

LITTLE HANDS DAYCARE CENTRE



COVID-19 Parent Policies Handbook

Location #1: 824 Thompson Road, Milton, ON L9T 9H2
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Location #2: 824 Thompson Road, Milton, ON L9T 9H2
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The following policies and procedures have been put in place as of June 29, 2020 until we have received the approval from the Ministry of Education and/or Halton Region Public Health to end. In the event of a conflict between this document and the Little Hands Daycare Centre Parent Handbook, this document will prevail. Advice of Halton Region Public Health must be followed, even in the event that it contradicts this document.

Clothing and Personal Belongings

We require all children's belongings to be labelled to ensure it is not shared between children, including clothing, shoes, sippy cups, soothers, bottles, blankets, etc. Any items that are not labelled will be sent home. Since all items brought in to the Centre are required to be labelled, we have a fundraiser happening with *Mabel's Label's* as we felt that this would be perfect to help all families with this easy solution to labelling all of your children's belongings. All funds raised through these sales will go towards new seasonal outdoor equipment and materials. *Mabel's Label's* are personalized peel and stick labels that safely go in the laundry, dishwasher and microwave (100% guaranteed). They're a reliable product that parents love and they're perfect for all your children's things – from shoes and clothing to water bottles, lunch boxes, backpacks, supplies and more! Their large range of labels and tags suit a host of different needs including baby bottle labels, allergy and medical alert products, sports labels, household labels and seasonal items. These labels help to curb germ spread by knowing which items belong to your child avoiding mix ups and keep your items coming home if they end up in the lost and found! To place an order, visit www.campaigns.mabelslabels.com at any time, and search for Little Hands Daycare Centre (Milton). Once you have selected our program, you can place your order and it will be shipped directly to your address of choice. By supporting our fundraiser, all orders placed through this link will receive free shipping!

We ask for no toys from home to be brought into the centre. The centre will not be responsible for lost or stolen items.

INTAKE PROCEDURE & POLICY

Prior to any individual (i.e. child, parent, staff, visitor, etc.) entering Little Hands Children's Learning Centre Inc., the individual must complete the *COVID-19 School and Child Care Screening Tool* (<https://covid-19.ontario.ca/school-screening/>) on a daily basis (including weekends). Any individual who does not pass the screening tool will not be able to enter the Centre and will be asked to return home and self-isolate.

INTAKE PROCEDURE

Every staff, child, parent, visitor, etc. must complete the *COVID-19 School and Child Care Screening Tool* (<https://covid-19.ontario.ca/school-screening/>) prior to coming to the Centre.

****NOTE**** Halton Region Public Health requires all families to complete the *COVID-19 School and Child Care Screening Tool* 7 days a week and are to reflect back on the previous 5 days when responding to the questions.

If an individual did not pass the *COVID-19 School and Child Care Screening Tool*, they are not to come to the Centre. This includes to complete drop off or pick up of a child.

Guidelines in place for parents/guardians who are coming inside to complete drop off and/or pick up:

- We recommend for 1 parent/guardian per child to enter the building. This will limit the number of people gathering in the hallways.
- We ask parents/guardians to physically distance as much as possible. This may be a challenge due to the narrow hallways.
- N95 masks, medical surgical masks and hand sanitizer will be available in the lobby entrance.
- We ask for parents/guardians that are coming inside to complete drop off or pick up to not go past the doorway of the classroom.

CHILD ABSENCES

If your child will be absent, either due to illness or just absent for the day, parents/guardians are to notify Little Hands of the child's absence, as well as the reasoning for being off (i.e. specific symptoms exhibited, in good health but staying home for the day, etc.). Should your child not be in attendance by 10am, a Little Hands employee will contact parents/guardians to confirm if your child will be absent for the day, including reasoning for being off. This is to track and monitor any illnesses or for patterns/trends.

VISITORS

We are not currently accepting visitor's into the Centre, unless it is an essential visitor. An example of an essential visitor is a Ministry of Education Program Advisor, Halton Region Health Department Inspector, community support member such as Community Living North Halton, etc.

