



RE-OPENING, Trim Rd.

COVID-19 Reopening Guidelines

Revised: July 31, 2020

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Visitors

There will be **no** visitors to enter our facility, with the exception of:

- The program Advisor, under the Ministry of Education to complete inspections
- A public Health Officer, to complete inspections
- Cleaning staff
- Mandatory Maintenance
- SNR (Special Needs Resource)

Parents are prohibited from entering the facility further than the screening area unless Necessary and approved by the Director or the Designate. (i.e., their child is in distress)

These parties must be screened prior to entry, wear all required PPE and, follow any other protocols set out by us, the operators.

There will be no students or volunteers in our facility until further notice.

Maximum “Cohort” (child/adult groupings) Size Ratio

A Cohort is defined as a total number of people in 1 space. (Child and adult combined).

There will be no More than 15 children plus staff within each cohort., with the exception of special needs resource staff.

Each Cohort must stay together throughout the day and are prohibited to mix with other Cohorts.

Reduced Ratios will be permitted as set out under the CCEYA, as long as cohorts are not mixed with other Cohorts.

Reduced ratios do not apply for the infant program.

Child to staff ratios will be as follows:

3 staff/10 children per 0 – 18 months program (infants)

3 staff/15 children per 18 months – 2.5-year program (toddlers)

2 staff/15 children per 2.5 – 5 year program (preschoolers)

Staffing

Staffing will be chosen prior to us reopening, and each staff member will be designated to work in 1 consistent cohort or position (kitchen staff will remain in the kitchen, screening will be done at the front of the building and the runner will be accompanying children to and from programs), until further guidance is set out by Ottawa Public Health.

Staff will be placed based on demand/need, not by their regular positions. Please expect change in these areas. The supervisor will limit her own movement between rooms and will only do so when absolutely necessary.

We will require a Vulnerable Sector Check completed and clear for any party/person interacting with the children.

The facility will have 1 screener & 2 runners to start, these numbers are subject to change as more cohorts open. Each cohort will have a staff member to open and another to close the rooms to ensure staggering starts while still maintaining our reduced ratios in the mornings and evenings. (exception of infant program). EX: 7A.M to 4P.M and 8: 30A.M to 5:30 P.M. We also have reduced ratios during nap time therefore the staff members can be relieved for their hour breaks. The infant cohort will have three staff members therefore they will also be able to have a staggered start and end time and the third teacher will be responsible for covering their break period.

An importance notice, if a staff member is presenting symptoms of illness of any kind and a replacement supply teacher is unavailable to supply for said teacher and all efforts to replace said teacher are exhausted the cohort will then need to be shut down. The time period will differ depending on when the teacher may return to work or when a substitute is available and willing to take their place.

Working with Ottawa Public Health

Although the Ministry provides guidance, we will follow the advice and direction of Ottawa Public Health when establishing and implementing safety protocols. In the event of a conflict between this policy procedures for Covid-19 and the Operational Guidance for Covid-19, the Operational Guidance will prevail.

Health and Safety

We have developed the following policies and they will be implemented as of July 6th, 2020.

- Sanitization of space, toys and equipment
- How to report an illness
- How physical distancing will be implemented
- Shifts and scheduling
- Parental drop off and pick ups
- Rescheduling of in person events, meetings.

Sanitization of Space, Toys and Equipment

While we already hold the obligation to maintain clean areas, however the staff will now be going above and beyond doing extra cleaning/sanitization throughout the day. We will follow, maintain, and implement all Ottawa Public Health Guidelines for proper cleaning and Sanitization.

COVID-19 virus can survive for several days on different surfaces and objects. We are

partnered with ECOLab to ensure that safe, yet effective cleaning products will be kept on site for cleaning of commonly touched surfaces and will be completed twice daily at minimum. * see page 13 for indoor disinfecting log, page 14 for outdoor disinfecting log.

Cleaning products used will have a drug identification number. In addition;

Toys and equipment will be cleaned and disinfected at a minimum between cohorts using ECOLab product and alcohol based wipes when needed, i.e. doorknobs.

