

Waterloo Co-operative
PRESCHOOL
“a place to grow”



COVID-19 Policy

Updated March 2022

** Subject to change as guidelines are updated **

Waterloo Co-operative Preschool takes the health and safety of our children, teachers, families, and community seriously and consistently strives to reduce the spread of infectious disease and illness within the centre.

What is COVID-19 and how is it spread?

COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. Because it is a new virus, scientists are learning more each day. Although most people who have COVID-19 have mild symptoms, COVID-19 can also cause severe illness and even death. Some groups, including older adults and people who have certain underlying medical conditions, are at increased risk of severe illness. The virus is mutating and new variants are emerging. Information and direction may change rapidly.

COVID-19 can be spread in two main ways:

- person to person, by people who are in close contact
- by surfaces or objects, when people touch their face with contaminated hands.

The key risk factors for COVID-19 transmission include:

- prolonged exposure - spending more time with potentially infected people
- close proximity - working close to others
- crowded places - having more people in a space
- closed spaces - indoor spaces with less fresh air (working indoors is riskier than working outdoors)
- forceful exhalation – activities that cause people to breathe more deeply, such as exercise, speaking loudly and singing.
- They are most commonly spread from an infected person through respiratory droplets generated when you cough or sneeze, close, prolonged personal contact, such as touching or shaking hands, touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

For most people, COVID-19 causes only mild illness. Older people and those with a weakened immune system or underlying medical condition(s) are at a higher risk of developing severe disease. COVID-19 spreads from an infected person to others through respiratory droplets and aerosols (smaller droplets) created when an infected person:

- breathes
- coughs
- sneezes
- sings
- shouts
- talks

COVID-19 can also spread by touching something that has the virus on it, then touching your mouth, nose or eyes with unwashed hands. You can transmit COVID-19 before you start showing symptoms or without ever developing symptoms.

It is possible for COVID-19 to be spread by people who do not have any symptoms. Act as if everyone is infected when setting up controls.

A variety of measures are used to control potential exposure to COVID-19. Examples include:

- screening
- physical distancing and barriers
- good ventilation
- frequent cleaning and disinfection of surfaces
- personal protective equipment and masks
- staying home when ill, only go to Preschool if completely well

Public Health direction and COVID-19 policies and procedures supersede all other policies during a Pandemic, however all other required policies and procedures must also be followed. Parent Participating options may not be possible due to limitations of individuals permitted onsite.

Effective March 14, 2022, the instructions issued by the OCMOH related to vaccination disclosure policies will be revoked across all sectors.

Effective March 21, 2022: Masking & Staff Personal Protective Equipment In alignment with community masking requirements, masks will no longer be required for staff, providers or any other individual (including children) at the child care or on transportation. Eye protection for staff will also no longer be required. We encourage staff and members to promote respectful, welcoming and inclusive practices and acknowledge that some staff and families will still choose to wear masks.

A reminder that under current federal travel requirements, upon individuals must, wear a mask at return from international travel, and during all times when in public spaces (including schools and child care), maintain a list of all close contacts for your first 14 days in Canada, and monitor yourself for signs and symptoms of COVID-19.

Individuals should continue to self-screen every day before attending child care using the COVID-19 school and child care screening tool, <https://covid-19.ontario.ca/school-screening/>

The following are Remaining Health and Safety Measures in Child Care : Hand Hygiene, Respiratory Etiquette, Cleaning and Disinfecting should continue. The following measures will continue to be in place until the end of June: Ventilation Measures and continue to implement best practices and measures to optimize ventilation . Adequate ventilation should be provided by opening windows, moving activities outdoors when possible and through mechanical ventilation including HVAC systems.

Absence Reporting To continue ongoing monitoring of COVID-19 impacts, licensees will continue to be expected to report absenteeism rates to public health units should they rise to a defined level (approximately 30% above their baseline). Under the CCEYA, licensees must ensure that a daily observation is made of each child receiving child care that it operates before the child begins to associate with other children in order to detect possible symptoms of ill health.

Licensees are also required to ensure that where a child receiving child care at a child care centre it operates appears to be ill, the child is separated from other children and the symptoms of the illness noted in the child's records.

As a reminder, anyone who is sick or has any new or worsening symptoms of illness should stay home until their symptoms are improving for 24 hours (or 48 hours for nausea, vomiting, and/or diarrhea) and should seek assessment from their health care provider if needed.

Bi-weekly shipments of RATs will continue to support symptomatic testing for staff, providers and children. Parents can expect to continue receiving RATs to staff/providers and children who return from an unplanned absence or where a child is sent home due to onset of symptoms.

Vaccination remains the best defence against COVID-19, including the Omicron variant. We ask that you continue this work and promote vaccination efforts for children, families and staff/providers.

Updated Case and Contact Management Guidance the Ministry of Health has revised its document with updated guidance for close contacts in the community and in households: • Asymptomatic individuals who are close contacts of a case or a symptomatic individual in the community are no longer required to isolate but must self-monitor for 10 days following last exposure. During the self-monitoring period, close contacts must wear a well-fitted mask in all public settings and avoid activities where they need to take off their mask. o For children under 2 a well-fitted mask is not required. However, parents must monitor for symptoms for 10 days following last exposure.

Asymptomatic household contacts of a case or a symptomatic individual are also not required to isolate if they are 17 or younger and fully vaccinated; 18 and older and have already received their COVID-19 booster; or tested positive for COVID-19 in the last 90 days and have completed their isolation period. Asymptomatic household contacts who are not required to isolate are also required to self-monitor 5 for 10 days following last exposure, as outlined above.

o Children under 5 who are asymptomatic household contacts are required to stay home for 5 days. Note that the Ministry of Health has also consolidated guidance documents into the updated COVID-19 Integrated Testing & Case, Contact and Outbreak Management Interim Guidance: Omicron Surge which includes information that is applicable to schools and child care.

https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/contact_mngmt/management_cases_contacts_omicron.pdf

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1.0 Operating Details and Communication

- Childcare is an essential service and may operate during the pandemic unless directed otherwise by the Public health system. The Board of Directors, factors such as sufficient staffing, also determine whether the preschool will operate.
- Waterloo Co-operative Preschool will meet all the requirements that the Region of Waterloo, Ministry of Education and Ministry of Health have set up and will sign an attestation before opening.
- Staff will be trained on the new COVID-19 policies before working their first shift.
- Staff will communicate the new COVID-19 policies and procedures to families through email, post copies in the classroom for reference and on our website. WCP will provide a hard copy upon request. Parents and staff will be sent any changes or updates via email.
- A monthly newsletter and periodic memos and zoom meetings will be offered to the membership by email to maintain engagement and open communication.
- It is the parents' responsibility to keep their file and contact details up to date and to read and abide by all applicable policies.
- Staff will frequently check for updates and use reliable sources.
- <https://www.ontario.ca/page/operational-guidance-during-covid-19-outbreak-child-care>
- <https://files.ontario.ca/edu-1/edu-building-on-how-does-learning-happen-en-2021-03-10.pdf>
- https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html?utm_campaign=hc-sc-phm-21-22&utm_medium=sem&utm_source=ggl&utm_content=ad-text-en&utm_term=how%20is%20covid%2019%20transmitted&adv=2122-0008&id_campaign=12663296824&id_source=125900518968&id_content=511624188955&gclid=Cj0KCQiA5OuNBhCRARIsACgaiqV0b6q56_Vbqz6i0KEJw0X4ralYIPoTFI_z4XkuS07PjL7g3gLLF7QaAqYzEALw_wcB&gclsrc=aw.ds&fbclid=IwAR3WKfNr59bF7u2S6Zmygiz2SW1tOwABRit-53uGK85F4WM TANjRcY6AcaU
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- <https://files.ontario.ca/edu-how-does-learning-happen-en-2021-03-23.pdf>
- <https://www.regionofwaterloo.ca/en/doing-business/child-care-and-daycare-centres.aspx>
- <https://www.regionofwaterloo.ca/en/health-and-wellness/coronavirus-resources-for-schools-and-child-care-centres.aspx>
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- Families will not be charged fees that will otherwise be paid for by the Region, such as paying tuition during a mandatory closure. Fees are due when children are absent for reasons of vacation, holidays, illness, isolation, or when the program is altered or reduced and during any temporary closure up to 2 weeks at a time.
- The preschool will strive to achieve proper ventilation by using fans and opening windows and doors. We will also have the use of an air purifier with a hepa filter in the classroom.
- Staff will post, refer to and follow this COVID-19 Policy and will abide by all other Ministry mandated policies, procedures and requirements during all operations of the Preschool.
- It is recommended to review the existing practices and to determine where enhancements might be required, including frequency and timing of cleaning and disinfection, areas to clean and/or disinfect, choice of cleaning products, and child safety, staffing, signage, and PPE use when cleaning as factors and room dynamics evolve
- The Preschool will take into consideration the individual health needs of the children and staff enrolled in order to make decisions on the safety of operating indoors vs outdoors and will communicate this to parents.
- All classes will operate outdoors as much as possible up to -15. Discretion is used if operating past -20.

