PROGRM POLICIES: WATVIEW CHILD CARE CENTRE

PRE-PROGRAM CONSIDERATIONS

SUBJECT COVID-19

SEPTEMBER 2020

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COMMUNICATION WITH FAMILIES:

Communication is essential with families so they are aware of the expectations such as; keeping your child home when they are ill, screening procedures etc.

All parents will be provided with a copy of the policies and procedures as well as any updates that occur.

The parent handbook and program statement are not required to be revised

Any resources or helpful information will be made available upon request

Where possible the use of in person communication should be limited

PARENT FEES

In an effort to stabilize parent fees when re opening, the fees will remain the same as they were prior to COVID-19.

A child who is receiving care in a child care centre immediately prior to the closure will be offered their spot back. The parents will have 14 days to accept or decline the placement.

If the spot is accepted Waterview will charge a fee once the child starts the program.

If the spot is declined Waterview will offer the spot to another child.

Waterview will not charge or accept fees or deposits to add families to a priority list for preferred access to spaces.

ACCESS TO CHILD CARE SPACES AND PRORITIZING FAMILIES

Some of Waterview’s families may no longer require care or may require part time care. Waterview will assess the demand for care as the COVID-19 outbreak and health and operational advice changes.

PROGRAM POLICIES: WATERVIEW CHILD CARE CENTRE

MEDICAL AND HEALTH REQUIREMENTS

BEST PRACTICES FOR CHILD CARE SETTINGS - COVID-19

SUBJECT COVID-19

DATE SEPTEMBER 2020

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To maintain safe and healthy environments during COVID-19, Waterview will implement the following best practices in addition to already established policies and procedures.

All changes to Waterview’s policies and procedures will be reviewed by all staff, visitors and students. The supervisor will ensure an attestation is sent to the Ministry that confirms new policies and procedures have been developed and reviewed.

* All adults at Waterview must wear a medical mask and eye protection (i.e. face shield)

• No food sharing will take place

•All children will eat in their own rooms. Food will be served to children by a staff. Each child will be provided with their own individual meals and snacks.

• All dishware and cutlery will be cleaned and sanitized after use. All dishes will be sanitized using the industrial sanitizer on site.

• Children must not share personal items – bottles, soothers. Face cloths and sippy cups are supplied by the child care centre and are cleaned and sanitized after every individual use. All personal items will be labelled with the child’s name to discourage accidental sharing.

• Avoid getting close to faces of children where possible

* Frequently touched surfaces will be cleaned and disinfected at least twice a day, (doorknobs, light switches, toilet and faucet handles, electronic devices and tabletops)
* Staff washroom will be sanitized after every use. It is the staff’s responsibility to do so.
* Enviro Solutions 24 will be used to disinfect and sanitize.
* Encourage physical distancing whenever possible by:

Spreading children out into different areas where possible

Separating groups when possible into two and alternating lunch and outdoor times

* Setting up environment to incorporate more individual activities and activities that encourage more space between children
* Children’s personal items to be kept separately and labelled; cubbies to be spread out to avoid overlap of belongings will be able to do until at full capacity then we will have to rethink how this will work.
* All personal belongings that come into the centre by staff such as laptops and IPads used for programming will be cleaned and sanitized by the individual who owns them and will only be used by that individual.
* Sanitary tracking forms will be updated to include the extra precautions taken due to COVID-19
* All rooms have a COVID cleaning log to initial twice a day when tasks are complete
* If staff becomes ill, takes vacation – a replacement staff is allowed to cover their position but must wear mask and eye protection (i.e. face shield). They will be assigned one room to work in unless unable to physically do so due to lack of supply staff.
* Students completing post secondary educational placements are permitted to do so but should only attend one child care setting and should be assigned to only one group of children. Students are subject to the same health and safety protocols as other staff and must review all COVID policies and procedures.

