



## COVID-19 Guidance: Metcalfe Home Daycare Providers

In order to support the health and safety of our providers and families, the following information provides recommendations for home childcare providers to follow as children return to daycare in the midst of the Covid-19 pandemic. The guidelines have been created in conjunction with information from the Ministry of Education and Ottawa Public Health (OPH) case managers, and may change as the Covid-19 pandemic evolves and new information is brought forward. It is important to note that home childcare providers in Ottawa **MUST** follow the recommendations from Ottawa Public Health.

### **Notice of Risk**

*When children from multiple families attend a single home childcare, there is increased risk of the Covid-19 virus coming into the home childcare. Children who are infected with the covid-19 virus are more likely than adults to have very mild infections or to have no symptoms at all, but these children can still transmit the infection to other children and to adults in the home childcare. This means that children can bring home an infection acquired in the home childcare and put others at risk. This home childcare has a screening process to help detect infections when there are symptoms; however, this screening process will not detect infected children or adults who do not have symptoms at the time of screening.*

*The risk of serious Covid-19 infection increases with age, which older childcare providers should consider in terms of risk to themselves personally, particularly if working in home childcare settings with children from multiple families.*

Home child care providers will **NOT operate if**;

- (i) the home child care provider or any household member(s) are symptomatic.
- (ii) a child, the home childcare provider or any household member(s) tests positive for Covid-19.
- (iii) The provider or any household member has travelled outside the country in the last 14 days.

Home child care providers may **reopen their home if**:

- (i) Covid-19 is ruled out and the usual illness policy and procedure is followed (e.g. child, provider and or household members have stayed home until s/he is 24 hours symptom-free without fever-reducing medication, or until 48 hours after resolution of vomiting or diarrhea).
- (ii) the child care provider and or household members have stayed home and self isolated for 14 days after return from travel
- (iii) the provider has followed all recommendations from OPH and has been in touch with the home child care advisor **AND** Ottawa Public Health and given the “go ahead” to reopen.

## **FACE MASKS and EYE PROTECTION**

As of September 1, 2020, all adults in a child care setting (i.e., home child care providers, home child care visitors, home occupants) are required to wear medical masks and eye protection (i.e. face shields or goggles) while inside in the child care premises during daycare hours when they **cannot maintain 6ft** distance between them and the children.

Providers must wear a medical face mask and eye protection (face shield or goggles) at screening area, when disinfecting after contact with blood or bodily fluids, and when caring for a sick child or a child showing symptoms of illness.

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All children in grades 1 and above are required to wear a non-medical mask or face covering while inside the child care premises, including in hallway.

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All younger children (aged 2 to SK) are highly encouraged but not required to wear a non-medical mask or face covering while inside the child care setting, including hallways.

Childcare providers are required to wear medical masks outdoors when a distance of 2 metres cannot be maintained.

All children in grades 1 and above are required to wear a non-medical mask or face covering outdoors when a distance of 2 metres cannot be maintained.

Younger children (aged 2 to SK) are highly encouraged to do this, but it is not required.

There may be reasonable exceptions to the indoor medical mask and eye protection requirements (including medical conditions, a child cannot tolerate wearing a mask etc). In the event that an individual may not be able to wear a mask and eye protection while indoors, the exceptions will be documented by the agency in the provider's or child's agency file.

Wash hands before and after placing mask on face.

Home childcare providers should secure and sustain an amount of PPE and cleaning supplies that can support the current and on-going operations.

Masks are **NOT** recommended for children under two years of age.

### **ACTIVE SCREENING/ARRIVAL/DROP OFF & VISITORS**

Visible signage (Do Not Enter Sign) must be posted at the door/entrance so that it is visible from outside.

Only allow one point of entry and exit.

Alcohol based sanitizer containing at least 60% alcohol should be placed at entrance. Hand sanitizer bottles can not be accessible to the children.

Home daycare provider must complete COVID-19 screening for herself and residents of the home before opening. Screening results must be recorded in a daily log.

All individuals must be screened upon arrival. Screening questions can be asked at the door or through text, email, or phone on a daily basis. If communicating electronically, parents must ensure that they clearly indicate to the provider that their child has passed

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the screening questions. Providers must wear a medical face mask and eye protection (face shield or goggles) when screening families and children. Please refer to the

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Screening checklist that was provided by Ottawa Public Health for specific questions to ask parents. Do not allow children to enter your home if any COVID-19 related symptoms are present. NO non-essential visitors are to attend the program while daycare children are present.

All home childcare providers MUST maintain daily tracking records of every person who enters the home both during and after daycare hours. These records must include their full name, contact info, time of arrival/departure and screening completion result. These records must be up to date, kept on the premises for one year, and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

Child's temperature must be taken by the provider prior to child moving beyond entranceway of the home. Temperatures should be taken again in early afternoon (same time every day, after lunch is recommended). Temperatures should be logged in the daily log book.

Pick-ups and drop-offs should occur outside of the home (front porch). Parent/guardian should not enter home unless it is deemed necessary to do so.

