



Policy #18

Revised: October 20, 2020
September 2022

Whitestone After-School Program COVID-19 Policy and Protocol

PURPOSE:

1. To comply with the *Child Care and Early Years Act, 2014, Ontario Regulation 137/15*.
2. To comply with the *Ministry of Education Operational Guidance During COVID-19 Outbreak Child Care Re-Opening Version 3 – August 2020*.

POLICY:

1. All Program Coordinators will adhere to the following procedures and practices as set out below to promote good health and daily sanitary practices.
2. All Program Coordinators will be committed to providing a safe and healthy environment for children and families and will take every reasonable precaution to prevent the risk of communicable diseases within all locations.

PART 1 – GUIDANCE ON THE USE OF MASKS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

All adults in a child care setting (i.e., Program Coordinators) are required to wear medical masks and eye protection (i.e., face shield) while inside in the childcare premises, including in hallways.

- All children in grades 4 and above are required to wear a non-medical or cloth mask while inside in the child care premises, including in hallways.
- All school-aged children are encouraged but not required to wear a mask while inside in the childcare premises (After School Program), including in hallways. Parents/guardians are responsible for providing their school-aged child(ren) with a mask(s).
- 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.
- Reasonable exceptions to the requirement to wear masks are in place. Exceptions to wearing masks indoors include, circumstances where a physical distance of at least 2

metres can be maintained between individuals, situations where a child cannot tolerate wearing a mask, reasonable exceptions for medical conditions, etc.

- The Municipality of Whitestone (licensee) will secure and sustain an amount of PPE (including but not limited to face shields, medical masks, gloves, etc.), and cleaning supplies that can support their current and ongoing operations.
- When wearing a medical mask, everyone must wash their hands before putting on the mask 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.
- The Program Coordinators will perform and promote frequent, proper hand hygiene (including supervising or assisting participants with hand hygiene). Hand washing using soap and water is recommended over alcohol-based hand rub for children.

PART 2 - SCREENING PROCESS

- In the morning, all children entering the school will be screened electronically (e.g., via online form, survey, or e-mail) prior to arrival at school.
- Upon entry to the After School Program, all children attending the program, and the Program Coordinators must be screened. Screening forms are located in the binder for both children who attend the program and for the Program Coordinator and any visitors who may attend the program.
- Parents and guardians will be reminded of this requirement when children are first registered for the program and through visible signage at the entrances and drop-off areas.
- When children are screened at the child care setting, screeners will take appropriate precautions when screening, including maintaining a distance of at least 2 metres (6 feet) from those being screened.
- Alcohol-based hand rub containing 60% to 90% alcohol content will be placed at all screening stations. Dispensers will not be in locations that can be accessed by young children.
- The Municipality of Whitestone (Child care licensee) will maintain daily records of screening results. Records are to be kept on the premises of the Whitestone Lake Central School for a minimum of one year.

PART 3 - DROP-OFF AND PICK-UP PROCEDURES

- Upon arrival to the After School Program children will line up at the door to the gymnasium and observe physical distancing while waiting to be screened and will be provided with hand sanitizer before entering the gymnasium. They will then be instructed to place all water bottles and snack containers on a cart, which will be sanitized and left for 10 minutes before being used within the room.
- All entrances will have alcohol-based hand rub.
- Personal belongings (e.g., backpack, clothing, etc.) should be minimized by the parents/guardians. Belongings must be labeled and kept in the child's cubby/designated area.

- Parents are to knock on the outside door of the gymnasium or make themselves known to the Program Coordinator that they have arrived for pick up.

PART 4 – PHYSICAL DISTANCING

During the COVID-19 pandemic, there will be no visitors to the indoor play area in the gymnasium and also no visitors will be allowed while children are outdoors playing. The After School Program will not be holding any group activities or events. We will however, provide a visitor screening form and sign in sheet, in case it is needed for contact tracing, if indeed someone who has one or more symptoms for COVID-19 does come in contact with the children or the Program Coordinator during the course of the After School Program.

Children will observe physical distancing practices when lining up to enter the After School Program. Each child will keep at least 2 metres (6 feet) apart in the line up and use alcohol-based hand sanitizer prior to entering the space.

PART 5 – ISOLATION AREA

Every child in the After School Program and the Program Coordinator are screened at the beginning of the day and this is documented; and the forms will be retained for one year from the date of completion.

