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# **COVID-19 Pandemic Handbook 2020-2021**



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## Purpose

St. George Co-operative Nursery School (SGCNS) is committed to the health and safety of its students, staff and community. During a pandemic or epidemic SGCNS will enact evidence-based risk mitigation measures informed by Public Health, the provincial government, the federal government and all other relevant parties. This policy serves as a framework to build a plan during a public health emergency. This policy will specifically reference COVID-19 due to the 2020 pandemic. This policy will also override where necessary, the Infectious Diseases, Outbreaks and Pandemics policy and procedure in the Family Handbook.

## The Pandemic/Epidemic Plan Outline for SGCNS

Upon recognition of a pending or declared public health emergency, the Executive Board will meet to discuss the appropriate response, review policies and procedures and develop an action plan. Planning will be done in conjunction with SGCNS staff and may include individuals from appropriate governing bodies and co-operative members.

The Executive Board reserves the right to enact safety measures that may be more stringent than those defined by the governing bodies, including but not limited to:

- Closure of school facilities prior to it being recommended/required.
- Revising existing policies and procedures to meet developing needs and requirements.
- Instituting additional safety requirements for staff, co-operative members and students with little or no prior notice.

The planning process will consider the following:

- Safety of students, staff and co-operative members
- Physical distancing considerations
- Personal protective equipment (PPE) requirements
- Health and hygiene policies and procedures
- Coordination of services (cleaning, church rentals, snack preparation, member jobs, etc.)
- Feasibility of executing provincially mandated operation requirements
- Channels of communication and messaging to co-operative families, students, The St. George Baptist Church, and governing bodies
- Potential use of virtual communication and technology for operations while ensuring safety
- Closure and re-opening of SGCNS
- Budget and the short-term and long-term impact on SGCNS

Family Handbook Current Policies and procedures to be reviewed and discussed:

- Serious Occurrence Policy
- Emergency Management Manual Policy and Procedures
- Sanitary Practices Policy



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- Staff Training and Professional Development Policy
- Health Policy
- Health & Safety Policy Procedures
- Guidance documents/communication from BCHU and the Ministry of Education

## REQUIREMENTS FOR HEALTH AND SAFETY

The Ontario Ministry of Health's guidance, *Operational Guidance During Covid-19 Outbreak*, outlines specific health and safety requirements in childcare centres during COVID-19.

## SCREENING OF CHILDREN/STAFF/PARENTS/VISITORS

SGCNS will follow the direction of the Brant County Health Unit (BCHU) with regards to conducting daily screening and temperature checks of all individuals prior to entry/drop off (staff, students and essential visitors). Temperature checks for parents/guardians or visitors who are **not** entering the centre is not required.

SGCNS will deny entry to any person including the child of a parent/guardian who has any of the symptoms outlined in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website. Children in particular should be monitored for atypical symptoms and signs of COVID-19.

SGCNS will contact BCHU (email: [Outbreak.Intake@bchu.org](mailto:Outbreak.Intake@bchu.org)) to report a child suspected to have COVID-19. BCHU will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.

SGCNS will not permit children who are ill to attend the child care centre. As per the SGCNS policy, ***Infectious Diseases, Outbreaks and Pandemics*** and ***Outbreak Management for COVID Related Symptoms***, parents/guardians will be notified immediately if their child begins to show symptoms of COVID-19 while at SGCNS, including the need for immediate pick up.

## MANAGEMENT OF CHILDREN OR STAFF WITH SUSPECTED COVID-19

SGCNS will follow the direction of the BCHU. SGCNS will defer all outbreak management decisions related to COVID-19 to BCHU.



## OCCUPATIONAL HEALTH AND SAFETY

SGCNS will consult with BCHU to determine when the staff member can return to work. Staff members should speak to the School Supervisor and the Executive Board prior to return to work. If the staff member's illness is determined to be work-related, in accordance with the *Occupational Health and Safety Act* (OHSA) and its regulations, the employer must provide a written notice within four days of being advised that a staff member has an occupational illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the staff member with respect to an occupational illness, including an occupational infection, to the Ministry of Labour, Training and Skills Development; Any instances of occupationally acquired infection shall be reported to WSIB within 72 hours of receiving notification of said illness.

## OPENING AND CLOSING SGCNS DURING A PUBLIC HEALTH EMERGENCY

SGCNS will have specific criteria for the opening and closure of the preschool during a public health emergency.