PROGRAM POLICIES: WATERVIEW CHILD CARE CENTRE

MEDICAL AND HEALTH REQUIREMENTS

DAILY ACTIVE SCREEN/ HEALTH CHECK COVID-19

SUBJECT COVID-19

DATE SEPTEMBER 2020

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POLICY

**Daily screening will take place from 6:00am -10:00 am everyday. There will be no ne available to screen after 10:00. If you are going to be in after 10:00 due to an appointment or change in schedule please contact the office and make arrangements. If you arrive after 10:00 you will not be allowed to enter unless you have made those arrangements with the office.**

**You can reach the office at** [**waterview@bellnet.ca**](mailto:waterview@bellnet.ca) **or 905-721-0071.**

**We are sorry for any inconvenience this may cause but the staff who screens in the morning is required in ratio by 10:00.**

Every person entering the facility must be actively screened and the information documented on the appropriate Active Surveillance. Parents are to be informed of this process at registration.

PROCEDURES Prior to active health screening all staff must complete training on how to properly wear PPE and complete the screening process. Staff must be trained at least once and will be updated and trained on any new guidance suggested by the Minister of Health.

Before screening set up is required, the following will be completed:

• The Active Screening Poster will be visible on the exterior door as well as the sign indicating only one parent/caregiver and the child(ren) being dropped off may enter the active screening area at a time.

1. The screening table will be placed at the front foyer entrance. It will be measured out to be 6 feet away from the entrance door. This will enable families to be screened and allow for smoother transitions for the children to the classrooms with the least amount of travelling through the centre.
2. The hand sanitizer of at least 60% alcohol content is visible to clients/staff. The dispenser is hanging on the wall in the front foyer and cannot be reached by the children
3. Maintain a minimum of 2 metres(6 feet) distance between staff conducting screening and the person being screened
4. Staff are to use appropriate PPE for when social distancing of at least 2 meters is not possible – If social distancing cannot be maintained staff are to use appropriate PPE – medical masks, face shields(eye protection)

PROGRAM POLICIES: WATERVIEW CHILD CARE CENTRE

MEDICAL AND HEALTH REQUIREMENTS

DAILY ACTIVE SCREEN/ HEALTH CHECK COVID-19

SUBJECT COVID-19

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Screening Procedure

Every staff, parent/caregiver, child and any essential visitor must be actively screened in the screening areas. Staff must follow the screening checklist for each person and record the outcomes.

* The first staff in the facility will complete the active screening procedure and document the answers and their temperature.
* The first staff will then actively screen the second staff entering the building.
* Staff will take their own temperatures and show active screener temperature.
* Thermometer to be disinfected between each staff use using same method above.

• Greet everyone in screening area (front foyer) with a friendly, calm manner.

* The door to the screening area will be open until a family enters the screening area. Once the family enters the screening area the door will be closed. A notice will be posted on the outside of the door telling parents if the door is closed someone is being screened and you cannot enter at this time. The waiting parents will be asked to take a number and wait in their car. (Numbers are laminated and will be cleaned and disinfected after every use).
* The screener will go out and call the next number to enter the screening area.
* Request that both parent/caregiver and child(ren) use hand sanitizer.
* “Good morning/afternoon/evening. As you are aware COVID-19 continues to evolve, as a result we are conducting active screening for potential risks of COVID-19 for everyone. The screening is to support the safety and well-being of staff, children and families and will include recording your answers to a number of questions and then ask that you take your child’s temperature and then your own temperature.”

