



New Life Church – Children’s & Youth Centre (New Building @ Back of Property)

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**COVID-19 PANDEMIC POLICY MANUAL
IN ACCORDANCE WITH HALTON PUBLIC
HEALTH, THE MINISTRY OF EDUCATION,
AND MINISTRY OF ONTARIO**



Firm Foundation Children's Learning Centre Inc. – Pandemic Plan

Plan Details:

- Firm Foundation, located at 824 Thompson Rd South, Milton, will operate Monday-Friday for weekly from 7AM to 5:30 PM staffed by Registered Early Childhood Educators and Child & Youth Workers, for children from 3.5 to 13 years of age.
- The centre reopened July 20th, 2020.
- The operation of the centre will strictly adhere to the *Child Care and Early Years Act, 2014*; and
- Childcare Re-opening: Operational Guidance During COVID-19 Outbreak

Group Sizes:

- As of September 1st, 2020, Firm Foundation may return to maximum group sizes as set out under the CCEYA (i.e. licensed age groups prior to the Covid-19 outbreak).
- In alignment with the *Child Care and Early Years Act, 2014* family groupings will be used to allow for more flexible age combinations within a group and the possibility of keeping siblings together.

Health and Safety:

- Firm Foundation will employ additional health and safety protocols to maintain a safe and healthy environment for all staff, children, and families and respond to provincial and municipal pandemic response plans.
- Precautions will include daily screening of children and families prior to admission, increased cleaning, and reduced group sizes.
- New Measures include but are not limited to the guidance that all adults at Firm Foundation are required to wear medical masks and eye protection (i.e. Face Shield), children in **grades 1 and above** are required to use non-medical or cloth masks, and all other school-aged children are encouraged, but not required to wear masks. **When social distancing is not possible all students must wear masks, including while on board a Firm Foundation vehicle as well as outside.**

- In consultation with Halton Public Health, staff will adhere to the following new procedures developed for Emergency Child Care operations:
 - o Pandemic Sanitary Practices;
 - o Pandemic Exclusion Policy;
 - o Entrance Health Screening Procedures; and
 - o Hand Hygiene Policy and Procedures and use of Masks, PPE (Personal Protective Equipment).

Screening:

- All individuals attending Firm Foundation including staff, children, parents/guardians and essential visitors will be screened each day prior to being admitted into the child care centre.
- **Online Pre-screening is required daily prior to arrival through the Covid-19 School & Childcare Screening Tool**
- **New visitors that are not using the online screening tool will be asked the Covid-19 Screening Questions prior to entry.**
- Essential Visitors to the centre will be permitted, with proper screening, as per direction from the Ministry of Education.

Cleaning:

- Firm Foundation will be thoroughly cleaned prior to opening and throughout the day.
- In addition to environmental cleaning and disinfection, staff will follow strict toy disinfection procedures.
- Frequently touched surfaces must be disinfected at least twice a day
- All sensory play will be prohibited both indoors and outdoors

Additional Staff Training:

- All staff commencing employment will review and sign Firm Foundation’s Plan and associated pandemic policies prior to commencing work.

Other Health and Safety Details:

- In addition to these preventative measures, and as per direction from the Ministry of Education, Firm Foundation will have a protocol in place in the event that a child, parent or staff member at the site is exposed to COVID-19



COVID-19 Exclusion Policy

Policy:

Firm Foundation is committed to providing a safe and healthy environment for children, families and employees. Firm Foundation will take every reasonable precaution to prevent the risk of communicable diseases within all our locations including **online** screening **prior to** arrival and entrance into the program for students, staff and visitors.

Purpose:

To ensure that all staff are aware of and adhere to the directive established by Halton Public Health, and Children's Services Division regarding the exclusion of sick children attending Firm Foundation.

Application:

This policy applies to all employees, parents/guardians and children, and any others persons engaged in business with Firm Foundation.

