



COVID-19 PANDEMIC POLICIES & PROCEDURES

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Table of Contents

Purpose	3
Policy	3
Definitions	4
Pandemic Procedure	4
Parent Drop Off & Health Screening Procedures	6
Parent Pick-Up	8
Reducing the Risk of Spreading the Illness	9
Use of Personal Protective Equipment	9
Hand Hygiene	10
Physical Distancing with Children	12
Guidelines/Practices	13
Cleaning Protocol	14
Management of staff and children with possible COVID-19	17
How to Report Illness & Exclusion of Children	19
Covid-19 Immunization Disclosure Policy	20

Purpose

Pandemic is distinguished as an infectious disease/illness that becomes a worldwide epidemic that spreads easily and rapidly through many countries and regions of the world affecting a large percentage of the population. A pandemic occurs when an infectious disease emerges to which the population has little or no immunity. It may spread easily from person to person and may cause serious illness and death. The World Health Organization (WHO) sets the pandemic alert level globally. The pandemic level is set based on the spread of the virus, not the severity of the illness.

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

It is the goal of Harbour Preschool and licensee Harbour Fellowship Church to provide support and service to families and children in an environment that is as safe and healthy as possible. We will make every effort to continue to operate our services and protect employees and clients/families from emergency situations including pandemics.

In the event of a pandemic, our goal is to remain as available as possible until authorities dictate otherwise.

The purpose of this policy is to provide a framework for Harbour Preschool to mitigate and prepare for the potential impacts of a pandemic from reduced services to potential closures.

This policies objectives are to:

- Ensure all staff are educated about pandemic risk factors and prevention procedures
- Control infection risks through the application of preventative measures
- Integrate pandemic prevention strategies in day to day operation
- Ensure staff recognizes that educational information provided is to be utilized in the workplace to protect themselves and the children
- Provide clear direction in conducting daily health screens

Policy

Harbour Preschool is required to follow all guidelines set out by the Public Health Agency of Canada, Ontario Ministry of Health, and the Regional Public Health/Medical Officer of Health for proper infection prevention. Our responsibility is to ensure infection prevention practices are carried out properly to prevent the spread of illness among employees, placement students, and children. Policies and procedures are assessed and monitored to ensure our employees, and any placement students are consistently and carefully carrying them out.

All Harbour Preschool staff must adhere strictly to the guidelines and practices below in order to reduce the risk of contracting or transmitting an infectious disease or illness during a pandemic.

These policies and procedures are required to be reviewed with employees before they begin their employment. The date on the records of review indicates that the written policy has been reviewed by all staff before they begin their employment. All staff are required to follow Public Health Medical Officer of Health direction and protocols.

Harbour Preschool will ensure our pandemic plan and service continuity/interruption plans align with the Niagara Region.

NOTE: This policy is subject to review to be modified/revised when needed as the Pandemic evolves.

THE MEDICAL OFFICER OF HEALTH IS THE AUTHORITY THAT DEEMS WHEN A PANDEMIC HAS ENDED.

Definitions

Licensee: The body licensed by the Ministry of Education responsible for the operation and management of each childcare centre it operates (Harbour Fellowship Church).

Staff: Individual employed by the licensee (e.g. program room staff, supervisor, director).

Cleaning: Refers to the physical removal of foreign material (eg. dust or soil) and organic material (eg. blood, secretions, microorganisms). Cleaning removes, rather than kills microorganisms. Warm water, detergent and mechanical action (eg. wiping) is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent film is removed.

Disinfecting: Describes a process completed after cleaning in which a chemical 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 time). Contact times are generally prescribed by the product manufacturer. Any items children may come into contact with require a final rinse after the required contact time is observed.

Hand Hygiene: Refers to the process of hand washing or use of hand sanitizer.

High Touch Surfaces: Refers to any surfaces that have frequent contact with hands (light switches, handrails, door knobs, sinks, toilets, etc). These surfaces must be cleaned and disinfected at least twice per day and more often as necessary.

Low Touch Surfaces: Refers to any surfaces that are reachable but are likely to have minimal contact with hands (walls, window ledges). These surfaces must be cleaned and disinfected at least once per day and more often as necessary.

PPE: Personal Protective Equipment is protective clothing, masks, shields, gloves or other garments or equipment designed to protect the wearer's body from injury or infection.

SO: Serious Occurrence

CCLS: Child Care Licensing System

Pandemic Procedure:

The Director will advise staff and ensure they are following the guidelines in the above noted policy.

The Director will make themselves aware of the pandemic by:

- Partaking in any required training to maintain current information on health & safety related to the pandemic.
- The Director must ensure that training is provided to all staff on all pandemic policies & procedures.
- Reading all information (Health & Safety notices, Niagara Region emails regarding Pandemic information, Ministry of Education emails, etc) to ensure up to date information is correct.

- Reading the centre's communication logbook daily at the beginning and end of the shift in their assigned classroom. Ensure Director is aware of any issues for the centre communication book.

