



# **A SAFE RETURN TO CARE**

**Enhanced Policies, Procedures and Processes  
for Infectious Disease (COVID-19)**

November 30, 2020

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<b>Infectious Disease (COVID-19) Policy</b>	Date: Revised November 26, 2020
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**Purpose**

The purpose of this policy is to provide clear direction of enhanced emergency procedures for the care of staff, families, and children in our Children's Centres and before and after school programs. The procedures and processes set out measures to support the health, safety and wellbeing of everyone.

**Policy**

Staff will follow the procedures as set out in this document to ensure every reasonable precaution is taken.

	PROCEDURE
<p><b>SCREENING FOR SYMPTOMS</b></p> <p>Prior to Admission to Centre/Program</p> <p>(staff and children)</p>	<p><b>SET UP</b></p> <p>A screening area will be located at a designated entrance to the centre/school.</p> <p>A single point of entry will be used for the children’s centre and separate entry will be used for the School Age Program. If entrances cannot be separated, one entrance may be used for both.</p> <p>Hand sanitizer will be provided at the screening location. Ensure it is visible to staff, parents/guardians and request that they use it upon arriving.</p> <p><b>Physical Distancing</b></p> <p>A minimum of 2 metres distance must be maintained as much as possible. In the event that a line-up forms while parents/guardians and children are waiting to report the outcome of their self-screening, a visual guide will be posted to assist parents/guardians with physical distancing (i.e. pylon and/or masking tape).</p> <p><b>Additional Signage</b></p> <p>In addition to the physical distancing reminders, a checklist of the screening questions will be available and posted, if possible, at the designated entrance of the program.</p> <p><b>HEALTH SCREENING PROCESS</b></p> <p><i>Reg. 88.6 (5) Every licensee shall ensure that before any person proceeds beyond the entranceway of a child care centre, the person is screened for symptoms of coronavirus.</i></p> <p>Prior to arrival at the program site, every family must complete a self-screen for their child. Daily, upon arrival, a staff acting as the greeter/screener will confirm the result of their self-screening. A self-screening checklist will be available and posted, if possible, in the screening area, for anyone who has not self-screened prior to coming to the centre/program. These individuals will be asked to review the self-screening checklist and inform the greeter of the outcome. It is no longer a requirement to document the results of the self-screening.</p> <p>If the outcome is a pass, the children will be escorted to their program room. In the event that an individual does not pass the self-screening, they will not be permitted to enter the building.</p> <p>The staff member greeting the parent/guardian and child must wear a medical grade face mask and eye protection (i.e. face shield, goggles), and must maintain a 2 metre physical distance whenever possible.</p> <p>Prior to arrival at the program site, every staff will complete a self-screen. The most current Provincial Self-Screening Tool and Decision Tool for Schools, approved by the Middlesex London Health Unit will be used. Documentation of completion will be maintained.</p> <p>This tool can be found at:  <a href="https://www.healthunit.com/covid-19-resources-schools-and-child-care">https://www.healthunit.com/covid-19-resources-schools-and-child-care</a>.</p>

<p><b>SCREENING FOR SYMPTOMS</b></p> <p>Prior to Admission to Centre/Program</p> <p>(staff and children)</p> <p>(continued)</p>	<p><b>In the Event of a Failed Self-Screening</b></p> <p>In addition to not being permitted to enter the program, any child with symptoms will self-isolate, and in some cases it will be necessary to contact the primary health care provider. Depending on the answers to the screening questions, the following COVID-19 Decision Tool for Schools will provide instructions for next steps. This tool can be found at: <a href="https://www.healthunit.com/covid-19-resources-schools-and-child-care">https://www.healthunit.com/covid-19-resources-schools-and-child-care</a>.</p> <p>If a staff member fails the screen, the usual on-call/call-in procedure will apply, in order to secure a supply staff. The staff will also advise their Program Coordinator.</p> <p>In any case of a confirmed infection, the direction of the Middlesex-London Health Unit (MLHU) will be followed.</p> <p>Refer to page 11: ‘Communicating with Parents in the Event of a Confirmed case or Outbreak’, for more information.</p> <p><b>Visitors:</b> Refer to page 12, “Restriction of Visitors”.</p>
<p><b>RECEIVING OF CHILDREN</b></p>	<p>The parent/guardian must bring their child to the appropriate program entrance, and up to the staff member who is responsible for greeting families and confirm that screening has occurred. The parent/guardian will leave the child with the staff without entering the centre /school.</p> <p>The staff member will bring the child into their program room, or in the case of an older child, depending on the location, the child may enter independently. Staff and children will maintain a distance of 2 metres.</p> <p>Children will be signed in and out of centre/program by staff.</p>
<p><b>PICK UP OF CHILDREN</b></p>	<p>Parents/guardians will call the centre/program phone once they have arrived at the program location, and be present at the designated spot to meet the staff and their child.</p>
<p><b>SCHEDULED SHIFTS FOR STAFF</b></p>	<p>Staff shifts will be scheduled in a manner that will minimize the risks of contracting or spreading the coronavirus, and provide as much consistency as possible within each group.</p> <p>In circumstances when a staff member must provide coverage for a staff member in another group, the following enhanced precautions will be used:</p> <ul style="list-style-type: none"> <li>• A fresh mask will be put on before moving from one group to another;</li> <li>• Hands will be washed prior to (or upon) entering the program room.</li> <li>• If possible, the staff entering the group will be responsible for program duties that involve less direct contact with the children, such as cleaning, arranging the space (for example, setting out cots, setting up provocations), laundry, documentation.</li> </ul>

