

ENHANCED HEALTH AND SAFETY POLICY – COVID-19

Contents

| | |
|--|----|
| Purpose | 2 |
| Symptoms of COVID-19 | 2 |
| New Procedures to Implement in Care Homes | 3 |
| Daily Screening for Symptoms | 3 |
| Screening Procedures for Providers: | 3 |
| Daily Screening Procedures for Parents/children | 3 |
| Drop off and Pick-up Procedures | 4 |
| Cleaning and Disinfecting Provider Home | 4 |
| Hand Washing and Hygiene | 4 |
| Respiratory Etiquette | 5 |
| Equipment and Toy Usage Restrictions | 5 |
| Nap/Sleep Time..... | 5 |
| Outdoor Play | 6 |
| Interactions with Infants/Toddlers | 6 |
| Meals..... | 6 |
| Visitors in the Home..... | 7 |
| What to do when someone in care shows symptoms or becomes sick | 7 |
| Provider or member of their household..... | 7 |
| Child becomes ill or show symptoms..... | 8 |
| Agency Procedures | 8 |
| Guidance for Using Masks | 9 |
| Exclusions from Care..... | 9 |
| Back up Care | 11 |
| Expired Requirements..... | 11 |
| Training and Meetings | 11 |
| Communication with Parents | 11 |
| Attendance..... | 11 |

Purpose

The following guidelines have been created to assist you in managing risk associated with COVID-19 spread within our childcare homes. Wee Watch has developed these guidelines in alignment with Public Health and Ministry of Education guidelines for Operations during COVID-19 outbreak. All existing Wee Watch policies and procedures continue to be in effect. These guidelines outline additional measures that must be taken on top of our current procedures, or specific guidelines that may be different than existing protocols. These additional measures are required to be in place until otherwise notified. Agencies, staff, and Providers must operate with these enhanced health and safety measures in place immediately. Failure to comply with the guidelines by Providers may result in a Follow-up or Deficiency notice, disassociation from the Agency or in most extreme cases a monetary fine from the Ministry.

Symptoms of COVID-19

It is important that the symptoms of COVID-19 are known and understood. The symptoms of COVID-19 as currently outlined by Health Canada are:

| Symptoms for Adults - Providers, Household members, Home Visitors, Parents of childcare children | Symptoms for children |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Fever and/or chills (temperature of 37.8C or higher) <input type="checkbox"/> Cough (new or worsening, continuous) including croup (barking cough, making a whistling noise when breathing), but not related to other known causes or conditions (i.e. pulmonary disease) <input type="checkbox"/> Difficulty breathing or shortness of breath (new or worsening, continuous) including croup (barking cough, making a whistling noise when breathing), but not related to other known causes or conditions (i.e. pulmonary disease) <input type="checkbox"/> Sore throat or painful or difficulty swallowing (not related to other conditions i.e. postnasal drip or gastroesophageal reflux) <input type="checkbox"/> Runny nose or congestion (not related to known causes, i.e. allergies, returning in from the cold) <input type="checkbox"/> Nausea and or vomiting or stomach pain (not related to known conditions like transient vomiting due to anxiety, chronic vestibular dysfunction), Diarrhea (not related to known conditions like IBS or medication side-effect) <input type="checkbox"/> Not feeling well, Muscle aches, unusual or long lasting (not related to known conditions) Extreme tiredness, or unusual muscle aches (not related to depression, anemia, insomnia) <input type="checkbox"/> Decrease or loss of taste and smell | <ul style="list-style-type: none"> <input type="checkbox"/> Fever and/or chills (temperature of 37.8C or higher) <input type="checkbox"/> Cough (including croup, barking cough, or whistling noise, wheezing) but not related to known conditions like asthma <input type="checkbox"/> Difficulty breathing but not related to known conditions like asthma <input type="checkbox"/> Decrease in loss of smell or taste (not related to known causes like allergies) <input type="checkbox"/> Sore throat (painful swallowing not related to known conditions like reflux or nasal drip) <input type="checkbox"/> Headache, long lasting, unusual <input type="checkbox"/> Stuffy Nose/runny nose (not related to seasonal allergies or coming in from the cold) <input type="checkbox"/> Nausea, vomiting or diarrhea (not related to know conditions like IBS) <input type="checkbox"/> Feeling unwell, Extreme tiredness, or unusual muscle aches (not related to depression, anemia, insomnia) <p>For children, we recommend using the online, https://www.toronto.ca/wp-content/uploads/2020/06/8faf-Survey-poster-Child-care-centres-TPH-June-2020.pdf</p> <p>Which outlines next steps for children with symptoms.</p> |

New Procedures to Implement in Care Homes

Daily Screening for Symptoms

All individuals, including Providers and those living in their household and children attending care and their parents/guardians must self-screen **every day** in advance of attending or providing care.