### Closure criteria:

- Specific communication from the Ministry of Education or BCHU to close the school
- Staff or student(s) diagnosed with a contagious disease
- The Executive Board, citing specific concerns, deem the need to close
- Inadequate staff
- Inadequate PPE
- Inadequate cleaning/maintenance supplies
  - The adequacy of PPE and cleaning supplies fluctuate during public health emergencies, and its availability will vary. SGCNS will rely on BCHU's guidance as to what specific PPE and cleaning supplies are needed for operations.

### Opening criteria:

- Specific communication from the Ministry of Education or BCHU to open the preschool
- No confirmed or pending cases of staff or student(s) diagnosed with a contagious disease and BCHU's confirmation of this diagnosis.
- Adequate staff
- Adequate PPE
- Adequate cleaning/maintenance supplies

The Executive Board will meet to discuss the specifics of opening or closing SGCNS during a public health emergency.

## Implementation of the Plan

The Executive Board will seek to engage with all of its stakeholders to formulate and execute its pandemic/epidemic plan. Having reviewed all of the applicable government guidance and SGCNS



policies and procedures, The Board will meet to discuss and evaluate its operations plan and set timelines for review and evaluation of the plan.

All planning and implementation should focus on **safety** and **feasibility**. The Executive Board will work together with SGCNS staff to ensure it has a clear, step-by-step plan for its safe operation.

## Communication

SGCNS will ensure it has a clear and comprehensive communication plan for its pandemic/epidemic plan. Planning and implementation will include communication considerations for:

### The Executive Board

- Will field questions from members/Church
- Ensure the latest government guidelines/information is shared with all Board members

### Staff

- Regular meetings with the School Supervisor and staff to ensure policies and procedures are being met, hear staff comments/concerns and trouble shoot issues that may arise. The Preschool Supervisor will report the findings to the Executive Board.

### Parents

- Use of the regular communication methods to include content about hygiene precautions, etc.
- Clear and highly visible signage throughout SGCNS on hand hygiene, physical distancing, signs/symptoms of COVID-19 and any other required signage from the Ministry of Education or BCHU.
- Regular reminders about the mask/glove policy, pick-up/drop-off procedures and any additional challenges staff or the Executive Board feel pose a safety issue.
- Communicate all the required COVID-19 specific policies (predefined policies by governing bodies) to parents. Highlighting that these policies include mandated language and procedures to ensure safety.
- All group events, such as in person meetings, field trips and concerts will be cancelled and where applicable will be moved online.

### St. George Baptist Church

- Assign a point person to communicate with the Church on COVID-19 matters
- Ensure SGCNS is made aware of discussions on opening/closing the Church to rental use, the use of the bathrooms during SGCNS time, cleaning and disinfection methods and training, and building access.



## Policy & Procedures

### Cohorts

The students at SGCNS are in one group during program time and it is referred to as a **cohort**. The Ontario Ministry of Health currently defines **cohort** as “a group of children and the staff members assigned to them, who stay together throughout the duration of the program for a minimum of 7 days”. Staff are not included in this number, but should still be considered part of the cohort that stays together.

### Daily Active Screening for COVID-19 of Persons Entering Child Care Centres

Every person arriving at SGCNS must be actively screened daily **PRIOR** to entering. The screening information must be documented on the appropriate forms/data centre to facilitate contact tracing by BCHU in the event of a confirmed COVID-19 case or outbreak.

Daily active screening may be completed using the Google Doc Screening Questionnaire prior to 8:30am on the day of class. The temperature screening portion is done at SGCNS, where screeners will take appropriate precautions when screening as described in the procedures below.

Under current Ministry of Education direction, there should be no volunteers or non-essential visitors permitted to enter SGCNS. Essential visitors who will be permitted may include professionals delivering supports for children with special needs, Ministry staff and other public officials such as the fire marshal, public health inspectors, etc. Essential visitors will be required to meet all daily active screening requirements prior to entering SGCNS. Please note that a screening station will still be present for children/essential visitors to have their temperature taken. The screening questionnaire will be available to essential visitors at the door.

### Screening Tool:

Staff must be trained on conducting the screening using the Google Doc Screening Questionnaire.

### Screen POSITIVE:

Any staff/parent/child who arrives at SGCNS and answers **YES** to **ANY** of the questions on the active screening form will be directed to not enter SGCNS and to return home immediately. Staff or children with a pre-existing medical condition that corresponds to a COVID-19 symptom (e.g. asthmatic cough, rash) should have this documented in their file.

The Supervisor will advise these individuals to contact their family doctor or nurse practitioner to advise of next steps. It is recommended that child care staff and children with symptoms of COVID-19 be tested as soon as possible, and to self isolate at home until results are available.

