

Miss Helen's Place Daycare COVID-19 Operations Manual



Miss Helen's Place

Sarnia Lambton Adult Learning Support Services Inc.

Updated: June 19, 2020

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Lambton County Covid-19 Child Care Operations Manual Background

Lambton County Children's Services Department is collaborating with licensed child care operators, licensed home child care, and Lambton Public Health to safely reopen child care in Lambton County during the COVID-19 outbreak.

Lambton County has worked with the local Medical Officer of Health through Lambton Public Health and the Province to determine the safest way to operate child care.

Plan Details

- * Lambton County's child care reopening plan includes collaborating with:
 - A third party licensed child care program that has a current service agreement with Lambton County,
 - Independent home child care providers who have a current contract with a licensed home agency in Lambton County

- * The centre would be staffed by current licensed child care employees and include children from infant to age 12

- * The operation of child care during Covid-19 in a centre and in licensed home child care will strictly adhere to all Provincial and Ministry policies and guidelines, including all requirements set out in the Child Care and Early Years Act, 2014

- * The centre will operate in a manner consistent with the Lambton County COVID-19 Child Care Operations Manual dated June 19, 2020 (or as current).

Access to Child Care Spaces and Prioritizing Families

When determining prioritization of limited child care spaces, operators should consider the following:

- * Families who were enrolled in licensed child care prior to COVID-19 should be given first offer to have their space back;
- * Within existing families, priority should be given to parents who need to return to work outside the home;
- * Existing families with a special needs referral should be assessed on a case by case basis;
- * If there are vacancies after considering the above priorities, essential worker families who used child care during the emergency closure period, should be offered space if they still need it;

The above are guidelines and operators have sole discretion on which families are offered a licensed child care space.

Group Sizes

- * Child care will operate in a cohort model
- * A cohort is defined as a group of children and the staff members assigned to them who stay together throughout the duration of the program for minimum of 7 days
- * Part time children or staff are not permitted to share one space throughout the week
- * Maximum cohort size for each room will consist of no more than 10 individuals. This includes both staff and children
- * Maximum capacity rules do not apply to Special Needs Resource staff on site (i.e., if they are not counted towards staff to child ratios they are not included in the maximum capacity rules).
- * For any play activity room that is currently licensed for a maximum group size of less than 10 children due to square footage requirements (e.g., infant room 1 is licensed for 6 children), licensees can only have the number of children listed on the license and ensure the cohort does not exceed 10 (including staff).

- * Each cohort must stay together throughout the day and are not permitted to mix with other cohorts.
 - * Licensees are required to maintain ratios set out under the CCEYA. Licensee can increase staff to child ratio as long as the cohort does not exceed the maximum of 10 individuals.
 - * Mixed age grouping is permitted as set out under the CCEYA where a director approval has been granted on the license.
 - * Reduced ratios are permitted as set out under the CCEYA provided that cohorts are not mixed with other cohorts. Reduced ratios are not permitted at any time for infants.
- Maximum Capacity of Building
- * The maximum capacity of 50 people per building is no longer applicable
 - * More than one child care program can be offered per building as long as they are able to maintain separation between the programs and cohorts, and follow all health and safety requirements that apply to those programs.

Staffing

- * Staff should work at only one location. Supervisors and/or designates should limit their movement between rooms, doing so when absolutely necessary.
- * Supply/replacement staff should be assigned to specific cohorts. Where possible, practice social distancing within said space; and at all times, refrain from mixing with other groups within the centre
- * Encourage more physical space between children by:
 - Spreading children out into different rooms/areas;
 - Staggering, or alternating, lunchtime and outdoor playtime; and,
 - Incorporating more individual activities or activities that encourage more space between children
 - Increase the distance between cots or mats during sleep time
 - When holding infants and toddlers, use blankets or cloths over childcare providers' clothing; change the blankets/cloths between children and wash hands between children.

Public Health Policies and Procedures

- * Daily screening must be conducted of all employees, children and any other person engaging in essential business prior to entering the building or home;
- * Use of Personal Protective Equipment (PPE) will be used by the designated screener and be consistent with everyday best practices, and no additional measures have been recommended by Lambton Public Health at this time aside from social distancing as best as possible.
- * Please note the Medical Officer of Health does not recommend the constant wearing of PPE, including masks by caregivers, in situations where the level of risk is not warranted.
- * Additional PPE may be required for caregivers if a child exhibits symptoms of COVID-19 at the centre.
- * If meals or snacks are provided, ensure children have their own individual meal or snack and have the children sit in an arrangement that encourages physical distance. Food must not be shared or served buffet style.
- * Employees must avoid getting close to faces of all children, where possible.
- * In consultation with Lambton Public Health, staff will adhere to the following new procedures developed for Child Care operations:
 - o Appendix A: Environmental Cleaning and Disinfecting Policy and Procedures;*
 - o Appendix B: Exclusion of Children or Employees Who are Ill Policy and Procedures*
 - o Appendix C: Hand Hygiene Policy and Procedures;*
 - o Appendix D: Health Screening Procedure;*
 - o Appendix E: PPE Recommendations for Childcare Centres*
 - o Appendix F: Covid-19 Outbreak Response*

Screening:

- * Please refer to Appendix D: Health Screening Procedure for detailed guidance.
- * All individuals, including children, parents/guardians staff and essential visitors, must be screened including daily temperature checks prior to entry; upon arrival at child care setting. Children should be monitored for signs and symptoms of COVID- 19. Deny entry to any individual who fails the screening procedure.
- * Facility must designate a single entrance where screening will take place.

