

# COVID-19 Outbreak/Pandemic Policies and Procedures

Implemented: June 19, 2020, in response to the COVID-19 Pandemic

Updated: April 26, 2022



# Point Edward Early Learning Centre

## Policy and Procedure Guidelines



### **COVID-19 Outbreak/Pandemic Policy**

#### **Intent:**

The intent of this policy is to support our families during the COVID-19 outbreak that has been declared an emergency by Lambton Public Health. Point Edward Early Learning Centre will collaborate with Lambton County Public Health, the County of Lambton, and the Province of Ontario to offer childcare in the safest way possible for the duration of the pandemic.

References to 'infectious disease', or 'infectious disease outbreak' in these policies and procedures refer only to the current COVID-19 pandemic that has been deemed an emergency. Separate procedures will be enforced in all other outbreak situations.

This policy shall remain in effect until authorities declare the pandemic situation over. Certain procedures shall remain in effect going forward. These exceptions are noted in the policy. There will be flexibility with easing of restrictions beyond this policy as is required in each situation.

#### **Policy:**

It is the policy of Point Edward Early Learning Centre to treat everyone with dignity and respect during the pandemic. This is of utmost importance at this time, as stress levels are high for all individuals and unique situations will arise. Providing clear instructions and communication is vital. Following the guidelines of established procedures is helpful but adapting these guidelines as situations arise and new information is shared is equally important.

#### **Additional Employee Training:**

- All employees working at the Centre will review and be familiar with these policies and procedures before commencing work.
- Additional training and support outlined by Lambton County Public Health include:
  - Familiarity with current respiratory and gastrointestinal outbreak measures in childcare centres.
  - Knowledge of routine infection control practices including when/how to properly wash hands, good adherence to enhanced cleaning schedules, respiratory etiquette, staying home if sick, etc.
- It is important that employees continue to stay informed of the most current information on COVID-19. Refer to [www.lambtonpublichealth.ca](http://www.lambtonpublichealth.ca).

#### **Employee Health and Safety Considerations:**

\*Employees will complete an online school screening found on the Ontario government website every weekday until the Lambton County Public Health advises otherwise. Each employee must answer the questions. If the result is a green check mark, you may proceed. If an x appears you may not enter the daycare. Follow the current guidelines found at [https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/contact\\_mngmt/management\\_cases\\_contacts.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/contact_mngmt/management_cases_contacts.pdf). A brief description of guidelines current as of April 19, 2022 are as follows:

If you have one symptom from the following list, self-isolate for 24 hours (48 for gastrointestinal issues) and self-monitor for other symptoms to develop:

- Sore throat
- Headache
- Extreme fatigue
- Runny nose/ nasal congestion
- Muscle aches/joint pain
- GI symptoms

If you have two or more of the above symptoms or one of the following, you must self-isolate for at least 5 days or until your symptoms have been improving for 24 hours (48 for gastrointestinal issues) and you have had two negative Rapid Antigen Tests:

- Fever/chills
- Cough
- Shortness of breath
- Decrease/loss of smell or taste

Once employees are cleared to enter the building, they must use hand sanitizer on their hands. Refer to Appendix E.

If an employee must isolate because of failing the screening, they are entitled to up to three days of COVID pay (24 hours). For permanent, full-time employees, this will reduce the amount of personal time available to them. They will have the option of applying for available government assistance for the difference.

If an employee tests positive for COVID-19 or is living with someone who has tested positive for COVID, they must wear a mask in public settings and at work for 10 days after the symptom onset. For example, if you are vaccinated and test positive for COVID-19, you are to self-isolate for 5 days but for the remaining 5 days, you are required to wear a mask.

You may wear gloves when disinfecting, then discard when one set of cleaning is done. Use different gloves each time you disinfect. You may use bare hands if you prefer, provided you use proper hand hygiene.

### **Contravention of Personal Protective Equipment Policy**

Employees will be made aware of the need to wear PPE by verbal direction and by reading Policies and Procedures upon hiring and annually.

Step 1 – The employee and Site Supervisor or ED will discuss the incident. This discussion is documented on an Employee Incident Report and kept on file.

Step 2 – The employee and Site Supervisor or ED will discuss the incident. The employee will be suspended for the remainder of the day and the next work day without pay. If the employee is and RECE, the College will be notified.

Step 3 – The employee and Executive Director will discuss the incident. The employee will be terminated unless the Executive Director deems termination unwarranted based on previous discussions.

### **Other Considerations**

It is recommended, but not required that staff wear their hair pulled back in a ponytail or headband. This is to deter unconscious face touching.

