

Oakville Parent-Child Centre COVID-19 Polices & Procedures

Last Updated: March 25, 2021

Oakville Parent-Child Centre Health Screening Procedure

As Covid-19 protocols and procedures continue to evolve, the most recent directives from Halton Region Public Health and the Ministry of Education will apply and override any of the following protocols, guidelines and procedures.

In order to help reduce the risk of respiratory infections (including COVID-19), a health screening is a mandatory practice.

This procedure applies to all employees, children, parents and visitors. Everyone must be screened prior to entering the centre. This procedure will assist the centre in preparing and administering health screening for staff, children, parents and visitors.

For residents of Peel and Toronto, they are required to follow the advice of their local Public Health Unit first, as their direction may overrule the advice of Halton Region's Public Health directive regarding the screen.

Prior to health screening at the site, set up is required. Please complete the following:

- Ensure staff are familiar with the health screening process
- Identify/set up the location and staff responsible for the screening table:
 - Placed outside front entrance, visually blocking entrance into the centre (if possible)
 - Only the main door entrance/exit is to be used, to ensure that each person is screened
 - Attempt to keep a minimum of 2 metres distance between staff conducting screening and the person being screened
 - Staff conducting the screening must wear personal protective equipment (PPE) i.e. surgical/procedure mask and eye protection (goggles or face shield)
 - Provide visual guides to assist with physical distancing (e.g., pylons, bright colour tape on ground) in the event that a line-up forms while parents and their children are waiting to be screened prior to entering the centre
 - Staff member(s) must be trained on conducting a health screening
- Place front entrance signage identifying the screening process will take place outside and directly inside centre doors
- Place hand sanitizer, containing at least 60% alcohol content, at the screening table. Ensure it is visible to staff/parents/visitors entering the building, while remaining out of reach of children
- When taking the temperature, it is recommended that it be taken at the forehead, out of the wind and sunlight
- Thermometer must be cleaned after screener is finished with it, ready for the next screener

Screening Procedure

Every staff, child, parent or visitor must be screened prior to being admitted into the centre. Staff must follow the screening checklist for each person and record the outcome (pass or fail). Daily records of screening results must be maintained and kept on premise.

Screening for Symptoms: All individuals including children attending childcare, staff and childcare providers, parents/guardians, and visitors must be screened each day before entering the childcare setting, including daily temperature checks.

Daily recording of screening results can capture a person's prior entry earlier that day, thus the need for only one screen.

Daily temperature checks must be conducted on every person as part of the screening process before entering the centre. A temperature reading of 37.8 degrees Celsius or above indicates that the individual has failed the screening and cannot enter the building.

If a person has travelled outside Canada, had close contact with a confirmed COVID-19 case or had close contact with a person with acute respiratory illness, such as cough, shortness of breath, sore throat and/or fever who has been outside Canada in the last 14 days, the person will fail the screening and cannot enter the building. They will not be allowed to enter the building until the 14-day window has passed.

Questions are for staff, families or visitors (see Entrance Screening)

Greet everyone outside the centre with a friendly, calm manner, ask the following questions and take temperature.

Parents that are dropping off their child for licensed care, must not pass the screening area. Since parents do not come into the centre, they **do not need** to be screened.

A possible conversation may take place as follows; "Good morning/afternoon/evening. As you are aware COVID-19 continues to evolve, as a result we are conducting active screening for potential risks of COVID-19 for everyone at the location. The screening will ensure the safety and well-being of staff, children and families"

Each individual that will be entering the centre, must be asked the screening questions.

If they do not pass the screen, they cannot enter the building and are advised to seek medical direction from their doctor or by contacting 311. They are also advised to complete the Ontario Provincial Covid-19 School Screening Tool online for children and the Covid-19 Self-Assessment Tool for visitors, which will also guide them further.

Please allow for one individual to be screened at a time, waiting outside, maintaining a distance of 2 metres, wearing a mask when the minimum of 2 metres cannot be maintained. When waiting for the screening, please line up at the indicated lines on the sidewalk.

When a child is returning to program, after being sent home ill, completion of the "**Back to Childcare Confirmation Form**" is required for re-entry.

Please refer to '**Halton Region Public Health's Return to School and Child Care Protocol for Individuals with Covid-19 Symptoms**' for guidance on when a child can return to program. Refer to Halton Region Public Health website for up-to-date information.

