

# POLICIES AND PROTOCOLS FOR COVID-19

## Introduction

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. To reduce the impact of COVID-19 outbreak conditions on our children, staff, and families, we need to plan for COVID-19 and mitigate the associated risks. This document provides guidance and direction for staff and families to reduce the potential risk for infection during Ontario's Recovery Period.

These instructions supersede \*Preschool Canada\* policies that are already in place. Pandemic plan measures/policy will be reviewed and signed off on with all centre staff prior to their start date.

## Policy Statement

Preschool Canada is committed to providing a safe and healthy environment for children, families, and employees. Our goal is to limit the chances of communicable diseases within all our locations.

## Purpose

To ensure that all employees and students are well aware of **Simcoe County** Public Health guidelines regarding cleaning and disinfecting in all our locations.

## Application

This policy applies to all employees, students, community members, and any other person engaged in business with the Preschool Canada team.

These enhanced measures will remain in place until such time that the Ministry of Education and **Simcoe County** Public Health indicate it is safe to return to normal operating procedures or makes further changes to health and safety recommendations. All Preschool Canada sites are required to follow all existing health and safety requirements and regulations and ensure all current infection prevention and control practices are adhered to.

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## Effective References and Resources

Child Care and Early Years Act, 2014  
Operational Guidance During COVID-19 Outbreak - Child Care Re-Opening (Ministry of Education)  
COVID-19 Guidance for Child Care COVID-19 Information for Re-opening Licensed Child Care Centres

## OPERATIONAL POLICIES AND PROCEDURES



Sanitization of the  
space, toys, and  
equipment

To minimize the spread of COVID-19, enhanced cleaning, and disinfection procedures must be put in place. Please refer to your Region Public Health presentation COVID-19 Guidance for Child Care for current requirements.

Procedure:

Cleaning – removing all visible dirt from the surface of an object.

Use detergent/soap and water (e.g., in a spray bottle prepared each day).

Remember to rinse off detergent/soap residue with clean water before disinfecting.

Disinfecting: reduces germs on a surface.

Done after cleaning.

The disinfectant must be approved by the local public health unit.

When possible, do cleaning and disinfecting when children are not present (to avoid children breathing in sprayed chemicals).

Sanitizing: defined as the reduction of microorganisms to levels considered safe from a public health viewpoint. Sanitizing takes place after the cleaning step because it is most effective on a minimally soiled surface.

Cleaning Steps

Use detergent and warm water to clean visibly soiled surfaces.

Rinse the surface with clean water (warm to tepid temperature preferred) to ensure detergent is removed.

Bleach solution can be used as a disinfectant.

Let the surface dry.

Disinfecting

Use only disinfectants with a Drug Identification Number (DIN) that is on the Government of Canada approved list of COVID-19 disinfectants.

Instructions for using disinfectants can be found on the label or on the manufacturer instructions (i.e. Safety Data Sheet) to determine safe use and which PPE is required.

Chemicals like detergents, disinfectants, and sanitizers can be dangerous. Therefore always read and follow the manufacturer instructions, ensure all chemicals in containers are labelled correctly, and never mix two chemicals in the same container. If you are unsure...ASK.

Before using, ensure that the disinfectant is not expired (some disinfectants that are mixed each day, like bleach, must be discarded at the end of the day).

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#### Cleaning and Disinfection frequency requirements

Clean and disinfect upon ENTRY to childcare (for staff):

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

Clean and disinfect upon children's ENTRY to childcare:

- Any hard surfaces such as water bottles, containers, etc.

Clean and disinfecting frequencies for other surfaces and items:

Cleaning and disinfecting routines will be increased as the risk of environmental contamination are higher.

Tables and countertops: used for food preparation and food service must be cleaned and disinfected before and after each use.

Highchairs/chairs: must be cleaned and disinfected before and after serving food.

Spills must be cleaned and disinfected immediately.

Handwash sinks: staff and children washroom areas must be cleaned and disinfected at least two times per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids).

Floors: cleaning and disinfecting must be performed as required, i.e., when spills occur and throughout the day when rooms are available (e.g., during outdoor play)

Floor mats: cleaning and disinfecting must be performed throughout the day and at a minimum of twice daily.