1.1 Cohorts

- A cohort is a group of children, staff and Laurier, ECE student placements who are attending the Preschool.
- At times children may only be permitted to attend Waterloo Cooperative Preschool and are not permitted to attend any other cohort or group at a child care centre unless operationally required as per direction from Public Health. This temporary additional safety measure will only be in place for as long as safety measures warrant it. If a child also attends a Small licensed private home, they may not be excluded if contact tracing is easily manageable and as long as public health continues to permit it.
- As staff work in all classes, the entire program will be considered one cohort if an outbreak occurs. This is why Waterloo Co-operative Preschool has chosen to run when safe to do so, only three classes out of five. This allows for a smaller, safer cohort and ample time for cleaning after each class.
- The classes will consist of:
 - two to three staff and always in ratio including a screener.
 - College and University students doing their placements on child studies (max one student placement per each class).
 - up to 16 children in the Preschool class on Monday and Wednesday mornings, and up to 10 Toddlers on Tues, Thurs am and up to 12 children in the KinderPrep class on Tuesday and Thursday afternoons. Interactions with multiple groups should be avoided as much as possible.
- Special Needs Resource staff and any required Enhanced Staff will be allowed in addition to this maximum number.

- special situations may require us to limit class sizes and cohorts and this information will be communicated to the membership if it is required for health and safety purposes. Priority is given to essential services staff and those who require care to work or for social emotional developmental reasons while spaces are limited due to reduced cohorting or staffing.

1.2 Staffing

- Staff and students completing placements, will not work in any other childcare settings if possible.
- Staff, students and any essential visitors will follow the immunization disclosure Policy and it is required to use staff who are fully vaccinated.
- Staff will maintain social distancing from each other.
- Supply staff or ECE students should be assigned to a specific group, so as to limit staff interactions with multiple groups of children.
- It is required that WCP (the licensee) ensures there are the number of required qualified staff as set out in CCYA. The Supervising teacher can apply for “Directors Approval” from the Ministry for individuals as needed. WCP will put every effort into maintaining enough supply staff.
- If a vulnerable sector check is delayed due to COVID, additional precautions will be put in place as per our usual policy such as not being left alone with children if it cannot be obtained in a reasonable amount of time. Licensees will, however, confirm they have applied for it by asking for a receipt and having them sign the required declaration.
- Level C First Aid is required for all staff and ECE students, however should their certificate expire during COVID closure and there is a backlog it is automatically temporarily extended as per Operators Guidance Document. Licensees will monitor the WSIB website for updates on extensions of First Aid for any staff or student whose certificate has expired.
- Staff in child care centres who must be first aid certified may have a three-month time period to obtain their certification, as long as:
 - at least one first aid certified employee is available to respond in an emergency at all times, whether the licensed age group is on- or off-site
 - the staff obtains the certificate as soon as reasonably possible; and
 - the length of time is justified.
- While recognizing extra duties are required during COVID, staff will need to remain in ratio and supervise the group while ensuring compliance of this policy. There should be enough staff / adults to ensure the health and safety of our children and staff. If WCP cannot staff as per regulations, classes will be cancelled. Parents and students on placement will be notified by the email address last on file. The board will ensure that staff will keep up to date on current Health and safety practices and approve amendments made to this policy as a result.

- If inclement weather occurs that does not enable the class to remain outdoors for the bulk of the day class may be cancelled. Outdoors is safest to operate therefore the BOD will support the judgement of the staff as to the suitability of the operating capacity indoors.

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1.3 Events and In-person Meetings

- There will be no in person group events planned during this time. This includes large class family parties, open houses and field trips.
- If parents/guardians or teachers need to contact each other, they will do so by emails, virtual meetings or phone calls.
- Board meetings will continue to be held virtually.
- Special Needs services will conduct meetings, observations using Microsoft Teams or in person.
- If an in-person meeting is required, physical distancing protocols will be followed and all participants will be required to wear a mask. and screen prior to arrival.

1.4 Visitors

- Appropriate signage will be posted at the front entrance of the centre to notify visitors not to enter if they have any COVID-19 symptoms, and if do enter must leave contact info and time.
- Students finishing post-secondary educational placements are permitted to enter Waterloo Co-operative Preschool, but they can only attend one childcare setting and will be assigned to one group of children where possible.
- Students completing a placement must follow the same health and safety protocols as other staff members and must be familiar with all policies and procedures.
- Special needs services can attend the program if they are considered essential and necessary at this time, otherwise there will be virtual options to connect through Microsoft Teams.
- Non-essential persons will not be permitted to enter the Preschool.
- Parents/guardians and Board members should not enter the premises unless necessary.
- Ministry staff and other public officials such as the fire marshal or public health inspectors are permitted to enter and inspect Waterloo Co-operative Preschool at any time.
- All visitors entering the centre will be required to follow our Immunization Disclosure Policy, and be screened, leave full contact details including time in and out, sanitize hands, wear masks, and maintain appropriate social distancing protocol.

1.5 Space Set-Up and Physical Distancing

- Staff will encourage physical distancing between children in a calm and gentle manner.
- Staff will use visual cues and physical barriers to encourage physical distancing.
- Staff will adapt operations during snack time and dressing/undressing of outdoor clothes to encourage physical distancing. Small groups will be sent indoors.
- Staff will plan activities that limit sharing materials and if they do it is limited to one group only.
- Staff will refer to “Building on How Does Learning Happen” to support positive relationships and will not disrupt positive interactions with children that engage with each other. Instead hand washing and sanitizing used toys will be the main focus.

- Staff will attempt to avoid common areas of the church to avoid mixing with other groups.
- If weather permits, staff will operate classes outdoors. Classes will start and finish outdoors. Singing may occur outdoors and if masked indoors.
- A fence across the top of the stairs and the gate to the playground and another wood fence at the parking lot end of the walkway and signage will ensure exclusive use of the walkway until it is no longer needed.

1.6 Equipment and Toy Usage and Restrictions

- Staff will focus on good hand hygiene instead of limiting equipment and sensory.
- Staff will remove soft items and hard to clean items from the classroom and keep an inventory list.
- Staff will only provide toys and equipment which are made of materials that can be cleaned and disinfected - ie, smooth, tight fitting and non absorbent.
- Mouthed toys will be cleaned and sanitized immediately after the child is finished using it (placed in the dishwasher bin).
- Staff will assign certain toys and objects to each class and these toys will be cleaned after each class or before being returned to the classroom for use.
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- Individual trays or mats will be provided for children to play with sensory materials, and will be disinfected between use.
- If items such as books, puzzles, cardboard/boxboard, etc. that are absorbent and cannot be easily cleaned and disinfected are being used in program spaces, we will limit the number of items so we can monitor usage. It will be a one time use and either dispose of the item or place the item in a quarantine bin for 7 days before being used in program space again.
- Only toys that can be cleaned will be used on the playground.
- Toys will be brought in to be cleaned and washed periodically or when visibly soiled or when mouthed.
- Outdoor sandbox will be open. Dirty toys will be placed in the basket or bins and in the “dirty -to be washed” area when soiled or after an illness in the classroom, to be cleaned.

1.7 Attendance Record

- Staff will maintain an attendance record of people entering the building.
- Staff will maintain accurate records for children in each group, including symptoms and reasons for absences.
- These records will be kept in the classroom.
- The records will include date, name and contact information and the time they entered and left.
- The records must be kept up-to-date and readily available to help with contact tracing if a confirmed case or outbreak occurs at Waterloo Co-operative Preschool.

2. Daily Active Screening for COVID-19 of Persons Entering Waterloo Co-operative Preschool (WCP)

2.1 Policy

Every person entering Waterloo Co-operative Preschool will be actively screened in person and parents are expected to screen at home prior to arriving at the centre. The screening information will be documented for each person on the appropriate form and these forms will be kept on site in a binder for the purpose of contact tracing according to the Waterloo Region Public Health Guidelines for a minimum of 12 months. Staff will adapt screening to be compliant with Public Health screening tools. This screening needs to be sent to waterloopreschool.teacher@gmail.com by 845am.

