

City of Greater Sudbury & Carrefour francophone de Sudbury

Phase 2: Licensed Child Care Re-opening Plan

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Background

The City of Greater Sudbury's Child Care Re-opening Plan is to be used to support community-based licensed child care facilities and licensed in-home child care to re-open. The City is working with licensed community child care providers and Public Health Sudbury and Districts to do this in the safest way possible while opening the maximum spaces within the limitations of the remaining COVID-19 restrictions.

This is a generic plan that individual agencies can adapt and add to in order to align with specific agency practices while adhering to the guidelines described in this plan. Agency Child Care Re-opening Plans and all subsequent versions should be submitted to the City of Greater Sudbury for review.

Program considerations

- Licences are required to be amended, if necessary, to ensure director approvals and conditions on the licence align with new restrictions.
- To support the operational needs of licensees, the ministry will prioritize and expedite the review of requests to revise and amend licences.
- Licensees are required to meet all the requirements set out in the Child Care and Early Years Act, 2014 (CCEYA) and its regulations and to obtain all necessary municipal approvals to support licence revision requests.
- Licensees must follow all current ministry and CMSM/DSSAB policies and guidelines.
- Licences that expire during the emergency period will be automatically extended by six months.
- Renewal, revision and application fees are set at zero for the period of the emergency and during the 60 days after the end of the emergency period.
- Ministry staff will conduct in-person and/or virtual monitoring and licensing inspections.
- The entire re-opening plan and policies must be reviewed by staff.
- Daily attendance for all children and staff per cohort should be recorded; there should also be a record of which cohorts had in-person contact with inspectors, supervisors or SNR consultants. This register is in a binder located in a visible place and accessible at all times in the centre. The janitors must also sign it at their entrance to clean the premises. Schools are aware of this practice.

Access to Child Care Spaces and Prioritizing Families

As of September 1, 2020, Carrefour francophone has the authorization of the Ministry of Education to fill its spaces to capacity according to the operating permits and to reinstate its usual waiting list policy.

Maximum Cohort Size and Ratio

For the purposes of this phase, a cohort is defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program.

- Each group will have its respective ratios, registered on the operating license of the center. Childcare services will be provided for infants, toddlers, preschool children and school-aged children (12 years old and less).
- License holders can only accommodate the number of children indicated on the license.
- Each cohort must stay together throughout the day and is not permitted to mix with other cohorts.
- Licensees are required to maintain ratios set out under the CCEYA. Licensee can increase staff to child ratio.
- Mixed age grouping is permitted as set out under the CCEYA where a director approval has been granted on the license.
- Reduced ratios are permitted as set out under the CCEYA provided that cohorts are not mixed with other cohorts. Reduced ratios are not permitted at any time for infants.

Communication with Families

Communication with families regarding the enhancement of health and safety measures facilitates transparency of expectations. New policies should be shared with families, for their information and to ensure they are aware of these expectations, including keeping children home when they are sick, which are aimed at helping to keep all children and staff/providers safe and healthy.

- Licensees and home child care providers must share with parents, the policies and procedures regarding health and safety protocols to COVID-19.
- Licensees are not required to revise their program statement, full parent handbook, and other policies as part of re-opening.
- Licensees may want to consider providing links to helpful information, as well as detailed instructions regarding screening and protocols if a child or childcare staff/provider becomes ill.
- Priority/waitlist policies may need to be updated to account for limited capacity when re-opening. Any changes to policies should be communicated to families so they are aware of the changes. An equitable approach should be implemented to assess priority for care.
- Where possible, the use of in-person communication should be limited.

Parent Fees

Since the centers reopened and until further notice, Carrefour francophone does not charge families who must be absent because of COVID symptoms, unless they have chosen not to have their child tested contrary to the recommendations of Public Health and the Ministry of Health (screening tool), and that their child must then be in isolation for 10 days.

Billing to parents who return or enroll in our children's services is done the same way as before the pandemic. See the Parents handbook for more details.

Space Set-Up and Physical Distancing

The Ministry recognizes that physical distancing between children in a child care setting is difficult and encourages child care staff and providers to maintain a welcoming and caring environment for children.

When setting up the play space, physical distancing of at least 2 meters must be maintained between cohorts and should be encouraged, where possible, between children within the same cohort:

- spreading children out into different areas, particularly at meal and dressing time;
- incorporating more individual activities or activities that encourage more space between children;
- using visual cues to promote physical distancing.

Staff will wear a surgical mask and a face shield or goggles at all times.

Each cohort must have their own assigned indoor space, separated from all other cohorts by a physical barrier. The purpose of the barrier is to reduce the spread of respiratory droplets that are thought to transmit COVID-19 and to reinforce physical distancing requirements between cohorts. The physical barrier must begin at the floor and reach a minimum height of 8 feet to ensure that it will always be 12 inches taller than the tallest person in the facility. It must be as wide as the space/room will allow.

In shared outdoor space, cohorts must maintain a distance of at least 2 metres between groups and any other individuals outside of the cohort.

Licensees and home child care providers are encouraged to increase the distance between cots/resting mats/playpens or place the children head to toe or toe to toe if the space is limited.

Shared spaces and structures that cannot be cleaned and disinfected between cohorts should not be used.

Recognizing that physical distancing is difficult with small children and infants, additional suggestions include:

- planning activities that do not involve shared objects or toys;
- when possible, moving activities outside to allow for more space;
- avoid singing activities indoors.

Equipment and Toy Usage, and Restrictions

Licensees and home child care providers are encouraged to provide toys and equipment which are made of materials that can be cleaned and disinfected (e.g., avoid plush toys).

Toys and equipment should be cleaned and disinfected at a minimum between cohorts. Mouthed toys should be cleaned and disinfected immediately after the child is finished using it.

Licensee and home child care providers are encouraged to have designated toys and equipment (e.g., balls, loose equipment) for each room or cohort. Where toys and equipment are shared, they should be cleaned and disinfected prior to being shared. If sensory materials (e.g., play dough, water, sand, etc.) are offered, they should be provided for single use (i.e. available to the child for the day) and labelled with child's name, if applicable.

Play structures can only be used by one cohort at a time. Please consult with your local public health unit regarding the use of playground equipment onsite.

Outdoor Play

Licensees should schedule outdoor play in small groups/by cohort in order to facilitate physical distancing. Where the outdoor play area is large enough to accommodate multiple groups, licensees may divide the space with physical markers to ensure cohorts remain separated by at least 2 metres.

If play structures are to be used by more than one cohort, the structures can only be used by one cohort at a time and should be cleaned and disinfected before and after each use by each cohort.

Licensees and home child care providers are encouraged to have designated toys and equipment (e.g., balls, loose equipment) for each room or cohort. Where toys and equipment are shared, they should be cleaned and disinfected prior to being shared.

Licensees and home child care providers should find alternate outdoor arrangements (e.g. community walk), where there are challenges securing outdoor play space.

Providers should follow physical distancing practices when possible.

Children should bring their own sunscreen where possible and it should not be shared. Staff may provide assistance to apply sunscreen to any child requiring it and should exercise proper hand hygiene when doing so (for example washing hands before and after application).

