

COVID-19 Outbreak: Program Reopening
Hand Hygiene Policy and Procedure

Policy Statement

Cygnets Cooperative Preschool Centre is committed to providing a safe and healthy environment for children, families and employees and will take every reasonable precaution to prevent the risk of communicable diseases within our centre.

Purpose

To ensure that all employees are aware of and adhere to the directive established by Huron Perth Public Health, the Ontario Ministry of Health, and Cygnets Cooperative Preschool.

Application

This policy applies to all employees, students, community members and any other persons engaged in business with Cygnets.

Procedures

Disposable Gloves

Gloves must be worn in the following circumstances and disposed after use:

- Administering first aid
- Cleaning up blood and bodily fluids e.g. vomitus spills and disinfecting surfaces
- Rinsing wet clothing or linen
- Contact with broken skin or tissue
- Contact with diarrhea e.g cleaning/disinfecting contaminated surfaces, diaper changing
- Staff must adhere to proper don/doffing of gloves, see video:

https://www.youtube.com/watch?time_continue=17&v=xueBYfEIFEg&feature=emb_logo

Gloves do not replace the need for proper hand hygiene. Hand hygiene shall be performed before applying and after removing gloves. Gloves shall be removed and discarded after each use. To reduce hand irritation related to gloves, they should be worn for as short of time as possible. Gloves must be intact, clean and dry inside and hands should be clean and dry before wearing. Gloves are single use only, and must be task specific.

Hand Washing

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

- Before handling food, drinks and medication
- Before and after administering medication
- Before and after eating

- Before and after diaper check and change
- Before and after toileting
- Before and after contact with bodily fluids
- Before and after using PPE
- Before and after touching theirs or someone else's face
- Before entering and leaving a classroom
- After touching contaminated articles such as toys that have been mouthed or personal care items such as washcloths
- After sneezing, coughing or blowing your nose

If staff cannot access soap and water, hand sanitizer is acceptable. The removal of all hand jewelry is recommended and ensures thorough hand hygiene.

Children must wash their hands with warm soapy water:

- Before handling food
- Before and after eating
- Before and after toileting, including after a diaper change
- After putting their hands in their mouths, sneezing or coughing or coming in contact with mucous

Perform Hand Hygiene Using Soap and Water by Following These Steps:

1. Remove rings, bracelets and watches
2. Wet hands
3. Apply soap
4. Rub for at least 20 seconds, rubbing between fingers, back of hands, fingertips, undernails
5. Rinse well under running water
6. Dry hands well with paper towel
7. Turn taps off with paper towel

When hands are not visibly dirty, a 70-90% alcohol-based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of two 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.

Perform Hand Hygiene Using Hand Sanitizer by Following These Steps:

1. Apply alcohol-based hand sanitizer (70%-90% alcohol content)
2. Rub hands together for a least 15 seconds
3. Work sanitizer between fingers, back of hands, fingertips, and under nails
4. Rub hands until dry

Hand Hygiene Monitoring

To ensure that employees are using proper hand hygiene methods, the Supervisors will review hand hygiene practices on a regular basis and provide feedback to employees as required.

Covering your Cough Procedure

Germs are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs. These germs include but are not limited to influenza and cold viruses.

Attempt to keep your distance (preferably more than 2 metres) from people who are coughing and 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 upper sleeve or elbow, not in your hands
- Clean your hands with soap and water or hand sanitizer (70%-90% alcohol-based) regularly and after using a tissue on yourself or others

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement at Cygnets Cooperative Preschool and at any time where a change is made.

Created: August 25th, 2020

Reviewed and Updated: October 6th, 2021

COVID-19 Outbreak: Program Reopening
Personal Protective Equipment Policy and Procedure

Policy Statement

The health and safety of all employees working in the centre is important and thus, Cygnets Cooperative Preschool will provide all staff working with appropriate personal protective equipment (PPE).

Procedures

Employees are to adhere to proper don/doffing of any mandatory or optional personal protective equipment and practice hand hygiene immediately following the disposal or laundering of any contaminated PPE.

Hand Hygiene

See: Ontario Public Health Video of [Seven Steps to Hand Washing](#)
Also see Hand Hygiene Policy and Procedure Above

Disposable Gloves

Gloves must be worn in the following circumstances and disposed after use:

- Administering first aid
- Cleaning up blood and bodily fluids
- Rinsing wet clothing or linens
- Contact with diarrhea e.g. cleaning/disinfecting contaminated surfaces or diaper changing
- Handling dirty laundry
- Cleaning and disinfecting toys, materials and large surfaces
- Staff must adhere to proper don/doffing of gloves

See: Ontario Public Health's Video of [How to Put on Gloves](#)

1. Perform hand hygiene
2. Put on gloves, taking care not to tear or puncture glove

How to Remove Gloves

See: Ontario Public Health's Video of [How to Remove Gloves](#)

1. Grasp outside edge near the wrist and peel away, rolling the glove inside-out
2. Reach under the second glove and peel away
3. Discard immediately into waste receptacle

4. Perform hand hygiene

Masks

Medical Masks

- All adults, including visitors, are required to wear masks both indoors and outdoors.
- All Adults, including parents and guardians are required to wear masks while outdoors, especially on school property, it is recommended that a 2m distance be maintained between individuals.
- While on a break, employees are required to wear a mask if a 2m distance is not able to be maintained from a colleague, regardless of location.
- Are worn when cleaning and disinfecting blood or bodily fluid spills if there is a risk of splashing.
- Are worn by staff when caring for a sick child or a child showing symptoms of illnesses.
- Children will wear a medical mask when showing any signs or symptoms of COVID-19.
 - Exceptions include children under the age of 2 and those under 10 who will not tolerate a mask.
 - Exceptions to adults wearing a mask include:
 - Being the only person in a room or area.
 - Medical or psychological reasons that hinder the individual's well-being.