<https://covid-19.ontario.ca/school-screening/>

2.2 Procedures

2.2.1 Screening Station

The Supervising/ head teacher is required to ensure that the following steps are completed:

- Supervising/head teacher will train each staff on the screening process.
- Teachers will have a copy of the screening checklist so they can screen themselves each day before coming into work or reference the online tool.
- A screening station will be set up and one staff will be assigned the position of screener.
- Appropriate signage explaining the process and COVID-19 symptoms will be placed with the screening station and inside the classroom.
- Markers are placed on the ground to ensure that families maintain a 2 meter distance while waiting for screening.
- Alcohol based hand sanitizer containing a minimum 70% alcohol content will be set up at the screening table and at all exits/entrances with signage demonstrating appropriate use. The child and family should use it after screening has been completed.
- Parents will sign a permission form for children to use Hand sanitizer.
- Dispensers will not be in locations that can be accessed by children.
- A garbage can is placed beside the screening table to place thermometer tips and soiled PPE.

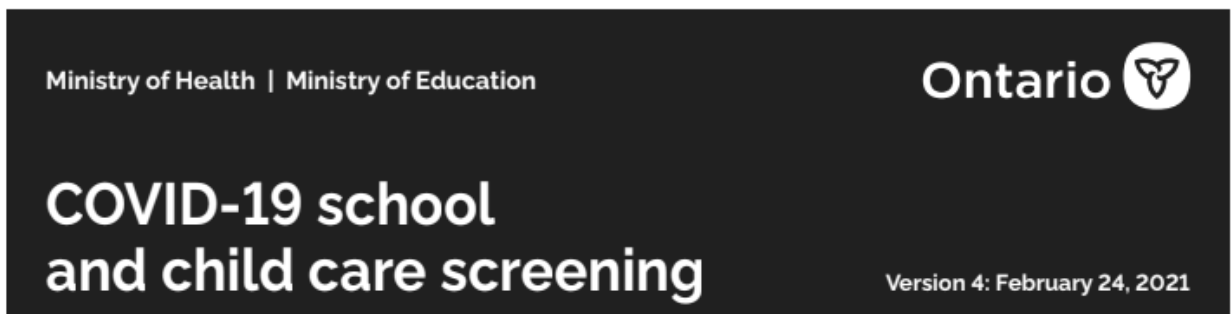
2.2.3 The screening and drop off/sign-in process will be as follows:

- The screener will wear a medical mask, face shield or goggles, gloves and a gown.
- The screener will screen everyone entering the Preschool and will direct any non Preschool members to the other door to be screened by the church at their entrance.
- The screener will follow the arrows and one way directions that are in place to support distancing.
- Parents will walk up the stairs and form a line maintaining distance by using the lines marked.
- The screener will maintain social distancing of 2 meters from everyone at the screening area, except for when taking children's temperatures and escorting them to the classroom or playground. A plexi-glass barrier will be used to aid in distancing at the screening table.

- Parents/guardians/children/siblings over 2 years old need to wear a mask or if an exemption is required they need a shield. Parents and children may also need to wait in a line while ensuring distancing from others.
- Parents are responsible for their children in the parking lot and screening area to ensure compliance of social distancing and safety. Children are not to walk on ledges, run around or climb while waiting.
- **If possible**, to limit exposure, it is recommended that only one family member bring the child to the drop off area, and siblings or other children not accompany them.
- Parents should arrive during drop off times which will be between **9:00am and 9:15am** and pick up time is between **11:20am and 11:30am**. As per policy, late fees will apply after 11am for Toddlers or 11:30am for Preschool.
- Parents/guardians or approved visitors, will be encouraged to pre-screen **using the online form provided by the Ministry of Health to determine whether they should attend the Preschool each day**. The link to this online tool will be provided to parents. Children may only attend if fully well with no ill symptoms what so ever.
- A form will be required to be completed by the screener daily for each individual arriving at the centre. The screener will take the temperature of every person screened and record it on their screening form to verify the results.
- The screener will ask the questions listed in the “Daily Screening Form” - see Appendix 4.0. Staff will conduct a visual check on anyone entering the facility. Where a child or adult is obviously ill (e.g., coughing, vomiting, has runny nose), staff must refuse entry into the facility to promote health and wellness at the centre Unless a doctor note has been provided.
- **Parents will contact the Preschool and indicate all symptoms and reasons for absence by 8:45am. Please note: Our Regular Health Policy is still in effect for other illnesses, ie rashes. Children should not attend Preschool if there is any sign of ill health or complaints of illness.**
- Staff must refuse entry to any person who answers YES to ANY of the active screening questions or have travelled outside of the country. This includes not allowing a child into the centre whose parent(s)/guardian(s) and/or sibling(s) have tested positive, even if the child has no symptoms.
- Staff will ensure parents have the most up to date information regarding screening and public health direction. They will be directed to the online assessment tool to follow the instructions which may include seeking medical advice, self isolation or going for testing.
- Staff will follow Public Health guidelines when a child or staff member fails screening as to when they can return to Waterloo Co-operative Preschool.
- Confidentiality will be maintained within the childcare community while updating families, ministries and the board of directors of our status.
- Public Health will be the ones to conduct a risk assessment and follow up with affected families and provide direction to everyone involved.
- After the screener takes a person’s temperature, if not using a touchless thermometer then the thermometer will be cleaned with 70% alcohol and if using a disposable tip it will be thrown in the garbage and replaced with a new one.
- Staff will remind parents/guardians that children are not allowed to attend the program when they are ill and that it is important to notify teachers if their child exhibits any signs or symptoms of COVID-19 or other illness at home.

- A person with a known alternative diagnosis can return to the program if they do not have a fever, they are symptom free, and they have a doctor’s note explaining any underlying conditions.
- Parents/guardians will say their goodbyes at the screening station and will not be encouraged to enter the building or playground. Parents/guardians will be encouraged to display to their child a confident, matter of fact goodbye and trust that the child's teacher will be in touch if the child does not settle. If a parent requests entrance, it is preferred to bring the child to them instead.
- The screener will disinfect the sign in/sign out table, pens and clipboard, and any touchless thermometers in between each family. The screener will call the next family when these tasks have been completed.

Requirements When Screening is Failed (either at-home or preschool screening)



Students, children, and staff must screen for COVID-19 every day before going to school or child care. Parents/guardians can fill this out on behalf of a child.

Screening Questions	Results of Screening Questions
<p>1. In the last 14 days, has the student/child travelled outside of Canada?</p>	<p>If you answered “YES” to question 1 do not go to school or child care. https://covid-19.ontario.ca/school-screening/</p> <ul style="list-style-type: none"> ● The student/child must self-isolate (stay home) for 14 days and not leave except to get tested or for a medical emergency. ● Follow the advice of public health. The student/child can return to school/child care after they are cleared by your local public health unit. <ul style="list-style-type: none"> ○ Siblings or other people in your household must self-isolate (stay home) for 14 days.

	<ul style="list-style-type: none"> ● If they develop symptoms or test positive, contact your local public health unit or doctor/health care provider for more advice. ● Contact your school/child care provider to let them know about this result.
<p>2. Has a doctor, health care provider, or public health unit told you that the student/child should currently be isolating (staying at home)?</p>	<p>If you answered “YES” to question 2 do not go to school or child care.</p> <ul style="list-style-type: none"> ● The student/child must self-isolate (stay home) and not leave except for a medical emergency. ● Follow the advice of public health. The student/child can return to school/child care after they are cleared by your local public health unit. ● If they develop symptoms, contact your local public health unit or doctor/health care provider for more advice. ● If you live in certain areas of the province, like Toronto, siblings and other people in your household must stay at home. This is because of local risk factors. ● If you live in other areas of Ontario, siblings and other people in your household can go to school, child care or work, but must not leave the home for other non-essential reasons. Ask your school/child care for more information. ● Contact your school/child care provider to let them know about this result.
<p>3. In the last 14 days, has the student/child been identified as a “close contact” of someone who currently has COVID-19?</p>	<p>If you answered “YES” to question 3 do not go to school or child care.</p> <ul style="list-style-type: none"> ● The student/child must self-isolate (stay home) for 14 days and not leave except to get tested or for a medical emergency. ● Talk with a doctor/health care provider to get advice or an assessment, including if they need a COVID-19 test. The student/child can return to school/child care after 14 days, even if they get a negative test result.

