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# CARLETON PLACE CHILDCARE SERVICES COVID-19 RESPONSE PLAN

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Welcome to Carleton Place Childcare Services. This handbook has been created to ensure that everyone is aware of the updated requirements of Carleton Place Childcare Services. Please read these updates carefully to ensure adequate time at drop-off and pick-up and to understand how childcare has changed because of COVID-19.

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Hello everyone,

Firstly, thank you for your patience as we work together towards re-opening Carleton Place Childcare Services. We have worked through a lot of change in very little time, and we thank you for your understanding. We recognize that we are all in this pandemic (COVID-19) together and that it affects everyone differently. We are hoping that we will all be kind and patient with each other as we re-open and tackle these changes together.

As we re-open and strive to provide a safe workplace and child care setting, we will be following the Operational Guidance during COVID-19 Outbreak - Child Care Re-Opening document <http://www.edu.gov.on.ca/childcare/child-care-guide-child-care.pdf>, <http://www.edu.gov.on.ca/childcare/before-and-after-school-programs-guide.pdf> provided by the Ontario Ministry of Education. Additionally, we will also be following the COVID-19 Child Care Management Tool Kit provided by Leeds, Grenville & Lanark District Health Unit. We will try our very best to continue to provide welcoming and caring environments for children and families while focusing also on safety and our new requirements.

The coronavirus (COVID-19) can cause infections of the nose, throat, and lungs. It is commonly spread from an infected person through respiratory droplets generated when you cough or sneeze, and close, prolonged personal contact (such as touching or shaking hands, touching something with the virus on it, then touching your mouth, nose, or eyes before washing your hands.)

To protect families and educators from COVID-19 the Ministry of Education has implemented a cohort requirement when grouping children and staff. This cohorting system will offer added protection and less exposure to others in the building however it also creates new challenges in schedule flexibility.

As always, we will be working very closely with our public health unit ensuring that all health and safety protocols are in place and being followed. There have been changes to drop-off and pick-up requirements and increased cleaning procedures which are all outlined in the following pages of this booklet.

We will be working very hard to be as efficient as possible at drop-off and pick-up but recognize that there will likely be delays as we work through these new procedures. Please plan accordingly.

We are very excited to welcome you to our programs. We are eager to spend time and connect with the families and children in our community.

See you soon,

Carleton Place Childcare Services

## HEALTH SCREENING POLICY

It is our responsibility to ensure families, children and workers are protected and to minimize the spread of respiratory infections (including COVID-19). To reduce the spread of COVID-19, all workers, children and approved visitors (such as Ministry staff, public officials) will participate in a mandatory screening process prior to entering our facility.

Screeners will be required to dress in Personal Protective Equipment (PPE). This includes the following: surgical/procedure mask and eye protection (goggles/face shield). Runners are required to wear FULL PPE including surgical/procedure mask, eye protection, gown, and gloves. If gloves are not worn, hand sanitizer will be used after contact. Gowns and gloves are to be changed between children if contact has taken place. If a distance can be maintained of 6ft or more, gowns are not required. (This is applicable for School Age Only)

It is important that all children and workers answer the screening questions accurately to ensure a healthy environment and to avoid centre/room closure should an infection/outbreak take place. Children and staff are required to have their temperatures taken daily before attending and parents must complete and submit the attached consent form.

### NEW SINGLE-SYMPTOM SCREENING

Students and children with **any** new or worsening symptoms of COVID-19, **even those with only one symptom**, must stay home (self-isolate) until:

- They receive a negative COVID-19 test result;
- They receive an alternative diagnosis by a health care professional; or
- It has been 10 days since their symptom onset, and they are feeling better.

### NEW ISOLATION REQUIREMENTS FOR HOUSEHOLD CONTACTS OF INDIVIDUALS WITH SYMPTOMS

- **ALL** household contacts of individuals with new or worsening symptoms of COVID-19 are required to self-isolate until the individual with symptoms receives a negative COVID-19 test result or an alternative diagnosis by a health care professional.
- If the individual with symptoms does not seek COVID-19 testing, they must isolate for 10 days from their onset of symptoms and **ALL** household members must self-isolate for 14 days from their last contact with the symptomatic individual.

### NEW ISOLATION REQUIREMENTS FOR HOUSEHOLD MEMBERS OF HIGH-RISK CONTACTS

- High risk contacts are individuals who have had a close contact with a COVID-19 positive individual.
- **ALL** household members of a high-risk contact will be asked to stay home for the duration of the high-risk contact's self-isolation period, except for essential reasons. Essential reasons

include attending work/school/childcare and essential errands such as groceries, attending medical appointments or picking up prescriptions.

Screening will continue if our local health unit deems it necessary. Parents, community members, students and volunteers will only be permitted to participate as our local health unit allows and when/if the centre is agreeable.

