**NANABIJOU CHILD CARE CENTRE**

**Policy Title: Working During COVID**  **Date Approved:** June 30, 2020

**Page:** 1 of 6 **Updated:** February 25, 2021

Purpose: Regulations in the Child Care and Early Years Act require that all Child Care Centres ensure their health and safety protocols are enhanced during the COVID-19 pandemic. Updates continue to be made by the Ministry of Education to ensure best practice. This policy is reviewed often to ensure it reflects the latest published information by the Ministry of Education and The Thunder Bay Health Unit.

The purpose of this policy is to provide guidance to parents and staff. This policy contains the required protocols and modifications necessary from our typical procedures regarding arrival and departure, daily health checks, exclusion, infection prevention and control, and sanitary practices to protect the health of everyone.

In November 2020, a document was published by the Ontario Ministry of Education of Policies and Guidelines specifically for Before and After School Programs. The leadership team and staff of Nanabijou Childcare will ensure these guidelines are followed daily for our school-aged programs. The Operational Guidance During COVID-19 Outbreak document has also been updated.

**Daily Health Checks**

**Each day, all staff, children and parents arriving to Nanabijou Child Care Centre will be subject to:**

1. Screening for Staff – Staff must self-screen each day before arriving at work. Criteria for self-screening includes a daily temperature check (fever is 38 degrees C and over), and reporting a new or worsening cough, difficulty breathing, muscle aches, fatigue, headache, sore throat/horse voice, runny nose, chills, loss of appetite, loss of taste and smell, gastrointestinal symptoms (vomiting or diarrhea), and/or pink eye. Upon staff’s arrival (and prior to entering the building), staff will complete a screen with a designated staff person by answering the questions published by the Ministry of Education at:

**<https://covid-19.ontario.ca/school-screening/>**

If the website is not accessible, a designated staff person will complete the COVID-19 Child Care Surveillance (Appendix A) document.

All staff who are sick must stay home.

\*\* Staff who DO NOT pass the screening criteria must contact the Executive Director by phone/text prior to reporting to work. The Executive Director will arrange supply staff and be responsible to report staff absences to The Thunder Bay Health Unit \*\*

1. Screening for Children – Each day, a staff member will be available for overseeing the arrival of children. Any parent entering the building must wear a mask. No parent/guardian will go past the locked door. A designated staff member will provide the screening questions to the parent/guardian. The online screening tool published by the Ministry of Education or the **COVID-19 Child Care Surveillance** (Appendix A) must be completed. Each child must pass the screen, be healthy enough to participate fully in the program and not be considered infectious to other children.
2. Screen for Inspectors, Students, Supply Staff - A designated staff member will ask screening questions to any adult entering the building or view completed online screening tool. The **COVID-19 Child Care Surveillance** must be completed prior to entering the building. Anyone entering the building must wear a mask and googles/face shield at all times.
3. Departure - At departure, the parent will acknowledge their arrival by ringing our door bell at the front entrance. An Educator will assist the child to get ready for home and escort them to their parent. If their child is playing outdoors, parents can greet their child from the gate. Parents must wait in the foyer, outside the building, or gate until their child is delivered to them. All parents must wear masks.
4. Daily Logs & Record Requirements – The following information for children will be documented daily: arrival and departure time, meals and snacks, activities, incidents, and general health and well-being of the child. Hi Mama, Observation Books and/or Attendance Records can be checked for any of this information.

