



*Precious Pearls*  
CHILD CARE CENTRE

# **COVID-19 PANDEMIC POLICY MANUAL**

**IN ACCORDANCE WITH**

**THE GOVERNMENT OF ONTARIO  
MINISTRY OF EDUCATION  
HALTON PUBLIC HEALTH**

### **Background:**

Precious Pearls Child Care Centre has reviewed and adopted all the guidelines issued by Halton Public Health Department, The Ministry of Education, and the Province to implement the safest way to manage our Centre during this pandemic.

### **Plan Details:**

- Precious Pearls Child Care Centre, located at 2495 Old Bronte Road, Oakville, will operate Monday-Friday from 7 am to 6 pm, staffed by Registered Early Childhood Educators and Assistants, for children from 12 months up to 6 years of age. During the Pandemic, the hours may vary depending on the Centre's needs. As of August 31, 2020 the Centre will be operating between the hours of 7:30am-5:30pm until further restrictions ease up from Public Health.
- The operation of the Centre will strictly adhere to the *Child Care and Early Years Act, 2014*; *Covid-19 Guidance: Emergency Child Care Centre*; and the *Operational Guidance During COVID-19 Outbreak*.

### **Group Sizes:**

- The Centre will operate all 6 classrooms with full capacity if needed and will have capacity for no more than 77 children.
- As set by the Ministry, each classroom will be counted as one cohort. Children cannot be mixed with other cohorts.

### **Health and Safety:**

- Precious Pearls Child Care Centre shall implement additional health and safety protocols to maintain a safe and healthy environment for all staff, children, and families and respond to Provincial and Municipal pandemic response plans.
- Precautions will include increased cleaning and daily online screening required from staff, children, and families prior to admission to the Centre.
- In compliance with Halton Public Health, families, children and staff must adhere to the following of new procedures developed for Child Care operations during COVID-19:
  - COVID-19 Exclusion Policy
  - Health Screening Procedure
  - Sanitary Health and Safety Protocols During COVID-19
  - Hand Hygiene Policy and Procedures
  - Pandemic Sleep Supervision Policy
  - Pandemic Supervision of Children Policy
  - Interaction Practices During COVID-19
  - Pandemic Security Policy



### **Screening:**

- Every staff member, visitor, and child is required to be screened online prior to being admitted into the Centre
- The COVID-19 school and child care screening tool will be used for online screening at Precious Pearls Child Care Centre.
- Parents, children, and staff will need to use the COVID-19 school and child care screening tool format that has been provided to them online prior to their attendance at the Centre
- Visitors to the centre shall not be permitted as per direction from the Ministry of Education, essential visitors only will be allowed, that will include inclusion service and resource consultants if required.
- All essential visitors will need to fill the visitor attendance log in the office, upon entering the Centre and record Name, Date, Phone #, time in and out to help with contact tracing.
- All logs and attendance records are to be saved in the office provided when asked for to facilitate contact tracing.

### **Cleaning:**

- Precious Pearls Child Care Centre shall be thoroughly cleaned prior to opening and several times throughout the day
- In addition to environmental cleaning and disinfection, staff will follow strict toy disinfection procedures
- Frequently touched surfaces must be disinfected at least twice a day
- All group sensory play will be prohibited both indoor and outdoor areas unless they are for one child at a time and one time use only

### **Additional Staff Training:**

- All staff returning back to work at the Centre must review, understand, sign and adhere to this Pandemic Plan prior to commencing work
- All staff will receive training at least once on the health, safety and other operational measures outlined for reopening and operating during the pandemic.
- Receive training on proper use of Personal Protective Equipment (PPE), proper hand washing, proper use of hand sanitizers and conduct proper screening

### **Other Health and Safety Details:**

- In addition to these preventative measures, and as per direction from the Ministry of Education, Precious Pearls Child Care Centre shall have a protocol in place (included in this Pandemic Plan) in the event that a child, parent or staff member at the site is exposed to COVID-19.
- Starting on September 1, 2020, all adults in a Child Care setting are required to wear a medical mask and eye protection (i.e., face shield, goggles) while inside in the child care premises, including in hallways.



- The use of masks is not required outdoors for adults or children if physical distancing of at least 2-meters can be maintained between individuals.
- Reasonable exceptions to wearing masks and face shields indoors could be possible where a physical distance of at least 2 meters can be maintained between individuals, and medical conditions provided a doctor's note.