Program Statement/Activities

Licensees are encouraged to continue to implement their Program Statement. The Ministry recognizes that there may be approaches outlined in the Program Statement which may not be possible due to physical distancing.

Licensees are not required to make updates to their Program Statement during this time.

Interactions with Infants/Toddlers

- Licensees should continue to encourage staff and home child care providers to supervise and hold bottles for infants not yet able to hold their own bottle to reduce the risk of choking.
- Licensees and home child care providers should consider removing cribs or placing infants in every other crib, and mark the cribs that should not be used in order to support physical distancing.
- Recognizing that physical distancing is difficult with small children and infants, suggestions to support physical distancing include:
 - Planning activities that do not involve shared objects or toys.
 - When possible, move activities outside to allow for more space.
- Children must not share food, feeding utensils, soothers, bottles, sippy cups, etc. Mouthed toys must be removed immediately for cleaning and disinfecting and must not be shared with other children.
 - Label these items with the child's name to discourage accidental sharing.

Food Provisions

- Licensees and home child care providers should change meal practices to ensure there is no self-serve or sharing of food at mealtimes.
- Utensils should be used to serve food.
- Meals should be served in individual portions to the children.
- There should be no items shared (i.e., serving spoon or saltshaker).
- Children should neither prepare nor provide food that will be shared with others.
- Ensure proper hand hygiene is practiced when staff are preparing food and for all individuals before and after eating.
- Where possible, children should practice physical distancing while eating.
- There should be no sharing of utensils.

Public Health Sudbury & Districts will allow snacks/lunches to be brought into the Centre with the implementation of the following precautions:

- Personal items brought into the Centre including lunch boxes, water bottles etc. should be disinfected upon entry to the Centre.
- Personal items should be labelled and not shared.
- Personal items must be stored in a manner that prevents contamination of the personal items of others.
- Hand hygiene must be performed by staff and camp participants before eating.

Provision of Special Needs Resources (SNR) Services

The City of Greater Sudbury remains committed to supporting the full participation of all children in our early learning and child care programs. The goal would be to ensure that all children, including those with exceptionalities, experience a safe and engaging learning environment.

Child care providers understand that at times, a child may require additional supports over and above Early Childhood practices and curriculum. With consent, Child and Community Resources (CCR) will review the child and family profile.

In some instances, a child may require consultations and support from CCR who would develop an individualized plan for that child to be used in the child care setting. Start dates may be delayed slightly to prepare for a child with exceptionalities.

In others, it is deemed that the child's participation in the child care center would pose a high risk of harm to themselves or others, the family could be offered treatment, consultation and supports via technology platforms as an alternative to child care. High risk of harm would include the following elements of assessment: a) number of incidences of self-harm; aggressive behaviour towards others and b) the duration of such behaviours; and c) interventions used to date indicate a low response to treatment at this time and requires further medical intervention/supports.

Families with children who have special needs will be accepted into the programs they were enrolled in prior to closure as per the Agency Prioritization Policy and recommendations from Child and Community Resources.

The Ministry recognizes that children with special needs and their families continue to require additional supports and services in child care settings.

The provision of in-person special needs services in child care settings should continue where appropriate. Should questions arise in respect of which service providers are permitted to enter the premises, please consult with your local public health unit. Please work with special needs service providers to explore alternative modes of service delivery where in-person delivery is not possible.

Maximum capacity rules do not apply to SNR staff (consultants and enhanced staff) on site (i.e., if they are not counted towards staff to child ratios they are not included in the maximum capacity rules).

Where SNR services are provided through external staff/service providers, licensees and home child care providers should inform all families of this fact, and record attendance for contact tracing purposes.

All SNR staff must be screened before entering the child care setting.

Enhanced Health & Safety in Child Care

Health Screening is an obligatory requirement of all employees and families prior to entering or having the child enter the child care centre. Staff will be trained on how to utilize the screening tool. **Everyone must be screened prior to entering the child care centre.** Precautions will include the daily health screening of all children, staff and families and enhanced drop off and pick up procedures found in *Re-opening Child Care Centre Operation-Health Screening Procedure Policy (Appendix A)*.

- Screening will involve a screening questionnaire.
- Temperatures of staff and children will be checked and recorded daily.
- Visitors will not be permitted at this time.
- As much as possible, parents should not go past the screening area.
- Maintain daily attendance records of all individuals entering the child care centre including, but not limited to, maintenance workers, food service workers, government agency employees, and cleaning/environmental staff. This record should include the following information: name, company, contact information, date, time of arrival/departure, reason for visit, rooms/areas visited, screening and temperature check results.

Enhanced Health and Safety procedures and measures for children, staff and families will be implemented, monitored and recorded daily. Sanitary practices will be enhanced regarding how the child care setting will operate during and throughout the recovery phase following the pandemic including:

- Requirements for Health and Safety Practices (Appendix B) will include:
 - how physical distancing will be encouraged;
 - description of how shifts will be scheduled;
 - rescheduling of group events and/or in-person meetings.
- Sanitization of the space, toys and equipment – found in Environmental Cleaning and Disinfecting Policy and Procedures (Appendix C) and Toy Disinfecting (Appendix D)
- Hand Hygiene Policy and Procedures (Appendix E)
- A protocol in the event that a child, parent or staff member at the site is showing COVID-19 symptoms – found in *Testing and Exclusion of Sick Children or Staff Policy and Procedures (Appendix F)*.

Staff Training

Some of the restrictions and precautions taken with regard to personnel include the following:

- Each employee should have only one workplace.
- Supervisors or their representatives must limit their movement between rooms to what is strictly necessary.
- Back-up staff should be assigned to a particular group whenever possible.
- **Qualified personnel:** Licensees must ensure that each group has the number of qualified employees required by the ECEA. They can submit requests for director staff approval to the ministry.
- Requests for staff approval by the director can be transferred from one child care center to another, if it is operated by the same licensee.
- Licensees can also submit a request for managerial staff approval for multiple age groups.
- **General first aid certificate, covering in particular cardiopulmonary resuscitation of infants and children:**

The staff included in the calculation of the ratios and all providers of home child care services must have a valid general first aid certificate, covering in particular cardiopulmonary resuscitation of infants and children, unless they are exempted from it by the CCEYA or the certificate has been extended by the Workplace Safety and Insurance Board (WSIB). The WSIB has indicated that all certificates that were scheduled to expire after March 1, 2020 will automatically be extended. Licensees are encouraged to check the WSIB website regularly for any changes to the extension of certificates. First aid or cardiopulmonary resuscitation held by staff or home child care or home care providers and expected to expire after March 1, 2020.
- **Background checks for working with vulnerable people:**

Licensees must obtain background checks for work with vulnerable people for staff and others who interact with children. Licensees are not required to obtain re-verification for staff and others who interact with children if the date of the fifth anniversary of their last verification falls during the emergency period, up to 60 days after the end of it.

