

## Mothercraft Ottawa's Pandemic Policy for Reopening Childcare Services, Licensed Group Care

**Introduction:** This policy is our guide for providing childcare services during the pandemic, all of the operational requirements will be consistently and effectively implemented until directed otherwise. It has been developed by Mothercraft Ottawa and is based on the Ministry of Education - *Operational Guidance During COVID-19 Child Care Re-Opening* (June 10, 2020)<sup>1</sup> and the Ottawa Public Health COVID-19 Guidance for Childcare Centres (June 19, 2020)<sup>2</sup>.

*Acknowledgement and thanks:* We wish to thank Andrew Fleck Children's Services for sharing their plan with the Ottawa childcare sector as this plan has been largely adapted from their resource.

**Planning:** Our Pandemic Policy was created in consultation with Ottawa Public Health and based on the Ministry of Education - *Operational Guidance During COVID-19 Child Care Re-Opening* guidelines referenced above.

**Activation:** This policy will be activated and remain in place at all Mothercraft Ottawa licensed child care programs providing care during the pandemic and until further notice.

**Priority of Limited Spaces:** We are hoping to be able to offer a space to all of our families who require one. The reality of this situation is that we may not be able to do so. We will be opening registration at a pre-announced time, and open for a period of 24 hours, after which we will be reviewing the registration requests. Any spaces remaining after the initial registration period will be granted on a first-come-first-serve basis for families already enrolled at Mothercraft Ottawa.

- Families who were approved for and accessed Emergency Childcare as a frontline worker.
- Priority will be given to parent(s) who must return to work outside of the home, and who require child care for five days per week (Evered Ave) or both sessions (Elmdale/Waterbridge).
- If space allows, we will do our best to accommodate families who are requesting only one session (Elmdale/Waterbridge).
- Siblings who are already enrolled in the same location and who have been attending prior to March 13 will be considered as a family unit.
- In order to ensure adequate staffing, children of Mothercraft Ottawa Staff may be granted priority.
- Mothercraft reserves the right to consider the individual needs of a family and any remaining spaces will be offered based on a lottery basis.
- If enrollment requests exceed availability, spaces will be offered based on a lottery system.

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<sup>1</sup> <http://www.edu.gov.on.ca/childcare/child-care-re-opening-operational-guidance.pdf>

<sup>2</sup> [https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/COVID-19\\_Centre-based-Childcare-Guidance-EN.pdf](https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/COVID-19_Centre-based-Childcare-Guidance-EN.pdf)

**Authorization:** Alicia Ashton, Executive Director and Julia Thompson, Board President

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## Responsibilities of Executive Director, Directors and Managers

- Liaise with OPH and City of Ottawa officials
- Ensure adherence to the Ministry of Education - *Operational Guidance During COVID-19 Child Care Re-Opening Guidelines* (June 10, 2020) and implement any updates in a timely manner.
- Ensure adherence to OPH COVID-19 Guidance
- Maintain ongoing communication with each Program; organize virtual (no in-person) meetings for updates and oversight;
- Ensure the dissemination of existing resources to share with staff and families regarding pandemics and anxiety etc. (ex. [City of Ottawa Resources](#)<sup>3</sup>, [Ottawa Public Health](#)<sup>4</sup>, etc.)
- Work with the Ministry of Education in receiving the appropriate license amendments as required
- Ensure, in cooperation with onsite Program Manager, that all staff have proper training on the guidelines

## Responsibilities of Onsite Program Manager/ Director, supported by Executive Director and HR Manager

### Communicate with all staff before their first day onsite:

- Before entering the premises for the first time, provide and review the Pandemic Plan and all supplementary information.

### Communicate with Families upon returning:

- Before returning to care the following information is to be communicated to parents in writing and reinforced verbally preferably by individual virtual meeting or by phone:
  - Parents/guardians are to check their children's temperature daily before coming to the childcare setting.
    - If the temperature is equal to or greater than 37.8 degrees Celsius or if the child/children have any of the symptoms listed in screening checklist, they must stay home.
  - Reinforce the following:
    - the importance of keeping sick children at home and informing the centre of the child's symptoms;

<sup>3</sup> <https://ottawa.ca/en/health-and-public-safety/covid-19-ottawa/support-and-assistance#human-needs-task-force>

<sup>4</sup> [https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx?utm\\_source=OPH&utm\\_medium=Home Page Banner&utm\\_campaign=Coronavirus&utm\\_content=Home Page Banner OPH](https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx?utm_source=OPH&utm_medium=Home Page Banner&utm_campaign=Coronavirus&utm_content=Home Page Banner OPH)

