


STATEMENT of POLICY and PROCEDURE			
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Passed by:	Eden Daycare Inc. Board of Directors		

Eden Daycare Inc. will provide childcare services from 8:00 am to 5 pm during the pandemic.

POLICY

Eden Daycare Inc. is committed to protecting children, families, staff, volunteers, and essential visitors from the potential adverse effects as a result of exposure to COVID-19.

The policy is designed to promote awareness, minimize the potential for exposure to infections, contamination, illness from other health hazards, management during the pandemic and outbreak management.

PURPOSE

The purpose of this policy is to establish an Emergency Child Care Plan for the provision of care for our staff, the families we serve, their children, any contractors (church staff, suppliers etc.) or essential visitors to Eden Daycare Inc. as well as the community.

As part of our “Due Diligence” to provide a safe environment, Eden Daycare Inc. will develop and implement standards and procedures for the protection of our staff against COVID-19.

SCOPE

Our goals are to evaluate all jobs and tasks that our staff would engage in, all areas the children will use or be exposed to, the possible exposure to COVID-19 and how can we minimize or eliminate the risk of exposure. We will assess all areas of our center, jobs and other areas that may expose the children or staff to infection. Once we have assessed those hazards, we will develop controls that will ensure the safety of the children and staff. We will take into consideration elements such as ensuring we understand how to prevent the transferring of contagions and understand COVID-19, what kinds of controls are needed to protect staff such as sanitizing, cleaning, and means of distancing staff from each other.

WHAT IS COVID-19

Novel Coronavirus Disease: COVID-19: The Facts

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases. In December 2019, an outbreak of a novel coronavirus, not previously identified in humans, was reported in Wuhan, China. The new virus was named SARS-CoV-2 and the disease caused by this virus was named coronavirus disease 2019, or COVID-19.

How does COVID-19 spread?

COVID-19, like other coronaviruses, are spread from person to person through droplets when someone coughs or sneezes and close contact (Close contact is being coughed or sneezed on or being within 2 meters of an individual with COVID-19 symptoms for at least 15 minutes cumulatively (in total), without wearing a medical mask and eye protection) with someone’s infectious droplets. The virus survives up to 72 hours on plastic/stainless steel, 24 hours on paper/cardboard but there is no research to prove that human infection could occur.

What is known about the virus and infection?

- Incubation period: – About 5 days (1 to 14 days)
- Period of communicability/ transmission: – During the symptomatic state – Transmission possible before symptom onset – We don’t know the full role of asymptomatic transmission

What are the symptoms of COVID-19?

Symptoms range from mild to severe pneumonia and death.

The most common symptoms include:

- Fever
- New or worsening cough
- Difficulty breathing
- Sore throat or difficulty swallowing
- Nausea/vomiting, diarrhea or abdominal pain
- Loss of smell or taste disorder
- Nasal congestion or runny nose (excluding allergies)

What is the severity of COVID-19 cases?

Severity

- 80% mild to moderate illness
- 14% severe illness • 6% critical illness

Recovery Time

- Recovery (mild): 2 weeks
- Recovery (severe): 3-6 weeks

There is no known cure or vaccine for COVID-19. Several vaccines are under development; but even if a vaccine is proven safe and effective, it will not be available for at least a year.

Currently, treatment for COVID-19 patients involves supportive care and alleviating symptoms. Most people with illness will recover on their own.

How do I protect myself and others?

There is no cure or vaccine for COVID-19. The best way to protect yourself and others is to prevent the transmission of the virus, by:

- Washing your hands
- Coughing or sneezing into your elbow or tissue. Staying home when you are sick (even if you have mild symptoms)
- Distancing yourself from others 6 ft or 2m
- Wear a non-medical (cloth) face mask when physical distancing is not possible over a prolonged period like essential workplaces, grocery stores, pharmacies, public transit, childcare centers (medical masks only and safety glasses or face shields) especially in areas of higher community-based transmission.

Public Health tools to reduce transmission are:

- Border restrictions and enhanced screening
- Aggressive case finding and contact management
- Social distancing (population-level)
- Infection prevention and control (hand hygiene, respiratory etiquette, staying home when sick)
- 6 ft social distancing

Case Management and Contact Tracing

- Symptom onset, Incubation period: Up to 14 days
- Source of the pathogen
- Contacts who could have been exposed
- Infectious period: 48hrs before symptoms to isolation

Key Messages to Date

- Measures like physical distancing, isolating cases and quarantining contacts are effective.
- Positive results that we have seen are due to the efforts of residents.
- These measures may need to continue to some degree to: – flatten the curve overall (avoid burden on the health system and ensure everyone who needs to be hospitalized gets care) – delay the peak (to buy time for effective treatment or development of a vaccine)

DAILY ACTIVE SCREENING COVID-19 ENHANCED HEALTH AND SAFETY PROTOCOLS

Daily Active Screening means that any person arriving at Eden Daycare Inc. will be checked daily to make sure that they are not ill and are symptom-free.

