



North Dumfries  
Preschool  
Co-operative Inc.  
nurture. play. inspire.

## COVID-19 Policy

September 2021

\*\* Subject to change as guidelines are updated \*\*

North Dumfries Preschool Co-op takes the health and safety of our children, teachers, families, and community seriously and consistently strives to reduce the spread of infectious disease and illness within the centre.

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## **What is COVID-19 and how is it spread?**

COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. Because it is a new virus, scientists are learning more each day. Although most people who have COVID-19 have mild symptoms, COVID-19 can also cause severe illness and even death. Some groups, including older adults and people who have certain underlying medical conditions, are at increased risk of severe illness.

COVID-19 can be spread in two main ways:

- person to person, by people who are in close contact; and,
- by surfaces or objects, when people touch their face with contaminated hands.

The key risk factors for COVID-19 transmission include:

- prolonged exposure - spending more time with potentially infected people;
- close proximity - working close to others;
- places - having more people in a space;
- closed spaces - indoor spaces with less fresh air (working indoors is riskier than working outdoors); and,
- forceful exhalation – activities that cause people to breathe more deeply, such as exercise, speaking loudly and singing.

It is possible for COVID-19 to be spread by people who do not have any symptoms. Act as if everyone is infected when setting up controls.

A variety of measures are used to control potential exposure to COVID-19. Examples include:

- screening;
- physical distancing and barriers;
- good ventilation;
- frequent cleaning and disinfection of surfaces;
- source control masking; and,
- personal protective equipment.

COVID-19 policies and procedures supersede all other policies during a COVID-19 Pandemic; however, all other required policies and procedures must also be followed.

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## 1.0 Operating Details and Communication

- Childcare is an essential service and may operate during the pandemic unless directed otherwise by the public health system. The Board of Directors also determine whether the Preschool will operate.
- North Dumfries Preschool Co-operative will meet all the requirements that the Region of Waterloo, Ministry of Education, and Ministry of Health have set up and will sign an attestation before opening.
- Staff will be trained on the new COVID-19 policies before working their first shift.
- Staff will communicate the new COVID-19 policies and procedures to families through email, post copies in the classroom for reference, and on our website. The Preschool will provide a hard copy upon request. Parents will be sent any changes or updates via email.
- A monthly newsletter and periodic memos will be sent to families by email to maintain engagement and open communication.
- It is the parents' responsibility to keep their file and contact details up to date and to read and abide by all applicable policies.
- Staff will frequently check for updates and use reliable sources, including:
  - <https://www.ontario.ca/page/operational-guidance-during-covid-19-outbreak-child-care>
  - <https://covid-19.ontario.ca/school-screening/>
  - <https://www.regionofwaterloo.ca/en/doing-business/child-care-and-daycare-centres.aspx>
  - <https://www.earlyyears.edu.gov.on.ca/EYPortal/en/ChildCareLicensing/CCEYALicensingStandards/index.htm#ec>
  - <https://files.ontario.ca/edu-how-does-learning-happen-en-2021-03-23.pdf>
  - <https://files.ontario.ca/edu-1/edu-building-on-how-does-learning-happen-en-2021-03-10.pdf>
- Families will not be charged fees, such as tuition payments (including any fees that are otherwise paid for by the Region) during a mandatory closure.
- The Preschool will strive to achieve proper ventilation, including opening windows and doors, running a portable air purifier with HEPA (MERV-17) filter in the classroom, as well as maximizing outdoor learning time.
- Staff will post, refer to and follow this COVID-19 Policy and will abide by all other Ministry mandated policies, procedures, and requirements during all operations of the Preschool.
- As factors and room dynamics evolve, it is recommended to review the existing practices and to determine where enhancements might be required, including frequency and timing of cleaning and disinfection, areas to clean and/or disinfect, choice of cleaning products, and child safety, staffing, signage, and PPE use when cleaning.

## 1.1 Cohorts

- A cohort is a group of children, staff and high school/post-secondary placement students who are attending the Preschool.
- Children are to only attend North Dumfries Preschool Co-operative and are not permitted to attend any other centre.
- As staff work in all three classes, the entire program will be considered one cohort if an outbreak occurs. North Dumfries Preschool Co-operative will run only morning classes, allowing for a smaller, safer cohort and ample time for cleaning after each class.
- The classes will consist of:
  - two to three staff (if ratios and needs allow, there may only be one teacher, plus a cleaner/screener per class);
  - high school/post-secondary students doing their placements with the Preschool (max one student placement per class); and,
  - up to 10 children in the Monday morning Toddler Class and up to 16 children in each Preschool Class on Tuesday/Thursday mornings and Wednesday/Friday mornings.
- Interactions with multiple groups should be avoided as much as possible.
- Special Needs Resource staff and any required Enhanced staff will be allowed in addition to this maximum number.

## 1.2 Staffing

- Staff and high school/post-secondary placement students will not work in any other childcare settings.
- Staff and high school/post-secondary placement students will maintain social distancing from each other.
- Supply staff and high school/post-secondary placement students should be assigned to a specific group, so as to limit staff interactions with multiple groups of children.
- North Dumfries Preschool Co-operative Inc. (the licensee) must ensure **the number of required qualified staff** is met for each program as set out in the Child Care and Early Years Act (CCEYA). The Preschool can request “Director Approval” from the Ministry of Education as needed.

### **CCEYA:**

<https://www.earlyyears.edu.gov.on.ca/EYPortal/en/ChildCareLicensing/CCEYALicensingStandards/index.htm#ec>

- If a Vulnerable Sector Check is delayed due to COVID-19, additional precautions will be put in place as per the Preschool’s usual policy, such as not being left alone with children, if it cannot be obtained in a reasonable amount of time. The Preschool (licensee) will, however, confirm they have applied for the Vulnerable Sector Check by asking for a receipt and having them sign the required declaration.
- First Aid and CPR - Level C is required for all staff and high school/post-secondary placement students; however, should their certificate expire during a COVID-19 closure and there is a backlog, then it is automatically temporarily extended as per the Ministry of Education’s

Operational Guidance document. The Preschool (licensee) will monitor the WSIB website for updates on extensions of First Aid and CPR-C for any staff or high school/post-secondary placement student whose certificate has expired.

**Operational Guidance For Child Care During COVID-19 Outbreak:**

<https://www.ontario.ca/page/operational-guidance-during-covid-19-outbreak-child-care>

- Staff in child care centres who must be First Aid and CPR-C certified may have a three-month time period to obtain their certification, as long as:
  - at least one First Aid and CPR-C certified employee is available to respond in an emergency at all times, whether the licensed age group is on- or off-site;
  - the staff obtains the certificate as soon as reasonably possible; and,
  - the length of time is justified.
- While recognizing extra duties are required during COVID-19, staff will need to remain in ratio and supervise the children while ensuring compliance of this Policy. There should be enough staff/adults to ensure the health and safety of the children and staff. If the North Dumfries Preschool Co-operative cannot staff as per regulations, classes will be cancelled. Parents and high school/post-secondary placement students will be notified of cancellations by the email address last on file.
- The Board of Directors will ensure that staff keep up-to-date on current health and safety practices and approve amendments made as a result.

### 1.3 Events and In-Person Meetings

- There will be no in-person group events planned during this time. This includes large class-family parties, open houses, and field trips.
- If parents/guardians or teachers need to contact each other, they will do so by virtual meetings or phone calls.
- Board meetings will continue to be held virtually.
- Special Needs services will conduct meetings/observations virtually, such as by using Microsoft Teams, as much as possible.
- If an in-person meeting is required, physical distancing protocols will be followed and all participants will be required to wear a mask.

### 1.4 Visitors

- Appropriate signage will be posted at the entrance of the centre to notify visitors not to enter if they have any COVID-19 symptoms.
- Students completing high school/post-secondary placements are permitted to enter North Dumfries Preschool Co-operative, but they can only attend one childcare setting and will be assigned to one group of children.
- Students completing a high school/post-secondary placement must follow the same health and safety protocols as other staff members and must be familiar with all policies and procedures.



- Special needs services can attend the program if they are considered essential and necessary at this time, otherwise there will be virtual options to connect, such as through Microsoft Teams.
- Non-essential persons will not be permitted to enter the Preschool.
- Parents/guardians and Board members should not enter the premises unless necessary.
- Ministry staff and other public officials such as the Fire Marshal or Public Health inspectors are permitted to enter and inspect North Dumfries Preschool Co-operative at any time.
- All visitors who enter the centre will be required to be screened for COVID-19, leave full contact details (including times in and out of the centre), sanitize hands, wear a mask, and maintain appropriate social distancing protocol.

