



Royal City Co-operative Preschool Covid-19 Response Plan

Background

With the purpose of supporting the health and safety of all individuals attending Royal City Co-operative Preschool during the COVID-19 pandemic, enhanced processes to help limit the spread of COVID-19 virus will be implemented at the centre.

Staff working at RCCP must follow all guidelines and procedures in this document in addition to enhanced operating guidelines. By the same virtue, those accessing child care services will also be expected to adhere to these guidelines.

These guidelines encompass additional regulatory requirements of the Ministry of Education, the Ministry of Health and Wellington Dufferin Guelph Public Health, (WDGPH), and may be revised from time to time. Royal City Co-op Preschool may terminate a child care placement in the event that families do not adhere to the requirements of this guideline.

Licensed Child Care

Licensed child care centres in Wellington County and Guelph must be approved by the Ministry of Education, WDG Public Health and the County of Wellington.

These sites are required to comply with:

- Child Care and Early Years Act, 2014
- All existing health and safety requirements as directed by the Medical Officer of Health
- All existing requirements of Service Agreements with the County of Wellington
- All enhanced requirements outlined in the Ministry of Education document, Operational Guidance During COVID-19 Outbreak Child Care Reopening

Infection Prevention and Control

- General guidelines for how to limit the spread of COVID-19
 - Wash your hands often with soap and water or alcohol-based sanitizer
 - Sneeze or cough into your sleeve
 - Avoid touching your eyes, nose and mouth
 - Avoid contact with people who are sick

- RCCP staff must follow the [COVID-19 GUIDANCE: CHILD CARE CENTRES & PROVIDERS](#) document from WGDPH that outline enhanced processes and protocols for infection prevention and control, such as:
 - Daily Health Screens and Ongoing Monitoring
 - Practices for hygiene items
 - Enhanced sanitary practices
 - Cleaning and disinfecting surfaces and items
 - Cleaning and disinfecting blood/bodily fluid spills
 - Isolation Policy and Procedures
 - Cleaning and sanitizing eye protection between classes. Step by step instructions are also posted within the preschool.
 - Reporting Requirements

Key Requirements

1. WDG Public Health strongly advises that those who have and/or are living with anyone with increased risk for severe COVID-19 outcomes refrain from providing or accessing child care services. There is an increased risk for severe COVID-19 outcomes for those:

- Aged 65 and over, and/or
- With compromised immune systems, and/or
- With underlying medical conditions

2. All Child Care Centres must be thoroughly cleaned before becoming operational. For child care centres, a thorough clean must be completed before staff occupy the building to prepare for opening the centre. Once operational, the centre must follow the enhanced Infection Prevention and Control processes and protocols as outlined in the Operational Guidelines.

3. No visitors are permitted on premise of a child care centre during the time child care is taking place unless they are deemed essential by the Supervisor.

4. One parent/guardian will accompany their child to the screening area. Parents/guardians will maintain a physical distance of 2 metres/6 feet when accessing the screening area. Parents/Guardians **may not**

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pass the screening area. The Screener will have a mask and face shield and **will take your child into the Playground** or into the school, depending on the weather. The child must use hand sanitizer or wash their hands before joining the other children in the program and before they leave the program.

5. All adults (parents/guardians/staff) will comply with recommendations by the WDGPB including any directions related to the use of personal protective equipment (PPE) i.e. face coverings.

6. All Orientation Meetings, and Membership meetings will be taking place online with either Google Meet or Zoom.

7. Sensory materials/items will be used on a rotational basis for each class. We will focus on hand hygiene before and after sensory play.

8. In addition to routine cleaning, enhanced cleaning protocols will be put in place, including surfaces that have frequent contact with hands will be cleaned and disinfected twice per day and when visibly dirty. Examples include doorknobs, light switches, toilet handles, counters, handrails, telephones, etc.

9. Between **each** class our preschool rooms will be thoroughly cleaned which includes wiping / spraying all the surfaces with a Public Health Recommended disinfectant, vacuumed, and all toys removed and replaced the toys assigned to each cohort. You will notice a reduced number of toys out for each class. There will be one set of toys per class and they will only ever be used by that class.

10. We will focus on hand hygiene before and after using our outdoor playground equipment (rather than direct sanitization of the playground surfaces).

11. Any unvaccinated child under the age of 12 that has travelled outside of Canada will not be allowed to attend preschool until 14-days after re-entry to Canada even as they remain symptom-free.

12. Children will be provided with individual snacks and meals. Children are not permitted to serve themselves, prepare nor provide food that will be shared with others.

