



COVID-19 Policy

Screening for Symptoms

All individuals including children attending the childcare, staff members, any ministry or health unit staff, etc., must be screened each day before children arrive and/or before entering the child care setting, including daily temperature checks. Any non-essential visitors will be denied access.

Parents and guardians will be reminded of this requirement when children are first registered for the program. Visible signage at our entrances will be used as a gentle reminder for those returning to care.

Personal Protective Equipment – UPDATE

All child care staff and students completing post-secondary placements are required to wear medical masks and eye protection (i.e., face shield or goggles) while inside a child care setting, including in hallways and staff rooms (unless eating, or when being able to maintain at least 2m between individuals – but time with masks off should be limited and physical distance should be maintained).

The use of masks is not required outdoors for adults or children if physical distancing of a least 2 metres can be maintained between individuals.

All other adults (i.e. parents/guardians, and visitors) are required to wear a face covering or non-medical mask while inside the premises.

All younger children (grade 3 and below) are encouraged but not required to wear a non-medical mask or face covering while inside a child care setting, including in hallways.

An PPE Exemption can be provided with the proper medical authorization from a physician.

Physical Distancing

- All cohorts will use separate entrances and exits unless there is an extreme weather event that does not allow this to occur. When one or more cohorts must use the same entrance, that entrance will be sanitized between cohorts.
- Physical distancing between children in a child care setting can be difficult to maintain; however, it is an important strategy that should be encouraged whenever possible.
- When in the same common space (e.g., entrances, hallways), physical distancing of at least 2 metres must be maintained between different groups and should be



encouraged, as much as possible, between children within the same group by: spreading children out into different areas, particularly at meal and dressing time; incorporating more individual activities or activities that encourage more space between children; and, using visual cues to promote physical distancing.

Drop Off

- A Screening Station will be set up outside of the front entrance of the school.
- The Screener will be outside each morning asking the standard screening questions and logging proof of temperature for each child.
- The Screener will record screening on the daily active screening sheet.
- If the child has passed all screening questions and proof of temperature has been recorded, The Screener will then use the two-way radio for one of the child's teachers to come outside and walk the child to their classroom.
- The teacher will assist the child with taking their coat and shoes off, putting their bag away, and proper hand hygiene before they start their day.
- If a parent has concerns about the childcare premises, they will not be denied access; however, they will need to be fully screened before entering.

Pick Up

- Parents will text the Bright Child TextLine at **(226) 782-3658** that they are on their way to pick up their child, with an estimated time of arrival.
- Parents are asked to wait outside the school and maintain physical distancing to support our current practices.
- The teacher will get the child dressed to go home with their belongings packed and ready to go (if required).
- The teacher will walk the child to the front yard and wait until their parent arrives. Quick updates concerning the child's day can occur at this time while respecting social distancing. Parents are encouraged to be patient as this process may take some time.

Sanitary Policies

Proper Handwashing

- Specific times of the day:
 - Arrival to the childcare premises
 - Before and after mealtimes
 - After nap or rest time
 - After outside time
 - After toileting or diaper changes



- Any time that a child puts their hands in their mouth, eyes, nose, pants, or touches their friend's face, they will be required to wash their hands.
- Best practice for everyone in the childcare premises is to wash their hands frequently throughout the day.

Additional Sanitary Practices

Only one group will access the washroom at a time, and the facilities will be cleaned in between each group's use.

- Frequently touched surfaces will be cleaned twice a day, including:
 - Doorknobs
 - Light switches
 - Toilets
 - Faucets
 - Handles
 - Tabletops
- Oxivir Plus will be used as our daily disinfectant.
- **UPDATE** - Alcohol-based hand rub should be 60-90% alcohol based, should be available at entrances and exits, and should not be within reach of children
- Staff will always check expiry dates of products being used, as well as follow the manufacturer's instructions.
- A disinfecting log will be kept on each bathroom door that demonstrates the cleaning schedule.
- Linens are to be labelled and are not to be shared between children.
 - Linens are to be laundered as needed, on a minimum of a weekly basis.
- Children must not share soothers, bottles, sippy cups, facecloths, etc. These items will be labelled with the child's name to discourage accidental sharing.
- Ear thermometers will not be used between children or staff without single-use protective covers and disinfecting between uses. An Infrared Forehead thermometer will be used for all screening purposes and does not have to be disinfected between uses.