PROGRAM POLICIES: WATERVIEW CHILD CARE CENTRE

MEDICAL AND HEALTH REQUIREMENTS

DAILY ACTIVE SCREEN/ HEALTH CHECK COVID-19

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* A sanitized thermometer in a sanitized basket will be available for the parent to use. Staff will disinfect the thermometer and bin by using disinfectant spray or wipe.
* Staff must follow directions for contact time of disinfectant.
* Staff will wipe down thermometer after contact time for use by next family.
* Thermometer will be place back in the bin.
* Record temperature in comment section of child care surveillance form. A temperature is considered 37.8 C or 100 F.
* The parent/caregiver, child(ren) and essential visitors pass by answering NO to all the questions, having no temperature and being visibly in good health
* Once screening is complete a staff will take child into the facility. The staff taking children to the classrooms will wear a medical mask and gloves. Parent/caregivers are not allowed into the facility unless it is determined by the supervisor that there is a need for the parent/caregiver to enter.
* Staff must refuse to allow anyone who answers YES or refuses to answer any of the COVID-19 screening questions. This also includes not accepting any child whose parent/caregiver has answered YES or refuses to answer to any of the COVID-19 screening questions.
* If the individual answers YES to any of the screening questions, or refuses to answer, then they have failed the screening and cannot enter the building.
* Staff will also do a visual check of anyone entering the facility. Where a child or adult is obviously ill, vomiting, diarrhea, fever, runny nose, sore throat, staff must refuse entry into the facility to promote health and wellness at the centre.
* “Thank you for your patience. Unfortunately based on these answers/signs of illness, I’m not able to let you enter the child care centre. Please review the COVID self-assessment tool on the Ministry of Health website or the Durham Public Health website or call Population Health Division at 905-668-2020 to determine if further care is required”

This does not need to be reported to the health department.

Pick up procedure

* When you arrive at the centre please call 905-721-0071.
* Remain in your car
* Specify when you are on the phone any requests (bring their medicine home, etc.)
* Someone will bring your child to you
* The “runner” will be very busy escorting children to their parents at the end of the night and your patience would be appreciated during this time.

PROGRAM POLICIES: WATERVIEW CHILD CARE CENTRE

MEDICAL AND HEALTH REQUIREMENTS

DAILY ACTIVE SCREEN/ HEALTH CHECK COVID-19

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• Active screening will take place from 6:00-10:00 am everyday. If children/ staff/ students leave the premises and return then they must be rescreened before entering the building.

• Staff who are experiencing any of the symptoms or who answers YES to any of the questions on the active screening sheets are expected to stay at home and report their absence to their supervisor. Staff will follow direction from Public Health Department or medical clearance to return to work as per human resources policies.

• The screening poster and Surveillance form will be updated as advised by the Medical Officer of Health.

• Documentation of the information received during active screen must be recorded on the active surveillance form.

• Essential Visitor logs with sign in and out times will be completed – recording name, company contact information, time of arrival/departure.

• A reminder note for all staff to review the active screen sheet will be entered the Daily Communication Log as well as the number of children present for the day.

• The Supervisor or designate is responsible for ensuring that this information is managed and recorded as required.

If an individual does not pass screening and is not permitted to attend the program – this does not need to be reported to the health department.

PROGRAM POLICIES: WATERVIEW CHILD CARE CENTRE

MEDICAL AND HEALTH REQUIREMENTS

CHILDREN/STAFF WHO BECOME ILL DURING CARE EXCULSION COVID-19

SUBJECT COVID-19

DATE SEPTEMBER 2020

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POLICY

To ensure the health and well-being of children within Waterview Child Care Centre, children who become ill while attending the program will be immediately isolated and required to leave the program. Staff must consistently assess the health of children in care.

PROCEDURES

When to exclude Communicable Diseases;

**Suspected Case; if a child, staff, parent or student displays one or more symptom and the individual has been tested or has indicated they will be tested for COVID-19.**

If COVID-19 or any other infectious disease is suspected, the parent should be contacted immediately, and the child must be isolated from the other children and supervised until the parent arrives. Staff should ensure that the child is as comfortable as possible. The Health Department will be consulted regarding any COVID-19 suspected cases and recommended protocols will be implemented. The Health Department is to be notified of symptoms of ill health as required. Staff will follow the recommendations of the Health Department and share with the parent (ie. 24 hours symptom free, self-assessment required). A note will also be posted at the site for at least 7 days notifying parents of the situation if there are suspected cases or confirmed cases, i.e. there was one confirmed case of COVID-19 at the centre on a specific date the children and staff attending are self-isolating for 14 days. The environment has been cleaned and disinfected. Information regarding the sanitary procedures will be provided to parents to reassure families of all follow up precautions in place to ensure the well-being of others in the centre. Parents are to be offered information regarding the incubation and isolation periods as required. The Health Department will be contacted for more information. Any child who develops symptoms of ill health including symptoms of ill health related to COVID-19 must leave the child care program.