### 1.5 Space Set-Up and Physical Distancing

- Staff will encourage physical distancing between children in a calm and gentle manner.
- Staff will use visual cues and physical barriers to encourage physical distancing.
- Staff will adapt operations during snack time and dressing/undressing of outdoor clothes to encourage physical distancing.
- Staff will plan activities that do not involve sharing materials and if they do it is limited to one group only.
- Staff will refer to “Building on How Does Learning Happen” from the Ministry of Education to support positive relationships and will not disrupt positive interactions with children that engage with each other. Instead, handwashing and sanitizing used toys will be the main focus.

**Building on How Does Learning Happen:**

<https://files.ontario.ca/edu-1/edu-building-on-how-does-learning-happen-en-2021-03-10.pdf>

- Staff will attempt to avoid common areas of the church to avoid mixing with other groups.
- If weather permits, staff will conduct more class time outdoors. Classes may start or finish outdoors if possible. Singing may occur outdoors only.

### 1.6 Equipment and Toy Usage and Restrictions

- Staff will remove soft items and hard-to-clean items from the classroom, and keep an inventory list.
- Staff will only provide toys and equipment that are made of materials that can be cleaned and disinfected (i.e. smooth, tight fitting, and non-absorbent).
- Mouthed toys will be cleaned and sanitized immediately after the child is finished using them (placed in the “dirty - to be cleaned” bin).
- Staff will assign certain toys and objects to each class and these toys will be cleaned after each class or before being returned to the classroom for use.
- Staff will only provide sensory materials for a single child. They will label the sensory materials with the child’s name or throw them in the garbage after one use.
- Individual trays or mats will be provided for children to play with sensory materials, and will be disinfected between use.

- If items such as books, puzzles, cardboard/boxboard, etc. that are absorbent and cannot be easily cleaned and disinfected are being used in program spaces, the Preschool will limit the number of items so we can monitor usage. These items will be a one-time use and either disposed of afterwards or placed in a quarantine bin for 7 days before being used in program space again.
- Only toys that can be cleaned will be used in the outdoor play space. Toys will be brought in to be cleaned after each group or kept separate and used by only one group at a time and washed weekly.
- The outdoor sandbox will be closed for as long as Public Health orders require it. The sand area will be properly tarped to prevent access.
- Dirty toys will be placed in the “dirty - to be cleaned” bin/area after use to be cleaned.

### 1.7 Attendance Record

- Staff will maintain an attendance record of staff, children, and visitors entering the building.
- Staff will maintain accurate records for children, including any symptoms and reasons for absences.
- The records will include date, name, contact information, and the times the individual entered and left.
- The records must be kept up-to-date and be readily available to help with contact tracing if a confirmed case or outbreak occurs at North Dumfries Co-operative Preschool.
- The records will be kept in the classroom.

## 2.0 Daily Active Screening for COVID-19 of Persons Entering North Dumfries Preschool Co-operative

### 2.1 Daily Active Screening Policy

Every person entering North Dumfries Preschool Co-operative will be actively screened in person and parents are expected to screen at home prior to arriving at the centre. The screening information will be documented for each person on the appropriate form and these forms will be kept on site in a binder for the purpose of contact tracing according to the Waterloo Region Public Health Guidelines for a minimum of 12 months. Staff will adapt screening to be compliant with Public Health screening tools.

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

**Employees and visitors (PDF):**

[https://covid-19.ontario.ca/covid19-cms-assets/2021-08/COVID\\_screening\\_Staffs\\_Visitors\\_AODA.pdf](https://covid-19.ontario.ca/covid19-cms-assets/2021-08/COVID_screening_Staffs_Visitors_AODA.pdf)

**Students and children (PDF):**

[https://covid-19.ontario.ca/covid19-cms-assets/2021-08/COVID\\_screening\\_Student\\_Child%20Care\\_AODA.pdf](https://covid-19.ontario.ca/covid19-cms-assets/2021-08/COVID_screening_Student_Child%20Care_AODA.pdf)

## 2.2 Daily Active Screening Procedures

### 2.2.1 Screening Station

The Supervising/Head Teacher is required to ensure that the following steps are completed:

- Supervising/Head Teacher will train each staff on the screening process.
- Teachers will have a copy of the screening checklist so they can screen themselves each day before coming into work.
- A screening station will be set up and one staff will be assigned the position of Screener.
- Appropriate signage explaining the screening process and COVID-19 symptoms will be placed with the screening station and inside the classroom.
- Markers are placed on the ground to ensure that families maintain a 2 meter distance while waiting for screening.
- Alcohol-based hand sanitizer containing a minimum 70% alcohol content will be set up at the screening table and at all exits/entrances with signage demonstrating appropriate use. The child and family can use the sanitizer after screening has been completed.
- Hand sanitizer dispensers will not be in locations that can be accessed by children.
- A garbage can is placed beside the screening table to place soiled PPE.

### 2.2.2 Screening and Drop-Off/Sign-In Process

- The Screener will wear a medical mask, face shield or goggles, gloves, and a gown.
- The Screener will screen everyone entering the Preschool and will direct any non-Preschool members to the other door to be screened by the church at their entrance.
- The Screener will follow the arrows and one-way directions that are in place to support distancing.
- The Screener will maintain a social distance of 2 meters from everyone at the screening area, except for when taking children's temperatures and escorting them to the classroom or playground. A plexi-glass barrier will be used to aid in distancing at the screening table.
- Parents/guardians or approved visitors will be encouraged to **pre-screen using the COVID-19 School and Child Care Screening self-assessment tool online to determine whether they should attend the Preschool each day.**  
<https://covid-19.ontario.ca/school-screening/>
- **Parents will contact the Preschool and indicate all symptoms and reasons for absence by 9:00am. Please note: the Preschool's regular health policy (Notification of Illness to Teacher section of the Parent/Guardian Handbook) is still in effect for other illnesses. Children should not attend Preschool if there is any sign of ill health or complaints of illness.**
- Parents/guardians and their children should arrive during drop-off times, which will be between **9:15am and 9:30am**. Pick-up time is between **11:45am and 12:00 noon**.
- Parents/guardians and their children will line up at the Preschool entrance and maintain distance by using the lines marked.


- **If possible**, to limit exposure, it is recommended that only one family member bring the child to the drop off area, and siblings or other children not accompany them.
- Parents/guardians/children/siblings over 2 years old need to wear a mask or, if an exemption is required, they need to wear a shield.
- Parents are responsible for their children in the parking lot and screening area to ensure compliance of social distancing and safety. Children are not to walk on ledges, run around, or climb while waiting.
- The “Daily Screening Form” (see appendix 4.0) will be required to be completed by the Screener daily for each individual arriving at the centre. The screener will ask the questions listed in the form and, using a touchless thermometer, take the temperature of every person screened and record it on their screening form to verify the results. The Screener will also conduct a visual check on anyone entering the facility for any obvious signs of illness (i.e. coughing, vomiting, runny nose, etc).
- Staff must refuse entry into the centre to any person who answers YES to ANY of the active screening questions. This includes not allowing a child into the centre whose parent(s)/guardian(s) and/or sibling(s) have tested positive for COVID-19, even if the child has no symptoms. Staff must also refuse entry where a child or adult is obviously ill (i.e. coughing, vomiting, runny nose, etc.) in order to promote health and wellness at the centre.
- Parents/guardians will say their goodbyes at the screening station and will not be permitted to enter the building or playground. Parents/guardians will be encouraged to display to their child a confident, matter-of-fact goodbye and trust that the child's teacher will be in touch if the child does not settle.
- The Screener will disinfect the screening table, pens and clipboard, and thermometer in between each family. The Screener will call the next family when these tasks have been completed.

### 2.2.3 Failed Screening

- Staff will remind parents/guardians that children are not allowed to attend the program when they are ill and that it is important to notify teachers if their child exhibits any signs or symptoms of COVID-19 at home.
- Any person who fails the COVID-19 screening will be denied entry into the Preschool and will be advised to contact Waterloo Region Public Health.
- Staff will ensure parents/guardians have the most up-to-date information regarding COVID-19 screening and Public Health direction. They will be directed to the **COVID-19 School and Child Care Screening self-assessment tool online** to follow the instructions which may include seeking medical advice, self isolation, or going for testing.  
<https://covid-19.ontario.ca/school-screening/>
- **The requirements when COVID-19 screening is failed** are outlined in the chart below, according to the Ministries of Health and Education.
- Staff will follow Public Health guidelines when a child or staff member fails screening as to when they can return to North Dumfries Preschool Co-operative.

