



## **Coronavirus COVID-19 Policy and Procedures**

A pandemic is distinguished as an infectious disease/illness that becomes a worldwide epidemic that spreads easily and rapidly through many countries and regions of the world affecting a large percentage of the population. A pandemic occurs when an infectious disease emerges to which the population has little or no immunity. It may spread easily from person to person and may cause serious illness and death.

Pandemics are unpredictable and can affect any age group with the severity affecting everyone differently. During a pandemic, infectious diseases or illnesses can be prevented through appropriate hygiene, sanitation and infection prevention/control practices. Provisions of daily health screenings for children/staff and heightened disinfecting are put in place to protect the health, safety and well-being of children and staff.

### **Pandemic Coronavirus (COVID-19) Policy Objectives are to:**

- Ensure all Staff and Cooperative members are educated about pandemic risk factors and prevention procedures.
- Control infection risks through the application of preventative measures
- Integrate Pandemic COVID-19 prevention strategies in day-to-day operations
- Ensure staff recognize that the educational information provided is to be utilized in the workplace to protect themselves and the children.

### **Coronavirus COVID-19 Policy**

All staff at Lansing Cooperative Nursery School must adhere strictly to the guidelines and practices below in order to reduce the risk of contracting or transmitting an infectious disease or illness during a pandemic.

The Pandemic COVID-19 Policy and Procedures are required to be reviewed with employees, before they begin their employment and reviewed as needed or when the policy has changed there after.

## **Pandemic COVID-19 Procedure**

The Supervisor will advise staff and ensure they use the guidelines in the above noted policy.

### **Staff will make themselves aware of the pandemic by:**

- Partaking in any required training to maintain current information on health and safety related to the pandemic. Supervisor must ensure that training is provided to all staff on the Health and Safety protocols (Policy and Procedures) and are kept up to date when there are changes.
- Reading all memos posted; in particular; Health and Safety, Toronto Public Health emails regarding COVID-19 information and Guidelines and Expectations set by the City of Toronto.
- Consulting the centre communication logbook daily.

### **Staff Health Screening**

- Staff will be screened upon entering the childcare centre with questions related to COVID-19. An employee screening checklist will be filled out upon entry to the centre each and everyday (Records to be kept on the premises)
- Staff will sanitize their hands upon entry using 60-90% alcohol-based hand sanitizer
- Staff temperatures will be taken as part of the screening process. If a staff member has a temperature or any symptoms listed in the screening checklist, they will be required to go home.
- If staff answer yes to any of the questions, entry into the childcare facility will not be permitted. They will be advised to contact their health care professional or Toronto Public Health for next steps.
- Once staff pass screening, they will then proceed to the handwashing station (in the kitchen) to wash their hands using soap and water and then proceed to their designated classroom OR sanitize their hands using 60-90% alcohol-based hand sanitizer

**NOTE:** There may be specific direction from Toronto Public Health regarding timelines for return to work

### **Staff Responsibility during Family Health Screenings**

- Staff will disinfect the thermometer between each use as per manufacturer's instructions or use an infra-red thermometer
- Staff will sanitize their hands between each individual screening
- Staff will clean and disinfect doorknobs and any area that is touched by a parent or child during screening process before screening the next family (i.e. pens, table, doorbell, etc.)

- Staff will use personal protective equipment provided as required by Toronto Public Health direction (i.e. masks, face shields, gloves, etc.)
- Staff will receive children from parents at the entrance of the childcare centre where a screening area will be set-up (No parent/guardian is to enter the childcare facility)
- Staff are responsible for maintaining daily records of anyone entering the facility and the approximate length of their stay (Records to be kept on premises)