As restrictions lift, these guidelines will be relaxed as required for individual situations.

### **Health Screening Procedure (Personal Protective Equipment etc.):**

The Centre will employ additional protocols to maintain a safe and healthy environment for all employees, children, and families and respond to provincial and municipal pandemic response plans.

- Precautions may include daily screening of employees, children and any other person engaging in the business prior to entering the building, increased cleaning, and reduced group sizes. These restrictions may change as we move through the pandemic.
- Children will be encouraged, but not required, to wear cloth face coverings while in doors at the Centre. Children under 2 years will not be asked to wear a face covering. Children in grade 1 and higher will be required to wear a cloth face covering provided by the parents, to be brought home and washed daily.
- In consultation with Lambton County Public Health, employees will adhere to the following new procedures developed for Emergency Child Care operations:
  - Appendix A: Environmental Cleaning and Disinfecting Health Screening Procedure Policy and Procedures
  - Appendix B: Exclusion of Children or Employees Who are Ill Policy and Procedures
  - Appendix C: Covid-19 Outbreak Response

### **Drop off/Pick-Up Procedure**

In order to facilitate a smooth drop off and pick up, please abide by the following rules. Your patience is appreciated.

### **Main Site**

The main site will use the front entrance for drop off and the front entrance and outside gate found in the parking lot for pick up.

Drop off is between 7:00am-9:30am Monday through Friday, except when the Centre is closed. Please allow enough time to follow the drop off procedure. There may be delays. No more than three families are allowed in the hallway at one time, please wait a moment before you proceed to your child's cubby. Please keep in mind that another parent maybe waiting their turn; therefore, be mindful of the time spent in conversation. Some information can be shared on our Seesaw App to eliminate long waits. Please follow your child's classroom's instructions for arrivals and departure procedures.

#### **Upper Level-**

Arrival Time for Upper-Level Preschool's parents please come into the front door entrance and proceed up the stairs. On the right side, there is a silver box with a buzzer sign above it. Please press the button, and an administration staff will allow you entry. Next, find your child's cubby and assist your child with removing their outdoor clothes. Please remain in the hallway, move to your child's door, and show the teachers the screening check mark on the green background. The teacher will have you sign the assessment sheet, and any information can be shared at this moment.

For Departures, please proceed up the stairs to the silver box and push the button. An administration staff will let you in. Please go to your child's room. Wait in the hallway as you gather your child, receive information about their day and gather their belongings. Then, you may proceed down the stairs and exit out of the front entrance door. When your child is playing outside, please pick the up from their preschool yard.

### Toddlers

Arrival time for Toddlers-Please come to the back of the building and proceed up the ramp to the door found closest to the main office. The door will be unlocked, and you may proceed to your child's cubby if there are no more than three families inside. Next, you may take your child's outer wear off and remain in the hallway as you show the teachers the screening check mark found on the green background and share any information. When your class are outdoors in the toddler yard, you may drop off your child and then, proceed inside to deposit their belongings into their cubbies.

Departure Times for Toddlers-When picking up your children, please come to the back of the building and up the ramp to the door closest to the main office. Please wait in the hallway as the teacher will share information about your child's day and give you your child. When you are finished gathering your child's belongings and getting them dressed, you may exit out of the door you came in. When your child is outside, please pick up your child from their toddler yard.

### Lower Level

For Arrivals, Lower-Level Preschool's parents please go to the back of the building. If your child's class is outside, go to the fenced preschool area to show your check mark with the green background to the teachers then, the teacher will have you sign the assessment sheet. Your child may proceed into the yard after you say your good-byes. When your class is not outside, please press the button found on the silver box next to the lower-level steel door to announce your arrival. An administration staff will only stop you when there are already more than three families inside. Please proceed into the building and down the stairs. After, you have found your child's cubby, and you have removed their outer wear, remain in the hall when you show the check mark, sign the assessment sheet, and share any information. After you say your good-byes, you may exit out of the door you came in.

For departures, please press the button found on the silver box next to the lower-level door. You will only be stopped when there are already three families inside. You may come in the lower-level entrance and proceed down the stairs to the child's room. Remaining in the hallway, you will gather your child and receive any information from the teacher about their day. Next, you will find your child's cubby and assist in getting them dressed in their outer gear and exit out of the door that you came in. When your child is outside, you may gather your child from their preschool yard.

### Bridgeview Site Drop Offs

The side entrance on Alexandra Street is the only point of access for the Bridgeview Site for drop offs and pickups. Please press the call button to announce yourself then proceed through the doors to the child's room. Parents are not allowed in the room at this time and only three families are allowed in the hallway in front of the rooms at a time.