This procedure will be reviewed and signed off by all staff, students and professionals prior to commencing at Oakville Parent-Child Centre. OPCC will ensure updated training is provided to all staff as health and safety measures change in accordance to the Ministry of Education's Operational Guidance and Halton Region Public Health Covid-19 Guidelines.

COVID-19 Exclusion Policy

As Covid-19 protocols and procedures continue to evolve, the most recent directives from Halton Region Public Health and the Ministry of Education will apply and override any of the following protocols, guidelines and procedures.

Policy

Oakville Parent-Child Centre is committed to providing a safe and healthy environment for children, families, employees and visitors. OPCC will take every reasonable precaution to prevent the risk of communicable diseases within all our sites including a screening tool upon arrival (see Health Screening Procedure). All licensed programs must continue to adhere to all requirements set out in the CCEYA, 2014, and all current Ministry of Education's Operational Guidance document and Halton Region Public Health's Covid-19 Guidelines.

Purpose

To ensure that all staff are aware of and adhere to the directive established by Halton Region Public Health, and Children's Services Division regarding the exclusion of sick staff and/or children attending the centre.

Application

This policy applies to all employees, parents/guardians, children and any visitors coming to the centre. See section below for EarlyON specific regulations and requirements

Procedure

NOTE: Children, parents/caregivers (in EON programs) and staff must not attend the program if they are sick, even if symptoms resemble a mild cold.

As required by the Child Care and Early Years Act, 2014 (CCEYA), childcare employees must separate children of ill health and contact parents/guardians to pick up their child immediately. When children are ill and/or exhibit COVID-19 related symptoms, staff will ensure the following:

- An ill or symptomatic child will be brought to the designated exclusion room to be removed from other children, and will be monitored by a staff until parent/guardian picks up the child
- Symptoms of illness will be recorded in the daily log book and the accident/illness form will be completed for the child/parent(in EON) as per the CCEYA
- The parent/guardian of the ill child will be notified to pick up their child immediately; or
- 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 a registered nurse

If you suspect a child has symptoms of a reportable communicable disease, (refer to Halton Child Care Health Resource), please immediately report it to Halton Region Public Health at 905-825-6000.

When to Exclude

Staff, parents/caregivers and children should be excluded when there are signs and/or symptoms that are greater than normal, or if a child is unable to participate in regular programming because of illness.

Common symptoms of COVID-19 include:	Other symptoms of COVID-19 can include:
<ul style="list-style-type: none"> • Fever (temperature of 37.8°C or greater) or chills • New or worsening cough (or barking cough – croup) • Shortness of breath (dyspnea) • Decrease or loss of smell or taste 	<ul style="list-style-type: none"> • Sore throat or difficulty swallowing • Runny nose or stuffy/congested nose • Headache that’s unusual or long lasting • Nausea/vomiting, and/or diarrhea • Extreme tiredness that is unusual or muscle aches

- **Please refer to the Ontario Provincial Screening Tool for an up-to-date list of signs and symptoms**

How to Exclude (for licensed program when parent not present)

- Supervise the child in a designated room with hand sanitizer available following appropriate hand hygiene procedures
- Notify parents/caregivers of the sick child and **requires immediate pick up**
- Only one staff should be in the designated room and attempt physical distancing from the ill child maintaining a distance of 2 meters. Staff must wear a medical mask, eye protection and gloves and try to maintain a physical distancing of 2 meters, and should perform hand hygiene and attempt to not touch their face with unwashed hands. The ill child should also wear a medical mask if it is tolerated and if the child is above the age of two years
- Staff should not interact with others while waiting with ill child
- Staff should avoid contact with the child’s respiratory secretions
- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene
- Increase ventilation in the designated exclusion room if possible (e.g., open windows)
- Clean and disinfect the area immediately after the child/parent/caregiver has been sent home
- Items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored separately for a minimum of 24 hours up to a maximum of 3 days
- Children with symptoms must contact their doctor for further direction, or as directed by Halton Region Public Health
- Staff and children who were in the same room with the ill child will be cohorted (grouped together) and Halton Region Public Health will provide further direction on testing, monitoring of symptoms and/or isolation of these individuals
- Contact Halton Region Public Health to notify of a positive Covid-19 test and seek direction regarding the information that should be shared with parents of children in the program
- In situation of a confirmed case of Covid-19 or an outbreak, under the direction of Public Health, parents of children in the program will be contact initially by telephone and followed up by email if needed
- Class attendance records will be kept for each group and organized and maintained for easy contact tracing, which will be available for Public Health as needed and directed
- Children and staff who have been exposed to a confirmed case of COVID-19 are to be excluded from the centre for 14 days and that they:
 - Self-isolate at home for 14 days and monitor symptoms
 - Get tested as soon as symptoms develop or if no symptoms develop, it is recommended that the individual get tested approximately 5 – 7 days after exposure to a confirmed case

