

# Pandemic Plan version 3

parent information

Introduction: This document was developed to communicate to parents the health and safety protocols that Dow's Lake Daycare staff are committed to implement as we continue to remain open. The information and protocols have been developed based on the Ministry of Education - Operational Guidance During COVID-19 Child Care re-opening guidelines released June 2021 – Version 6 and the Public Health guidance released September 8, 2020.

<https://files.ontario.ca/edu-operational-guidance-child-care-during-covid19-en-2021-06-14.pdf>

<https://dowlakedaycare.files.wordpress.com/2021/04/public-health-guidance-version-september-8-2020.pdf>

Activation: This plan will be activated and remain in place at Dow's Lake Daycare during the pandemic and until further notice.

Version 1 Approved: June 22, 2020

Current Version Date: July 2021

## IF your child is returning to the DLDC, you MUST agree to the following protocols:

- Children must stay at home if they OR THEIR FAMILY MEMBERS have any signs of ill health
- When a child goes and gets tested for COVID-19 and the results come back negative, the child must remain at home until the symptoms have been improving for at least 24 hours. We want to try and avoid having another child/family go through the screening process.
- Returning to daycare after receiving a Negative result from testing. For a fever, vomiting/diarrhea o Fever: child must be 24 hours symptom-free without fever-reducing medication o Vomiting/diarrhea: child must be 48 hours symptom-free
- If your child goes and gets tested for 1 symptom and it comes back negative, if a different symptom appears, they must go get re-tested or stay home and self-isolate for 14 days and not have a fever and symptoms have been improving for at least 72 hours, whichever is longer before returning to daycare.
- Parents must inform the DLDC staff immediately if your child has any symptoms of illness.
- Parents must inform the DLDC staff if your child will be absent for any reason.
- If you believe you have been exposed to COVID-19, you should call Ottawa Public Health and follow their advice – they can be reached by dialing 311; comprehensive information is available at [www.ottawa.ca](http://www.ottawa.ca)
- Parents and children must undergo a daily screening process and affirmation of health.
- Only staff and children may enter the daycare. No parents/guardians of children, no delivery persons – they will be met at the door.
- Someone must be always available to pick up your child within 30 minutes of being contacted if the child has developed COVID-19 symptoms;

- Reduce hours to allow staff to do a proper end of the day disinfecting, pandemic hours are 7:45am to 5:00 pm
- Contact information must be kept up to date for all parents/guardians including emergency alternates. Parents must complete this information before returning to care.
- Daycare may close with very little notice due to staff shortage

Please fill out our daily *ONLINE SCREENING* before arriving to daycare (preferably before 9am), here's the link:

**[Dow's Lake Daycare Daily COVID-19 Screening - Google Forms](#)**

- Temperature will be taken by staff a second time during the day
- If your child's temperature is equal to or greater than 37.8 degrees Celsius or if the child/children have any signs of illness they must stay home.
- We recommend that you organize back up care in case the daycare is required to close.

**Parent drop off and pick up procedure:**

Please do not enter the childcare, if you have not done the online screening, we will have a screener available if needed at the main entrance (Door A – toddler entrance). It's the parent's responsibility to ensure that their child is healthy and fever free before entering the childcare.

If children are indoors, parents may bring the child to their designated classroom (Door A – toddler room or Door B – preschool room) please remember, parents/guardian do not enter the childcare.

Reminder:

- All parents/guardian must wear a mask while dropping off or picking up their child(ren)
- Please respect the social distancing of 6 feet/2 meters while picking up or dropping off your child(ren)

Parent/Guardian who didn't do the online screening must wait on site, until their child(ren) gets their temperature checked and is cleared to enter the classroom.

The online screening questions are developed by Ottawa Public Health (OPH) and based on the symptoms identified in the most recent Ministry of Health's 'COVID-19 Reference Document for Symptoms - OPH determines the additional questions that we must ask. We will be sending you these questions in advance and let you know if they change.

