

Please note that this document supersedes Curiosity Child Care Policies and Procedures Manual during the Covid-19 Pandemic and in the following recovery. In the event of a conflict between this document and the Child Care Centre Licensing Manual, this document will prevail. Above all else, advice of the Local Public Health Unit must be followed, and every effort has been made to ensure that this document abides by the recommendations set out by the Local Public Health Unit. In the event that there is a change in these recommendations, the revised Local Public Health Unit recommendations will supplant these policies. Any changes made to this policy will have the date of the change in the title and will be made available to parents and staff.

It is the expectation that staff regularly review and keep up to date in their knowledge of appropriate policies and procedures.

Section 1: Drop Off and Pick-Up Policy and Procedures

Every person entering Curiosity Child Care must first use our On-Line Screening Tool. If there is a need, we can offer full screening on site. Self-Screening scores will be validated by our screening staff. Parents are not permitted to enter the centre at this time. In order to gain entry, you must complete the tool with a perfect score.

1. All persons aged Grade one and older (including staff and parents) must wear a mask when screening.
2. All persons must apply the provided (60-90% alcohol based) hand sanitizer.
3. Screening posters provided by the Region, will be prominently displayed.
4. Following signage, enter the screening trailer through the north door. The Screening trailer can accommodate three families safely. Please take appropriate physical distancing measures in the screening area.
5. The screener will confirm that the on-line screening was complete. If you do not complete/ pass the screening, you may not enter the centre. Parents will exit the south door with their child(ren). From this point a staff member will bring the child(ren) to their classroom(s).
6. Stroller storage will be available outside the centre.
7. Car seats will be stored in a clear bag and labelled with the child's name in designated area.
8. Personal belongings should be minimized. If brought, they should be labelled and kept in the child's cubby/ designated area.
9. Essential visitors , upon passing screening, must sign in. Logs with sign in and out times will be completed – recording name, company contact information and time of arrival/ departure of the essential visitor. The supervisor or designate (screener) is responsible for ensuring that this information is managed and recorded as required.

10. If deemed necessary, the supervisor will assign drop off times to help alleviate wait times. NOTE: Staff schedules are constructed around when we are expecting children to arrive and depart. If there is a change to these times the supervisor must be consulted in advance.
11. To pick-up your child(ren) please report to the screening trailer. You may also use the HiMama pick up button to alert us of your arrival.
12. Upon entry, staff are to store all personal belongings in their locker. Any items that remain with them (ie Water bottles) must be sanitized at the entrance, using the cleaners/wipes provided.
13. All staff are required to screen every morning, and must report to the supervisor or designated authority immediately upon the onset of any symptoms.

Criteria for entry can be found in detail on our screening tool. It is updated as dictated by our governing bodies.

It can be accessed at:

https://docs.google.com/forms/d/e/1FAIpQLSdFXGAoEBJH7GMjh8zdCbSCZZwiAG05a3zhScJZM_8aQeGVFg/viewform?usp=sf_link

Section 2: Personal Protective Equipment (PPE) Policy and Procedures

All staff at Curiosity Child Care will be trained in the proper use of PPE prior to employment (or return from leave).

1. If a child needs to be carried inside from the screening station, a clean blanket will be wrapped around them as a form of PPE. Blankets are available in the screening trailer.
2. Whenever holding infants or toddlers, use a barrier such as a blanket or cloth between the child and the staff member. Change the blanket or cloth between children.
3. Visitors are required to wear a face covering or non-medical mask.
4. Children over the age of two are encouraged to wear a face covering or non-medical mask. School age children in Gr. 1 or older are required to wear face coverings or non-medical masks.
5. All staff and students completing post-secondary placements are required to wear medical masks and approved eye protection (ie face shield or goggles) while inside (including hallways and staff room) or on the grounds (outside) Curiosity Child Care.
6. Masking exceptions include: when a person is alone in a room (hallways not included), While eating (with physical distance maintained), and where a child/adult cannot tolerate wearing a mask due to medical conditions. In sleep rooms (where a distance of at least 6 feet can be maintained) masks stay on but goggles can be removed.
7. Masks are available in the Screening Trailer if needed.
8. Please see "Policies and Procedures for the Management of Children/ Staff Who Become Ill During Care/Work" for directions on sick room specific PPE.
9. Disposable gloves must be worn in the following circumstances and disposed of after use.
 - a) Administering First Aid
 - b) Cleaning up blood and body fluid (vomit etc.)
 - c) Rinsing wet clothing or linen
 - d) Contact with diarrhea (cleaning contaminated surfaces, diaper changing)
 - e) In the case of isolation of an ill child
10. When using gloves for any reason, you must dispose of them and immediately wash your hands before beginning a new activity, or leaving an area.