## COVID-19 Exclusion Policy

### Policy

Precious Pearls Child Care Centre is committed to providing a safe and healthy environment for children, families, and staff. The Centre will take every reasonable precaution to prevent the risk of communicable diseases including a screening tool upon arrival.

### Purpose

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 Precious Pearls Child Care Centre.

### Application

This policy applies to all staff, parents/guardians, children, and any other persons engaged in business with Precious Pearls 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 staff 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

### **How to exclude**

- Supervise the child in a designated room with a hand washing sink (if possible) 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



## **Testing for COVID-19**

- Children with symptoms such as Fever of 37.8C/100F or higher, Cough, Shortness of Breath, or Decrease of loss of smell or taste
  - should stay home to isolate immediately and
  - Be seen by a health care provider for further advice or assessment, including the need of a COVID-19 test or other treatment.
- Children with only one symptom such as Sore Throat, Stuffy nose and/or runny nose, Headache, Nausea, vomiting and/or diarrhea, or fatigue, lethargy, muscle aches or malaise.
  - Should stay home for 24 hours from when the symptom started
  - If the symptom is improving, you may return to school/child care when you feel well enough to do so. A negative COVID-19 test is not required to return.
  - If the symptom persists or worsens, contact your health care provider for further advice or assessment, including if you need a COVID-19 test or other treatment.
- Children with two or more symptoms from the above mentioned should:
  - Stay home to isolate immediately
  - Contact your health care provider for further advice or assessment, including the needs of a COVID-19 test or other treatment.
- Children who have travelled outside of Canada in the last 14 days, had been identified as a close contact of someone who is confirmed as having COVID-19, or have been directed by a health care provider to isolate:
  - Should stay home to isolate immediately and follow the advice of public health
  - If you develop symptoms, you should contact your local public health unit or the health care provider for further advice.

Children who test negative for COVID-19 must be excluded from the program until 24 hours after the symptoms resolve.

Children who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms, or for 14 days from the date of testing if no symptoms, and/or clearance has been received from the local public health unit.

- Staff and children who were in the same room with the ill child will be cohorted, together and monitored for signs and symptoms of illness until the ill individual receives their test result. If the test result is positive for COVID-19, Halton Region Public Health will provide further direction to their close contacts on testing and self-isolation, and will determine that partial or full closure of the child care setting is required.
- Household contacts (for example, parents and siblings) of a symptomatic individual (who is awaiting test results) are not required to self-isolate. Household contacts may attend child care, work or school, provided they do not have any symptoms of COVID-19.
- Testing of asymptomatic persons should only be performed as per provincial testing guidance.



- Asymptomatic individuals awaiting results may not need to be excluded and should follow the advice of public health.
- Ensure that staff and children exposed to a person who has confirmed COVID-19 are excluded from the child care setting for 14 days and that they:
  - Self-isolate at home for 14 days and monitor for symptoms;
  - Get tested as soon as symptoms develop or if no symptoms develop; it is recommended that the child get tested approximately 7 days after exposure to a confirmed case.
  - Please note: individuals who have been exposed to a confirmed case of COVID-19 in a child care centre are required to self-isolate for 14 days from the date of exposure, even if their test result is negative.
- Advice staff and parents/guardians of children who have confirmed COVID-19, may have COVID-19 or are a close contact of a case, that they will be managed by Halton Region Public Health and must follow public health instructions to determine when it is safe to return to the child care centre.

### **Reporting Cases**

The directions outlined below will be followed for **confirmed** cases of COVID-19 for the following individuals:

- a child enrolled at Precious Pearls Child Care Centre
- a staff of the licensee currently working at Precious Pearls Child Care Centre
- a student fulfilling a placement at Precious Pearls Child Care

When becoming aware of **confirmed** cases of COVID-19 for any of the above individuals:

- Notify the local **Public Health** unit immediately and follow **all** direction provided. Provide them with any material (e.g., daily attendance records) to public health officials to support case management and contact tracing and other activities in accordance with all applicable legislation, including the Municipal Freedom of Information and Protection of Privacy Act.
- Notify the Child Care Quality Assurance and Licensing and **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)

Public health officials will determine any additional steps required, including but not limited to how to monitor for other possible infected staff/providers and children and the declaration of an outbreak and closure of rooms and/or entire child care settings.

