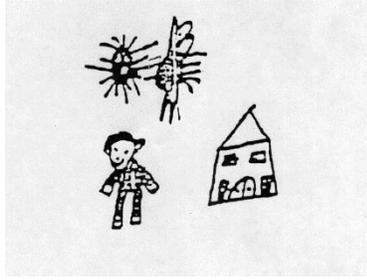


Devonshire Child Care Centre



Pandemic Response Plan

POLICY STATEMENT: Devonshire Child Care Centre (DCCC) is committed to providing a safe and healthy environment for children, families and employees. DCCC will take every reasonable precaution to prevent the risk of all communicable diseases, with this document pertaining to COVID-19 as the specific disease referred to at this time.

PURPOSE: This plan is to ensure that all employees are aware of, and adhere to the directives by DCCC regarding operational requirements for management, surveillance and reporting of all communicable diseases.

NOTICE OF RISK stated in the Ottawa Public Health (OPH) as followed:

When children from multiple families attend a single childcare centre, there is an increased 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 that children can bring home an infection acquired in the centre and put other persons at risk. This childcare centre has a screening process to help detect infections when there are symptoms; however, this screening process will not detect infected children or adults who do not have symptoms at the time of screening. OPH wishes to remind child care providers, as well as the general public, that any increase in the number of contacts within a cohort also increases the risks associated with COVID-19 transmission and that local guidance will continue to recommend smaller cohorts. This position is subject to change should OPH receive additional direction from Provincial authorities or should local context/transmission require further adjustments.

COMMUNICATE WITH ALL STAFF before their first day onsite: Ensure that all staff have proper training on the guidelines prior to returning to work onsite and reviewed the DCCC Pandemic Response Plan and supplementary information. Ensure that each staff member reporting to work has completed the self- assessment prior to entering the building.

COMMUNICATE WITH FAMILIES upon returning: The parents/guardians will be informed of the Pandemic Response Plan by email before returning to care. We will also host a group virtual meeting to inform our new Pandemic Response Plan to our families who child/ren attending the re-opening of the child care centre.

Devonshire Child Care Centre will be open from 7:30 a.m until 5:00 p.m.

SCREENING PROCEDURES:

SCREENING PROCEDURES for Kinder/School Age Children will be from 7:30AM-8:00AM

SCREENING PROCEDURES for preschoolers from 7:30AM-9:00AM

- The location of the screening area will be at the north entrance (primary yard).
- Only one designated entrance/exit will be used to ensure effective screening practice.
- We request that only ONE parent/guardian enters the screening area with the child, and request that the parent/guardian use hand sanitizer.
- Pick-up and drop-off child should happen outside the school unless it is determined there is a need for the parent/guardian to enter such as an emergency pick-up.
- Provide visual guides to assist with physical distancing (e.g., pylons/markers on fence) in the event that a line-up forms while parents/guardians and their children are waiting to be screened prior to entering into the childcare centre. To assist with this important measure, DCCC will assign staggered arrival and departure times of staff and families to minimize the number of people arriving at one time.
- Staff member(s) will be trained on conducting the screening procedures.
- Place front entrance signage identifying the screening process outside and the entrance doors.
- Place hand sanitizer and tissues at the screening table and is visible to staff/families at the screen station.
- Ensure the screening station is set-up with disinfectant wipes, gloves, screening log records with screening questions and a garbage for proper disposal of used PPE.
- Keep outdoor and entrance doors open.
- Ensure Health Unit resources are available for anyone who does not pass the screening.

HEALTH SCREENING PROCEDURES:

- All individuals, including children, parents/guardians and staff must be screened upon entry to the child care centre using the procedures below. Screeners must follow the screening procedure for each person (staff or child) and record the outcome (pass or fail) in a log which must be stored and retained in a secure location each day. DCCC will ensure staff is available to fill-in shifts with little notice, in the event that a scheduled staff is sick and unable to attend work.
- DCCC will deny entry to any person including the child of a parent/guardian who has any of the symptoms outlined in the “COVID-19 Reference Document for Symptoms” on the Ministry of Health’s COVID-19 website. If a family member living in the same house develops COVID-like symptoms, the child of that household will not be allowed to enter our child care centre for 14 days after all family members are symptom free.
- Parents/guardians are required to keep any sick children at home. If a child or staff member comes to the child care centre with any COVID-like symptoms, including a temperature equal or greater than 37.8 degrees Celsius, or have any signs or symptoms listed below they must stay home.
- Screener will report to another staff member (documenter) who will document temperature and answers to questions below.