<b>ENHANCED SANITARY PRACTICES</b>	<p><b>HIGH TOUCH SURFACES</b></p> <p>Prior to the children entering the centre/program, all high touch areas must be sanitized using a high level disinfectant wipe and/or spray sanitizing solution. If any area is visibly soiled, it must be cleaned with soap and water prior to being sanitized.</p> <p>School custodians or hired cleaners will ensure floors are cleaned and sanitized, and carpets are vacuumed every evening.</p> <p>Staff will clean and disinfect floor areas as needed during the day.</p> <p><b>ENTRANCE AND PROGRAM ROOMS</b></p> <p>For full day programs, ensure that all high-touch areas are cleaned and disinfected at least twice daily, or more often if visibly soiled.</p> <p>For before and after school programs, ensure that all high-touch areas are disinfected at least once in the morning (AM program) and once in the afternoon (PM program).</p> <p>The school custodian will disinfect high touch areas between school use and the School Age Program use.</p> <p>All items that cannot be easily cleaned and disinfected, such as soft toys and books, should be removed after use and stored in a sealed container for a minimum of seven days.</p> <p>Clean and disinfect toys daily, or between children if the toy is put in a child's mouth.</p> <p>Do not use communal water or sensory tables.</p> <p>Limit the number of adults that touch written records, documentation, and the program backpack.</p> <p><b>KITCHEN, FOOD PREPARATION AND EATING</b></p> <p>Ensure that all high-touch areas are cleaned and disinfected at least twice daily, or more often if visibly soiled.</p> <p>When serving lunch or snacks, keep food dishes covered and away from the children.</p> <p>Program staff will serve the children their meal/snack. Children are not permitted to share their food or drink.</p> <p>Children are not to be involved in the preparation of lunch or group's snack.</p> <p>If a child requests an additional serving, it must be served on a clean plate.</p>
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<p><b>ENHANCED SANITARY PRACTICES</b></p> <p><i>(continued)</i></p>	<p><b>NAP AND REST AREAS</b></p> <ul style="list-style-type: none"><li>• Ensure that all high-touch areas are cleaned and disinfected at least twice daily, or more often if visibly soiled.</li><li>• Cots and cribs must be labelled and assigned to a single child.</li><li>• Clean and sanitize entire cots and cribs weekly, between children, or if soiled or wet.</li><li>• High-touch surfaces on cots or cribs must be disinfected at least twice a day.</li><li>• Wash sheets and blankets daily if there is contact between the linen of different cots/cribs, or more often if wet or soiled. Sheets and blankets that do not touch can be washed once a week.</li><li>• Place all unused sheets, blankets and pillows in a closed container or cupboard.</li><li>• If a child chooses to bring in a toy or stuffy for naptime, ensure it is kept in a bag and kept in the child's cubby before and after naptime.</li><li>• If cots cannot be placed 2 metres apart, place the children head-to-toe or toe-to-toe.</li></ul> <p><b>BATHROOM AND CHANGING AREAS</b></p> <p>Ensure that all high-touch areas are cleaned and disinfected at least twice daily, or more often if visibly soiled.</p> <p>More than one group may use the same bathroom, as long as enhanced cleaning and hand washing protocols are in place.</p> <p>Follow LCC's diapering procedure, being mindful of disinfecting and hand washing between children.</p> <p><b>OFFICES AND STAFF ROOMS</b></p> <p>Ensure that all high-touch areas are cleaned and disinfected at least twice daily, and/or between users.</p>