## DROP OFF & SCREENING PROCEDURES FOR FAMILIES (BOTH LOCATIONS)

As guidelines continue to evolve and we learn more about COVID-19, how it spreads, and how it affects children and adults in different ways, so too will our screening questions. Current questions can be found at the end of this document.

CPCS is offering two (2) options for screening. Option one (1) – Parents can manually screen their child upon arrival. Option two (2) - Parents can use the electronic screening tool, the links are listed below. Both options will include your child's temperature being taken upon arrival. Parents will also be asked if someone is available for immediate pick-up as part of our screening procedure.

Please be sure to use the link that corresponds with your child's childcare location.

Screening must be completed by parents for each child individually.

Francis: <https://carletonplace.ca/francis-covid-screening.php>

Carambeck: <https://carletonplace.ca/carambeck-covid-screening.php>



As families and approved visitors arrive, they will line up at a vacant marker leading to the front of the daycare. We ask that all adults and older siblings wear a mask, covering nose and mouth during drop off and pick-up. Only one family member is permitted at drop-off. Markers will be premeasured providing families and visitors with a safe distance between each other while waiting. Screening will take place starting at 6:30 a.m. and will end at 9:00 at Carambeck and 9:30 a.m. at Francis. Families/visitors arriving after 9:30 a.m., needing to be manually screened, will need to make arrival arrangements with a supervisor and/or wait for a staff person to dress in PPE before they can screen the waiting family.

All families and approved visitors will participate in a daily, electronic or manual screening questionnaire prior to participating in our programs. As families approach the screening areas for questioning, hand sanitizer will be provided and must be used. All responses will be recorded for tracing purposes. Next, your child's temperature will be taken. If your child's temperature is 37.8°C/100°F or higher you will not be permitted to access care. We will screen one family/visitor at a time per station. We may select like cohorts out of the line-up to be more efficient and reduce wait times. Screening staff will indicate when it is the next family's turn to advance.

As families pass the screening process, children will say their goodbyes and our staff will assist the child/ren to hand sanitize their hands before continuing to their designated cohort. A staff member will also disinfect any other personal items with your child, as possible. We ask that children only bring

the essentials, clearly labeled, daily. Parents/guardians will not be permitted to pass the screening area.

All electronic and manual screening will be kept on file for future contact tracing. Sign in/out logs and attendance will also be kept and are readily available at any time. Written records are fully accessible and are filed/organized weekly. Electronic records are stored in our email software and available at any time.

If your child leaves during the day (full day program only) for an appointment and returns before the end of the day, parents must complete the screening routine again before returning to our programs. Children returning from school in the afternoons will have their temperature taken if they have not yet attended for the day.

If a family is unsuccessful during the screening process they will not be permitted to participate in our programs. A handout of related resources will be shared with the family prior to them leaving. The staff person conducting the screening is to notify a supervisor and the supervisor will contact and report to the Health Unit 1-800-660-5853 (ext. 2222) for further instruction.

Before a child can return to our programs, parents must complete the Back to School/Child Care Confirmation Form. This form is for children who have been absent from our programs due to screening results, Health Unit recommendations or isolation/quarantine situations.

A copy of the Back to School/Child Care Confirmation Form is included at the end of this booklet.

***\*\*Please note: Staff entering the program with their children will be permitted to advance before waiting families to be screened to care for your children\*\****

## SCREENING FOR STAFF

Staff will use the self-assessment tool at <https://covid-19.ontario.ca/school-screening/> daily, prior to starting their workday. Staff will email results to [francis@carletonplace.ca](mailto:francis@carletonplace.ca) or [carambeck@carletonplace.ca](mailto:carambeck@carletonplace.ca) depending on which location a staff person is working at.

Staff will wear a mask, covering nose and mouth, when approaching the building and use hand sanitizer upon entering the building.

Each staff will log and initial the successful completion of the screening, along with their temperature, in the assessment binder located at the sign-in table before starting their workday. If internet is unavailable to complete screening, staff will be provided with a paper copy and a recording sheet. Staff are to request these documents prior to starting if they anticipate needing them and log binders will be adjusted to accommodate manual testing. Staff will also be required to sign-in recording their arrival time and sign-out, recording their departure time each day.

Should a staff person leave the building during the day (i.e., break/appointment), they are required to take and record their temperature in the logbook upon arrival.

Should a staff person fail the screening process; they are not to attend work, they cannot enter the childcare centre and they are to contact a supervisor. They must follow the instructions with the screening results. They should isolate except to get tested or while waiting for medical advice. Symptoms will be recorded on our Health Unit line list and reported upon request.

Test results can be found at <https://covid-19.ontario.ca/>. You will need your Health Card to access results. If you have not heard about your results within 7 days, please call the Health Unit 1-800-660-5853 and they will try to assist you. Do NOT call prior to 7 days. Please do NOT call the Almonte COVID-19 Assessment Centre (CAC) for results.

