

# EPUC Child Care Centre

## COVID-19 Response

EPUC Child Care Centre has developed the following administrative and infection prevention/ control (IPAC) policies and procedures to reduce the spread of COVID-19.

### Screening

EPUC Child Care Centre will prepare a designate screening area beside the parking area near the main entrance. Parents and children are to stay in their car until the screener approaches the vehicle and asks them to lower their window. The area will be clearly identifiable as the screening station. Signs will be posted in a visible location clearly explaining the screening process and the rules and conditions for entry.

If a family is not in arriving in a vehicle, please maintain a minimum of two metres/six feet distance between staff conducting in-person screening and the individual being screened.

**We will conduct daily screening and temperature checks of all individuals prior to entry/drop-off**

Staff and parents/guardians of children attending the childcare centre **MUST NOT ATTEND** the childcare program when they are ill, and that they should report any symptoms to the Executive Director.

We will actively screen and check the temperature of children, childcare staff, and any other individuals **prior to entry/arrival** to the childcare centre. Temperature must be lower than 37.8C

### Screening Questions

1. Do you/the child or any member of your household have any of the following symptoms:

- o fever
- o new onset of cough,
- o worsening chronic cough,
- o shortness of breath,
- o difficulty breathing,
- o sore throat, difficulty swallowing,
- o decrease or loss of sense of taste or smell,
- o chills, headaches,
- o unexplained fatigue/malaise/muscle aches,
- o nausea/vomiting, diarrhea,
- o abdominal pain,
- o pink eye (conjunctivitis),
- o runny nose/nasal congestion without other known cause?

2. Have you/the child travelled outside of Canada, including the United States, within the last 14 days?

3. Have you/the child had close contact with a confirmed or probable COVID-19 case?

4. Have you/the child had close contact with a person with acute respiratory illness who has been outside Canada, including the United States, in the last 14 days?

### **Mid-Day Screening Procedure**

All children will be temperature checked prior to nap time commencing at 12:30 each day. The

All staff leaving the premises in the middle of the day for lunch, will be rescreened prior to re-entering the centre each day.

### **Attendance Records**

EPUC Child Care Centre will maintain daily attendance records of all individuals entering the childcare centre. This includes, but is not limited to, maintenance workers, cleaning/environmental staff, and government agency employees (e.g. public health inspectors, fire inspectors).

Records will include the following information: name, company, contact information, date, time of arrival/departure, reason for visit,

rooms/areas visited, screening and temperature check results. All records will be kept on site.

EPUC Child Care Centre will follow-up with all individuals who report as an unplanned absence, and determine if the absence is due to illness to note any symptoms (e.g. fever, sore throat, cough). This information will be recorded and kept on file.

We will encourage parents of ill children and staff to seek COVID-19 testing at assessment centre and to call Halton Region Public Health to determine if further care is required.

Non-essential visitors will not be permitted to enter the childcare centre.

Hand sanitizer (70-90% alcohol concentration) will be available at the screening station for individuals who have answered NO to all questions for use prior to entry. Hands must be washed once inside the centre and prior to gaining access to a program classroom.

Individuals who answer YES to any of the questions WILL NOT BE PERMITTED to enter the childcare centre.

Parents must not pass the screening area or enter the childcare centre unless there is a specific need to do so, e.g. emergency.

At the end of the day, parents will arrive in their vehicle outside the playground entrance and an assigned staff member will bring the child to the car and greet the parents and from a distance.

### **The Physical Space**

Visual markers/cues will be used, spaced two metres/six feet apart (e.g. tape on pavement, pylons, signs) to assist children and parents/guardians to maintain a two-metre distance from each other if waiting to be screened.

Inside the centre, we will increase space between seating and play areas so that children and staff can maintain two metres/six feet apart. Play areas will be defined with tape and individualized mats.

### **Staff Training**

All EPUC Child Care Centre staff will be trained on the signs and symptoms associated with COVID-19. Some people may experience mild or no physical symptoms. Symptoms can take up to 14 days after exposure to COVID-19 to appear, and include:

- o Fever
- o Cough
- o Difficulty breathing
- o Sore throat
- o Runny nose
- o Loss of taste or smell
- o Nausea, vomiting, diarrhea
- o Difficulty swallowing
- o If you are having difficulty breathing, call 911.
- o Disease symptoms may be different, depending on age. Children and older adults with COVID-19, may also have non-specific symptoms PDF, such as:
  - o disorientation, confusion
  - o sleeping more than usual or muscle aches

### **Cohorts**

Maximum cohort size for each room in the childcare centre will consist of no more than 15 children if available space permits physical distancing. Child/Staff ratios as designated in the CCEYA will always be adhered to. . In addition, a part-time student, who may only attend two days per week, counts in that cohort as a full student, leaving the remainder of the days that they do not attend vacant.