Screening Procedures for Providers:

1. Providers must answer all screening questions daily for themselves and anyone living in their home regardless of age
2. If the answer to all screening questions for all household members is “No”, and all household members have a temperature below 37.8C, the Provider can open
3. If the Provider or anyone in their household responds ‘Yes’ to any question they must contact the Agency **immediately** – their home may need to be closed for the day or longer depending on the direction of your local Public Health department.
4. If the Provider or her household members are feeling ill, even if symptoms resemble a mild cold, they must contact the Agency **BEFORE** any children arrive for the day.

Daily Screening Procedures for Parents/children

1. All children attending care and their parents must self-screen **daily** in advance of the child attending care. Parents and anyone entering the home must answer the **Screening questions**. If anyone in the home has one symptom listed above, they must stay home and self-isolate and get tested. These questions should be **posted** visibly at the entry door/area of the Provider’s home.
2. Parents must take their child’s **temperature at home before they bring** the child to the Provider’s home. If the temperature is above 37.8C they should contact the agency to let them know.
3. Screen all children attendees prior to entry as prescribed by Toronto Public Health, refer to the Screening Poster for Child Care and the COVID-19 Decision Tool for Child Care for further information. <https://www.toronto.ca/wp-content/uploads/2020/10/8fdc-COVID-19-Child-Care-Decision-Guide.pdf>
4. When parents arrive, the Provider will ask them if they answered “Yes” to any of the self-screening questions posted at the entry. If they answer “Yes” to any questions, they **cannot enter the home** and their child cannot be permitted into care that day. The Provider should contact the Agency for next steps.
5. If the parent did not self-screen at home, the child must be screened at the care home (i.e. temperature taken) before they proceed to enter. Providers should take appropriate precautions such as ensuring a 2-metre distance is maintained and they are wearing the required PPE (mask and eye protection).

Drop off and Pick-up Procedures

- Providers must wear a medical mask and eye protection when answering the door and during screening. Parents must wear a mask.
- Individuals should maintain physical distance from each other when dropping off and picking up children or waiting to enter the Provider's home (stand at least 2 meters apart)
- No more than 1 parent/guardian at a time can enter the care home. Parents/Guardians should wait outside the home while another person is in the transition area.
- Whenever possible, parents should not enter the home past the drop-off or pick-up area in the home. If parents enter the home, they must wear a non-medical mask and the Provider must record their time in and out and their name in their Logbook (this is only if they enter the home past the entranceway and for a period that is longer than the standard drop off period.) This is for contact tracing purposes.
- If possible and safe, Providers can have hand sanitizer (60-90% concentration of alcohol) at the front door area and ask parents to use it before entering (if they are entering) the home as an extra precaution. If hand sanitizer is provided a poster outlining proper use should be posted.

Cleaning and Disinfecting Provider Home

- Home childcare premises should be cleaned daily, and in addition frequently touched or high touched surfaces must be cleaned and disinfected at **least twice a day** (for example, light switches, doorknobs, tables and other furnishings, railings, toilet handles and faucets)
- Providers should use the **bleach and water (1 tsp of bleach to 1 cup of water)** solution as a disinfectant as per their Provider Manual unless directed differently by local Public Health, made freshly each day.
- Wash Toys daily (either in a sink with disinfectant solution or in a dishwasher)
- Providers will maintain logs to track cleaning and disinfecting

Hand Washing and Hygiene

Regular and proper hand washing is the best way to reduce the risk of contracting COVID-19. Providers are to wash their hands and those of the children regularly throughout the day. Follow guidelines set out by Public health which include: wetting hands, applying soap and lathering for at least 20 seconds, rubbing between fingers and under nails and rinsing well.

We recommend Providers wash their hands:

- At the beginning of the workday and when children arrive and leave
- Before and after placing or removing a mask
- Before and after any crafts or play activities
- Before and after handling food and serving snacks/meals

- Before and after diaper checks, changes, and toileting
- Before and after giving or applying medication or ointment to a child or self
- Before and after contact with bodily fluids (i.e., runny noses, spit, vomit, blood)
- After cleaning and handling garbage

Children should wash their hands:

- When they arrive at the home and before they go home
- Before and after eating and drinking and after a diaper change and using the toilet
- After playing outside
- After sneezing or coughing into hands

Hand Sanitizer does not replace hand washing and should not be used on children less than 2 years of age. Use with children only when you do not have the ability to wash hands (i.e. out at a park).