- Please note: individuals who have been exposed to a confirmed case of COVID-19 at the centre are required to self-isolate for 14 days from the date of exposure, even if their test result is negative
- Staff and parents of children who have confirmed COVID-19, may have COVID-19 or are a close contact of a case, will be managed by Halton Region Public Health and must follow public health instructions to determine when it is safe to return to the centre. (Please refer to '**Halton Region Public Health's Return to School and Child Care Protocol for Individuals with Covid-19 Symptoms**' for guidance on when a child can return to program)
- An ill individual who has a known alternative diagnosis provided by a health care provider may return to the centre if they do not have a fever and their symptoms have been improving for at least 24 hours

EarlyON Exclusion / Ministry Guidance: Protocols on Testing and Confirmed Cases

- If a child or parent/caregiver becomes ill while attending an EarlyON program, the family will be required to leave the centre immediately, and seek medical assessment
- Symptomatic children, staff or parents must contact their doctor for further direction or as directed by Halton Region Public Health. Those who test negative for COVID-19 must be excluded from EarlyON programs and services until 24 hours after symptom resolution and Halton Region Public Health does not have to be notified.
- If an EarlyON Centre program participant (e.g., child and/or caregiver) or staff tests positive for COVID-19, Halton Region Public Health must be notified, and their advice should be followed.
- Those who test positive for COVID-19 must be excluded from EarlyON programs and services for 14 days after the onset of symptoms and/or clearance has been received from Halton Region Public Health or their health care provider.
- Testing of asymptomatic persons should only be performed as per provincial testing guidance.

Reporting

The directions outlined below will be followed for any **confirmed** cases of COVID-19 for the following individuals:

- a child enrolled at Oakville Parent-Child Centre
- a child or parent/caregiver that attended an Early ON program
- a staff of Oakville Parent-Child Centre

When becoming aware of any confirmed cases of COVID-19 for any of the above individuals:

- Notify Halton Region Public Health immediately and follow all directions provided
- Notify the Child Care Quality Assurance and Licensing Branch **Regional Manager** (Ministry of Education) for licensed programs
- Follow Halton Region Public Health's advice with respect to the appropriate process for notifying parents with children enrolled at the centre and/or other participants in the EarlyON programs
- Notify **Director of Children's Services** and **Halton Region Children's Services** for EarlyON programs
- Follow the **Serious Occurrence** (SO) reporting requirements (including submitting a SO report in the Child Care Licensing System for licensed programs, submitting a SO report with Halton Region Children's Services for EarlyON and posting the SO notification form)

- Halton Region Public Health will be contacted to report a disease of public health significance, when the numbers of children or staff with gastrointestinal symptoms, such as diarrhea or vomiting, of 2 or more unexpected cases within a 48-hour period

Testing for COVID-19

- Symptomatic staff and children should be referred to their doctor or call 311 for direction on whether to be tested or not. Testing of asymptomatic person should only be performed as directed by Halton Region Public Health as part of outbreak management.
- Those who test negative for COVID-19 must be excluded until 24 hours after symptom resolution
- Those who test positive for COVID-19 must be excluded from the centre for 14 days after the onset of symptoms and clearance has been received from Halton Region Public Health
- Asymptomatic contacts of a confirmed case may consider going for testing for COVID-19 within 14 days from their last exposure. If they test negative and become symptomatic after the negative test, they should contact Public Health for further instruction as necessary.
- Asymptomatic contacts must remain in self-isolation for 14 days from their last exposure to the case, even if they get a negative test result.
- Staff who test positive for COVID-19 inform their supervisor of the positive test result; the supervisor contacts Halton Region Public Health and follows their direction; Outbreaks may be declared in collaboration with the centre and Halton Region Public Health

NOTE: Childcare/EarlyON staff who are tested as part of the surveillance screening are not required to self-isolate and may return to work as long as they pass the daily entrance screen for the centre or as directed by public health.

Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in preventing and reducing illness. Staff must monitor for an increase in above normal amount of illnesses among other employees and children by looking at the normal occurrence of illness at that location and during the specific time period.

Ensure surveillance includes the following:

- Observe children, parents/caregivers (in EON) for illness upon arrival
- Active entrance screening is required for anyone entering the centre. Anyone who fails screening criteria will not be allowed into the centre
- Record symptoms of illness for each child, parent/caregiver (in EON) including signs or complaints the child, parent/caregiver (in EON) may describe (e.g., sore throat, stomach ache, head ache) on the OPCC Entrance Screen form
- Record the date and time that the symptoms occur and complete the accident/illness form for that child, parent/caregiver (in EON)
- Keep all entrance screen records on site
- Record the program the child, parent/caregiver (in EON) attends (e.g., classroom/description/cohort)
- Record attendances and absences on the classroom attendance sheet; as well as indicating absences in the classroom log book
- The Manager will contact families of absent children in licensed programs to inquire about their health; a tracker will be kept of these illnesses

Returning from Exclusion Due to Illness

Staff/children/parents/caregivers who are being managed by Halton Region Public Health (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from Halton Region Public Health to determine when to return to the centre. Any individual that has tested positive for COVID-19 will be required to provide a Letter of Clearance from their public health unit.

NOTE: A Serious Occurrence will be completed to report all confirmed cases of COVID-19 for anyone attending or regularly present at the centre including a child, staff or parent/guardian (in EarlyON programs) or visitor

Policy and Procedure Review

These protocols and procedures will be reviewed and signed off by all staff, students and professionals prior to commencing at Oakville Parent-Child Centre. OPCC will ensure updated training is provided to all staff as health and safety measures change in accordance to the Ministry of Education's Operational Guidance and Halton Region Public Health Covid-19 Guidelines.

Hand Hygiene Policy and Procedure

As Covid-19 protocols and procedures continue to evolve, the most recent directives from Halton Region Public Health and the Ministry of Education will apply and override any of the following protocols, guidelines and procedures.

Policy

Oakville Parent-Child Centre is committed to providing a safe and healthy environment for children, families and employees. OPCC will take every reasonable precaution to prevent the risk of communicable diseases within all our sites.

Definitions: Hand Hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and running water or a hand sanitizer (60 - 90% alcohol based). Hand washing with soap and running water must be performed when hands are visibly soiled.

Procedure: Hands carry and spread germs. Touching your eyes, nose, mouth or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Staff, children, parents and visitors **must wash hands upon entry** into the program and/or centre (or use hand sanitizer)

Ensure that employees and children are always practicing good hand hygiene when hands are visibly dirty and/or after:

- Sneezing, coughing, or blowing your nose
- Using the washroom
- Handling garbage
- Handling raw foods
- Outdoor play
- Toileting/diapering routine
- Handling soiled laundry or dishes
- Handling soiled toys or other items
- Coming into contact with bodily fluids
- Coming into contact with any soiled/mouthed items
- Gardening
- Touching commonly touched surfaces

Hands should be cleaned using soap and water or hand sanitizer before and after:

- Preparing, handling, serving and eating food
- Handling animals
- Touching a cut or open sore
- Changing diapers
- Glove use
- Dispensing/handling expressed breast milk
- Before and after giving medication

- Communal sensory play activity

When hands are visibly soiled, follow these steps for cleaning hands:

- Wet hands
- Apply soap
- Lather for at least 20 seconds. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel or hot air blower
- Turn taps off with paper towel, if available

When hands are not visibly soiled, follow these steps for cleaning hands:

- Apply hand sanitizer (60-90% alcohol-based)
- Rub hands together for at least 15 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails.
- Rub hands until dry

Hand Hygiene Monitoring: To ensure that employees are using proper hand hygiene methods, supervisors/managers will review hand hygiene practices on a regular basis and provide feedback to employees as required.