It also means that the parents/guardians of children in childcare must also screen themselves and their family members prior to bringing their children to childcare daily.

Policy

Every person arriving at Eden Daycare Inc. must be actively screened PRIOR to entering.

The screening information must be documented on the appropriate COVID-19 Active Screening Forms provided by Peel Public Health for:

- Staff
- Children & Parents/Guardians (Households)

- Essential Visitors and Vendors

Volunteers, students and non-essential visitors are not permitted to enter Eden Daycare Inc. during the pandemic. As of September 01, 2020, students completing post-secondary educational placements will be allowed. Students will follow all the procedures that staff need to follow.

Procedures

The procedures for screening will be described for:

- Staff
- Children and Parents/Guardians (Households)
- Essential Visitors and Vendors

Region of Peel Public Health Active Screening Forms will be used.

Parent/Guardian COVID-19 Screening Agreement

Eden Daycare Inc. will not be able to store or accept strollers to be left onsite during the day.

Parents will need to provide with individual sunscreens, with no nut oils and labelled with your child's name.

As the Centre can function at full capacity, you will be contacted. Your child's spot can only be held for 14 days following the announcement.

Eden Daycare Inc. will request that parents/ guardians confirm their understanding of, and consent for, all screening requirements, using the Parent/Guardian COVID-19 Screening Agreement.

The agreement includes:

- Agreement to accurately respond to all screening questions, including the reporting of temperatures daily for all persons entering the Centre.
- Agreement to exclude child(ren) from childcare immediately upon observing any signs or symptoms of illness in any family member.
- Consent to provide copies of child(ren)'s COVID-19 test results to Eden Daycare Inc., if required.

Filling out the Screening Forms

- The Ministry of Education and Peel Public Health are requiring that all individuals, including staff, children, parents/guardians, students and visitors/vendors be screened each day before entering the childcare setting.
- Screening includes daily temperature checks of anyone entering the childcare Centre (staff/children/visitors/students).
- Parents/guardians will consent to all screening requirements in the Parent/Guardian COVID-19 Screening Agreement.

Why is documentation so important?

In the event of a confirmed or suspected case of COVID-19, the completed daily screening forms must be made available for contact tracing by Peel Public Health.

- Eden Daycare Inc. will maintain daily records of screening results for all individuals screened.
- Records will be kept up-to-date and on the premises for three years as per CCEYA.
- Records will include: Names, Contact Information, Results of Screening Questions and Time of Arrival/Departure (for Essential Visitors and Vendors).

Confidentiality of Personal Health Information

- Staff are required to protect all personal health information collected for the COVID-19 screenings and/or information provided by Peel Public Health regarding a positive COVID-19 test result to reduce exposure.
- Parent and child privacy are paramount; therefore, staff are encouraged to treat families in a respectful manner which protects the privacy of their family.
- COVID-19 screening results **must only** be shared with Peel Public Health.
- All screening documents completed must be stored in a secure area (i.e. locked office and filing cabinet). Privacy is everyone's responsibility.

Preparing Eden Daycare Inc. for Active Screening

- Eden Daycare Inc. will determine the necessary logistics for conducting daily active screening
- A drop off and pick up procedure will be followed
- Wherever possible, screening should be completed by phone prior to arrival at the Centre.
- The Centre will ensure that a screening station is set up by the entrance, and screeners will take all appropriate precautions when screening is conducted in person.

Screening station set up will include:

- Table at front entrance
- Only one entrance/exit for will be accessed to ensure each person is screened
- Staff conducting screening will maintain minimum 2-meter distance and visual cues and partitions will be used to promote separation
- Staff conducting screening will wear PPE (Surgical/procedural mask and eye protection)
- All screening forms: All staff will be properly trained on how to complete screening forms

- Posters/signage will be posted outside front entrance and drop off area about screening process
- Hand sanitizer and hand hygiene will be performed once active screening is passed
- Thermometer, alcohol wipes for disinfection if using a contact thermometer, disposable tips and waste bin (in the event that individuals did not take temperature prior to arrival at the Centre)