Respiratory Etiquette

Providers and children in care should practice proper respiratory etiquette of sneezing or coughing into their elbow versus into their hands.

Equipment and Toy Usage Restrictions

- Try to use toys and equipment in the home that can be cleaned and disinfected easily (i.e., avoid plush toys), try to reduce activities that involve shared toys (i.e., puzzles, board games, unless using individually)
- Mouthed toys should be cleaned and disinfected immediately after the child is finished using it
- Group sensory activities such as water or sand tables, or playdough cannot be used. Only individual sensory play is permitted (i.e. each child can have their own playdough and it is to be discarded after use or labelled for their use only from that point forward)
- Ensure all shared items/toys are cleaned and disinfected between uses
- Incorporate more individual activities or activities that encourage more space between children

Nap/Sleep Time

- Cots and playpens should not be shared between children. If there are two part time children sharing a cot/playpen, Providers should disinfect the equipment after each child has used it and change the linen after each use
- Cots and playpens should be disinfected weekly
- Linens should be cleaned weekly at minimum and never be shared
- Where possible separate cots/playpens where children are sleeping or if there is not room, place the children head to toe or toe to toe for physical distancing

Outdoor Play

- Children should continue to play outdoors for two hours a day weather permitting. Where possible use a backyard for outdoor play or go for neighbourhood walks, follow local Public Health advice on parks and public playgrounds. (see section on masks)
- Parents will need to sign a Playground Permission form to allow their child(ren) to attend public playground. If there are more than 10 children (including the WW children), Providers should avoid using the playground equipment.
- If your local Public Health is not recommending children use the public playground, Providers cannot take the children to the playground.
- Providers should encourage proper hand hygiene before and after the children have used a shared play structure
- Have designated outdoor toys and equipment and clean those toys and equipment daily it has been used by children
- Outdoor play structures are not required to be cleaned and disinfected unless the equipment is visibly soiled or dirty.
- Children should be bringing their own sunscreen, which should be labelled and cannot be shared.

Interactions with Infants/Toddlers

- Children must not share food, soothers, bottles, sippy cups etc.
- Mouthed toys must be removed immediately for cleaning and disinfecting and must not be shared with other children. Labelling the children's items is a good idea to minimize any accidental sharing.

Meals

- Two snacks and lunch (dinner for overnight children) are still to be prepared and given to the children daily
- Ensure that no self-service of food or sharing of food takes place
- No sharing of the utensils to serve food (i.e. saltshaker, serving spoons)
- Meals should be served in individual portions to the children, and they should not be taking food off a main platter
- Children should neither prepare or provide food that will be shared with others, if you are conducting cooking/baking activities the children should have their own ingredients and eat what they have prepared (i.e., pizza cooking activity: each child has their own dough, sauce, cheese, toppings)
- Ensure you are following proper hand hygiene when preparing and serving the food

Visitors in the Home

- **Non-essential visitors (i.e. volunteers) are not** allowed in the home during care hours. Home Visitors and Ministry personnel and Resource Consultants are excluded from this (they are allowed in the care home), record their **time in and out in the Provider Logbook**.
- Home Visitors and Ministry Personnel will be screened in advance attending the Provider's home and will wear masks and eye protection while in the home and a mask outdoors
- The agency should be notified of any other essential visitors that need to visit the home (i.e., PSW for elderly parent) to discuss approval and screening.
- For visitors other than Home Visitor, **record the name and contact info** as well as time in and out in your Logbook. Any visitors to the home must self-screen themselves or answer all questions as "no" or they cannot enter the home. The entry in the logbook will be used for contract tracing if required.
- For Home Visitors, record their name, time in and out and their screening results on the Daily Screening form. This log will be used for contract tracing if required.
- To minimize the risk of COVID-19 exposure by the Home Visitor:
 - Home Visits will continue to be conducted unscheduled and in-person monthly, but can be conducted via virtual technology, such as video conferencing service (i.e. Facetime, Skype, etc.) when community infection rates spike (i.e. in orange, red and grey zones). The Standard Home Visitor Checklist will be conducted live unless otherwise directed by the Ministry of Education.
 - Home Visitors should follow their Agency's Home Visitor Guideline document which outlines protocols for social distancing and guidance on limits to time spent in each home
 - For any new Provider an in-person visit must be conducted before the home opens and at least 1 of the 3 visits within the first 2 months must be done in person

