

LITTLE HANDS DAYCARE CENTRE



COVID-19 Parent Policies Handbook

Location #1: 824 Thompson Road, Milton, ON L9T 9H2
Telephone Number: 905-864-6632 ext. 1
Email: centre1@littlehamdsmilton.ca

Location #2: 824 Thompson Road, Milton, ON L9T 9H2
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The following policies and procedures have been put in place as of June 29, 2020 until we have received the approval from the Ministry of Education and/or Halton Region Public Health to end. In the event of a conflict between this document and the Little Hands Daycare Centre Parent Handbook, this document will prevail. Advice of Halton Region Public Health must be followed, even in the event that it contradicts this document.

Guidance documents used to create these policies include:

- Operational Guidance During COVID-19 Outbreak – Ministry of Education (<http://www.edu.gov.on.ca/childcare/child-care-re-opening-operational-guidance.pdf>)
- COVID-19 Guidance: Emergency Child Care Centres – Emergency Child Care Centres – Ministry of Health (http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_child_care_guidance.pdf)

Hours of Operation

We are open Monday to Friday from 7am-6pm except Statutory Holidays and Civic Holiday.

Clothing and Personal Belongings

We require all children's belongings to be labelled to ensure it is not shared between children, including clothing, shoes, sippy cups, soothers, bottles, blankets, etc. Any items that are not labelled will be sent home.

We ask for no toys from home to be brought into the centre. The centre will not be responsible for lost or stolen items.

Your initial bag of belongings must be brought in a plastic bag that can be disinfected before being brought into the Centre. After this, any and all items being brought into the centre or being sent home from the centre must be in the large ziploc bag we will provide on your child's first day back at pick up time or one similar. There will be a bottle with a bleach and water solution to be able to disinfect the exterior of this ziploc bag both at intake, as well as pick up time.

Waitlist Policy and Procedure

Little Hands Daycare Centre has developed a waitlist policy and procedure to establish and maintain transparent guidelines to all families inquiring and showing interest in our program. We operate our waitlist through our childcare software program, which is organized by requested start date and date added to the list. Families who would like to be added to our waitlist can contact anyone in Little Hands Management team via telephone or email, where we can then walk you through the waitlist process to gather the information required to be added to the list. Please note that there is no fee to be added to the waitlist.

Due to the limited spaces we currently have available due to COVID-19 guidelines on operating cohorts/classrooms of 10 individuals including educators, we will be offering spaces in the following order for our current families:

1. When both parents/guardians are working outside of the home.
2. When one parent/guardian is working in the home and one is working outside of the home.
3. When both parents/guardians are working inside of the home
4. All other situations

**Please note that specials requests will be taken into consideration and will be dealt with on a case by case basis.

If a space is still available after the above has been worked through, the order of offering out the space is as follows:

1. Families who are currently enrolled in our program who have requested a change in attendance or location.
2. Families who are currently enrolled in our program who have a sibling seeking entry.
3. Families who are on the waitlist for months prior to and including the month the space is available.
4. Families inquiring on care who are not on the waitlist at the time.

The Little Hands Management team will contact the families on the waitlist for the months prior to and including that current month on a monthly basis to see if they would like to remain on the list or be removed to maintain a current and up to date waitlist. If we have not heard back from families 10 business days after contact was made, they will be removed from the wait list.

Families can contact the Little Hands Management team to see where on the waitlist they are at that time. At no time will Little Hands Management give any information about other children or families on the waitlist in order to maintain the privacy and confidentiality of the children and families listed on our waitlist.

EXCLUSION POLICY

Little Hands Children's Learning Centre Inc. is committed to providing a safe and healthy environment for all children, staff and families. We will take all reasonable measures to prevent the risk of communicable diseases including COVID-19, such as our Intake Screening Procedure.

In order to do this, we will need all staff, parents/guardians and children to follow this policy. All children and staff must not attend the Centre if they are sick or not well, even if symptoms resemble a mild cold.