## **Children and Families Health Screening**

- Daily screening will be completed and submitted electronically via an online form, prior to arrival (9:00a.m.) OR at the child care centre unless instructed otherwise by the Ministry of Education or Toronto Public Health.
- Once at the school screening station, Parents will need to confirm that they have completed the online screening before their child will be permitted into the school. If parents are unable to complete the screening at home, their child will be screened in person before they are allowed to enter the school.
- Expectations for screening and arrangements will be made in advance with the child's parent/guardian and staff.
- When possible, we request only one parent drop-off and pick-up child/ren to avoid increased exposure. We also ask that you please wear a mask when doing the daily drop-off.
- Families will be required to physically distance themselves from other families waiting.
- One family at will be screened at a time
- Visible signage about screening will be posted at the entrance and outside pick-up area of the centre located at the playground gate
- If the child has any symptom listed on the screening checklist form, the child will not be permitted to stay at the childcare centre. Records of children will ill-health will be kept on premises at the school.
- If a parent/guardian answer "yes" to any of the questions, entry into the childcare facility will not be permitted. Parents are required to inform the child care of any symptom listed. The childcare will inform you of your next steps.
- Families that are not permitted to remain at the childcare centre will be directed to contact Toronto Public Health or Telehealth at 1-866-797-0000 or be directed to the COVID-19 Toronto Public Health Info Line: 1-866-797-000 and/or Toronto Public Health NOVEL CORONAVIRUS (COVID-19) link: <https://www.toronto.ca/home/covid-19/>
- There may be specific direction from Toronto Public Health regarding timelines for return to the childcare centre (i.e. COVID-19 10-day self-isolation if symptoms are developed)
- If a child develops symptoms after accepted into care, they will be isolated under the supervision of the Supervisor or another staff member. The child's parent/guardian or emergency contact person will be contacted for immediate pick-up

## **Enhance attendance reporting practices**

- Staff will maintain daily attendance records of all individuals entering the child care centre. This includes, but is not limited to, staff, students, children, maintenance workers, cleaning/environmental staff, food service workers and government agency employees (e.g. public health inspectors, program advisors, fire inspectors).
- Records include the following information: name, company, contact information, date, time of arrival/departure, reason for visit, rooms/areas visited and screening results.
- Records must be updated when a child, child care provider or staff or student is absent.
- Staff will follow-up with all individuals to determine the reason for any unplanned absences, and if the absence is due to illness to note any symptoms (e.g. fever, sore throat, cough). That parent/guardian of an ill child and/or child care staff who are ill will be encouraged to seek COVID-19 testing at an assessment centre. They can also contact Telehealth at 1-866-797-0000 or their primary care provider to determine if further care and testing are required.
- Non-essential visitors will not be permitted to enter the child care centre.
- Attendance records will be monitored for patterns or trends (e.g. children and child care staff absent at the same time or over the course of a few days).
- Attendance records will be available on-site at all times.

## **Management of Children with Possible Illness/Symptoms (COVID-19)**

If a child begins to experience symptoms of illness (COVID-19) while attending childcare, it is recommended that:

- Symptomatic children are immediately separated from others in a supervised area
- In addition, where possible, anyone who is providing care to the child should maintain 2-metres from others.
- If a 2-metre distance cannot be maintained from the ill child, advice from Toronto Public Health unit will be necessary to prevent/limit virus transmission to those providing care. At minimum the child (over the age of 2) should wear a surgical/procedure mask (if tolerated) and the childcare worker should be in full Personal Protective Equipment (PPE)
- Hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up
- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene
- All items used by the symptomatic child/staff should be cleaned and disinfected immediately. All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days.
- Environmental cleaning of the space the child was separated should be conducted once the child has been pick-up

- Contact Toronto Public Health unit to notify them of a potential case and seek input regarding the information that should be shared with other parents of children in the childcare centre
- Where a child, staff member, or an essential visitor has a confirmed case of COVID-19, the supervisor must report this to the ministry as a “**Serious Occurrence**” filed through the CCLS as a “Confirmed Case of COVID-19”.
- Other children and child care staff providers in the program who were present while the child or staff member became ill should be identified as a close contact and self-monitor for symptoms.
- Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the childcare setting for 14 days

