

Wellington Early Learning Centres Inc.



Enhanced Policies & Procedures during Covid-19

November 2020

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Introduction

The purpose of this document is to detail the policies and procedures that will be implemented during the Covid-19 pandemic. This document was created in accordance with direction from the Ministry of Education and Wellington Dufferin Guelph Public Health. This documents goal is to provide clarity to employees of WELC and parents whose children are registered to attend WELC.

This document may be modified as applicable when these restrictions can be lifted and/or amended to reflect the changing directives from the Ministry of Education and Wellington Dufferin Guelph Public Health. In the event of a conflict between this document and the directives from the Ministry Of Education and/or Wellington Dufferin Guelph Public Health, The directives from the MOE and/or WDGPH will prevail.

WELC remains committed to providing a safe, stimulating and developmentally appropriate program. If you have any questions about the policies and procedures outlined within this document, please do not hesitate to contact us.

Please note that WELC has temporarily reduced our hours to 7:30 – 5:30. This is to ensure that the staff have adequate time to clean and disinfect every morning and evening.

Definitions

WELC

Wellington Early Learning Centre

MOE

Ministry of Education

WDGPH

Wellington Dufferin Guelph Public Health

Risk Factors

Exposure to a Confirmed or Probable Case of COVID-19 or Any International Travel in the past 14 days prior to symptoms

Probable Case of COVID-19

A person (who has not had a laboratory test) with symptoms compatible with COVID- 19

AND:

*Travelled to an affected area (including inside of Canada) in the 14 days prior to symptom onset;

OR

*Close contact with a confirmed case of COVID-19; **OR**

*Lived in or worked in a facility known to be experiencing an outbreak of COVID-19

OR

*A person with symptoms compatible with COVID-19 **AND** in whom laboratory diagnosis of COVID-19 is inconclusive

Close Contacts

Household members, and anyone with close contact (>15 minutes, <2 metres apart), while they (a probable or confirmed case) had symptoms and 48 hours prior to symptoms.

PPE

Personal Protective Equipment, such as gloves, gowns, face masks and eye protections (goggles or shields).

Cohort

A group of children and the staff members assigned to them, who stay together throughout the duration of the program.

Health Screening and Drop Off & Pick Up Procedures

Screening for symptoms:

- All individuals including children, staff, and essential visitors must be screened each day before entering the child care centre. This includes having their temperatures taken by the screening staff. Parents and guardians will be informed of this requirement before resuming, or starting, care. Electronic copies will be sent to all staff and families so that they can complete the screening before arriving. There will be hard copies onsite for those unable to complete it electronically.
- Anyone with a temperature higher than 37.8/100.04 will not be granted entry to the centre. This temperature is not flexible and no exceptions will be made
- WELC will be using no touch forehead thermometers, with ear thermometers as a back up
- Parents/guardians, staff and any essential visitors are reminded to maintain social distancing and stay at least 6 feet apart, as per the markings on the ground.
- Screeners will take all appropriate precautions when screening and escorting children to the program. Including: Wearing full PPE (Gown, mask, gloves & eye protection), maintaining a distance of 6 feet when possible and/or being separated by a physical barrier.
- Hand sanitizer will be available in the screening area.
- Daily records of the screening results, of everyone entering the centre, will be kept on site.
- Any person who has any of the symptoms outlined in the [COVID-19 Reference Document for Symptoms](#) on the Ministry of Health's [website](#), will be denied entry to the centre.
- Children will be denied entry if they have any of the symptoms.
- Children, in particular, should be monitored for atypical symptoms and signs of COVID-19.

Screening area:

- The screening table for toddler & preschool will be located at the entrance of the centre, outside of the playground when weather permits, inside the front vestibule during inclement weather.
- For BASP programs it will be located just outside the entrance of Taylor Evans.

- The screening table will include: Hand sanitizer, screening forms, PPE – gloves, masks, gowns, eye protection., Disinfectant wipes, Thermometer and disposable covers, Garbage, any applicable WDGPH signage.