Staff will make themselves aware of the pandemic by:

- Recording any communication in the classroom logs.
- Reading any communication/emails sent regarding the pandemic.
- Reading all Pandemic guidelines and expectations set out by Harbour Preschool.
- Partaking in any required training to maintain current information on health & safety measures related to the pandemic.

Pandemic Management:

- Ensure all staff have knowledge and are implementing all policies and procedures related to the pandemic.
- Exclude all ill children & staff from the childcare centre as per Public Health directive.
- Review hand hygiene with staff. Increased hand washing is required during a pandemic. Children and staff must have access to warm running water, single use soap and paper towels. Cloth hand towels must only be used one time and then laundered.
- Families must clean their hands upon arrival to the screening area with an alcohol hand rub provided.
- Harbour Preschool will not partake in any social outings.
- Practice social/physical distancing whenever possible.
- Implement an enhanced cleaning and disinfecting program (at minimum twice daily or as needed) of high touch surfaces such as door handles, handrails, sink/toilet handles etc with the proper bleach to water ratio advised by the Niagara Region for disinfecting. Cleaning and disinfecting should be documented.

Attendance

Classroom attendance will be kept in each classroom during the week. At the end of each week, the attendance logs will be put in the 'attendance binder' for easy contact tracing.

In addition to attendance records for all children receiving child care, all licensees are responsible for maintaining daily records of anyone entering the child care facility. These records (health screens) must include all individuals who enter the premises (eg. staff, people doing maintenance work, people providing support for children with special needs).

- Records are to be kept on the premises and along with name and contact information must include the time of arrival and departure for each individual and purpose for visit.
- Records must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak (ie. records can be made available to public health within 24 hours of a confirmed case or outbreak).
- Health screen records are placed in the screening binder daily for the month. At the end of the school year they are placed in a labelled file folder and placed in the COVID record box.
- These records will be kept on site for a minimum of 1 year.

Staff Training:

- Staff will receive updates on COVID-19 via emails.

- All staff that are included in the ratios must have valid certification in Standard First Aid Training, including Infant and Child CPR.
- Staff will access current information from the Niagara Region's COVID-19 page www.niagararegion.ca/health/covid-19/default.aspx.

Outside Services/Visitors:

- Ministry staff and other public officials (eg. fire marshals, public health inspectors) are permitted to enter and inspect the centre and premises at any reasonable time. They will be required to be screened and to wear a mask while in the facility.
- Resource Consultants (RC) are permitted to enter the building, providing they pass the health screen. They will be required to wear a mask and face protection for the duration of their visit. If a child is being supported by a RC, that parent will need to give permission for the RC to have contact with their child. If they choose not to give permission for contact, the RC will only be able to observe the child from a distance.
- Parents should not pass the screening area.
- Any deliveries will be left at the Harbour Fellowship Church front office.

Communication with Parents/Meetings/Gatherings:

- It is essential that parents be kept informed of the status of the pandemic. It is also important that they understand the policies surrounding exclusion and understand why ill children are not to be present in the facility.
- A Pandemic Policy & Procedure parent handbook will be provided to families explaining these key points. After reading the handbook, parents/guardians will verify that they have read and agree to adhere to all policies and regulations by dating and initialing a form.
- New policies and procedures will be shared with families, for their information and to ensure they are aware of the expectations, including keeping children home when they are sick.
- Where possible, communication should be limited to email, phone or Zoom. If in-person meetings must be held, they will be in a location where physical distancing of 6 feet (2 meters) can be maintained.
- Group events that may have been scheduled will be suspended until further notice.

Parent Drop Off & Health Screening Procedures

In consideration of the increased risk associated with the spread of COVID-19, and in accordance with Ontario Regulation 137/15, s.88.6(5) and Ministry of Education Operational Guidance During COVID-19 Outbreak; it is required that all individuals (staff, children, placement students, essential visitors, and volunteers (when permitted by Public Health)) entering into Harbour Preschool undergo a health screening. If an individual does not pass the health screening, entry into the program will not be permitted. Parents are permitted to do this on their own for their child using the Ontario school and child-care online screening and must show verification of this to the screener at Harbour Preschool upon arrival. For those parents that do not complete the online screening, Harbour Preschool will conduct a direct health screening of their child prior to entry.

Health Screening must be conducted in accordance with the procedures described.

Any essential visitors that must enter the childcare areas will be screened and wear a mask while in the centre (eg. maintenance personnel, Ministry staff, Public Health inspectors, etc).

Post-secondary students completing a field placement will be accepted. This student will be assigned to one classroom and should only have a placement at our centre.

Parents dropping off children must participate in health screening on their child's behalf.

Procedure:

All individuals (staff, children, essential visitors) wishing to enter Harbour Preschool will be screened upon arrival. Entry will only be permitted if the individual has passed the Ontario school and child-care online health screening and shows verification or if they pass the direct in person health screening performed by the designated screener. Parents dropping off children, although not entering the centre, must participate in health screening on their child's behalf. Parents will not be permitted past the screening area.

If an individual fails the health screening, they shall not be permitted to enter the centre.

Staff can take the online staff child care screening and show verification upon arrival or they will be screened by the screener prior to entry to the building. They should arrive in enough time to ensure screening is completed and that they have time to be ready to welcome children into ratios as they arrive.