If the results are negative and/or their symptoms have resolved they can return to work if recommended by the Health Unit. If their symptoms worsen, re-testing should be considered.

Staff will work at only one (1) childcare location and will avoid entering multiple rooms. Supply staff will confirm that they have not worked elsewhere in the past 48 hrs. prior to working. Staff remain with assigned cohort and during break coverage.

## COMMUNICATION WITH FAMILIES

Every effort will be made to continue communications with our families during the pandemic period. We will use tools such as HiMama, CampBrain, the telephone and Zoom calls, whichever is most suitable to ensure communications continue with our families. Runners will be given messages to relay to the parent picking up summarizing each child's day. HiMama will be used for daily communications between staff and parents including sharing a "snapshot" of their child's day through photos.

Physical tours are currently not possible.

## STAFF SHIFTS

Staff shifts are organized within each cohort to minimize the risks with respect to COVID-19. Parents are asked to confirm drop off and pick-up times for their child upon enrollment and occasionally there after so that we can meet staffing requirements. Based on the information from parents, staff shifts are implemented for each cohort while trying to meet the needs of parents and COVID-19 requirements. *We will do our best to accommodate parents' schedules, however, at times, parents may be asked to be flexible so that staffing can be adequately achieved.* Staff are assigned to one cohort only.

Before & After School staff schedules are determined considering the following: child drop-off & pick-up, cleaning requirements and bussing schedules.

## SCHOOL CLOSURES AND TRANSPORTATION- CARAMBECK LOCATION

During the recent pandemic, the Upper Canada District School Board (UCDSB) (Arklan, Caldwell and Beckwith Schools) made the decision to close their schools and move to remote learning when transportation is cancelled. Before and After School Programs will remain closed where in-person instruction is not permitted.

When transportation is cancelled, staff that are scheduled in the classrooms that have children from UCDSB are not to come in for their shift. Staff are responsible for checking each morning before leaving for their shift to confirm that transportation is being offered or cancelled for the day.

If staff have already arrived for their shift when the announcement has been made, staff are able to work a maximum of three (3) hours.

Catholic District School Board of Eastern Ontario (CDSBEO) (St. Mary's and St. Gregory Schools) has made the decision to have their schools open when transportation is cancelled therefore Carleton Place School Age Services will provide before and after school care.

Staff that are scheduled in the classrooms that have children from CDSBEO and scheduled screeners/runners are to come in for their scheduled shift.

If ALL Schools are closed due to severe weather conditions, all staff that are scheduled are not to come in for their shift.

## **PHYSICAL DISTANCING/MASK WEARING**

Physical distancing means keeping our distance from one another and limiting activities outside the home. When outside your home, it means staying at least 2 metres (or 6ft) away from other people whenever possible. Staff are expected to try to physically distance with each other as much as possible while continuing to offer a welcoming and caring environment for the children.

All childcare staff are required to wear medical masks and eye protection/face shield while indoors. While outdoors staff will wear medical masks and when 6ft distance cannot be maintained eye protection/face shields will also be worn.

Children in grades 1 and above are required to wear a non-medical face mask or face covering while inside, including in hallways. All younger children (aged 2 to SK) are encouraged but not required to wear a non-medical mask or face covering while inside a childcare setting. All children are required to wear a mask while on the bus.

\*Exemptions include children younger than 2 years, a medical condition that inhibits your ability to wear a face covering, you are unable to put on or remove your face covering without help from someone else, children with challenges or delays who may become agitated or anxious due to the mask and during times of eating. Staff with exemptions must always maintain a 6ft distance from children and other staff.

Parents are expected to always respect distancing markers and protocol while dropping off and picking up their children. Things to avoid while physical distancing:





## PHYSICAL DISTANCING MEASURES

We have put the following physical distancing measures in place.

- 2 metres markers along the path leading to the entrance of each facility.
- Children are escorted to their designated cohort one cohort at a time or individually upon arrival/departure.
- Children travel in the hallways one cohort at a time.
- Staff are encouraged to use email or telephone as much as possible for daily communications.
- Furniture has been minimized to support physical distancing in staff rooms.

## PICK-UP PROTOCOL

### Carambeck Location

Only one family member is permitted to pick-up from the daycare at a time.

Family members enter the front vestibule, wearing a mask covering nose and mouth, one at a time respecting the distancing markers in place.

Parents use the bell to notify staff they have arrived and communicate using the intercom system.

A staff member will collect your child and their desired belongings and escort them to the parent who is waiting in the vestibule.

Parents must remain behind the distancing marker in the vestibule even as their child approaches. Please be patient.

Parents must wait for other parents in the vestibule to leave before entering and respect IN and OUT doors. Two families in the vestibule at a time please.