Section 3: Policies and Procedures for the Management of Children/ Staff Who Become Ill During Care/Work

To ensure the health and well being of children within our centre, children or staff who present with symptoms of Covid-19 while attending/working the program will be immediately isolated in the ill health room and required to leave the program. Staff must consistently assess the health of children in care. Please assess with the current Screening Tool. The Screening tool must be used to determine the next plan of action and what is required before the child/staff can return. For reference: https://docs.google.com/forms/d/e/1FAIpQLSdFXGAoEBJH7GMjH8zdCbSCZZwiAG05a3zhScJZM_8aQeGVFg/viewform?usp=sf_link

Upon discovering that a child in care has symptoms, please ensure the following:

1. Parents/ guardians are to be contacted immediately and pick up is to be arranged.
2. Emergency contacts will be used if parents/ guardians are not reached.
3. Remove the child, and any siblings that live in the same household from the classroom and make the child as comfortable as possible in the ill health room.
4. Children over two years of age should be masked if possible, and safe for child to breathe.
5. Parents must follow the directions of the screening tool and follow the direction of a medical advisor. Recommendations will be shared with the parents/ guardians and followed in the centre.
6. Staff must document illness in the Daily Communication Log and notify supervisor immediately.
7. The Ill Health room is located on the main floor and is equipped with a sink, hand sanitizer and cleaning/ disinfecting products with a Health Canada Drug Identification number as well as items to keep the ill child occupied.
8. There should be only one staff member in the Ill Health room with the child. They should physically distance by two metres as much as is safely possible. They must also wear disposable gloves, approved eye protection, mask, and a gown.
9. Staff should practice hand hygiene and attempt to not touch their faces with unwashed hands.
10. Clean and disinfect the area and the items the ill child has used immediately after they leave for home. Use cleaning/ disinfecting products with a Health Canada Drug Identification number while wearing PPE including disposable gloves, approved eye protection, mask, and a gown.
11. Please follow “next steps” in the Screening Tool as well as Health Department recommendations.
12. The Health Department will be informed of all Covid-19 suspected cases. Our public health inspector (Chris Gullins) is accepting email messages, or contact D.R.H.D. – Health Protection Division 905-723-3818.

Section 4: General Sanitary Policy and Procedures

All staff must strictly adhere to sanitary precautions in all aspects of the program.

A review on how to 3-Step to Sanitize Surfaces:

Step 1: Use detergent and warm water to clean visibly soiled surfaces.

Step 2: Rinse the surface with clean water to make sure detergent is removed.

Step 3: Spray with a disinfectant from the approved disinfectant from the “List of Hard Surface Disinfectants (for example 200ppm bleach water solution). Let disinfectant remain on the surface for one minute then wipe dry with a paper towel, or allow to air dry.

1. Apart from 3-step sanitization, items can be cleaned and disinfected with commercial cleaning products that have a Drug Identification Number **providing** instruction labels are closely followed.
2. Any of the staff’s personal items must be stored in their lockers. Water bottles (as well as other hard surfaces) must be disinfected upon entry to the centre with the supplies provided at the front door.
3. Children must not share personal items like bottles, masks, soothers and facecloths. Please label all belongings to avoid accidental sharing, and store items separately.
4. Hand Washing Stations and Sinks
 - a) All hand washing stations will have proper supplies and hand washing instructional poster.
 - b) Handwashing sinks must be cleaned and disinfected at least twice daily and as needed (visibly soiled or contaminated with body fluids).
 - c) All other sinks must be cleaned and disinfected daily.
5. **Staff must wash their hands with soap and warm water in the following situations:**
 - a) Before handling food or eating
 - b) Before and after diaper check and change or toileting
 - c) Before and after contact with bodily fluids
 - d) After handling toxic materials
 - e) Before and after using gloves
 - f) Before and after touching their (or someone else’s) face
 - g) Before and after accessing the outdoor play structure
6. **Children must wash their hands with soap and warm water in the following situations:**
 - a) Before and after eating
 - b) After toileting
 - c) After wiping their own nose.
 - d) Before and after accessing the outdoor play structure.