- Screener & documenter will take appropriate precautions when screening, including maintaining a distance of at least 2 metres (6 feet) from those being screened, and wearing personal protective equipment (PPE) (i.e. surgical/procedure mask, gown, gloves and face shield).
- Thermometers will be disinfected between each use. Ensure that there are sufficient functioning thermometers with a preference to contactless forehead thermometers and tympanic thermometers (with sufficient disposable probe guards);
- Disinfect hands after each screening.
- The documenter should maintain physical distancing while escorting child to assigned room.
- The staff must sanitize their hands at the sanitizing station before entering in the child care centre.
- Children must wash their hands immediately upon entry.
- Gloves need to be discarded and hand hygiene performed after each new contact.
- Clean and disinfect the workstation between each person (table)
- Parents/guardians do not enter the facility at this time.
- All visitors are screened in the school foyer on the first floor.

DOCUMENTATION OF SCREENING:

Documentation of the information received during active screening must be recorded on DCCC Active Screen Tracking Checklist sheets for children and staff. The Director or designate is responsible for ensuring that this information is managed and recorded as required and kept on the premises. DCCC is responsible for maintaining daily records of anyone entering the centre. (such as delivery service) Daily records should include their first and last name, contact number and/or email, 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.

SCREENING QUESTIONS FOR STAFF AND FAMILIES on the requirements from OPH:

The following statement will be posted at the screening table and all questions from OPH must be answered by staff and parents/guardians: “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 / Chills
- Cough
- Difficulty breathing / Shortness of breath
- Sore throat / Difficulty swallowing
- Runny nose (unrelated to seasonal allergies)
- Loss of taste or smell
- Not feeling well (headache, unexplained tiredness and muscle aches)
- Nausea, vomiting, diarrhea, abdominal pain

2. In the last 14 days, have you travelled outside of Canada?

3. In the last 14 days, have you had close contact with a person:

- who was sick with a respiratory illness, fever or difficulty breathing?
- has returned from travel outside of Canada?
- was confirmed or probable case of COVID-19?

- **Note:** as outlined by the Province of Ontario, parents/guardians are to be asked to take the child/ren's temperature daily before coming to DCCC. All staff are to take their own temperature daily before coming to DCCC.

HOW TO RESPOND:

If the individual answers NO to all questions, they have passed the screening and can enter the building:

- Documenter will take children to their designated rooms.
- Staff will use proper hand hygiene between children.

If the individual answers YES to any of the screening questions, or refuses to answer, then they have failed the screening.

- “Thank you for your patience. Unfortunately based on these answers, I’m not able to let your child enter DCCC. Please review the self-assessment tool on the Ministry of Health website or OPH Health Unit website to determine if further care is required.”
- Staff and parents/guardians with children who do not pass the screening should be told to return home and self-isolate immediately. The Director will be notified immediately, and will follow up with that staff and parents/guardians later in the day.
- If you or your child are feeling unwell, contact your health care provider or call Telehealth Ontario at 1-866-797-0000 to speak to a registered nurse.

MANAGEMENT OF STAFF OR CHILDREN WITH SUSPECTED COVID-19 SYMPTOMS:

If a staff or child begins to experience symptoms of COVID-19 while attending DCCC, the following procedures will occur:

- All children and staff who are symptomatic should be referred for testing.
- Child and/or staff must stay home and self-isolate while waiting for results of a COVID-19 test.
- Household contacts (e.g. siblings, guardians, parents, children) of the symptomatic child or staff should stay at home and self-isolate while waiting for results of the symptomatic person's COVID-19 test. Other staff and children in the centre who were present while a child or staff member became ill should be identified as a close contact. OPH will provide any further direction on testing and isolation of these close contacts.
- Close contacts of the symptomatic child or staff at the centre over the previous two days (48 hours prior to when their symptoms started) should be monitored for symptoms and cohorted while waiting for results from staff or/and child.
- Staff presenting any COVID-like symptoms will be required to go home immediately.

