



COVID-19 –PREVENTION & RESPONSE

POLICY

The Brighton Children's Centre is committed to the health and safety of the children and workers and compliance with the direction of local public health authorities.

PURPOSE

The aim is to clearly identify requirements and procedures necessary to control the spread of infection at the workplace while also maintaining business.

The policy is based on information available at the time of its development and is subject to change based on further information provided by government, health authorities, and the latest evidence.

PROCEDURES, GENERAL ROLES & RESPONSIBILITIES

EMPLOYER

Employers must take every reasonable precaution necessary to protect the health and safety of workers. Appropriate and reasonable measures include but are not limited to:

- Implementing a system for screening and notifying the appropriate workplace parties and public health authorities in case of a positive diagnosis.
- Providing education (policies) and training to all workers regarding specific safety protocols and measures.
- Providing the appropriate personal protective equipment (PPE) and training.
- Administering policies and responding to crisis in a non-discriminatory manner.
- Implementing controls to allow for appropriate physical distancing requirements.
- Encouraging good hygiene, like hand washing and enhancing environmental cleaning and disinfection.
- Reporting to the HKPR Health Unit or confirmed cases of COVID19 of staff and home child care providers call # 1-866-888-4577 ext 5500.
- Ensuring that daily records are kept of anyone entering the centre or home child care premises (e.g., cleaners, people supporting children with special needs).
- Ensuring (in coordination with kitchen staff and supervisor) an adequate supply of soap, disinfectant, facial tissues, paper towel, etc. is available for use.
- Developing and maintaining an additional cleaning duties log: 1) kitchen additional cleaning and 2) general additional cleaning (please reference those documents in policy binder).

SUPERVISOR

Supervisors are responsible for the health and safety of workers under their supervision and must ensure that all infection prevention and control protocols are being followed and workers are complying with and following established safe work procedures. Some responsibilities include:

- Ensuring workers are adhering to measures and procedures as required.
- Ensuring workers use equipment and protective devices and clothing as required.
- Advise a worker of any existing or potential risks of exposure.

- Ensuring workers are adequately trained on infection and prevention control procedures

- videos by HKPR that could be used for staff training on IPAC
https://www.youtube.com/playlist?list=PLI8pY9jU_hwuVO0-nlwjdLwLMkPLF_9Hh

WORKER

Every worker will protect their own health and safety by working in compliance with the law and with safe work practices and procedures. Some responsibilities include:

- Familiarizing themselves with the symptoms of COVID-19 and self-monitoring.
- Informing their supervisor if they develop symptoms and do not come to work.
- Following safe working procedures and properly using appropriate PPE.
- Practicing good hygiene protocols including frequent hand washing, using appropriate respiratory etiquette, not touching the face with unwashed hands, and avoiding close contact with people who are sick.
- Participating in training and review policies and plans with respect to enhanced health and safety protocols; signing the record provided off to verify completion.

GENERAL

- Providing clear direction to families and the public with respect to enhanced health and safety protocols.

DOCUMENTS, TRAINING, RESOURCES & FORMS

MUST BE FAMILIAR WITH AND ADHERE TO THE FOLLOWING:

- **Daily Screening Checklist** – applicable for both Centre & Home

Screening Reception Area

Facility to designate a single entrance where screening will take place. The child care centre is to designate a screener who must be trained on the screening procedure.

The screening area must have public health approved signage identifying the screening process, must be set up at the entrance of the facility, meeting the following criteria:

- Location and use of a screening table (if space permits) must be identified.
- Child care centres must have one of the following:
 - o Space allowing for a minimum of 2 metres distance between provider conducting screening and the person being screened, or
 - o Separation by a physical barrier (such as plexiglass barrier) for the screener, or
 - o Screener must wear personal protective equipment (PPE) i.e. surgical/procedure mask, eye protection (goggles or face shield), and gown
- Signage regarding proper hand hygiene, respiratory etiquette, and proper mask use are to be displayed at the screening area.
- Where possible, stagger drop offs to ensure physical distancing requirements can be met.

