



Little Lambs

DAYCARE

COVID-19

Policies and Procedures

During and Throughout Recovery Phase

Pandemic Plan

The purpose of this document is to outline policies and procedures for operation of Little Lambs during and throughout the recovery phase of the pandemic. If policies in this document differ from those in our policies and procedures manual, these policies will take precedence over previous policies as long as we are in these enhanced measures.

Pandemic Policy Objectives are to:

- **Ensure all employees are educated about pandemic risk factors and prevention procedures**
- **Control infection risks through the application of preventative measures**
- **Integrate pandemic prevention strategies in day-to-day operations**
- **Ensure employees recognize that educational information provided is to be utilized in the workplace to protect themselves and the children**

EXPECTATIONS OF EMPLOYEES

- Employees of Little Lambs must adhere strictly to the guidelines and practices below in order to reduce the risk of contracting and transmitting an infectious disease or illness during a pandemic
- Employees will partake in any required training to maintain current information on health and safety related to the pandemic
- Employees must read all memos posted
- Employees must wear appropriate PPE including a mask and eye protection at all times, unless eating or drinking or able to maintain 6 feet distance from others
- Follow provincial and local public health guidelines around physical distancing, social circles, self-isolation and health and safety.
- Little Lambs expects employees to provide full cooperation and honesty during daily screenings.
- Little Lambs encourages employees to keep a personal record of places they've been during operational hours
- Little Lambs encourages employees to bring a change of clothes to work to change into before going home.
- Little Lambs encourages employees to return home immediately following their shift, shower, and launder their clothes.
- Little Lambs will schedule employees designated amongst the children. Where possible, minimal switching of staff will be done to ensure limitation of exposure.

Introduction

COVID-19

Coronaviruses are spread mainly from person to person through close contact, for example, in a household, workplace or childcare centre.

- The 2019 novel coronavirus is spread through respiratory droplets: from person to person through coughing, sneezing, close contact; and
- touching contaminated surfaces.

Symptoms

Symptoms of COVID-19 for children include new or worsening:

- Fever (temperature of 37.8°C or greater) or chills
- cough
- Shortness of breath (dyspnea)
- New olfactory or taste disorder(s)
- Nausea/vomiting/diarrhea

Symptoms of COVID-19 for adults include new or worsening:

- Fever (temperature of 37.8°C or greater) or chills
- cough
- Shortness of breath (dyspnea)
- New olfactory or taste disorder(s)
- Extreme Fatigue
- Muscles Aches

ADMINISTRATION

Hours of Operation

To help support the operation of Little Lambs, we will be operating Monday to Friday from 630AM to 6PM.

Prioritizing Families for Space

All families will have access to care. Access to spaces will be on a first come first serve basis. In the event we are at full capacity due to maximum group sizes, our waitlist policy will be implemented.

Parent Fees

Parent fees will commence on the first day of attendance. We kindly ask that during this time, all fee payments be made electronically through email money transfer.

Parents who are accessing spaces will still be required to pay fees as per our sick policy. In the event of a disruption of service related to COVID-19 (ie partial closure or closure of the centre) reimbursement of fees during that period will be given.

Physical Distancing

The Ministry of Education recognizes that physical distancing between children in a child care setting is difficult. Employees of Little Lambs will maintain a welcoming and caring environment for the children. Our main priority is to ensure the health and safety of all those in our care.

Play Environments: Little Lambs will be incorporating more individual activities and activities that encourage more space between children by spreading children out into different areas. Educators will plan for activities that do not involve shared objects or toys. Singing activities will be done in alignment with the requirements set out in [Reopening Ontario: \(A Flexible Response to COVID-19\) Act, 2020](#). Physical distancing will be considered during meal times, dressing times and rest periods.

Use of Outdoor Space: Little Lambs will take every effort possible to make use of our outdoor play space to ensure adequate physical distancing of children. Outdoor toys which are able to be disinfected will be cleaned and disinfected between each use as well. Educators in our preschool and toddler rooms will ensure their cohorts remain separated by at least 6 feet when preschool room is accessing their play yard or returning inside. Employees will ensure hand hygiene is followed outdoors.