	<ul style="list-style-type: none"> ○ If you live in certain areas of the province, like Toronto, siblings and other people in your household must stay at home. This is because of local risk factors. ○ If you live in other areas of Ontario, siblings and other people in your household can go to school, child care or work, but must not leave the home for other non-essential reasons. Ask your school/child care for more information. ● If they develop symptoms or test positive, contact your local public health unit or doctor/health care provider for more advice. ● Contact your school/child care provider to let them know about this result.
<p>4. In the last 14 days, has the student/child received a COVID Alert exposure notification on their cell phone? <i>(If they already went for a test and got a negative result, select “No.”)</i></p>	<p>If you answered “YES” to question 4 do not go to school or child care.</p> <ul style="list-style-type: none"> ● The student/child must self-isolate (stay home) and not leave except for a medical emergency. ● Visit an assessment centre to get them a COVID-19 test. <ul style="list-style-type: none"> ○ If they test negative (they do not have the virus), they can return to school/child care. ○ If they test positive (they have the virus), they can return only after they are cleared by your local public health unit. ● If they develop symptoms, contact your local public health unit or doctor/health care provider for more advice. ● Siblings or other people in your household can go to school, child care or work, but must not leave the home for other, non-essential reasons until the individual who got the COVID alert tests negative, or is cleared by your local public health unit. ● Contact your school/child care provider to let them know about this result

5. Is the student/child currently experiencing any of these symptoms? Choose any/all that are new, worsening, and not related to other known causes or conditions they already have.

- Fever and/or chills
 - *Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher*
- Cough or barking cough (croup)
 - *Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions they already have)*
- Shortness of breath
 - *Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions they already have)*
- Decrease or loss of taste or smell
 - *Not related to seasonal allergies, neurological disorders, or other known causes or conditions they already have*
- Sore throat or difficulty swallowing
 - *Painful swallowing (not related to seasonal allergies, acid reflux, or other known causes or conditions they already have)*
- Runny or stuffy/congested nose
 - *Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions they already have*
- Headache
 - *Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions they already have)*
- Nausea, vomiting and/or diarrhea
 - *Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions they already have*
- Extreme tiredness or muscle aches

If you answered “YES” to any of the symptoms included under question 5 do not go to school or child care.

- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.
- Talk with a doctor/health care provider to get advice or an assessment, including if the student/child needs a COVID-19 test.
- Siblings or other people in your household must stay at home until the student/child or individual showing symptoms tests negative, or is cleared by your public health unit, or is diagnosed with another illness.
- Contact your school/child care provider to let them know about this result.

<ul style="list-style-type: none"> ○ <i>Unusual, fatigue, lack of energy, poor feeding in infants (not related to depression, insomnia, thyroid dysfunction, sudden injury, or other known causes or conditions they already have)</i> 	
<p>6. Is someone that the student/child lives with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?</p>	<p>If you answered “YES” to question 6 do not go to school or child care.</p> <ul style="list-style-type: none"> ● The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency. ● The student/child can return to school or child care after the individual gets a negative COVID-19 test result, or is cleared by your local public health unit, or is diagnosed with another illness. ● Siblings or other people in your household must stay at home until the student/child or individual showing symptoms tests negative, or is cleared by your public health unit, or is diagnosed with another illness. ● Contact your school/child care provider to let them know about this result.
<p>If you answered “NO” to all questions, your child may go to school/child care because they seem to be healthy and have not been exposed to COVID-19. Follow your school/child care provider’s established process for letting staff know about this result (if applicable)</p>	

2.2.4 Failed Screening

- Any person who fails the screening will be denied entry into the program and will be advised to contact Waterloo Region Public Health.
- Daily Staff Close Contact Log Template Please reference Appendix E for a daily close contact log template. This can be used to keep track of staff who may have come into close contact with other staff or children (less than 2 meters), at what time this happened, and whether or not any PPE was being used during this close contact. Recording this information can help Public Health in the event of a positive COVID-19 case to support contact tracing.

2.3 The pickup/sign out procedure will be as follows:

- Parents/guardians are asked to arrive over 10 minutes, between 10:50-11 or 11:20 - 11:30am to promote social distancing and to avoid a busy parking lot.
- Staff will ensure that the child washes his/her hands before leaving the classroom or use sanitizer at the screening area and will assist the child in packing his/her belongings (refer to Proper Handwashing Procedure or the Hand Washing Poster in the Appendix). All personal items must go home each day unless bagged or stored for future use.
- A teacher or the screener will take the child to their parent in the designated screening area.
- The parent/guardian must remain at the marking on the pavement to ensure 2 meter distance is maintained between the parent/guardian and the screener. Other parents/guardians who have arrived for pickup must also wait 2 meters away from staff and other parents/guardians.
- There will be no social gatherings or loitering before or after pick up.
- The screener will wash her own hands / sanitize after returning the child to his/her family. Refer to Proper Handwashing Procedure or the Handwashing Poster in the Appendix.

2.4 Screening of Supervising/head teacher and Staff

The Supervising/head teacher must ensure:

- that all staff are informed of and sign off on the screening policy before starting to work at Waterloo Co-operative Preschool.
- an active screening is completed for all staff at the site each day.
- they are onsite early enough to prepare for active screening, complete daily safety checklists, and to make any needed phone calls.
- before starting shift, to self-screen using the COVID-19 Screening questionnaire tool and take their temperature. If they do not pass the screening, they will leave the program and follow Public Health direction. When possible, staff should screen each other.
- they complete the screening for all staff that arrive on the property wearing the proper PPE such as eye protection, medical mask, gown, and gloves until the screener arrives to screen children.

The Screener must ensure:

- Once screening is complete, they will remove all PPE appropriately, put away the screening table and materials, wash hands and return to sanitizing high touch surfaces, toys and helping in washrooms. Help teachers as needed after having procured a new set of PPE.

2.5 Monitoring and Responding to Reports of COVID-19 Symptoms in a Child Care Setting

- Waterloo Co-operative Preschool teachers and Board members will work with Waterloo Region Public Health to monitor and respond to reports of COVID-19 symptoms.
- Waterloo Co-operative Preschool will not allow any staff or child into the Preschool who has not passed screening or has been advised by the local Public Health to self-isolate.
- Public Health will be consulted for direction should anyone have symptoms at the Preschool.

- **In response to a positive case at the Preschool**, all families will be notified by email about the outbreak. A serious occurrence notification form will be posted on the website with non identifying information and an email sent to the affected members informing them of the situation and next steps. Staff will work with public health in communicating to families about the outbreak.
- Reporting procedure to public health, use this link: CURRENTLY SUSPENDED <https://forms.regionofwaterloo.ca/External/COVID-Response-external/Childcare-Reporting-Symptomatic-Staff-or-Children> New daily reporting coming
- Follow the flow chart given from Public health and the exposure information below:
- https://covid-19.ontario.ca/exposed?utm_source=mobile-app-organic&utm_medium=referral&utm_campaign=covid-alert-mobile-app-english&utm_content=covidalertapppage-text&s=09&fbclid=IwAR3Qrq69N5moN0g_98ULWTzIbn74sHQUP3jHcPUL-RyihxYM7myX24Y-dc

2.6 Required Forms

- COVID-19 Active Screening Form provided by public health for staff, children and essential visitors.
- Parent/Guardian Agreement for Child Care Services
- Close Contact Log Form
- Permission to apply hand sanitizer
- Reporting of Absence and symptoms form
- WCP Reason for Absence form : <https://forms.gle/PUoLTkowi8joVWr67>

3.0 Cleaning after a child

3.1 Procedure for how to clean up blood/vomit

- Staff will block off the area until cleanup and disinfection is complete. No children or unprotected staff members will be allowed to enter this area. A staff member will wash their hands and put on appropriate PPE, including disposable gloves, surgical mask, gown and face shield or goggles.
- A Staff member will wipe up the spill as much as possible with a paper towel or other absorbent material and then spray all contaminated areas with Oxiver and let it air dry when possible.
- Once they have finished cleaning they will remove their PPE safely and place it in a garbage bag with all other soiled cleaning materials. They will then place it in a double bag and securely tie up the garbage bag and discard it.
- Staff will thoroughly wash hands with soap and water.
- In the event of any spray of bodily fluids an area of 2 metres around will be sanitized.

