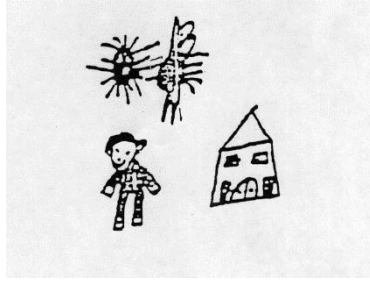


Devonshire Child Care Centre



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 centre also increases the risks associated with COVID-19 transmission and that local guidance will continue to recommend smaller numbers. 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: Ensure that all staff and new staff have proper training on the guidelines and have reviewed the DCCC Pandemic Response Plan and supplementary information. Expecting that each staff member reporting to work has completed the self- assessment prior to entering the building.

COMMUNICATE WITH FAMILIES: The parents/guardians will be informed of the Pandemic Response Plan updates by email.

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

SCREENING PROCEDURES:

HEALTH SCREENING PROCEDURES for Kinder/School Age Children will be from 7:30AM-8:15AM and 3:00 PM

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

HEALTH SCREENING PROCEDURES:

- All individuals, including children, parents/guardians and staff must be self screened upon entry to the child care centre.
- Staff must follow the Health screening procedure for each child and record the outcome (pass or fail) on the daily attendance which must be stored and retained in a secure location each day.
- 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.
- 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.
- The Escorter should maintain physical distancing while escorting child to assigned room.
- Children should wash their hands immediately upon entry.

DOCUMENTATION OF A HEALTH CHECK:

Documentation of the information received during active screening must be recorded on DCCC Attendance sheets for children and staff. Documentation of the information received during active screening must be recorded in the DCCC Daily Log Book for children. The Director or designate is responsible for ensuring that this information is managed and recorded as required and kept on the premises.

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

Screening Questions:

NOTE: When the option of [5, 10] days is listed:

- Use 5 days if you are fully vaccinated AND/OR 11 years old or younger
- Use 10 days if you are 12 years old or older and not fully vaccinated OR if you are immunocompromised, OR if you attend or work at a school or student lodging in a highest risk congregate care setting (e.g. a hospital school, or an Education and Community Partnership Program).

1. In the last [5, 10] days have you experienced any of these symptoms? Anyone who is sick or has any new or worsening symptoms of illness, including those not listed below, should stay home

until their symptoms are improving for 24 hours (or 48 hours for nausea, vomiting, and/or diarrhea) and should seek assessment from their health care provider if needed. You may select “No” to all symptoms if all of these apply:

- You have completed your isolation of [5/10] days OR you tested negative for COVID-19 on one PCR test or rapid molecular test, or two rapid antigen tests taken 24 to 48 hours apart AND
- You do not have a fever AND
- Your symptoms have been improving for 24 hours (48 hours if you have nausea, vomiting, and/or diarrhea). Choose any/all that are new, worsening, and not related to other known causes or conditions you already have.

-Fever and/or chills Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher and/or chills

-Cough or barking cough (croup) Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions they already have)

-Shortness of breath Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions they already have)

-Decrease or loss of taste or smell Not related to seasonal allergies, neurological disorders, or other known causes or conditions they already have.

2. In the last [5, 10] days have you experienced any of these symptoms? If you only had one of these symptoms, you may select “No” if your symptom has been improving for 24 hours (48 hours if you have nausea, vomiting, and/or diarrhea). If you had two or more of these symptoms, you may select “No” if all of these apply:

- You have completed your isolation of [5/10] days OR you tested negative for COVID-19 on one PCR test or rapid molecular test, or two rapid antigen tests taken 24 to 48 hours apart AND
- You do not have a fever AND
- Your symptoms have been improving for 24 hours (48 hours if you have nausea, vomiting, and/or diarrhea).

Choose any/all that are new, worsening, and not related to other known causes or conditions you already have.

-Sore throat or difficulty swallowing Painful swallowing (not related to seasonal allergies, acid reflux, or other known causes or conditions you already have)

-Runny or stuffy/congested nose Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions you already have

-Headache Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions you already have) If you received a COVID-19 and/or flu vaccination in the last 48 hours and are experiencing a mild headache that only began after vaccination, select “No.”

-Extreme tiredness Unusual, fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, sudden injury, or other known causes or conditions you already have) If you received a COVID-19 and/or flu vaccination in the last 48 hours and are experiencing mild fatigue that only began after vaccination, select “No.”

-Muscle aches or joint pain If you received a COVID-19 and/or flu vaccination in the last 48 hours and are experiencing mild muscle aches/joint pain that only began after vaccination, select “No.”

-Nausea, vomiting and/or diarrhea Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions they already have

3. In the last [5, 10] days have you tested positive for COVID-19? This includes a positive COVID-19 test result on a lab-based PCR test, rapid molecular test, rapid antigen test or home-based self-testing kit. Select “No” if you have already completed your isolation period of [5, 10] days because your symptoms started before your positive test result AND:

- your symptoms have been improving for 24 hours (48 for nausea, vomiting, and/or diarrhea)

AND

- you do not have a fever

4. Do any of the following apply?

- You live with someone who is currently isolating because of a positive COVID-19 test

- You live with someone who is currently isolating because of COVID-19 symptoms (any one or more symptoms from question 1 above or any two or more symptoms from question 2 above)

- You live with someone who is isolating while waiting for COVID-19 test results Select “No” if you: φ are 18 years of age or older and have received your booster OR φ are 17 years of age or younger and are fully vaccinated OR φ completed your isolation after testing positive in the last 90 days (using a rapid antigen, rapid molecular, or PCR test). Select “No” if your household member is isolating because of COVID-19 symptoms but has already tested negative on one PCR or rapid molecular test, or two rapid antigen tests.

5. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)? This can be because of an outbreak or contact tracing.

6. Do any of the following apply?

- In the last 14 days, you travelled outside of Canada and were told to quarantine.

- In the last 14 days, you travelled outside of Canada and were told to not attend school/child care.

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.

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 sent home to start isolation.
- 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 5 days.
- If not tested, the child and/or staff must stay home and self-isolate for 5 days, not have a fever and symptoms have been improving for at least 24 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, staff, student or visitor is a confirmed case of COVID-19 on a lab-test PCR test result

Child care centres are to notify Ottawa Public Health when:

- 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 30% 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.

<p>Symptoms: Symptoms should not be chronic or related to other known causes or conditions</p>	
<ul style="list-style-type: none"> • Fever (temperature of 37.8 degrees C or greater) • New or worsening cough • Shortness of breath (dyspnea) • Soar throat • Difficulty swallowing • New olfactory or taste disorder(s) • Nausea • Vomiting • Diarrhea • Decreased or lack of appetite- may be associated 	<ul style="list-style-type: none"> • Chills • Headaches • Conjunctivitis – may be associated • Abdominal pain – may be associated • Runny nose • Nasal congestion • Unexplained fatigue/malaise/myalgia • Muscle aches or joint pain

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 tolerated • Disinfect space/items used by child immediately after child leaves centre • Inform staff and other parents/guardians to monitor their child for symptoms for 10 days • Child must self-isolate for 5 days or if two Rapid tests taken 24-48hrs apart are negative and until 24 hours' symptom free or 48 hours after resolution of vomiting &/or diarrhea 		
NOT TESTED	COVID-19 NEGATIVE (2 rapid tests taken 24-48 hours apart)	COVID-19 POSITIVE
Child must self-isolate for 5 days and until 24 hours symptom free or 48 hours after resolution of vomiting &/or diarrhea	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 must self-isolate for 5 days and until 24 hours symptom free or 48 hours after resolution of vomiting &/or diarrhea OPH may assist child care in management of outbreak

- 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 should 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 via a PCR test 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 5 days from the first day of symptoms OR
 - Until 24 hours AFTER symptoms have FULLY resolved, whichever is longer.
- The closure and re-opening of the child care room and/or facility may 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.

Process for COVID-19 Cases in Child Care

The Ministry of Education has committed to supporting child care with a broad range of health and safety measures. These measures include: stricter screening requirements, making non-fit tested N95

masks available to all child care staff, ventilation improvements, and other restrictions to reduce contacts in the child care. With all these safety measures in place, the aim is to limit exposure to others in the child care setting. Please note there may be circumstances where individuals could be notified of a high risk exposure depending on the nature and frequency of the interaction.

Please read the following information relating to this update:

- Families should continue to call the child care to let them know that a member of your household will not be going to child care if they do not pass the selfscreening tool (e.g., the child has symptoms).
- Childcare providers should continue to monitor absences and report elevated absenteeism rates (30% or more) to OPH to facilitate assessment and implementation of additional measures, if appropriate.
- Families do NOT need to notify the child care or OPH if a member of the household tests positive on a PCR or RAT test, however cases should notify their own contacts and advise them to follow Close Contact Procedures
- Families will no longer get letters from OPH stating that a person tested positive at child care. If a family is isolating due to a positive test result and they are concerned that there may be contacts in the child care setting, they may reach out to the childcare provider. OPH is developing tools to assist childcare providers in identifying contacts and passing on the message to contacts in a childcare setting.
- Any dismissals or closures of a child care will be determined by the child care operator (I.e., for operational reasons).
- If you or a member of your household tests positive on a PCR COVID-19 test, you may be called by OPH. You do not need to call OPH.

- o OPH will ask you to reach out to your high-risk contacts to notify them that they were exposed and may be required too self-isolate. Depending on the nature and frequency of interactions, this could include people at child care.

TESTING

- Symptomatic staff and children should be sent home to begin isolation. 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).
 - Those who test positive for COVID-19 must be excluded from DCCC for 5 days after the onset of symptoms and clearance has been received from OPH (if involved)
- Children or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms until laboratory tests, if any, have been completed or until directed by OPH (if involved).

- 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 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 will be maintained of 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 = 26 children per designated kinder space
- School age maximum capacity = 30 children per designated SA space

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 while inside the child care premises, including in hallways.
- 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.
- 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 and changed weekly.
- 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.
- Staff meetings will be limited to small groupings. Most communication will be sent via email or recorded in the daily logbook
- Board meetings will be done virtually

PERSONAL PROTECTIVE EQUIPMENT:

- All adults in a child care setting (i.e., staff, essential visitors, and students) are required to wear medical masks while inside the child care premises, including the hallways.
- When wearing a medical mask, 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 JK and up while inside a child care setting, including in hallways; all younger children (aged 2 to 4) 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 encouraged to wear medical masks outdoors when a distance of 2 metres cannot be maintained.
- All children in grades KD and above are encouraged to wear a nonmedical mask or face covering outdoors when a distance of 2 metres cannot be maintained. All younger children (aged 2 to 4) 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 daily.

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

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.

Toys & Activities:

- Trolleys/bins should be delivered to the toy storage area
- 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

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 rooms
- 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 weekly, 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 individualized.

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 June 30, 2022.

Revision: April 2022