- Symptomatic children will be immediately separated from others in a designated and supervised area until they can go home. Staff who are providing care to the ill child should maintain a distance of 2 metres and wear PPE (i.e. surgical/procedure mask, gown, gloves and face shield). Staff should follow procedures in place on what PPE is required as it is dependent on type of symptoms the child is experiencing. Ensure staff discard PPE and perform hand hygiene after the child has left the child care centre.
- Tissues will be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and hand hygiene.
- Environmental cleaning and disinfecting of the space where the child was separated will be conducted once the child has been picked up. Ensure all internal garbage has been emptied and waste receptacles cleaned and disinfected;
- Inform parents/guardians of other children in the room that a child has developed symptoms and has been sent home pending further assessment is needed. Ask parents/guardians to monitor the health of their child(ren) and to notify the childcare centre if their child develops symptoms. As long as children remain symptom-free, they can continue to attend the childcare centre.
- Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the childcare setting for 14 days.
- If not tested, the child and/or staff must stay home and self-isolate for 14 days, not have a fever and symptoms have been improving for at least 72 hours, whichever is longer.

ILLNESS POLICY

Reference to DCCC's Illness Policy as stated in the Parent Handbook will be made in conjunction with this policy and procedure.

- Complete a visual health check for each child upon entry to the room. Monitor children for signs of ill health throughout the day. Staff to report any signs or symptoms of ill health immediately to the Director.

REPORTING AN ILLNESS

Child care centres are to notify the Ministry of Education when:

- a child, parent, staff, student or visitor is suspected to have one or more symptoms and has been tested for COVID-19, pending results) or is a confirmed case of COVID-19.

Child care centres are to notify Ottawa Public Health when:

- Any child, staff or student tests positive for COVID-19
- Three or more children, staff or students has gastro-intestinal symptoms (nausea, stomach cramps, vomiting and/or diarrhea) within a program group or the facility/child care centre in a 3-day period (even if the illness occurred at home)
- One or more people have a reportable enteric disease (vomiting and/or diarrhea)
- Greater than 15% of children, staff and students report symptoms (see table below) within a group or child care centre on one day (in the absence of underlying reasons for these symptoms such as seasonal allergies, post-nasal drip, etc.) Consideration should be given to factors such as the size of the groups/programs.

Symptoms	
<ul style="list-style-type: none"> • Fever (temperature of 37.8 degrees C or greater) • New or worsening cough • Shortness of breath (dyspnea) • Sore throat • Difficulty swallowing • New olfactory or taste disorder(s) • Nausea • Vomiting • Diarrhea • Abdominal pain • Runny nose • Nasal congestion • Unexplained fatigue/malaise/myalgias • Delirium 	<ul style="list-style-type: none"> • Unexplained or increased number of falls • Acute functional decline • Worsening of chronic conditions • Chills • Headaches • Croup • Conjunctivitis • Tachycardia • Age specific tachycardia for children • Decrease in blood pressure • Unexplained hypoxia • Lethargy • Difficulty feeding in infants • Rash

CHILD REPORTS FEELING UNWELL		
<ul style="list-style-type: none"> • Separate child immediately in supervised area • Staff to wear surgical mask, eye protection & assess the need for gloves • Notify parent/guardian to come pick up as soon as possible • Child to wear surgical mask if above the age of 2 and tolerated • Disinfect space/items used by child immediately after child leaves centre • Inform staff and other parents/guardians to monitor their child for symptoms • Refer child for COVID-19 testing. Child must stay home and self isolate while awaiting results 		
NOT TESTED	COVID-19 NEGATIVE	COVID-19 POSITIVE
Child must self-isolate for 14 days and until 72 hours after symptom improvement with no fever	Child may return if 24 hours symptom free or 48 hours after resolution of vomiting &/or diarrhea Unless otherwise directed by OPH to self-isolate	Child care centre to contact Outbreak Reporting Line Outbreak declared in consultation with OPH. Facility to be closed. OPH will guide and assist child care in management of outbreak