For those individuals obtaining tests as a result of symptoms presenting, the Supervisor will contact BCHU with updated BCHU Illness notification form and for any information and actions for staff and other parents/guardians while test results are pending. BCHU will provide guidance on the return to child care for the staff/child once the staff's/child's/household member's test results are known. If the individual seeks testing and/or tests positives, report the suspected case or confirmed case to the ministry as a serious occurrence. Licensees are required to post the serious occurrence notification



form as required under the CCEYA, unless the local public health unit advises otherwise. The City of Brantford must also be notified when a serious occurrence for a confirmed covid case has been filed. Email Michelle Connor ([mconnor@brantford.ca](mailto:mconnor@brantford.ca)) and Child Care Administrator ([childcareadmin@brantford.ca](mailto:childcareadmin@brantford.ca)).

- If tested negative for COVID-19, the staff/child may return to SGCNS 24 hours after symptoms resolve if they have not been exposed to a confirmed or suspected case of COVID-19.
- If tested positive for COVID-19, staff/child will be required to continue self-isolation for 14 days from the start of symptoms. BCHU will confirm when staff/child can return to SGCNS.
- Staff or children who have been identified as a close contact of a confirmed or suspected case of COVID-19 should be excluded from SGCNS for 14 days after their last exposure, regardless of their test result.
- The need to isolate close contacts while test results are pending will be assessed on a case by case basis.

### Screen **NEGATIVE**:

If screened negative (**NO** to **ALL** questions), screener may take a temperature at the screening table and then sanitize their hands or use handwashing with soap and water. Once the child(ren) have all passed the active screening requirements, the child(ren) will be escorted into SGCNS by staff. Parents/guardians are not to enter SGCNS. Pick-up and drop-off of child(ren) will happen outside of SGCNS.

### Screening at a Station:

The Supervisor is required to ensure that the following steps are completed:

- Identify/set up the screening station and assign staff to conduct the screening:
  - o Place the screening table at the front entrance.
  - o Only **ONE** entrance/exit is to be used for access to SGCNS to ensure that each person is screened.
  - o Staff conducting the screening must maintain a minimum 2-meter distance from the person being screened as much as possible (such as a plexiglass barrier), and wear personal protective equipment (PPE) (i.e. surgical/procedure mask, eye protection (goggles or face shield)). If a 2 metre distance or physical distancing cannot be maintained, personal protective equipment (PPE) (i.e., medical mask and eye protection (i.e., face shield)) should be worn. Staff should follow guidance provided on how to properly put on and take off PPE.
- Place posters or signage outside the front entrance and drop-off area identifying the screening process.
- Implement measures to physically separate or impose physical distance of at least 2 meters between persons.
- Place hand sanitizer at the screening table. Ensure it is visible to every person entering the building. Once a person has passed the active screening, s/he must complete hand hygiene with the hand sanitizer (minimum 70% alcohol content) or by handwashing with soap and water.
- Temperature must be recorded for every person entering SGCNS.



## Screening Upon Entry

### I. Screening of Supervisor and Staff

The Supervisor must ensure that all staff are informed of, and sign off on, the screening policy prior to beginning work at SGCNS. Active screening must be completed for all staff at the site each day. The Supervisor will assign staff to conduct active screening of children for each day.

All staff will self-screen at home using the Google Doc Screening Questionnaire and will answer the screening questions in the Google doc to ensure all staff are well enough to report to work. If unable to report to work, the Supervisor will ensure back up staff are called into work. After arriving at SGCNS, staff will work together to complete the temperature screening of all staff. The Supervisor on duty will ensure that active screening is completed for all staff for every staffing shift. Staff are required to stay home if they are experiencing **ANY** of the symptoms identified on the active screening form and to report their absence to their Supervisor immediately. Any staff who arrive at SGCNS and answer **YES** to **ANY** of the questions on the active screening form will be directed by the Supervisor not to enter SGCNS and to return home immediately.

Any essential visitor granted entry into SGCNS **MUST** also complete the daily active screening process prior to entering the site using the Google Doc Screening Questionnaire. Entry into SGCNS should only be permitted if there is a need to enter the setting.