Outdoor play equipment: must be disinfected before each group uses it and additionally as required (e.g., visibly dirty). Any outdoor play equipment that is used must be easy to clean and disinfect. It is recommended to limit the amount of outdoor play equipment in use.

High-touch surfaces: any surfaces at your location that has frequent contact with hands (e.g., light switches, shelving, containers, handrails, doorknobs, sinks, toilets, etc.). These surfaces should be cleaned at least twice per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids).

Toys: will be disinfected at a minimum between cohort usages. Our goal is to clean them after each use, even within the same cohort. Mouthed toys will be removed immediately and cleaned and sanitized.

Cots: Will be cleaned and disinfected after every use.

Bed linens: Will be laundered after each use on site.

Other shared items: e.g., phones, IPADs, iPods, attendance binders, etc., these must be disinfected between users.



Clean and disinfect daily:

Low-touch surfaces (any surfaces at your location that has minimal contact with hands) must be cleaned and disinfected daily (e.g., window ledges, doors, sides of furnishings, etc.)

Clean and disinfect as required:

Blood/Bodily fluid spills: Using the steps below, the surface must be cleaned first then disinfected:

Isolate the area around the spill so that no other objects/humans can be contaminated.

Gather all supplies, perform hand hygiene, then put on single-use nitrile gloves.

Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag.

Clean the spill area with detergent, warm water, and single-use towels.

Rinse to remove detergent residue with clean water and a single-use towel.

Discard used paper towels and gloves immediately in a tied plastic bag.

Use only disinfectants that have a Drug Identification Number (DIN). Low-level hospital-grade disinfectants may be used in and around the spill. Follow the manufacturer's instructions for the disinfectant.

A final rinse is required if children come into contact with the area.

Remove gloves as directed and discard them immediately.

Perform hand hygiene as directed.

Note:

If the spill occurs on a carpet, follow the above steps along with professional steam/wet cleaning the carpet.

Crib and cot cleaning and disinfecting:

Cots and cribs must be labeled and assigned/designated to a single child per use.

Cots and cribs must be cleaned and disinfected before being assigned to a child.

Crib mattresses must be cleaned and disinfected when soiled or wet and before being assigned to a child.

High touch surfaces on cots and cribs must be disinfected at least twice per day and as often as necessary.

Cots must be stored in a manner in which there is no contact with the sleeping surface of another cot.

Bedding must be laundered daily on the "hot" setting and when soiled or wet.

Additional Infection Prevention and Control Practices for Hygiene Items

Pacifiers must be individually labeled and stored separately (not touching each other); they must not be shared among children. The pacifier must be washed in soap and water upon arrival to the center.



Label individual hygiene items and store them separately.

For creams and lotions during diapering, never put hands directly into a lotion or cream bottles, use a tissue or single-use gloves. Upon arrival to the center, wipe the cream/lotion container with a disinfecting wipe.

Staff can identify personal childcare clothing that they can leave and launder at the childcare location. Linens must be washed in the "hot" setting.

Notes:

Refer to Public Health Ontario's and the Public Services Health and Safety Association's Child Care Centre Employer Guideline for more information on cleaning.

It is recommended that operators keep a cleaning and disinfecting log to track and demonstrate cleaning schedules.

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Exclusion of  
Children and  
Staff who  
become ill

## **Exclusion of Children and Staff who become ill**

### **Policy Statement**

To ensure the health and well-being of children and staff within the Preschool Canada Innisfil. Staff, children, and students who become ill while attending the program will be immediately isolated and required to leave the program. Staff must consistently assess the health of children. Our goal is to limit the chances of a communicable disease within the centre.

### **Purpose**

To ensure that all employees are aware of Simcoe Muskoka District Health Unit (SMDHU) regulations regarding the exclusion of sick children in all our locations.

### **Application**

This policy applies to all employees, parents/guardians, students, community members, and any other persons engaged in business with Preschool Canada.

### **Procedures**

To minimize the spread of COVID-19 and contain outbreaks within the childcare centre, staff/home childcare providers, parents and guardians, and children will not attend the program if they are sick, even if symptoms resemble a mild cold. Standardized screening questions are to be used.

When assessing symptoms, the focus should be on evaluating if they are new, worsening, or different from an individual's baseline health status (check off "Yes"). Symptoms associated with known chronic health conditions or related to other known causes/conditions should **not** be considered unless new, worsening, or different from an individual's baseline (check off "No"). If an individual does not pass the screening tool (i.e., screen positive), they should not attend childcare/work, and appropriate recommendations will be provided by public health.