- Child care centres have a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act. DCCC will contact the OPH Outbreak Reporting Line at 613-580-2424 ext. 26325 or 3-1-1 to ask to speak with on-call public health inspector for further guidance. The 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 and children. DCCC will ensure that OPH have all the necessary information (i.e.: contact information for families, staff, any potential close contacts).
- DCCC will respect the confidentiality of any children or staff who experiences COVID-19 symptoms and/or tests positive for COVID-19.
- All staff and parents are to inform the child care centre immediately if they or their child/ren have signs of illness. Staff who report feeling unwell before coming to work should stay home. Staff will inform the Director immediately so replacement can be organized.
- Reportable diseases shall be reported immediately by the administrative staff. The OPH will investigate and confirm these reports prior to any communications to parents and staff.
- Any confirmed case of COVID-19 within the centre is deemed a serious occurrence and should be reported to the Ministry of Education.
- If not tested, the child and/or staff member 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.
- Determining when the child and/or staff member can return to the centre will be done in consultation with OPH.
- The closure and re-opening of the child care room and/or facility will be done in consultation with OPH. Closure of the centre with little notice during the pandemic may occur due to not being able to maintain ratio in the child care centre because of staff being ill.

TESTING

- Symptomatic staff and children should be referred for testing. Testing of asymptomatic persons should only be performed as directed by OPH as part of outbreak management.
 - Those who test negative for COVID-19 must be excluded based on usual policy and procedure (e.g. 24hrs symptom-free without fever-reducing medication, or 48 hrs after resolution of vomiting and/or diarrhea). Consultation with the OB Reporting Line may be required as needed.
 - Those who test positive for COVID-19 must be excluded from DCCC for 14 days after the onset of symptoms and clearance has been received from OPH.
- DCCC must consider a single, symptomatic, laboratory confirmed case of COVID-19 in a staff or child as an outbreak and report to OPH.
- Children or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms and cohort (i.e. grouped together) until laboratory tests, if any, have been completed or until directed by OPH.
- Staff awaiting test results, who are asymptomatic, may continue to work unless there is reason to believe they would be considered a case (e.g. potential exposure to an ill or positive care or household contact). Staff should also monitor for symptoms while waiting for test results; if they become symptomatic, staff should be excluded from work.

COMMUNICATION TO PARENTS AND STAFF

- The importance of keeping sick children at home and informing the child care centre of the child's symptoms is the parents/guardian's responsibility. If your child is to be away for any reason, please contact the centre.
- When a child begins to show signs of COVID-19, the parents/guardians will be notified immediately by phone by the administrative staff. Someone must be available to pick up the child within 30 minutes of being contacted if the child has developed symptoms.
- The time, date and symptoms will be documented by staff on the Illness Tracking form.
- Parents are required to ensure current phone numbers have been given to DCCC and keep them updated at all times, as well as, all other emergency contact phone numbers necessary. Parents/guardians need to make arrangements to pick up their child as soon as possible. DCCC strongly encourages that back up care is established in case the child care centre or the cohort room is required to close.
- DCCC will follow all direction from OPH in regard to when and how to communicate information about a communicable disease and/or outbreak to parents/guardians and staff.
- DCCC is committed to providing information in a reasonable timely, respectful manner to all parents/guardians and staff about communicable diseases or outbreaks. This will include but is not limited to emails, phone calls, posted signs on doors and /or parents' notice.

ADDITIONAL FACTORS TO CONSIDER FOR MANAGEMENT OF COMMUNICABLE DISEASES

ENSURE OPERATING RATIOS AND MAXIMUM CAPACITIES ARE MAINTAINED AT ALL TIMES: The number of children per room to maintain the cohort group is 15 children plus staff (not including Program Assistant or Resource Consultant who are not included in ratio which are supporting a child with special needs). The Director 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. DCCC will keep the same staff working with the same children to minimize exposure(s). DCCC will limit cohorts to one room and avoid interaction with children and staff in other rooms.

- Preschool maximum capacity = 16 preschoolers per designated preschool space
- Kinder maximum capacity = 13 children per designated kinder space
- School age maximum capacity = 15 children per designated SA space

OPH wishes to remind child care centres, as well as the general public, that any increase in the number of contacts within a cohort also increases the risks associated with COVID-19 transmission and that local guidance will continue to recommend smaller cohorts. This position is subject to change should OPH receive additional direction from Provincial authorities or should local context/transmission require further adjustments.