Non-Medical Masks

- All children in before and after school programs and above are required to wear non-medical or cloth masks while inside the centre.
- Parents will provide masks.
- Children in before and after school programs are not required to wear a mask outside.

How to Wear Your Mask

See: Ontario Public Health's video for [Putting on Mask and Eye Protection](#)

1. Wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer before putting on your mask.
2. Secure the elastic loops of the mask around your ears. If your mask has strings, tie them securely behind your head.
3. Cover your mouth and nose with the mask and make sure there are no gaps between the mask and your face.
4. Do not touch the front of the mask while you wear it. Wash your hands with soap and water for at least 15 second or use an alcohol-based hand sanitizer if you accidentally touch your mask.

How to Discard Your Mask

See: Ontario Public Health's video for [Taking off Mask and Eye Protection](#)

1. Do not touch the front of your mask to remove it.
2. Remove elastic loops of the mask from around your ears or untie the string from behind your head.
3. Hold only the loops or strings and place the mask in a garbage bin with a lid.
4. Wash your hands with soap and water for at least 15 seconds or use alcohol-based hand sanitizer after you discard your mask

Eye Protection

- When indoors, including in the hallway, all adults, including visitors, are required to wear eye protection (e.g. goggles or face shields).
- All staff at the screening station will wear eye protection (e.g. goggles or face shield).
- A person supervising a symptomatic child as they await pick up must also wear eye protection (e.g. goggles or face shield).

Putting on and Taking off Eye Protection

See Ontario Public Health's video on [Putting On Eye Protection](#)

See Ontario Public Health's video on [Taking Off Eye Protection](#)

Gowns

While running the screening station and/or 'runners' may wear a gown. If physical distancing is not possible such as when holding toddlers or preschoolers, use blankets or cloths over child care providers and change the blanket between children.

Gowns, blankets or cloths will need to be laundered between each use. Blankets or cloths should not be worn outside the program room,

See Ontario Public Health's Videos on:

- [Taking off a Gown and Gloves](#)
- [Putting on Full Personal Protective Equipment](#)
- [Taking off Full Personal Protective Equipment](#)

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement at Cygnets Cooperative Preschool and at any time where a change is made.

Employee Misconduct

Any improper use of PPE will call for three verbal warnings, two written warnings and then will be brought to the Board's attention. It is crucial for the safety of our staff, families and children that we follow these protocols.

Goggles should be worn in the halls and in the classrooms. Anytime you cannot maintain a 6 feet distance between staff members.

Masks need to be changed between programs if working in more than one program, and goggles need to be wiped with oxivir wipes. If you are coming in from outside and your mask is wet (ie. Winter), your mask needs to be changed. Use hand sanitizer before taking your current mask off and before putting the new mask on.

Updated and Reviewed August 25, 2020

Updated and Reviewed October 6, 2020

Updated and Reviewed March 2, 2020

Updated and Reviewed August 26th, 2021

Updated and Reviewed October 27th, 2021

COVID-19 Outbreak: Program Reopening
Health and Safety Following Pandemic

Following an extended closure due to an order from the Ontario and/or Canadian Ministries of Health, Perth Public Health or due to a State of Emergency for health reasons, Cygnets Cooperative Preschool will put into place the following health and safety measures. Additional protocols are based on guidelines from the Ministry of Education and Perth Public Health and will be lifted in consultation with public health organizations.

- ❖ Increased disinfecting of frequently touched surfaces.
 - Doorknobs, light switches, soap dispensers, toilet handles, tablets, phones, speakers - To be cleaned twice a day
 - Toys will be cleaned daily and toys which are contaminated with bodily secretion (including but not limited to saliva) will be removed immediately and disinfected as soon as possible.

- ❖ Ensure all toys used in the centre are made of material that can be cleaned and disinfected
 - Individual sensory bins and play
 - If communal sensory bins are used, children will use hand sanitizer prior to use and after finishing
 - Limits on the number of toys out
 - Individual art materials used unless that material (e.g. marker) can be cleaned

- ❖ Increased laundering
 - Wash cloths, towels for toy cleaning and cloth barriers will be put in the laundry after each use.

- ❖ For disinfecting
 - Ready to Use Oxivir Spray on surfaces and let it sit for a minimum of 1 minutes (for snack tables sitting for a minimum of 5 minutes) prior to wiping and drying or air drying.
 - Ready to Use Oxivir Wipes for ledges, shelves, tablets, binders, pens, phones, cubbies, large toys, counters (items in the room easily wiped)

- ❖ Performing proper hand hygiene (follow the Hand Hygiene and Personal Protective Equipment Policy and Procedure).
 - This includes assisting children in proper hand hygiene

- ❖ We will be encouraging more physical space between children by:
 - Arranging rooms in a way that allows children to play individually or in smaller groups as opposed to large groups
 - Eliminating large group activities
 - Decreasing the number of chairs at each table

- Spreading out for snack
- Eliminating group sensory activities
- Wearing of PPE for staff (see Hand Hygiene and Personal Protective Equipment Policy and Procedure)
 - Goggles or face shield
 - Face mask
 - Gown when necessary
- Avoid close face-to-face contact
 - Discuss with children age appropriately

Staff Scheduling

- ❖ Each room is a cohort, which is defined as a group of children and the staff members assigned to them.
- ❖ Staff are not included in the cohort size but they are a part of the cohort.
- ❖ Staff that are going into another cohort (e.g. documentation time or programming time) will clean and disinfect goggles, change their mask, and wash their hands upon arrival in the room.
- ❖ Staff that are in more than one program (e.g. AM preschool and PM preschool) will ensure:
 - They clean and disinfect their goggles and change their mask
 - Wash their hands upon arrival
- ❖ Supply staff will be allowed in either room, however, best effort will be made to attempt to maintain cohorts and stability with the children
- ❖ Support Staff are not included in the maximum capacity

Group Events and In-Person Meetings

- ❖ Board Meetings now take place through a video chat format
- ❖ Open-house took part through a virtual tour rather than an in person one
- ❖ Interviews are done over video chat rather than in person
- ❖ All of our events or meetings will follow the guidelines of the Ontario Health Minister and Perth Public Health.

