

Management and Compliance with directives of the MEO and Public Health Sudbury and Districts

COVID-19

Name of the childcare centre: Carrefour francophone de Sudbury, all centre

Approval date of the policy and procedures: October 2, 2020

Review date of the policy and procedures: September 10, 2021

Purpose

The aim of this policy is to provide clear directives that licensees and staff members will be able to follow during the COVID-19 pandemic. The procedures outline the course of action that staff must follow to ensure the safety and well-being of all the people concerned.

Policy

Adapting to change

Personnel is expected to take note of all new documents, information and operational directives of the Ministry for Education and Public Health Sudbury and Districts during the COVID-19 pandemic.

More precisely, starting in June 2021, personnel are expected to follow guideline directives in “Operational Guidance During for Childcare During COVID-19 Outbreak—Version 7: June 2021” of the Ministry of Education.

Staff is therefore responsible for knowing and for ensuring that changes indicated in Version 7 of the guide in the operations of the centre where the works are implemented, and for putting into practice every directive sent by Public Health Service, the Carrefour francophone de Sudbury, the city of Greater Sudbury and the CSDMS (where applicable).

Staff is expected to take note of directives from the Ministry for Education in its documentation of August 3, 2021: ***Updates From the Ministry for Education, Updates of the Screening Tool for Schools and Childcare Centres, and Updates on Health and Safety Measures***, as well as the letter dated June 8, 2021, to families about this matter, and of directives pertaining to screening and isolation when symptoms are present.

Upon their arrival on the work site, staff have the responsibility of signing and dating the “Operational Guidance During COVID-19 Outbreak Childcare Re-Opening—Version 4: November 2020” in effect upon their arrival.

The supervisor is responsible for keeping the guide in effect and at the disposal of staff in his/her centre and in his/her policy binder.

Additional and new items of interest:**Screening**

As of October 2, 2020, staff and parents are expected to fill out the online screening form created by the government of Ontario.

The link for screening is: <https://covid-19.ontario.ca/school-screening/>

This link is subject to change as the pandemic progresses.

Should the screening tool change, staff are expected to comply with the changes and fill out the latest version of the screening tool. For instance, the latest version is available as of June 8, 2021.

Symptoms

As of October 2, 2020, staff are expected to follow directives on symptoms of COVID-19 set out by the Government of Ontario.

According to the Department of Education's August 27, 2021 memo:

In accordance with the Department of Health's COVID-19 - Symptom Reference Document, the screening tools now include an abbreviated list of symptoms that are most commonly associated with COVID-19. As per standard protocols, all sick persons with symptoms of the disease, including those with symptoms not included in the screening tool, should stay home and seek evaluation from their regular health care provider as needed.

Immunization Status Considerations - as per the document Fully Vaccinated and Previously Positive Persons with COVID-19: Interim Guidance Document on Case, Contact, and Outbreak Management from the Department of Health, fully vaccinated asymptomatic persons (14 days or more after receiving their second dose of a two-dose series of a COVID-19 vaccine or their first dose of a one-dose series of a COVID-19 vaccine) or who have tested positive within the previous 90 days and have since been declared cured, are not required to isolate themselves if they come in contact with a person who is symptomatic or who tests positive for COVID-19, unless otherwise directed by the public health office.

Staff and parents should use the following screening tool to identify symptoms that would prevent them from coming to the centre: <https://covid-19.ontario.ca/school-screening/>

Please refer to Appendix F: Policy and Procedure for Screening and Exclusion of Sick Children and Employees for more information on symptoms related to COVID-19.

Please refer to the COVID Days for Children's Services Staff policy for guidelines related to taking additional days off for pandemic-related symptoms and eligibility criteria for these days.

Cleaning

Staff are expected to follow all directives from Public Health Sudbury and Districts in pertaining to cleaning and to products which can be used to this end. Staff are expected to follow Carrefour francophone policies pertaining to cleaning (attached to this policy).

Physical Activity

As stated on page 33 of the guide “Operational Guidelines for Childcare Services During the COVID-19 Outbreak” Version 7, high-contact physical activities should only take place outdoors. Wearing a mask is not required for these outdoor activities.

Low contact activities are permitted indoors. For children of grade 1 and up, wearing a mask is encouraged but not compulsory if a minimum distance of 2 metres can be maintained between groups and as much as possible within a group. This policy is subject to change and Carrefour will follow the guidelines of the school boards and institutions in which they operate.

Gatherings

Carrefour francophone does not permit any gathering, whether indoor or outdoor, that does not comply with directives from the province of Ontario.

Teams are expected to meet through virtual meetings as much as possible. If that is not possible, staff are expected to follow restrictions determined by the government of Ontario and for ensuring that medical masks and shields are worn, and to follow regulations for distancing and hand washing during meetings.

Excursions and Transport

If the supervisor of a Carrefour daycare centre, Tremplin or summer camp chooses with their team to plan an excursion, they must make sure to follow all the steps on page 24 (Transportation) and 34 (Excursions) of the guide, “Operational guidelines for childcare services during the COVID-19 outbreak—Version 7.”

Staff travel

The movement of supervisors, and/or designated persons, staff and internship students between childcare services and between authorized age groups is permitted. Reduction of travel of staff and students on an internship is encouraged to the extent possible, in order to minimize the potential of transmission.

General First Aid Certificates and Criminal Background Check

Carrefour francophone’s staff are expected to ensure that they are up to date with the renewal of their first aid certification (CPR/First Aid). If staff are unable to renew their certification, they should discuss this with their immediate supervisor.

If a person is unable to obtain a check of the aptitude to work with vulnerable people within a reasonable period of time due to long delays, Carrefour must ensure that the person has submitted a request for verification and put necessary additional measures in place (the person is never alone with the children and references have been checked before the official hiring of staff).

Reports

Licensees (centre supervisors) must complete the COVID-19 Vaccination Disclosure Questionnaire monthly. The first questionnaire is due by September 15, 2021. [Click here for the questionnaire.](#)

Supervisors must also ensure the administration and reporting of antigen tests for those who are not vaccinated. See the COVID-19 Vaccination Disclosure Policy for more information.

An antigen test report will also need to be completed on a weekly basis. See the Vaccination Disclosure Policy in effect as of September 27.

Appendices

Appendix A: Policy and Procedures on Health Screening

Appendix B: Requirements Relating to Health and Safety Practices

Appendix C: Policy and Procedures on Proper Cleaning and Sanitizing of the Childcare Environment

Appendix D: Policy and Procedures on Sanitizing of Toys

Appendix E: Policy and Procedures on Proper Hand Hygiene

Appendix F: Policy and Procedures on Screening and Exclusion of Children and Employees Who Are Sick

Supplemental Appendix 1: Administration of Medication During the COVID-19 Pandemic

Supplemental Appendix 2: Procedure for disinfection of surfaces

I have read and I pledge to follow the latest version of “Operational Guidance During COVID-19 Outbreak” from the Ministry of Education, the policies listed above and the attached appendices.

I pledge that I will follow directives from Public Health Sudbury and Districts relating to COVID-19.