If picking up during outdoor play, parents are asked to respect the distancing markers at both yards and avoid crowding and physical contact.

### Francis Location

Only one family member is permitted to pick-up from the daycare at a time.

Parents will line up using the distancing markers, wearing a mask covering nose and mouth and will ring the bell as they reach the front entrance, communicate using the intercom, return to the distancing marker and wait.

A staff member will collect your child and their desired belongings and escort them to the parent who is waiting behind the first distancing marker.

Only after the first parent has left can the next waiting parent advance and communicate to the staff who they are here to pick-up. Please be patient.

## DELIVERIES

Carambeck Location – Deliveries will use the front entrance. They will use the intercom button to notify a staff person that they have arrived. Delivery drivers/couriers will place boxes/packages under the bulletin board closest to the bell. Delivery drivers/couriers will wait behind the distancing marker in the entrance for a staff person to verbally confirm and accept/refuse the order. Physical distancing is to be maintained at all times and physical contact is to be limited.

Francis Location –Food deliveries approach the side entrance and wait for a staff member to greet them at the door. Food services leave deliveries outside, along the side of the entrance (weather permitting). Kitchen staff will move the delivery indoors. Physical distancing is to be maintained at all times and physical contact is to be limited.

Non-food deliveries will use the front entrance and wait for a staff member to greet them. Orders can be left outdoors (weather permitting), off to the side until cleaning staff arrive to move the delivery. Lite items can be brought indoors by childcare staff at the time of delivery. When weather presents, childcare/admin staff will transfer the items to a trolley and place in the hallway outside the kitchen. Any items that are too heavy are to be left for our cleaning team.

## HAND HYGIENE POLICY

Keeping all staff, families, children, students, visitors and volunteers healthy is an important goal of Carleton Place Childcare Services. Proper hand hygiene can help children and educators prevent the spread of germs that cause illness. Childcare providers, visitors and children will wash their hands regularly during the day following the directive established by our local health unit

## HAND HYGIENE PROCEDURE

Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs. Educators, staff, children, visitors and volunteers will practice good hand hygiene when hands are visibly dirty and/or after:

- Sneezing, coughing, or blowing your nose
- Using the washroom
- Handling garbage
- Handling raw food (before & after)
- Outdoor play
- Upon arrival
- Toileting/diapering routine
- Handling soiled laundry or dishes
- Handling soiled toys or other items
- Coming into contact with bodily fluids
- Coming into contact with any soiled/mouthed items
- Glove use (before & after)
- Handling animals
- Touching a cut or open sore (before & after)
- Dispensing/handling breast milk (before & after)
- Before & after giving medication
- Sensory play experiences

When hands are not visibly soiled, follow these steps to clean hands when soap and water are not readily available:

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

Please see below for instruction on washing and sanitizing hands;

## How to handwash

Lather hands for 15 seconds



1  
Wet hands with warm water.



2  
Apply soap.



3  
Lather soap and rub hands palm to palm.



4  
Rub in between and around fingers.

Lather hands for 15 seconds



5  
Rub back of each hand with palm of other hand.



6  
Rub fingertips of each hand in opposite palm.



7  
Rub each thumb clasped in opposite hand.



8  
Rinse thoroughly under running water.



9  
Pat hands dry with paper towel.



10  
Turn off water using paper towel.



11  
Your hands are now safe.

JUST CLEAN YOUR HANDS

For more information, please contact [handhygiene@oahpp.ca](mailto:handhygiene@oahpp.ca) or visit [publichealthontario.ca/JCYH](http://publichealthontario.ca/JCYH)

## How to handrub

Rub hands for 15 seconds



1  
Apply 1 to 2 pumps of product to palms of dry hands.



2  
Rub hands together, palm to palm.



3  
Rub in between and around fingers.



4  
Rub back of each hand with palm of other hand.

Rub hands for 15 seconds



5  
Rub fingertips of each hand in opposite palm.



6  
Rub each thumb clasped in opposite hand.



7  
Rub hands until product is dry. Do not use paper towels.



8  
Once dry, your hands are safe.

JUST CLEAN YOUR HANDS

For more information, please contact [handhygiene@oahpp.ca](mailto:handhygiene@oahpp.ca) or visit [publichealthontario.ca/JCYH](http://publichealthontario.ca/JCYH)

<https://www.publichealthontario.ca/-/media/documents/j/2009/jcyh-handwash.pdf?la=en>

<https://www.publichealthontario.ca/-/media/documents/j/2009/jcyh-handrub.pdf?la=e>

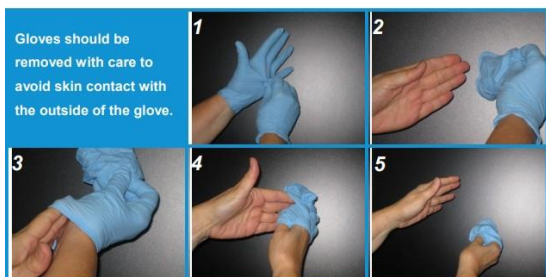
## GLOVE USE

Gloves shall be worn when it is anticipated that hands will come into contact with;

- Mucous membranes
- Broken skin
- Blood
- Bodily fluids
- Secretions
- Excretions
- Contaminated equipment
- Used tissues
- Environmental surfaces
- Toy washing
- Creams and lotions during diapering
- Sunscreen (change gloves for each application)

Gloves shall be removed and discarded after each use using the proper sanitary technique.