- The screener holds the responsibility of determining if someone is deemed to be in good health and therefore able to enter the daycare. They make the final decision. We trust that all parents will respect the decision of the screener. The reason for a denied entry will be shared with you and you will be encouraged to go for testing (if appropriate). Please remember the educator are not making the policies and are just following the Public Health and Ministry of Education guidelines
- Based on OPH recommendations, we are adopting the policy that NO PARENTS or GUARDIANS are allowed to enter the daycare. We understand that being able to connect with your child's Educator is important to you, and we will find alternate ways for you both to communicate (e.g., emails, phone calls, conversations outside the fence when the group is outside – while still maintaining physical distancing).

Please know that we will do our best, based on the time available, as the Educators will also be with the children.

- o Toddler classroom: [juniorsdlc@gmail.com](mailto:juniorsdlc@gmail.com)
- o Preschool classroom: [preschooldlc@gmail.com](mailto:preschooldlc@gmail.com)

## Attendance Records

- In addition to attendance records for all children receiving care, all child care licensees are responsible for maintaining daily records of anyone entering the center.
- Each classroom will have their own children attendance log.
- Staff and visitor's entry log will be located at the main entrance found by the current exit to the main yard.
- These records will include all individuals who enter the premises (i.e., staff, cleaners, people doing maintenance work, people providing supports or children with special needs, those delivering food).
  - o Records to be kept on premises and along with name and contact information must include an approximate time of arrival and time of departure for each individual.
  - o Records must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak (i.e., records can be made available to public health within 24 hours of a confirmed COVID -19 case outbreak).

## Space Set-up and Physical Distance

- Each group of children must have their own assigned indoor space separated from all other groups by a physical barrier. The purpose of the barrier is to reduce the spread of respiratory droplets that are thought to transmit COVID-19 and to reinforce physical distancing requirements between groups. The physical barrier must begin at the floor and reach a minimum height of 8 feet to ensure that it will always be 12 inches taller than the tallest person in the facility. It must be as wide as the space/room will allow.
- When in the same common space (e.g., entrance, hallways), physical distancing of at least 2 meters must be maintained between different groups and should be encouraged, as much as possible, between children within the same group by:
  - o Spreading children out into different areas, particularly at meal and dressing time;
  - o Incorporating more individual activities or activities that encourage more space between children; and,
  - o Using visual cues to promote physical distancing.
- In shared outdoor space, a distance of at least 2 meters must be maintained between groups and any other individuals outside of the group at all times.
- The center will increase the distance between cots and position the children in a head to toe if space is limited
- Shared space and structures that cannot be cleaned and disinfected between groups will not be used   
Recognizing that the physical distancing is difficult with small children the center suggests that:
  - o Planning activities that do not involve shared objects or toys;
  - o When possible, moving activities outside

to allow for more space; and, o Signing only in alignment with the requirement set out in the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020.

## Communication with Parents

- Communication with families regarding the enhancement of health and safety measures facilitates transparency of expectation. New policies will always be shared with parents for their information and to ensure they are aware of these expectations, including keeping children home when they are sick, which are aimed at helping all children and staff/providers to stay safe and healthy.
- The center will share with parents the policies and procedures regarding the COVID-19 health and safety protocols, including requirement and expectations related to masks
- The center is not required as a part of their re-opening to revise their program statements, Parents' Handbook, and other policies.
- Priority/waitlist policies will be updated as a health and safety measures change to account for any resulting limited capacity. Any changes to the policies will be communicated to the families so they are aware of the changes, an equitable approach should be implemented to assess priority for care.
- When possible, the use of in-person communication will be limited.
- When a child or staff is getting tested for COVID-19 an email will be sent out to all families and employees to inform them of the symptoms and in which classroom the child or staff is. Parent and staff will receive an update email with their COVID-19 results.
- Parents will be notified of any confirmed case of COVID-19 for staff or child or any outbreaks of COVID-19 in the center by email.