- contacting the centre if the child is going to be away for any reason;
  - the importance of informing and communicating with OPH if they believe to have been exposed Covid-19 that they follow the recommendations set by OPH;
  - that strict screening processes for Covid-19 symptoms will be in place before children or anyone else is able to enter the centre;
  - At this time, it is recommended that only staff and children enter the centre and that all others, such as parents/guardians of children and delivery persons, be met at the door;
  - someone must be available to pick up the child within 30 minutes of being contacted if the child has developed symptoms;
  - contact information must be kept up to date;
  - strongly encourage that back up care is established in case the Centre is required to close.
- Program Manager or designate is to ensure that an up to date list of contact information for all parents/guardians including emergency alternates is maintained.
- **Refer to the most up to date OPH Child Care Guidance document – as stated in that document, active screening of children, staff and visitors includes anyone who has any of the symptoms identified in the most recent Ministry of Health's '[COVID-19 Reference Document for Symptoms](#)'<sup>5</sup> - this is the document to be referred to determine screening questions. Anyone who fits the criteria will not be allowed into the childcare centre and will need to self-isolate for a period of 14 days or as otherwise instructed by Ottawa Public Health.**

#### **Ensure operating ratios and maximum capacities maintained at all times**

Program Manager or designate is responsible for ensuring that the maximum capacity per room, as identified by the Ministry of Education, is enforced at all times; licensing ratios must be maintained. As of June 12, 2020, the maximum number of people per group is 10, not including a Program Assistant, Resource Consultant or other staff referred to as Special Needs Resourcing, who are not included in ratio, supporting a child with special needs. We have determined the following as the number of children per age- group to maintain the cohorted group of 10: people (staff and children)

- Infant maximum capacity = 6 infants per designated infant room, ratio 1:3
- Toddler maximum capacity = 7 toddlers per designated toddler room, ratio 1:5
- Preschool maximum capacity = 8 preschoolers per designated preschool room, ratio of 1:8
- Kinder maximum capacity = 8 children per designated kinder room, ratio of 1:13
- School age maximum capacity = 8 children per designated SA room, ratio of 1:15

Cohort staff and children:

- Try to keep the same staff working with the same children to minimize exposure(s)
- Limit cohorts to one room and avoid interaction with children and staff in other rooms and common spaces like hallway
- Limit staff interactions. If staff present in the same space, maintain a distance of at least 2 metres

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<sup>5</sup> [http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_reference\\_doc\\_symptoms.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf)

**Daily Location Pandemic Preparedness and Compliance**

- Support staff through maintaining an open door policy and walk-arounds to assess implementation of the pandemic plan and remind, retrain and trouble-shoot with staff as required;
- Ensure that the outbreak cleaning measures are in place and that there is enough cleaning supplies and PPE including face masks, goggles, vinyl gloves are stocked;
- Ensure PPE is available for staff and is worn, as required;

The following is the PPE requirements as per our policy and Ottawa Public Health's June 19, 2020 guidance.

<b>Role</b>	<b>Situation</b>	<b>Gloves</b>	<b>Disposable Surgical Mask</b>	<b>Eye Protection</b>	<b>Clothing Cover</b>
<i>Screeener</i>	Greeting	No	Yes	Yes	No
<i>Documenter</i>	Greeting	No	Yes	Yes	No
<i>Runner</i>	Taking child to classroom	No	Yes	Yes	Yes (receiving blanket if carrying child)
<i>Educator</i>	When interacting with children generally	No	Not required (voluntary use of personal nonsurgical mask)	No	No
<i>Educator</i>	Close contact (diapering, toileting, suncreening)	As per routine precautions	Recommended	Face Shield	No
<i>Educator</i>	When with a child who is exhibiting symptoms	No	Yes	Yes	Yes (gown)
<i>Custodian/ House Keeping</i>	When sanitizing	Yes	Follow outbreak protocol	Follow outbreak protocol	Follow outbreak protocol
<i>Cook</i>	General duties	As per routine practice	No	No	No
<i>Office Staff</i>	Routine work	No	No	No	No
<i>Program Manager</i>	Routine work	No	No	No	No

<b>Role</b>	<b>Situation</b>	<b>Gloves</b>	<b>Disposable Surgical Mask</b>	<b>Eye Protection</b>	<b>Clothing Cover</b>
<i>Program Manager, Team Lead</i>	Providing urgent assistance in classroom	No	Yes	Yes	No (receiving blanket if carrying child)
<i>Home Childcare Advisor</i>	Routine Work	No	No	No	No
<i>Home Childcare Advisor</i>	Provider Home Safety Checks	No	Yes	Yes	No

If staff are unable to maintain physical distancing when interacting with others outside of their cohort (e.g. accessing shared storage space), masks (disposable or non-medical cloth masks) and eye protection will be worn. It is always preferable to ensure physical distancing or staggering access to the space.

**Follow OPH Guidance on Responding to and Reporting an illness**

Program Managers are responsible for reporting illnesses as per the OPH and MOE requirements. Full guidance on responding to an illness is at the end of this document, but the first stages are outlined here for reference.