WHAT HAPPENS IF A CHILD BECOMES ILL AT THE CENTRE?

In the event that a child is at the Centre and begins to be unwell, they are to be separated from the other children in the classroom with their Parents/Guardians being contacted to pick up their child as soon as possible.

If a child becomes ill and/or shows symptoms of COVID-19 related symptoms, staff will:

- Ensure that the ill or symptomatic child is separated into the designated area at each location with another staff.
- Contact Parents/Guardians to pick up their child as soon as possible.
- Monitor the child until the Parents/Guardians pick up.
- Document the symptoms the child showed in the Classroom Communication Book & on the child's daily log on the *Sandbox Teacher App* for the Parents to access.

- Ensure that if a child appears to require immediate medical attention that the child is to be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a qualified medical professional.

If you suspect a child has symptoms of a reportable communicable disease (please refer to the Halton Child Care Health Resource), please report these immediately to Halton Region Public Health at 905-825-6000.

WHEN TO EXCLUDE

A child and/or staff should be excluded when there are signs and/or symptoms that are greater than normal, or if a child is unable to participate in regular programming due to illness.

Common symptoms of COVID-19 include:

- Fever of 37.8 degrees Celsius or higher
- New or worsening cough
- Shortness of breath (dyspnea)

Other symptoms of COVID-19 can include:

- Sore throat
- Runny nose or sneezing
- Nasal congestion
- Hoarse voice
- Difficulty swallowing
- New olfactory or taste disorders
- Nausea/vomiting, diarrhea, abdominal pain

HOW TO EXCLUDE

1. Supervise the child in a designated room with a hand washing sink and hand sanitizer available
2. Notify Parents/Guardians of the sick child for pick up immediately.
3. Only one staff should be in the designated room and attempt physical distancing from the ill child maintaining 2 metres distance. If physical distancing of 2 metres is not possible, staff should wear a surgical mask, eye protection (safety glasses/face shield) and gloves. Staff should perform proper hand hygiene and attempt to not touch their face with unwashed hands. The ill child should also wear a surgical mask if it is tolerated and the child is over the age of 2 years old.
4. Staff should not interact with others while waiting with an ill child.
5. Staff should avoid contact with the child's respiratory secretions
6. Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene
7. Increase ventilation in the designated exclusion room if possible (i.e. open windows)
8. Clean and disinfect the area immediately after the child has been sent home
9. Items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days.
10. Children with symptoms should be tested

11. Staff and children who were in the same room with the ill child will be cohorted/grouped and Halton Region Public Health will provide further direction on testing and isolation of these individuals
12. Contact Halton Region Public Health to notify of a potential case and seek input regarding the information that should be shared with parents of children in the Centre
13. Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the Centre for 14 days.
14. Children or staff who have been in contact with a presumptive COVID-19 case should be monitored for symptoms and cohorted until test results are received, if any have been completed or until directed by Halton Region Public Health
15. Staff awaiting test results who are asymptomatic, may continue to work unless they are a close contact of a case.

REPORTING

The directions outlined below will be followed for any **probable and/or confirmed** cases of COVID-19 for the following individuals:

- A child enrolled at either Little Hands Children's Learning Centre Inc. location
- A parent/guardian of a child enrolled at either Little Hands Children's Learning Centre Inc. location.
- A staff currently working at either Little Hands Children's Learning Centre Inc. location

When becoming aware of any **presumptive and/or confirmed** cases of COVID-19 for any of the individuals noted above:

1. Notify Halton Region Public Health immediately and follow all direction provided
2. Notify the Ministry of Education
3. Follow Halton Region Public Health's advice with respect to the appropriate process for notifying parents with children enrolled at the Centre
4. Notify Halton Region, Director of Children's Services
5. Report a Serious Occurrence (SO) in the Child Care Licensing System (CCLS) and post the Serious Occurrence Notification Form at the required space.