Staff training

- In collaboration with local public health authorities, Consolidated Municipal Service Managers (CMSMs) and District Social Service Administration Boards (DSSABs) should ensure that all staff and child care providers receive training on the operational measures (health, safety, etc.) contained in this document, as well as any other local requirements.
- Stakeholders are encouraged to consult the Public Service Health and Safety Association's list of child care tips for more information on ways to protect staff. There is also an educational guide for child care providers (in English).
- Training may include cleaning spaces and equipment, daily screening for

symptoms and keeping daily attendance logs safely, as well as what to do in the event someone falls ill.

- It may be helpful to learn from the practices of emergency child care providers and learn about the lessons they have learned.
- All Carrefour francophone de Sudbury staff must follow the training sessions sent by the CSD-MS appearing on the Public Health Sudbury and Districts website in French and confirm with their immediate supervisor that the training has been taken.

Additional training for staff: Staff members will receive additional training prior to taking up their duties. They will be required to sign a certificate stating that they have read and understood all relevant policies and procedures.

Daily communication with parents

Staff members will communicate with parents on a daily basis, providing them with updates on their children's health, well-being and daily activities. Any child who shows a symptom of COVID-19 will be transferred to a designated isolation room and staff will monitor them until a parent or guardian picks them up.

Other details related to health and safety

In addition to taking these preventative measures, as required by the Ministry of Education, daycares will put in place a protocol to be followed in the event that a child, parent or staff member presents a symptom of COVID- 19 in a child care setting (please refer to Appendix F: Policy and Procedure for Screening and Excluding Sick Children and Employees).

Appendix A: Health Screening Procedure Policy

Purpose

In order to help reduce the risk of COVID-19, a health screening is an essential step. This procedure applies to all staff, children and families. Everyone must be screened prior to entering the child care centre.

This tool was developed to assist Child Care Centre staff in preparing and administering health screening for all those who enter the building.

Policy

Le Carrefour francophone is committed to providing a safe and healthy environment for staff, children and families. This screening policy will include the drop off and pick up procedure.

It will be reviewed and signed off by all staff prior to commencing employment and annually thereafter and at any time where a change is made.

A screening policy that describes the additional steps to be taken as well as a screening questionnaire from the Health ministry has been provided to all staff and should be used every morning at the entrance of staff and children. These information are added to this policy.

Prior to the screening, the following steps and set up will be completed:

- Everyone will access the building through a controlled entrance.
- All staff will complete health screening training.
- Identify/set up the location and staffing of the screening area:
 - Ensure that each person is screened.
 - Maintain a minimum of 2 metres/6 feet distance between staff at the entrance and the person being screened or showing a proof of screening done the same day.
 - Staff who is conducting the health screening will be provided with face cover or goggles and surgical masks, gloves and/or hand sanitizer. The face shield or goggles are necessary to protect the eyes from droplets and splashes. The surgical mask is necessary to cover the nose and mouth.
- Place entrance signage identifying the screening process.
- Ensure Public Health Sudbury and Districts resources are available for anyone who does not pass the screening.

Drop-Off and Pick-up / Screening Procedure

Any persons entering the child care centre must be screened prior to being admitted into the child care centre. Staff must follow the screening procedure for each person and record the outcome (pass or fail).

Child care centres within the meaning of the Child Care and Early Years Act, 2014 have a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. The centre should contact Public Health Sudbury and Districts, and City of Greater Sudbury to report a child or staff suspected to have COVID-19, following the recommendations on the online screening tool. Public Health Sudbury and Districts will provide specific advice on what control measures should be implemented to prevent the potential spread, and how to monitor for other possible infected staff members and children as well as who needs to be informed and when.

If a child has a symptom and goes through a COVID-19 test, the licensee must file a serious incident with the Ministry of Education

Licensees should develop procedures that support physical distancing and separate groups as best as possible (i.e., children of one room enter door A and children of another room enter door B, or staggered entrance times).

As much as possible, parents should not go past the screening area.

All entrances should have hand sanitizer available. When screening, if you cannot be separated by a physical barrier, maintain a distance of at least 2 meters (6 feet), parents/guardians should use face coverings. At a minimum staff conducting the screening must wear a surgical/procedure mask and eye protection (goggles or face shield)

Refer to [Public Health Ontario](#) resources for how to properly wear and take off masks and eye protection.

Consider using signage/markings on the ground to direct families through the entry steps.

Personal belongings (e.g., backpack, clothing, etc.) should be minimized. If brought, belongings should be labelled and kept in the child's cubby/ designated area.

All screening results will be recorded in a screening file at the centre.

Greet everyone to the child care centre with a friendly, calm manner. Request that only ONE parent/guardian enters the screening area with the child and request they both use hand sanitizer.

Practices to be followed by the staff of Carrefour francophone de Sudbury and for all essential visitors who enter early childhood centers:

1. Wash your hands before leaving the house.
2. Use the hand sanitizer when entering the building.
3. Take your temperature with the thermometer provided. If the result is 37.8 ° C (100 ° F) or more, we ask that you return home and notify your supervisor and management.
4. There will be a questionnaire to complete online on your smart phone or on the tablet at the centre's entrance. Here is the link: <https://covid-19.ontario.ca/depistage-pour-les-ecoles/>
5. Follow the recommended steps on the link once you have completed the screening.
6. Show your results to the receptionist, or the center supervisor if the recommendation is to go home
7. Make sure that the person in charge of screening enters your name, your arrival and departure time and your information in the attendance bag at the entrance to the center.
8. Physical distance must be maintained at all times.
9. Use the hand sanitizer when leaving the building.

If you have any questions, please contact your immediate supervisor.

Screening Questions for Staff/Families

You can find the screening questions here: <https://covid-19.ontario.ca/depistage-pour-les-ecoles/>

Staff conducting health screenings is required to take the temperature of each child upon entry if the parent didn't do it at home and gave the result. The thermometer must be disinfected prior to use and between each use, and gloves must be worn if there will be direct contact with the child. If no direct contact, gloves are not required, however frequent and proper hand hygiene is required.

Staff must complete hand hygiene (hand washing or hand sanitizing). Take temperature, partner will record the information, remove gloves, and complete hand hygiene (hand washing or hand sanitizer). Clean and disinfect thermometers after each use and discard single use probe covers.

FURTHERNOTES: STEPS TO FOLLOW

- Children, parents or staff who have been exposed without PPE to a confirmed case of COVID-19 or symptomatic person(s) should be excluded as per Public Health Sudbury and Districts recommendation.
- If a member of the household is in isolation (because they are showing symptoms, have traveled, had close contact, etc.), all household members should self-isolate. Therefore, the child and his sisters and brothers will not be

able to enter.

- If the child (or staff) experiences symptoms of COVID-19, you should immediately notify your center supervisor. Be aware that the child or staff will not be able to enter the center if they show any of the symptoms listed.
- If in doubt, the steps to follow will be indicated at the end of this new screening questionnaire and will be based on the answers you provided that day. They may include:
 1. Talk to your family doctor;
 2. Have the child (or staff) tested for COVID-19.
- If you suspect that your child's (or staff's) symptoms are unrelated to COVID-19, you can give us a note from your family doctor to confirm this. This note is not mandatory, but to limit the risk of contagion, it would be appreciated. You will have the option of having your medical bill reimbursed by Carrefour francophone if that is the option you choose.
- If the child or staff develops symptoms during the day, staff will complete the screening with the parent or assigned staff at the scene to support them in the next steps to take.
- Carrefour francophone staff use the flowchart developed by the Sudbury and Districts Public Health Service as well as the document [Une once de prévention](#).