3.2 Cleaning Post-Symptomatic Child

- Staff will block off an area and post a sign showing that the room is closed off until a thorough cleaning is done.
- Staff will wear gloves, face shield/goggles and PPE.
- Staff will disinfect all toys, and all surfaces that the child touched both in the isolation area and the classroom.
- Items unable to be disinfected will either be disposed of or quarantined in a storage area in the hallway cupboards or outdoor shed for 7 days.
- Staff will remove PPE and place it in a garbage bag before returning to the classroom.
- Staff will thoroughly wash hands with soap and water before returning to the classroom.

4. Snack and Mealtimes

4.1 Policy

Waterloo Co-operative Preschool will ensure that food is prepared and served in the safest way possible and will follow the Snack Policy.

- Food handlers must be in good health and practice hand hygiene and respiratory etiquette. Dedicate staff for kitchen duties; ideally, do not assign housekeeping staff to be involved with food preparation or food service.
- Snacks will be simple so that they can be prepared in the classroom kitchen - except for messy things like cutting a melon which will be done in the upstairs kitchen before class starts.
- Staff will abide by the church regulations of no more than five people in the kitchen and will document if ever in contact with another person from the building. Staff will try to avoid contact with other groups. Staff will follow the church's sanitation procedures.

4.2. Serving Children

One staff will:

- When possible ensure that children are seated at least 2-meters apart during snack time.
- serve the children using tongs and will use separate utensils to ensure there is no cross contamination between servings. Use disposable dixie cups.
- children will be brought in in small groups for snack in order to maintain maximum distancing

5. Social Distancing and Child Care

5.1 Policy Social Distancing and Child Care

Social distancing is proven to be the best way to stop the spread of illness. Social distancing involves staying 2 meters away from others. Therefore, teachers will encourage students to social distance and will maintain that distance from other teachers where possible.

5.2 Procedures

5.2.1 Children - Social Distancing Protocol

- Staff will encourage children to social distance on the playground and in the classroom.
- Staff will have multiples of toys so that children do not have to share.
- Staff will create kits to promote individual play or for one group only.

5.2.2 Staff - Social Distancing Protocol:

- Staff will maintain a social distance of at least 2 meters while in the preschool setting, where possible. This includes hallways, classrooms, bathrooms and in the playground.
- Staff will not make physical contact with other staff, parents/guardians or children. This includes hugging, giving high-fives, and shaking hands.
- Staff will maintain a close contact log which will be used to track staff who may have come into close contact with other staff or children, at what time this happened, and a description of the PPE being used at the time of contact.

6. Staying Home When Sick

6.1 Policy

All children and staff need to stay home if they are feeling ill with any symptoms at all such as fever, cold, sore throat, headache, chills or respiratory symptoms. Waterloo Co-operative Preschool will refuse entry to any person who has visual signs or worsening symptoms.

6.2 Procedure

- Children and visitors will not attend the Preschool if they fail the screening question as listed in Section 2.
- Children/parents/guardians/staff/visitors will not attend the Preschool if someone they live with is currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms.
- Parents/guardians/staff will contact the supervisor/head teacher if they have been in contact with a suspected case of COVID-19.
- Parents/guardians/staff/visitors must self-isolate for a minimum of 10 days from the onset of symptoms.
- Parents/guardians/staff/visitors will take the online assessment tool to assess whether they should stay home or not based on Covid Symptoms. Children are not to attend with ANY ill symptom, covid or not due to our large cohort and limited staff.
- Staff will contact the supervising teacher/head teacher immediately if they can not attend their shift giving description of their symptoms and will report back regularly. A supply staff may be assigned in order for continuity.

7. Illness Within the Centre - COVID 19 Response Plan

7.1 Policy

If one person is diagnosed with COVID-19 then Waterloo Co-operative Preschool will declare an outbreak under Public Health Direction if it occurred at the Preschool. Waterloo Co-operative Preschool will contact the Region of Waterloo Public Health for further guidance and this will trigger an emergency response action that enhances safety practices as directed by public health. A serious occurrence will be filed with the Ministry of Health following the Serious Occurrence Procedure set out by the Ministry of Education Families will be communicated promptly by email with updates.

7.2 Procedures

7.2.1 If a child becomes ill/symptomatic while at the centre:

- A mid morning health check will be conducted by staff. Any child who develops the following symptoms; headache, runny nose, unexplained loss of appetite, diarrhea, loss of sense of smell or taste, small red/purple spot-on hand/feet, fever, sore throat, coughing, difficulty breathing, or shortness of breath (or any other indicator of ill health) must leave the program and staff will initiate emergency actions to further protect everyone and manage the situation.
- Staff will contact the family immediately to arrange a pickup for the child. If a parent cannot be reached, the teachers will try to reach the emergency contact.
- While the child is waiting to be picked up, they will be isolated from the rest of the class and other teachers. The Screener will take the child to the hallway or pick up area outside, while waiting to be picked up. Staff need to stay in ratio, therefore if the Screener is not present, the child will be supervised with the blue door open and set up with a table, toys and a chair in the area beside the washroom away from others. This area will be blocked off with the wood gates or tape and a sign posted CLOSED. This area and washroom will remain closed until a thorough cleaning and sanitation is performed. Other children will use the other washroom if needed while waiting for pick up. Any siblings will also need to be sent home with the symptomatic child.
- The designated staff will get the isolation kit that contains PPE, gloves, face shield/goggles, gown and mask, tissues, sanitizer, garbage can with lid and will maintain a personal distance of 2 meters. The supervising teacher will fill in “the online form for symptomatic individuals” and seek direction from public health. Public Health will make all decisions regarding attendance
- <https://forms.regionofwaterloo.ca/External/COVID-Response-external/Childcare-Reporting-Symptomatic-Staff-or-Children>
- If the child can tolerate it, and they are above age two, they will be encouraged to wear a mask.
- Any contaminated articles belonging to the symptomatic child (including soiled clothes) will be placed in a sealed plastic bag and sent home with the child. Soiled items must not be rinsed or washed at the centre.
- Staff will instruct parents/guardians to use the online self-assessment tool and to follow the direction given in the tool (which may result in exclusion and self isolation, seeking medical advice or getting COVID-19 testing).
<https://www.regionofwaterloo.ca/en/health-and-wellness/return-to-school.aspx>
- Once the child has been picked up the designated staff will remove and dispose of PPE.

- The designated staff will don clean PPE before cleaning the isolated area and any other areas or objects touched by the ill child as soon as possible.
- The supervising/head teacher will contact Public Health in accordance with the table above through the Region of Waterloo Reporting Form for Symptomatic Child/Staff, as well as the Board of Directors.
- Parents should continue to report back to the centre any further symptoms, tests results and direction given to them from Public Health.
- For details on how to self-monitor and isolate, refer to Public Health Ontario's factsheets:
 - How to self-monitor:
<https://www.publichealthontario.ca/-/media/documents/ncov/factsheetcovid-19-self-monitor.pdf?la=en>
 - How to self-isolate:
<https://www.publichealthontario.ca/-/media/documents/ncov/factsheetcovid-19-how-to-self-isolate.pdf?la=en>.

7.2.2 If a staff member becomes ill/symptomatic while at the centre:

- If a staff member becomes ill while at work, they will be immediately sent home (including their children, if applicable) by the supervising teacher and replaced with a supply staff. Ratio will be maintained at all times.
- If no supply staff are available, parents will be called to pick up early.
- Any items used by the ill staff must be cleaned and disinfected immediately.
- If the staff member is suspected or has had a positive test of COVID-19 the supervising/head teacher will report to the Ministry of Education as a serious occurrence within 24 hours.
- The supervising/head teacher will inform parents/guardians of all classes and staff who were working when the staff member became ill to self monitor for symptoms of COVID-19.
- If the staff member or a visitor who worked in the classroom tests positive for COVID-19 all classes will be sent home to self-isolate and or will follow the direction given from Public Health.
- The staff will not work at the Preschool until all symptoms are fully resolved and they have received a negative COVID-19 test. or as directed by current public health direction.
- Any staff member who has been exposed to a confirmed case of COVID-19 or a symptomatic person will not work at the preschool for 10 days or until they receive a negative COVID-19 test and are cleared by public health.
- If required, The supervising /head teacher will contact Waterloo Region Public Health to inform them of a potential case and ask for direction regarding the information they should share with other close contacts, staff, parents/guardians and the Board of Directors.
- The supervising/head teacher will ask the President to contact WSIB and the Ministry of Labor when a staff member tests positive for COVID-19 within 72 hours of being informed of the illness.

7.2.3 Child/staff becomes sick at home

- If a child or staff becomes sick at home they need to contact the supervising teacher/head teacher to record the symptoms and advise them to take the online assessment.