#### Steps to Take Off Gloves



Disposable gloves should be removed as follows:

- 1 Remove gloves using a glove-to-glove/skin-to-skin technique. First, grasp the outside of one glove at the palm.
- 2 Peel glove away from the palm toward the fingers, rolling the glove inside-out. Be careful not to touch your skin with your gloved hand. The contamination is now on the inside. Ball the glove up and hold in your other gloved hand.
- 3 Carefully slide the un-gloved index finger inside the wrist band of the gloved hand. Try and avoid touching the outside of the glove because that is the contaminated region.
- 4 Gently pull outwards and down toward the fingers, removing the glove inside out.
- 5 Pull the glove down so that the first glove ends up inside the second glove and no part of the outside is exposed. Throw away both gloves in an appropriate container. Perform hand hygiene.

<https://www.publichealthontario.ca/-/media/documents/E/2013/ect-gloves-doffing.pdf?la=en#:~:text=Try%20and%20avoid%20touching%20the,removing%20the%20glove%20inside%20out.&text=part%20of%20the%20outside%20is,gloves%20in%20an%20appropriate%20container.>

## FOOD PROVISIONS

Proper hand hygiene is practiced when staff are preparing food by all individuals before and after eating. Children do not help prepare food. Food trays/trolleys will be delivered just outside the door to each room, to avoid kitchen staff entering multiple rooms. Meal practices ensure there is no self-serve or sharing of food at meal times. No items are shared i.e. (serving spoon, utensils). No food is provided by the family outside of the regular menu (except for when dietary/medical arrangements have been made).

Teachers are responsible to serve each plate, from the counter in each room with a spoonful of all food choices. Once the plate is prepared, the teacher places the plate at the child's place/seat at the table.

Should a child want a second serving, the teacher would take a spoonful of choice and place it on a new/serving plate(at the counter) and then scrape this portion from the new/serving plate to the child's original plate keeping the back of the new/serving plate facing the child. If there is any concern that the new/serving plate has been compromised, the new/serving plate is to be placed in the dirty bin, hands washed and a new plate used if needed again.

If additional plates are required, staff are to communicate with the kitchen. Teachers are responsible for scraping plates and serving dishes at the end of meals and snacks.

## CLEANING AND DISINFECTING POLICY

During the COVID-19 pandemic we will be scheduling more frequent cleaning routines into our program. Educators will provide toys and equipment that are made of materials that can easily be cleaned and disinfected.

Frequently touched areas such as, but not limited to, toys and equipment, light switches, bathrooms (child & staff), counter tops, shelving, containers, and door knobs will be cleaned and disinfected at least twice a day and as noticeably dirty or contaminated. Washrooms shared with other cohorts will be cleaned and disinfected after each cohort use.

Table tops, countertops and highchairs will be cleaned and disinfected before and after each use.

All hard surfaces, belonging to a child/staff, will be disinfected upon entry as possible.

Tablets and telephones will be disinfected after each use.

Mouthed toys will be removed immediately and cleaned and disinfected.

Cots/cribs will be disinfected after each use, when wet or soiled and sheets/bedding will be laundered daily.

Pacifiers MUST be individually labelled, stored separately and must not be shared among children. Pacifiers must be washed in soapy water upon arrival.

Teeth brushing will not be taking place until further notice.

Outdoor play equipment and all toys will be used by one cohort at a time and will be cleaned between cohorts and as required throughout the day.

Sensory materials, when offered, will be provided for single use and labelled with the child's name if applicable. Sensory materials will only be made available for the day and then must be replaced.

Staff and educators will follow strict cleaning and disinfecting established procedures within the cohort and throughout the facility. All Safety Data Sheets (SDS) and Standard Operating Procedures (SOPs) procedures will be reviewed with all staff prior to re-opening including procedures for blood and bodily fluids.

All cleaning agents will be stored out of the reach of children and will be clearly labelled. Each room and area will have a cleaning log which will be used to record cleaning and disinfecting as it is completed.

At the end of each day, after the centre closes all areas will be cleaned again by our cleaning staff. Low touch areas, floors and bathrooms will be included in the afterhours cleaning and disinfecting and will be recorded on cleaning logs in each room/area.