SGCNS is responsible for maintaining daily attendance records of any essential visitor entering SGCNS and the approximate length of their stay. Absences for children and staff must be documented with the supervisor with a reason provided. Those absent for being ill or unwell are recommended to seek COVID-19 testing and to call their primary care provider to determine if further care is required. Records are to be kept on the premises. Records (e.g. name, contact information, time of arrival/departure, screening completion/result, etc.) must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

### Screening of Parents, Guardians and Children

The Supervisor must inform all parents/guardians whose children are placed in child care of the screening requirements prior to the family beginning child care at the site. Parents/guardians are asked to

- Acknowledge that children who are ill should not attend SGCNS.
- Acknowledge that children should not attend child care if any member of their household is ill with COVID-19 related symptoms.
- Agree that any child or his/her family members experiencing symptoms should seek advice from their primary care provider on appropriate next steps before the family can return to child care.
- Understanding of the information provided of the active screening procedure.
- Agreement to all screening requirements and to accurately respond to all screening questions, including the taking of temperatures daily for all persons screened. Misrepresentation on any screening questions, including temperatures or masking fevers with medication **WILL** result in the termination of the SGCNS Membership Agreement and immediate withdrawal of the child(ren) from SGCNS.
- Agreement to not administer any medication to their child that may mask the symptoms of illness, such as Tylenol or Advil, prior to dropping child off at SGCNS.
- Agreement to exclude child(ren) from child care immediately upon observing any signs or symptoms of illness in any member in their household until medically deemed able to return to care.



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- Consent to provide copies of any of the child(ren)'s COVID-19 test results to SGCNS.

### **Screening of Church Attendees and Visitors**

At any time when people visit the St. George Baptist Church, unrelated to SGCNS, they will participate in the attendance tracking records as well as abiding by the recommendations from the BCHU for Churches.

### **Drop Off & Pick Up Procedures**

#### **Dropping-off Your Child(ren)**

To ensure health and safety as well as stringent infection prevention and control practices, we will receive your child at the rear entrance of the SGCNS. At this time, our staff will greet you and health screen your child. Staff will receive and disinfect belongings at this time. We understand that this may be unsettling; however, this step will ensure that the childcare setting remains free of infection. Please note, you will be unable to enter SGCNS with your child. Occasionally, drop off will occur in the backyard playspace. Please look for the screening table whereabouts to know where drop off for the day is. Parents/Caregivers will be unable to enter the backyard playspace, however they are permitted to stay 6 feet from the fence AND 6 feet from other individuals outside of their social bubble.

#### **Pick-Up Procedure**

When you (or your designate) arrive at SGCNS to pick up your child, your child and their belongings will be brought out to you. Please wait for your child to be dismissed to you by a staff member so that everyone can maintain a safe physical distance. Please be patient and ensure proper physical distancing outside while you wait.

### **General Sanitary Precautions and Physical Distancing Measures to Prevent the Spread of COVID-19**

SGCNS staff must strictly maintain routine infection prevention and control practices, as well as adhere to additional sanitary precautions and physical distancing measures in all aspects of care to prevent the spread of COVID-19 as described in this policy.

This COVID-19 specific policy works in conjunction with the SGCNS Sanitary Practices Policy. This policy's procedures may supersede sections of the previously mentioned policies for the duration of the COVID-19 public health emergency.

### **Procedures**

#### **Hand Washing**

Staff should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:

- When they arrive at the centre and before they go home
- Before handling food or dispensing snack to children
- Before and after eating and drinking



- Before and after touching their own or someone else's face
- After sneezing or coughing into hands
- Before and after giving or applying medication or ointment to a child or self
- Before and after diaper check, assisting a child to use the toilet, and using the toilet
- Before and after contact with bodily fluids (i.e. runny noses, spit, vomit, blood)
- After cleaning and handling garbage

Children should wash their hands with soap and warm water frequently, and must wash their hands in the following situations:

- When they arrive at the centre and before they go home
- Before and after eating and drinking
- After using the toilet
- After playing outside
- After sneezing or coughing into hands

Staff should follow and role model the following steps for proper hand washing:

- Wet hands
- Apply soap
- Lather for at least 15 seconds (or as long as the "Happy Birthday" song). 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

Staff should increase monitoring of hand washing supplies to ensure all sinks in washrooms, kitchens, and classrooms are well stocked at all times (i.e. soap, paper towels, waste receptacles). Ensure hand sanitizer or alcohol-based hand rub (containing at least 70% alcohol) is available at the designated entrance for the centre and throughout the centre.

When hands are not visibly soiled, staff should follow these steps for cleaning hands using hand sanitizer:

- Apply hand sanitizer (at least 70% 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 sanitizer must only be used on children who are over the age of two and must always be used under staff supervision. Staff must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

### **Cleaning and Disinfecting**

Cleaning and disinfecting reduce the spread of germs. Some germs can live for hours, days or weeks on toys, counters, tables, door knobs, computer key boards and other surfaces.

Cleaning with soap and water removes dirt and grease that can hide and protect germs from disinfectants. Cleaning will substantially reduce the number of germs that may be on surfaces.