- We will provide only toys which are made of materials that can be cleaned and disinfected easily. (no plush for example)
- Sensory tables are prohibited and will be removed from each play area and safely stored.
- Mouthed toys will be cleaned and disinfected immediately after the child is finished using it
- Sensory materials will be kept at a minimum, and if used, will be provided for single use (available to a specific child for the day), and safely stored and labelled with the child's name on it.
- Outdoor toys will be disinfected after each use between cohorts, with ECOLab product and a cloth.
- The screener and runners will be responsible for extra cleaning of the facility such as the staff room and the staff washroom and properly logged into a disinfecting sheet. *See page 15.

****Increased staffing is going to allow for regular staff to child ratio, and to maintain cleaning procedures****

We ask that parents keep to a minimum when sending items with their children and all items **must be clearly labelled** with their child's name. We prohibit any stuffed animals, dolls, or fabric items that cannot be easily sanitized. We also prohibit bringing in a backpack, so we will be asking families to bring all spare clothing (weather appropriate), sunscreen in a Ziplock bag with the child on their first day of attendance.

In addition, we will implement, maintain, and complete daily cleaning checklists and they will always be kept on site.

Guidance for PPE (Personal Protective Equipment)

Facial masks will not be required for children under the age of 12 in our facility; however, we will follow the direction of parental preference for children over the age of 2.

Masks will be worn by staff under the following circumstances only:

- Screening area at all times (plus gloves, goggles and medical gown)
- When accompanying a child to and from programs
- When cleaning or disinfecting blood, or bodily fluid spills, where risk of splashing
- When caring for a sick child or a child showing symptoms of illness (*reference Pages 7– 8*)

When wearing a mask, hands should be properly washed before placing the mask on and after removing the mask. *(See routine for properly applying and removing PPE on pages 16 and 17)*

Gloves are to be worn by staff when applying sunscreen or other lotions, and creams approved and directed by parents/guardians

We will secure and sustain proper amounts of PPE supplies for opening and ongoing operations. We will perform and promote frequent and proper hand hygiene. Staff will assist each child with hand hygiene and visuals are posted at each hand washing station.

Washing your hands

1. *Wet hands under running water.*
2. *Place a quarter-size of liquid hand soap in your palm.*
3. *Rub hands together, palm to palm.*
4. *Rub the back of each hand with the palm and fingers of the other hand.*
5. *Rub around each thumb.*
6. *Rub fingertips of each hand back and forth in the other hand.*
7. *Towel or air-dry hands.*
8. *Turn taps off with a towel or your sleeve.*

Using hand sanitizer

1. *Place a quarter-size drop of alcohol-based hand sanitizer in your palm.*
2. *Rub hands together, palm to palm.*
3. *Rub the back of each hand with the palm and fingers of the other hand.*
4. *Rub around each thumb.*
5. *Rub fingertips of each hand back and forth in the other hand.*
6. *Rub until your hands are dry (at least 20 seconds).*

Washing a young child's hands

1. Wet a cloth with warm water and a small amount of liquid soap.
2. Rub the child's hands for 15 seconds.
3. Rinse under running water.
4. Dry hands with a paper towel.
5. Preschoolers may wash their own hands with the supervision of an educator.

Using hand sanitizer with a young child

1. *Clean your hands first using the method above.*
2. *Place a dime size drop of hand sanitizer on your own hands.*
3. *Rub child's hands until dry (at least 15 seconds).*

Water and soap are recommended over the use of alcohol-based hand rub for children

Screening for Symptoms

All individuals including children attending, staff, parents/guardians and approved visitors will be screened each day outside our front entrance, before entering the childcare setting. This includes Temperature checks.

Visible signage will be posted at our screening area, as well as proper markings on the floor for designate to stand. The designated staff for our screening area will greet you and your child. The staff will then ask the parent/guardian to give their children hugs and kisses, and then stand 6 feet back on a marked area while the screening measures are completed. If the child passes the screening measures, another designated staff will accompany the child to his/her cohort. The parent/guardian is not to access the childcare setting, unless otherwise approved directly by the Director or Designate.

Shall the Director/Designate approve the request, the approval is based on a 1-time approval. The Parent/Guardian will then need to be screened, and properly apply PPE (provided by us), including a face mask, and gloves.

All alcohol-based sanitizers will always be kept out of reach of children, by being placed in an out of reach area.

All screening results will be documented, maintained daily and kept on site for access when applicable.

Attendance Records

We will create, maintain, and keep daily records on site, of anyone entering the facility. Records will contain; length of stay, reason for entry, first and last name, contact information, time of arrival, time of departure and screening completion/result. It will be kept up to date and readily available for contact tracing in the event of a confirmed Covid-19 case or outbreak.

