

# **GARSDIDE DAY CARE INC.**

“WHERE LITTLE PEOPLE COUNT”

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## **COVID 19 POLICIES PROCEDURES AND PROTOCOLS FOR 2020/2021**

As we are getting ready to reopen after being closed since March 14<sup>th</sup>, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at Garside Day Care Inc. are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This addendum to our handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following Ministry of Education and our local Public Health.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Garside Day Care Inc. is a safe and enjoyable place for your family.

**Please thoroughly review the Addendum Parent Handbook “COVID-19”, which contains the policies and procedures for Garside Day Care Inc. while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child’s file.**

**Thank you in advance for your cooperation.**

Sincerely,

**Lisa Peacock RECE  
Supervisor Garside Day Care Inc.**

**Please fill out and return to Lisa Peacock, Supervisor or Amy Logan Assistant Supervisor.**

I, the parent/guardian of \_\_\_\_\_  
(print your name),

\_\_\_\_\_  
(print child’s name),  
hereby acknowledge receipt of Garside Day Care’s ’s Parent Handbook COVID-19 edition. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

We will be returning to daycare on July 13th, 2020 and there will be some changes in the Centre. These changes are to keep our children and staff healthy and safe.

The following classrooms will be as follows:

Toddler Room: Julia and Cindy and 8 children

Preschool Room 1: Brittany and Jennifer and 8 children

Preschool Room 2: Amy and Philomene and 8 children

Kitchen: Jan Ralph

Cleaning Staff: Alyssa Ralph Bobbie DePodesta

### **Children arriving and departing**

Upon arrival all parents/caregivers will be asked to wear a mask. The screener will be wearing gown, goggles, face shield and gloves.

While we are at reduced numbers our daycare hours will be 7 am – 5:00 pm. This will ensure that we have staff coverage and time for extra cleaning.

Families will have pre-determined drop off and pick up times. These times will need to be adhered to while we are operating at limited capacity. Any change in the times will affect our programming and we want to run an efficient program as much as possible to maintain all the standards that are required to keep everyone healthy. We will also be enforcing a policy of a 9:00 am cut-off for drop off.

Parents/guardians do not go past the screening area, unless necessary. Sanitizer (ABHR) available at all entrances. Physical distancing of 2 meters (using signage/markings on the ground). Personal belongings minimized. If sleep toys or blankets are brought in, they need to be able to be put in the washer and dryer. They will be labeled and kept in the child's designated area.

There will be a screener present at the entrance to actively screen all staff, children, parents/guardians, and essential visitors, for signs and symptoms (including taking temperatures) as they enter the building. A portable handwashing station will be available as families enter the building.

Temperatures of the children will be taken with a scan thermometer. If an ear thermometer is used, they must not be used between children/staff without single use protective covers and the covers will be changed between uses.

There will be signs posted to direct families where to go when they drop their child off. We will let one family at a time into the Main Room. The next parent will wait in the stairwell of the entrance door. If parents are using these spots, then families can wait in their car until we have done the previous families screening and then you will be directed inside to do screening your process.

Parents/Caregivers will inform us of any family members that have travelled out of province, any family member that has been tested for Covid-19 and the results.

Children will have to be at the daycare no later than 9:00 am. Upon arrival parent/caregiver will wash hands in the handwashing station provided and then the screener will take temperature and fill out the wellness screening form with answers provided by parent/caregiver.

Parents/Caregivers will bring their child and pick up at the gym door (tower door).

Parents/Caregivers will leave through the back-playground door. Same procedure for pick-up time. Screening does not need to be done at pick-up. The Parent/Caregiver will call when they arrive, and a teacher will meet them at the tower door to receive their child and to discuss the child's day and any questions or concerns.