- If a closure is ordered by the local public health unit and the licensee has already submitted a serious occurrence for a confirmed case, the existing serious occurrence must be updated to reflect the closure.



Where a room, centre or premises closes due to COVID-19, licensees must report this to the Ministry as a serious occurrence even if there are only suspected cases of COVID-19 and was ordered to do so by Public Health.

### **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 employees 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 Child Care Centre. Anyone who fail screening criteria will not be allowed into the childcare centre. This does not need to be reported to the local public health unit.
- Record symptoms of illness for each child including signs or complaints the child may describe (e.g., sore throat, stomach-ache, headache) on Precious Pearls Child Care Centre “Child’s Symptoms of Illness Record” in the classroom.
- 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 Child Care Centre including a child, staff, students, or parent/guardian

### **Policy and Procedure Review**

This policy and procedure must be reviewed and signed off by all staff prior to commencing employment in Precious Pearls Child Care Centre.





## Health Screening Procedure

In order to help reduce the risk of respiratory infections (including COVID-19), a health screening is an essential step.

This procedure applies to all staff, children, families, and persons engaging in business with Precious Pearls Child Care Centre. Everyone must be screened online prior to entering the Centre.

This tool will assist the Centre in preparing and administering health screening for staff and children.

- Ensure staff are familiar with the Health Screening
- Identify/set up the location and staff responsible for the screening:
  - o To be done at front entrance by the door, visually blocking entrance into the centre (if possible)
  - o Only ONE entrance is to be used, to ensure that each person is screened
  - o Maintain a minimum of 2 metres distance between staff conducting screening and the person being screened when possible
  - o Staff conducting the screening must wear personal protective equipment (PPE) i.e. surgical/procedure mask and eye protection (goggles or face shield shield)
  - o To maintain physical distancing in the event that a line-up forms while parents and their children are waiting to be screened prior to entering into the Centre, parents will be provided with designated drop off times and asked to call prior to pick up and to remain in their car if another family is at the door picking up.
  - o Staff member(s) must be trained on conducting the screening tool
- Place alcohol-based hand sanitizer, containing at least 60% alcohol content at the door. Ensure it is visible to staff/families entering the building, while remaining out of reach of young children

### **Screening Procedure**

Every staff, child, parent/guardian must self-screen prior to being admitted into the Child Care Centre. Parents are asked to fill an online screening form provided by the Ministry of Health, prior to attendance on a daily basis.

- o Individuals who do not pass the screening are not permitted to attend the program and must stay home.
- o An ill individual who has a known alternative diagnosis provided by a health care provider may return to child care if they do not have a fever and their symptoms have been improving for at least 24 hours.

Signs will be posted at entrance to the child care setting to remind parents, staff, and visitors of screening requirements.

In the event that an individual is not screened prior to arriving at the child care setting, active (in-person) screening should be available when necessary.



**Questions for staff, families, and essential visitors**

**Entrance Screen**

Date of Screen:	
Child/Staff/Visitor Name:	

1. Do you (child/staff/visitor) have any of the following **new or worsening** symptoms?  
Symptoms should not be chronic or related to other known causes or conditions:

<b>Fever and/ or chills</b> (temperature of 37.8C/100F or greater)	Yes	No
<b>Cough</b> (more than usual if chronic cough) including croup (barking cough, making a whistling noise when breathing) Not related to other known causes or conditions (e.g., asthma, reactive airway)	Yes	No
<b>Shortness of breath</b> (dyspnea, out of breath, unable to breathe deeply, wheeze, that is worse than usual if chronically short of breath) Not related to other known causes or conditions (e.g., asthma)	Yes	No
<b>Decrease or loss of smell or taste</b> (new olfactory or taste disorder) Not related to other known causes or conditions (e.g., nasal polyps, allergies, neurological disorders)	Yes	No

2. Do you (child/staff/visitor) have any of the following **new or worsening** symptoms?  
Symptoms should not be chronic or related to other known causes or conditions.