Attendance and Screening Records

These records include the arrival and dismissal times of each child. They are kept in a file in the event that they need to be accessed for contact tracing purposes. The staff fill out a close contact sheet each day before they leave, this includes the time they were in the program and who they were in close contact with, as well as the PPE they were wearing while in close contact. These are kept in the hallway on a two week rotation in order to be of easy access in case they are needed. Staff screening forms are kept electronically, and their time sheets are kept on file with their arrival and departure times. Visitor screening forms are kept in our COVID

Binder on site, these include arrival time and departure. In addition the Daily Log lists details regarding illnesses, absences, schedule changes, etc.

Updated and Reviewed October 7, 2020

Updated and Reviewed May 13, 2021

Updated and Reviewed August 13, 2021

COVID-19 Outbreak: Program Reopening
Enhanced Sanitary Practice Policy

Policy Statement

Cygnets Cooperative Preschool is committed to providing a safe and healthy environment for children, families and employees. Cygnets will take every reasonable precaution to prevent the risk of communicable disease within our centre.

Purpose

Following an extended closure due to an order from the Ontario and/or Canadian Ministries of Health, Huron Perth Public Health Department or due to a State of Emergency for health reasons, Cygnets Cooperative Preschool will put into place the following health and safety measures. Additional protocols are based on guidelines from the Ministry of Education and Huron Perth Public Health Department and will be lifted in consultation with public health organizations. The requirements in this policy are in addition to the attached regular operational policies and procedures as per the Child Care and Early Years Act, 2014:

- Cleaning and Sanitary Practices including additional enhancements for reopening program
- Diapering and Toileting Procedures
- Universal Precautions

Application

This policy applies to all employees, students, volunteers and any other persons engaged in business with Cygnets Cooperative Preschool.

Procedures

All products including cleaning agents and disinfectants must be out of reach of children, labelled, and must have Safety Data Sheets (SDS) up to date (within three years), which are stored in the WHMIS binder. Products must not be expired and have a DIN number approved by Health Canada.

Increased Proper Handwashing:

All employees and children must wash their hands with soap and water following the "Reduce the Spread Covid-19. Wash your Hands." Poster.

An alcohol based sanitizer that meets Health Canada requirements will be available and may be used if soap and water are not available. Hand sanitizers will be kept out of reach of the children and away from flame and sources of heat.

Increased Cleaning and Disinfecting Surfaces

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

- Accelerated Hydrogen Peroxide (AHP) was approved by Huron Perth Public Health for use in our child care centres as a disinfectant.
- The AHP disinfecting products used in Cygnets is Oxivir Solution in Ready to Use spray or Wipes. All are considered high-level disinfectants which are defined as the complete elimination of all microorganisms in or on a surface.
 - **Must be mixed and tested before use, (Contact time is 5 minutes). Test strips will be used to ensure all cleaning products meet the proper effectiveness and dilution criteria.

Cleaning and disinfecting procedures will be increased during such times where the risk of environmental contamination is higher.

Cleaning and Sanitizing Toys and Surfaces

Toys will be cleaned on a daily basis per program and immediately following contact with a child's mouth. All toys will be washed and disinfected before they are stored. Given the current COVID-19 pandemic, toys will be cleaned more frequently and in accordance with the advice from Huron Perth Public Health.

Toys that need to be laundered will be placed in the laundry hamper for the assigned person to take care of. Each classroom staff is responsible to disinfect larger toys and equipment that remains in the classroom on an ongoing basis using Oxivir spray. (5 minute contact time)

Staff will use Oxivir spray to disinfect large indoor or outdoor climbing apparatuses and ride on toys throughout the morning and after the program; as well as throughout the afternoon program and after each program.

The dishwasher will be utilized for submersible small toy cleaning. Toys will be sanitized by the high heat.

Stuffed animals, pillows etc. will not be made readily available during the Covid-19 pandemic. Should a child require a comfort item, it will be laundered in hot water following each use.

Staff will spray down tops of toy shelves/tables/chairs and any surface the children are touching with Oxivir solution and allow for 5 minute contact time.

All hard-surface personal items for staff such as water bottles, travel mugs, cell phones, lunch containers, etc.; and for children such as water bottles, containers, etc. must be sanitized after the daily screen is completed and before entering the program room. Items should also be sanitized before leaving the centre for breaks or at the end of the day.

High- touch surfaces with frequent contact with hands such as light switches, shelving, containers, handrails, door knobs, sinks, toilets must be cleaned at least twice per day and as often as necessary.

Low-touch surfaces that have minimal contact with hands such as window ledges, doors, sides of furnishings must be cleaned and disinfected daily.

Carpets are to be vacuumed daily when the rooms are available, i.e. during outdoor play or after program.

Toy and play items must be disinfected between users.

Materials that are not easily sanitized such as paper, books, puzzles, crayons etc. can be available and will be assigned per child and put in a bag while used by that child. Once finished, the materials won't be rotated back in until at least a week has passed.

Items that pose a sanitary risk to children such as soiled/mouthed, worn items or in disrepair will be cleaned/repared immediately or discarded.

Outdoor play equipment must be easy to clean and disinfect. All items must be cleaned and disinfected before use by designated groups, and as required if visibly dirty.

Floors must be cleaned and disinfected daily and as required when spills occur and throughout the day when rooms are available.

Immediately clean and disinfect all areas and items in the program room and outdoors that were touched by a child who begins to show symptoms of COVID-19 while in care.

Food Services

Surfaces such as tables and chairs are washed prior to disinfecting as dirt will cause the sanitize to become inactive. Tables and chairs will be cleaned and disinfected before and after each use. Spills must be cleaned and disinfected immediately.

Hand Wash Sinks

All handwashing and program sinks, countertops and soap dispensers must be cleaned and disinfected at least two times per day and as often as necessary when visibly dirty or contaminated with bodily fluids.