### Both Sites

If you are unable to drop off during before 9:30am time, you will need to call the Centre to arrange a drop off time so that an employee is available to confirm your check mark from the online screening. Remember that programs start at 9:30am; please make every effort to ensure your child is ready to participate on time. This avoids disrupting the program and ensures your child gets the most out of their day.

### Pickups

#### Main Site

- Parents may come into the centre to pick up their child(ren) if they would like. If they would prefer to have an employee gather their child(ren) and their belongings, please call the Main Site at 519-337-4468. Please be patient as this may take a few minutes.

### **Bridgeview Site**

- Parents may come in to pick up their child(ren) if they would like. If they would prefer to have an employee gather their child(ren) and their belongings, please call Bridgeview Site at 226-886-1661. Please understand that this is only if our numbers allow and be patient as this may take a few minutes.

### **Screening:**

Please refer to Appendix D: Health Screening Procedure

- Every employee, child and any persons engaging in business inside the Centre will have to complete the online screening found at COVID-19.ontario.ca. The assessment should be completed prior to being admitted into the Centre.
- Entry will be denied to any person including the child of a parent/guardian (or any person residing in the child's home) who meets the following criteria:
  - Failed online screening test resulting in an X on a red page. When this occurs, you are to follow the online screening directives.
  - Signs or symptoms of respiratory infection, such as cough, shortness of breath, sore throat, muscle aches, fatigue and/or fever (over 37.8 degrees Celsius), see Ministry of Health reference for full list of symptoms.
  - Any other symptoms of illness or feeling unwell.
  - Anyone who was advised to self-isolate.
- Unnecessary visitors to the Centre will not be permitted during the pandemic. Resumption of guests shall depend on the directives of the County of Lambton, The Ministry of Health or the Province.
- Any preplanned group events/cancellations/rescheduling will be made known to parents through emails, phone calls and Seesaw. During any events, a plan will be put in place and social distancing will be maintained.

### **Specific Information for Point Edward Early Learning Centre**

- Soothers are allowed but must be hung up immediately upon arrival, and when the child is finished with it. They must be hung far apart from other soothers. All soothers need to be labeled. Pacifiers must be individually labeled and stored separately (not touching each other), they must not be shared among children. The pacifier must be washed in soap and water upon arrival to the Centre.
- Children should bring extra clothes from home to be kept at the Centre until they are used. Soiled clothes will be sent home with the child. New clothes should be provided on the next day the child attends.
- During meals or snacks, ensure children have their own individual servings and that food is not shared. All food should be cut up by nutritionists rather than teachers in the rooms in order to keep an extra eye on the children. Food should be handed out by teachers rather than served family style to avoid contamination. This occurs when children touch a food they do not choose to put on their plate. Scraping may be okay; supervision is needed to ensure children do not play with or eat the waste.

### **Other COVID SAFE PRACTICES**

- Children must not share soothers, bottles, sippy cups, toothbrushes, facecloths, etc. Label these items with the child's name to discourage accidental sharing.
- Performing proper hand hygiene (including assisting children with hand hygiene) shall be a priority. This includes incorporating additional hand hygiene opportunities into the daily schedule. Every child must wash their hands upon entering the room; the child shall be guided by a designated

teacher to avoid accidental contamination of surfaces or toys. The child shall wash their hands as necessary. This will be monitored by a teacher or other staff.

- For creams and lotions during diapering, never put hands directly into lotion or cream bottles, use a tissue or single-use gloves, spatula, or other tool to dispense, and do not "double-dip" into the product.
- It is important to maintain a welcoming and caring environment for children. We use the document "Building on How Does Learning happen?" for support and ideas on how to provide an engaging environment.
- Centre owned toys will be cleaned regularly as per current guidelines.

## Appendix A



# Environmental Cleaning and Disinfecting Policy and Procedures

### **Intent:**

To ensure that all employees are aware of and adhere to the directive established by Lambton County Public Health, the Ontario Ministry of Health, and Lambton County Children's Services and Point Edward Early Learning Centre regarding environmental cleaning and disinfecting. This policy applies to all employees, community members and any other persons engaged in business with Point Edward Early Learning Centre.

### **Policy:**

Point Edward Early Learning Centre is committed to providing a safe and healthy environment for children, families, and employees. We will always take every reasonable precaution to prevent the risk of communicable diseases within our Centre but especially during a pandemic or emergency situation.

