak
- Diapering and Toileting Procedures
- Universal Precautions

Procedures:

Increased Proper Hand Washing

All employees and children must wash their hands with soap and water following the “Reduce the Spread of COVID-19. Wash Your Hands” Poster.

An alcohol based sanitizer that meets Health Canada requirements will be available and may be used if soap and water are not available. Hand sanitizers will be kept out of reach of children and away from flame and sources of heat.

In addition to regular hand washing requirements, all staff must wash their hands:

- Immediately after completing their daily health screen upon arrival
- Before putting on any Personal Protection Equipment (PPE)
- At an increased frequency throughout the day
- Before leaving the nursery school

Definitions:

- **Cleaning**: refers to the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms). Cleaning removes, rather than kills microorganisms. Warm water, detergent and mechanical action (i.e. wiping) is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent film is removed.
- **Disinfecting**: describes a process completed after cleaning in which a chemical solution (i.e. Virox 5) is used to kill most disease-causing microorganisms. In order to be effective, disinfectants must be left on a surface for a period of time (this is the contact time). Contact times are generally prescribed by the product manufacturer. Any items that children may come into contact with will require a final rinse after the required contact time is observed.

Procedures

All products including cleaning agents and disinfectants must be out of reach of children, labelled, and must have Safety Data Sheets (SDS) up to date (within three years), which are stored in the WHMIS binder. All products must not be expired and have a DIN number approved by Health Canada. Staff must adhere to the requirements of the Safety Data Sheets.

Cleaning

Use detergent and warm water to clean visibly soiled surfaces

Rinse the surface with clean water (warm to tepid temperature preferred) to ensure detergent is removed

Let the surface dry

Disinfecting

Accelerated Hydrogen Peroxide (AHP) has been approved by Huron Perth Public Health for use in as a disinfectant.

The AHP disinfecting products used at ACNS are Virox 5 Solution Spray and Certainty Disinfectant Ready-to-Use (RTU) Wipes 91000. Both are one-step disinfectant cleaner based on proprietary hydrogen peroxide (AHP[R]) technology to deliver fast and effective cleaning performance and considered high-level disinfectants which are defined as the complete elimination of all microorganisms in or on a surface.

Virox 5, must be mixed and tested before use, (contact time is 5 minutes). Test strips will be used to ensure all cleaning products meet the proper effectiveness and dilution criteria.



COVID-19 OUTBREAK: PROGRAM POLICIES AND PROCEDURES

Created: August 2020

Updated: October 2, 9 & 23 2020

November 13, 2020

January 21, 2021

February 22, 2021

Increased Cleaning and Disinfecting Surfaces

Cleaning and disinfecting procedures will be increased during such time where the risk of environmental contamination is higher.

Cleaning and Sanitizing Toys and Surfaces

Toys will be cleaned on a daily basis and immediately following contact with a child's mouth.

All toys will be washed and disinfected before they are stored. Given the current COVID-19 pandemic, toys will be cleaned more frequently and in accordance with advice from Huron Perth Public Health.

Toys that need to be laundered will be placed in the laundry area for the assigned person to take care of. Each classroom staff is responsible to clean and disinfect larger toys and equipment that remains in the classroom on an ongoing basis using Virox 5 spray. (5 minute contact time)

Staff will use Virox 5 solution to soak large indoor or outdoor climbing apparatuses and ride on toys throughout the morning and at the end of the day (provided the playground or gym was used on that given day.)

The dishwasher will be utilized for submersible small toy cleaning. Toys will be sanitized by the high heat.

Virox 5 will be used for sanitizing large toys and equipment that cannot be submerged in a disinfectant solution.

Stuffed animals, pillows etc. will not be made readily available during the COVID-19 pandemic. Should a child require a comfort item, the item will be laundered in hot water following each individual use.

Staff will spray tops of toy shelves/tables/chairs and any surface the children are touching with Virox 5 solution and allow for 5 minute contact time.

All hard-surfaced personal items of employees and children must be sanitized after the daily screen is completed and before entering the program room. Items should also be sanitized before leaving the centre for breaks or at end of the day. Items include toys, electronic devices, and any hygiene items should be cleaned, disinfected, labeled and stored separately.