Health screening will take place outside the Preschool entrance doors if possible or just inside the entry doors.

No individual (staff/child/essential visitor) shall be permitted to proceed into the building without successfully passing the health screening.

In order to ensure that all individuals are screened, only the Preschool entrance doors will be used. These doors are located just to the right of Harbour Fellowship Church's main entrance doors.

The health screening area must be set up to allow for physical distancing of at least 2 metres. Staff conducting the health screening will maintain a minimum of 2 meters between themselves and the person being screened, unless conducting a temperature check. One family will be permitted at a time in the screening area.

The screening area will be set up with all needed materials:

- Hand sanitizer
- Screening questionnaires
- Pens
- Disinfectant wipes
- Disposable gloves
- Disposable surgical masks
- Thermometer (and disposable covers for ear thermometer if needed)
- Trash receptacle

When families arrive at the Preschool they will park in the parking lot behind the building and line up outside at the Preschool entrance maintaining a distance of 2 metres apart. They may also choose to remain in their car during inclement weather if the line is long and wait for families to be screened and then join when the line is shorter. Screening will begin at 8:45am. Families will be served on a first come, first serve basis.

When entering the screening area, parents/guardians and the child will use the hand sanitizer provided and the parent/guardian is expected to wear a mask during the screening process.

The screener will ask the parent/guardian the health screen questions if they have not used the online health screening. If all questions are acceptable, the screener will then take the child's

temperature. The screener will be required to note the child's temperature and the time of entry or if the child was denied entry. Parents/guardians are expected to answer the screening questions on their child's behalf, but do not need to have their temperature taken as they are not entering into the program. Once a child has passed the health screen, a staff member will take the child to their cubby and then into their classroom.

The screener will wear the appropriate PPE while doing the screening and taking temperature. This includes:

- Mask
- Eye protection/face shield

The screener will ask the adult the health screening questions on behalf of the child/family.

Health Screening questions are in accordance with the Ontario school and child care screening questions and Niagara Region Public Health. These will be updated as directed. Updates/changes to health screening will be emailed to families to ensure they are aware of the current screening questions.

The screener will also perform a visual health check and record observations as outlined on the health screening questions. The child's temperature will also be taken and recorded as part of the health screening form. If the thermometer comes in contact with the individual being screened, it will be disinfected with a disinfecting wipe. If the thermometer does not come in contact with an individual, it does not need to be cleaned between people, however, it will be disinfected at the end of the screening procedure.

The screener staff will help the child to their cubby and then to their classroom where they will wash their hands. The screener staff must verbally confirm with the classroom staff that the child is entering into their care.

Screener will sanitize hands between each family screening.

If an essential worker has passed the health screening, they must wear a mask prior to entering the centre and must wear the mask throughout the visit.

If the child does not pass the screening, they will not be permitted to stay at the centre and will follow the protocol set by Public Health. This will include details on requirements to return to the Preschool and self-isolation.

In the event that a staff or child cannot be admitted to the centre, the Director must be immediately notified. The Director will contact Public Health for direction.

Parent Pick-Up

Parents/guardians are asked to line up and wait outside the entrance door to Harbour Preschool keeping a distance of 2 metres apart. As each child is brought to the door by a staff member, the child will be directed to their waiting parent or person authorized to pick up the child. If children are from the same program room, the staff may bring small groups of children from the same class at the same time.

Reducing the Risk of Spreading the Illness

- Cover your nose and mouth when you cough or sneeze by using a tissue or coughing into your sleeve or elbow. Dispose of the tissue immediately into a garbage can and wash your hands.

- Teach and encourage the children to cover their coughs and sneezes by coughing into their sleeve or elbows when developmentally appropriate and wash their hands.
- Wash your hands often with soap and water, especially after coughing or sneezing and assisting children doing the same.
- When soap and water are not readily available, alcohol-based hand rub/sanitizer with at least 70% alcohol is required by Public Health.
- Avoid touching your eyes, nose and mouth to prevent the spreading of germs.
- Stay home when you are sick.
- Parents should be monitoring their child's health and keeping children who are unwell at home.
- Social/physical distancing yourself when possible to prevent the spread of illness.
- Staff should only work for 1 location if possible.
- Laundry should be done on the warmest setting in both the washer and dryer.
- Nails should be kept short and trimmed to keep clean.
- Staff should wear comfortable clothing but items that are easy to launder.
- Staff should follow the current rules and regulations regarding gatherings and travel during this time.

Use of Personal Protective Equipment

Harbour Preschool shall provide their staff members with all PPE (medical masks, face shields/eye protection, gloves) required to safely carry out their required job duties. This includes but is not limited to, routine cleaning products, disinfecting solutions, changing of soiled clothing, health screening and temporarily supervising a symptomatic child.

All staff shall receive training on proper and safe use of PPE.

