



BEFORE- AND AFTER- SCHOOL IN MANOR PARK

Covid 19 Enhanced Safety Policies

July 15, 2020
Revised: April 6, 2021
Revised: August 27, 2021
Revised: March 21, 2022

'Before- and After- School in Manor Park'

COVID-19 REOPENING POLICIES

Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2. Common symptoms include fever, cough and shortness of breath. Other symptoms may include muscle aches, fatigue, headache, sore throat, runny nose, and loss of smell and taste. The virus typically spreads by droplets through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then the face - mouth, nose, or eyes.

The Ministry of Education and Ottawa Public Health provided all childcare operators with strict enhanced policies and procedures for the safe re-opening of childcare centres. In addition to the added responsibilities of our management team and our front-line educators, our families will need to follow the new protocols in order to keep everyone as safe as possible. Operators will be notified by the appropriate authorities when these protocols can safely be lessened and/or lifted and this information will then be shared with our families along with our

'Before- and After- School in Manor Park' has developed policies and procedures to comply with the Ministry of Education requirements. This document has been designed for use in conjunction with the Child Care Licensing Manual, the CCEYA and its regulations and the existing 'Before- and After- School in Manor Park' Policy and Procedures Manual. While the focus of this guidance document is on the new health, safety and operational measures that are required in order to safely re-open child care, please note that every effort will be made to uphold the welcoming and caring environment that child care provides for children and families.

Protocols for the Safe Re-opening of 'Before- and After- School in Manor Park'

Licensing Requirements

Licencees will be required to be amended, if necessary, to ensure director approvals and conditions on the licence align with new restrictions. "Before- and After- School in Manor Park' will not require any amendments at the current time.

Inspections

Ministry staff will conduct in-person monitoring and licensing inspections of childcare centres where necessary.

Ministry staff must:

- be screened prior to entering the premises following the protocol
- wear personal protective equipment
- Ministry staff will use technology (e.g., telephone, video conferencing) to complete virtual monitoring and licensing inspections where appropriate.

Group sizes for Re-opening

- Cohorts are no longer required.
- Ratios will remain the same as outlined in the CCEYA 1:12 for kinders and 1:15 for school age.
- Adequate staffing will be scheduled so that another educator does not need to enter a cohort for the purposes of covering breaks. In the event that another educator may be requested to cover in a cohort, (sudden staff illness, etc.) that educator will maintain social distancing and wear a face mask and face shield.

Staffing

Each cohort will consist of:

- Kinders – Educator A works 2:45 PM – 6:00 PM, Educator B works 3:30 PM- 6:00 PM
- School Age- Educator A works 2:45 PM – 6:00 PM, Educator B works 2:45 PM- 6:00 PM

The Management Team will consist of the Supervisor and two Designates. Every effort will be made to have a management team member available for the full opening hours of the day.

- Management team A – works 7:00 am- 9:00 am and facilitates drop off procedures, ensuring Daily Active Screening has been completed for each staff and child entering the school.
- Management team B – Staff 1 works 2:30 pm – 6:00 pm, staff 2 works 3:30 pm- 6:00pm and assists with pick up procedures, including ensuring children are brought to their guardian at pick- up time.

Supply staff will be assigned to a specific cohort for the whole week, when possible and if necessary. Certification requirements in First Aid training including Infant and Child CPR remain the same. Requirements for Vulnerable Screening processes remain the same with the exception that any new VSC from staff where the fifth anniversary of the staff's most recent VSC falls within the emergency period will be extended until 60 days after the emergency period ends. All staff will be trained through the Red Cross Preventing Disease Transmission program.

Working with the Local Public Health

While the Ministry of Education is providing guidance on how to operate childcare during the COVID-19 pandemic, child care centres must follow the advice of local public health officials when establishing health and safety protocols, including how to implement the provincial direction. Licensees are permitted to adopt their own internal policies.

Health and Safety Protocols

'Before- and After- School in Manor Park' has developed policies and procedures outlining our health and safety protocols which include directions set out by the local public health, and how the childcare setting will operate during and throughout the recovery phase following the pandemic. 'Before- and After- School in Manor Park' will submit an attestation to the Ministry that confirms new policies and procedures have been developed and reviewed with all employees.