**Reporting an Illness**

- Follow the most current Ottawa Public Health Childcare Guidance document. This policy is updated to reflect the June 19, 2020 guidance.
- All staff and parents are to inform the Program Manager or designate immediately if they or their child (who attends the centre) has signs of illness.
- The Program Manager follows the guidance document provided by OPH for reporting illness
- File a Serious Occurrence with the Ministry of Education if any staff or children are suspected (showing symptoms of) or confirmed to have COVID-19, or when a room or the centre closes due to COVID-19 following up on the MOE Program Advisor’s instructions for follow-up
  - Post the serious occurrence notification form as required under the *CCEYA, 2014*
- Provide all staff and families of the child/ staff who is ill with information from OPH re: guidance for staff/child self-isolation;
- Work in partnership with OPH, to ensure they have all the necessary information (i.e.: contact information for families, staff, any potential close contacts) ;
- Inform families of children in the cohort of the sick child or staff person to monitor for symptoms and that they can continue to come to the centre so long as the child remains symptom free.

- Other children, including siblings of the sick child, and child care staff/providers in the program who were present while the child or staff member/provider became ill should be identified as a close contact and reported as such to Ottawa Public Health. Mothercraft will follow any further direction on testing and isolation of these close contacts.

**Child Care Centres have a duty to report to Ottawa Public Health all suspected (showing symptoms of COVID-19) or confirmed cases of COVID-19 under the *Health Protection and Promotion Act*.**

### **Responding to an Illness**

- A staff or child who shows signs of illness cannot come to the centre, and the illness needs to be reported to the Program Manager; after which the Program Manager will follow the "Reporting an Illness" guidance above.
- If symptoms arise during the day, the staff or child must be immediately separated from others as per the OPH protocol below.
  - If the child is over the age of 2 year, and can tolerate, an appropriate-size mask should be placed on them until they are picked up.
- Each Mothercraft location will be set up with an infirmary for the isolation of an ill child until such time as the parents pick them up
  - The infirmary will be set up with a mat and area for the child to rest as well as a bin with the required PPE and instructions, plus protocol reminder handouts for staff;
  - Where possible, the Educator will accompany the child to the infirmary, where supervision will be transferred to a Runner or other available staff person the child until the child is picked up. The Educator will return to their classroom;
  - Staff supervising an ill child in the infirmary shall wear the required PPE, discarding it as per protocol after the child is picked up;
  - The infirmary supply kit must be checked each day to ensure it is adequately stocked;
  - Fans cannot be used in the infirmary.

**Adhere to OPH recommendations for management of child and staff with symptoms – including the most up to date OPH Emergency Child Care Guidance document – the information at the end of this document is from June 19, 2020**

## **Responsibilities of All Onsite Staff**

***At all times practice physical distancing as much as possible***

### **Security**

All entry into the site will be through the designated entrance door only. No one including staff will be allowed into

the building without going through the screening checkpoint and screening measures.

For spaces shared with OCDSB, OCDSB will be completing their own screening and logging procedures following Ottawa Public Health guidance for their custodial staff and other required 3<sup>rd</sup> party visitors (e.g. repair people) and providing Mothercraft or Ottawa Public Health with their list if required.

### Screening and Entry to the Centre

- Active screening is required for anyone entering the childcare centre. At this time, it is recommended that only staff and children enter the centre and that all others, such as parents/guardians of children and delivery persons, be met at the door.
- Active screening is the process of proactively checking for symptoms (i.e., temperature checks), travel history and contact (*without appropriate Personal Protective Equipment*) of a person(s) who may have COVID-19.
- Report any sign of symptoms to onsite Program Manager or designate immediately;
- When providing active screening, keep a distance of 2 metres (six feet) from the person(s) you are screening AND wear appropriate PPE.
- Only allow one point of entry and exit.
- Screening questions will be based on the requirements from OPH, at this time we are using the screening questions from June 19, 2020 but these may change. Anyone who fits the criteria will **not be allowed** into the childcare centre and will need to follow the requirements of OPH which at this time include having to self-isolate for a period of 14 days unless tested for COVID-19 and the test result is negative. If negative, can return 24 hours after symptom resolution without fever-reducing medication, unless symptoms were gastrointestinal, in which case 48 hours must be symptom-free.
- Staff will be monitoring children throughout the day for signs and symptoms as well as atypical behaviours, and follow-up accordingly.
- Ensure that pandemic status and transmission-based protocols are communicated to all staff, and any essential visitors entering the building;
- Ensure that each staff member reporting to work has completed the self- assessment prior to entering the building;
- Ensure to have appropriate signage in place including the "Stop!" sign at the front door, the "Screening Measures Checklist", the "Guidance for Child Care Centres" letter, the hand-washing sign, and the "Ottawa's Health is in Your Hands (See "Additional Information" for document links).
- Ensure the designated screening station is properly set-up with above mentioned signage, disinfectant, hand-sanitizer, garbage for proper disposal of used PPE's, screening scripts, log records
- Ensure that there are sufficient functioning thermometers with a preference to contactless forehead thermometers and tympanic thermometers (with sufficient disposable probe guards);
- Maintain a log of employees & their shifts and other persons (example vendors or suppliers) coming to the centre in the event of having to notify them; maintain children's attendance records
- Ensure staff have completed training as provided and required
- Active screening is required for anyone entering the childcare centre. At this time, it is recommended that only staff and children enter the centre and that all others, such as parents/guardians of children and delivery persons, be met at the door.