Addendum as of July 16<sup>th</sup> 2020

1. Please have only one family member pick up your drop off/child in the building.
2. Please wear a mask while doing screening
3. Pick up time - if no one in screening room or readily available please call the phone # posted on the sandwich board. The staff member will let you know where your child is. Please stand at the double doors and your child will be given to you.
4. Please have items that can stay here so that there is no need to go to their locker. If that is not possible please discuss with Lisa Peacock during screening process.
5. The phone is calling only not texting. The phone number is 289-921-8216

If any one of the following symptoms are observed the child will not be allowed into the Centre,

- Fever (37.8C/100.04F or higher)
- New/Worsening Cough
- Shortness of Breath
- Sore Throat
- Difficulty Swallowing
- Loss of Taste or Smell
- Nausea/Vomiting,
- Diarrhea, Abdominal Pain
- Runny Nose, or Nasal Congestion (In the absence of underlying reasons such as Seasonal Allergies, Nasal Drip, Etc.)
- Unexplained Fatigue/Malaise/Myalgia
- Chills
- New olfactory (lack of smell) or taste disorders
- Headache
- Conjunctivitis (Pink Eye)
- a child displaying purple fingers or toes even as the only symptom
- Lethargy, difficulty feeding in infants

If you answered YES to any of these DO NOT enter.

Your child cannot be permitted to enter to ensure the safety of everyone.

Contact your health care provider as well as Public Health at 905-974-9848, option 2.

As a daycare provider we cannot let a child into our Centre if they have any one of these symptoms, and we will be reporting the symptoms to Ministry of Education and Public Health.

If allergies or other reasons are the cause a medical assessment is needed in these circumstances and a doctor's note provided for child to return.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform Ministry of Education and Public Health and our parents.

### **If a child becomes ill**

- If tolerated and above the age of 2, the child should wear a surgical/procedure mask.
- The childcare staff should also avoid contact with the child's respiratory secretions.
- The ill child should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.

Designated area in the Main Room will be set up for children who become ill and are waiting for pickup

Follow these steps until the parent/caregiver arrives to pick up the ill child.

Record the illness on the Medical Illness Surveillance Form and the Childs Health Check Form

Provide separate toys for the child to play with, and then clean and disinfect the toys immediately after use.

The supervisor or designated staff member will stay until the child can be picked up. As soon as the child is isolated from others, the staff member caring for the child should perform hand hygiene and put on masks, face shield, gloves and gown while waiting with the child. They will wash their hands once the child has left.

Do not allow the ill child to participate in water or sensory play.

Ensure the ill child washes his/her hands frequently.

The parent/caregiver will be notified to have the child picked as soon as possible. Public health and Ministry will be notified.

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

The area, toys and equipment used by the child will be thoroughly cleaned and disinfected and the area the designated sick area will also be cleaned and sanitized.

The following items will be used for cleaning:

- Bleach and water.  
500 ppm Bleach and Water Solution (1:100)  
5 mL of bleach to 495 mL of warm water (using 5.25% hypochlorite)

- Sanitol solution

The Sanitol solution (1-part solution with 180 parts water) will be sprayed on and items can be used after 10 minutes. This will guarantee the solutions killed all bacteria and viruses.

- On The Mark cleaning solution will be used to clean, and items can be wiped with dry paper towel after 2 minutes.

### **If a child/staff member becomes ill:**

If a staff member becomes ill, they will be sent home so that they can self-isolate and follow Public Health recommendations. It will be reported to Ministry of Education as a Serious Occurrence. Cleaning and disinfecting will be procedures will be done using the bleach and water and Sanitol in every room the staff worked in.

**Management of a Single Case in a Child/Staff.** A single positive case in a child/staff results in an outbreak being declared at the childcare centre. All members of the cohort are to be excluded from the childcare centre for 14 days. In consultation with Public Health, cohort members may be referred for testing.

**Required Steps in an Outbreak.** If an outbreak is declared at the childcare centre, the following measures must be taken:

- 1) Consult with and follow directions from Public Health.
- 2) Notify all family, staff, and essential visitors of the facility's outbreak status. (i.e. letters and signage)
- 3) Enhance cleaning and disinfecting procedures
- 4) Enhanced screening procedures (i.e. increased frequency of health checks)
- 5) More frequent hand hygiene with children and staff.
- 6) Review staff training on proper PPE use.

### **Staff**

The Staffs temperatures will be taken before their shift starts and the health and well-being screening form completed. They will also have temperature taken after breaks. This includes any resource teachers.

