



## **COVID-19 Policy and Procedures for Kids Camp**

### **Policy Statement**

Kids Camp is committed to providing a safe and healthy environment for children, families and employees. Apple Seeds preschool will take every reasonable precaution to prevent the risk of communicable diseases within all our locations. This policy statement will be broken down into the following categories:

- Sanitization of space, toys and equipment
- Screening Process
- Parent Drop off/Pick up
- Visitors and Communication
- How to report illness and exclusion of ill people
- Physical Distancing
- How shifts will be scheduled
- How you will operate during and throughout the pandemic and recovery

### **Purpose**

To ensure that all employees, families and other community members are aware of, and adhere to, the directives established by Leeds, Grenville and Lanark Health Unit (LGLHU) and Ministry of Educations Operational Guide During COVID-19 Outbreak regarding the health and safety measures and communication plans at Apple Seeds preschool/Summer Camps.

### **Application**

This policy applies to all employees, students, community members, and any other persons engaged in business with Apple Seeds preschool/Summer Camps.

### **Procedures for Sanitization of space, toys and equipment:**

All products including cleaning agents and disinfectants must be out of reach of children, labelled, and must have Safety Data Sheets (SDS) up to date (within three years), which are stored in the WHMIS (blue) binder.

### **Cleaning**

- Use Bleach Solution (4 tsp Bleach to 1 litre of water) to clean visibly soiled surfaces
- Rinse the surface with clean water (warm to tepid temperature preferred) to ensure detergent is removed
- Let the surface dry

## Disinfecting

- For general environmental disinfection of high touch surfaces large toys and equipment that cannot be immersed in a disinfectant spray solution **of 4 tsp of bleach to a litre of water** will be used, the contact time for disinfecting is **1 minute**

## Cleaning and Disinfection frequency requirements

### Clean and disinfect upon **ENTRY** to child care (for staff):

- Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers

### Clean and disinfect upon children's **ENTRY** to child care:

- Any hard surfaces such as water bottles, containers

### Clean and disinfect frequencies for other surfaces and items:

Cleaning and disinfecting routines **must** be increased as the risk of environmental contamination is higher:

- **Tables and countertops:** used for food preparation and food service must be cleaned and disinfected before and after each use
- **Spills** must be cleaned and disinfected immediately
- **Handwash sinks:** staff and children washroom areas must be cleaned and disinfected at least two times per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids).
- **Floors:** cleaning and disinfecting must be performed as required, i.e., when spills occur, and throughout the day when rooms are available, i.e., during outdoor play
- **Outdoor play equipment:** must be disinfected before use, and as required (e.g., visibly dirty). Any outdoor play equipment that is used must be easy to clean and disinfect.
- **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 should 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., phones, IPADs, IPODs, attendance binders etc.) these must be disinfected between users).

### Clean and disinfect daily:

- Low-touch surfaces (any surfaces at your location that has minimal contact with hands), must be cleaned and disinfected daily (e.g. Window ledges, doors, sides of furnishings etc.)
- Carpets are to be vacuumed by daily when the rooms are available, i.e., during outdoor play

**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 nitrile 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 bleach, warm water and single-use towels
5. Rinse to remove bleach residue with clean water and single-use towel
6. Discard used paper towels and gloves immediately in a tied plastic bag
7. Spray approved disinfectant in and around the spill area and allow the appropriate **1-minute** 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

**Equipment and Toy Usage and Restrictions:**

- Staff are encouraged to provide toys and equipment which are made of materials that can be cleaned and disinfected (e.g., avoid plush toys).
- Toys and equipment should be cleaned and disinfected at a minimum between cohorts.
- Licensee providers are encouraged to have designated toys and equipment (e.g., balls, loose equipment) for each cohort. Where toys and equipment are shared, they should be cleaned and disinfected prior to being shared.
- If sensory materials (e.g., playdough, water, sand, etc.) are offered, they should be provided for single use (i.e. available to the child for the day) and labelled with child's name, if applicable.

## **Procedure for Screening Process:**

### **Screening Procedure**

In order to help reduced the risk of respiratory infections (including COVID-19), a health screening is an essential step.

This procedure applies to all employees, students, clients, community members and any other persons engaging in business with Kids Camp. Everyone **must** be screened prior to entering the childcare center.

Every staff, child and visitor must be screened DAILY prior to being admitted into the childcare center. Staff must follow the screening checklist for each person and record the outcome (pass or fail). This will all be recorded into a daily log to contact trace should someone test positive for COVID-19.

Prior to health screening at your location, set up is required, please complete the following:

- Complete the health screening training
- Identify/set up the location and staffing of the screening location (back of the preschool building):
  - Sign will be at front entrance, visually blocking entrance into the centre. Only ONE entrance/exit is to be used, to ensure that each person is screened
  - Maintain a minimum of 2 metres distance between staff conducting screening and the person being screened.
  - Provide visual guides to assist with physical distancing if a line-up forms while parents and their children are waiting to be screened prior to entering into the childcare centre
  - Staff member(s) must be trained on conducting the screening tool
- Place signage identifying the screening process outside
- Place hand sanitizer at the screening door. Ensure it is visible to staff/clients entering the building
- Ensure Leeds, Grenville and Lanark Health Unit resources are available for anyone who does not pass the screening

## Screening Procedure

### Questions are for staff, families and any other visitors that are permitted to enter the building

- Greet everyone at the screening centre with a friendly, calm manner. Request that only ONE parent/guardian comes to the screening entrance with the child and request the child uses hand sanitizer.