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Follow the steps below on when to exclude a child with COVID-19 symptoms (refer to the most recent health screening checklist) [COVID-19 Student Screening Tool](#)

### Symptoms of COVID – 19 – For Children

#### Question 1: Active Screening Tool

- Fever and/or chills (Temperature of 37.8 C / 100.0 F or greater)
- Cough (more than usual if chronic cough) including croup; barking cough, making a whistling noise when breathing
- Shortness of breath (Dyspnea, out of breath, unable to breathe deeply, wheezing, that is worse than usual if chronically short of breath)
- Decrease or loss of smell or taste (New olfactory or taste disorder)

#### Question 2: Active Screening Tool

- Sore throat (Painful swallowing or difficulty swallowing)
- Stuffy nose and/or runny nose (Nasal congestion and/or rhinorrhea)
- Headache (New or persistent, unusual, unexplained, or long-lasting)
- Nausea, vomiting, and/or diarrhea
- Fatigue, lethargy, muscle aches or malaise (The feeling of being unwell, lack of energy, extreme tiredness, poor feeding in infants)

### Symptoms of COVID – 19 – For Adults

- Fever and/chills (Temperature of 37.8 C / 100.0 F or greater)
- Cough (more than usual if chronic cough) including croup; barking cough, making a whistling noise when breathing
- Shortness of breath (Dyspnea, out of breath, unable to breathe deeply, wheezing, that is worse than usual if chronically short of breath)
- Decrease or loss of smell or taste (New olfactory or taste disorder)
- Sore throat (painful swallowing or difficulty swallowing)
- Stuffy nose and/or runny nose (nasal congestion and/or rhinorrhea)
- Headache (New or persistent, unusual, unexplained, or long-lasting)
- Nausea, vomiting, and/or diarrhea
- Fatigue, lethargy, muscle aches or malaise (The feeling of being unwell, lack of energy, extreme tiredness, poor feeding in infants)
- **Stomach pain**
- **Pink eye (conjunctivitis)**

**Note:** *All the symptoms stated above need to be not related to other known causes or conditions for a child/staff to be exempt from the childcare centre. Please read below for more information.*



**Note:** Runny nose; if a child is experiencing a runny nose, the child should be kept home and should be monitored for their symptoms. When the child feels better, they can return back to the childcare centre. No COVID-19 testing is needed. If the child's symptoms worsen and/or develops other symptoms, the parent/guardian should contact their health care provider for further advice. Mild symptoms known to persist in young children may be ongoing at the time of returning to childcare if other symptoms have been resolved. **Children who experience runny nose must be excluded from the childcare centre for at least 24 hours until symptoms improve.**

If the child has developed any of the above symptoms, the child must be isolated immediately from the other children in a separate room, if available, and supervised at all times.

**Parents/guardians/staff/visitors will need to complete the Screening tool:**

Parents/guardians, staff members, students, and essential visitors are able to complete the self-screening tool (Questions 1 – 5); [COVID-19 Student Screening Tool](#) before dropping off their child to childcare or the paper active screening forms provided.

- Parents/guardians complete the screening using the Student Screening Tool
- Staff must verify completion verbally
- Childcare centres are to continue to take the temperature of the child
- Documentation needs to remain on-site using the Simcoe [Documentation Screening Tool](#)

Parents/guardians, staff members, students, and essential visitors may be asked to submit an attestation form to return to the childcare as proof of a negative test or a doctor's note.

**Procedures of Ill Child(ren)**

- The child(ren) (including siblings) will be isolated from all individuals in the room and be brought to an isolation room
- The parent must be notified to arrange for pick-up of the child **immediately**. If the parent is not reached, an emergency contact person will be contacted to pick up the child.
- Parents are advised to keep their child(ren) home until they are able to consult with a medical provider and receive an alternative diagnosis or a negative COVID-19 test.

Staff must document the situation in the Daily Communication Log and notify the Supervisor or designate immediately to ensure that this information is managed and recorded in the child's file on the Symptoms of Ill Health and report the incident to the Health Department, as necessary/appropriate.