- Ensure that every person or child entering the building has successfully been screened and is permitted inside the centre as per the screening measures checklist document
- Assist in coordination and delivery of any communication to staff and families, as per the Program Manager's communication plan;
- If a child is not in attendance, the parent must be contacted to confirm why the child is absent;
- Stay current on pandemic status and up to date on the information provided by Mothercraft Ottawa;
- Ensure all children and staff at a minimum wash their hands upon arrival, when entering from outdoor play, before and after changing diapers, before and after meals, after using the washroom, and when with hands touching their face, mouth and nose, or as otherwise required. Handwashing should be made fun for small children and regular handwashing education/ games should be incorporated into the Program.

### **Hand Hygiene, Physical Distancing, and Cleaning**

Hand hygiene and physical distancing (spacing 2 meters apart) are key to prevent the spread of COVID-19.

- Follow a "if you use it, you wipe it" method of cleaning for common surfaces (e.g. break room chairs);
- When accessing shared spaces (storage rooms, laundry rooms), ensure hand hygiene before entry and after exiting, ensuring physical distancing is maintained if other people are in the storage space, or PPE (mask and eye-protection) is used;
- Review [outbreak control measure<sup>6</sup>](#) as described by Ottawa Public Health and ensure adherence;
- Follow all directives on frequent handwashing including:
  - immediately upon entering the premises
  - when leaving or entering a room
  - when returning from outside
  - before serving food
  - after using the washroom
  - before and after assisting children with toileting, after changing diapers
  - always before touching one's face or the face of a child

### **Air Circulation**

- Keep the windows open as much as possible (if possible), for air flow where it is safe to do so.
  - Open windows whenever the children are outside
  - At a minimum, open the windows for approximately 30 minutes mid-morning and again mid-afternoon
- Fans should not be used if at all possible, but if required for classroom comfort they should not be pointed at the door to circulate air into the hallway, and instead should be positioned to pull in air from outside if possible.

## **Educator Role Responsibilities (in addition to above):**

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<sup>6</sup> [https://www.ottawapublichealth.ca/en/professionals-and-partners/outbreaks-in-child-care-centers.aspx?\\_mid=19704](https://www.ottawapublichealth.ca/en/professionals-and-partners/outbreaks-in-child-care-centers.aspx?_mid=19704)

***At all times practice physical distancing as much as possible***

- Stay up to date on Mothercraft Ottawa's directives;
- Complete all screening protocols before entering the premises
- Follow all directives on frequent handwashing including:
  - immediately upon entering the premises
  - when leaving or entering a program room
  - when returning from outside
  - before serving food
  - after using the washroom
  - before and after assisting children with toileting, after changing diapers
  - In between children when applying sunscreen (soap and water is required, not alcohol based hand run)
  - always before touching one's face or the face of a child
- Complete a visual health check for each child upon entry to the program – relay any symptoms of COVID-19 immediately to the Program Manager and follow instructions regarding removing the child from the program and contact parents;
  - Monitor children for signs of ill health throughout the day, report any signs and symptoms to the Program Manager or designate
- Promote and monitor enhanced hand hygiene practices for children;
- Cohort staff with the same children, as much as possible (i.e. try to keep the same staff working with the same children to minimize exposure(s):
  - Limit cohorts to one room and avoid interaction with children and staff in other rooms.
- Clean and disinfect high touch surfaces within the classroom at least twice a day, using an enhanced cleaner/disinfectant used for outbreaks;
- Clean and disinfect ill children's cots/cribs and launder sheets and blankets daily;
- Spread children out into different areas;
- Stagger outdoor playtime;
- Cohort will be served snack at the same time (no open snack time);
- Eliminate self-serving of food;
- Ensure that children do not share food, feeding utensils, soothers, bottles, sippy cups, etc.
- Ensure that children's items (water bottles, bottles, sippy cups, clothing) are labeled with the child's name to discourage accidental sharing. Arrange access to water bottles within the classroom so children cannot access independently and Educator provides the bottle to the child. This is to discourage accidental sharing between children.
- Incorporate more individual activities or activities that encourage more space between children;
- Extend outdoor play as much as possible as this will limit close contacts and close playground equipment;
- Increase the distance between nap cots/cribs. If space is tight, place children head-to-toe or toe-to-toe.
- Remove shared items that cannot be easily cleaned and disinfected (e.g. porous toys, cushions);
- Reduce clutter and limit toys to those that can be disinfected daily;
- Books, puzzles and board games will be designated to a cohort for use;
  - if they are shared between cohorts, they must be placed in a sealed container and not used for 7 days