Protocols if a Child Demonstrates Symptoms of an Illness:

Staff or students must not attend school if they become sick at anytime. Sick parents should not drop off or pick up their children. Medicating children with over the counter medications without disclosing it to the school will result in immediate termination of care.

- Children will be monitored for atypical symptoms and signs of COVID-19.
- Prompt identification, monitoring of symptoms, and appropriate management of symptoms is the only treatment for the virus at this time.
- Symptoms to look for include but are not limited to:



- Fever (37.8 degrees Celsius, 100 degrees Fahrenheit or higher)
- Cough
- Shortness of breath
- Sore throat
 - In children who are not yet verbal, sore throat can be expressed as not wanting to eat or drink, or trouble swallowing.
- Nasal congestion
- Headache
 - In children who are not yet verbal, headaches can be expressed as crying for an unknown reason, holding their head, distancing or withdrawing from regular play, or wanting to sleep more.
- Runny nose
 - This is genuinely a difficult requirement to make because we are all aware of how common this symptom is. It is normal for both adults and children to have to blow their noses throughout the day. Standard tissue requirements are not considered a **runny nose**.
 - A **runny nose** is excess nasal drainage. It may be a thin clear fluid, thick mucus, or something in between. The drainage may run out of your **nose**, down the back of your throat, or both.
 - If a child needs to blow or wipe their nose every 5-10 minutes, or a childcare provider needs to do this, the child will be separated from the other children and sent home.
- There has been evidence of transmission through close contact between humans, most likely from secretions or droplets in the air or on surfaces due to coughing and sneezing. At this time, it appears that the virus is most often being spread through close contact with another infected person who is showing symptoms. Experts believe that the spread of COVID-19 from a person who is asymptomatic (not showing symptoms) is possible, but also rare.
- **UPDATE-** The ill individual and/or their parent or guardian be advised to use the [online self-assessment tool located at \(https://covid-19.ontario.ca/self-assessment/\)](https://covid-19.ontario.ca/self-assessment/) and follow instructions which may include seeking medical advice or going for testing for COVID-19. Note that individuals do not require a medical note or proof of negative test to return back to the program.

Protocols if a Child Becomes Symptomatic During our Care:

- If a child becomes symptomatic while in the program, they will be isolated to the office, and a family member will be contacted for their immediate pick-up.
- A social distance of 6 feet from other staff and children will be maintained.



- The child is to wear a mask (if tolerated) and the childcare worker caring for the child is to continue wearing a mask and shield.
- Proper hygiene and respiratory etiquette will be practiced while the child is waiting to be picked up.
- Tissues will be provided to the child for proper respiratory etiquette, with proper disposal of the tissues and proper hand hygiene.
- All items used or touched by the ill person will be cleaned and disinfected.
- The WECHU is to be notified and their advice on next steps will be followed.
- **UPDATE:** A Serious Occurrence is NOT Required for a suspected case.

Protocols if a Child or Staff Member Tests Positive for COVID-19:

- The WECHU is to be notified and their advice on next steps should be followed.
- The School must report this to the Ministry of Education as a serious occurrence.
- The School will immediately report the positive test to the other families enrolled through our HiMama Application.
- **UPDATE:** Note that individuals do not need to provide a medical note or proof of negative result to return to the program.

Record Keeping:

- A screening log will be kept with a record of all students, staff, co-op students and visitors for a period of at least one year.
- Contact information for all parties must be made available for contact tracing purposes.

Toys and Materials

- Our School will provide toys and equipment which are made of materials that can be cleaned and disinfected easily (for example, we will avoid porous materials that cannot be sanitized in the washing machine).
- All materials touched by children must be sanitized once daily, or as needed.
- Materials should be offered in a way that allows for a variety of interests while being in quantities that are manageable to clean.
- Mouthed toys or materials will be cleaned and disinfected immediately after the child is finished.
 - If it is not possible to sanitize toys or materials immediately, a designated bin will be available to store mouthed or dirty toys until the childcare provider is able to properly sanitize them.



- **Arts and Crafts**
- Individual arts and crafts materials will be provided to each child to mitigate risk due to commonly touched items that are difficult to clean in between frequent uses.
 - For example, pencils, markers, paint brushes, glue sticks, etc.