### **Definitions:**

**Cleaning:** refers to the physical removal of foreign material (i.e., dust, soil) and organic material (i.e., blood, secretions, microorganisms). Cleaning removes, rather than kills microorganisms.

Warm water, detergent, and mechanical action (i.e., wiping) is required to clean surfaces. Follow the manufacturer's instructions when using commercial cleaning products.

**Disinfecting:** describes a process completed after cleaning in which a chemical solution (i.e., bleach) is used to kill most disease-causing microorganisms. In order to be effective, disinfectants must be left on a surface for a period of time (contact time). Contact times are generally prescribed by the product manufacturer. Any items children may come into contact with requires a final rinse after the required contact time is observed.

### **Procedures:**

All products including cleaning agents and disinfectants must be out of reach of children, labeled, and must have Safety Data Sheets (SDS) up to date, which are stored on the Health and Safety wall located outside the classroom or in the Health and Safety binder at Bridgeview. Products must not be expired, and product must have a DIN number approved by Health Canada.

### **Cleaning:**

- Use detergent and warm water to clean visibly soiled surfaces
- Rinse the surface with clean water (warm to tepid temperature preferred) to ensure detergent is removed
- Let the surface dry

## **Disinfecting:**

### **Choosing an approved disinfectant:**

- Most everyday disinfectants are capable of killing most viruses. As with any chemical solution, it must be used according to the manufacturer's directions to ensure its effectiveness in killing pathogens the product claims. All cleaning/disinfection products must be labelled with product name, WHMIS health and safety information, and employees must have access to the manufacturer's directions for use and have access to the manufacturers recommended personal protective equipment when using the product. Make sure health and safety training on the safe and proper use of the chemicals is provided to the childcare staff.
- Any product chosen must have an expiry date and a Health Canada approved DIN number. Products without a DIN may not be effective at killing pathogens, including the viruses. The only exception to this is bleach, which may be used but does not have a DIN number.
- Examples of adequate active ingredients for disinfectants are sodium hypochlorite, isopropyl alcohol, quaternary ammonium compounds and hydrogen peroxide. When choosing a disinfectant, take into consideration ease of use, concentration, and contact times. It is recommended by public health to choose a product with a lesser amount of contact time.
- A product with a one-minute to 5-minute contact time would be more appropriate with the frequency of cleaning and disinfection that is required during a pandemic. Public Health also recommends using a product that can be used for both cleaning and disinfection, and one that is ready to use, as opposed to mixing, for accuracy, and health and safety reasons. (Examples of acceptable high-level disinfectants include bleach and water at 1000ppm (1 min contact time), or accelerated hydrogen peroxide products with a 1-minute contact time.
- If the product directions state that food contact surfaces must be rinsed with potable water prior to use, that means any surface that food touches, or the child eats from, or any mouthed toys such as teethingers/pacifiers must be rinsed with water and left to air dry, prior to use. **Please note\*** It is important that only food grade disinfectants are continued to be used in any inspected food preparation areas, such as the kitchen, in order to comply with the Food Premises Regulation 493.

### **Cleaning and Disinfection frequency requirements:**

Clean and disinfect frequencies for other surfaces and items:

- Cleaning and disinfecting routines must be increased as the risk of environmental contamination is higher.
- Tables and countertops: used for food preparation and food service must be cleaned and disinfected before and after each use.
- Spills must be cleaned and disinfected immediately.
- Floors: cleaning and disinfecting must be performed as required, i.e., when spills occur, and throughout the day when rooms are available, i.e., during outdoor play.
- Outdoor play equipment: Cleaning should be performed as required (e.g., visibly dirty). Any Centre outdoor play equipment that is used must be easy to clean and disinfect. Small outdoor toys should be brought indoors to be cleaned and disinfected.
- It is permissible to use community playgrounds provided good hand hygiene is practiced.
- Use of the yards, strollers, and wagons: After the children are done playing outside, they will wash their hands immediately upon reentering the building. The emphasis should be on proper hand hygiene rather than keeping these items spotless.
- Otherwise, cleaning schedules have returned to normal.

### **Cots/mats/cribs Cleaning and Disinfecting:**

- Cots/mats/cribs must be labeled and assigned/designated to a single child per use

- Cots/mats/cribs **must** be cleaned and disinfected before being assigned to a child
- Cots/mats must be stored in a manner which there is no contact with the sleeping surface of another cot/mat
- Bedding must be laundered weekly, between children, and when soiled or wet
- Note: Most areas are best cleaned with a suitable low-level disinfectant. Follow the manufacturer's directions regarding drying time, etc.