All current sanitary and hygiene policies to be followed along with the increased cleaning and disinfecting policies. Training will be done on the new cleaning requirements before re-opening.

High touch areas will be done at least twice a day on top of regular cleaning.

Hand sanitizing done when hand washing not readily available

Staff to wear mask when dealing with any bodily fluids, mucous membranes, broken skin, tissue, blood, body fluids, secretions, excretions, or contaminated equipment and environmental surfaces and when doing diaper routine or changing a child.

Gloves must be worn when it is anticipated that hands will be in contact with mucous membranes, broken skin, tissue, blood, body fluids, secretions, excretions, or contaminated equipment and environmental surfaces. Gloves must be single use only.

Hand hygiene must be practiced before putting on and after taking off gloves.

Gloves must be removed immediately and discarded into the garbage can after each use.

To reduce hand irritation, use appropriate gloves when handling chemical agents; wear gloves for as short a time as possible; clean and dry hands before and after wearing gloves; and use gloves that are clean and dry.

Staff will have shoe covers or a pair of shoes that can be kept at daycare and street shoes kept in Ziplock bag.

Toys or equipment that cannot be easily cleaned should not be used.

Staff will always serve all snacks and lunch using gloves and serving utensils.

If the Supervisor needs to go into the cohort room, she will need to wear mask and gloves.

The cook or daycare/church office administration will not enter cohorts unless necessary.

### **Staff Training of Cleaning and PPE use.**

Training of PPE will be done at staff meetings and staff will sign off that they have been trained. Sign-off sheets will be kept in staff files.

### **Cleaning**

The daycare will be thoroughly cleaned and sanitized before re-opening. An extra staff member will be hired just for extra cleaning.

Increased cleaning and disinfecting will be done on top of regular cleaning policies and procedures.

High touch areas will be done at least twice a day on top of regular cleaning

Toys and equipment will be disinfected before children play and at the end of the day. They will also be disinfected throughout the day as needed. There will be a cleaning bucket placed in each room for any toys that have been infected.

Playground equipment will be cleaned after each group use.

Groups will be separated into smaller groups as much as possible. The smaller groups will use the classrooms, playgrounds, gym, and meeting room at different times.

The following items will be used for cleaning:

- Bleach and water or Sanitol (DNI 02073021) and water.

The bleach and water solution 500 ppm (1:10)

- Bleach and water. 1/4c Bleach and 2 1/4 c Water Solution (1:10) (using 5.25% hypochlorite) Solution to be used on toys, diaper change tables, sensory bins (including water tables), play mats, can be wiped dry after 1 min.

- The Sanitol solution 1part solution 180 water will be used to clean toys and can be wiped with dry paper towel after 10 minutes. This will be used at the end of the day and when toys and equipment are not in use.
- On The Mark cleaning solution will be used to clean items and can be wiped with dry paper towel after 2 minutes.

A routine housekeeping checklist schedule will be kept ensuring these duties are completed. There will be schedules placed in the, Preschool Room 1, Preschool Room 2, Toddler Room, the Kitchen, Children Bathrooms, Staff Bathroom and Gym. The childcare centre must designate staff to clean and disinfect. These individuals will be responsible for keeping cleaning and disinfecting records, which should include the date, time, product used, the name of the staff responsible, etc. The cleaning person may enter the cohorts only if they are wearing masks and gloves. They should try to enter the room when the cohort is in another area of the centre whenever possible.

A specific cleaning and disinfecting schedule for each cohort, washroom, kitchen, common areas, indoor/outdoor play areas, and other areas accessed by the program

Linens (i.e., infant blankets and single-use face/hand cloths) are laundered in between children. Linens are laundered after each use and cot covers are laundered weekly.

Cleaning and disinfecting will be done by the staff throughout the day and in addition a cleaning person will be hired to do extra cleaning. A back – up person will also be available to work when needed.

Floors must be swept and mopped daily or more often if necessary.

Carpeted floors to be vacuumed at least once per day.

Tables and chairs are to be cleaned and disinfected twice daily or more often if needed.

Washrooms are to be cleaned daily or more often as needed with focus on high touch surfaces such as faucets, flushing handles, toilet seats.