- A person with a known alternative diagnosis can return to the program if they do not have a fever, their symptoms have been improving, and they have a doctor’s note explaining any underlying conditions.
- Public Health will be the ones who conduct a risk assessment, follow up with affected families, and provide direction to everyone involved.
- Confidentiality will be maintained within the childcare community while updating families, Ministries, and the Board of Directors of the Preschool’s status.
- The Child Care Staff Daily Close Contact Log (see Appendix 5.0) can be used to keep track of staff who may have come into close contact with other staff or children (less than 2 meters), at what time this happened, and whether or not any PPE was being used during this close contact. Recording this information can help Public Health in the event of a positive COVID-19 case to support contact tracing.

**Requirements When COVID-19 Screening is Failed (Either at Home or Preschool Screening):**

Ministry of Health | Ministry of Education Ontario 

## COVID-19 screening tool for students and children in school and child care settings

Version 1: August 26, 2021

**Students, children, and staff must screen for COVID-19 every day before going to school or child care. Parents/guardians can fill this form out on behalf of a child.**

Screening Questions	Results of Screening Questions
<p>1. Is the student/child currently experiencing any of these symptoms? The symptoms listed here are the symptoms most commonly associated with COVID-19. Our guidelines for children and adults continue to evolve as we learn more about COVID-19, how it spreads, and how it affects people in different ways. Choose any/all that are new, worsening, and not related to other known causes or conditions they already have.</p> <ul style="list-style-type: none"> <li>• Fever and/or chills Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher and/or chills</li> </ul>	<p><b>If you answered “YES” to any of the symptoms included under question 1, do not go to school or child care.</b></p> <ul style="list-style-type: none"> <li>• The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.</li> <li>• Talk with a doctor/health care provider to get advice or an assessment, including if the student/child needs a COVID-19 test.</li> </ul> <p style="padding-left: 20px;">ϕ Siblings or other people in your household must stay at home until the student/child showing symptoms tests negative, or is cleared by your public health unit, or is diagnosed with another illness. Household members who are fully</p>

<ul style="list-style-type: none"> <li>• Cough or barking cough (croup) Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions they already have)</li> <li>• Shortness of breath Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions they already have)</li> <li>• Decrease or loss of taste or smell Not related to seasonal allergies, neurological disorders, or other known causes or conditions they already have</li> <li>• Nausea, vomiting and/or diarrhea Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions they already have</li> </ul>	<p>vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.</p> <ul style="list-style-type: none"> <li>• Contact your school/child care provider to let them know about this result.</li> </ul>
<p>2. Did the student/child receive their final (or second in a two-dose series) COVID-19 vaccination dose more than 14 days ago, or have they tested positive for COVID-19 in the last 90 days and have since been cleared?</p> <p>If YES, skip questions 3, 4, 5.</p>	<p><b>If YES, skip questions 3, 4, 5.</b></p>
<p>3. Is someone that the student/child lives with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?</p> <p>If the individual experiencing symptoms received a COVID-19 vaccination in the last 48 hours and is experiencing mild fatigue, muscle aches, and/or joint pain that only began after vaccination, select “No.</p>	<p><b>If you answered “YES” to question 3, do not go to school or child care.</b></p> <ul style="list-style-type: none"> <li>• The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.</li> <li>• The student/child can return to school or child care after the individual with symptoms tests negative, is cleared by your local public health unit, or is diagnosed with another illness.</li> <li>• Contact your school/child care provider to let them know about this result.</li> </ul>
<p>4. In the last 10 days, has the student/child been identified as a “close contact” of</p>	<p><b>If you answered “YES” to question 4, do not go to school or child care.</b></p>

<p>someone who currently has COVID-19?</p> <p>If public health has advised you that you do not need to self-isolate, select “No.”</p>	<ul style="list-style-type: none"> <li>• The student/child must isolate (stay home) for 10 days and not leave except to get tested or for a medical emergency.</li> <li>• Talk with a doctor/health care provider to get advice or an assessment, including if they need a COVID-19 test. The student/child can only return to school/child care after 10 days, even if they get a negative test result, as long as they do not develop any symptoms. <ul style="list-style-type: none"> <li>ϕ Siblings and other people in your household can go to school, child care or work, but must not leave the home for other non-essential reasons. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.</li> </ul> </li> <li>• If the student/child develops symptoms or tests positive, contact your local public health unit or doctor/health care provider for more advice.</li> <li>• Contact your school/child care provider to let them know about this result.</li> </ul>
<p>5. In the last 10 days, has the student/child received a COVID Alert exposure notification on their cell phone?</p> <p>If they already went for a test and got a negative result, select “No.”</p>	<p><b>If you answered “YES” to question 5, do not go to school or child care.</b></p> <ul style="list-style-type: none"> <li>• The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.</li> <li>• Visit an assessment centre to get them a COVID-19 test. <ul style="list-style-type: none"> <li>ϕ If they test negative (they do not have the virus), they can return to school/child care.</li> <li>ϕ If they test positive (they have the virus), they need to continue isolating and can return only after they are cleared by your local public health unit.</li> </ul> </li> <li>• If they develop symptoms, contact your local public health unit or doctor/health care provider for more advice. <ul style="list-style-type: none"> <li>ϕ Siblings or other people in your household can go to school, child care or work, but must not leave the home for</li> </ul> </li> </ul>

	<p>other, non-essential reasons until the individual who got the COVID alert tests negative, or is cleared by your local public health unit. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.</p> <ul style="list-style-type: none"> <li>• Contact your school/child care provider to let them know about this result.</li> </ul>
<p>6. In the last 14 days, has the student/child travelled outside of Canada AND:</p> <ul style="list-style-type: none"> <li>• been advised to quarantine as per the federal quarantine requirements AND/OR</li> <li>• is the student/child under the age of 12 and not fully vaccinated?</li> </ul> <p>If travel was solely due to a cross border custody arrangement, select “No.”</p>	<p><b>If you answered “YES” to question 6, do not go to school or child care.</b></p> <ul style="list-style-type: none"> <li>• The student/child must follow federal guidelines for individuals who have travelled internationally, including not going to school/child care for 14 days after their arrival and getting tested as per federal requirements.</li> <li>• If the student/child has been directed to quarantine, they must stay home for 14 days and not leave except to get tested or for a medical emergency. For more information on federal requirements for travellers, please see the <a href="#">Government of Canada’s website</a>.</li> <li>• If the student/child develops symptoms and/or tests positive, contact your local public health unit or doctor/health care provider for more advice.</li> <li>• Contact your school/child care provider to let them know about this result.</li> </ul>
<p>7. Has a doctor, health care provider, or public health unit told you that the student/child should currently be isolating (staying at home)? This can be because of an outbreak or contact tracing.</p>	<p><b>If you answered “YES” to question 7, do not go to school or child care.</b></p> <ul style="list-style-type: none"> <li>• The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.</li> <li>• Follow the advice of public health. The student/child can return to school/child care after they are cleared by your local public health unit.</li> <li>• If the student/child develops symptoms, contact your local public health unit or doctor/health care provider for more advice.</li> </ul> <p>ϕ Siblings or other people in your household must stay at home until the</p>



	<p>student/child tests negative, or is cleared by your public health unit. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.</p> <ul style="list-style-type: none"> <li>• Contact your school/child care provider to let them know about this result.</li> </ul>
<p>8. In the last 10 days, has the student/child tested positive on a rapid antigen test or a home-based self-testing kit?</p> <p>If the student/child has since tested negative on a lab-based PCR test, select “No.”</p>	<p><b>If you answered “YES” to question 8, do not go to school or child care.</b></p> <ul style="list-style-type: none"> <li>• The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.</li> <li>• Visit an assessment centre to get them a COVID-19 test. <ul style="list-style-type: none"> <li>◊ If they test negative (they do not have the virus), they can return to school/child care.</li> <li>◊ If they test positive (they have the virus), they need to continue isolating and can return only after they are cleared by your local public health unit.</li> </ul> </li> <li>• If they develop symptoms, contact your local public health unit or doctor/health care provider for more advice.</li> <li>• Siblings or other people in your household must isolate until the individual who tested positive on the rapid antigen test or home-based self-testing kit tests negative on a PCR test or is cleared by the local public health unit. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to isolate.</li> <li>• Contact your school/child care provider to let them know about this result</li> </ul>
<p><b>If you answered “NO” to all questions, your child may go to school/child care. Follow your school/child care provider’s established process for letting staff know about this result.</b></p>	

As per regular protocols, all sick individuals with any symptoms of illness should stay home, and seek assessment from their regular health care provider if required. Individuals with severe symptoms requiring emergency care should go to their nearest emergency department. If an individual develops symptoms outside of the list above, the Public Health Unit may recommend

other measures including testing based on an assessment of the individual's symptoms and exposure history.