- * Screening should be conducted in the entry way of the facility and completed by designated staff, trained in the screening procedure. Screening will include exterior signage, followed by active screening questions to the child, parent/caregiver. This will be completed at a distance of 2 metres. A table may be useful to maintain this distance.
- * Approved Public Health signage must be posted at the entry way identifying the screening process, hand hygiene, and respiratory etiquette.
- * Hand Sanitizer, containing at least 70% alcohol content must be provided at screening table, or upon entry to the facility.
- * The screener must be provided with surgical mask, eye protection, at minimum with access to gown and gloves if necessary. Unless behind a plexi-glass barrier. Hand hygiene is preferred as opposed to glove use.
- * The screener must record all screening results in a log book.
- * Entry will be denied to any person including the child of a parent/guardian (or any person residing in the child's home) who fails the screening tool.
- * Temperatures will be checked of all children, staff, and persons engaging in the business provided that they pass the active screening questions; thermometers must not be used between children/staff without single-use protective covers or disinfecting between uses.
- * Where possible, stagger drop offs to ensure physical distancing requirements can be met.
- * Anyone entering the facility must perform hand hygiene upon entering.
- * Cohort staff to assist child with hand hygiene upon entering program.
- * Visitors to the centre/home child care will not be permitted
 - Parents/guardians will not be permitted beyond the entry point of the centre or home child care; they will instead be offered virtual tours and pictures.
 - Deliveries must be left at the door; no delivery or mail personnel to enter the facility.

Cleaning

Please refer to Appendix A for policy and procedure for cleaning and disinfection.

- * In accordance with the Environmental Cleaning and Disinfecting Policy and Procedures, centres and home child care sites will be thoroughly cleaned prior to opening and throughout the day.
- * Ensure all current infection prevention and control practices are adhered to, this includes but is not limited to:
 - Ensuring all toys used at the centre or home child care are made of material that can be cleaned and disinfected (e.g. avoid plush toys);
 - Increasing the frequency of cleaning and disinfecting objects, toys and frequently touched surfaces;
 - Refrain from using water or sensory tables. Sensory materials may be used if designated for each child and not shared with others, for example play dough bagged with child's name;
 - Linens (facecloths, blankets, etc) must be laundered between children;
 - Children must not share soother, bottles, sippy cups, toothbrushes, facecloths, etc. Label these items with the child's name to discourage accidental sharing;
 - Frequently touched surfaces are most likely to become contaminated, including doorknobs, light switches, toilet handles, and tabletops must be disinfected at least twice a day;
 - Performing proper hand hygiene (including assisting children with hand hygiene); and,
 - Incorporating additional hand hygiene opportunities into the daily schedule.

Additional Employee Training

- * All employees working in child care centres and home based care, will review and be familiar with this Lambton County Child Care Manual before commencing work at the centre;
- * Additional training and support outlined by Lambton Public Health include:
 - Familiarity with current infection control practices and current respiratory and gastrointestinal outbreak measures in childcare centres,(refer to current Public Health Guide for Childcare Operators. <https://indd.adobe.com/view/9b6710da-7327-4f90-b849-42b153c59f3f>
 - Attend a zoom training session conducted by Lambton Public Health, covering appropriate use of PPE, Infection Prevention and Control best practices, Hand Hygiene and cleaning and disinfection
 - It is important staff continue to stay informed of most current information on COVID- 19 www.lambtonpublichealth.ca.

Exclusion of Sick Children/Staff

In addition to these preventative measures, and as per direction from the Ministry of Education, child care centres and licensed home child care providers will have a protocol in place in the event that a child, parent or employee at the site is exposed to COVID-19.

- *A child or employee who has been exposed to a confirmed case of COVID- 19 or symptomatic person(s) shall be excluded from the child care centre or home child care for 14 days or as directed by Lambton Public Health, following investigation;
- *The centre or home child care will contact Lambton Public Health to notify them of a potential case and seek input regarding the information that should be shared with other parents of children in the centre or home child care;
- *Please refer to Appendix B: Exclusion of Children or Employees Who are Ill Policy and Procedures;
- *Environmental cleaning of the isolated/exclusion space the child/staff were in will take place. Refer to Appendix A Environmental Cleaning and Disinfecting Policy and Procedure.