High-touch surfaces with frequent contact with hands such as light switches, shelving, containers, handrails, door knobs, sinks, toilets must be cleaned at the beginning of the morning and at the end of the program and if necessary, at any point throughout the morning.

Low-touch surfaces that have minimal contact with hands such as window ledges doors, sides of furnishings must be cleaned and disinfected at the start and end of each day.

Toy and play items must be disinfected between users

Materials that are not easily sanitized such as paper, books, puzzles, crayons etc. will be available and will be assigned per child and put in a bag while used by that child. Once finished, the materials won't be rotated in until at least a week has passed.

Items that pose a sanitary risk to children such as soiled/mouthed, worn items or in disrepair will be cleaned/repaired immediately or discarded.

Pacifiers (if used) must be individually labelled and stored separately (not touching each other), they must not be shared amongst children. The plastic handle of the pacifier must be washed in soap and water upon arrival at the centre.



COVID-19 OUTBREAK: PROGRAM POLICIES AND PROCEDURES

Created: August 2020

Updated: October 2, 9 & 23 2020

November 13, 2020

January 21, 2021

February 22, 2021

Outdoor play equipment must be easy to clean and disinfect. All items must be cleaned and disinfected before use, and as required if visibly dirty. It must also be disinfected between each group that uses it.

Floors must be cleaned and disinfected daily and as required when spills occur and throughout the day when rooms are available.

Immediately clean and disinfect all areas and items in the program room and outdoors that were touched by a child who begins to show symptoms of COVID-19 while in care.

Physical Distancing

While we recognize that physical distancing is a difficult concept for children under 5, every attempt will be made to encourage this when and where possible. Physical Distancing between cohorts is required. Cohorts will never be in a space or a room together. Disinfecting between groups using shared spaces (such as the gym and playgrounds) will occur once one group leaves and before another enters. Staff will ensure the disinfectant has the proper amount of contact time to be effective. Employees who are not part of a cohort should physically distance from the children and teachers who are a part of another cohort. If an employee must enter another room, physical distancing must be observed. (See below regarding mask use)

Food Service

Always clean/wash surfaces such as tables and chairs before disinfecting as dirt will inactivate the sanitizer. Tables and chairs will be cleaned and disinfected before and after each use – minimum twice per morning. Spills must be cleaned and disinfected immediately. (see cleaning and sanitizing chart)

If using washcloths, ensure each child uses their own washcloth and that other children do not touch the washcloth and place in laundry immediately after use.

Hand Wash Sinks

All hand washing and program sinks, countertops and soap dispensers must be cleaned and disinfected at least once per morning, at the end of the program and as often as necessary when visibly dirty or contaminated with bodily fluids. Any soap dispensers must not be left in shared spaces.

Diapering and Toileting

Employees will adhere to regular diapering and toileting procedures and will ensure proper cleaning and disinfecting between diaper changes and toileting processes.

The frequency of cleaning and sanitizing schedule for toilets, toilet seats, flush handle and toilet training items will be increased.

Isolation Space

The hallway by the Toddler Garden doors will be made available to be used as the isolation space if needed. All belongings of the child being isolated will be immediately removed from the program room and placed in a bag. The area and items the child touched in the program room will be immediately cleaned and sanitized. Immediately after the child is picked up, the isolation room must be cleaned and disinfected including all hard surfaced toys, furniture, door handles, doors, and any linens used will be laundered separately.

All PPE items used by the employee who supervised the child in the isolation space will be disposed of or immediately washed once the ill child leaves the centre. Additionally all doors and handles going in and out of the centre will be disinfected.

Blood/Bodily Fluids

- The area around the spill will be isolated so that no other objects/people can be contaminated.



COVID-19 OUTBREAK: PROGRAM POLICIES AND PROCEDURES

Created: August 2020

Updated: October 2, 9 & 23 2020

November 13, 2020

January 21, 2021

February 22, 2021

- Gather all supplies, perform hand hygiene, put on single-use nitrile gloves.
- Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag.
- Clean the spill area with detergent, warm water and single-use towels.
- Rinse to remove detergent residue with clean water and single-use towel.
- Discard used paper towels and gloves immediately in a tied plastic bag.
- If applicable, use clumping powder to contain vomit.
- Spray disinfectant in and around the spill area and allow appropriate contact time.
- A final rinse is required if children will come into contact with the area.
- Remove gloves as directed and discard them immediately.
- Perform hand hygiene as directed.