Disinfecting after cleaning will kill most of the germs that were left behind. Cleaners and disinfectant products already used by SGCNS are effective against COVID-19.

Only use disinfectants with a Drug Identification Number (DIN). Low-level hospital grade disinfectants may be used. Check expiry dates and always follow the manufacturer's instructions. Disinfectants must be Health Canada approved.

Health Canada has developed the following list of hard surface disinfectants for use against COVID-19:

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>.

The Supervisor will set up a schedule to ensure all cleaning and disinfecting duties are consistently completed and documented.

The 6 steps for cleaning and disinfecting are:

- Clean with soap and water
- Rinse with clean water (can be done in the same sink where cleaning was done)
- Apply the disinfectant according to the manufacturer's instructions on the label
- Allow the surface or object to soak in the disinfectant for the required contact time. A disinfectant with a Drug Identification Number (DIN) can also be used.
- Rinse with clean water if required according to the manufacturer's instruction on the label. Rinsing is not required when using household bleach and water.
- Let air dry

Refer to Public Health Ontario's "COVID-19 Cleaning and Disinfection for Public Settings" guidelines for more information.

### **Toys and Equipment**

- Staff must ensure that all toys and equipment are in good repair, clean and sanitary. The Supervisor must be advised of any concerns regarding toys and equipment.
- Group water/sensory tables must not be used. Only individual sensory play is permitted (i.e. each child has their own separate bin).
- If sensory materials (e.g., playdough, water, sand, etc.) are offered, they should be provided for single use (i.e. available to the child for the day) and labeled with the child's name, if applicable.
- Ensure each child's individual sensory play toys are cleaned and disinfected between use.
- Remove toys that cannot be easily cleaned and disinfected, such as plush toys.
- It is recommended that items such as books, puzzles, and cardboard/boxboard that are absorbent and cannot be easily cleaned and disinfected are removed.
- Any outdoor play equipment that is used must be cleaned and disinfected before use, and as required.
- Mouthed toys must be set aside after being mouthed for cleaning and sanitization after each use.
- Tables and chairs being used are to be cleaned and disinfected daily and as often as needed.
- Do not use water or sensory tables
- Linens must be laundered between children
- Children must not share water bottles or cups



- Should any child present with symptoms of COVID-19, all toys and equipment accessed by the child will be removed from the room to be cleaned and disinfected as soon as possible.

### **Additional Infection Control Practices**

- Regularly clean and disinfect high-touch surfaces including door knobs, light switches, faucet handles, handrails, and electronic devices to prevent the transmission of viruses from contaminated objects and surfaces. Additional cleaning and disinfecting may be required based on daily need.
- High touch electronic devices (i.e. keyboards, tablets) may be disinfected with 70% alcohol (i.e. alcohol prep wipes) while ensuring the dilute solution makes contact with the surface for at least one minute.
- Low-touch surfaces (any surfaces at the location that have minimal contact with hands), must be cleaned and disinfected daily (i.e. Window ledges, doors, sides of furnishings etc.). Carpets are to be vacuumed daily when the rooms are available, i.e., during outdoor play
- Ensure garbage is kept in waterproof containers lined with plastic garbage bags. Staff must dispose of garbage daily. Any blood-soiled items must be discarded in sealed bags.
- Water bottles must be individually labeled and stored separately (not touching each other), they must not be shared among children.
- For creams and lotions, staff must never put hands directly into lotion or cream bottles. They must use a tissue or single-use gloves. Upon arrival to the centre, wipe the cream/lotion container with a disinfecting wipe.
- Reinforce messages with children to not share their food or drinks with others.
- When snacks are provided, ensure each child has their own individual snack. Multi-use utensils must be sanitized.
- When holding a child, use blankets or cloths over staff's clothing and change the blankets or cloths between children.
- Avoid getting close to faces of all children, where possible.

### **Physical Distancing Measures**

Physical distancing may be difficult to maintain in the child care setting; however, steps should be taken to limit the number of people in close contact (i.e. within minimum 2-metres of each other) and to reduce the group sizes of children.

If feasible, the following physical distancing measures will be considered:

- Eliminate large group activities.
- Make sure that the children are distanced from each other during snack time and table work, as much as possible.
- Ideally, try to avoid activities involving direct contact between the children as much as possible (i.e. holding hands or cuddling each other), as well as toy sharing (i.e. rather than playing a table game in which all the children touch the tokens or dice, it should be one child in the group who handles the material).
- Limit the number of children who are in the communal areas at the same time (i.e. alternate the groups of children in the activity spaces).
- Incorporate outside time in daily. Outdoor play is encouraged.
- SGCNS will use the latest Public Health guidance to ensure bathroom facilities are fully sanitized throughout the duration of the program.