Use of medical masks, eye protection and gowns:

- Medical masks and eye protection (face shield/goggles) are required to be worn inside by all staff.
- Staff are required to wear a clean mask each day upon entry to the building and should change them if they become damp or soiled during their shift.
- Disposable masks are to be disposed of after each use.
- Shields/goggles must be cleaned and disinfected daily and at any time they are contaminated. They should be cleaned from the inside (least contaminated) to the outside (most contaminated).
- Regular eye glasses are not considered eye protection.
- Exceptions to wearing a mask indoors could include circumstances where a physical distance of 2 meters can be maintained between individuals. This would include:
 - When Director is in their office alone, or if a staff enters the office and maintains the 2 metre distance
 - Kitchen staff is alone in the kitchen
 - When eating or drinking
 - Staff are alone in their classroom doing work (late day prep, cleaning)
- Should a staff have a medical condition that makes it difficult to wear a mask (eg. difficulty breathing); a cognitive condition or disability that prevents wearing a mask; hearing

impairments where the ability to see the mouth is essential for communication, the Director and individual will develop a plan on how the staff member will keep themselves safe. This may include, but not limited to a full face shield, keeping 6 feet away or a change in job descriptions. A doctor's note may be required.

- Gowns will be available for staff use if needed. Disposable gowns will be used once, then thrown away. A reusable gown will be laundered after each use and placed in a hot dryer.

Glove use is required when carrying out any of the following:

- Performing First Aid
- Changing a child's soiled clothing or assisting a child with toileting
- Routine cleaning and disinfecting activities
- Cleaning bodily fluids
- Cleaning and disinfecting PPE

Mask and eye protection are required when taking an individual's temperature during health screening. Gloves should also be worn when cleaning up blood or body fluids and if caring for a child who is showing symptoms of illness.

PPE is expected to be worn in accordance with this policy.

Putting on One Piece Facial Protection:

https://www.youtube.com/watch?v=EC1U9OlbUKo&feature=emb_rel_end

Putting on Mask and Eye Protections:

<https://www.youtube.com/watch?v=1YiLjpLXvg4>

Putting Gloves On:

<https://www.youtube.com/watch?v=UIBmi578NmE>

Taking Off Gloves:

<https://www.youtube.com/watch?v=WDI0Zj573Js&pp=qAMBugMGCgJhchAB>

Taking off PPE (open in google chrome only):

<https://www.publichealthontario.ca/en/videos/ipac-fullppe-off>

Hand Hygiene

All staff must be aware of, understand and adhere to hand hygiene best practices. This is of extreme importance as proper hand hygiene is crucial in reducing the spread of illness, including the potential of COVID-19. The Supervisor and/or Director shall routinely monitor staff and provide feedback as needed in order to ensure that the hand hygiene practices described within this policy are adhered to.

Staff will implement strict heightened hand washing practices after all activities for themselves and the children. Alcohol based hand rub may be used in the event that hand soap is not readily available (only with parent permission). Hand washing with soap and water should be the first choice if available.

Public Health hand washing and hand sanitizing posters will be posted in various locations within the centre.

Activities where hand washing should be implemented include but not limited to those outlined below:

- upon entering the centre
- after screening each individual upon entry to the centre
- before/after direct physical contact with children
- after each transition whenever possible
- before/after preparing, serving or eating food
- after wiping a nose
- after toileting a child or self
- after sneezing or coughing
- after a child sneezes or coughs in close proximity
- after taking out garbage
- before/after giving any emergency medications
- after contact with blood/body fluids
- when hands are visibly soiled
- after using protective gloves
- after completion of work shift to avoid taking microorganisms home
- if handling chemicals, wash hands **before** eating, drinking, or using the washroom

Staff will use correct hand washing procedures as outlined below:

- use a hand wash sink supplied with hot and cold running water, paper towels and liquid soap in a dispenser
- use soap and water for soiled hands.
- wet hands under running water
- apply soap to palm of hand
- use friction to clean between fingers, palms, backs of hands, wrists, forearms and under nails and base of thumbs for approximately 20 seconds
- rinse under running water for a count of 5 seconds
- dry with a clean paper towel
- turn off taps with a paper towel
- dispose of paper towel in an appropriate container

Staff may use correct 70%+ alcohol based hand rub procedures as below:

- alcohol-based hand rubs should only be used if your hands are not visibly soiled and if soap and water are not readily available
- if possible, remove hand and wrist jewelry
- apply 1-2 pumps of hand rub (about the size of a “loonie”) onto one palm. Rub your hands together. Clean all surfaces of your hands, concentrating on fingertips, between the fingers, nail beds, back of your hands and base of thumbs
- continue rubbing until product is dry; this will take a minimum of 20 seconds if sufficient product is used
- if your hands look dirty and running water is not available, use a moistened towelette to remove dirt, followed by the use of alcohol based hand rub

NOTE: When soap and water are not readily available, alcohol-based rubs are the preferred method for cleaning your hands, provided they contain alcohol concentrations of 70% or higher as recommended by Public Health.