Legislative Authority/ Regulations/ Guidelines:

Child Care and Early Years Act

Operational Guidance During COVID-19 Outbreak

Halton Region Child Care Health Resource

Halton Region Health Department

COVID-19 Emergency Child Care Guidance: Emergency Childcare Centres (March 2020)

COVID-19 Reference Document for Symptoms

Procedure:

NOTE: Children and Staff must follow the protocols set out after having completed the Covid-19 School and Childcare Screening Tool to determine when to stay home from childcare when unwell. The tool will also advise when a child needs to be tested or self-isolate.

As required by the Child Care and Early Years Act, 2014 (CCEYA), child care employees must separate children of ill health and contact parents/guardians to pick up their child immediately. When children are ill and/or exhibit COVID-19 related symptoms, staff will ensure the following:

- Ill or symptomatic child will be separated into the designated exclusion room, and be removed from other children to be monitored by a staff until parent/guardian pick up
- Symptoms of illness will be recorded in the child's daily record and in a daily log as per the CCEYA
- The parent/guardian of the ill child will be notified to pick up their child immediately; or
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34 (3)

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

When to Exclude:

Staff and children should be excluded when there are signs and/or symptoms that are greater than normal, or if the child is unable to participate in regular programming because of illness.

Major Symptoms of COVID-19 include:

- Fever and/or chills (temperature of 37.8 degrees Celsius or greater)
- New or worsening cough
- Shortness of breath (dyspnea)
- Decrease or loss of smell or taste

Minor symptoms of COVID-19 can include:

- Sore throat
- Stuffy nose and/or runny nose
- Headache
- Nausea/vomiting, diarrhea
- Fatigue, lethargy, muscle aches or malaise

How to exclude:

- Supervise the child in a designated room with a hand washing sink or hand sanitizer available
- Notify parents/caregivers of the sick child for pick up immediately.
- Only one staff should be in the designated room and attempt physical distancing from the ill child maintaining a distance of 2 meters. If physical distancing of 2 meters cannot be maintained, staff should wear a surgical mask, eye protection and gloves and should perform hand hygiene and attempt to not touch their face with unwashed hands. The ill child should also wear a surgical mask (if tolerated).
- Staff should not interact with others while waiting with ill child.
- Staff should avoid contact with the child's respiratory secretions.
- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene

- Increase ventilation in the designated exclusion room if possible (e.g., open windows)
 - Clean and disinfect the area immediately after the child has been sent home
 - Items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a period of 24 hours to 3 days.
 - Symptomatic staff and children (who demonstrate one major symptom or 2 minor symptoms) should be tested if access is available via either a PCR test or two (2) Rapid antigen tests taken 24-48 hours apart. Testing of asymptomatic person should only be performed as directed by Halton Region Public Health as part of outbreak management.
 - If you have experienced only one minor symptom in the last [5, 10] days you must stay home until the symptom has been improving for at least 24 hours (48 hours for nausea, vomiting and/or diarrhea).
 - You must isolate (stay home) while there is anyone in the home who is isolating because of symptoms, a positive COVID-19 result, or is waiting for a COVID-19 test result. You should only leave home for a medical emergency. All household members must stay home at the same time as the household member who has COVID-19 symptoms or is a positive COVID-19 case, whether they are fully vaccinated or not.
- Staff and children who were in the same room with the ill child will be cohorted and Halton Region Public Health will provide further direction on testing and isolation of these individuals.
- Children or staff who have been exposed to a confirmed case of COVID-19 must isolate (stay home) and not leave except to get tested or for a medical emergency. If you develop symptoms, follow isolation guidance above for symptomatic individuals. If you are isolating because you were identified as a close contact of someone who currently has COVID-19 and were advised to isolate, or because of an outbreak or contact tracing, other people in your household can go to school, child care or work, but must not leave the home for other, non-essential reasons.
 - Those who have travelled outside of Canada or live with someone who has travelled outside of Canada must follow federal guidelines for individuals who have travelled internationally, including not going to school/child care for 14 days after their arrival and getting tested as per federal requirements. If you have been directed to quarantine, you must stay home for 14 days and not leave except to get tested or for a medical emergency. If someone you live with is isolating following return from travelling outside of Canada and received a take-home PCR test at the airport, is symptomatic following international travel OR is awaiting test results, you must stay home until the individual has received a negative PCR test result.