## **Reducing Risk of Spreading Illness**

- Cover your nose and mouth when you cough or sneeze by using a tissue or coughing into your sleeve or elbow; dispose of the tissue immediately into a garbage can and wash your hands
- Teach and encourage the children to cover their coughs and sneezes by coughing into their sleeves or elbow when developmentally appropriate and wash their hands
- When holding children, use blankets or labcoats over childcare providers clothing and change the blankets or labcoats between children
- Wash your hands often with soap and water, especially after you cough or sneeze and assist the children with doing the same
- When soap and water are not readily available, alcohol-based hand sanitizer with 60-90% alcohol, or more is required by Toronto Public Health
- Avoid touching your eyes, nose and mouth to prevent the spread of germs
- Social/Physical distancing yourself when possible to prevent the spread of illness. Distancing yourself 2 metres from other individuals is required whenever reasonably possible
- If you become ill, you will be required to contact a physician or Toronto Public Health or Telehealth Ontario at 1-866-797-000 (24/7) for direction during the pandemic. There may be specific direction from Toronto Public Health regarding timelines for return to work (i.e. COVID-19 14-day self-isolation if symptoms are developed)
- Limit contact with others during this time as a preventative measure
- Non-essential visitors will not be permitted into the childcare centre during a Pandemic

## **PPE (Personal Protection Equipment)**

Lansing Cooperative Nursery School will provide their staff with appropriate PPE (Non-latex disposable gloves, face shields, disposable medical grade masks, 60-90% or more alcohol

content hand sanitizers, disinfectant wipes, disinfectant sprays, and 2 non-contact thermometers. PPE will be required when screening staff, children, and essential visitors.

## **Pandemic COVID-19 Heightened Handwashing, Hand Sanitizer and Disposable Glove Use**

Staff will implement strict heightened hand washing practices after all activities for themselves and the children. Alcohol-based hand sanitizers may be used in the event that hand soap is not readily available. Hand washing with soap and water should be first choice if available. Activities where hand washing should be implemented are included but not limited to those outlined below:

- Upon entering the childcare centre
- After screening each individual permitted entry to the childcare centre
- Before/After direct physical contact with children
- After each transition whenever possible
- Before/after preparing, serving or eating food
- Before/after staff break/lunch times
- After diapering a child, cleaning up messes or wiping a nose
- After toileting a child or self
- After sneezing or coughing
- After a child sneezes or coughs in proximity to the staff member
- After taking out garbage
- Before/after applying sunscreen or insect repellent to each individual child
- After contact with blood/body fluids
- When hands are visibly soiled
- After using protective gloves
- After completion of work shift to avoid bringing micro-organisms home
- If handling chemicals.
- Wash hands before eating, drinking, smoking or using the washroom
- Before and after putting on or taking off a face mask or face shield

### **Staff will use correct hand washing procedures as outlined below:**

- Use a hand wash sink supplied with hot and cold running water, paper towels and liquid soap in a dispenser
- Use soap and water for soiled hands. Wet hands under running water
- Apply soap to palm of hand
- Use friction to clean between fingers, palms, backs of hands, wrists, forearms, under nails and base of thumbs for approximately 20 seconds
- Rinse under running water for a count of 5 seconds
- Dry with a clean towel or paper towel

- Turn taps off with paper towel
- Dispose of paper towel in an appropriate container

**Staff may use correctly use alcohol-based sanitizer (60-90% ethanol or greater concentration) as outlined below:**

- Alcohol-based hand sanitizers should only be used if your hands are not visibly soiled and if soap and water are not readily available
- If possible, remove hand and wrist jewellery
- Apply one to two pumps of hand sanitizer (about the size of a loonie) onto one palm. Rub hands together. Clean all surfaces of your hands, concentrating on fingertips, between the fingers, nail beds, back of your hands and the base of your thumbs.
- Continue rubbing hands until product is dry; this will take a minimum of 20 seconds if enough product is used

If your hands look dirty and running water is not available, use a moistened towelette to remove dirt, followed using an alcohol-based hand sanitizer

**NOTE:** When soap and water are not readily available, alcohol-based hand sanitizers are the preferred method for cleaning your hands, provided they contain alcohol concentrations of 60-90% or higher as recommended by Toronto Public Health.