Testing Requirements and Reporting of Illness & Caring for a Sick Child

We will follow the provincial testing guidance regarding the requirement for routine testing.

Symptomatic children or staff will be referred for testing.

- Those who test negative for COVID-19 must be excluded from the program until 24 hours after symptom resolution.
- Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and/or clearance has been received from the local public health unit.

Testing of asymptomatic persons will only be performed as directed by the local public health unit as part of case/contact and outbreak management.

The protocols in which we will follow for when a child becomes sick, or in the event of a suspected case are as follows:

- Staff, parents, guardians, and children must not enter the facility if they or someone in direct contact with them have travelled outside of Canada within 14 days. If they have, they must self-isolate for 14 days before entering our facility.
- Staff, parents, guardians, and children must not attend the program if they are sick, even if symptoms resemble a mild cold. Symptoms to look for include but are not limited to:
 - o Fever (Temperature of 37.8 C
 - o Cough
 - o Shortness of breath
 - o Sore throat
 - o Runny nose
 - o Nasal congestion
 - o Headache
 - o And a general feeling of being unwell
- Children will be monitored for atypical symptoms and signs of COVID-19.
- A single, symptomatic, laboratory confirmed case of COVID-19 in a staff member, home child care provider or child will be considered a confirmed COVID-19 outbreak, in consultation with the local public health unit.
- If a child or staff member becomes sick while in the program, they will be isolated immediately, and a family member will be contacted for pick-up.
- The sick person will be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- If the sick person is a child, a designated staff person will remain with the child until their parent/guardian arrives. If tolerated and above the age of 2 years, the child will be encouraged to wear a mask. The staff designated to remain with the child will have to put on a mask, eye protection, and medical gown. The designated staff should also avoid contact with the child's respiratory secretions.
- Once the child has been picked up by his/her parent/guardian, the staff is to safely remove and dispose of the PPE and wash hands properly and thoroughly.
- All items used by the sick person must be cleaned and disinfected immediately. All items that cannot be cleaned (paper, books, cardboard puzzles), should be removed and stored in a sealed container for a minimum of 7 days.
- Public health will be notified and their advice for the specific incident will be followed. (this means each individual incident could be handled differently)
- Other children, including siblings of the sick child and staff in the program who were present while the child or staff became ill will be identified as a close contact and further separated until they can be picked up by the parents/guardians to self-isolate at home.

Ottawa Public Health will then provide any further direction on testing and isolation of these close contacts.

- All parents within that cohort will be notified that a child was sent home sick and to monitor their own child for any signs or symptoms.
- If any sign or symptoms are to occur the parent will communicate with us and keep the child home. If no signs of illness are present with the child, parents may continue to bring the child to daycare until further notice.
- If a child is to self-isolate, they must remain home for a minimum of 14 days or until they are 24hrs symptom free. Meaning if after 14 days there are still signs of illness they are not allowed to return to care until 24 hrs after being symptom free (100% well).

Fees

Childcare daily rates will be raised as of September (as previously planned for April). Families have until August 14th to let us know your plans for September: 1) send your child back to their normal scheduling as of September, 2) if you are still uncomfortable sending your child back because of COVID-19 you may pay to keep your child's spot secure and keep them home until you are comfortable to return and 3) withdrawal your child's spot. Once again, this needs to be communicated with us by the 14th of August, if not your child's spot will be terminated.

If you do choose to utilize our care, it must be understood and accepted that if closure of a cohort or the facility as a whole occurs due to a case or outbreak of COVID-19, that payment will still be required in full for the duration of the closure.

If your child cannot attend the program due to illness, but you have committed to utilize our care during this phase, it remains your obligation to pay for your child's absence.

This comes as a result of staffing payroll.

Payment is required on the first day of attending daycare in full, no exceptions and every month thereafter. Newly available option is EMT (email money transfer) which can be sent to orleansdaycare@kidskingdom.ca and place the child's name in the comment section.

Serious Occurrence Reporting

If a child or staff is suspected of having or has a confirmed case of COVID-19, we will report this to the ministry of education as a serious occurrence, within 24 hours of becoming aware.

