

# **Pandemic Safety Plan**

Section 5

Subsection 5.17

Name of Child Care Centre: Early Learning Centre

Date Policy and Procedures Established: June 30, 2020

Date Policy and Procedures Revised: November 2, 2021

Date Policy and Procedures Reviewed: November 2, 2021

## **Purpose**

This policy ensures the proper safety measures to take during a COVID-19 pandemic.

## **Policy**

The Early Learning Centre as an employer assumes the responsibilities under the Ontario Health & Safety Act to provide a safe and healthy environment for all employees and visitors.

## **Procedure**

In accordance with the Government of Ontario, using the template provided by them [How to develop your COVID-19 safety plan: A guide for Ontario workplaces](#), the following questions have been answered with the steps that have been put in place.

### **1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?**

- Directors will ensure policies and procedures are up to date and thorough for staff to reference.
- Staff will receive training prior to returning to work on procedures, schedules, and policies from directors and supervisors
- Staff are provided with information about sanitizing, wearing PPE, and social distancing.
- If staff requires an exemption from PPE, the following will take place, the staff will work on their own or behind a barrier. Staff will not work directly with children.
- Staff will be provided with any new COVID-19 information pertaining to them that is received by the company.
- Directors and supervisors will ensure they are providing information, support and guidance

- All lines of communication- human resources, direct communication with directors and supervisors- will be made available for any support needed
- Directors and supervisors will ensure they are educated and up to date with any information about COVID-19 and childcare during this time.
- Policies are in place pertaining to how and when sick staff or children should be excluded from program.

## 2. How will you screen for COVID-19?

- Parents will sign a form agreeing that they will conduct the screening **daily** before the child(ren) are dropped off using the [Ministry of Education on-line screening tool](#) and adhere to the directions given by the tool
- Staff will sign a form agreeing that they will conduct the screening daily before they report to work using the same on-line tool and adhere to the directions given by the tool
- The child care centre is prepared to screen children on-site if parents have forgotten as well as for essential visitors such as maintenance people etc. and records of these screens are kept on file
- A thermometer is available at the entrance for parents to use to check for fever in case they do not have access to a thermometer at home and there is a question about whether the child has a fever. There must be disinfecting wipes available with the thermometer and instructions to clean and disinfect it after each use. Staff are to continue to use proper PPE if they need to be involved in the screening for any reason.
- Staff will continue to monitor children for symptoms throughout the day and are provided with a [list of COVID-19 symptoms](#) and are familiar with the symptoms of COVID-19

## 3. How will you control the risk of transmission in your workplace?

- Social distancing guidelines will be posted at entrances as well as well marked lines outside the door to prevent crowding.
- In shared outdoor space, mixing between groups and other individual outside of the group is permitted, though physical distancing is recommended between groups as much as possible.
- When indoors cohorts are not to mix with other cohorts as well staff should always maintain distance from each other.

- Staff members are assigned to a classroom (cohort), the staff will remain in their cohort. The float staff are assigned to a classroom for support as well. If a staff member must leave their cohort and go to another classroom, they must wash their hands and change PPE.
- Staff rooms will be set up for a limited number of staff and to ensure physical distancing
- Hand washing signs are posted in the staff bathrooms.
- Physical distancing will be encouraged in programs and all materials are sanitized throughout the day.
- Any family meetings with third parties will be conducted virtually
- Any essential visitors will be screened when they arrive, the screening will be logged in the community book and the screening sheet filed
- A virtual centre tour will be created and shared with families that will be coming in to care

#### 4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

- Self isolation rooms have been designated to each centre as well as a guideline from the Health Unit providing information about when to exclude a staff or child from program.
- Guideline will include a list of symptoms to look for as well as what administrative personnel should do following this.
- Health Unit phone numbers will be made available.
- Children or staff being isolated will be isolated from the group, a staff will sit with the child while parents are called while maintaining social distancing and wearing appropriate PPE.

#### 5. How will you manage any new risks caused by changes to the way you operate your business?

- Directors and supervisors will review policy and procedures with staff before returning to work. Continue to review policies as changes are made over time.
- Health and Safety measures may need to be altered to accommodate for social distancing, small cohorts etc.
- Mental Health support will be an important topic as we reopen and face new challenges, staff may struggle adjusting and have concerns about the way the workplace will run, their own safety and their families.
- Support staff will be available through out the day to ensure extra cleaning

- Staff will continue to encourage social distancing among the children.
- First Aid kits will include gloves and disposable masks to prevent spreading of germs.
- Right to refuse unsafe work
- Each centre will have a director and supervisors who are knowledgeable about procedures during reopening.