TESTING FOR COVID-19

Symptomatic staff and children should be referred for testing. Testing of an asymptomatic individual should be performed as their choice, unless directed by Halton Region Public Health as part of an outbreak management.

RETURN REQUIREMENTS

- Those who test negative for COVID-19 must be excluded until 24 hours after symptom resolution.
- Those who test positive for COVID-19 must be excluded from the Centre for 14 days after the onset of symptoms and clearance has been received from Halton Region Public Health.
- Asymptomatic contacts of a confirmed case may consider going for testing for COVID-19 within 14 days from their last exposure.
 - If they test negative and become symptomatic after the negative test, they should be re-tested.

- They must remain in self isolation for 14 days from their last exposure to the case, even if they get a negative test result.
- Staff who test positive for COVID-19 inform their supervisor of the positive test result
- Outbreaks should be declared in collaboration with the Centre and Halton Region Public Health

MONITORING

Ensuring that all environmental conditions are constantly monitored is essential in preventing and reducing illness.

Ensure monitoring includes the following:

- Observe children for illness upon arrival
- Active screening is required for anyone entering the Centre. Anyone who fail screening criteria will not be allowed into the Centre.
- Record symptoms of illness for each child including signs or complaints the child may describe (i.e. sore throat, stomach ache, head ache, etc.)
- Record the date and time that the symptoms occur
- Keep all screening records on site
- Record the room the child attends
- Record attendance and absences

RETURNING FROM EXCLUSION DUE TO ILLNESS

Staff/children who are being managed by Halton Region Public Health (i.e. confirmed case of COVID-19) should follow instructions from Halton Region Public Health to determine when to return to the Centre.

Policy Created June 2020

INTAKE SCREENING PROCEDURE & POLICY

Prior to a child or staff entering Little Hands Children's Learning Centre Inc. all children, staff and essential visitors (i.e. Ministry of Education Program Advisors, Halton Region Health Department Inspector, etc.) must complete a screening process. If any questions do not pass the screening process, the child, staff or essential visitor will be turned away from entering the Centre.

Prior to opening, the screening area must be set up, and prepared for intake. This includes:

- The Intake Staff has been trained and informed of how the Intake Process is to occur
- Set up the Intake Area by:
 - Placing the Intake Table outside of the front doors, blocking the entrance to the Centre.
 - Only allowing one door to be used for entrance/exit. This will ensure that everyone entering must be screened.

- The staff who is completing the Intake Screening must wear the following items:
 - Surgical Mask
 - Eye Protection (Safety Glasses OR Face Shield)
- Ensuring visual guides are set up (i.e physical distancing markers such as pylons, tape on the floor, chalk, etc.) so that if a line of waiting parents were to form, physical distancing can occur while waiting for their child to complete their intake screening.
- Ensuring that hand sanitizer containing a minimum of 60% alcohol content is available at the screening table
- Post signage explaining what the intake screening process consists of for parents to view while waiting to keep them aware

INTAKE SCREENING PROCEDURE

Every staff, child, essential visitor, etc. must be screened prior to being admitted into the Centre. The Staff completing the Intake Screening must ask all of the questions on the COVID-19 Intake Screening Forms, record their responses and the outcome of the screening process (pass or fail). These records must be maintained and kept on premise.

CHILDREN AND STAFF

For all children and staff, the Intake Screening Staff must ask the questions on the *COVID-19 Intake Screening Form* and document all responses, as well as take each individual's temperature with the no touch thermometer. Each individual's temperature must be below 37.8 degrees Celsius in order to pass the temperature reading part of the screening process. If a child or staff was to have a temperature of 37.8 degrees Celsius or higher, they are not to be granted access to the Centre.