Drop Off Procedure:

- WELC's hours have temporarily been reduced to 7:30-5:30. To allow the staff adequate time for cleaning and disinfecting.
- Only WELC employees, children enrolled and essential visitors will be granted entrance to the centre.
- Only 1 parent & child pair will be allowed in the screening area at a time.
- After screening, Parents and guardians can say goodbye to the children in the screening area, then the children will be escorted to the program by a screening staff. WELC will work to help ensure a smooth transition by offering encouragement to the child and providing them with comfort if needed. If the staff needs to physically comfort a child, a blanket or towel will be placed between the child and the staff, or a gown will be worn by the staff. Once the child has been escorted to their class, the blanket or towel will be placed in the laundry/the gown will be thrown in the garbage.
- Parents/guardians are reminded to try and remain as positive as possible during drop off.
- Personal belongings (e.g., backpack, clothing, etc.) should be minimized. If brought, belongings should be labelled and kept in the child's cubby/ designated area.
- At this time WELC is unable to store any strollers/wagons/etc on the property.

Pick-Up Procedure:

We are asking parents to indicate, on the acknowledgement form, what time they will be picking their children up. We ask that you do your best to pick up as close to that time as possible.

If you arrive at the screening area and there is no staff there, please call the centre at 519-763-5540 and someone will bring your child out to you.

Please note that parents will not be allowed to enter the centre or Taylor Evans.

Pick up of children enrolled in BASP will be at the front entrance of Taylor Evans, or the back field. The program staff will inform you of where your child's group will be.

If a child or staff member demonstrates symptoms of illness, or becomes sick

- Staff, parents/guardians, and children who are symptomatic or have been advised to self-isolate by the local public health unit, must not attend the program. Asymptomatic individuals awaiting results may not need to be excluded and should follow the advice of public health.
- Anyone who is symptomatic, does not pass screening, or has been advised to self-isolate by the local public health unit must not be permitted to attend the program and should stay at home (this includes children, child care centre staff, students completing post-secondary placements, home child care providers and those ordinarily resident/regularly at the home child care premises).
- **If an individual becomes ill while in the child care setting:**
- The ill individual must be immediately separated from others, in a separate room where possible (i.e., an isolation room). Parents/guardians must be contacted for pick-up of symptomatic children.
- Symptomatic children who are separated from others must be supervised.
- Anyone providing care to the ill individual should maintain as much physical distance as possible. If physical distancing is not possible (e.g., if a young child needs comfort) staff/providers should consider added PPE (i.e., gloves, gown).
- The person caring for the individual should wear a medical mask and eye protection and be trained on proper use of PPE, including donning and doffing.
- If tolerated, the ill individual should also wear a medical mask.
- Hand hygiene and respiratory etiquette should be practiced while the ill individual is waiting to be picked up.
- Cleaning of the area the separated individual was in and other areas of the child care setting where the ill individual was should be conducted as soon as reasonably possible after the ill individual leaves (see above in the Cleaning section).
- The ill individual and/or their parent or guardian be advised to use the [online self-assessment tool](#) and follow instructions which may include seeking medical advice or going for testing for COVID-19. Note that individuals do not require a medical note or proof of negative test to return back to the program.
- If a child develops symptoms and their self-screening indicates they should stay home but their sibling(s) do not have symptoms, the siblings do not need to isolate until the other child tests positive for COVID-19. However, check your local public health unit's website or call to see if those without symptoms should go to school/child care. Some public health units have different rules based on local risk.
- If a child is tested for COVID-19, follow the guidance of the local public health unit, health care provider and related direction for isolation and returning to the program. If there are other siblings or members of the household that attend school or child care, the local public health unit will provide any further direction on returning to school/child care.
- Anyone who tests positive may not return to the centre until they have been cleared to do so by WDGPH.