One staff member in PPE will ask the staff, child, guardian or visitor the list of screening questions.

**Refer to most recent symptom list and screening questions from the health unit.**

### How to respond:

- If the individual answers NO to all questions, they have passed the screening and can enter the building.
- If the individual answers YES to any of the screening questions, or refuses to answer, then they have failed the screening and cannot enter the building
  - “Thank you for your patience. Unfortunately based on these answers, I’m not able to let you enter the childcare centre. Please review the [self-assessment tool](#) on the Ministry of Health website to determine if further care is required”
  - If response is for a staff member, contact the Supervisor. That staff must go directly home and self-isolate and contact Leeds and Grenville and Lanark Health Unit for further direction.
  - Provide a handout of resources from Public Health if individuals are not allowed in the program.
- Parents and guardians should be reminded of this requirement when children are first registered for the program and through visible signage at the entrance and drop-off area. **An email link will be sent to families for them to screen their child at home and take their temperature.**
- Screener should take appropriate precautions when screening and escorting children to the program, including maintaining a distance of at least 2 meters (6 feet) from those being screened, or being separated by a physical barrier and wearing personal protective equipment (PPE) (i.e., surgical/procedure mask and gown, eye protection and gloves).
- Please follow advice from your local public health office regarding precautions to have in place. Refer to Public Health Ontario resources for how to properly wear and take off masks and eye protection.

- Alcohol-based hand sanitizer containing at least 60% alcohol content should be placed at all screening stations. Dispensers should not be in locations that can be accessed by young children.
- All child care licensees must maintain daily records of screening results. Records are to be kept on the premises. Daily records will also be kept of anyone entering the building.
- You may wish to consult the Province's COVID-19 website for information and resources on COVID-19 symptoms, protections, and seeking health care

### **Drop-off/pick up:**

- Markers/Signage will be placed outside of the centre to direct families through the entry steps
- Parents are not to go past the screening area or into the building.
- Personal belongings (e.g., backpack, clothing, etc.) should be minimized. If brought, belongings will be labeled and kept in the child's designated area after being disinfected where possible.

### **Visitor Procedures and Communication:**

- There will be no non-essential visitors at the program.
- Should questions arise in respect of which service providers are permitted to enter the premises, please consult with your local public health unit.
- Use of video and telephone conversations will be used to interact with families where possible, rather than in person. The centre is committed to maintaining communication and relationships with all families and visitors as best as possible.
- Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and inspect the child care centre while also following proper policy and procedure.

## **Reporting illness and exclusion of ill people:**

### **Protocols When a Child or Staff Demonstrates Symptoms of Illness or Becomes Sick:**

- Staff, parents and guardians, and children must not attend the program if they are sick, even if symptoms resemble a mild cold.
- Symptoms to look for include but are not limited to: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.
- Children in particular should be monitored for atypical symptoms and signs of COVID-19. 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.
- If a child or staff member becomes sick while in the program, they should be isolated and family members contacted for pick-up.
- We have a Health and Wellness room for a child should they develop symptoms.
- The sick person should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- If the sick person is a child, a staff member should remain with the child until a parent/guardian arrives. If tolerated and above the age of 2, the child should wear a surgical/procedure mask. The staff member should always wear a surgical/procedure mask and eye protection and not interact with others. The staff member should also avoid contact with the child's respiratory secretions.
- All items used by the sick person should be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days.

### **Public Health will be notified and their advice should be followed.**

- If the child care program is in a shared setting (for example in a school), follow public health advice on notifying others using the space of the suspected illness.
- Where a child or staff or is suspected of having or has a confirmed case of COVID-19, licensees must report this to the ministry as a serious occurrence.
- Other children, including siblings of the sick child, and staff member in the program who were present while the child or staff member became ill should be identified as a close contact and further cohorted (i.e., grouped together) until they can be picked up by parents/guardians to self-isolate at home. The local public health unit will provide any further direction on testing and isolation of these close contacts

### **Encouraging Physical Distancing:**

- Kids Camp is committed to providing a welcoming and caring environment for all children.
- When setting up the play space, physical distancing of at least 2 metres will be maintained between cohorts and will be encouraged, where possible, between children within the same cohort: We will do this by spreading children out into different areas, particularly at meal and dressing time.
- This will be strictly adhered to and maintained through the amount of children who register at any given time to our programs.
- The child care centre will set up more individual activities or activities that encourage more space between children as well as using **visual cues** to promote physical distancing.

### **Scheduling Staff to ensure safety:**

- There will be enough staff scheduled to ensure the screening process and pick up process are safely monitored. Snack and lunches will be staggered so that they have their own room to have lunch and breaks. They will need to disinfect their space before and after they have eaten.

### **How you will operate during the pandemic and throughout the recovery**

- We will follow closely the advice and directives from Leeds, Grenville and Lanark Health Unit (LGLHU). We will make the necessary changes and adjustments as this information becomes available to us in an expedient manner. Ongoing training will be provided to staff as needed and required.

### **Policy and Procedure Review**

This COVID-19 policy and ALL procedures will be reviewed and discussed in length with all staff. The COVID-19 policy will be signed off by all employees before commencing employment and at any time when a change is made.

Parents and guardians will also be made aware of all aspects of the COVID-19 policy.

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