We are aware at times employees will need to be in close contact with children and will take every precaution necessary to ensure the children are safe and cared for.

PARENT/GUARDIAN DROP OFF

- Parents will be permitted to enter the Centre for drop off and pick up times Beginning November 1, 2021

Prior to entering the Centre at drop off, the following need to be completed:

- Parents/Guardians who is dropping off is required to complete **The Parents Screening Form** and **The Childs Screening Form** before entering the Centre. Only one Parent/Guardian can enter the building with the child(ren).
- Parents/Guardians are required to wear a mask while inside the building
- Parents/Guardians need to scan their key fobs, for contact tracing purposes.
- Parents/Guardians need to sanitize their hands upon entering the building.

Once you have Entered the Centre:

- Please take your child(ren) to the door of their classroom and then get the attention of an Educator that is present in the classroom for them to bring your child into the room. Parents will not be permitted enter the classrooms at this time.
- Please only take a few minutes to drop off, as other families are waiting to enter the Centre
- To accommodate physical distancing within the Center, only 1 preschool family and 1 infant/toddler family will be permitted in the Centre at a time

Drop Off Procedure:

Employees dressed in PPE will greet you each morning. They will verify that you have completed your screening **before** permitting entrance into the Centre. **We ask that if another family is in the Centre when you arrive, that you remain in your car until that family exited the Centre. This is to ensure proper physical distancing and to keep children safe in our parking lots.** Please limit the number of items children are bringing into the Centre and that all items are labelled (ie sunscreen, hat, additional change of clothing, outdoor shoes, weather appropriate clothing). These items will go home with families each day.

Please ensure that you arrive at the Centre by 9:30AM.

PARENT/GUARDIAN PICK UP:

Due to the time between drop-off and pick-up Parents/Guardians will be required to complete the Parent Screening Form prior to entering the Centre at the end of the day, even if they were the Parent/Guardian who completed the Parent Screening Form in the morning for drop-off.

Prior to entering the Centre to pick up your child,

- Parents/Guardians who is picking-up is required to complete the **Parent Screening Form** before entering the Centre. Only one Parent/Guardian can enter the building with the child(ren).
- Parents/Guardians are required to wear a mask while inside the building
- Parents/Guardians need to scan their key fobs, for contact tracing purposes
- Parents/Guardians need to sanitize their hands upon entering the building
- To accommodate physical distancing within the center, only 1 preschool family and 1 infant/toddler family will be allowed in the Centre at time.

Once you have entered the Centre:

- Please proceed to the door of your child(ren)'s classroom and then get the attention of an Educator that is present in the classroom for them to bring your child to you. Parents will not be permitted enter the classrooms at this time.
- Please only take a few minutes to pick-up, as other families are waiting to enter
- To accommodate physical distancing within the Center, only 1 preschool family and 1 infant/toddler family will be permitted in the Centre at a time

Pick-Up Procedure

Please call the Centre when you arrive to pick up your child(ren). An educator, dressed in PPE (mask/eye protection) will verify the screening is complete before permitting entrance to the Centre. If a family is in the building to pick up their child when you arrive, please remain in your vehicle until the family has exited the Centre.

Parents/Guardians can enter the outdoor play areas if the children are outside upon arrival for pick-up. Face masks need to continue to be worn for pick-ups in case physical distancing cannot be maintained. Outdoor pick-up will not required completion of the Parent Screening Form however, to enter the Centre to collect your child(ren)'s belonging The Parent Screening Form and Scanning of the key fob is required.

SCREENING PROTOCOLS

*Statement of Acknowledgement of COVID-19: As you are aware COVID-19 continues to evolve, as a result we are conducting active screening for potential risks of COVID-19 for everyone who enters the location. The screening will ensure the safety and well-being of employees, children and families. Please be aware that giving false information puts everyone in the care of Little Lambs at risk. We ask that if you or your child are unwell you return home.

Children (completed by parent/guardian) and employees and parents/guardians must complete our online screening tool before arrival daily. We ask for your full cooperation and honesty during the screening process. These screenings are put in place to protect the health and safety of those in our care at Little Lambs. We will not tolerate any inappropriate behaviour towards our employees. Employees will be held to the same accountability of screening response.