Attendance Records

Royal City Co-operative Preschool is required to maintain daily records of anyone entering the facility and the length of their stay. Records (name, contact info, time of arrival/departure, screening completion/results, etc.) must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak. This being said, there will be no visitors or parents in the building unless absolutely necessary and it is the decision of the Supervisor.

Our attendance records will be kept 1) at the preschool; and 2) electronically. In the event that there is a positive COVID-19 case at the preschool, public health will contact either the preschool directly, or either the Secretary or the President in order to enable rapid contact tracing.

Overall Capacity and Group Size

- As of September 1, 2020, child care settings may return to maximum group sizes as set out under the CCEYA (i.e., licensed age groups prior to the COVID-19 outbreak).
- Staff and students are not included in the maximum group size, but should be assigned to a specific group where possible. Children should be included in only **one** group and should not mix with other groups. Therefore at this time we are unable for children to attend more than one class.

Daily Routines and Physical Distancing

See Key Requirements #4 for drop off details.

All staff and children at Royal City Preschool will be consistently monitoring their health for signs and/or symptoms of COVID-19. Children will be visually monitored on an ongoing basis throughout the morning and will be screened before entering the classroom.

While physical distancing is not possible in a child care setting, every precaution and measure must be taken to reduce the spread of COVID-19 during the provision of child care.

Encourage more physical space between children by:

- Spreading children out into different areas ex. Divide the group into two groups when possible and use both our rooms at the same time.
- Incorporating more individual activities or activities that encourage more space between children
- Offering increased outdoor play

Limiting direct contact between children and staff:

- Avoid getting close to faces of all children, where possible
- It is recommended by Public Health that we do not sing at circle time but we will be creative in our programming and when possible do Circle / Group time outside in the fresh air!
- As directed by Public Health all staff must wear a medical grade face mask and shield or safety goggles while inside, unless staff is able to maintain 2m distance from all children/staff (e.g. vacuuming the room after hours, foodhandling in the kitchen, etc.).

Distancing between staff

- Staff should respect the 2-meter recommendations from the Province. Staff should not gather for lunch, break or other activities.
- Staff should not carpool with other staff.

Distancing during pick up and drop off

- Pick-up and drop-off of children should happen outside the preschool setting unless it is determined that there is a need for the parent/guardian to enter the setting.

- Use of telephone calls or email will be used to interact with families / teachers where possible, rather than in person

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Hand Hygiene

- All staff and children must wash their hands at the start of the day prior to entering the child care room, each time they come inside from outdoor and before leaving at the end of the day.
- Frequent hand washing must continue throughout the day especially from one activity to another and after going to the washroom, before and after eating, etc.
- Staff will assist children in washing their hands using soap and water and/or hand sanitizer. Refer to Public Health Ontario's [How to Wash Your Hands](#).

All children, parent/guardians, and staff will not attend the child care centre if they are unwell.

Before leaving home

All parents/guardians must complete their child's online screening form before arriving at the Preschool. This includes checking their child's temperature and general health before attending a child care centre to ensure their child has no symptoms of ill health prior to arrival.

If you arrive at the screening area without having screened your child, you will be asked to do so prior to your child entering the program.

Symptoms to look for include but are not limited to: fever/chills; cough; shortness of breath; decrease or loss of taste or smell; and nausea, vomiting, or diarrhea. For more information, please see the symptoms outlined in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website.

Personal items

Please do not bring any personal items such as toys from home at this time.

Please DO bring water bottles. These will be sanitized upon arrival and used during snack time.

Backpacks are allowed!

We are asking each parent to put a change of clothing, underwear/diapers, wipes, tops, pants, extra underwear and socks in a zip lock bag, labelled with your child's name on and kept in the child's backpack.

We ask that the child does not bring toys from home. They will not be allowed into the school.

Arrivals and Screening

Process for Families/Children

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- Adults are to put on a face covering to approach the lineup and screening table.
- On the days your child attends preschool, you will receive a daily email with a link (<https://covid-19.ontario.ca/school-screening/>) to complete your child's daily screening. This includes checking to make sure your child does not have a fever. If you have not completed the screening your child will not be allowed to enter.
- Distancing Requirements:
 - Parents/guardians must adhere to the social distancing requirements of Public Health.
 - There must be only one child with one parent at the screening area. Others that are waiting to drop their child must remain in line and use the distancing markers or remain in their vehicles until they are in a spot in line available.
- Daily Health Screen Requirements:
 - All individuals (e.g., children attending childcare, staff, essential visitors) must be screened before entering childcare/early years setting.
 - Anyone who is symptomatic, does not pass screening, or has been advised to self-isolate by the local public health unit must not be permitted to enter child care/early years setting.
 - Parents/guardians will complete the online screening for their child prior to arrival at preschool.
 - The screener will confirm with the parents that the children have passed screening prior to arrival at preschool. The screener will also greet the child and he/she will be visually assessed to make sure they are in good health, and the parent cannot leave the child at the preschool until approved by the screener.
 - Parents/Guardians **must comply** with the direction provided to them by the person conducting the screen.
 - Please allow an extra 15 minutes into your morning routine to accommodate waiting and screening.