Immediately following screening, children should be taken to the washroom to wash their hands with soap and water for at least 20 seconds.

If more than one family arrives at the same time, ensure that only one family is at your door at a time. Have families wait in their vehicle until it is safe for them to approach your door to ensure that physical distancing can take place.

Ministry staff and Metcalfe Home Daycare staff that may visit your home will be required to wear face masks and face shields (or goggles) during visits. Home Visitors will NOT be permitted to shake hands, hug nor accept any food and drink while visiting.

## **TOYS**

### **Home childcare providers and agencies must follow COVID-19 recommendations from Ottawa Public Health.**

Ensure that all toys used in the daycare are made of material that can be easily cleaned and disinfected (use plastic toys and avoid plush toys).

It is recommended that sensory materials (such as playdoh, sand or water) are avoided but they can be provided for single use only. These materials cannot be shared among

children. If using, you must ensure that the materials are stored in a sealed container or zip lock bag that is labelled with child's name.

Consider having designated toys and equipment for each room or child. Ensure that they are disinfected on a daily basis. Mouthed toys must be disinfected immediately after child is finished using it. You may want to consider making a few bins of toys to have readily available to rotate as needed.

If using crayons, colouring books, reading books, and puzzles, it is recommended that you have individual packages of these materials for each child. Ensure that the child's name is on the package.

Do not allow children to bring toys/items from home. Personal items/belongings should be minimized. If brought, items should be labelled and kept in a designated area.

Please review [www.ottawapublichealth.ca](http://www.ottawapublichealth.ca), for complete information on how to properly clean and disinfect toys and surfaces in your daycare. The following is a brief overview: Wash toys in hot soapy water prior to using a disinfectant. Soak toys in an appropriate disinfectant for required amount of time. During COVID-19, it is **recommended by Ottawa Public Health to mix a solution of 1 tsp bleach with 1 cup water with a soak time of one minute. To disinfect properly, the solution must remain on the surface for one minute before wiping the solution off. If using a water/bleach spray bottle, a fresh bleach solution must be made every day.**

## **SNACK/MEAL TIME**

Providers must wash hands and food prep areas prior to preparing and serving food. Ensure that children wash hands prior to and immediately after eating. Children/other household members should not prepare food.

Ensure that eating surfaces and tables are sanitized prior to and immediately after snack/meal time. Ensure that children wash hands prior to and immediately after snack/meal time. Children must dry their hands with individual paper towels not a shared hand towel.

Do not share items such as; bottles, sippy cups, utensils, salt shaker, facecloths etc.

Food must be served to children with utensils, not fingers.

No self-serve or food sharing at snack/meal times. Ensure that each child has their own individual snack or meal and do not allow children to eat off one another's plate.

Children should not be bringing food or snacks into the daycare. All food is prepared and served by the home childcare provider. Exceptions to this include infant food, formula or breast milk, and food for children with life threatening food allergies.

If possible, children should practice physical distancing while eating.

Providers need to supervise and hold bottles for infants.

Providers should use blankets or cloths over clothing when feeding and burping infants and change the blankets between children.

## **BATHROOM**

Daily sanitizing of frequently touched surfaces such as doorknobs, light switches, toilet handles, and taps, and must be disinfected at least twice a day. Toilet seats and portable potties must be disinfected after each use.

Assist children with handwashing to ensure proper handwashing practices are being followed.

When diapering, each child should have an individual mat that is sanitized after each use. You must wash hands prior to and immediately following a diaper changer. You must ensure proper disposal of soiled diapers and wipes.

## **SLEEP ARRANGEMENTS**

Encourage increased distance between sleep mats/cots/playpens if possible or place children head-to-toe or toe-to-toe. Cots, sleep mats and playpens need to be disinfected after each use.

Linens must be laundered between children.

## **PROVIDERS TRANSPORTING CHILDREN**

Interior of vehicle should be sanitized on a daily basis (handles, arm rests, etc)

Provider must review screening measures with parents and take child's temperature prior to accepting children into the vehicle. Provider must wear a face mask and shield during the screening process.

Children's hands should be washed prior to entering the vehicle.

## **STEPS TO FOLLOW IF THERE ARE SUSPECTED COVID SYMPTOMS**

**As of February 22, 2021, the Provincial Covid-19 School and Child Care Screening Tool has been updated.**

<https://secureforms.ottawapublichealth.ca/School-Health-Sante-scolaire/COVID-19-Screening-Tool-for-Students>

**All children, child care staff, providers, and visitors are required to screen for symptoms of illness every day before going to child care.**

**Child care staff/ providers and children with any new or worsening symptom of Covid-19, as indicated in the school and child care screening tool, even those with ONLY one symptom, must stay home until:**

- 1) They receive a negative Covid-19 test result, symptoms are improving, no fever, and they are feeling well enough to return to school or daycare
- 2) They receive an alternate diagnosis by a healthcare professional, or
- 3) It has been 10 days since their onset and they are feeling better

**Isolation requirements for Household Contacts of Symptomatic Individuals:**

All asymptomatic household contacts of symptomatic individuals are required to quarantine until the symptomatic house member

- 1) receives a negative Covid-19 test result, or
- 2) Receives an alternative diagnosis from a health care professional.