- The child care centre must have a plan in place to:
 - o Assess the number of people that need to be screened
 - o Handle the volume while maintaining physical distancing (i.e. floor markers, screening via phone/application, or forms that are completed ahead of arrival)
 - o A contingency plan for inclement weather
- Alcohol based hand rub containing at least 70% alcohol content must be provided at screening table or upon entry to the facility.
- Anyone entering the facility must perform hand hygiene upon entering.
 - o Cohort staff to assist child with hand hygiene upon entering program
- Thermometers must not be used between children/staff without single-use protective covers or disinfecting between use.
 - o Screener, with surgical mask and eye protection, to perform temperature check and ask screening questions of all parents, children, staff, and essential visitors
 - o Screener to record screening results in screening log book

Breaking Down the Day - separate Centre & Home versions

- o Centre – includes expectations for behaviour during drop off, playroom, playground, lunch and snack times, rest time, and pick up
- o Home Child Care – includes expectations for behaviour during drop off, playtime, outdoor time, snack and lunch times, rest time, and pick up.

- **Daily Educator Requirements** – separate Centre & Home versions
- **General Additional Cleaning Duties** - separate Centre & Home versions
- **Kitchen Additional Cleaning Duties** - Centre
- **Plan for Sick, Children, Staff/Providers, Parents** – applicable for both Centre & Home

- **Resources/Training (not limited to the following)**

- Northumberland Training checklist: all staff trained on checklist, please reference checklist under COVID procedures
- o How to Self-Monitor
- o How to Handrub
- o When and How to Wear a Mask
- o Non-Medical Masks and Face Coverings
- o Facemask Do's and Don'ts
- o How to Remove Gloves
- o Talking with Children about Coronavirus Disease 2019

INFECTION PREVENTION AND CONTROL PROCEDURES

Continuous monitoring of the effectiveness of the controls is necessary to ensure the ongoing protection of children's and workers' health and safety.

Health Screening Procedure

All individuals entering the child care centre will be screened with the following questions:

1. Do you, your child or any member of your household have any of the following symptoms: fever (37.8C or higher), new/worsening cough, shortness of breath, sore throat, difficulty swallowing, new olfactory (loss of smell) or taste disorders, nausea/vomiting, diarrhea, abdominal pain, runny nose/nasal congestion (except seasonal allergies, nasal drip, etc.), unexplained fatigue/malaise/myalgia, chills, headache, conjunctivitis, lethargy/difficulty feeding in infants?
2. Have you, your child or any member of your household travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the last 14 days?
3. Have you, your child or any member of your household been identified by Public Health as a close contact of a COVID-19 case in the last 14 days?
4. Have you, your child or any member of your household had close contact with anyone with a respiratory illness in the last 14 days?

If the answer to any of the above questions is yes, or if a fever is identified, this individual has failed the screening process and will be refused entry into the child care centre. The screener will deny entry and the licensee will support and if necessary, enforce the decision. Any individual who fails the screening process should be advised to contact their health care provider as well as Public Health at #1-866-888-4577 extension 5500.

The child care centre must keep records of each person entering the facility in a daily log book. The record keeping will take place in the screening area. The supervisor of the centre will be responsible for overseeing the log book. Records must include name, contact information, time of arrival/departure, and the screening results. These records must be kept up to date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

Hand Hygiene

Practicing good hand hygiene is one of the best ways to keep safe from COVID-19. Staff will ensure that they wash their hands frequently and thoroughly with soap and water or use alcohol-based hand rub (ABHR).

Staff will provide supervision for children when practicing hand hygiene and provide assistance where necessary

Signs will be posted to remind staff and children about good hand hygiene

A sufficient supply of hand hygiene products will be available in all rooms (i.e hand soap in dispenser, paper towels, ABHR)

For more information on hand hygiene (poster and video) click [here](#).

For more details refer to section:

MODIFICATIONS TO THIS OR OTHER POLICIES

Any policy that does not respect and promote the dignity, independence, integration and equal opportunity of people with disabilities will be modified or removed. Our policies are maintained and updated regularly to reflect our practices, employees and best serve our customers.