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

Disposable Glove Use:

Staff will:

- wash hands before and after glove use
- gloves are intended for single use per task
- store disposable non-latex gloves in a cool, dry place
- use as recommended by the manufacturer
- remove after use and dispose of in the regular garbage (never wash and reuse)
- wash hands as indicated above after disposable non-latex gloves are removed

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

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

Additional Resources**How to Wash Hands:**

<https://www.youtube.com/watch?v=o9hjmques72I&pp=qAMBugMGCgJhchAB>

How to Rub Hands with Sanitizer:

<https://www.youtube.com/watch?v=sDUJ4CAYhpA&pp=qAMBugMGCgJhchAB>

Physical Distancing with Children

Given the increased risk of infection due to COVID-19, routine practices must be modified in order to support physical distancing. It is recognized that managing physical distancing with young children is exceptionally challenging. Every effort will be made to maintain a warm and caring atmosphere. Physical distancing measures will be implemented in a positive manner so as to not create undue stress, anxiety, or disruption for children.

Each group has their own assigned indoor classroom and washroom.

As much as possible, each group of children should be cared for by their assigned staff person.

Group events are suspended for the time being.

Staff should only work at one location if possible.

Classroom Setup:

- No sharing of space between cohorts. During pick-up, only children from the same class may come together to the entrance.
- Physical distancing must not compromise supervision or child safety.
- Encourage children to greet each other using non-physical gestures (eg. wave or nod or verbal 'hello'). Close greetings must not occur (hugs, handshakes, etc).
- Position play areas and materials to increase distancing. Room arrangements should be fluid. Adjust to what is observed with the children's movements once programming starts and adjust continually to create flow of movement and play areas away from each other.
- Spreading children out in different areas, particularly at snack time and dressing time.
- Using visual cues to promote physical distancing.
- Select enough toys only for the limited number of children in the room.
- Regularly remind children to keep "hands to yourself".

Staff will maintain physical distancing from other staff while in the classroom, while being screened, in the storage room and in any other circumstance when they are gathered.

It is recommended that personal belongings like extra clothing, indoor shoes, pull-ups/diapers remain at the centre and other items such as toys, blankets, etc. stay at home and are not brought to the centre.

Guidelines/Practices

Staffing & Group Sizes:

- Child care settings are permitted to operate with the maximum group sizes as set out under the Child Care Early Years Act (CCEYA).
- Interaction with multiple groups should be avoided as much as possible.
- Children are permitted to attend on a part time basis, and as children attending full time, should be included in one group and should not mix other groups.
- Staff and placement students are not included in the group sizes, but should be assigned to a specific group.
- Each group will stay together throughout the day and not mix with other groups.
- Licensees are required to maintain ratios set out under the CCEYA
- If possible, there should be a break (a few days) between supply staff being assigned from 1 group to another.
- Resource Consultants may move rooms, however, RC must wear medical masks and eye protection while in the childcare centre and must maintain a physical distance of 2 metres from the children whenever possible.
- Whenever possible, limit staff movement between childcare centres and groups. Permanent staff should work only at one location.

Water & Sensory Play:

- Group sensory play will be limited to the current guidelines of Niagara Public Health.
- Individual sensory play will be permitted. Staff will ensure that containers are clearly labelled so that only the assigned child uses that container.
- Staff will remind children to wash hands before and after any sensory play.
- Staff will be vigilant with discarding and/or cleaning any sensory play items as required.

Snack Times:

- Staff will ensure that tables are cleaned and disinfected before and after snack time.
- Ensure that both staff and children perform diligent hand hygiene before and after eating.
- Staff serving snacks will wear non-latex disposable gloves and will be changed should they become contaminated (ie. touching food that a child has been eating from).
- Refrain from allowing children to self-serve food. All food will be served by staff only, and all serving dishes kept covered and out of reach of children when food is not actively being served.
- Practice extra vigilance when ensuring that children do not share food or eating utensils.
- Arrange snack time seating to maximize physical distance between children, while still ensuring that all children can appropriately be supervised (eg. children seated at several different tables within clear sight of staff, rather than all seated together at one table, or do snack on a rotation basis).
- Refrain from allowing children to help clear other's dishes. A child may clear their own dishes, or staff may do so.
- NO OUTSIDE FOOD WILL BE PERMITTED

Waste Disposal:

- There should be an accessible garbage container in each room. It is to be emptied regularly.
- Children should be reminded to not touch the garbage areas.
- Thoroughly clean and sanitize the garbage cans daily.

Cleaning Protocol

All Harbour Preschool staff, including supply staff, placement students, and custodians from Harbour Fellowship Church are required to follow the cleaning and disinfecting protocols indicated on Niagara Region Public Health [Novel Coronavirus Update](https://www.niagararegion.ca/health/covid-19/) website:

<https://niagararegion.ca/health/covid-19/>

All Harbour Preschool staff will follow direction from Public Health's Child Care Manual (outbreaks)

<https://www.niagararegion.ca/living/childcare/service-providers/child-care-manual/default.aspx>

All cleaning agents and disinfectants must be stored securely, kept out of reach of children, labelled and must have safety data sheets (SDS) up to date (within three years). Ensure that expiry dates are checked and that all manufacturer instructions are followed.

When carrying out any cleaning or disinfecting, appropriate PPE must be worn in accordance with MSDS information for the particular product in use. Products selected for disinfecting must have a DIN. Hand hygiene must be completed before and after use of PPE, and upon completion of cleaning and disinfecting routines.