Departures

- Process for Families/Children: We hope to be outside in the playground for pick up time. If it is not possible, parents/guardians should line up outside the preschool on the marked social distanced lines. Staff will be checking the door to see who is in the line and will bring your child to you. If you must pick up your child before 11:30am (morning class) or 3:45 (afternoon class) please call the preschool (519-837-2535) when you are at the preschool entrance and the staff can get the child ready for pick up.
- All children must wash/sanitize their hands before leaving the child care centre.
- Parents/guardians must remain outside the designated main entrance until their child is brought outside by centre staff.
- Only one parent can approach the preschool door at one time, others waiting to pick up their children must remain on the marked lines or in their vehicles until there is a free space to join the line.

- Upon arriving home, it is recommended that they wash their hands, remove clothing, wash hands again, and change into new clothing. Children's clothing worn at the centre should be washed daily.

Symptomatic Children/Staff and Return to Childcare

This section is taken from ['COVID-19 Guidance: Child Care Centres & Providers'](#) from Wellington Dufferin Guelph Public Health. Where there may be discrepancies, the aforementioned document will prevail.

Individuals who develop any symptom(s) of COVID-19 should follow the direction provided by the COVID-19 School and Child Care Screening tool. Symptomatic individuals awaiting test results must remain home (self-isolate).

Unvaccinated household members (including siblings) must isolate while the symptomatic individual is waiting for COVID-19 test results. Fully vaccinated asymptomatic household members of the symptomatic individual do not need to isolate while the symptomatic individual is waiting for COVID-19 test results.

If COVID-19 test result is NEGATIVE:

- Symptomatic child/staff may return to child care/work if all the following are met:
 - Test results are negative for COVID-19; AND
 - Symptoms have been improving for 24 hours (and no fever); AND
 - Must be able to pass screening tool

Note: proof of negative test result is not required

- **Household members (HM) that are not vaccinated or are partially vaccinated:** HM must self-isolate while symptomatic individual is awaiting test results.
 - If symptomatic individual tests negative for COVID-19, household members can discontinue self-isolation
 - Pass screening tool before returning to school/child care/work.

Household members (HM) that are fully vaccinated: HM do not need to selfisolate while symptomatic individual is waiting for test results.

If COVID-19 test result is POSITIVE:

- Symptomatic child/staff who tests positive for COVID-19 must follow directions from Public Health (i.e. self-isolate for 10 days from symptom onset and symptoms improving for 24 hours (and no fever)).

Household members (HM) that are not vaccinated or are partially vaccinated:

- HM must self-isolate for 10 days from last exposure/contact with individual who tested positive.
 - Household members should get tested immediately, and if they receive a negative test result, recommended to re-test on or after day 10 of isolation.
 - If household member develops symptoms get tested immediately.

Household members (HM) that are fully vaccinated: HM do not need to self isolate.

- Household members should get tested immediately, and if they receive a negative test result, re-test as directed by Public Health.
- If household member develops symptoms self-isolate and get tested immediately.

If testing is recommended but individual does not get tested:

If testing is recommended but individual does NOT GET TESTED:

Scenario 1:

If a health care provider (HCP) has diagnosed the symptomatic child/staff with a condition that is not related to COVID-19, they can return to child care/work:

- 24 hours after their symptoms start improving (and no fever)

Scenario 2:

Symptomatic child/staff may return to child care/work if all the following are met:

- Child/staff has isolated for 10 days from symptom onset; AND
- Symptoms have been improving for 24 hours (and no fever); AND
- Must be able to pass screening tool

Household members (HM) that are not vaccinated or partially vaccinated: HM must self-isolate for 10 days from their last contact with the symptomatic individual who was not tested.

- If symptomatic person gets an alternative diagnosis by a health care provider, household member can stop self-isolation and return to work.
- Pass screening tool before returning to school/child care/work.

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Household members (HM) that are fully vaccinated: HM do not need to self-isolate.