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 a Halton Region Child Care Centre
- a parent/guardian of a child enrolled at a Halton Region Child Care Centre
- a staff of the licensee currently working at a Halton Region Child Care Centre

When becoming aware of any **confirmed** cases of COVID-19 for any of the above individuals:

- Notify the local **Public Health** unit immediately and follow **all** direction provided;
- Notify the Child Care Quality Assurance and Licensing Branch **Regional Manager**;
- Follow Halton Public Health's advice with respect to the appropriate process for notifying parents with children enrolled at the child care centre;
- Notify **Halton Region, Manager of Direct Child Care Services, and Director of Children's Services**
- Follow the regular **Serious Occurrence (SO)** reporting requirements (including submitting a SO report in the Child Care Licensing System and posting the SO notification form

TESTING for COVID-19

- Symptomatic staff and children should be tested if access is available via either a PCR test or two (2) Rapid antigen tests taken 24-48 hours apart. Testing of asymptomatic person should only be performed as directed by Halton Region Public Health as part of outbreak management.
- If a single PCR test is negative or two rapid antigen tests (RATs) collected 24-48 hours apart are both negative, you may return to school/child care when your symptom(s) have been improving for 24 hours (48 hours for nausea, vomiting and/or diarrhea).
- If a single PCR test or rapid antigen test is positive, follow the guidance below:
 - You are fully vaccinated you must isolate for 5 days from when symptoms started and stay in isolation until your symptoms have been improving for 24 hours (or 48 hours after nausea, vomiting and/or diarrhea symptoms), whichever is longest.
 - You are not fully vaccinated OR if you are immune compromised you must isolate for 10 days from when the symptoms started and stay in isolation until your symptoms have been improving for 24 hours (or 48 hours after nausea, vomiting and/or diarrhea symptoms), whichever is longest.
- Household members must stay home for the same time as the symptomatic individual whether vaccinated or not. Asymptomatic individuals are not to be tested at this time.

Surveillance:

Ensuring that all environmental conditions are constantly monitored is essential in preventing and reducing illness. Staff must monitor for an increase in above normal amount of illnesses among other employees and children by looking at the normal occurrence of illness at that location and during the specific time period.

Ensure surveillance includes the following:

- Observe children for illness upon arrival
- Active screening is required for anyone entering the child care centre. Anyone who fails screening criteria will not be allowed into Firm Foundation.

- Record symptoms of illness for each child including signs or complaints the child may describe (e.g., sore throat, stomach ache, head ache) on Halton Emergency Child Care Entrance Screen (RCF 49)
- Record the date and time that the symptoms occur
- Keep all screening records on site
- Record the room the child attends (room name)
- Record attendances and absences

Returning from Exclusion due to illness:

Staff/children who are being managed by Halton Public Health (e.g., confirmed cases of COVID-19, household contacts of cases) should follow instructions from Halton Public Health to determine when to return to the facility.

NOTE: A Serious Occurrence is generated through the Child Care Licensing System to report confirmed cases of COVID-19 for anyone attending or regularly present at Firm Foundation including a child, staff, or parent/guardian.

Policy and Procedure Review:

This policy and procedure will be reviewed and signed off by all staff prior to commencing employment at Firm Foundation.



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Firm Foundation Entrance Screening Questionnaire

Date of Screen:

Screener/Staff Name:

Client Name:

1. In the last [5, 10] days have you experienced any of these symptoms?

- If you are fully vaccinated, use 5 days
- If you are not fully vaccinated OR if you are immune compromised, use 10 days.

Anyone who is sick or has any new or worsening symptoms of illness, including those not listed below, should stay home until their symptoms are improving for 24 hours and should seek assessment from their health care provider if needed. Household members of individuals with any of the below symptoms should stay home at the same time as the person who is sick, regardless of vaccination status. If you are symptomatic and tested negative for COVID-19 on a single PCR test or two rapid antigen tests (RAT) taken 24 hours apart, and symptoms have been improving for 24 hours, you may answer “no” to all symptoms.