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### **Returning from Exclusion Due to Illness (Testing)**

After developing symptoms, in general, children should no longer have a fever and their symptoms improving to be able to return.

Ill individuals **who test negative** must be excluded until:

- It has been at least 24 hours since symptoms began **AND**
- The individual does not have a fever (without using medication)
- No close contact with someone with who currently has COVID-19

Documented proof of the negative test is not required to return.

Ill individuals **who test positive** must be excluded until:

- The individual has isolated for 10 days after the onset of symptoms **AND**
- They do not have a fever (without using medication) **AND**
- If the individual symptoms have started improving for at least 24 hours

Documented proof of the positive results or medical note is not required to return. However, parents/guardians, staff members, students, and essential visitors may be asked to submit an attestation form to return to the childcare as a proof of a negative test or doctor's note.

**Note:** *Mild symptoms known to persist in young children (e.g., runny nose) may be ongoing at the time of return if other symptoms have been resolved.*

**Note:** *If a staff/visitor has had known close contact with someone who has tested positive for COVID-19 or the staff/visitor has travelled out of the country, they will need to remain in isolation until 14 days have passed since their last exposure, even if they have a negative test result.*

Further steps that Simcoe Muskoka District Health Unit will conduct on a Positive Case:

- Perform a risk assessment of contacts/cohorts of a positive person and provide direction as needed
- Support childcare operator with parent communication
- Determine if an outbreak will be declared and when the outbreak is over

Information that may be needed by Simcoe Muskoka District Health Unit for child(ren)/staff/visitor:

- Attendance records
- Class/cohort lists and seating charts
- Current Contact information for children/staff
- Records of essential visitors

Ill individuals who **are not being tested** must be excluded for 10 days from the onset of symptoms unless **ALL** the following:

- a. **Alternative Diagnosis (Not related to COVID-19)**
    - A health care provider diagnosed them with another illness
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- They do not have a fever (without using medication) **AND**
  - It has been at least 24 hours since their symptoms started improving
  - b. **Not given an Alternative Diagnosis, but is asked to stay home with no test:**
    - A health care provider diagnosed them with another illness,
    - They do not have a fever (without using medication)
    - The individual has isolated for 10 days after the onset of symptoms

Documented proof of results is not required to return

**Note:** *Siblings (or other household members) of symptomatic child and staff who worked with the child, will remain in their cohort and self-monitor for symptoms (Self-screen daily before school) for 14 days. They can continue to go to school/work as long as they have not developed symptoms themselves, and as long as they ill staff/visitor has not been diagnosed with COVID-19.*

**If your child has; travelled outside of Canada in the past 14 days, been identified as a close contact of someone who confirmed as having COVID-19, or has been directed by a health care provide or public health to isolate**

- The child may not attend childcare
- Stay home and self-isolate and follow the direction of Simcoe Muskoka District Health Unit
- If symptoms develop, seek medical attention or get a COVID-19 test done

### **Exclusion of Ill Child(ren)**

Any **one symptom** of fever, cough, shortness of breath, and loss of taste or smell should be:

- Sent home, stay home and self-isolate immediately.
- Seek medical advice and/or get a test of COVID-19

Any **one symptom** of sore throat, stuffy nose/runny nose, headache, nausea, vomiting, diarrhea, fatigue, or muscle aches:

- Must stay at home for at least 24 hours from when the symptoms started
- If the symptom is improving, they may return when they feel well enough
- If symptoms do not improve or worsens, seek medical attention and/or get a test of COVID-19

If the child develops **two of these symptoms, or one symptom persist (Stays the same) or worsens**, children should be tested for COVID-19

- Everyone in the household (including siblings) must stay home if anyone has any COVID-19 symptoms where testing is recommended.
- If the ill person tests **negative**, then household contacts no longer need to self-isolate if they are well.
- If the ill person tests **positive**, then follow the Simcoe Muskoka District Health Unit for direction for return to childcare/work.