How to respond:

- If the recommendation is to get tested and the parent refuses, the child (or staff) will be excluded for 10 days. The parent of the child will be billed on these days.
- Staff are entitled to 10 paid COVID days for absences due to symptoms. Beyond that, staff will not be paid for their absences.
- If the recommendation is to get tested and staff refuse, they will not be entitled to their 10 COVID days during their absence.

If you have any questions regarding a trip or exclusion, please contact a public health nurse at 705-522-9200.

Appendix B: Requirements for Health & Safety Practices

Purpose

To ensure that all employees are aware of, and adhere to, Carrefour francophone, Health & Safety Practices and the directive established by Ministry of Health.

Policy

Carrefour francophone is committed to providing a safe and healthy environment for staff, children and families. Carrefour francophone will take every reasonable precaution to prevent the risk of communicable diseases within our centre.

This Policy applies to all staff, families and children. This policy and procedure will be reviewed and signed off by all staff prior to commencing employment and annually thereafter, and at any time where a change is made.

Child care centres are required to follow all existing health and safety requirements as directed by the local medical officer of health and as outlined in the Child Care and Early Years Act, 2014 and other policies and guidelines issued by the Ministry of Education. Plans must also be in place to respond should any staff, children, or parents/guardians be exposed to COVID-19.

This Policy and procedure will be reviewed and signed off by all staff prior to commencing employment and annually thereafter and at any time where a change is made.

Many infectious diseases and illnesses can be prevented through appropriate hygiene, sanitation, and infection prevention/control practices which help protect the health, safety and well-being of staff, children and families.

Procedures

1. Monitor staff and children daily for symptoms. Should staff or children show any symptoms listed in the link below, they will be immediately separated from all others. Staff will be sent home to [self-isolate](#) and a parent/guardian will be called and will need to pick up the symptomatic child immediately. The siblings of a symptomatic child as well as children of a symptomatic staff member must also be sent home to isolate.

<https://covid-19.ontario.ca/depistage-pour-les-ecoles/>

Common symptoms :

- **Fever** (temperature of 37.8 degrees Celsius or higher)
- **New or worsening cough**

- **Shortness of breath**
- **Sore throat**
- **Difficulty swallowing**
- **Decrease or loss of sense of taste or smell**
- **Nausea/vomiting, diarrhea, abdominal pain**
- **Runny nose/nasal congestion without other known cause**

Atypical signs and symptoms:

- Unexplained fatigue, malaise, muscle aches, lethargy
- Lack of energy or enthusiasm and difficulty feeding in infants (if no other diagnosis)
- Delirium (involves confusion, changes to memory, and odd behaviour)
- Acute functional decline
- Worsening of chronic conditions
- Unexplained or increase numbers of falls
- Chills
- Headaches
- Croup*
- Pink eye (conjunctivitis)
- Unexplained tachycardia (heart rate over 100 beats per minute) including age specific tachycardia for children*
- Decreased blood pressure*
- Unexplained hypoxia (oxygen saturation)*
- Clinical or radiological evidence of pneumonia*.

*Refers to symptoms better diagnosed by a health care provider

2. Preventative Measures -Prevent the spread of illness
 - a. Wear surgical masks

Public Health Sudbury & Districts is requiring that staff wear a mask (medical) and a face shield or goggles at all times, including, but not limited to the following situations:

- Providing direct care (for example, feeding, assisting a child with hand hygiene, diapering).
- Consoling an upset child.
- Assisting a child with dressing or changing clothes.

This requirement applies within cohorts as well. Situations in which medical masks are required are listed within this document. (Non-medical masks are not adequate in some situations (screening, cleaning bodily fluids, dealing with a symptomatic child.)

*Note that the use of masks is not recommended for children, especially for those under

the age of two.

Information on the use of face coverings is available here: <https://www.phsd.ca/health-topics-programs/diseases-infections/coronavirus/guidance-for-wearing-non-medical-masks>

- b. If parents administered any fever-reducing medication to their child(ren) in the last 5 hours for fever they are not allowed entry.
- c. All staff must Wash hands upon arrival and often (See Appendix E: Hand Hygiene Policy and Procedures). They must also cover their mouth during coughing and sneezing either with a tissue or a flexed elbow and disposing of used tissues in a plastic lined waste container, followed by hand hygiene and wearing a mask at all times.

Everyone should be encouraged to not touch their face.

- d. Disinfect frequently touched surfaces and items that children touch with their hands, mouths, and body fluids such as toys, diaper stations, chairs, playground equipment, door handles, etc. (See *Appendix C: Environmental Cleaning and Disinfecting Policy and Procedures*).
- e. Use PPE-Personal Protective Equipment during screening, cleaning and when monitoring sick children who have been separated (See Appendix F: Testing and Exclusion of Sick Children or Staff Policy and Procedures).
Wearing a medical mask and face shield (or goggles) is a requirement at all times. Wearing gloves and a medical gown are extra requirements when isolating a child
- f. The playrooms and washrooms will be supplied with paper towels and Kleenex and available at all times.
- g. Liquid soap dispensers and/or hand sanitizer is available in each playroom and hand sanitizer will be made available outside of the entrance area.
- h. Wash daycare laundry using detergent and warm water.
- i. Clean and disinfect diaper change areas between uses.

Requirements for Health and Safety

1. Ensure all current infection prevention and control practices are adhered to, this includes but is not limited to:
 - Ensuring all toys used at the centre are made of material that can be cleaned and disinfected (e.g. avoid plush toys);
 - Increasing the frequency of cleaning and disinfecting objects, toys and frequently touched surfaces;

- Frequently touched surfaces are most likely to become contaminated, including doorknobs, light switches, toilet handles, and tabletops, and must be disinfected at least twice a day;
 - Only using disinfectants that have a Drug Identification Number (DIN). Low level hospital grade disinfectants may be used;
 - Checking expiry dates of products used and always following manufacturer's instructions;
 - Performing proper hand hygiene (including assisting children with hand hygiene);
 - Incorporating additional hand hygiene opportunities into the daily schedule.
2. Encourage more physical space between children by:
- Spreading children out into different areas;
 - Staggering, or alternating, lunchtime and outdoor playtime;
 - Incorporating more individual activities or activities that encourage more space between children.
3. Describe how shifts will be scheduled:
Each centre must have a document of the staff schedules and their main functions. The Carrefour francophone expects each centre to have a visible schedule that includes:
- A person in charge of screening (or entrance) who is not consigned to a particular group, as far as possible;
 - 2 employees per room, one of whom regularly cleans and disinfects the rooms:
 - After each use of equipment;
 - When the group leaves the room;
 - At least twice a day for frequently used surfaces (door knobs, etc.)
 - After each use of the washroom.
 - Staff at the end of the day in each room who bring the child to the door when his parent arrives.

