



## Metcalfe Co-operative Nursery School

## COVID-19 Policy and Guidelines

### Guidelines for the Nursery School 2020/2021 School Year

In order to support the health and safety of our children, families and staff during this COVID-19 Pandemic the following recommendations will be followed. These guidelines have been created by the NS staff in conjunction with information from the Ministry of Education, Ottawa Public Health and the City of Ottawa. (These guidelines may change as the COVID-19 pandemic evolves and new information is brought forward) They will be given to all families and staff before the start of school and reviewed with each update .

#### Notice of Risk

*When children from multiple families attend a single child care centre/nursery school, there is an increased risk of the COVID-19 virus coming into the centre. 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 centre. This means that children can bring home an infection acquired in the centre and put others at risk. This nursery school 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 educators should consider in terms of themselves personally, particularly if working in a centre with multiple families*

#### The Program reopened September 2<sup>nd</sup> (with our intake interviews Sept. 3 & 4)

Following COVID-19 recommendations from Public Health and the Ministry of Education the children will be grouped into a cohort; PreSchool = 3 educators and a max of 18 children, Toddler = 2 educators and a max of 8 children. The cohorts will not mix with each other and the all the toys and resources and furniture will be sanitized before the next group, (before the next program day.) **Cleaning of toys in all areas (inside and outside) will be completed.**

Only toys or resources that are made of a material that can be sanitized will be used. Sensory materials such as playdough, sand or water will be avoided unless they can be provided for single use (i.e., Playdough in a bag or with the child's name).

Children will not be allowed to bring toys or play items from home.

**All Field Trips & special guests @ NS will be cancelled during the Covid-19 pandemic.**

**All NS Staff start the morning at 8:30 a.m. and end @ 1:30.**

**All in person group or parent/teacher meetings are not permitted during the Covid-19 pandemic and will be cancelled. They will be replaced by a zoom meeting when required.**

**\*Sanitizing (toys, equipment and surfaces) - (as recommended by Public Health)**

Mix a solution of 1 tsp of bleach with one cup of water ratio in a spray bottle or in a tub for sanitizing. The solution must remain on the surface for one minute before wiping. The water bleach solution in a spray bottle must be made fresh each day. As an option to the bleach solution, Oxivir spray can be used.

**Cleaning of toys in all areas (inside and outside) will be completed each day.**

Bags/Container transporting the child's extra clothes, diapers, shoes & snack should be made of a material that can easily be sanitized, e.g. Big zip lock bag or plastic container with lid.

### **Physical Distancing**

Physical distancing of 2 metres will be respected whenever possible:

\*Parents waiting in line for the screening process.

\*Parents waiting for pickup

### **Arrival/Drop off and Pick-up**

There will be visible signage posted at the door that says DO NOT ENTER and an explanation of the screening. Alcohol based sanitizer (with at least 60% alcohol) is located near the door but out of reach to children.

The screening will take place at the top of the laneway by the NS door.

Physical distancing will be practiced between the waiting families. Families will be screened (questions/observations) and the child's temperature will be taken and recorded. This will take place one family at a time near the door. If the screening results are negative the child will then be escorted downstairs or outside by the screener/child's educator and left with the other educator. She will then return and screen the next family.

The screener (educator) will wear protective equipment (face shield and mask) and sanitize the thermometer, surface area etc. as needed. All the children will wash their hands as they leave the screening area and before entering the learning environment.

For the end of the morning the family will be told the location where their children can be picked up. This may be the gate to the play yard or outside the upper lobby. *At this point* no

family individuals will be allowed to enter the learning environment whether it be the downstairs space, the outside play yard or the upper hall.

## **Nutrition Break**

The children will wash their hands before and after snack. The teachers will wash their hands before and as needed through the snack time and after snack. There may be times when hand sanitizer will be used by the teachers. The children will bring their own snack from home and their own pre-filled water bottle. All these containers and lids are to be well marked with the child's name and carried in an identified reusable container. The children will be discouraged from sharing their snack with their friends. These snack bags will be available upstairs or outside at pick up time. Physical distancing will be kept as much as possible.

## **Sanitizing**

High touch surfaces will be cleaned and disinfected at least twice daily (and more often if cohorts are sharing the same areas).

Toys & equipment cleaned and disinfected everyday (and more often if items are shared by two cohorts.)

Mouthed toys will be disinfected immediately.

The "Cubbie" area that is used for the storage of the children's belongings will be cleaned and disinfected every day.

The staff and children wash their hands whenever possible throughout the program morning.

## **Management of Children and Staff with COVID-19 symptoms**

Children or staff with symptoms must be separated from the others until they are able to leave the school. A parent/guardian will be notified to pick up as soon as possible. A staff member should maintain a physical distance of 2 meters while supervising an ill child as possible. Appropriate PPE (mask and eye protection) should be worn. For children aged 2 years and older wearing a mask is encouraged. Hand washing station & any items used by the child need to be sanitized. All other parents are to be notified that another child has developed symptoms in order that they monitor their child. Staff that develop symptoms during a shift must be separated from others until they can leave the school. Ottawa Public Health will be called and their advice followed.