Toilets and diaper changing surface to be cleaned and disinfected after each use.

Soft fabric toys and items that cannot tolerate regular cleaning and disinfection must not be used.

Fabric furniture coverings and throw rugs to be laundered weekly.

Fogging machine will be used to disinfect the daycare after hours on top of the regular cleaning throughout the day.

### **Handwashing**

Handwashing will be done as soon as child and parent/caregiver enters daycare.

Handwashing procedures will be followed as in our regular handwashing policies and as needed while Covid 19 policies are in affect.

Sanitizer will be at least 70% and out of reach to the children. Sanitizer to be used only when hand washing not readily available.

Posters will be posted throughout the daycare to ensure handwashing is done properly.

### **When to Hand Wash:**

#### **Children should wash their hands:**

##### **Upon arrival at the childcare centre**

##### **BEFORE:**

Eating  
Using water tables  
Going home

##### **AFTER:**

Diaper changes  
Using the toilet  
Playing outside  
Sensory play  
Animal contact

**Whenever hands are visibly dirty**

### **Staff should wash their hands:**

##### **Upon arrival at the childcare centre**

##### **BEFORE:**

Handling food  
Preparing bottles  
Feeding children  
Giving or applying medication or ointment to a child or self

##### **BETWEEN:**

Handling raw and cooked food – cross contamination is a risk

##### **AFTER:**

Toileting (including diapering and assisting children)  
Handling food  
Feeding children  
Contact with body fluids (including runny noses, spit, vomit, blood)  
Animal contact (including contact with cages, pet food etc.)  
Cleaning  
Removing gloves

### **Glove use:**

Disposable gloves are to be used only once and should be selected appropriately for the intended use (e.g. sandwich gloves are not suitable for diapering)

Disposable gloves should be worn to clean up blood, vomit, urine, or feces

Caregivers must wash their hands before gloves are put on and immediately after gloves are removed.

**Posters:**

All Posters recommended by Ministry of Education and Public Health will be displayed throughout the Daycare. There will be signs posted in the classrooms for the children to encourage social distancing with the children.

**Scheduling of groups rotating rooms and smaller groups.**

These are the current restrictions as we start back. The rooms can have 10 in a room. The children will remain with the same teachers and classmates until further notice. If there is any illness and someone tests positive for COVID-19 that room will be closed, and they will have to self-isolate for 2 weeks. The room will be cleaned and sanitized before returning and all public health recommendations followed. Maximum cohort size for each room is 10 individuals (including children and staff - excludes special needs resource staff) Cohorts cannot be not mixed

Rooms will be set up to encourage social distancing and staff will plan activities that will help the children have as much minimal contact as possible.

**Record keeping**

The screening tool along with the daily attendance will serve as records to support contact tracing. Health checks will continue to be recorded with any symptoms that a child may present while in care. They will also be recorded on the screening tool form.

A record of PPE will be kept ensuring there is enough provided to the staff and children as needed.

A record of cleaning times will be available for each room including classrooms, bathrooms, outdoors, isolation area and kitchen.

Management will continue to enforce that all sanitary, hygiene, monitoring and recording policies are kept up to date along with all other recommendations from Public Health.

**Essential Visitors:**

SNR will do virtual meetings as much as possible. If in house visits are required, they will follow the same screenings and protocols as regular staff.

The provision of in-person special needs services in childcare settings should continue where appropriate. We will work with special needs service providers to explore alternative modes of service delivery where in-person delivery is not possible.

Maximum capacity rules do not apply to SNR staff (consultants and enhanced staff) on site (i.e., if they are not counted towards staff to child ratio, they are not included in the maximum capacity rules).

All SNR staff must be screened before entering the childcare setting, as per the protocol in the screening section above.

**PPE Use:**

**Staff Role**

**Type of PPE required**

**PPE conservation Guidelines**

**Screeener**

Droplet and Contact Precautions, including:  
Surgical/Procedure Masks

Follow conservation guidelines for masks to extend use.