Choose any/all that are new, worsening, and not related to other known causes or conditions you already have.

- Fever and/or chills Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher and/or chills.
Yes No
- 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 you already have)
Yes No
- Shortness of breath Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)
Yes No

- Decrease or loss of taste or smell Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have

Yes No

2. In the last [5, 10] days have you experienced any of these symptoms?

- If you are fully vaccinated, use 5 days
- If you are not fully vaccinated OR if you are immune compromised, use 10 days.

Choose any/all that are new, worsening, and not related to other known causes or conditions you already have.

- Sore throat or difficulty swallowing Painful swallowing (not related to seasonal allergies, acid reflux, or other known causes or conditions you already have)

Yes No

- Runny or stuffy/congested nose Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions you already have

Yes No

- Headache Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions you already have) If you received a COVID-19 and/or flu vaccination in the last 48 hours and is experiencing a mild headache that only began after vaccination, select “No.”

Yes No

- Extreme tiredness Unusual, fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, sudden injury, or other known causes or conditions you already have) If you received a COVID-19 and/or flu vaccination in the last 48 hours and are experiencing mild fatigue and/or mild muscle aches/joint pain that only began after vaccination, select “No.”

Yes No

- Muscle aches or joint pain If you received a COVID-19 and/or flu vaccination in the last 48 hours and are experiencing mild fatigue and/or mild muscle aches/joint pain that only began after vaccination, select “No.”

Yes No

- Nausea, vomiting and/or diarrhea Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions you already have

Yes No

3. In the last [5, 10]days have you tested positive for COVID-19? This includes a positive COVID-19 test result on a lab-based PCR test, rapid antigen test or home-based self-testing kit.

- If you are fully vaccinated, use 5 days
- If you are not fully vaccinated OR if you are immune compromised, use 10 days.

Yes No

4. Do any of the following apply?

- You live with someone who is currently isolating because of a positive COVID-19 test
- You live with someone who is currently isolating because of COVID-19 symptoms
- You live with someone who is waiting for COVID-19 test results If the individual isolating has not tested positive for COVID-19 and only has one of these symptoms: sore throat or difficulty swallowing, runny or stuffy/congested nose, headache, extreme tiredness, muscle aches or joint pain, nausea, vomiting and/or diarrhea, select “No.”

Yes No

5. Have you been identified as a “close contact” of someone who currently has COVID-19 and been advised to self-isolate? If public health guidance provided to you has advised you that you do not need to self-isolate, select “No.”

Yes No

6. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)? This can be because of an outbreak or contact tracing.

Yes No

7. Do any of the following apply?

- In the last 14 days, have you travelled outside of Canada and were told to quarantine
- In the last 14 days, have you travelled outside of Canada and were told to not attend school/child care
- In the last 14 days, someone you live with has returned from travelling outside of Canada and is isolating while awaiting results of a COVID-19 test.

Yes No

RESULT: (Circle One)

PASS

FAIL

Staff Signature: _____

Date: _____

How to respond:

- If the individual answers **NO** to all questions they have passed the screening and the child may enter the building
- If the individual answers **YES** to any of the screening questions or refuses to answer, then they have failed the screening and the child cannot enter the building. “Thank you for your patience. Unfortunately based on these answers, I’m not able to let your child enter the child care centre. Please review the COVID-19 screening tool for students, employees and essential visitors in schools and child care settings on the Ministry of Health website or visit www.halton.ca to determine your next steps and isolation times.”
- If response is for a senior staff member, advise that the Supervisor will be notified and will follow up later in the day



Firm Foundation Health Screening Procedure – Appendix A

In order to help reduced the risk of respiratory infections (including COVID-19), a health screening is an essential step.

This procedure applies to all employees, children, clients and persons engaging in business with Firm Foundation. Everyone must be screened prior to entering the child care centre. This tool will assist the centre in preparing and administering health screening for staff and children.