The opening hours of the Carrefour francophone early childhood centers are as follows:

- Greater Sudbury: 7 a.m. to 6 p.m.
- Sudbury East: 6:30 a.m. to 6:30 p.m.

All of Carrefour francophone programs (childcare centers, summer camps) are offered from Monday to Friday;

4. The rescheduling of group events and/or in-person meetings, or plan virtual meetings.
5. Do not use water or sensory tables, unless each child has its own labelled table. Outdoor sprinklers are acceptable.
6. Outdoor play at licensed childcare sites is encouraged in small groups in order to encourage physical distancing (check with the local public health unit regarding the use of playground equipment onsite).
7. Increase the distance between nap mats, if possible. If space is tight, place children head-to-toe or toe-to-toe. Cots and cribs should be disinfected after each use. Please refer to Section 4 of the Ontario Child Care Centre Licensing Manual (September 2019) for more information.
8. Linens must be laundered between children.
9. Children must not share soothers, bottles, sippy cups, toothbrushes, facecloths, etc. Label these items with the child's name to discourage accidental sharing.
10. Reinforce "no food sharing" policies.
11. If meals or snacks are provided, ensure each child has their own individual meal or snack. Multi-use utensils must be sanitized.
12. Pick-up and drop-off of children should happen outside the childcare setting unless it is determined that there is a need for the parent/guardian to enter the setting.
13. Avoid getting close to faces of all children, where possible.
14. Clearly communicate to parents/guardians:
 - Check their children's temperature and ask staff to check their own temperature daily before coming to the childcare setting.
 - If the temperature is equal or greater than 37.8 degrees Celsius or if the child/children have any cold-like symptoms or vomiting and/or diarrhea, they should stay home (see *Appendix F: Testing and Exclusion of Sick Children or Staff Policy and Procedures*).
 - If the temperature of the child or staff is 37.8 ° C or above, or if the child has symptoms of a cold or suffers from vomiting or diarrhea, the person should leave the premises **immediately**. If it is a child, he or she should be placed in the isolation space while he or she is waiting to be collected,

within 30 minutes.

15. More information on self-monitoring can be found on [Public Health Ontario's](#) website.

Appendix C: Environmental Cleaning and Disinfecting Policy and Procedures

*The specific disinfectants used should each be identified in the policy and procedures and their proper preparation and use must be described in detail as directed by the product label, manufacturer or local public health.

Purpose

To ensure that all staff are aware of, and adhere to, Carrefour francophone's Sanitary Policies and Procedures and direction by the Public Health Sudbury and Districts regarding cleaning and disinfecting in the re-opening Child Care Centre.

Policy

Carrefour francophone is committed to providing a safe and healthy environment for staff, children and families. Carrefour francophone will take every reasonable precaution to prevent the risk of communicable diseases within our centre.

This Policy applies to all staff, families and children. This policy and procedure will be reviewed and signed off by all staff prior to commencing employment and annually thereafter and at any time where a change is made.

Childcare centres are required to follow all existing health and safety requirements as directed by the local medical officer of health and as outlined in the Child Care and Early Years Act, 2014 and other policies and guidelines issued by the Ministry of Education. Plans must also be in place to respond should any staff, children, or parents/guardians be exposed to COVID-19.

Definitions

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

Disinfecting: describes a process completed after cleaning in which a chemical solution (i.e., Oxivir Plus & Oxivir Tb Ready-to-Use (RTU)), 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, requires a final rinse after the required contact time is observed.

Procedures

All products including cleaning agents and disinfectants must be out of reach of children, labelled, and must have Safety Data Sheets (SDS) up to date (within three years), which are stored in the WHMIS binder. Cleaning and Disinfecting will be done three times a day and as needed, upon Opening, mid-day and Closing. Housekeeping staff will be responsible for the cleaning and disinfecting. Staff will be responsible for the small spills happening in their room. Staff will contact housekeeping for bigger spills. Housekeeping staff/staff will wear gloves when Cleaning/Disinfecting and when immersing toys in diluted disinfectant when toy washing.

Cleaning

- Use soap and warm water to clean visibly soiled surfaces **(Bottle#1)**.
- Rinse the surface with clean water (warm to tepid temperature preferred) to ensure soap is removed **(Bottle#2)**.
- Let the surface dry.

Disinfecting

Accelerated Hydrogen Peroxide (AHP) was approved by PHSD for use in our child care centres as a disinfectant.

The AHP disinfecting products used in Carrefour francophone's centre are Virox, Saber, or Oxivir TB RTU. All are considered high-level disinfectants which are defined as the complete elimination of all microorganisms in or on a surface, with some exceptions.

For general environmental disinfection of high touch surfaces large toys and equipment that cannot be immersed in a disinfectant solution use Virox, Saber, or Oxivir TB RTU, for the prescribed contact time.

Disinfecting using Virox, Saber and Oxivir TB RTU.

Sanitizing-Kitchen-Food Contact Surfaces

**The specific sanitizers used should each be identified in the policy and procedures and described in detail as directed by the product label, manufacturer or local public health.

Dishwashing

Policy should include details on temperature requirements and chemical concentrations required when using a dishwasher or if dishes are manually washed, how and what sanitizer is used.

Manual dishwashing resource:

<https://www.alabamapublichealth.gov/foodsafety/assets/DishwashingDiagram.pdf>

Always use a sanitizer in the kitchen and on food contact surfaces. The solution used, R2L is to be tested daily with the test strips before using. The Solution needs to be a maximum of 200ppm of QUAT.

Cleaning and sanitizing of “wash-in-place” items/surfaces

- Use soap and warm water to clean visibly soiled surfaces (**Bottle#1**)
- Wipe Surface
- Rinse the surface with clean water (warm to tepid temperature preferred) to ensure soap is removed (**Bottle#2**)
- Wipe Surface to air dry

Sanitizing using R2L.

Cleaning and Disinfection Frequency Requirements. Clean and disinfect upon ENTRY to child care (for staff):

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

Clean and disinfect upon children's ENTRY to child care:

- Any hard surfaces such as water bottles, containers,

Clean and disinfect frequencies for other surfaces and items:

Cleaning and disinfecting routines **must** be increased as the risk of environmental contamination is higher:

- **Tables and countertops:** used for food preparation and food service must be cleaned and sanitized (sanitized, not disinfected) before and after each use, using R2L product, not Hydrogen Peroxide.
- **Highchairs:** tray table for serving food must be sanitized and highchair must be cleaned and disinfected before and after serving food.
- **Spills:** must be cleaned and disinfected immediately.
- **Hand wash sinks:** staff and children washroom areas must be cleaned and disinfected at least two times per day, between cohort use (if applicable) and as often as necessary (e.g., when visibly dirty or contaminated with body fluids).
- **Floors:** cleaning and disinfecting must be performed as required, i.e., when spills occur, and throughout the day when rooms are available, i.e., during outdoor play
- **Outdoor play equipment:** must be disinfected before use, and as required (e.g., visibly dirty and between cohorts). Any outdoor play equipment that is used must be easy to clean and disinfect
- **High-touch surfaces:** any surfaces at your location that has frequent contact with hands (e.g., light switches, water fountain knobs, shelving, containers, hand rails, door knobs, sinks, toilets, electronic devices, table tops, etc.). These

surfaces will be cleaned at least 2 times per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids)

- **Other shared items:** (e.g., phones, tablets, music devices, attendance binders etc.) these must be disinfected between users).
- **Food** must be protected from contamination at all times. This may include ensuring guards or covering for food and utensils.
- Only one cohort should access the washroom at a time and it is recommended that the facilities be cleaned in between each use, particularly if different cohorts will be using the same washroom.