Testing Requirements

- Symptomatic children or staff should be referred for testing.
- Those who test negative for COVID-19 must be excluded from the program until 24 hours after symptom resolution.
- Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and/or clearance has been received from WDGPH.
- Testing of asymptomatic persons should only be performed as directed by WDGPH as part of case/contact and outbreak management.

Facility-wide testing of staff for Covid-19

- If facility-wide testing of child care staff is mandated by the Ministry, and/or has taken place, those staff members awaiting test results, who are asymptomatic, may continue to work unless there is reason to believe they would be considered a case (e.g., potential exposure to an ill or positive case or household contact). Staff should also monitor for symptoms while waiting for test results; if they become symptomatic, they should self-isolate and be excluded from work.

While awaiting test results

Individuals who develop any symptom(s) of COVID-19 should follow the direction provided by the [COVID-19 School and Child Care Screening](#) tool. Symptomatic individuals awaiting test results must remain home (self-isolate).

Other household members (including siblings) of the symptomatic child/staff may attend child care if they pass the COVID-19 School and Child Care Screening tool. They should be monitored for symptoms and isolate if they begin to show symptoms

- **Negative result** - Individuals can return to child care if ALL the following apply:
 - Individual does not have a fever (without using medication) AND
 - It has been at least 24 hours since symptoms started improving, AND
 - Individual was not in close physical contact with someone who currently has COVID-19

Positive Result – Individuals can return to the centre following the guidance from WDGPH.

If testing is recommended but individual does not get tested:

- Individual can return to school/child care after they isolate for at least 10 days and are able to pass the [COVID-19 School and Child Care Screening tool](#).
- If a health care provider has diagnosed the individual with a condition that isn't related to COVID-19, they can return to school 24 hours after symptoms improve.
- The individual does not need to present a medical note to return.

Reporting suspected or confirmed cases

Child care centres within the meaning of the Child Care and Early Years Act, 2014 have a duty to report confirmed cases COVID-19 under the Health Protection and Promotion Act.

WELC will contact WDGPH to report a child with confirmed COVID-19. WDGPH 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.

WELC will file a Serious Occurrence with the Ministry of Education every time a child or staff member tests positive for Covid-19.

Parents and the board of directors will be notified via email of any confirmed cases and provided with any additional information or guidance from public health.

If a room or the centre closes due to COVID-19, WELC will report this to the MOE as a serious occurrence.

Attendance Records for the sake of contact tracing:

In addition to attendance records for all children receiving child care, WELC will maintain daily records of anyone entering the child care facility.

These records will include all individuals who enter the premises for any reason and will be kept on the premises. They will include: name and contact information, approximate time of arrival and time of departure for each individual.

Cleaning and disinfecting

- Both the Toddler and PS rooms will be thoroughly cleaned before opening and frequently thereafter.
- Both the Toddler and PS rooms will be thoroughly cleaned at the end of the day.
- The BASP carts and materials will be cleaned and disinfected before use and at the end of the day. Any materials used by children will be cleaned and disinfected after each use.
- The classrooms in Taylor Evans that are used by our BASP will be cleaned and disinfected, by the custodians provided by UGDSB, before and after use from our BASP, both for the before school program and the after school program.
- The cleaners provided by UGDSB will conduct their regular centre cleaning every evening, including vacuuming all carpets.
- All surfaces, especially surfaces that are frequently touched, such as doorknobs, light switches, toilet handles, counter tops, handrails, toys, etc., must be cleaned first and then disinfected at least twice daily and when they become visibly contaminated.
- All surfaces, toys and equipment will be cleaned and disinfected using Oxivir, a 1 step cleaning and disinfection agent, approved by Public Health and identified as being effective against Covid-19.