7. Cots:

- a) When possible, children will have a cot or crib assigned to them. If one is shared between part-time children, it must be cleaned and the sheets and blankets must be changed and cleaned between users.
- b) Cots will be placed to support social distance practices
- c) Cots must be cleaned and sanitized weekly or sooner if needed
- d) Sheets and blankets must be changed and cleaned weekly or sooner if needed
- e) Staff must report all cleaning/ disinfecting tasks on the Cleaning Sheet for their room

8. Only one cohort should access a washroom at a time. The facilities must be cleaned in between cohorts if they must share for any reason.

9. Toys and Equipment:

- a) All toys and equipment must be in good repair, clean, sanitary, and easily washed. The supervisor must be advised of any concerns.
- b) All toys in the centre must be made of materials that can easily be cleaned and disinfected. Avoid absorbent materials like plush toys, as they are required to be laundered after every use. Any personal stuffies/plush toys must be used for sleep time only..
- c) Should a child present with Covid-19 symptoms, all toys and equipment accessed by the child will be immediately removed from the room, cleaned, and disinfected as soon as possible.
- d) Remove all items that cannot be cleaned (paper, books etc.) and store them in a sealed container labelled with the date for a **minimum** of 3 days (7 days if a child presents symptoms).
- e) All toys must be cleaned and disinfected daily when in use.
- f) Mouthed toys must be cleaned and disinfected after every use
- g) Water tables must not be used. Only individual sensory play is permitted (example: each child has their own separate bin that is cleaned and disinfected (as well as items not able to be cleaned, like playdough, disposed of) between uses.
- h) Dramatic play clothes must be laundered after every use.
- i) The Cleaning Schedule for Toys and Equipment must be posted in each classroom.

10. Large equipment and shelving must be cleaned and disinfected weekly.

11. Children's cubbies are to be kept neat and clean and disinfected weekly. Any shared cubbies must be cleaned and disinfected between users.

12. Items shared by staff (tablets, pens, binders) must be disinfected between users.

13. Floors must be kept clean and dry. They must be swept and mopped when needed and at least once per day.

14. Spills must be cleaned and disinfected immediately.

15. The Cleaner is responsible for cleaning hallways and entrances, mop all floors, spot clean glass, vacuum carpets, and empty garbage's daily. For a full list of responsibilities, please refer to the Covid cleaning chart.

16. Program staff are responsible for maintaining a clean environment within their classrooms. High Touch Surfaces (any surface that has frequent hand contact like light switches, shelving, containers, handrails, doorknobs, sinks, and toilets) must be cleaned and disinfected at least

twice daily and as often as necessary (when visibly dirty or contaminated with body fluids). At the end of the day, the program staff are responsible for stacking chairs and sweeping rooms.

17. Tables and chairs being used are to be cleaned and disinfected twice daily or more if necessary.

18. Children must bring their own sunscreen and it must **not** be shared.

19. No access to public parks is permitted at this time.

20. Playgrounds are to be used one cohort at a time. Children and staff must practice proper hand hygiene before and after using the playground equipment. Staff are required to bring activities and toys from their classroom to the playground to enhance outdoor play experiences. All toys brought outside must be washed before being returned to the classroom. Outdoor equipment is not required to be cleaned during the winter months.

21. Food

a) Tables and countertops used for food preparation and food service must be cleaned and disinfected before and after each use. All tables and countertops must be cleaned before use every morning, regardless of it's uses.

b) Utensils must be used to plate food in the kitchen or food prep areas.

c) Meals should be served in individual portions (plated) to the children.

d) Classrooms with sink and counter may plate in their rooms, as they have approved food prep areas. All classes lacking a food prep area will receive plated meals from the kitchen.

e) There should be no items shared (servings spoon, saltshaker etc.)

f) There should be no outside food provided by the family, only the regular food provision of the program (except where required and special precautions for handling and serving food will be put in place).

g) Children should neither prepare nor provide the food being served.

h) Ensure proper hand hygiene is practiced when staff are preparing food and for all individuals before and after eating.

i) Children are not to share their plated food with each other.

j) Where possible, children should practice physical distancing while eating.

k) No dirty dishes can be brought back to the serving area. For example, if a child requests more food you cannot serve them on a used plate. A clean one must be used. Dirty dishes must not be stored near the area where food is being prepped or plated.

l) Food that is not plated cannot leave the classroom meal prep area. For example, if a child requests more food you CANNOT bring the serving dish and scoop to the table to serve. You must plate the new serving on a new plate, and serve it to the child.

Section 5: Physical Distancing Policy and Procedures

Distancing of at least two metres must be maintained between cohorts and should be encouraged, where possible, between children in the same cohort.