Hand Sanitizing Information: When your hands are not visible dirty, a 60-90% alcohol based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of two years and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity. Please ensure that written parent consent is obtained before applying hand sanitizer to any child. Using soap and water is still more effective than using hand sanitizer; however, hand sanitizer is a good alternative when needed.

Glove Use: Gloves shall be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces. Gloves are single use only.

Gloves and Hand Hygiene: Hand hygiene shall be practised before applying and after removing gloves. Gloves shall be removed and discarded after each use.

To reduce hand irritation related to gloves:

- Wear gloves for as short as time as possible
- Ensure that hands are clean and dry before wearing gloves
- Ensure gloves are intact, clean and dry inside
- Gloves are single use only, and must be task specific such as nitrile gloves for diaper changes

Gloves when Cleaning/Disinfecting: Employees must wear gloves when immersing toys in diluted disinfectant when toy washing.

Covering Your Cough Procedure: Germs, such as influenza and cold viruses, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs.

Attempt to keep your distance (preferably more than 2 metres) from people who are coughing or sneezing. Follow these steps to stop the spread of germs:

- If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose
- Put used tissues in the garbage
- If you don't have a tissue, cough or sneeze into your sleeve, not in your hands
- Clean your hands with soap and water or hand sanitizer (60-90% alcohol-based) regularly and after using a tissue on yourself or others

This procedure will be reviewed and signed off by all staff, students and professionals prior to commencement at Oakville Parent-Child Centre. OPCC will ensure updated training is provided to all staff as health and safety measures change in accordance to the Ministry of Education's Operational Guidance and Halton Region Public Health Covid-19 Guidelines.

Sanitary Health and Safety Protocols During COVID-19

As Covid-19 protocols and procedures continue to evolve, the most recent directives from Halton Region Public Health and the Ministry of Education will apply and override any of the following protocols, guidelines and procedures.

Policy

Oakville Parent-Child Centre is committed to providing a safe and healthy environment for children, families, employees and visitors. OPCC will take every reasonable precaution to prevent the risk of communicable diseases within all of our sites.

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 kill microorganisms. Warm water, detergent and mechanical action (i.e., wiping) is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent film is removed.

Disinfecting: Describes a process completed after cleaning in which a chemical solution (i.e., a 1:100 bleach and water solution), 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 times are generally prescribed by the product manufacturer. Any items children may come into contact with, require a final rinse after the required contact time is observed.

Procedure

All products including cleaning agents and disinfectants must be out of reach of children, labelled, and must have Material Safety Data Sheets (MSDS) up to date (within three years), which are stored in the MSDS Binder.

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

Staff are to use a 1:100 bleach and water solution (prepared daily) as a disinfectant, as advised by Halton Public Health

- For general environmental disinfection of high touch surfaces
- Large toys and equipment that cannot be immersed in a disinfectant solution, use a **wet cloth soaked in a 1:100 bleach and water solution**. The contact time for disinfecting is **one minute**
- For all other toy cleaning and disinfecting, first clean toys in a detergent and water solution, followed by soaking in a **1:100 bleach and water solution**. The contact time for disinfecting is **one minute**

Cleaning and Disinfection frequency requirements:

A cleaning and disinfecting log should be tracked and demonstrate cleaning schedules.

Clean and disinfect upon ENTRY to childcare (for staff):

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

Clean and disinfect upon children's ENTRY to licensed childcare only:

- Any hard surfaces such as water bottles, containers, outside of backpack

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
- **Hand wash sinks:** staff and children washroom areas must be cleaned and disinfected at least two times per day and as often as necessary (i.e., when visibly dirty or contaminated with body fluids)
- **Floors:** cleaning and disinfecting must be performed as required (i.e., when spills occur, and throughout the day when rooms are available)
- **High-touch surfaces:** any surfaces at your site that has frequent contact with hands (e.g., light switches, shelving, containers, hand rails, door knobs, sinks, toilets etc.). These surfaces should be **cleaned at least twice per day** and as often as necessary (i.e., when visibly dirty or contaminated with body fluids) (mid-morning and end of program)
- **Other shared items:** (e.g., phones, tablets, keyboards, attendance binders etc.) These must be disinfected between users.