<b>Sore Throat</b> (painful swallowing or difficulty swallowing) Not related to other known causes or conditions (e.g., post-nasal drip, gastroesophageal reflux)	Yes	No
<b>Stuffy nose and/or runny nose</b> (nasal congestion and/or rhinorrhea) Not related to other known causes or conditions (e.g., seasonal allergies, returning inside from the cold, chronic sinusitis unchanged from baseline, reactive airways)	Yes	No
<b>Headache</b> that is new and persistent, unusual, unexplained, or long-lasting Not related to other known causes or conditions (e.g., tension-type headaches, chronic migraines)	Yes	No
<b>Nausea, vomiting and/or diarrhea</b> Not related to other known causes or conditions (e.g., transient vomiting due to anxiety in children, chronic vestibular dysfunction, irritable bowel syndrome,	Yes	No



inflammatory bowel disease, side effect of medication)		
<b>Fatigue, lethargy, muscle aches or malaise</b> (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 (e.g., depression, insomnia, thyroid dysfunction, anemia)	Yes	No

3. Have you (child/staff/visitor) travelled outside of Canada in the past 14 days?

Yes No

4. Have you (child/staff/visitor) been identified as a close contact of someone who is confirmed as having COVID-19 by your local public health unit (or from the COVID alert app if they have their own phone)?

Yes No

5. Have you (child/staff/visitor) been directed by a health care provider including public health official to isolate?

Yes No

Results of Screening Questions:

If you answered “Yes” to any of the symptoms included under question 1:

- You should stay home to isolate immediately.
- Contact your health care provider for further advice or assessment, including if you need a COVID-19 test or other treatment.

If you answered “Yes” to only one of the symptoms included under questions 2:

- You should stay home for 24 hours from when the symptom started.
- If the symptom is improving, your child may return to school/child care when they feel well enough to do so. A negative COVID-19 test is not required to return.
- If the symptom persists or worsens, contact your health care provider for further advice or assessment, including if you need a COVID-19 test or other treatment.

If you answered “Yes” to two or more of the symptoms included under question 2:

- You should stay home to isolate immediately.
- Contact your health care provider for further advice or assessment, including if you need a COVID-19 test or other treatment.

If the individual answers “Yes” to questions 3, 4 or 5

- You should stay home to isolate immediately and follow the advice of public health.
- If you develop symptoms, you should contact your local public health unit or the health care provider for further advice.

NOTE: Precious Pearls Child Care Centre is responsible for keeping up to date with all the relevant legislation/guidelines within this procedure



## Sanitary Health and Safety Protocols During COVID-19

### Policy

Precious Pearls Child Care Centre is committed to providing a safe and healthy environment for children, families, and staff. The Centre will take every reasonable precaution to prevent the risk of communicable diseases.

### Legislative Authority/ Regulations/ Guidelines

Child Care Early Years Act (CCEYA) 2014, O. Reg. 137/15  
Operational Guidance During COVID-19 Outbreak  
Public Health Ontario, *Cleaning and Disinfection for Public Settings*  
Public Health Ontario, *Hand Hygiene*  
COVID-19 Emergency Child Care Guidance: Emergency Childcare Centres (March 2020)

### 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 kill 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., a 1:9 bleach and water solution), 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. Contact times are generally prescribed by the product manufacturer. Any items children may come into contact with, require a final rinse after the required contact time is observed.

### Procedure

All products including cleaning agents and disinfectants must be out of reach of children and must be labelled.

### 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

Staff are to use a 1:9 bleach and water solution (prepared daily) as a disinfectant.

- For general environmental disinfection of high touch surfaces large toys and equipment that cannot be immersed in a disinfectant solution, use a wet cloth soaked in a 1:9 bleach and water solution. The contact time for disinfecting is one minute
- For all other toy cleaning and disinfecting first clean toys in a detergent and water solution followed by soaking in a 1:9 bleach and water solution. The contact time for disinfecting is one minute

## Cleaning and Disinfection frequency requirements:

A cleaning and disinfecting log should be tracked and demonstrate cleaning schedules.

### **Clean and disinfect upon ENTRY to child care:**

- Children's hands must be washed and sanitized (with parents permission) upon arrival in class
- Staff must wash hands or use hand sanitizer upon entry to Centre.