Appendix A - Environmental Cleaning and Disinfecting Policy and Procedures

Policy Statement

Lambton County is committed to providing a safe and healthy environment for children, families and employees. Lambton County will take every reasonable precaution to prevent the risk of communicable diseases within child care locations.

Purpose

To ensure that all employees are aware of and adhere to the directive established by Lambton Public Health, the Ontario Ministry of Health, and Lambton County Children's Services regarding environmental cleaning and disinfecting in child care centres and within home child cares providing child care.

Application

This policy applies to all employees, community members and any others persons engaged in business with Lambton County child care centres and home child cares providing child care.

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 kills microorganisms. Warm water, detergent and mechanical action (i.e. wiping) is required to clean surfaces. Follow the manufacturer's instructions when using commercial cleaning products.

Disinfecting: describes a process completed after cleaning in which a chemical solution (i.e.,) 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 time). Contact times are generally prescribed by the product manufacturer. Any items children may come into contact with, requires a final rinse after the required contact time is observed.

Procedures

From what is currently understood about COVID-19, commonly used cleaners and disinfectants are effective against the virus that causes COVID-19. In order to prevent the spread of respiratory illnesses including COVID-19, licensed child care centres will be required to

maintain their routine cleaning and disinfection schedules, providing enhanced cleaning and disinfection of high-touch surfaces and mouthed toys.

All products including cleaning agents and disinfectants must be out of reach of children, labeled, and must have Safety Data Sheets (SDS) up to date (within three years), which are stored in the WHMIS binder. Products must not be expired and product must have a DIN number approved by Health Canada.

Record Keeping

The child care centre must produce a specific cleaning and disinfecting schedule for each cohort, washroom, kitchen, common areas, indoor/outdoor play areas, and other areas accessed by the program.

A cleaning and disinfection log must be used to track and demonstrate cleaning schedules (indoor and outdoor).

The child care centre must designate staff to clean and disinfect. These individuals will be responsible for keeping cleaning and disinfecting records, which should include the date, time, product used, the name of the staff responsible, etc.

Cleaning

Is done with soap and water removes dirt and grease that can hide and protect germs from disinfectants. Cleaning with soap and water will also substantially reduce the number of germs that may be on surfaces.

Disinfecting

After cleaning will kill most of the germs that were left behind. A routine housekeeping schedule is necessary to ensure these duties are completed (a checklist is useful).

Choosing an approved disinfectant

Most everyday disinfectants are capable of killing the COVID19 virus. As with any chemical solution, it must be used according to manufacturer's directions to ensure its effectiveness in killing pathogens the product claims. All cleaning/disinfection products must be labeled with product name, WHIMIS health and safety information, and employees must have access to the manufacturer's directions for use and have access to the manufacturers recommended personal

protective equipment when using the product. Make sure health and safety training on the safe and proper use of the chemicals is provided to the child care staff.

Any product chosen must have an expiry date and a Health Canada approved DIN number. Products without a DIN may not be effective at killing pathogens, including the Covid19 virus.

Examples of adequate active ingredients for disinfectants are sodium hypochlorite, isopropyl alcohol, quaternary ammonium compounds and hydrogen peroxide. When choosing a disinfectant, take into consideration ease of use, concentration, and contact times. It is recommended by public health to choose a product with a lesser amount of contact time. Contact time is the length of time surfaces of the toys and equipment are exposed to a chemical to achieve the appropriate level of disinfection (the amount of time a surface must remain wet with the chemical).

A product with a less than 5 minute contact time would be more appropriate with the frequency of cleaning and disinfection that is required during a pandemic. Public Health also recommends using a product that can be used for both cleaning and disinfection, and one that is ready to use, as opposed to mixing, for accuracy, and health and safety reasons. (examples of acceptable high level disinfectants include bleach and water at 1000ppm (1 min contact time), or accelerated hydrogen peroxide products with a 1 minute contact time. *There may be other acceptable products, please contact your local public health unit for guidance).

If the product directions state that food contact surfaces must be rinsed with potable water prior to use, that means any surface that food touches, or the child eats from, or any mouthed toys such as teething/pacifiers must be rinsed with water and left to air dry, prior to use. Please note* It is important that only food grade disinfectants are continued to be used in any inspected food preparation areas, such as the kitchen, in order to comply with the Food Premises Regulation 493.

Enhanced Cleaning and Disinfection frequency requirements:

Toys and play structures:

Centres are encouraged to have designated toys and equipment for each room/cohort. If shared, must be cleaned and disinfected at a minimum between cohorts.

- * Any mouthed toys must be cleaned and disinfected immediately after each use. After disinfecting, the toy must be rinsed with potable water prior to returning to play.