- Re-useable face shields or goggles
  - Gowns
  - Gloves (optional). If not wearing gloves, need to practice handwashing
- 

Recommendation:  
2 masks/ day  
1 gown/day

<b>Staff member in cohorts</b>	Providing care for a sick child (suspect case of COVID-19) <ul style="list-style-type: none"> <li>• Surgical/Procedure Masks</li> <li>• Re-useable face shields or goggles</li> <li>• Gowns</li> <li>• Gloves (optional). If not wearing gloves, need to practice handwashing</li> </ul> Cleanup of bodily fluids with the risk of splashing/soiling of clothing: <ul style="list-style-type: none"> <li>• Surgical/Procedure Masks</li> <li>• Re-useable face shields or goggles</li> <li>• Gowns</li> <li>• Gloves</li> </ul>	Masks, gloves, and gowns should not be re-used and be discarded.  Recommendation: <ul style="list-style-type: none"> <li>1 mask/cohort/week</li> <li>1 gown/cohort/week</li> <li>2 sets gloves/cohort/week</li> </ul>
<b>Environmental staff/ staff moving in-between classrooms</b>	<hr/> Staff that are involved in tasks that do not require close contact or direct care to children and are moving in between cohorts should wear: <ul style="list-style-type: none"> <li>• Surgical/Procedure Masks</li> </ul>	Follow conservation guidelines for masks to extend use. Recommendation:  2 masks/ day

### **Monitoring and Reporting**

Contact Hamilton Public Health 905-974-9878 option 6 to speak with a Public Health Inspector (PHI). The PHI will provide infection control guidance and refer the child for testing. Childcare centers must consider a single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or child as a confirmed COVID-19 outbreak in consultation with the local public health unit.

Children or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms and cohorted (i.e., grouped together) until laboratory tests, if any, have been completed or until directed by the local public health unit.

Childcare centers have a duty to report suspected or confirmed cases of COVID19 under the Health Protection and Promotion Act (HPPA). Staff will monitor for any symptoms and report them to the Supervisor or designated Supervisor. The Supervisor will report to public health and the staff will document the symptoms in daily health check and on the screening check form.  
Public Health Hotline – (905) 974-9848, option 6

### **Admission/Exclusion due to symptoms of illness**

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at 905-549-9939 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Garside Day Care Inc. without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

Permission for a child to be administered medicine in the school must be approved by the Physician and parent utilizing the Garside Day Care Authorization Medicine form. Medications for maintenance will be administered throughout the day as required. The medication must be given to a staff member which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID-19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform Ministry of Education, Public Health, and our parents.

Ill children/staff, if not tested, must be excluded for 14 days from onset

Children/staff who test negative for COVID-19 must be excluded until 24 hours after symptom resolution.

Children/staff who test positive for COVID-19 must be excluded from childcare centre for 14 days after the onset of symptoms and clearance has been received from the local public health unit.

### **Fee and Payment Policy**

Payments are due on the Monday of each week. Arrangements may be made with the office to pay bi-weekly or monthly.

Garside Day Care Inc. enforces the following policies and procedures for fee payments:

There will be a \$1.00 charge per child per minute for every minute elapsed after 5:30 p.m.

All fees are due regardless of sickness, vacations, weather-related closings, or holidays (including all statutory holidays, Civic Day, and snow day), emergency-related closings beyond our control (e.g. power outage where we are unable to operate).

Free vacation week:

A vacation week will be granted after a child has been enrolled in the school for 6 months.

A vacation week MUST be taken in five consecutive days.

The daycare requires a 2-week written notice from parents who want to use their vacation week.

If you need to terminate your child's enrollment, a two-week notice is to be given to the Supervisor otherwise you will continue to be charged 2 weeks fees.

Parents will not be charged a fee or deposit to prioritize a child's admission or re-admission to a childcare centre or home childcare agency

Parents will not be charged a fee or deposit if a parent is not offered a spot or chooses not to accept a spot.

### **Policy addendum availability**

This addendum will be sent by email and/or SeeSaw website to families, also provided to families on Garside Day Care Inc. website to download and as hard copy when requested.

Garside Day Care Inc. will hold a virtual meeting for all parents to attend to discuss the updated policies, procedures, and protocols.