- The bathrooms will be cleaned daily in accordance with Public Health guidelines.

### Staffing Considerations

- Staff should work at only one child care location.
- Staff will be assigned to dedicated work areas as much as possible. Sharing phones, desks, offices and other tools and equipment are discouraged. Disinfect after each use.
- If documents must be exchanged, leave them on a clean surface while maintaining a two-meter distance.
- Limiting the total number of workers onsite during child care centre hours
- Staff should practice good laundry hygiene practices with their clothing as it could potentially be a source of contamination.
  - Place possibly contaminated laundry, including non-medical cloth masks and facial coverings, into a container and do not shake.
  - Wash with regular laundry soap and hot water (60-90°C) and dry well. Clothing, linens and non-medical cloth masks and facial coverings can be washed with other laundry.
  - General school laundry, will be sent home in a sealed container and laundered appropriately
- Non-essential face-to-face meetings should be postponed or converted to virtual appointments.

### Disposable Gloves, Masks and Eye Protection Masks

Masks alone will not prevent the spread of COVID-19. The use of non-medical masks (cloth masks) may not protect you but may help protect those around you.

Staff must wear surgical/procedural masks and eye protection (face shield, goggles or wrap-around safety glasses) when:

- Cleaning and disinfecting blood or bodily fluids spills if risk of splashing (gloves must be used as well)
- Caring for a sick child (gloves must be used as well)
- Conducting active screening at screening station
- Staff should wear a surgical/procedural mask or cloth mask when physical distancing (of 2 meters or greater) is difficult to maintain, such as but not limited to:
  - Providing direct care
  - Holding or carrying a child
  - Assisting a child with dressing

SGCNS will adopt a **mandatory** mask policy for all **adults** entering, visiting and working at SGCNS. Children under the age of 5 will not be expected to wear masks, unless required by Provincial or Regional mandate. Parents will be allowed to mask their child within SGCNS if they choose, but the child must be able to safely don/doff a mask and must provide their own masks. This policy will be in place to mitigate virus transmission risk. This policy will be in place until it is deemed not necessary by the Ontario government and/or BCHU.

### Exceptions :

Staff are also permitted to remove their masks when observing physical distancing outdoors. Staff masks will be limited to medical grade masks issued by the Ministry of Education and all other “face



coverings” including scarves, etc. are not deemed permissible. Masks with a “breathing valve” are not a permitted mask for entrance into SGCNS.

**Entry to SGCNS spaces will be denied to all those not wearing a mask or wearing a mask improperly.** Masks must cover the **nose** and **mouth**. Masks will not be provided by SGCNS and will be the responsibility of all those entering SGCNS. However, SGCNS staff will have appropriate PPE provided to them as required.

Masks should be worn by sick children (if tolerated) until their parent or guardian arrives to take them home. Cloth face coverings should not be placed on children under age 2 or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance. Individuals may contaminate themselves when putting masks on and taking them off if not handled correctly. Hands must be washed before donning and doffing a mask. The mask policy may also apply to children at SGCNS if deemed necessary by the Ontario government and/BCHU. This policy will be reviewed by the Executive Board as government guidance evolves and changes.

### **Gloves**

Gloves use will be limited to SGCNS staff engaging in general sanitation or hygiene tasks and should not be worn unless specifically mandated by SGCNS policy, government guidance or required for the handling of chemicals (as per WHMIS and OSHA guidelines).

Gloves must be worn as per routine practice such as when cleaning up vomit and diarrhea and disinfecting surfaces and must be disposed of after use. Disposable gloves do not replace hand washing. SGCNS staff must wash their hands before gloves are put on and immediately when gloves are removed.

Entry to SGCNS spaces will be denied to all those wearing gloves as a “preventative” measure. SGCNS supports BCHU guidance that proper hand hygiene (hand sanitizer and/or hand washing) are the most appropriate and effective general hand sanitation methods.

### **Outbreak Management for COVID-Related Symptoms**

To protect the health and well-being of children and staff within SGCNS, all children will be monitored while in care for emerging signs or symptoms of any illness, including COVID-19. Children or staff who become ill while at SGCNS must return home as soon as possible. The Supervisor must initiate SGCNS’s *Responding To and Report Child Illness, Health Concerns, Accidents and Injuries* policy, including the following measures related to outbreak management for COVID-19. This policy will act in compliment to the SGCNS policy, *Infectious Diseases, Outbreaks and Pandemics*, which refers to illness and disease not related to COVID-19 or a pandemic/epidemic related illness.