PROGRAM POLICIES: WATERVIEW CHILD CARE CENTRE

MEDICAL AND HEALTH REQUIREMENTS

CHILDREN/STAFF WHO BECOME ILL DURING CARE EXCULSION COVID-19

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Symptoms include:

• Feeling feverish

• Coughing

• Runny nose – in absence of underlying reason for these symptoms such as seasonal allergies, post nasal drip, teething (if the child is infant or toddler) etc.

• sneezing - in absence of underlying reason for these symptoms such as seasonal allergies, post nasal drip etc.

• Nasal congestion - in absence of underlying reason for these symptoms such as seasonal allergies, post nasal drip etc.

• Difficulty breathing – in absence of underlying reason for these symptoms such as asthma

• Vomiting

• Diarrhea

• Sore throat

• Hoarseness/difficulty swallowing

• Myalgia (body ache)

• Headache

If the child has any symptoms the child must be isolated immediately from the other children in a separate room and supervised at all times.

The parent must be notified to arrange for pick-up of the child. If the parent is not reached an emergency contact person will be contacted to pick up the child. Every effort must be made to keep the child comfortable until someone arrives to take him or her home.

PROGRAM POLICIES: WATERVIEW CHILD CARE CENTRE

MEDICAL AND HEALTH REQUIREMENTS

CHILDREN/STAFF WHO BECOME ILL DURING CARE EXCULSION COVID-19

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Staff must document the situation in the Daily Communication Log and notify the Supervisor or designate immediately to ensure that this information is managed and recorded in the child’s file on the Symptoms of Ill Health and report the incident to the Health Department, as necessary/appropriate.

How to exclude

• Supervise the child in a designated room with a hand washing sink or hand sanitizer available

• Notify parents/caregivers of the sick child for pick up

• Child should wear surgical mask if tolerated

• Only one staff should be in the designated room and attempt physical distancing of 2 meters. Staff should wear a mask and gloves. Staff must wear a gown if bodily fluid is present. In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands

• 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

• The Health Department will be contacted for direction on testing and self-isolation for child, staff and children who were in the same room with the ill child

• Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the child care setting and follow Health Department recommendations. Returning from exclusion due to illness

• Staff/children who are being managed by Durham Public Health (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from Durham Health Department to determine when to return to the facility. Confirmation from Durham Health Department will be required.

* All suspected and confirmed cases in a child, parent or staff or student must be reported as a serious occurrence to the Ministry. A serious occurrence notification form must be posted as required under the CCEYA unless local public health advises otherwise(see above for definition of a suspected or confirmed case of COVID-19)

• Child can return to program based on the recommendations of the Health Department this may include symptom free for 24 hrs, after confirmed negative testing or other isolation recommendations.

PROGRAM POLICIES: WATERVIEW CHILD CARE CENTRE

MEDICAL AND HEALTH REQUIREMENTS

CHILDREN/STAFF WHO BECOME ILL DURING CARE EXCULSION COVID-19

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Staff Illness

Any staff person who suspects that they have an infectious disease should follow common sense precautions and should not attend the child care program if they are not well, particularly if their symptoms include any outlined in the COVID-19 screening. Staff must pass the active screen process to work at the site.

If a staff member becomes ill while at the centre they should, if possible, isolate themselves immediately until they are able to leave. A staff person who presents with symptoms of ill health must notify their supervisor.

The Health Department will be notified, and staff will follow the direction of public health. Direction may include further self-isolation, monitoring of symptoms, completing self-assessment and testing. A staff member’s illness that is determined to be work-related must complete the appropriate internal documentation required by the centre

PROGRAM POLICIES: WATERVIEW CHILD CARE CENTRE

SANITARY PROCEDURES AND PRACTICES

GENERAL SANITARY PRECAUTIONS – COVID 19 SUBJECT COVID-19

DATE SEPTEMBER 2020

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**POLICY**

In addition to routine practices for dealing with blood/body fluids and blood/body fluids by-products, all staff must strictly adhere to sanitary precautions in all aspects of the program.