Signature of employee/volunteer/student

Date

Signature of Supervisor

Date

Appendix A: Policy and Procedures on Health Screening

Purpose

In order to help reduce the risks of propagation of COVID-19, medical screening is an essential and mandatory step. This procedure applies to all staff, all children and all families. Everyone must undergo screening before entering a daycare.

This tool was developed in order to help employees of the daycares set up a screening test to administer to everyone who enters the building.

Policy

Carrefour francophone has committed to providing a safe and healthy environment to its employees, to children and to their families. This policy on screening includes procedures for arrival and departure.

All staff must review this policy and acknowledge that they have received it before they begin work and on a yearly basis thereafter, as well as each time the policy is changed.

A policy on screening which describes additional steps to take and includes a link to the screening tool of the Ministry of Health was given to all staff and must be used each morning by staff and children upon arrival. This information is included in this policy.

Prior to screening, the following measures must be taken and implemented:

- Everyone will have access to the building through a monitored entrance.
- All staff must undergo training pertaining to medical screening.
- Identify and set up the screening area, and provide staffing:
 - to ensure that each person undergoes screening.
 - to maintain a distance of at least two metres or six feet between staff who manage the reception area and people undergoing screening or who show proof of having done the screening that morning.
 - Staff in charge of medical screening will be provided with a face shield (or safety goggles) and medical masks, along with gloves and/or hand sanitizer. The face shield (*couvre-visage*), or safety goggles, is mandatory to protect eyes from droplets and splatter. The medical mask must cover the nose and the mouth.
- Set up signage at the entrance outlining the screening process.
- Make sure that resources from Public Health Sudbury and Districts are available to each person who fails medical screening.

Screening Procedure/Arrival and Departure

Anyone wishing to enter the centre must undergo screening before being allowed to proceed. Staff must follow screening procedures for each person and must record their results (success or failure).

The *Health Protection and Promotion Act* stipulates that the daycares under the *Child Care and Early Years Act* are required to report any suspected or confirmed case of COVID-19. Should the situation arise, in compliance with recommendations within the online screening tool, the daycare must communicate with Public Health Sudbury and Districts and the City of Greater Sudbury in order to report any child or employee who they suspect may have COVID-19. Public Health Sudbury and Districts will provide specific advice on control measures to be taken in order to prevent possible propagation, on the manner of supervising other employees and children likely to be infected, along with who must be informed and when they should be informed.

If a child has a symptom, undergoes screening for COVID-19 **and has a positive result**, the licensee must file a **serious occurrence report** with the Ministry of Education. It must continue to update the serious incident as and when new information relating to the confirmed case develops (see page 27 of the guide, “Operational directives relating to childcare services during the COVID-19 outbreak—Version 7 From the Ministry of Education”).

The licensee must develop procedures that foster physical distancing and that keep groups separate as much as possible (i.e., make children from a group enter using door A while children of another group enter using door B; scaffold times of arrival).

Visitors in the Centre

To continue to ensure safe measures, parents still cannot continue beyond the screening area unless absolutely necessary. In this case, parents will be required to be screened and sign the attendance and information log. To limit face-to-face contact with families, video and telephone interviews are prioritized as much as possible.

Visitors are limited to partners responsible for inspections (Ministry of Education, fire/emergency department, etc.), community partners (school board or building representatives, partners named on the consent to disclosure list in our Parents-Friendly Handbook [REC, Boussole, Children’s Aid Society, etc.]), employees and partners related to teaching, volunteers, and interns.

The number of visitors inside should be limited to the capacity to maintain a physical distance of at least 2 metres.

All these individuals must follow the same self-testing protocol as outlined in this policy and must complete the attendance register and contact information upon arrival and departure.

This register is kept on site, and, in addition to the name and contact details, the person (employee, visitor, etc.) must indicate the time of arrival, departure and that the screening has been completed.

As much as possible, parents must be prevented from proceeding beyond the screening area.

Hand sanitizer must be available at each entrance and, if space is tight and a 2-meter physical distance between people is impossible to maintain, parents/guardians and staff/providers of care **MUST** wear a face shield. At the very least, staff must wear a surgical mask (medical) and eye protection (glasses or facial shield) during screening when it is impossible to maintain proper physical distancing when no other protection is provided.

Centres may use signage and floor markers to direct families to the proper entrance.

It is recommended that personal effects (i.e., backpack, clothing, etc.) be kept to a minimum. If the child brings personal effects, these must be labelled and stored in the child's designated cubby or space.

All screening results must be recorded in the centre's screening documents.

Everyone who comes to the centre is to be greeted in a calm and friendly manner. Request that only one parent or guardian enter the screening area with a child and ask that they both use some hand sanitizer.

Steps for staff of Carrefour francophone de Sudbury and essential visitors who enter the daycare centres:

1. **Wash hands** before leaving home.
2. Use **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 that you inform your supervisor and management.

There will be an online **questionnaire** to fill out using your telephone or a tablet available at the entrance of the centre. You can access the questionnaire using this link: <https://covid-19.ontario.ca/school-screening/>

4. Once screening has been completed, steps recommended in the link must be followed.
5. Show your results to the staff in charge of the reception area or to the supervisor if the recommendation is to return home.
6. It is essential for you to make ensure that the person responsible for the screening records your name, your time of arrival and time of departure in the **attendance roster** at the entrance of the Centre.
7. **Physical distancing** is to be maintained at all times.
8. Use **hand sanitizer** when leaving the building.

If you have any questions, please get in touch with your immediate supervisor.

Questions about screening for staff and families <https://covid-19.ontario.ca/school-screening/>

Staff carrying out screening must take the temperature of each child before he/she enters the daycare if the parent has not done so at home and has not provided the results. Staff must disinfect the thermometer before and after each use. Staff should wear gloves only when coming into direct contact with a child or if the thermometer is handled by more than one person.

Staff must practise proper hand hygiene (wash hands or use hand sanitizer), wear a medical mask, gloves and a face shield or safety glasses even before approaching a colleague or a child. Staff must take the temperature of a colleague and record the results. Gloves may then be removed followed by proper hygiene (wash hands and use hand sanitizer). Finally, staff must disinfect the thermometer and wait for the time of contact of the sanitizing product to elapse.