## **Disposable Glove Use**

**Staff will:**

- Store disposable non-latex gloves in a cool, dry place
- Gloves are intended for single use per task
- Wash hands before/after glove use a
- Use a recommended manufacturer
- Remove after use and dispose of in the regular garbage (never wash and reuse after removing gloves), wash hands as indicated above

**NOTE:** Remove gloves from wrist and peel inside out prior to disposal.

**NOTE:** Disposable non-latex gloves are to be used for infection control purposes; however, the use of disposable non-latex gloves does not replace the need for handwashing.

## **Disposable Surgical Face Masks/Face Shields**

- Disposable face masks are to be disposed of after each use. Remove by using the ear loops.
- Face shields are to be washed and disinfected after use

## **Contact/Non-Contact Thermometers**

- Contact Thermometers are to be disinfected after each use

## **Pandemic COVID-19 Program Guidelines and Practices**

### **1. Water Play and Sensory Play**

- Group sensory play will be suspended until the end of the Pandemic to prevent spread of illness through these activities

### **2. Lunch Time**

- Children will not be permitted to self-serve during pandemic outbreak
- Children will, if possible, maintain a 2-metre distance while eating.
- Staff will ensure tables have been cleaned and disinfected before/after eating
- Staff will ensure all children/staff wash or sanitize hands before/after eating
- Meals will be served in individual portions
- No sharing of food, utensils, cups, etc.

### **3. Outdoor Equipment and Sandbox**

- All outdoor equipment used by the children(cohort) must be cleaned and disinfected when outdoor play is finished
- Any materials/toys that are mouthing by a child must be removed, cleaned and disinfected before being used again (bucket/container provided)
- Remove all toys/items from play that cannot be easily cleaned and disinfected (e.g. plush toys, or absorbent in nature)

**NOTE:** Slide, picnic bench, sensory board and sink stand must be disinfected at the end of each day

### **4. Limit the amount of group play/activities as much as possible**

- Staff will prepare areas in the classrooms that will encourage individual play and exploration

### **5. Sleep Room**

- Children's cots and bedding will be labeled with child's name
- Cots will be spaced out and children will sleep head-to-toe
- Cots will be disinfected daily
- Bedding will be washed daily

## **6. Waste Disposal**

- There should be an accessible garbage container in each room that is emptied regularly
- Children should be reminded not to touch garbage areas
- Thoroughly clean and sanitize all garbage containers daily

## **7. Daily Cleaning and Disinfecting of Surfaces:**

- Cleaning is the essential first step in minimizing the risk of spreading during a pandemic
- Without cleaning, dirt or organic matter can interfere with the disinfectant's ability to kill pathogens (germs) present on surfaces
- If you are cleaning multiple surfaces, move from least-to most-soiled areas to reduce the risk of spreading contamination

### **Proper Cleaning Steps:**

- Wash all surfaces with soap and water using friction to remove dirt and organics
- Rinse with clean potable (drinkable) water
- Air dry or use single-use paper towel

### **Disinfecting:**

A disinfectant is a chemical product used to reduce pathogens to a safe level. There are many different products available, including some disinfectants that function as a cleaner as well. Staff are to follow directions on the manufacturer's label regarding contact time, expiration dates and proper use.

#### **Pre-mixed or Concentrated Solutions:**

**Pre-mixed Disinfectants:** Some disinfectants can be purchased through a supplier in a formula that is pre-mixed to a desired concentration. These should be used as directed as per manufacturer's instructions.

**Concentrated Disinfectants:** These products are a concentrated formula, which you will need to mix with water to a designated ratio as indicated on the product label.