### **Clean and disinfect frequencies for surfaces and items:**

Cleaning and disinfecting routines **must** be increased as the risk of environmental contamination is higher:

- **Tables and countertops:** used for food preparation and food service must be cleaned and disinfected before and after each use
- **Spills** must be cleaned and disinfected immediately
- **Handwash sinks:** staff and children washroom areas must be cleaned and disinfected at least two times per day and as often as necessary (i.e., when visibly dirty or contaminated with body fluids).
- **Floors:** cleaning and disinfecting must be performed as required (i.e., when spills occur, and throughout the day when rooms are available) e.g., during outdoor play
- **Outdoor play equipment:** must be disinfected before use, and as required (i.e., visibly dirty). Any outdoor play equipment that is used must be easy to clean and disinfect
- **High-touch surfaces:** any surfaces at your location that has frequent contact with hands (e.g., light switches, shelving, containers, handrails, door knobs, sinks toilets etc.). These surfaces should be cleaned at least twice per day and as often as necessary (i.e., when visibly dirty or contaminated with body fluids)
- **Other shared items:** (e.g., phones, tablets, keyboards, attendance binders etc.) these must be disinfected between users).

### **Clean and disinfect daily:**

- Low-touch surfaces (any surfaces that has minimal contact with hands), must be cleaned and disinfected daily (e.g. Window ledges, doors, sides of furnishings etc.)
- Carpets are to be vacuumed daily when the rooms are available, e.g., during outdoor play



### **Clean and disinfect as required:**

Blood/Bodily Fluid Spills: Using the steps below, the surface must be cleaned first then disinfected:

1. Isolate the area around the spill so that no other objects/humans can be contaminated
2. Gather all supplies, perform hand hygiene, then put on single-use gloves
3. Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag
4. Clean the spill area with detergent, warm water and single-use towels
5. Rinse to remove detergent residue with clean water and single-use towel
6. Discard used paper towels and gloves immediately in a tied plastic bag
7. Spray 1:9 bleach and water (1/4 cup of bleach to 2 cups of water) solution in and around the spill area and allow the appropriate **one minute** disinfecting contact time
8. A final rinse is required if children come into contact with the area
9. Remove gloves as directed and discard them immediately
10. Perform hand hygiene as directed

### **Notes:**

- If the spill includes broken glass, ensure a brush and dustpan is used to pick it up and discard. Disinfect the brush and dustpan after use. **NEVER** use your hands to clean up the glass
- If the spill occurs on a carpet, follow the above steps along with professional steam/wet cleaning the carpet.

### **Cot cleaning and disinfecting:**

- Cots must be labelled and assigned/designated to a single child per use
- Cots must be cleaned and disinfected before being assigned to a child
- High touch surfaces on cots must be disinfected daily and as often as necessary
- Cots must be stored in a manner which there is no contact with the sleeping surface of another cot
- Cots and bedding must be laundered daily, and when soiled or wet

### **Additional Infection Prevention and Control Practices for Hygiene Items**

- Pacifiers must be individually labelled and stored separately (not touching each other), they must not be shared among children. The pacifier must be washed in soap and water upon arrival to the centre
- Label individual hygiene items and store them separately.
- For creams and lotions during diapering, never put hands directly into lotion or cream bottles, use a tissue or single-use gloves. Upon arrival to the centre, wipe the cream/lotion container with a disinfecting wipe
- Children's soiled clothes or blankets will be sent home on daily basis for cleaning.
- No soft/plush toys from home will be allowed in the Centre.



## Hand Hygiene Policy and Procedures

### Policy

Precious Pearls Child Care Centre is committed to providing a safe and healthy environment for children, families, and employees. The Centre will take every reasonable precaution to prevent the risk of communicable diseases.

### Definitions

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

### Procedure

Hands carry and spread germs. Touching your eyes, nose, 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.

Ensure that employees and children are always practicing good hand hygiene when hands are visibly dirty and/or after:

- Sneezing, coughing, or blowing your nose
- Using the washroom
- Handling garbage
- Handling raw foods
- Outdoor play
- Toileting/diapering routine
- Handling soiled laundry or dishes
- Handling soiled toys or other items
- Coming into contact with bodily fluids
- Coming into contact with any soiled/mouthed items
- Gardening
- Touching commonly touched surfaces

Hands should be cleaned using soap and water or hand sanitizer before and after:

- Preparing, handling, serving and eating food
- Touching a cut or open sore
- Changing diapers
- Glove use
- Before and after giving medication
- Communal sensory play activity



When hands are visibly soiled, follow these steps for cleaning hands:

- Wet hands
- Apply soap
- Lather for at least 20 seconds. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel or hot air blower
- Turn taps off with paper towel, if available

When hands are not visibly soiled, follow these steps for cleaning hands:

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

### **Hand Hygiene Monitoring**

To ensure that employees are using proper hand hygiene methods, supervisors will review hand hygiene practices on a regular basis and provide feedback to employees as required.