Parent's Drop-Off & Pick-Up Procedures

- Parents/guardians are discouraged from entering the Centre. Pick-up and drop-off of child(ren) should happen outside the Childcare Centre unless it is determined that there is a need for a parent/ guardian to enter the setting.
- As you bring your child for drop off, please follow the signage and markings on the ground outside the main entrance to Eden Daycare Inc. This is the ONLY entrance to Eden Daycare Inc. Please DO NOT use the church's entrance door to enter the building.
- Eden Daycare Inc. will provide childcare services from 8:00 am to 5 pm.
- **You can do telephone screening starting 7:30 am through phone.**
- If you arrive at the same time as another parent who is already walking toward the care entrance door, we encourage you to wait in your car until the other parent has left. If you walk to the daycare, please keep a minimum distance of 2m (6ft) away following the markings on the ground.
- Only one parent with a child/children will be permitted to enter the screening station, which is the vestibule area behind the entrance door.
- The parent who is dropping off the child/children MUST wear a mask and wash his/her hands using the sanitizer provided at the screening station.
- The screening staff will take the child's/children's with a contactless thermometer and will log it. Parents are required to take their own temperatures prior to arrival and report it to the screening staff. The screener will also ask questions in order to complete a COVID-19 Active Screening Form for households (this will be mandatory form on a daily basis). Parents, please allow yourself some extra time at drop-off as we are all new to this. Your patience and understanding is greatly appreciated.
- If your child's temperature is 37.8 degrees Celsius or greater, and you have answered YES to any of the questions from the screening form, your child will be denied entry into the daycare. You will be asked to take your child home, observe your child's symptoms, and seek medical care if needed. DO NOT permit your child who is ill, or if any household members are ill, to attend the childcare centre.
- After your child's temperatures is taken, your child will be taken by a designated staff to wash hands and then to his/her classroom. The designated staff will take one sibling at a time. She will sign your child/children in into the attendance book. Parents are NOT allowed to enter the childcare centre beyond the screening station unless it is determined as absolutely necessary. Parents, you are welcome to call the centre throughout the day if you have any questions or concerns regarding your child's wellbeing.
- When you come to pick up your child, one parent at a time will be waiting at the main door. A designated staff will bring your child from his/her classroom and sign them out in the attendance binder and share with you any important messages regarding the child.

Executive Director/Designate and Child Care Staff

- Executive Director/Designate will complete COVID-19 Active Screening Form for Staff at home, documenting temperature check and screening responses in writing to ensure they are well enough to report to work. Another staff will verify information once at the centre.
- Executive Director/Designate will ensure active screening is conducted for all staff for every staffing shift.
- Any staff who arrive at the centre and answer YES to ANY of the screening questions will not be permitted to enter the centre and must return home immediately. COVID-19 testing will be required before returning to work.
- Staff must remain off work and self-isolate for 14 days from the start of symptoms (unless tested negative for COVID-19):
 - If tested negative, and symptom free for 24 hours, the individual must pass re-entry screening before returning to work.
 - If tested positive, clearance from Peel Public Health is required to return to work.
- Staff who have been exposed to a confirmed case of COVID-19 or symptomatic person(s), should be excluded from the childcare setting for 14 days.

Parents/Guardians & Children (Household)

- **In the event that a parent does not want a Covid test, child would have to be excluded from child care for 14 days from the start of symptoms.**
- **Staff or children with a pre-existing medical condition that corresponds to a COVID-19 symptom (e.g. asthmatic cough, rash) should have this documented in their file. If physician's note is provided, it must indicate that the child does not have a communicable disease.**

- Parents/guardians are required to check for COVID-19 symptoms for all members of their home (household) and take the temperature of their child(ren) attending childcare PRIOR to arriving at the centre.
- Parents/guardians will follow all active screening instructions provided by the centre to ensure that responses to all screening questions are recorded daily for their household on the COVID-19 Active Screening Form for Households.
- If the parent/guardian answers NO to ALL the screening questions for every member of the household, then child(ren) will be escorted into the centre by staff.
- Staff must refuse entry if any member of the household answers YES to ANY of the active screening questions.
- Any family member experiencing symptoms should self-isolate for 14 days from the start of symptoms and be tested for COVID-19 before family returns to care.
- Executive Director/Designate will provide parent/guardian with contact information for Peel Public Health for information on symptoms, getting tested and self-isolation.
 - If tested negative, and symptom free for 24 hours, the individual must pass re-entry screening before family can return to childcare.
 - If tested positive, Peel Public Health will provide direction on when the child can return to childcare.
- Children exposed to a confirmed case of COVID-19 or symptomatic person(s), should be excluded from the childcare setting for 14 days.

Essential Visitors and Vendors

- No volunteers, students or non-essential visitors are permitted to enter Eden Daycare Inc..
As of September 01, 2020, students completing post-secondary educational placements will be allowed.
Students will follow all the procedures that staff need to follow.
- Permitted essential visitors may include professionals delivering supports for children with special needs, Ministry staff and other public officials such as fire marshal, public health inspectors, etc.
- Any essential visitor or third-party vendor (such as caterers or cleaning services) MUST complete the daily active screening process PRIOR to entering using the COVID-19 Active Screening Form for Essential Visitors and Vendors.
- Centres are responsible for maintaining daily attendance records of any essential visitor or vendor entering the centre and the approximate length of their stay.
- Records (e.g. name, contact information, time of arrival/departure, screening completion/result, etc.) must be kept up-to-date, and available on the premises for contact tracing in the event of a confirmed COVID-19 case or outbreak.