- The child or staff cannot re-enter the program until they have followed all public health directions (ie 5-10 days absent or 2 negative Covid tests 48 hours apart. They also must be 24 hour symptom free of any ill symptom before returning. Refer to Public Health for the most up-to-date directions).

7.3 Reporting Covid-19 to Parents and the Ministry and Serious Occurrence

The supervising/head teacher

- Will report a suspected or confirmed case of COVID-19 to the Waterloo Region Medical Health Officer and will follow any directions they give.
- Will offer all documents needed to help the Public Health officials to support case management and contact tracing.
- Will follow the Municipal Freedom of Information and Protection of Privacy Act.
- Will update or submit a new serious occurrence report if Waterloo Region of Health orders a closure of the Preschool or more cases are confirmed.
- Will submit a Serious Occurrence report under the Unplanned Disruption of Service category on ccls when the Region of Waterloo Health orders a closure or partial closure due to illnesses.
- Will inform parents of the outbreak via email and will post the notification form on the website with no identifying information of individuals.
- <https://forms.regionofwaterloo.ca/External/COVID-Response-external/Childcare-Reporting-Symptomatic-Staff-or-Children>
- <https://www.earlyyears.edu.gov.on.ca/ChildCareWeb/public/login.xhtml>
-

7.3.1 Outbreak Management

Waterloo Region Public Health may declare an outbreak at Waterloo Co-operative Preschool within a 14-day period after one or more confirmed cases of COVID-19 have been confirmed by staff, children or visitors, or if there is a transmission link between the cases at Waterloo Co-operative Preschool. Waterloo Region Public health will direct the Supervising Teacher on the steps they should take.

Prior to Omnicron, Confirmed cases should generally not be re-tested if they develop new symptoms after their COVID-19 infection resolves. If a child or staff was a confirmed case and then develops symptoms after a new exposure to a confirmed case or travel, however, please report the situation to Public Health via the online reporting form and they will provide advice regarding testing and isolation or follow most up to date public health guidance.

When there is high community infection rates, class sizes or cohorts may be reduced. This will be communicated to parents by email. Surveys will be utilized to help determine the needs of the membership.

Qualified RECE staff must operate the program and maintain ratios; if insufficient staffing becomes a concern, classes may be cancelled.

8. Cleaning and Disinfecting Program Space

8.1 Policy

Staff will clean the classroom and highly touched surfaces before, during, and after class to stop the spread of the COVID-19 virus.

8.2 Procedures

8.2.1 Cleaning and disinfecting the Centre

- Staff will create a cleaning checklist of all cleaning activities that need to be completed throughout the day.
- Staff will sign off the cleaning log to ensure cleaning is completed.
- The Church custodian is responsible for disinfecting the main entrance and other doorways before class; staff will disinfect before and after our morning drop off is complete and after pick up.
- Staff will clean the classroom before and after each class.
- Staff will clean and sanitize high touch frequently used surfaces throughout the program.
- Staff will disinfect after every group uses the washroom and initial the chart in the washroom.
- Staff will vacuum the classroom after each class and will steam clean the carpet regularly.
- Each checklist needs to be completed two times daily or more often if needed.
- Staff will sign off the checklist once the area has been cleaned.
- Staff will clean shared items after each use, such as markers, glue, sticks, and scissors.
- Staff will avoid sharing devices, tools (i.e., pens, clipboards phones) and equipment.
- Staff will limit the exchange of papers.
- Staff will clean with a diluted bleach of 5 ml of bleach in 250 ml of water or Oxiver.

8.3. High touch surfaces procedure

- The designated screener and teachers will disinfect high touch surfaces in the hallway (doorknobs, door handles, etc.) with a bleach and water solution, or Oxivir two times daily.
- Refer to the Centre Cleaning Checklist.

8.4. Toys and Supplies

Staff will:

- Wear gloves when cleaning/disinfecting any toys, equipment or furnishings.
- Perform hand hygiene before and after using gloves.
- Ensure children are not bringing personal comfort items out of the cubby area.
- Remove all items that cannot be cleaned and place them in a sealed container for seven days after use. Staff will keep an inventory log of the storage.
- All toys will be “tight fitting, smooth and non absorbent”.

- Ample toys that are easily cleaned will be provided for children to engage that are easily cleaned.

9. Cleaning and Disinfecting Outdoor Space/Playground

9.1 Policy

The playground will be checked according to licence requirements using the Playground Checklist binder. The toys and equipment in the playground will be cleaned and disinfected regularly and this cleaning will be recorded with date and initial.

9.2 Procedures

- Staff will:
 - Wash all soiled surfaces with soap and water regularly
 - Be supplied with an adequate supply of wipes, sanitizing wipes, Kleenex, disposable gloves and disposable paper towels in the shed.
 - Make sure there is easily accessible garbage available.
 - Disinfect high traffic items such as gate latches and the door handle on the shed.
 - Clean and disinfect any toys and equipment used: trucks, pails and shovels, balls, bikes, etc.
 - Clean and disinfect the plastic fence barrier.
 - Use the Playground Cleaning Checklist and use bleach and water solution during Spring and Fall to ensure all areas have been cleaned regularly. In the winter months focus on handwashing as mittens are often worn and only use soapy water as we do not want bleach solutions freezing on surfaces and children accidentally ingesting.

10. Personal Protective Equipment

10.1 Policy

Waterloo Co-operative Preschool will ensure that all staff and students are provided PPE and have a secured and sustainable supply of PPE and cleaning supplies. All staff and students will be trained on how to properly put on and remove Personal Protective Equipment (PPE). This training will follow the Waterloo Region Public Health guidelines. The use of medical masks and eye protection is for the safety of child care staff and the children in their care. This is very important as children in childcare often do not wear masks and non vaccinated. Masks are strongly recommended to be worn by all children over the age of 2 while indoors.

10.1.1 When staff will wear mask and face shield or goggles and PPE

- All adults must wear a medical mask and eye protection while inside the childcare centre and hallways and washrooms, when children are present indoors, unless they have an exemption such as when staff are eating or when outdoors, but they should always maintain physical distance.
- Staff will wear a mask and face shield or goggles when:

- In the screening area and when attending to children in the program.
- During diapering and toileting routines.
- When cleaning and disinfecting blood or bodily fluid spills if there is a risk of splashing.
- When caring for a sick child or a child showing symptoms of illness.
- When cleaning and disinfecting toys and equipment.
- When hugging or comforting a child.
- When social distancing cannot be maintained.
- Staff will keep in mind that the procedure of masking up takes time without contamination after having removed them, given the frequent and spontaneous need for close interaction in a childcare setting.

10.1.2 Children wearing a mask

- Children over age 2 are strongly encouraged to wear a mask inside but are not required.
- masks are required for singing indoors, if permitted
- When children wish to remove their mask they will place it in a baggie in their cubby.
- Parents/guardians are required to supply masks for their children that are labelled with their name and washed daily.

10.1.3 Exemptions

- Reasonable exceptions to the requirement to wear masks are in place such as:
 - Staff are not required to wear a mask due to medical issues if they have talked with the supervising/head teacher. Alternative styles should be tried.
 - Staff do not need to wear masks while drinking or eating.
 - A doctor's note is not required should a staff request an exemption.
 - Situations where a child cannot wear a mask (when one is necessary, such as when a child is symptomatic) will be logged in the daily journal.
 - Situations where an individual needs a mask break or is fogged up or impairing one's ability to see and is at risk of falling should not be masked and simply logged in journal.
 - when on the playground and social distancing can be met
 - If a staff member is alone in the classroom or able to maintain distance from other staff, they may remove their mask.
- Supervising teacher will document all exemptions.
- Exemptions are also permitted while indoors or outdoors when sufficient social distancing of at least 2 meters is possible.

10.1.4 Changing masks

- Masks must be changed if visibly soiled or wet or when close contact has occurred with an ill child.

10.1.5 Procedures

- Waterloo Co-operative Preschool will supply all masks, face shields/goggles, gowns and gloves for staff and visitors as needed.
- Staff will wash hands or use sanitizer before applying a mask and before and after removing a mask or goggles.