If the symptomatic individual tests positive, or is not tested and does not receive an alternative diagnosis from a health care professional, the symptomatic individual must isolate (including from household members) for 10 days from symptom onset, and all household contacts must isolate until 14 days from their last contact with the symptomatic individual.

**The following is a list of Covid-19 symptoms:**

**Fever that is 37.8 degrees Celsius or higher, chills, cough not related to other known causes or conditions (asthma), shortness of breath, decrease or loss of taste or smell, sore throat, stuffy nose and or runny nose, headache that is new or unusual, nausea, fatigue, lethargy, muscle aches, malaise, vomiting, and or diarrhea.**

If a **child and or household family member becomes symptomatic** (displays symptoms of Covid-19) while in the program, the individual must be separated from others in a supervised area until they are able to leave the home. The daycare provider must immediately contact the parent to pick the child up. If possible, the child should be kept at minimum, 2 meters away from the others in the daycare. If tolerated and the child is over the age of 2, the child should wear a face mask. Appropriate PPE equipment should be worn by the childcare provider supervising the child. The space and all items used by the infected person must be sanitized immediately after the child has been picked up. Items that cannot be cleaned should be removed and stored in a sealed container for a minimum of seven days.

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Provider will inform parents/guardians of other children that a child has developed a symptom of Covid-19 and has been sent home pending testing and further assessment  
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as needed. As long as other daycare children remain symptom-free, they can continue to attend the home daycare unless instructed otherwise by OPH.

If the **childcare provider becomes symptomatic** during daycare hours, she must wash hands, put on a mask, and remain 2 meters away from others. Parents/guardians of daycare children must be contacted for immediate pick-up. Provider must then inform Metcalfe Home Daycare.

\*Ottawa Public Health must be contacted when a child, a provider, or provider's family member becomes symptomatic. Providers must contact Metcalfe Home Daycare to inform them when a child, a provider, or residents of home care premises have covid-19 symptoms. Metcalfe Home Daycare staff will then contact OPH for advice. Metcalfe Home Daycare and childcare providers will follow the recommendations from OPH\*

Other children and persons who were present in the home while a child became ill should be identified as a close contact and Ottawa Public Health will provide further direction on testing and isolation of these close contacts.

If not tested, the child, child care provider, or home occupant with symptoms must stay home and self-isolate for 14 days, not have a fever, and symptoms have been improving for at least 72 hours before returning to the child care setting.

**In the event that Ottawa Public Health declares a Covid-19 outbreak in the home daycare, Metcalfe Home Daycare staff and/or the daycare provider will immediately contact the daycare parents by phone, email, or text message to advise of situation. Parents will be informed of what steps they are to follow and what date the children can return to care.**

Effective November 9<sup>th</sup>, 2020, child care licensees will only be required to report a serious occurrence for COVID-19 related matters for:

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- a) **Confirmed** COVID-19 cases; or
- b) Closures ordered by the local Public Health Unit

Moving forward, a serious occurrence is **NOT** required for a **parent of a child** with a confirmed case of COVID-19.

Below is the current list of individuals with a confirmed case of COVID-19 for whom a serious occurrence report is required:

- (i) a **child who receives child care** at a home child care premises
- (ii) a home childcare **provider**,
- (iii) a person who is **ordinarily a resident of a home child care premises** (eg. the home provider's children, the home provider's spouse etc)
- (iv) a person who is **regularly at a home childcare premises** (eg. a provider's friend who visits weekly)
- (v) a **home child care visitor**

## **OUTDOOR PLAY**

It is recommended that children play outside as much as possible. It is safe to go for walks in the neighbourhoods, ensuring that physical distancing is enforced, and to play in fenced yards.

The use of personal play structures at a home daycare is permitted. Providers must ensure they are able to clean and sanitize the equipment on a daily basis.

Sunscreen brought from home is not to be shared (except between siblings). Providers must wash hands before and after applying sunscreen and between each child.

## **IMPORTANT REMINDERS:**

Providers must always follow the advice of Ottawa Public Health.

Parents and daycare providers must ensure that the children pass Covid-19 screening each day prior to the children attending daycare.

Parents need to provide

Frequently touched surfaces should be cleaned and disinfected with water/bleach solution at least twice daily (ex doorknobs, light switches, taps, toilet handles, electronics, phone, TV remote and tabletops).

Perform and promote frequent and proper handwashing. Handwashing using soap and water is recommended over alcohol-based hand sanitizer for children.

Parents need to read the Covid guidelines and complete the Covid Notice of Risk form (available on [www.ruralfamilyconnections.ca](http://www.ruralfamilyconnections.ca) website) prior to children beginning or returning to care.

**If someone in your home has a Covid-19 symptom, everyone in your home is required to self-isolate. This means that the children are not permitted to attend daycare.**

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