- If a child indicates one or more symptoms for COVID-19 during the screening process, they will be immediately moved to the isolation area (designated by Whitestone Lake Central School) and the Program Supervisor will be called and will supervise the child until a parent or guardian can arrive to pick up the child at the school.
- The Program Supervisor will wear eye protection, a mask, and disposable gown prior to entry to the isolation room. Once the parent or guardian arrives, the child will be taken to the designated outside hand off area and the PPE will be immediately disposed of or disinfected.

PART 6 - HOW TO REPORT AN ILLNESS

If an individual has one or more symptoms and the individual has been, or will be tested for COVID-19, then the following steps must be taken immediately upon knowing of the child's or Program Coordinator's absence.

- Contact the Program Supervisor at 705-389-2466
- Contact the Health Unit at 705-474-1400
- Make a SERIOUS OCCURRENCES Report to the CCLS at email childcare_ontario@Ontario.ca or call 1-877-510-5333

- Where a serious occurrence has been reported for a suspected case (as defined above) and the individual's test results are positive, licensees must update the original serious occurrence report submitted to add this information. The serious occurrence must be posted in the staff/kitchen area for 10 days.
- Program advisors will be using the "Request for Revision" process for all COVID-19 related serious occurrences. This process will give licensees the opportunity to revise an open serious occurrence. i.e. change suspected to confirmed or add/remove individuals impacted.
- Where a serious occurrence has been reported for a suspected case (as defined above) and the individual's test results are positive, licensees must revise the original serious occurrence report submitted. **Please do not upload test results to the report. These documents are not required.**
- Where a serious occurrence has been reported under this category and that report remains open in CCLS, should a second individual develop a suspected or confirmed case, licensees must revise the existing/open serious occurrence report; i.e. new serious occurrence is NOT required to be submitted where there is an existing report that remains open. However, where a second individual develops a suspected or confirmed case and there is not an open serious occurrence report under this category, the licensee must submit a NEW report.
- Please note: should the entire child care close due to a "confirmed or suspected case", a separate serious occurrence for an unplanned disruption of service is NOT required to be submitted. Licensees must include this information in the Serious Occurrence report and/or revise the serious occurrence report when the closure occurs.

PART 7 - HAND WASHING AND SANITATION

Hand Washing

Hands carry and spread germs. Touching your eyes, nose, mouth or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Program Coordinators will ensure that they and the children are always practicing good hand hygiene when hands are visibly dirty and/or after:

- When they are visibly dirty
- Before preparing and immediately after handling food
- After using the washroom
- Assisting children in the washroom
- After contact with contaminated surfaces (e.g. garbage bins)
- After wiping or blowing your nose, or coughing or sneezing into your hand
- After contact with blood, bodily fluids or wounds
- Outdoor play

- Handling soiled toys or other items
- Coming in contact with soiled/mouthed items
- Glove use
- Before and after handling medication

When hands are visibly soiled, follow these steps for cleaning hands:

1. Wet your hands with warm running water and apply soap.
2. Rub your hands vigorously for at least 15-20 seconds. Remember to wash the front and back of your hands, as well as in between fingers, around thumbs, and under fingernails and jewelry.
3. Rinse hands well under warm running water.
4. Pat hands dry with paper towel.
5. Turn off water using a paper towel and discard.

When hands are not visibly soiled, follow these steps for cleaning hands:

1. Apply hand sanitizer (70-90% alcohol-based)
2. Rub hands together for at least 15 seconds
3. Work sanitizer between fingers, back of hands, fingertips, and under nails.
4. Rub hands until dry

Hand Sanitizing Information

Washing hands with soap and water is the best way to reduce the number of germs on them in most situations. If soap and water are not available, use an alcohol-based hand rub that contains at least 70% alcohol.

1. Ensure hands are visibly clean and dry.
2. Apply enough hand rub into a cupped palm to completely wet both your hands.
3. Rub your hands together to cover all areas of your hands, including under your nails.
4. Use a rubbing motion to evenly distribute the product over ALL surfaces of your hands until your hands feel dry.
5. This should take at least 15 seconds.