**Clean and Disinfect Daily:**

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

**Cleaning:**

- Ensure all current infection prevention and control practices are adhered to, this includes but is not limited to:
  - Linens must be laundered per usual guidelines.
  - Frequently touched surfaces that are most likely to become contaminated, including doorknobs, light switches, toilet handles, and tabletops must be disinfected per cleaning schedule.
- **Important Note About 205 Albert St, Bridgeview Site:**
  - The procedures contained in Specific Procedures for Point Edward Early Learning Centre are general guidelines and are open to revision to conform with regulations.
  - Bleach is not allowed in the Bridgeview Public School classrooms. Instead, a Lambton Kent District School Board approved disinfectant will be purchased by Point Edward Early Learning Centre and used in Bridgeview Public School classrooms.
  - The Nursery School program activities will incorporate outside play and walks as much as possible during the pandemic emergency, sharing the play yard with the preschool room. A schedule will be made for sharing the space and it will be cleaned and disinfected after every use.
  - The Nursery School program will share classroom space with the School Age Programs. They will use toys designated for their program. School Age will use toys designated for the School Age program.
  - The classroom may also be used as a staff room/office. The desks used for lunch will be cleaned and disinfected after use and the
  - Centre owned outside toys will cleaned per cleaning schedule. There will be a bin in the school's storage room near the outside door to the back field with balls, skipping ropes and sand toys (when sand boxes can be accessed) that can easily be disinfected. The teachers and site supervisor will help with this task each time they are used.

**Clean and disinfect as required:**

**Blood/Bodily Fluid Spills:**

Using the steps below, the surface must be cleaned first then disinfected:

1. Isolate the area around the spill so that no other objects/humans can be contaminated
2. Gather all supplies, perform hand hygiene, then put on single-use gloves and gown
3. Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag

4. Clean the spill area with detergent, warm water, and single-use towels
5. Rinse to remove detergent residue with clean water and single-use towel
6. Discard used paper towels and gloves immediately in a tied plastic bag
7. Spray high level disinfectant in and around the spill area and allow the appropriate disinfecting contact time
8. A final rinse is required if children come into contact with the area
9. Remove gloves and gowns as directed and discard them immediately
10. Perform hand hygiene as directed

**Notes:**

- If the spill includes broken glass, ensure a brush and dustpan is used to pick it up and discard. Disinfect the brush and dustpan after use. **NEVER** use your hands to clean up glass
- If the spill occurs on a carpet, follow the above steps along with professional steam/wet cleaning the carpet.
- Please refer to **Blood and Bodily Fluid Spills Fact Sheet** at the end of manual

## Appendix B



# **Exclusion of Children and Employees Who Are Ill:** **Policy and Procedures**

### **Intent:**

To ensure that all employees are aware of and adhere to the directive established by Lambton County Public Health, the Ontario Ministry of Health, Lambton County and Point Edward Early Learning Centre regarding the exclusion of children and employees who are ill. This policy applies to all employees, community members and any other persons engaged in business with Point Edward Early Learning Centre.

### **Policy:**

Point Edward Early Learning Centre is committed to providing a safe and healthy environment for children, families, and employees. We will take every reasonable precaution to prevent the risk of communicable diseases within our Centre.

### **Procedures:**

As required by the Child Care and Early Years Act and Ministry of Health, we must separate children of ill health and contact parents/guardians by phone to take the child home.

When children are ill and/or exhibit COVID-19 related symptoms, employees will ensure the following:

- Ill children will be separated and monitored by an employee until parent/guardian pick up
- Symptoms of illness will be recorded on an illness form, in the child's daily record and in a daily log as per the CCEYA
- The parent/guardian of the ill child/sibling will be notified to take them home
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34(3)

If it is suspected that a child has symptoms of a reportable communicable disease, it will be reported immediately to Lambton Public Health at 519- 383-8331.

### **When to Exclude a Child from Program:**

Employees should exclude a child from the program when the child has one or more symptoms of COVID-19: See the most current Ministry of Health reference document for a list of symptoms. Also, Siblings will be excluded from the program per instructions of the online screening app. Also, if any household members are experiencing any new COVID symptoms and/or are waiting for COVID-19 test results after experiencing symptoms, the child must not attend childcare.