### **Health Checks for Children in Care:**

Staff must ensure that all children in care are monitored for illness, with a temperature taken as appropriate, including for the following signs and symptoms of COVID-19:

- Fever (temperature  $\geq 37.8^{\circ}\text{C}$ )
- New or worsening cough or shortness of breath
- Lethargy (lack of energy)

Any of the following symptoms:

- Sore throat
- Difficulty Swallowing
- Pink eye (conjunctivitis)



- Chills
- Headaches
- Unexplained fatigue/malaise/muscle aches
- Abdominal pain
- Croup (respiratory infection resulting in barking cough and difficulty breathing)
- Diarrhea
- Nausea/vomiting
- Decrease or loss of sense of taste or smell
- Runny nose/sneezing without other known cause
- Nasal congestion without other known cause

Staff must ensure that hand hygiene is performed before and after each health check with each child. If thermometers with single use tips are used, the tips must be discarded after each use. Thermometers must be cleaned with 70% alcohol wipes with a one-minute contact time between use. Staff are only required to document the health check or take a temperature if symptoms are noted. Staff must document any symptoms observed on the child's ***Illness Tracking Form***.

#### **Children Who Display COVID-19-Related Symptoms During Care:**

If **ANY ONE** of the symptoms related to COVID-19 are present in a child, the child must be immediately excluded from SGCNS and sent home. If the child has siblings who attend the same child care centre, all siblings must also be excluded. Staff are required to:

- Isolate the child with symptoms immediately from other children and staff into a designated isolation room (e.g. sick room).
- Move the cohort of children who were in the program room with the symptomatic child to the vacant space and immediately clean and disinfect the impacted room.
- Increase ventilation in the isolation room if possible (e.g., open windows).
- Keep the child comfortable.
- While waiting for the child to be taken home, the child must be supervised by only one staff person until the child leaves while maintaining a physical distance of 2-meters if possible.
- Ensure the child wears a surgical-type or non-medical face mask (if tolerated) to cover the child's nose and mouth. Cloth face coverings should not be placed on children under age 2 or on anyone who has trouble breathing, is unconscious, or otherwise unable to remove the mask without assistance. The staff caring for the child should also wear a face mask.
- Hands must be washed before and after taking doffing a mask.
- In addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands. Disposable gloves may be used when there is close contact with the child. Staff must ensure that they wash their hands or use hand sanitizer (if hands not visibly soiled) immediately upon removal of the gloves. The most important measures are proper hand hygiene and maintaining a 2-meter distance as much as possible.
- Respiratory etiquette should also be practiced while the child is waiting to be picked up. Tissues should be provided to the child and disposed of properly after use in a lined, covered garbage container.
- Staff will notify the parent/guardian to arrange for immediate pick-up of the child.
- If a parent cannot be reached, an emergency contact person will be contacted to pick up the child.



- Staff will document the symptoms observed, the date and time that symptoms occurred, and the program room the child attended on the Illness Tracking Form.
- Once the child has been picked up, the Supervisor will ensure that the isolation room (i.e. room where the child was separated to) and any other surfaces that the child had contact with are thoroughly cleaned and disinfected.
- The child should seek assessment from a physician or nurse practitioner to state whether testing is recommended.
- The Supervisor will provide the parent/guardian with contact information for BCHU as well as notify BCHU of illness using the BCHU Illness Notification Form.
- If testing occurs, tested negative, and free of symptoms for 24 hours, the child may return to the preschool. The BCHU Illness Notification form shall be updated and kept on file.
- If testing occurs, tested positive, BCHU will provide direction on when the child can return to the preschool.
- If the child seeks testing and/or tests positive, report the suspected case or confirmed case to the ministry as a serious occurrence. Licensees are required to post the serious occurrence notification form as required under the CCEYA, unless the local public health unit advises otherwise.
- Alternatively, a medical note from a physician stating that either the child is fit to return to the preschool or is free from communicable disease may be provided to access child care.

#### **Staff Who Display COVID-19-Related Symptoms While at Work:**

Any staff person who presents with symptoms of COVID-19 including fever, new or worsening cough or shortness of breath and other symptoms as described in the COVID-19 Active Screening Form for Staff must not return to SGCNS. In the event that a staff person becomes ill while at SGCNS:

- Staff should isolate themselves as quickly as possible until they are able to leave the centre and wear a surgical medical face mask covering the nose and mouth.
- Staff should seek assessment from a physician or nurse practitioner to state whether testing is recommended. The Supervisor will provide the staff person with contact information for BCHU as well as notify BCHU of illness using the BCHU Illness Notification Form.
- If a staff person seeks testing, tests negative for COVID-19, and is free of symptoms for 24 hours, s/he may return to work. The BCHU Illness Notification form shall be updated and kept on file.
- If a staff person seeks testing and tests positive, BCHU will provide direction on when s/he can return to work and a WSIB Employer's Exposure Incident Reporting Form must be completed and submitted.
- If the staff person seeks testing and/or tests positive, report the suspected case or confirmed case to the ministry as a serious occurrence. Licensees are required to post the serious occurrence notification form as required under the CCEYA, unless the local public health unit advises otherwise.