- Staff are responsible for mixing and preparing the disinfectant solution, you need to use corresponding test strips will verify that it contains the proper concentration. The correct concentration is important for safe and proper disinfection. (1:10) bleach/water for disinfecting

## **8. Disinfecting toys/equipment**

- Toys/equipment and other touch surfaces such as door handles, handrails in the childcare centre will be disinfected at each site daily and a schedule will be developed for constant and enhanced cleaning in consultation with Toronto Public Health
- Buckets/containers will be provided in each area/room for toys that have been mouthed by the children or are soiled. Mouthed toys should be cleaned and disinfected

immediately after a child is finished using it. The equipment/toys will be cleaned and disinfected before being put back into use.

**NOTE:** Slide, picnic bench, sensory board and sink stand must be disinfected after each cohort use

## **Space Set-Up and Physical Distancing during a Pandemic**

- No sharing of space between cohorts
- Staff are to ensure a 2-metre distance is maintained between children within the same cohort
- Staff are advised to spread children out in different areas of the classroom, particularly at mealtimes and dressing time
- Staff will incorporate more individual activities or activities that encourage more space between children. Visual cues to promote physical distancing are encouraged.
- As mentioned above (Sleep Room Pandemic COVID-19 Program Guidelines and Practices) Cots will be positioned at a 2-metre distance and children will sleep head-to-toe
- No sharing of space between Cohorts

## **Pandemic COVID-19 Management**

If a child becomes ill, isolate child/ren and arrange for immediate pick-up. Establish control measures per Toronto Public Health direction:

- Ensure all staff have knowledge and are implementing these recommendations
- A Toronto Public Health Inspector (PHI) may visit to ensure that all infection prevention and control measures are being put into practice
- Screening to be completed before permitted entry into the childcare centre. Those who are not permitted entry will be advised to contact their health care professional and/or Toronto Public Health
- Exclude all ill children and staff from the childcare as per Toronto Public Health directive
- Review hand hygiene with staff. Increased hand washing is required during a Pandemic. Children and staff must have access to warm running water, single use soap and paper towels. Cloth hand towels must only be used one time and then laundered.
- Staff and children will not partake in any social gatherings, outings or trips
- Practice social/physical distancing whenever possible
- Implement and enhanced cleaning and disinfecting schedule (2X Daily and/or as needed) of high touch surfaces, toys and equipment. Cleaning and disinfecting should be documented and initialed on the Cleaning/Disinfecting Log.

### **Communication with parents:**

- It is essential that parents are kept informed on the status of the Pandemic COVID-19. It is also important that they understand the policy surrounding exclusion and why ill children are not to be present in the childcare facility.
- A Pandemic COVID-19 Policy and Procedure will be provided to all Lansing Cooperative Nursery School families. Parents will receive a new policy each time it has been changed or revised.
- New Pandemic Policies and Procedures will be shared with the families, for their information and to ensure they are aware of these expectations, including keeping children home when they are sick.
- Parents will be notified when a child or staff member has shown symptoms of COVID-19. Communication platforms may include email, phone calls, video conferencing or the HiMama App.
- Telephone or video conferencing will be used for meetings between child care staff and with parents/guardians.
- Signs will be posted at all entrances instructing participants and their families not to enter if they are sick.
- Where possible, the use of in-person communication should be limited to email, phone or HiMama. Group events have been suspended until further notice.

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### **Outside Services/Visitors**

- Essential deliveries will not be able to enter the childcare. The product can be left outdoors and be brought into the childcare centre by a staff member
- There will be no non-essential visitors to the centre
- Wholesome Kids Catering will be providing a Contact Less Delivery. They will inform the childcare centre when arriving.
- Ministry Staff and other public officials (e.g. fire marshal, Toronto Public Health inspectors) are permitted to enter and inspect a childcare centre and premises at any reasonable time and must be screened upon entry.
- Parents should not pass the screening area
- No volunteers at the childcare during the Pandemic

**NOTE:** Policies and Procedures are subject to review to be modified/revised as the Pandemic COVID-19 evolves.

**\*The Medical Officer of Health is the authority that deems when a Pandemic has ended**