Revised May 2022

EXCLUSION POLICY

Little Hands Children's Learning Centre Inc. is committed to providing a safe and healthy environment for all children, staff and families. We will take all reasonable measures to prevent the risk of communicable diseases including COVID-19, such as our Intake Screening Procedure.

In order to do this, we will need all staff, parents/guardians and children to follow this policy. All children and staff must not attend the Centre if they present with any new or worsening symptoms of COVID-19, even if it is only one symptom and if the symptom(s) resemble a mild cold. All staff, parents/guardians and children must follow the directions outlined in the *COVID-19 School and Child Care Screening Tool* (<https://covid-19.ontario.ca/school-screening/>) or the direction of Halton Region Public Health (if contacted).

WHAT HAPPENS IF A CHILD BECOMES ILL AT THE CENTRE?

In the event that a child is at the Centre and begins to be unwell, they are to be separated from the other children in the classroom with their Parents/Guardians being contacted to pick up their child as soon as possible. Child Care staff should refer to the *Ontario COVID-19 School and Child Care Screening Tool* for guidance on steps to take when an individual develops COVID-19 symptoms.

If a child becomes ill and/or shows symptoms of COVID-19 related symptoms, staff will:

- Ensure that the ill or symptomatic child is separated into the designated area at each location with another staff.
- Contact Parents/Guardians to pick up their child as soon as possible.
- Monitor the child until the Parents/Guardians pick up.
- Document the symptoms the child showed in the Classroom Communication Book & on the child's daily log on the *Sandbox Teacher App* for the Parents to access.
- Ensure that if a child appears to require immediate medical attention that the child is to be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a qualified medical professional.
- Advise the parent/guardian picking up to use the *COVID-19 School and Child Care Screening Tool* and follow instructions which may include seeking medical advice and/or going for testing for COVID-19.

If you suspect a child has symptoms of a reportable communicable disease (please refer to the Halton Child Care Health Resource), please report these immediately to Halton Region Public Health at 905-825-6000.

WHEN TO EXCLUDE

A child and/or staff must be excluded when they do not pass the *Ontario COVID-19 School and Child Care Screening Tool*, due to any of the items below (and as updated by the Government of Ontario):

1. Exhibiting one or more of the symptoms listed on the screening tool, and that individual has not completed the required isolation time and/or directions on the *Ontario COVID-19 School and Child Care Screening Tool* or if a child is unable to participate in regular programming due to illness.
2. An individual in the household (i.e. parent, sibling, etc.) is exhibiting COVID-19 symptom(s), is isolating due to COVID-19 or a known exposure, and/or waiting for test results after experiencing symptoms
3. The child or staff has been instructed to isolate by a doctor, health care provider or public health unit
4. The child, staff or essential visitor has been instructed to quarantine after travelling outside of Canada or were told not to attend school/child care

Please use the *COVID-19 School and Child Care Screening Tool* (<https://covid-19.ontario.ca/school-screening/>) daily prior to coming to the Centre in the morning to confirm if you child is permitted to attend or must be excluded. All individuals that do not pass the screening tool are not permitted to enter the Centre and must refer to the *COVID-19 School and Child Care Screening Tool* for symptom screening, monitoring and isolation procedures. All individuals must follow the monitoring and isolation advice outlined in the *COVID-19 School and Child Care Screening Tool*.

For information on the requirements to return back to the Centre, please see the results section of the *Ontario COVID-19 School and Child Care Screening Tool* or speak to your Centre Supervisory team to confirm when your child will be permitted to return back to our program.

HOW TO EXCLUDE

1. Supervise the child in a designated room with a hand washing sink and/or hand sanitizer available. Staff must be sent home immediately.