### **How to Exclude Children Experiencing Symptoms:**

- Child and siblings should be isolated from other children until the parent can pick them up.
- If the child has one symptom from the following list, they must self-isolate for 24 hours (48 for gastrointestinal issues) and self-monitor for other symptoms to develop:
  - Sore throat

- Headache
- Extreme fatigue
- Runny nose/ nasal congestion
- Muscle aches/joint pain
- GI symptoms
- If the child has two or more of the above symptoms or one of the following, they must self-isolate for at least 5 days and until symptoms have been improving for 24 hours (48 for gastrointestinal issues) . If they are immunocompromised or unvaccinated but over 12 years old, they must isolate for 10 days:
  - Fever/chills
  - Cough
  - Shortness of breath
  - Decrease/loss of smell or taste
- If the employee supervising the symptomatic child cannot maintain a distance of 6 feet, they will wear the following personal protective equipment (PPE):
  - Mask (procedural/surgical/medical - not homemade)
  - Gloves
  - Cloth or blanket if comforting / picking the child up is required
  - Follow the proper steps for putting on and taking off PPE
  - Employees should avoid touching their face, especially with gloved or unwashed hands
  - The child should also wear a mask if tolerated and over 2 years old.

**\*Note: children under age two should not have their face covered due to suffocation risk.**

1. Every effort will be made to keep the child comfortable until someone arrives to take him or her home.
2. Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
3. Increase ventilation in the designated exclusion room if possible (e.g., open windows/doors)
4. Once the child and their siblings have been picked up, conduct environmental cleaning of the space the child was separated in including all toys the child may have used. This must be done that day.
5. Contact **Lambton County Public Health 519-383-8331** to notify them once absenteeism reaches 30% per room.

If the symptom is due to an underlying condition (allergies, asthma, food intolerances, etc.) and is normal for the child, the child may return after 24 hours, as long as the symptom does not worsen or a secondary symptom does not develop. If the symptoms are gastrointestinal in nature (due to underlying condition), the child must be sent home as soon as possible after the onset of symptoms (first vomit or diarrhea) and kept away for 48 hours after last instance. If the symptom/symptoms worsen or more infectious disease symptoms develop, see protocols for new symptoms above.

### **Person Protective Equipment**

How to wash your hands and how to use hand sanitizer: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en>

### **Instructions for donning (putting on) and doffing (removing) PPE:**

Putting on Gloves: <https://www.youtube.com/watch?v=UIBmi578NmE>

Removing Gloves: [https://www.youtube.com/watch?v=WDI0Zj573Js&feature=emb\\_rel\\_end](https://www.youtube.com/watch?v=WDI0Zj573Js&feature=emb_rel_end) Putting on

Mask: <https://www.youtube.com/watch?v=1YiLjplXvg4>

Removing Mask: <https://www.youtube.com/watch?v=pFJaU9nxmTA> Putting on full PPE: <https://www.youtube.com/watch?v=s2z1uM1fXN8> Taking off full PPE: [https://www.youtube.com/watch?v=crGIUX3\\_4DA](https://www.youtube.com/watch?v=crGIUX3_4DA)

Recommended Steps for Putting on and Taking Off PPE: <https://www.publichealthontario.ca/-/media/documents/ncov/ipac/ppe-recommended-steps.pdf?la=en>

### **Employee Illness:**

- Any employee who suspects they have an infectious disease should not attend the Centre. Employees must pass the daily active screening process to work at all sites.
- If an employee becomes ill with COVID-19 symptoms while at the Centre, they should let their supervisor know, ensure their face mask is on, and remove themselves from the Centre as soon as possible.
- If the employee has one symptom from the following list, they must self-isolate for 24 hours (48 for gastrointestinal issues) and self-monitor for other symptoms to develop:
  - Sore throat
  - Headache
  - Extreme fatigue
  - Runny nose/ nasal congestion
  - Muscle aches/joint pain
  - GI symptoms
- If the employee has two or more of the above symptoms or one of the following, they must self-isolate for at least 5 days and until symptoms have been improving for 24 hours (48 for gastrointestinal issues) . If they are immunocompromised or unvaccinated but over 12 years old, they must isolate for 10 days:
  - Fever/chills
  - Cough
  - Shortness of breath
  - Decrease/loss of smell or taste
- If an employee tests negative on two (2) Rapid Antigen Test (RAT) 24 to 48 hours apart and they are vaccinated, they may return to work, while wearing a mask until 10 days from their symptom onset.
- The supervisor or designate will contact parents/guardians of children and/or staff when absences reach 30% in each room. The contact shall be by phone, Seesaw or email.
- The supervisor will notify Disability Management and Health and Safety for any illnesses that are believed to be the result of exposure to infectious disease through the course of work. Disability Management and Health and Safety will file notification with the appropriate bodies (MOL).
- If the symptom is due to an underlying condition (allergies, asthma, food intolerances, etc.) and is normal for staff, they may return after 24 hours, as long as the symptom does not worsen or a secondary symptom does not occur. If the symptoms are gastrointestinal in nature (due to underlying condition), the staff must be sent home as soon as possible after the onset of symptoms (first vomit or diarrhea) and kept away for 48 hours. If the symptom/symptoms worsen or more infectious disease symptoms develop, see protocols for new symptoms above.
- The Site Supervisor or designate shall create a Serious Occurrence Report when programs need to be cancelled as a result of low staff or low numbers. This report shall be listed as a disruption of service and shall be submitted to the Ministry of Education and displayed in a prominent place within the Centre.