Diapering and Toileting

Employees will adhere to regular diapering and toileting procedures and will ensure proper cleaning and disinfecting between diaper changes and toileting processes.

For creams and lotions during diapering, never put hands directly into lotion or cream bottles, use a tissue or single-use gloves. Upon arrival at the centre, wipe the cream/lotion container with a disinfecting wipe.

The frequency of cleaning and sanitizing schedule for toilets, toilet seats, flush handle and toilet training items will be increased.

Pacifiers

Pacifiers, if used, must be individually labelled and stored separately (not touching each other). The plastic handle of the pacifier must be washed in soap and water upon arrival at the centre.

Isolation Space

The office will be made available to be used as the isolation space if needed. All belongings of the child being isolated will be immediately removed from the program room and placed in a bag. The area and items the child touched in the program room will be immediately cleaned and sanitized. Immediately after the child is picked up, the isolation room must be cleaned and disinfected including all hard surfaced toys, furniture, and any linens used will be laundered separately.

All PPE items used by the employee who supervised the child in the isolation room will be disposed of or immediately washed once the ill child leaves the centre as well as all doors/handles going in and out of the centre will be disinfected.

Blood/Bodily Fluids

1. The area around the spill will be isolated so that no other objects/people can be contaminated.
2. Gather all supplies, perform hand hygiene, put on single-use nitrile gloves.
3. Use disposable paper towels to clean up fluid including any splash/splatter in the surrounding area and dispose of in a separate garbage bag.
4. Clean the spill area with detergent, warm water and single-use towels and rinse to remove detergent residue with clean water and disposable towel.
5. Discard used paper towels and gloves immediately in a tied plastic bag.

6. Spray and disinfectant in and around the spill and allow appropriate contact time.
7. A final rinse is required if children will come into contact with the area.
8. Hand hygiene as directed.

Roles and Responsibilities

Employees

- Ensure handwashing requirements are followed and ensure children are asked and supported in meeting handwashing requirements.
- Ensure hand sanitizer is kept out of reach of children and away from flame and sources of heat.
- Perform and document all cleaning and sanitizing as per assigned to working shifts.
- Ensure all sanitary practices and procedures are implemented as outlined.

Supervisors

- In addition to employee requirements, both of the Supervisors must:
 - Ensure all policy requirements are met by all employees at all times and provide training if needed.
 - Ensure Handwashing Poster is posted at all handwashing sinks and followed.
 - Conduct frequent reviews of all disinfecting schedules various times throughout the day.
 - Ensure adequate supply of cleaning, disinfecting, sanitizing and PPE supplies are on the premises at all times.
 - Ensure all cleaning, disinfecting and sanitizing products meet Health Canada COVID-19 requirements.
 - Immediately address, document and inform the Executive Director of any non-compliances.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement at Cygnets Cooperative Preschool, and at any time where a change is made.

Supporting Available Documents

Several supporting documents will be available and/or posted from Huron Perth Public Health, Public Health Ontario, Ministry of Health and Health Canada.

- Stop the Spread Simple Steps to Germ Free Living
- Wash Your Hands Poster
- How to Put On and Take Off Personal Protective Equipment Poster
- Enhanced Child Care Disinfecting Tracking Chart
- COVID-19 Guidance Emergency Child Care Centres
- Cleaning and Sanitizing Your Workplace

- Cleaning Up Bodily Fluid Spills Fact Sheet

Updated and Reviewed August 24, 2020

Updated and Reviewed October 6, 2020

Updated and Reviewed August 26th, 2021

COVID-19 Outbreak: Program Reopening
Exclusion of Infectious or Ill Children, Staff and Volunteers

Policy Statement

Cygnets Cooperative Preschool is committed to providing a safe and healthy environment for children, families and employees. Cygnets will take every reasonable precaution to prevent the risk of communicable diseases within all our emergency child care locations.

Purpose

To ensure all employees are aware of and adhere to the directive established by Huron Perth Public Health, the Ontario Ministry of Health, and Cygnets Cooperative Preschool regarding the exclusion of sick children in emergency child care centres.

Application

This policy applies to all employees, students, community members and any other persons engaged in business with Cygnets Cooperative Preschool.

Procedures

As required by the Child Care and Early Years Act, Cygnets Cooperative Preschool must separate children of ill health and contact parents/guardians to take the child home.

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

- Ill children will be separated into the designated isolation space, and will be removed from other children and monitored by an employee until parent/guardian pick up
- Symptoms of illness will be recorded in the child's daily record and in a daily log as per the CCEYA
- The parent/guardian of the ill children will be notified to take them home; 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 nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s.34 (3)

If it is suspected that a child has symptoms of a reportable communicable disease (refer to Huron Perth Public Health's Guidelines for Common Communicable Diseases), one of the Supervisors/Designate will call Huron Perth Public Health at 1-888-221-2133 extension 3225.

When to Exclude

Child care employees should exclude a sick child when the child has any signs and/or symptoms that are greater than normal, or if the child is unable to participate in regular programming because of illness (refer to Huron Perth Public Health's Communicable Disease Exclusion Guidelines for Schools and Daycares.)

- A child should be excluded if they have one or more of the following symptoms of COVID-19:
 - Fever (37.8 degrees Celsius or higher)
 - New or worsening chronic cough
 - Shortness of breath or difficulty breathing
 - Sore throat
 - Difficulty swallowing
 - New olfactory (smell) or taste disorder
 - Nausea/vomiting
 - Diarrhea
 - Abdominal pain
 - Runny nose/sneezing or nasal congestion (without other known cause such as seasonal allergies)
 - Clinical or medical evidence of pneumonia
- Atypical symptoms should be considered, particularly in children, older persons and people living with a developmental disability including:
 - Unexplained fatigue/malaise
 - Delirium (acutely altered mental status and inattention)
 - Unexplained or increase number of falls
 - Acute functional decline
 - Exacerbation of chronic conditions
 - Chills
 - Headaches
 - Croup
 - Conjunctivitis (pink eye)
 - Multi-system inflammatory vasculitis in children
 - Lethargy, difficulty feeding in infants (if no other diagnosis)

Steps to Follow to Exclude:

1. If a child develops symptoms while in care, they should be immediately isolated in a separate, supervised, isolation space until parents can pick them up. If unable to reach parents, then call the emergency person listed.
2. Only one educator should be in the designated space with the ill child and attempt physical distancing of 2 metres when possible.