What if the parent/guardian or essential visitor has not self-screened temperature PRIOR to arrival?

- The family and/or essential visitor who has not self-screened temperature prior to arrival will complete this step at the centre.
- Parents/guardians will take their own temperature and that of their child(ren), and visitors will take their own temperature, using the thermometer provided. Staff will only record result if fever is noted on the relevant Active Screening Form.
- Staff will ensure that the parent/guardian or visitor disinfect the thermometer after use on each person, and apply hand sanitizer before and after taking the temperature of each person.
- Screening staff will maintain a minimum 2-meter distance AND wear personal protective equipment (PPE) (surgical/procedural mask and eye protection).

Refusing Entry to Ill Individuals

- Where a child or adult is obviously ill with ANY symptoms described on the active screening form, staff must refuse entry into the centre.
- **Staff, parents/guardians, children and essential visitors must not attend the centre if sick, even if symptoms resemble a mild cold.**
- Staff must refuse entry to any person who answers YES to ANY of the active screening questions. This includes not allowing a child into the centre whose family/ household members are currently ill, even if the child has no symptoms.

Re-Entry Screening

- If a previously ill individual has:
 1. tested NEGATIVE for COVID-19 AND
 2. remained symptom-free for at least 24 hours; they can return to the childcare centre.
- The individual must provide the centre with a copy of the COVID-19 test result to verify the negative result.
- The individual must pass re-entry screening conducted by staff using the Re-entry Screening Form for Previously Ill Individuals, in addition to the regular screening process.

COVID Screening Log Sheet

Region of Peel Public Health Screening sheets will be used for screening all children, parents, staff and

essential visitors. Parent agreement form is available as Appendix 1.1.

GENERAL SANITARY PRECAUTIONS & PHYSICAL DISTANCING MEASURES

Eden Daycare Inc. will have written policies and procedures outlining our health and safety protocols. Eden Daycare Inc. will train staff and share with parents the policies and procedures regarding health and safety protocols to COVID-19.

Policy

Eden Daycare Inc. will be thoroughly cleaned prior to re-opening their operations.

Eden Daycare Inc. will maintain routine infection prevention and control practices and adhere to additional sanitary precautions and physical distancing measures in all aspects of care to prevent the spread of COVID-19.

Procedures

The COVID-19 Enhanced Health and Safety Protocols for Licensed Child Care Centres by Peel Public Health and the Ministry's Guidance document describing procedures for the following will be followed:

- Hand Washing
- Gloves, Masks and Eye Protection
- Cleaning and Disinfecting
- Toys and Equipment
- Equipment Used for Nap/Sleep Time
- MealTimes
- Interactions with Infants/Toddlers
- Additional Infection Control Practices

Hand Washing

Staff will practice and promote frequent, proper hand hygiene.

- Staff will supervise hand washing and assist children.
- Hand washing using soap and water is recommended over alcohol-based hand rub for children.
- Staff will ensure hand washing supplies are well stocked at sinks and in washrooms
- Hand sanitizer (containing at least 60% alcohol) will be available when hand washing is not possible:
 - Hand sanitizer will only be used on children over the age of two and under staff supervision.
 - Staff will ensure that the product has completely evaporated from the child's hands.

Gloves, Masks and Eye Protection

Types of masks :

Medical Masks : N95 Respirator: wearer must be fit tested, used in healthcare setting, not required in child care

Surgical/Procedure Masks : often blue coloured mask, commonly seen in doctor and dentist clinics, required in child care, single-use

Non-medical Masks : Cloth Mask, Homemade masks, Re-usable. As of September 01, 2020, these masks are not allowed to be used at the centre.

- Gloves are not required to be worn by staff or children all the time except in certain situations.
- Staff will wear surgical/procedural masks and eye protection (face shield, goggles or wrap around safety goggles) at all times, specifically when:
 - Conducting active screening at screening station
 - Cleaning and disinfecting blood or bodily fluids spills if risk of splashing (gloves should also be worn)
 - Caring for a sick child (gloves should also be worn)
- Masks will not be placed on children under age 2 or on anyone with the following exemptions / exceptions : who has been medically assessed unable to wear a mask, has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance.

Masks and Gloves

- Additional circumstances when masks are mandatory include but not limited to:
 - Staff who become ill until they leave centre
 - Children who become ill, until their parent/guardian arrives (except for children under age of 2)
 - When staff cannot maintain physical distancing of 2 metres or greater.
 - Providing direct care (e.g. Diapering, feeding, handwashing)
 - Holding or carrying a child
- Hand hygiene must be performed before putting on and after taking off a mask or gloves.