- * Soft fabric toys and items that cannot tolerate regular cleaning and disinfection must not be used.
- * Indoor/Outdoor sensory play is discouraged unless items are single use and dedicated to one child (e.g. sandbox, water table, etc.).
- * Play structures can only be used by one cohort at a time. Play structures must be cleaned and disinfected in between cohorts. The operator of the child care centre must establish what product will be used to clean and disinfect play structures.
Frequently Touched Areas:
- * High touch surfaces such as door handles, hand rails, door knobs, water fountain knobs, light switches, tabletops, electronic devices, toilet and faucet handles, etc. should be cleaned and disinfected at least twice per day and more often as needed.
- * Staff must adhere to current diapering and toileting steps and ensure proper cleaning and disinfecting between diaper change or toileting processes.

Additional Areas:

- * Tables and countertops: used for food preparation and food service must be cleaned and disinfected before and after each use.
- * Spills must be cleaned and disinfected immediately.
- * Hand wash sinks: staff and children washroom areas must be cleaned and disinfected at least two times per day and as often as necessary (e.g., when visibly dirty or contaminated with bodily fluids).
- * Floors: cleaning and disinfecting must be performed as required, i.e., when spills occur, and ideally at the end of the day after children have returned home.
- * Other shared items: (e.g., phones, IPADs, IPODs, attendance binders etc.) must be disinfected between users.
- * 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 a surgical mask and single- use nitrile 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 high level disinfectant in and around the spill area and allow the appropriate disinfecting contact time;
8. A final rinse is required if children come into contact with the area;
9. Remove gloves and perform hand hygiene as directed, then remove mask and discard 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;
- * If the spill occurs on a carpet, follow the above steps along with professional steam/wet cleaning the carpet;
- * Please refer to Blood and Bodily Fluid Spills at the end of manual. Cots/mats/cribs:
- * Cots/mats/cribs must be labeled and assigned/designated to a single child per use
- * Cots/mats/cribs must be cleaned and disinfected before being assigned to a child
- * Cots/mats must be stored in a manner which there is no contact with the sleeping surface of another cot/mat
- * Bedding must be laundered weekly, and when soiled or wet
- * Cots must be disinfected weekly or between uses if shared

Additional Infection Prevention and Control Practices for Hygiene Items:

- * Pacifiers must be individually labeled and stored separately (not touching each other), they must not be shared among children. The pacifier must be washed in soap and water upon arrival to the centre;
- * Creams and lotions must be labeled with child's name. During diapering, never put hands directly into lotion or cream bottles, use a tissue or single-use gloves. Use a spatula

or other tool to dispense, and do not "double-dip" into the product. Upon arrival to the centre, wipe the cream/lotion container with a disinfecting wipe;

- * Routine diapering procedures must be followed as current. Ensure change pad is disinfected between uses, gloves are used, and hand hygiene is performed for both the caregiver and child.
- * If a washroom must be shared amongst 2 cohorts, all high touch areas must be disinfected between each cohort use.
Please note: All items used by a symptomatic individual should be cleaned and disinfected. If the items cannot be cleaned (e.g. books) should be removed and stored in a sealed container for a minimum of 3 days.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees of the centre or home child care providers prior to commencing employment or accepting children in Lambton County child care centre/site, and at any time where a change is made.

Appendix B - Exclusion of Children and Employees Who Are Ill: Policy and Procedures

Policy Statement

Lambton County is committed to providing a safe and healthy environment for children, families and employees. Lambton County will take every reasonable precaution to prevent the risk of communicable diseases within child care locations.

Purpose

To ensure that all employees are aware of and adhere to the directive established by Lambton Public Health, the Ontario Ministry of Health, and Lambton County regarding the exclusion of children and employees who are ill in child care locations.

Application

This policy applies to all employees, community members and any others persons engaged in business with Lambton County child care operations.

Procedures

As required by the Child Care and Early Years Act and Ministry of Health, Lambton County child care operators must separate children of ill health and contact parents/guardians to take the child home.

When to Exclude

A child/staff should be excluded when displaying any signs or symptoms of illness or if the child is unable to participate in regular programming because of illness.

Common symptoms that may be due to COVID infection include one or more of the following, New or Worsening symptoms:

- * Fever (temperature of 37.8C or greater)
- * New or worsening cough
- * Shortness of breath

Other symptoms include:

- * Sore throat
- * Difficulty swallowing
- * New olfactory (lack of smell) or taste disorders
- * Nausea/vomiting, diarrhea, abdominal pain
- * Runny nose or nasal congestion (except seasonal allergies, nasal drip, etc.)
- * Unexplained fatigue/malaise/myalgia
- * Chills
- * Headache
- * Conjunctivitis
- * Lethargy, difficulty feeding in infants

Children or staff who have been exposed to a confirmed case of COVID-19 must be excluded from the child care setting for 14 days as per public health direction.