#### 2.2.4 Pick-Up/Sign-Out Process

- Parents/guardians are asked to arrive over 15 minutes, between 11:45am and 12:00 noon to promote social distancing and to avoid a busy parking lot.
- Staff will ensure that the child washes his/her hands properly (see procedure in section 12.3) before leaving the classroom and will assist the child in packing his/her belongings. All personal items must go home each day.
- A teacher or the Screener will take the child to their parent in the designated screening area.
- The parent/guardian must remain at the marking on the pavement to ensure a 2 meter distance is maintained between the parent/guardian and staff. Other parents/guardians who have arrived for pickup must also wait 2 meters away from staff and other parents/guardians.
- The Screener will wash her own hands or use hand sanitizer (see procedures in section 12.2) after returning the child to his/her family.
- There will be no social gatherings or loitering before or after pick up.

#### 2.2.5 Screening of Supervising/Head Teacher and Staff

The Supervising/Head Teacher must ensure:

- All staff are informed of and sign-off on the Screening Policy before starting to work at North Dumfries Preschool Co-operative.
- The Supervising/Head Teacher will self-screen before starting shift using the COVID-19 screening questionnaire and also to take their own temperature. If they do not pass the screening, they will leave the centre and follow Public Health direction. When possible, staff should screen each other.
- The Supervising/Head Teacher is on site early enough to prepare for active screening, complete daily safety checklists, and to make any needed phone calls.
- Active screening is completed for all staff at the site each day. The Supervising/Head Teacher completes the screening for all staff wearing proper PPE, such as eye protection, medical mask, gown, and gloves until the Screener arrives to screen children.

The Screener must ensure:

- Once screening is complete, the Screener will remove all PPE appropriately, put away the screening table and materials, and wash hands.
- The Screener is responsible for helping teachers as needed during the Toddler and Preschool programs, including cleaning and disinfecting surfaces and toys, helping in washrooms, tending to and supervising ill/symptomatic children who need to be isolated while waiting to be picked up, and other duties after having procured a new set of PPE.

### 2.2.6 Monitoring and Responding to Reports of COVID-19 Symptoms in a Child Care Setting

- North Dumfries Preschool Co-operative teachers and Board members will work with Waterloo Region Public Health to monitor and respond to reports of COVID-19 symptoms.
- North Dumfries Preschool Co-operative will not allow any staff or child into the Preschool who has not passed screening or has been advised by the local Public Health to self-isolate.
- Public Health will be consulted for direction should anyone have symptoms at the Preschool.

### 2.2.7 Required Forms

- COVID-19 Active Screening (provided by Public Health for staff, children, and essential visitors).
- Parent/Guardian Agreement for Child Care Services.
- Close Contact Log.

## 3.0 Cleaning After a Child

### 3.1 Cleaning Blood/Vomit Procedure

- Staff will block off the area until cleanup and disinfection is complete. No children or unprotected staff members will be allowed to enter this area.
- A staff member will wash their hands and put on appropriate PPE, including disposable gloves, surgical mask, gown, and face shield/goggles.
- The staff member wearing PPE will wipe up the spill as much as possible with a paper towel or other absorbent material and then spray all contaminated areas with Oxiver and let it air dry when possible.
- Once staff has finished cleaning they will remove their PPE safely and place it in a garbage bag with all other soiled cleaning materials. They will then place it in a double bag and securely tie up the garbage bag and discard it.
- Staff will thoroughly wash hands with soap and water.

### 3.2 Cleaning Post-Symptomatic Child Procedure

- Staff will block off necessary areas and post a sign showing that the room is closed off until a thorough cleaning is done.
- Staff will wash their hands and put on appropriate PPE, including disposable gloves, surgical mask, gown, and face shield/goggles.
- Staff will disinfect all toys, and all surfaces that the child touched both in the classroom and the isolation area.
- Items unable to be disinfected will either be disposed of or quarantined in a storage area for 7 days.

- Staff will remove PPE and place it in a garbage bag before returning to the classroom.
- Staff will thoroughly wash hands with soap and water before returning to the classroom.

## 4.0 Snack and Mealtimes

### 4.1 Snack and Mealtimes Policy

North Dumfries Preschool Co-operative will ensure that food is prepared and served in the safest way possible and will follow the Preschool's Nutrition, Food Handling and Preparation Policy.

- Food handlers must be in good health and practice proper hand hygiene and respiratory etiquette. There should be dedicated staff for kitchen duties; ideally, housekeeping staff will not be involved with food preparation or food service.
- Staff will abide by the church regulations in the kitchen, including maximum number of people permitted in the kitchen at one time, and will document if ever in contact with another person from the building. Staff will try to avoid contact with other groups. Staff will follow the church's sanitation procedures.
- Snacks will be simple. Messy and more time-consuming things like cutting a melon will be done in the kitchen before class starts.
- Staff will adapt operations during snack time to encourage physical distancing while children are eating.

### 4.2. Serving Children Procedure

One staff will:

- ensure that children are seated at least 2-meters apart during snack time; and,
- serve the children using tongs and use separate utensils to ensure there is no cross contamination between servings.

## 5.0 Social Distancing and Child Care

### 5.1 Social Distancing Policy

Social distancing is proven to be the best way to stop the spread of illness. Social distancing involves staying 2 meters away from others. Therefore, teachers will encourage children to social distance and will maintain that distance from other teachers and high school/post-secondary placement students where possible.

### 5.2 Social Distancing Procedures

#### 5.2.1 Children - Social Distancing Protocol

- Staff will encourage children to social distance in the outside play area and in the classroom.

- Staff will have multiples of toys so that children do not have to share.
- Staff will create kits to promote individual play or play for one group only.

### 5.2.2 Staff - Social Distancing Protocol

- Staff will maintain a social distance of at least 2 meters while in the preschool setting, where possible. This includes hallways, classrooms, restrooms, and the outside play area.
- Staff will not make physical contact with other staff, parents/guardians or children. This includes hugging, giving high-fives, and shaking hands.
- Staff will maintain a close contact log (see Appendix 5.0 - Child Care Staff Daily Close Contact Log) which will be used to track staff who may have come into close contact with other staff or children, at what time this happened, and a description of the PPE being used at the time of contact.

## 6.0 Staying Home When Sick

### 6.1 Staying Home When Sick Policy

All children and staff need to stay home if they are feeling ill with a fever, cold, or respiratory symptoms. North Dumfries Preschool Co-operative will refuse entry to any person who has visual signs of illness or worsening symptoms.

### 6.2 Staying Home When Sick Procedure

- Parents/guardians/staff/visitors will take the **COVID-19 School and Child Care Screening self-assessment tool online** to assess whether they should stay home or not.  
<https://covid-19.ontario.ca/school-screening/>
- Children/parents/guardians/staff/visitors will not attend the Preschool if they fail the screening questions, as listed in Section 2 of this policy.
- Children/parents/guardians/staff/visitors will not attend the Preschool if someone they live with is currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms.
- Parents/guardians/staff will contact the Supervisor/Head Teacher if they have been in contact with a suspected case of COVID-19.
- Parents/guardians/staff/visitors must self-isolate for a minimum of 14 days from the onset of symptoms.
- Staff will contact the Supervising/Head Teacher immediately if they can not attend their shift, giving a description of their symptoms, and will report back regularly.

## 7.0 Illness Within the Centre - COVID 19 Response Plan

### 7.1 Illness Within the Centre Policy

If one person is diagnosed with COVID-19, then North Dumfries Preschool Co-operative will contact the Region of Waterloo Public Health for further guidance, triggering an emergency response action that enhances safety practices. A **Serious Occurrence** will be filed with the Ministry of Education as well.

#### **Reporting Form for Symptomatic Staff/Children:**

<https://forms.regionofwaterloo.ca/External/COVID-Response-external/Childcare-Reporting-Symptomatic-Staff-or-Children>

#### **Serious Occurrences Policy and Procedures:**

<http://www.edu.gov.on.ca/childcare/docs/ccs-sample-serious-occurrences-policy-and-procedures.docx>

### 7.2 Illness Within the Centre Procedures

#### 7.2.1 Child Becomes Ill/Symptomatic While at the Centre

- A mid-morning health check will be conducted by staff. Any child who develops the following symptoms must leave the program and staff will initiate emergency actions to further protect everyone and manage the situation. The symptoms include: headache, runny nose, unexplained loss of appetite, diarrhea, loss of sense of smell or taste, small red/purple spots on hands/feet, fever, sore throat, coughing, difficulty breathing, and shortness of breath.
- Staff will contact the parent(s)/guardian(s) of the ill/symptomatic child immediately to arrange pick-up for the child. If a parent/guardian cannot be reached, staff will try to reach the child's emergency contact.
- While the ill/symptomatic child is waiting to be picked up, the Screener will isolate them from the rest of the class and teachers by taking the child to the designated isolation area. The Screener will get the isolation kit that contains PPE (gloves, face shield/goggles, gown, mask), tissues, sanitizer, and a garbage can with lid. The Screener will wear full PPE while supervising the child and maintain a personal distance of 2 meters from the child as much as possible.
- If the ill/symptomatic child can tolerate it, and they are above age two, they will be encouraged to wear a mask.
- The ill/symptomatic child will use an alternate washroom, if needed, while waiting for pick-up.
- Any siblings will also need to be sent home with the child.
- Any contaminated articles belonging to the ill/symptomatic child (including soiled clothes) will be placed in a sealed plastic bag and sent home with the child. Soiled items must not be rinsed or washed at the centre.
- Staff will instruct parent(s)/guardian(s) to use the **COVID-19 School and Child Care Screening self-assessment tool online** and to follow the direction given in the tool, which may result in exclusion and self-isolation, seeking medical advice, or getting COVID-19 testing.