Clean and disinfect DAILY:

- Low-touch surfaces (any surfaces at your location that has minimal contact with hands), must be cleaned and disinfected daily (e.g. Window ledges, doors, sides of furnishings etc.).
- Where possible, remove area rugs/small carpets. Where carpets cannot be removed, they are to be vacuumed daily when the rooms are available, i.e., during outdoor play. The use of a HEPA filter vacuum is recommended.

Clean and disinfect AS REQUIRED:

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

1. Isolate the area around the spill so that no other objects/humans can be contaminated.
2. Gather all supplies, perform hand hygiene, and then put on single-use nitrile gloves.
3. Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag.
4. Clean the spill area with detergent, warm water and single-use towels.
5. Rinse to remove detergent residue with clean water and single-use towel.
6. Discard used paper towels and gloves immediately in a tied plastic bag.
7. Spray disinfectant in and around the spill area and allow the appropriate disinfecting contact time, based on your own disinfectant requirements.
8. A final rinse is required if children come into contact with the area.
9. Remove gloves as directed and discard them immediately.
10. Perform hand hygiene as directed (See *Appendix E: Emergency Child Care Centre Operation-Hand Hygiene Policy and Procedures*)

Notes:

- If the spill includes broken glass, ensure a brush and dustpan is used to pick it up and discard. Disinfect the brush and dustpan after use. **NEVER** use your hands to clean up the glass.
- If the spill occurs on a carpet, follow the above steps along with professional steam/wet cleaning the carpet.

Crib and cot cleaning and disinfecting:

- Cots and cribs **must** be labelled and assigned/designated to a single child per use
- Cots and cribs **must** be cleaned and disinfected before being assigned to a child
- Crib mattresses **must** be cleaned and disinfected when soiled or wet and before being assigned to a child
- High touch surfaces on cots and cribs must be disinfected at least twice per day and as often as necessary.
- Cots must be stored in a manner which there is no contact with the sleeping surface of another cot
- Bedding must be laundered daily, and when soiled or wet

Additional Infection Prevention and Control Practices for Hygiene Items

- Pacifiers must be individually labelled and stored separately (not touching each other), they must not be shared among children. The pacifier must be washed in soap and water upon arrival to the centre.
- For creams and lotions during diapering, never put hands directly into lotion or cream bottles, use a tissue or single-use gloves. Upon arrival to the centre, wipe the cream/lotion container with a disinfecting wipe.

Appendix D: Toy Disinfecting Policy and Procedures

*The specific disinfectants used should each be identified in the policy and procedures and their proper preparation and use must be described in detail as directed by the product label, manufacturer or local public health.

Purpose

To ensure that all staff is aware of, and adhere to, Carrefour francophone's Policy regarding toy disinfecting in the re-opening of Child Care Centres.

Policy

Carrefour francophone is committed to providing a safe and healthy environment for staff, children and families. Carrefour francophone will take every reasonable precaution to prevent the risk of communicable diseases within our centre.

This Policy applies to all staff, families and children. This policy and procedure will be reviewed and signed off by all staff prior to commencing employment and annually thereafter and at any time where a change is made.

This policy and procedure will be reviewed and signed off by all staff prior to commencing employment and annually thereafter and at any time where a change is made.

Definitions

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

Disinfecting: describes a process completed after cleaning in which a chemical solution (i.e., Oxivir Plus & Oxivir Tb Ready-to-Use (RTU)), 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, requires a final rinse after the required contact time is observed.

Procedures

It is important to clean and disinfect all toys, especially toys that may have been placed in children's mouths. Each toy should be cleaned and disinfected before being placed back into circulation.

- Choose toys that are washable, sturdy, and too large to be swallowed to prevent choking.
- Choose toys that can be cleaned and disinfected.
- Avoid plush toys.
- Clean toys when visibly dirty and daily.
- Remove toys from circulation that children have put in their mouths or that have other body fluids on them until they can be cleaned and disinfected. Put in a labelled bin.
- When cleaning toys, check them for sharp, jagged edges or small pieces that can be easily broken off. If toys cannot be fixed, throw them away.

Cleaning

- Plastic toys that can be submersed in a sink or bucket must be cleaned with dish soap and water.
- Use soap and warm water to clean visibly soiled surfaces.
- Rinse the toys with clean water (warm to tepid temperature preferred) to ensure soap is removed.
- Allow toys to air dry.

Disinfecting using Virox, Saber or Oxivir TB RTU.

1. Spray solution **Virox, Saber or Oxivir TB RTU(Bottle #3)**
2. Let sit for 5 minutes. Mouthed toys will require a final rinse after the required contact time is observed.

Wash in Place

For general environmental disinfection of high-touch surfaces, large toys, and equipment that cannot be immersed in a disinfectant solution use **Virox, Saber or Oxivir TB RTU, pre mixed and leave it on for 5 minutes.**

Cleaning

1. Clean toys with soap and warm water to clean visibly soiled surfaces **(Bottle#1).**
2. Rinse the surface with clean water (warm to tepid temperature preferred) to ensure soap is removed **(Bottle#2).**
3. Let the surface dry.

Disinfecting using Virox, Saber Oxivir TB RTU, pre mixed and leave it on for 5 minutes (Bottle #3).

Appendix E: Hand Hygiene Policy and Procedures

Purpose

To ensure that all staff are aware of, and adhere to, Carrefour francophone's Sanitary Policies and Procedures and direction by the Public Health Sudbury and Districts regarding cleaning and hand hygiene in the re-opening Child Care Centres.

Policy Statement

Carrefour francophone is committed to providing a safe and healthy environment for staff, children and families. Carrefour francophone will take every reasonable precaution to prevent the risk of communicable diseases within the centre.

This Policy applies to all staff, families and children. This policy and procedure will be reviewed and signed off by all staff prior to commencing employment and annually thereafter and at any time where a change is made.

Definitions

Hand Hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using liquid soap and running water or a hand sanitizer (60-90% alcohol based is acceptable). Hand washing with liquid soap and running water must be performed when hands are visibly soiled.

Procedures

Hands carry and spread germs. Touching your eyes, nose, mouth or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Hand Washing Procedure

Hand washing is the best way to prevent the spread of infection. Proper hand washing significantly reduces the spread of colds, influenza, and diarrhea illnesses. When you wash your hands, you wash away the germs that you may have picked up from other people, surfaces, or from animals. When possible, hand washing using liquid soap and water is recommended over alcohol-based hand rub for children.

Ensure that employees and children are always practicing good hand hygiene when hands are visibly dirty.