Sensory Play

- Certain types of group sensory play are permitted if children can maintain social distancing. Sensory play is defined as any activity that stimulates any of a child's five senses (hearing, sight, smell, touch, taste).
 - Individual sensory play is required when the sensory play items cannot be easily cleaned or sanitized between use (for example, water, slime, natural materials, messy play materials, etc.)
 - Similarly, sensory items that are commonly mouthed are to be monitored and sanitized as needed or for individual play only.
 - Playdough (and any similar activity) needs to be single use or thrown away at the end of the day and not shared. Each child will have a portion of their own.
 - Additional precautions are to be taken to ensure children are not sharing materials.
- All surfaces and tools used during sensory play need to be cleaned in between uses or as needed.
- Outdoor sand boxes/sand tables:
 - Sandboxes / Sand tables must be covered when not in use to prevent access to animals.
 - Ensure sandbox is raked daily and inspected for animal waste.
 - Clean and disinfect toys daily/after each use.

Water Play

- Like sand and other sensory activities, children will maintain social distancing while playing.
- Children are required to have their own sensory bucket for water play. Water for sensory play is not to be shared between children.
- No pouring materials or cups are permitted during water play. This is to discourage children from drinking the water.
- Toys are to be sanitized in between each use.

Mealtimes

- Children will be seated in such a way that no child can touch another child's body, food, utensils, or cup.



- All cups, plates, utensils, and eating surfaces need to be cleaned between uses.
- Kitchen staff and childcare providers are required to ensure proper hand hygiene and sanitary practices are being followed while preparing and serving food.
- Children are no longer permitted to assist in food preparation and serving.
- Proper hand hygiene is required for all children before and after eating.
- No outside food is permitted in the facility.

Water

- Water needs to be available throughout the day and whenever requested.
- All water bottles will be labelled and kept in the child's cubby. There will be a designated area in our outdoor space where all water bottles will be kept, and teachers will oversee this area to prevent children from sharing.
- Water fountains are not to be used at this time.

Napping

- Visual checks need to be completed every 30 minutes.
- Providers are encouraged to increase the distance between cribs or cots or place children in a head to toe or toe to toe manner if the space is limited.
- Childcare providers need to continue following safe sleep policies as outlined in Bright Child Montessori's "Sleep Supervision Policy".

Outdoor Play

Outdoor play is encouraged to support social and physical development, as well as well-being. Teachers are encouraged to participate in outdoor play. Children should be provided with a variety of outdoor activities while ensuring the following:

- Stick to the program group only, and maintain social distancing from other groups.
- Play structures can only be used by one group of children at a time.
- Proper hand hygiene is encouraged before and after using the play structure.
- If a child requires sunscreen, teachers will exercise proper hand hygiene after applying sunscreen to a child and in between children.

Staffing

- All staff members, including supervisors, should limit their movement between classrooms. Most communication can be done using two-way radios.
- When possible, supply staff should be assigned to a specific group to limit staff interaction. If a staff member is visiting more than one group in a day, proper hand hygiene will be practiced before moving to the next group.
- Students on field placement will be assigned to a specific licensed age group.



- Staff schedules will be made available for a period of up to one year for contact tracing purposes.
- **UPDATE:** If an individual is unable to obtain a VSC in a reasonable amount of time due to significant backlogs, they must ensure the individual has applied for a VSC and put in place additional measures as set out in their reference check policy.

HiMama

- Parents and teachers are encouraged to complete most communication using our HiMama app as face-to-face interaction will be limited. All teachers are required to continue using HiMama for documentation purposes and parents are encouraged to log onto HiMama each day to view the daily reports of their child.

Field Trips or On-Site Visits

- There will be no on-site visits at this time.
- Field trips will be limited to walking destinations only, while continuing to maintain classroom groups and proper physical distancing.

Birthday Celebrations

- Unfortunately, we are currently unable to allow any outside food into our facility. We will continue with our “Walk Around the Sun” ceremony for birthday celebrations.

Personal Belongings

- While in this phase of operation, children may not bring in any personal belongings aside from what is required for their day. As always, all personal belongings must be labelled. This includes:
 - Water Bottle
 - Extra pair of clothes in a sealed Ziploc bag
 - Indoor and outdoor shoes
 - Diapers/pull-ups and wipes (if necessary)
 - Blanket for napping (if necessary)
- No toys will be permitted at this time. All bedding will be laundered each week on-site.