Enhanced cleaning and disinfecting policies and procedures

'Before- and After- School in Manor Park' will utilize an enhanced daily cleaning practice to ensure a sanitary environment for children, families and staff.

Staff will wipe down high touch surfaces before entering a classroom.

We will be required to adhere to the following cleaning and disinfecting procedures.

Definitions

Cleaning: refers to the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms). Cleaning removes, rather than kills microorganisms. Warm water, soap and mechanical action (i.e. wiping) is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the soap film is removed.

Disinfecting: describes a process completed after cleaning in which a chemical solution is used to kill most disease-causing microorganisms. To be effective, disinfectants must be left on a surface for a period of time (contact time). Contact times are generally prescribed by the product manufacturer. Any items children may come into contact with, requires a final rinse after the required contact time is observed.

Procedures

All cleaning products must be out of reach of children, labelled, and must have a Safety Data Sheet. (SDS). The centre will supply nitrile gloves to Educators when using these cleaning products.

Cleaning;

- Use soap and warm water to clean visibly soiled surfaces
- Rinse the surface with clean water (warm to tepid temperature) to ensure soap is removed

Disinfecting:

- For general environmental disinfection of high touch surfaces, large toys and equipment that cannot be immersed in a bleach disinfectant solution use a ready to use solution, provided by the OCDSB.
Rinse after contact time is complete – spray with a clean water bottle
- For all other toy cleaning & disinfecting, immerse fully in a bleach solution.
Contact time for bleach is 10 minutes.
Rinse after contact time is complete – either immerse in clean water or spray with a clean water bottle
- Let the surface air dry

Cleaning and Disinfection Frequency Requirements

A. Clean and disinfect frequencies for surfaces and items:

Cleaning and disinfecting routines must be increased for the following, as the risk of environmental contamination is higher:

- Tables and countertops: must be cleaned and disinfected before and after each use
- Spills must be cleaned and disinfected immediately
- Washrooms: staff and children washroom areas must be cleaned and disinfected after every use: toilets, sink, toilet handles, light switch, door handles.
- Floors: cleaning and disinfecting must be performed as required, i.e., when spills occur.

B. High-touch surfaces: any surfaces that have frequent contact with hands(e.g., light switches, shelving, containers, hand rails, door knobs, sinks toilets etc.) should be cleaned as often as necessary (e.g., when visibly dirty or contaminated with bodily fluids)

- (a) When you enter the room
- (b) When you leave the room

C. Clean and disinfect daily:

- Low-touch surfaces (any surfaces that have minimal contact with hands), must be cleaned and disinfected daily (e.g. Window ledges, doors, sides of furnishings table legs, chairs etc.) This will be done by OCDSB Custodians.
- Carpets are to be vacuumed daily and/or when the rooms are available by OCDSB custodians.

D. Clean and disinfect as required:

Blood/Bodily Fluid Spills: Using the steps outlined below, the surface must be cleaned first then disinfected:

1. Isolate the area around the spill so that no other objects/humans can be contaminated
2. Gather all supplies, perform hand hygiene, and then put on single-use nitrile gloves
3. Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag
4. Clean the spill area with detergent (soap), warm water and single-use paper towels
5. Rinse to remove detergent residue with clean water and single-use paper towel
6. Discard used paper towels and gloves immediately in a tied plastic bag
7. Spray the disinfectant spray bottle solution in and around the spill area and allow for the appropriate disinfecting contact time (5 minutes)
8. A final rinse is required if children come into contact with the area
9. Remove gloves as directed and discard them immediately
10. Perform hand hygiene as directed

If the spill includes broken glass, ensure a brush and dustpan is used to pick it up and discard. Disinfect the brush and dustpan after use. NEVER use your hands to clean up the glass. You may also call for a custodian to assist.

E. Additional Infection Prevention and Control Practices for Hygiene Items

- Water Bottles must be individually labelled and stored separately (not touching each other), they must not be shared among children.
- Mouthed toys should be cleaned and disinfected immediately after a child uses it or placed in the 'dirty toy bin' to be cleaned at a later time.

Gloves and Hand Hygiene

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

- Gloves are single use only and must be task specific such as assisting with bathroom routines.