**Employees who are required to leave work due to suspected/confirmed illness or persons in their household's suspected/confirmed illness**

Any employee currently working at Point Edward Early Learning Centre who is requested by an administrator to self-isolate, either because they failed the screening test or because a person in their household has failed the screening test, will be paid for 3 days off per year according to Province of Ontario mandate, until July 31, 2022. For permanent full-time employees, this amount is part of your paid personal time. Once this yearly amount is used, should an employee be required to self-isolate subsequent times, they will be able to use any government supports.

## Appendix C



# COVID-19 Outbreak Response Policy

### **Intent:**

It is the intent of Point Edward Early Learning Centre that our response to any outbreak should follow the guidance of Lambton Public Health, the Province of Ontario, and the County of Lambton.

### **Policy:**

When absence rates reach 30% or greater, this will immediately trigger an outbreak assessment.

### **Procedure:**

1. If a child or employee becomes sick while in the program, they should be isolated and family members contacted for pick-up. If the sick person is a child, an employee should remain with the child until a parent/guardian arrives. If tolerated and above the age of 2, the child should wear a surgical/procedure mask.

The Executive Director will specify where the isolation room will be and who will be responsible for monitoring the child. As soon as the child is isolated from others, the staff member caring for the child should perform hand hygiene and put on a surgical/procedure mask, face shield/goggles, gowns and gloves if there is risk of exposure to infectious droplets. The employee should also avoid contact with the child's respiratory secretions. Reasonable effort should be made to maintain social distancing. Staff member must perform hand hygiene after any contact with the ill child.

If a separate room is not available, the ill child should be kept at a minimum of 6 feet from other children. This may be achieved by using physical barriers, floor markers, etc. The ill child should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.

All items used by the ill person should be cleaned and disinfected by the cleaning staff designated for that program. Any items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 3 days.

- Childcare centre licensees have a duty to report situations where absences reach 30% per room or greater. The licensee must report to The Public Health Unit, and they will provide specific advice regarding which control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children. Also, we will notify affected parents by phone or email on the advice of Lambton Public Health. Symptomatic staff and/or parents/guardians of symptomatic children should contact Lambton Public Health. Contact tracing of any clients for positive COVID cases and any close contacts of a positive case will be completed using the class schedule and the confirmation pages of the online screening found in the screening area.

### **Required Steps in an Outbreak:**

If an outbreak is declared at the Centre, the following measures must be taken (or as directed by ED):

1. Consult with and follow directions from Public Health.
2. Within 24 hours of declared outbreak, a Serious Occurrence Report must be made.

3. Notify all family, staff, and essential visitors of the facility's outbreak status by phone and email. (i.e. letters and signage).
4. Enhance cleaning and disinfecting procedures.
5. Enhanced screening procedures (i.e., increased frequency of health checks).
6. More frequent hand hygiene with children and staff.
7. Review staff training on proper PPE use.

**Declaring an Outbreak Over:**

In consultation with Public Health, the outbreak can be declared over if no new cases have occurred in 14 days from the last day of attendance of the most recent COVID-19 positive staff/child.

## Appendix D

# Health Screening Procedure

## Recommendations for the use of Personal Protective Equipment (PPE) in Child Care Centres



At this time, use of PPE is voluntary in most cases. For non-healthcare settings the use of PPE should be considered based on a risk assessment of the task, the individual and environment.

Any Government guidance documents for your specific sector should be followed.

Key Recommendation:

- Droplet and Contact Precautions are recommended for the care of someone suspected or confirmed with COVID-19
- N95 respirators are not indicated for use in childcare settings.