**PROCEDURES**

Refer to Health Department Wee Care Manual, Ministry of Health Guidance document for child care and the Re-Opening Tool Kit. Centres will be cleaned thoroughly prior to re-opening and daily on an ongoing basis.

**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**

Enviro - 24

**Clean and disinfect upon ENTRY to child care (for staff):**

• Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers

**Clean and disinfect upon children's ENTRY to child care:**

• Any hard surfaces such as water bottles, containers

**Disposable Gloves**

Gloves must be worn in the following circumstances and disposed after use:

• Administering first aid

• Cleaning up blood and body fluid e.g. vomitus spills and disinfecting surfaces

• Rinsing wet clothing or linen

* Contact with diarrhea e.g. cleaning/disinfecting contaminated surfaces, diaper changing
* During active screening and in the case of an isolation of an ill child

**Hand Washing**

**Centres will perform and promote frequent and proper hand washing. Staff must wash their hands with soap and warm water in the following situations:**

• Before handling food

• Before and after eating

• Before and after diaper check and change

• Before and after toileting

• Before and after contact with bodily fluids

• After handling toxic materials

• Before and after using gloves

• Before and after touching theirs or someone else’s face

**Children must wash their hands with warm soapy water:**

• Before handling food

• Before and after eating

• Before and after toileting

• Before and after wiping their own nose

PROGRAM POLICIES: WATERVIEW CHILD CARE CENTRE

SANITARY PROCEDURES AND PRACTICES

GENERAL SANITARY PRECAUTIONS – COVID 19 SUBJECT COVID-19

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**Cots**

Children will have a cot assigned to them. Cots will be placed to support social distancing practices.

• Cot sheets and blankets must be changed between each user

• Cots must be cleaned and sanitized between each use

• Sheets and blankets must be changed between each use

• Staff must record all these tasks on the Cleaning Schedule for Linens and Cots

**Whole Centre, Toys and Equipment**

Staff must ensure that all toys and equipment are in good repair, clean and sanitary. The Supervisor or designate must be advised of any concerns regarding toys and equipment.

• All toys used at the centre must be made of materials that can be cleaned and disinfected easily. Avoid absorbent materials like plush toys.

• Should any child present with symptoms of COVID-19, all toys and equipment accessed by the child will be removed from the room to be cleaned and disinfected as soon as possible.

Standard Cleaning protocols will be followed when children in care are asymptomatic.

**Clean and disinfect frequencies for other 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

• Other tables and chairs being used are to be cleaned and disinfected twice daily and more often as needed.

• **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 (e.g., 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, i.e., during outdoor play

• **High**‐**touch surfaces:** any surfaces at your location that has frequent contact with hands (e.g., light switches, shelving, containers, hand rails, door knobs, sinks, toilets, toilet handles etc.,). These surfaces should be cleaned and disinfected at least twice per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids)

• **Other shared items**: (e.g., phones, IPADs, IPODs, attendance binders etc.) these must be disinfected between users).

* All toys must be toys must be cleaned and disinfected daily when in use.
* Mouthed toys must be cleaned and disinfected after every use.
* Large equipment and shelving must be cleaned and disinfected every week
* Water tables must not be used. Only individual sensory play is permitted e.g. each child has their own separate bin or playdough that is cleaned and disinfected or disposed of between use.
* Dramatic play clothes must be laundered after each use.
* Floors must be kept clean and dry throughout the day. They must be swept and mopped as necessary by staff.
* Children’s cubbies are to be kept neat and checked weekly by staff.
* If outdoor equipment is accessed, it must be cleaned and disinfected before each use. Only centre outdoor equipment can be utilized. No access to public parks is permitted.
* The Cleaning Schedule for Toys and Equipment must be posted in playrooms.