3. If the educator supervising the symptomatic child cannot maintain a distance of 2 metres, they will wear the personal protective equipment including:
 - i. Disposable medical grade mask only (cloth not suitable)
 - ii. Eye protection such as face shield or goggles
 - iii. Disposable gloves
 - iv. Gown and/or a blanket barrier if picking the child up is required for comforting

The educator will follow the proper steps for putting on and taking off PPE. Additionally they should avoid touching their face, especially with gloved or unwashed hands.

The child should also wear a mask if tolerated. Note: Children under age two should not have their face covered due to suffocation risk.

4. Increase ventilation in the designated isolation room if possible (e.g open doors/windows)
5. Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
6. Once the child and their siblings have been picked up, immediately conduct environmental cleaning of the space the child was separated in.
7. Parents will be encouraged to call their health care provider to have the child assessed and tested for COVID-19. If they do not have a doctor, they can call Huron Perth Public Health to be assessed.
8. Staff and children who were in the same room with the ill child will be cohorted and not mix with other care groups for 14 days.

Staff should self-monitor for symptoms for the next 14 days. During this period they should avoid contact with vulnerable persons or settings where there are vulnerable persons (i.e.m long-term care homes)

9. Staff will inform parents/guardians of children who were in the same room of possible exposure, and should monitor their child for symptoms
10. Contact Huron Perth Public Health to notify them of a potential COVID-19 case and seek input regarding the information that should be shared with other parents of children in the child care centre.
11. A child who tests positive for COVID-19 must be excluded from Cygnets Cooperative Preschool for 14 days after the onset of symptoms and clearance has been received

from Huron Perth Public Health. A child who tests negative for COVID-19 must be excluded until 24 hours after symptom resolution.

12. Children, employees or volunteers/students who have been exposed to a confirmed case of COVID-19 or symptomatic person(s) outside the child care centre, should be excluded from the child care setting for 14 days.
13. All advice from Huron Perth Public Health will be followed regarding isolation, testing and exclusion.
14. Serious Occurrence reporting will be handled following the unusual procedure by one of the Supervisors/Designate, should it be required.

Employee Illness:

- Any employee who suspects that they have COVID-19 or another infectious disease must not attend the child care. All employees must complete the daily screen checklist in order to report to work.
- If an employee becomes ill with COVID-19 symptoms while at the centre they should let one of the Supervisors/Designate know and remove themselves from the Child Care centre as soon as possible.
- One of the Supervisors/Designate will notify Huron Perth Public Health of the symptomatic employee and the following details:
 - Employee Name
 - Child Care Centre
 - Program Room
 - Names of known people, including employees and other children that have been in close contact up to 48 hours prior to symptoms
- Employees with symptoms should be assessed by their healthcare provider and tested for COVID-19. If they do not have a doctor, they can call Huron Perth Public Health to be assessed.
- Employees awaiting test results, who are asymptomatic (do not have symptoms) may continue to work unless there is reason to believe they would be considered a case (e.g. potential exposure to an ill or positive case or household contact). Such employees should monitor for symptoms while awaiting test results; if they become symptomatic, they must not report to work.
- Employees who test positive for COVID-19 must remain off work for 14 days following symptoms onset and until they have received clearance for Huron Perth Public Health. Those who test negative for COVID-19 must not report to work until 24 hours after symptom resolution.
- Other children and employees in the centre who were present while a child or employee became ill should be identified as a close contact and grouped together. Huron Perth Public Health will provide any further direction on testing and isolation of these close contacts.

- One of the Supervisors/Designate will file appropriate notifications, including a Serious Occurrence, if required and will follow all guidance from Huron perth Public Health.
- An employee who presents with non COVID-19 related symptoms of ill health must follow normal procedures for return to work while referring to the Public Health Exclusion Guidelines for Schools and Daycares.
- If a staff person is suspected or diagnosed with COVID-19, they must remain off work until:
 - Negative laboratory tests have been confirmed;
 - It's been 10 days since their symptom onset and they are feeling better;
 - They receive an alternative diagnosis by a health care professional.
- If the staff person's illness is determined to be work-related: Cygnets Cooperative Preschool will provide written notice to
 - The ministry of Labor - within 4 days of being advised of the occupationally-acquired infection
 - WSIB - within 72 hours of receiving notification of said illness

Exclusions for Children Experiencing Non-COVID Related Symptoms

- Child(ren) should be isolated until the parent can pick them up.
- Parents will be encouraged to have the child assessed by a Healthcare Provider.
- Following the direction of the Health Care Provider - if determined to not be COVID-19 related, the child may be allowed back to the child care centre 24 hours after the symptoms have resolved. This extends to 48 hours symptom free during gastrointestinal outbreaks.

Household Members

If a student, child or staff person becomes symptomatic while at school/childcare, the individual will be sent home and must be isolated. All household members should also return home and isolate immediately.

Surveillance

Ensuring that all environmental conditions are constantly monitored is essential in prevention and reducing illness. Employees must monitor for an increase in the above

normal amount of illnesses among other employees and children by looking at the normal occurrence of illness during the specific time period.

Ensure surveillance includes the following:

- Actively observe children for illness upon arrival - screening if electronic screening has not been completed.
- Complete mid-morning or mid-afternoon health check

- Record symptoms of illness for each child including signs or complaints the child may describe including sore throat, stomachache, headache, etc.)
- Record the date and time that the symptoms occur
- Record the program room the child is in
- Record attendances and absences

Returning from Exclusion Due to Illness

Employees, Children and Volunteers/Students who are being managed by Huron Perth Public Health with confirmed cases of COVID-19 or household contacts of COVID-19 cases should follow instructions from Huron Perth Public Health to determine when to return to the centre.