PHYSICAL DISTANCING:

- DCCC will promote physical distancing, in all child care settings. This may include reduced adult-child ratios, limiting the number of adults and children per classroom, off-setting indoor and outdoor play, small-group interactions, spreading children out into different

play areas, and incorporating more individual activities to encourage more space between children. Staff are asked to adhere to physical distancing at all times, including when taking their lunch breaks.

- All staff, students and visitors are required to wear medical masks and face shield while inside the child care premises, including in hallways.
- Staff will be assigned to designated cohorts and will remain with their cohorts. Children will remain with the same cohorts (never mixing with another cohort).
- If it is absolutely necessary for staff to move between rooms to provide support, the staff will perform proper hand hygiene before entering and after leaving rooms.
- Supervisors and /or designates should limit their movement between rooms, doing so when absolutely necessary.
- Visual cues will be used to promote physical distancing (ie: hallways, outdoor play, etc.)
- We will stagger meal and snack times to allow for safe physical distancing.
- When setting cots for nap time, they will be set up in such a way to keep the children 2 metres apart or set up so that they are head to toe or toe to toe. Cots will be disinfected after each use.
- If we need to have communication with parents, it will be done using live streaming programs like zoom, emails, or phone calls to have that discussion rather than a face to face meeting.

PERSONAL PROTECTIVE EQUIPMENT:

- All adults in a child care setting (i.e., staff, essential visitors, and students) are required to wear medical masks and eye protection (i.e., face shield) while inside the child care premises, including the hallways.
- When wearing a medical mask and eye protection (i.e., face shield), you should wash your hands before putting them on, before adjusting them, and before and after removing them.
- Non-medical mask or face covering is mandatory for all children in grades 1 and up while inside a child care setting, including in hallways; all younger children (aged 2 to SK) are encouraged but not required to wear a nonmedical mask or face covering while inside a child care setting, including in hallways.
- All child care staff are required to wear medical masks and eye protection outdoors when a distance of 2 metres cannot be maintained.
- All children in grades 1 and above are required to wear a nonmedical mask or face covering outdoors when a distance of 2 metres cannot be maintained. All younger children (aged 2 to SK) are also encouraged to do this, but it is not required.
- Exceptions to wearing masks indoors may include/situations where a child cannot tolerate wearing a mask safely, reasonable exemptions for medical conditions, etc.
- Staff and children are permitted to temporarily remove their masks to eat or drink, but should ensure they maintain a 2 metres distance at all times.
- Hand hygiene should be performed before removing the mask to eat, and after putting it back on.
- DCCC encourages glove use as an excellent barrier device for reducing the risk of communicable disease transmission. However, gloves are not completely free of leaks, and tears/punctures can occur. Improper glove use, including re-using gloves, can contribute to the transmission of pathogens. Wearing gloves does not substitute proper hand hygiene

- Gloves must be worn when it is anticipated that hands will be in contact with mucous membranes, broken skin, tissue, blood, body fluids, secretions, excretions, or contaminated equipment and environmental surfaces
- Gloves must be single use only
- Hand hygiene must be practiced before putting on and after taking off gloves
- Gloves must be removed immediately and discarded into a waste receptacle after each use
- Gloves should be appropriate for the type of activity
- To reduce hand irritation, use appropriate gloves when handling chemical agents; wear gloves for as short a time as possible; clean and dry hands before and after wearing gloves; and use gloves that are clean and dry.

RESPIRATORY ETIQUETTE:

Respiratory infections are spread easily in settings where people are in close contact. To prevent the spread of microorganisms that cause respiratory infections (e.g., influenza), proper respiratory etiquette will be taught to children and regularly practiced by staff.

- Staying home when ill with a respiratory infection
- Minimizing airborne droplets when coughing or sneezing, by:
 - Turning your head away from others and sneezing or coughing into your arm (e.g., "sneeze into the sleeve" and "cover your cough").
- Maintaining a two-metre separation from others, when possible
- Covering your nose and mouth with a tissue
- Disposing of used tissues into the garbage immediately after use
- Practicing proper hand hygiene immediately after coughing or sneezing

TOILETING:

DCCC provides toileting for Preschool children as needed to help develop and encourage hygienic practices. However, toileting can pose a risk of disease transmission. It is important that staff apply routine practices during toileting routines.