Disinfectants

ACNS will use Virox 5 which is on the list of approved disinfectants by the Government of Canada – COVID-19. An ACNS Health and Safety representative will ensure proper mixing and testing of the product following the manufacturer's instructions.

Employees will respect the contact time for the disinfectant to kill germs. All spray bottles will have explicit instructions to follow.

Roles and Responsibilities

- Employees
 - Ensure hand washing requirements are followed and ensure children are asked and supported in meeting hand washing requirements.
 - Ensure hand sanitizer is kept out of reach of children and away from flame and sources of heat.
 - Perform and document all cleaning and sanitizing as per assigned to working shift.
 - Ensure all sanitary practices and procedures are implemented as outlined.
- Director/Administrator/Designate
 - In addition to employee requirements, the director/administrator/designate must:
 - Ensure all policy requirements are met by all employees at all times and provide training if needed.
 - Ensure HandWashing Poster is posted at all hand washing sinks and followed.
 - Conduct frequent reviews of all Room Disinfecting Schedule throughout various times in the day.
 - Ensure adequate supply of cleaning, disinfecting, sanitizing and PPE supplies are on the premises at all times.
 - Ensure all cleaning, disinfecting and sanitizing products meet Health Canada COVID-19 requirements.
 - Immediately address, document and inform the Director or the Executive Members of the Board of Directors of any non-compliances.

Staff Shifts:

- **Staff (RECEs/PAs):** Employees of ACNS will work set shifts, depending on their position. The Director and RECEs will be the earliest to arrive and the last to leave each day. The Program Assistants will arrive after program has begun, but will arrive early enough to maintain ratios and will not conclude their shift until all children have left for the day and their tasks for cleaning are complete. Staff are scheduled in such a manner that it will ensure that each staff member is only with their own cohort of children and integrity of all of our procedures can be maintained, toys and equipment can be thoroughly cleaned and disinfected and cleaning can take place. One staff member, our "Runner" will be responsible for various tasks including extra cleaning, screening and taking children to their classroom. She will have contact with all groups but will wear PPE and limit interactions and time spent in rooms as best as possible. She will supply for any regular staff when they are off.



COVID-19 OUTBREAK: PROGRAM POLICIES AND PROCEDURES

Created: August 2020

Updated: October 2, 9 & 23 2020

November 13, 2020

January 21, 2021

February 22, 2021

- **Administrator:** The Administrative Assistant will limit contact with children and families, maintain distance and wear PPE while working. As needed, she may help with aspects like cleaning or screening, should this be needed.
- **Director:** The Director will have contact with all groups, but will wear PPE and limit interactions and time spent in rooms as best as possible. Whenever able, the Director will maintain a safe distance from each child, will engage in healthy hand hygiene habits and will ensure the integrity of the policies and procedures.

All staff will ensure they are practicing good hand hygiene habits throughout the day. In addition, all staff members only work at one child care location, working solely for our agency to limit contacts.

Supporting Available Documents

Several supporting documents will be available and/or posted from Huron Perth Public Health, Public Health Ontario, Ministry of Health, and Health Canada. These are:

- Stop the Spread Simple Steps to Germ Free Living,
- Wash Your Hands poster
- How to Put On and Take Off Personal Protective Equipment poster
- Cleaning and Sanitizing Your Workplace
- Cleaning Up Bodily Fluid Spills Fact Sheet

Face Coverings/Mask Use

Employees: All employees of ACNS will be required to wear a medical mask and face shield or goggles at all times while at work, including while they are outside. Staff are required to wear a mask into the building and keep it on after the children have left for the day. Staff are encouraged to maintain distance from each other throughout the day as well. During snack time, staff can remove their masks to model eating for the children. They are required to maintain 2m of distance between themselves and others, especially if they have to remove their mask for any reason. Exemptions for mask wearing will be considered on an individual basis in consultation with the Executive Members of the Board of Directors. Requests for exemptions must include a valid, medical reason to be considered.