2. If the child appears sick or feverish, check the child's temperature. Use the least intrusive method (i.e. non-contact thermometer) and ensure the person using the thermometer is wearing their medical mask and eye protection. If using a single use protective cover for thermometers, properly dispose of the cover after each use, clean and disinfect the thermometer before re-use.
3. Place a non-medical mask on children older than 2 years old (if tolerated) and ensure proper use.
4. Notify Parents/Guardians or emergency contacts of the sick child for pick up as soon as possible and supervise while waiting to be picked up. Any siblings/household contacts on site must also be sent home at the same time as the symptomatic individual, even if the other household contacts/siblings are not exhibiting any symptoms.
5. Supervising staff must maintain physical distancing as best as possible and wear personal protective equipment as noted in the *Safe Work Procedures during COVID* policy: wear a medical mask, eye protection (safety glasses/face shield), gloves and a gown. Staff should perform proper hand hygiene and attempt to not touch their face with unwashed hands.
6. Staff should not interact with others while waiting with an ill child and should avoid contact with the child's respiratory secretions
7. Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene
8. Direct the staff or parent/guardian of the ill child to complete the *COVID-19 School and Child Care Screening Tool* and have the ill individual follow the direction provided from the results of the screening. This may include seeking medical advice, including the recommendation of testing for COVID-19 as appropriate, or as advised by their medical provider. If referred for testing, the individual must remain in self-isolation and cannot attend child care in person.
9. Please see *Testing For COVID-19 And Return Requirements* below for return requirements.
10. Staff and children who were in the same room with the ill individual must continue to be cohorted/grouped together and monitored for signs and symptoms of the illness until the ill individual receives their test result. If the test result is positive for COVID-19, Halton Region Public Health will provide further direction to their close contacts on testing and self-isolation.

Once an ill individual has been picked up:

1. Increase ventilation in the designated exclusion room if possible (i.e. open windows)
2. Clean and disinfect the designated room or space immediately after the child or staff has been sent home.
3. Items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 24 hours up to 3 days.

TESTING FOR COVID-19 AND RETURN REQUIREMENTS

Symptomatic staff and children should individual follow the direction provided from the results of the *COVID-19 School and Child Care Screening Tool*. This may include seeking medical advice, including the recommendation of testing for COVID-19 as appropriate, or as advised by their medical provider. If referred for testing, the individual must remain in self-isolation and cannot attend child care in person.

Testing of an asymptomatic individual should be performed as per provincial testing guidance. Asymptomatic individuals awaiting test results may not need to be excluded and should follow the advice of public health and the *COVID-19 School and Child Care Screening Tool*.

MONITORING

Ensuring that all environmental conditions are constantly monitored is essential in preventing and reducing illness.

Ensure monitoring includes the following:

- Observe children for illness upon arrival
- Active screening is required for anyone entering the Centre. Anyone who fail screening criteria will not be allowed into the Centre.
- Record symptoms of illness for each child including signs or complaints the child may describe (i.e. sore throat, stomach ache, head ache, etc.)
- Record the date and time that the symptoms occur
- Keep all screening records on site
- Record the room the child attends
- Record attendance and absences

CHILD ABSENCES

If your child will be absent, either due to illness or just absent for the day, parents/guardians are to notify Little Hands of the child's absence, as well as the reasoning being off (i.e. specific symptoms exhibited, in good health but staying home for the day, etc.). Should your child not be in attendance by 10am, a Little Hands employee will contact parents/guardians to confirm if your child will be absent for the day, including reasoning for being off. This is to track and monitor any illnesses or for patterns/trends.

Policy Revised March 2022

SANITARY POLICY DURING COVID-19 PANDEMIC

The regular Sanitary Policy last updated October 2016 must still be followed, but due to COVID-19, the following additional items are to enhance our sanitary policy due to the current situation.

Definitions & How to Complete

Cleaning

- refers to the physical removal of foreign material (i.e. dust, soil, etc.) and organic material (i.e. blood, secretions, microorganisms, etc.). Cleaning removes, rather than kill microorganisms. Water, detergent and mechanical action (i.e. wiping) is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent film is removed.
- How to Complete:
 - For materials that cannot be submerged in a soap & water solution (i.e. high touch surfaces, shelves, large equipment, etc.):
 - Use soap and warm water spray bottle to wet the material and wipe clean
 - For toys that can be submerged in a soap & water solution:
 - Soak in a soap and water solution
 - Rinse the surface with clean water (warm to lukewarm temperature preferred)