Hand washing sinks must be provided in washrooms. These sinks must be designated for hand washing and must be adequately supplied to allow staff and children to properly wash their hands.

- Running water
- Liquid soap in a dispenser
- Paper towels
- "Hand Washing" information sheet
- Single-use disposable gloves
- Appropriate disinfectant
- Appropriate storage for personal hygiene items (e.g., pull ups, extra clothes, etc.)
- Garbage containers equipped with a leak proof plastic liner and that is tight fitting
- Sinks must be washed and disinfected at least twice daily (or as necessary) and must not

be used for food preparation, rinsing soiled clothing or toy washing

- Washrooms, fixtures must be maintained in a sanitary condition
- Personal hygiene items must be labelled and stored separately to prevent accidental sharing
- Personal hygiene items must be dispensed in a manner that prevents cross contamination

ENVIRONMENTAL CLEANING AND DISINFECTANT:

Please refer to DCCC's Environmental Cleaning and Disinfecting Policy and Procedures.

Personal belongings should be minimized to basic requirements (sun hat, extra clothing, extra socks, extra underwear, water bottle for outdoor play, and lunch for kindergarten and school age children). Children's belongings should be labeled and kept in the child's cubby. Children must bring their own labeled sunscreen. Sunscreen must be applied before coming to DCCC; staff will not apply sunscreen in the morning. Staff may provide assistance to apply sunscreen in the afternoon to any child requiring it and should exercise proper handwashing between children.

Staff will follow guidelines and recommendations from Ottawa Public Health (OPH) for enhanced cleaning and disinfecting practices to support infection prevention and control the cleaning and disinfecting procedures checklist are posted.

When cleaning and disinfecting toys:

- If using a dishwasher to clean and disinfect toys, the dishwasher shall comply with the requirements of Ontario Regulation 493/17, Food Premises
- Staff must wear appropriate personal protective equipment (e.g., rubber gloves)
- Toys must be cleaned and rinsed prior to disinfection.
- Disinfectant used must be safe and suitable for the intended purpose. The manufacturer's directions for dilution and contact times must be followed
- Toys must be cleaned and disinfected using the 3-compartment sink method or a dishwasher. The 2-compartment sink method is acceptable if washing and rinsing are done in the first sink. If no sinks are available, then the 3-bin method is acceptable

Cleaning of Washrooms:

- The Preschool and Kindergarten washrooms will be cleaned frequently (2 times per day, more often if needed) and stocked with soap and paper towels.
- The School Age washrooms will be cleaned between cohort use.

Disinfecting Throughout the Centre:

- Frequently touched surfaces will be disinfected regularly (i.e. shared toys, tables, chairs).

The following items will be cleaned and sanitized daily:

- Eating areas
- Tools and equipment
- Toys and other play items
- Offices and common areas

- Washrooms
- Door knobs, light switches, toilet seats, handles, table tops, at least twice a day.
- Play areas, rest areas
- Sheets and blankets

Food Provision:

- Ensure proper hand hygiene is practiced when staff are preparing food and for all individuals before and after eating. Children should not help prepare food.
- Ensure there is no self-serve or sharing food at meal times. Utensils should be used to serve food.
- Meals should be served in individual portions to the children.
- Serving utensils will only be used by one staff member.
- Second servings will not be served during pandemic time.

Toys & Activities:

- Trolleys/bins should be delivered just outside the door to each room, to avoid staff entering multiple rooms. The trolleys/bins are cleaned and sanitized after returning from the classrooms
- Keep the windows open as much as 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
- Items used by children should be of a material that allows them to be easily cleaned and disinfected at least twice daily, such as items with hard surfaces.
- Individual play and distancing will be encouraged.