DO NOT UNDER ANY CIRCUMSTANCES TRY TO MASK SYMPTOMS OF FEVER WITH FEVER REDUCING MEDICATION INCLUDING, BUT NOT LIMITED TO, TYLENOL, ADVIL OR MOTRIN. ALL SYMPTOMS NEED TO BE FOLLOWED UP BY SELF-ASSESSMENT TOOL FOR COVID-19, AND PUBLIC HEALTH REENTRY TO LITTLE LAMBS.

As part of our screening process, families will be asked to complete our online screening tool DAILY before arrival at Little Lambs. **IF YOU HAVE MULTIPLE CHILDREN, THE SCREENING TOOL NEEDS TO BE FILLED OUT FOR EACH CHILD INDIVIDUALLY.** Please ensure you are taking your child's temperature at home to assist in completing an accurate screening. The following is the link to the children's daily screening:

<https://forms.office.com/Pages/ResponsePage.aspx?id=DQSIkWdsW0yxEjajBLZtrQAAAAAAAAAAANAASQWtqZURFZDMFJKSDdNTkYxNzVESzIYMENaQkNYOC4u>

The following is the link for the Paren Screening Form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=DQSIkWdsW0yxEjajBLZtrQAAAAAAAAAAANAASQWtqZUREIFWlIDUFEzTjQ4WIA5UDdHSzk2VDYxOC4u>

Masking will be mandatory for the parent who is dropping off their child. They will verify with you that you have completed the online screening tool for that day. Upon arrival to their playroom, the child will wash their hands before commencing their day.

Daily screening results will be provided to the Executive Director and will be filed in the main office for contact tracing purposes along with the daily attendance records.

Little Lambs has a duty to report confirmed cases of COVID-19 under the "Health Protection and Promotion Act". These protocols will be outlined further in this document.

RESULTS OF SCREENING QUESTIONS

The online screening tool outlines what to do in the event you answer “YES” to any of the questions.

Below are what steps to take after your results:

If you answered “NO” to all of the symptoms under section 2, please proceed to the Centre.

If you answered “YES” to any ONE of symptoms under section 2:

Your Child will need to complete one the following to return to Little Lambs

1. Receive a negative COVID-19 test and be improving for 24 hours or 24 hours symptom free if fever, vomiting or diarrhea was present
2. Receive a doctor’s note from a healthcare provider with an alternate diagnosis and be improving for 24 hours or 24 hours symptom free if fever, vomiting or diarrhea was present
3. The child can be excluded for 10 days from the onset of symptoms.

If you answered “YES” to any ONE of symptoms under section 3:

Please remain home and follow the advice of public health.

These protocols were made with the guidance of the screening tool providing by our Local Public Health

<https://www.healthunit.com/covid-19-resources-schools-and-child-care>

Additional Steps When Screening Employees

Employees will follow a different directive of screening questions which include additional symptoms that effect adults.

VISITORS

We will be permitting visitors into the Centre for the following reasons:

- Interviews for new employees
- Tours for new families
- Visits for new families

Screening of every person entering our facility will include gathering the names, email and phone #'s for each person.

RESPONSE FOR WHEN A CHILD OR EMPLOYEE DEMONSTRATES SYMPTOMS OF ILLNESS OR BECOMES SICK

To ensure the health and safety of all those in attendance at Little Lambs, children who become ill while attending the centre will be required to leave the program. Likewise, employees who become ill while working we also be required to leave the centre.

Any child or employee with signs/symptoms must stay/return home. It is recommended that the symptomatic person receive a COVID-19 test.

Children

If the child is feeling unwell, please keep them home. A reporting of all illnesses in detail with specific symptoms will need to be given to Little Lambs.