Clean and disinfect daily:

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

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
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 **1:9 bleach and water solution** in and around the spill area and allow the appropriate **one-minute** disinfecting contact time
8. A final rinse is required if children come into contact with the area
9. Remove gloves 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 the glass
 - If the spill occurs on a carpet, follow the above steps along with professional steam/wet cleaning the carpet.

Masks and Eye Protection:

- Effective September 1, all adults in a childcare setting are required to wear medical grade masks and eye protection (e.g. face shields) while inside the childcare premises, including in hallways
- Medical masks and eye protection will be provided for staff
- When wearing a mask and eye protection you should wash your hands or use hand sanitizer before putting on the mask/eye protection and before and after removing the mask
- Medical masks are to be discarded daily and eye protection must be cleaned and disinfected daily
- Staff will have designated areas, when the site permits, where they can remove their mask for a break, as long as a minimum of 2 metres can be maintained between adults, and it is for no more than 15 minutes.

Cot cleaning and disinfecting: (for exclusion room ONLY)

- Cots must be cleaned and disinfected before being assigned to a child
- Cots and bedding must be laundered daily, and when soiled or wet

Additional Infection Prevention and Control Practices for Hygiene Items

- Pacifiers must be individually labelled and stored separately (not touching each other), they must not be shared among children. The plastic handle of the pacifier must be washed in soap and water upon arrival to the centre
- For creams and lotions during diapering, never put hands directly into lotion or cream bottles, use a tissue or single-use gloves. Upon arrival to the centre, wipe the cream/lotion container with a disinfecting wipe. Creams and lotions are only applied when families have made a special request – supervisor should be advised.

Health Care Policies

In order to ensure a safe and healthy environment for children, families, employees and visitors, OPCC has revised the operation of **our licensed programs**.

- Ensuring all toys and equipment are made of material that can be cleaned and disinfected or are single use (e.g. playdough) and are disposed of at the end of the day
- Children will be given their own craft and sensory bin with their own materials to be used only by them - materials should be discarded at the end of each week and container cleaned and disinfected
- Minimizing the sharing and frequency of touching of objects; Toys, equipment and surfaces, and other personal items
- Increasing the frequency (minimum twice a day) of cleaning and disinfecting objects, toys, equipment and frequently touched items and surfaces
- Performing and supporting frequent, proper hand hygiene among the children and staff, and incorporating additional hand hygiene into the daily routine
- Incorporate individual activities and encouraging physical distancing of at least 2 metres between children and staff. This includes spreading children out into different areas of the room, rearranging the classroom furniture to encourage individual play/activities (remove large sensory bin), using visual cues to space children apart 2 meters (e.g removal of extra chairs at the table), spacing the children 2 metres apart for small group time
- Group time snack will replace self-serve snack at this time, spacing children 2 metres apart, individual portions to the children, - no family style serving, no sharing of serving spoon between educators
- Staggering arrival and departure of the different classroom groups

- Back packs and sippy cups will stay at centre for duration of program – cleaned upon arrival; sippy cups will be labelled and cleaned each day
- Using telephone or virtual meetings when possible to communicate with parents; using dismissal time to step outside to chat with families will keep families up to date on child's day
- Programs will consist of cohorts of no more than 10 toddlers and 16 preschoolers not including staff. These children will stay together throughout the duration of the program.
- Medical masks and eye protection for all staff will be used and trying to keep physical distancing when possible
- Each group will have their own designated toys and equipment, and if this is not possible items will be cleaned and disinfected before use
- Materials that are unable to withstand disinfection (e.g., Porous and fragile materials I.e., books, paper, and fabric/clothing) should be stored for a period of time in a dedicated area or room. The period can vary from a minimum of 24 hours to a maximum of 3 days
- Staff will work at only one location, supervisors and/or designates will limit their movement between rooms/groups, doing so when absolutely necessary
- There will be no non-essential visitors at the program/centre, as much as possible
- Parents should not go past the screening area; they will drop off their child at the screening area (main door), lining up at the door at the indicated spot on the sidewalk waiting for their child to be screened, maintaining a distance of 2 metres and wearing a mask. If a child needs to be picked up early, parents are to call the centre or arrange ahead of time for early pick up and request their child be brought to the dismissal door. When program is over, parents will pick up their child at the dismissal door at their designated time, lining up at the indicated spot on the sidewalk waiting for their child to be dismissed, maintaining a distance of 2 metres and wearing a mask. Parents will not enter the building unless there is a specific need to do so and the parent passes the screening.
- Supply staff will be attached to one site and to try to maintain consistency to have supply staff with one group; movement between groups will be minimized
- Parent information will be posted at dismissal door and posting of documentation and photos on windows

In order to ensure a safe and healthy environment for children, families, and employees, OPCC has revised the operation of **our EarlyON programs**.