Hand hygiene

- Everyone entering the centre must wash their hands with soap and water, or use the hand sanitizer provided, immediately upon entering.
- Frequent hand washing must continue through out the day especially from one activity to another, after going to the washroom and before and after eating.
- Hand sanitizer, at least 70% alcohol based, will be used whenever soap and water are not available, but soap and water is preferred.
- Gloves should be worn when it is anticipated the hands will come into contact with blood or body fluids and when providing care to a symptomatic child. Ensure hands are cleaned before putting on gloves and after removing gloves and that gloves are removed immediately after completing a task and prior to touching clean items and surfaces.

Toys and play

- Cleaning and disinfecting of toys must be done in between all activities
- Toys/items that cannot be cleaned and disinfected (e.g., play dough, craft supplies, nature- based toys) must be i) dedicated to each child and kept in a designated location (i.e., bag/container labelled with the child's name) OR, ii) if they can not be dedicated to a single child, toys/items must be used for only one day and then be placed in a sealed and cleanable container for 2 weeks before being re-introduced to the cohort. Hand washing must be performed before and after play. Staff must track and record rotation of items.

- Hand washing must be performed before and after play.
- Staff must track and record rotation of items
- Water or sensory play in a group is not permitted. Individual water or sensory play is permitted if all items are dedicated to each child and physical distancing is maintained.
- Mouthed toys will be removed immediately and set aside in a designated area for cleaning and disinfecting and cannot be shared with other children.

Personal items

- Bringing personal items into the child care centre is strongly discouraged and limited only to essential items. Any hard surface items (e.g., water bottles) must be cleaned and disinfected each day upon arrival. Essential personal items should be stored in a dedicated area for each child (i.e., labelled cubby).
- Water bottles that are being used by children throughout the day must be labelled to discourage accidentally sharing.
- Children must not share soothers. Label with the child's name to discourage accidental sharing and store in a sanitary manner (cleanable closed container).
- Products such as creams and lotions must be labelled with the child's name, dedicated to that child and must be dispensed in a manner that does not contaminate the remaining portion (i.e. using a disposable applicator or clean gloved hand).
- All personal items used for diapering must be labelled with the child's name and stored in a dedicated area.
- All other personal items including clothing and footwear must be stored in a dedicated area for each child (labelled cubby).
- Staff must wash/sanitize hands before and after touching any personal items.

Outdoor Play

- Our outdoor schedule will remain in effect to ensure that physical distancing between cohorts is maintained.
- A cohort should wait until the previous cohort is back in their room before entering the hallway to transition in or out.
- After outdoor play time, ensure children and staff thoroughly wash their hands.
- Use of water tables, sensory bins and sandboxes continues to be prohibited.
- Where possible, each cohort should have designated toys and equipment (e.g., balls, loose equipment) or the toys and equipment will be cleaned and disinfected between cohort uses. (This will be done by the cohort using them, prior to the next cohort coming outside)
- Children will continue to bring their own sunscreen and it will be clearly labelled with that child's name.
- Staff will provide assistance to apply sunscreen to any child requiring it and will exercise proper hand hygiene when doing so (for example washing hands before and after application).

- Sprinklers can be used by only one cohort at a time where the water being sprayed is potable and single use (drains away/absorbed by ground after use).
- The use of a slip and slide or wading pool is **not permitted**.

Outdoor nature based play structures

- Nature based play structures that cannot be cleaned and disinfected are dedicated to a single cohort or used by one cohort at a time. Children and staff must wash hands before and after use.

Physical distancing and daily routines

Physical distancing

- Physical distancing of at least 2 metres must be maintained between cohorts and should be encouraged, where possible, between children within the same cohort. Each cohort will remain in their designated classroom, except for outdoor time. There will be no combining of classrooms.
- We will encourage more physical space between children by incorporating more individual activities or activities that encourage more space between children.
- We will offer increased outdoor play when possible.

Limiting direct contact between children and staff:

- When holding children, staff will use blankets/towels/cloths/gowns over staff clothing and change the blankets/towel/cloth/gown between children
- Staff will avoid getting close to faces of all children, where possible

Distancing between staff

- Staff should respect the 2-meter recommendations from the Province. Staff should not gather for lunch, break or other activities.
- Staff should not carpool with other staff.