Expired cleaning and disinfection products are not to be used.

Cleaning and disinfecting logs must be maintained. All tasks listed in these logs must be carried out with appropriate frequency as described in this policy.

It is acceptable to add additional tasks to these logs, as needed for a particular setting.

All logs, once complete, must be kept on file at the childcare centre for a period of one year. Each month will be available in a labeled file folder/binder. At the end of each month/year, the file will be placed in the COVID record box.

Director/Supervisor/Opening Staff:

(**the centre will be disinfected the day before, completing these steps again assist in ensuring the building is clean and ready for operation)

- First staff to arrive, clean and disinfect the door handle upon entering. The inside door handle is to also be clean and disinfected.
- Wash hands or sanitize with Alcohol-based Hand Rub (ABHR).
- Clean and disinfect all high touch surfaces including railings, door handles while moving about the building.
- Ensure the Coronavirus "STOP" sign is posted at the entrance to the centre and screening station.
- Ensure the screening table/counter is disinfected and then set up with hand sanitizer, disinfectant wipes/spray, Health Check screening checklist and pens that have been disinfected.

Classroom Staff:

- Upon entering, wash hands in the nearest washroom.
- Set up playrooms as required, gather toys and equipment that was left from the day before that has been disinfected, and redistribute to the playroom as necessary.

- Mixing of children from other classrooms should be avoided and only as a last resort, whenever possible. Staff should not alternate care between groups of children whenever possible.
- Designated staff/Supervisor/Director will perform water flushing (daily/weekly as per operation standard requires).

Operating Hours:

- The 'custodian' will implement enhanced cleaning and disinfecting procedures, which will include, but not limited to repeated cleaning and disinfecting of high touch surfaces including door handles, knobs, railings, family/client contact counters/table, washrooms, tops and underneath tables, chairs and any other items that the Director/Supervisor may direct to be cleaned.
- Toys and equipment will be cleaned and disinfected daily and more if the item has been mouthed. Staff will use buckets to isolate the contaminated items until cleaned and disinfected.
- Disinfecting of toys will be documented on the disinfections charts.
- Remove all plush toys from use.
- It is recommended that Alcohol Based Hand Rub or hand washing is to be used by staff and children prior to moving to another area of the childcare centre and/or during transition times.
- If at any time staff notice items that are visibly soiled, they will immediately clean the area and if necessary, notify the custodian for enhanced cleaning and disinfection, this includes bodily fluids, food or outside dirt.
- Staff will complete their cleaning checklist and will ensure that they notify the Supervisor/Director when inventory is starting to deplete, recognizing that challenges may occur with back orders.
- In the event that the Director/Supervisor/designate needs to do a grocery shop, they will need to ensure physical distancing protocol and wear a mask while shopping.
- No pets on site during this time.

Closing Center:

- When all the children have left, staff will disinfect toys, equipment, and high touch areas in their classrooms.
- Disinfecting will be documented on the disinfection chart.
- Rooms need to be prepared for operations in the morning and tables/countertops should be cleaned and disinfected.
- Staff are responsible to ensure that all personal items need to be stored or taken home, so that enhanced cleaning can take place
- Screening table/area is cleaned and disinfected daily.
- Floors are to be vacuumed and mopped daily in all areas.

Cleaning and disinfecting

CLEANING:

- Use detergent and warm water to clean visibly soiled surfaces.
- Rinse the surface with clean water (warm to tepid temperature is preferred) to ensure detergent is removed.
- Let the surface dry.

DISINFECTING:

- Only approved products can be used.
- Ensure all appropriate contact times and PPE used must be adhered to for each individual item.
- For general environmental disinfections of high touch surfaces (large toys and equipment that cannot be immersed in a disinfectant solution) use a spray bleach solution. The contact time for disinfecting is **1 minute**.
- Once the **1 minute** contact time has elapsed, the surface has now been disinfected.
- When finished, properly remove gloves and wash hands with soap and water.

Toy Washing and Disinfecting

- All toys and play materials accessible to children must be cleaned and disinfected on a daily basis.
- All toys which are mouthed, or otherwise come in contact with bodily fluids must be immediately removed and placed in a designated container away from the children's reach until the item can be appropriately cleaned and disinfected.
- All toy and play material cleaning and disinfecting routines are to be documented using the appropriate log.
- 'Dry' sensory materials shall be monitored, cleaned, and/or disposed of and only used in compliance with Niagara Region Health guidelines and may be limited to single use.
- If using 'wet' sensory material (individual bins of water, etc), care must be taken in following Niagara Region Health guidelines for single use and disposing of these materials after use by a single child, and that surrounding surfaces are cleaned and disinfected in order to remove any of the material that may have splashed in the surrounding area.
- It is recommended that the mechanical dishwasher be used whenever possible.
- Toys are to air dry in a designated area that is protected from sources of contamination.
- Large toys that cannot be immersed, the following steps need to be taken:
 - clean with soap and water using a cloth
 - wipe with a clean wet cloth to rinse
 - disinfect the area and have it remain wet on the surface for the correct contact time (**1 minute**). Do not spray product to toys and surfaces when children or staff are nearby
 - a final rinse is required using a single-use wet paper towel
 - allow toys to air dry

Tips and Reminders

- A trolley can be used for transporting items.
- Unused test stripes must be kept dry and in a dark space.