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<p><b>SAFE PHYSICAL DISTANCING</b></p>	<p><b>CUBBIES AREA AND COAT STORAGE</b></p> <p>Separate children’s belongings by spacing them in cubbies or on hallway coat hooks as far apart as possible.</p> <p>Children in the school age program will store their belongings in accordance with the agreement reached with the school administration and custodian.</p> <p><b>PROGRAM ROOMS</b></p> <p>Staff will practice 2 metre, safe physical distancing at all times, to the greatest extent possible. This may include:</p> <ul style="list-style-type: none"><li>• Limiting the number of adults and children in the same room</li><li>• Incorporating more individual activities</li><li>• Encouraging physical distancing among children, as much as possible, both indoors and outdoors</li><li>• Spend as much time as possible outdoors</li><li>• Not mixing children from one group to another</li><li>• Removing all unessential items for ease of ongoing cleaning and disinfecting</li></ul> <p><b>KITCHEN AND FOOD PREPARATION</b></p> <p>Only Dietary Planners may enter the kitchen while lunch and snacks are being prepared. If program staff require the use of any kitchen item, they will ask the Dietary Planner to get it for them. The Dietary Planner will sanitize the item and leave it outside the kitchen door for pickup.</p> <p>At the end of the day, only those responsible for cleaning and disinfecting afternoon snack dishes and any items that may have been used in a program room may enter the kitchen.</p> <p>SAP will continue with snack preparation as in previous years. If any changes are needed, the Coordinator will consult the MLHU.</p> <p><b>STAFF ROOM</b></p> <p>In Children’s Centres, staff rooms have a maximum number of people that can be in the room at one time. This number will be respected at all times.</p> <p>In the School Age Programs, the Program Coordinator will discuss the use of the staff room with the school custodian and Principal.</p>
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<p><b>SAFE PHYSICAL DISTANCING (continued)</b></p>	<p><b>OUTDOOR PLAY</b></p> <p><b>Children’s Centres</b> Outdoor climbers may be used with emphasis placed on hand hygiene. Outdoor sandboxes may not be used.</p> <p><b>School Age Programs</b> School climbers in the TVDSB are not used at this time, due to public access. School climbers in the LDCSB are closed, as directed by the School Board.</p> <p>When two or more groups are participating in outdoor activities, ensure there is at least 2 metres between groups. This includes Children’s Centres’ outdoor play spaces that are connected with a common fence.</p> <p>Outdoor program will be enhanced with a variety of activities to meet the interests of the children within the group. A full program will be planned and implemented to ensure the on-going engagement, development and learning of the children. Program staff must wear a face mask if a 2 metre distancing cannot be maintained.</p>
<p><b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b></p>	<p><b>Staff and Placement Students</b> All staff and students must wear a medical grade face mask and eye protection while indoors (including hallways), and staff room (unless eating and/or a 2 metre physical distance can be maintained.</p> <p>Any request from staff to be exempt from wearing a mask will be reviewed and determined on a case by case basis. Reasonable accommodations may be implemented. Documentation of the exemption will be placed in the staff members file.</p> <p><b>Children</b> Children in grades 4 and up are required to wear a face mask indoors, as well as when a 2 metre physical distance cannot be maintained outdoors.</p> <p>Children in JK to grade 3 will also be encouraged to wear a mask.</p> <p>There may be reasonable accommodations for children who can’t tolerate a mask. Any exception would be documented in the child’s Individualized Support Plan or Action Plan.</p> <p>Should a child or staff member require a brief relief from wearing a mask, a designated area within the classroom that is at least 2 metres away from the rest of the children in the room, will be determined.</p>