Distancing during pick up and drop off

- Pick-up and drop-off of children will happen outside the child care setting.
- We will do our best to work with the families to stagger drop off and pick up times, as much as possible.
- There will be coloured tape on the ground as a visual reminder to maintain a distance of 6 feet.
- We request that families send only 1 parent/guardian to drop off and pick up. We understand that some circumstances may require that the parent/guardian doing the drop off and pick up bring other children with them, however, there should be only 1 adult. Please ensure that any other children you bring with you are staying with you at all times and not touching any of the playground equipment.

Nap time

- Staff will increase the distance between cots to ensure that children are not placed right next to each other.
- As enrolment increases, if increased space is not possible, children will be placed in a pattern of head-to-toe or toe-to-toe.
- All cots are dedicated to one child and disinfected & the linens laundered daily. Blankets are stored in a designated location (i.e., individually labelled bag/container/cubby).

- If cots are shared between children (ie. due to part time enrolment), they must be cleaned and disinfected between each use, and the sheets changed and laundered.

Food

- All staff must wash hands before handling food or feeding children.
- Children and staff must wash hands before and after eating food.
- The kitchen area is accessible only to kitchen staff. When not in use, the door will remain closed with a sign reminding everyone else not to enter.
- Staff must store their lunches in the staff room fridge.
- Food contact surfaces will be cleaned and sanitized as often as necessary to maintain them in a clean and sanitary condition.
- There will be no activities involving child participation in food preparation
- Children must not share soothers, bottles, sippy cups, utensils, facecloths, etc. These items will be labelled with the child's name to discourage accidental sharing.
- Staff will consistently reinforce "no food sharing" policies.
- Where possible, children will be spaced out at the tables to encourage physical distancing while eating.
- There will be no self-serve or family style dining.
- There will be no common food items (e.g., salt and pepper shakers, condiment bottles).
- Meals and snacks will be served in individual portions by a designated staff member to each child.
- Special treats (ie birthday cake, freezies, etc) will not be permitted to be provided by families for any of the children.
- If, in special circumstances based on medical need, meals or snacks are provided by the family, for their child only, food should be stored with the child's belongings or, if refrigeration is required, should be kept in an area designated for the child's cohort and should not be handled by staff designated to other cohorts.
- Utensils will be used to serve all food items
- Multi-use utensils must be cleaned, rinsed and sanitized after each use.

Diapering and toileting

- The children's washroom will only be used by 1 cohort at a time. There will be no mixing of cohorts in the washroom at any time.
- The children's washroom, including toilets, toilet seats, hand washing sinks, counter top and fixtures will be cleaned by a designated cleaning staff after each use.
- Staff must adhere to diapering and toileting steps and ensure proper cleaning and disinfecting between diaper change or toileting process.
- Staff will clean & disinfect the diaper change area and/or diaper change mat after each use.
- Ensure staff & children wash their hands after each diaper change and after using the toilet.

Use of Personal Protective Equipment

Before using PPE, staff and children should be familiar with how to safely put it on and take it off. Training on the proper use, including putting on and taking off, of PPE will be provided to all staff prior to reopening.

The following chart outlines what PPE will be required and by whom.