Waterview Child Care has a hired routine cleaner. He will thoroughly clean and disinfect bathrooms, sweep and mop floors, spot clean glass, vacuum carpets, dust furniture, shelves and air intake vents, empty garbage and disinfect containers daily.

PROGRAM POLICIES: WATERVIEW CHILD CARE CENTRE

PROFESSIONAL REQUIREMENTS AND LIABILITIES

SUPERVISION OF CHILDREN COVID-19 SUBJECT COVID-19

DATE SEPTEMBER 2020

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**POLICY**

To ensure all staff of Waterview Child Care Centre are aware of the expectations regarding the supervision of children.

The Child Care and Early Years Act (2014) identifies the following references for supervision of children:

**Supervision by an Adult**

Every licensee shall ensure that every child who receives child care at a child care centre it operates or at a premise where it oversees the provision of home child care is always supervised by an adult, whether the child is on or of the premises.

**Intent:**

This provision protects the safety and well-being of children by requiring that they be supervised by an adult at all times while receiving child care.

**Group Sizes**

Groups are able to return to the maximum group size under CCEYA (maximum group size prior to COVID-19) Groups should stay together throughout the day and as much as possible should not mix with other groups.

Ratios set out under the CCEYA must be maintained. Reduced ratios are permitted as set out under the CCEYA. Reduced ratios are not permitted at any time for infants.

Maximum capacity rules do not apply to Special Needs Resource staff on site.

Mixed age grouping is permitted as set out under the CCEYA where a director approval has been granted on the licence.

While on duty, staff are responsible for the safety of the children at all times and constant supervision is required. Staff are assigned responsibility for a specific group of children. Staff must determine each child’s developmental ability (using developmental checklist materials) to plan and implement a program that effectively meets the child’s individual needs. Planning the program with consideration given to the children’s abilities as well as general safety practices is an essential component of effective supervision of children.

**PROCEDURES**

• Constant visual supervision of children is essential. All staff are responsible for ensuring that all exit points are monitored, indoors and outdoors.

• Communication is an essential component of working as a team. Staff must ensure that they have informed each other if they are leaving the room with children or arriving with additional children.

* When one member of the team leaves the area, the team partner(s) is/are responsible for all children within the area.

PROGRAM POLICIES PROFESSIONAL REQUIREMENTS AND LIABILITIES

SUPERVISION OF CHILDREN COVID-19

SUBJECT COVID-19

DATE SEPTEMBER 2020

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• Children’s attendance must be recorded immediately upon arrival or departure from the program. Attendance must also be checked during routine changes of the day. This ensures a matching of the attendance record with the children in care.

• Staff must ensure that children are safely released to their parent or guardian. As children tend to have regular hours of care, it is important for staff to be aware of when to expect a child’s arrival or departure.

• To supervise an area effectively, staff must position themselves to achieve visual supervision of the children, indoors and out. If a child needs to leave the group for any reason, staff must ensure that an adult adequately supervises him or her.

• When setting up a playroom, staff must ensure that consideration is given to the types of activities planned and the physical set-up of the room. Staff must be able to effectively monitor the activities to maintain a safe environment for the children.

• Staff are required to count the number of children in their care before and after the movement of children from within the centre, when outside in the playground and when moving children to and from the playground, and at any time that the centre takes the children off the premises.

• Staff must ensure that children are aware of the rules of the playroom and playground. This will help children understand the expectations for safe play.

• Staff must recognize the need for extra precautions regarding the supervision of children when there is a change to regular day-to-day programming. For example, when supply staff is filling in they will be required to wear full PPE(medical mask and eye protection)

• Staff must be constantly aware of what is happening around them. By listening carefully and monitoring the room a potential conflict or safety hazard may be prevented.

• It is the expectation that staff regularly review and keep up to date in their knowledge of appropriate policies and procedures.

* Any staff member whose first aid/CPR certificate expired after March 1 2020 will have until December 31st to renew and provide Waterview a copy.