**HAND  
HYGIENE**

Staff will implement a strict heightened hand washing practice in order to minimize the spread of germs and contamination. Hand washing must be done using soap and running water, whenever possible, or when hands are visibly soiled. When soap and running water are not available, an alcohol based hand sanitizer may be used.

Staff will wash their hands when:

- Entering the centre/program room at the start of a shift
- Leaving the centre/program at the end of a shift

Staff will wash their hands both before and after:

- Screening children prior to their entry into the centre/program
- Direct physical contact with children
- Transitioning from outdoors to indoors
- Eating, handling food for feeding a child
- Giving medication
- Diapering
- Preparing food and/or assisting a child with food
- Handling uncooked foods, especially raw meat and poultry
- Handling soiled dishes, laundry
- Handling pets and other animals
- Cleaning or handling garbage
- Handling bodily fluids (mucus, blood, vomit) from sneezing, wiping and blowing noses, from mouths, or from sores

In situations where a chemical hand sanitizer must be used, staff members must remain in possession of the container at all times to ensure that it is dispensed according to the manufacturer's instructions. Alcohol-based hand sanitizers must be stored in cabinets or areas away from children.

Hand sanitizer cannot replace hand washing for those involved in the preparation of lunch or snacks.

**USE OF DISPOSABLE GLOVES**

Gloves shall be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions and/or excretions (diapering, bloody nose, cuts and scrapes, assisting children with blowing their nose).

Nitrile gloves are single use only.

<p><b>HAND HYGIENE</b>  (continued)</p>	<p><b>GLOVES AND HAND HYGIENE</b></p> <p>Wash hands with warm soap and water and dry using a single-use paper towel, prior to putting on gloves.</p> <p>To remove gloves, pull from wrist, and peel inside out, and dispose into a safe and secure container that cannot be accessed by children.</p> <p>To reduce hand irritation related to wearing gloves:</p> <ul style="list-style-type: none"> <li>• Wear gloves for as short a period as possible</li> <li>• Ensure hands are clean and dry before putting on gloves</li> <li>• Ensure gloves are intact, clean and dry inside</li> </ul> <p>Gloves are single-use only, and must be task specific, such as assisting a child with a bloody nose, or changing a diaper.</p>
<p><b>PSYCHOSOCIAL CONSIDERATIONS FOR CHILDREN</b></p>	<p>Pay attention to the children's feelings and reactions, and let them know that it is okay to be concerned.</p> <p>Reassure children about their personal safety and health, and that there are many things they can do to stay healthy (for example: hand washing, coughing and sneezing into their elbow).</p> <p>Let children know that they can ask questions and make sure that the information that is provided is suitable for their age/development level.</p> <p>Maintain routines to help reinforce the sense of security for children.</p>
<p><b>MONITORING FOR SYMPTOMS</b>  (staff and children)</p>	<p>Staff must continuously monitor the children and themselves for possible symptoms of COVID-19 throughout the day. Symptoms may range from mild, flu-like symptoms to severe. A daily health check will be completed as the children arrive to the after school program.</p>
<p><b>ACTIONS TO BE TAKEN WHEN SYMPTOMS ARE DISPLAYED OR REPORTED</b></p>	<p><b>CHILD ILLNESS - COVID-like Symptoms Displayed or Reported</b></p> <p>If a parent contacts the centre/program to inform the staff that their child is presenting with COVID-like symptoms, refer them to the COVID-19 Decision Tool for Schools for next steps. The tool can be found at: <a href="https://www.healthunit.com/covid-19-resources-schools-and-child-care">https://www.healthunit.com/covid-19-resources-schools-and-child-care</a>.</p> <p>If a child exhibits any COVID-like symptoms, as described on self-screening document, while participating in program activities and these symptoms are not related to a known cause or condition, they will be separated from the rest of the group and placed in a designated isolation room/area, away from other children and staff.</p>

<p><b>ACTIONS TO BE TAKEN WHEN SYMPTOMS ARE DISPLAYED OR REPORTED</b></p> <p><i>(continued)</i></p>	<p>A staff member will monitor the child at all times. The staff with the ill child will continue to wear a medical grade face mask and eye protection (i.e. face shield or goggles). Once the child is picked up from the program, the isolation area/room, cot, and any toys the child has played with must be cleaned and sanitized.</p> <p>The Program Coordinator (or designate) will contact the parent/guardian immediately to make arrangements for the child to be picked up as soon as possible. If the parent/guardian cannot be reached, the emergency contact listed on the child's registration form will be contacted to pick the child up from the centre/program. Staff will continue to try and contact the parent/guardian to make them aware of the situation.</p> <p>Parent/guardians will be directed to follow the appropriate instructions for their child's symptoms as outlined on the COVID-19 Decision Tool for Schools for next steps. The tool can be found at: <a href="https://www.healthunit.com/covid-19-resources-schools-and-child-care">https://www.healthunit.com/covid-19-resources-schools-and-child-care</a>.</p> <p>Symptoms of ill health will be recorded in the child's illness tracker and the incident will be recorded in the Daily Journal.</p> <p><b>STAFF ILLNESS - COVID-like Symptoms Displayed or Reported</b></p> <p>If a staff member becomes ill while at work, they will immediately be sent home and arrangements will be made for a supply staff to cover their shift.</p> <p>Staff will use the online COVID-19 Decision Tool for Schools for next steps. The tool can be found at: <a href="https://www.healthunit.com/covid-19-resources-schools-and-child-care">https://www.healthunit.com/covid-19-resources-schools-and-child-care</a>.</p> <p>The incident will be recorded in the Daily Journal.</p>
<p><b>ATTENDANCE RECORDS AND CONTACT TRACING</b></p>	<p>In order to facilitate efficient and effective contact tracing, the Sign-In / Sign-Out Sheets, in conjunction with the Child Cards, will provide an up-to-date record of children's attendance and contact information.</p> <p>Program staff and Program Coordinator contact information will be kept on site.</p> <p>All visitors will be documented in the Visitors Log.</p>