Note: remove gloves from wrist and peel inside out prior to disposal in a safe and secure location which cannot be accessed by children.

Glove Use

Gloves should be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, blood, bodily fluids, secretions, and excretions.

Gloves do not replace the need for proper hand hygiene.

Disposable gloves should be used for:

- Assisting with bathroom routines (each child is 1 use and then gloves changed – proper hand hygiene needs to be exercised with glove use)
- Clearing and disinfecting toys

Gloves when Cleaning/Disinfecting

'Before- and After- School in Manor Park' will provide staff with the necessary gloves/protective equipment when required to mix bleach for the purpose of cleaning or disinfecting – gloves, goggles and protective aprons will be supplied. Also, employees must wear gloves when immersing toys in diluted disinfectant when toy washing

Guidance on the Use of Masks and Personal Protective Equipment (PPE)

'Before- and After- School in Manor Park has adopted a mask policy and participants are required to wear a mask:

- In the screening/drop off, pick up area
- Educators and all other MPCC staff will wear masks at all times.
- Children in Kindergarten- grade 6 will be required to wear masks indoors.
- "Before- and After- School in Manor Park' has created a spill kit, which includes masks, gloves, gowns, goggles and a disposable bag for use when cleaning and

disinfecting blood or bodily fluid spills if there is a risk of splashing. This bag can be found in the cohorts backpack.

- When caring for a sick child or a child showing symptoms of illness. Isolation kits, which include masks, gloves, gowns and goggles have been prepared for the isolation rooms for caring for sick children. If a child in a cohort is unwell, staff will use walkie talkies to call the Designate to remove the child from the cohort if a second staff is not available.
- When wearing a mask, staff shall wash hands before donning the mask and before and after removing the mask.

There is evidence that supports the effective use of masks when social distancing cannot be maintained and 'Before- and After- School in Manor Park' supports the use of masks for daily interaction with the children.

Recommended Training Videos

The Seven Steps of Handwashing

<https://www.publichealthontario.ca/en/videos/7-steps-handhygiene>

Putting on Gloves

<https://www.publichealthontario.ca/en/videos/ipac-gloves-on>

Putting on Mask and Eye Protection

<https://www.publichealthontario.ca/en/videos/ipac-maskeyes-on>

Taking off Mask and Eye Protection

<https://www.publichealthontario.ca/en/videos/ipac-maskeyes-off>

Taking off a Gown and Gloves

<https://www.publichealthontario.ca/en/videos/ipac-gowngloves-off>

Putting on Full PPE

<https://www.publichealthontario.ca/en/videos/ipac-fullppe-on>

Taking off Full PPE

<https://www.publichealthontario.ca/en/videos/ipac-fullppe-off>

Hand Hygiene

'Before- and After- School in Manor Park' will ensure that all staff maintain proper hand hygiene to minimize the spread of germs and contamination. Staff will also ensure that all children maintain proper hygiene and provide additional opportunities throughout the day for handwashing routines with the children.

Hand Hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and running water or a

hand sanitizer (60-90% alcohol based). Hand washing with soap and running water must be performed when hands are visibly soiled.

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

Staff will implement strict heightened hand washing practices:

Alcohol based hand sanitizer may be used when hand washing is not possible but washing with soap and water is preferable. Hands should be cleaned using soap and water or hand sanitizer before and after:

- Entering the school (starting a shift) Staff will use hand sanitizer at the front screening desk.
- Before and after direct physical contact with children
- After each transition within the building, whenever possible (there will be a bottle of hand sanitizer in each cohort backpack and at entrances to the school)
- Handling and eating food
- Handling animals
- Touching a cut or open sore
- Assisting with bathroom routine
- Accessing the bathroom
- Handling soiled laundry, dishes, toys or other items
- Coming into contact with bodily fluids
- Coming into contact with any soiled/mouthed items
- Sneezing, coughing, or blowing your nose
- Glove use
- Before and after giving medication (i.e. – inhalers)
- Outdoor play
- Handling garbage
- Exiting the school (completing a shift)

When hands are visibly soiled, follow these steps for cleaning hands (staff and children – staff will supervise all children’s hand washing procedures): Staff will remove jewelry before washing hands, it is preferred that jewelry not be worn to the program, if possible.