How to Exclude

- * If a child or child care staff becomes sick while in the program, they should be isolated and family members contacted for pick-up of the child and their siblings. If the sick person is a child, a child care staff 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 child care centre should specify where the isolation room/area will be and who will be responsible for monitoring the child.
- * As soon as the child is isolated from others, the staff member caring for the child should perform hand hygiene and put on a gown, surgical/procedure mask and face shield/goggles.
- * The child care staff should also avoid contact with the child's respiratory secretions.

- * Staff member must perform hand hygiene after any contact with the ill child.
 - * If a separate room is not available, the ill child should be kept at a minimum of 2 metres from others. This may be achieved by using physical barriers, floor markers, etc.
 - * The ill child should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
 - * Anyone who is providing care to the ill child should maintain a distance of at least 2 metres or wear appropriate PPE (surgical/procedure mask and eye protection, gloves and gown if there is risk of exposure to infectious droplets or body fluids).
 - * Increase ventilation to the area by opening windows /doors if available.
 - * All items used by the ill person should be cleaned and disinfected by the cleaning staff designated for that cohort. Any items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 3 days.
 - * 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 nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34(3).
- Reporting**
- * If you suspect a child has symptoms of a reportable communicable disease, including Covid 19, please report them immediately to Lambton Public Health at 519- 383-8331.
 - * Encourage the parents to have the child assessed by a healthcare provider (HCP)
 - * Follow the directions of the HCP - if determined not to be COVID-related, the child may be allowed back into the childcare centre 24 hours after symptoms have resolved in consultation with public health.

Instructions for donning (putting on) and doffing (removing) PPE:

Putting on Gloves: <https://www.youtube.com/watch?v=UIBmi578NmE>

Removing Gloves: https://www.youtube.com/watch?v=WDI0Zj573Js&feature=emb_rel_end

Putting on Mask: <https://www.youtube.com/watch?v=1YiLjpLXvg4>

Removing Mask: <https://www.youtube.com/watch?v=pFJaU9nxmTA>

Putting on full PPE: <https://www.youtube.com/watch?v=s2z1uM1fXN8>

Taking off full PPE: https://www.youtube.com/watch?v=crGIUX3_4DA

Recommended Steps for Putting on and Taking Off PPE

<https://www.publichealthontario.ca/-/media/documents/ncov/ipac/ppe-recommended-steps.pdf?la=en>

How to wash your hands and How to use hand sanitizer

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en>

How to exclude a child who is ill in a home child care

- * Contact the parent immediately for pickup of the child and their siblings if applicable. If unable to reach the parents then call the emergency contact listed
- * While waiting, ensure the child is at least two meters from other children
- * If the home child care provider cannot maintain a distance of two meters, they will wear the following personal protective equipment (PPE):
 - Mask (surgical)
 - Eye protection
 - Gloves and gown
 - Place a cloth or blanket between self and child if required to pick up child and/or comfort

Putting on Gloves: <https://www.youtube.com/watch?v=UIBmi578NmE>

Removing Gloves: https://www.youtube.com/watch?v=WDl0Zj573Js&feature=emb_rel_end

Putting on Mask: <https://www.youtube.com/watch?v=1YiLjpLXvg4>

Removing Mask: <https://www.youtube.com/watch?v=pFJaU9nxmTA>

How to wash your hands and use hand sanitizer: <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en>

Please refer to Putting on Personal Protective Equipment (PPE) at the end of the manual

- * Every effort will be made to keep the child comfortable until someone arrives to take him/ her home.
- * Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene. The child will also put on a mask (if tolerated).

- * Increase ventilation in the designated room if possible (e.g. open doors/windows).
- * After attending to the child displaying symptoms, ensure you disinfect your hands prior to attending to the other children.
- * Remove any toys/objects that the child displaying symptoms has interacted with; do not return these items until they have been washed/disinfected.
- * Contact Lambton County Public Health to notify them of a potential COVID-19 case and seek input regarding the information that should be shared with other parents of children in the home child care.
- * Children with symptoms must be excluded from the home child care for 14 days after the onset of symptoms.
- * Children who have been exposed to a confirmed case of COVID-19 or symptomatic person(s), should be excluded from the childcare setting for 14 days.
- * Encourage the parents to call their Health Care Provider to have the child assessed.
- * They can also complete the online assessment tool at <https://covid-19.ontario.ca/self-assessment>.
- * If they do not have a doctor they can call Lambton Public Health to be assessed 519-383-8331.

Staff or Home Childcare Provider Illness

1. Any staff person or home childcare provider who suspects they have an infectious disease should not attend the child care centre or accept children into their home if they are not well, particularly if their symptoms include any outlined in the COVID- 19 screening. Staff must pass the daily active screening process to work at the site.
2. All family/household members in the home childcare provider's home must also pass the daily active screening process.
3. If a staff member becomes ill with COVID-19 symptoms while at the centre, they should let their supervisor know, put on a face mask and remove themselves from the centre as soon as possible.