## How to report illness and guidance if suspected illness

- You are asked to call and / or email the daycare immediately upon noticing any signs of ill health in your child, including a mild fever. This monitoring period includes the evenings and weekends (email for after-hours is preferred to ensure it is received).
- You are encouraged to contact OPH at 311 for guidance. Additional information is available at [www.ottawa.ca](http://www.ottawa.ca) including the location of the testing centres. Test results are typically returned in less than 72 hours.
- If your child or a family member (parent/sibling) has signs of illness – you must remain home – here are the anticipated steps / options:
  - o child or a family member (parent/sibling) with symptoms and referred for COVID-19 testing:
    - o child or a family member (parent/sibling) should stay home and self-isolate while waiting for results of COVID-19 test. Please refer to the Self-isolation Instructions on the OPH website.
      - If not tested, the child or family member (parent/sibling) should 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

- o child or a family member (parent/sibling) who are symptomatic and have a negative COVID-19 result:
  - May return to the daycare once they are 24 hours symptom-free without fever reducing medication, or 48 hours after resolution of vomiting and/or diarrhea.
- o child or a family member (parent/sibling) who have a positive COVID-19 test result:
  - must self-isolate and not attend the daycare. Please refer to the Self-isolation Instructions on the OPH website.
  - Determining when the child can return to the daycare will be done in consultation with OPH.
- o child or a family member (parent/sibling) who has been identified as a close contact of a confirmed or probable COVID-19 case:
  - child or a family member (parent/sibling) who has been identified as a close contact of a confirmed or probable COVID-19 case should self-isolate and the child should not attend the daycare.
  - Discontinuing self-isolation depends on whether or not they are still in contact with a case of COVID-19 and will be determined in consultation with OPH.
- o If a sibling is sent home from daycare/school with suspected COVID-19 symptoms, all family member should self-isolate until COVID testing result come back. If results are negative the sibling may return to daycare, if they're not showing any symptoms.

### These are the same expectations and requirements for staff

- The center will include information on the use of PPE in their health and safety protocols that is consistent with the information in this section well as any direction provided by the local public health unit.
- Expectation for adults in the center is:
  - o All staff, visitors and students are required to wear medical masks and eye protection (i.e., face shields or goggles) while inside the center, including the hallways and staff room (unless eating or drinking)
  - o All other adults (i.e., parents / guardians, and visitors) are required to wear a face covering or non-medical mask while inside the child care.
- If a child develops signs of illness while at the daycare, the child will be immediately separated from their peers with someone that is familiar to them (e.g., their Educator); that person will put on PPE (face mask / shield or goggles and gown) to protect themselves. The parent will be called and you are asked to please arrive within 30 minutes.
- Expectation for children:
  - o All children in the preschool room are encouraged but not required to wear a non-medical mask or face covering while inside the center.
  - o Mask are not recommended for children under the age of two o DLDC will provide disposable mask for all preschool children. With parent permission.
- Masks should be replaced when they become damp or visibly soiled
- The use of mask is not required outdoors for adults or children if physical distancing of at least 2 meters can be maintained between individuals.

- If the child is showing COVID-19 symptoms but is feeling well enough, the Educator may wait outside to reduce the risk of exposure. The program spaces that the child was in will receive a thorough environmental clean.
- Whenever someone shows signs of illness, all parents will receive a notification (without identifying the person) so that you can continue to monitor their child(ren) and yourself – based on the pass year, this will be quite frequent. While we are focused on COVID-19 there continues to be other mild illnesses present in our community that mimic the same symptoms. This also reflects how diligent people have been in monitoring for symptoms, this is very much appreciated!

We will follow all OPH requirements and Ministry requirements for reporting illnesses.