Childcare staff and children will be assigned to designated cohorts or groups. Cohorts will be designated to a specific "family group" or area. Programming will be planned in a manner that prevents cohorts from mixing throughout the day and over the course of the childcare program/session.

### **COVID-19 Exclusion Policy**

EPUC Child Care Centre is committed to providing a safe and healthy environment for children, families and employees. We will take every reasonable precaution to prevent the risk of communicable diseases within our school including a screening tool upon arrival.

To ensure that all staff are aware of and adhere to the directive established by Halton Region Public Health, and Children's Services Division regarding the exclusion of sick staff and/or children attending EPUC Child Care Centre.

### **Legislative Authority/ Regulations/ Guidelines**

Child Care and Early Years Act

Operational Guidance During COVID-19 Outbreak  
Halton Region Child Care Health Resource  
Halton Region Health Department  
COVID-19 Emergency Child Care Guidance: Emergency Childcare  
Centres (March 2020)  
COVID-19 Reference Document for Symptoms

**Procedure**

NOTE: Children and staff must not attend the program if they are sick, even if symptoms resemble a mild cold.

As required by the Child Care and Early Years Act, 2014 (CCEYA), child care employees must separate children of ill health and contact parents/guardians to pick up their child immediately. When children are ill and/or exhibit COVID-19 related symptoms, staff will ensure the following:

- Ill or symptomatic child will be separated into the designated exclusion room, and be removed from other children to be monitored by a staff until parent/guardian pick-up
- Symptoms of illness will be recorded in the child's daily record and in a daily log as per the CCEYA
- The parent/guardian of the ill child will be notified to pick up their child immediately; 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 you suspect a child has symptoms of a reportable communicable disease, (refer to Halton Child Care Health Resource), please report these immediately to Halton Region Public Health at 905-825-6000.

**When to exclude:**

Staff and children should be excluded when there are signs and/or symptoms that are greater than normal, or if a child is unable to participate in regular programming because of illness.

Common symptoms of COVID-19 include:

- Fever (temperature of 37.8°C or greater)
- New or worsening cough
- Shortness of breath (dyspnea)

Other symptoms of COVID-19 can include:

- Sore throat
- Runny nose or sneezing
- Nasal congestion
- Hoarse voice
- Difficulty swallowing
- New olfactory or taste disorder(s)
- Nausea/vomiting, diarrhea, abdominal pain

**How to exclude:**

- Supervise the child in a designated room with a hand washing sink and hand sanitizer available
- Notify parents/guardians of the sick child for pick up immediately
- Only one staff should be in the designated room and attempt physical distancing from the ill child maintaining a distance of 2 meters. If physical distancing of 2 meters cannot be maintained, staff should wear a surgical/procedure mask, eye protection and gloves and should perform hand hygiene and attempt to not touch their face with unwashed hands. The ill child should also wear a surgical/procedure mask if it is tolerated and the child is above the age of two
- Staff should not interact with others while waiting with ill child
- Staff should avoid contact with the child's respiratory secretions
- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene
- Increase ventilation in the designated exclusion room if possible (e.g., open windows)
- Clean and disinfect the area immediately after the child has been sent home
- Items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days
- Children with symptoms should be tested
- Staff and children who were in the same room with the ill child will be cohorted and Halton Region Public Health will provide further direction on testing and isolation of these individuals
- Contact Public Health to notify of a potential case and seek input regarding the information that should be shared with parents of children in the child care centre

- Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the child care centre for 14 days
- Children or staff who have been in contact with a probable COVID-19 case should be monitored for symptoms and cohorted until test results, if any, have been completed or until directed by Halton Region Public Health
- Staff awaiting test results, who are asymptomatic, may continue to work unless they are a close contact of a case

### Reporting:

The directions outlined below will be followed for any probable and/or confirmed cases of COVID-19 for the following individuals:

- a child enrolled at EPUC Child Care Centre
- a parent/guardian of a child enrolled at EPUC Child Care Centre
- a staff of the licensee currently working at EPUC Child Care Centre

When becoming aware of any probable and/or confirmed cases of COVID-19 for any of the above individuals:

- Notify the local Public Health unit immediately and follow all direction provided;
- Notify the Child Care Quality Assurance and Licensing Branch Regional Manager;
- Follow Halton Region Public Health's advice with respect to the appropriate process for notifying parents with children enrolled at the child care centre;
- Notify Halton Region, Manager of Direct Child Care Services; and Director of Children's Services
- Follow the regular Serious Occurrence (SO) reporting requirements (including submitting a SO report in the Child Care Licensing System and posting the SO notification form).