Children: Mask use for children aged 2 years and up is recommended and encouraged (but not required). If a child presents with symptoms of COVID-19 while at nursery school and they are able to tolerate it, they will be asked to wear a mask. Masks should not be worn by children under 2 years of age. Masks for children should be clearly labelled with the child's name.

Parent/Guardians: Parents or guardians are required to wear a mask when around ACNS. When dropping children off and picking children up are required to wear a mask into the screening area and to pick up their child from their designated pick up area. Please be mindful of maintaining distance in the line to enter the screening area at drop off and at the end of the morning in the designated pick up areas.

Visitors: Visitors are required to wear a medical mask and eye protection (face shield or goggles) while in the nursery school.

Exclusion of Sick Children Policy

ACNS is committed to providing a safe and healthy environment for children, families and employees and will take every reasonable precaution to prevent the risk of communicable diseases within our Nursery School. Furthermore, we will ensure that all employees are aware of and adhere to the directives of the Exclusion of Sick Children Policy established for our program in consultation with Huron Perth Public Health, the Ontario Ministry of Health, and ACNS as the Licensed Child Care Agency.



COVID-19 OUTBREAK: PROGRAM POLICIES AND PROCEDURES

Created: August 2020

Updated: October 2, 9 & 23 2020

November 13, 2020

January 21, 2021

February 22, 2021

Procedures

As required by the Child Care and Early Years Act, ACNS must separate children of ill health and contact parents/guardians to take the child home.

When children are ill and/or exhibit COVID-19 related symptoms, Nursery School employees will ensure the following:

- Ill children will be separated into the designated isolation space, and will be removed from other children and monitored by an employee until parent/guardian pick up.
- Symptoms of illness will be recorded on the child's daily health screen and recorded in a daily log as per the CCEYA.
- Ill Health Forms will be compiled by the child's educator and will be filed in the child's file.
- The child's Symptoms of Illness Record will also be completed by the child's educator.
- The parent/guardian of the ill child will be notified to take them home; or
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34 (3).

If it is suspected that a child has symptoms of a reportable disease (refer to Huron Perth Public Health's Diseases of Public Health Significance list), the Director/Administrator/Designate will call Huron Perth Public Health at 1-888-221-2133 extension 3225.

When to Exclude:

Nursery School employees should exclude a sick child when the child has any signs and/or symptoms of COVID-19, other symptoms that are greater than normal, or if the child is unable to participate in regular programming because of illness (refer to Huron Perth Public Health's Communicable Disease Exclusion Guidelines for Schools and Daycares).

- **A child should be excluded if they have one or more of the following symptoms of COVID-19:**
 - **Fever and/or Chills** (temperature of 37.8C/100.04F or greater)
 - **Cough** (more than usual if chronic cough) including croup (barking, making a whistling noise when breathing. *Not related to other known causes or conditions (ex. asthma, reactive airway)*)
 - **Shortness of breath** (dyspnea, out of breath, unable to breathe deeply, wheezing that is worse than usual if chronically short of breath). *Not related to other known causes or conditions (ex. Asthma)*
 - **Decrease or loss of Smell or Taste** (new olfactory or taste disorder). *Not related to other known causes or conditions (ex. Nasal polyps, allergies, neurological disorders)*
 - **Sore Throat** (painful swallowing or difficulty swallowing) *Not related to other known causes or conditions (ex. Post nasal drip, gastroesophageal reflux)*
 - **Stuffy Nose and/or Runny Nose** (nasal congestion and/or rhinorrhea). *Not related to other known causes or conditions (ex. Seasonal allergies, returning inside from the cold, chronic sinusitis unchanged from baseline, reactive airways)*
 - **Headache** that is new and persistent, unusual, unexplained, or long-lasting. *Not related to other known causes or conditions (ex. Tension-type headaches, chronic migraines)*
 - **Nausea, Vomiting and/or Diarrhea**. *Not related to other known causes or conditions (ex. Tangent committing due to anxiety in children, chronic vestibular dysfunction, irritable bowel syndrome, inflammatory bowel disease, side effect of medication)*
 - **Fatigue, Lethargy, Muscle Aches or Malaise** (general feeling of being unwell, lack of energy, extreme tiredness, poor feeding in infants) that is unusual or unexplained. *Not related to other known causes or conditions (ex. Depression, insomnia, thyroid dysfunction, anemia)*