The symptomatic child or staff member need to isolate for 14 days from the first symptom or go for a COVID-19 test. If the child or staff test positive, they are to remain isolated for 14 days and then may return if no symptoms are evident.

**If there is any child or staff with a confirmed case of Covid-19 or there is a confirmed OPH declaration of an outbreak of the coronavirus occurs at the MCNS location all families will be notified by email by the supervisor to keep them up to date. The supervisor will also reach out to confirm the email was received by the parents.**

A Serious Occurrence Report must be made to the Ministry of Education website if a child or staff have tested positive for COVID-19. (Guidance from the Ministry of Education included below on schedule A).

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 unwell.

### **Records Kept**

Records are kept of the individual screenings at the start of each day.

A check list will be kept of the morning sanitizing routine before, during & after the daily program.

Visitors to the program are discouraged but there may be maintenance or licensing checks, water testing, or visits from the Executive Director or a child specialist such as Crossroads or Andrew Fleck etc. All adults in the nursery space will be required to wear a mask and will be provided a face shield.

A record of the time of the visit, their name and contact information will be kept.

### **Personal Protective Equipment**

Staff and all adults on the premises will wear PPE according to the directive from the province and OPH.

**Exemptions may be made for those who cannot tolerate face masks for reasons such as i.e., individuals with a respiratory condition that prevents them from wearing a mask. For individuals unable to wear a face mask, wearing a face shield will be suggested.**

**A face shield would not be considered an equal substitute for a face mask as it does not provide filtering capacity. However, the World Health Organization (WHO) supports the use of face shields as a “better than nothing” alternative to face masks if necessary.**

**COVID-19 Policy discussed and reviewed by all staff Nov 9<sup>th</sup>, 2020**

**All staff will take part in ongoing training re the COVID-19 guidelines.**

**COVID-19 Policy given to all parents before their children begin at the Nursery School.**

## **Schedule A - Serious Occurrence Reporting**

**PLEASE NOTE:** This replaces the direction that was sent on September 1, 2020.

### **1. Changes to serious occurrence reporting for COVID-19 related matters**

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

1. **Confirmed COVID-19 cases;** or
1. **Closures ordered by your local Public Health Unit** (i.e., where a closure is ordered for a centre, program room/s or provider's home due to a **confirmed** or a **suspected** COVID-19 case(s)).

### **Confirmed COVID-19 cases**

For a Confirmed Case of COVID-19 with **no** Related Public Health Ordered Closure

- Submit a serious occurrence in CCLS under "Confirmed COVID-19" category

For a Confirmed Case of COVID-19 **with** a Public Health Ordered Closure

- Submit a serious occurrence in CCLS under 'Confirmed COVID-19' category, including information about the closure in the fields provided; or
- Where there is a confirmed case and a closure is subsequently ordered by Public Health while the serious occurrence under "Confirmed COVID-19" category is still open, please revise the existing serious occurrence to include the closure information in the fields provided; or
- Where a closure is ordered by public health **after** the serious occurrence has been closed, submit a **new** serious occurrence for an "Unplanned Disruption of Service" with the subcategory of "Public Health Ordered Closure" (as per information below).

**PLEASE NOTE: Where there is an open serious occurrence for a confirmed case of COVID-19, should a second individual develop a confirmed case, please do not submit a new/additional serious occurrence for the new confirmed case.**

**Instead, licensees must revise the existing/open serious occurrence report to add the information related to the new confirmed case.**

### **Closures Ordered by your Local Public Health Unit**

- Where public health orders a closure with **no** confirmed COVID-19 case, submit a serious occurrence in CCLS under 'Unplanned Disruption of Service' with the subcategory of 'Public Health Ordered Closure'
- Where there is an existing/open serious occurrence in CCLS under 'Unplanned Disruption of Service' with the subcategory of 'Public Health Ordered Closure' and an individual develops a

confirmed case of COVID-19, submit a new serious occurrence in CCLS under the 'Confirmed COVID-19' category

Please note that there has been a change to the list of individuals that a serious occurrence must be reported for with respect to confirmed cases of COVID-19.

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:

1. a **child who receives child care** at a home child care premises or child care centre,
2. a home child care **provider**,
3. a person who is **ordinarily a resident of a home child care premises** (e.g., the home provider's child, the home provider's spouse etc.; for complete definition please refer to the Home Child Care Licensing Manual)
4. a person who is **regularly at a home child care premises** (e.g. the home provider's friend who visits the premises once a week etc.; for complete definition please refer to the Home Child Care Licensing Manual),
5. a **home child care visitor**,
6. a **staff** member at a child care centre
7. a **student** at a home child care premises or child care centre