Additional information—Steps to follow

- Children, parents, and staff who have been in contact with a confirmed case of COVID-19, or with a person who presents symptoms of COVID-19, while not equipped with Personal Protection Equipment (PPE) must be excluded from the centre in compliance with recommendations from Public Health Sudbury and Districts.
- Isolation period - in accordance with the Ministry of Health's Ontario COVID-19 Case and Contact Management: Guidance Document on Case, Contact and Outbreak Management in Schools, asymptomatic high-risk contacts of a case are required to isolate for 10 days, unless they are fully immunized or have already tested positive, as described above.
- Siblings and other household members of the person identified as a high-risk close contact may attend school, child care, or work, but should not leave the home for other non-essential reasons. Household members who are fully vaccinated or who have tested positive for COVID-19 within the previous 90 days and have since been declared cured are not required to stay home.
- If a member of a household is in isolation (i.e., showing symptoms, having travelled, having had a close contact, etc.), it is possible that all members of that household will also have to self-isolate. When this policy was reviewed, all members of a household are required to isolate, as indicated by Public Health Sudbury & Districts. When in doubt, it is mandatory to communicate with Public Health and with the management of Carrefour. See letter of February 22, 2021, to area school boards, attached to this policy, for further details.
- If a child (or staff) shows symptoms of COVID-19, you must immediately inform the supervisor of your centre. Remember that a child or staff may not enter the centre if he/she shows one of the listed symptoms.
- When there is uncertainty, steps to follow are indicated at the end of the new screening questionnaire and will be based on answers that you have provided on that day. Steps can include:
 - Talking to your family physician.
 - Getting a screening test done for COVID-19 for the child (or staff).
- If you suspect that the symptoms of a child (or staff) are not related to COVID-19, a supporting medical note from a family physician can be provided. Although not mandatory, this note would be appreciated in order to limit the risk of contagion. Carrefour francophone can reimburse the cost of the medical note if requested.
- After getting a COVID-19 vaccine, it is possible to experience side effects such as headaches, muscle pain and/or joint discomfort in the 48-hour period after vaccination. Isolation is not required and staff is expected to come to work. A child in this situation can come to the centre and attend summer camps.

Should symptoms worsen or continue beyond the 48-hour period, OR if you experience additional symptoms, you must self-isolate immediately and seek a COVID-19 test. In this situation, all family members (family household) must also self-isolate. Return to the centre environment is prohibited until negative results are confirmed.

- If a child or staff starts showing symptoms at the Centre through the day, staff will do the screening with the parent of the child or with the staff affected and assist them with the next steps to be taken.
- Staff of Carrefour francophone use An Ounce of prevention. https://www.phsd.ca/wp-content/uploads/2018/10/An_Ounce_of_Prevention_EN_2018.pdf

Information and measures to be taken:

- Testing is recommended but if the parent refuses: the child (or staff) will be excluded for a period of 10 days. The parent of the child will be invoiced for those days.
- Staff is entitled to 10 paid COVID days for absences due to symptoms. Staff absences beyond this allotment will not be paid. See the COVID Days policy for staff.
- Testing is recommended but staff refuses: staff will not be entitled to the paid COVID days during his/her absence.

For any questions regarding a trip or an exclusion, please get in touch with a Public Health nurse at 705 522-9200.

Appendix B: Requirements Relating to Health and Safety Practices

Purpose

To guarantee that all staff know and comply with health and safety practices of Carrefour francophone and established directives from the Ministry of Health.

Policy

Carrefour francophone is committed to providing a safe and healthy environment to its employees, to children and to their families. Carrefour francophone will take every reasonable precaution to prevent the propagation of contagious diseases in its centres.

This policy applies to all staff, all families and all children. All staff must review the following policy and acknowledge that they have received it before they begin work and annually thereafter, as well as each time the policy is changed.

Centres have the obligation to comply with all existing health and safety requirements set out in directives from the local Medical Officer and stipulated in the *Child Care and Early Years Act*, other policies and guidelines set out by the Ministry of Education. Measures must be in place in case staff, a child, a parent or a guardian becomes exposed to COVID-19.

A number of contagious diseases can be avoided with proper hygiene practices, sanitization and prevention/control and this helps protect the health, safety and well-being of staff, children and families.

Procedure

1. Observe staff and children daily for symptoms. If a staff or a child shows any of the following symptoms, he/she must be separated from others immediately. The parent must be called and asked to come and pick up the child as soon as possible. <https://covid-19.ontario.ca/school-screening/>

Common Symptoms:

- **Fever (temperature of 37.8 °C or more);**
- **A new or worsening cough;**
- **Shortness of breath**
- **Sore throat;**
- **Difficulty swallowing;**
- **Diminished or loss of taste or smell;**
- **Congestion or runny nose, without other known cause;**
- **(In young children) lethargy or loss of appetite (in the absence of any other diagnosis).**

Atypical Symptoms:

- **Fatigue, unexplained discomfort, or muscular pain;**
- **Delirium (seriously altered mental state of lack of attention);**
- **Unexplained or more frequent falls;**
- **Shivers;**
- **Conjunctivitis.**

2. Preventive measures for avoiding the propagation of the disease
 - a) Wear a medical mask and face shield (safety goggles).

Public Health Sudbury and Districts requires that all staff members wear a medical mask and a face shield (or safety goggles) **AT ALL TIMES**, including, but not limited to, the following situations:

- When providing care directly (i.e., feeding a child, helping with handwashing of a child, diapering a child);
- When comforting a child who is upset;
- When helping a child get dressed or change clothing.

When outside, staff can choose not to wear medical masks or goggles/face shields. However, if staff need to come within 2 m of a child outside, they should have a medical mask ready and use it.

For school-age children (SUMMER CAMPS and TREMPLINS):

- Children in summer camps and Tremplins must wear a mask if they are indoors.
- This must not be a medical mask.
- If they are outside, they do not have to wear a mask, but physical distancing is strongly encouraged.

The following links provide more information about wearing face shields:

- <https://www.ontario.ca/page/face-coverings-and-face-masks>
- <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/2020/05/factsheet-covid-19-non-medical-masks.pdf?la=en>

NB: the wearing of face shields (or safety goggles) is mandatory, except outdoors.

Carrefour allows an exemption from wearing a mask or safety goggles/face shield only if the exemption is mandated by a doctor and accompanied by a medical note.

Parents are required to wear a **mask** (medical or otherwise) upon arrival and departure of their child, but they do not have to wear eye protection.

- **If a parent has administered fever medication a child within five hours prior to the child arriving at the Centre, this child is not allowed to enter.**
- All staff must wash their hands on arrival and frequently thereafter (Please see Appendix E: Policy and Procedures on Proper Hand Hygiene). Staff must also cover their mouth with either a tissue or the crook of their elbow when coughing or sneezing. Paper

- tissues must be disposed of in a container lined with a plastic bag. Hands must then be washed and sanitized, and a medical mask must be worn at all times.
- **Everyone must be encouraged to avoid touching the face.**
 - Sanitize frequently touched surfaces and items that children touch with their hands and their mouths or that come in contact with body fluids, such as toys, change tables, chairs, play equipment, door handles, etc. (please refer to Appendix C: Policy and Procedures on Proper Cleaning and Sanitizing of the Childcare Environment).
 - Wear Personal Protection Equipment (PPE) during medical screening, cleaning and the supervision of sick children who are isolated (See Appendix F: Policy and Procedures on Screening and Exclusion of Children and Employees Who Are Sick).
The wearing of medical masks and face shields (or safety goggles) is required at all times. The wearing of gloves and a covering for clothing is mandatory for staff looking after a child who is being isolated.
 - Playrooms and the washrooms must, at all times, be well stocked with paper towels and tissue.
 - Liquid soap dispensers and/or hand sanitizers must be available in each playroom and hand sanitizer must be available at each entrance.
 - Linen must be washed using detergent and hot water.
 - Diapering areas must be cleaned and sanitized after each use.