### **Hand Sanitizing Information**

When your hands are not visible 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. Please ensure that written parent consent is obtained before applying hand sanitizer to any child.

### **Glove Use**

Gloves shall 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 are single use only.

### **Gloves and Hand Hygiene**

Hand hygiene shall be practised before applying and after removing gloves. Gloves shall be removed and discarded after each use.

To reduce hand irritation related to gloves:

- Wear gloves for as short as time as possible
- Ensure that hands are clean and dry before wearing gloves
- Ensure gloves are intact, clean, and dry inside





- Gloves are single use only, and must be task specific such as nitrile gloves for diaper changes

### **Gloves when Cleaning/Disinfecting**

Employees must wear gloves when immersing toys in diluted disinfectant when washing toys.

### **Covering Your Cough Procedure**

Germs, such as influenza and cold viruses, 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. Follow these steps to stop the spread of germs:

- If you have a tissue, cover your mouth and nose when you cough, sneeze, or blow your nose
- Put used tissues in the garbage
- If you do not have a tissue, cough, or sneeze into your sleeve, not in your hands
- Clean your hands with soap and water or hand sanitizer (60-90% alcohol-based) regularly and after using a tissue on yourself or others



## Pandemic Sleep Supervision Policy

### **Policy:**

During nap time, staff perform a direct visual check of each sleeping child by being physically present beside the child and will look for indicators of distress or unusual behavior every 15 minutes for toddlers and every 30 minutes for preschoolers and record it on the sleep recording sheet as outlined in Precious Pearls Sleep Supervision Policy

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

Child Care Early Years Act 2014 O. Reg. 137/15

### **Procedure**

The Supervisor ensures:

- Parent/guardian is advised upon enrollment of the centre's policies regarding children's sleep via Parent Handbook and policy sign off sheet
- Parent/guardian is consulted regarding their child's sleeping arrangements at the time of enrollment

The Staff ensures:

- Each child is assigned their own cot/mat for sleeping, labeled with their name
- Cots to be placed at least 2 meters apart if possible. If space is tight, place children head-to-toe or toe-to-toe.
- There is sufficient light in the sleep room to conduct a direct visual check of all sleeping children every 15/30 minutes depending on age.
- A direct visual check is performed on each sleeping child, by being physically present beside the child, noticing their breathing and skin colour
- Each visual check is recorded on Sleep Supervision Record Sheet / HiMama every 15/30 minutes depending on age during nap time
- Any significant change in the child's sleeping pattern or behaviour is documented on the Sleep Supervision Record Sheet / HiMama and communicated to the Supervisor/designate right away

**NOTE:** Any changes in the child's breathing or appearance which seems to indicate the child is in distress results in a call to 911 and the parent.



## Pandemic Supervision of Children Policy

### **Policy:**

Staff supervise children at all times according to the *Child Care and Early Years Act, 2014* (CCEYA) standards, which includes meeting ratios, at all times.

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

Child Care and Early Years Act (CCEYA) 2014, O. Reg. 137/15

Ministry of Health, COVID-19 Guidance: Emergency Childcare Centres

### **Procedure:**

**NOTE:** Visitors to the Centre will not be permitted, as per direction from the Ministry of Education, essential visitors only allowed.

### **Supervisor ensures:**

- Staff receive and review the Pandemic Supervision of Children policy regarding supervision of children during a pandemic outbreak
- Staff are trained on how to screen children upon arrival, release children to adult upon departure, conduct head counts, attendance, and transfer of children from adult to adult during the day etc.
- Spot checks for attendance are conducted regularly

### **Staff ensure:**

- Children are supervised at all times while attempting physical distancing from children, maintaining a distance of 2 meters where possible
- Attendance Logs accurately reflects the number of children in attendance, **at all times**
- Attendance Logs are accessible at all times
- Educators conduct regular head counts to verify accurate numbers matching the children's name with the number of children present: when assuming a group of children, prior, during and after a transition, when a child leaves the classroom or playground, upon arrival and departure of children
- They communicate the number of children to another staff person present in the program before leaving the program area or upon arrival of a new staff
- Breaks are not taken during transition times
- They continually monitor and assess the well-being of each child during rest and sleep times including visual checks
- The Communication Logbook is updated according to daily occurrences in the classroom

**NOTE:** Supervisor/ Manager and Ministry of Education Program Advisors will see evidence of the number of children present, children's names and the number of children accounted for, identical in number, at each check in.