Reporting a confirmed case of COVID-19 as a Serious Occurrence

A Serious Occurrence Report will be submitted to the Ministry of Education Child Care Licensing System if there is a confirmed case of COVID-19 within the nursery school setting (a child or a staff member). Should a child develop a symptom/symptoms of COVID-19 and receive advice from their Health Care Provider to access a COVID-19 test, families are responsible for notifying one of the supervisors of the intention to go for a test as well as the

date and time of the test. Once the test results are received by the family, they should be immediately shared with one of the supervisors. Should a positive result be received, Huron Perth Public Health will become involved in order to effectively contract trace to limit the spread of COVID-19. Serious Occurrence Reports are shared on the door of Stratford Cygnets.

Reporting a confirmed case or outbreak of COVID-19 to parents/guardians

When Stratford Cygnets Cooperative Preschool becomes aware of a positive COVID-19 case via a family or an employee, this information will be immediately shared with Huron Perth Public Health. From there, all directions will be taken from HPPH. If Stratford Cygnets is made aware of the positive COVID-19 case by Huron Perth Public Health, we are prepared to assist with contact tracking by providing attendance lists, contact information and details to HPPH in a secure, encrypted format. One of the Supervisors or the Designate will be responsible for providing this information to HPPH in a timely manner (within 24 hours). Huron Perth Public Health will then take over contract tracing and will decide whether just a specific room will be closed or whether the entire preschool will be closed. These decisions will be communicated to our families by the Director/Designate/Administrator in a timely manner by email.

Updated and Reviewed August 24, 2020
 Updated and Reviewed October 6, 2020
 Updated and Reviewed February 22, 2021
 Updated and Reviewed May 13, 2021
 Updated and Reviewed August 26th, 2021

COVID-19 Outbreak: Program Reopening
Health Screening Policy & Procedure

To prevent the spread of COVID-19 and reduce the potential risk of exposure at Cygnets Cooperative Preschool, screening questions will be required for all individuals prior to entry. Screening requirements apply to every employee, parent/guardian and child at the beginning of the day. In addition to this, the health of the children will be monitored throughout the day and their temperature will be taken mid-morning for morning programs, mid-afternoons for afternoon programs and at other times when required.

Visitors to the Centre will be limited to essential personnel only, for example Ministry of Education, Public Health, other inspectors and required repairs. All visitors must pass the screening questionnaire or entry will be denied. Personal protective equipment may be required.

Greeting and Explanation

1. A greeting and explanation will be posted on the entrance of Cygnets Cooperative Preschool notifying individuals of the requirements for screening prior to entry.
2. Standard notification signage.
3. Screening criteria with questions will be provided to parents/guardians and staff in advance of coming to the Centre.

Parents/Guardians must complete electronic screening prior to arriving at the centre, in unforeseen circumstances they will have to complete it before their child comes into the program. If they do not have access, then screening will be done upon arrival.

Prior to health screening at the main doors, specific set up will be required including the following:

- Identify/set up the main entrance as the designated screening area with tables and supplies needed.
- Toddler staff will screen Toddlers, Preschool staff will screen preschoolers and pm preschool staff will screen pm preschoolers.
- Employees will be trained on conducting the health screen checklist.
- The front entrance/exit is to be used for all families and employees entering the childcare to ensure that each person is screened.
- The side entrance, between the toddler playground and the school's kindergarten playground, is the entrance and exit for before and after school students.
- When weather allows arrival and departure will happen outside in the separate playgrounds (preschool in the preschool playground, toddlers in the toddler playground)
- The screener will maintain a minimum of 2 metres distance when possible while conducting the screen.
- The screener will wear Personal Protective Equipment (PPE) including a medical grade mask and eye protection (goggles or face shield), if screening is done inside; if screening is done outside, the mask and goggles are optional.

- Place hand sanitizer at the screening table. Ensure it is visible to employees/children/clients entering the building.
- Visual guides will be provided to assist with physical distancing including pylons and visual cues/stickers in the event that a line-up forms while parents and their children are waiting to be screened prior to entering the child care centre.
- Ensure Huron Perth Public Health resources are available for anyone who does not pass the screening.

Screening Procedure

All individuals including employees, children and parents must be screened each day prior to arrival through electronic screening or upon arrival prior to being admitted into Cygnets Cooperative Preschool. Only employees and children will be allowed past the front entrance of the centre. The screener will follow the screening checklist for each person and record the outcome, whether it is Yes or No.

Arrival Procedure

1. Pick-up and drop-off children should happen outside the child care setting unless inclement weather.
2. Any person, including the child of a parent/guardian who answers yes to the screening criteria will be denied entry into the building.
3. Parents/guardians will complete a daily electronic screening questionnaire prior to bringing their child/ren to the centre.

OR

The screener will screen parents/guardians and the child/ren when they arrive at the centre.

- a. If the temperature is above 37.8 degrees Celsius (100 degrees Fahrenheit), or chills as well as any cold-like symptoms, vomiting, and/or diarrhea, red eyes or rash, children are required to stay home, unless there is an underlying condition that has been discussed the Huron Perth Public Health.
4. All staff will complete a daily electronic self-screening of symptoms before 7:00am for staff starting before 12:00pm. For staff starting after 12:00pm, their screening needs to be completed prior to 9:30am. Staff who are experiencing any of the symptoms or who answer "YES" to any of the symptoms or who answer "YES" to any of the questions on the active screening sheets are expected to stay at home and immediately report their absence to one of the Supervisors. Staff will follow Huron Perth Public Health guidelines on when they can return to work.

OR

All staff will be screened when they arrive to work prior to beginning in their program. The first person will perform a self screening until the second gets there. Once a second arrives, screen one another.