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

- Once the child has been picked up, the Screener or other designated staff will remove and dispose of PPE. They will put on clean PPE, as soon as possible, before thoroughly cleaning and disinfecting the isolation area and any other areas or objects touched by the ill/symptomatic child.
- The Supervising/Head Teacher will fill in the **Reporting Form for Symptomatic Staff/Children** online and seek direction from Public Health. Public Health will make all decisions regarding attendance. The Supervising/Head teacher will also contact the Board of Directors.

<https://forms.regionofwaterloo.ca/External/COVID-Response-external/Childcare-Reporting-Symptomatic-Staff-or-Children>

- Parents/guardians should continue to report back to the Preschool any further symptoms, tests results, and/or direction given to them from Public Health.
- For details on how to self-monitor and self-isolate, refer to Public Health Ontario’s factsheets.

**How to Self-Monitor:**

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-self-monitor.pdf?la=en>

**How to Self-Isolate:**

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-how-to-self-isolate.pdf?la=en>

### 7.2.2 Staff Member Becomes Ill/Symptomatic While at the Centre

- If a staff member becomes ill/symptomatic while at work, they will be immediately sent home (including their children, if applicable) by the Supervising/Head Teacher and replaced with a supply staff.
- Any items used by the ill/symptomatic staff member must be cleaned and disinfected immediately.
- If the staff member is suspected of having or has had a positive test of COVID-19, then the Supervising/Head Teacher will fill in the **Reporting Form for Symptomatic Staff/Children online** and seek direction from Public Health. They will ask for direction regarding the information they should share with other close contacts, staff, parents/guardians and the Board of Directors. Public Health will make all decisions regarding attendance. The Supervising/Head Teacher will also report any confirmed cases of COVID-19 to the Ministry of Education as a **Serious Occurrence** within 24 hours and contact the Board of Directors.

**Reporting Form for Symptomatic Staff/Children:**

<https://forms.regionofwaterloo.ca/External/COVID-Response-external/Childcare-Reporting-Symptomatic-Staff-or-Children>

**Serious Occurrences Policy and Procedures:**

<http://www.edu.gov.on.ca/childcare/docs/ccs-sample-serious-occurrences-policy-and-procedures.docx>

- The Supervising/Head Teacher will inform parents/guardians of all classes and staff who were working when the staff member became ill to self- monitor for symptoms of COVID-19.

- If the ill/symptomatic staff member or a visitor who worked in the classroom tests positive for COVID-19, then all classes will be sent home to self-isolate and/or will follow the direction given from Public Health.
- The ill/symptomatic/COVID-19-positive staff will not work at the Preschool until all symptoms are fully resolved and they have received a negative COVID-19 test.
- Any staff member who has been exposed to a confirmed case of COVID-19 or a symptomatic person will not work at the Preschool for 14 days or until they receive a negative COVID-19 test.
- The Supervising/Head Teacher will contact WSIB and the Ministry of Labor when a staff member tests positive for COVID-19 within 72 hours of being informed of the illness.

### 7.2.3 Child/Staff Member Becomes Sick at Home

- If a child or staff member becomes sick at home they need to contact the Supervising/Head Teacher to record the symptoms. They will be advised to use the **COVID-19 School and Child Care Screening self-assessment tool online** and to follow the direction given in the tool, which may result in exclusion and self-isolation, seeking medical advice, or getting COVID-19 testing.  
<https://covid-19.ontario.ca/school-screening/>
- The child or staff cannot re-enter the program until they have followed all Public Health directions (i.e. 10-14 days absent or a negative COVID-19 test). They must also be symptom-free for 24 hours before returning to the Preschool.

## 7.3 Reporting COVID-19 to the Ministry of Education and Serious Occurrence

The Supervising/Head Teacher will:

- report a suspected or confirmed case of COVID-19 to the Waterloo Region Medical Health Officer and follow any directions they give;
- offer all documents needed to support Public Health officials with case management and contact tracing in accordance with all applicable legislation, including the Municipal Freedom of Information and Protection of Privacy Act; and,
- update or submit a new Serious Occurrence report (under the Unplanned Disruption of Service category) if Waterloo Region Public Health orders a closure or partial closure of the Preschool due to illnesses, or if more cases of COVID-19 are confirmed.

**Operational Guidance for Child Care During COVID-19 Outbreak** (page 21):

<https://www.ontario.ca/page/operational-guidance-during-covid-19-outbreak-child-care>

**Reporting Form for Symptomatic Staff/Children:**

<https://forms.regionofwaterloo.ca/External/COVID-Response-external/Childcare-Reporting-Symptomatic-Staff-or-Children>

**Serious Occurrences Policy and Procedures:**

<http://www.edu.gov.on.ca/childcare/docs/ccs-sample-serious-occurrences-policy-and-procedures.docx>



### 7.3.1 Outbreak Management

Waterloo Region Public Health may declare an outbreak at North Dumfries Preschool Co-operative within a 14-day period after two or more cases of COVID-19 have been confirmed by staff, children, or visitors, or if there is a transmission link between the cases at the Preschool. Waterloo Region Public Health will determine what happens next (i.e. which groups of children/staff to send home or if a partial or full closure is necessary) and direct the Supervising/Head Teacher on the steps they should take, which will include a new or updated Serious Occurrence report.

Confirmed cases should generally not be re-tested if they develop new symptoms after their COVID-19 infection resolves. If a child or staff was a confirmed case and then develops symptoms after a new exposure to a confirmed case or travel, however, the Supervising/Head Teacher will report the situation to Public Health via the online **Reporting Form for Symptomatic Staff/Children** and seek advice regarding testing and isolation.

#### **Reporting Form for Symptomatic Staff/Children:**

<https://forms.regionofwaterloo.ca/External/COVID-Response-external/Childcare-Reporting-Symptomatic-Staff-or-Children>

## 8.0 Cleaning and Disinfecting Program Space

### 8.1 Cleaning and Disinfecting Policy

Staff will clean the classroom and highly touched surfaces before, during, and after class to stop the spread of the COVID-19 virus.

### 8.2 Cleaning and Disinfecting Procedures

- Staff will create a cleaning checklist/log of all cleaning activities that need to be completed throughout the day. Staff will sign off items on the checklist once they have been cleaned to ensure all cleaning requirements are completed. The checklist/log needs to be completed two times daily (more often if necessary).
- The Screener/Cleaner is responsible for disinfecting the main entrance and other doorways before class; staff will disinfect before and after morning drop-off is complete and after pick-up.
- Staff will clean the classroom before and after each class.
- Staff will clean and sanitize high touch and frequently used surfaces throughout the program.
- Staff will vacuum the classroom after each class and will steam clean the carpet once a week.
- Staff will clean shared items, such as markers, glue sticks, and scissors after each use.
- Staff will avoid sharing devices, tools (i.e., pens, clipboards, phones, etc.), and equipment.
- Staff will limit the exchange of papers.
- A separate cleaning chart will be kept in the washroom. Staff will disinfect after every child uses the washroom and initial the chart in the washroom.
- Staff will clean with a diluted bleach of 5 ml of bleach in 250 ml of water or Oxiver.
- Staff will sign off on the entire checklist(s) once the areas have been cleaned.

### 8.3 High Touch Surfaces

- The designated Screener/Cleaner and teaching staff will disinfect high touch surfaces in the hallway (doorknobs, door handles, etc.) with a bleach and water solution, or Oxivir, two to three times daily.