The Intake Process for Children and Staff is:

1. Take child/staff temperature (MUST be under 37.8 degrees Celsius)
2. Ask: “Do you/your child or anyone in your household have cold like symptoms (pull out COVID-19 Reference Document for Symptoms. Have Staff/Parent/Guardian read over symptoms)?”. Document answer on the *COVID-19 Intake Screening Form*.
3. Ask: “Did child/staff receive any medication prior to drop off? If yes, what and why?”. Document answer on the *COVID-19 Intake Screening Form*.
4. Ask: “Have you or anyone in your household travelled outside of Canada in the last 14 days?”. Document answer on the *COVID-19 Intake Screening Form*.
5. Ask: “Have you/your child/anyone in your household had close contact with a confirmed or presumptive COVID-19 case?” (NOTE: A close contact is considered to be anyone who provided care for or who had close physical contact, less than 2 metres for any amount of time, to a person with COVID-19 and/or symptoms consistent with COVID-19 WITHOUT using consistent and appropriate personal protective equipment). Document answer on the *COVID-19 Intake Screening Form*.
6. If the individual's temperature is below 37.8 degrees celsius and all of the answers are a NO, the individual has passed the Intake Screening process and can enter the Centre. Respond to the individual with “Thank you for your patience. You (staff) / Your Child are cleared to enter the Centre.

7. If the individual's temperature is 37.8 degrees celsius or higher, or has answered YES to any of the questions, or refuses to answer, then they have failed the screening and cannot enter the Centre. Respond to the individual or their parent/guardian saying “Thank you for your patience. Unfortunately based on these answers, I am not able to let you enter the Centre. Please review the self-assessment tool on the Ministry of Health website or visit www.halton.ca to determine if further care is required.”

ESSENTIAL VISITORS

An example of an essential visitor is a Ministry of Education Program Advisor, Halton Region Health Department Inspector, etc. If you are ever unsure if someone is considered an essential visitor, please speak to your Supervisor, Assistant Supervisor or designate.

For all essential visitors, the Intake Screening Staff must ask the questions on the *COVID-19 Visitors Intake Screening Form* and document all responses, as well as take each individual's temperature with the no touch thermometer. Each individual's temperature must be below 37.8 degrees Celsius in order to pass the temperature reading part of the screening process. If a child or staff was to have a temperature of 37.8 degrees celsius or higher, they are not to be granted access to the Centre. All visitors time of entering the Centre and time leaving the Centre must also be documented on this form.

The Intake Process for Children and Staff is:

1. Take the individual's temperature (MUST be under 37.8 degrees celsius)
2. Ask: “Do you or anyone in your household have cold like symptoms (pull out COVID-19 Reference Document for Symptoms. Have individual read over symptoms)?”. Document answer on the *COVID-19 Intake Screening Form*.
3. Ask: “Did you take any medication prior to coming in? If yes, what and why?”. Document answer on the *COVID-19 Intake Screening Form*.
4. Ask: “Have you or anyone in your household travelled outside of Canada in the last 14 days?”. Document answer on the *COVID-19 Intake Screening Form*.
5. Ask: “Have you or anyone in your household had close contact with a confirmed or presumptive COVID-19 case?” (NOTE: A close contact is considered to be anyone who provided care for or who had close physical contact, less than 2 metres for any amount of time, to a person with COVID-19 and/or symptoms consistent with COVID-19 WITHOUT using consistent and appropriate personal protective equipment). Document answer on the *COVID-19 Intake Screening Form*.
6. If the individual's temperature is below 37.8 degrees celsius and all of the answers are a NO, the individual has passed the Intake Screening process and can enter the Centre. Respond to the individual with “Thank you for your patience. You are cleared to enter the Centre” & document the time of entering. When a visitor leaves, the time of leaving must be recorded as well.
7. If the individual's temperature is 37.8 degrees celsius or higher, or has answered YES to any of the questions, or refuses to answer, then they have failed the screening and cannot enter the Centre. Respond to the individual saying “Thank you for your patience. Unfortunately based on these answers, I am not able to let you enter the Centre. Please review the self-assessment tool on the Ministry of Health website or visit www.halton.ca to determine if further care is required.”