- between cohorts;
- if a cohort has a suspected or confirmed case of COVID-19, the books, puzzles and board games must be removed from the program, placed in a sealed container and not used for 7 days.
- Suspend all group sensory play (e.g. water, sand and playdough) and dramatic play costumes. Individual sensory play kits will be assigned to children and not be shared;
- Monitor children and ensure to remove any toys after the children have mouthed them;
- Each cohort, where possible will have their own set of outdoor toys. Any shared outdoor toys must be cleaned between cohorts;
- Ensure the thorough cleaning of all toys and equipment daily using the approved sanitizing and rinsing procedure;
- Wear prescribed PPE, as required;
  - Enhanced PPE is only required when a child is presenting with symptoms of illness and removed to the infirmary;
- Review outbreak control measure as described by Ottawa Public Health;
- Review outbreak cleaning and disinfection protocols and ensure adherence;
- Promote physical distancing during mealtime if possible and if safe to do so;
- During rest, ensure that cots/cribs are placed toe-to-toe or head-to-toe and that all linens, including blankets are washed and beds sanitized daily;
- Complete other duties as requested by the supervisor;

Read pages 17-20 of the Ministry of Education *Operational Guidelines* document for additional information  
<http://www.edu.gov.on.ca/childcare/child-care-re-opening-operational-guidance.pdf>

## Screening Staff Roles and Responsibilities

- Complete all screening measures prior to allowing access to the building (including staff, parents, children and delivery people); Staff who arrive prior to the screening staff (e.g. cook, custodian) must complete and document self-screening procedures;
- Deny entry to any person who does not pass screening criteria, seeking assistance from the Program Manager or designate if required;
- During screening of staff and families wear all the PPE (surgical/procedure mask and eye protection (goggles or face shield));
- The documenter during screening should maintain the appropriate physical distancing while recording the necessary information on the provided log record;
- Report any concerns directly to the Program Manager or designate;
- Advise on the appropriate exclusion measures (for example: if a child presents any symptoms inform parents how long they need to stay home for as per the **OPH Guidance document**) Handouts will be available to provide to parents;
- Children, parent/guardian, staff must wash or sanitize their hands immediately upon entry; preferably, parents/guardians do not enter the facility.
- Clean and disinfect any equipment that does not have single-use sleeves (e.g., disinfect digital oral

thermometer (only used in failure of preferred forehead or tympanic thermometer) and wait appropriate disinfectant contact time as per the manufacturer's instructions for use.) used after each person;

- Gloves need to be discarded and hand hygiene performed after each new contact;
- Clean and disinfect the workstation between each person (e.g. chair, table/desk).

## Runner Staff Roles and Responsibilities

In order to safely take children to their rooms and ensure supervision compliance with the *CCEYA, 2014*, a Mothercraft location may choose to use a Runner to take a child from the door (after screening safe to enter) to their classroom. The Runner also assists at the end of day, accompanying children from the classroom to the front door for pickup by parent/ guardian. This is particularly necessary at the Evered Location.

- The Runner is not part of the cohort and thus will ensure 2m physical distancing is maintained between them and the child, or will wear the required PPE (mask, eye protection, receiving blanket if carrying a young child).
- Perform hand hygiene before and after accompanying the child to their classroom or to the front door for pickup;
- If a receiving blanket has been used, discards the receiving blanket into the wash after each child;
- Sign in the child on the classroom attendance sheet at drop-off, signs out at pickup;
- Place the child's belongings in the child's cubby and (for younger children), ensuring items that need to be taken out of the bag (bottles, food) are taken out and given to the Educator;
- Pass along any communications the parent may want the Educator to know;
- Carries a full set of master emergency cards for pickup, validating ID of the parent/guardian against the emergency information of each child;
- Follows their role in the Drop-Off and Pick-Up procedures.

## Housekeeper or those tasked with HK duties – housekeeping tasks

- Wear regular PPE as required by MSDS (e.g. gloves when using Oxyvir) or by Mothercraft policy (e.g. when cleaning vomit), when conducting duties that require PPE; change gloves often
- Maintain at least 2 metres distance from all other staff and children
- Ensure the regular cleaning and disinfecting of all surfaces to help limit the spread of germs while following [outbreak cleaning measure<sup>7</sup>](#) (including high touch surfaces: toilet flushers, faucet handles, doorknobs, light switches, phones, chair backs, etc.);
- Maintain regular communications and take directions from the Program Manager or their designate;
- Ensure cleaning and disinfecting of outdoor doors, gates, outdoor play materials etc.;
- Ensure sink locations and bathrooms are fully stocked with liquid soap and paper towels (report any issues directly to the Program Manager/ Facilities Coordinator/ Chief Custodian);

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<sup>7</sup> <https://www.ottawapublichealth.ca/en/professionals-and-partners/child-care-ipac.aspx#Environmental-cleaning-and-disinfection-in-child-care-centres-and-schools>

- Ensure to have sufficient cleaning products in stock and report to the Program Manager/ Facilities Coordinator/ Chief Custodian if any products are needed to be restocked;
- Complete other tasks as requested by Program Manager or their designate.