4. If a home child care provider becomes ill with COVID-19 symptoms while having children in their care, they should put on a face mask and perform hand hygiene and call the families immediately to come pick up their children.
5. The employee/home childcare provider will begin self-isolation at home and will not be permitted back to work or to have children into their care until 14 days of isolation are complete and symptoms have resolved.
6. If a child care worker or home child care provider is suspected to have or is diagnosed with COVID-19, the childcare worker or provider must remain off until symptoms are fully resolved and negative laboratory tests have been confirmed.
7. The supervisor or designate will notify Lambton Public Health of the symptomatic staff member and include the following details:
 - * *Staff name*
 - * *What Child Care Centre*
 - * *What Room*
 - * *Names of people (staff and other children) who have been in close contact (as defined) up to 48 hours prior to symptoms.*
8. The supervisor or designate will contact children and/or staff who have been in close contact (up to 48 hours before symptoms) with a symptomatic person(s) (or confirmed COVID-19 positive), with instructions to begin self-isolation for 14 days.
9. The supervisor will notify Disability Management and Health and Safety for any illnesses that are believed to be the result of exposure to infectious disease through the course of work. Disability Management and Health and Safety will file notification with the appropriate bodies (WSIB, MOL).

Criteria for coming out of isolation for symptomatic providers, employees or children with COVID-19 symptoms:

- * Where individuals can manage their symptoms at home and are not health care/essential services workers, it is currently recommended that they self-isolate for 14 days from symptom onset
- * After 14 days, if they are without fever and their symptoms are improving, they may discontinue self-isolation in consultation with Lambton Public Health
- * Absence of cough is not required for those known to have chronic cough or who are experiencing reactive airways for 72 hours post-infection. If symptoms or fever are persisting, individuals should follow-up with their primary care provider or Telehealth. Criteria for coming out of isolation for asymptomatic employees or children who were in close contact with staff or child with COVID-19 symptoms:

Self-isolate for 14 days from last exposure to the individual Exclusion for Children Experiencing Non COVID-19 related symptoms:

- ▶ Child should be isolated until the parent can pick them up
- ▶ Encourage the parents to have the child assessed by a Health Care Provider
- ▶ Follow the direction of the Health Care Provider. If determined to not be COVID-19 related, the centre or home child care provider may allow child back to the centre or home 24hrs after the symptoms have resolved. This extends to 48hrs symptom free during gastrointestinal outbreaks.

Returning from exclusion due to illness:

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

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees of the centre or home child care providers prior to commencing employment or accepting children using Lambton County child care centre/site, and at any time where a change is made.

Appendix C - Hand Hygiene Policy and Procedures Policy Statement

Lambton County is committed to providing a safe and healthy environment for children, families and employees. Lambton County will take every reasonable precaution to prevent the risk of communicable diseases within child care locations.

Purpose

To ensure that all employees working in a child care centre or home child care are aware of and adhere to the directive established by Lambton Public Health, the Ontario Ministry of Health, and Lambton County regarding the hand hygiene in child care centres and home child care sites.

Application

This policy applies to all employees, home child care providers, community members and any others persons engaged in business with child care centre or home child care sites.

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 (70-90% alcohol based). Hand washing with soap and running water must be performed when hands are visibly soiled.

Procedures

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. Use soap and water 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/diapering routine
- * Handling soiled laundry or dishes
- * Handling soiled toys or other items
- * Coming into contact with bodily fluids
- * Coming into contact with any soiled/mouthed items
- * Gardening

Hands should be cleaned using soap and water or alcohol-based sanitizer before and after:

- * Preparing, handling, serving and eating food
- * Handling animals
- * Touching a cut or open sore
- * Coming into contact with any bodily fluids
- * Changing diapers or providing assistance with toileting
- * Glove use
- * Before and after giving medication

For washing hands with soap and water, follow these steps:

1. Remove rings, bracelets and watches
2. Wet hands
3. Apply soap

4. Lather for at least 15 seconds. Rub between fingers, back of hands, fingertips, under nails
5. Rinse well under running water
6. Dry hands well with paper towel or hot air blower
7. Turn taps off with paper towel, if available

Hand sanitizer information

When hands are not visibly dirty, a 70-90% alcohol-based hand sanitizer can be used. Hand sanitizers can only 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.

For hand hygiene with hand sanitizer, follow these steps:

1. Apply alcohol-based hand sanitizer (70-90% alcohol content)
2. Rub hands together for at least 15 seconds
3. Work sanitizer between fingers, back of hands, fingertips and under nails
4. 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.

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. Nitrite gloves are single use only.

Gloves and Hand Hygiene

Gloves do not replace the need for proper hand hygiene. Hand hygiene shall be practiced before applying and after removing gloves. Gloves shall be removed and discarded after each use. Do not wear rings with gloves unless they have a smooth band.