10.2 Eyewear

10.2.1 Cleaning Protective Eyewear

1. All eye protection must be cleaned and disinfected between uses. Follow manufacturer's instructions for cleaning and disinfecting of eye protection, if available.
2. Use Health Canada approved disinfectant wipes.
3. Perform hand hygiene prior to removing eye protection
4. When removing eye protection, reach up behind head or side of head; do not touch the front of contaminated eye protection
5. Using a Health Canada approved disinfectant wipe in one hand, carefully wipe the inside surface of eye protection. Discard wipe.
6. Still holding eye protection in the same hand, use the other hand and take a second Health Canada approved disinfectant wipe, and wipe the outside surface of the eye protection. Discard wipe.
7. Place clean eye protection on a clean surface.
8. Perform hand hygiene.
9. If visibility is compromised by residual disinfectant, eye protection can be rinsed with tap water.
10. Allow eye protection to dry prior to next use.
11. Store in a designated clean area in a manner to prevent contamination (e.g. labelled paper or plastic bag.)
12. Discard eye protection if damaged and/or it becomes difficult to see through.

10.2.1 Selecting Protective Eyewear

When selecting eye protection for the workplace, consider the following criteria:

- Eye protection fits properly and does not interfere with the proper fit of a worker's mask.
- Eye protection must be used in conjunction with a mask/face covering
- Eye protection is either single use disposable or able to be cleaned, disinfected and reused
- Eye protection must provide a barrier to splashes from the side
- The type of work/activity.
- If you wear prescription glasses, use a face shield or goggles that fit snugly over the eyeglasses.
 - Conversion kits would not make the eyewear compliant to be used as PPE within a workplace.

- In addition, cleaning and disinfection products for reusable PPE may damage prescription glasses.

10.2 Gloves

- Gloves need to be worn with a mask, face shield/goggles and PPE.
- Gloves will be the first on before placing the PPE.
- Gloves will be removed the correct way after completing the activity and placed in the garbage.

10.2.1 How to place gloves on

1. Wash hands with soap and water or use sanitizer.
2. Put on gloves ensuring that you do not tear or puncture the gloves.

10.2.2 How to remove using a glove-to-glove/ skin to skin technique

1. Grab the outside edge near the wrist and peel the glove away, by rolling the glove inside out.
2. Reach under the second glove and peel away.
3. Place in the garbage immediately.

10.3 Mask

10.3.1 How to wear your mask:

1. Wash hands with soap and water or use alcohol-based hand sanitizer.
2. Place the loops of the mask around your ears or tie the strings behind your back tightly.
4. Ensure the mask covers your mouth and nose and that there are no gaps between your face and mask.
5. Do not touch the front of the mask while you wear it and if you do, wash your hands or use alcohol sanitizer.

10.3.2 How to remove your mask

1. Remove the loops of the mask from your ear or untie the strings.
2. Hold the mask by the loops or strings and place the mask in the garbage.
3. Wash your hands with soap or with an alcohol-based sanitizer.
4. Store reusable masks in a clean paper bag, out of reach of children, until it is worn again.
 - a. When the reusable mask is damp or dirty, staff will place it in the dirty laundry and later it will be washed in hot soapy water and air dried before reapplying.
 - b. If the reusable mask has a hole, tear or cannot be cleaned, it will be thrown in the garbage bin.
 - c. After the program is done, reusable masks will be placed in the laundry to be washed.

10.4 PPE

10.4.1 Putting on PPE

- Wash hands.
- Put on gown
 - Tie neck and waist ties securely, or snap sides.
- Put on mask.
- Put on goggles/face shield so that it fits over the brow.
- Put on gloves.

10.4.2 Removing PPE

- Gloves to be folded into each other and disposed of into garbage with a lid.
- Remove goggles/face shield.
- Remove gown
 - Remove gown in a manner that prevents contamination of clothing or skin.
 - Beginning with waist ties, then neck ties, pull the gown forward from the neck ties and roll it so that the contamination on the outside of the gown is to the inside.
 - Roll off the arms into a bundle, then discard immediately in a manner that minimizes air disturbances.
- Remove disposable mask.
- Discard immediately into a plastic lined garbage bin if using a disposable mask
- Perform hand hygiene

11. List of Essential Items Permitted in the Centre

11.1 Policy

Waterloo Co-operative Preschool is decreasing the number of personal belongings permitted in the Preschool to essential items only. All personal items must be taken home and washed at the end of each day. Children should arrive at the Preschool in clean clothes each day.

11.2 Staff

- Personal items include:
 - Phone
 - Personal water bottle
 - Personal products Personal medication, if applicable
 - Staff may bring their lunch and keep it in their designated area
 - Purses or bags.

11.3 Children

- No backpacks or reusable bags. Large zip lock baggies are best. The following items should be placed in ONE clean labeled bag:
-

- Extra clothing: socks, underwear, loose pants, indoor shoes, short sleeve shirt, sweater.
- Comfort object to be left in child's cubby as they are not able to bring into the classroom, if needed (this item MUST be laundered daily). No soothers.
- Personal items (diapers, wipes, sippy cup), if applicable. masks in zip lock bags with names on them
- Personal medication (ie, epi pen, asthma medication), if applicable and only when an emergency plan is developed and posted.
- No outside food or drink is permitted in the center, unless meeting specific dietary needs related to food allergies/sensitivities and is noted in ISP -as listed in the child's file. All items from home must be clearly labelled with name.
- Children will be supplied water in dixie cups from filtered water in a jug from a lead tested sink, as needed.

12. Handwashing

12.1 Policy

- The best way to reduce the spread of COVID-19 is to ensure that all staff, children, and anyone entering the centre follows recommended hand washing procedures when arriving and leaving and after close contact with others.
- When sinks for handwashing are not available, alcohol-based hand sanitizers (ABHS), containing at least 60-70% alcohol, should be used provided permission is granted.
- Handwashing using soap and water will be used as a preference over alcohol-based sanitizers wherever possible.
- Routines will be built-in to promote frequent handwashing.
- Hand sanitizer will be available at the screening table and in multiple locations within the centre, out of reach of children. Parents are required to sign permission for its use.

12.2 Handwashing for staff

12.2.1 When staff will wash their hands

All Staff will wash their hands frequently throughout the day, and when:

- Upon entering the centre.
- Before preparing or serving food
- Before and after diapering a child or assisting a child in the washroom.
- After wiping or blowing their own nose or that of a child's.
- Before and after contact with a child.
- After cleaning up messes and spills.
- After handling garbage.
- After using the washroom.
- After removing soiled clothing.
- After touching 'high touch' surfaces (ie., doorknobs, light switches, faucet handles, etc.).
- Before and after applying first aid.

- Before and after washing toys.
- Before and after applying and removing any PPE.
- Before leaving the centre at the end of their shift.
- Before and after using gloves.
- After touching someone's face or other close contact.

12.2.2 Procedure for staff on handwashing using water

1. Wet hands with warm water.
2. Use soap and running water.
3. Rub your hands vigorously as you wash them for at least 15 seconds.
4. Wash all surfaces, including the back of your hands, wrists, between fingers, under fingernails.
5. Rinse your hands well, leave the water running.
6. Dry your hands with a single-use towel.
7. Turn off the water using a paper towel instead of bare hands.
8. Dispose of the paper towel in the garbage.

12.2.3 Proper Hand Sanitizing Procedure for Staff

Only when a sink for handwashing is NOT available, staff will use ABHS (Procedure taken from Public Health Ontario) to clean their hands.

1. Apply 1-2 pumps of product to palm of hands.
2. Rub hands together for at least 15 seconds. Rub palm to palm. Rub in between and around fingers. Rub the back of each hand, fingertips, and thumbs.
3. Rub hands until the product is dry. DO NOT use paper towels.
4. Once dry, hands are clean.

12.3. Procedure for children washing hands

All children will wash their hands or use hand sanitizer frequently throughout the day.

- Children will wash their hands:
 - Before they arrive at the Preschool and when entering the classroom.
 - Before they eat or drink.
 - After placing soiled dishes in the bin after eating.
 - After eating snack.
 - After they have used the toilet or have a diaper changed.
 - After they have sneezed, used a tissue, or picked their nose.
 - After they have mouthed a toy or mouthed their own hand.

- After they have touched another child or shared a toy.
- After a messy, creative or an outdoor activity.
- Parents should ensure children wash their hands before they leave the centre.

12.3.1 Proper Handwashing Procedure for Toddlers and Preschoolers

Handwashing using soap and water is recommended over alcohol based hand rub when hands are visibly soiled and for children. To ensure proper hand washing for toddlers and preschool children, staff will aid in and follow these steps:

1. Allow the child to wet his/her hands.
2. Allow the child to squirt drops of liquid soap onto his/her hands.
3. Facilitate the child's washing all areas of the child's hands for at least 15 seconds.
4. Ensure that the child rinses his/her hands (from wrist to fingertips) under running water.
5. Ensure the child dries his/her hands using a fresh paper towel.
6. Turn off the faucet using the paper towel and throw out the towel.
7. Wash your own hands.