Additional Resources

- Cleaning and Disinfecting <https://www.niagararegion.ca/health/covid-19/cleaning.aspx>

Management of staff and children with possible COVID-19

If an individual (child or staff) begins to experience symptoms of illness (COVID-19) while attending Harbour Preschool, it is recommended that they be isolated from others when possible and arrange for immediate pick up or dismissal from work.

- Children should be monitored for atypical symptoms and signs of COVID-19.

- Hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up.
- Tissues should be disposed of properly and proper hand hygiene after using the tissue.
- Environmental cleaning of the space the child was separated in should be conducted once the child has been picked up.
- Individuals with symptoms must be excluded from childcare as per Public Health or family health care practitioner instructions. Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the childcare setting for 14 days, unless otherwise directed.
- If a child, household members or staff develop symptoms while at home (on off days or the weekend), they should refer to the “Health Screening Procedure” for direction.

Positive Case of COVID-19

Staff and families should contact Harbour Preschool immediately if they receive a positive test result of COVID-19.

In all cases of positive COVID-19 cases, once a positive case result has been received, the following steps will be taken:

- Inform Niagara Region Public Health and follow all directions given by them. This may include providing names and contacts of families and staff.
- Inform Niagara Region Children’s Services.
- Inform the Program Coordinator of Harbour Fellowship Church and consult on messages that need to be sent out, in consultation with Niagara Public Health.
- Send out any necessary communication to staff and families via email (as directed by Public Health).
- Ensure a Serious Occurrence report is completed in CCLS and/or updated.

Staff and families who are being managed by Niagara Public Health must follow their direction and instructions to determine when they can return to Harbour Preschool.

Serious Occurrence:

Serious Occurrence (SO) is required to be submitted for:

A. Confirmed COVID-19 cases

- B. Closures ordered by your local Public Health Unit** (ie. where a closure is ordered for a centre, program room(s) due to a **confirmed** or **suspected** COVID-19 case(s))

Serious Occurrence is only to be filed under the category “**confirmed case of COVID-19** when one of the following individuals has a **confirmed** case of COVID-19:

- A **child who receives child care** at a home child care premises or child care centre
- A home child care **provider**
- A person who is **ordinarily a resident of a home child care premise** (eg. the home provider’s child, the home provider’s spouse etc;)
- A person who is **regularly at a home child care premises** (eg. the home providers friend who visited the premises once a week,etc)

- v. A **home child visitor**
- vi. A **staff member** at a child care centre
- vii. A **student** at a home child care premises or child care centre

For a confirmed case of COVID-19 with **no** related Public Health Ordered Closure:

- submit a SO in CCLS under “confirmed COVID-19” category.

For a confirmed case of COVID-19 **with** a Public Health Ordered Closure:

- submit a SO in CLLCS under “Confirmed COVID-19” category, including information about the closure in the fields provided
- where there is a confirmed case and a closure is subsequently ordered by Public Health while the SO under “Confirmed COVID-19” category is still open, please revise the existing SO to include the closure information in the fields provided
- where a closure is ordered by public health after the SO has been closed, submit a new SO under “Unplanned Disruption of Service” with the subcategory of “Public Health Ordered Closure”

The following language will be used for the Serious Occurrence as recommended by Public Health:

- **Description:** A member of our child care community at Harbour Preschool has sought a health care assessment.
- **Action Taken:** Harbour Preschool asks that you continue to follow Public Health recommendations of physical distancing and practice hand washing.
- **SO Update:** A member of Harbour Preschool has been cleared to return.
- **Final SO Update:** The Ministry of Education has deemed this Serious Occurrence closed.

Confirmed cases or outbreak of COVID-19 will be communicated to families that attend Harbour Preschool

- Families will be notified by email from the Director/designate once Niagara Region Public Health (NRPH) has confirmed that all individuals included in the contact tracing have been notified.
- NRPH “Outbreak” poster is posted at the front entrance when an outbreak has been declared by NRPH.
- A second email will be sent to families confirming the outbreak is over (as recommended/directed by NRPH).

Additional Support Procedures

- The child care centre Director or designate will check Niagara Regions Public Health [Novel Coronavirus Update](#) website regularly:
<https://www.niagararegion.ca/health/covid-19/default.aspx?topic=1>
- Director or designate will review the following links on the website to be informed of the most updated information and changes.
 - Risk & Symptoms
<https://www.niagararegion.ca/health/covid-19/symptoms.aspx>
 - Social Distancing
<https://www.niagararegion.ca/health/covid-19/social-distancing.aspx>

- How to Protect Yourself
<https://www.niagararegion.ca/health/covid-19/prevention.aspx>
- Frequently Asked Questions
<https://www.niagararegion.ca/health/covid-19/faq.aspx>
- Resources
<https://www.niagararegion.ca/health/covid-19/resources.aspx>
http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_c_hild_care_guidance.pdf

How to Report Illness & Exclusion of Children

The Director will follow current direction from Niagara Public Health as to when and how to report cases of COVID-19.