Prior to health screening at your location, set up is required, please complete the following:

- Ensure staff are familiar with the health screen
- Identify/set up the location and staff responsible for the screening table:
 1. Placed outside **Main Doors**, visually blocking entrance into the centre (if possible)
 2. Only ONE entrance/exit is to be used, to ensure that each person is screened.
 3. Maintain a minimum of 2 metres distance between staff conducting screening and the person being screened.
 4. Staff conducting the screening must wear personal protective equipment (PPE) ie. Surgical/procedure mask and eye protection (goggles or face shield)
 5. Provide visual guides to assist with physical distancing (e.g. pylons) in the event that a line-up forms while parents and children are waiting to be screened prior to entering into the child care centre
 6. Staff member(s) must be trained in conducting the screening tool
- Place front entrance signage identifying the screening process outside and directly inside child care centre doors
- Place alcohol-based hand sanitizer, containing at least 60% alcohol content, at the screening table. Ensure it is visible to staff/students entering the building

Screening Procedure:

Every staff, child and those engaging in business must be screened prior to being admitted into the child care centre. Using the Covid 19 screening tool. Daily records must be maintained and kept on premise.

Questions are for staff and families and or essential workers are the same as those for students above.



Firm Foundation Pandemic Security Policy

Policy:

The front entrance door will remain **locked throughout the day**. Covid-19 screening will take place from 7am to 8:45am outside the front door.

Legislative Authority/ Regulations/ Guidelines:

Firm Foundation Emergency Child Care Pandemic Plan

Procedure:

- Child care centre **entrance** doors will remain **locked** during operation; parent/guardian will text or call the Firm cell phone if picking up before 4:30 PM.
- Staff and families are familiar with the Health Screening Procedure
- Staff, children will be screened before entering the building; permission for the child to enter will be granted by the screener if a pass on the entrance screen is obtained.

NOTE: *Staff will accompany the child into the building; **parents are not to enter***

- The designated **staff** will be situated outside the **main entrance** doors from 4:30 to 5:30pm for **afternoon pick-up**.
- If security is required, staff are to call 911.

NOTE: *Staff are to report any unusual incidents to their Supervisor/Manager and Police or CAS, if circumstances require.*



Firm Foundation Pandemic Sanitary Practices Policy

Policy:

Firm Foundation is committed to providing a safe and healthy environment for children, families and employees. Firm Foundation will take every reasonable precaution to prevent the risk of communicable diseases within our location.

Legislative Authority/ Regulations/ Guidelines:

Child Care Early Years Act (CCEYA) 2014, O. Reg. 137/15
Operation Guidance during COVID-19 Outbreak
Public Health Ontario, Cleaning and Disinfection for Public Settings
Public Health Ontario, Hand Hygiene
COVID-19 Emergency Child Care Guidance: Emergency Childcare Centres (March 2020)

Definitions

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

Disinfecting: describes a process completed after cleaning in which a chemical solution (i.e., **2 tsp bleach: 1 lt. water**), 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. Any items children may come into contact with, require a final rinse after the required contact time is observed.

Procedure:

All products including cleaning agents and disinfectants must be out of reach of children and are labelled and must have the Material Safety Data Sheets (MSDS) up to date (within three years) which are stored in the MSDS binder.

Cleaning

- Use detergent and warm water to clean visibly soiled surfaces
- Rinse the surface with clean water (warm to tepid temperature preferred) to ensure detergent is removed
- Let the surface dry

Disinfecting

Staff are to use a 2 tsp bleach: 1 lt. water (prepared daily) as a disinfectant.

- For general environmental disinfection of high touch surfaces large toys and equipment that cannot be immersed in a disinfectant solution, use a wet cloth soaked in a 1:9 bleach and water solution. The contact time for disinfecting is one minute
- For all other toy cleaning and disinfecting first clean toys in a detergent and water solution followed by soaking in a **2tsp bleach: 1 lt. water** solution. The contact time for disinfecting is **two-ten** minutes.

Cleaning and Disinfection Frequency Requirements:

A cleaning and disinfecting log will be used to track and demonstrate cleaning schedules.