Staff Role	Type of PPE Required	PPE Conservation Guidelines
Screener	Droplet and Contact Precautions, including: <ul style="list-style-type: none"> <li>• Surgical/Procedure Masks</li> <li>• Re-useable face shields or goggles</li> <li>• Gowns (optional)</li> <li>• Gloves (optional)</li> </ul>	Follow conservation guidelines for masks to extend use. Recommendation: 2 masks/ day 1 gown/day
Staff member in cohorts	Providing care for a sick child (suspect case of infectious disease) <ul style="list-style-type: none"> <li>• Surgical/Procedure Masks</li> <li>• Re-useable face shields or goggles</li> <li>• Gowns (optional)</li> <li>• Gloves (optional). If not wearing gloves, need to practice hand hygiene</li> </ul> Cleanup of bodily fluids with the risk of splashing/soiling of clothing: <ul style="list-style-type: none"> <li>• Surgical/Procedure Masks</li> <li>• Re-useable face shields or goggles</li> <li>• Gowns</li> <li>• Gloves</li> </ul>	Masks, gloves and gowns should not be discarded, not re-used Recommendation: <ul style="list-style-type: none"> <li>• 2 mask/cohort/week</li> <li>• 2 gown/cohort/week</li> <li>• 2 sets gloves/cohort/week</li> </ul>
Environmental staff/ staff moving between classrooms	Staff that are involved in tasks that do not require close contact or direct care to children and are moving in between cohorts should wear: <ul style="list-style-type: none"> <li>• Surgical/Procedure Masks</li> </ul>	Follow conservation guidelines for masks to extend use. Recommendation: <ul style="list-style-type: none"> <li>• 2 masks/day</li> </ul>



## ACTIVE SCREENING IN EFFECT

1. Apply hand sanitizer to your hands.
2. Rub using friction until hands are dry.

**DO YOU, YOUR CHILD OR ANY ONE FROM YOUR HOUSEHOLD HAVE ANY OF THE FOLLOWING SYMPTOMS/SITUATIONS? IF SO, DO NOT ENTER**

Feeling feverish

**OR**

Any respiratory congesting, cough or difficulty breathing

**OR**

Any other symptoms or feelings of being unwell

**OR**

Close contact with a confirmed or probable case of COVID-19

**OR**

Close contact with a person with acute respiratory illness with recent travel to anywhere outside of Canada 14 days before their symptom onset.

**IF ANY ANSWERS ARE YES TO ANY ABOVE**

**Family and children enrolled: Do Not Enter!**

Please contact your physician or emergency room as needed and notify the Centre supervisor. People who have travelled anywhere outside of Canada need to be self-isolated for 10 days.

**Staff: Do Not Enter!** Contact your supervisor prior to returning to work for direction

**STAFF MEMBER WILL BE ACTIVELY SCREENING ANYONE ENTERING THE BUILDING**



**Stay safe.  
Be kind.  
We are all in  
this together.**

COVID-19 information and resources:



**Lambton  
Public Health**

Follow us:



[LambtonPublicHealth.ca](http://LambtonPublicHealth.ca)

# FACT SHEET

Healthcare

## **Cleaning Up Body Fluid Spills (Urine, Feces, Vomit, Blood, Breast Milk)**

Avoid direct contact with body fluids, as they may contain germs that can cause serious infections. Germs in feces and vomit spread easily if agitated, so it is very important to clean and disinfect contaminated areas quickly and carefully.

The following is a good procedure to use:

1. Gather the required materials (e.g. spill kit, disinfectant)
2. Put on gloves. If there is a risk of splashes to the face, wear facial protection (i.e. mask and goggles).
3. Using paper towels, contain and wipe up the spill, working from the least to most soiled areas. Be careful not to agitate spills of feces or vomit, so that infectious particles do not become airborne. Dispose of waste materials into a plastic bag and then into the regular waste receptacle, unless materials are saturated (dripping), in which case they must be disposed of into a biomedical waste bag.
4. Clean and disinfect the contaminated area. The procedure will depend on the type of disinfectant used.

### **Accelerated hydrogen peroxide (0.5%) wipes (for smaller spills):**

Clean the area with a wipe. Follow the manufacturer's instructions for contact time. Wipe dry. Dispose of wipe.☒

Disinfect the area with a wipe. Follow the manufacturer's instructions for contact time (multiple wipes may be needed to ensure area stays wet for entire contact time). Wipe area dry or rinse.☒

Dispose of waste materials.☒

### **Bleach solution at 1000-5000 ppm concentration (for larger spills):**

If the area is still visibly soiled, clean with warm water and soap or detergent, then rinse.

Disinfect the area using a bleach solution at a concentration of 1000- 5000 ppm. The solution must be made fresh daily to be most effective. Ensure area stays wet for a minimum of 10 minutes.

Dispose of waste materials.