Public Health Ontario resources are available to demonstrate proper use of masks and gloves at

<https://www.peelregion.ca/coronavirus/prevention/#masks>

Cleaning and Disinfecting

- Frequently touched surfaces will be cleaned and disinfected at least twice a day as they are most likely to become contaminated.

- The centre will set a schedule and develop a cleaning and disinfecting log to track and demonstrate cleaning.
- Disinfecting solutions made with household bleach as advised by the Peel Public Health will be used.

Toys and Equipment

- Only toys and equipment which are made of materials that can be cleaned and disinfected will be used (e.g., avoid plush toys).
- Mouthed toys will be cleaned and disinfected immediately after the child is finished using it.
- Where toys and equipment are shared, they will be cleaned and disinfected prior to sharing between cohorts.
- If sensory materials (e.g., playdough, water, sand, etc.) are offered, they will be provided for single use (i.e. available to the child for the day) and on an individual basis.
- Use of outdoor programming will be encouraged for physical distancing. All equipment will be cleaned and disinfected between cohorts.

Equipment Used for Nap/Sleep Time

- As always, children will have an individual cot or crib assigned to them;
- Staff will distance cots and cribs or place children head to toe if the space is limited.
- Cots and cribs will be cleaned and disinfected after each use i.e. daily.
- Sheets and blankets will be cleaned weekly or more frequently as needed, individually labelled and not shared.
- Families can bring their own blankets but they must be laundered prior to use at centre. Items must be laundered weekly or more frequently as needed.
- No big pillows and blankets will be allowed for children's naptime. Pillows and blankets should be kept contained in your child's cubby and cot.

MealTimes

- No self-serve or sharing of food at meal times will be practiced
- Utensils will be used to serve food
- Meals will be served in individual portions to children by staff
- Eden Daycare Inc. will strive to create a "Pandemic Menu" which is as inclusive as possible to avoid the need for any family to provide food for religious or allergic accommodations.
- Children will not engage in any food preparing activities
- Staff will ensure proper hand hygiene is practiced when staff are preparing food and for all individuals before and after eating.
- Eden Daycare will strive to physically distance children while eating.

Interactions with Infants/Toddlers

- Staff will continue to supervise and hold bottles for infants not yet able to hold their own bottle to reduce the risk of choking.
- When holding infants and toddlers staff will place blankets or cloths over clothing and change the blankets or cloths between children. As of September 01, 2020, staff are not required to use a blanket while holding an infant. However, staff may use their discretion to use a blanket keeping their own safety and the safety of the child in mind.
- Staff will avoid getting close to faces of all children, where possible.
- If using cribs, these should be placed using physical distancing to increase space between them.

Additional Infection Control Practices

- Low-touch surfaces will be cleaned and disinfected daily (i.e. window ledges, doorknobs, sides of furnishings, toilet seats, faucets, water fountain etc.).
- Garbage will be kept in waterproof containers lined with plastic bags and will be disposed daily. Blood-soiled items will be discarded in sealed bags.
- Washrooms will be cleaned and disinfected at least twice daily.
- Carpets will be vacuumed daily.
- Bottles and pacifiers must be individually labelled and stored separately.
- For creams and lotions during diapering, staff will use appropriate hygiene practices.
- Children should provide own sunscreen and should not be shared. Staff will help to apply it, exercising proper hand hygiene.
- Personal belongings (e.g., backpack, clothing, etc.) should be minimized, but if brought should be labeled and kept in child's cubby/designated area. Backpacks will be received on Mondays and will be returned on Fridays along with blankets and pillows to be laundered and sanitized.

Physical Distancing Measures

Eden Daycare Inc. will put children and staff in cohorts/groups of children as specified by the Ministry of Education and/or Peel Public Health at any given time to manage physical distancing and limit number of people in close contact.

Each cohort will stay together throughout the day and will not mix with other cohorts.

Eden Daycare Inc. will maintain physical distancing of at least 2 meters (6 feet) or more between staff, parents or children.

Ways to Support Physical Distancing:

- Stagger arrival, departure and activity transition times
- Spread children out into different areas, particularly at meal, nap and dressing times
- Incorporate more individual activities
- Use visual cues and barriers to promote physical distancing
- When possible, move activities outdoors

Staffing Considerations

- Staff will work with a designated cohort group.
- Executive Director/Designates and/or designates will limit their movement between rooms, doing so when absolutely necessary.
- Supply staff will be assigned a specific cohort.
- Staff will separate work clothes for laundering as they could potentially be a source of contamination.
- Any pre-planned meetings/group events and in-person meetings will be rescheduled or cancelled. Centre will encourage virtual meetings where possible.
- Visual cues such as tape on floor to enhance physical distancing will be used.
- Shifts, breaks and lunches will be arranged to follow physical distancing practices.

OUTBREAK MANAGEMENT FOR COVID-19 RELATED SYMPTOMS

Eden Daycare Inc. will have written policies and procedures for managing illness in the centre, including the measures required for outbreak management for COVID-19. It will include requirements for documenting and reporting illness.