<p><b>COMMUNICATING WITH PARENTS</b> <b>(In the event of a confirmed case or an outbreak.)</b></p>	<p>LCC will follow the Middlesex-London Health Unit’s instructions with regards to informing parents of a confirmed case in the centre/program. Once confirmation is received from the Middlesex-London Health Unit, LCC will connect with the centre/program participants by phone or email to inform them of a case at the site.</p> <p>The Middlesex-London Health Unit may ask the school or LCC to take the lead in communicating next steps to the close contacts, and those who attend the centre/program/school but are not close contacts. We will communicate with participants as directed by the Middlesex-London Health Unit.</p> <p>A Serious Occurrence will be completed and submitted to the Ministry of Education within 24 hours of being made aware of the situation, and a Notification Form will be posted at the designated entrance of the centre/program, as required.</p>
<p><b>ENHANCED SANITARY MEASURES</b> <b>(In the event of a confirmed case or an outbreak)</b></p>	<p>The school custodian or hired cleaning company will be advised to follow the direction of the Middlesex-London Health Unit in regards to high level cleaning and disinfecting of the child’s program room.</p> <p>Program staff will wash all linens, and all the cots and toys in the program room must be both cleaned and disinfected.</p> <p>A greater focus will be placed on frequent hand washing, as well as the daily sanitization of high touch points.</p> <p>A 2 metre safe distancing will continue to be put in place, as much as possible.</p> <p>Staff will continue to wear face masks and eye covering while indoors and outdoors, if a 2 metre distance cannot be maintained.</p>
<p><b>CEASING OPERATIONS</b></p>	<p>The Middlesex-London Health Unit may order that care immediately cease temporarily, if any one of the following circumstances arise:</p> <ul style="list-style-type: none"> <li>• If greater than 20% of staff and/or children within a centre/program room have symptoms of respiratory illness within a 48-hour period.</li> <li>• If there is a confirmed case of COVID-19 identified among a staff or child; or</li> <li>• If the Middlesex-London Health Unit deems it necessary.</li> </ul>
<p><b>RESTRICTION OF VISITORS</b></p>	<p>Every effort will be made to have any required services performed when the children are not in the same space. Although visitors will be restricted, there may be times when a visitor must be admitted. Prior to entering the centre/program, all visitors must complete and pass a self-screening.</p> <p>Any person who is not typically scheduled in the program must record their name, time in and out, and contact information in the Visitors Log. No documentation of screening results is required.</p> <p>All visitors will be required to wear a face mask and eye protection at all times if a 2-meter distance cannot be maintained.</p>

<p><b>EXCURSIONS</b></p>	<p>There will be no excursions or special visitors scheduled.</p>
<p><b>RESCHEDULING OF GROUP EVENTS AND/OR IN-PERSON MEETINGS</b></p>	<p>When scheduling group events and/or in-person meetings, the method used to facilitate communicate/train staff will be determined by the following factors:</p> <ul style="list-style-type: none"> <li>• Do we have access to a space that is large enough to safely conduct an in-person meeting or event indoors?</li> <li>• Can all enhanced policies and practices be adhered to? (ie: 2 metre safe distancing, enhanced hand hygiene.)</li> <li>• Can the meeting be held outdoors?</li> </ul> <p>For scheduled indoor events, LCC will follow the gathering limits specified by the Government of Ontario, local municipal bylaws and the advice provided by the Middlesex-London Health Unit.</p> <p>If enhanced practices cannot be met for in-person meetings or events, on-line meetings and events will be scheduled and conducted through digital resources such as Zoom, Canvas Infrastructure, or Microsoft Teams.</p> <p><b>Parent Tours:</b></p> <p>When possible, parent tours will be conducted virtually, or outdoors. Should a prospective new parent/guardian request an inside tour, the following process will be followed:</p> <ul style="list-style-type: none"> <li>• The tour will be scheduled after program hours, so there are no program children in the centre.</li> <li>• Only one adult will be permitted to tour.</li> <li>• The parent/guardian will not bring their child on the tour.</li> <li>• The parent/guardian will be requested to limit touching items in the centre.</li> </ul>