COVID-19 OUTBREAK: PROGRAM POLICIES AND PROCEDURES

Created: August 2020

Updated: October 2, 9 & 23 2020

November 13, 2020

January 21, 2021

February 22, 2021

Steps to Follow:

1. If a child develops symptoms while in care, they should be isolated in a separate, supervised space (isolation space) until parents can pick them up. If unable to reach parents then call the emergency person listed.
2. Only one educator should be in the designated space with the ill child and attempt physical distancing of 2 metres when possible.
3. If the educator supervising the symptomatic child cannot maintain a distance of 2 metres, they will wear the personal protective equipment including:
 - disposable medical grade mask only (cloth not suitable)
 - disposable gloves
 - gown, cloth or blanket barrier if picking the child up is required for comforting

The educator will follow the proper steps for putting on and taking off PPE. Additionally they should avoid touching their face, especially with gloved or unwashed hands.

The child should also wear a mask if tolerated. Note: children under age two should not have their face covered due to suffocation risk.

4. Every effort will be made to keep the child comfortable until someone arrives to take him or her home.
5. Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
6. The door can be propped open to allow for increased ventilation in the designated isolation space when possible.
7. Once the child and their siblings have been picked up, immediately conduct environmental cleaning of the space the child was separated in.
8. Parents will be encouraged to call their healthcare provider to determine if the child should be assessed and tested for COVID-19. If they do not have a doctor, they can call Huron Perth Public Health or Telehealth to be assessed. The Online Self-Assessment Tool should also be utilized as needed.
9. A child who tests positive for COVID-19 must be excluded from the Nursery School for 14 days after the onset of symptoms and until clearance has been received from Huron Perth Public Health. A child who tests negative for COVID-19 or receives an alternate diagnosis must be excluded for 24 hours or until symptoms are improved and must not return before this time and must be able to pass the online screening tool.
10. Children or an employee who have been exposed to a confirmed case of COVID-19 should be excluded from the program until they are able to be assessed by Huron Perth Public Health or their Health Care Provider to determine if a COVID-19 Test is required.
11. All advice from Huron Perth Public Health will be followed regarding isolation, testing and exclusion.
12. Serious Occurrence reporting will be handled following the usual procedure by the Director/Designate (See Below).

Serious Occurrence Reporting:



COVID-19 OUTBREAK: PROGRAM POLICIES AND PROCEDURES

Created: August 2020

Updated: October 2, 9 & 23 2020

November 13, 2020

January 21, 2021

February 22, 2021

A Serious Occurrence Report will be submitted to the Ministry of Education Child Care Licensing System if there is a confirmed case of COVID-19 within the nursery school setting (a child or a staff member). Should a child develop a symptom/symptoms of COVID-19 and receive advice from their Health Care Provider to access a COVID-19 test, families are responsible for notifying the Director of the intention to go for a test as well as the date and time of the test. Once the test results are received by the family, they should be immediately shared with the Director. Should a positive test result be received, Huron Perth Public Health will become involved in order to effectively contact trace to limit the spread of COVID-19. Serious Occurrence Reports are shared on the bulletin board in the screening area. See below for more information about the Plan for a Confirmed Case of COVID-19.

Outbreak Management:

An outbreak may be declared by Huron Perth Public Health when within a 14 day period there are two or more confirmed cases of COVID-19 in children, staff or other visitors with an epidemiological link (for example, when the cases are in the same room or cohort) where at least one could have reasonably acquired their infection from the child care setting.

Public Health and ACNS will work together to determine whether the epidemiological links exist between cases and whether transmission may have occurred in the nursery school by providing records of attendance, screening and/or consultation with the daily log.

If an outbreak is declared, Huron Perth Public Health will help to determine the next steps such as closing a specific room or closing the entire nursery school. Depending on the next steps, the open Serious Occurrence will be updated to include this information.