Children should wash their hands:

- upon arriving at the school or daycare;
- after sneezing, coughing, or blowing nose;
- before and after eating;
- after handling garbage;
- after using the washroom;
- after sneezing, coughing, or wiping their nose;
- when their hands are dirty;
- after playing with commonly used toys;
- after playing outdoors or in a sandbox;
- after coming in contact with bodily fluids;
- after coming in contact with any soiled/mouthed items;
- after gardening.

Staff should wash their hands:

- upon arriving at work or returning from a break;
- after sneezing, coughing, or blowing your nose;
- before preparing, serving, or eating food;
- after diapering a child or checking a diaper;
- after cleaning up messes;
- after wiping a nose;
- after going to the bathroom or assisting a child to use the bathroom;
- after playing outdoors with children;
- before giving any medications;
- after assisting a child with hand washing;
- after handling garbage;
- before and after handling raw foods;
- after outdoor play;
- after handling soiled laundry or dishes;
- after handling soiled toys or other items;
- after coming in contact with bodily fluids;
- after coming into contact with any soiled/mouthed items;
- after gardening

Staff Hand washing

1. Leave jewellery at home or remove it upon hand washing.
2. Use liquid soap and warm running water.

3. Rub hands vigorously as you wash.
4. Wash all surfaces including backs of hands, wrists, between fingers, and under fingernails for a minimum of 15 seconds.
5. Rinse hands well. Leave water running.
6. Dry hands on a single-use paper towel.
7. Turn off faucet with a dry paper towel. Do not use bare hands to turn off faucet.
8. Nail brushes are not to be used.

Infant Hand washing

1. Clean infant's hands thoroughly with a damp paper towel moistened with liquid soap.
2. Rinse hands from wrist to fingertips using a fresh paper towel moistened with clean water.
3. Dry infant's hands with a fresh paper towel.
4. Turn off faucet with paper towel and discard.
5. Wash your own hands.

Toddler & Preschool Hand washing

1. Have child wet hands.
2. Squirt a drop of liquid soap onto child's hands.
3. Help child wash all areas of hands for 15 seconds.
4. Rinse child's hands from wrist to fingertips under running water.
5. Dry child's hands with a fresh paper towel.
6. Turn off faucet with paper towel and discard.
7. Wash your own hands.

School-Age Hand washing

- Ask the children to wash their hands correctly.
- Show the children how to wash their hands if they do not know how or have forgotten.
- Remind the children that hand washing will help keep them from getting sick.

Hand Hygiene Monitoring

To ensure that employees are using proper hand hygiene methods, supervisors will review hand hygiene practices on a regular basis and provide feedback to employees as required.

Hand Sanitizing Information

When your hands are not visibly dirty, a 60-90% alcohol based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

Glove Use

Gloves shall be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces. Gloves should also be worn during screening when there is direct contact with the child. Nitrile gloves are single use only.

Gloves and Hand Hygiene

Hand hygiene shall be practised before applying and after removing gloves. Gloves shall be removed and discarded after each use.

To reduce hand irritation related to gloves:

- Wear gloves for as short as time as possible
- Ensure that hands are clean and dry before wearing gloves
- Ensure gloves are intact, clean and dry inside
- Gloves are single use only, and must be task specific such as nitrile gloves for diaper changes

Covering Your Cough Procedure

Germs, such as influenza and cold viruses, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs.

Attempt to keep your distance (preferably more than 2 metres/6 feet) from people who are coughing or sneezing. Follow these steps to stop the spread of germs:

- If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose.
- Put used tissues in the garbage.
- If you don't have a tissue, cough or sneeze into your sleeve, not in your hands.
- Clean your hands with soap and water or hand sanitizer (60-90% alcohol-based) regularly and after using a tissue on yourself or others.

Appendix F: Testing and Exclusion of Sick Children or Staff Policy and Procedures

Purpose

To ensure that all employees are aware of and adhere to Carrefour francophone's policy in regarding to the exclusion of sick children in Carrefour francophone's Child Care Centres.

Policy

Carrefour francophone is committed to providing a safe and healthy environment for children, families and employees. Carrefour francophone will take every reasonable precaution to prevent the risk of communicable diseases within our centre. This policy applies to all staff, families and children. This policy and procedure will be reviewed and signed off by all staff prior to commencing employment and annually thereafter and at any time where a change is made.

Testing for COVID-19

1. Symptomatic staff and children should be referred for testing. Testing of asymptomatic persons should only be performed as directed by Public Health Sudbury and Districts as part of outbreak management. A list of symptoms, including atypical signs and symptoms, can also be found in the '[COVID-19 Reference Documents for Symptoms](#)' on the Ministry of Health COVID-19 Website.
 - Those who test negative for COVID-19 must be excluded until 24 hours after symptoms resolution. – If there are enteric symptoms such as vomiting and diarrhea, the exclusion would be 48 hours post-resolution of symptoms as the concern here is Norovirus. If there is no vomiting and/or diarrhea, the exclusion of 24 hours applies.
 - Those who test positive for COVID-19 must be excluded from the child care centre for 14 days after the onset of symptoms and clearance has been received from Public Health Sudbury and Districts.
 - The guidelines to follow in the event of the onset of symptoms are indicated in the Ministry of Health screening tool. Sudbury and Districts Public Health recommends its use for the next steps, in addition to being used as a daily screening tool: <https://covid-19.ontario.ca/depistage-pour-les-ecoles/>
2. Child care centers must consider a single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or child as a confirmed COVID-19 outbreak

in consultation with Public Health Sudbury and Districts. Outbreaks should be declared in collaboration between the centre and Public Health Sudbury and Districts to ensure an outbreak number is provided.

3. Children or staff who were in the same child care centre cohort as the ill child up to 48 hours prior to symptom onset should be identified as a close contact and further cohorted (grouped together) at the child care centre and to self-isolate at home. Public Health will provide further direction on testing and isolation of these close contacts.
4. Staff members who are waiting for their test results, but who have no symptoms, should follow the recommendations of Sudbury & District Public Health, and the professionals who administered their test. They must exclude themselves from work until the results are achieved.

As required by the Child Care and Early Years Act, Carrefour francophone must separate children of ill health and contact parents/guardians to take the child home immediately, or within a period of 30 minutes.

If a child or staff begins to experience symptoms of COVID-19 while attending or working in child care, the following recommendations will be followed:

- Symptomatic staff must be sent home and follow the recommendations of the online screening tool: <https://covid-19.ontario.ca/depistage-pour-les-ecoles/>. Symptomatic children must be immediately separated from others in a supervised area until they can go home. In addition, where possible, anyone who is providing care to that child should maintain a distance of at least 2 meters.