Health and Safety Requirements

1. Ensure that practices prevention and control of infection are respected fully, including, but not limited to, the following:
 - Ensure that all toys used in the centre are made of a material that can be cleaned and sanitized (i.e., no stuffed toy);
 - Increase frequency of cleaning and sanitizing for objects, toys and surfaces that are frequently touched;
 - Frequently touched surfaces are more likely to be contaminated, including door handles, light switches, toilet handles, and table tops. These surfaces need to be sanitized at least twice a day;
 - Use only sanitizers that have a drug identification number—low-level sanitizers approved for hospitals may be used;
 - Check the expiration date of the products that are used and always follow directives of the manufacturer;
 - Practise proper hand hygiene (and help children do the same);
 - Include other possible ways of ensuring hand hygiene into the daily calendar;
2. Encourage children to maintain greater physical distance from each other:
 - By spreading out children into different areas;
 - By spreading out or scaffolding lunch times and outdoor play times;

- By integrating a greater number of individual activities or activities that encourage greater physical distance between children.

3. Describe how the working stations will be organized.

Each centre must have a record of staff schedules and their main functions.

Carrefour francophone expects each centre to have a visibly posted schedule showing:

- A person in charge of screening (or reception) which is not attached to a particular, as much as possible;
- Two employees per room, one of whom ensures the cleaning and sanitizing of the rooms regularly:
 - After each time material is used;
 - When a group leaves a room;
 - At least twice per day for surfaces frequently touched (door handles, etc.)
 - After each time a washroom is used.

And that one person can replace the other for breaks and lunches.

- One person per room at the end of the day to take a child to the door upon arrival of his/her parent.

Hours of operation for Carrefour francophone's early childcare centres of Carrefour are as follows:

Greater Sudbury: 7 a.m. to 6 p.m. (with possible exceptions such as earlier opening for some centres)

Sudbury East: 6:30 a.m. to 6:30 p.m.

Hours of operation for Carrefour Summer Camps are 7 h 30 to 17 h 30.

The opening hours of Tremplins are the same as those of the childcare centres (Sudbury or Sudbury East), before and after school hours.

For further information on hours of operation, please contact the supervisor of your centre or your camp.

All Carrefour francophone programs (early childhood centres, summer camps) run Monday to Friday.

4. Postpone group activities and in-person meetings to a later date or hold virtual meetings.
5. Do not use water or sensory tables unless each child has his/her own labelled bin. Outside sprinklers are acceptable.

6. Outside play at licensed centres is encouraged in small groups promoting physical distancing (Please check with local Public Health regarding the use of play equipment on a site).
7. Increase the distance between children's beds where possible. If space is restricted, ensure that children lay down head-to-foot or feet-to-feet. Cots and beds for children should be sanitized regularly, at least 2 or 3 times a week (minimum) (see section 4 of the *Child Care Centre Licensing Manual* [September 2019] for further information).
8. Washcloths can be used only once by a child and this cloth then must be laundered.
9. Children must not share soothers, bottles, spill-proof cups, toothbrushes, washcloths, etc. Label these articles with the name of the child to whom the article belongs in order to prevent unintentional sharing.
10. Reinforce policies prohibiting the sharing of food.
11. If snacks or meals are provided, ensure that each child receives his/her own individual snack or meal. Reusable items must be sanitized.
12. Parents or guardians should drop off and pick up their children outside of the centre, unless it is determined that it is necessary for the parent or guardian to come into the centre.
13. As much as possible, avoid getting close to a child's face.
14. Communicate the following directives clearly to parents or guardians:
 - Check the temperature of your child and ask staff to check his/her own temperature each day before arriving at the centre.
 - If the temperature is equal to or higher than 37.8 °C, or if a child shows symptoms of a cold, or has been vomiting or has diarrhea, the child should stay home. (See Appendix F: Policy and Procedures on Screening and Exclusion of Children and Employees Who Are Sick)
 - If the temperature of a child or staff is equal or higher than 37.8 C, or if a child shows symptoms of a cold, is vomiting or has diarrhea, he/she must leave the **centre immediately**. If it is a child, he/she must be assigned to the isolation area while waiting for someone to pick him/her up, **within a 30-minute delay**.
15. Additional information on self-monitoring can be found on the website of [Public Health Ontario](#)'s website.

Appendix C: Policy and Procedures on Proper Cleaning and Sanitizing of the Childcare Environment

**Sanitizers used by the centre must be identified in Policy and procedures, and instructions on their preparation and usage must be described in detail, in accordance with the directives on the label of the product, of the manufacturer or the local office of public health.*

A factsheet outlining cleaning procedures is posted in the centre and is added to Appendix C. Note that ALL centres must follow identical processes and use the same sanitizers provided.

Purpose

To guarantee that all the employees know and respect policies and cleaning procedures of Carrefour francophone, as well as directives of Public Health Sudbury and Districts regarding the cleaning and sanitizing of daycare centres.

Policy

Carrefour francophone is committed to providing a safe and healthy environment to its employees, to children and to their families. Carrefour francophone will take every reasonable precaution to prevent the propagation of contagious diseases in its centre.

This policy applies to all personnel, all the families and all the children. All staff must review the following policy and to acknowledge that they have received before they begin work and on a yearly basis thereafter, as well as each time the policy is changed.

Centres are obligated to follow all existing health and safety requirements set out in directives of the local Medical Officer and as stipulated in the *Child Care and Early Years Act* and other policies and guidelines set out by the Ministry of Education. Measures must also be in place in case staff, a child, a parent or a guardian may become exposed to COVID-19.

Definitions

Cleaning: means physical elimination of foreign matters (i.e., dust and dirt) and of organic matter (i.e., blood, secretions and micro-organisms). Cleaning removes micro-organisms but does not kill them. Hot water, a detergent and a mechanical action (such as wiping) are essential for cleaning surfaces properly. To complete the cleaning process, it is essential to rinse using clean water in order to remove any detergent residue.

Disinfection: means a process executed after cleaning, within the framework of which a chemical solution (Oxivir Plus in the event of vomiting [outbreak, diarrhea] and Neu Quat in normal times) is used to kill the majority of pathogenic micro-organisms.

To be effective, disinfecting agents must remain on a surface for a prescribed amount of time (contact time). **The contact time is 5 minutes for each product used.**

Any item that the children might touch needs to be rinsed one more time once the contact time has elapsed.

Procedure

- All products, including cleaning agents and sanitizers, must be labelled, must be stored out of the range of children and must be accompanied by a Material Safety Data Sheet (MSDS) that is up to date (within the last three years).
- The MSDS must be kept in the Workplace Hazardous Materials Information System (WHMIS) binder.
- Cleaning and sanitizing of the environment must be done three times per day and as needed, at the beginning of the day, midday and once again at the end of the day.
- Cleaning and sanitizing are done by cleaning staff.
- Staff takes care of small spills in his/her room.
- Staff of the centre must get in touch with cleaning staff when there is a large spill.
- All staff and cleaning staff must wear gloves when cleaning and sanitizing, and when immersing toys in a solution of diluted sanitizer for cleaning.

Cleaning and Disinfecting

- Use soap and water to clean noticeably dirty surfaces.
- Wipe surfaces down to remove any soap residue.
- Spray surfaces with Neu Quat sanitizer (or with Oxivir Plus in times of outbreak).
- Wait 5 minutes.
- Wipe surface down with a slightly damp microfibre cloth.
- Wring cloth out.
- Wipe surface down with a dry and clean microfibre cloth.