We as a childcare Licensee have the duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. We will contact our local public health unit to report a child suspected to have COVID-19. The local public health unit will provide specific advice on what control measures to implement to prevent the potential spread and how to monitor for other possible infected staff members and children.

Where a child, parent or staff is suspected (has symptoms and has been tested) of having, or has a confirmed case of COVID-19, we as the licensee will and must report this to the ministry as a serious occurrence.

Where a room, centre or premises are closed due to COVID-19, we must report this to the ministry as a serious occurrence.

We are required and will post the serious occurrence notification form as required under the CCEYA unless local public health advises otherwise.

Updated Waitlist Policy in the Event of Requiring Care

Under the circumstances of reduced ratios and program sizes, we are unable to provide care to all our current registered families.

In order to fairly place families requiring care, priority will be given to families of those who: were registered with us before the closure in March, work the front lines, must go to work and have no other child care options, special circumstances that would benefit from children returning to care, such as children with special needs, and other local circumstances.

Staff Training

Alongside Ottawa Public Health, we will ensure that training is provided to all of our staff members, on health, safety and other operational measures outlined in this document, plus any additional local requirements in place prior to re-opening.

We will be utilizing resources from our Public Service Health and Safety association to stay up to date and current on measures to consider for our staff. This will include how to properly clean and sanitize commonly used areas, toys and the space of the cohort, including their outdoor space, how to conduct daily screening and ensure knowledge on how to keep daily attendance records and what to do in the case of someone falling ill.

Drop off and Pick up

Our hours of operation have been changed from 7am to 5:30pm, these are our hours for this period of time and it is subject to change. In addition to our screening measures outlined on page 3, in order to help with wait times and smooth transitions, we are going to provide blocks of time in which you can select to drop your child off and pick your child up. If you are late for your booked block time, you will lose your space, and be asked to wait in line outside until you can be seen. While waiting inline outside please keep a minimum 6 foot distance between yourself and those waiting to access care.

Space Set Up and Physical Distancing

It is recognized that physical distancing will prove challenging for children in a childcare setting. Our staff will encourage children to keep distance, by implementing individualized activities, and placing them strategically around the program.

If a child is to enter another child's space, they will be encouraged to regain space between them. We strive to use a teachable and trust building technique, one in which is understood and accepted by the children. Our staff will ensure the programs are kept calm, and children are not redirected in a stressful manner when distancing is limited.

Cohorts however must and will always keep at least 2 meters between each cohort.

Children's eating areas will be spaced out, by removing one half of the chairs, and spacing the children accordingly around the tables. Staff will sit with the children to monitor and ensure distancing is kept during mealtimes.

Dressing to go outside will be done inside the cohorts designated area. Staff will gather the children's items from their cubbies and strategically place them on the program floor, to help ensure physical distancing is kept during dressing periods.

Many visual cues will be developed and implemented to help promote distancing within the programs.

Our indoor play facility (Playside) will NOT be used under any circumstances.

Outdoor time will be scheduled to ensure 2 cohorts are not placed beside each other in the outdoor yards. 1 outdoor yard must remain empty between 2 cohorts. More outdoor time may be permitted when planning requires it to do so. It must be approved by the supervisor to avoid an overlap between cohorts.

Sleeping cots will be strategically placed and the head to toe pattern will continue to be implemented.

Interactions with Infants and Toddlers

We will continue to encourage staff to supervise and hold bottles for infants who are not yet able to hold their own bottle, to reduce the risk of choking. When holding infants and toddlers, staff are advised to use blankets or a cloth over clothing, between staff and child, and change blankets and cloths between children.

Infants will be placed in every other crib for sleep, and cribs will be clearly labelled with the child's name. Cribs in which will not be in use will be clearly labelled "not for use"

In order to promote physical distancing, staff will plan and implement activities that promote distance, and when possible moving outside to allow for more space.

Children will not share food, feeding utensils, soothers, bottles, sippy cups, etc. Once a child is finished with a mouthed toy, the educator will take it for immediate cleaning and disinfecting and will not be shared with other children.

All items specific to a child **must** be labelled.

Food Provision

We will amend our meal practices slightly, by not allowing self-serve or sharing of food at meal times. Utensils of course will be used to serve all foods, and meals will be served in individual portions to the children. No items can be shared (Example, ketchup bottle, serving spoons). No food should be provided by parents/guardians outside the regular meal provisions of the program (except where required and special precautions for handling and serving the food will be followed). The children will not partake in preparing food or helping staff in serving food, or partake in clean up after eating. Sanitizing before and after.