If the child displays any symptom/symptoms related to COVID-19 while they are in care at Little Lambs, the following protocol will happen:

- The child will immediately be isolated from all other children, with one employee, in a designated isolation room/area and the child will be sent home.
- The employee supervising the symptomatic child must wear Personal Protective Equipment (PPE) including a mask, eye protection and gloves.
- The parent will be notified to arrange for pick-up of the child as soon as possible. If the parent is not reached, an emergency contact person will be contacted to pick up the child. If the child has a sibling on site, that child will also need to be picked up. The sibling can only return if COVID-19 has been ruled out by either a physician or by a NEGATIVE test result. If at any point, the ill child is sent for COVID-19 testing, the sibling will have to stay home until results are back.
- Employees will take every effort to keep the child comfortable until someone arrives to take them home. If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical practitioner or a nurse registered under the Health Disciplines Act. R.R.O. 1990, Reg. 262, s. 34 (3).
- The Director/Designate will inform the parents of their options. If the child receives a Covid- 19 test and it comes back positive, public heath will call looking for the following information:
 - o Names of the children/employees within the cohort that were exposed
 - o Times of arrival and departure
 - o Contact information for each person in that cohort
- The health unit will provide the centre with direction on how to proceed.
- Thorough environmental cleaning of the space that the child was isolated within will be conducted immediately once the child has been picked up.
- Symptoms of illness will be recorded.

- Employees should self-monitor for symptoms for the next 14 days. During this period, they should avoid contact with vulnerable persons or settings where there are vulnerable persons (i.e., long-term care homes).
- Little Lambs will inform parents/guardians of children who were in the same cohort of the positive Covid-19 results, and should monitor their child for any symptoms.

Policies and procedures in regards to common illnesses (including conjunctivitis and unexplained rashes) will be follows as per our policies and procedures manual.

Employee

- If an employee contacts Little Lambs prior to attending the Centre to advise that they are displaying a symptom/symptoms, they will be asked to stay home, begin isolation and receive one of the following: negative covid test, receive a doctor note with alternate diagnosis or complete a 10 day exclusion.
- If the employee displays/reports symptom/symptoms while they are on-site at Little Lambs, they will be asked leave the centre.

An ill individual who has a known alternative diagnosis provided by a health care provider may return if they do not have a fever and their symptoms are improving for at least 24 hours.

Positive COVID-19 TEST – the parent/guardian of the symptomatic child or the symptomatic employee will be contacted by the Middlesex-London Health Unit regarding positive test results and further direction. The London-Middlesex Health Unit will contact Little Lambs to begin contract tracing and provide further direction. For all positive cases the Middlesex-London Health Unit must be consulted and provide clearance for the child or employee to return to the centre.

Negative COVID-19 TEST – The formally symptomatic person cannot return to Little Lambs until all the following apply:

- you do not have a fever (without using medication)
- it has been at least 24 hours since your symptoms started improving
- you were not in close physical contact with someone who currently has COVID-19

REFUSAL OF COVID-19 TEST – If the parent/guardian of the symptomatic child refuses for the child to receive a COVID-19 test, the families can have the child assessed by their primary healthcare provider and receive an alternate diagnosis. The child can then return 24 hours after symptoms begin to improve and there is no fever present

--OR--

The **child** must remain in isolation for 10 days from the onset of symptom(s), unless longer is recommended by the health unit, prior to returning to the centre.

If an **employee** refuses to receive a COVID-19 test, they can be assessed by their primary healthcare provider and receive an alternate diagnosis. They can then return 24 hours after the symptoms begin to improve and there is no fever present

--OR--

They must remain in isolation for 10 days from the onset of symptom(s), unless longer is recommended by the health unit, prior to returning to the centre.

ADDITIONAL MEASURES FOR RETURNING TO LITTLE LAMBS AFTER ILLNESS

In order to ensure the health and safety of all children and employees at Little Lambs, we will require a physician's note for any illnesses that requires your child to be assessed by a physician. If your child is referred for COVID-19 testing, a copy of the negative COVID-19 test will need to be sent to the Executive Director before re-entry. This policy will also be in place for all employees of Little Lambs Daycare as well.

Little Lambs is required to report all confirmed cases of COVID-19 for children and employees who attend Little Lambs to the Ministry of Education. COVID-19 is a life-threatening illness which is classified as a serious occurrence. All serious occurrence forms will be posted under requirements of the CCEYA unless local public health advises otherwise. Reporting to be done on CCLS.

