



# MANOR PARK PLAYSCHOOL

Covid 19 Enhanced Safety Policies

July 15, 2020  
Revised: October 18, 2021  
Revised: March 21, 2022

## **'Manor Park Playschool**

### **COVID-19 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 child care 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.

'Manor Park Playschool' 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 'Manor Park Playschool' 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 ‘Manor Park Playschool**

### Licensing Requirements

Licencees will be required to be amended, if necessary, to ensure director approvals and conditions on the licence align with new restrictions. “Manor Park Playschool” 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

- Children will be grouped together in “cohorts.” A cohort is defined as a group of children and staff members assigned to them, who stay together throughout the duration of the program for a minimum of 7 days.
  - Playschool – up to 19 children plus 3 educators
- 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:

- 3 Educators to 19 children. Educators will work from 8:30am-12:00pm Monday-Friday.

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

- Management team A – works 8:30 am- 12:00pm and facilitates drop off procedures, ensuring Daily Active Screening has been completed for each staff and child entering the building.

- Management team B – works 10:00 pm – 12:00 pm and assists with pick up procedures, 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, childcare 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

'Manor Park Playschool' has developed policies and procedures outlining our health and safety protocols which include directions set out by the local public health, and how the child care setting will operate during and throughout the recovery phase following the pandemic. 'Manor Park Playschool' 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

'Manor Park Playschool' will utilize an enhanced daily cleaning practice to ensure a sanitary environment for children, families and staff. Enhanced cleaning measures will include daily toy/resource disinfection procedures.

Rooms that will be used for 'Manor Park Playschool' will be sanitized by City of Ottawa cleaning staff each night. Before the children enter the room in the morning, Playschool Educators will sanitize all high touch points.

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.  
**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 upon ENTRY to building (*for staff items*):

Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers, purses, handbags

### B. Clean and disinfect upon children's ENTRY to program (*for child's items*):

Any hard surfaces such as water bottles, containers etc.

### **C. Clean and disinfect frequencies for other 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.
- Outdoor play equipment: must be disinfected before use, and as required (e.g., visibly dirty).

**D. 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

**E. Other shared items:** (e.g., walkie talkies, tablets, attendance binders, pens etc.) must be disinfected between users.

### **F. 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 City of Ottawa cleaners.
- Carpets are to be vacuumed daily by Educators.

### **G. 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
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.

#### **H. 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. Each child will have their own labelled basket on the rolling shelf where they can store their water bottle.
- 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.
- Receiving blankets can be found in group backpacks to use as a barrier between staff and the child when it is not possible to social distance. (i.e. comfort, reassurance) Receiving blankets can only be used for each individual interaction. When the contact is over, the blanket will be discarded in a separate bin for laundering.
- One educator will be assigned to take attendance each day. This prevents sanitizing the attendance between each user.
- Pens must be sanitized between each user.
- Educators must clean and sanitize the staff bathrooms after every use – spray toilets and disinfect toilet and sink handles as well as light switches with a ready to use spray and rinse with clean water after.
- 'Manor Park Playschool' will be provided with bins of toys to use in the playground. All items (i.e. shovels, pails, balls, etc.) need to be cleaned and disinfected after each use. Bins will be stored in the shed next to the play yard.

#### **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)
- Cleaning and disinfecting toys

### **Gloves when Cleaning/Disinfecting**

'Manor Park Playschool' 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)**

'Manor Park Playschool' follows local public health guidelines regarding the use of masks:

- In the screening/drop off, pick up area
- Educators and all other MPCC staff will wear masks and goggles/face shields at all times.
- Children will be required to wear masks when indoors.
- 'Manor Park Playschool' has created a spill kit, which includes masks, gloves, gowns, face shields 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.

6 reusable cloth masks will be provided for every educator. These masks can be used when travelling to and from work. An instruction sheet on how to properly wash masks will be provided in individual mask bags. Once at the program, staff will be provided with a disposable mask and goggles. There is evidence that supports the effective use of masks when social distancing cannot be maintained and 'Manor Park Playschool' supports the use of masks for daily interaction with the children. It is recommended that the disposable mask be worn on top of the cloth mask for added barriers.



## Exemptions to wearing Masks and Face Shields

The 'Manor Park Playschool' (MPPS) recognizes that face masks and other PPE, when used as guided by the province and Ottawa Public Health, are valuable tools in Covid-19 prevention. However, the 'Manor Park Playschool' recognizes that individual issues, such as health, age, or other health issues may preclude an individual from using face masks and/or other PPE.

Policies and procedures.

- MPPS will maintain up to date recommendations of provincial and Ottawa Public Health guides on Covid-19 prevention, including the use of face masks and other PPE.
- MPPS will communicate these recommendations to employees and volunteers via an accessible online portal (manorpark.ca), email communications, and job orientations.
- The MPPS recognizes the inherent physical and mental limitations of young children and will not require face mask use by children under the age of two (2).
- The MPPS will endeavour to normalize face mask and PPE use by teaching proper application and removal to children in their care.
- The MPPS will endeavour to normalize face mask and PPE use by making training on proper use available to staff and volunteers.
- The MPPS shall reinforce the requirement for use of full PPE for Covid prevention such as in the event of illness in a staff, volunteer or program participant in the workplace.
- The MPPS shall provide face masks, shields and other PPE for use by employees at no cost.
- In the event that an employee cannot wear a face mask for Covid-19 prevention, they should advise their Supervisor with a request for accommodation.

## 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

'Manor Park Playschool' 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 building(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 the group backpack and at entrances to the building)
- 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 building (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 will 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

### Space Set-Up and Physical Distancing

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

- spread children out into different areas, particularly at snack and dressing time;
- incorporate more individual activities or activities that encourage more space between children
- use visual cues to promote physical distancing – placing only 2 chairs at tables with adequate space between

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

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

### Playground strategies

1. The playstructure at the Community Centre may be used.
2. The group will have designated toys and equipment (e.g., balls, loose equipment) to use outdoors.

### Child Care and Early Learning Office

At this time, the office will be off limits to all staff and families, excluding the Supervisor, and Designate.

### 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 during the re-opening phase as much as possible.

### Attendance Records

'Manor Park Playschool' 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 <https://forms.gle/EDVgvhpMxqoigTSc6>)
- 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, Playschool will be cancelled on that day.

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 designated isolation room is located in the lower level of the community centre. Staff must use all personal protective equipment that is provided in the isolation kit within the isolation room. (mask, goggles, 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 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 15<sup>th</sup> 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 childcare 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

'Manor Park Playschool' 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. Families will receive the Daily Active Screening Questionnaire prior to returning and will be reminded about the importance of picking up their ill children immediately.

Currently, 'Manor Park Playschool' 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 a space 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.

If a positive Covid case arises, parents/guardians will be notified via email of the situation.

\*Please see attached documents 'Protocols for Symptoms of Illness'.

### 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

- Parents/Guardians are now permitted inside the building provide they show proof of full vaccination towards Covid 19.
- Parents/guardians who are not vaccinated may wait outside the front door and an Educator will pick up your child from you and bring them to you at 11:30am.

### 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 sign in and wear proper PPE.
- There will be no volunteers permitted into the program at this time.
- Placement students will be allowed.

### Program Statement/Activities

**‘Manor Park Playschool’ 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.
- Please ensure you are sending adequate snacks to get your child through the morning.

### 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

Fire drills and walks will take place as per usual.

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