## CLEANING AND DISINFECTING OF SHARED BATHROOMS

### CHILDREN'S BATHROOM – CARAMBECK SPECIFIC

Each cohort will do multiple bathroom calls throughout the day.

One staff in the cohort will ask all children if they need to use the bathroom and will escort whoever indicates yes to the bathroom.

One child at a time will be permitted to use the bathroom. After all children have finished, they will be escorted back to their room.

That staff will then go back to the bathrooms and clean/disinfect before the next cohort's turn.

If a child needs to use the bathroom before or after the bathroom calls, they will be escorted to the bathroom by one of their cohort educators. After that child is finished, they will be escorted back to their room.

That staff will then go back to the bathroom to clean/disinfect before the next cohort or child uses the bathroom and record the cleaning on the cleaning log.

## EXCLUSION OF SICK CHILDREN/STAFF POLICY

Carleton Place Child Care is committed to providing a safe and healthy environment for children and their employees. We will take every reasonable precaution to prevent the risk for communicable diseases within both of our locations. All families and employees will be made aware of and adhere to the directive established by Leeds, Grenville and Lanark District Health Unit regarding the exclusion of sick children/staff in our childcare locations.

## EXCLUSION PROCEDURE FOR CHILDREN DEMONSTRATING SYMPTOMS

A child will be immediately isolated if they develop any of the following symptoms, but not limited to while in the program: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.

Parents/guardians will be contacted and **must be available to pick up immediately.**

Children will be monitored for atypical symptoms and signs of COVID-19 while awaiting pick-up and parents will monitor the health of their child/ren and notify the CPCS of any change. For more information, please see the symptoms outlined in the "COVID-19 Reference Document for Symptoms" at:

[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_reference\\_doc\\_symptoms.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf)

A child displaying symptoms will be isolated in a separate room and cohort staff will isolate with the child until pick up. Increased ventilation will be provided as possible. (Open the windows when possible)

If tolerated and with parental permission, children above the age of 2 will wear a surgical/procedure mask while isolated. The childcare staff will wear full Personal Protective Equipment (PPE) and limit interactions and physical contact if possible.

Staff and children of the same cohort may continue to attend providing they remain symptom free.

Staff will clean and disinfect all areas immediately after the child has been sent home. All items used by the child will be included in the cleaning and disinfecting. Anything that cannot be cleaned will be removed and stored in a sealed container for a minimum of seven (7) days.

Families and staff will follow the instructions from the Leeds, Grenville and Lanark District Health Unit to determine when to return to the facility.

## **EXCLUSION PROCEDURE FOR STAFF DEMONSTRATING SYMPTOMS**

If a staff member develops any ONE of the following symptoms, but not limited to while in the program, that are not typical or are unusual: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell, will wash their hands, go home immediately and self-isolate. Staff are to advise their supervisor if they require assistance getting home. Staff are expected to make arrangements immediately to be assessed/tested for COVID-19.

A team cohort staff will clean and disinfect the area immediately after the staff has left the building. All items used by the symptomatic staff member will also be cleaned and disinfected. All items that cannot be cleaned will be removed and stored in a sealed container for a minimum of 7 days.

Any child and childcare staff in the program who were present while the staff became ill should be identified as a close contact and further cohorted until direction from the Health Unit has been communicated. All pending and determined results will be handled by the Health Unit.

## **SURVEILLANCE**

CPCS staff will monitor all environmental conditions constantly to prevent and reduce illness. Employees will observe and report to their supervisor any increases in above normal occurrences of illness in each room during isolation periods and/or throughout the day.



## MEDIA RELEASE

All/any media released information will be governed by our local health unit.

## SERIOUS OCCURRENCE & PUBLIC HEALTH LINE LISTS

Childcare centre licensees have a duty to report suspected and/or confirmed cases of COVID-19 under the Health Protection and Promotion Act. Carleton Place Childcare will contact the Leeds, Grenville, and Lanark District Health Unit to report a child/staff suspected and/or confirmed case of COVID-19. The Leeds, Grenville, and Lanark District Health Unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.

Where a child, staff or student has a confirmed case of COVID-19 (i.e., a positive COVID-19 test result), the centre will report this to the ministry as a serious occurrence and to our local health unit. Reporting will take place regardless of whether the child/staff was at home or on site at daycare with the symptom(s).

Leeds, Grenville, and Lanark District Health Unit will determine who and how parents are notified regarding a confirmed case and/or outbreak of COVID-19. Carleton Place Childcare Services will follow instruction from the health unit during this process.

Where a room, centre or premises closes due to COVID-19, the centre will update the serious occurrence to reflect the closure.

Carleton Place Childcare is required to post the serious occurrence notification form as required under the CCEYA unless local public health advises otherwise.