Glove Use

Gloves shall be worn when it is anticipated that hands will come into contact with broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces. Gloves are single use only and must be removed by grabbing the top of the glove and reversing the glove so it is removed inside out and disposed of in a garbage container.

Gloves and Hand Hygiene

Hand hygiene shall be practised before applying and after removing gloves. Gloves shall be removed and discarded after each use.

To reduce hand irritation related to gloves:

- Wear gloves for as short as time as possible
- Ensure that hands are clean and dry before wearing gloves
- Ensure gloves are intact, clean and dry inside
- Gloves must be removed by gripping the top of the glove and peel down to the finger tips rolling the glove inside out and disposed of in the garbage container
- Gloves are single use only, and must be task specific

Covering Your Cough

Germs, such as influenza and cold viruses, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs.

Attempt to keep your distance (a minimum of 2 metres/6 feet) from people who are coughing or sneezing. Follow these steps to stop the spread of germs:

- If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose
- Put used tissues in the garbage
- If you don't have a tissue, cough or sneeze into your sleeve, not in your hands
- Clean your hands with soap and water or hand sanitizer (70-90% alcohol-based) regularly and after using a tissue on yourself or others

PART 8 - CLEANING AND DISINFECTING PROCEDURES:

Definitions

Cleaning: refers to the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms). Cleaning removes, rather than kills microorganisms. Warm water, detergent and mechanical action (i.e. wiping) is required to clean surfaces. Rinsing with clean water is required to complete the cleaning process to ensure the detergent film is removed.

Disinfecting: describes a process completed after cleaning in which a chemical solution (i.e., Bleach, Virox), is used to kill most disease-causing microorganisms. In order to be effective disinfectants must be left on a surface for a period of time (contact time). The Contact time for the disinfectant that we use at the After School Program requires 10 minutes of contact time. Any items children may come into contact with, requires a final rinse after the required contact time is observed.

Procedures

All products including cleaning agents and disinfectants must be out of reach of children, labelled, and child care centre-based programs must have Safety Data Sheets (SDS) up to date (within three years), which are stored in the Health and Safety or WHMIS binder with the Whitestone Lake Central School.

The Program Coordinators will clean and disinfect the following areas upon ENTRY to After School Program classroom and at the end of the day:

- Any hard surfaces such as water bottles, travel mugs, cell phones, food containers will be placed on a separate cart upon arrival of children then sanitized by the Program Coordinator and left for 10 minutes before children can use them.
- High touch surfaces will be cleaned before the program begins and at the end of the day by the Program Coordinator.
- The Program Coordinator will clean and disinfect all toys and craft supplies before being put away for the day.

Clean and disinfect frequencies for other surfaces and items: Cleaning and disinfecting routines **must** be increased as the risk of environmental contamination is higher:

- **Spills:** must be cleaned and disinfected immediately
- **High-touch surfaces:** any surfaces at your location that has frequent contact with hands (e.g., light switches, shelving, containers, hand rails, door knobs, sinks, toilets etc.). These surfaces will be cleaned at least twice per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids)
- **Other shared items:** (e.g., craft supplies, toys, attendance binders etc.) must be disinfected between users.
- **Plush toys:** are to be avoided. Ensure all toys and equipment used in the centre or home child care are made of a material that can be cleaned and disinfected
- **Water play and sensory materials:** no water play or sensory materials are to be used in the After School Program.

Clean and disinfect as required:

Blood/Bodily Fluid Spills: Using the steps below, the surface must be cleaned first then disinfected:

1. Isolate the area around the spill so that no other objects/humans can be contaminated
2. Gather all supplies, perform hand hygiene, then put on single-use gloves
3. Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag
4. Clean the spill area with detergent, warm water and single-use towels
5. Rinse to remove detergent residue with clean water and single-use towel
6. Discard used paper towels and gloves immediately in a tied plastic bag
7. Spray disinfectant in and around the spill area and allow the appropriate disinfecting contact time
8. A final rinse is required if children come into contact with the area
9. Remove gloves as directed and discard them immediately
10. Perform hand hygiene as directed

❖ **Notes:**

- If the spill includes broken glass, ensure a brush and dustpan is used to pick it up and discard. Disinfect the brush and dustpan after use. **NEVER** use your hands to clean up the glass
- If the spill occurs on a carpet, follow the above steps along with professional steam/wet cleaning the carpet.

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