AHP-based sanitizers used in Carrefour francophone centres include **Neu Quat** and **Oxivir Plus**. These are disinfecting hospital-grade sanitizers, which means that they completely eliminate all micro-organisms on a surface. These products are to be used for all surfaces and the contact time must always be 5 minutes for each product.

They are not premixed and come with a dispensing pump to ensure that the correct quantity of product is used.

Sanitizing of the kitchen and of surfaces that come in contact with food:

**For all cleaning of surfaces in the kitchen,
ONLY Neu Quat is to be used, even in times of outbreak.**

Washing of the dishes

The policy must include details pertaining to the temperature required and about the chemical concentrations required when using the dishwasher and when washing dishes by hand, as well as information on the product used to sanitize and on how this product is to be used.

Cleaning and Disinfecting

- Use soap and water to clean noticeably dirty surfaces.
- Wipe the surface down to remove any soap residue.

- Spray surface using **ONLY** Neu Quat sanitizer.
- Wait 5 minutes.
- Wipe surface down with a slightly damp microfibre cloth.
- Wring cloth out.
- Wipe surface down with a dry and clean microfibre cloth.

Frequency of cleaning and sanitizing:**WHEN COMING INTO the centre, clean and sanitize (for staff):**

- All hard surfaces, including water bottles, carry-out cups/mugs, cellular telephones, lunch kits, etc.

WHEN CHILDREN ENTER the centre, clean and sanitize:

- All hard surfaces, including the water bottles, containers, etc.

Frequency of cleaning and sanitizing of surfaces and items:

Since the risk of contamination of the environment is greater, it is essential to clean and sanitize **more frequently:**

- **Tables and counters:** Tables and counters used for food preparation and to serve food must be cleaned and sanitized (not disinfected) before and after each use, using a Neu Quat solution.
- **High Chairs:** The tablets on which food is placed must be sanitized and high chairs must be cleaned and disinfected before and after each use.
- **Spills:** Spills must be cleaned and disinfected immediately.
- **Sinks:** Staff and children washrooms must be cleaned and disinfected at least twice a day, between groups (if applicable) and as often as necessary (i.e., when a surface is obviously dirty or is contaminated with body fluids).
- **Floors:** Floors must be cleaned and disinfected as needed, particularly after a spill, and throughout the day when a room is free, during the outdoor play for instance.
- **Outdoor play equipment:** the equipment must be disinfected before use and as needed (i.e., when it is obviously dirty, and in between groups). Any outdoor play equipment being used must be easy to clean and disinfect.
- **Surfaces frequently touched:** Any surface in the centre that is frequently touched with the hands (i.e., light switches, shelves, containers/bins, hand rails, door handles, sinks, toilets, etc.) must be cleaned at least twice a day and as often as necessary (i.e., when a surface is obviously dirty or is contaminated with body fluids).
- **Other shared items:** Items that are handled by more than one person (such as telephones, tablets, audio/music accessories, attendance roster, etc.) must be disinfected between every user.
- **Food:** Food must be protected from contamination at all times, particularly by taking steps to protect or cover food and silverware/utensils.

Clean and disinfect DAILY:

- Surfaces touched less frequently (any surface in the centre that is seldom touched with the hands), such as window sills, doors, sides of furniture, etc.
- As much as possible, remove small carpets/rugs/mats. In areas where it is impossible to remove a carpet, vacuuming must be done daily when rooms are free, during outdoor play for instance. The use of a vacuum cleaner equipped with a HEPA (high efficiency particulate air) filter is recommended.

Clean and disinfect AS NEEDED OR WHEN THERE IS AN OUTBREAK:

Blood and body fluids: Clean and disinfect using the following steps.

Do not to use microfibre cloths.

Disposable paper (i.e., brown Kraft paper) must be used.

1. Secure the space around a spill so that no other object and no other person can be contaminated.
2. Gather all necessary products, practise proper hand hygiene, and put on single-use nitrile gloves.
3. Soak up liquid with disposable paper towels (check surroundings for splatters), then dispose of paper towels in a bag that is then tied tightly and thrown out.
4. Clean surface where the spill occurred with soap and water.
5. Spray with OXIVIR PLUS.
6. Wait 5 minutes.
7. Rinse surface with clean water and a single-use towel in order to eliminate any Oxivir Plus residue.
8. Dispose of soiled towels and gloves immediately by putting them in a plastic bag which must then be closed tightly.
9. Any surface that children could touch or have touched must also be washed and disinfected.
10. Remove gloves as per safety protocols for removal and disposal.
11. Practise proper hand hygiene (See Appendix E: Policy and Procedure on Proper Hand Hygiene).

Notes:

- If a spill includes pieces/shards of glass, use a small broom and a dustpan to collect them and throw them away following protocol. Disinfect the small broom and dustpan after use. **NEVER use** your hands to gather broken glass.
- If a spill occurred on a carpet, follow steps outlined above, then have a professional steam carpet-cleaning service come in.

Cleaning and disinfection of the cots and children's beds:

- A cot or bed must be assigned to each child and must be labelled to this effect.
- Cots and beds must be disinfected prior to being assigned to a child.
- Mattresses used for children's beds must be disinfected when they are dirty/soiled or damp and before being assigned to a child.

- Frequently touched surfaces of cots and children’s beds must be disinfected daily and as often as needed.
- Cots must be stored in a way that prevents contact of a sleeping surface with the sleeping surface of other cots.
- It is necessary to wash bed linen in times of outbreak. Best practice is to wash linen **3 times per week**, keeping in mind that linen must be washed a minimum of two times a week. Bed linen must be washed more often if it becomes dirty/soiled, damp or if a child was sent home because of symptoms. It is recommended to wash everything in **hot water**.

Additional of prevention and control practises for infectious diseases:

- Soothers must be labelled and arranged so that they do not touch each other. Children must not share soothers. Soothers must be washed with soap and water when a child arrives at the centre.
- When applying cream or a lotion for diapering, a tissue or single-use gloves must be used to get the cream or lotion. **Never** use bare hands. Upon arrival of children at the centre, it is necessary to disinfect their cream and lotion containers with a sanitizing wipe.
- Bins into which cloths are placed should be identified for “soiled cloths” and “clean cloths” to avoid any contamination.

Appendix D: Policy and Procedures on Sanitizing Toys

**Sanitizers used by the centre must be identified in the Policy and procedures, and instructions on their preparation and usage must be described in detail, in accordance with the directives on the label of the product, of the manufacturer or the local office of public health.*

Purpose

To guarantee that all the employees know and respect the policy of Carrefour francophone concerning the disinfection of toys in the centre.

Policy

Carrefour francophone is committed to providing a safe and healthy environment to its employees, to children and to their families. Carrefour francophone will take every reasonable precaution to prevent the propagation of contagious diseases in its centres.

This policy applies to all personnel, all families and all children. All staff must review the following policy and acknowledge that they have received it before they begin work and on a yearly basis thereafter, as well as each time the policy is changed.

