



COVID19 Policies and Procedures

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1) Introduction and Purpose

We, at Hundred Acre Wood (HAW) Forest Preschool, put the safety and well-being of our participants, staff, volunteers and their families as our top priority. The following policies and procedures have been put in place so that we may keep our centre open to our community and provide much needed childcare in a safe space for all.

The procedures and measures listed within this document override the related policies and procedures in our parent handbook (i.e. Illness policy, fees, and hours of operation) until further notice. We look forward to seeing you in the forest, fields, and meadows,

Hundred Acre Wood Board of Directors

2) Sanitization Practices

HAW staff and volunteers will:

- Ensure all toys used at the centre are made of material that can be cleaned and disinfected (i.e., avoid plush toys);
- Increase the frequency of cleaning and disinfecting objects, toys and frequently touched surfaces;
- Disinfect frequently touched surfaces at least twice a day including doorknobs, light switches, toilet handles, and tabletops
- Only use disinfectants that have a Drug Identification Number (DIN)
- Check expiry dates of products used and always following the manufacturer's instructions;
- Perform proper hand hygiene (including assisting children with hand hygiene); • Incorporate additional hand hygiene opportunities into the daily schedule.
- Omit shared sensory tables, however single use, individual sensory materials may be provided for a child's use for the duration of a day and labelled with each child's name
- Keep a cleaning and disinfecting log to track and demonstrate cleaning schedules.

3) Physical Distancing

- The ministry recognizes that physical distancing between children in a childcare setting is difficult and encourages childcare staff and providers to maintain a welcoming and caring environment for children.
- Cohorts – HAW will organize groups into cohorts. Maximum cohort size for each room in a childcare centre will consist of no more than 35 individuals (staff and children)
- Spread children out into different areas when appropriate;
- Stagger, or alternate lunchtime and outdoor playtime; and,
- Incorporate more individual activities or activities that encourage more space between children when appropriate;
- Increase the distance between nap mats, if possible.

7) Staffing

- Supervisors and/or designates will limit their movement between rooms, doing so when absolutely necessary.
- Supply/replacement staff will be assigned to specific cohorts.

8) Drop Off/Pick Up

- All individuals including children and parents/guardians doing drop off must self-screen each day before entering the childcare setting, including daily temperature checks. The link for how to screen can be found at: <https://covid-19.ontario.ca/school-screening/>
- Staff and all visitors, including placement students, must provide proof of screening
- This screening will be done at home and the form is to be submitted at the screening/arrival location at drop-off (see Screening tool p.7)
- Toddlers will be dropped off and picked up in the front play yard and will enter/exit using the front doors.

- Preschoolers will be dropped off in the back-play yard and will enter/exit through the back doors.
- Parents are asked to stay outside and to stay 6ft away from screening staff
- If parents need to enter the building, please use the hand sanitizer at the entrance, wear a mask, and maintain 6 ft distance from others.

9) PPE

- Staff is required to wear eye protection and medical masks:
 - While inside the childcare setting, including hallways; children are encouraged to wear a mask from ages 2+ if the parents has made this request
 - When outside and 2 metres distance can not be kept
 - when caring for a sick child or a child showing symptoms of illness. See the section in this guidance document on protocols when an individual is sick for more information.
 - Parent/staff may consider to wear eye protection and masks while dropping off their children or while outside, yet are not mandated to do so

10) Illness

- **Staff/home childcare providers, parents and guardians, and children must not attend the program if they are sick:**
 - **Symptoms to look for include but are not limited to: fever, wet cough, shortness of breath, chills, nausea, vomiting, congestion, runny nose, headaches, nausea and fatigue.**
 - **Anyone with a single symptom needs to stay home and isolate and get tested, or provide an alternative diagnosis by a health care professional. If you do not get a test the child must isolate for 10 days from the onset of the symptom.**
 - **If an individual tests positive, or is not tested, (so long as they do not have an alternate diagnosis) the symptomatic individual must isolate for 10 days, while the members of their household contacts must isolate for 14 days.**
 - **If a child receives an alternate diagnosis, or a negative test and their symptoms are improving, they may return to the center.**
 - **Children in particular should be monitored for atypical symptoms and signs of COVID-19. For more information, please see the symptoms**

outlined in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website.

Post Immunization Illness:

- **Screening Process:** If the child care staff, provider, placement student, child or visitor received a COVID-19 vaccination in the last 48 hours and is experiencing mild headache, fatigue, muscle aches, and/or joint pain that only began after vaccination, and no other symptoms, they should respond "no" in the screening tool and may continue to attend the child care program if they are feeling well enough to do so. If the child care staff, provider, placement student, child or visitor lives in a household with an individual who received a COVID-19 vaccination in the last 48 hours and is experiencing mild headache, fatigue, muscle aches, and/or joint pain that only began after vaccination, and no other symptoms, they should respond "no" in the screening tool and are not required to self-isolate (stay home).
 - **Masking:** If the child care staff, provider, placement student, child or visitor received a COVID-19 vaccination in the last 48 hours and has mild headache, fatigue, muscle aches and/or joint pain that only began after immunization, and no other symptoms, they are to wear a properly fitted mask for their entire time in the child care setting. The mask may only be removed to consume food or drink and the individual must remain at least two metres away from others when their mask has been removed.
 - **Isolation and Testing:** If the mild headache, fatigue, muscle aches, and/or joint pain symptoms worsen, continue past 48 hours, or if the individual develops other symptoms, they should leave the child care setting immediately, or if in a home setting the home care provider should no longer offer care, to self-isolate and seek COVID-19 testing.
- If a child or childcare staff/provider becomes sick while in the program. HAW is no longer required to contact public health, unless there is a confirmed case of COVID. That child, and any sibling, will be sent home and may return after a negative covid test result is received or after a 10 day isolation period and is symptom free for 24 hours. Public health will determine how the center handles the rest of the cohort.
 - The rest of the cohort may remain at the center but will be asked to self-monitor unless Public Health dictates otherwise.
The rest of the cohort will be sent home only if someone in the cohort tests positive.
 - If a separate room is not available, the sick person should be kept at a minimum of 2 meters from others.
 - The sick person should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.

- If the sick person is a child, a childcare staff/provider should remain with the child until a parent/guardian arrives. If tolerated and above the age of 2, the child should wear a surgical/procedure mask. The childcare staff/provider should wear a surgical/procedure mask and eye protection at all times and not interact with others. The childcare staff/provider should also avoid contact with the child's respiratory secretions.
- All items used by the sick person should be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days.
- Public health should be notified, and their advice should be followed.
- Where a child, staff or home childcare provider has a suspected or confirmed case of COVID-19, licensees must report this to the ministry as a serious occurrence.
- All childcare licensees are responsible for maintaining daily records of anyone entering the facility/home and the approximate length of their stay (such as cleaners, people doing maintenance work, people providing supports for children with special needs, those delivering food).
- Records are to be kept on the premises (centre or home).
- Records (e.g. name, contact information, time of arrival/departure, screening completion/result, etc.) must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

11. Return to Childcare Attestation

Following illness, the following form must be submitted to the centre when the child returns:

https://www1.publichealthgreybruce.on.ca/Portals/0/Topics/InfectiousDiseases/COVID19/Attestation_for_Return_to_School_or_Child_Care_Following_Illness.pdf