5. One of the Supervisors or employees will complete active screening each day
OR
will ensure the online screening forms have been completed prior to permitting children or staff to enter the Centre.
 - a. If online screening is not completed, in person screening will take place, including taking the temperature of the child and any accompanying adult or employee. Record all answers electronically or in the case of children, on the Daily Screening Log - Mid-Morning check or Mid-Afternoon check with additional comments included.
 - b. Screening staff will complete a visual check of anyone entering the facility. Where a child or adult is obviously ill, appears to have a fever, runny nose, sore throat, abdominal pain or other signs or symptoms of COVID-19 staff must refuse entry into the facility
 - i. Staff will take the temperature of anyone who appears ill and record the temperature on the Daily Screening Log - Mid-Morning or Mid-Afternoon Check, with additional comments included.
6. After answering the screening questions, the screener will take the temperature of the staff member or child and accompanying adult.
7. Upon passing the screening, the dedicated staff member will receive the child/ren at the front door of the Centre.
 - a. Children will be asked to perform hand hygiene using hand sanitizer
 - b. If close contact for child transfer is required, the runner will use a blanket/cloth barrier/wear a gown to pick up the child.
8. The child/ren will wash their hands with soap and water as soon as possible after entry to the program room.
9. The screener will use hand sanitizer between bringing in each child.
10. If a child has been absent from the program due to any of the indicated symptoms of COVID-19, the child cannot return to the program for 24 hours and only if the symptoms are improving and there is only one present. These symptoms include: Sore Throat, Stuffy Nose, Headache; Nausea, vomiting or diarrhea. If a child is experiencing more than one of the previous listed symptoms they are not able to come to Cygnets and will be informed to contact their family physician or Perth Public Health. If the child has any of the following symptoms they cannot come to child care that day, and the parents/guardian need to get a hold of their family physician or public health. Those symptoms are: Fever (37.8 C / 100 F); Cough; Shortness of Breath and Decreases or Loss of Smell or Taste.
 - a. The person screening will verify with one of the Supervisors/Designate that the child is eligible to return
11. No visitors, including delivery persons, will be permitted into Cygnets Cooperative Preschool during the pandemic. Deliveries shall be left outside the centre. Ministry of Education and Public Health personnel, other inspectors and repair persons will be able to enter the Centre after passing the screening questionnaire and donning required PPE.

Departure Procedure

1. Pick up from the morning programs will either be from the screening area or from one of the playgrounds between 11:15am and 11:45am.
2. Pick up from the afternoon program will either be from the screening area or from one of the playgrounds between 3:45 pm and 4:00 pm.
3. If you plan on picking up earlier, please let one of the Supervisors know by calling at any time.

Screening Questions

1. Is the student/child currently experiencing any of these symptoms?
The symptoms listed here are the symptoms most commonly associated with COVID-19. If you have these symptoms, you should isolate and seek testing. Please note that rapid antigen testing is not to be used for those with symptoms of COVID-19 or for contacts of known COVID-19 cases.

Anyone who is sick or has any symptoms of illness, including those not listed below, should stay home and seek assessment from their health care provider if needed.

Choose any/all that are new, worsening, and not related to other known causes or conditions they already have.

- a) Fever and/or chills (37.8 or higher)
 - b) Cough or barking cough (croup)
 - c) Shortness of breath
 - d) Decrease or loss of taste or smell
 - e) Nausea, vomiting and/or diarrhea
2. Do any of the following apply to the student/child?
 - They are fully vaccinated against COVID-19 (it has been 14 days or more since their final dose of either a two-dose or a one-dose vaccine series)
 - They have tested positive for COVID-19 in the last 90 days (and since been cleared)

If YES, skip questions 3, 4, 5

Personal health information is not collected when you complete this screening tool. The purpose of this question is to provide accurate isolation instructions, which are based on vaccination status and previous infection history.

- Yes
 - No
3. Is someone that the student/child lives with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?

Children (<18 years old): fever and/or chills, cough or barking cough, shortness of breath, decrease or loss of taste or smell, nausea, vomiting and/or diarrhea
Adults: (> 18 years old): fever and/or chills, cough or barking cough, shortness of breath, decrease or loss of taste or smell, tiredness, muscle aches.

If the individual experiencing symptoms received a COVID-19 vaccination in the last 48 hours and is experiencing only mild fatigue, muscle aches, and/or joint pain that only began after vaccination, select "No."

- Yes
- No

4. In the last 10 days, has the student/child been identified as a "close contact" of someone who currently has COVID-19? *If public health has advised you that you do not need to self-isolate, select "No".

- Yes
- No

5. In the last 10 days, has the student/child received a COVID Alert exposure notification on their cell phone? *If the student/child has since test negative on a lab-based PCR test, select "No"

- Yes
- No

6. Do any of the following apply?

- In the last 14 days, the student/child travelled outside of Canada and was told to quarantine
- In the last 14 days, the student/child travelled outside of Canada and was told to not attend school/child care

Please note that if the child/student is not fully vaccinated but is exempt from federal quarantine because they travelled with a vaccinated companion, they must not attend school or child care for 14 days. Select "yes" if this applies to the student/child.

7. Has a doctor, health care provider, or public health unit told you that the student/child should currently be isolated (staying at home)? *This can be because of an outbreak or contact tracing.

- Yes
- No

8. In the last 10 days, has the student/child tested positive on a rapid antigen test or a home-based self-testing kit? *If the student/child has since tested negative on a lab-based PCR test, select “No”

Results of Screening Questions

If you answered “YES” to any of the symptoms included under question 1, do not go to school or child care.

- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.
- Talk with a doctor/health care provider to get advice or an assessment, including if the student/child needs a COVID-19 test.

φ Siblings or other people in your household must stay at home until the student/child showing symptoms tests negative, or is cleared by your public health unit, or is diagnosed with another illness. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.

- Contact your school/child care provider to let them know about this result.