1. Recognizing that physical distancing is difficult with infants/ small children consider:
 - a) Activities that do not involve shared toys or objects
 - b) Spreading children out into different areas (for example during meals or dressing time).
 - c) Incorporating individual activities and activities that encourage space between children
 - d) When possible, move activities outside
 - e) Avoid singing indoors
 - f) Using visual cues to promote physical distancing.
 - g) Keeping children's personal items separate and labelled
 - h) Avoid getting close to the faces of children where possible.
2. If different cohorts share the same indoor space, a temporary physical barrier must be installed to ensure a physical distance of at least two metres is maintained between cohorts.
3. If different cohorts share the same outdoor space, ensure a physical distance of at least two metres is maintained between cohorts.
4. Increase the distance cots/resting mats/playpens or place the children head to toe or toe to toe if space is limited. Use every other crib and mark the cribs that should not be used or arranged head to foot.
5. Indoor spaces and structures that cannot be cleaned and disinfected between cohorts should not be used.
6. Outdoor Play structures and equipment may only be used one cohort at a time. Children must wash their hands before and after access to them.
7. Staff are still to supervise and hold bottles for infants who can't hold their own to reduce the risk of choking. While holding a child, the staff must wear a blanket as a barrier between them.
8. Staff must wear a medical grade mask and face shield/goggles at all times while in the classrooms or hallways.

Section 6: Contact Tracing Policy and Procedures for Children

To minimize contact between cohorts:

- a) Children must stay in their cohorts throughout the day and are not allowed to mix with other cohorts.
- b) Ratios set out under the CCEYA are followed. (Ratios may be reduced by the Health Department)
- c) Supervisors will limit their movement between rooms, doing so only when absolutely necessary.
- d) Support staff including cleaners, screeners and kitchen staff are permitted to be scheduled to relieve lunches in program rooms but MUST wear a mask and Face shield/goggles.
- e) Advice from the Local Health Unit will be followed.

Procedures:

1. Staff will document all illnesses that arise in the Daily Communication log.
2. Supervisor will be notified immediately of any illness.
3. All relevant information will be recorded on the classroom's Day Nurse Outbreak Log. These are kept in the classroom and then filed when complete and kept in the office.
4. Information will also be recorded on the individual child's Ill Health sheet which is kept in the classroom until the child graduates from the class and will be kept in their file afterward.
5. Curiosity's screening tool is set up to record the email as well as the first and last name of the person being screened and what room they will be in. These records are kept electronically and can be used for contact tracing.
6. Curiosity also uses the online platform HiMama. Children are checked in and out through this platform everyday. The children's temperatures are taken throughout the day and recorded here as well. This is accessible and can be used in contact tracing.
7. Physical paper attendances are used in every classroom. They reflect when every child is present as well as when they transition to outside. They are collected weekly and stored in the office and are available for contact tracing.

Section 7: Staffing To Minimize Covid-19 Risks and Staff Contact Tracing Policy and Procedures

1. Post-secondary students should work at one child care location only. Staff are expected to work at one childcare centre only, recognizing the need for the exception of on call staff.
2. Supervisors will do their best to schedule adequate staff so they may limit their movement between rooms as much as possible. Staff are scheduled based on the children's drop off and pick up times, and may not always work the same times.
3. Staff interaction with multiple groups will be avoided as much as possible.
4. Supply/ replacement staff should be assigned to a specific group as much as possible.
5. Staff is required to stay home if they are sick.
6. Staff are required to have a thorough understanding, and if necessary, seek clarification on any section of this document they are unsure about.
7. Staff lunches are staggered and there is room for physical distancing in the staff room.
8. All staff will be trained in the recommended steps in putting on and taking off PPE as per the current recommendations of Public Health Ontario.
9. All staff are to use the Curiosity Screening tool daily to self screen for symptoms and scenarios that may indicate Covid-19. These results are recorded and filed electronically and can be accessed for contact tracing.
10. Finally, there is a Payroll timesheet that the staff records their entry and exit times on as well as initials to verify that times are correct. These sheets are filed in the office and are available for contact tracing if necessary. Staff are responsible for recording their hours every day.

Section 8: Priority Placement Policy and Procedures

A priority placement and wait list for care will be maintained at Curiosity Child Care Centre. There will not be a wait list charge, fee, or deposit for being placed on a wait list. Once a space is offered and the family has confirmed, a deposit equivalent to one week care will be required. That deposit will be held and applied to your child's first week as scheduled.