Examples of items and activities that will be discontinued include but are not limited to the following:

- soft toys
- items that require laundering such as dress up clothes
- paper materials that are unable to be cleaned and disinfected such as books, puzzles, cards, magazines, board games
- sensory play including the use of water, sand and dry foods (unless individual containers are made available)

HAND HYGIENE: Please refer to DCCC's Hand Hygiene Policy and Procedures

- Ensure all children and staff at a minimum wash their hands upon arrival, when entering from outdoor play, before and after changing pull ups, before and after meals, after using the washroom and between transition of playing with toys/art supplies
- Staff will be required to regularly wash their hands for at least 20 seconds with soap and warm water at:
 - the start of shifts
 - before and after eating or drinking
 - helping others with toileting or changing pullups or cleaning a child (before and after)
 - before preparing food

- after cleaning up meal and snack times
- after touching shared items
- after using the washroom
- after handling garbage
- and before leaving the workspace

LAUNDRY

Improper laundering of bedding materials used may increase the risk of disease transmission. Items such as bed sheets can harbour microorganisms that grow well in a moist and warm environment. However, disease transmission is rare if bedding materials are handled and laundered in a sanitary manner.

When laundering items at the child care centre, staff will:

- Linens and cots are to be cleaned weekly
- Place all items to be laundered in a designated basket
- Ensure items for laundry are picked up regularly and brought directly to the laundry room
- Disinfect laundry baskets immediately after soiled laundry is removed to ensure when/if clean laundry is placed back into it no contamination occurs
- Staff will ensure the load in the washing machine is started two hours before closing time and placed in the dryer an hour before closing time
- Staff will remove laundry from the dryer, fold and drop off in designated cabinet for staff to pick-up for specific cohorts
- Children's personal belongings (e.g., coats, hats and shoes) are stored separately, such as in individual cubbies
- Soiled clothing is sent home for cleaning (do not rinse; roll and place items in a sealed plastic bag; solid stools are disposed of in the toilet prior to bagging clothes)
- Soiled items are kept separate from clean items in a covered container/bag
- Bedding (sheets and blankets) are assigned to each child laundered daily or more frequently when soiled or wet

OCCUPATIONAL HEALTH AND SAFETY

Please refer to DCCC's Occupational Health and Safety - Infection Prevention and Control Plan.

Sleep Equipment and Arrangement:

Children are scheduled for sleeping periods as part of the daily routine. It is important to ensure this activity is carried out in a sanitary manner.

- Children must be placed side by side in a sleeping arrangement that minimizes the spread of respiratory infections (i.e. head to toe) or are placed in a line (i.e. toe to toe)
- Sleep equipment must be labelled and assigned to a single child
- Sleep equipment must be cleaned and disinfected before being reassigned
- Cots must be made of a cleanable material
- Cots must be cleaned and disinfected daily and as necessary (when soiled)

- Sleeping equipment and bedding must be stored in a manner to prevent contamination (e.g., avoid contact with mats/bedding used by another child)
- Bedding must be assigned per child and laundered daily, or when soiled or wet

Sensory Play and Classroom Materials:

Sensory play is an integral part of DCCC'S Preschool program. These are excellent methods by which to enhance children's sense of touch, sight, taste, smell and hearing. However, they are also excellent vehicles for the spread of disease-causing microorganisms. During the pandemic, all sensory play and dramatic play will be suspended.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees annually, before commencing employment/unpaid placement at DCCC, and at any time where a change is made.

Staff Training and Compliance

All staff are required to review all new policies and procedures with the Pandemic Response Plan. This will ensure they are aware of the new enhanced health and safety policies and procedures, plus any additional local requirements in place. All staff will be required to sign off that they received the proper training for DCCC's Pandemic Response Plan.

Notification to Parents

All DCCC parents/guardians were notified of this DCCC's Pandemic Response Plan through an email on September 10th, 2020.

All resources must be from and / or approved by Ottawa Public Health. All required supplies and equipment will be provided onsite by DCCC.

This Pandemic Response Plan has been created in collaboration with the Ministry of Education - *Operational Guidance During COVID-19 Child Care re-opening* guidelines released on June 10, 2020 and *Ottawa Public Health (OPH) COVID-19 Guidance for Childcare Centres* released on June 15, 2020 and revision done afterwards will also be done and documented.

<https://www.ottawapublichealth.ca/en/professionals-and-partners/child-care-providers.aspx>

<http://www.edu.gov.on.ca/childcare/before-and-after-school-programs-guide.pdf>

<http://www.edu.gov.on.ca/childcare/child-care-guide-child-care.pdf>

<https://www.ontario.ca/page/covid-19-reopening-child-care-centres>

This plan will be activated and remain in place at Devonshire Child Care Centre (DCCC) during the pandemic and until further notice.