### 8.4 Toys and Supplies

Staff will:

- Wear gloves when cleaning/disinfecting any toys, equipment, or furnishings.
- Perform hand hygiene before and after using gloves.
- Ensure children are not bringing personal comfort items out of their backpacks from their designated hook.
- Remove all items that cannot be cleaned and place them in a sealed container for seven days after use. Staff will keep an inventory log of the storage.
- All toys will be “tight fitting, smooth, and non-absorbent”.
- Ample toys that are easily cleaned will be provided for children to engage.
- Popular toys will be put in the “dirty - to be washed” bins/area after the child is finished. Toys will be sanitized with bleach and water, left for 2 minutes, and air dried. Then another child may engage them.

## 9.0 Cleaning and Disinfecting Outdoor Space/Play Area

### 9.1 Outdoor Cleaning and Disinfecting Policy

The playground will be checked according to licence requirements using the Playground Checklist binder. The toys and equipment in the playground will be cleaned and disinfected after every use and this cleaning will be recorded with date and initial. Preschool classes will have separate bins of toys.

### 9.2 Outdoor Cleaning and Disinfecting Procedures

Staff will:

- Ensure an adequate supply of tissues, wipes, hand sanitizer, and cleaning supplies are brought outside each day for use in the outdoor play area.
- Make sure there is an easily accessible garbage can available.
- Wash all soiled surfaces with soap and water or bleach solution (depending on the time of year) between each group or class.
- Regularly disinfect high touch items, including gate latches, door handle of the shed, storage bins, etc. Gate latches will be disinfected each time children enter and leave the playground.

- Clean and disinfect any toys and equipment used: trucks, pails and shovels, balls, bikes, etc.
- Clean and disinfect the fence barrier.
- Follow the Playground Cleaning Checklist. Use bleach and water solution during Spring and Fall to ensure all areas have been cleaned before leaving the playground. In the winter months focus on handwashing, as mittens are often worn, and only use soapy water to avoid the bleach solution freezing on surfaces and children accidentally ingesting.

## 10.0 Personal Protective Equipment (PPE)

### 10.1 PPE Policy

North Dumfries Preschool Co-operative will ensure that all staff are provided personal protective equipment (PPE) and have a secured and sustainable supply of PPE and cleaning supplies. All staff and high school/post-secondary placement students will be trained on how to properly put on and remove PPE. This training will follow the Waterloo Region Public Health guidelines. The use of medical masks and eye protection is for the safety of child care staff and the children in their care. This is very important as children in childcare often do not wear masks.

#### 10.1.1 When Staff Will Wear a Mask and Face Shield/Goggles and PPE

- North Dumfries Preschool Co-operative will supply all masks, face shields/goggles, gowns and gloves for staff and visitors as needed.
- All adults must wear a medical mask and eye protection at all times while inside the childcare centre, including hallways and washrooms, unless they have an exemption, but they should always maintain physical distance. Masking is not required outdoors when 2 metres of distance is maintained from others; however, eye protection is required both indoors and outdoors as per occupational health and safety requirements for those working in close contact with children who are not wearing a mask.
- Staff will wear a mask, face shield/goggles and PPE when:
  - in the screening area;
  - attending to children in the program;
  - carrying out diapering and toileting routines;
  - cleaning and disinfecting blood or bodily fluid spills if there is a risk of splashing;
  - caring for a sick child or a child showing symptoms of illness;
  - cleaning and disinfecting toys and equipment;
  - hugging or comforting a child; and when
  - social distancing cannot be maintained.
- Staff will keep in mind that the procedures of masking up and mask removal without contamination afterward take time, given the frequent and spontaneous need for close interaction in a childcare setting.

### 10.1.2 Children Wearing a Mask

- Children are encouraged to wear a mask inside, but are not required.
- When children wish to remove their mask they will place it in a baggie in their backpack on their designated hook.
- Parents/guardians are required to supply masks for their children.

### 10.1.3 Mask Exemptions

- Reasonable exceptions to the requirement to wear masks are in place, such as:
  - staff are not required to wear a mask due to medical issues if they have talked with the Supervising/Head Teacher (alternative styles should be tried);
  - staff do not need to wear masks while drinking or eating;
  - staff do not need to wear masks if alone in the classroom;
  - staff do not need to wear masks while indoors or outdoors when sufficient social distancing of at least 2 meters is possible;
  - situations where an individual needs a mask break, including being “fogged up” or when the mask is impairing one's ability to see and they are at risk of falling; and,
  - situations where a child cannot wear a mask (when one is necessary, such as when a child is symptomatic).
- A doctor’s note is not required should a staff request an exemption.
- The Supervising/Head Teacher will document all exemptions.

### 10.1.4 Wearing and Changing Masks

- Staff will wash hands or use sanitizer before applying a mask, and before and after removing a mask or goggles.
- Masks must be changed if visibly soiled or wet, or when close contact has occurred with an ill child.

## 10.2 Protective Eyewear

### 10.2.1 Cleaning Protective Eyewear

- All eye protection must be cleaned and disinfected between uses. Follow manufacturer’s instructions for cleaning and disinfecting of eye protection, if available.
- Use Health Canada approved disinfectant wipes.
- Clean protective eyewear according to the following steps:
  - a. Perform hand hygiene prior to removing eye protection
  - b. When removing eye protection, reach up behind head or side of head; do not touch the front of contaminated eye protection

- c. Using a Health Canada approved disinfectant wipe in one hand, carefully wipe the inside surface of eye protection. Discard wipe.
- d. Still holding eye protection in the same hand, use the other hand and take a second Health Canada approved disinfectant wipe, and wipe the outside surface of the eye protection. Discard wipe.
- e. Place clean eye protection on a clean surface.
- f. Perform hand hygiene.
- g. If visibility is compromised by residual disinfectant, eye protection can be rinsed with tap water.
- h. Allow eye protection to dry prior to next use.
- i. Store in a designated clean area in a manner to prevent contamination (e.g. labelled paper or plastic bag).
- j. Discard eye protection if damaged and/or it becomes difficult to see through.

### 10.2.2 Selecting Protective Eyewear

When selecting eye protection for the workplace, consider the following criteria:

- Eye protection fits properly and does not interfere with the proper fit of a worker's mask.
- Eye protection must be used in conjunction with a mask/face covering.
- Eye protection is either single-use (disposable) or able to be cleaned, disinfected, and reused.
- Eye protection must provide a barrier to splashes from the side.
- The type of work/activity.
- If you wear prescription glasses, use a face shield or goggles that fit snugly over the eyeglasses.
  - Conversion kits would not make the eyewear compliant to be used as PPE within a workplace.
  - Cleaning and disinfection products for reusable PPE may damage prescription glasses.

## 10.3 Gloves

- Gloves are the last piece of PPE to be put on and the first to be removed.
- The proper way to put gloves on is detailed in section 10.3.1.
- Gloves will be removed the correct way, as detailed in section 10.3.2, after completing an activity and placed in the garbage.

### 10.3.1 How to Put Gloves On

1. Wash hands with soap and water or use alcohol-based hand sanitizer before putting gloves on.
2. Put on gloves ensuring that you do not tear or puncture the gloves.
3. If a gown is worn, the glove fits over the gown's cuff.

### 10.3.2 How to Remove Gloves Using a Glove-to-Glove/Skin-to-Skin Technique

1. Grab the outside edge of the first glove near the wrist and peel the glove away by rolling the glove inside out.
2. Reach under the second glove and peel away.
3. Place gloves in the garbage immediately.

## 10.4 Masks

### 10.4.1 How to Wear A Mask

1. Wash hands with soap and water or use alcohol-based hand sanitizer before putting on the mask.
2. Place the mask over your nose and under your chin. Place the loops of the mask around your ears or tie the strings behind your back tightly.
3. Ensure the mask covers your mouth and nose and that there are no gaps between your face and mask. Mould the metal piece to your nose bridge.
4. Do not touch the front of the mask while you wear it and, if you do, wash your hands or use alcohol-based hand sanitizer.

### 10.4.2 How to Remove A Mask

1. Wash hands with soap and water or use alcohol-based hand sanitizer before removing the mask.
2. Remove the loops of the mask from your ear or untie the strings.
3. Pull the mask forward off the head, bending forward to allow the mask to fall away from the face.
4. Hold the mask by the loops or strings and place the disposable mask in the garbage bin. If it is a reusable mask, store it in a clean paper bag out of reach of children, until it is worn again.
  - When a reusable mask is damp or dirty, or after the program is done, staff will place it in the dirty laundry bag and later it will be washed in hot soapy water and air dried before reapplying.
  - If a reusable mask has a hole or tear, or if it cannot be cleaned, it will be thrown in the garbage bin.
5. Wash your hands with soap and water or with an alcohol-based sanitizer again.