- If vaccinated household member develops symptoms, self-isolate and get tested. •

In some situations, it may not be practical for your child to isolate from the rest of the family. Your child may be too young, frightened, require additional care, or it may not be possible due to the layout or space in your home. Please refer to the Tips for Caregivers for Isolating Children

Note: The child care centre should refer to the *Childhood Illness Reference Guide for Schools and Child Care Centres* for direction on exclusion requirements if the child has been diagnosed with an infectious disease other than COVID-19.

What to do if a child develops symptoms while in child care

This section is taken from [‘COVID-19 Guidance: Child Care Centres & Providers’](#) from Wellington Dufferin Guelph Public Health. Where there may be discrepancies, the aforementioned document will prevail.

- Symptomatic children must be immediately separated from others in a supervised area until they can go home. In addition, where possible, anyone who is providing care to the child should maintain a distance of 2 metres.
 - Symptoms include:
 - fever and/or chills
 - cough or barking cough
 - shortness of breath
 - decrease or loss of taste or smell
 - nausea, vomiting and/or diarrhea
- If a separate room is not available, the sick person should be kept at a minimum of 2 meters from others
- When caring for an ill child, the child care staff/provider should wear a medical mask, eye protection (goggles/face shield), gown and gloves at all times and not interact with others. The child care staff/provider should also avoid contact with the child’s respiratory secretions.
- A medical mask should be worn by the child (if tolerated).
- Parents should be contacted immediately for the ill child to be picked up.
- Hand hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up.

- Tissues should be provided to the child for proper respiratory etiquette, with proper disposal of the tissues in a non-touch garbage bin, and proper hand hygiene.
- Parents should be provided the Symptomatic Child Information (letter to parents) and encouraged to follow the directions provided in the COVID-19 School and Child Care Screening tool.
- Siblings of the symptomatic child should be assessed for symptoms and sent home if symptomatic.
- All items used by the sick person should be cleaned and disinfected.
- Environmental cleaning of the space where the child was separated should be conducted immediately after the child has been picked up. It should also be conducted where the child spent his/her time at the centre. Refer to Section K on cleaning and disinfection.

What to do if a staff member develops symptoms while at work

This section is taken from [‘COVID-19 Guidance: Child Care Centres & Providers’](#) from Wellington Dufferin Guelph Public Health. Where there may be discrepancies, the aforementioned document will prevail.

Staff who develop any signs or symptoms of COVID-19 while at work, should report to the child care operator and go home immediately. Staff should follow the direction provided in the COVID-19 School and Child Care Screening which may include being tested for COVID-19. They should be excluded from work while in self-isolation.

- Symptoms include
 - fever and/or chills
 - cough or barking cough
 - shortness of breath
 - decrease or loss of smell or taste
 - muscle aches/joint pain that are unexplained, unusual, or long-lasting
 - extreme tiredness, general feeling of being unwell, lack of energy that is unusual or unexplained.
- ONLY if staff are a High Risk Contact of a positive case of COVID-19 or have received a positive rapid antigen test AND the following symptoms develop, staff must immediately isolate:
 - sore throat
 - runny nose
 - nasal congestion
 - abdominal pain
 - headache
 - conjunctivitis

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- decrease or loss of appetite

In order to return to work, staff can follow the “return to childcare” section.

Serious Occurrence Reporting

• 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 should contact their local public health unit to report confirmed cases of COVID-19. The local 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.

Effective **November 9, 2020**, child care licensees will only be required to report a serious occurrence for COVID-19 related matters for:

1. **Confirmed COVID-19 cases;** or
2. **Closures ordered by your local Public Health Unit** (i.e., where a closure is ordered for a centre, program room/s or provider’s home due to a **confirmed** or a **suspected** COVID-19 case(s)).

To support these changes, the serious occurrence categories related to COVID-19 have been updated in the Child Care Licensing System (CCLS):

Confirmed COVID-19 cases

For a Confirmed Case of COVID-19 with **no** Related Public Health Ordered Closure

- Submit a serious occurrence in CCLS under “Confirmed COVID-19” category

For a Confirmed Case of COVID-19 **with** a Public Health Ordered Closure

- Submit a serious occurrence in CCLS under ‘Confirmed COVID-19’ category, including information about the closure in the fields provided; or
- Where there is a confirmed case and a closure is subsequently ordered by Public Health while the serious occurrence under “Confirmed COVID-19” category is still open, please revise the existing serious occurrence to include the closure information in the fields provided; or

- Where a closure is ordered by public health after the serious occurrence has been closed, submit a new serious occurrence for an “Unplanned Disruption of Service” with the subcategory of “Public Health Ordered Closure” (as per information below).