Created June 2020

SANITARY POLICY DURING COVID-19 PANDEMIC

The regular Sanitary Policy last updated October 2016 must still be followed, but due to COVID-19, the following additional items are to enhance our sanitary policy due to the current situation.

Definitions & How to Complete

Cleaning

- refers to the physical removal of foreign material (i.e. dust, soil, etc.) and organic material (i.e. blood, secretions, microorganisms, etc.). Cleaning removes, rather than kill microorganisms. Water, detergent and mechanical action (i.e. wiping) is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent film is removed.
- How to Complete:
 - For materials that cannot be submerged in a soap & water solution (i.e. high touch surfaces, shelves, large equipment, etc.):
 - Use soap and warm water spray bottle to wet the material and wipe clean
 - For toys that can be submerged in a soap & water solution:
 - Soak in a soap and water solution
 - Rinse the surface with clean water (warm to lukewarm temperature preferred)
 - Let the surface dry

Disinfecting

- Describes a process completed after cleaning in which a chemical solution (i.e. a 1:9 bleach and water solution), is used to kill most disease-causing microorganisms. In order to be effective, disinfectants must be left on a surface for a period of time. Contact times are generally prescribed by the product manufacturer (i.e. 1:9 bleach solutions require 1 minute of contact time to be effective)
- How to Complete:
 - For materials that cannot be submerged in a bleach & water solution (i.e. high touch surfaces, shelves, large equipment, etc.):
 - Spray entirely with 1:9 bleach & water solution (prepared daily)
 - Let sit for 1 minute to disinfect, then wipe down.
 - For toys that can be submerged in a bleach and water solution:
 - first clean toys in a detergent and water solution
 - follow by soaking in a 1:9 bleach and water solution. The contact time for disinfecting is 1 minute.

Cleaning & Disinfecting Requirements

COVID-19 can survive for several days on different types of surfaces and objects. Frequent cleaning and disinfection is important to prevent further spread of the disease. Little Hands Children's Learning Centre Inc. wants to protect our families and staff members from contracting COVID-19 in our setting as much as possible. In order to do so, we are implementing the following policies and guidelines:

- Upon Every Entry to the Building, all:
 - Staff must disinfect all of their belongings (i.e. purse, water bottle, travel mug, cell phone, lunch bag, etc.) prior to entering the classroom using the bleach & water bottle located at the Intake Table prior to entering. This includes when

entering upon beginning of shift, after all lunch breaks or anytime leaving the building.

- Items brought in with a child (i.e. package of diapers, package of wipes, bag containing items from home, etc.) must be sanitized prior to bring brought into the classroom.
- Hand Washing
 - To promote good hygiene through hand washing:
 - All staff must wash their hands with soap and water, including but not limited to: when hands are visibly dirty, before & after all lunch breaks, beginning & end of shifts, before handling food, upon entering a classroom, etc. If soap and water is not available, an alcohol based sanitizer with 60% or greater alcohol content is hand washing is not possible.
 - All children must wash their hands with soap and water, including but not limited to: when hands are visibly dirty, before & after all meals/snacks, upon entering the classroom at drop off, before leaving the classroom at pick up, before & after going outside to the playground, etc. If a child is unable to follow proper hand washing techniques, staff must assist the child in washing their hands.
 - Additional hand washing opportunities must be worked into the daily schedule.
- Toys & Toy Bins
 - All soft toys, materials with fabric & materials that cannot be easily cleaned must be removed from all classrooms. This includes but is not limited to soft dolls or dolls with partial soft bodies, stuffed animals, pillows, fabric books, etc.
 - Any toys that have come into contact with a child's mouth or other bodily fluids must be removed and not put out again until cleaned and disinfected.
 - All toys, toy bins and large equipment must be sanitized on a daily basis, at minimum twice per day. This can be completed
- Large Equipment
 - All large equipment (i.e. large toys unable to be submerged, shelves, etc.) must be cleaned and disinfected a minimum of 2 times per day, or when visibly soiled. This can be done in the middle of the day after lunch (during sleep time for rooms that children are sleeping) and at the end of the day after all of the children have left.
- Frequently Touched Surfaces/Areas
 - All high touch areas/surfaces including but not limited to door handles/push bars, light switches, toilet handles, table tops, handrails, touch screens, etc. must be cleaned frequently (a minimum of 2 times per day or when visibly dirty) using cleaning products registered in Canada with a Drug Identification Number (DIN) and labelled as a broad-spectrum viricide (i.e. bleach & water solution).
- Washrooms
 - All washrooms, both in the classrooms and in the hallways/foyer must be thoroughly cleaned frequently (a minimum of 2 times per day or when visibly dirty).
 - Bleach and water solution bottle is available in hallway washrooms (for staff) to be used before and after each use.