## 10.5 Full PPE

### 10.5.1 How to Put on PPE

1. Perform hand hygiene by washing hands with soap and water or use alcohol-based hand sanitizer before putting on PPE.
2. Put on gown. Tie neck and waist ties securely, or snap sides.
4. Put on mask as per directions outlined in section 10.4.1.

5. Put on goggles/face shield and adjust so that it fits over the brow.
6. Put on gloves as per directions outlined in section 10.3.1.

#### 10.5.2 How to Remove PPE

1. Gloves are to be folded into each other and disposed of into a garbage bin with a lid. Follow directions for removing gloves outlined in section 10.3.2.
2. Remove gown
  - a. Remove gown in a manner that prevents contamination of clothing or skin.
  - b. Beginning with waist ties, then neck ties, pull the gown forward from the neck ties and roll it so that the contamination on the outside of the gown is to the inside.
  - c. Roll off the arms into a bundle, then discard immediately in a manner that minimizes air disturbances.
3. Perform hand hygiene by washing with soap and water or using alcohol-based hand sanitizer.
4. Remove goggles/face shield.
  - a. Arms of goggles and headband of face shields are considered to be 'clean' and may be touched with the hands. The front of goggles/face shield is considered to be contaminated.
  - b. Remove eye protection by handling ear loops, sides, or back only.
  - c. Place into a garbage bin or appropriate container for reprocessing immediately after removal.
5. Remove mask according to the directions outlined in section 10.4.2. Discard immediately into a plastic lined garbage bin if using a disposable mask.
6. Wash your hands with soap and water or with an alcohol-based sanitizer again.

## 11.0 List of Essential Items Permitted in the Centre

### 11.1 Essential Items Policy

North Dumfries Preschool Co-operative is decreasing the number of personal belongings permitted in the Preschool to essential items only. All personal items must be taken home and washed at the end of each day. Children should arrive at the Preschool in clean clothes each day.

### 11.2 Essential Items for Staff

Essential items for staff include:

- personal phone;
- personal water bottle;
- personal medication or other products, if applicable;
- personal lunch kept in a designated area; and,
- purses or bags.

### 11.3 Essential Items for Children

The following items should be labeled with the child's name and placed in the child's backpack each day:

- Extra clothing: socks, underwear, loose pants, and short sleeve shirt, together in a large ziplock baggy.
- Indoor shoes.
- Comfort object, if needed, as they are not able to bring personal items into the classroom. The comfort object **MUST** be laundered daily. No soothers.
- Personal items (i.e. diapers, wipes, sippy cup), if applicable.
- Personal medication (i.e., epi pen, asthma medication), if applicable and only when an emergency plan is developed and posted.
- No outside food or drink is permitted in the center, unless meeting specific dietary needs related to food allergies/sensitivities or IEP listed in the child's file.
- Children will be supplied water in dixie cups from a lead tested sink, as needed.

## 12.0 Handwashing

### 12.1 Handwashing Policy

- The best way to reduce the spread of COVID-19 is to ensure that all staff, children, and anyone entering the centre follows recommended hand washing procedures when arriving and leaving, and after close contact with others.
- When sinks for handwashing are not available, alcohol-based hand sanitizer containing at least 70% alcohol should be used (this is only recommended for staff).
- Handwashing using soap and water will be used as a preference over alcohol-based sanitizers wherever possible.
- Routines will be built-in to promote frequent handwashing.
- Hand sanitizer will be available at the screening table and in multiple locations within the centre, out of reach of children.

### 12.2 Handwashing for Staff

#### 12.2.1 When Staff Will Wash Their Hands

All Staff will wash their hands frequently throughout the day, and at the following times:

- upon entering the centre;
- before preparing or serving food;
- before and after diapering a child or assisting a child in the washroom;
- after wiping or blowing their own nose or that of a child's;
- before and after contact with a child;
- after cleaning up messes and spills;



- after handling garbage;
- after using the washroom;
- after removing soiled clothing;
- after touching 'high touch' surfaces (i.e. doorknobs, light switches, faucet handles, etc.);
- before and after applying first aid;
- before and after washing toys;
- before and after applying and removing any PPE;
- before leaving the centre at the end of their shift;
- before and after using gloves; and,
- after touching someone's face or other close contact.

### 12.2.2 Proper Handwashing Procedure for Staff

**The following handwashing procedure is from Public Health Ontario -**

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en>:

1. Wet hands with warm water.
2. Apply soap.
3. Lather soap and rub your hands vigorously as you wash them for at least 15 seconds:
  - Rub hands palm to palm.
  - Rub in between and around fingers.
  - Rub the back of each hand with the palm of the other hand.
  - Rub fingertips of each hand in the opposite palm.
  - Rub each hand clasped in the opposite hand.
5. Rinse your hands thoroughly under running water.
6. Pat your hands dry with a single-use paper towel.
7. Turn off the water using a paper towel instead of bare hands.
8. Dispose of the paper towel in the garbage bin.

### 12.2.3 Proper Hand Sanitizing Procedure for Staff

Only when a sink for handwashing is NOT available, staff will use alcohol-based hand sanitizer to clean their hands. Hand sanitizer will be available at the screening station, the Preschool's designated entry/exit door, and at each entry point to each classroom/activity area (including the outdoor play area). Hand sanitizer will be kept out of reach of children. **The following hand**

**sanitizing procedure is from Public Health Ontario -**

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en>:

1. Apply 1-2 pumps of product to palm of hands.

2. Rub hands together for at least 15 seconds. Rub palm to palm. Rub in between and around fingers. Rub the back of each hand, fingertips, and thumbs.
3. Rub hands until the product is dry. DO NOT use paper towels.
4. Once dry, hands are clean.

### 12.3. Handwashing for Children

All children will wash their hands (or use hand sanitizer if necessary) frequently throughout the day.

- Children will wash their hands:
  - before they arrive at the Preschool and when entering the classroom;
  - before they eat or drink;
  - after eating snack or after placing soiled dishes in the bin after eating;
  - after they have used the toilet or have a diaper changed;
  - after they have sneezed, used a tissue, or picked their nose;
  - after they have mouthed a toy or mouthed their own hand;
  - after they have touched another child or shared a toy;
  - after a messy, creative or outdoor activity; and,
  - parents should ensure children wash their hands before they leave the centre.

#### 12.3.1 Proper Handwashing Procedure for Toddlers and Preschoolers

Handwashing using soap and water is recommended over alcohol based hand sanitizer when hands are visibly soiled and for children. To ensure proper hand washing for toddlers and preschool children, staff will aid in and follow these steps:

1. Allow the child to wet his/her hands.
2. Allow the child to squirt drops of liquid soap onto his/her hands.
3. Facilitate the child's washing all areas of the child's hands for at least 15 seconds.
4. Ensure that the child rinses his/her hands (from wrist to fingertips) under running water.
5. Ensure the child dries his/her hands using a fresh single-use paper towel.
6. Turn off the faucet using the paper towel and throw out the towel in the garbage bin.
7. Wash their own hands using the Proper Handwashing Procedure for Staff outlined in Section 12.2.2.

# Appendix

## 1.0 How to Wash Hands With Soap and Water

### Appendix A: Hand Hygiene Posters



## 1.1 How to Clean Hands Using Alcohol-Based Hand Sanitizer

# Clean your hands!

### Your hands can pass on harmful germs.

We carry many different germs on our hands everyday. These germs can make us sick (e.g. cold, flu, diarrhea). When done right, cleaning your hands often is one of the best ways to help stop the spread of germs.