Where a child or staff has a confirmed case of COVID-19, licensees must report this to the Ministry of Education as a serious occurrence. A Serious Occurrence must also be filed if a particular room or the entire centre is closed by Public Health, or as an 'unplanned closure' (ie-not enough staff to ensure ratios).

Where a room or the entire centre closes due to COVID-19, childcare fees will be waived for the duration of the closure.

Children will be excluded from a childcare centre as individuals or as a group based on direction from the Medical Officer of Health. The Medical Officer of Health may direct that groups are also excluded, based on but not limited to, local epidemiology or outbreaks associated with childcare centres.

At a minimum, **individual exclusion** applies in all circumstances:

- See Health Screening Procedure for when individual exclusion will be used.
- If a child becomes symptomatic while in program, they must be isolated immediately and picked up as soon as possible as per the program's Isolation of Ill Children Policy. The parent/guardian must follow the current direction of Public Health before the child is able to return to the centre.
- If a staff member becomes symptomatic while in program, they must leave the centre as soon as possible and the family must follow the current Public Health directions. Public Health may be notified by the centre.
- The individual will be permitted to return once they have met the necessary criteria for return. Harbour Preschool will follow the most current criteria from Niagara Region Public Health.
- Individuals who receive a positive COVID-19 result are to complete the 14 day self-isolation criteria as directed by Public Health, the fever has resolved and the person is consistently improving over the previous 72 hours.
- If the symptomatic individual has a positive COVID-19 test result, Public Health will provide any further direction on testing and isolation of these close contacts.

In the event of an increase in COVID-19 activity within the community, the Medical Officer of Health may implement **group exclusion**.

PLEASE NOTE: Specifics regarding individual and/or group exclusions may change based on further provincial guidance or updated instructions from the Medical Officer of Health.

When considering readmission to the program for individuals who have failed screening and/or experienced symptoms of ill health, Harbour Preschool will follow the current Public Health guidelines for return to care.

All families and staff affected shall receive communication from the Director or designate via email. Harbour Preschool will follow all directions from Niagara Region Public Health and will communicate the necessary direction to parents. The Director or designate will send out communication as applicable to all families via email.

Covid-19 Immunization Disclosure Policy

Purpose

The purpose of this policy is to outline organizational expectations with regards to COVID-19 immunization disclosure. Contingent upon vaccine availability, all eligible individuals are strongly encouraged to receive a COVID-19 vaccine, unless there is a medical reason to not receive a vaccine.

Background

Harbour Preschool recognizes the importance of immunization of individuals regularly interacting and providing services to children due to the nature of their work and potential for exposure in the community. This COVID-19 immunization policy aims to protect the child care program's population including children, staff, volunteers, students on educational placements and any person providing child care or other services to a child in care. COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV 2). It may be characterized by fever, cough, shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age but is not limited to the elderly and is elevated in those with underlying medical conditions.

Application of the Policy

The Immunization Disclosure Policy will apply to the following groups of individuals, except where the individual works remotely and the individual's work does not involve in-person interactions:

- Employees of the licensee;
- Volunteers;
- Students on an educational placement;
- Any licensee who regularly interacts with children, staff or providers; and
- Any person who provides child care or other services to a child who receives child care (e.g., special needs resourcing consultant)

Policy

The Chief Medical Officer of Health has directed all licensed child care programs to develop, implement and ensure compliance with a COVID-19 immunization disclosure policy. All individuals covered by this policy must provide one of the following:

1. Proof of all required doses of a COVID-19 vaccine approved by the World Health Organization.
2. Written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:
 - a. that the person cannot be vaccinated against COVID-19; and
 - b. the effective time period for the medical reason (i.e., permanent or time limited).

3. Proof that the individual has completed an educational session approved by the Licensee (Harbour Fellowship Church).

Educational session

The educational session has been approved by and/or provided by the Licensee (Harbour Fellowship Church) and addresses all of the following learning components:

- how COVID-19 vaccines work;
- vaccine safety related to the development of the COVID-19 vaccines;
- benefits of vaccination against COVID-19;
- risks of not being vaccinated against COVID-19; and
- possible side effects of COVID-19 vaccination.

Support for Vaccination

Harbour Preschool will provide the following supports for people subject to this policy to receive a vaccine:

- time off to receive the vaccine; and
- assistance with booking vaccine appointment

Testing Requirements

Individuals subject to the policy who are not fully vaccinated must regularly complete an antigen point of care testing for COVID-19 and demonstrate a negative result. Antigen testing will occur twice a week at the individual's home and verification of the negative test result will be kept in a secure file by the Director of Harbour Preschool.

Confidentiality Statement

As per s. 77 of O. Reg 137/15 made under the Child Care and Early Years Act, 2014, Harbour Preschool is required to report such statistical information to the Ministry of Education as may be required. No identifying information will be provided to any party in relation to this policy; all statistical information will be provided in aggregate form.