#### **DROP OFF**

- At time of placement confirmation, parents will be asked for drop off and pick up times. Parents are encouraged to adhere to their drop off and pick up times to prevent gatherings at the entrance
- There will be lines outside the front door to encourage physical distancing, one family in the screening area is permitted at a time
- Parents/staff will wait outside the building until the family in front of them has exited and the screener has disinfected the screening area. The screener will call the next person in when ready
- Please understand there will be a wait time to drop off your child as procedures need to be followed properly.
- Parents of children, and staff will be asked if they passed the screening at home- this includes a set of questions about exposure to COVID, any symptoms and taking temperatures
- The director/designate will ask about the home screening and a staff member will take the children to their classroom

#### **PICK UP**

- When picking up children, parents will call the centre to let us know they are in the parking lot and remain at the front entrance until a staff brings the child out
- Staff will wait until the screening area is clear before exiting out of the building

## 6. How will you make sure your plan is working?

- Consistent contact with the Southwest Public Health Unit and the Ministry of Education to ensure all staff are up to date with current COVID-19 information.
- Regular communication with staff to ensure they are comfortable and knowledgeable.
- Regular meetings among directors and supervisors as well as the board to report progress.
- Where physical distancing is not possible, virtual staff meetings or alternative professional learning will take place
- Evolve and change our COVID-19 safety plan as we receive new and updated information.

## 7. How will supervisors/director's complete classroom and kitchen visits while limiting exposure to other areas of the centre?

- Minimize time spent in the classrooms while staff and children are in the room
- When possible, observe through classroom windows
- Kitchen visit to be completed while cook is not in the kitchen when possible (ie. after hours, lunch hour)
- If necessary, to enter the classroom/kitchen, you must:
  - Wash your hands as soon as you enter
  - Wear a mask and eye protection
  - Keep 6 ft distance from all staff and children
  - Wash your hands before leaving the room
  - Let kitchen staff know if you've been in the kitchen and tell them to disinfect area before they complete any other task

## 8. Guidance of the use of Mask, Personal Protective Equipment (PPEO and Handwashing)

- All adults responsible for the children in a child care setting are required to wear medical mask and eye protection (i.e., face all shield) while in inside child care premises.
- **Masks and Eye Protection is required outdoors for all adults.**
- If masks are not able to be worn due to reasonable exceptions for medical conditions, doctor's notes must be obtained.
- Masks are not recommended for children under the age of two.
- When wearing a medical mask, you should wash your hands before putting on the masks and before and after removing the mask. Refer to Public Health Ontario resources for how to properly wear and take off masks and eye protection.
- When eating or drinking and face masks are removed at a minimum at least 2 meters must be maintained between individuals. Proper supervision must be maintained.
- Signage for mask use will be posted at front entrances.

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

- Putting on Gloves: <https://www.youtube.com/watch?v=UIBmi578NmE>
- Removing Gloves: <https://www.youtube.com/watch?v=WDI0Zi573Js>
- Putting on Mask: <https://www.youtube.com/watch?v=1YiLipLXvg4>
- Removing Mask: <https://www.youtube.com/watch?v=pFJaU9nxmTA>
- Putting on full PPE: <https://www.youtube.com/watch?v=s2z1uM1fXN8>
- Taking off full PPE: [https://www.youtube.com/watch?v=crGIUX3\\_4DA](https://www.youtube.com/watch?v=crGIUX3_4DA)
- Recommended Steps for Putting on and Taking Off PPE:  
<https://www.publichealthontario.ca/-/media/documents/ncov/ipac/ppe-recommended-steps.pdf?la=en>

How to wash your hands and How to use hand sanitizer:

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

## 9. Provision of Special Needs Resource Visits

- The provision of in-person special needs services in child care settings should continue where appropriate.
- Minimize time spent in the Centre where staff and children are on the premises. When possible conduct visit outdoors.
- When entering the Premises, consultant's must
  - Wash their hands or hand sanitize as soon as they enter
  - Wear a non medical mask, and ensure physical distancing of a least 2 meters can be maintained between individuals. If this can not be maintained medical masks and eye protection must be worn.
  - Wash their hands and or hand sanitize when leaving the premise.
- Where services are provided through external staff/services providers, the agency will record attendance for contact tracing purposes.
- The Consultant must be screened including temperature check before entering the child care setting, as per the protocol in the screening policy.