### The sanitization of the space, toys and equipment

- During the day, all high touched surfaces will be disinfected at least twice using a sanitizing product approved by OPH.
- Additional staff will not be entering the rooms while the children are present, but may enter the room when the children are outside to complete additional cleaning tasks.
- The Educators will be diligently monitoring the toys that the children put in their mouth, discreetly removing them for disinfecting, once the children are finished.
- All high touch surfaces such as the climbers or riding equipment will be wiped down before a new group of children enters the yard.
- The program room door will be opened as much as possible; at a minimum when the children are outside and / or for 30 minutes in the morning and 30 minutes in the afternoon to allow for air flow.
- At the end of the day all toys and equipment will be sprayed with a sanitizer that is remains on surfaces to air-dry or washed in our sanitizer or using the approved 3-sink method, whichever is applicable.
- We have a sufficient supply of sanitizer, hand soap, hand sanitizer and other products available, we are carefully monitoring our stock.
- We will continue to have after hours cleaning.
- We have a housekeeper in each classroom to be on top of all cleaning, disinfecting daily.
- All shared space such as; washrooms and or shared objects will be cleaned in between each use and only one group at a time should access the shared space and equipment.
- An inventory will be kept to determine items to be stored, moved, or removed altogether to reduce handling or the challenges associated with cleaning them (for example, porous or soft items such as stuffed toys, area rugs, fabrics upholstered seating).
- Existing practices should be reviewed to determine where enhancements might e required, including frequency and timing of cleaning products and child safety, areas, signage, and PPE use when cleaning.
- Children and staff will be required to wash their hands multiple times a day, but at a minimum:
  - o Whenever entering or leaving the program room
  - o Before and after eating
  - o Before and after using the washroom
    - Parents we encourage you to model and expect frequent handwashing since we know this is a very effective way to prevent transmission. While providing emergency care, we noticed how effective even very young children were at washing their hands.
- Where an individual is suspected of having COVID-19 in the child care setting:
  - o The child or staff member will be removed from the group and asked to wait in the lobby area or outdoors.

- o Full PPE gear will be put on including own and gloves, mask and face shields.
- o The parents of the child will be called to pick up their child immediately.
- o Once the child is picked up the staff member will sanitize and disinfect the area and log the time and date, along with initials
- o All items that cannot be cleaned will be removed and stored in a sealed container for a minimum of 7 days.

### How play and physical distancing will be encouraged

Once completing the active screening, children are deemed to be healthy and will be encouraged to play as children do, but there are still many ways, we can naturally encourage physical distancing. We will be keeping our ratio at a lower number until further notice. (ex. For April 2021: 12 toddlers with 3 educators and 1 housekeeper and 20 preschools with 3 educators and 1 housekeeper).

Ministry of Education approved ratio

Age group	# of children as we reopen	Minimum # of staff with the children	# of children pre-COVID-19
Toddler	15	3	15:3
Preschool	24	3	24:3

All children will be cohorted, this means that they will stay with the same program group for the entire day; they will not mix with other groups inside or outside – this is to keep the “bubble” as small as possible.

We will send you pictures throughout the week so you can see your child actively engaged in play.

### How shifts will be scheduled, where applicable

The Educator shifts will be similar to what you experienced before, there will be an early and late shift, your child will be in their program room, with a familiar Educator for the day/week. We will have 2 staff finishing at 5:30, one in each classroom to ensure both classrooms are disinfected properly at the end of the day.

- Staff will work in only one location
- Director will limit her movement between rooms doing so when absolutely necessary.
- Interaction with multiple groups will be avoided as much as possible.
- Qualified Staff:
  - o The center is required to ensure each group has the required number of qualified staff as set out in the CCEYA.
  - o Certification in Standard First Aid Training, including Child CPR:
    - o Staff that are included in ratios are required to have a valid certification in first aid training and child CP, unless exempted under the CCEYA or the certification has been extended by the Workplace Safety and Insurance Board (WSIB).
    - o The WSIB has indicated that all certifications that expire after March 1, 2020 are automatically temporarily extended until December 31, 2020.
    - o The licensee is encouraged to monitor the WSIB website for any updates on First Aid/CPR certificate extensions for any staff whose certification would have expired after March 1<sup>st</sup>, 2020.

- Vulnerable Sector Checks (VSCs)
  - o The center is required to obtain a VSCs in accordance with the CCEYA from all staff and other persons who are interacting with children in the premises, including post-secondary students.
  - o If an individual is unable to obtain a VSC in a reasonable amount of time due to significant backlogs, they must ensure the individual has applied for a VSC and put in place additional measures as set out in their reference check policy.