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 such as nitrile gloves for diaper changes

Covering Your Cough Procedure (Respiratory Etiquette)

Germs, such as influenza and COVID-19, 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 (more than 2 meters/6 feet) from people who are coughing or sneezing. Follow these steps to stop the spread of germs:

1. If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose. If no tissue is available, cough or sneeze into your upper sleeve or elbow, not into your hands. Always cover and protect your coughs and sneezes.
2. Put used tissues in the garbage.
3. Clean your hands with soap and water or hand sanitizer (70-90% alcohol based) regularly and after using a tissue on yourself or others.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees or home child care provider before commencing employment in a Lambton County child care centre or home child care site, and at any time where a change is made.

Appendix D - Health Screening Procedure

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

This procedure applies to all employees, parents, guardians, children, and any other persons engaging in business within a centre/home based child care site. Everyone must be screened prior to entering the child care site. Any person who answers yes to any of the screening criteria will be denied entry into the building/home. No visitors, including deliveries, will be permitting into the childcare centre during the COVID-19 pandemic. Deliveries shall be left in the designated location outside the entrance.

This tool was developed to assist child care employees in preparing and administering health screening to employees, parents and children who enter the location.

Prior to health screening at your location, set up is required.

Please complete the following:

- * Complete the health screening training
- * Identify/set up the location screening:
 - Place at front entrance, visually blocking entrance into the centre (if possible)*
 - Only ONE entrance/exit is to be used, to ensure that each person is screened*
 - Maintain a minimum of 2 meters distance between employees conducting screening and the person being screened.*
 - Provide visual guides to assist with physical distancing (e.g. pylons) in the event that a line-up forms while parents and their children are waiting to be screened prior to entering into the child care centre*
 - Ideally, families will approach the door one at a time while waiting families remain in their vehicles until it is their turn*
 - Employee(s) must be trained on conducting the screening tool*

- * Place front entrance signage identifying the screening process outside and directly inside child care centre doors (Please refer to Active Screening in Effect sign at the end of the manual)
- * Place hand sanitizer at the screening table. Ensure it is visible to employees and families entering the building
- * Ensure Lambton Public Health resources are available for anyone who does not pass the screening.

Screening Procedure:

All individuals including staff, children, home childcare providers, parents/guardians and anyone living at the home childcare site, must be screened each day, prior to being admitted into the child care centre or home child care. Staff must follow the screening checklist for each person and record the outcome (pass/fail).

Questions for staff and families:

Greet everyone into the child care centre with a friendly, calm manner. Request that only ONE parent/guardian enters the centre with the child, and request that they both use hand sanitizer:

"Good morning/afternoon/evening. As you are aware, COVID-19 continues to evolve. As a result, we are conducting active screening for potential risks of COVID-19 for everyone who enters the location. The screening will ensure the safety and well-being of staff, children and families."

1. Do you, your child or any member of your household have any of the following symptoms: fever (37.8C or higher), new/worsening cough, shortness of breath, sore throat, difficulty swallowing, new olfactory (loss of smell) or taste disorders, nausea/vomiting, diarrhea, abdominal pain, runny nose/nasal congestion (except seasonal allergies, nasal drip, etc.), unexplained fatigue/malaise/myalgia, chills, headache, conjunctivitis, lethargy/difficulty feeding in infants?
2. Have you, your child or any member of your household travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the last 14 days?
3. Have you, your child or any member of your household been identified by Public Health as a close contact of a COVID-19 case in the last 14 days?

4. Have you, your child or any member of your household had close contact with anyone with a respiratory illness in the last 14 days?
5. Have you given your child any type of fever reducing medication in the last 5 hours? Yes/No (If yes record reason for administering medication)

Parent/guardian will take child/children's temperature at screening booth:

- They will use the thermometer provided
- The thermometer must be cleaned and disinfected prior to use on the next child

How to respond:

- * If the individual answers NO to all questions, and their temperature is recorded as less than 37.8 degrees Celsius, they have passed the screening and can enter the building:

"Thank you for your patience. Your child has been cleared to enter the centre. A staff member will drop off your child in ___room."

- * If the individual answers YES to any of the screening questions, their temperature is 37.8 degrees Celsius or higher, or they refuse to answer, then they have immediately failed the screening and cannot enter the building:

"Thank you for your patience. Unfortunately based on these answers, I am not able to let you enter the child care centre."

- * Please review the [self assessment tool](#) on the Ministry of Health website or Lambton County Public Health website www.lambtonpublichealth.ca to determine if further care is required.
- * If response is for a child care staff member, advise that the Manager will be notified and will follow up later in the day.
- * Provide clients with contact information for Lambton Public Health for further direction if necessary.

Procedure Review

This policy and procedure will be reviewed and signed off by all employees/home child care provider before commencing employment in a Lambton County child care centre or home child care, and at any time where a change is made.

Appendix E - Recommendations for the use of Personal Protective Equipment (PPE)
in Child Care Centres

For non-healthcare settings the use of PPE should be considered based on a risk assessment of the task, the individual and environment.