Provision of Special Needs Resources Services

The ministry of education recognizes that children with special needs and their families continue to require additional support and services in our child care setting. Special needs services can continue in person when required. We will consult with our Ottawa Public Health before allowing any services to enter the facility. If SNR services are required, parents of the cohort in whom the child attends, will be notified of the SNR plan to visit, and record of attendance will be completed for contact tracing purposes. All SNR staff will be screened before entering the child care setting, as per our protocol in the screening section on page 6.

Communication

All communication between parents and staff will be done through our HiMama app to ensure constant communication. The staff will be using the tablets provided by the daycare for this method.

If parents need to reach the supervisor, they can call the daycare, send an email or message through HiMama for quick responses.

All inquiring clients wishing to have a tour of our facility may do so through our virtual 3-D tour on the Kids Kingdom website. Any further questions can be done through a zoom meeting set up by the supervisor, a telephone call or by email.

To ensure effective communication between cohorts and runners or supervisor they will use done the walkie talkies provided by the daycare



Week of: _____

- Initial when a task is completed

Areas	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Play Mats										
Windows										
Sink(s)										
Toys										
Shelves										
Teacher Area										
Tables & Chairs										
Cots										
Cot Sheets										
Blankets										

- Bathroom (toilets, sinks, counter tops, etc.) will be cleaned and disinfected after each child.
- Floors will be swept and washed on a daily basis.

Supervisor's signature upon filing: _____



Week of: _____

- Initial when a task is completed

Areas	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Balls										
Bubble machine										
Riding toys										
Hula Hoops										
Bikes										
Doorknob to building										
Shed Doorknob										

- Sandbox will be out of use for the time being and properly indicated.
- All sand toys will not be used.

Supervisor's signature upon filing: _____

Staff Cleaning Sign Off – July 2020

Please initial in the calendar AFTER you complete all of the following tasks:

Staff Room

- Wipe table and chairs
- Wipe counter
- Sweep floor
- Mop floor
- Declutter
- Restock supplies if needed

Bathroom

- Clean sink, mirror and counter
- Clean entire toilet
- Dust above toilet paper holder
- Dust above paper towel holder
- Sweep and mop floor
- Restock supplies if need