**If a childcare staff/visitor develop any new or worsening symptoms:**

(Fever and/or chills, cough or barking cough (croup), shortness of breath, sore throat, difficulty swallowing, runny or stuffy/congested nose, pink eye, headache that is unusual or long-lasting, digestive issues like nausea/vomiting, stomach pain, muscle aches that are unusual, or is falling down often)

- Staff are to go home immediately and self-isolate
- Provide appropriate information (e.g., screening tool) and refer to [www.smdhu.org](http://www.smdhu.org)
- Advise the parent/guardian/child or staff/visitor to follow the actions listed on the daily screening tool and related protocols.
- The required actions may differ based on the nature of the symptoms and whether it is a child or adults who is experiencing the symptoms

**If a child demonstrates symptoms of ill health, a sibling should be excluded:**

- Sibling must self-monitor if their ill sibling is experiencing any COVID-19 Symptoms
- To exclude the siblings of ill child with any symptoms of illness where testing of COVID-19 is recommended
- If a child is being tested for COVID-19, all household members must also self-isolate while awaiting test results, or until an alternative diagnosis is provided by a health care provider.

Documentation is not required to return to childcare

**Exposure to a Positive Case of COVID-19**

**Positive Case of COVID-19 in a childcare grouping/classroom:**

- The children and staff in the classroom where the **positive case of COVID-19** is must self-monitor for 14 days
- If any symptoms are developed while self-monitoring, the individual must self-isolate and seek medical attention or get tested for COVID-19.
- Individuals in the positive confirmed case will need to self-isolate while Simcoe Muskoka District Health Unit does an investigation and contact the individuals.
- Siblings of the ill individual may continue to attend if they are not symptomatic

**Closure Wait Time:**

- Childcare providers must follow Simcoe Muskoka Health Unit's Direction
- Simcoe Muskoka Health Unit will provide direction on re-opening

## Managing and Reporting Illness

A serious occurrence will be reported to the Ministry when a child, staff provider is suspected or has a confirmed case of COVID-19, and **Simcoe County – follow Preschool Canada serious occurrence policy**

**Simcoe County** Public Health will be contacted with details of reporting and managing illness.

### Procedure:

Use this section to outline procedures to manage and report illness including, increased hand hygiene procedures, enhanced cleaning and disinfection of room and toys and linen where the asymptomatic child has been present, and how the child or staff will be isolated, and parents/guardians contacted.

In the event of a suspected case (evidence of symptoms):

- 1- Child will be isolated from the cohort.
- 2- Staff supervising isolated child will maintain physical distancing if possible
- 3- Wear full PPE. The child will be offered a mask and will wear it if it can be worn with ease. If a staff has symptoms or suspected cases, they will be sent home immediately, and then we will follow steps 3, 4, and 5.
- 4- Childs parent will be called for immediate pick up; siblings are not required to be sent home. Siblings should self-monitor symptoms for 14 days.
- 5- The room the child/staff was in an isolation room will be fully sanitized. If one or more than one symptom present/confirmed case, a Serious Occurrence will be reported with the Ministry of Education.
- 6- Individuals who were previously ill and have been symptom-free for 24 hours must complete additional screening using the COVID-19 Re-entry Screening Form for Previously Ill Individuals PRIOR to also completing the daily active screening process. A medical note is not required.

## Encouraging Physical Distancing

As of September 1, 2020, the program will return to maximum group sizes as set out under the CCEYA (i.e., licensed age groups prior to COVID-19). Staff and students are not included in the maximum group size, but as much as possible are to stay with the same grouping. Children are permitted to attend on a part-time basis, and as with full-time children, should be included in one group and not mix with other groups as much as possible.

### Procedure:

Use this section to outline procedures to encourage physical distancing. Examples might include (but are not limited to):

- Increasing distance between cots and cribs during sleep times
- Spreading children out into different areas at meal and dressing time
- Incorporating more individual activities or activities that encourage more space between children
- Moving activities outside to allow for more space
- Having singing activities outdoors



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Hygiene  
Practices

[Washing hands.](#)

Follow Preschool Canada policy.

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Parent Drop-  
off and Pick-  
up  
Procedures

All staff, children, parents, and visitors must be screened prior to entry. Parents are not permitted past the screening area. Staff must wear full PPE for screening procedures when a distance of 2-metres cannot be maintained.

Procedure:

(screening station set-up, response to positive screening)

Pick up Procedure

Parent or guardian picking up a child from the childcare will need to call the centre upon arrival, and staff will wash their hands and the child's hands, collect their belongings and bring the child out of the classroom and release the child to their pick-up person from the classroom emergency door while maintaining physical distance. Staff releasing child will be wearing a mask.