Policy

Staff will ensure that all children are monitored while in care for emerging signs or symptoms of any illness, including COVID-19. Children or staff who become ill while at the centre must return home as soon as possible. When illness is identified, the centre's illness management policies must be initiated, including following all measures related to outbreak management for COVID-19.

Procedures

Eden Daycare Inc. will follow the 'COVID-19 Enhanced Health and Safety Protocols for Licensed Child Care Centres' by the Region of Peel and the Ministry of Education's Guidance document to describe the following procedures.

- Health Checks for Children in Care
- Managing Child/Staff Displaying COVID-19 Symptoms
- Reporting Illness
- Managing Confirmed COVID-19 Illness in Child/Staff
- Closure of the Child Care Centre
- Occupational Health and Safety for Staff

Health Checks for Children in Care

• All children will be monitored while in care for emerging signs or symptoms of any illness, including COVID-19.
• Staff will take a temperature and document the health check on the child's Illness Tracking Form if any symptoms are observed.

- Fever (temperature $\geq 37.8^{\circ}\text{C}$)
- New or worsening cough
- Shortness of breath or difficulty breathing
- Lethargy (lack of energy) or difficulty feeding (if an infant and no other diagnosis)

ANY OF:

- Sore throat
- Difficulty swallowing
- Pink eye (conjunctivitis)
- Chills
- Rash
- Croup (respiratory infection resulting in barking cough and difficulty breathing)
- Headaches
- Unexplained fatigue/malaise/ muscle aches
- Abdominal pain
- Diarrhea
- Nausea/vomiting
- Loss of sense of taste or smell

- Nasal congestion or runny nose without other known cause

Children Who Display COVID-19 Related Symptoms During Care

If **ANY ONE** of the symptoms related to COVID-19 are observed in a child, the child must be immediately excluded from the childcare centre and sent home along with siblings.

Staff will:

- separate ill child from other children and staff at minimum 2meter distance under the supervision of one staff person
- cohort together children and staff with close contact to ill child
- provide mask to ill child (if tolerated); supervising staff to wear mask (and other PPE if 2 meter distance not maintained)
- practice proper hand hygiene and respiratory etiquette
- contact parent/guardian to immediately pick up child (and siblings if applicable)
- document symptoms on illness tracking form
- disinfect all areas contacted by ill child when departs centre
- notify Peel Public Health to report illness and seek advice
- Ill child will be excluded from childcare and self-isolate for 14 days from the start of symptoms and be tested for COVID-19 before returning to care.
- Executive Director/Designate will provide parent/guardian with contact information for Peel Public Health for information on symptoms, getting tested and self-isolation.
- If tested negative, and free of symptoms for 24 hours, the child must pass re-entry screening to return to child care.
- If tested positive, Peel Public Health will provide direction on when the child can return to childcare.

Staff Who Display COVID-19 Related Symptoms

- Any staff person who arrives to work with symptoms related to COVID-19 will be sent home and not return to work.
- Any staff person who becomes ill while at work must isolate, wear a mask and leave the centre as quickly as possible.
- COVID-19 testing is required for ill staff before returning to work.
 - If staff person tests negative for COVID-19, and is free of symptoms for 24 hours, s/he must pass re-entry screening to return to work
 - If staff person tests positive, Peel Public Health will provide direction on when s/he can return to work.

Reporting Child or Staff Illness

Peel Public Health

- Report potential COVID-19 case and seek advice on information to be shared with staff and parents/guardians of children enrolled at centre.
- Other children and staff with close contact to ill individual should be grouped together. Peel Public Health will provide direction on testing and isolation of close contacts.
- Children or staff exposed to confirmed case of COVID-19 should be excluded from the childcare setting for 14 days.
- If childcare centre is located in a shared setting (e.g. in a church), follow Peel Public Health's advice on notifying others using the space of suspected illness.

Ministry of Education

- Follow regular Serious Occurrence (SO) reporting requirements , Notify CCQA and Licensing Branch Regional Manager

Region of Peel Early Years and Child Care Services Division

- Notify Service Manager that SO filed with the Ministry of Education
- Executive Director/Designate to inform parents of the outbreak electronically, and/or by phone and by posting the sign at the entrance.

Managing Confirmed COVID-19 Illness

If Executive Director/Designate notified that ill child or staff has tested COVID-19 positive:

- Will continue to exclude individual from the centre (including any siblings) until further notice.
- Will work with Peel Public Health to discuss the situation and necessary measures taken to control the outbreak.
- Will provide Peel Public Health with the most current Illness Tracking Form.
- Will notify cleaning staff to increase cleaning and disinfection practices following all policy requirements for sanitation and infection prevention and control practices.