Clean and disinfect upon ENTRY to child care (for staff):

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

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

- Any hard surfaces such as water bottles, containers, personal belongings

Clean and disinfect the bus before and in between school bus routes:

- **Bus seats, seat backs, handrails, windows will be sprayed with disinfectant prior to a new group entering the bus.**

Clean and disinfect frequencies for other surfaces and items:

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

- **Tables and countertops:** used for food preparation and food service must be cleaned and disinfected before and after each use (Pizza lunches offered on Fridays)
- **Spills** must be cleaned and disinfected immediately
- **Handwash sinks:** staff and children washroom areas must be cleaned and disinfected at least two times per day and as often as necessary (i.e., when visibly dirty or contaminated with body fluids).
- **Floors:** cleaning and disinfecting must be performed as required (i.e., when spills occur, and throughout the day when rooms are available) e.g., during outdoor play

- **Outdoor play equipment:** must be disinfected before use, and as required (i.e., visibly dirty). Any outdoor play equipment that is used must be easy to clean and disinfect
- **High-touch surfaces:** any surfaces at your location that has frequent contact with hands (e.g., light switches, shelving, containers, hand rails, door knobs, sinks toilets etc.). These surfaces should be cleaned at least twice per day and as often as necessary (i.e., when visibly dirty or contaminated with body fluids)
- **Other shared items:** (e.g., phones, tablets, keyboards, attendance binders etc.) these must be disinfected between users).

Clean and disinfect daily:

- Low-touch surfaces (any surfaces at your location that has minimal contact with hands), must be cleaned and disinfected daily (e.g. Window ledges, doors, sides of furnishings etc.)

Clean and disinfect as required:

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

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

Notes: If the spill includes broken glass, ensure a brush and dustpan is used to pick it up and discard. Disinfect the brush and dustpan after use. **NEVER** use your hands to clean up the glass.



Firm Foundation Supervision of Children Pandemic Policy

Policy:

Staff supervise children at all times according to the *Child Care and Early Years Act, 2014* (CCEYA) standards, which includes meeting ratios, at all times.

Legislative Authority/ Regulations/ Guidelines:

Child Care and Early Years Act (CCEYA) 2014, O. Reg. 137/15
Ministry of Health, COVID-19 Guidance: Emergency Childcare Centres
Operational Guidance during COVID-19 Outbreak

Procedure:

NOTE: Visitors to the centre will not be permitted, as per direction from the Ministry of Education

Supervisor ensures:

- Staff receive and review the Pandemic Supervision of Children policy regarding supervision of children during a pandemic outbreak
- Staff are trained on how to screen children upon arrival, release children to adult upon departure, conduct head counts, attendance, and transfer of children from adult to adult during the day etc.
- Spot checks for attendance are conducted regularly

Staff ensure:

- Children are supervised at all times while attempting physical distancing from children, maintaining a distance of 2 meters where possible
- Attendance Logs accurately reflects the number of children in attendance, **at all times**
- Attendance Logs are accessible at all times
- Educators conduct regular head counts to verify accurate numbers matching the children's name with the number of children present: when assuming a group of children, prior, during and after a transition, when a child leaves the classroom or playground, upon arrival and departure of children
- They communicate the number of children to another staff person present in the program before leaving the program area or upon arrival of a new staff

- Breaks are not taken during transition times
- They continually monitor and assess the well-being of each child including visual checks
- The Communication Log book is updated according to daily occurrences in the classroom

NOTE: Supervisor/ Manager and Ministry of Education Program Advisors will see evidence of the number of children present, children's names and the number of children accounted for, identical in number, at each check in.

NOTE: The Communication Log book will contain the following information, but is not limited to

- On-going communication of the health, safety, and well-being of the children
- Emergency contacts/procedures where appropriate
- Staff information (who is present in the classroom that day)
- Medication administration (if applicable)
- Other pertinent information

The communication log book is located in each classroom in the class binder with the child emergency sheets.

A Firm Foundation centre wide communication log book is located in the office on the supervisor's desk. This communication book is accessible to all staff at all times of the day and pertains to the health, safety, and well-being of the centre as a whole.