#### **When a child or staff person becomes ill and their physician or nurse practitioner advises testing, the Supervisor will report the illness to BCHU.**

- The Supervisor will contact BCHU to notify them of a potential COVID-19 case using the BCHU Illness Notification Form and seek advice regarding the information that should be shared with staff and parents/guardians of children enrolled at SGCNS.



- BCHU will provide any further direction on testing and isolation of close contacts.
- Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the child care setting for 14 days.

### **Instructions for a Child or Staff with Confirmed COVID-19 Illness:**

If the Supervisor is notified that a staff person or child has tested positive for COVID-19, the following steps will be taken:

- Continue to exclude the person with the confirmed case from the centre until further notice. Supervisor will contact BCHU to ensure an investigation is conducted and necessary measures are taken to notify each of the ill child's or staff person's contacts (i.e. other staff, children and close family). BCHU will provide advice and the steps necessary to control the outbreak.
- Provide BCHU with the most current Illness Tracking Form
- Notify cleaning staff to increase cleaning and disinfection practices. Refer to the *General Sanitary Precautions and Physical Distancing Measures to Prevent the Spread of COVID-19* policy and procedures
- Use a disinfectant with a Drug Identification Number (DIN), check expiry date, and follow manufacturer's instructions.
- In consultation with BCHU, SGCNS must consider a single, symptomatic, laboratory confirmed case of COVID-19 in a staff person or child as a confirmed COVID-19 outbreak. Outbreaks should be declared in collaboration between the centre and BCHU
- Consult with BCHU to prepare and provide fact sheets and letters to parents/guardians and staff about the situation and the response measures taken by the child care centre.
- Report the case of COVID-19 to the ministry as a serious occurrence. Licensees are required to post the serious occurrence notification form as required under the CCEYA, unless the local public health unit advises otherwise.

### **Occupational Health and Safety for Staff**

- When the Supervisor is notified that a staff person has tested positive for COVID-19, they should consult with BCHU to determine when the staff can return to work. Staff should also report to the Executive Board regarding Occupational Health and Safety matters prior to returning to work.
- If the staff person's illness is determined to be work-related – in accordance with the Occupational Health and Safety Act and its regulations – the Supervisor must provide a written notice within four days of being advised that the staff person has an occupational illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the staff with respect to an occupational illness, including an occupational infection, to the:
  - Ministry of Labour;
  - Workplace Safety and Insurance Board (WSIB) (Employer Exposure Incident Reporting Form for suspected cases, and Form 7 for confirmed case)
- Any instances of occupationally acquired infection shall be reported to WSIB within 72 hours of receiving notification of the illness. Refer to Ministry of Education Operational Guidance During COVID-19 Outbreak – Childcare Re-opening.



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## Closure of SGCNS:

The decision to close the SGCNS will depend on several factors and will be determined on a case-by-case basis in consultation with BCHU. Case scenarios could include, but are not limited to a case with an ill staff person with exposure to multiple children, or one or more cases within the child care centre.

## Travel Outside of Ontario

If a member parent/child has been travelling outside of Ontario they will be required to “stay home” upon return from any out-of-province travel for a period of 14-days as per the Federal Government's **Quarantine Act**. For the safety of all member families, members and their child(ren) will be admitted back to SGCNS only once they have completed this recommended self-quarantine period.

## Conclusion

The policies and procedures in such a policy are a living document and subject to frequent changes as the nature of a public health emergency is not static. The Executive Board will review this policy on an annual basis, and more frequently as situations arise. This policy will be informed by the latest guidance documents and communication from the Ministry of Education, BCHU and all other relevant governing bodies.

The School Supervisor and staff will be expected to give the Executive Board on-going feedback during the public health emergency to ensure their safety needs and operation procedures are working in an effective manner.

Co-operative members will be encouraged to regularly communicate through normal communication channels with the Executive Board and staff. The public health emergency plan will be included in the end of year survey to compile additional feedback and information from members.



## Appendix 1 – BCHU Illness Reporting Chart

Version 3  
 September 2, 2020

### BCHU COVID-19: Daycare Illness Reporting Process