Staff or children	Type of PPE required
Screener &/or runner	<ul style="list-style-type: none"> • medical mask • Eye protection (goggles or face shield) <p>Ensure hand hygiene is performed before and after each child</p>
Child care staff during general supervision and any time indoors (hallways, staff rooms – except when eating)	<ul style="list-style-type: none"> • Medical mask • Eye protection (goggles or face shield)
Child care staff during general supervision outdoors	<ul style="list-style-type: none"> • PPE is not required if 2 metres distance can be maintained. Staff will ensure that masks and shields are readily available for any situation that the 2 metres distance can't be maintained
Child care staff acting as a “floater” or coverage for breaks	<ul style="list-style-type: none"> • Medical mask • Goggles or face shield
Child care staff providing care for a sick child (suspect case of COVID-19)	<p>Droplet and Contact Precautions, including:</p> <ul style="list-style-type: none"> • Medical mask • Eye protection (goggles or face shields) • Gown • Gloves
Child care staff cleaning up bodily fluids with the risk of splashing/soiling of clothing	<p>Droplet and Contact Precautions, including:</p> <ul style="list-style-type: none"> • Medical mask • Eye protection (goggles or face shields) • Gown • Gloves
Sick child (suspected case of COVID-19)	<ul style="list-style-type: none"> • Medical mask if tolerated (only if child is over the age of 2 years)

<p>Environmental cleaning (no direct care or close contact with children or other staff)</p>	<ul style="list-style-type: none"> • Medical mask • Goggles or face shield • Gloves, as required (as per manufacturer’s instructions)
<p>Food handler</p>	<ul style="list-style-type: none"> • Medical mask • Goggles or face shield <p>(not required when alone in the kitchen)</p>
<p>Essential Visitors</p>	<ul style="list-style-type: none"> • Medical mask • Goggles or face shield • Practice physical distancing of 2 meters (6 ft) as much as possible
<p>Children in grades 4 and up who are enrolled in our BASP</p>	<ul style="list-style-type: none"> • Non-medical or cloth masks are required when in program, except for outdoor times.
<p>Children in JK – Grade 3 who are enrolled in our BASP</p>	<ul style="list-style-type: none"> • Non-medical or cloth masks are encouraged but not required.

Staffing

- Staff, including supply staff, should work at only one child care centre.
- Supervisors and/or designates will limit their movement between rooms, doing so only when absolutely necessary.
- Interactions with multiple groups should be avoided as much as possible. Supply/replacement staff will be assigned to a specific cohort per week so as to limit staff interaction with multiple cohorts.
- Opening staff will be responsible for setting up the screening area
- Closing staff will ensure that all materials/toys/equipment/etc have been appropriately cleaned and disinfected according to the directives.

Rescheduling of group events and in person meetings

Until further notice, WELC will be cancelling all group events and in person meetings. This includes, but is not limited to: Monthly staff meetings and Board of Director meetings, Holiday concerts and events, Parent teacher interviews and the AGM/Family picnic.

Monthly staff meetings will be held as “paper meetings”, where staff members will be given a document containing all the relevant information for that month, with an opportunity to submit any questions or obtain clarification from management.

Monthly Board of Director meetings will continue to be held via Zoom.



Wellington Early Learning Centre

Appendix A: Parent acknowledgement form

Child Name: _____ Date: _____

By signing below I acknowledge that I have received a copy of WELC'S Enhanced Policies & Procedures During COVID-19 document. I agree to abide by the policies and procedures outlined within the document, in their entirety. I understand that my child will not be accepted into care until I have signed and returned this form.

Please initial next to the below policies to acknowledge your understanding and acceptance of them:

Policy	Parent initial
1. I will inform WELC if anyone in our home travels outside of Ontario.	_____
2. I will inform WELC if anyone in our home develops symptoms, or comes in close contact with a confirmed case of COVID-19.	_____
3. I understand that the screening procedure, including temperature taking, is not optional and will be performed every day before my child can be accepted into care.	_____
4. I understand that the exclusion guidelines are not flexible and will be followed completely by WELC at all times, with no exceptions.	_____
5. I am aware that WELC has, temporarily, reduced their hours to 7:30 – 5:30.	_____
6. I understand that knowingly providing false information, or withholding information about symptoms, risk factors, or medication given, may result in the cancelation of our enrolment at WELC.	_____

Time I will be dropping off: _____

Time I will be picking up: _____

Parent/guardian name

Parent/guardian signature