Firm Foundation Hand Hygiene, Use of Mask & PPE Pandemic Policy

Policy:

Firm Foundation is committed to providing a safe and healthy environment for children, families and employees. Firm Foundation will take every reasonable precaution to prevent the risk of communicable diseases within our location.

Legislative Authority/ Regulations/ Guidelines:

Definitions:

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

All adults at Firm Foundation are required to wear medical masks and eye protection while inside.

All children in grades 1 and above are required to wear non-medical or cloth masks while inside and outside Firm Foundation. All student being transported by Firm Foundation will be required to wear a mask during transportation. Exceptions will apply to anyone with a medical condition.

Hand Procedure:

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

Ensure that employees and children are always practicing good hand hygiene when hands are visibly dirty and/or after:

- Sneezing, coughing, or blowing your nose
- Using the washroom
- Handling garbage
- Handling raw foods

- Outdoor play
- Toileting
- Handling soiled laundry
- Handling soiled toys or other items
- Coming into contact with bodily fluids
- Coming into contact with any soiled/mouthed items
- Gardening
- Touching commonly touched surfaces

Hands should be cleaned using soap and water or hand sanitizer before and after:

- Preparing, handling, serving and eating food
- Handling animals
- Touching a cut or open sore
- Glove use
- Putting on the mask
- Before and after removing the mask

When hands are visibly soiled, follow these steps for cleaning hands:

- Wet hands
- Apply soap
- Lather for at least 20 seconds. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel
- Turn taps off with paper towel, if available

When hands are not visibly soiled, follow these steps for cleaning hands:

- Apply hand sanitizer (60-90% alcohol-based)
- Rub hands together for at least 15 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails.
- Rub hands until dry

Hand Hygiene Monitoring

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

Hand Sanitizing Information

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

Student will sanitize their hands as they are boarding the bus at the end of the day.

Glove Use

Gloves shall be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces. Gloves are single use only.

Gloves and Hand Hygiene

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

To reduce hand irritation related to gloves:

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

Gloves when Cleaning/Disinfecting

Employees must wear gloves when immersing toys in diluted disinfectant when toy washing.

Covering Your Cough Procedure

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

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

- If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose
- Put used tissues in the garbage
- If you don't have a tissue, cough or sneeze into your sleeve, not in your hands
- Clean your hands with soap and water or hand sanitizer (70-90% alcohol-based) regularly and after using a tissue on yourself or others

Mask Protocols

All adults are required to wear a medical mask and eye protection while inside Firm Foundation.

All children in grades 1 and above are required to wear a non-medical mask indoors and outdoors where social distancing cannot be maintained.

All school-aged children (under grade 1) are encouraged but not required to wear a mask while inside Firm Foundation.

All students will be required to wear a mask while being bused by Firm Foundation to and/or from school.

Parents are responsible for providing their children with non-medical masks.

An exception to wearing a mask indoors is when physical distance of at least 2-metres can be maintained between individuals, situations where a child cannot tolerate wearing a mask and reasonable exceptions for medical conditions.

The use of masks is not required outdoors for adults or children if physical distancing of at least 2-metres can be maintained between individuals.

Proper hand hygiene both before and after wearing a mask is expected.



New Life Church – Children’s & Youth Centre (New Building @ Back of Property)

824 Thompson Road South, Milton ON L9T 9H2

(Director) 905-699-7483

(Supervisor) 905-749-0908

info@FirmFoundationKids.com

www.FirmFoundationKids.com

Acknowledgment Form

COVID-19 Pandemic Policy Manual

Name of Child/Children (Please Print):

By my signature below, I certify that I have read, can attest to, and put into action the below aforementioned policies as outlined in the Firm Foundation COVID-19 Pandemic Policy Manual (attached):

- o Pandemic Sanitary Practices;
- o Pandemic Exclusion Policy;
- o Entrance Health Screening Procedures; and
- o Hand Hygiene, **use of Mask/PPE** Policy and Procedures.

I understand the failure to abide by any of the policies and procedures as outlined by the Firm Foundation COVID-19 Pandemic Policy Manual (attached), may result in termination of child care.

Parent Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____