Definitions

Cleaning: means physical elimination of foreign matters (like dust and dirt) and of organic matter (like blood, secretions and micro-organisms). Cleaning removes micro-organisms, it does not kill them. Hot water, a detergent and a mechanical action (i.e., wiping) are essential for cleaning surfaces properly. To complete the cleaning process, it is essential to rinse using clean water in order to remove any detergent residue.

Disinfection: means process concluded after cleaning, within the framework of which a chemical solution (Oxivir Plus in the event of vomiting, outbreak, and diarrhea; and Neu Quat in normal times) is used to kill the majority of pathogenic micro-organisms.

To be effective, disinfecting agents must remain on a surface for a specific amount of time (contact time). **The contact time is 5 minutes for each product used.**

Procedure

It is important to clean and disinfect all toys, particularly toys likely to come in contact with the mouth. Each toy must be cleaned and disinfected before being put in circulation.

- Choose toys that are washable, robust and too large to be swallowed to prevent risks of choking.
- Choose toys that can be cleaned and disinfected.
- Avoid stuffed toys.
- Clean toys daily and when they are obviously dirty.
- Remove toys from circulation when children have touched their mouth with them and when toys have been in contact with other body fluids. Toys must be cleaned and disinfected before being put back in circulation. Place these toys in a bin specifically for toys that came in contact with the mouth.

- When cleaning toys, check if they have sharp or notched edges or small pieces which can break off easily. If toys cannot be repaired, throw them out in the garbage.

Cleaning and Disinfecting:

- Use soap and water to clean noticeably dirty surfaces.
- Wipe the surface down to remove any soap residue.
- Spray surface using **ONLY** Neu Quat sanitizer.
- Wait 5 minutes.
- Wipe surface down with a slightly damp microfibre cloth.
- Wring cloth out.
- Wipe surface down with a dry and clean microfibre cloth.

A poster describing this process is included at the end of this document.

Appendix E: Policy and Procedures on Proper Hand Hygiene

Purpose

To guarantee that all the employees know and respect policies and cleaning procedures of Carrefour francophone, as well as directives of Public Health Sudbury and Districts regarding hand cleaning and hygiene in the daycare centres.

Policy

Carrefour francophone is committed to providing a safe and healthy environment to its employees, to children and to their families. Carrefour francophone will take every reasonable precaution to prevent the propagation of contagious diseases in its centres.

This policy applies to all personnel, all families and all children. All staff must review the following policy and acknowledge that they have received it before they begin work and on a yearly basis thereafter, as well as each time the policy is changed.

Definition

Hand hygiene: pertains to all steps of hand cleaning. Hand hygiene consists of eliminating the visible dirt and of removing or killing transient micro-organisms on the hands. Hand hygiene can be done using soap and running water or by using a hand sanitizer (containing between 60 and 90% alcohol). It is necessary to wash hands with liquid soap and running water when hands are obviously soiled.

Procedure

Hands carry and spread germs. By touching the eyes, the nose or the mouth and when sneezing or coughing into the hands, the opportunity is given to germs to get into the body and be spread to other people. The best way to avoid sickness and the spread of germs is to keep hands clean by practising proper hand hygiene.

Procedure of Washing Hands

The washing of hands constitutes the best way to avoid the spread of infectious diseases. Proper hand washing significantly reduces the risk of transmission of a cold, flu and of diarrhea. When you wash your hands, you eliminate the germs that you got from other people, from surfaces that you touched and from animals. It is recommended that children wash their hands with liquid soap and water rather than with an alcohol-based sanitizer.

Ensure that staff and children always follow proper hand hygiene when hands are visibly dirty.

Children must wash their hands:

- On arrival at school or at the daycare centre;
- After sneezing, coughing or blowing their nose;
- Before and after eating;
- After touching waste;
- After a visit to the washroom;
- When hands are dirty;

- After playing with toys that are touched by others;
- After having played outside or in a sand box;
- After any contact with body fluids;
- After any contact with items that are dirty or have come in contact with the mouth;
- After a gardening activity.

Staff must wash their hands:

- On their arrival at work and after each break;
- After sneezing, coughing or blowing their nose;
- Before preparing and serving food. and before eating;
- After diapering a child or checking the diaper of a child;
- After cleaning up a mess;
- After wiping the nose of a child;
- After a visit to the washroom and helping a child go to the washroom;
- After playing outdoors with children;
- Before administering medication;
- After having helped a child wash his/her hands;
- After touching waste;
- Before and after handling raw food;
- After any outdoor activity;
- After handling dirty/soiled clothes/linen or dirty dishes;
- After handling toys or other items that are dirty;
- After any contact with body fluids;
- After any contact with items that are dirty or have come in contact with the mouth;
- After a gardening activity.

Hand washing for staff

1. Leave items of jewelry at home or remove them when you wash your hands.
2. Use liquid soap and hot running water.
3. Rub your hands together vigorously in order to wash them properly.
4. Wash all parts of the hand, including the back of the hands, the wrists, between fingers and under nails, for at least 15 seconds.
5. Rinse your hands well. Let water run.
6. Dry your hands with a single-use paper towel.
7. Turn off the tap using a dry paper towel. **Never** use your bare hands to turn off the tap.
8. Never use a nail brush.

Hand washing for infants

1. Clean the hands of the infant thoroughly using a damp paper towel on which liquid soap has been put.

2. Rinse the hands of the infant from the wrists to the finger tips using a fresh paper towel dampened with clean water.
3. Dry the hands of the infant with a fresh paper towel.
4. Turn the tap off using a dry paper towel, then throw of the paper towel in the garbage.
5. Wash your hands.

Hand washing for toddlers or preschool children

1. Ask the child to wet his/her hands.
2. Deposit a drop of liquid soap in the hands of the child.
3. Help the child wash every part of his/her hands for 15 seconds.
4. Rinse the hands of the child from the wrists to the finger tips under trickling water.
5. Dry the hands of the child with a fresh paper towel.
6. Turn the tap off using a dry paper towel, then throw of the paper towel in the garbage.
7. Wash your hands.

Hand washing for school age children (Tremplin and Summer Camps)

1. Ask children to wash their hands thoroughly.
2. Show the children how to wash their hands if they do not already know or have forgotten how.
3. Remind the children that hand washing will help them stay healthy.

Monitoring of hand hygiene

To guarantee that staff observe proper hand hygiene, supervisors must review the practices of hand hygiene regularly and give feedback as needed.

Information about hand sanitizing

When hands are not visibly dirty, you can use a hand sanitizer containing between 60 and 90% alcohol. **Hand sanitizers must never be used for children under two years of age.** An adult must always supervise children when they use hand sanitizers and must make sure that the product has completely evaporated from the hands of children before allowing children to return to their activities.

Wearing of Gloves

Gloves must be worn when it can be anticipated that hands will come into contact with mucous membranes, broken skin, body tissue, blood, body fluids, body secretions, excretion, contaminated equipment or environmental surfaces. Nitrile gloves are for single-use only.

Gloves and Hand Hygiene

It is necessary to practise proper hand hygiene prior to putting on gloves and after they are removed. Gloves must be removed and disposed of (in the garbage) after each use.