OUTBREAK MANAGEMENT

An outbreak may be declared by the MLHU when within a 14-day period, there are **two or more** laboratory-confirmed COVID-19 cases in children, staff/providers or other visitors with an epidemiological link (ie cases in the same room) where at least one case could have reasonably acquired their infection in the child care setting. The MLHU will work with Little Lambs to determine where any epidemiological links exist between cases and whether transmission may have occurred in the child care setting. MLHU will determine with children and providers need to be sent home or if a partial or full closure of Little Lambs is required. In the event of a declared outbreak or partial or full closure of the facility, parents will be informed immediately by the Executive Director/Designate by email or telephone.

AWAITING TEST RESULTS

As per public health guidelines, if any member in your family is awaiting test results, all members of your household must self-isolate until results are known to be negative.

HOW TO SELF-ISOLATE

Self-isolating means staying at home and avoiding contact with other people to help prevent the spread of disease. This means that you should only leave your home or see other people for critical reasons (like a medical emergency). Where possible, you should try to get what you need:

- online
- over the phone
- from friends, family or neighbours

Your roommates or family you live with should self-isolate too, if they can.

Stay home

- do not use public transportation, taxis or rideshares
- do not go to work, school or other public places
- your health care provider will tell you when it is safe to leave

Limit the number of visitors in your home

- only have visitors who you must see (for example, for medical reasons or to drop of groceries) – do not invite people over to socialize
- keep necessary visits short
- do not visit with people who are in at-risk groups

Avoid contact with others

- stay in a separate room, away from other people in your home, as much as possible
- use a separate bathroom if you have one
- make sure that shared rooms have good airflow (for example, open windows)
- keep a distance of at least 6 feet (2 metres) in shared spaces

Wear a mask

- wear a face covering or mask when you:
 - leave your house to see a health care provider
 - are within two metres of other people or where it may be difficult to maintain physical distancing (for example, in a grocery store)
- make sure you properly wear, fit, remove and clean your face covering or mask

Keep distance

- if you are in a room with other people, stay at least two metres away from each other and wear a mask that covers your nose and mouth
- if you cannot wear a mask, other people should wear a mask when they are in the same room as you

Cover your coughs and sneezes

- cover your mouth and nose with a tissue when you cough or sneeze
- if you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hand
- throw used tissues in a wastebasket that's lined with a plastic bag
 - the plastic bag makes it safer and easier to empty the wastebasket
 - after emptying the wastebasket, wash your hands

Wash your hands

- wash your hands often with soap and water
- dry your hands with a paper towel, or with your own cloth towel that no one else shares
- use an alcohol-based hand sanitizer if soap and water are not available

HEALTH & SAFETY PROTOCOLS

Health and safety at work is everyone's responsibility. Little Lambs is responsible for making sure that the workplace is safe, and that workers' health and safety are not put at risk. Workers, on the other hand, are responsible for looking after their own health and safety and making sure that they do not put themselves or their co-workers at risk.

This means that Little Lambs will take reasonable precautions to protect workers in the workplace, and workers are required to adhere to our policies around health and safety in the workplace and exercise common sense. Little Lambs will provide training to all workers in respect of the practices and procedures it has adopted to keep its workers safe and prevent the transmission of COVID-19 in the workplace.

EMERGENCY AND PUBLIC HEALTH ORDERS

Little Lambs will comply with all emergency orders made by government or public health officials, including in respect of implementing physical distancing and other measures designed to prevent the transmission of COVID-19 in the workplace, as well as in respect of any business closures ordered by the government or public health officials.

Personal Protective Equipment

PPE (including but not limited to gloves, mask and face shield/goggles/side shields) will be used at Little Lambs.

All childcare staff are required to wear a medical mask and eye protection with inside a child care setting including while screening, in the hallways and staff rooms (unless eating). Times with masks off should be limited and physical distancing maintained.

Along with the above-mentioned PPE, gloves must be worn when cleaning and disinfecting blood or bodily fluid spills that have a risk of splashing.