Priority Placement Procedure during COVID-19 will take place taking the following into consideration:

- Clients who were already enrolled full time at Curiosity before Covid
- Siblings of clients already enrolled
- Children on the wait list (In order of wait list application submission)

A waitlist will be maintained in accordance with the initial contact day. When a potential client makes contact (phone/online) and is interested in placing their child at the centre, a Wait List Information form will be completed by the Supervisor/Designate. The length of time that an incoming child will be eligible for any given age group will be considered in the context of the "move-up" planning strategy. Should the first child on the wait list be very close in age to moving up to the next age group, and there will be no space available in the next age group, the next child on the list may be admitted first. It is parents' responsibility to contact the childcare centre every three months to update the centre Wait List information.

It is the parent's responsibility to inform the centre if there are any changes to the existing information on their wait list application (e.g. contact information, or change in start date or days required). During the parent's contact they can request information on where they are on the Wait List and they will be provided with an approximate position for placement. The child will be removed from the Centre waitlist if the Centre has not received contact from the parent for a year.

Section 9: Group Events and In-Person Meetings Policy and Procedures

1. In-person staff meetings will be put on hold until the danger of the Covid-19 Pandemic has passed. Where needed staff meetings may be held on a digital platform.
2. There will be no group events until further notice.
3. There will be no formal in-person meetings or tours inside the daycare until further notice.
4. Use of HiMama, photos, videos and telephone interviews will be used to interact with families rather than in-person. If needed, parents can arrange a meeting with a staff member in the Screening Station. The teacher must wear a medical mask and approved eye protection as well as stand behind a protective barrier. The parents must also be masked.
5. Interviews for new staff will also take place in the Screening station. The interviewer must wear a medical mask and approved eye protection as well as stand behind a protective barrier. The interviewee must also be masked.

Section 10: Reporting Confirmed Covid-19 Cases Policy and Procedures

If there is an outbreak of Covid-19 at Curiosity, we will follow all the steps outlined in the Durham Region “When a Child Tests Positive for Covid-19” information sheet. They are as follows:

1. **Collect important information;** Use the Routine Illness Surveillance Form in your Outbreak Package for Child Care Centres (updated September 2020) in your Wee Care Manual to collect information from the parent.
2. **Contact the Durham Health Connect Line;** Report the confirmed case of Covid-19 to the Durham Region Health Department. Public Health Nurses are available 24 hours a day. For 8:30am to 4:30pm call 905-668-2020 or 1-800-841-2729. For 4:30pm to 8:30am call 905-231-6524.
3. **Contact the Children’s Services Division;** Report the confirmed case of Covid-19 to the Children’s Services Division to your Quality Service Advisor and copy Beth Carson and Julie Gaskin.

8:30am to 4:30pm at 905-668-4113

- Millie Forbes x3630, millie.forbes@durham.ca
- Melissa Young x2791, melissa.young@durham.ca
- Lisa Bruce x2631, lisa.bruce@durham.ca
- Patti Rowland x2593 patti.rowland@durham.ca
- Beth Carson x3632 beth.carson@durham.ca
- Julie Gaskin x2830 julie.gaskin@durham.ca

4:30pm to 8:30am at 1-866-795-7689

Leave a detailed message reporting the incident, your program name and contact information. A Children’s Services Division Manager will return your call.

4. **Update the Child Care Licensing System (CCLS);** If you have submitted a serious occurrence to the Ministry of Education for confirmed case of Covid-19, please update your submission. If you have yet to submit, create a new serious occurrence.
5. **Follow Organizational Protocols:** Follow the directive of the Durham Health Department and your organizational protocols to notify the impacted families and staff.

Section 11: Reporting Covid-19 Cases or Outbreaks to Parents Policy and Procedures

Please note the following points for directions on informing parents/ guardians in the event of a Covid-19 case or outbreak:

1. A note will also be posted at the site for at least 7 days notifying parents of the situation if there are suspected cases or confirmed cases. It will include that environment has been cleaned and disinfected, information regarding the sanitary procedures to reassure families of all follow up precautions are in place and parents are to be offered information regarding the incubation and isolation periods as required.
2. Curiosity will follow the current instructions from the Public Health Unit and the Region on updating their platforms with the positive test or outbreak.
3. A HiMama message will be sent to all parents/ guardians regarding the situation. The supervisor and staff will be responsive to any questions as a result of the message.
4. Resulting room or centre closures will be communicated if required by the Public Health Unit.