**In the event of suspected or confirmed COVID-19 case:**

- Complete a thorough environmental cleaning of the entire centre once all children and Educators have vacated the building using appropriate PPE (eye goggles, face mask, and vinyl gloves) and cleaning and disinfecting products recommended for outbreaks;
- Ensure all internal garbage has been emptied and waste receptacles cleaned and disinfected;

**Required onsite supplies and equipment (Averages 2 weeks supply on hand at any time)**

Product	EVERED	ELMDALE	WATERBRIDGE
Alcohol-based hand gel	30 pump bottles with sufficient supply to refill and / or replace	30 pump bottles with sufficient supply to refill and / or replace	30 pump bottles with sufficient supply to refill and / or replace
Eye Goggles / face shields	At a minimum one per staff person onsite	At a minimum one per staff person onsite	At a minimum one per staff person onsite
Surgical/procedure masks	2 boxes of 50	2 boxes of 50	2 boxes of 50
Children Size Masks	1 box	1 box	1 box
Vinyl Gloves	1 case medium 1/3 case large	1 case medium 1/3 case large	1 case medium 1/3 case large
Washable Gowns	7	7	7
Ear Probe Covers	5 boxes of 200	N/A	4 boxes of 200
Oxyvir Spray	44 bottles	24 bottles	24 bottles
Oxyvir Wipes	As available	As available	As available

**Cook**

- Maintain at least 2 metres distance from all other staff and children
- Practice enhanced hand hygiene practices;
- Restrict all non-essential visitors in the kitchen;
- Ensure to maintain adequate stock of fresh produce while not over purchasing (this will eliminate food waste should site need to shut down);
- Ensure to be cautious while receiving food and maintain physical distancing while verifying and signing for

the order, paying attention not to touch your face and to wash your hands immediately following receiving the order;

- Ensure all non-essential visitors remain outside therefore; all receiving orders should be received outside;
- When grocery shopping, staff must maintain proper hand hygiene and wear a mask as recommended by Public Health guidelines and/or store guidelines;
- Children who are required to bring their own food need to have it packed with their own lunch bag with an ice-pack and kept with their belongings, and not stored in the kitchen;
- Menu plans will be simplified to a one or two week rotation with foods that would require few dishes and less mess and opportunities to pre-wrap in the kitchen;
- Minimize dishes as much as possible, and pre-package in the kitchen where possible;
- Food trolley's/bins should be delivered just outside the door to each room, to avoid staff entering multiple rooms.
- Ensure trolleys/bins, milk jugs/ cereal containers are cleaned and sanitized after returning from the classrooms
- Maintain regular communications and take directions from the Program Manager or their designate;
- Complete other tasks as requested by Program Manager or their designate.

**In the event of suspected or confirmed COVID-19 case, and a closure is ordered:**

- Ensure the kitchen is properly shut down and sanitized;
- Ensure all fresh produce is properly disposed of or frozen when applicable;
- Maintain regular communications and take directions from the Program Manager or their designate;

## Staff Breaks

- Breaks will be staggered and social distancing needs to be maintained in any staff breakroom area;
- Staff should put ice packs in their lunches because there will not be access to a common fridge;
- Staff are encouraged to take their break outside if possible and wash their hands upon returning to the building;
- Food delivery must be contactless delivery, and eaten during break time outside of the classroom;

## Drop-Off and Pick-Up Procedures

At this time, it is recommended that only staff and children enter the centre and that parents/guardians of children be met at the door. As much as possible, parents must not go beyond the screening area.

- Drop off times will be limited to the first hour of opening
- Drop off should be by one parent/guardian only

- Child's belongings limited to 1 backpack. Items coming from home must be limited to necessities and must fit in the backpack (e.g. water bottle, indoor shoes, sunscreen, change of clothes) **ALL HOME ITEMS MUST BE LABELLED** (items may not be returned if not labelled, we are unable to keep a lost and found).
- Entrance Points **ONLY**
  - Evered: Front Doors
  - Elmdale: Main Entrance of school
  - Waterbridge: Waterbridge Entrance
- Everybody expected to respect and maintain 2m physical distancing rule.
- Any Signs/Postings must be adhered to

### Drop Off Procedure

1. Parent/child arrive and line up respecting physical distancing
2. Parent/child sanitize hands as they arrive at the screening station
3. Screener greets families (see screener roles and responsibilities)
  - a. Screens family
  - b. Only children with clear screening results will be admitted
  - c. Child released to 'runner' (goodbyes happen at the entrance and parent leaves for the day)
4. Runner (wearing same PPE as Screener, using receiving blanket if child needs to be carried) accompanies child to cohort
5. Runner (does not enter cohort room) Educator greets child at door and signs child in
6. Runner discards the receiving blanket (if used) into the classroom laundry
7. Runner returns to screening station and sanitizes/washes hands before accepting the next child