Appendix

1.1 How to Wash Hands With Soap and Water

Appendix A: Hand Hygiene Posters



1 How to wash your hands poster

1.2 How to Clean Hands using Alcohol-Based Hand Rub

Clean your hands!

Your hands can pass on harmful germs.

We carry many different germs on our hands everyday. These germs can make us sick (e.g. cold, flu, diarrhea). When done right, cleaning your hands often is one of the best ways to help stop the spread of germs.

Clean your hands before & after:

- Preparing and serving food
- Eating
- Putting on or taking off disposable gloves
- Treating a cut or wound
- Caring for someone that is sick

Clean your hands after:

- Handling raw meat
- Coughing, sneezing or blowing your nose
- Using the washroom
- Changing a diaper
- Handling animals or their waste

How to use alcohol-based hand rub

Note: If your hands look dirty, it is best to use soap and water.



Use enough alcohol-based hand rub to cover all areas of your hands



Rub hands for at least 15 seconds or until product is dry (rub finger tips, between fingers, back of hands, base of thumbs and wrists)

62% alcohol

Recommended for the general public

70% alcohol

Recommended for health care settings

Help protect yourself and others in only

15 seconds

Gel vs. Foam: Use enough hand rub to allow for a 15 second rub. Foam can dry out quicker; more foam may be needed.

Other ways to prevent the spread of germs:

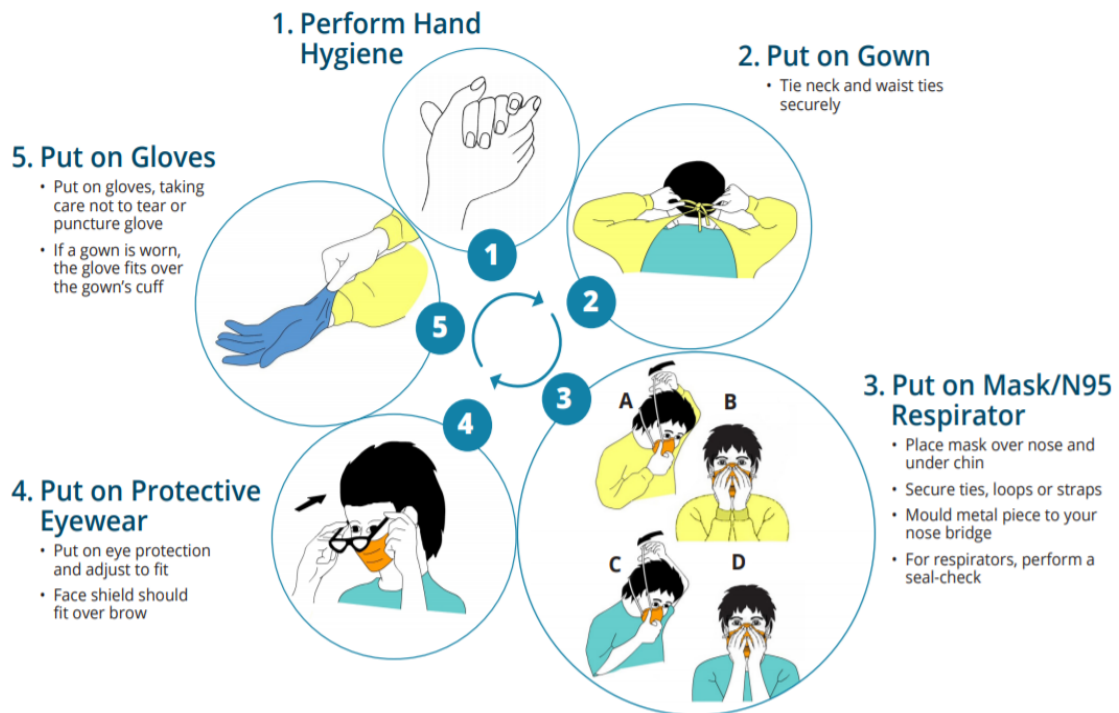
- Cover your cough or sneeze
- Stay home when you are sick, return to work only when you feel better
- Clean and disinfect to remove dirt and germs from surfaces
- Prevent food-borne illness by handling food safely



June 2013

2.0 Putting on Personal Protective Equipment (PPE)

Recommended Steps: Putting On Personal Protective Equipment (PPE)



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

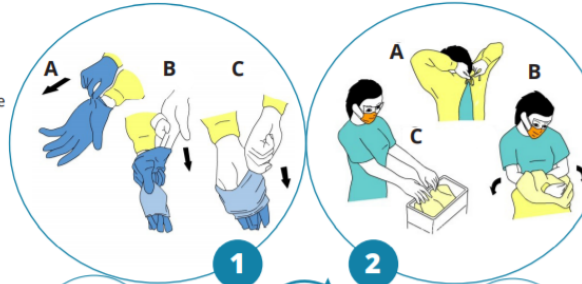
2.1 Removing Protective Equipment (PPE)

Recommended Steps:

Taking Off Personal Protective Equipment (PPE)

1. Remove Gloves

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



2. Remove Gown

- Remove gown in a manner that prevents contamination of clothing or skin
- Starting with waist ties, then neck ties, pull the gown forward from the neck ties and roll it so that the contaminated outside of the gown is to the inside. Roll off the arms into a bundle, then discarded immediately in a manner that minimizes air disturbance.

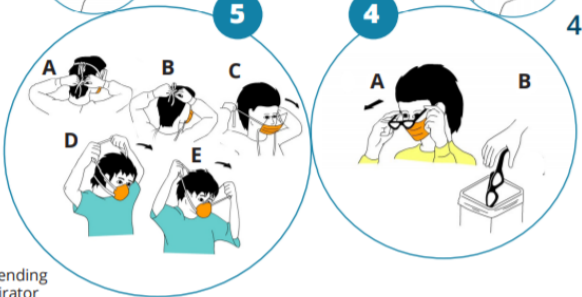


6. Perform Hand Hygiene

3. Perform Hand Hygiene

5. Remove Mask/ N95 Respirator

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



4. Remove Eye Protection

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

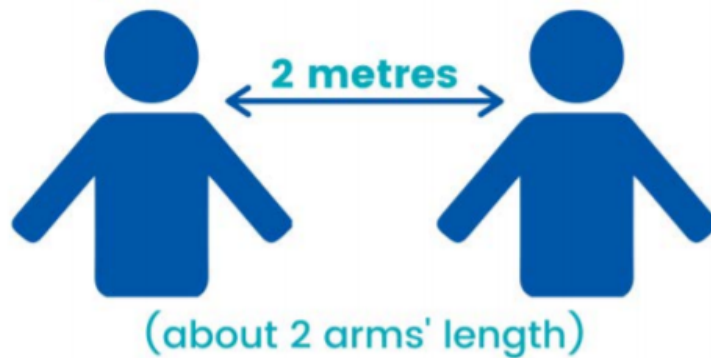
This is an excerpt from Routine Practices and Additional Precautions In All Health Care Settings (Appendix L) and was reformatted for ease of use.

3.0 Physical Distancing Poster

Appendix B: Physical Distancing Poster

Practice Physical Distancing

Keep 2 metres between yourself and others



Visit regionofwaterloo.ca/COVID19

4.0 Daily Screening Form

This form is completed by staff at the screening station.

Date	Name (Last Name, First Name)	Room	Have you taken the Ministry of Health's COVID-19 online screening tool on behalf of your child before coming today?	In the last 14 days has the child travelled outside of Canada or been identified as a "close contact" with someone having COVID-19	Does your child or any members of your household have one or more COVID-19 symptoms?	Has a doctor, health care provider, or public health unit told you that the student should be isolating?	Is the individual's temperature greater than 37.8?	Public Health Contacted (yy/mm/dd)	Comments
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4.1 COVID-19 Symptoms Daily Screening Checklist

Screening Questions

Do you have any of the following **new or worsening** symptoms or signs?

- Fever (temperature of 37.8°C or greater) Yes No
- Cough Yes No
- Difficulty breathing Yes No
- Sore throat Yes No
- Difficulty swallowing Yes No
- Loss of taste or smell Yes No
- Nausea/vomiting, diarrhea, or abdominal pain Yes No
- Runny nose or nasal congestion Yes No

- Red eyes (conjunctivitis) Yes No

- Not feeling well, tired or sore muscles Yes No
- Chills or headache Yes No
- Lethargy, difficulty feeding in infants (if no other diagnosis) Yes No