### Testing for COVID-19:

- Symptomatic staff and children should be referred for testing. Testing of asymptomatic person should only be performed as directed by Halton Region Public Health as part of outbreak management.
- Those who test negative for COVID-19 must be excluded until 24 hours after symptom resolution
- Those who test positive for COVID-19 must be excluded from the child care centre for 14 days after the onset of symptoms

and clearance has been received from Halton Region Public Health

- Asymptomatic contacts of a confirmed case may consider going for testing for COVID-19 within 14 days from their last exposure. If they test negative and become symptomatic after the negative test, they should be re-tested.
- Asymptomatic contacts must remain in self isolation for 14 days from their last exposure to the case, even if they get a negative test result.
- Staff who test positive for COVID-19 inform their supervisor of the positive test result
- Outbreaks should be declared in collaboration with Halton Region Public Health

NOTE: Child care staff who are tested as part of the surveillance screening are not required to self-isolate and may return to work as long as they pass the daily screening for the workplace.

#### **Surveillance:**

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

Ensure surveillance includes the following:

- Observe children for illness upon arrival
- Active screening is required for anyone entering the childcare centre. Anyone who fails screening criteria will not be allowed into the childcare centre
- Record symptoms of illness for each child including signs or complaints the child may describe (e.g., sore throat, stomach ache, head ache)
- Record the date and time that the symptoms occur
- Keep all screening records on site
- Record the room the child attends (e.g., room number/description)
- Record attendances and absences

#### **Returning from Exclusion Due to Illness:**

Staff/children who are being managed by Halton Region Public Health (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from Halton Region Public Health to determine when to return to the facility.

NOTE: A Serious Occurrence is generated through the Child Care Licensing System to report all probable or confirmed cases of COVID-19 for anyone attending or regularly present at the Emergency Child Care Centre including a child, staff or parent/guardian

### Hygiene Etiquette

We will enforce regular washing of hands thoroughly with soap and water or use hand sanitizer (70-90% alcohol concentration) provided hands are not visibly soiled.

Encourage covering coughs or sneezes with your elbow or a tissue. Immediately throw the tissue in the garbage and wash hands.

Provide additional hand sanitizer (70-90% alcohol concentration) stations (e.g. wall mounted hand sanitizer dispensers) in supervised areas where children cannot access it independently.

Staff will ensure that proper hand hygiene is practiced often and when necessary (e.g. before and after eating, after using the bathroom, after covering a cough or sneeze). This includes supervising and/or assisting children with hand hygiene.

### Environmental Cleaning and Disinfecting Practices

EPUC Child Care Centre has reviewed Public Health Ontario's recommendations related to COVID-19, and has developed procedures to ensure that the learning space is safe and clean for children and staff, such as:

- Staff will be trained on required disinfectant contact times (i.e. amount of time that the product will need to remain wet on a surface to achieve disinfection).
- Directions for where and how to securely store cleaning and disinfectant supplies as well as appropriate PPE.
- Designated staff will be assigned to conduct environmental cleaning and disinfecting throughout the day on high traffic surfaces at least twice a day.
- Staff will clean and disinfect individual items in each room after each play session.
- Cots and cribs will be cleaned and disinfected after each use.
- Maintain logs to track cleaning and disinfecting activities for each room/area, individual/play items and sleeping equipment such as cots and cribs.

## Toys and Equipment

EPUC Child Care Centre will provide toys and equipment that are made of materials that can be cleaned and disinfected easily. Mouthed toys will be separated, cleaned, and disinfected immediately after the child has finished using it. Toys will be washed and rinsed prior to disinfection and allowed to air dry. We will also suspend group sensory play activities.

We will be providing individualized bags with art materials, books and supplies for each child. Each pouch will be labelled with the child's name and will be disinfected daily.

## PPE

EPUC Child Care Centre will be providing personal protective equipment (PPE) for use by staff when necessary.

Staff must wear a mask and eye protection (e.g. face shield):

- o In the screening area
- o When cleaning and disinfecting blood or bodily fluids
- o When caring for a sick child or a child showing symptoms of illness

Staff will wear a mask (medical or non-medical) or face covering at other times when physical distancing cannot be maintained.

Gloves will 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.

Blankets will be used over clothing if holding or carrying infants or toddlers. Change the cloth after each child.

Hand sanitizer will be provided throughout the centre, as well as face masks and face shields.

### Communication

EPUC Child Care Centre will communicate with parents to provide program information and protocols on health and safety measures (e.g. screening practices, physical distancing, staying home if sick).

### FOR MORE INFORMATION

- Ontario Ministry of Health COVID-19 Guidance: Emergency Childcare Centres Version 2-May 8 2020. Retrieved from [http://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_child\\_care\\_guidance.pdf](http://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_child_care_guidance.pdf)
- Ontario Ministry of Education (2020). Operational Guidance during COVID-19 Outbreak: Childcare Re-opening. Retrieved from <http://www.edu.gov.on.ca/childcare/child-care-re-opening-operational-guidance.pdf>

### **Policy Review:**

This policy and procedure will be reviewed and signed off by all staff prior to commencing employment and annually thereafter.

Created: July 29, 2020.