To reduce cutaneous irritation related to the wearing of gloves:

- Wear gloves only when it is necessary;
- Make sure that your hands are clean and dry before putting on gloves;

- Make sure that gloves are in good condition are clean and that the inside is dry;
- Gloves are off for single-use and must be appropriate to a task, for instance using nitrile gloves to diaper a child.

Procedure for covering the mouth when coughing

Germs, like the flu and a cold, are spread through coughing and sneezing. When you cough or sneeze in your hands, your hands then carry and spread germs.

Try to maintain proper physical distance (preferably more than two metres/six feet) from people who cough or sneeze. Follow the steps below to eliminate to the spread of germs:

- If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose.
- Throw tissue away in the garbage.
- If you do not have a tissue, cough or sneeze in the crook of your elbow rather than in your hands.
- Wash your hands with soap and water or a hand sanitizer (containing between 60 and 90% alcohol) regularly and after using a tissue (personal use or assisting a child).

Appendix F: Policy and Procedures on Screening and Exclusion of Children and Employees Who Are Sick

Purpose

To guarantee that all the employees know and follow the policy of Carrefour francophone concerning the exclusion of sick children from its centres.

Policy

Carrefour francophone is committed to providing a safe and healthy environment to its employees, to children and to their families. Carrefour francophone will take every reasonable precaution to prevent the propagation of contagious diseases in its centre.

This policy applies to all personnel, all families and all children. All staff must review the following policy and acknowledge that they have received it before they begin work and on a yearly basis thereafter, as well as each time the policy is changed.

INDIVIDUALS WHO MANIFEST SYMPTOMS WITHIN 48 HOURS OF RECEIVING A VACCINE MUST FOLLOW DIRECTIVES STIPULATED IN THE APPENDIX A.

Screening for COVID-19

1. Please direct staff and children who show symptoms to a screening test. Screening of people who do not show any symptom must be carried out only according to directives of Public Health Sudbury and Districts within the framework for outbreak management. A list of symptoms, including atypical signs and symptoms, is available in the *COVID-19 Reference document for Symptoms*, in the COVID-19 section of the website of the Ministry for Health.
 - Someone who has a negative result with a COVID-19 screening test must be excluded from the centre for 24 hours after symptoms have disappeared OR that their symptoms are not new or aggravated. A person who shows enteric symptoms, like vomiting or diarrhea, must be excluded for 48 hours after symptoms have disappeared since it could be a Norovirus. In the absence of vomiting or diarrhea, a 24-hour exclusion applies.
 - Someone who has a positive result with a COVID-19 screening test must be excluded from the centre for 14 days after the appearance of symptoms and until they receive a go-ahead to return from Public Health Sudbury and Districts.
 - Directives that need to be followed in the event that symptoms appear are indicated in the screening tool of the Ministry of Health. Public Health Sudbury and Districts recommends that it be used to know what the next steps are in addition to being used as a tool for daily screening: <https://covid-19.ontario.ca/school-screening/>
2. Centres are to consider a single symptomatic laboratory-confirmed case of COVID-19 (for a child or staff) as an outbreak of COVID-19, confirmed in consultation with Public Health Sudbury and Districts. Centres must declare an outbreak in collaboration with

- Public Health Sudbury and Districts in order to ensure that data on outbreaks is available.
3. Children and staff who have come into contact with a suspected case of COVID-19 must be monitored for any symptom and are to remain with the same group until laboratory tests are completed, or until advised otherwise by Public Health Sudbury and Districts.
 4. Staff who are waiting for their screening-test results, but who do not present any symptoms, must comply with recommendations of Public Health Sudbury and Districts, as well as those of the professionals who administered their test. They must be excluded from work until they obtain the results of their test.

As required by *Child Care and Early Years Act*, Carrefour francophone must keep a child who is sick away from other children, must communicate with the child's parents or guardians requesting that the child be taken home immediately or within 30 minutes.

If a child or staff begins to show symptoms of COVID-19 while at the centre, the following recommendations must be followed:

- For staff: This person must leave the site immediately and follow recommendations provided on the online screening tool: <https://covid-19.ontario.ca/school-screening/>
- For a child: It is essential to immediately separate the child showing symptoms from other children, isolate him/her under supervision, and call parents to come and pick up the child immediately. In addition, any person providing care for this child must maintain a distance of at least two metres, when possible. If, during active monitoring, it is noticed that a child is showing the following symptoms, this child will be deemed symptomatic.

Common Symptoms:

- **fever** (temperature of 37.8° C or more);
- **new or worsening cough;**
- **shortness of breath;**
- **sore throat;**
- **difficulty swallowing;**
- **reduction in or a loss of taste or smell;**
- **congestion or runny nose, without other known cause;**
- **(In young children) lethargy or a loss of appetite (in the absence of any other diagnosis).**

Atypical Symptoms:

- **fatigue, unexplained discomfort or muscular pain;**
- **delirium (seriously altered mental state or lack of attention);**
- **unexplained or increased falls;**
- **shivers;**
- **headaches;**
- **conjunctivitis.**

- If a distance of two metres from the sick child cannot be maintained, staff must cover his/her clothing with a blanket or a shirt to prevent or limit the spread of the virus, and, as usual, wear a surgical mask or a procedural mask, and wear eye protection (safety glasses or facial screen).
- The centre must follow recommendations provided in the screening tool <https://covid-19.ontario.ca/school-screening/> and fill out the symptoms' chart for Carrefour francophone. A report of a serious occurrence must be filed with the Ministry of Education for each child and each staff who is sick, shows a symptom AND for whom a COVID-19 screening test was done.
- First and foremost, the child (who is over two years of age) must put on a surgical or procedural mask (if able to tolerate it) as well as any other Personal Protective Equipment which is appropriate for the situation. Staff must keep the surgical mask and face shield (or safety goggles) on and are required to wear Personal Protective Equipment for situations of isolation.
- Staff and the child must maintain proper hand hygiene and proper respiratory etiquette while waiting for the child to be picked up.
- Staff must provide tissues to the child so that he/she can maintain proper respiratory etiquette, and tissues must be disposed of in the garbage.
- It is essential to clean the area where the child was kept in isolation immediately once someone has picked up the child. Items that cannot be cleaned and disinfected must be removed from the area and stored in a sealed container for at least seven days.

If you suspect that a child shows symptoms of some other reportable contagious disease (refer to the procedure on reporting contagious diseases in the prevention binder), you are to report it immediately to Public Health Sudbury and Districts, at 705 522-9200, as per standard protocol.

Return after an exclusion due to illness

Staff and children who are followed by Public Health Sudbury and Districts (i.e., confirmed cases of COVID-19 or confirmed cases through family contacts) must follow directives provided by Public Health to determine when they will be able to reinstate the daycare centre.

Workplace Health and Safety

If it is determined that the illness of the staff is an occupational disease: In compliance with the *Occupational Health and Safety Act* and its regulations, an employer must provide written notice within four days of being informed that an employee suffers from an occupational disease, including an infection contracted in the work environment, or if a claim is made with the Workplace Safety and Insurance Board (WSIB) by the worker or on his/her behalf by

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

All cases of infection contracted in a work environment must be reported to the Workplace Safety and Insurance Board (WSIB) within 72 hours following reception of the notification of the disease.