Any Government guidance documents for your specific sector should be followed.

Key Recommendation:

- * Droplet and Contact Precautions are recommended for the care of someone suspected or confirmed with COVID-19
- * N95 respirators are not indicated for use in childcare settings.

Staff Role	Type of PPE Required	PPE Conservation Guidelines
Screener	Droplet and Contact Precautions, including: <ul style="list-style-type: none"> • Surgical/Procedure Masks • Re-useable face shields or goggles • Gowns • Gloves (optional). If not wearing gloves, need to practice hand washing 	Follow conservation guidelines for masks to extend use. Recommendation: 2 masks/ day 1 gown/day
Staff member in cohorts	Providing care for a sick child (suspect case of COVID-19) <ul style="list-style-type: none"> -Surgical/Procedure Masks -Re-useable face shields or goggles -Gowns -Gloves (optional). If not wearing gloves, need to practice hand washing Cleanup of bodily fluids with the risk of splashing/soiling of clothing: <ul style="list-style-type: none"> -Surgical/Procedure Masks -Re-useable face shields or goggles -Gowns -Gloves 	Masks, gloves and gowns should not be re-used and be discarded. Recommendation: <ul style="list-style-type: none"> • 2 mask/cohort/week • 2 gown/cohort/week • 2 sets gloves/cohort/week
Environmental staff/ staff moving between classrooms	Staff that are involved in tasks that do not require close contact or direct care to children and are moving in between cohorts should wear: <ul style="list-style-type: none"> • Surgical/Procedure Masks 	Follow conservation guidelines for masks to extend use. Recommendation: <ul style="list-style-type: none"> • 2 masks/day

Appendix F - COVID-19 Outbreak Response Triggering an outbreak assessment

Once at least one child or staff has presented with new symptoms compatible with COVID- 19, the child care centre should immediately trigger an outbreak assessment and take the following steps:

1. If a child or child care staff becomes sick while in the program, they should be isolated and family members contacted for pick-up. If the sick person is a child, a child care staff 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 child care centre should specify where the isolation room will be and who will be responsible for monitoring the child. As soon as the child is isolated from others, the staff member caring for the child should perform hand hygiene and put on a surgical/procedure mask, face shield/goggles, and gown/gloves if there is risk of exposure to infectious droplets. The child care staff should also avoid contact with the child's respiratory secretions. Staff member must perform hand hygiene after any contact with the ill child. If a separate room is not available, the ill child should be kept at a minimum of 2 metres from others. This may be achieved by using physical barriers, floor markers, etc. The ill child should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
2. All items used by the ill person should be cleaned and disinfected by the cleaning staff designated for that cohort. Any items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 3 days.
3. Child care centre licensees have a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. The licensee must contact Lambton Public Health unit to report a child suspected to have COVID-19. Public health unit will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.
Symptomatic staff and/or parents/guardians of symptomatic children should contact Lambton Public Health
4. Where there is a suspect or confirmed case of COVID-19 in a child, parent, or staff, the licensee must report this to the ministry as a serious occurrence.

Where a COVID-19 outbreak is declared and a room/centre is closed, the licensee must report this to the ministry as a serious occurrence.

5. Enforce enhanced screening measures among children and staff. Such as, screening upon arrival and more frequent monitoring of staff/children throughout the day.

Exclusion

Individuals who are tested:

- * Children/staff who test negative for COVID-19 must be excluded until 24 hours after symptom resolution, unless they are identified as a close contact of a confirmed case, in which it extends to 14 days
- * Children/staff who test positive for COVID-19 must be excluded from child care centre for 14 days after the onset of symptoms and clearance has been received from the local public health unit

Individuals who are not tested:

-Ill children/staff, if not tested, must be excluded for 14 days from onset of their symptoms

Management of a Single Case in a Child/Staff

A single positive case in a child/staff results in an outbreak being declared at the child care centre. All members of the cohort are to be excluded from the child care centre for 14 days. In consultation with Public Health, cohort members may be referred for testing.

Required Steps in an Outbreak

If an outbreak is declared at the child care centre, the following measures must be taken:

1. Consult with and follow directions from Public Health.
2. Notify all family, staff, and essential visitors of the facility's outbreak status. (i.e. letters and signage)
3. Enhance cleaning and disinfecting procedures

4. Enhanced screening procedures (i.e.increased frequency of health checks)
5. More frequent hand hygiene with children and staff.
6. Review staff training on proper PPE use.

Management of cases in multiple cohorts

If there are additional positive cases in other cohorts, the facility will close. In consultation with Public Health, all staff and children in the child care centre may be referred for testing.

Declaring an Outbreak Over

In consultation with Public Health, the outbreak can be declared over if no new cases have occurred in 14 days from the last day of attendance of the most recent COVID-19 positive staff/child.