### Pick up Procedure

1. Parent arrives at main entrance and is greeted by a runner
2. Runner (wearing same PPE as Screener, using receiving blanket if child needs to be carried) confirms pick up authorization as per the master emergency card information
3. Parent practices physical distancing while waiting for child outside of main entrance
4. Runner collects child from cohort
5. Educator signs child out
6. Runner accompanies child (with all belongings) to parent, maintaining physical distancing as possible or using a receiving blanket if child needs to be carried
7. Parent and child leave
8. Runner washes/sanitizes hands before collecting next child

## Additional Information

### Required signage, forms and resources:

- Active screening process and requirements
- Read [outbreak control measure](#) on Ottawa Public Health website<sup>8</sup>
- “Stop!” sign at the front door<sup>9</sup>
- Screening measures checklist document<sup>10</sup>
- “Guidance for Child Care Centres” letter<sup>11</sup>
- Hand-washing signs<sup>12</sup>
- Ottawa’s Health is in Your Hands<sup>13</sup>
- Consent and disclosure form to be signed by the parents before care commences
  - Consent and disclosure form instructions
- Parent handbook

**All resources must be from and / or approved by Ottawa Public Health.**

## Parent Communication

In addition to the above information, a separate document, dated June 28, 2020 was created specifically for parents and to ensure that the Health and Safety Protocols identified on page 9 of the Ministry of Education Guidelines are clear.

- the sanitization of the space, toys and equipment;
  - page 6 – Housekeeping tasks
- how to report illness;
  - page 2
- how physical distancing will be encouraged;
  - page 6 and throughout
- how shifts will be scheduled, where applicable;
- rescheduling of group events and/or in-person meetings; and,
- parent drop off and pick up procedures.

<sup>8</sup> [https://www.ottawapublichealth.ca/en/professionals-and-partners/outbreaks-in-child-care-centers.aspx?\\_mid=19704](https://www.ottawapublichealth.ca/en/professionals-and-partners/outbreaks-in-child-care-centers.aspx?_mid=19704)

<sup>9</sup> [https://www.ottawapublichealth.ca/en/resources/Corona/Covid-19-Childcare\\_Do-Not-Enter-This-Home-Sign-v2020.1.pdf](https://www.ottawapublichealth.ca/en/resources/Corona/Covid-19-Childcare_Do-Not-Enter-This-Home-Sign-v2020.1.pdf)

<sup>10</sup> [https://www.ottawapublichealth.ca/en/resources/Corona/COVID19\\_ChildCare\\_Checklist\\_eng.pdf](https://www.ottawapublichealth.ca/en/resources/Corona/COVID19_ChildCare_Checklist_eng.pdf)

<sup>11</sup> [https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/COVID-19\\_Centre-based-Childcare-Guidance-EN.pdf](https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/COVID-19_Centre-based-Childcare-Guidance-EN.pdf)

<sup>12</sup> [https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/handwashing\\_poster.pdf](https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/handwashing_poster.pdf)

<sup>13</sup> <https://www.ottawapublichealth.ca/en/public-health-services/resources/Documents/health-in-your-hands-poster-bil.pdf>

## Responding to and Reporting an Illness

### Follow OPH Guidance on Responding to and Reporting an Illness

#### **Reporting an Illness**

- Follow the most current Ottawa Public Health Childcare Guidance document. This policy is updated to reflect the June 19, 2020 guidance.
- All staff and parents are to inform the Program Manager or designate immediately if they or their child (who attends the centre) has signs of illness.
- The Program Manager follows the guidance document provided by OPH for reporting illness
- File a Serious Occurrence with the Ministry of Education if any staff or children are suspected (showing symptoms of) or confirmed to have COVID-19, or when a room or the centre closes due to COVID-19 following up on the MOE Program Advisor's instructions for follow-up
  - Post the serious occurrence notification form as required under the *CCEYA, 2014*
- Provide all staff and families of the child/ staff who is ill with information from OPH re: guidance for staff/child self-isolation;
- Work in partnership with OPH, to ensure they have all the necessary information (i.e.: contact information for families, staff, any potential close contacts) ;
- Inform families of children in the cohort of the sick child or staff person to monitor for symptoms and that they can continue to come to the centre so long as the child remains symptom free.
  - Other children, including siblings of the sick child, and child care staff/providers in the program who were present while the child or staff member/provider became ill should be identified as a close contact and reported as such to Ottawa Public Health. Mothercraft will follow any further direction on testing and isolation of these close contacts.