- Wet hands
- Apply soap
- Lather for at least 20 seconds (Timers are available for each cohort). Rub between fingers, back of hands, fingertips, under nails, don’t forget your thumbs!
- Rinse well under running water

- Dry hands well with paper towel
- Turn taps off with paper towel

When hands are not visibly soiled and handwashing is not available, staff will follow these steps for cleaning hands:

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

Hand sanitizer cannot be used for children without parental/guardian permission and only done so under adult supervision.

Covering Your Cough Procedure

Germs, such as influenza, Covid-19 and cold viruses, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs. If someone is exhibiting symptoms including coughing and sneezing, they should be excluded from the program.

Attempt to keep your distance (preferably more than 2 metres/6 feet) from people who are coughing or sneezing.

Follow these steps to stop the spread of germs:

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

Vaccination Policy

The MPCC requires that all staff and volunteers be fully vaccinated, including all available boosters. MPCC recognizes that licensed child care is an essential service and as such, children participating in our licensed child care programs are not required to be vaccinated against Covid 19.

Space Set-Up and Physical Distancing

The Ministry recognizes that physical distancing between children in a childcare setting is difficult and encourages childcare staff to maintain a welcoming and caring environment for children.

Recognizing that physical distancing is difficult with small children, additional suggestions include:

- when possible, moving activities outside to allow for more space; and
- planning activities that do not involve shared objects or toys

Child Care and Early Learning Office

At this time, the office will be off limits to all staff and families, excluding the Supervisor, and Designates. The small gym will be available to Educators for a place to program plan or sit down.

Meetings with New and Existing Families

In person meetings with new and existing families will be kept to a bare minimum. Telephone calls and Zoom meetings will replace in person meetings.

Attendance Records

'Before- and After- School in Manor Park' will be responsible for maintaining daily records of anyone entering the program and the approximate length of their stay (such as people doing maintenance work, people providing supports for children with special needs, and Educators). Records are to be kept on the premises.

- These records will include name, contact information, time of arrival/departure, screening completion/result, etc. These records must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

Protocols When a Child or Staff Demonstrates Symptoms of Illness or Becomes Sick

Staff, parents/guardians, and children must not attend the program if they are sick, even if symptoms resemble a mild cold.

- Symptoms to look for include, but are not limited to: fever, cough, any shortness of breath, sore throat, runny nose, nasal congestion, headache, hoarse voice, difficulty swallowing, new smell or taste disorder, nausea, vomiting, diarrhea, rash, abdominal pain, chills and a general feeling of being unwell. (refer to the daily active screening tool [COVID-19 school screening \(ontario.ca\)](https://www.ontario.ca/covid-19-school-screening))
- If a staff member calls in ill, every effort will be made to call in a supply staff. If we are unable to find a supply for that day, there will be no care provided for that specific group. Parents/guardians will be notified before 1:30pm the day of or earlier, if possible.

If a child or staff member becomes sick while in the program, they will be isolated and family members contacted for pick-up. A child or staff member will be sent home if they are exhibiting 1 or more symptoms.

- The resource rooms across from the main office will be the isolation rooms. Staff must use all personal protective equipment that is provided in the isolation kit within the isolation room. (mask, face shield, gown and gloves)
- The sick person should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- If the sick person is a child, staff should remain with the child until a parent/guardian arrives. If tolerated the child shall wear a disposable mask. Staff should also avoid contact with the child's respiratory secretions.
- All items used by the sick person shall be cleaned and disinfected.
- Ottawa Public Health must be notified, and their advice and direction will be followed. 613-580-2424 x26325
- OPH will provide any further direction on testing and isolation of any close contacts.
- If a child or staff is sent home with symptoms, they may only return to the program with a negative Covid test result and 24 hours symptom free or 14 days self isolating and return to program on the 15th day with no symptoms.
- If a child or staff receives a positive Covid test result, they may return to the program 10 days after receiving results with no symptoms.