Communications with parents

If a case or an outbreak of COVID-19 is declared in one of the centres of Carrefour francophone, or if there is a possibility of exposure to COVID-19 confirmed by Public Health Sudbury and Districts, Carrefour francophone will communicate with parents promptly upon receiving information from staff, family and Public Health. The following steps will be taken:

- First communication with families of the centre, the school principal, and internally with Carrefour francophone in order to inform and to share directives from Public Health about the occurrence;
- Second communication to inform about the next steps that have to be taken;
- Third communication to inform of the resolution of the incident and next steps.

Essentially, Carrefour francophone will continue to keep families and partners informed throughout the process. This could involve more than 3 communications if needed.

Standard letters have been created that can be modified quickly to ensure a quick and effective response. These will be signed by the Director of Childcare Services and will be emailed to families as quickly as possible by the supervisor of the centre concerned. This information will also be sent to early childhood partners concerned.

Supplemental Appendix 1: Administration of Medication During the COVID-19 Pandemic

Staff will administer medication to a child only with the written authorization of a parent or a guardian. Medication must be accompanied with proper documentation specifying the dosage prescribed by the doctor.

During the COVID-19 pandemic, any and all medication that is not prescribed is not allowed in the centre. (except for protective topical cream for skin rashes)

Any and all prescribed medication must be listed in on **Administration of Medication Form** signed by the parent and submitted by the parent of the child for whom the medication is intended.

Furthermore, staff who bring medication or vitamins to work must comply with stipulations of this policy regarding storage, control and handling of their medication.

Administration of medication

1. Medication to be administered to a child is provided in the original container given by a pharmacist or in the original packaging. The container or packaging must have a label clearly showing the name of the child, the name of the medication, the dosage, the date of purchase and instructions relating to its storage and its administration.
2. A designated staff for each group (infants, toddlers, preschool and school age) is responsible for ensuring the supervision of the administration of the medication.

Storage of medications

1. Medications are stored under lock and key.
2. Medications needing to be refrigerated must be kept in a refrigerator in a container under lock and key.
3. Vitamins are deemed to be medication and thus require supporting documentation and the keeping of records.
4. Asthma medication and emergency medication for allergies requiring rapid administration can be kept in a playroom for quick access by staff and are at all times inaccessible to children. During before—and after-school services, a child can keep his/her EpiPen Auto-Injector in his/her possession if written authorization is provided by the parent.

Documentation about medications

1. The centre must keep a log in which a list of medications to be administered is recorded and this log must be retained for a three-year period.
2. The daycare must keep a personal file for each child to whom medications are administered. This file must include written instructions provided by the parent or guardian of the child.

Medical supervision

Observation of children

1. Daily observation of children makes it possible to prevent the spread of diseases or infestations. Staff are responsible for observing children as they arrive at the daycare.
2. If a child seems sick or if staff detects symptoms of an illness, the child must be isolated from other children in a designated area within the centre and monitored.

Exclusion of a child in the event of disease

1. Staff ensure that the parent or guardian of a sick child is taken home and **picked up within 30 minutes of receiving a call from the centre**. If a parent or guardian is unable to take the child home or if the child seems to require immediate medical attention, it is essential to communicate with authorized emergency contacts listed on the registration form of the child.
2. A child showing symptoms of a disease must be kept away from other children in the centre. **Staff entrusted with the care of this child must wear a surgical mask, gloves, and must disinfect the isolation area once the child has left the premises.**
3. In normal circumstances, the child is excluded from the daycare for a minimum of 48 hours after a second vomiting or a second diarrhea. In the event of an infestation, the protocol recommended by Public Health Sudbury and Districts is to be followed.
4. If the child shows symptoms of COVID-19, **the parent must follow directives outlined in the screening tool of the Ministry of Health: <https://covid-19.ontario.ca/school-screening/>** See Policy Procedure for Screening and Exclusion of a Sick Child and employee (Appendix F) for steps to be taken.
5. Any symptom of illness manifested by a child is recorded in the file of the child.

Illness of a staff member

1. If staff shows symptoms of an illness, he/she must advise his/her supervisor immediately and leave the premises.
2. In normal circumstances, this staff is excluded from the daycare for a period of 48 hours and is required to consult a doctor before being allowed to return to work.
3. If staff shows symptoms of COVID-19, he/she **must follow directives outlined in the screening tool of the Ministry of Health: <https://covid-19.ontario.ca/school-screening/>**
4. Any symptom of disease manifested by staff is recorded in the communication log of the supervisor.

First-aid kit and first-aid manual

A child who suffers a light wound must be provided the required first aid as quickly as possible. A first-aid kit is accessible in all play areas. A first-aid manual is accessible to care providers within the first-aid kit.

Checklist

Procedure (for a prescribed medication):

1. Staff administers medication to a child with the written authorization of a parent or guardian **only if**:
 - The medication is in its original container;
 - The container has a label indicating:
 - The name of the child

- The name of the medication
 - The dosage
 - The date of purchase and the expiry date, where applicable
 - Instructions pertaining to its storage and administration;
2. The administration of the medication is supervised by the designated staff;
 3. Medications are kept in a container under lock and key.

Supplemental Appendix 2: Procedure for disinfecting surfaces

- 1- Spray soap and water on the surface and wipe off with Kraft (brown) paper towels.
- 2- Spray surface to be disinfected with disinfecting products and leave products on for the contact time of the specific:
 - Neu quat: contact time of 5 minutes. Product used daily on any surface.
 - Oxivir Plus: contact time of 5 minutes. Product used only in the event of an outbreak.
- 3- Fill a pail with tepid water; using a reusable microfibre cloth, wipe off the disinfected surface with water. Change the water in the pail at least twice per day.

It is especially important to make sure that the zone to be cleaned is not saturated with water during this phase as sitting water can cause damage.

Make sure to wash and disinfect areas that are frequently touched at least twice a day.

Here are examples of places frequently touched:

- Door handles
- Tables and chairs
- Surfaces and interior of the pieces of furniture
- Lockers and cubbies of children
- Beds and cots
- Washrooms
- Counters
- Toys used by the children...

Preparation of bottles for disinfecting

- 1- Start by filling the 32-ounce bottle (bottle with spray) with water up to the line that indicates **“FULL”**
- 2- If not already done, place the **“1-ounce”** pump on the large bottle of **Oxivir** (concentrated product).
- 3- If not already done, place the **“¼ ounce”** pump on the large bottle of **Neu-Quat** (concentrated product).
- 4- Activate the dispenser to release the required amount of disinfectant product.
- 5- If some disinfectant still remains in a 32-ounce bottle (bottle with spray nozzle), empty the bottle out before refilling it. **Do not add** disinfecting product or water to a bottle that has not been emptied.
- 6- **DO NOT throw away the gray dispensing pump** when the bottle of concentrated product is empty. Simply place the dispenser on the new bottle of concentrated products.

NB. If a bottle breaks or if you need more product, make sure that you buy **32 ounces bottles only along with labels for the appropriate product.**

Procedure on isolation and screening

Continuation of Appendix A:

See letter from the school boards regarding directives to schools and to daycares, dated February 22, 2021, attached.