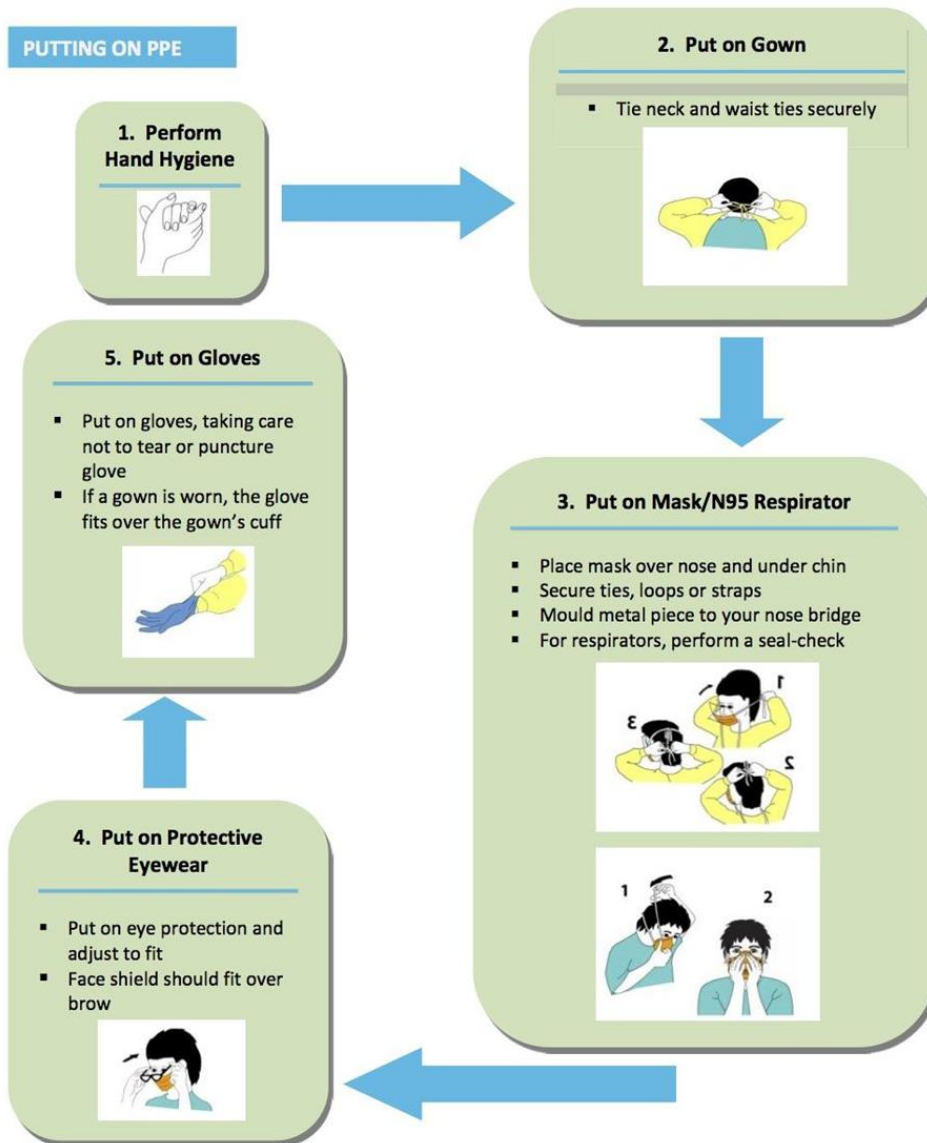
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 (AM/PM) /	2 (AM/PM) /	3 (AM/PM) /
6 (AM/PM) /	7 (AM/PM) /	8 (AM/PM) /	9 (AM/PM) /	10 (AM/PM) /
13 (AM/PM) /	14 (AM/PM) /	15 (AM/PM) /	16 (AM/PM) /	17 (AM/PM) /
20 (AM/PM) /	21 (AM/PM) /	22 (AM/PM) /	23 (AM/PM) /	24 (AM/PM) /
27 (AM/PM) /	28 (AM/PM) /	29 (AM/PM) /	30 (AM/PM) /	31 (AM/PM) /

- Carpets will be cleaned and sanitized daily.
- All doorknobs, keypads, and frequently touched areas will be disinfected after each use.

Supervisor's signature upon filling: _____

**Routine Practices and Additional Precautions
(November 2012)**

This is an excerpt from *Routine Practices and Additional Precautions in All Health Care Settings (Appendix L)*



For more information please contact Public Health Ontario's Infection Prevention and Control Department at ipac@ohpp.ca or visit www.publichealthontario.ca

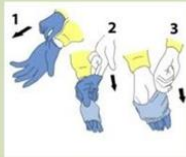
**Routine Practices and Additional Precautions
(November 2012)**

This is an excerpt from *Routine Practices and Additional Precautions In All Health Care Settings (Appendix L)*

TAKING OFF PPE

1. Remove Gloves

- Remove gloves using a glove-to-glove/skin-to-skin technique
- Grasp outside edge near the wrist and peel away, rolling the glove inside-out
- Reach under the second glove and peel away
- Discard immediately into waste receptacle



2. Remove Gown

- Remove gown in a manner that prevents contamination of clothing or skin
- Starting at the neck ties, the outer, 'contaminated', side of the gown is pulled forward and turned inward, rolled off the arms into a bundle, then discarded immediately in a manner that minimizes air disturbance



6. Perform Hand Hygiene



3. Perform Hand Hygiene



5. Remove Mask/N95 Respirator

- Ties/ear loops/straps are considered 'clean' and may be touched with hands
- The front of the mask/respirator is considered to be contaminated
- Untie bottom tie then top tie, or grasp straps or ear loops
- Pull forward off the head, bending forward to allow mask/respirator to fall away from the face
- Discard immediately into waste receptacle



4. Remove Eye Protection

- Arms of goggles and headband of face shields are considered to be 'clean' and may be touched with the hands
- The front of goggles/face shield is considered to be contaminated
- Remove eye protection by handling ear loops, sides or back only
- Discard into waste receptacle or into appropriate container to be sent for reprocessing
- Personally-owned eyewear may be cleaned by the individual after each use



For more information please contact Public Health Ontario's Infection Prevention and Control Department at ipac@ohpp.ca or visit www.publichealthontario.ca