When caring for a sick child or child showing symptom of illness in the isolation area, a gown must also be donned.

All other adults (parents/guardians or visitors) are required to wear a face covering or non-medical mask while inside the premises.

Masks

Medical Masks should:

- fit securely to the head with ties or ear loops
- be large enough to completely and comfortably cover the nose and mouth without gaping

Masks should not be placed on or used by:

- children under the age of two
- anyone who has trouble breathing
- anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance

When wearing a mask, you should:

- wash your hands immediately before putting it on and immediately after taking it off (practice good hand hygiene while you are wearing the mask)
- make sure the mask fits well around your nose and mouth
- avoid moving the mask around or adjusting it often
- avoid touching the mask while using it
- not share it with others

Masks should be changed when they get slightly wet or dirty.

Who has to wear a mask at Little Lambs:

- all employees (medical only)
- essential visitors (non-medical or face covering)
- symptomatic children over the age of 2 where tolerated.

When removing a mask, you should:

- throw it out into a lined garbage bin
- wash your hands

Ontario Health states masks should not be worn outside in hot and humid conditions.

Please note that the Ministry of Education encourages the use of non-medical grade masks for children age 2-SK while attending Little Lambs. This is not required.

Glove Use: Gloves shall be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces. Gloves are single use only.

Gloves and Hand Hygiene: Hand hygiene shall be practiced 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 are single use only, and must be task specific such as nitrile gloves for diaper changes, and must be changed between each child

Note: remove gloves from wrist and peel inside out prior to disposal in a safe and secure location which cannot be accessed by children.

Gloves when Cleaning/Disinfecting: Employees must wear these gloves when immersing toys in diluted disinfectant when toy washing.

CLEANING AND DISINFECTING

Infection prevention and control is not new to childcare settings. Little Lambs has always implemented cleaning and disinfecting policies to reduce the risk of spreading germs. Enhanced

cleaning and disinfecting measures will be implemented with guidance from our local public health.

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 kill 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.

- Use detergent and warm 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: describes a process completed after cleaning in which a chemical solution, 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). Any surface children may come into contact with (high chairs, tables, shelves, etc), requires a final rinse with a single use paper towel after the required contact time is observed.

Little Lambs uses a disinfecting solution of bleach (5.25%) and water for disinfecting. To ensure maximum preservation of strength, solutions will be mixed daily. The following ratio will be used - **2tsp bleach to 2c water (approximately 1000ppm) with a minimum contact time of two minutes.**

Cleaning of Toys/Equipment

Only toys with the ability to be properly disinfected will be available to children for use. Educators will strongly encourage individual play to reduce sharing toys amongst children. Between each use of a toy, they will be cleaned and disinfected. Mouthed toys will be immediately cleaned and disinfected.

Toys have been designated to individual groups. Toys must be cleaned and disinfected before putting away.

Toys will be cleaned with soap and water, rinsed, dried, then disinfected with the appropriate toy safe bleach solution and rinsed afterwards. Employees must wear gloves when submerging toys in bleach.

Frequency of Cleaning and Disinfecting for Surfaces & Items

Cleaning and disinfecting routines must be increased for the following, as the risk of environmental contamination is higher. These areas will be cleaned and disinfected at least twice per day:

- Tables and countertops: used for food preparation and food service must be cleaned and disinfected before and after each use
- Highchairs: must be cleaned and disinfected before and after serving food
- Spills must be cleaned and disinfected immediately
- Handwash sinks/washrooms: employee 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 and on a daily basis
- Outdoor play equipment: must be disinfected between each child. (e.g, if a child gets off a bike and another child wants to ride it, it needs to be disinfected before the child can ride it.) Any outdoor play equipment that is used must be easy to clean and disinfected.
- High-touch surfaces: any surfaces that have frequent contact with hands (e.g., light switches, shelving, containers, hand rails, door knobs, sinks toilets etc.) 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.

The following will be cleaned and disinfected daily:

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

As Required Cleaning and Disinfecting:

Blood/Bodily Fluid Spills: Using the steps outlined 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 disinfecting product (refer to the instructions set out under the “Cleaning and Disinfecting Products” heading above) in and around the spill area and allow for 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.