What to do when someone in care shows symptoms or becomes sick

Provider or member of their household

- If a member of the Provider's household becomes sick while children are in care, they should be **isolated** away from care children. If a Provider becomes ill, they should attempt to distance as much as possible from the children until the Agency is contacted. Providers will stay visually connected to all children and provide assistance as required.
- Provider should call the Agency immediately for assistance and to call parents to pick up the children in care. Symptomatic Providers or Members of the Household should be referred for testing and Public Health will be consulted. See "Exclusions" for actions based on result of that testing.

- Hand Hygiene and respiratory etiquette should be practiced while waiting for the children to be picked up.
- Before the home is re-opened or children are returned to care, the household, in particular areas used for childcare should be deep cleaned and disinfected using the bleach solution. All items that cannot be cleaned (paper, books, cardboard games/puzzles) should be removed and stored in a sealed container for a minimum of 7 days.

Child becomes ill or show symptoms

- When a child becomes sick or shows symptoms while in care, they should be **separated** from other children in care while still being visually connected to the Provider.
- Providers should attempt to stay at a distance of 2 meters apart, depending on the age and needs of the child that is ill. Hand Hygiene and respiratory etiquette should be practiced while waiting for the child to be picked up.
- Provider should call the Agency immediately for assistance and to call parents to pick up the children in care. Symptomatic children should be referred to their health care provider for further advice or assessment. See “Exclusions” for actions based on results of tests.
- If tolerated and if the child is above 2 years old, the ill child should wear a mask (if not already wearing one due to age guidelines i.e., above 9 years of age).
- All items used by the sick person should be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard games/puzzles) should be removed and stored in a sealed container for a minimum of 7 days
- Follow Public Health directions and guidelines for next steps, and/or inform the parents to contact their child’s health care provider for further advice or assessment.
- Report to agency if any parent has communicated with you that they have been ill and have been tested for COVID-19
- If a child develops symptoms and they are staying home (as per public health or screening questions), all family members who do not have symptoms do need to isolate.

Agency Procedures

- Agency will follow all current Wee Watch Serious Occurrence Policies
- A Serious Occurrence will be communicated to the Ministry (report on CCLS) when there is a confirmed case of COVID-19, or a home has been ordered to be closed by public health.
- A Serious Occurrence Notification form will be posted in the Provider’s home for 10 days (even if the home is closed)
- If there are two or more laboratory-confirmed COVID-19 cases with staff, Provider, child, or other visitors with an epidemiological link, and where at least one of the cases was acquired in the child care setting, this may be considered an **outbreak, in consultation** with the local public health unit. Outbreaks should be declared in

collaboration between the agency and the local public health unit to ensure an outbreak number is provided. Communication regarding the outbreak/case will be shared by the Agency with Home Office as per the Wee Watch Serious Occurrence Policy and with parents and other impacted parties as per the direction of local Public health.

Guidance for Using Masks

- All adults in the childcare setting, including Providers are required to wear medical masks and eye protection (i.e. face shield or protective glasses) during childcare hours, with the following exceptions:
 - ◊ Whenever a physical distance of 2 meters can be maintained from the care children, while still remaining visually connected
 - If all care children in the home are either under the age of Grade 1 or do not attend school regularly
 - For medical conditions or reasons
 - Adult household members need to wear a mask in the home when a physical distance of 2 meters cannot be maintained
- Home Visitors and Ministry Personnel attending the Provider's home will wear masks and eye protection while in the home (see page 6)
- All children in grade 1 and above are required to wear a non-medical or cloth mask while inside in the care home (provided by the parents), with the exception of children that are not attending school regularly or have medical conditions that prevent them from wearing one. Parents are encouraged to provide multiple masks to replace masks that are soiled or damp during the period they are in care. Parents must also provide a way to store masks when they are not in use by their child (i.e. Ziploc bag or other case)
- All younger children, Kindergarten and below are encouraged but not required to wear non-medical or cloth mask in the Provider's home. For those wearing a mask, refer to the bullet above regarding the number of masks and storage.
- If a child's mask becomes damp or visibly soiled, Providers should change the child's mask to a clean one (provided by parents).
- Providers and children over the age of grade 1 are required to wear a mask if they cannot maintain a physical distance of at least 2-meters from each other
- Masks are not recommended for children under the age of 2
- Follow Public Health guidelines regarding the proper wearing and removal of masks, wash hands before and after putting on a mask