- Will consult with Peel Public Health to prepare and provide fact sheets and letters to parents/guardians and staff about the situation and response measures taken by the childcare centre.

In consultation with Peel Public Health, Eden Daycare Inc. will consider a single, confirmed case of COVID-19 as a confirmed COVID-19 outbreak.

Closure of Child Care Centre

The decision to close the childcare centre will depend on several factors and will be determined on a case-by-case basis in consultation with Peel Public Health.

Occupational Health and Safety for Staff

- Every childcare operator has a Duty of Due Diligence to manage hazards in the workplace – Section 25 Occupational Health and Safety Act (OHSA)
 - Every precaution reasonable to the circumstances will be taken for the protection of the staff.
 - Hazards in the workplace will be identified, risks mitigated with controls, and staff will be properly trained.
- Public Services Health and Safety Association Standards:
- Guidance During COVID 19 for employers of childcare centres
 - Precautions when working as a childcare provider
- If a staff person tests positive for COVID-19 and the illness is determined to be work-related, the OHSA and regulations will be followed.
 - Executive Director/Designate will provide written notice within four days of being advised that the staff person has an occupational illness/infection,
 - Joint health and safety committee (or health and safety representative); and
 - Ministry of Labour

Summary of Public Health Protocols

Engineering Controls: remove / block the hazard at the source

- Physical distancing
- physical barriers
- enhanced environmental cleaning / disinfection

Administrative Controls: optimizing movement to minimize potential contact with the hazard •

- Temperature and symptom screening
- illness identification, reporting and contact tracing
- maintaining consistent cohorts of staff and children
- staggering staff breaks/lunches
- restricting non-essential visitors

Personal Hygiene Controls: individual actions or behaviors that might reduce hazard exposure

- Hand hygiene
- respiratory etiquette
- wearing a mask when physical distancing not possible (to protect others)
- staying home when sick

Personal Protective Equipment: “last line of defense” when other controls are not available

To be used as outlined by Peel Public Health in policies

PARENT/GUARDIAN COVID-19 SCREENING AGREEMENT FOR CHILD CARE

What is COVID-19?

COVID-19 is a new strain of coronavirus that has not been previously seen in humans. The virus can cause symptoms like the common cold but can advance, in some cases, to severe respiratory illness or even death. COVID-19 can be spread from person to person, usually after close contact with someone infected with the virus.

Health and Illness Protocol for COVID-19

Children who are ill should not attend the child care setting.

Children should not attend child care if any member of their household is ill with COVID-19 symptoms.

To manage the risk of spreading illness within the child care setting, Peel Public Health has provided direction on cleaning/sanitation protocols and personal health care practices including frequent hand washing. Peel Public Health also requires daily active screening of all individuals arriving at the child care setting.

ALL CHILDREN must be screened **DAILY**. Parents/guardians are required to report any symptoms in household members and to take the temperature of children attending child care prior to arriving at the child care setting (if temperature checks are not a part of on-site screening). Parents/guardians will report the information to staff/Licensed Home Child Care (LHCC) provider during the active screening process or during the self-assessment for children attending school. In addition to daily active screening, all children will be monitored throughout the day for emerging signs or symptoms of illness.

Your COVID-19 screening results, including contact information, collected by the child care setting during the screening process, may be provided to Peel Public Health, to help manage and reduce the risk of spreading the COVID-19 virus in the child care setting.

As a Parent/Guardian, you can prevent the spread of illness by keeping your child(ren) home from the program if you, household members or your child(ren) experience signs or symptoms (not related to other known causes or conditions) described in the **COVID-19 Child Care/School Screening poster**.

If your child(ren) experiences **any** new or worsening COVID-19 signs or symptoms while at the child care setting, the staff/LHCC provider will contact you or one of your emergency contacts to pick up your child(ren) **immediately**. While your child(ren) waits for you or your designate to arrive, they will be separated from the other children.

A COVID-19 test is strongly recommended for any family member experiencing symptoms before the family can return to child care. The child(ren) and all household members including any siblings attending the child care setting should also self-isolate while waiting for the test results.

- Children who have tested negative for COVID-19 or have an alternate diagnosis from their health care provider AND whose symptoms have been improving for at least 24 hours can return to the child care setting after passing the daily screening process.
- Children who have tested positive for COVID-19 will follow the direction from Peel Public Health on when they can return to the child care setting.
- Children who did not get tested must be excluded from child care for 10 days from the start of their symptoms unless a health care provider has specifically not recommended COVID-19 testing.
- Children who had close contact with a person with COVID-19 must self-isolate for 14 days from their last close contact with the person.
- For licensed home child care, back-up child care cannot be provided to any child(ren) who have had close contact with a confirmed case of COVID-19 or a person with COVID-19 symptoms (unless the symptomatic person has tested negative for COVID-19).