Crib and Cot Cleaning and Disinfecting:

- Cots and cribs must be labelled and assigned/designated to a single child per use
- Cots and cribs must be cleaned and disinfected before being assigned to a child
- Crib mattresses must be cleaned and disinfected when soiled or wet and before being assigned to a child
- High touch surfaces on cots and cribs must be disinfected at least twice per day and as often as necessary.
- Cots must be stored in a manner which there is no contact with the sleeping surface of another cot
- Bedding must be laundered weekly and when soiled or wet in hot water and dried thoroughly.

Additional Infection Prevention and Control Practices For Hygiene Items

- Bottles and Pacifiers must be individually labelled and stored separately (not touching each other), they must not be shared among children.
- Label individual hygiene items and store them separately.
- For creams and lotions during diapering, never put hands directly into lotion or cream bottles, use a tissue or single-use gloves.

Hand Hygiene

Hand Hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and running water or a hand sanitizer. Hand washing with soap and running water must be performed when hands are visibly soiled.

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.

Employees will always be practicing good hand hygiene and will encourage children to do the same when hands are visibly dirty and/or after:

- Sneezing, coughing, or blowing your nose
- Using the washroom
- Handling garbage
- Handling raw foods (kitchen)
- Outdoor play
- Toileting/diapering routine
- Handling soiled laundry or dishes
- Handling soiled toys or other items
- Coming into contact with bodily fluids
- Coming into contact with any soiled/mouthed items
- Gardening

Employees will implement strict heightened hand washing practices. Alcohol based hand sanitizer may be used when hand washing is not possible. Hands should be cleaned using soap and water or hand sanitizer before and after:

- Entering the Child Care Centre (starting a shift)
- Screening children prior to their entry to the Child Care Centre
- Before and after direct physical contact with children
- After each transition within the building, whenever possible
- Preparing, handling, serving and eating food (children should not be permitted to self-serve food during the COVID-19 outbreak to reduce potential for contamination)
- Handling animals
- Touching a cut or open sore
- Changing diapers
- Accessing the bathroom
- Glove use
- Dispensing/handling expressed breast milk
- Before and after giving medication
- Handling or taking out garbage
- Applying sunscreen or other ointment to a child
- Before and after staff lunch/breaks
- Exiting the Child Care Centre (completing a shift)

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

- Wet hands
- Apply soap
- Lather for at least 20 seconds. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel. Ensure hands are completely dry

- Turn taps off with paper towel

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

- Apply hand sanitizer
- Rub hands together for at least 15 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails.
- Rub hands until dry

Hand Hygiene Monitoring: To ensure that employees are using proper hand hygiene methods, hand hygiene practices will be reviewed on a regular basis by the director/designate and feedback provided to employees as required.

Hand Sanitizing Information: When your hands are not visibly dirty, an alcohol-based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity. Little Lambs will require written parent consent before applying hand sanitizer to any child.

Covering Your Cough Procedure: 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. If someone is exhibiting symptoms including coughing and sneezing, they will be excluded from the Centre.

Attempt to keep your distance (preferably more than 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 regularly and after using a tissue on yourself or others

FOOD PREPARATION

Our kitchen staff will be implementing a service system for safe food handling. Employees and children will wash their hands prior to and after meal times. Employees will ensure that the counter space and tables are cleaned and disinfected prior to meal times. One employee will be responsible for plating and serving food. Plates must be prepared for children on the counter.

Only the kitchen staff will be permitted to enter the kitchen area to ensure proper food handling. The kitchen staff will not be permitted into the playrooms (except to access the kitchen from preschool).

No outside food will be permitted in the centre (except breastmilk, formula, pablum or dietary supplements).

Physical Distancing will be implemented to the best of our ability during meal times. Meal times will be staggered between rooms to ensure proper physical distancing throughout the centre.

REVIEW

This Policy is intended to be temporary, and shall be monitored, reviewed, and amended as necessary, in Little Lambs' sole discretion, in accordance with official federal and provincial government, local public health and Ministry of Education announcements, information, and orders.