**Child Care Centres have a duty to report to Ottawa Public Health all suspected (showing symptoms of COVID-19) or confirmed cases of COVID-19 under the *Health Protection and Promotion Act*.**

#### **Responding to an Illness**

- A staff or child who shows signs of illness cannot come to the centre, and the illness needs to be reported to the Program Manager; after which the Program Manager will follow the "Reporting an Illness" guidance above.
- If symptoms arise during the day, the staff or child must be immediately separated from others as per the OPH protocol below.
  - If the child is over the age of 2 year, and can tolerate, an appropriate-size mask should be placed on them until they are picked up.
- Each Mothercraft location will be set up with an infirmary for the isolation of an ill child until such time as the parents pick them up
  - The infirmary will be set up with a mat and area for the child to rest as well as a bin with the

- required PPE and instructions, plus protocol reminder handouts for staff;
- Where possible, the Educator will accompany the child to the infirmary, where supervision will be transferred to a Runner or other available staff person the child until the child is picked up. The Educator will return to their classroom;
- Staff supervising an ill child in the infirmary shall wear the required PPE, discarding it as per protocol after the child is picked up;
- The infirmary supply kit must be checked each day to ensure it is adequately stocked;
- Fans cannot be used in the infirmary.

**Adhere to OPH recommendations for management of child and staff with symptoms – including the most up to date OPH Emergency Child Care Guidance document – the information below is from June 19, 2020**

**1. Child and/or staff with symptoms:**

- Symptomatic child(ren) and staff must be immediately separated from others in supervised area until they are able to leave the childcare centre. Please be aware that the first symptom of a COVID-19 infection in children can be gastrointestinal, including diarrhea.
- Parent/guardian should be notified to come pick up the child(ren) as soon as possible. Any siblings in care at the centre will also go home at that time.
- Staff, where possible, should maintain a distance of at least 2 meters while supervising the ill child. Appropriate PPE (mask and eye protection) is to be worn by the staff member supervising the child. Staff will follow procedures in place on what PPE is required as it is dependent on type of symptoms the child is experiencing. Ensure staff properly discard PPE and perform hand hygiene after the child has left the facility. If tolerated and the child is over age 2, the child should wear a surgical/procedure mask.
- Environmental cleaning and disinfecting of the space in which the child was separated should be conducted immediately after the child has been picked up. All items used by the sick person should also be disinfected. Anything that cannot be cleaned should be removed and stored in a sealed container for a minimum of 7 days.
- Inform parents/guardians of other children that a child has developed a symptom and has been sent home pending testing and further assessment is needed. Ask parents to please monitor the health of their child(ren) and to notify the Program Manager if their child develops symptoms. As long as children remain symptom-free, they can continue to attend the childcare centre.
- If the childcare program is located in a shared setting, follow public health advice on notifying others using the space of the suspected illness.
- Staff who develop symptoms during a shift must be separated from others, wash their hands and put on a surgical/procedure face mask or a 2- or 3-layer cloth mask until they can leave the childcare facility. Refer to Management of Symptomatic Staff Flowchart (see Appendix A) for next steps.
- Staff who report feeling unwell before coming onto a shift must stay home, calling in as per Mothercraft Ottawa's *Sick Leave Policy* and refer to Management of Symptomatic Staff Flowchart (see Appendix A) for next steps.
- Contact the OPH Outbreak Reporting Line for further guidance.

## **2. Child and/or staff with symptoms and referred for COVID-19 testing:**

- Child and/or staff must stay home and self-isolate while waiting for results of a COVID-19 test. Please refer to the Self-isolation Instructions on the OPH website.
- Close contacts of the symptomatic child or staff at the centre over the past two days (48 hours prior to when their symptoms started) should be monitored for symptoms and cohorted while results are pending for the staff /child. If the child / staff results are positive, additional testing may be required as directed by the local public health unit.
- If not tested, the child and/or staff member must stay home and self-isolate:
  - For 14 days from the first day of symptoms
    - OR
  - Until 24 hours AFTER symptoms have FULLY resolved, whichever is longer
- Determining when the child and/or staff member can return to the centre will be done in consultation with OPH's Infection Prevention and Control (IPAC) team.
- Determining closure and re-opening of the classroom and/or facility will be done in consultation with OPH's Infection Prevention and Control team.

## **3. Child and/or staff who are symptomatic and have a negative COVID-19 result:**

- Return to the centre may be based on usual policy and procedure (e.g., 24 hours symptom-free without fever-reducing medication, or 48 hours after resolution of vomiting and/or diarrhea). Consult with OB Reporting Line as needed.

## **4. Child and/or staff who have a positive COVID-19 test result:**

- The child and/or staff with a positive COVID-19 test must self-isolate and not attend the centre. Please refer to the Self-isolation Instructions on OPH's website
- Determining when the child and/or staff member can return to the centre will be done in consultation with OPH.
- Determining closure and re-opening of the classroom and/or facility will be done in consultation with OPH.
- Where a child or staff is suspected of having or has COVID-19, childcare centres must report this to the Ministry of Education as a serious occurrence.

## **5. Child and/or staff who has been identified as a close contact of a confirmed or probable COVID-19 case:**

- A child and/or staff who has been identified as a close contact of a confirmed or probable COVID-19 case must self-isolate and not attend the centre. Discontinuing self-isolation depends on whether or not they are still in contact with a confirmed or probable case of COVID-19 and will be determined in consultation with OPH's OB Reporting Line.