**NOTE:** The Communication Logbook will contain the following information, but is not limited to

- On-going communication of the health, safety, and well-being of the children
- Emergency contacts/procedures where appropriate
- Staff information (who is present in the classroom that day)
- Medication administration (if applicable)
- Other pertinent information

The communication logbook is located in each classroom in the class binder with the child emergency sheets.

A Precious Pearls wide communication logbook is located in the office on the supervisor's shelf. This communication book is accessible at all times of the day and pertains to the health, safety, and well-being of the centre as a whole.



## Interaction Practices During COVID-19

### Policy

Precious Pearls Child Care Centre is committed to providing a safe and healthy environment for children, families, and employees. The Centre will take every reasonable precaution to prevent the risk of communicable diseases.

### Definitions

Interaction Practices will include all measures taken in class and in the Centre to provide a healthy environment for children, families, and employees.

Practices will include:

- Set cohorts for each class. No mix up of children from one class to the other as well as staff.
- Scheduling staff shifts to adhere with the cohort groups
- Designated drop off and pick up times for families when possible to prevent line up and physical contact.
- Encouraging individual play between children to maintain distance when possible

### Procedure

As set by the Ministry, each classroom will be counted as one cohort. Children can't be mixed with other cohorts neither can the staff for at least 7 working days.

In each classroom, staff will encourage physical distancing between children. Achieving that can be done through:

- spreading children out into different areas
- Staggering outdoor playtime when possible
- Incorporating more individual activities or activities that encourage more space between children.
- Plan activities that don't involve shared objects or toys
- When possible, moving activities outside to allow for more space
- Avoiding singing activities indoors
- Increasing the distance between nap mats or by placing children head-to-toe or toe-to-toe
- Staff will avoid getting close to faces of all children, where possible

Staff schedules will be placed around the need of the children attending. Each staff will arrive prior to the start day to make sure the classroom is all sanitized and ready for the children to use.

Minimum of 2 staff will be available in each room to allow for enhanced cleaning and lunch time covering of each other.



Precious Pearls  
CHILD CARE CENTRE

Every staff will be trained on the health, safety and other operational measures outlined by the Ministry of Education and the Ministry of Health prior to re-opening.

All group events that involves staff and/or families will have to be cancelled until further notice from both the Ministry of Health and the Ministry of Education.



## Pandemic Security Policy

### **Policy:**

During a pandemic outbreak, Precious Pearls Child Care Centre will operate to provide child care to families.

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

Precious Pearls Child Care Centre Pandemic Plan

### **Procedure:**

- The Child Care Centre front door will remain locked during operation; parent/guardian will ring the doorbell for service as indicated by signage on the door when needed
- The designated screener will be outside the door and proceed with the Entrance Screen for registered families or staff
- Staff and families are familiar with the Health Screening Procedure
- Staff and children will be screened before entering the building; permission for the child to enter will be granted by the screener if a pass on the entrance screen is obtained  
**NOTE:** Staff will accompany the child into the building; parents are not to enter
- If security is required, staff are to call 911.

**NOTE:** Staff are to report any unusual incidents to their Supervisor/Manager and Police or CAS, if circumstances require.



## Acknowledgment Form

### COVID-19 Pandemic Policy Manual

**Name of Child (Please Print):**

By my signature below, I certify that I have read, can attest to, and put into action the below aforementioned policies as outlined in Precious Pearls Child Care Centre COVID-19 Pandemic Policy Manual (attached):

- COVID-19 Exclusion Policy
- Health Screening Procedure
- Sanitary Health and Safety Protocols During COVID-19
- Hand Hygiene Policy and Procedures
- Pandemic Sleep Supervision Policy
- Pandemic Supervision of Children Policy
- Interaction Practices During COVID-19
- Pandemic Security Policy

I understand the failure to abide by any of the policies and procedures as outlined by Precious Pearls Child Care Centre COVID-19 Pandemic Policy Manual (attached), may result in termination of child care.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## Hand Sanitizer Permission Form

I hereby give permission to the employees of Precious Pearls Child Care Centre to apply Hand Sanitizer (60-90% alcohol based) on my child's hands.

Hand Sanitizer will be applied in the morning and during the day if needed.

Child's Name: \_\_\_\_\_

Parent's/Guardian's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Updated December 1, 2020