- Sinks in Communal Areas
 - All sinks in communal areas (i.e. kitchen, laundry area, etc.) must be cleaned and disinfected at least 2 times per day, and whenever visibly soiled or contaminated with bodily fluids
- Cots/Cribs
 - All cots/cribs should be kept within physical distancing measures. If this is not possible, children on cots should sleep head to toe or toe to toe. For Infant Rooms, only every other crib is to be used if physical distancing is not possible.
 - All cots/cribs must be sanitized after each use.
 - All bedding including cot/crib sheets and blankets must be washed daily.
- Tables/Chairs/Countertops
 - All tables and chairs must be cleaned and disinfected before & after every use, and whenever visibly soiled.
 - All countertops must be cleaned and disinfected before & after every use when being used for food preparation & serving meals and snacks and whenever visibly soiled.
- Windows, Window Ledges & Shutters
 - All floors must be swept and mopped a minimum of 2 times per day, and when visibly soiled. This can be done in the middle of the day after lunch (during sleep time for rooms that children are sleeping) and at the end of the day after all of the children have left.
- Floors
 - All floors must be swept and mopped a minimum of 2 times per day, and when visibly soiled. This can be done in the middle of the day after lunch (during sleep time for rooms that children are sleeping) and at the end of the day after all of the children have left.
- Infants/Toddlers
 - If an Infant or Toddler staff is holding a child directly against themselves, a blanket or cloth must be used between yourself and the child. This blanket or cloth can only be used for one child. Once it is no longer required, it must be put aside to be washed before using again.
- Classroom Phones
 - One staff member per classroom is to be the designated person to pick up/make all phone calls. If the designated staff is not in the room, another staff must be designated to pick up/make all phone calls. Prior to another staff being designated to pick up /make the phone calls, the phone must be cleaned with a cleaning wipe/solution.
- Pens/Writing Materials
 - All staff are to use a pen/writing material which is theirs and theirs only. Pens/writing materials are not to be shared between staff. If a pen/writing material must be shared, it must be cleaned with a cleaning wipe/solution prior to use.
- Sensory Play
 - There is to be no sensory play done until further notice. This includes water, the sensory bin in general, or anything that can not be easily sanitized (i.e. playdough)

- Meals/Snacks
 - Children are not permitted to share serving utensils, therefore only staff are permitted to share food. All staff must have their own serving utensils and must not be shared.
- Offices and common areas
 - Office equipment (i.e. computers, phones, binders, etc.) & items in common areas (i.e. chairs/couches, tables, etc.) must be disinfected between users or after an individual is finished (i.e. finished their lunch).

When you get home from work, governing bodies recommend for all staff to remove your clothing worn to work and launder immediately in case of potential droplets. All clothing worn to work must be freshly laundered and not have been worn previously to prevent potential spread.

Policy Created June 2020