Staff/LHCC provider will support the arrival and pick up routine for families. Upon arrival, once a child(ren) has completed active screening and been deemed able to enter the setting, staff/LHCC provider will escort the child(ren) into the child care setting. Parents/guardians are discouraged from entering. Pick-up and drop-off of

child(ren) will occur outside the child care setting unless it is determined that there is a need for a parent/guardian to enter.

To protect the health of all individuals at the child care setting, all children in grades 4 and above are required to wear a non-medical or cloth mask while inside the child care setting, including the hallways. Peel Public Health strongly recommends that child care settings consider making masks mandatory for children in grades 1-3, and that kindergarten children are strongly recommended to wear a mask while inside the child care setting.

Note: If the child care program is located inside a school, child care providers must follow individual school board direction as per the mandatory use of non-medical masks for children. Parents/guardians are responsible for providing their school-aged child(ren) with a mask(s). If your child is unable to wear a mask for any reason, please inform the child care staff/LHCC provider. Reasonable exceptions are permitted including those who have trouble breathing, unable to wear a mask for medical reasons or unable to remove mask without assistance. Proof of a mask exemption is not required.

As a Parent/Guardian responsible for my child(ren)'s child care placement, I agree to the following:

- I have read and understood the above information;
- I understand the risk of illness associated with placing my child(ren) in child care services;
- I agree to all screening requirements and to accurately respond to all screening questions daily. Misrepresentation on any screening questions, including temperatures or masking fevers with medication, may result in the termination of my child care placement;
- I will not administer any medication to my child(ren) that may mask the symptoms of illness, such as Tylenol or Advil, prior to dropping my child(ren) off at the child care setting;
- I agree to exclude **all** of my children from child care **immediately** upon observing **any** of the above signs or symptoms of illness in any family member until medically deemed able to return to care;
- In the event of illness, I agree to verbally report to the child care centre/LHCC agency/provider any test results (positive or negative for COVID-19) and/or clearance by Peel Public Health prior to returning my child(ren) to child care; and
- I understand that all children in grades 4 and above are required to wear a non-medical or cloth mask while inside the child care setting, that children in grades 1-3 may be required to wear a non-medical or cloth mask, and that kindergarten children are strongly recommended to wear a non-medical or cloth mask while inside the child care setting. Parents/guardians are responsible for providing their children with masks.

Parent/Guardian Name and Signature: _____

Date: _____

COVID-19 Screening
Notice with Respect to the Collection, Use and Disclosure of Personal Health Information

The information pertaining to your COVID-19 Screening is being collected, used and disclosed under the authority of the *Health Protection and Promotion Act R.S.O 1990 c.H.7* and will be retained, used, disclosed and disposed of in accordance with all applicable municipal, federal and provincial laws and regulations governing the collection, use, disclosure and disposal of information including the *Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 c.M.5* and the *Personal Health Information Protection Act 2004 S.O. 2004 c.3*.

This information will be used by Peel Public Health to investigate the occurrence of COVID-19 in the Region of Peel, provide case management, follow-up with close contacts to assess the risk to others, program planning and evaluation. If you test positive for COVID-19, your result may be disclosed to your child care provider to reduce the risk of spreading the virus in a child care setting. Any questions, regarding this collection, use or disclosure may be directed to the Medical Officer of Health, Peel Public Health, 7120 Hurontario Street, P.O. Box 669 RPO Streetsville, Mississauga, Ontario, L5M 2C2, 905-791-7800.

REVISION CONTROL

DATE	REVISION	EFFECTIVE
26/06/2020 28/06/2020	Policy created and passed Updated as per Peel Public Health Recommendations <ol style="list-style-type: none"> 1. Revision to Parent/Guardian COVID-19 Screening Agreement to include a notice that screening results may be shared with Public Health and Notice of Collection, Use and Disclosure of Personal Health Information 2. New section on the Confidentiality of Personal Health Information collected for COVID-19 screenings in the Daily Active Screening policy 3. Clarification about the content and use of a medical note and the requirements for when parents choose not to complete COVID-19 testing 4. Clarification on the different types of masks appropriate for use in the child care centre 	27/06/2020 28/06/2020
14/09/2020	<ol style="list-style-type: none"> 5. Cohort size revised as per Ministry of Education guideline effective September .1, 2020 6. Masks and eye protection made mandatory 7. cloth masks removed, only surgical masks allowed 8. SO reporting revised 9. Students allowed at the centre as of September 01, 2020 10. Use of blankets made discretionary 	14/09/2020
30/11/2020	Parent communication during outbreak added Cancellation etc. of pre-planned meetings added Parent Agreement revised	30/11/2020

I, the undersigned acknowledge that I have read the COVID-19 Policy of Eden Daycare Inc.. I understand and agree to adhere to the COVID-19 Policy.

PARENT/EMPLOYEE NAME: _____

PARENT/EMPLOYEE SIGNATURE: _____

DATE: _____