Exclusions from Care

- Any exclusions will be made in consultation with the current Screening and the Child Care Decision Guide <https://www.toronto.ca/wp-content/uploads/2020/10/8fdc-COVID-19-Child-Care-Decision-Guide.pdf>

- Children who have any symptoms, or children of parents with symptoms as described on the Daily Screening questions (COVID-19: Toronto Public Health Child Poster), including a temperature of 37.8C or higher or are ill cannot be in care
- Does anyone in your household have one or more symptoms posted on the COVID-19 Toronto Public Health Child Poster
- Children who have been exposed to a confirmed or presumed case of COVID-19 may be excluded from care as per Public Health or their health care provider direction
- Children or their parents that have travelled outside of Canada within 14 days prior to the day they want to attend care
- If there is a confirmed case of COVID-19 in a care home, it may be closed for up to 14 days (based on direction from local Public Health Unit).
- Staff, Providers and Members of the Household should be referred for testing when demonstrating symptoms of illness:
 - Those who **test negative** for COVID-19 must be **excluded** from the program until **24 hours after** symptoms improve.
 - Those who test positive for COVID-19 must be excluded from the program for **14 days after** the onset of symptoms and/or **clearance** has been received from local public health unit
- Staff, Providers, parents/guardians, and children who are symptomatic or have been advised to self-isolate by public health or their physician, must not attend the program
- Testing of asymptomatic person is only done on the direction of public health. Individuals awaiting results **may not need** to be excluded and should follow the advice of public health.

For children specifically:

If your child has one or more symptoms of COVID-19 under the new screening requirements, you need to:

- Refer to the COVID-19 Screening Tool, dated February 2021 for directions on appropriate response. Below are general guidelines.
 - Keep your child home, even if the symptoms are mild.
 - All the children in the same home must also stay home.
 - Arrange for your child to get tested at an Assessment Centre. Contact your health care provider, if needed.
 - Your child and their siblings may return to school if the test is negative.
 - Without a test, your child and their siblings must stay home for 10 days. They may return to school after 10 days if they do not have symptoms. A doctor's note is not needed for return to school.
 - Monitor your family for symptoms. Adults must stay home and get tested if they have one or more symptoms.

- *Children with a confirmed case of COVID can return to care when they are cleared by local public health. A medical note or proof of negative result is not required to return.
- *Parents to sign the Return to Child Care attestation form for our records when returning to care.

Back up Care

- Back-up care will be provided when available and at the specific direction of local Public Health. Back-up care may not be offered depending on the individual situation. (Form available at Toronto Public Health Website or contact the Agency for a copy)

Expired Requirements

- If a Vulnerable Sector Check for Providers or a household member over 19 years of age cannot be obtained due to significant backlogs, the agency must ensure and have proof that the individual has applied for a VSC and additional measures are put in place as per Wee Watch's Vulnerable Sector Check policy.
- If First Aid Certification has expired during the emergency period, the certificate has been extended until June 30, 2021. Providers must make every attempt to take training and renew their certification as soon as courses become available.

Training and Meetings

- Professional Development and other training/meetings for Providers will occur virtually (i.e. Zoom) during this period or in groups of less than 10 people if face to face is required (i.e. First Aid). Providers will be notified of cancellations or rescheduling of meetings by Agency.
- Providers and Home Visitors will be trained on Health and Safety protocols that are required and are outlined in this document; any updates will be communicated in a timely manner.

Communication with Parents

- These enhanced policies will be shared with all parents of children in care by the Agency
- Communication regarding the outbreak/case will be shared with parents and other impacted parties as per the direction of local Public health

Attendance

- There is no change to the existing Wee Watch policy for recording children's attendance in the care home. Providers will leverage existing timesheets that outline the names of the children in care, date and times they were in attendance. Agencies maintain copies of timesheets and they can be used for contact tracing if required.

- Communication with parents of School age children to follow up with absences and confirmed cases of COVID-19 in school cohorts
- Attendance records must be available on-site at all times. Keep attendance records on site for a period of 12 months.
- Any other visitors to the home are recorded in the Provider Logbook as per information in sections above in this document and those records can be used for contact tracing if required.

Returning to Care

Agency will consult with Toronto Public Health to confirm next steps.

Parents will submit the Returning to Child Care Confirmation Form(dated February 12, 2021) prior to their return date to the office/Provider. Form available at Toronto Public Health Website or contact the Agency for a copy.