PLEASE NOTE: Where there is an open serious occurrence for a confirmed case of COVID-19, should a second individual develop a confirmed case, please do not submit a new/additional serious occurrence for the new confirmed case.

Instead, licensees must revise the existing/open serious occurrence report to add the information related to the new confirmed case.

Closures Ordered by your Local Public Health Unit

- Where public health orders a closure with no confirmed COVID-19 case, submit a serious occurrence in CCLS under ‘Unplanned Disruption of Service’ with the subcategory of ‘Public Health Ordered Closure’
- Where there is an existing/open serious occurrence in CCLS under ‘Unplanned Disruption of Service’ with the subcategory of ‘Public Health Ordered Closure’ and an individual develops a confirmed case of COVID-19, submit a new serious occurrence in CCLS under the ‘Confirmed COVID-19’ category

Existing Serious Occurrences reported for COVID-19 Matters Prior to November 9, 2020

Existing Serious Occurrences for Confirmed Cases

Where there is an open serious occurrence for a previously reported confirmed case of COVID-19, this serious occurrence **will remain open** until it is resolved.

Existing Serious Occurrences for Suspected Cases

Where there is an open serious occurrence for a previously reported **suspected case**:

- If this suspected case did not result in a **public health ordered closure**, this serious occurrence **will be closed in CCLS by the ministry**.
- If this suspected case resulted in **voluntary closure by the licensee**, this serious occurrence **will be closed in CCLS by the ministry**.

- If this suspected case resulted in a **public health ordered closure**, this serious occurrence **will remain open** until it is resolved.

Changes to individuals to be reported for confirmed COVID-19 cases

Please note that there has been a change to the list of individuals that a serious occurrence must be reported for with respect to confirmed cases of COVID-19.

Moving forward, a serious occurrence is **not** required for a **parent of a child** with a confirmed case of COVID-19.

Below is the current list of individuals with a confirmed case of COVID-19 for whom a serious occurrence report is required:

1. a **child who receives child care** at a home child care premises or child care centre,
2. a home child care **provider**,
3. a person who is **ordinarily a resident of a home child care premises** (e.g. the home provider's child, the home provider's spouse etc.; for complete definition please refer to the Home Child Care Licensing Manual)
4. a person who is **regularly at a home child care premises** (eg. the home provider's friend who visits the premises once a week etc.; for complete definition please refer to the Home Child Care Licensing Manual),
5. a **home child care visitor**,
6. a **staff** member at a child care centre
7. a **student** at a home child care premises or child care centre,

Existing Serious Occurrences for Parents with Confirmed or Suspected Cases of COVID-19:

Where there is an open serious occurrence for a previously reported **confirmed or suspected case of COVID-19 for a parent of a child**:

- If this case did **not** result in a **public health ordered closure**, this serious **will be closed in CCLS by the ministry**.
- If this case resulted in **voluntary closure by the licensee**, this serious occurrence **will be closed in CCLS by the ministry**.
- If this case has resulted in a **public health ordered closure**, this serious occurrence **will remain open** until it is resolved.
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Testing Requirements

Please see the [COVID-19 Provincial Testing Guidance Update](#) for the child care setting.

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Reporting suspected or confirmed cases

Child care centres within the meaning of the Child Care and Early Years Act, 2014 have a duty to report cases COVID-19 under the Health Protection and Promotion Act. The provider should contact WDGPB to report a confirmed case of COVID-19. WDGPB will provide advice on what control measures should be implemented to prevent potential spread and how to monitor for other possible infected staff members and children.

When will an outbreak be declared?

An outbreak may be declared by Wellington-Dufferin-Guelph Public Health when

Within a 14 day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff/providers or other visitors with an epidemiological link (e.g., cases in the same room, cases that are part of the same before/after school care cohort) where at least one case could have reasonably acquired their infection in the child care setting.

Informing families

In the event of any positive COVID-19 cases at the preschool, RCCP will follow direction from WDGPB on how and when to contact families.

Contacting Public Health

To best support child care centres, WDGPB has adopted the following process for incoming communications from a) childcare providers and operators and b) parents and families:

- Childcare providers and operators are instructed to contact WDGPB Intake:
 - Call: 1-800-265-7293 or 519-822-2715, Ext. 4753 Or email:
PHI.Intake@wdgpublichealth.ca
 - For questions or concerns related to COVID-19 and child care centres
 - For reporting confirmed COVID-19 cases
 - For public health inspection-related information
- Parents and families are directed to call the COVID-19 Call Centre at: 1-800-265-7293 or 519-822-2715, Ext. 7006