Communication Plan for a Confirmed COVID-19 Case:

When ACNS becomes aware of a positive COVID-19 case via a family/employee, this information will be immediately shared with Huron Perth Public Health. From there, all direction will be taken from HPPH. If ACNS is made aware of the positive COVID-19 case by Huron Perth Public Health, we are prepared to assist with contact tracking by providing attendance lists, contact information and details to HPPH in a secure encrypted format. The Director and/or Administrator and/or Designate will be responsible for providing this information to HPPH in a timely manner (within 24 hours). Huron Perth Public Health will then take over contact tracing and will decide whether just a specific room will be closed or whether the entire nursery school will be closed. These decisions will be communicated to our families by the Director/Designate/Administrator in a timely manner by email.

Employee Illness:

- Any employee who suspects that they have COVID-19 or another infectious disease must not attend the nursery school. All employees must complete the daily screen checklist in order to report to work.
- If an employee becomes ill with COVID-19 symptoms while at the nursery school they should let the Director know and remove themselves from the Nursery School as soon as possible.
- Employees with symptoms should be assessed by their healthcare provider to determine if they should be tested for COVID-19. If they do not have a doctor, they can call Huron Perth Public Health or Telehealth to be assessed. Use of the Online Self-Assessment Tool is also recommended.
- Employees awaiting test results, who are asymptomatic (do not have symptoms) may continue to work unless there is reason to believe they would be considered a case (eg. potential exposure to an ill or positive case or household contact). Such employees should monitor for symptoms while awaiting test results; if they become symptomatic, they must not report to work.



COVID-19 OUTBREAK: PROGRAM POLICIES AND PROCEDURES

Created: August 2020

Updated: October 2, 9 & 23 2020

November 13, 2020

January 21, 2021

February 22, 2021

- Employees who test positive for COVID-19 must remain off work for 14 days following symptom onset and until they have received clearance from Huron Perth Public Health. Those who test negative for COVID-19 or receive an alternate diagnosis must not report to work for 24 hours or until symptoms are improved and they are able to pass the Online Screening Tool.
- The Director/Designate will file appropriate notifications, including a Serious Occurrence, if required and will follow all guidance from Huron Perth Public Health.
- An employee who presents with non COVID-19 related symptoms of ill health must follow normal procedures for return to work while referring to the Public Health Exclusion Guidelines for Schools and Daycares.

Exclusion for children experiencing non COVID related symptoms

- Child should be isolated until the parent can pick them up.
- Parents will be encouraged to have the child assessed by a Health Care Provider and to use the Online Screening tool to determine their next steps.
- Following the direction of the Health Care Provider – if determined to not be COVID-19 related, the child may be allowed back to the nursery school 24hrs after the symptoms have resolved or when symptoms are improving, depending on the diagnosis. For illnesses that require exclusion, please refer to our Handbook. This exclusion period extends to 48hrs symptom free during gastrointestinal outbreaks.
- If a COVID-19 test is required and the results are negative, the individual must be able to pass the Online Screening Tool to be able to return.

Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in prevention and reducing illness. Employees must monitor for an increase in above normal amount of illnesses among other employees and children by looking at the normal occurrence of illness during the specific time period.

Ensure surveillance includes the following:

- Actively screen children for illness daily upon arrival
- Record symptoms of illness for each child including signs or complaints the child may describe including sore throat, stomach ache, head ache etc.).
- Record the date and time that the symptoms occur
- Record the program room the child is in
- Record attendances and absences

Returning from exclusion due to illness

Employees and children who are being managed by Huron Perth Public Health with confirmed cases of COVID-19 or household contacts of COVID-19 cases should follow instructions from Huron Perth Public Health to determine when to return to the facility

Resources Available

Instructions for putting on and removing of Personal Protective Equipment are available from Public Health Ontario and will be shared with staff as part of their orientation and training.

- Putting on Gloves
- Removing Gloves
- Putting on Mask
- Removing Mask
- Recommended Steps for Putting on and Taking off PPE
- How to wash your hands and How to use hand sanitizer



COVID-19 OUTBREAK: PROGRAM POLICIES AND PROCEDURES

Created: August 2020

Updated: October 2, 9 & 23 2020

November 13, 2020

January 21, 2021

February 22, 2021

Hand Hygiene Policy

ACNS is committed to providing a safe and healthy environment for children, families and employees and will take every reasonable precaution to prevent the risk of communicable diseases within our program.