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Screening

**Health Check Screening**

**Policy Statement**

Preschool Canada is committed to providing a safe and healthy environment for children, families, and employees. Preschool Canada will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

**Purpose**

To ensure that all employees are aware of, and adhere to, the directive established by Peel Public Health, regarding the use of the Screening Procedure in all Preschool Canada locations in Simcoe County.

**Policy**

All individuals, including children attending childcare, staff, parents/guardians, volunteers, students, and visitors, must be actively screened each day and the information documented and kept on-premises. Parents/guardians are to be informed of this process at registration/mail.

**Procedures**

Prior to active health screening at Preschool Canada, staff must complete training on how to properly wear PPE (medical masks and face shields) and complete the screening process. Assign and train staff the roles of screening, escorting children to their classroom at drop-off time and returning them to the entrance at pick-up time (i.e. runner), and for cleaning and disinfecting.



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When assessing symptoms, the focus should be on evaluating if they are new, worsening, or different from an individual's baseline health status (check off "Yes"). Symptoms associated with known chronic health conditions or related to other known causes/conditions should **not** be considered unless new, worsening, or different from an individual's baseline (check off "No"). If an individual does not pass the screening tool (i.e. screen positive), they should not attend childcare/work, and appropriate recommendations will be provided by public health.

Follow local public health unit guidelines for reporting a suspected case of COVID-19 and follow all directions given by public health.

Follow Ministry of Education guidance for reporting Serious Occurrences related to COVID-19.

Track all child and staff absences in the daily written logbook. Record the reason for absence, including symptoms of ill health, on the Symptoms of Ill Health form, and on any template required by the local public health unit.

Keep the Symptoms of Ill Health form in each child's and each staff's file so that symptoms can be kept confidential.

Please refer to the Ministry of Health's [Student Screening Tool](#) every day before they attend childcare or work.

### **Symptoms of COVID – 19 - For Children**

#### **Question 1: Active Screening Tool**

- Fever and/chills (Temperature of 37.8 C / 100.0 F or greater)
- Cough (more than usual if chronic cough) including croup; barking cough, making a whistling noise when breathing
- Shortness of breath (Dyspnea, out of breath, unable to breathe deeply, wheezing, that is worse than usual if chronically short of breath)
- Decrease or loss of smell or taste (New olfactory or taste disorder)

#### **Question 2: Active Screening Tool**

- Sore throat (painful swallowing or difficulty swallowing)
- Stuffy nose and/or runny nose (nasal congestion and/or rhinorrhea)
- Headache (New or persistent, unusual, unexplained, or long-lasting)
- Nausea, vomiting, and/or diarrhea
- Fatigue, lethargy, muscle aches or malaise (The feeling of being unwell, lack of energy, extreme tiredness, poor feeding in infants)

### **Symptoms of COVID – 19 – For Adults**

- Fever and/chills (Temperature of 37.8 C / 100.0 F or greater)
- Cough (more than usual if chronic cough) including croup; barking cough, making a whistling noise when breathing
- Shortness of breath (Dyspnea, out of breath, unable to breathe deeply, wheezing, that is worse than usual if chronically short of breath)



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- Decrease or loss of smell or taste (New olfactory or taste disorder)
  - Sore throat (painful swallowing or difficulty swallowing)
  - Stuffy nose and/or runny nose (nasal congestion and/or rhinorrhea)
  - Headache (New or persistent, unusual, unexplained, or long-lasting)
  - Nausea, vomiting, and/or diarrhea
  - Fatigue, lethargy, muscle aches or malaise (The feeling of being unwell, lack of energy, extreme tiredness, poor feeding in infants)
  - **Stomach pain**
  - **Pink eye (conjunctivitis)**

**Note:** Runny nose; if a child is experiencing a runny nose, the child should be kept home and should be monitored for their symptoms. When the child feels better, they can return back to the childcare centre. No COVID-19 testing is needed. If the child's symptoms worsen and/or develop other symptoms, the parent/guardian should contact their health care provider for further advice. Mild symptoms known to persist in young children may be ongoing at the time of returning to childcare if other symptoms have been resolved. **Children who experience runny nose must be excluded from the childcare for at least 24 hours until symptoms improve.**

**Note:** All symptoms stated above need to be not related to other known causes or conditions for a child/staff to be exempt from the childcare center. Please read below for more information and see the Managing and Reporting Illness

### **Screening Procedures**

The Screening tool is based on the Ontario COVID-19 Screening Tool for children in Childcare (Version 1 – October 1<sup>st</sup>, 2020) and has been adapted to reflect the local context in Simcoe Muskoka

Parents/guardians, staff members, volunteers/students, and essential visitors are able to complete the screening tool [COVID-19 Student Screening Tool](#) for children (Questions 1 – 5) and for Staff [COVID-19 Screening Tool for Employees and Visitors](#);

**Note:** Every child must be screened prior to being admitted into the childcare center. Staff must follow the screening checklist for each person and record the outcome.