If you answered “YES” to question 3, do not go to school or child care.

- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.
- The student/child can return to school or child care after the individual with symptoms tests negative, is cleared by your local public health unit, or is diagnosed with another illness.
- Contact your school/child care provider to let them know about this result.

If you answered “YES” to question 4, do not go to school or child care.

- The student/child must isolate (stay home) for 10 days and not leave except to get tested or for a medical emergency.
- Follow the advice of your local public health unit or a health care provider, including which symptoms to monitor for and when to get a COVID-19 PCR test. Please note that rapid antigen testing is not to be used for contacts of known COVID-19 cases.
- The student/child can only return to school/child care after 10 days, even if they get a negative test result, as long as they do not develop any symptoms.

φ Siblings and other people in your household can go to school, child care or work, but must not leave the home for other non-essential reasons. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.

- If the student/child develops any of the symptoms listed above or tests positive, contact your local public health unit or doctor/health care provider for more advice.
- Contact your school/child care provider to let them know about this result.

If you answered “YES” to question 6, do not go to school or child care.

- The student/child must follow federal guidelines for individuals who have travelled internationally, including not going to school/child care for 14 days after their arrival and getting tested as per federal requirements.
- If the student/child has been directed to quarantine, they must stay home for 14 days and not leave except to get tested or for a medical emergency. For more information on federal requirements for travellers, please see the Government of Canada’s website.
- If the student/child develops symptoms and/or tests positive, contact your local public health unit or doctor/health care provider for more advice.
- Contact your school/child care provider to let them know about this result.

If you answered “YES” to question 7, do not go to school or child care.

- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.
- Follow the advice of public health. The student/child can return to school/child care after they are cleared by your local public health unit.
- If the student/child develops symptoms, contact your local public health unit or doctor/health care provider for more advice.

∅ Siblings or other people in your household must stay at home until the student/child tests negative, or is cleared by your public health unit. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since being cleared is not required to stay home.

- Contact your school/child care provider to let them know about this result.

If you answered “YES” to question 8, do not go to school or child care.

- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.
- Visit an assessment centre to get them a COVID-19 test.

∅ If they test negative on a PCR test (they do not have the virus), they can return to School / child care.

∅ If they test positive on a PCR test (they have the virus), they need to continue isolating And can return only after they are cleared by your local public health unit.

- If they develop symptoms, contact your local public health unit or doctor/health care provider for more advice.
- Siblings or other people in your household must be isolated until the individual who tested positive on the rapid antigen test or home-based self-testing kit tests negative on a PCR test or is cleared by the local public health unit. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to isolate.
- Contact your school/child care provider to let them know about this result

If you answered “NO” to all questions, your child may go to school/child care. Follow your school/child care provider’s established process for letting staff know about this result.

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

Covid-19 Vaccine side effects

You can go to school/childcare if you or anyone in your household got a COVID-19 vaccine in the last 48 hours and is experiencing any of these symptoms that are mild and only beginning after the vaccination:

- Headache
- Fatigue (extreme tiredness)
- Muscle aches
- Joint pain

You and everyone in your household must stay home if anyone has COVID-19 symptoms (not related to a COVID-19 vaccine, as noted above) or is waiting for test results after experiencing symptoms.

Stay home until the person with symptoms gets a negative COVID-19 test result , or is cleared by public health, or is diagnosed with another illness.

Screening Details for Mid-Mornings and Mid-Afternoons

- Educators will be required to complete a mid-morning (for morning programming) or mid-afternoon (for afternoon programming) screen on the children in their group to ensure they have not become symptomatic throughout their time in the program.
- Educators will initial that this has been completed under the mid-morning/mid-afternoon health check on the Class Health Screening Checklist
- Educators will take the temperature of each participant under her/his care and monitor the following screening criteria; new or existing cough, difficulty breathing, fever, runny nose.
- If the child develops symptoms included in the screen criteria mid-morning or mid-afternoon, the child will be isolated and a parent called for pick up
- Any educator in more than one program ie. morning preschool and afternoon preschool will have their temperature taken in between programs.

How to Follow Up with Arrival Screening

- If the individual answers NO to all questions, and their temperature is recorded as less than 37.8 degrees Celsius, they have passed the screening and will be permitted to enter the building.
- If the individual answers YES to any of the screening questions, their temperature is 37.8 degrees Celsius or higher, or they refuse to answer, then they have immediately failed the screening and cannot enter the building.
- Screener Responses for families:
 - “Thank you for your patience. Unfortunately based on these answers, I’m not able to let you enter Cygnets Cooperative Preschool”
 - “Please review the [self-assessment tool](#) on the Ministry of Health website or the Huron Perth Public Health [website](#) to determine if further care is required.”
- Screener Responses for Employees:
 - “Unfortunately we cannot allow you into work today due to your responses and/or symptoms that you are currently experiencing. We will advise one of the Supervisors and/or Executive Members of the Board of Directors who will follow up with you later in the day.”
 - Provide employees with resources such as the self-assessment tool on the Ministry of Health website

III Children and/or Employees

Children or Employees who call in sick, are screened positive or become ill during the day should phone Huron Perth Public Health at 1-888-221-2133 ext. 3225. Speak to the

Administrative Assistant/Program Support Person or leave a message. If an out of office memo is received, dial "0" to have your call redirected.

Attending Home Child Care

Children will be able to attend a home child care (whether licensed or unlicensed) while also being enrolled at Cygnets Cooperative Preschool. Should a close contact (another child, child care provider or a family member of either) of the child who attends both programs become ill with a suspected or confirmed case of COVID-19, all precautions must be taken and the advice of Huron Perth Public Health must be followed regarding isolation, testing and contact tracing.

Procedure Review

This policy and procedure will be reviewed and signed off by all employees before commencing employment/unpaid placement at Cygnets Cooperative Preschool and at any time where a change is made.

Updated and Reviewed August 25, 2020
Updated and Reviewed October 6, 2020
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