### Rescheduling of group events and/or in-person meetings

We are committed to maintaining effective engagement and contact with parents, we know that you want to be a part of your child’s day – during this time all contact with the Educators will need to be virtual – but we have become quite proficient at virtual connections so please do not hesitate to reach out. We will not be hosting in-person events or meetings until further notice. Each classroom will have their own email address.

Toddler room: [juniorsdlc@gmail.com](mailto:juniorsdlc@gmail.com)  
 Preschool room: [seniorsdlc@gmail.com](mailto:seniorsdlc@gmail.com)

### Child care closure or reduced hours due to staff shortage or a positive COVID-19 case

Dow’s Lake Daycare may need to close a program or reduce its hours with very short notice due to:

- a shortage of staff or
- someone (child/staff) test positive due to COVID or
- Public Health declares one of our classrooms as an outbreak.

Since we’re respecting our cohort, we are very limited in our staffing supply. Once a staff entered a cohort they can’t mix with the other cohort until the following Monday. We will do our best to remain open and not reduce our hours while respecting our Public Health and Ministry of Education guidelines.

We are continuing to do everything we can to ensure that our childcare centre is safe, staffed, and fully operational. Our ability to be successful relies on the collective efforts of everyone in the community following the public health guidelines to stop the spread of COVID-19.

In the event of a serious occurrence:

- The center will report a confirmed case of COVID-19 to the medical officer of health under the Health Protection and Promotion Act.
- Previously, the center was required to report all suspected cases of COVID-19 to the ministry. Currently, only where a child, staff, student has a confirmed case of COVID-19 (i.e., A positive COVID-19 test result), the center will:
  - o Report it as a serious occurrence to the ministry.
  - o Report to the local public health unit and provide and materials (e.g., daily attendance records) to public health officials to support case management and contact tracing and other activities in accordance with all applicable legislation, including the Municipal Freedom of Information and Protection of Privacy Act.



Public health officials will determine any additional steps required, including but not limited to how to monitor for other possible infected staff/providers and children and the declaration of an outbreak and closure of rooms and/or entire child care center.

- If a closure is ordered by the local public health unit and the center has already submitted a serious occurrence for a confirmed case, the existing serious occurrence must be updated to reflect the closure.
- Should additional individuals at the center develop a confirmed case, the center will either; o Revise the open serious occurrence report to include the additional cases; or o Submit a new serious occurrence report if the first has been closed already.
- A serious occurrence must be submitted under the “Unplanned Disruption of Service” category.
- The employer must let the staff/employees know if they may have been in contact or exposed in the workplace.

## In conclusion

What we have learned over these last few months is that this is an ever-evolving situation and that while we are as prepared as we possibly can be, we are adapting as new information is provided to us. Our commitment to parent engagement remains the same, we will consistently update this plan as appropriate.

Please do not hesitate to share any ideas of what else we can be doing to support you and your child as we move forward during this unknown situation. We appreciate all of your support and your confidence in us!

## Notice of Risk

When children from multiple families attend a childcare centre there is a risk of the COVID-19 virus coming into the centre. Children who are infected with the COVID-19 virus are more likely than adults to have very mild infections or to have no symptoms at all, but these children can still transmit the infection to other children, and to adults in the centre. This means children can bring home an infection acquired in the centre and put other persons at risk. The child care centre has a screening process to help detect infections when there are symptoms; however, the screening process will not detect infected children or adults who do not have symptoms at the time of screening.

The risk of serious COVID-19 infection increases with age, which older child care providers (and those with certain underlying medical conditions) should consider in terms of the risk to themselves personally, particularly if working in a child care centre with children from multiple families

Dow’s Lake Daycare (DLDC) has adopted Public Health screening protocols and strategies aimed to minimize risks in child care settings for COVID-19 but there is no assurance the DLDC can keep COVID-19 from the facility.