### **In-Person Screening Procedure**

Every staff, parent/guardian, child, /students, and any essential visitor must be actively screened in the foyer of the centre. Staff must follow the screening checklist for each person and record the outcomes.

- If Screening is not complete as self-assessment before dropping off, a hardcopy will be available for parents to complete before entering the childcare centre.



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- The director/designated staff member will confirm that the child has passed the screening tool to ensure that the child can attend childcare
  - The director/designated staff will need to take and document the temperature of the individual.
  - Director/designated staff members will need to ensure that they are documenting it on the Simcoe [Documentation Screening Tool](#), and documentation will need to stay on-premises.
  - A parent/guardian are able to answer the screening questions for their child(ren)
  - Preschool Canada Innisfil will be following the protocols provided from Simcoe Muskoka Health Unit in the Screening Tool [COVID-19 Student Screening Tool](#) for children and [COVID-19 Screening Tool for Employees and Visitors](#) for staff and visitors
  - Staff should continue to self-monitor themselves and monitor children in care throughout the day. Any symptoms must immediately be reported to the centre supervisor.
  - Screeners should take appropriate precautions when screening, including maintaining physical distancing of at least 6ft/2 metres from others.
  - Ensure that surgical masks and face shields are worn anytime that an individual is in the screening area.
  - Eye protection must be worn when it is anticipated that the screening could generate bodily fluids (e.g. child is upset and crying during screening)

Health Screening Staff must wear appropriate PPE at all times, which include:

- Masks
- Eye protection or face shields

Refer to Protective Personal Equipment Policy and Procedures for further information on required PPE

- All entrances have hand sanitizer and, if in an enclosed space, and physical distance of 2 metres cannot be maintained. Parents/guardians and staff/providers will wear a face mask and face shield.
- Preschool Canada signage/markings on the ground direct families through the entry steps.
- Personal belongings (e.g., backpack, clothing, etc.) should be minimized. If brought, belongings should be labeled and kept in the child's cubby/ designated area.





Parents,  
Visitors,  
Vendors,  
Contractors &  
Inspectors

Public Health requires that the number of individuals entering the childcare center be limited to staff, children, and only absolutely necessary individuals.

An individual permitted to enter the center must be screened using the active screening questions, including taking their temperature, and their contact information must be recorded on the visitor log in the event public health must contact them for the purposes of self-isolation or testing.

The following individuals will not be permitted to enter the center:

- New parents/tours (tours will be done virtually using video)

The following individuals are permitted to enter the centre after being screened:

- Government representatives – Program Advisor, Public Health Fire inspector, etc.
- Resource Consultant, enhanced staff, therapists.
- Preschool Canada Head Office management team.
- Post-secondary school placement students (must stay with same cohort of children).

Supply deliveries to call the centre when they arrive and meet you at the entrance to receive deliveries.

Contractors like cleaners, or emergency services like plumbers must be screened and their contact information recorded on the visitor log. Try to schedule their work for a time when children are not present.

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PPE

As of September 1, 2020, all adults and children grade four and above wearing a mask will be mandatory.

Procedures

PPE is equipment worn to protect the worker from infected droplets and contaminated surfaces. PPE used in a childcare setting can include:

- Eye protection - protects the eyes from splashes, sprays, and droplets
- Gloves - gloves and good hand hygiene protect you and others
- Gowns - long-sleeved gowns protect clothing from becoming contaminated
- Masks - protects the inside of the nose and mouth

When you wear a mask, you should also be sure to clean your hands frequently with soap and water or 60%-90% alcohol-based hand sanitizer. Masks can also be worn to prevent spread from an infected person to others by containing infected droplets (source control).