- Let the surface dry

Disinfecting

- describes a process completed after cleaning in which a chemical solution (i.e. a 1:10 bleach and water solution), is used to kill most disease-causing microorganisms. In order to be effective, disinfectants must be left on a surface for a period of time. Contact times are generally prescribed by the product manufacturer (i.e. 1:10 bleach solutions require 1 minute of contact time to be effective)
- Contact times for bleach solutions (the amount of time that the mixture will need to remain wet on the surface to achieve disinfection):
 - Kitchen mixture – ½ tsp bleach to 4 cups water (1 minute contact time)
 - Classrooms, Bathrooms, Playground & Floor mixture (1:100 ratio) – 2 tsp bleach to 4 cups water (2 minutes contact time, but 10 minutes when children not in room or are sleeping)
 - Bodily Fluid mixture (1:10 ratio) – ½ cup bleach to 4 ½ cups of water (1 minute contact time)
- How to Complete:
 - For materials that cannot be submerged in a bleach & water solution (i.e. high touch surfaces, shelves, large equipment, etc.):
 - Spray entirely with 1:100 bleach & water solution (prepared daily)
 - Let sit for the appropriate amount of time described above.
 - For toys that can be submerged in a bleach and water solution:
 - first clean toys in a detergent and water solution
 - follow by soaking in a 1:100 bleach and water solution for the contact time noted above.

****NOTE**** For all cleaning of bodily fluid spills (i.e. urine, feces, vomit, etc.) always use the bodily fluids bleach mixture.

Cleaning & Disinfecting Requirements

COVID-19 can survive for several days on different types of surfaces and objects. Frequent cleaning and disinfection is important to prevent further spread of the disease. Little Hands Children's Learning Centre Inc. wants to protect our families and staff members from contracting COVID-19 in our setting as much as possible.

In order to do so, we are implementing the following policies and guidelines:

- Hand Washing
 - To promote good hygiene through hand washing:
 - All staff must wash their hands with soap and water, including but not limited to: when hands are visibly dirty, before & after all lunch breaks, beginning & end of shifts, before handling food, upon entering a classroom, etc. If soap and water is not available, an alcohol based sanitizer with 60% or greater alcohol content is hand washing is not possible.
 - All children must wash their hands with soap and water, including but not limited to: when hands are visibly dirty, before & after all meals/snacks, upon entering the classroom at drop off, before leaving the classroom at pick up, before & after going outside to the playground, etc. If a child is

unable to follow proper hand washing techniques, staff must assist the child in washing their hands.

- Additional hand washing opportunities must be worked into the daily schedule.

For all cleaning/disinfecting requirements, please follow all frequency requirements on the Monthly Cleaning Charts, including but not limited to:

- The Infant/Toddler Monthly Cleaning Chart
- The Preschool Monthly Cleaning Chart
- The Kindergarten Monthly Cleaning Chart
- The Kitchen Cleaning Chart
- The Communal Area Cleaning Chart

When you get home from work, governing bodies recommend for all staff to remove your clothing worn to work and launder immediately in case of potential droplets. All clothing worn to work must be freshly laundered and not have been worn previously to prevent potential spread.

Policy Revised May 2022

MASK REQUIREMENTS

As of March 21, 2022:

- **All adults** in a child care setting are no longer mandated to wear a mask (non-medical or medical mask) or eye protection while at the child care premise, including indoor or outdoor areas. Little Hands Children's Learning Centre strongly recommends for all staff to wear a mask (either non-medical or medical) when working with food (such as preparing lunch or serving meals/snacks to the children), when in close proximity to the children (such as diaper changes), when completing intake 'running' in the mornings or releasing children at the end of the day, or when dealing with an ill child. The Province of Ontario will continue to provide child care centres with masks and eye protection which will be available for all staff.
- **Children of all ages** in a child care setting are no longer required to wear a non-medical/cloth mask while at the child care premise, including indoor or outdoor areas. If parent/guardians wish for their child to wear a mask while attending our program, please connect with your site supervisor to notify us of your families masking requests.
- **Children under the age of 2 years** are not permitted to wear a mask following provincial guidance. Please see the following link for more information:
<https://www.ontario.ca/page/face-coverings-and-face-masks>

Little Hands Children's Learning Centre Inc. asks for all staff, families and visitors to be respectful of everyone's choices with mask wearing.

Policy revised March 2022