Furthermore, we will ensure that all employees are aware of and adhere to the directives of the Hand Hygiene Policy established by Huron Perth Public Health, the Ontario Ministry of Health, and ACNS.

This policy applies to all employees, students, community members and any others persons engaged in business with the Nursery School.

Definition: Hand hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and running water or a hand sanitizer (60-90% alcohol based). Hand washing with soap and running water must be performed when hands are visibly soiled.

Procedures:

Hands carry and spread germs. Touching your eyes, nose, or mouth, or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Employees and children will be expected to practice good hand hygiene by:

- using soap and water when hands are visibly dirty as well as before and/or after:
 - entering and before exiting a program
 - eating, drinking or preparing/serving food, handling raw foods
 - sneezing, coughing, or blowing your nose, wiping a child's nose
 - using the washroom, toileting/diapering routine
 - using gloves
 - handling garbage
 - handling soiled laundry or dishes,
 - handling soiled toys or other items such as soiled/mouthed items
 - handling animals
 - coming into contact with bodily fluids
 - touching a cut or open sore
 - administering medication
 - outdoor play, gardening

To ensure that employees are using proper hand hygiene methods, hand hygiene practices will be reviewed on a regular basis and feedback will be provided to employees as required.

Perform hand hygiene using soap and water by following these steps:

1. Remove rings, bracelets and watches
2. Wet hands
3. Apply soap
4. Lather for at least 20 seconds, rubbing between fingers, back of hands, fingertips, under nails
5. Rinse well under running water
6. Dry hands well with paper towel
7. Turn taps off with paper towel



COVID-19 OUTBREAK: PROGRAM POLICIES AND PROCEDURES

Created: August 2020

Updated: October 2, 9 & 23 2020

November 13, 2020

January 21, 2021

February 22, 2021

When hands are not visibly dirty, a 60-90% alcohol-based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

For hand hygiene with hand sanitizer, follow these steps:

1. Apply alcohol-based hand sanitizer (60-90% alcohol content)
2. Rub hands together for at least 15 seconds
3. Work sanitizer between fingers, back of hands, fingertips, and under nails.
4. Rub hands until dry

Gloves should be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces.

Gloves do not replace the need for proper hand hygiene. Hand hygiene shall be performed before applying and after removing gloves. Gloves shall be removed and discarded after each use. Do not wear rings with gloves unless they have a smooth band. To reduce hand irritation related to gloves, they should be worn for as short as time as possible. Gloves must be intact, clean and dry inside and hands should be clean and dry before wearing. Gloves are single use only, and must be task specific.

Covering your Cough (Respiratory Etiquette)

Germs, such as influenza, cold viruses and COVID-19, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs. Attempt to keep your distance (preferably more than 2 metres/6 feet) from people who are coughing or sneezing.

If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose. If no tissue is available, cough or sneeze into your upper sleeve or elbow, not into your hands. Always cover and protect your coughs and sneezes.

Put used tissues in the garbage.

Clean your hands with soap and water or hand sanitizer (60-90% alcohol-based) regularly and after using a tissue on yourself or others.

Note: Group events, large group in-person meetings, community events, fundraisers, field trips and any other gathering that may exceed the limits on indoor gatherings, require unnecessary visitors into the school or violate any public health and safety measures will not occur until it is deemed safe to do so. Fundraising campaigns will occur, but the method of collecting and distributing the items will be altered to allow for safe practices. Community Events will take on a different appearance to allow ACNS to remain visible within the community but not create any unsafe situations. Please see our handbook for more details regarding this.

Policy and Procedure Review

This policy and procedure will be read and acknowledged by signature by all employees before commencing employment and will be reviewed by all employees when it is updated and/or changed to reflect current best practices. Additionally, training for staff will occur as needed throughout the school year as health and safety practices evolve and change. With each revision of the policy, it will be shared with ACNS families (by email and on our website) for families to review.