#### Clean your hands before & after:

- Preparing and serving food
- Eating
- Putting on or taking off disposable gloves
- Treating a cut or wound
- Caring for someone that is sick

#### Clean your hands after:

- Handling raw meat
- Coughing, sneezing or blowing your nose
- Using the washroom
- Changing a diaper
- Handling animals or their waste

### How to use alcohol-based hand rub

**Note:** If your hands look dirty, it is best to use soap and water.



Use enough alcohol-based hand rub to cover all areas of your hands



Rub hands for at least 15 seconds or until product is dry (rub finger tips, between fingers, back of hands, base of thumbs and wrists)

#### 62% alcohol

Recommended for the general public

#### 70% alcohol

Recommended for health care settings

Help protect yourself and others in only  
**15 seconds**

**Gel vs. Foam:** Use enough hand rub to allow for a 15 second rub. Foam can dry out quicker, more foam may be needed.

### Other ways to prevent the spread of germs:

- Cover your cough or sneeze
- Stay home when you are sick, return to work only when you feel better
- Clean and disinfect to remove dirt and germs from surfaces
- Prevent food-borne illness by handling food safely

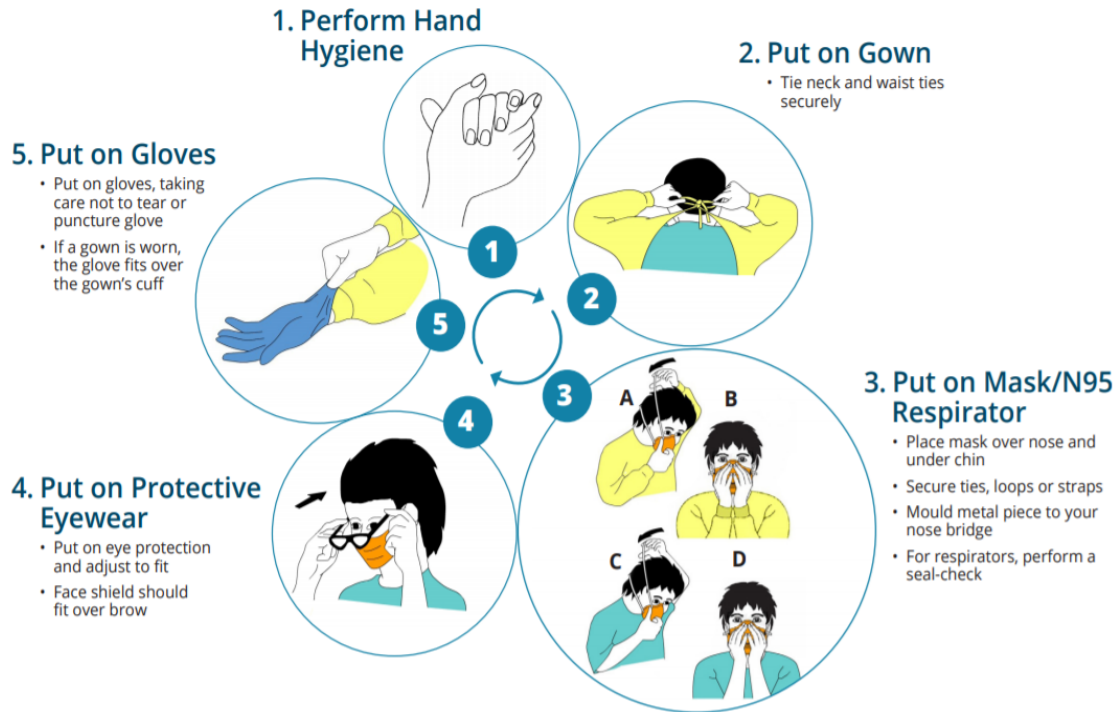


June 2013

## 2.0 Putting on Personal Protective Equipment (PPE)

### Recommended Steps:

### Putting On Personal Protective Equipment (PPE)



For more information, please contact Public Health Ontario's Infection Prevention and Control Department at [ipac@ohpp.ca](mailto:ipac@ohpp.ca) or visit [www.publichealthontario.ca](http://www.publichealthontario.ca).

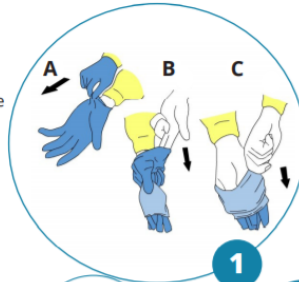
## 2.1 Removing Personal Protective Equipment (PPE)

### Recommended Steps:

### Taking Off Personal Protective Equipment (PPE)

#### 1. Remove Gloves

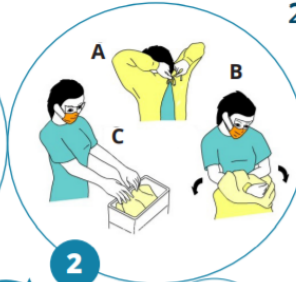
- Remove gloves using a glove-to-glove / skin-to-skin technique
- Grasp outside edge near the wrist and peel away, rolling the glove inside-out
- Reach under the second glove and peel away
- Discard immediately into waste receptacle



1

#### 2. Remove Gown

- Remove gown in a manner that prevents contamination of clothing or skin
- Starting with waist ties, then neck ties, pull the gown forward from the neck ties and roll it so that the contaminated outside of the gown is to the inside. Roll off the arms into a bundle, then discarded immediately in a manner that minimizes air disturbance.



2

#### 6. Perform Hand Hygiene



6

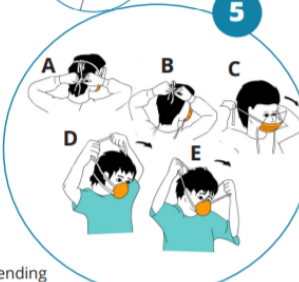
#### 3. Perform Hand Hygiene



3

#### 5. Remove Mask/ N95 Respirator

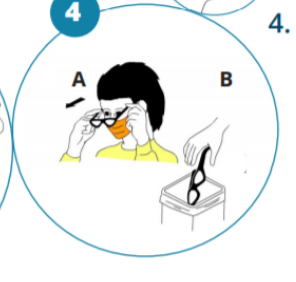
- Ties/ear loops/straps are considered 'clean' and may be touched with hands
- The front of the mask/respirator is considered to be contaminated
- Untie bottom tie then top tie, or grasp straps or ear loops
- Pull forward off the head, bending forward to allow mask/respirator to fall away from the face
- Discard immediately into waste receptacle



5

#### 4. Remove Eye Protection

- Arms of goggles and headband of face shields are considered to be 'clean' and may be touched with the hands
- The front of goggles/face shield is considered to be contaminated
- Remove eye protection by handling ear loops, sides or back only
- Discard into waste receptacle or into appropriate container to be sent for reprocessing
- Personally-owned eyewear may be cleaned by the individual after each use

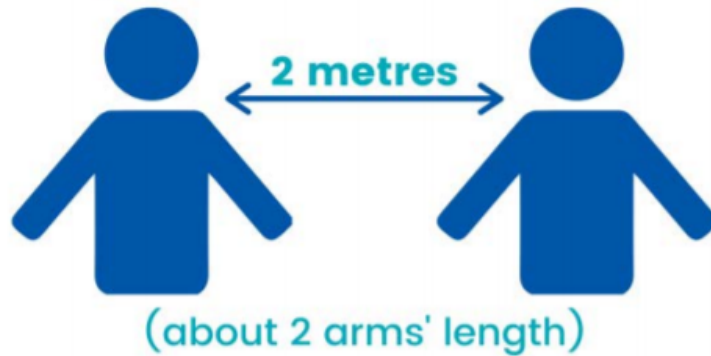


4

This is an excerpt from Routine Practices and Additional Precautions In All Health Care Settings (Appendix L) and was reformatted for ease of use.

# Practice Physical Distancing

Keep 2 metres between yourself and others



Visit [regionofwaterloo.ca/COVID19](https://regionofwaterloo.ca/COVID19)

## 4.0 Daily Screening Form

This form is completed by staff at the screening station.

Date	Name (Last Name, First Name)	Room	Have you taken the Ministry of Health's COVID-19 online screening tool on behalf of your child before coming today?	In the last 14 days has the child travelled outside of Canada or been identified as a "close contact" with someone having COVID-19	Does your child or any members of your household have one or more COVID-19 symptoms?	Has a doctor, health care provider, or public health unit told you that the student should be isolating?	Is the individual's temperature greater than 37.8?	Public Health Contacted (yy/mm/dd)	Comments
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## 4.1 COVID-19 Symptoms Daily Screening Checklist

### Screening Questions

Do you have any of the following **new or worsening** symptoms or signs?

- Fever (temperature of 37.8°C or greater)  Yes  No
- Cough  Yes  No
- Difficulty breathing  Yes  No
- Sore throat  Yes  No
- Difficulty swallowing  Yes  No
- Loss of taste or smell  Yes  No
- Nausea/vomiting, diarrhea, or abdominal pain  Yes  No
- Runny nose or nasal congestion  Yes  No
  
- Red eyes (conjunctivitis)  Yes  No
  
- Not feeling well, tired or sore muscles  Yes  No
- Chills or headache  Yes  No
- Lethargy, difficulty feeding in infants (if no other diagnosis)  Yes  No



## 5.0 Child Care Staff Daily Close Contact Log

### Appendix E: Child Care Staff Daily Close Contact Log

Staff Name:

Instructions:

1. During the course of your shift or at end of your shift please log the people who you have been in close contact with. **Close contact is defined as being less than 2 meters apart from someone.**
  - Only include names of people (staff and/or children initials) you were in close contact with.
  - If you were in close contact with someone, please note what location (room) you were in and what PPE was donned.
2. Each staff should file their daily log in a designated location by the end of each shift. We may need to use this information in the event of a positive COVID-19 case to support contact tracing.

Date	Time	Record: People you were in close contact with, the location and what PPE was donned.