Following active surveillance, any child with the following is considered symptomatic:

- **Fever** (temperature of 37.8 degrees Celsius or higher);
- **New or worsening cough;**
- **Shortness of breath;**

Other symptoms:

- **Sore throat;**
- **Difficulty swallowing;**
- **Decrease or loss of sense of taste or smell;**
- **Nausea/vomiting, diarrhea, abdominal pain;**
- **Runny nose/nasal congestion without other known cause.**

Atypical signs and symptoms:

- Unexplained fatigue, malaise, muscle aches, lethargy
- Lack of energy or enthusiasm and difficulty feeding in infants (if no other diagnosis)
- Delirium (involves confusion, changes to memory, and odd behaviours)

- Acute functional decline
- Worsening of chronic conditions,
- Unexplained or increase numbers of falls
- Chills
- Headaches
- Croup*
- Pink eye (conjunctivitis)
- Unexplained tachycardia (heart rate over 100 beats per minute) including age specific tachycardia for children*
- Decreased blood pressure*
- Unexplained hypoxia (oxygen saturation)*
- Clinical or radiological evidence of pneumonia*

*Refers to symptoms better diagnosed by a health care provider

- If a 2-metre distance cannot be maintained from the ill child, at minimum staff are required to wear a surgical/procedure mask, eye protection (goggles or face shield) and have a barrier to protect their clothing (blanket or gown) in order to prevent/limit virus transmission to those providing care. The use of gloves is required when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces.
- The daycare must follow the recommendations in the screening tool (<https://covid-19.ontario.ca/depistage-pour-les-ecoles/>), and complete the Carrefour francophone symptom table. She must submit a serious incident report to the Ministry of Education for each ill child and employee who has a symptom AND a COVID-19 test administered.
- Before doing anything, the child who is over 2 years old should wear a surgical /procedure mask (if tolerated) and any other equipment necessary. The member of staff must keep his surgical mask, his face cover (or protective glasses) and put on the personal protective equipment reserved for isolation.
- Hand hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up.
- Tissues should be provided to the child for proper respiratory etiquette, along with proper disposal of the tissues.
- Environmental cleaning of the space the staff or child was separated from should

be conducted once the child has been picked up. Items that cannot be cleaned and disinfected should be removed and stored in a sealed container for a minimum of 7 days.

If you suspect a child has symptoms of another reportable communicable disease (Please refer to Reporting Communicable Diseases in the Ounce of Prevention Binder), please report these immediately to Public Health Sudbury and Districts 705-522-9200 as is normal protocol.

Returning from Exclusion Due to Illness

Staff/children who are being managed by Public Health Sudbury & Districts (e.g., confirmed cases of COVID-19, close contacts of cases, outbreak-related cases) must follow instructions from Public Health to determine when to return to the facility.

Occupational Health & Safety

If the care provider's illness is determined to be work-related: In accordance with the Occupational Health and Safety Act and its regulations, an employer must provide a written notice within four days of being advised that a worker has an occupational illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the worker with respect to an occupational illness, including an occupational infection, to the:

- a. Ministry of Labour;
- b. Joint Health and Safety Committee (or health and safety representative);
and
- c. Trade union, if any.

Any instances of occupationally acquired infection shall be reported to WSIB within 72 hours of receiving notification of said illness.

Other Appendixes 1: Administering medication during the COVID-19 pandemic

Staff will only administer medication to a child if the parent or guardian has given written consent. The medication must be accompanied by documentation indicating the dosage prescribed by the physician.

During the COVID-19 pandemic period, no non-prescription medication is allowed at the centre.

Any prescribed medication must be listed on the **medication administration form**, signed by the parent, and must come from the parent of the child who will be taking it.

In addition, staff members who bring medication or vitamins to work must comply with the provisions of this policy with respect to the storage, control and handling of their medication.

ADMINISTERING MEDICATION

1. Give the child medication that is in the original container provided by a pharmacist or in the original package. The container or package must be clearly labelled with the child's name, the name of the medication, the dosage, the date of purchase, and storage and administration instructions.
2. A designated person for each group (infants, toddlers, preschoolers and after-school children) is responsible for supervising the administration of medications.

STORING MEDICATION

1. Medications are stored under lock and key.
2. Medications that need to be kept cold should be kept refrigerated in a locked container.
3. Vitamins are considered medication and therefore require documented dosage and record keeping.
4. Asthma and emergency allergy medications must be administered quickly. They may therefore be available to staff in the playroom, but are inaccessible to children at all times. In after-school services, a child can keep their EpiPen auto-injector if written permission is given by the parent.

DOCUMENTING MEDICATION

1. The daycare centre must keep a register in which the list of medications administered must be recorded and kept for a period of three years.

2. The daycare must keep an individual file for each child who receives medication. This file must contain written instructions provided by the child's parent or guardian.

HEALTH SURVEILLANCE

Observation of children

1. Daily observation of children helps prevent the spread of disease or infestation. Staff members are responsible for observing the children when they arrive at the daycare.
2. If a child appears to be ill or the educator has detected symptoms of illness, the child must be isolated from others and kept under supervision in the designated area of the daycare.

Exclusion of a child in case of illness

1. Staff ensure that the child's parent or guardian takes the child home and **picks them up within 30 minutes of receiving the call from the centre**. If these individuals are unable to take the child home or if the child appears to require immediate medical attention, the authorized emergency contacts listed on the child's registration form must be contacted.
2. Any child who shows symptoms of illness must be kept away from other children in the daycare. **Staff must wear a surgical mask, gloves, and disinfect the isolation area after the child leaves.**
3. Normally, the child is excluded from child care for a minimum of 48 hours after the second vomiting or diarrhea. In the event of an infestation, follow the protocol recommended by Public Health Sudbury & Districts.
4. If the child shows symptoms of COVID-19, **the parent must follow the instructions in the Health ministry online screening tool: <https://covid-19.ontario.ca/depistage-pour-les-ecoles/>. Refer to the Policy Procedure for Screening and Exclusion of Sick Children and Staff (Appendix F) for steps to be taken.**
5. Any symptoms of illness shown by a child will be recorded in the child's file.

Staff member illness

1. If a staff member shows symptoms of illness, the staff member must notify their supervisor immediately and leave the premises.

2. Under normal circumstances, this staff member is excluded from on-call duty for a period of 48 hours and must see a physician before being allowed to return to work.
3. If a staff member show symptoms of COVID-19, they **must follow the instructions in the Health ministry online screening tool:** [https://covid-19.ontario.ca/depistage-pour-les-ecoles/..](https://covid-19.ontario.ca/depistage-pour-les-ecoles/)
4. Any symptoms of illness shown by a staff member are recorded in the supervisor's communication book.

FIRST-AID KIT AND FIRST-AID MANUAL

A child who suffers a minor injury should receive the necessary first aid as soon as possible. A first-aid kit is available at all playgrounds. A first aid manual is available to educators in the first aid kit.

INSPECTION CHECKLIST

Procedure (for prescribed medication):

- 1 A staff member shall only administer medication to a child with the written authorization of a parent or guardian if
 - the drug is in its original container;
 - the container bears a label indicating:
 - the child's name
 - the name of the drug
 - the dosage
 - date of purchase and expiry date
 - where necessary
 - storage and administration instructions;
2. The administration of the medication is supervised by the designated person;
3. Medications are kept in a locked container.

Signature of employee/volunteer/student	Date

Supervisor's signature	Date

This policy is reviewed annually. Revised July 10, 2020.