Currently, line lists for the health unit, are recorded for staff and children displaying ONE or more symptoms either while at home or while in attendance at childcare. Line lists are shared with the health unit upon request and/or during outbreak situations.

**If you suspect a child has symptoms of any reportable communicable disease, contact the Leeds, Grenville, and Lanark District Health Unit and please share this information with our childcare centre.**

## GROUP MEETINGS & EVENTS

All group meetings and events will be cancelled for on-site gatherings. We will attempt to schedule video communications (i.e., Zoom) as an alternative.

All pre-planned events (such as our annual PD Day) will be cancelled.

## PANDEMIC WAIT LIST POLICY

When our community is experiencing a pandemic our wait list policy will change to accommodate emergency needs. CPCS will continue to accept wait list applicants via our electronic request system at [www.cpchildcare.ca](http://www.cpchildcare.ca) There are no fees attached to this process. Parents should expect a delay in response and facility tours/visiting will not take place. During certain phases of re-opening, we will be limited to the number of children we can accept and may experience difficulty accommodating current family needs.

During COVID-19 parents will be offered space as it is available in the following prioritized order;

1. Childcare/town staff requiring care for their children
2. Current parents/families who are considered essential workers, full time
3. Current parents/families attending full time
4. Current parents/families considered as essential workers, part time (if possible - first come, first served for summer camp)
5. Current parents/families attending part time (if possible)
6. Wait list applicants (if possible)

Full time spaces that are offered and accepted must remain as full-time spaces and cannot be changed to part time until we are able to accommodate, or notice is given that you are leaving the program. Please discuss schedule changes with a supervisor.

Parents will be asked to respond to an offer of care as soon as possible. We ask that parents understand that the daycare will need time to decide if we can accommodate drop off and pick up requests as staffing, guidelines and expectations are considered.

## PANDEMIC FEES

If Carleton Place Childcare Services is directed by the Health Unit to close or have children isolate who have attended at the Centre with COVID or has been subjected to a child with COVID while at our Centre, then parents will not be charged for services.

If a child becomes infected outside of daycare and is unable to attend, then charges remain as our programs are still in operation and costs continue regardless of whether your child is in attendance. This is also applicable with any other illness/procedure or absence.

*Our goal is to be as safe as possible while welcoming our families to childcare. All staff will be trained on the health, safety, operational measures, and local requirements outlined in the document above. We will do our best to ensure a safe and healthy environment for your children and our wonderful staff. We thank you for your kindness and patience as we navigate through the challenges that are shaping our new "norm". We look forward to seeing you soon.*



## CARLETON PLACE CHILDCARE SERVICES COVID-19 CONSENT FORM

Childs Name: \_\_\_\_\_

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

I, as a parent/guardian understand the novel coronavirus causes the disease known as COVID-19. I understand that the coronavirus has a long incubation period during which carriers of the virus may not show symptoms and still be contagious. \_\_\_\_\_(Initial)

I understand that by enrolling my child into care, I am assuming the risk of exposure to the coronavirus (or other public health risk). This risk increases if I travel by cab or ridesharing. \_\_\_\_\_(Initial)

I understand that COVID-19 is extremely contagious and is believed to be spread person-to-person and physical distancing is recommended. \_\_\_\_\_(Initial)

I understand that while my child attends care, although encouraged, physical distancing will be challenging and not guaranteed amongst children/staff. \_\_\_\_\_(Initial)

I have received and understand Carleton Place Childcare Services COVID-19 Response Plan. \_\_\_\_\_(Initial)

I will follow the guidelines outlined in the COVID-19 Response Plan and will not bring my child to the centre should he/she display any of the COVID-19 symptoms. \_\_\_\_\_(Initial)

I will report all symptoms and/or suspected or confirmed cases of COVID-19 within my household immediately to the childcare centre. \_\_\_\_\_(Initial)

If my child is over the age of two (2), showing symptoms of COVID-19 or other public health risk he/she is permitted to wear a surgical/procedure mask (as tolerable). \_\_\_\_\_(Initial)

I have read, understand, and will follow the COVID-19 Response Plan of Carleton Place Childcare Services. \_\_\_\_\_(Initial)

Parent Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

# COVID-19 school and child care screening

Version 4: February 24, 2021

Students and children must screen for COVID-19 every day before going to school or child care. Parents/guardians can fill this out on behalf of a child.