Wearing the mask will be mandatory at all times when you are working with

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children indoor and outdoor when physical distance of two metres cannot apply.

Masks must be worn properly at all times, without exception. This includes:

- On the face, properly covering the mouth and nose
- Not lifted or dropped to the chin or around the neck
- All straps must be securely fastened
- Once the mask is secure, consider it your face. DO NOT touch or move it
- Masks are single use
- Change your mask if it becomes moist or dirty

To put on the Mask:

- Wash or sanitize your hands
- Check the mask for tears or faulty straps
- The stiff bendable edge is the top
- Holding the mask by the upper strings, tie in a bow near the crown of your head, or if the mask has bands, loop over your ears
- Holding the mask by the bottom strings, pull the bottom of the mask over your mouth and chin and tie in a bow near the nape of your neck
- Ensure the mask covers your mouth, nose, and chin
- Press and mold the upper bendable edge to the shape of your nose and cheeks
- Wash or sanitize your hands

To remove the Mask:

- Wash or sanitize your hands
- Only touch the straps; avoid touching the front of the mask as it is contaminated
- Untie the bottom strings and then the upper strings
- Dispose of the mask directly into the garbage
- Wash or sanitize your hands

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#### Parent Fees

Any child who was receiving care in a Preschool Canada program immediately prior to the closure will be offered a childcare space for September 1, 2020, or later. Families will have 14 days to accept or decline the placement. If placement is accepted, operators may charge a fee to use or hold the space as of September 1, 2020, whether the child attends or not. If the placement is declined, the operator may offer the placement to another child.

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**PRESCHOOL  
CANADA**  
*Early Learning Academy*

#### Scheduling Shifts

As of September 1, 2020, the program will return to maximum group sizes as set out under the CCEYA (i.e., licensed age groups prior to COVID-19). Staff shifts will meet the ratio following the requirements above.

#### **Procedures**

All Preschool Canada staff shifts should follow CCEYA regulations to meet the children ratio, keeping in consideration staff well-being while we are facing a pandemic, including staff coverage for lunch and breaks, sick leave, and vacation.

#### Please insert your staff scheduling

\*Note: While we are in a pandemic, this document will keep changing to adapt to the most up to date requirements from your region, the Ministry of Education, and the Ministry of Health. As well, all regulations from the Child Care Centre Licensing Manual are to be checked for compliance.

If you would like to add anything to this document, please notify head office, and we will make necessary changes.



<i>Durham Public Health Contacts</i>	<i>Call: 905-668-2020 or 1-800-841-2729 ext. 2996</i> <i>Email: <a href="#">add Health Advisor here</a></i> <i>Fax: 905-666-6215</i> <i>After Hours: 905-576-9991 or 1-800-372-1104</i>
<i>Simcoe Public Health Contacts</i>	<i>Monday to Friday 8:30 am to 4:30 pm</i> <i>Email: <a href="#">add Health Advisor here</a></i> <i>Call: 705-721-7520 or 1- 877 721-7520</i> <i>Fax: 905-825-8797</i>
<i>Peel Public Health Contacts</i>	<i>Open 8:30 a.m. to 6:30 p.m., 7 days a week</i> <i>Brampton &amp; Mississauga</i> <i>Email: <a href="#">add Health Advisor here</a></i> <i>Call: 905- 799-7700</i> <i>Fax: 905-565-1456</i>
<i>Toronto Public Health Contacts</i>	<i>Call: 416-392-7411</i> <i>Email: <a href="#">add Health Advisor here</a></i> <i>Fax: 416-392-0047</i> <i>After hours: 3-1-1 or 416-392-CITY (2489) for callers from outside of Toronto</i>
<i>York Public Health Contacts</i>	<i>Call: 1-877-464-9675 ext. 73588 (office hours)</i> <i>Email: <a href="#">add Health Advisor here</a></i> <i>Fax: 905-898-5213</i> <i>After Hours: 905-953-6478 (after 4:30 p.m., weekends, holidays)</i>
<i>Wellington-Dufferin-Guelph Public Health Contacts</i>	<i>Monday – Friday, 8:30 a.m.- 4:30 p.m.</i> <i>Email: <a href="#">add Health Advisor here</a></i> <i>Call: 1-800-265-7293 ext. 4752</i> <i>Fax: 1-855-934-5463</i>