Serious Occurrence Reporting

- Where a licensee chooses to close the entire child care centre or home premises, or the local public health unit determines that a full or partial closure is required, a serious occurrence report must be submitted to the ministry under the "Unplanned Disruption of Service" category in the Child Care Licensing System. Please also note there are requirements of employers to let workers know if they may have been exposed in the workplace.
- To support ongoing monitoring and transparency related to COVID-19 impacts on child care, the ministry is encouraging licensees to monitor absenteeism rates in their programs. Given the widespread transmission of the Omicron variant and changes to the provincial testing approach, child care operators will no longer be routinely notifying families of positive cases or if an individual is absent due to symptoms associated with COVID-19.
- If absenteeism rises to a defined level in a child care program (approximately 30% above baseline), licensees are expected to send a template notification to families and staff/providers in the affected child care setting, signed by the local medical officer of health, with information on public health measures for families and staff/providers to follow (for example, monitoring of COVID-19 symptoms). Licensees are encouraged to reach out to their local PHU in this scenario to get access to the required template.

Communication with Families

'Before- and After- School in Manor Park' will provide communication to families in regard to the enhancement of health and safety measures as well as direction about keeping children home when they are sick. This will help to keep all children and staff safe and healthy.

Currently, 'Before- and After- School in Manor Park' has not needed to create a policy about how to bring families back into the re-opening phase. The results of the survey to families has allowed us to be able to bring all families who requested care in September back on the first day of school. Any need to prioritize will be communicated with families and an equitable approach will be implemented to assess priority for care.

Prioritization of limited childcare spaces will be assessed in the following manner:

1. Front line workers
2. Care for families where parents must return to work, and that work is outside of the home
3. Families with special circumstances that would benefit from children returning to care, such as children with special needs.

Parent Fees

Fees for care will remain the same as the fees outlined on the 2021-2022 registration form prior to closing. There will be no refunds issued for missed days, closures due to Covid, or for children being sent home early from the program for sickness or behaviour related instances.

Liability and Insurance

Manor Park Community Council has consulted our insurance advisor about any other considerations for operating and providing childcare during this period.

Pick-up/Drop off Procedures

Pick Up

- Parents/Guardians are not permitted on OCDSB property.
- Parents/Guardians should not go past the screening table and should obey social distancing while waiting for their child to be brought to them. Parents/Guardians must wear masks. Staff will wear appropriate PPE and will be available for bringing the child from the child's program room to the parent.
- Parents/Guardians may pick up their child(ren) between the hours of 3:00pm and 6:00pm.

- Parents/Guardians patience is appreciated as we go through the process of returning their child/children to their care.

Drop Off

- Parents/Guardians and children are to wear a mask when approaching the screening table.
- Drop off begins at 7:15am and ends at 8:15am.
- If dropping off after 8:15am, parents/guardians must drop their child off to the school staff.
- Children must be dropped off by a parent/guardian to the screening table. Parents/Guardians are not permitted to take their child directly to their group.

Visitors

- There will be no non-essential visitors at the program.
- The provision of special needs services will continue.
- Use of video and telephone interviews will be used to interact with families where possible, rather than in person.
- Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and inspect a childcare centre at any reasonable time but must complete the Daily Active Screening Questionnaire, sign in and wear proper PPE.
- There will be no volunteers permitted into the program.
- Placement students will be allowed.

Program Statement/Activities

‘Before- and After- School in Manor Park’ will continue to implement our program statement. It is recognized that there may be approaches outlined in the program statement which may not be possible due to physical distancing.

We will not be required to make updates to our program statement during the re-opening phase.

Snack Time

- Children will continue to bring snacks from home.
- Parents will be encouraged to send snacks that their child does not require assistance to open.
 - If a child is needing help to open their snack, Educators must wash their hands prior to opening the snack and immediately after handing the snack to the child.
- There should be no shared items (i.e. cutlery, snacks).
- Where possible, children should practice physical distancing while eating.

- Before- and After- School in Manor Park does not provide snacks. Please ensure you are sending adequate snacks to get your child through the school day as well as in after care. Numbering snacks may help your child to know when to eat certain snacks and which snacks to save for after care.

Provision of Special Needs Resources (SNR) Services

It is recognized that children with special needs and their families continue to require additional supports and services in childcare settings. The provision of in-person special needs services in childcare settings should continue where appropriate.

- 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 ratios, 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.

Fire Drills and Walks

Monthly fire drills will continue as per usual as will walks in the community.