Date (mm-dd-yyyy) \_\_\_\_\_

## Screening Questions

1. In the last 14 days, has the student/child travelled outside of Canada?  Yes  No  
*If exempt from quarantine requirements (for example, an essential worker who crosses the Canada-US border regularly for work), select "No."*
  
2. Has a doctor, health care provider, or public health unit told you that the student/child should currently be isolating (staying at home)?  Yes  No  
*This can be because of an outbreak or contact tracing.*
  
3. In the last 14 days, has the student/child been identified as a "close contact" of someone who currently has COVID-19?  Yes  No
  
4. In the last 14 days, has the student/child received a COVID Alert exposure notification on their cell phone?  Yes  No  
*If they already went for a test and got a negative result, select "No."*
  
5. Is the student/child currently experiencing any of these symptoms?  Yes  No  
*Choose any/all that are new, worsening, and not related to other known causes or conditions they already have.*

|  |  |
|--|--|
| <b>Fever and/or chills</b><br>Temperature of 37.8 degrees Celsius / 100 degrees Fahrenheit or higher   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Cough or barking cough (croup)</b><br>Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions they already have) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Shortness of breath</b><br>Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions they already have)  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Decrease or loss of taste or smell</b><br>Not related to seasonal allergies, neurological disorders, or other known causes or conditions they already have  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Sore throat or difficulty swallowing</b><br>Painful swallowing (not related to seasonal allergies, acid reflux, or other known causes or conditions they already have)  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Runny or stuffy/congested nose</b><br>Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions they already have   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

|  |  |
|--|--|
| <b>Headache</b><br>Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions they already have)   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Nausea, vomiting and/or diarrhea</b><br>Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions they already have   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Extreme tiredness or muscle aches</b><br>Unusual, fatigue, lack of energy, poor feeding in infants (not related to depression, insomnia, thyroid dysfunction, sudden injury, or other known causes or conditions they already have) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>6. Is someone that the student/child lives with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## Results of Screening Questions



**If you answered “YES” to question 1 or 3 do not go to school or child care.**

- The student/child must self-isolate (stay home) for 14 days and not leave except to get tested or for a medical emergency.
- If you answered “YES” to **question 1**, follow the advice of public health. The student/child can return to school/child care after they are cleared by your local public health unit.
  - Siblings or other people in your household must self-isolate (stay home) for 14 days.
- If you answered “YES” to **question 3**, talk with a doctor/health care provider to get advice or an assessment, including if they need a COVID-19 test. The student/child can return to school/child care after 14 days, even if they get a negative test result.
  - If you live in certain areas of the province, like Toronto, siblings and other people in your household must stay at home. This is because of local risk factors.
  - If you live in other areas of Ontario, siblings and other people in your household can go to school, child care or work, but must not leave the home for other non-essential reasons. Ask your school/child care for more information.
- If they develop symptoms or test positive, contact your local public health unit or doctor/health care provider for more advice.
- Contact your school/child care provider to let them know about this result.



**If you answered “YES” to question 2 do not go to school or child care.**

- The student/child must self-isolate (stay home) and not leave except for a medical emergency.
- Follow the advice of public health. The student/child can return to school/child care after they are cleared by your local public health unit.
- If they develop symptoms, contact your local public health unit or doctor/health care provider for more advice.
- If you live in certain areas of the province, like Toronto, siblings and other people in your household must stay at home. This is because of local risk factors.
- If you live in other areas of Ontario, siblings and other people in your household can go to school, child care or work, but must not leave the home for other non-essential reasons. Ask your school/child care for more information.
- Contact your school/child care provider to let them know about this result.

- !** If you answered “YES” to question 4 do not go to school or child care.
- The student/child must self-isolate (stay home) and not leave except for a medical emergency.
  - Visit an assessment centre to get them a COVID-19 test.
    - If they test negative (they do not have the virus), they can return to school/child care.
    - If they test positive (they have the virus), they can return only after they are cleared by your local public health unit.
  - If they develop symptoms, contact your local public health unit or doctor/health care provider for more advice.
  - Siblings or other people in your household can go to school, child care or work, but must not leave the home for other, non-essential reasons until the individual who got the COVID alert tests negative, or is cleared by your local public health unit.
  - Contact your school/child care provider to let them know about this result

- !** If you answered “YES” to any of the symptoms included under question 5 or question 6 do not go to school or child care.
- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.
  - If you answered “YES” to question 5, talk with a doctor/health care provider to get advice or an assessment, including if the student/child need a COVID-19 test.
  - If you answered “YES” to question 6, the student/child can return to school or child care after the individual gets a negative COVID-19 test result, or is cleared by your local public health unit, or is diagnosed with another illness.
  - Siblings or other people in your household must stay at home until the student/child showing symptoms or individual tests negative, or is cleared by your public health unit, or is diagnosed with another illness.
  - Contact your school/child care provider to let them know about this result.

- ✓** If you answered “NO” to all questions, your child may go to school/child care because they seem to be healthy and have not been exposed to COVID-19. Follow your school/child care provider’s established process for letting staff know about this result (if applicable).

### Public Health Ontario – Contact Tracing

Answering these questions is optional. This information will only be used by Public Health officials for contact tracing. All information will be deleted in 28 days.

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

Name: \_\_\_\_\_

Phone or Email: \_\_\_\_\_