Program

- We will provide toys and equipment that are made of material that can be cleaned and disinfected or are single use (e.g. playdough) and are disposed of at the end of the program (removal of dress up clothes, plush toys and doll clothes)
- Each family will have their own designated toys, equipment and art materials in a designated area in the program room that will provide opportunities for discovery and inquiry; families will be encouraged to stay in their area and not share toys and equipment with others – if a break is needed, they can step outside of the centre and return when they can.
- Incorporate individual activities and encouraging physical distancing of at least 2 metres between families and staff. This includes spreading children out into different areas of the room, rearranging the classroom furniture to encourage individual play/activities, using visual cues to space families apart 2 meters, and spacing the families 2 metres apart for group time
- Snacks will not be served in EON programs and food will not be allowed to be brought into the program

- Back packs, diaper bags, water bottles and other person belongings will stay with the family in their designated area for duration of program
- Strollers will be stored outside of the program room
- Staff will be scheduled to work out of one location only, and supervisors and/or designates will limit their movement between groups

Enhanced Cleaning and Disinfecting

- Performing and supporting frequent, proper hand hygiene among the children, parents/caregivers and staff, and incorporating additional hand hygiene into the program routine
- Increasing the frequency (minimum twice a day) of cleaning and disinfecting objects, toys, equipment and frequently touched items and surfaces (see further details and processes above in the enhanced cleaning)
- Toys and equipment will be cleaned and disinfected after each program; items that are mouthed will be removed and placed in bin for cleaning and disinfecting when the child is finished with it
- For items that cannot be cleaned, i.e. books, they will be removed and put away for 24 hours up to 3 days
- Washrooms will be cleaned after each use – families will be required to notify the staff member that they have used the facilities to allow for cleaning

Registration and Screening

- Families are required to register for each program in advance; if a parent/caregiver has not registered, they will not be permitted into the centre – our previous drop in format has been eliminated at this time.
- Program registration numbers have been reduced to approximately half of allowable site capacity. The length of programs have been shortened to 60 or 90 minutes each
- Families will be required to complete an entrance screen before entering the site; both child and parent/caregiver are required to be screened; screening records of completion and results will be kept on site
- Attendance records will be kept for each program, including name of participants, contact information, time of arrival and departure

Personal Protective Equipment

- Medical masks and eye protection for all staff will be used while inside the centre and keeping 2 metres physical distancing when possible
- Adults in the program are required to wear face covering, non-medical; children, 6 years and under, are not required to wear masks or face coverings. OPCC recommends that children 3 years of age and older wear a mask indoors
- For outdoor programs, both staff and parent/caregivers are not required to wear masks (see further details below for outdoor programs)
- Exceptions to wearing a mask may be given for a medical condition, in this case a physical distance of a minimum of 2 metres must be maintained. All approved exemptions will be documented.

Outdoor Programs

- While the weather allows, we will be offering outdoor programs at our EarlyON sites when possible. These outdoor programs will be offered at our Oakwood and QE Park location

- Once outdoors, both staff and parents/caregivers will not be required to wear masks so long as physical distancing can be maintained of a minimum of 2 metres for staff, parents/caregivers and children. To support this distancing requirement, we will have families space out 2 metres or more during the program

Parents/caregivers will be advised of all new policies and procedures at the time of registration and Frequently Asked Questions have been created for them to review as well. If there are any changes to these policies and procedures, we will notify families as soon as possible.

These protocols and procedures will be reviewed and signed off by all staff, students and professionals prior to commencing at Oakville Parent-Child Centre. OPCC will ensure updated training is provided to all staff as health and safety measures change in accordance to the Ministry of Education's Operational Guidance and Halton Region Public Health Covid-19 Guidelines.