**Infection Prevention and Control Protocols and Sanitary Practices**

1. Group Size and Ratio – As of September 1, 2020, childcare settings may return to maximum group sizes as set out under the CCEYA prior to the COVID-19 outbreak. Children are permitted to attend on a part time basis, and as with children attending full time, should be included in one group and should not mix with other groups.
2. Infection Control – All entrances will have hand sanitizer. All staff members will have access to Personal Protective Equipment (PPE) such as masks, gloves, face shield, safety glasses, hand sanitizer, hand soap and sufficient cleaning products for indoor and outdoor classrooms.
3. Mask Protocol - All adults in a childcare are required to wear medical masks and eye protection while inside the childcare premises, including hallways. All children in grades one and above are required to wear a non-medical or cloth mask while inside the childcare premises. The use of a mask is not required outdoors.
4. Support Physical Distancing – Nanabijou Child Care will keep groups separate indoors and outdoors and develop signage to help guide staff, parents, and children. Playgrounds and outdoor spaces have been assigned to each group. Physical distancing must be maintained between all programs in hallways, pathways or outdoors. Educators are to ensure their group is not mixing with any other group of children. Meal, rest, play, bathroom, and dressing routines will support physical distancing.
5. Best Practice - Staff must stay in their assigned rooms. Staff will limit their time in hallways.

Staff and children will cover their mouth and nose during coughing or sneezing with a tissue or their sleeve, and dispose of used tissues in a waste container, followed by hand hygiene. All staff will assist children with hand washing. Posters will be displayed in the centre to illustrate this practice.

No sharing food. Adults will serve the child their food and not have children place food on their own plate/bowl. Physical distancing will be encouraged as best as possible. Children will be seated apart from each other during meals and activities.

When lying out sleeping mats/cots and setting up cribs, staff will ensure a 2-meter separation as space will allow.

Each educator and the children in their care must stay together throughout the day and are not permitted to mix with other groups or enter other indoors playrooms.

1. Environmental Cleaning Schedule - Before opening, two other times daily, and at the end of the day, staff will clean and disinfect bathroom surfaces such as faucet handles and toilet seats after each use. Staff will wash all surfaces that are touched with a regular strength disinfectant twice a day. Staff will wash and disinfect hard surfaced toys, shelves, doorknobs, light switches, counter tops, cribs/cots, chairs/tables, sink tops and other surfaces throughout the day. Everyone will work to keep the premises, equipment, and all hands as clean as possible at all times. Other shared items such as computers, telephones, pens, and attendance binders must be cleaned and disinfected between each user using disinfectant wipes or spray provided.
2. Hand Hygiene – Staff will observe and assist children with proper handwashing. Children and adults will use soap and warm running water. Everyone will ensure hands are thoroughly cleaned by rubbing together vigorously as they wash. Hands will be rinsed well. Hands will be dried with a single use towel.

Handwashing Posters will be posted beside each sink. Hand washing with occur between each activity (arrival to daycare, preparing or serving food, after eating, diapering routine, cleaning messes, wiping noses, after bathroom use, after touching faces, sneezing or coughing) throughout the day. A face cloth can be used to wash an individual child; however, it is to be used only for a single use before being put into laundry.

1. Food Safety – To minimize the spread of infection through food, staff and children will wash their hands before eating. All eating utensils will be sanitized between uses. One sink will be used for food preparation and another for hand washing. The kitchen is separate from the play area. Raw fruits and vegetables will be rinsed thoroughly before serving. No food will be shared once served on a child’s plate.
2. Sleep Equipment – Sleep equipment must be assigned/designated to a single child and labelled with their name. All cots/mats and bedding must be cleaned and disinfected minimally once per week and prior to reassignment. Cots/mats and bedding must be stored in a manner that will prevent contact with one another. When lying out sleeping cots/mats or arranging cribs, a 2-meter separation will be used space permitting.
3. Sensory and Water Play – No group sensory play activities (playdough, sand table, water play) will occur during this time.
4. Outdoor Play - It is recommended to spend a lot of time outdoors during this time. All high touched surfaces of play equipment must be cleaned/disinfected daily. Groups must be in their assigned playground or play space. If going for a walk, this must be done separate from any other group. All children and staff will perform proper hand hygiene once inside. PPE must be available outdoors. Sidewalk at front entrance will remain clear of play at family arrivals and departures to ensure social distancing from parents.
5. Personal Items - Each child must have a designated and labelled space for storage of their personal items. The storage area must be large enough to prevent touching of personal items within storage areas and can be achieved by baskets, cubbies or hooks. It is encouraged that minimal personal items are brought into the building.

\*\* Sunscreen cannot be shared. Strollers must be kept outside. \*\*

1. Communication with parents will happen by phone, video and using the HiMama platform, rather than in person. Payments can be made by e-transfer or by phoning the daycare with a credit card

**Protocol for any Persons that show symptoms of COVID-19 – while in our care**

The following protocol must be followed if a child or staff member fails the screen or develops a symptom while at the centre. Symptoms for COVID-19 include fever (38°C and over), a new or worsening cough, difficulty breathing, muscle aches, fatigue, headache, sore throat/hoarse voice, runny nose, chills, loss of appetite, loss of taste and smell and/or gastrointestinal symptoms (vomiting or diarrhea).

* Isolate the person immediately. If the person is a child, separate them from others in a supervised area and call for the child to be picked up from the centre immediately.
* Hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up. In addition, where possible, anyone who is providing care to the child should maintain a distance of 2 metres and proper PPE must be worn. Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
* After the child has been picked up, clean the area where they were waiting to be picked up.
* Every Monday, the Executive Director will contact the Thunder Bay District Health Unit by emailing cccconsult@tbdhu.com. The following information must be recorder when emailing the TBDHU: symptoms, child’s name and date of birth, parent’s name and contact number, last dates attended.

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* Children or staff who are exposed to a confirmed case of COVID-19 will be contacted by the TBDHU.
* Those who test negative for COVID-19 must be excluded from the centre until 24-48 hours (symptom dependent) after symptom resolution.
* Those who test positive for COVID-19 must be excluded from the centre until 14 days after the onset of symptoms and clearance has been received by the TBDHU.
* A Serious Occurrence Report should be submitted immediately for a confirmed case of COVID-19 to the Child Care Licensing System. The TBDSSAB, Manager of Child Care Early Years, the Thunder Bay District Health Unit and the Board Chair should also be

notified that a child has shown symptoms and a report has been submitted. Children with symptoms must be excluded from childcare for 14 days after the onset of symptoms.

**Exclusion**

1. Staff who do not pass the screening criteria must contact the Executive Director prior to their shift. The staff must self-isolate. Staff in isolation will be asked to immediately complete the online self-assessment to determine their next steps.

[*https://covid-19.ontario.ca/self-assessment/*](https://covid-19.ontario.ca/self-assessment/)

1. Anyone who is sick must stay home.
2. **Anyone** that does not pass the screening criteria will be advised to self-isolate immediately and complete the online assessment to determine their next steps.

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

1. Using the latest information from the Thunder Bay Health Unit and any travel restrictions in place, individuals will be advised on when they can return to the child care program.
2. Those who test negative for COVID-19 must be excluded from the centre until 24-48 hours (symptom dependent) after symptom resolution. Those who test positive for COVID-19 must be excluded from centre until 14 days after the onset of symptoms and clearance has been received by the TBDHU
3. If parents are off of work caring for family members at home who are waiting for test results, they are encouraged to apply for: The Government of Canada’s “Caregiving Benefit Program”.

For more Information on current benefit programs offered by the Government of Canada, visit:

<https://www.canada.ca/en/services/benefits/covid19-emergency-benefits.html>

Discretionary Days may be used for a child’s absence from their program.Families enrolled at Nanabijou Child Care Centre will be given 10 discretionary days per calendar year (per child) to waive daily fees for absenteeism and/or holidays. Written notice or email to [nananbijo@lakeheadu.ca](mailto:nananbijo@lakeheadu.ca) is required to ensure no fees are applied to the requested days off.

If a child is absent for more than ten days due to COVID exclusion protocols, parents are encouraged to contact the Executive Director, 343-8369 for additional consideration to their accumulating child care fees and held space.

If a classroom or the entire centre closes due to COVID exclusion protocols, parents will be contacted using Hi Mama with further instructions.